



Live Proctoring Test-taker Guide

For assistance, call **1-617-500-6524**, email support@eximity.com or chat directly with us through the Live Chat feature on the Eximity dashboard.

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Accessing Examity

Examity is easily accessible through Canvas. To log in to Examity, open Canvas, navigate to your course and select the Examity link. This will bring you to the Examity dashboard.

Technical Requirements

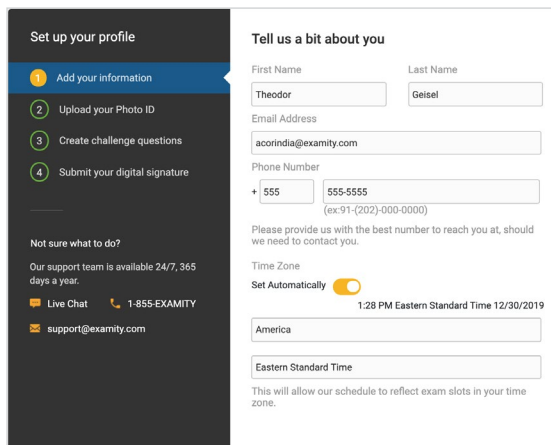
Before your exam, please confirm you meet Examity's technical requirements.

- **Browser:** Google Chrome, please disable your pop-up blocker.
- **Equipment:**
 - Desktop, laptop, or Chromebook (tablets are not supported)
 - Built-in or external webcam
 - Built-in or external microphone
 - Built-in or external speakers
- **Internet:** An upload and download speed of 2Mbps.

Creating Your Profile

The first time you attempt to access Examity, you will be prompted to create your profile. Profile creation is a very quick process.

- 1 Provide key contact information for your profile.

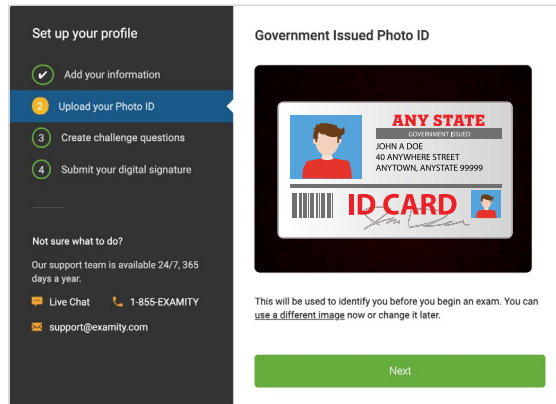


The screenshot shows the 'Set up your profile' form. On the left is a sidebar with four steps: 1. Add your information (highlighted), 2. Upload your Photo ID, 3. Create challenge questions, and 4. Submit your digital signature. Below the sidebar, it says 'Not sure what to do?' and 'Our support team is available 24/7, 365 days a year.' with links for 'Live Chat' and '1-855-EXAMITY', and an email 'support@examity.com'. The main form area is titled 'Tell us a bit about you' and contains fields for 'First Name' (Theodor), 'Last Name' (Geisel), 'Email Address' (acorindia@examity.com), and 'Phone Number' (+ 555 555-5555). Below these is a 'Time Zone' section with a 'Set Automatically' toggle and a dropdown menu showing 'America' and 'Eastern Standard Time'. A note at the bottom states: 'This will allow our schedule to reflect exam slots in your time zone.'

TIP:

Confirm that your time zone reflects the location in which you will be testing.

- 2 Upload a picture of your ID. Please note, for verification purposes, you will need to bring this ID with you every time you take a test.



Set up your profile

- ✓ Add your information
- 2 Upload your Photo ID
- 3 Create challenge questions
- 4 Submit your digital signature

Not sure what to do?

Our support team is available 24/7, 365 days a year.

Live Chat 1-855-EXAMITY
support@examity.com

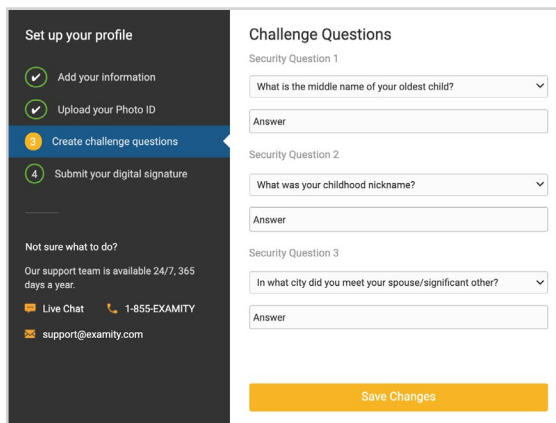
Government Issued Photo ID

ANY STATE
GOVERNMENT ISSUED
JOHN A DOE
40 ANYWHERE STREET
ANYTOWN, ANYSTATE 99999
ID-CARD

This will be used to identify you before you begin an exam. You can use a different image now or change it later.

Next

- 3 Select and answer three challenge questions.



Set up your profile

- ✓ Add your information
- ✓ Upload your Photo ID
- 3 Create challenge questions
- 4 Submit your digital signature

Not sure what to do?

Our support team is available 24/7, 365 days a year.

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Challenge Questions

Security Question 1

What is the middle name of your oldest child?

Answer

Security Question 2

What was your childhood nickname?

Answer

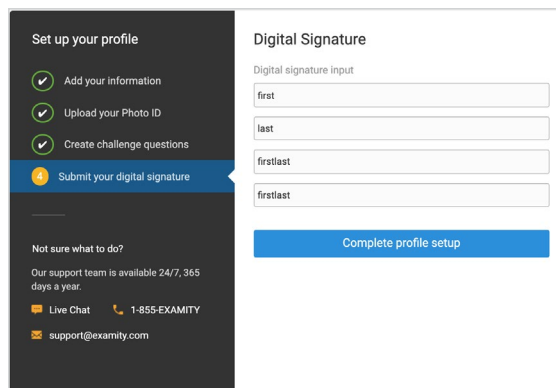
Security Question 3

In what city did you meet your spouse/significant other?

Answer

Save Changes

- 4 Submit your digital signature.



Set up your profile

- ✓ Add your information
- ✓ Upload your Photo ID
- ✓ Create challenge questions
- 4 Submit your digital signature

Not sure what to do?

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support@examity.com

Digital Signature

Digital signature input

first

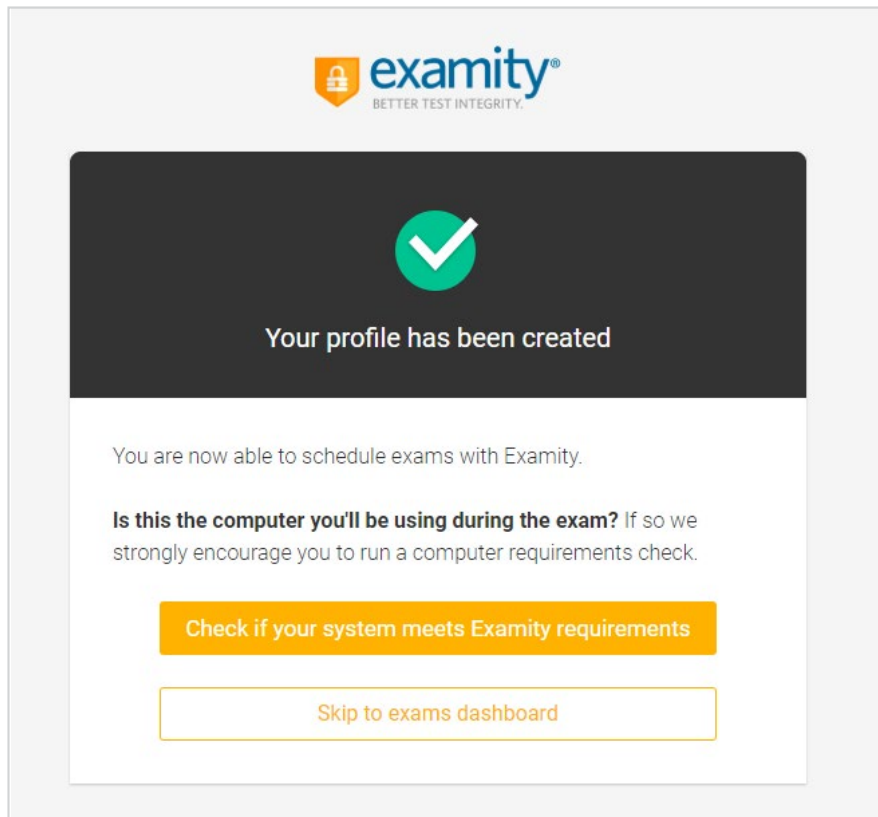
last

firstlast

firstlast

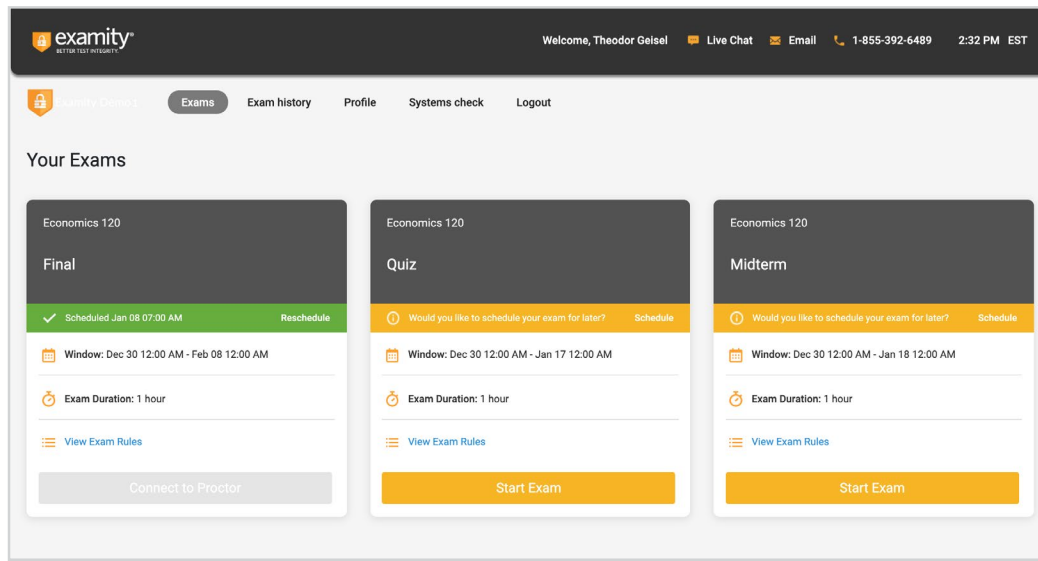
Complete profile setup

Your profile has now been created. You should see a confirmation screen. Please select “Check if your system meets Examity requirements” before proceeding to the exam dashboard.



Navigating Your Dashboard

Once your profile is created, you will be directed to the Examity dashboard.



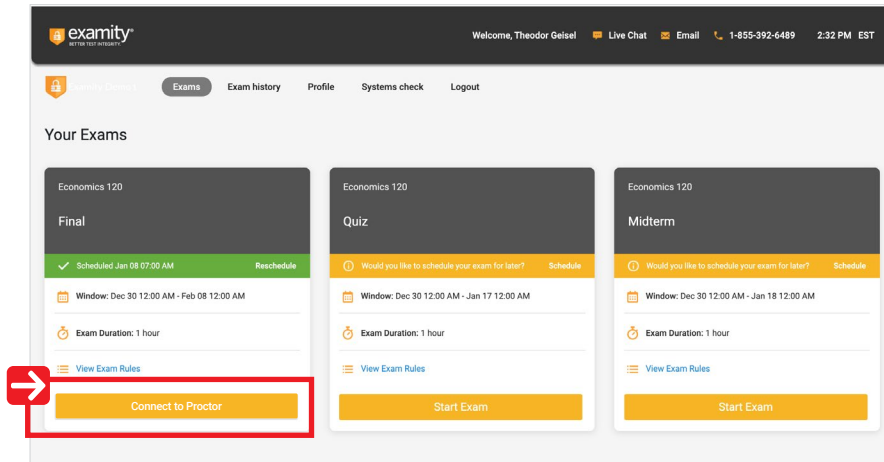
The Examity dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information.

TIP:

To return to the Examity dashboard in the future, you can easily access it through Canvas. To log in, open Canvas, navigate to your course and select the Examity link.

Taking Your Exam

On the day of your exam, locate the exam card and select “Connect to Proctor.”

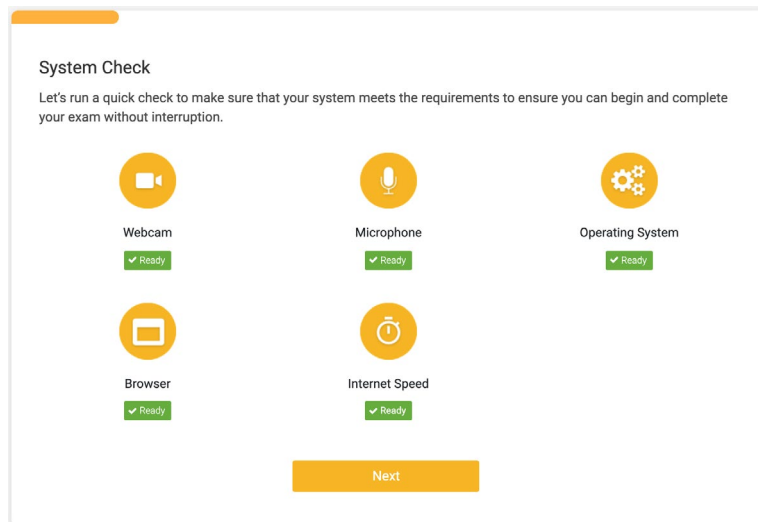


REMINDER:

Before you start your exam, please confirm that you are accessing Examity through Chrome. If you are not using this browser, please restart your exam session in Chrome.

You will be sent to a new screen where you will be asked to run through a few steps to confirm you meet our technical requirements, verify your identity, and approve our user agreement.

1 **System Check:** Examity will confirm you meet our technical requirements.



- 2 Browser Extension:** Please follow the prompts to add the Examity extension to your browser. Then click “Next.”

REMINDER:

Because we automatically delete the extension at the end of your session, you will need to complete this step every time you test.

Welcome

Good luck on your exam! We have a few quick steps to follow on the coming screens, so please take the time to complete each one.

In order to start your exam, we'll need to run through a few steps to confirm your system meets our technical requirements, verify your identity, and approve our user agreement.

The first step is to add the Examity extension to your browser.

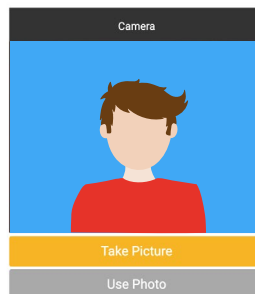
Click the link below to begin.

Add Extension

- 3 Identity Verification:** A pop-up will appear to give Examity access to your camera, please select “Allow.” Once ready, click “Take Picture” and then “Use Photo” to upload an image and continue.

ID Photo Verification

Click “Allow” to turn on your camera, place your face clearly in the frame and then click on the “Take Picture” button to capture your face. You can retake if you don’t have a clear image. Once you’re happy with it, click “Use Photo”.




Examity will also prompt you to take a picture of your ID. Please choose “Allow” to give Examity access to your camera. Once ready, click “Take Picture” and then “Accept ID” to upload the image and continue.

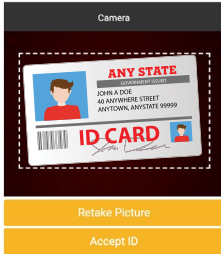
ID Card Verification

Now do the same with your photo ID. Place it clearly in the frame. Once you have a clear picture, choose “Accept ID”

Profile ID



Camera



- 4 Challenge Question:** Answer a previously selected challenge question. Once you have entered your answer, click “Next.”

Your Challenge Question

You'll have 3 chances to answer this question. If you get stuck, we can help you out.

In what city did you meet your spouse/significant other?

Next

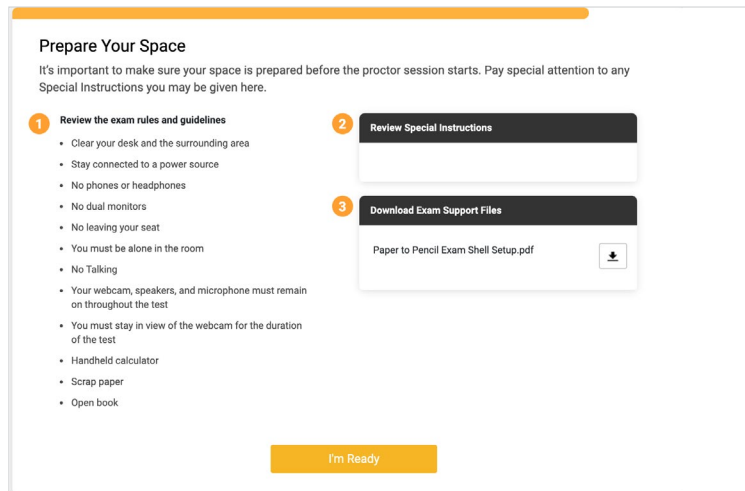
- 5 Digital Signature:** Enter your digital signature. Once complete, select “Next.”

Your Digital Signature

Just follow the instructions exactly as they're displayed. Easy.

Next


- 6 Review Rules:** Take a moment to review all exam rules and special instructions. If your instructor uploaded materials for this exam, you will download them under “Download Exam Support Files.” Then, click “I’m ready.”



Prepare Your Space

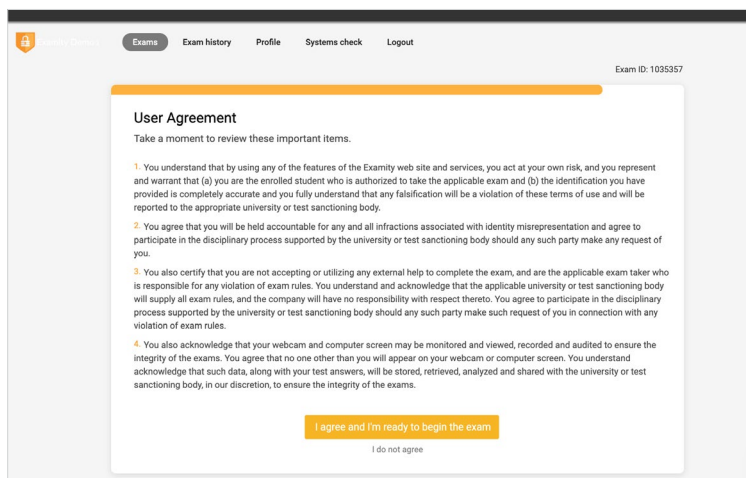
It's important to make sure your space is prepared before the proctor session starts. Pay special attention to any Special Instructions you may be given here.

- 1 Review the exam rules and guidelines**
 - Clear your desk and the surrounding area
 - Stay connected to a power source
 - No phones or headphones
 - No dual monitors
 - No leaving your seat
 - You must be alone in the room
 - No Talking
 - Your webcam, speakers, and microphone must remain on throughout the test
 - You must stay in view of the webcam for the duration of the test
 - Handheld calculator
 - Scrap paper
 - Open book
- 2 Review Special Instructions**
- 3 Download Exam Support Files**

Paper to Pencil Exam Shell Setup.pdf 

I'm Ready

- 7 User Agreement:** Next, read and agree to Examity’s user agreement by clicking “I agree and I’m ready to begin the exam.”



User Agreement

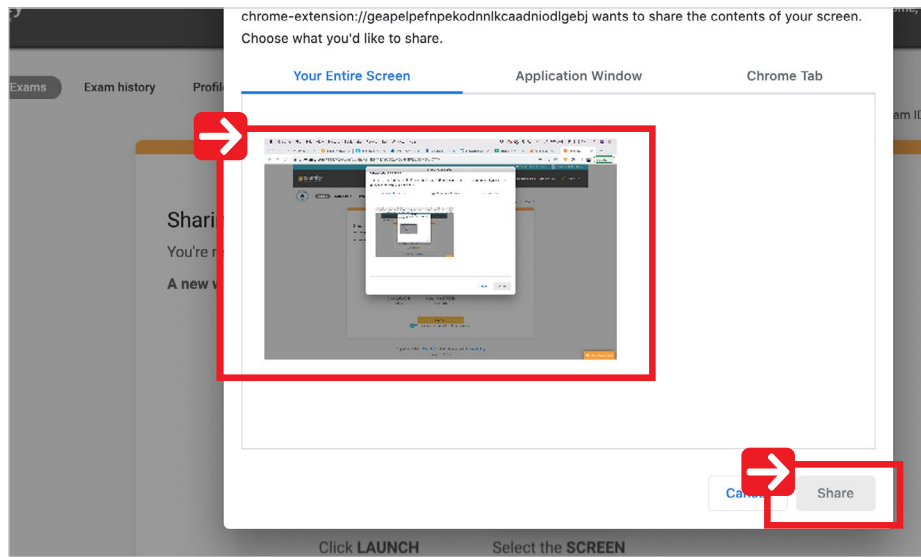
Take a moment to review these important items.

- 1 You understand that by using any of the features of the Examity web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body.
- 2 You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you.
- 3 You also certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that the applicable university or test sanctioning body will supply all exam rules, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules.
- 4 You also acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge that such data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams.

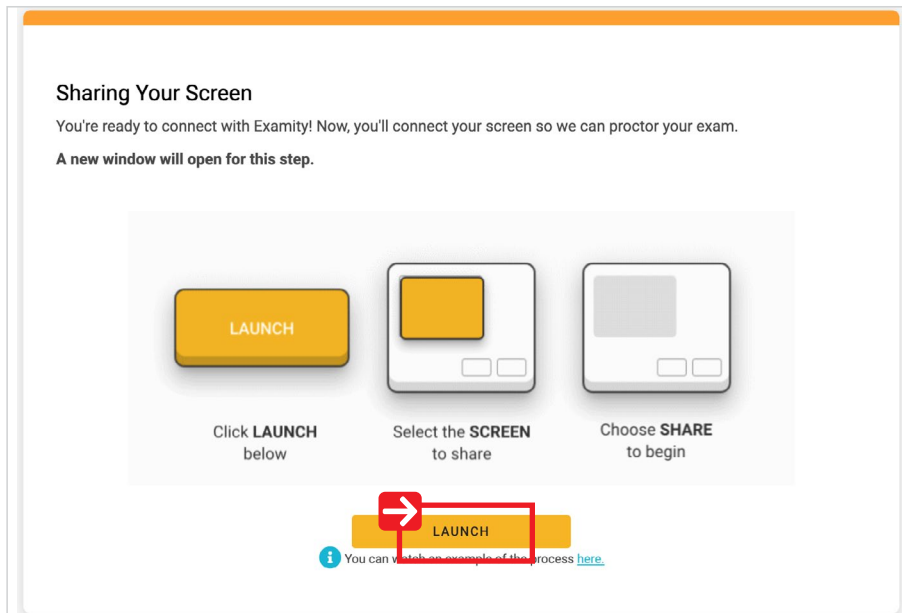
I agree and I'm ready to begin the exam

I do not agree

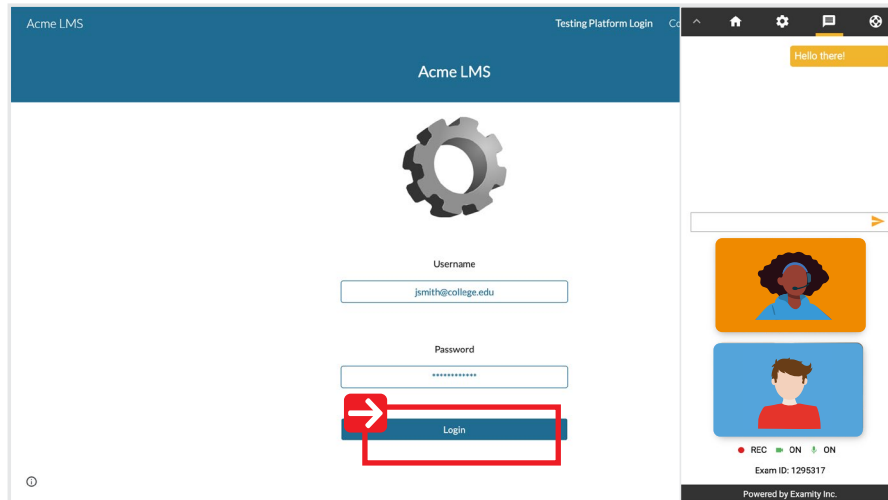
- 8 Share Your Screen and Launch:** At this point, you'll be prompted to share your screen. Select your screen, then click "Share."



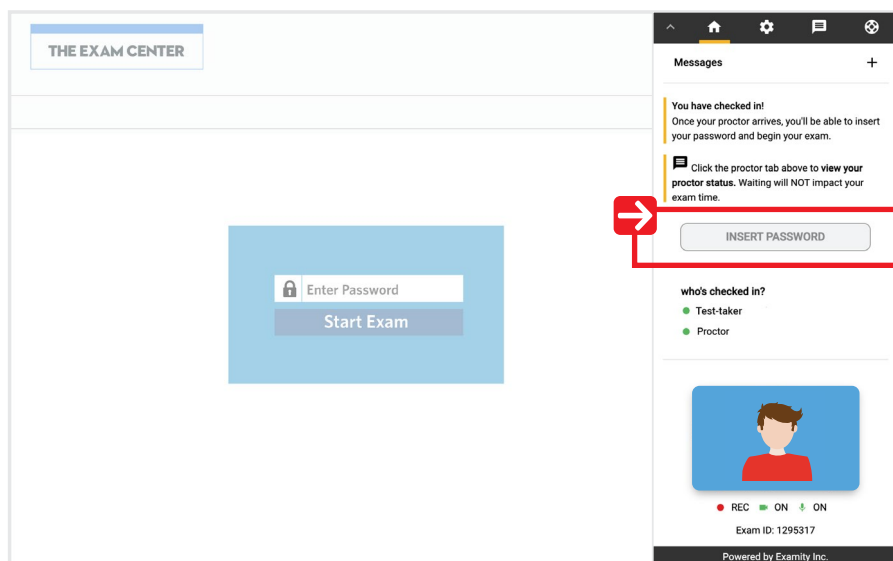
Once you've enabled screenshare, click "Launch" and we will take you to the test platform.



- 9 Connect to Proctor:** You will now be connected to a proctor who will walk you through the ID verification process and any instructions to access your exam.



- 10 Insert Password:** After authentication and pre-test procedures, your proctor will guide you through inserting the exam password. Simply click “Insert Password” and Examity will automatically fill the exam password. If the password does not appear, refresh the page and click “Re-insert your exam password.” **You will then be able to start your exam!**



How to Use the Examity Sidebar

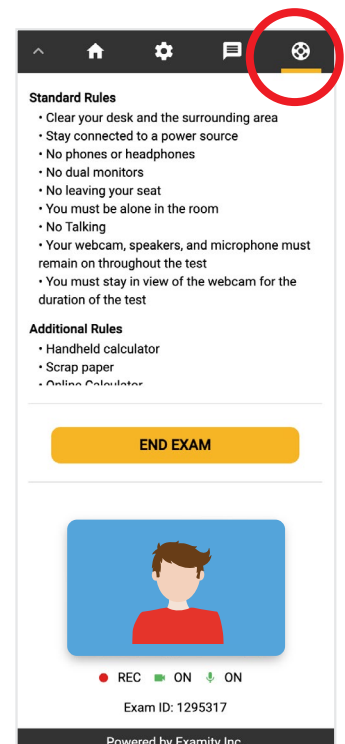
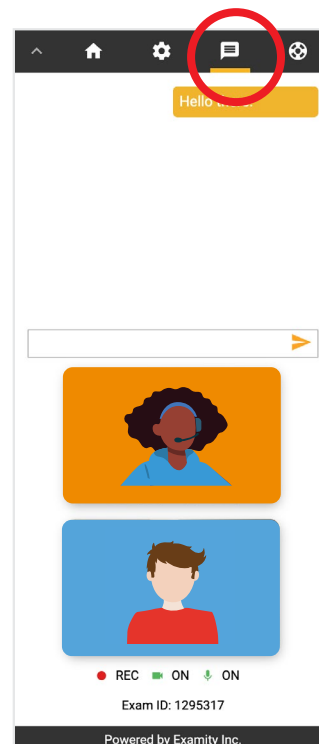
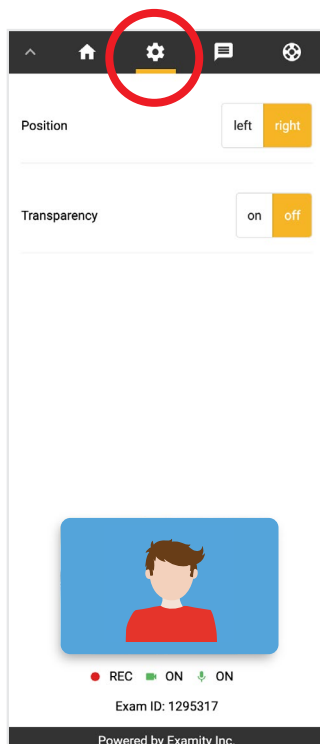
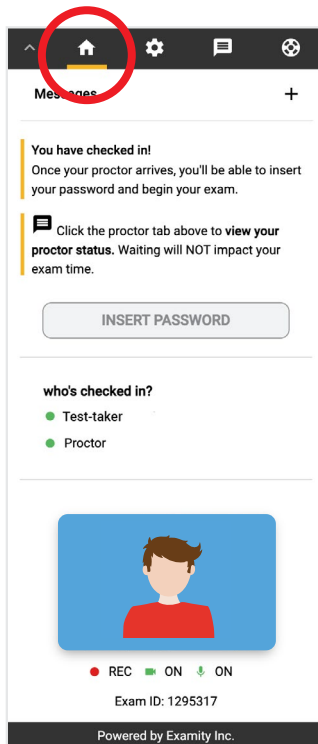
The Examity sidebar provides one-click access to everything you need for proctoring, including inserting the password, instructions, rules, and ending your exam.

The home tab has instructions based on where you are in the proctoring process.

The settings tab allows you to change the position of the sidebar, make it transparent, or minimize it.

The proctor tab allows you to chat with your proctor.

The help tab will show you the standard rules, additional rules, and special rules.



Completing Your Exam

- 1 **Submit Your Exam:** Once you have completed your exam, notify your proctor and they will walk you through the submission procedure.

THE EXAM CENTER

[Home](#)
[My Exams](#)
[Schedule an Exam](#)
[My Progress](#)
[Course Admin](#)
[Help](#)

Exam: A549-9 Current Time: 04:43PM

Question 1 of 8 Points: 1

Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet

Check all that apply:

☐ A) Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet

☐ B) Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet

☐ C) Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet

☐ D) Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet

Question 2 of 8 Points: 1

Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet

Check all that apply:

☐ A) Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet

☐ B) Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet

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☐ D) Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet Lorem ipsum dolor sit amet

Messages

You have checked in!
Once your proctor arrives, you'll be able to insert your password and begin your exam.


Click the proctor tab above to **view your proctor status**. Waiting will NOT impact your exam time.

INSERT PASSWORD

who's checked in?

Test-taker

Proctor



REC ON

Exam ID: 1295317

Powered by Examity Inc.

For assistance, call **1-617-500-6524**, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

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- 2 Take a Brief Survey:** Your opinion is important to us and we are constantly working to improve. Complete the short survey and then click “Submit.”

We at Examity value your opinion and greatly appreciate your feedback.

Course Name: **Examity Course** Exam Name: **Examity Exam**

1. How smooth was your proctoring experience?

☐ Rough ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☒ Very Smooth

2. What is the greatest way for us to improve your proctoring experience?

☒ Wouldn't change a thing

☐ Better trained proctors

☐ Make more user friendly

☐ Faster connection

3. How likely would you suggest Examity to a student who needs proctoring?

☐ Never ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☒ Very Likely

Submit

- 3 Close Out of Examity:** You may now close out of Examity. This will uninstall the Examity extension.