



**eximity**<sup>®</sup>  
BETTER TEST INTEGRITY.

## Email Toolkit



## For Syllabus : Examity: Online Exam Proctoring

Exams in this course will be online, and will be proctored by Examity. This gives you the flexibility to schedule exams at your convenience and take them wherever you'd like.

To get started with Examity, you must first create a profile by following the steps below.

### Creating a Profile:

- Log into your course within Canvas and select the Examity link.
- Click on "My Profile" to select your time zone, upload your photo ID (you'll need to have this ID with you each time you take a test), select and answer security questions, and enter your biometric keystroke information.
- Once your profile is complete, you will be able to schedule, cancel, or reschedule your exam with through the Examity dashboard.

### Checking your Computer:

Verify now that your computer system and internet speed are ready for testing. Click on the "Computer System Requirements Check" located in the top right corner of your profile page. Within seconds, you'll know if you meet Examity's testing requirements.

### Examity Support:

If you need help or have any questions before, during, or after an exam, Examity offers 24/7/365 technical support. Call 855-EXAMITY, email [support@examity.com](mailto:support@examity.com) or chat with an Examity support representative through the Live Chat link on your Examity dashboard.



## Canvas Announcement or Email: Registration Reminder

Hello Class,

This is just a reminder that your XXXX exam is coming up.

If you have not done so already, please go to your Examity dashboard and schedule your test. If you haven't created an Examity profile yet, you must do so immediately.

The test will be available between MMDDYY and MMDDYY. It must be completed by MMDDYY at XX:YY AM/PM.

### Creating a Profile:

- Log into your course within Canvas and select the Examity link.
- Click on "My Profile" to select your time zone, upload your photo ID (you'll need to have this ID with you each time you take a test), select and answer security questions, and enter your biometric keystroke information.
- Once your profile is complete, you will be able to schedule your test.

### Scheduling an Exam:

- Select "Schedule Exam" on the dashboard.
- Pick your instructor, course, and exam from the drop-down menu.
- If you need to schedule an appointment within 24 hours of your exam, you will have to use the "on-demand" scheduling button.

### Checking your Computer:

Curious whether your computer system and internet speed are ready for testing? Click on the "Computer System Requirements Check" located in the top right corner of your profile page. Within seconds, you'll know if you meet Examity's testing requirements.

### Examity Support:

If you need help or have any questions before, during, or after an exam, Examity offers 24/7/365 technical support. Call 855-EXAMITY, email [support@examity.com](mailto:support@examity.com) or chat with an Examity support representative through the Live Chat link on your Examity dashboard.

Thank you,

Instructor XXXX



## Canvas Announcement or Email: Test is Live

Hello Class,

This is a final reminder to schedule your XXX exam. You have from now until XX:YY AM/PM on MM/DD/YY to complete it. If you haven't already scheduled a testing appointment with Examity, please do so immediately.

At this point, your Examity profile should be complete. Just log in to Examity and schedule your test.

### Scheduling an Exam:

- Go to your Examity dashboard.
- From the dashboard, click the "Schedule Exam" tab.
- Choose your instructor, course, and exam name from the drop-down menus.
- Select your preferred appointment date and time from the calendar. Please remember, you will not be able to schedule an appointment less than 24 hours in advance unless you enable the on-demand scheduling button.

### Preparing for an Exam:

- Need to reschedule or cancel an appointment? Do so by clicking on the Reschedule/Cancel tab on your dashboard.
- Review the rules for your exam prior to connecting with your proctor.
- Conduct a Computer System Requirements Check prior to beginning your test, to ensure that your system and internet meet Examity's standards.

### Taking an Exam:

- When it is time for your test, log in to Examity. Once on the dashboard, click the "Start Exam" button. Note that you will not be allowed to connect with a proctor more than 15 minutes before the scheduled start time.
- When you have completed your test, follow any additional post-exam instructions.

### Examity Support:

If you need help or have any questions before, during, or after an exam, Examity offers 24/7/365 technical support. Call 855-EXAMITY, email [support@examity.com](mailto:support@examity.com) or chat with an Examity support representative through the Live Chat link on your Examity dashboard.

Good luck!

Instructor XXXX

