examity®
BETTER TEST INTEGRITY.

Live Proctoring
Test-taker Guide

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.

examity®
BETTER TEST INTEGRITY.

Table of Contents

Creating Your Profile.....1
Navigating Your Dashboard..... 4
Scheduling Your Exam..... 4
Taking Your Exam..... 5

examity®
BETTER TEST INTEGRITY.

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.

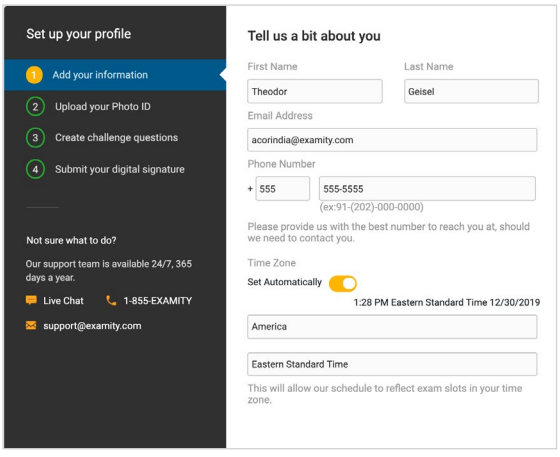
- **Equipment:**
  - Desktop, laptop, or Chromebook (tablets are not supported)
  - Built-in or external webcam
  - Built-in or external microphone
  - Built-in or external speakers

- **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.

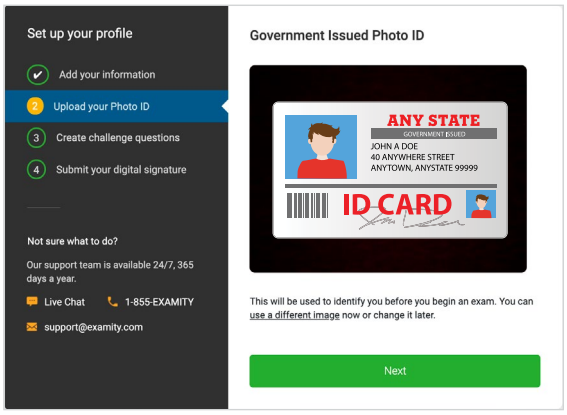


TIP:

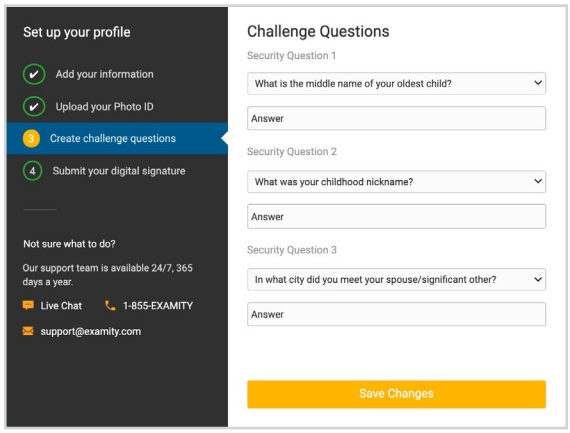
Confirm that your time zone reflects the location in which you will be testing.

examity®
BETTER TEST INTEGRITY.

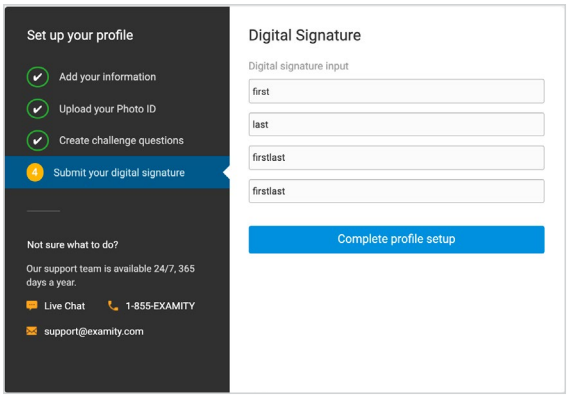
2 Upload a picture of your ID. Please note, for verification purposes, you will need to bring this ID with you every time you take a test.



3 Select and answer three challenge questions.

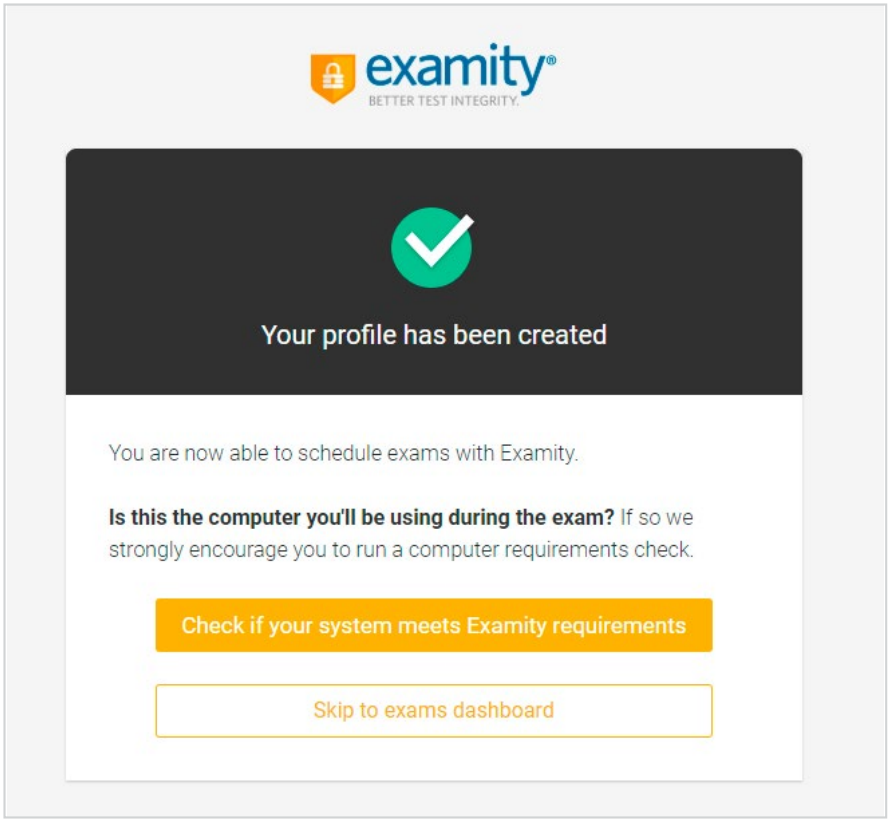


4 Submit your digital signature.



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.

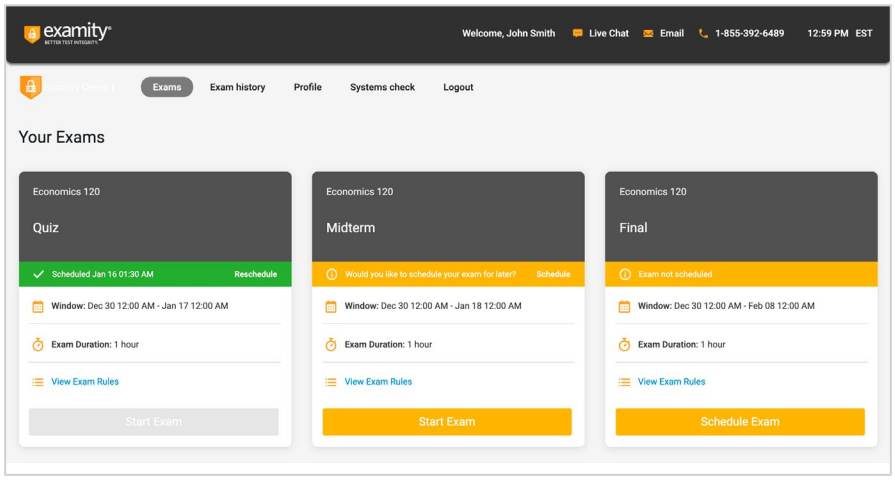
Your profile has now been created. You should see a confirmation screen. Please select "Check if your system meets Examity requirements" before proceeding to the exam dashboard.



examity
BETTER TEST INTEGRITY.

Navigating Your Dashboard

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



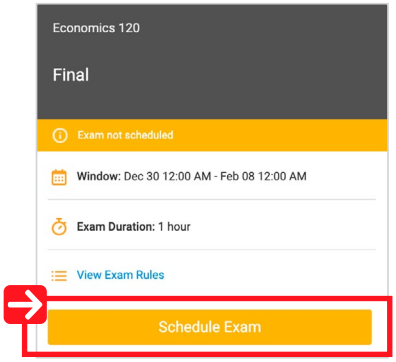
The Examity dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information. **Please note:** exams that do not require scheduling will simple say, "Start Exam" at the bottom of the exam card.

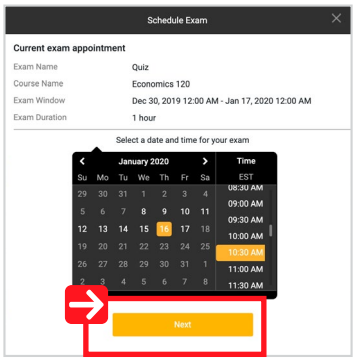
TIP:

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.

Scheduling Your Exam

To schedule an exam, click "Schedule Exam" on the Exam card. Then select the date and time and click "Next."

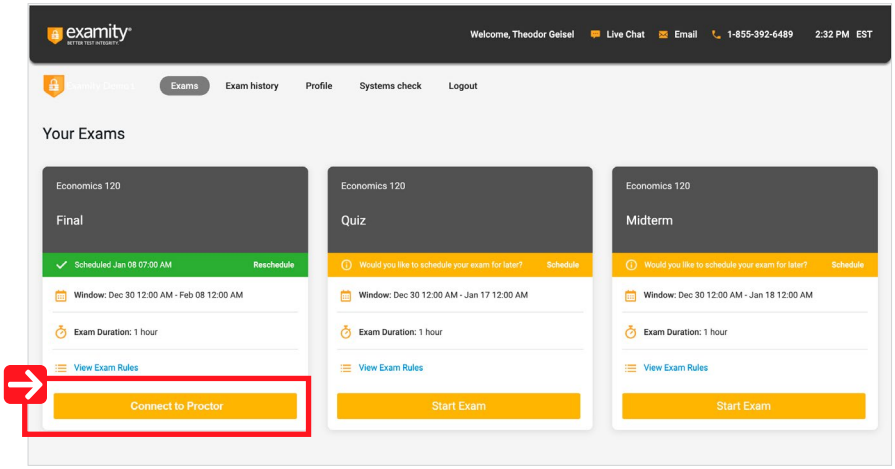




examity
BETTER TEST INTEGRITY.

Taking Your Exam

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

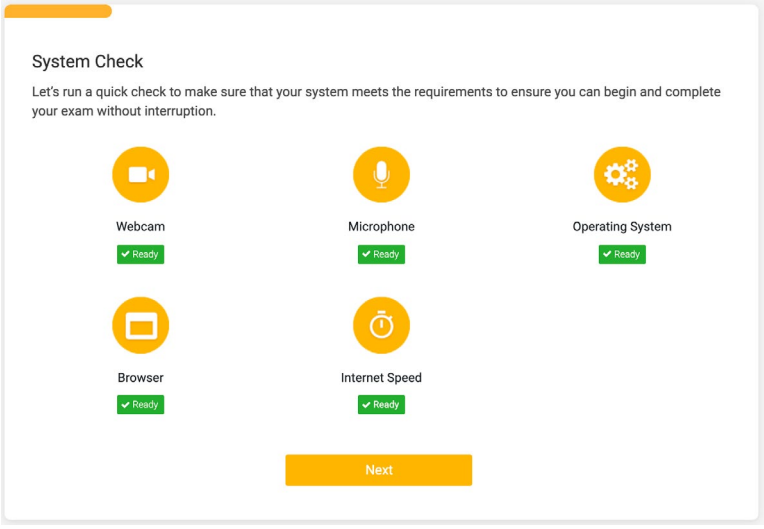


REMINDER:

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.

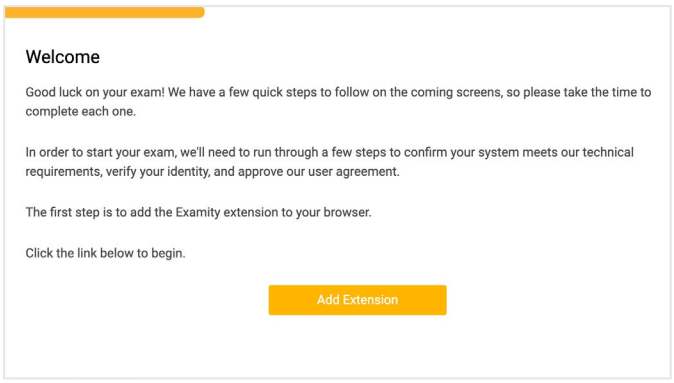
You will be sent to a new screen where you will be asked to run through a few steps to confirm you meet our technical requirements, verify your identity, and approve our user agreement.

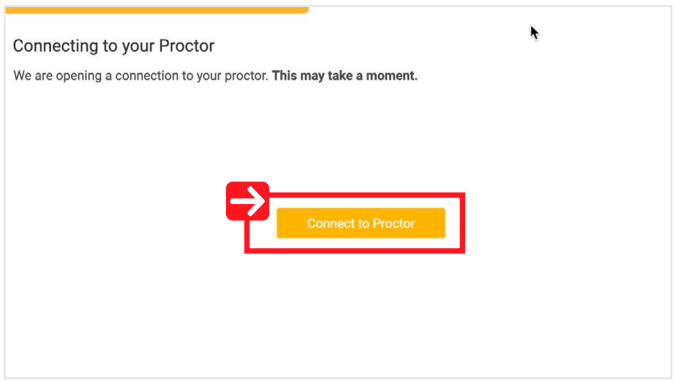
1 **System Check:** Examity will confirm you meet our technical requirements.



examity
BETTER TEST INTEGRITY.

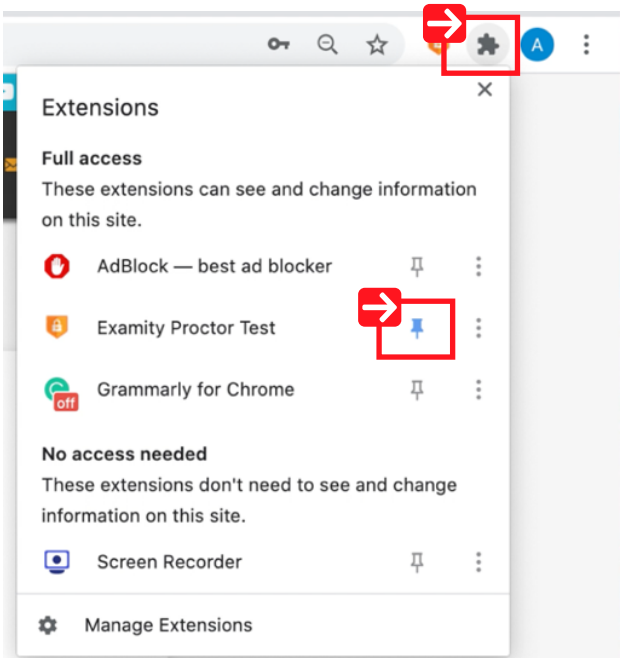
2 **Browser Extension:** Please follow the prompts to add the Examity extension to your browser. Then click "Connect to Proctor."





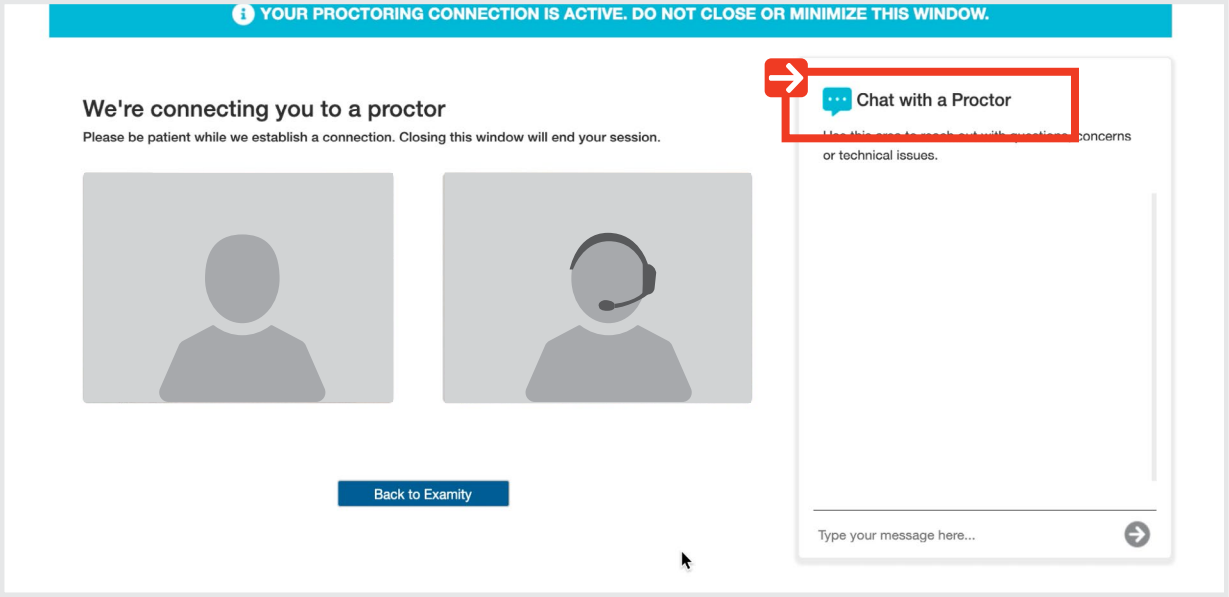
TIP:

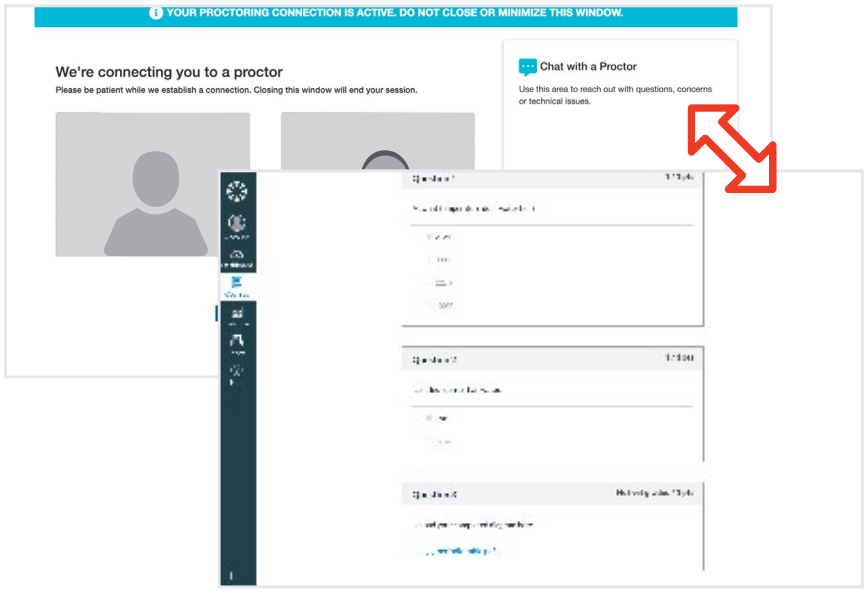
If you see a puzzle piece instead of our extension, click the piece, then "pin" the Examity extension to the toolbar as showing here.



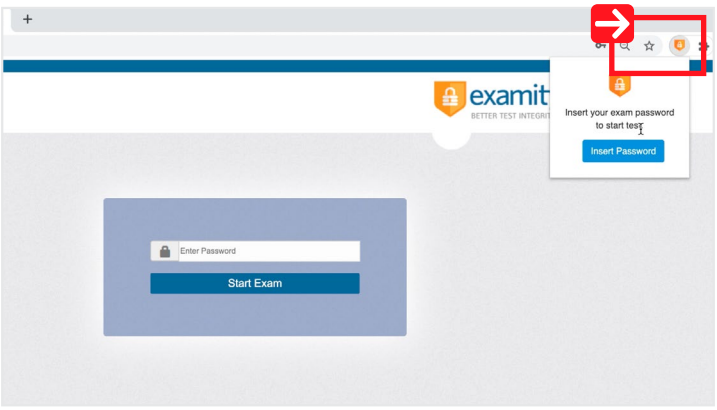
examity
BETTER TEST INTEGRITY.

3 Connect to Proctor: You will now be connected to a proctor who will walk you through the ID verification process.





CHAT WITH A PROCTOR:

If you have any technical trouble during your exam, you can return to this window at any time to use the "Chat with a Proctor"

4 **Insert Password:** After authentication and pre-test procedures, your proctor will guide you through inserting the exam password. First, click the Examity extension at the top right. If you see a puzzle piece instead of our extension, click the piece, then "pin" the Examity extension to the toolbar. Then, click "Insert Password."