



eximity[®]
BETTER TEST INTEGRITY.

Email Toolkit



Toolkit Email 1: Class Introduction to Examity

Hello Class,

Our online proctoring partner, Examity, has upgraded us to their new platform! For those who have used Examity before, this means a cleaner design and simpler process.

Getting Started

When you first access the new Examity platform through the link in Canvas you will be prompted to complete your profile, *even if you've used them in previous semesters*:

- Log into your course within Canvas and click the Examity link.
- Select your time zone, upload your photo ID (you'll need to bring this ID with you each time you test), select and answer security questions, and enter your digital signature. (You can use your UC Davis student ID for this step. If you don't have one, a government-issued photo ID will also work.)
- You will then be prompted to perform a systems check. *Please do this now so you'll be prepared on test day.*

Scheduling and Taking Exams

Your active exams will appear on the Examity dashboard. Exams that say "Start Exam" can be taken immediately. Those marked "Schedule Exam" require an appointment. NOTE: Scheduling an appointment within 24 hours of your exam incurs a \$5 fee, which you will be responsible to pay, so be sure to schedule your appointment well in advance.

Examity also offers 24/7/365 tech support. Call 1-617-500-6524, email support@examity.com or chat through the Live Chat link on your Examity dashboard.

Thank you,



Toolkit Email 2: Registration Reminder

Hello Class,

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

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.

Getting Started

When you first access the new Examity platform through the link in Canvas you will be prompted to complete your profile, *even if you've used them in previous semesters*:

- Log into your course within Canvas and click the Examity link.
- Select your time zone, upload your photo ID (you'll need to bring this ID with you each time you test), select and answer security questions, and enter your digital signature. (You can use your UC Davis student ID for this step. If you don't have one, a government-issued photo ID will also work.)
- You will then be prompted to perform a Systems Check. *Please do this now and one test day so you'll be prepared.*

Scheduling and Taking Exams

Your active exams will appear on the Examity dashboard. Exams that say "Start Exam" can be taken immediately. Those marked "Schedule Exam" require an appointment. NOTE: Scheduling an appointment within 24 hours of your exam incurs a \$5 fee, which you will be responsible to pay, so be sure to schedule your appointment well in advance.

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Thank you,



Toolkit Email 3: 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 or taken your exam with Examity, please do so immediately.

At this point, your Examity profile should be complete.

Scheduling Exams

Your active exams will appear on the Examity dashboard. Exams that say "Start Exam" can be taken immediately. Those marked "Schedule Exam" require an appointment. NOTE: Scheduling an appointment within 24 hours of your exam incurs a \$5 fee, which you will be responsible to pay, so be sure to schedule your appointment well in advance.

Preparing for an Exam

- Need to reschedule or cancel an appointment? Do so by clicking on the "Reschedule" button on the exam card.
- Review the rules for your exam prior to beginning.
- Conduct a Systems Check in advance of your test, to ensure that your computer and internet speed meet Examity's standards.

Taking an Exam

When it is time for your test, log in to Examity via Canvas. Once on the dashboard, click the "Start Exam" or "Connect to Proctor" button on the exam card.

When you have completed your test, follow any additional post-exam instructions.

Good luck!

