Automated Proctoring
## Test-taker Guide

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Technical Requirements

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

• **Browser:** Google Chrome or Mozilla Firefox, please disable your pop-up blocker

• **Equipment:**
- Desktop or laptop computer (tablets and Chromebooks 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

Getting Started

Examity is easily accessible through D2L. To log in to Examity, open D2L, navigate to your course and select the Examity link. This will bring you to the Examity dashboard.
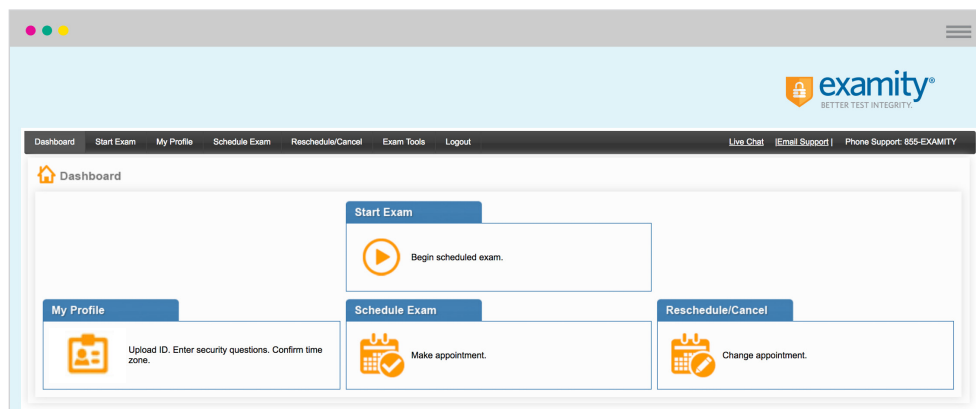

TIP: The Examity dashboard is where you will schedule, reschedule or cancel exams. In addition, your dashboard offers access to create and edit your profile information.

For assistance, call **855-EXAMITY**, email **support@examity.com** or
chat directly with us through the Live Chat feature on the Examity dashboard.

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Creating Your Profile

Prior to scheduling or taking an exam with Examity, you must complete your profile. To create or finish your Examity profile, please select the "My Profile" icon on the Examity dashboard.
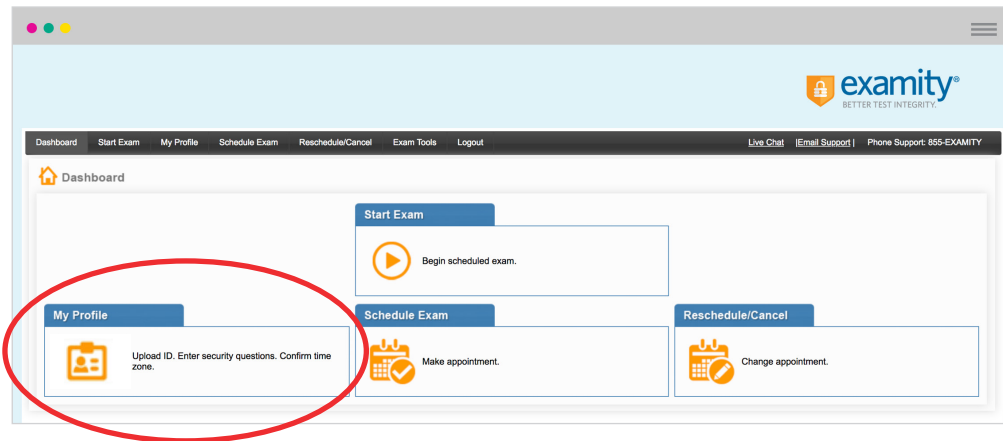
You can create your profile in four simple steps:
1. Choose your time zone. **Please be advised**, your time zone must reflect the location in which you plan on testing
2. Upload a picture of your ID. **Please note**, for verification purposes, you will need to bring this ID with you every time you take a test
3. Select and answer three unique security questions
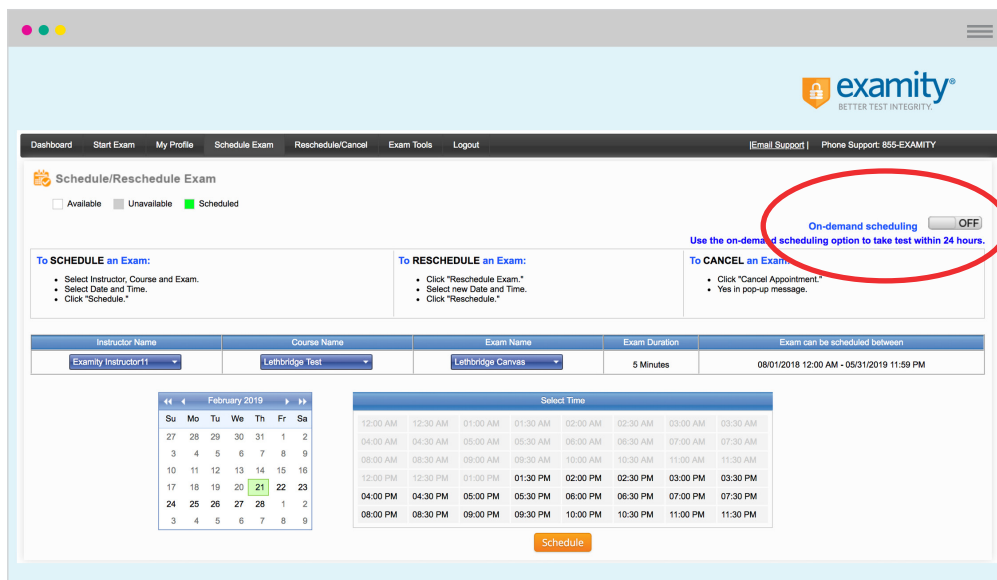4. Enter your biometric keystroke signature
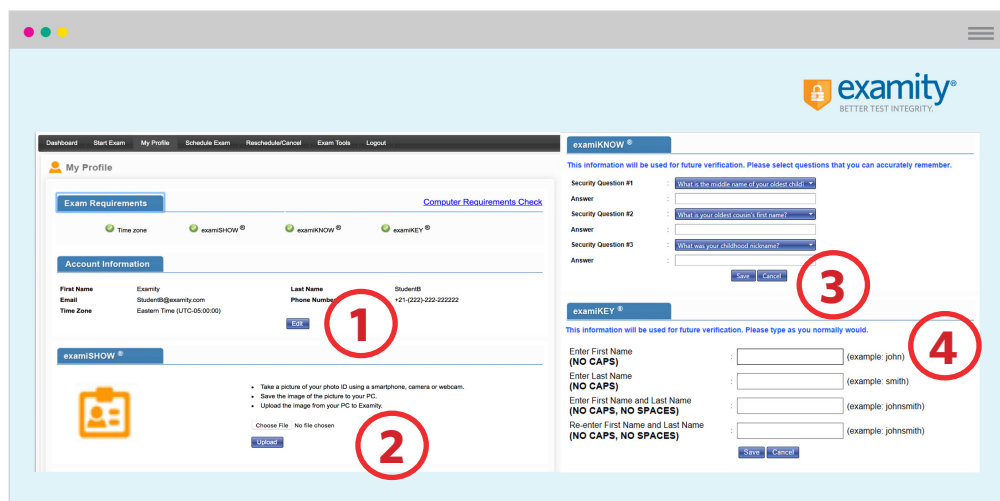
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Scheduling Your Exam

Whether you would like to take an exam now, or in the future, you must first schedule your exam by selecting the "Schedule Exam" icon on the Examity dashboard.
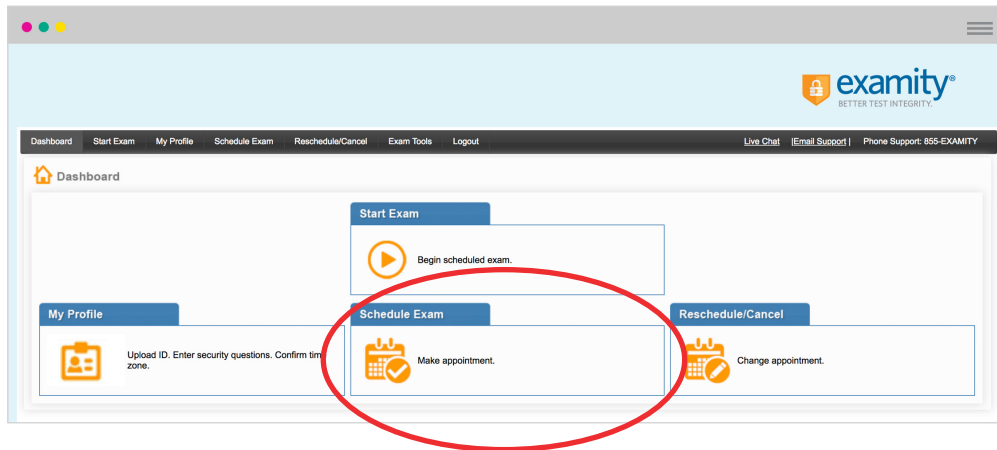
Locate your instructor, course, and exam in the drop-down menu. Next, select a date and time, and click "Schedule." If you are scheduling your exam outside of 24 hours, please confirm the on-demand scheduling is adjusted to "off."
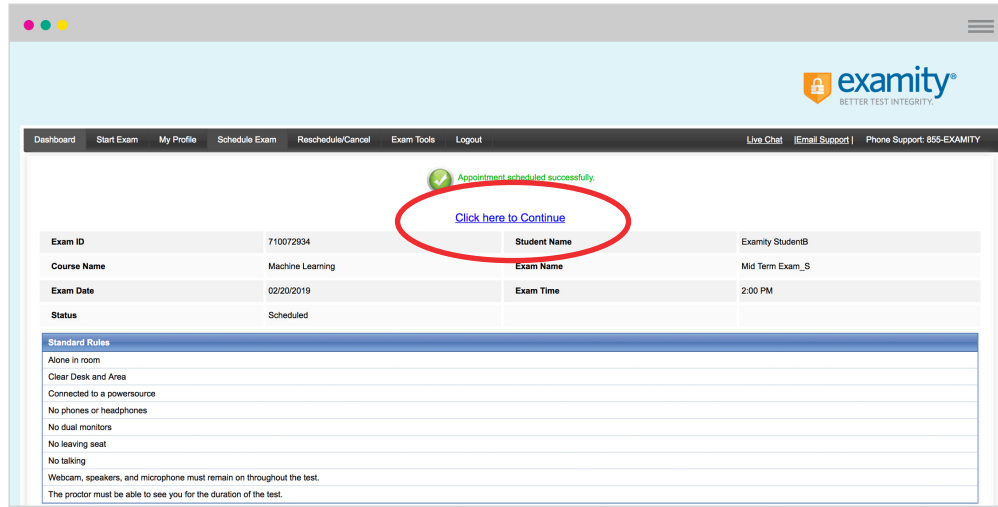
Based on your appointment time, please select the appropriate next step.
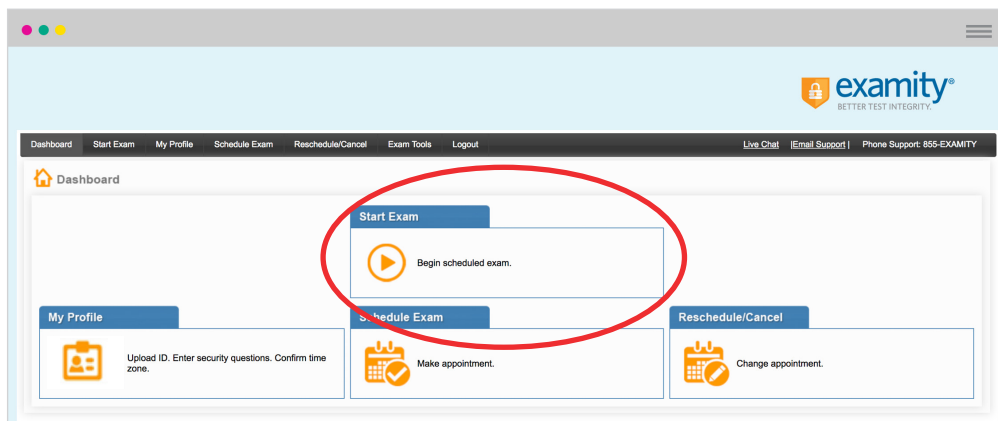
Testing Now?
If you just completed the scheduling process, please follow the "Click here to Continue" link.

Testing Later?
Select the "logout" link within the navigation bar. On the day and time of your exam, please return to the Examity dashboard, and click the "Start Exam" icon.
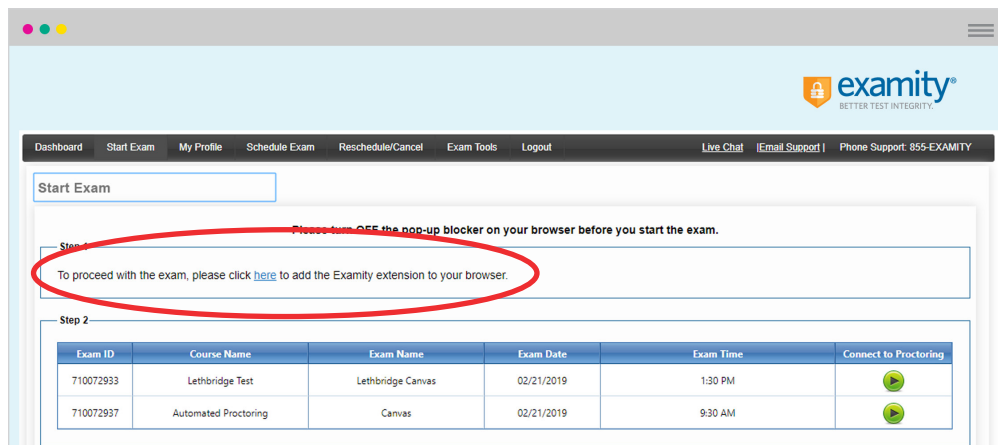
Taking Your Exam

Before you start your exam, please confirm that you are accessing Examity through Google Chrome or Mozilla Firefox. If you are not using either of these browsers, please restart your exam session in Chrome or Firefox.

On the "Start Exam" page, please select the link to add the Examity extension to your browser.


- **Using Google Chrome?** You will be sent to the Chrome store and prompted to download the Examity extension. After the extension is installed, you will return to the Examity dashboard.

- **Using Mozilla Firefox?** The Examity extension will automatically install on your computer.

Please watch for the notification that the Examity extension has been added to your browser prior to clicking "connect to proctoring."
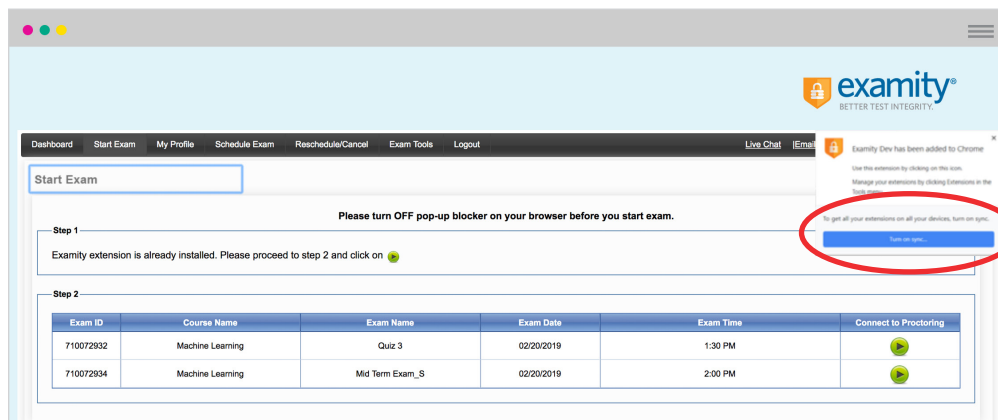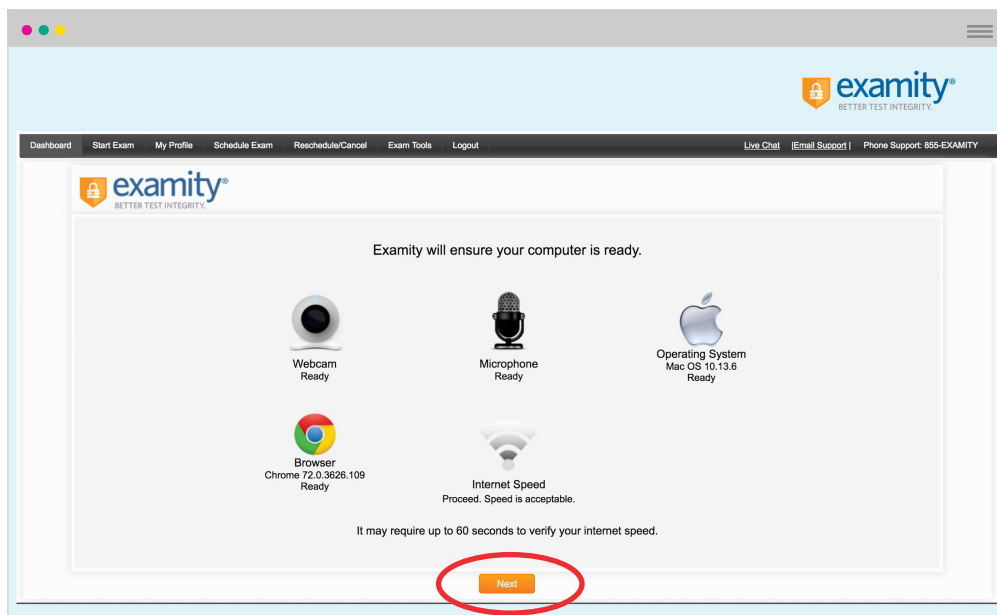

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To continue, click on the "Connect to Proctoring" button to launch your proctoring session.
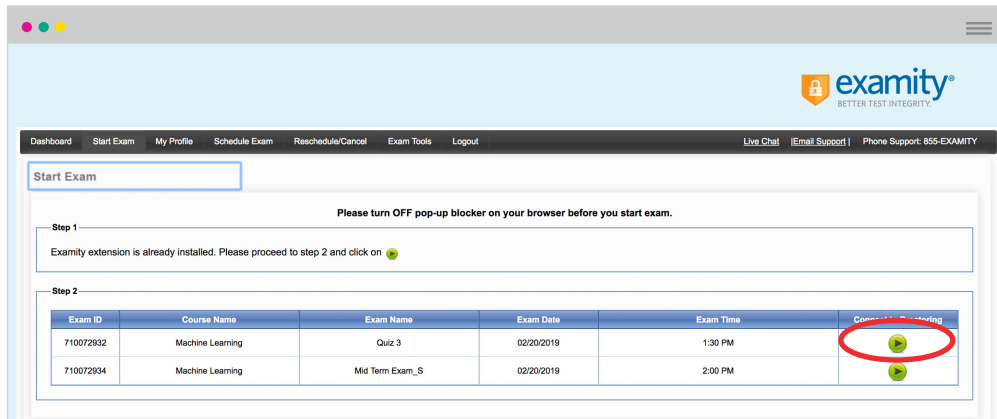
Examity will now assess your system to confirm it meets our technical requirements. Once your system is verified, please select the "Next" button.
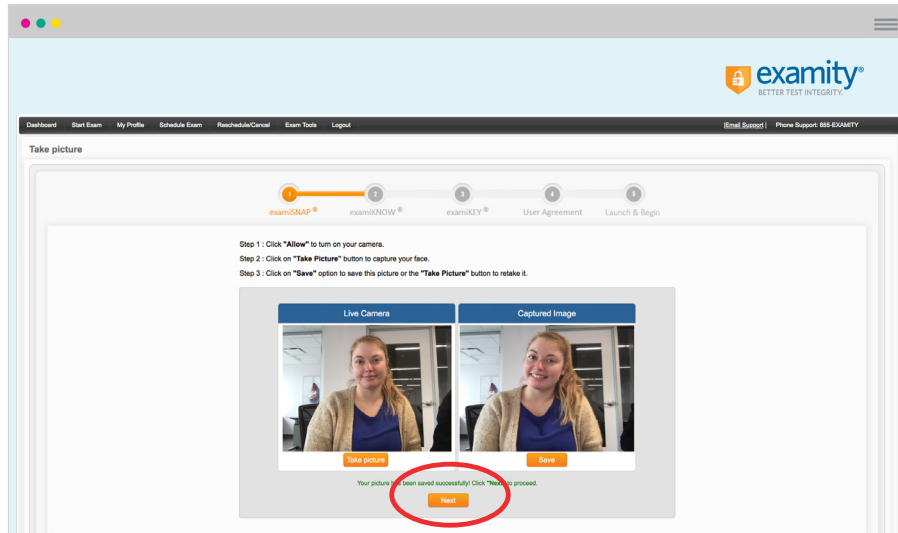

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Examity will now verify your identity through our authentication steps; examiSNAP, examiKNOW, and examiKEY.

examiSNAP

Please select "Allow" to allow Examity to access your camera. Examity will take a picture of you. Once ready, click "Take Picture" and then "Save" to upload the picture and continue.

Examity will prompt you to take a picture of your ID. Please choose "Allow" to allow Examity to access your camera. Once ready, click "Take ID Picture" and then "Save" to upload the picture and continue.

For assistance, call **855-EXAMITY**, email **support@examity.com** or
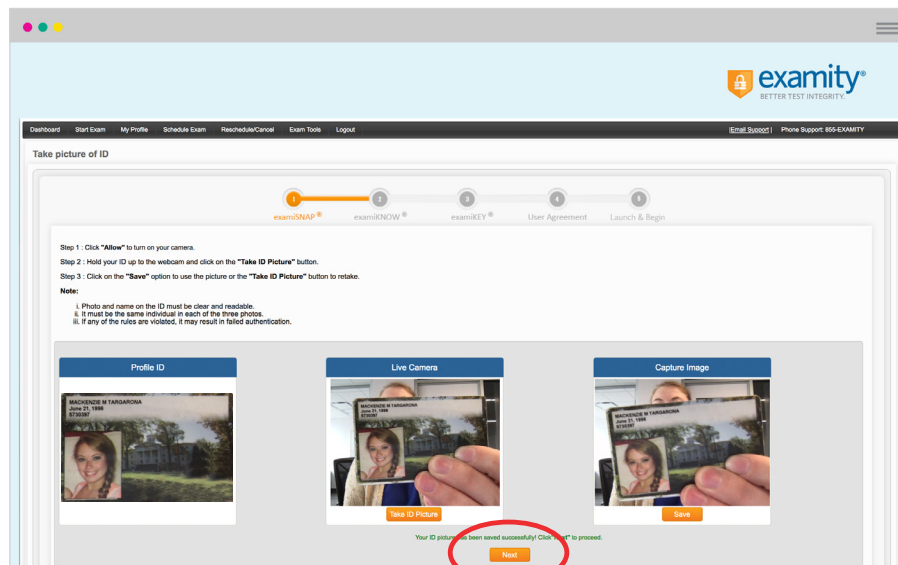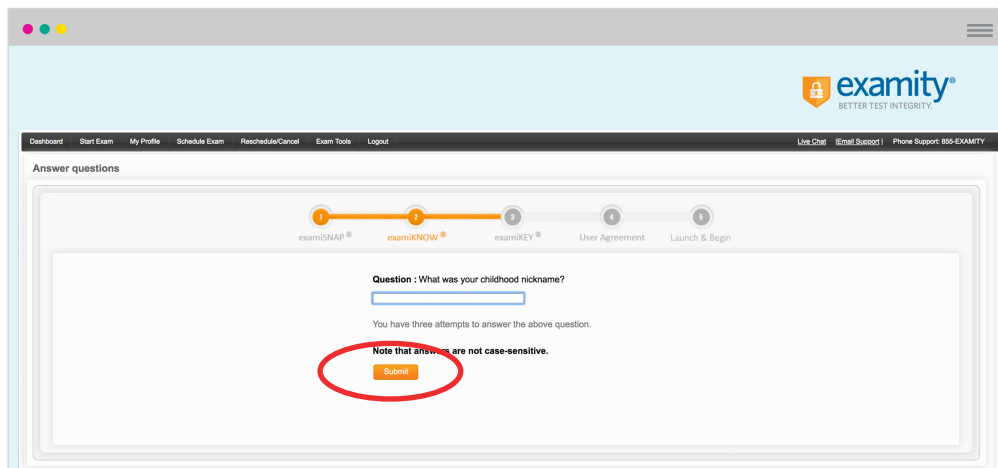chat directly with us through the Live Chat feature on the Examity dashboard.

examiKNOW

You will now be prompted to answer a previously selected security question. Once you have entered your answer, please press the "Submit" button.
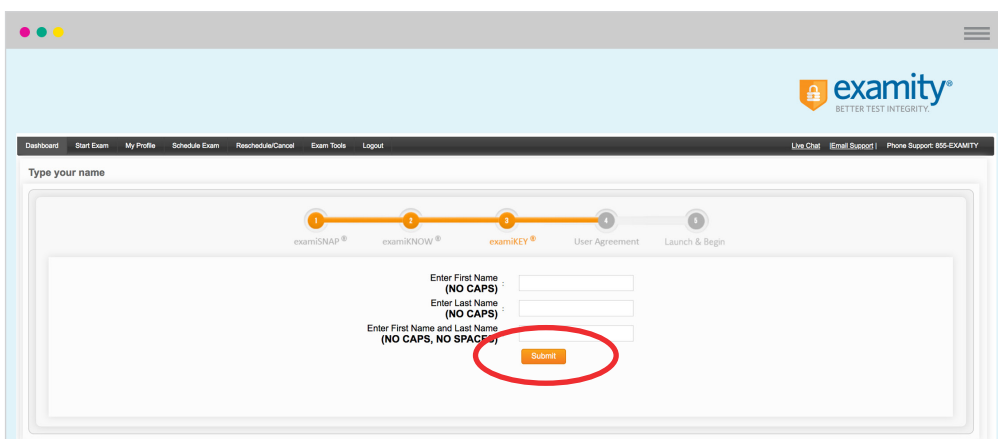
examiKEY

You will now be asked to enter your biometric keystroke signature. Once you have entered your signature, select the "Submit" button.

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User Agreement

You will now be asked to review and agree to the Examity User Agreement as well as the exam rules and any special instructions set by your instructor.
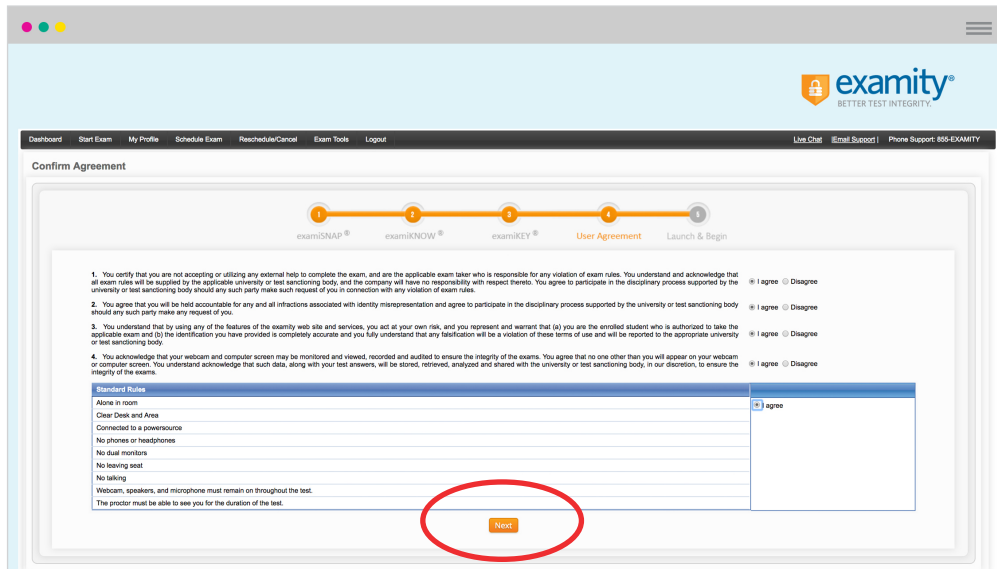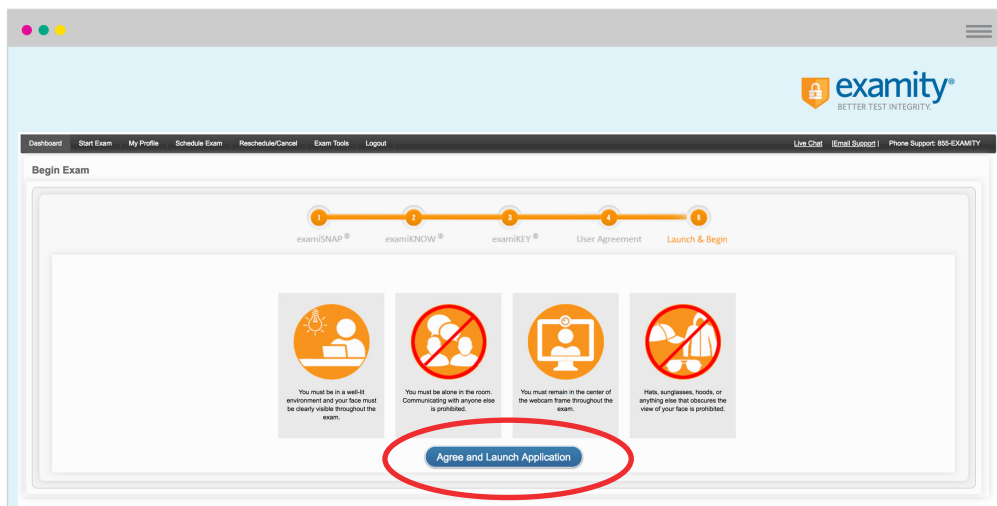

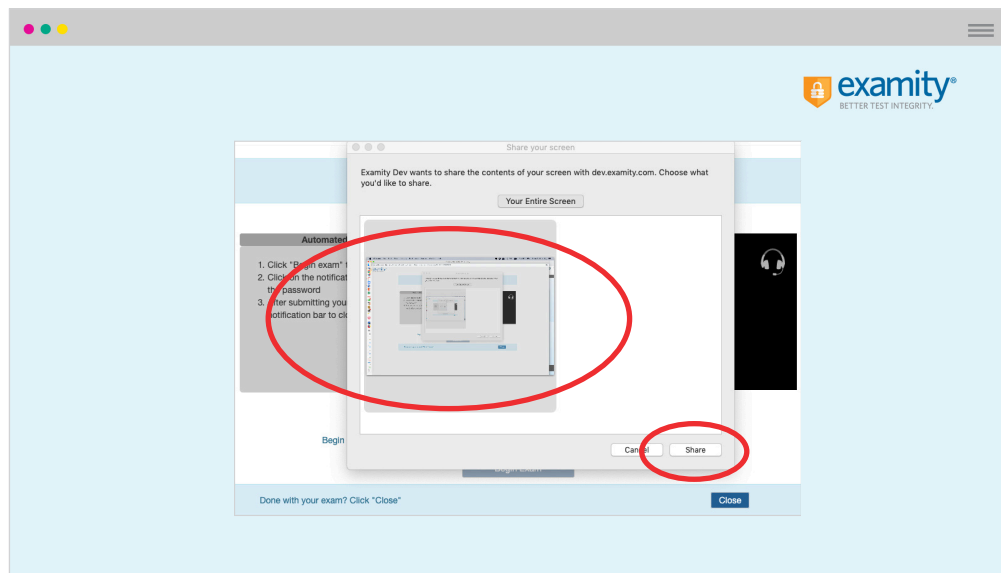## Agree and Launch

Review exam reminders and select the "Agree and Launch Application" button.

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You will navigate to a new screen and a pop-up window will appear asking you to grant Examity access to your microphone. Please choose "Allow" in the pop-up window.
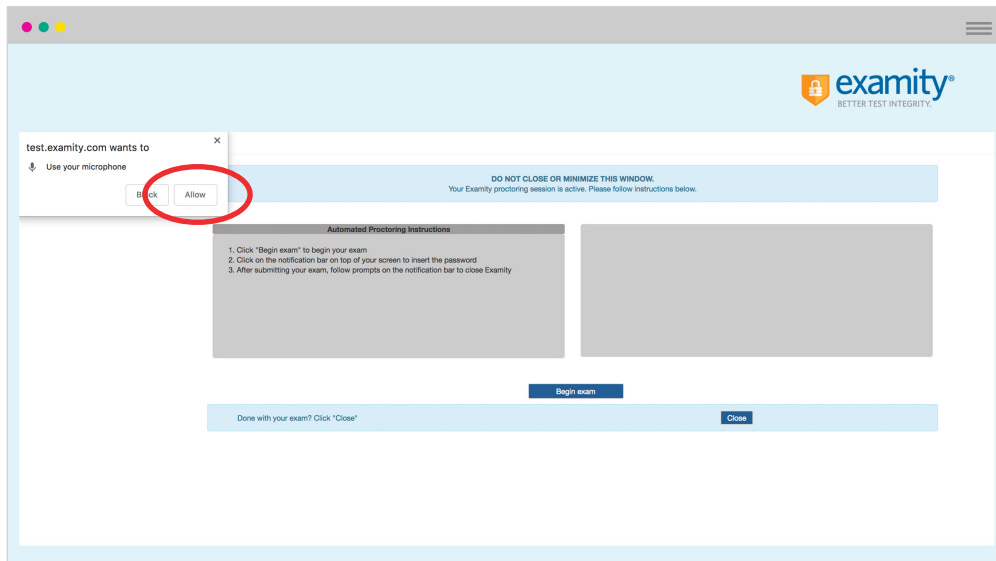

You will see a pop-up window appear, prompting you to share your screen. Please select your screen, then press "Share" in the pop-up window.

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The pop-up windows will disappear, and the "Begin Exam" button will be enabled. Please select this button.
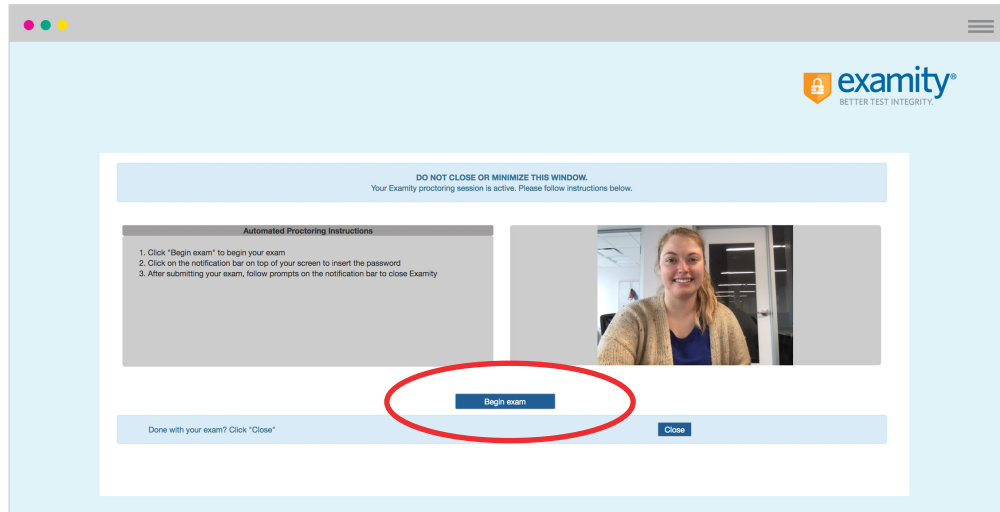
You will now be redirected to your exam in D2L. Follow the prompt to enter the exam password from the button in the pop-up window. The password will now populate in the Access Code box. Once this occurs, click "Submit" and begin your test.
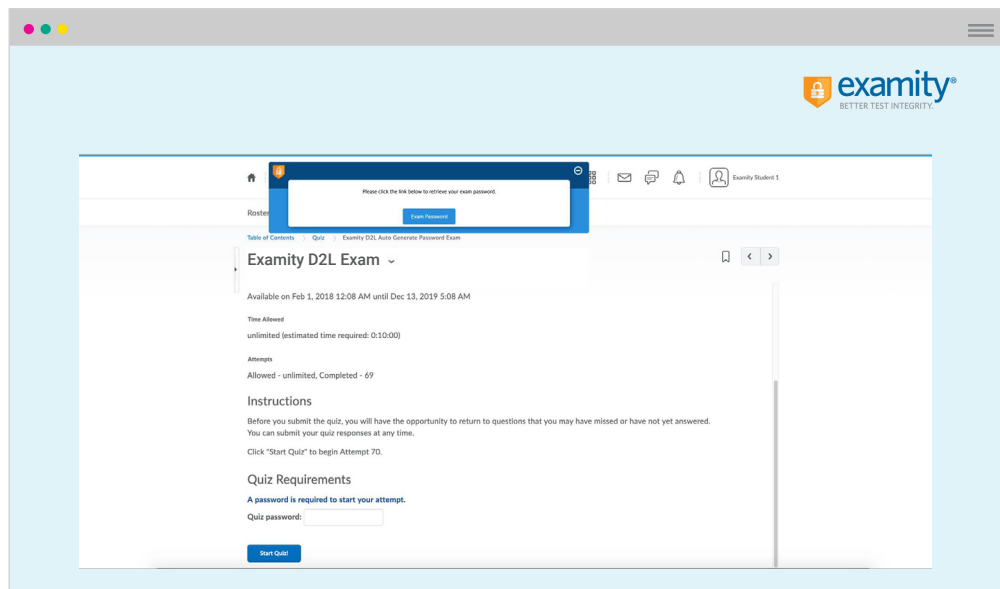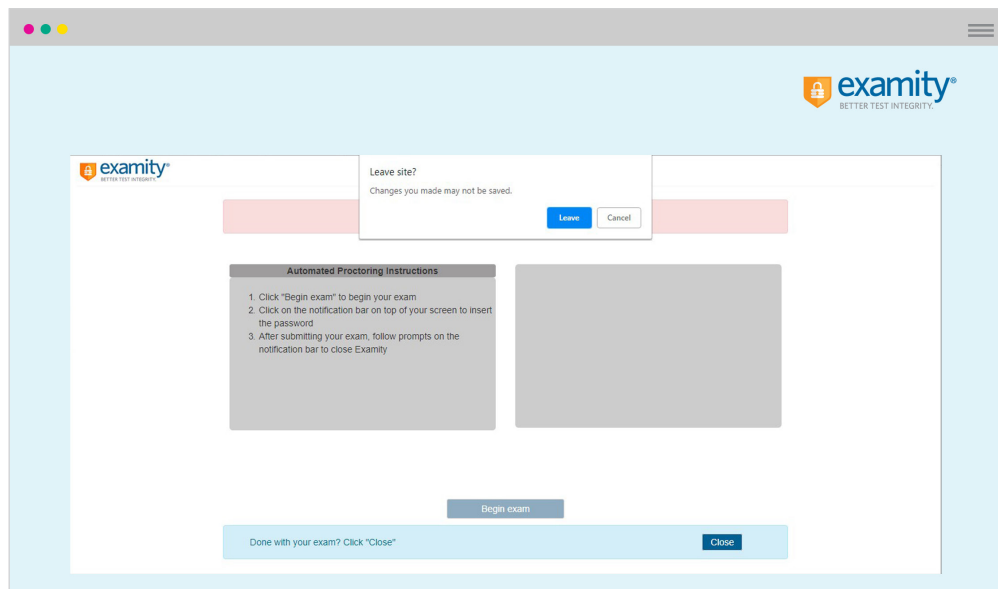

TIP:

If your exam does not begin, you may need to resubmit the password. To resubmit, please select the link in the lower right corner of the pop-up window.

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chat directly with us through the Live Chat feature on the Examity dashboard.

Submitting Your Exam

Once you have completed your exam, please maximize the pop-up window and select the "End Session" button. When prompted, select "OK" to leave the D2L exam session.
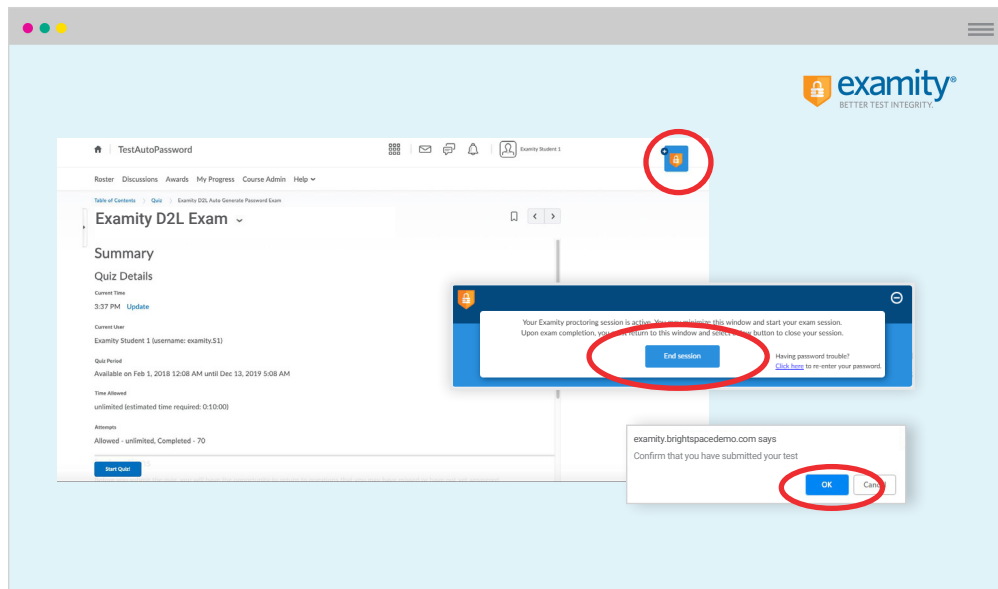
You will navigate back to the Examity proctoring window. Select close to end your proctoring session, and close the Examity webpage to uninstall the Examity extension.

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