



Automated Proctoring Test-taker Guide

For assistance, call **855-EXAMITY** (press 1), 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 Sakai. To log in to Examity, open Sakai, navigate to your course and select the Examity link. This will bring you to the Examity dashboard.

Technical Requirements

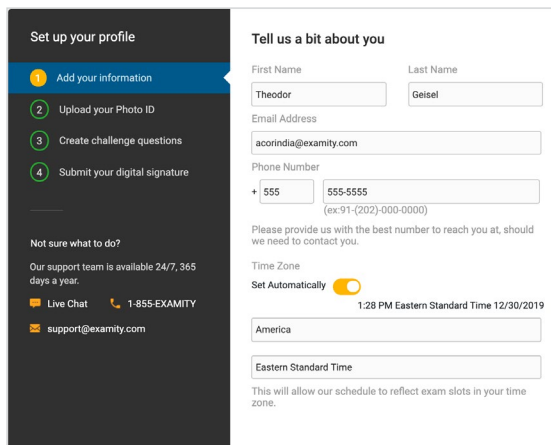
Before your exam, please confirm you meet Examity's technical requirements.

- **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.

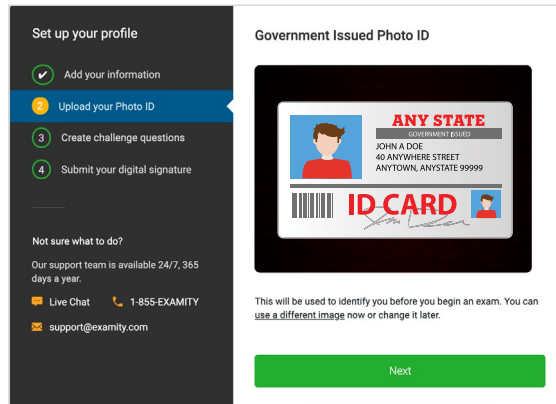


The screenshot shows the 'Set up your profile' form. On the left is a sidebar with four steps: 1. Add your information (highlighted), 2. Upload your Photo ID, 3. Create challenge questions, and 4. Submit your digital signature. Below the sidebar, it says 'Not sure what to do?' and provides support information: 'Our support team is available 24/7, 365 days a year.', 'Live Chat', '1-855-EXAMITY', and '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 fields, it asks for the Time Zone, with a dropdown set to 'America' and a radio button for 'Set Automatically' which is checked. The current time is shown as '1:28 PM Eastern Standard Time 12/30/2019'. At the bottom, it says 'Eastern Standard Time' and 'This will allow our schedule to reflect exam slots in your time zone.'

TIP:

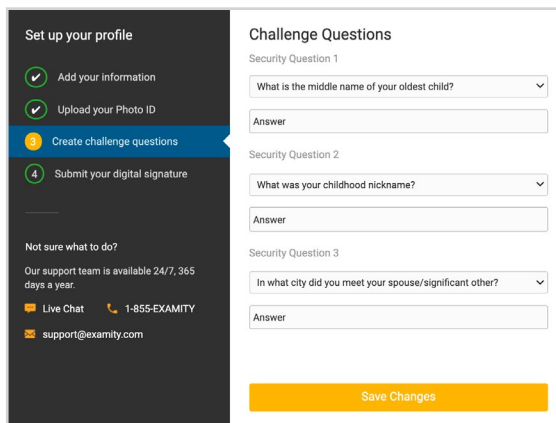
Confirm that your time zone reflects the location in which you will be testing.

- 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.



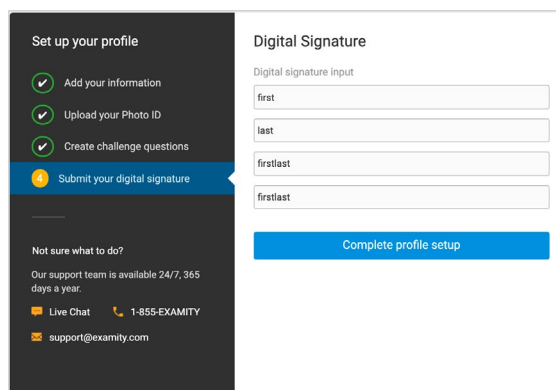
The screenshot shows the 'Set up your profile' sidebar on the left with four steps: 1. Add your information (checked), 2. Upload your Photo ID (highlighted), 3. Create challenge questions, and 4. Submit your digital signature. Below the sidebar, support information is provided: 'Our support team is available 24/7, 365 days a year.', 'Live Chat', '1-855-EXAMITY', and 'support@examity.com'. The main content area is titled 'Government Issued Photo ID' and displays a sample ID card for 'ANY STATE' with the name 'JOHN A DOE' and address '40 ANYWHERE STREET, ANYTOWN, ANYSTATE 99999'. Below the ID card, a note states: 'This will be used to identify you before you begin an exam. You can use a different image now or change it later.' A green 'Next' button is at the bottom.

- 3 Select and answer three challenge questions.



The screenshot shows the 'Set up your profile' sidebar with step 3, 'Create challenge questions', highlighted. The main content area is titled 'Challenge Questions' and contains three security questions: 'Security Question 1: What is the middle name of your oldest child?', 'Security Question 2: What was your childhood nickname?', and 'Security Question 3: In what city did you meet your spouse/significant other?'. Each question has a dropdown menu for the question and a text input field for the answer. An orange 'Save Changes' button is at the bottom.

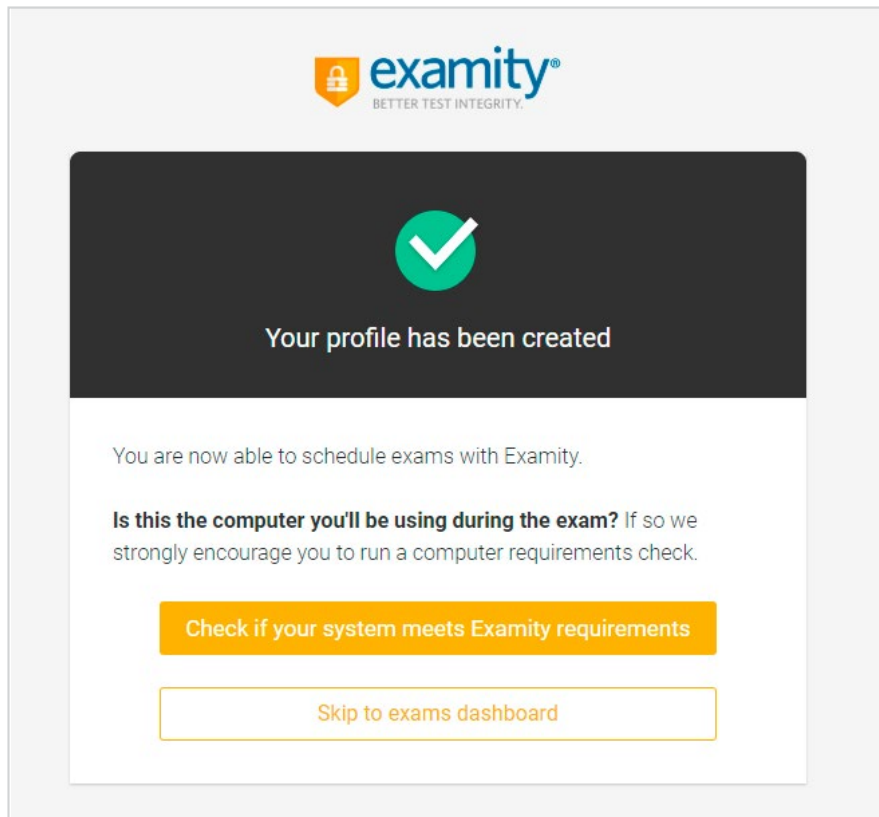
- 4 Submit your digital signature.



The screenshot shows the 'Set up your profile' sidebar with step 4, 'Submit your digital signature', highlighted. The main content area is titled 'Digital Signature' and contains a 'Digital signature input' section with four text input fields labeled 'first', 'last', 'firstlast', and 'firstlast'. A blue 'Complete profile setup' button is at the bottom.

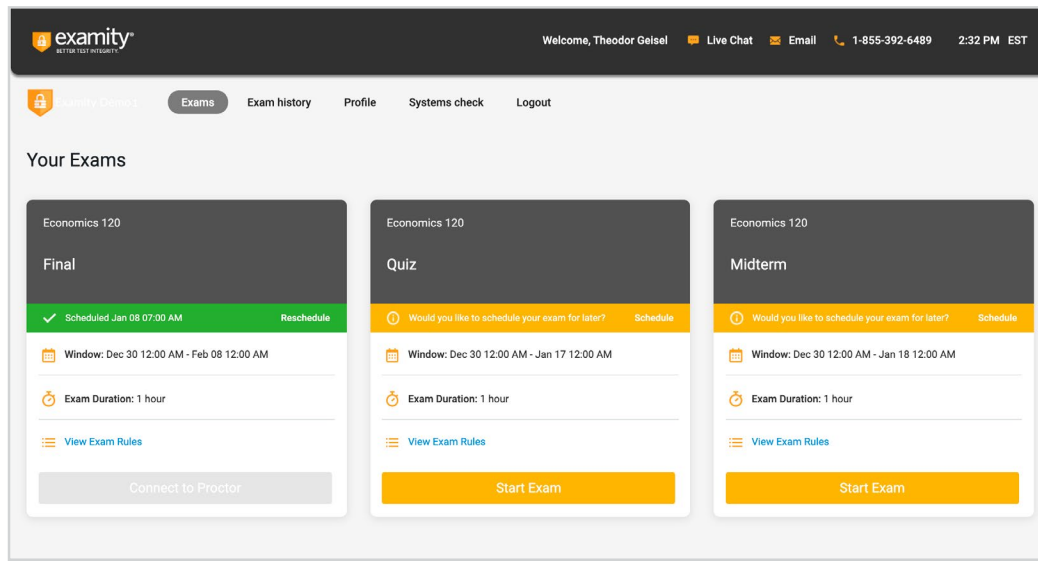
For assistance, call **855-EXAMITY** (press 1), email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

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.



Navigating Your Dashboard

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



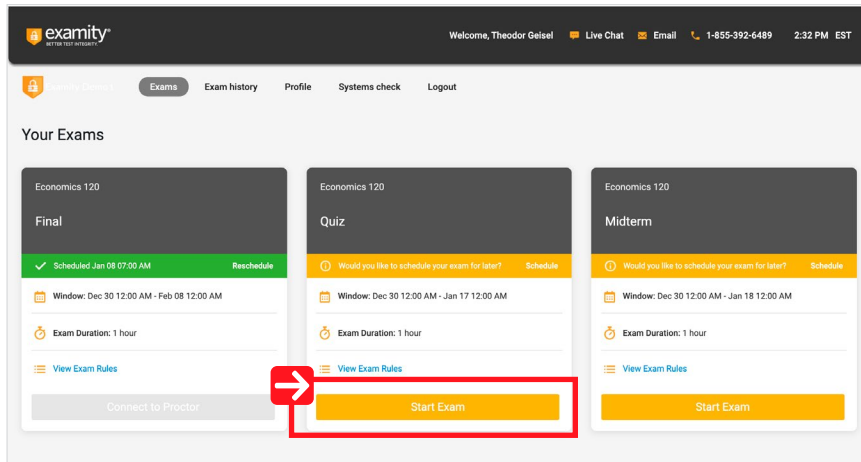
The Examity dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information. **Please note:** exams that do not require scheduling will simply say, "Start Exam" at the bottom of the exam card.

TIP:

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

Taking Your Exam

On the day of your exam, locate the exam card and select “Start exam.”

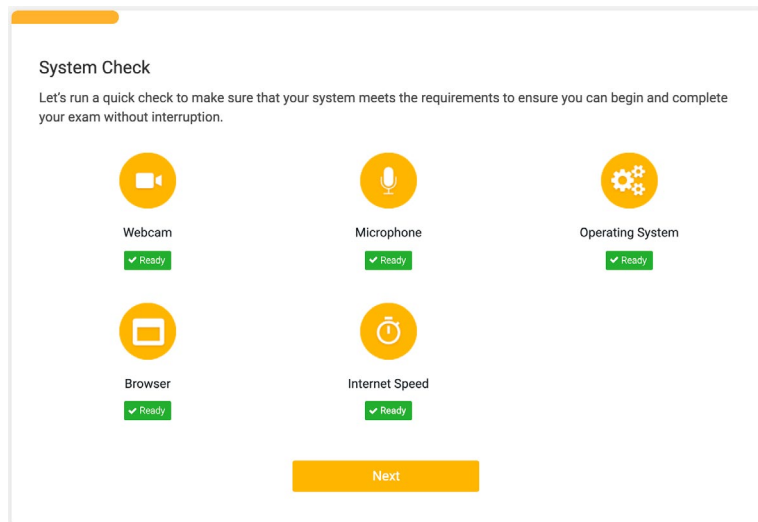


REMINDER:

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.

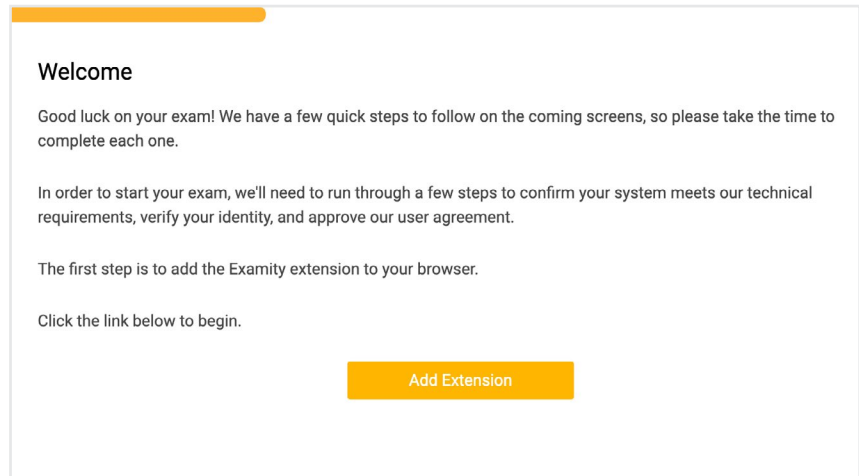
1 System Check: Examity will confirm you meet our technical requirements.



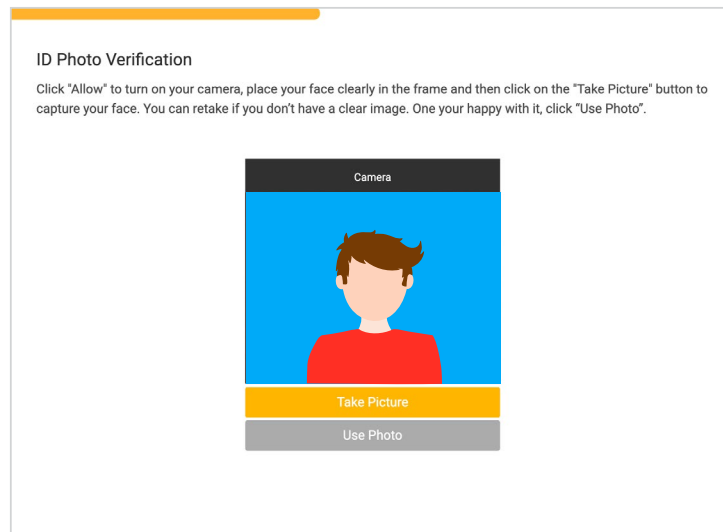
- 2 Browser Extension:** Please follow the prompts to add the Examity extension to your browser. Then click “Next.”

REMINDER:

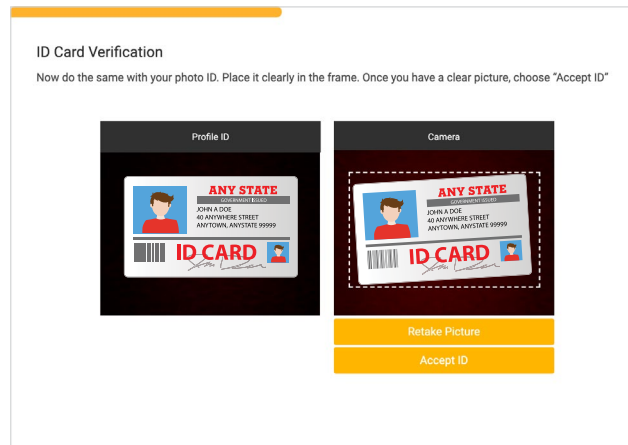
Because we automatically delete the extension at the end of your session, you will need to complete this step every time you test.



- 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.

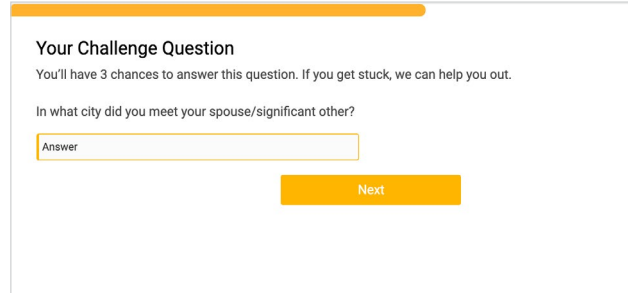


Examity will also prompt you to take a picture of your ID. Please choose “Allow” to provide Examity to access your camera. Once ready, click “Take Picture” and then “Accept ID” to upload the image and continue.



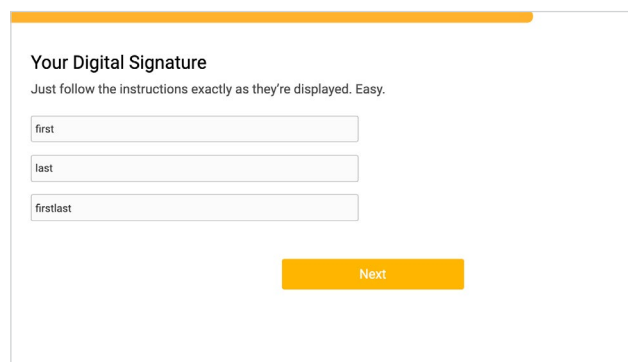
The screen is titled "ID Card Verification" and includes the instruction: "Now do the same with your photo ID. Place it clearly in the frame. Once you have a clear picture, choose 'Accept ID'". It features two side-by-side camera views. The left view, labeled "Profile ID", shows a sample ID card with the text "ANY STATE", "JOHN A. DOE", "40 ANYWHERE STREET", "ANYTOWN, ANYSTATE 99999", and "ID CARD". The right view, labeled "Camera", shows the same ID card being scanned by a camera, with a dashed white border around it. Below the camera view are two yellow buttons: "Retake Picture" and "Accept ID".

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



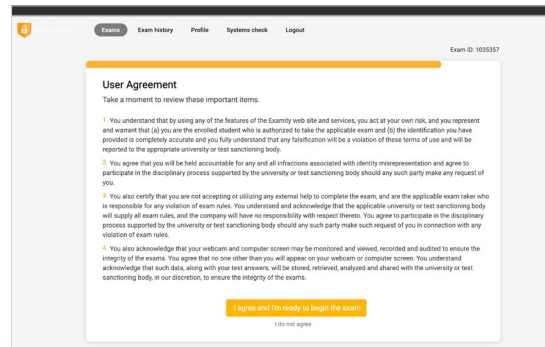
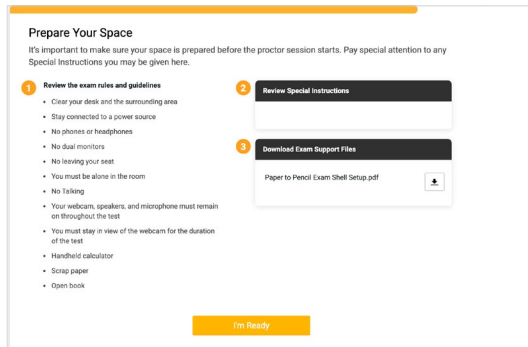
The screen is titled "Your Challenge Question" and includes the instruction: "You'll have 3 chances to answer this question. If you get stuck, we can help you out." Below this is the question: "In what city did you meet your spouse/significant other?". There is a text input field labeled "Answer" and a yellow "Next" button.

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

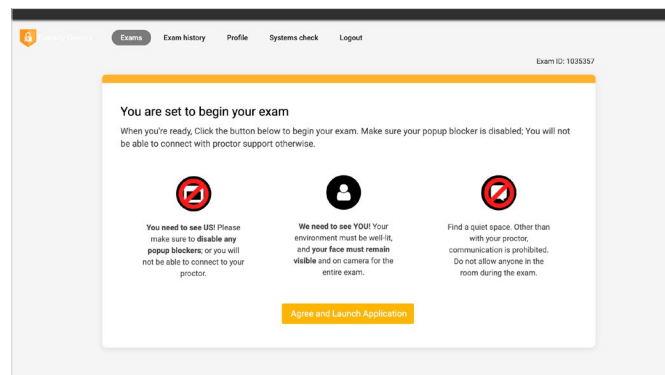


The screen is titled "Your Digital Signature" and includes the instruction: "Just follow the instructions exactly as they're displayed. Easy." Below this are three text input fields labeled "first", "last", and "firstlast". A yellow "Next" button is at the bottom.

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

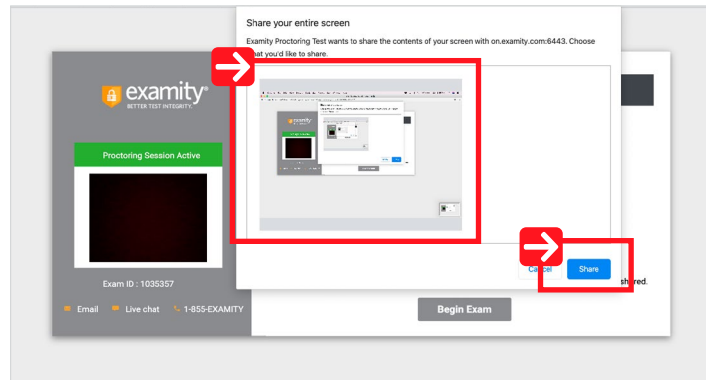


- 7 Begin Exam:** Prior to launching your exam, Examity will remind you of the exam rules. Please take a moment to review these details and when ready, select the “Agree and Launch Application” button.

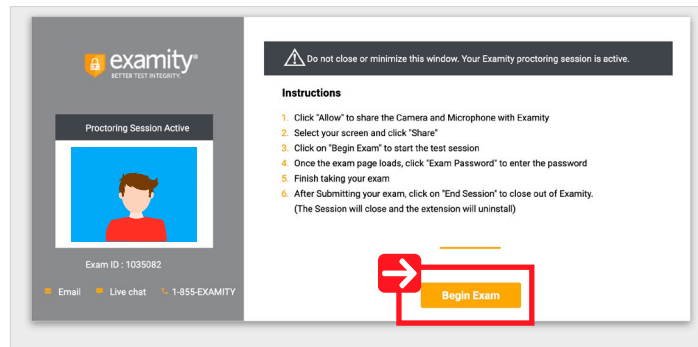


- 8 Share Your Screen:** Please review the graphic demonstrating how to share your screen. Once Examity Automated Proctoring has been launched, you will be prompted to enable your screenshare in the top left corner.

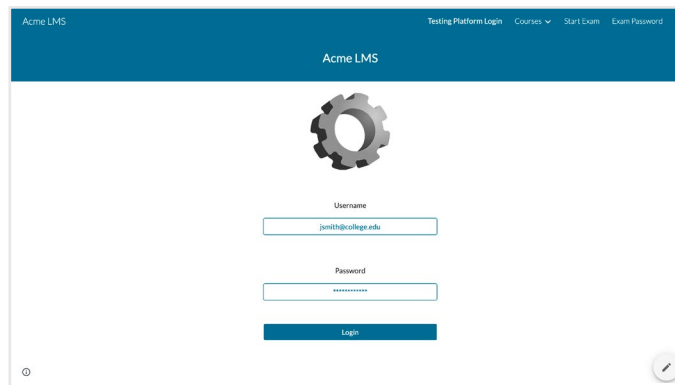
Select your screen, then click “Share.”



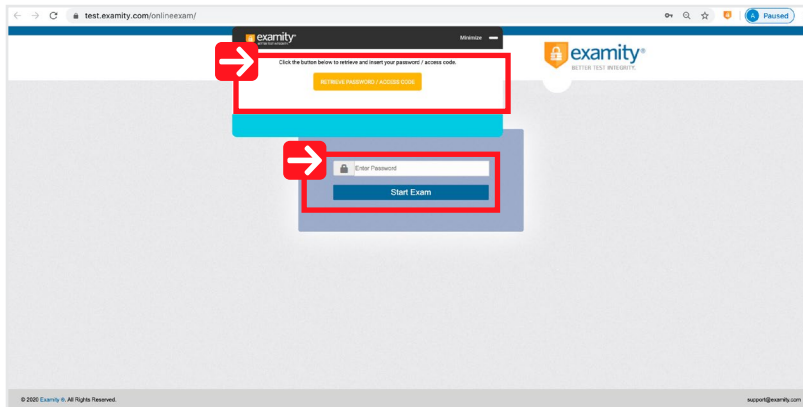
Next, click “Begin Exam” at the bottom of the window.



- 9 Sign into Sakai:** You may be asked to log in before you can access your exam (if not, proceed to step 10). Here you will enter your normal Sakai credentials.

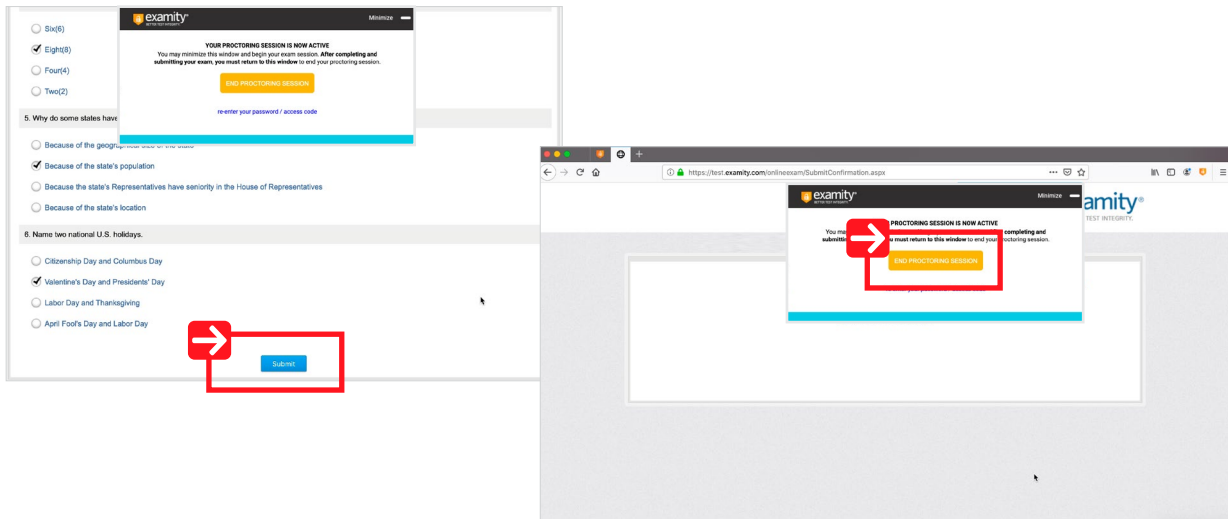


- 10 Exam Password:** After you have navigated to the exam page, simply click “Exam Password” and Examity will automatically fill the exam password. If the password does not appear, click “re-fresh” on the browser window. You will then be able to start your exam.



Completing Your Exam

- 1 **Submit Your Exam:** Once you have completed your exam, click “Submit,” then “End Session.”



- 2 **Take a Brief Summary:** 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.