

Automated Proctoring Test-taker Guide



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Accessing Examity

You should have received an email from Examity with your username and temporary password. To begin, simply click the link provided.

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.

 Add your information 	First Name		Last Name		
	Theodor		Geisel		
2 Upload your Photo ID	Email Addres	s			
3 Create challenge questions	acorindia@ex	amity.com			TI
Submit your digital signature	Phone Numb	er			
	+ 555	555-5555			(
	Please provid	le us with the best r	umber to reach you at, sho	buld	ľ
Not sure what to do? Our support team is available 24/7, 365 days a year. F Live Chat Li 1-855-EXAMITY	Time Zone Set Automatic	ally O	astern Standard Time 12/30	0/2019	
Not sure what to do? Our support team is available 24/7, 365 days a year. Live Chat 1-855-EXAMITY support@examity.com	Time Zone Set Automatic	ally 1:28 PM I	astern Standard Time 12/30	0/2019	
Not sure what to do? Our support team is available 24/7, 365 days a year. Live Chat Live Chat I-855-EXAMITY support@examity.com	Time Zone Set Automatic America Eastern Stand	ally	astern Standard Time 12/30	0/2019	





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.

Set up your profile	Challenge Questions
Add your information	Security Question 1 What is the middle name of your oldest child?
Upload your Photo ID	Answer
Create challenge questions	Security Question 2
4 Submit your digital signature	What was your childhood nickname?
	Answer
Not sure what to do?	Security Question 3
Our support team is available 24/7, 365 days a year.	In what city did you meet your spouse/significant other? $\qquad \checkmark$
🖶 Live Chat 📞 1-855-EXAMITY 🛛 support@examity.com	Answer
	Save Changes

4 Submit your digital signature.





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.

examity*	Welcome, Theodor Geisel	🗭 Live Chat 🚾 Email 🐛 1-855-392-6489 2:32 PM EST
Exams Exam history Prof	ile Systems check Logout	
Your Exams		
Economics 120	Economics 120	Economics 120
Final	Quiz	Midterm
Scheduled Jan 08 07:00 AM Reschedule	Would you like to schedule your exam for later? Schedule	Would you like to schedule your exam for later? Schedule
🛅 Window: Dec 30 12:00 AM - Feb 08 12:00 AM	🛗 Window: Dec 30 12:00 AM - Jan 17 12:00 AM	🛅 Window: Dec 30 12:00 AM - Jan 18 12:00 AM
Č Exam Duration: 1 hour	Č Exam Duration: 1 hour	Č Exam Duration: 1 hour
🗮 View Exam Rules	View Exam Rules	:= View Exam Rules
	Start Exam	Start Exam

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.





Taking Your Exam

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



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.	Welcome Good luck on your exam! We have a few quick steps to follow on the coming screens, so please take the time to complete each one. In order to start your exam, we'll need to run through a few steps to confirm your system meets our technical requirements, verify your identity, and approve our user agreement. The first step is to add the Examity extension to your browser. Click the link below to begin.
	Add Extension

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.

Take Picture Use Photo	ID Photo Verification Click "Allow" to turn on your camera, pli capture your face. You can retake if you	ace your face clearly in the frame and th u don't have a clear image. One your hap Camera	en click on the "Take Picture" button to py with it, click "Use Photo".
Take Picture Use Photo			
Use Photo		Take Picture	
		Use Photo	
	_		_



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.



Challenge Question: Answer a previously selected challenge question. Once you have entered your answer, click "Next."

et stuck, we can help you out. r?
er?
Next

5 Digital Signature: Enter your digital signature. Once complete, select "Next."

irst			
ast			
irstlast			
	-	Next	



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."

Prepare Your Space It's important to make sure your space is prepared before the proctor session starts. Pay special attention to any Special instructions you may be given here.	Com Exem history Podla Systems cleack Lagout
Arrise face and each addression Charge and each addression Charge and each addression Charge and each addression Charge addresaddression Charge address	User Agreement Takes a construct to inverse theme important items.
(m Nasdy	Lagran and firm ranging to begin the search

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.



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	O 9 SVery 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				

Close Out of Examity: You may now close out of Examity. This will uninstall the Examity extension.