

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.

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	Start Exam Begin scheduled exam.	
My Profile	Schedule Exam	Reschedule/Cancel
Upload ID. Enter security questions. Confirm time zone.	Make appointment.	Change appointment.

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.



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.

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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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	Re enter First Name and Let Name (NO CAPS, NO SPACES) (example: johnsmith)



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.

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My Profile Schedule exam. Upload ID. Enter security questions. Confirm for cone. Make appointment.	Reschedule/Cancel

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."

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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.

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Webcam, speakers, and microphone must remain on throughout the test.				
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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.

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Upload ID. Enter security questions. Confirm time Make appointment.	Change appointment.

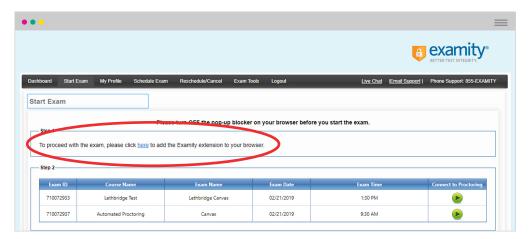


Taking Your Exam

REMINDER:

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.

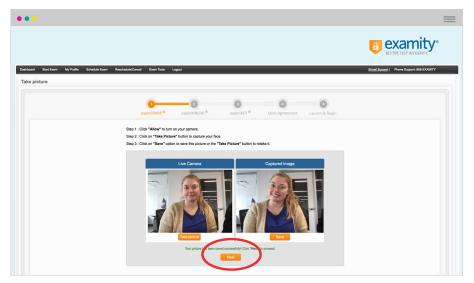
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It may require up to 60 seconds to verify your internet speed.	
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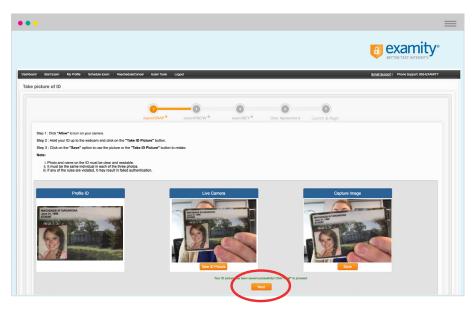
Examity will now verify your identity through our authentication steps; examiSNAP, examiKNOW, and examiKEY.

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.





examiKNOW

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

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Question : What was your childhood nickname?	
You have three attempts to answer the above question.	
Note that answer are not case-sensitive.	

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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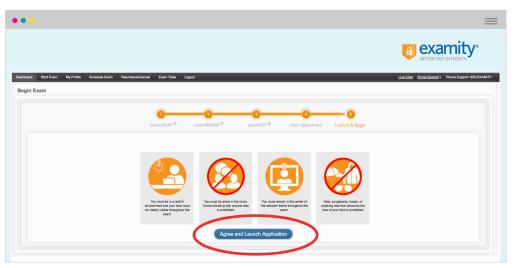
User Agreement

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.

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Agree and Launch

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





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.

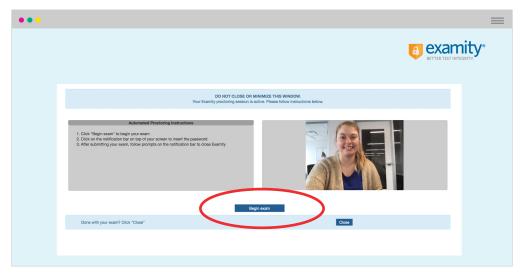
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	Done with your exam? Click "Close"	Close

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.

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Table of Contents) Que) Exercity D2L Auto Generate Passaned Exam		
Available on Feb 1, 2018 12:08 AM until Dec 13, 2019 5:08 AM		
Time Allowed unlimited (estimated time required: 0:10:00)		
Attempts Allowed - unlimited, Completed - 69		
Instructions		
Before you submit the quiz, you will have the opportunity to return to questions that you r You can submit your quiz responses at any time.	may have missed or have not yet answered.	
Click "Start Quiz" to begin Attempt 70. Quiz Requirements		
A password is required to start your attempt. Ouiz password:		
 Start Quizt		

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.



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.

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Current User		ession is active. You must minimize this window and start your exam session.
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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.

Leave site? Changes you made may not be saved.		
Changes you made may not be saved.		
Click "Begin exam" to begin your exam Click on the notification bar on top of your screen to insert the password After submitting your exam, follow prompts on the notification bar to close Examity		
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