# Live Proctoring
## Test-taker Guide

brightspace
by D2L

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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## Technical Requirements

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

- **Browser:** 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.

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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.

Once your profile is complete, you are strongly encouraged to run a computer requirements check. To complete check, click in the upper right-hand corner of the "My Profile" page. You should run the computer requirements check on the same machine you will be using to take the exam.

## 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.
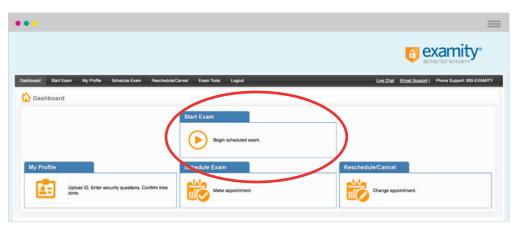


Locate your instructor, course, and exam in the drop-down menu. Next, select a date and time, and click "Schedule." If you are scheduling your exam within 24 hours, please confirm on-demand scheduling is adjusted to "on."



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## Taking Your Exam

On the day and time of your exam, please return to the Examity dashboard, and click the "Start Exam" icon.



To continue, click on the "Connect to Proctoring" button to launch your proctoring session and begin your test.



Proctor support will walk you through the authentication process. You will be asked to:

**1**. Verify your identity. Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.

**2.** Review the exam rules.

**3.** Show your desk and workspace. The proctor will ask you to complete a 360° room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any materials unauthorized by your instructor.

## 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.



## Begin Exam

Once you have finished the authentication process, click on the "Begin Exam" link. Your proctor will enter the password for you. Once the password has been entered, you are ready to begin!



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