



# Live Proctoring Test-taker Guide

## Blackboard

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For assistance, call **855-EXAMITY**, email [support@eximity.com](mailto:support@eximity.com) or chat directly with us through the Live Chat feature on the Eximity dashboard.

## Table of Contents

Technical Requirements.....	1
Getting Started.....	1
Creating Your Profile.....	2
Scheduling Your Exam.....	4
Taking Your Exam.....	5

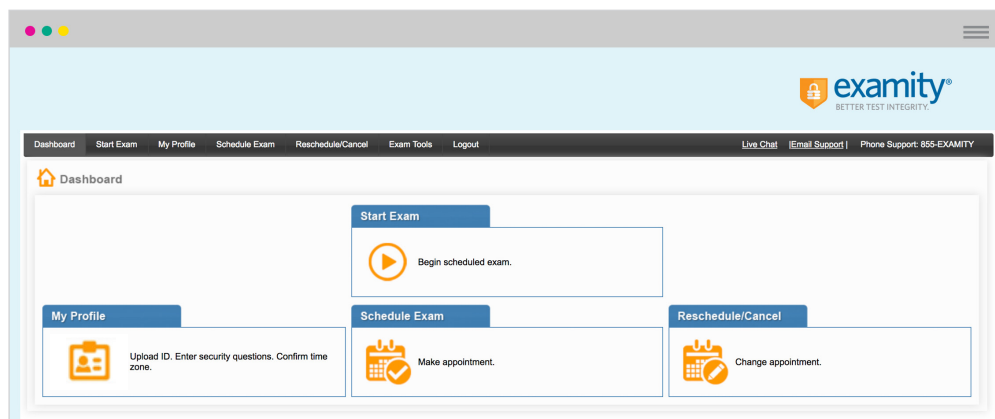
## Technical Requirements

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 Blackboard. To log in to Examity, open Blackboard, navigate to your course and select the Examity link. This will bring you to the Examity dashboard.

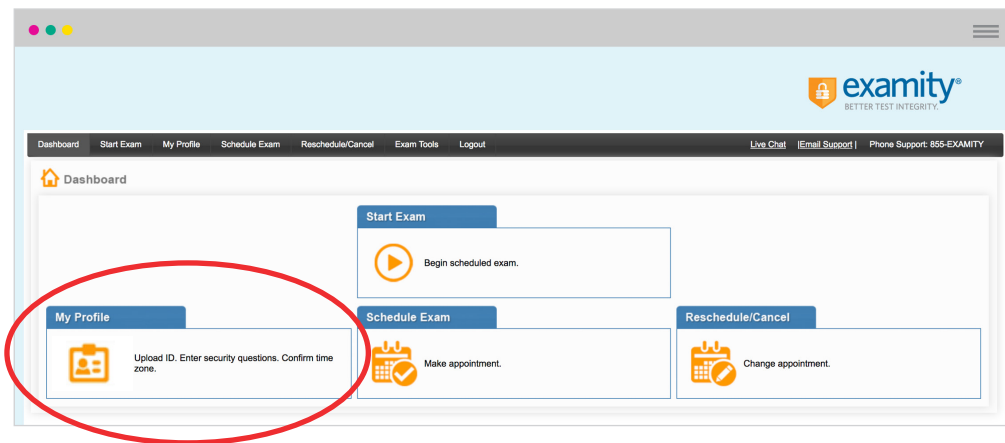


**TIP:**

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.

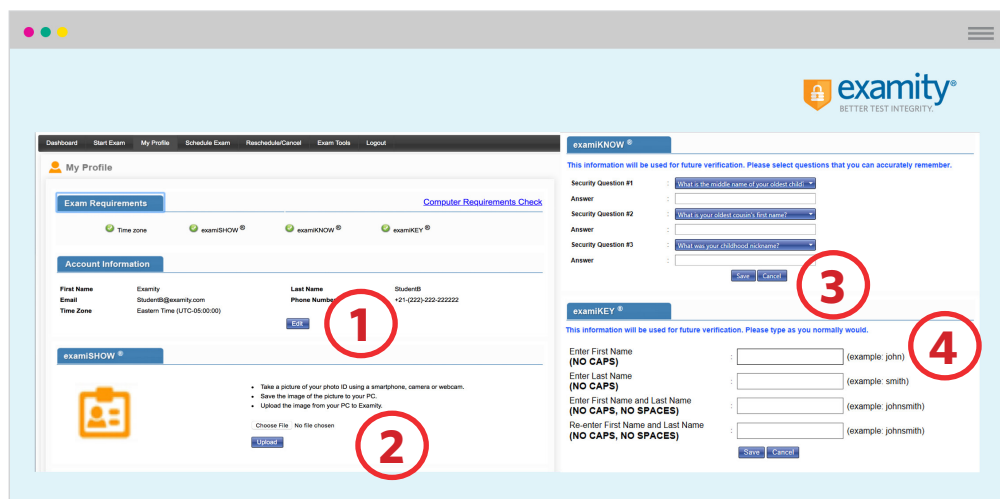
## Creating Your Profile

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.



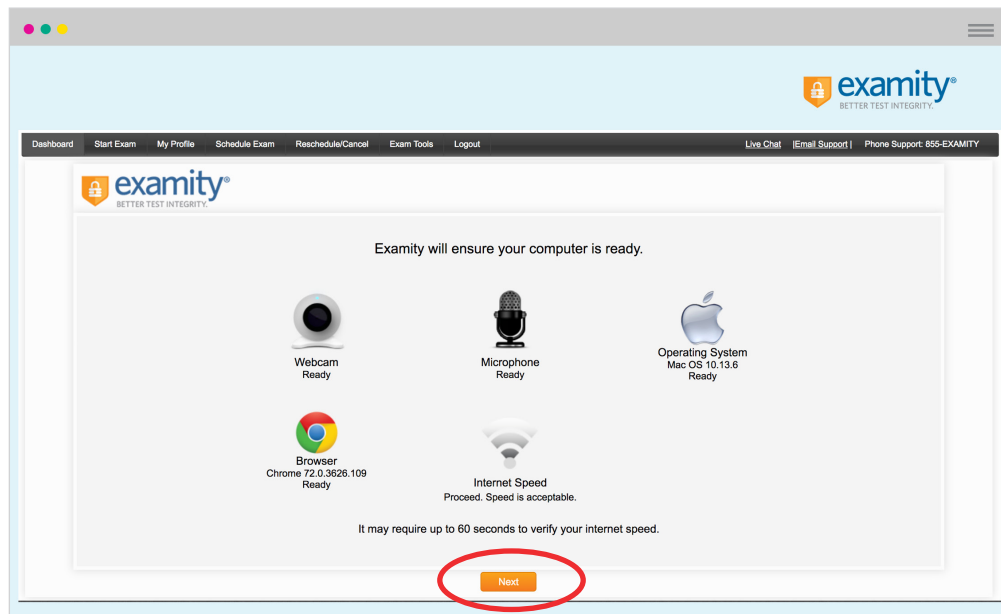
You can create your profile in four simple steps:

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 question.
4. Enter your biometric keystroke signature.



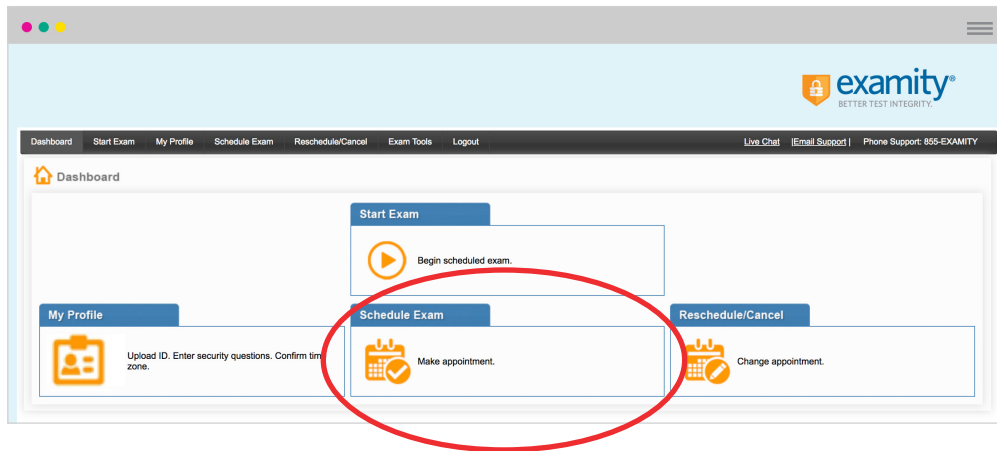
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Once your profile is complete, you are strongly encouraged to run a computer requirements check. To complete check, click in the upper right-hand corner of the “My Profile” page. You should run the computer requirements check on the same machine you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

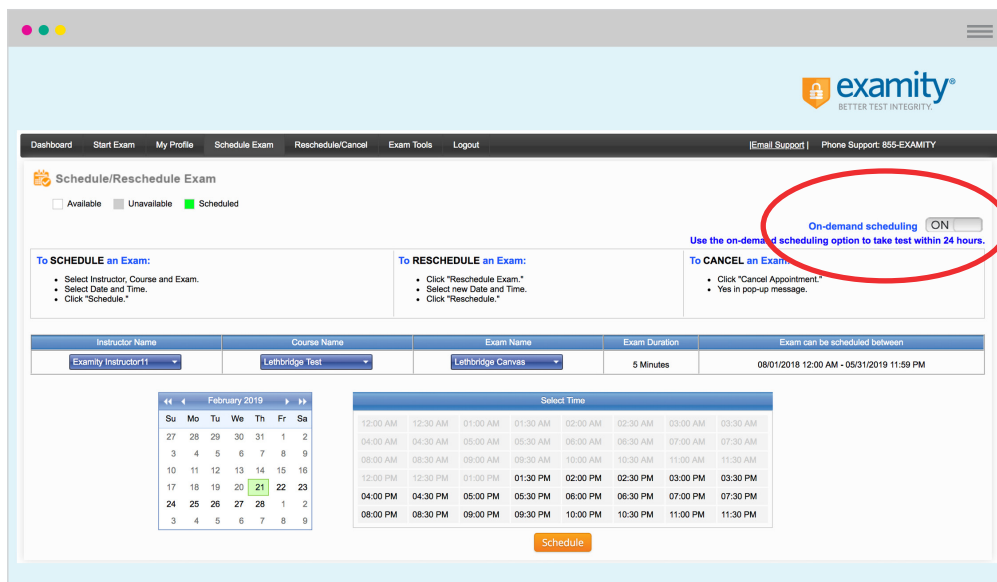


## Scheduling Your Exam

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.



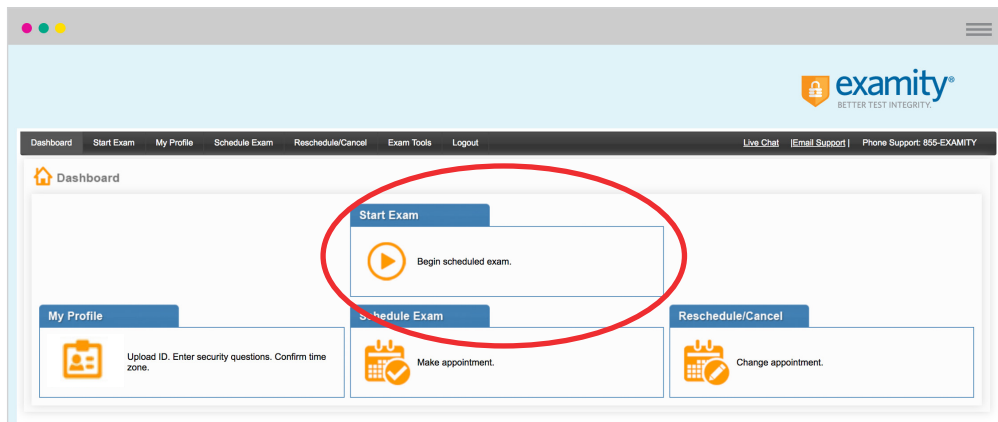
Locate your instructor, course, and exam in the drop-down menu. Next, select a date and time, and click “Schedule.” If you are scheduling your exam within 24 hours, please confirm on-demand scheduling is adjusted to “on.”



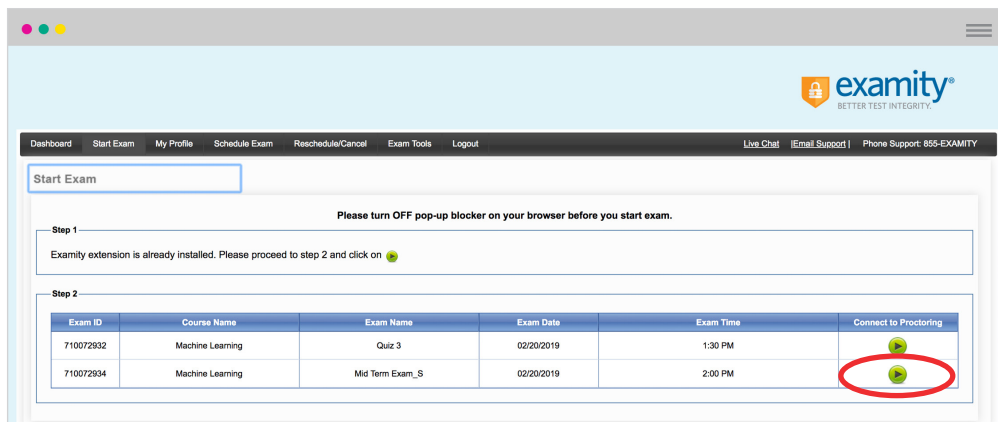
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## Taking Your Exam

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.

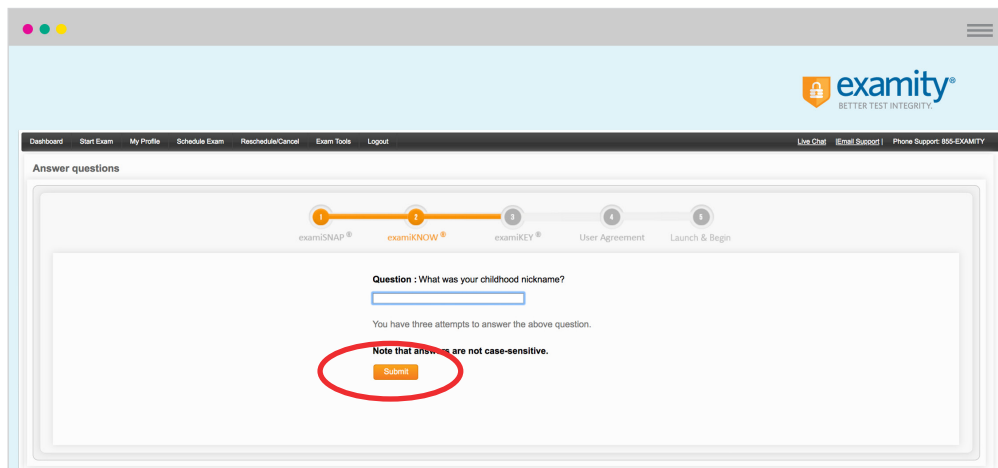


Proctor support will walk you through the authentication process. You will be asked to:

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

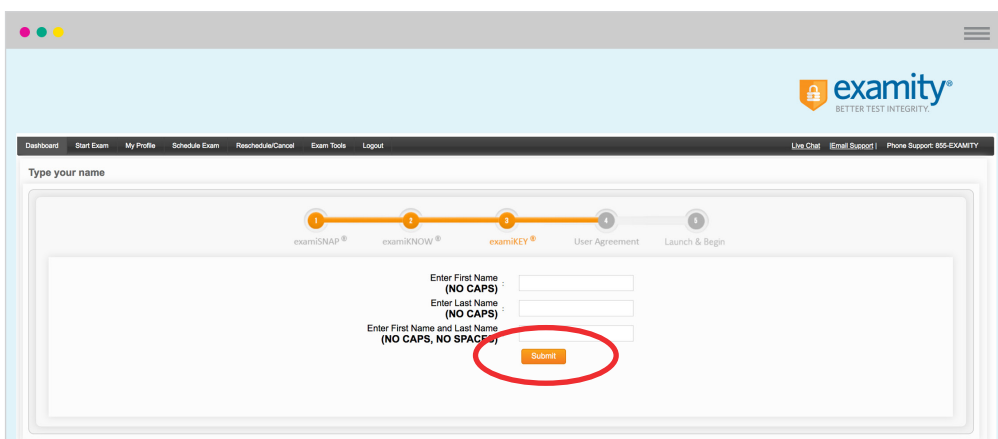
You will now be prompted to answer a previously selected security question. Once you have entered your answer, please press the “Submit” button.



The screenshot shows the ExamiKNOW security question screen. At the top, there is a navigation bar with the Exami logo and the tagline "BETTER TEST INTEGRITY.". Below the navigation bar, there is a progress indicator with five steps: examiSNAP, examiKNOW, examiKEY, User Agreement, and Launch & Begin. The examiKNOW step is currently active. The main content area displays the question: "Question : What was your childhood nickname?". Below the question is a text input field. Underneath the input field, it says "You have three attempts to answer the above question." and "Note that answers are not case-sensitive." At the bottom of the form, there is a "Submit" button, which is circled in red.

## examiKEY

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

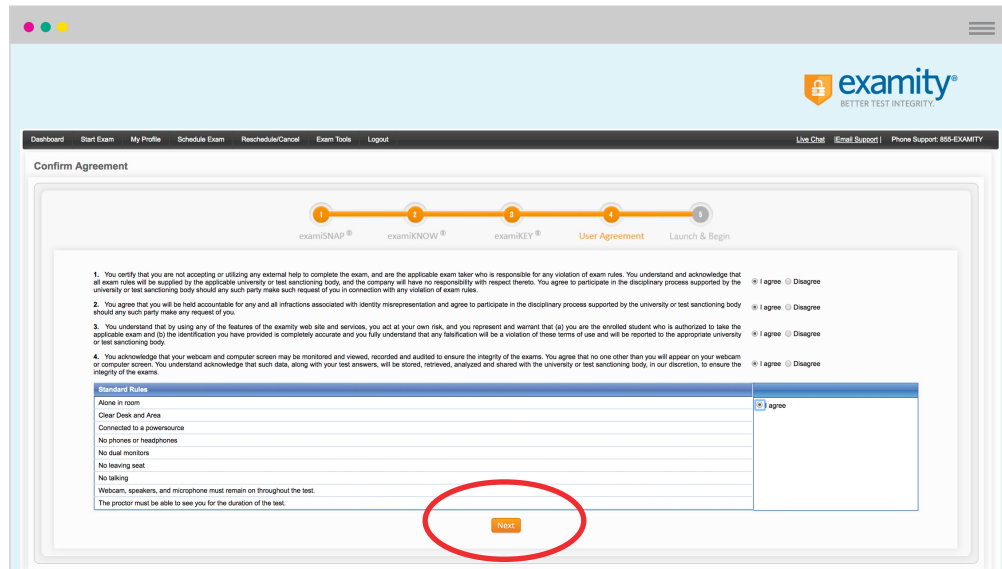


The screenshot shows the ExamiKEY name entry screen. At the top, there is a navigation bar with the Exami logo and the tagline "BETTER TEST INTEGRITY.". Below the navigation bar, there is a progress indicator with five steps: examiSNAP, examiKNOW, examiKEY, User Agreement, and Launch & Begin. The examiKEY step is currently active. The main content area displays the instruction "Type your name" and three input fields: "Enter First Name (NO CAPS)", "Enter Last Name (NO CAPS)", and "Enter First Name and Last Name (NO CAPS, NO SPACE)". At the bottom of the form, there is a "Submit" button, which is circled in red.



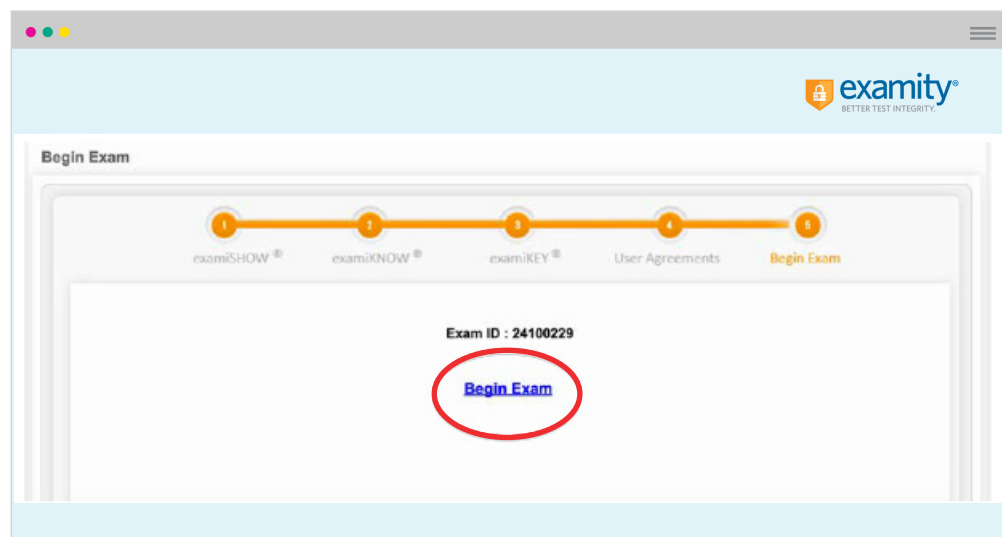
## User Agreement

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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