



Live Proctoring Test-taker Guide

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

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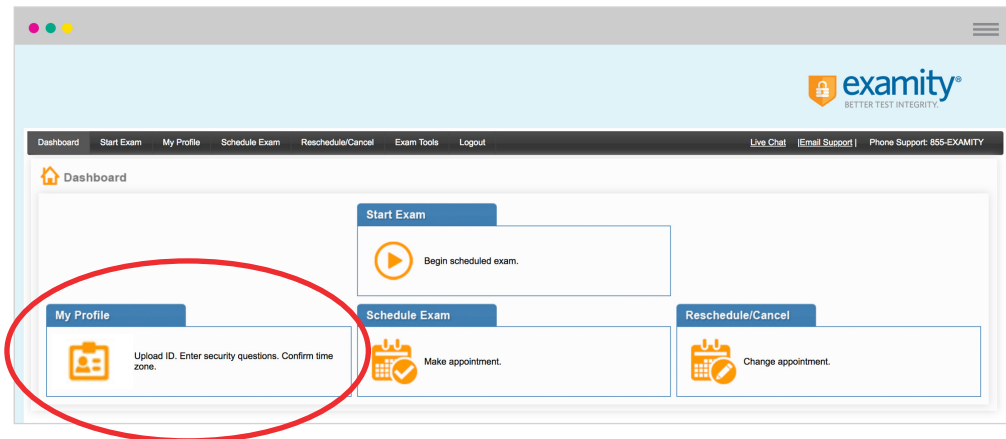
Technical Requirements

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

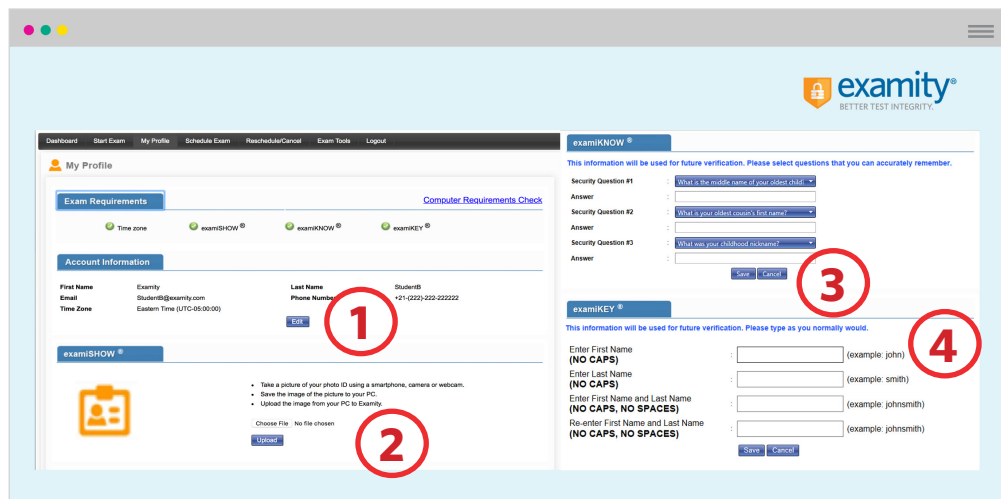
Creating Your Profile

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.



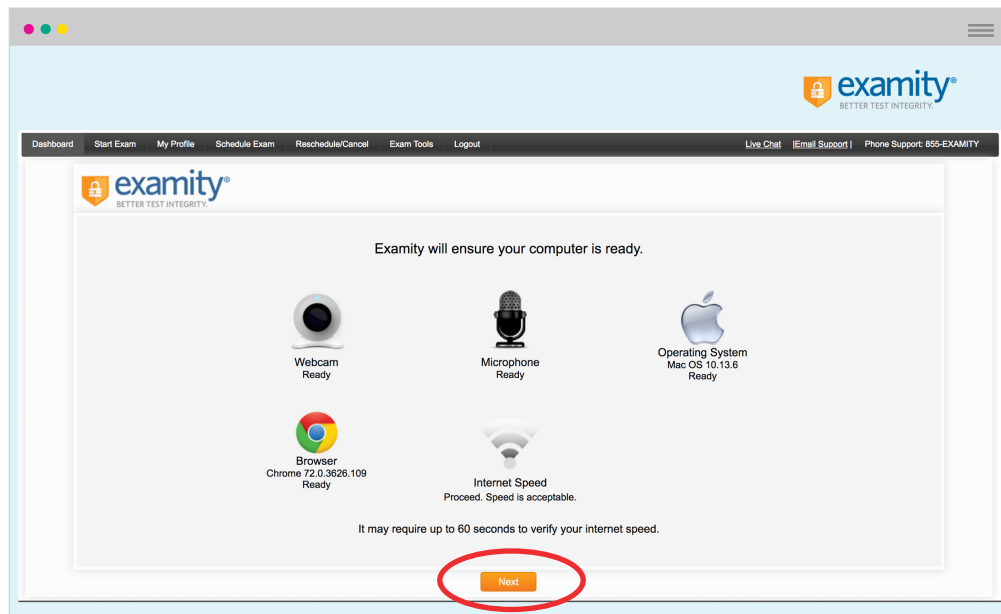
You can create your profile in four simple steps:

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.



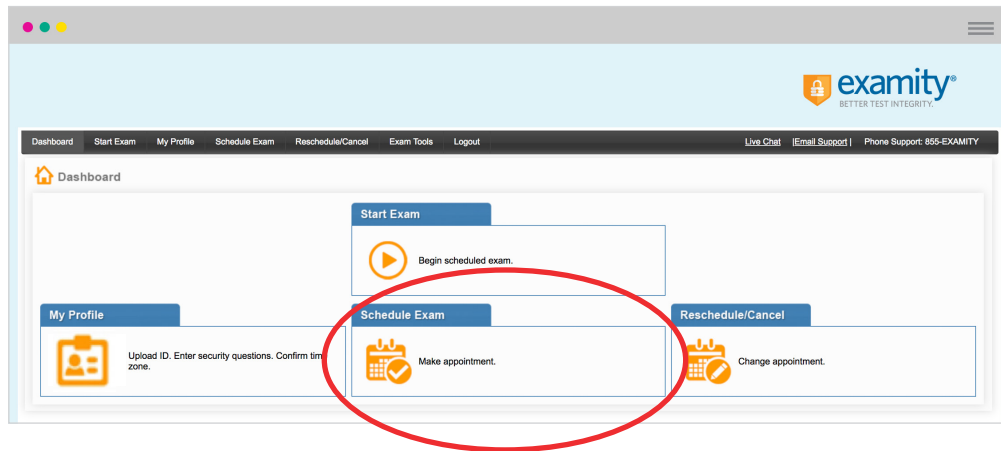
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Once your profile is complete, you are strongly encouraged to run a computer requirements check. To complete check, click in the upper right-hand corner of the “My Profile” page. You should run the computer requirements check on the same machine you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

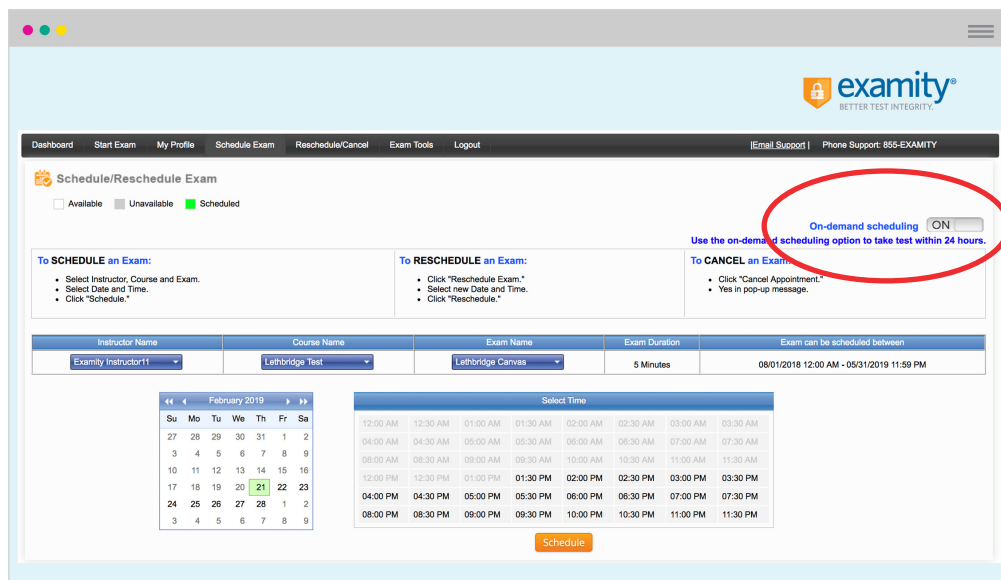


Scheduling Your Exam

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.



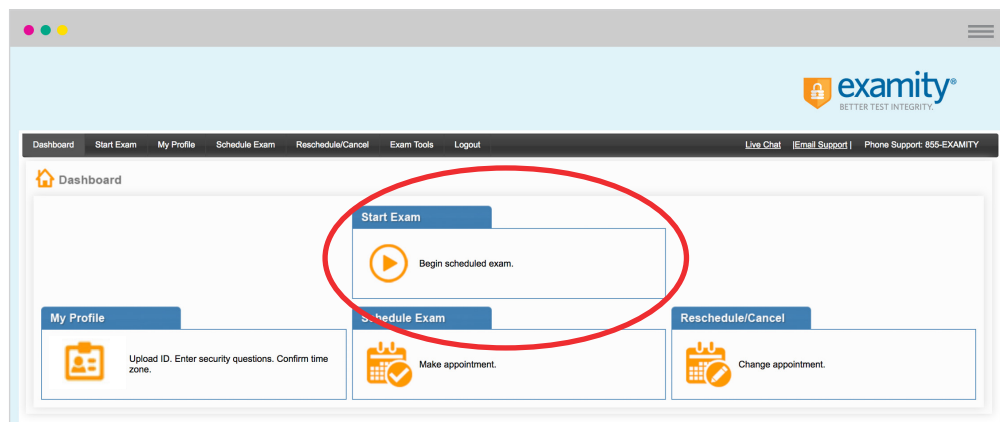
Locate your instructor, course, and exam in the drop-down menu. Next, select a date and time, and click “Schedule.” If you are scheduling your exam within 24 hours, please confirm on-demand scheduling is adjusted to “on.”



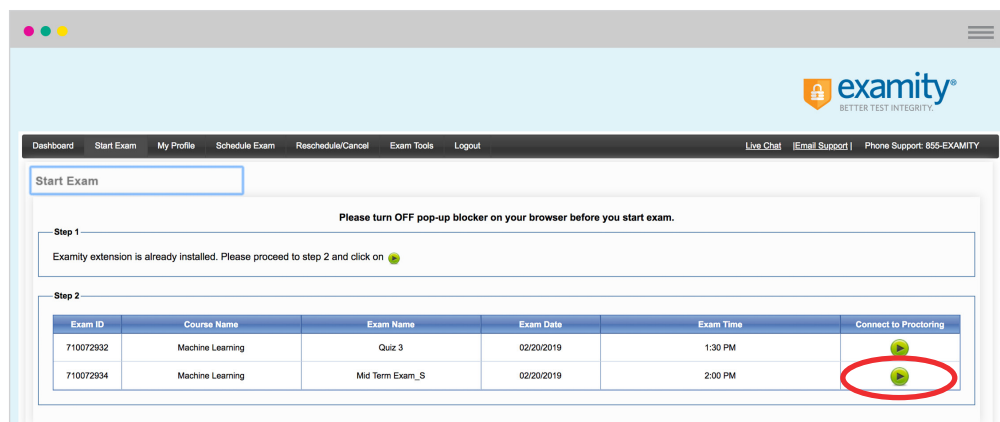
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Taking Your Exam

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.



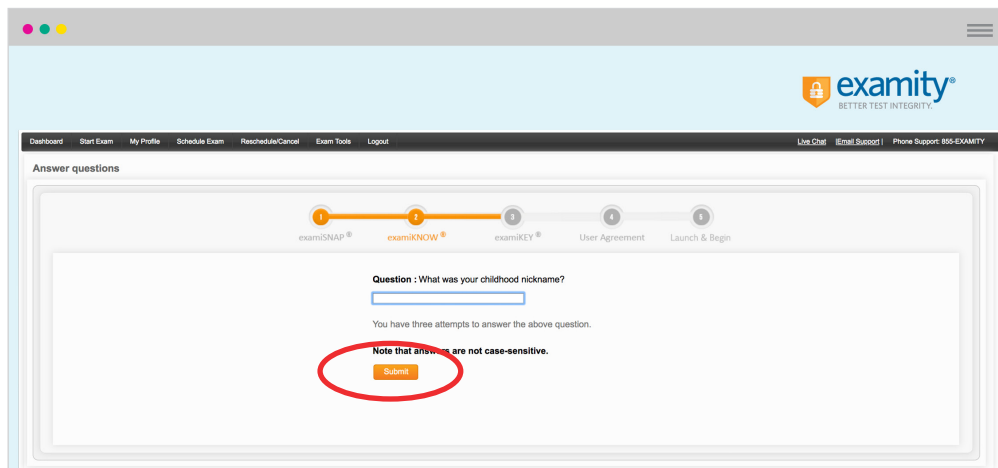
Proctor support will walk you through the authentication process. You will be asked to:

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.

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examikNOW

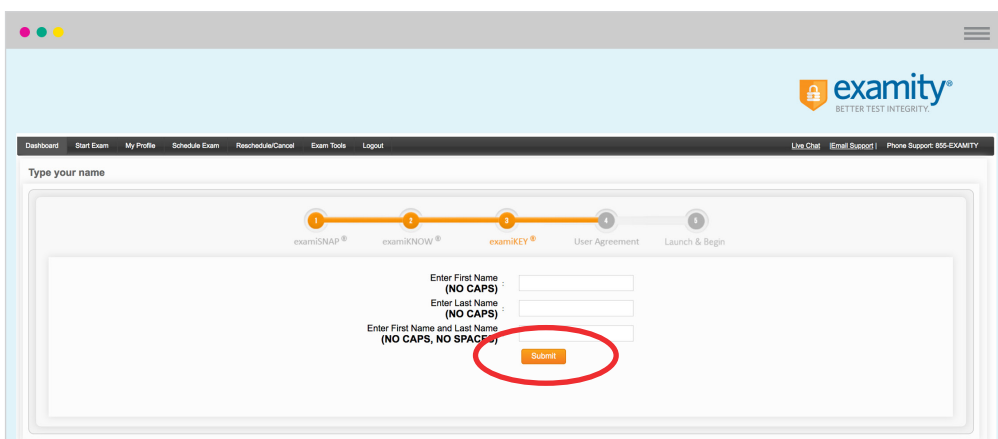
You will now be prompted to answer a previously selected security question. Once you have entered your answer, please press the “Submit” button.



The screenshot shows the Examity dashboard with a progress bar at the top indicating five steps: 1. examiSNAP, 2. examikNOW (highlighted in orange), 3. examiKEY, 4. User Agreement, and 5. Launch & Begin. The main content area is titled "Answer questions" and contains a question: "Question : What was your childhood nickname?". Below the question is a text input field. A note states: "You have three attempts to answer the above question." and "Note that answers are not case-sensitive." At the bottom of the question area is an orange "Submit" button, which is circled in red.

examikKEY

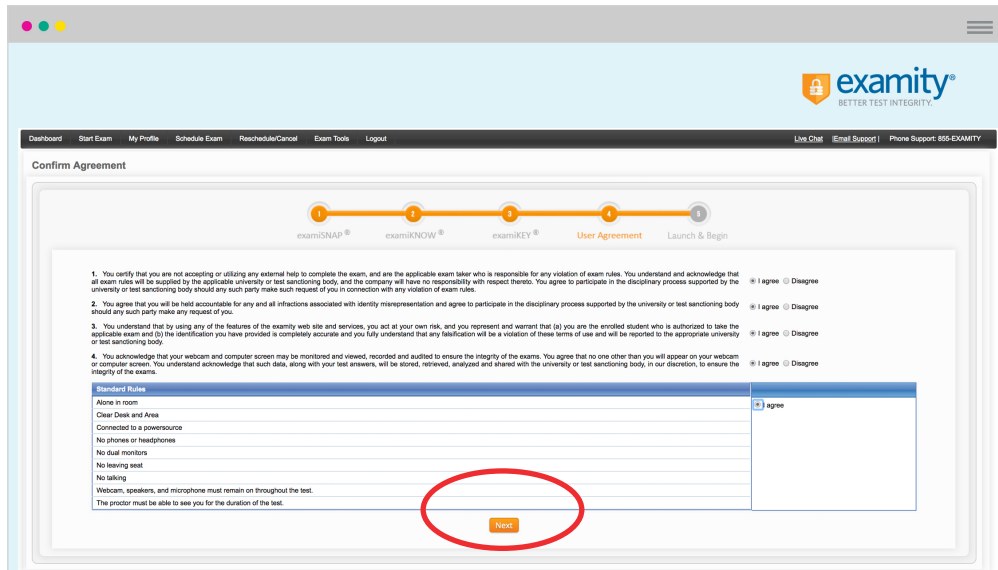
You will now be asked to enter your biometric keystroke signature. Once you have entered your signature, select the “Submit” button.



The screenshot shows the Examity dashboard with the same progress bar as the previous screen. The main content area is titled "Type your name" and contains three text input fields: "Enter First Name (NO CAPS)", "Enter Last Name (NO CAPS)", and "Enter First Name and Last Name (NO CAPS, NO SPACE)". Below these fields is an orange "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.



Confirm Agreement

examiSNAP[®] examiKNOW[®] examiKEY[®] **User Agreement** Launch & Begin

1. You certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that all exam rules will be supplied by the applicable university or test sanctioning body, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you. ☐ I agree ☐ Disagree

2. You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you. ☐ I agree ☐ Disagree

3. You understand that by using any of the features of the examity web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body. ☐ I agree ☐ Disagree

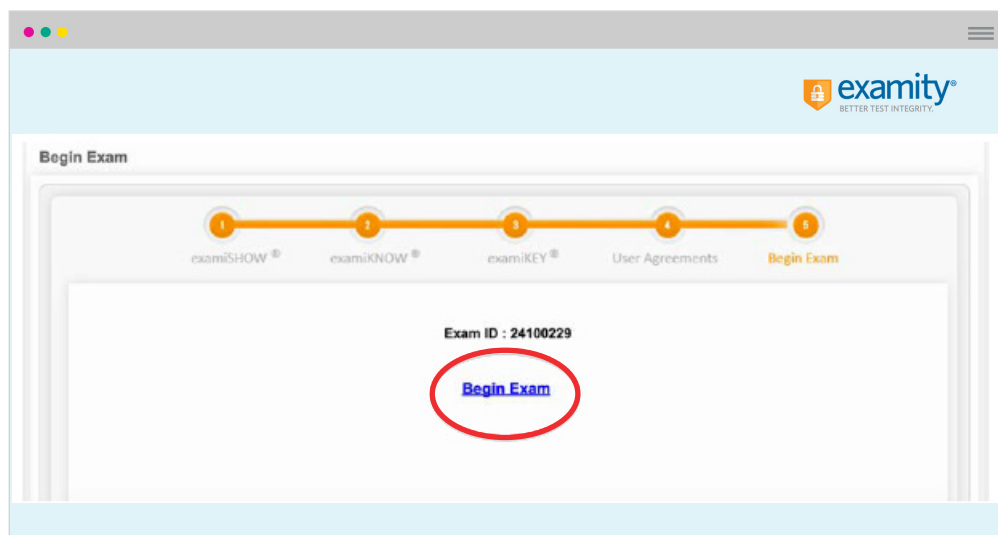
4. You acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge that such data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams. ☐ I agree ☐ Disagree

Standard Rules	
Alone in room	<input type="radio"/> agree
Clear Desk and Area	
Connected to a powersource	
No phones or cellphones	
No dual monitors	
No leaving seat	
No talking	
Webcam, speakers, and microphone must remain on throughout the test.	
The proctor must be able to see you for the duration of the test.	

Next

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!



Begin Exam

examiSHOW[®] examiKNOW[®] examiKEY[®] User Agreements **Begin Exam**

Exam ID : 24100229

Begin Exam

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