

# Automated Proctoring Exam Overview

May 2022



Seamless and secure, online proctoring.



# Overview

**Step 1:** Sign in to Examity

**Step 2:** Start Exam

**Step 3:** Systems Check

**Step 4:** Install Extension and Grant Permissions

**Step 5:** Authentication

**Step 6:** Review Instructions

**Step 7:** User Agreement

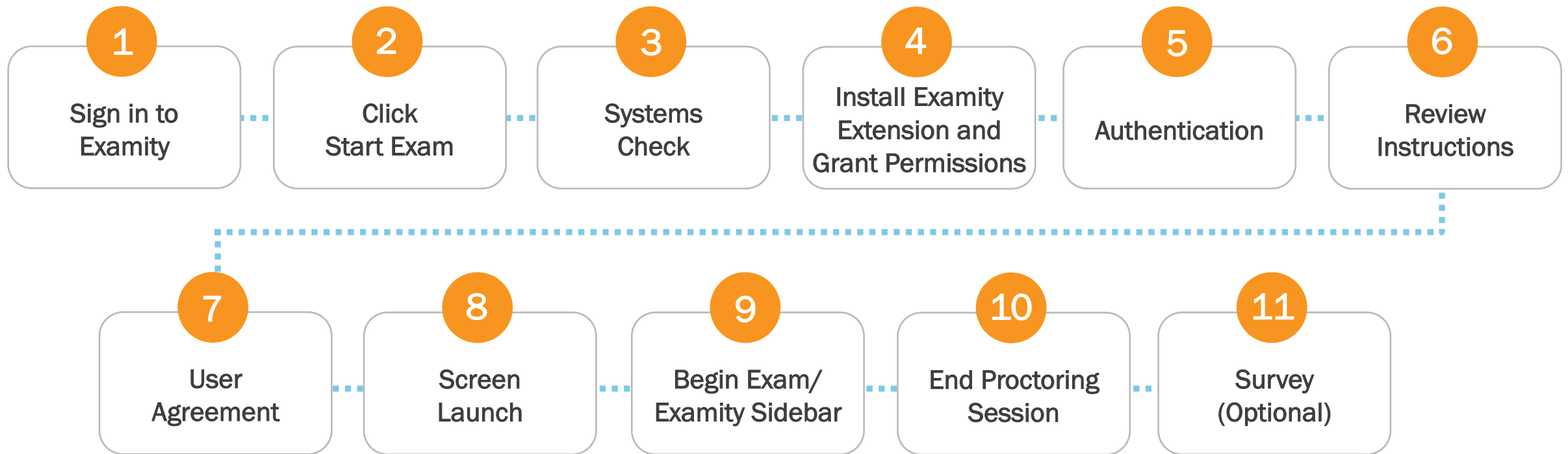
**Step 8:** Screen Launch

**Step 9:** Begin Exam/Examity Sidebar

**Step 10:** End Proctoring Session

**Step 11:** Survey (Optional)

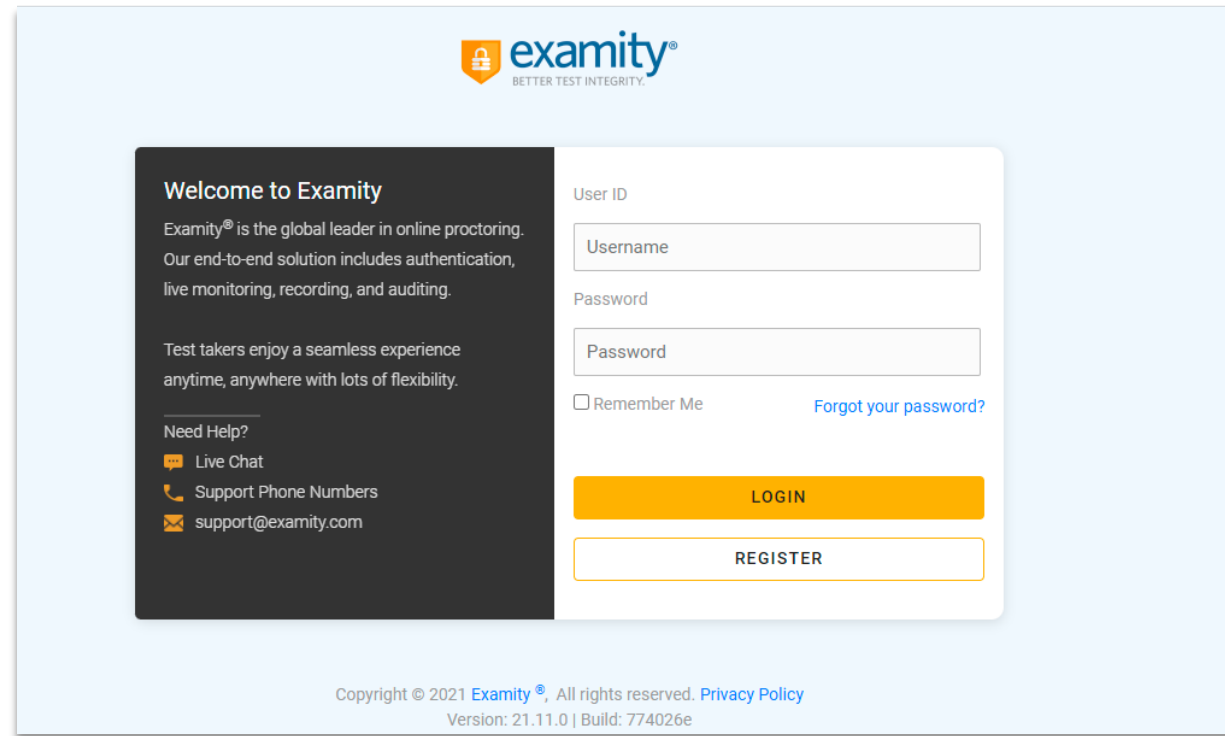
# Automated Proctoring Exam Overview



# Automated Proctoring Exam Overview

1

Sign in to Examity



The screenshot shows the Examity login interface. At the top is the Examity logo with the tagline "BETTER TEST INTEGRITY.". Below the logo, the page is divided into two main sections. The left section, titled "Welcome to Examity", contains a message stating that Examity is the global leader in online proctoring and offers a seamless experience. It also includes a "Need Help?" section with links for "Live Chat", "Support Phone Numbers", and "support@examity.com". The right section is for user authentication, featuring input fields for "User ID" (with a placeholder "Username") and "Password". Below these fields are checkboxes for "Remember Me" and a link for "Forgot your password?". At the bottom of the right section are two buttons: "LOGIN" and "REGISTER". The footer of the page contains copyright information: "Copyright © 2021 Examity®, All rights reserved. Privacy Policy" and version/build details: "Version: 21.11.0 | Build: 774026e".

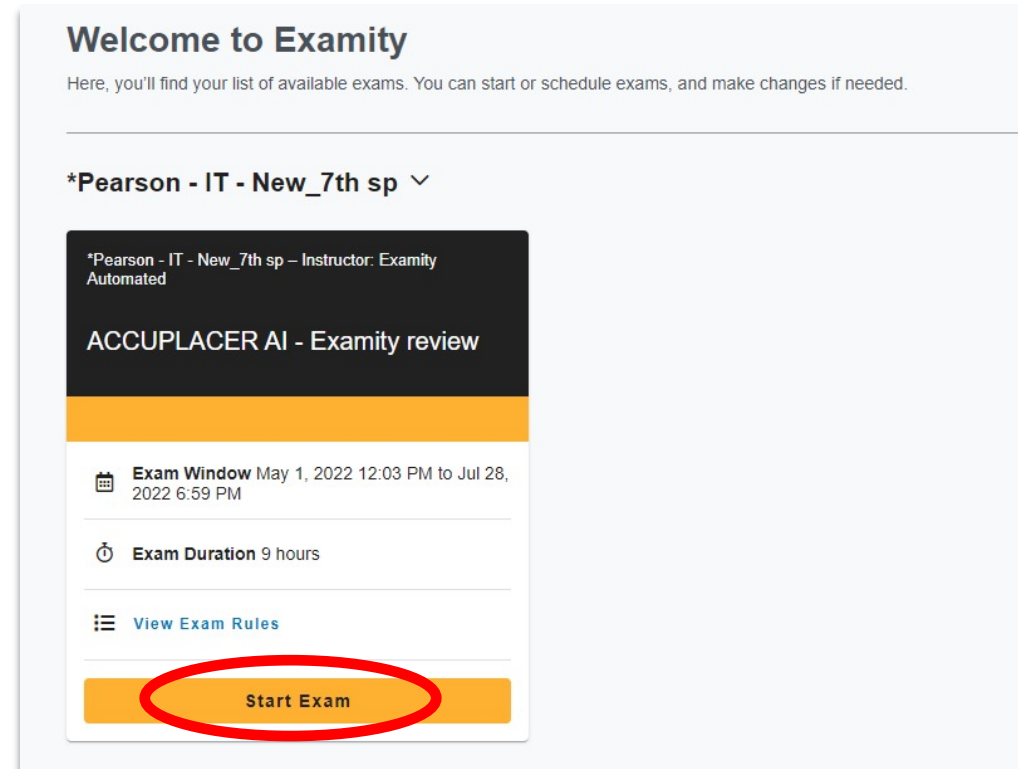
The test-taker will need to sign in to Examity, if they have not already done so, using the link provided in the welcome email: <https://on.examity.com/V5/x/217>



# Automated Proctoring Exam Overview

2

Start Exam



The screenshot shows the 'Welcome to Examy' dashboard. At the top, it says 'Welcome to Examy' and 'Here, you'll find your list of available exams. You can start or schedule exams, and make changes if needed.' Below this is a dropdown menu showing '\*Pearson - IT - New\_7th sp'. The main content area displays an exam card for '\*Pearson - IT - New\_7th sp - Instructor: Examy Automated'. The card has a dark header with the text 'ACCUPLACER AI - Examy review'. Below the header, it shows the 'Exam Window' as 'May 1, 2022 12:03 PM to Jul 28, 2022 6:59 PM', the 'Exam Duration' as '9 hours', and a link to 'View Exam Rules'. At the bottom of the card is an orange button labeled 'Start Exam', which is circled in red.

Once logged in, the test-taker will see their exam card on their dashboard.

The automated exam workflow does not require the test-taker to schedule their exam. The test-taker can click **Start Exam** and start their exam session immediately.








# Automated Proctoring Exam Overview

3

## System Check

**System Check**

We're running a quick check to make sure your system meets the requirements to test with Examity.

 Webcam ✓ Ready	 Microphone ✓ Ready	 Operating System ✓ Ready
 Browser ✓ Ready	 Internet Speed ✓ Ready	

**Next**

Chat with an Expert

The test-taker will be prompted to complete the systems check and then press **Next**.



# Automated Proctoring Exam Overview

4

Install the Examity  
Extension

## Install the Examity Extension

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, you'll need to install the Examity Extension, grant us a few permissions, and verify your identity.

Click the button to begin.

Add Extension

[Chrome Extension Help](#)

Next, the test-taker will need to install the Examity extension by selecting **Add Extension**.



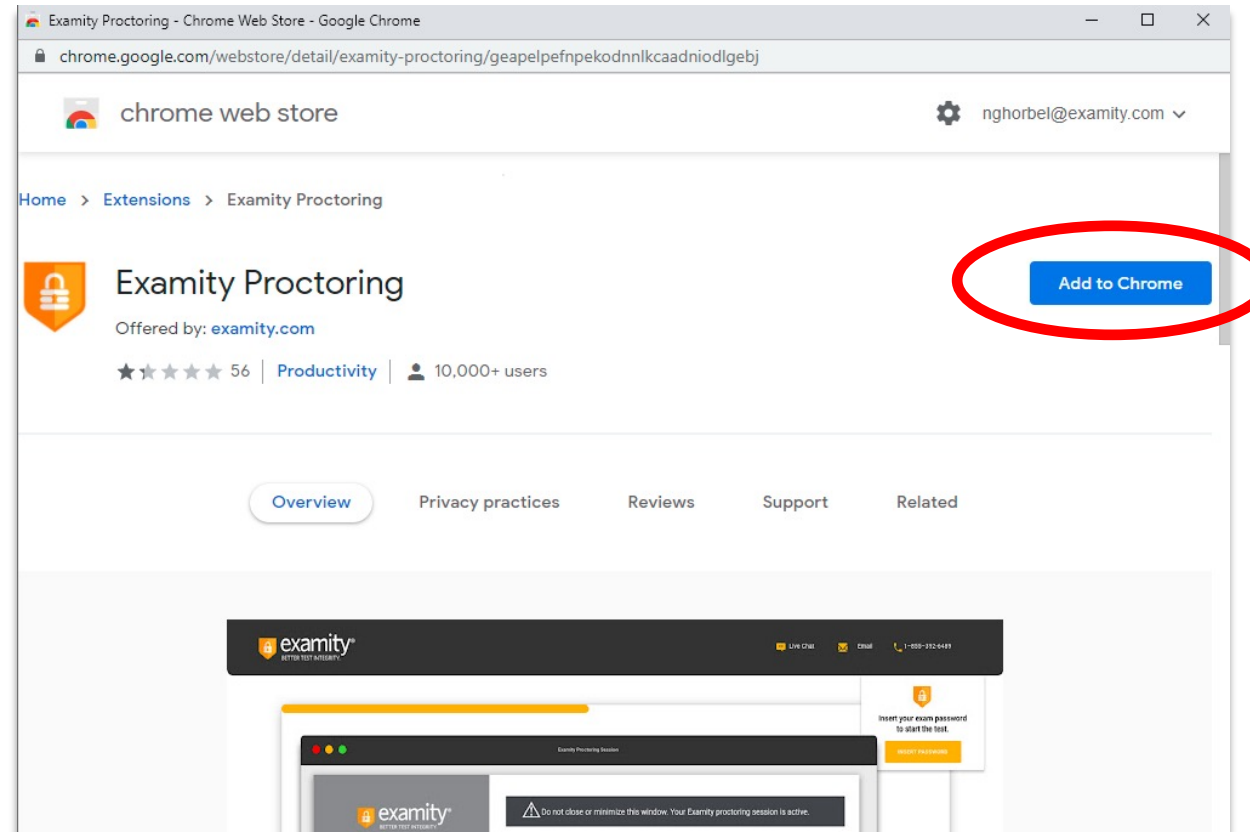


# Automated Proctoring Exam Overview

4

Install the Examity  
Extension

Add to Chrome



A pop-up window will appear. The test-taker will need to click on **Add to Chrome**.



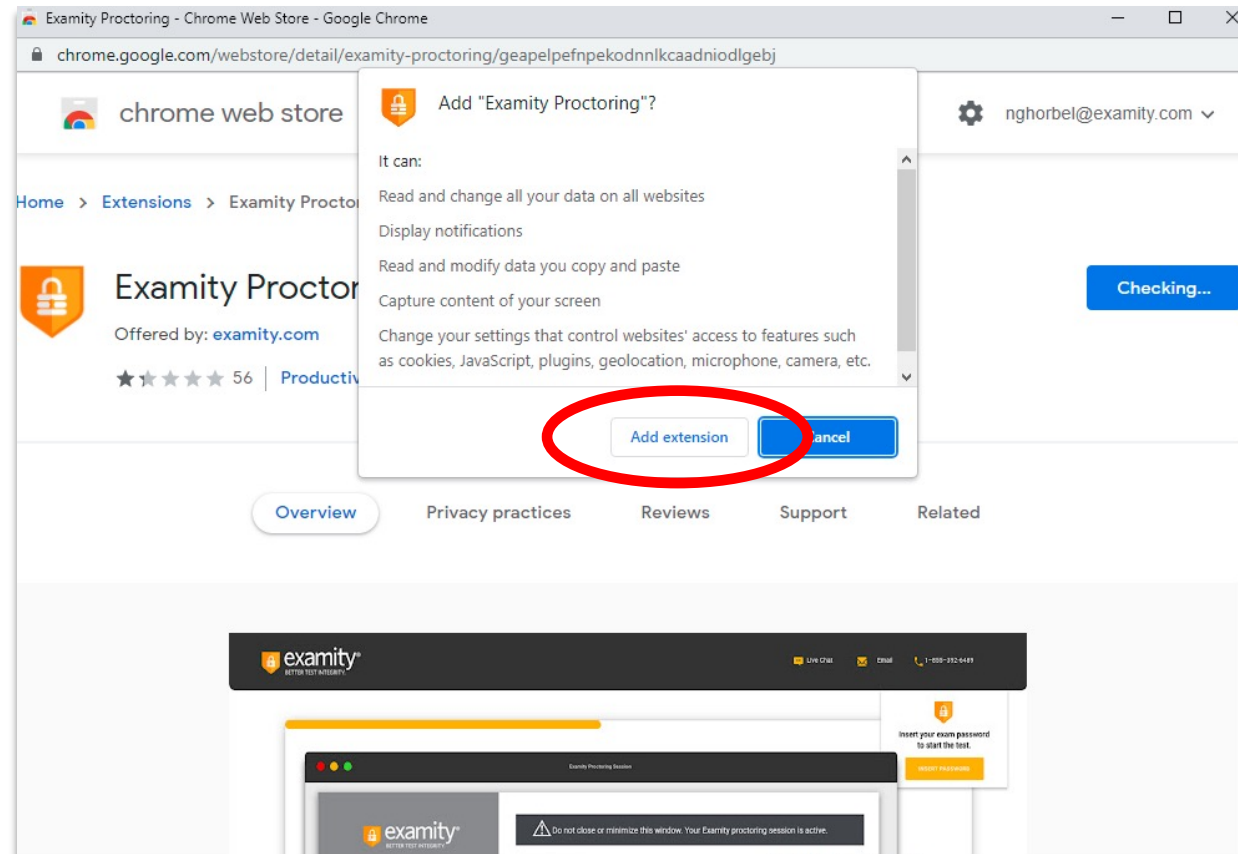


# Automated Proctoring Exam Overview

4

Install the Examity  
Extension

Add Extension



Then, the test-taker can click **Add Extension** to complete the extension setup process. Once added, the test-taker will continue to the authentication process.

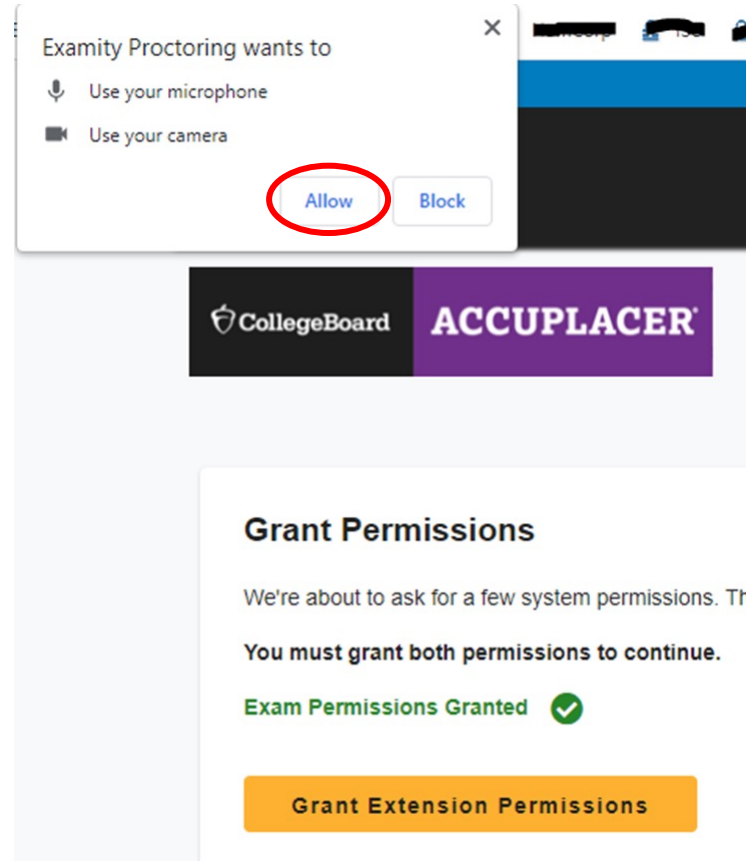


# Automated Proctoring Exam Overview

4

## Grant Permissions

Allow webcam and microphone access



The test-taker will now be prompted to grant permission to access their webcam and microphone. They will click “Allow” when prompted.

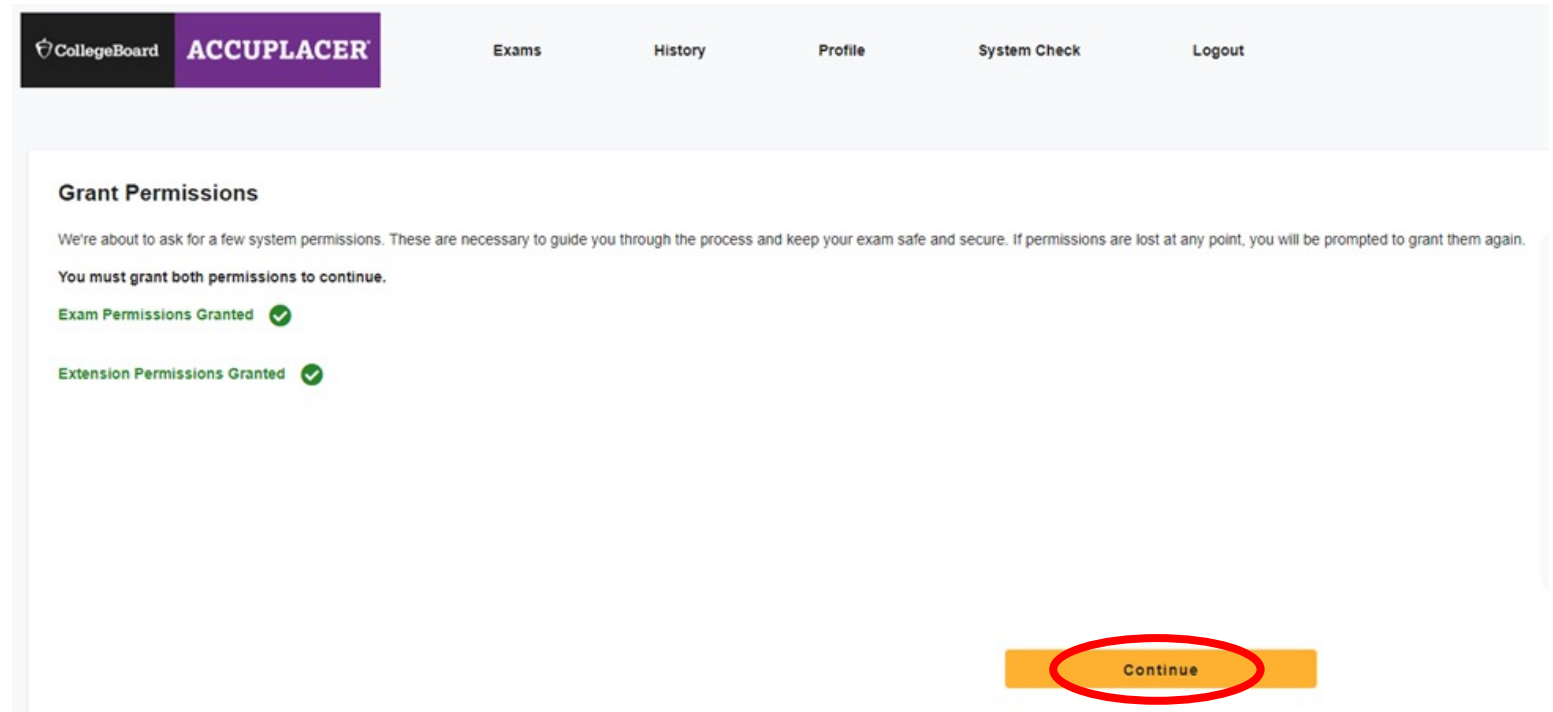


# Automated Proctoring Exam Overview

4

Grant Permissions

Click continue



The screenshot shows the ACCUPLACER interface. At the top, there is a navigation bar with the CollegeBoard logo, the ACCUPLACER logo, and links for Exams, History, Profile, System Check, and Logout. The main content area is titled "Grant Permissions" and contains the following text: "We're about to ask for a few system permissions. These are necessary to guide you through the process and keep your exam safe and secure. If permissions are lost at any point, you will be prompted to grant them again." Below this, it says "You must grant both permissions to continue." There are two status indicators: "Exam Permissions Granted" with a green checkmark and "Extension Permissions Granted" with a green checkmark. At the bottom right, there is a yellow "Continue" button, which is circled in red.

Once permissions have been granted, the test-taker will click “continue” to proceed through the authentication process.

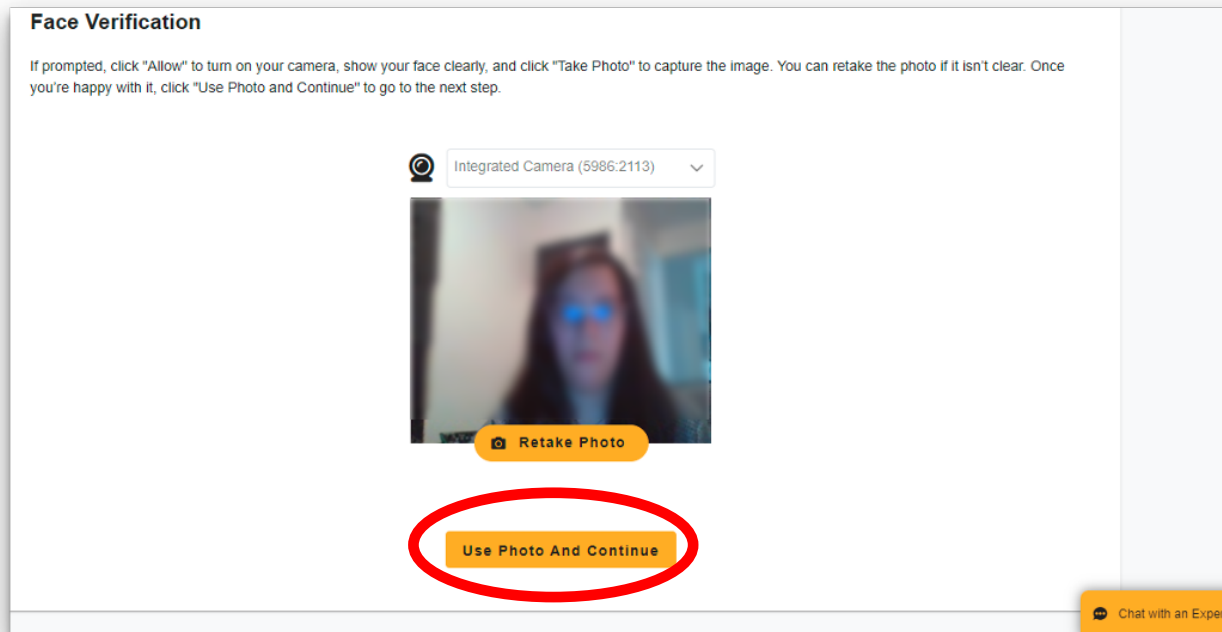


# Automated Proctoring Exam Overview

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Authentication

Face  
Verification



The first part of the authentication process is the face verification. The test-taker will need to take a photo – and retake if necessary – and then click **Use Photo and Continue**.



# Automated Proctoring Exam Overview

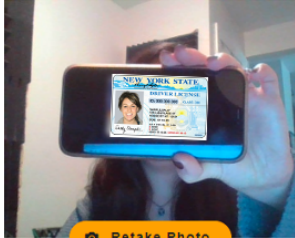

5

Authentication

ID Verification

**ID Verification**

Place your ID clearly in the frame and then click "Take Photo" to capture the image. You can retake the photo if it isn't clear. Once you're happy with it, click "Use Photo and Continue" to go to the next step.



**NEW YORK STATE**  
Commissioner of Motor Vehicles  
**DRIVER LICENSE**  
ID: 000 000 000 CLASS DM  
SAMPLE, SALLY  
1010 ANYPLACE ST  
YOURCITY NY 12121  
DOB: 07-18-83  
SEX: F EYES: BL HT: 5-09  
E: NONE  
R: NONE  
ISSUED: 07-18-05 EXPIRES: 07-18-13

Integrated Camera (5986:2113) ▼

Retake Photo

**Use Photo And Continue**

Chat with an Expert

The second part of the authentication is the ID verification. The test-taker will need to take a live picture of their ID and then select **Use Photo and Continue**.



# Automated Proctoring Exam Overview

5

Authentication

Challenge  
Question

## Your Challenge Question

Answer the question below using the response you gave when creating your account. You'll have three chances to answer correctly. Use our Live Chat feature if you need help.

What is your mother's maiden name?

Next

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Version: 2b6d17b

Chat with an Expert

The final step of the authentication process is the challenge questions section. The test-taker will be asked one of the three challenge questions, enter in the answer, and then click **Next**.



# Automated Proctoring Exam Overview

6

## Review Instructions

**Prepare for your Exam**

It's important to make sure your space is prepared before the proctor session starts. Please pay attention to any special instructions you may have been given here.

1

**Review the exam rules and guidelines**

- Clear your desk and the surrounding area
- Stay connected to a power source
- No phones or headphones
- No dual monitors
- No leaving your seat
- You must be alone in the room
- No Talking
- You must stay in view of the webcam for the duration of the test
- Your webcam, speakers, and microphone must remain on throughout the test

2

**Review Special Instructions**

I'm Ready

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Chat with an Expert

The test-taker will be able to review a list of the Examity standard rules, along with any additional and special instructions if applicable.





# Automated Proctoring Exam Overview

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## User Agreement

### User Agreement


Take a moment to review these important items.

1. 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.
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.
3. You also 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 the applicable university or test sanctioning body will supply all exam rules, 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 such request of you in connection with any violation of exam rules.
4. You also acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams, unless otherwise specified by your university or test sanctioning body. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge any captured 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 And I'm Ready To Begin The Exam**

*I do not agree*

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Version: 2b6d17b

 Chat with an Expert

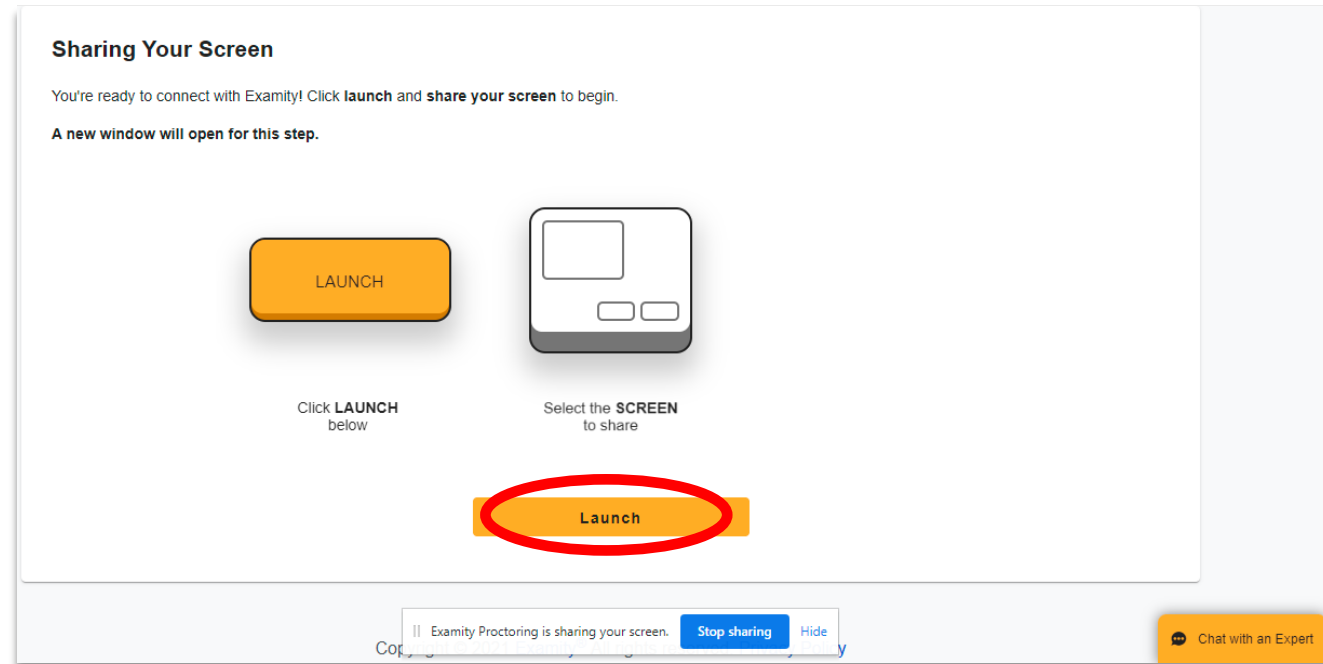
The test-taker will also need to review the User agreements and then click **I Agree And I'm Ready To Begin The Exam**. If the test-taker chooses *I do not agree*, then they will NOT be able to take the exam.



# Automated Proctoring Exam Overview

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## Screen Launch



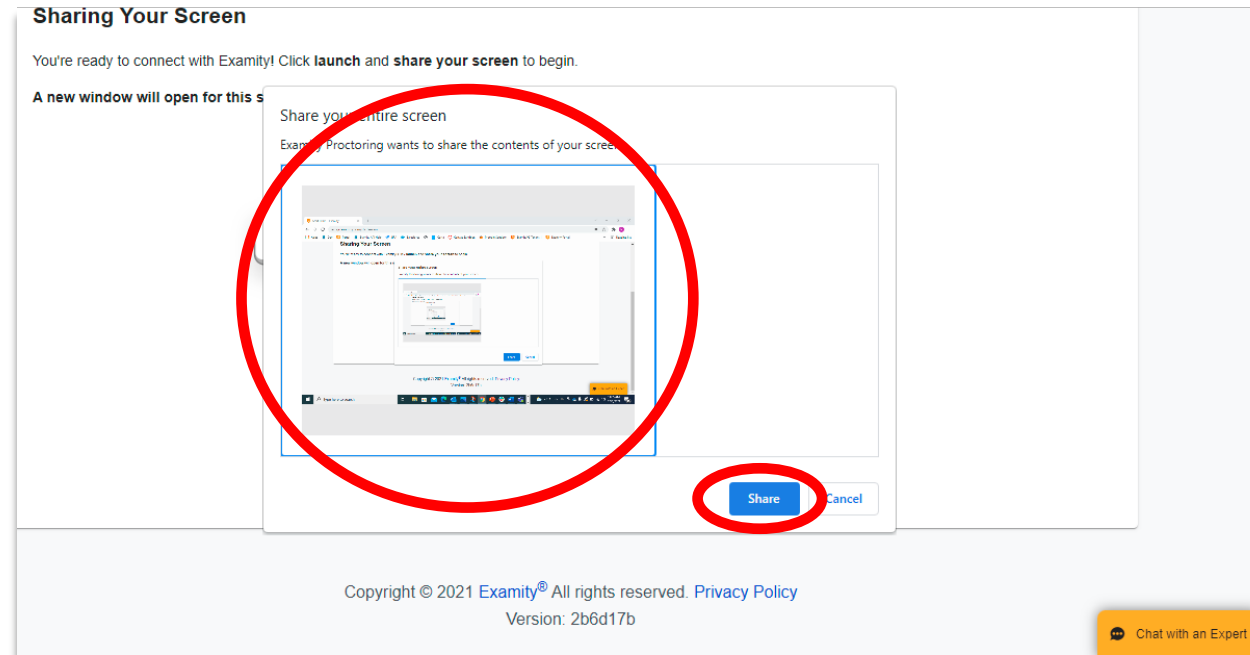
Now, the test-taker will be prompted to launch the screen share by clicking **Launch**.



# Automated Proctoring Exam Overview

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Screen Launch



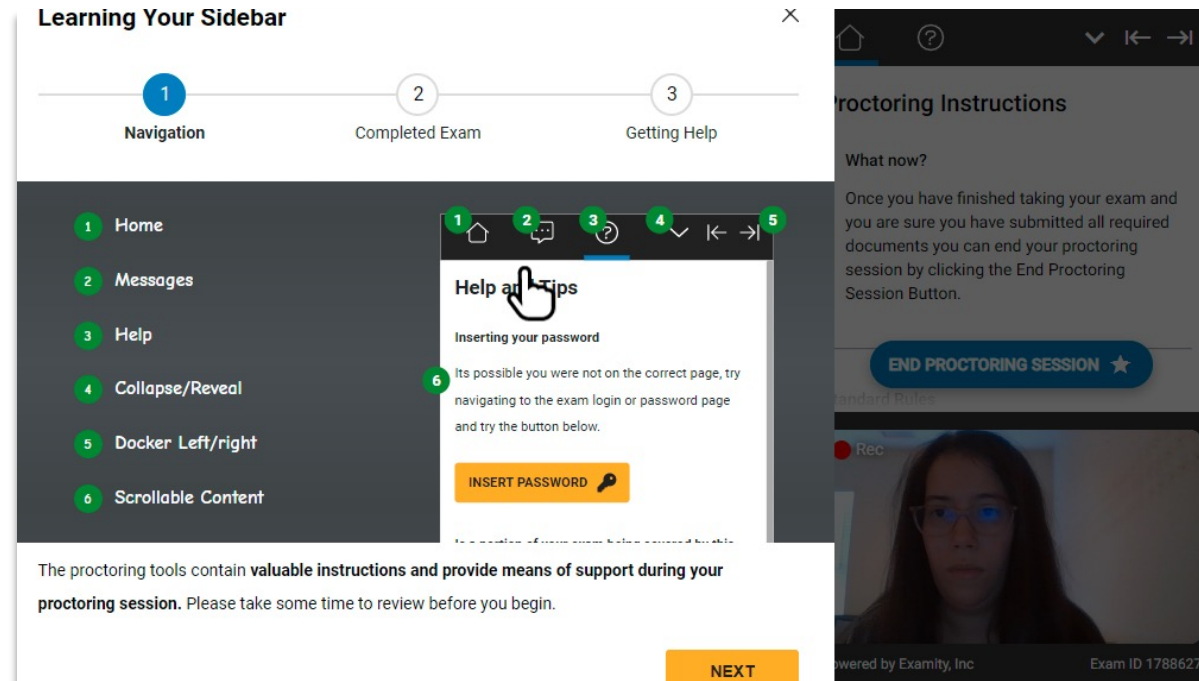
Then, they will need to select their entire screen and click **Share**.



# Automated Proctoring Exam Overview

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Begin Exam/  
Examity Sidebar



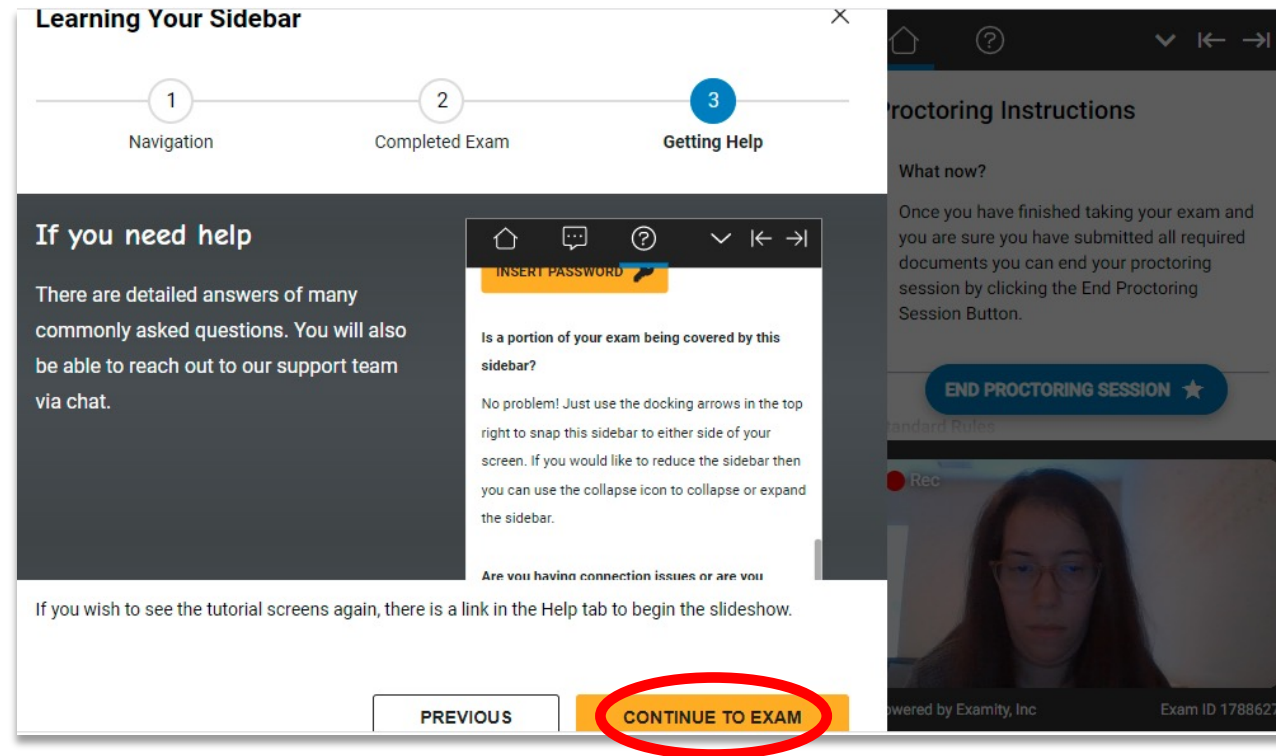
The test-taker is now brought to the exam page. They will see a sidebar appear to the right of the screen, followed by a **Learning Your Sidebar** pop-up. The test-taker will need to click through the prompts showcasing how to utilize this feature for the duration of the exam.



# Automated Proctoring Exam Overview

9

Begin Exam/  
Examity Sidebar



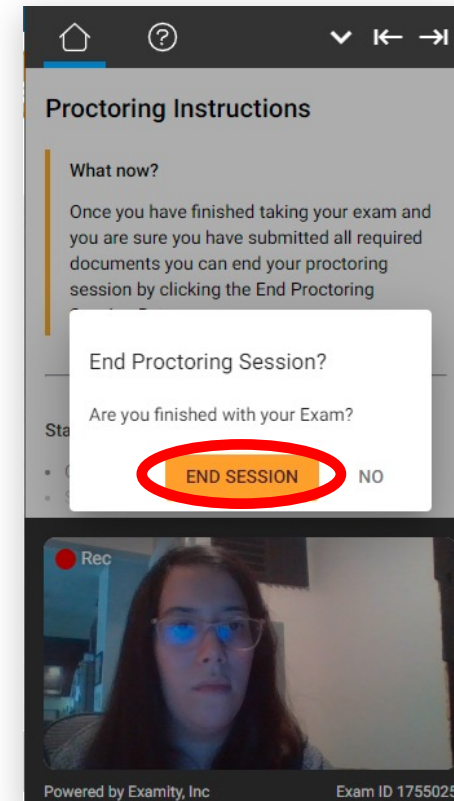
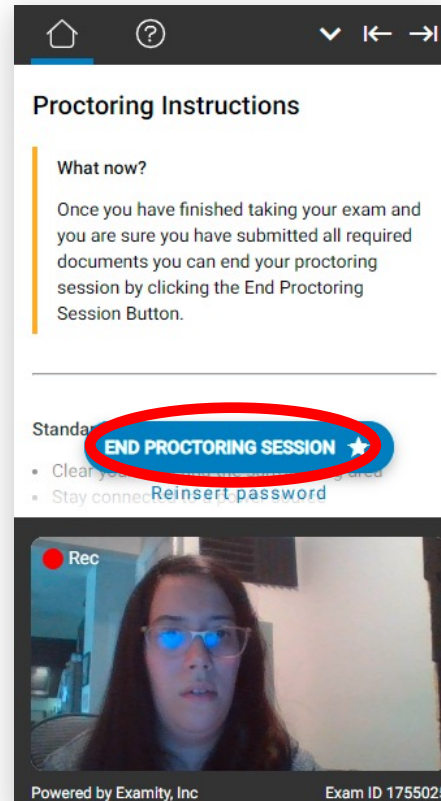
The test-taker will need to click through all steps of the sidebar information pop-up and then press **Continue To Exam**.



# Automated Proctoring Exam Overview

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## End Proctoring Session



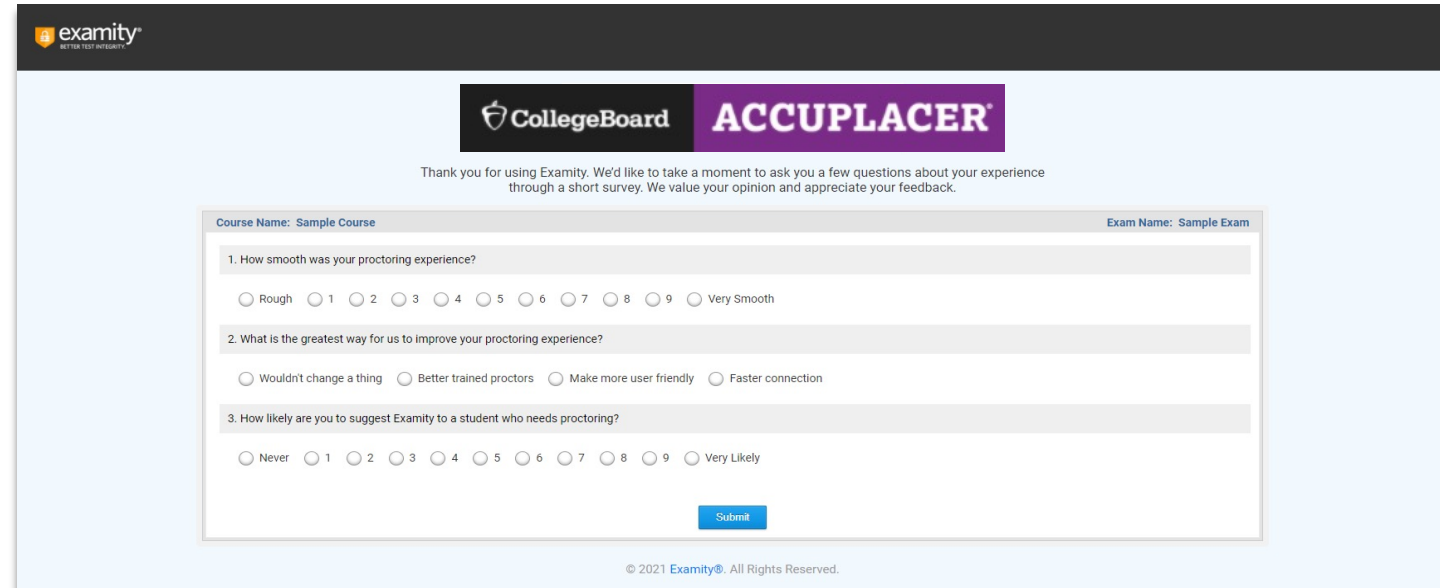
Once the test-taker completes the exam, they will need to officially end the session with Examity by clicking **End Proctoring Session**, then choose **End [the] Session**.



# Automated Proctoring Exam Overview

11

Survey  
(Optional)



The screenshot shows the Examity interface during an exam session. At the top, the Examity logo is on the left, and the CollegeBoard and ACCUPLACER logos are on the right. Below the logos, a message reads: "Thank you for using Examity. We'd like to take a moment to ask you a few questions about your experience through a short survey. We value your opinion and appreciate your feedback." The survey form is titled "Course Name: Sample Course" and "Exam Name: Sample Exam". It contains three questions:

1. How smooth was your proctoring experience?  
☐ Rough ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ Very 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 are you to suggest Examity to a student who needs proctoring?  
☐ Never ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ Very Likely

A "Submit" button is located at the bottom right of the survey form. At the bottom of the page, the copyright notice reads: "© 2021 Examity®. All Rights Reserved."

The exam screen automatically closes after the session ends and the test-taker will now see a survey. This survey is optional and provides Examity with feedback on the exam experience.

