

Live Proctoring Test-taker Guide

For assistance, chat directly with us through the Live Chat feature on the Examity dashboard, email **support@examity.com**, or call our **test-taker support team**.



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Call Center Support Numbers

United States: +1 855-392-6489 Australia: +61 2-8520-3169 UK: +44 800-086-8080 India: +91 000-80091-91077 Ireland: +1 800-832-210 Germany: +0 800-182-1105 France: +08-00-99-18-49



TECHNICAL REQUIREMENTS:

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

• Browser: Google Chrome. Please turn off your pop-up blocker and ad blocker before the exam.

• Equipment:

- Desktop, laptop, or Chromebook (tablets are not supported)
- Built-in or external webcam
- Built-in or external microphone
- Built-in or external speakers
- Internet: A required upload and download speed of 2Mbps, with 10Mbps recommended.

Creating Your Profile

The first time you attempt to access Examity, you will be prompted to create your profile. Profile creation is a very quick process.

1. Provide key contact information for your profile.

Add your information	Tell us a bit about you	
2) Upload Your Photo ID	First Name	
	Ren	
5) Create challenge questions	Last Name	
	Jiang	
Jot sure what to do? Dur support team is available 24/7, 365 days a year.	Username If you do not use Single Sign On (SSO) please use this username to log in to Examity.	
support@examity.com	rjiang@examity.com	
 United States +1 855-392-6489 	Email Address	
Australia +61 2-8520-3169	rjiang@examity.com	
UK +44 800-086-8080	Phone Number	
India	Please provide us with the best number to reach you, should we need to contact you.	
Ireland	Country Code 🗸	
+353 1-000-032-210 Germany	Time Zone	
+49 0800-182-1105	Automatically Set Time Zone	
	(UTC-05:00) Chetumal	
	_	1000
		Next

TIP: Confirm that your time zone reflects the location in which you will be testing.



2. Upload a picture of your ID (a valid government-issued photo ID). Please note, for verification purposes, you will need to bring this ID with you every time you take a test.

Add your information	Photo ID		
Upload Your Photo ID	Use the buttons below to take or upload a photo of	ef yourself.	
Create challenge questions			
	<u>@</u>	Or	£
ot sure what to do?	TAKE A PICTURE		UPLOAD AN IMAGE
ur support team is available 24/7, 365 days a year.			
supportwexamity.com			
+1 855-392-6489			Next
Australia +61 2-8520-3169			
UK +44 800-086-8080			
India +91 000-80091-91077			
Ireland +353 1-800-832-210			
Germany +49 0800-182-1105			

3. Select and answer three challenge questions.



Your profile has now been created. You should see a confirmation screen. Before proceeding to the exam dashboard, we encourage you to perform a system check to see if your system meets Examity requirements. You can do so by clicking **"Check If Your System Meets Examity Requirements"** and following the process.

Your profile has been created
You are now able to schedule exams with Examity. Is this the computer you'll be using during the exam? If so we strongly encourage you to run a computer requirements check.
Check If Your System Meets Examity Requirements
Skip To Exams Dashboard



Navigating Your Dashboard

Once your profile is created, you will be directed to the Examity dashboard. There, a system check will automatically be performed in order to determine that your system meets Examity requirements. If all icons turn green, then your system is ready to test.

You're ready to start an exam!	₽	9	0	Ţ	Ø		
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If any of the icons turn red with an exclamation point, it means that that part of your system does not pass Examity requirements. You can click on the red text in the gray box to view steps that you can take to ensure that your system meets our requirements.

System check complete 🖵 😡 🔮 🌵
Welcome to Examity Here, you'll find your list of available exams. You can start or schedule exams, and make changes if needed. We've detected issues that may prove the from taking an exam. * Google Chrome is required
Browser Requirements ×
We have detected that you are not using a compatible version of Google Chrome.
Exams can only be taken with Google Chrome on supported Windows, MacOS, or ChromeOS devices.
Click here to download Google Chrome or find Chrome help.
Close

REMINDER: You cannot take an exam if one or more parts of your system do not meet Examity requirements.



The Examity dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information. For live proctored exams, you will need to schedule the date and time of the exam in advance. To schedule your exam, click on the **"Schedule Exam"** button and follow the process.

Assessment	Live Assessment
Schedule your exam for later? Schedule	Exam not scheduled
 Exam Window Jul 1, 2022 12:00 AM to Sep 30, 2022 12:00 AM 	Exam Window Jul 1, 2022 12:00 AM to Sep 30, 2022 12:00 AM
Exam Entry Deadline Sep 29, 2022 11:05	PM Exam Entry Deadline Sep 29, 2022 9:35 PM
Exam Duration 1 hour	Exam Duration 2 hours
E View Exam Rules	View Exam Rules

With Examity, you can often schedule an exam on demand. Select the day and time you want to take your exam. Then, click **"Schedule Appointment."**

Via Via
26 26 27 28 28 30 1 2 1000 AM 20 3 4 5 6 7 8 9 1000 AM 27 10 10 12 13 14 5 16 1100 AM 20 17 10 10 100 10 2 25 1000 AM 20 24 25 26 20 20 1000 AM 1000 AM 20 24 27 28 29 20 1000 AM 1000 AM 1000 AM 20 34 1 27 28 26 20 1000 AM
20 3 4 5 6 7 8 9 • • • • • • • • • • • • • • • • • • •
27 10 11 12 13 14 15 16 1100 AM 26 17 18 19 20 21 22 23 1100 AM 29 24 25 26 27 28 29 30 1200 PM 30 31 1 2 3 4 5 6
28 17 18 19 00 21 22 23 ↓ 11:20 AM 29 24 25 28 27 28 29 30 30 31 1 2 3 4 5 6
29 24 25 26 27 28 29 30 ● 12:00 PM ● 12:00 PM ● 12:00 PM
30 31 1 2 3 4 5 6
Exams scheduled within 24 hours may incur an additional foo

Please note: Some organizations and institutions may require payment for scheduling your exam. You can pay by credit or debit card. Examity accepts all major credit and debit cards.

Taking Your Exam

On the day of your exam, locate the exam card and select "Connect to Proctor."



You will be sent to a new screen where you will be asked to run through a few steps to install the Examity extension, grant permissions, verify your identity, answer a challenge question, review exam rules, and approve our user agreement.

REMINDER: Before you start your exam, please confirm that you are accessing Examity through Chrome. If you are not using this browser, please restart your exam session in Chrome.

For assistance,	chat directly with u	s through the Live	Chat feature of	on the Examity	dashboard,	email
support@exan	nity.com, or call our	test-taker suppor	rt team.			



1. Browser Extension: Please follow the prompts to add the Examity extension to your browser. Then, click **"Next."**



REMINDER: In most cases, the extension will remove itself after every exam session.

2. Grant Permissions: Click on the **"Grant Permissions"** button. You may need to perform this step twice: Once to grant permissions to the Chrome browser, and once to grant permissions to the extension.

A pop-up will appear to give Examity access to your camera and microphone. Please select **"Allow."** After both green check marks appear, you can then click **"Continue."**



3. Identity Verification: Identity verification may take one or two steps to complete, depending on what your test sponsor has chosen for the exam. Usually, you first take an image of yourself for facial verification. First, position your face in front of your webcam. Then, click **"Take Photo."** Then, click **"Use Photo and Continue**," or select **"Retake Photo"** if needed.

After, you will need to verify your photo ID that you uploaded while creating your profile. Hold the photo ID in your webcam's view. Once ready, click **"Take Photo."** You can also retake the picture if needed, or click **"Use Photo and Continue."**



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4. Challenge Question: Answer a previously selected challenge question. Once you have entered your answer, click **"Next."**

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 favorite flavor of ice cream?	
answer	
	Next

5. Review Rules: Take a moment to review all exam rules and special instructions. If your test sponsor uploaded materials for this exam, you will download them under **"Download Exam Support Files."** Then, click **"I'm Ready."**

t's important to make sure your space is prepared	before the proctor session starts. Please pay attention to any special instructions y	ou may have been given here.
0	Review the exam rules and guidelines	2 Review Special Instructions
	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	
	Scrap paper	
	Open book	
	I'm Ready	

6. User Agreement: Next, read and agree to Examity's user agreement by clicking **"I agree and I'm ready to begin the exam."**



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7. Launch and Share Your Screen: At this point, you'll be prompted to share your screen. First, click "Launch."



Then, select your screen to share. Please select the **ENTIRE SCREEN**. Then, click **"Share."** You will then be taken to the test platform.

Choose what to share on.ttui.examity.com wants to share the contents of your screen.
Entire Screen
Image: Section of the section of t
Cancel



Once you are taken to the test platform, you can proceed to the exam once the proctor is connected. To determine when the proctor is connected, the proctor's icon will appear in the top right corner of your webcam's screen in the sidebar, and a green circle with text that states **"Connected"** will show. The proctor will then provide additional instructions for the exam process.

<mark>}</mark> €	$ \bigcirc \bigcirc \bigcirc \bigcirc \checkmark \leftarrow \rightarrow i$ Proctoring Instructions
	Inserting your password Once your proctor arrives you can insert your password using the insert password batton below and take your exam. If you have questions check the Help tab above.
Enter Password Start, Exam	Standard Rules • Clear your desk and the surrounding area • Stay connected to a power source • No phones or beachhones • No daul monitors • No leaving your creat • You runs the alone in the room • INSERT PLASSWORD/ACCESS CODE OF • Accessed of the sear
© py, py, 2022 Examity [®] . All Pophis Reserved.	

Some exams may require a password or access code. You must complete an authentication procedure with your proctor before you can enter the password. After authentication, click on the **"Insert Password/Access Code"** button in the sidebar. **You should only click on the button when you're on the password entry page.** Once the password has been filled into the password field, click **"Confirm."**

How to Use the Examity Sidebar

The Examity sidebar provides one-click access to everything you need for proctoring, including inserting the password, instructions, rules, chatting with your proctor, and ending your exam.

The Home icon on the left has instructions based on where you are in the proctoring process, as well as the exam's rules.



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The Chat icon allows you to chat with your proctor.



The Help and Tips section gives you the option to:

- Chat with or contact our 24/7 test-taker support team
- Insert the exam's password or access code
- View the "Learning Your Sidebar" tutorial
- Check your camera and microphone



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The down arrow will allow you to collapse (and later expand) the Sidebar. The right and left arrows allow you to place the Sidebar on the left or right side of your screen.

	Proctoring Instructions
	Inserting your password Once your proctor arrives you can insert your password using the insert password button below and take your exam. If you have questions check the Help tab above.
	Enter Password Start Exam Start Exam Start Comparison Start Exam Start E
© py; py; gy; 2022 Examity [®] , All Rights Rese. vd.	
	Prevented by scarming, rice coam to 21442/16
Proctoring Instructions	
Inserting your password Once your proctor arrives you can insert your password using the insert password button below and take your earn. If you have questions check the Help tab above.	
Standard Rules • Clear your desk and the surrounding area • Silsy connected to a power source • No phones or headphones • No clear works • No clear works • No clear works • Vol clear to the room • WISERT PLASWORPD/LACESS CODE 07	Enter Pasaword Start Exam
Area and a second	support@examily.com
Powered by Examity, Inc Exam ID 2148216	



Completing Your Exam

1. Submit Your Exam: Once you have completed your exam, notify your proctor and they will walk you through the submission procedure. You will click the **"Submit"** button, and then click the **"End Proctoring Session"** button. **Once you've ended your session, you're all finished! You are free to close your browser, or to take an optional survey to give us feedback.**

	Five 7. How many weeks are there in a year ?	Clear your desk and the surrounding area Stay connected to a power source
	 50 ✓ 52 48 40 	No phones or headphones No lawing 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 You webcam, speakers, and microphone must remain on throughout the test
	8 מצאתי את הספר שחפשת, הוא מונח השולחן.	Additional Rules
	(A) (β) (β) (α) (C) (Δ)	Scrap paper Open book
	9. Name three world continents.	Ric
	North America, South America, Europe Submit	Connected Connected Powerd by Examity Inc Exam ID 2148215

2. Take a Brief Survey: Your opinion is important to us, and we are constantly working to improve. Complete the short survey, and then click **"Submit."**

Course Name: Course Demo	Exam Name: Live Assessment		
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?			
I Wouldn't change a thing O Better trained proctors O Make more user friendly O Faster connection	n		
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			
Submit			

Thank you for taking your exam with Examity. If you have any questions or need support, please reach out to us.