



CollegeBoard


ACCUPLACER®

# Live Proctoring Exam Overview

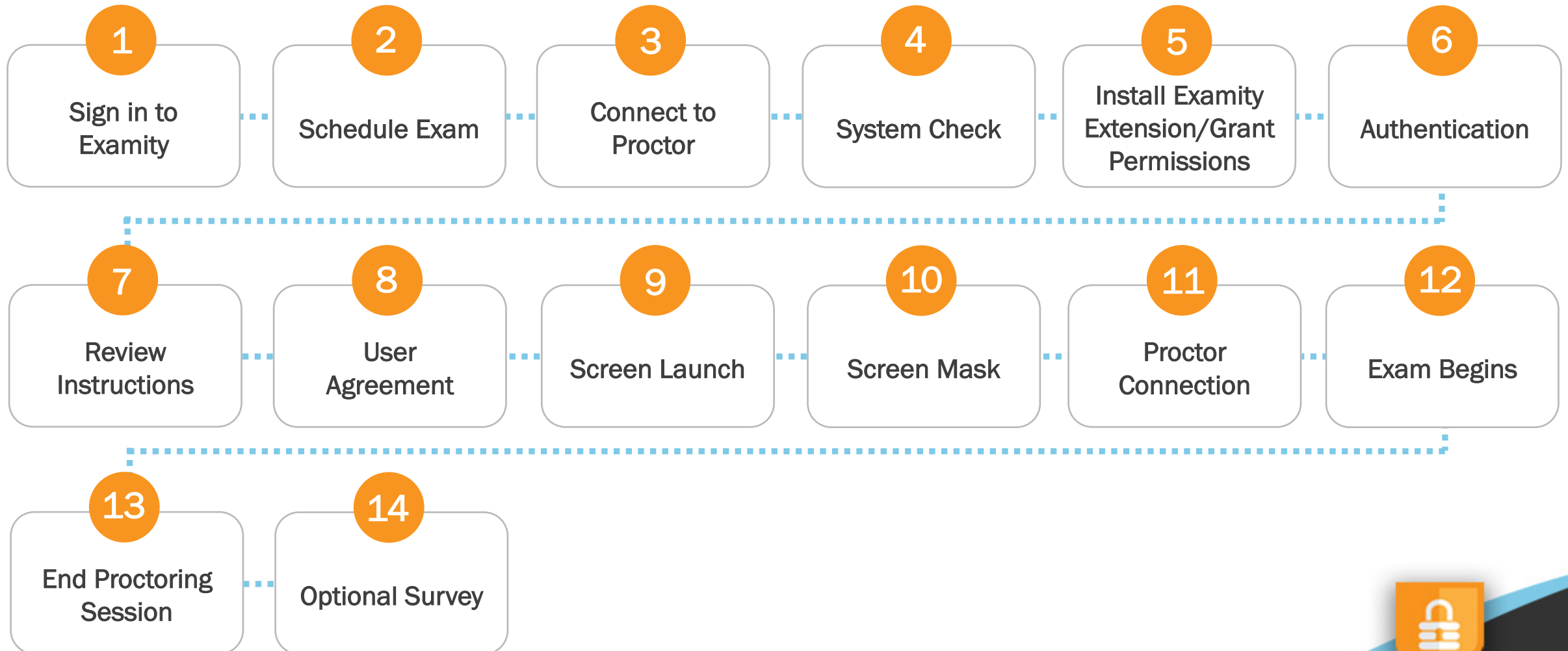
April 2023



Seamless and secure, online proctoring.

- 
- Step 1: Sign in to Examity
- Step 2: Schedule Exam
- Step 3: Connect to Proctor
- Step 4: System Check
- Step 5: Install Examity Extension/Grant Permissions
- Step 6: Authentication
- Step 7: Review Instructions
- Step 8: User Agreement
- Step 9: Screen Launch
- Step 10: Screen Mask
- Step 11: Proctor Connection
- Step 12: Exam Begins
- Step 13: End Proctoring Session
- Step 14: Survey (Optional)

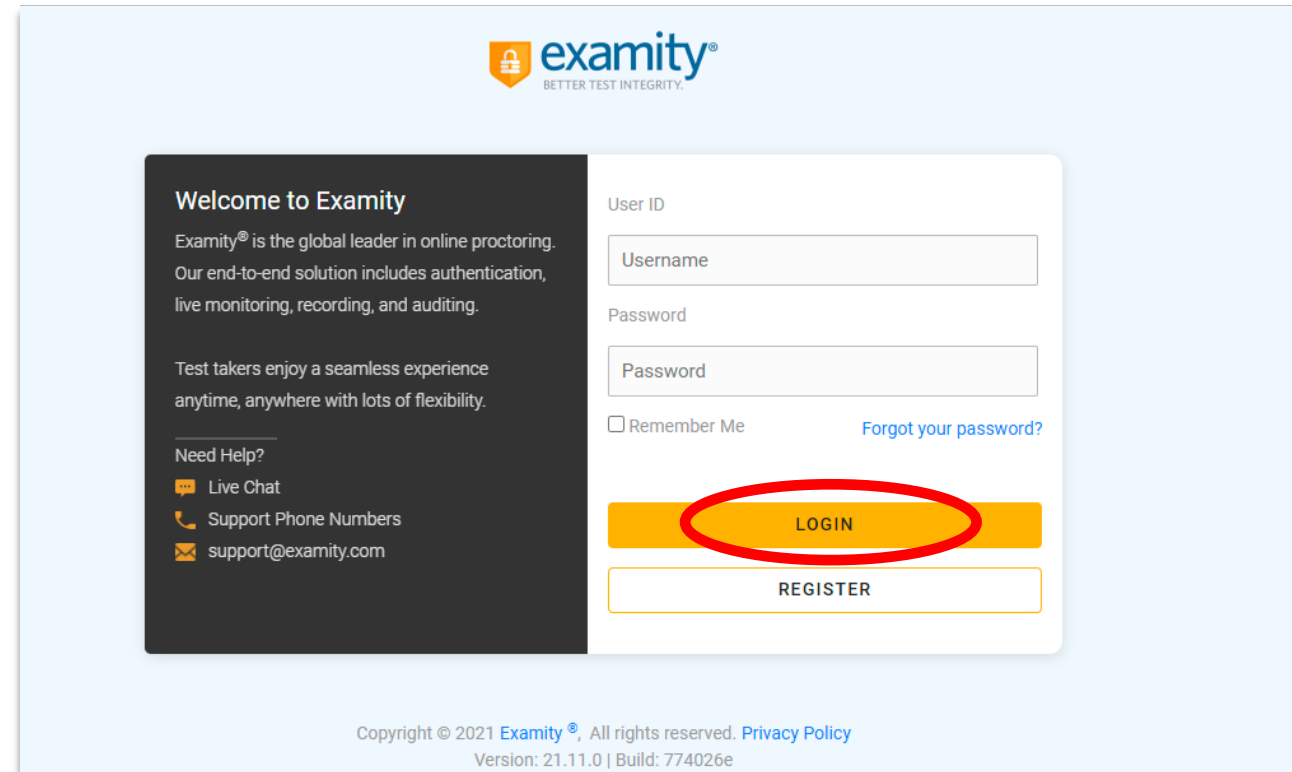
# Live Proctoring Exam Overview



# Live Proctoring Exam Overview

1

Sign in to Examiity



The screenshot shows the Examiity login page. At the top is the Examiity logo with the tagline 'BETTER TEST INTEGRITY.'. Below the logo is a dark grey box on the left containing a 'Welcome to Examiity' message, a description of the service, and contact information for help. To the right of this box is a white login form. The form has fields for 'User ID' (with a 'Username' placeholder) and 'Password'. Below these fields are a 'Remember Me' checkbox and a 'Forgot your password?' link. At the bottom of the form are two buttons: a yellow 'LOGIN' button and a white 'REGISTER' button. The 'LOGIN' button is circled in red. At the very bottom of the page, there is a copyright notice and version/build information.

**Welcome to Examiity**

Examiity® is the global leader in online proctoring. Our end-to-end solution includes authentication, live monitoring, recording, and auditing.

Test takers enjoy a seamless experience anytime, anywhere with lots of flexibility.

Need Help?

- Live Chat
- Support Phone Numbers
- support@examiity.com

User ID

Username

Password

Password

☐ Remember Me [Forgot your password?](#)

**LOGIN**

REGISTER

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Version: 21.11.0 | Build: 774026e

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



# Live Proctoring Exam Overview

2

## Schedule Exam

The screenshot displays the ACCUPLACER exam scheduling interface. The main window shows the exam card for '\*Pearson - IT - New\_7th sp' with the status 'Exam not scheduled'. A red circle highlights the 'Schedule Exam' button at the bottom. A pop-up window titled 'Schedule appointment' is open, showing a calendar for May 2022. The date May 3 is selected. A list of times is shown on the right, with 12:00 PM selected. A red circle highlights the 'Schedule Appointment' button at the bottom right of the pop-up.

\*Pearson - IT - New\_7th sp

\*Pearson - IT - New\_7th sp - Instructor: Examity Live

ACCUPLACER

Exam not scheduled

Exam Window May 1, 2022 12:14 PM to Jul 21, 2022 6:59 PM

[View Exam Rules](#)

**Schedule Exam**

**Schedule appointment**

May 2022

Wk	Su	Mo	Tu	We	Th	Fr	Sa
17	1	2	3	4	5	6	7
18	8	9	10	11	12	13	14
19	15	16	17	18	19	20	21
20	22	23	24	25	26	27	28
21	29	30	31	1	2	3	4

11:00 AM  
11:30 AM  
12:00 PM  
12:30 PM  
1:00 PM  
1:30 PM  
2:00 PM  
2:30 PM

Exams scheduled within 24 hours may incur an additional fee

Appointment selected for May 3, 2022 12:00 PM Central Daylight Time, if you would like to reserve this time click **Schedule Appointment**.

[Close](#) **Schedule Appointment**

Once logged in, the test-taker will see their exam card on their dashboard. The test-taker needs to schedule their exam by clicking **Schedule Exam**. A pop-up window will appear, and the test-taker must select their desired date and time and then scroll down and click **Schedule Appointment**.



# Live Proctoring Exam Overview

2

Schedule Exam

Pay for Exam  
(If Applicable)

**Schedule appointment**

**May 3, 2022 12:00 PM CT**

**Exam:** ACCUPLACER

**Course:** \*Pearson - IT - New\_7th sp

**Exam Window:** May 1, 2022 12:14 PM CT to Jul 21, 2022 6:59 PM CT

Exam Fees	
Proctoring Fee	\$1.00

You will be redirected to the payment system to pay any amount due before scheduling. **Amount Due: \$25.00**

Close Back **Pay Now**

If the course is setup for test-taker pay, then before finalizing the appointment, the test-taker will be prompted with payment before finalizing. The test-taker can click **Pay Now** to continue the payment process.



# Live Proctoring Exam Overview

2

Schedule Exam

Pay for Exam  
(If Applicable)

The screenshot shows a 'Process Payment' modal window overlaid on a web interface. The background interface includes the text '\*Pearson - IT - New 7th edition', 'ACCUPLACER', 'Exam not scheduled', 'Exam Window Mar 21, 2022 6:59 PM', and 'View Exam Rules'. The modal window has a title bar with a close button (X). It contains the following fields and options:

- State \* (Dropdown menu showing 'Texas')
- Country USA (change)
- Zip/Postal Code \*
- Phone \*
- ☐ Define invoice details (if different than the cardholder)
- ☐ Securely store card details for recurring payments or future transactions
- Submit** (button, circled in red)

At the bottom of the modal, there are two security logos: 'SECURED BY SECTION 5' and 'TrustedSite SECURE CHECKOUT'.

The test-taker will need to enter their payment and billing information and then click **Submit**.






# Live Proctoring Exam Overview

2

Schedule Exam

Pay for Exam  
(If Applicable)



Thanks for your order

Order #: 485079578  
Order Date: May 2, 2022

Product	Amount
Examity Proctoring Proctoring Service	\$25.00
Subtotal	\$25.00
<b>Total</b>	<b>\$25.00</b>
Paid with Visa XXXX	

[View Invoice](#)

If you have any questions, we're here to help.

Lastly, the test-takers will receive an email from [notifications@bluesnap.com](mailto:notifications@bluesnap.com) confirming their order information.



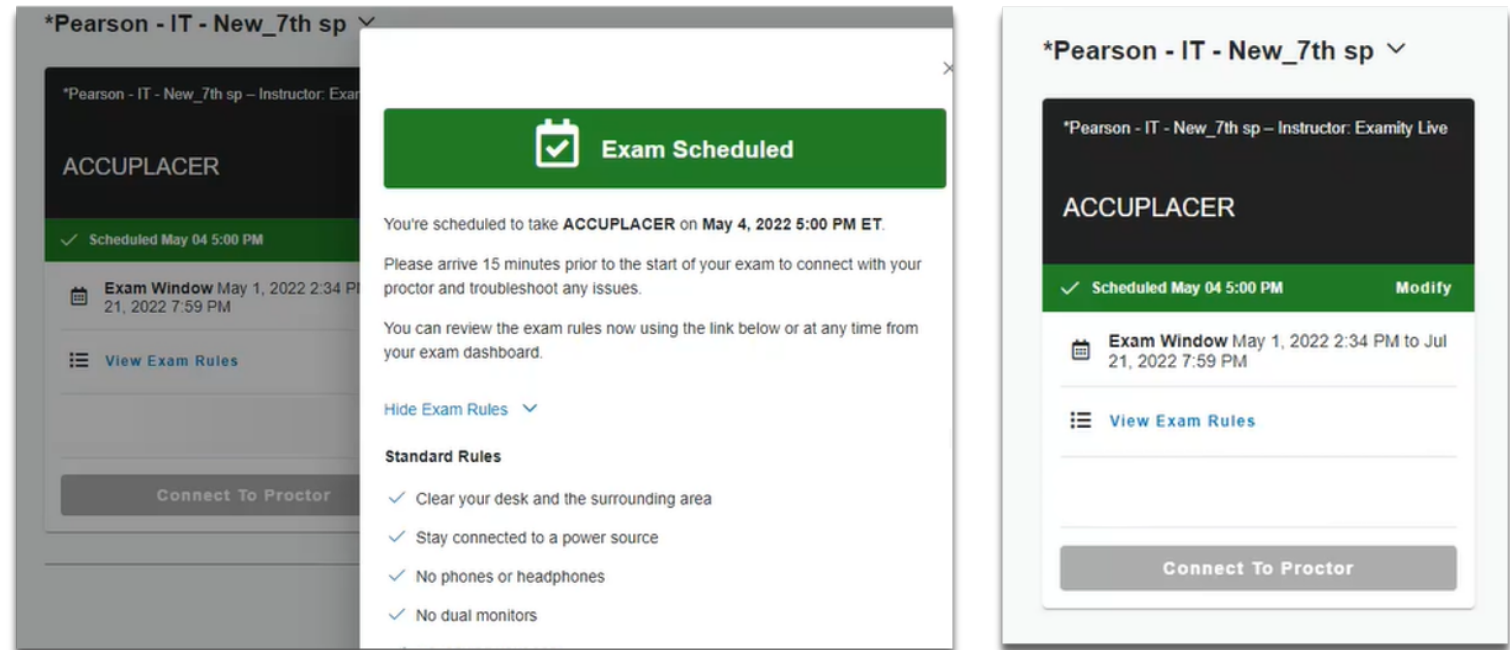


# Live Proctoring Exam Overview

2

Schedule Exam

Initial  
Confirmation



The test-taker will immediately see the pop-up screen with a message that the exam has been scheduled. In this screen, they can also review a list of their standard rules, any additional rules or special instructions, and can complete an optional systems check. Once they close out of this window, their exam dashboard displays the exam card with their appointment.




# Live Proctoring Exam Overview

2

Schedule Exam

Email  
Confirmation

 **examity**  
BETTER TEST INTEGRITY.

Dear **Lisa Martini**,  
You have successfully scheduled your ACCUPLACER exam in your \*Pearson - IT - New\_7th sp.

**Your Exam Information**

<b>Your Exam Appointment ID</b>	2024615
<b>Course Name</b>	*Pearson - IT - New_7th sp
<b>Exam Name</b>	ACCUPLACER
<b>Appointment Date</b>	May 04, 2022 5:00PM ET

On the day of your exam please remember to:

1. Login into the Examity site 15 minutes prior to the start of the session.
2. Please have your ID ready to show before you start your exam.

Thank you,  
Examity  
[Contact Support](#)  
\*\*\*DO NOT REPLY TO THIS EMAIL\*\*\*

The test-taker will also receive an email from [donotreply-V5@examity.com](mailto:donotreply-V5@examity.com) confirming the appointment with reminders for exam day.



# Live Proctoring Exam Overview

2

Schedule Exam

Modify  
Appointment

The image shows two screenshots of the ACCUPLACER exam interface. The left screenshot shows a single exam card for 'Pearson - IT - New\_7th sp' with the 'Modify' button circled in red. The right screenshot shows a 'Your Exams' dashboard with a 'Reschedule appointment' pop-up window overlaid. The pop-up window contains exam details and buttons for 'Cancel Appointment' and 'Reschedule Appointment'.

**Left Screenshot (Exam Card):**

- \*Pearson - IT - New\_7th sp ▾
- \*Pearson - IT - New\_7th sp – Instructor: Examyty Live
- ACCUPLACER
- ✓ Scheduled May 04 5:00 PM **Modify**
- Exam Window May 1, 2022 2:34 PM to Jul 21, 2022 7:59 PM
- View Exam Rules
- Connect To Proctor

**Right Screenshot (Your Exams Dashboard):**

- Your Exams
- Test Course – Instructor: Test Instructor
- Test Exam
- ✓ Scheduled Dec 29 9:00 AM
- Exam Window Nov 24, 2021 12:00 AM to Jan 1, 2031 12:00 AM
- Exam Entry Deadline Dec 31, 2030 12:00 PM
- View Exam Rules
- Connect To Proctor
- Start Exam

**Reschedule appointment Pop-up:**

- EXAM DETAILS
- Exam: Test Exam
- Course: Test Course
- Exam Window: Nov 24, 2021 12:00 AM ET – Jan 1, 2031 12:00 AM ET
- Close Cancel Appointment Reschedule Appointment

The test-taker can change their appointment before exam day by clicking **Modify** at the top of the exam card. A pop-up window will appear and prompt the test-taker to either **Cancel Appointment** or **Reschedule Appointment**. If the test-taker reschedules, they will be prompted to again select another day or time for their new appointment.



# Live Proctoring Exam Overview

3

Connect to Proctor

Prior to  
Exam Day

\*Pearson - IT - New\_7th sp ▾

\*Pearson - IT - New\_7th sp – Instructor: Examity Live

**ACCUPLACER**

✓ Scheduled May 04 5:00 PM [Modify](#)

📅 **Exam Window** May 1, 2022 2:34 PM to Jul 21, 2022 7:59 PM

☰ [View Exam Rules](#)

[Connect To Proctor](#)

The Connect to Proctor button remains grayed out until 15 minutes prior to the scheduled appointment time.

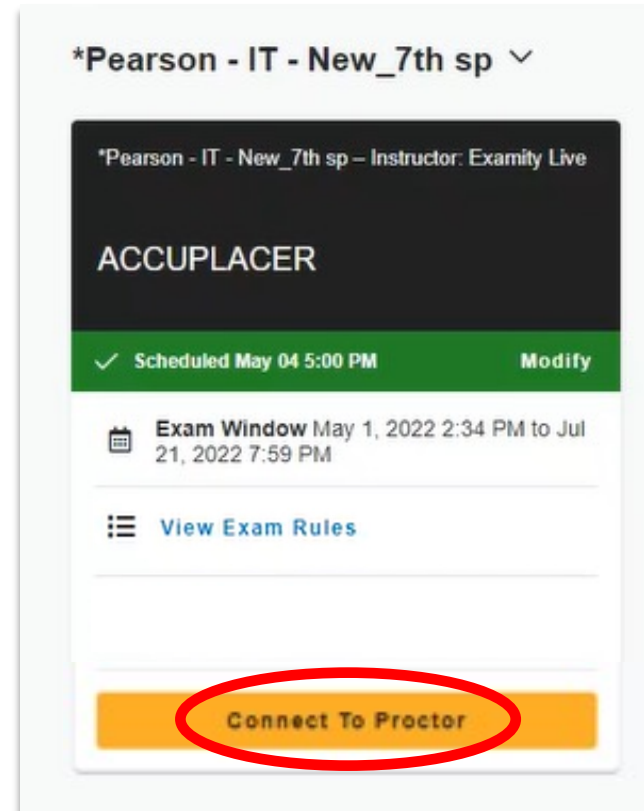


# Live Proctoring Exam Overview

3

Connect to Proctor

Exam Day



On exam day, the button turns orange and becomes clickable 15 minutes prior to the appointment start time. This is when the test-taker can press **Connect to Proctor**.



# Live Proctoring Exam Overview

5

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. To maintain exam integrity the Examity Chrome Extension may disable other Chrome extensions during the duration of your exam.

Click the **Add Extension** button below to begin.

Add Extension

[Chrome Extension Help](#)

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

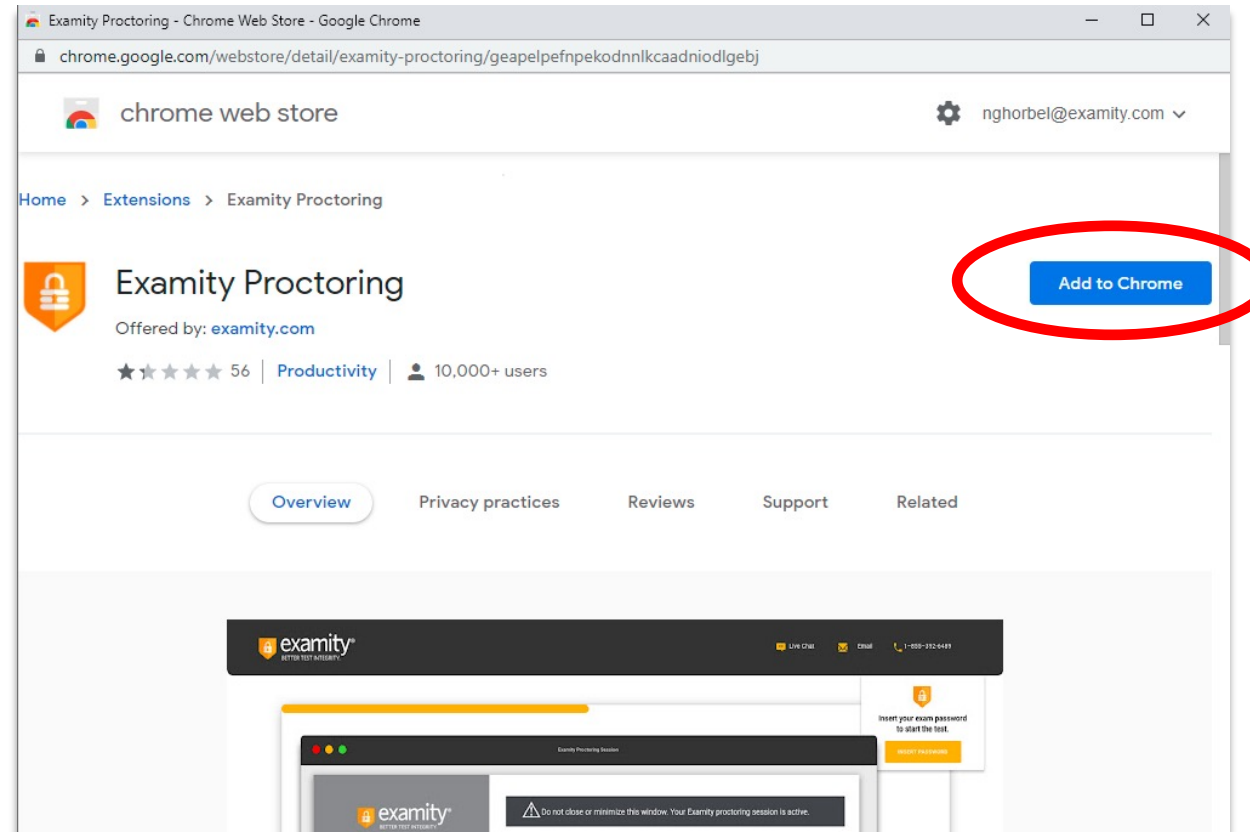


# Live Proctoring Exam Overview

5

Install the Examity  
Extension

Add to Chrome



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



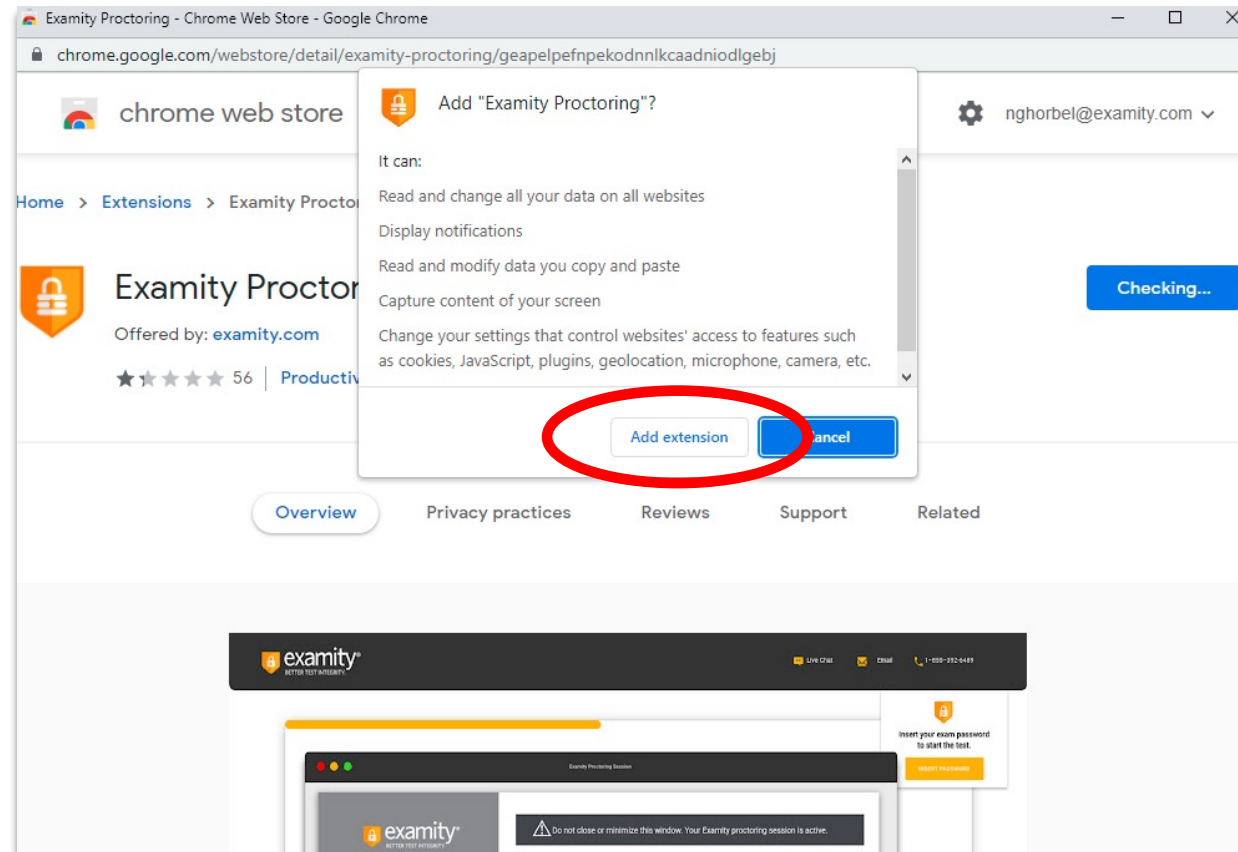


# Live Proctoring Exam Overview

5

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.

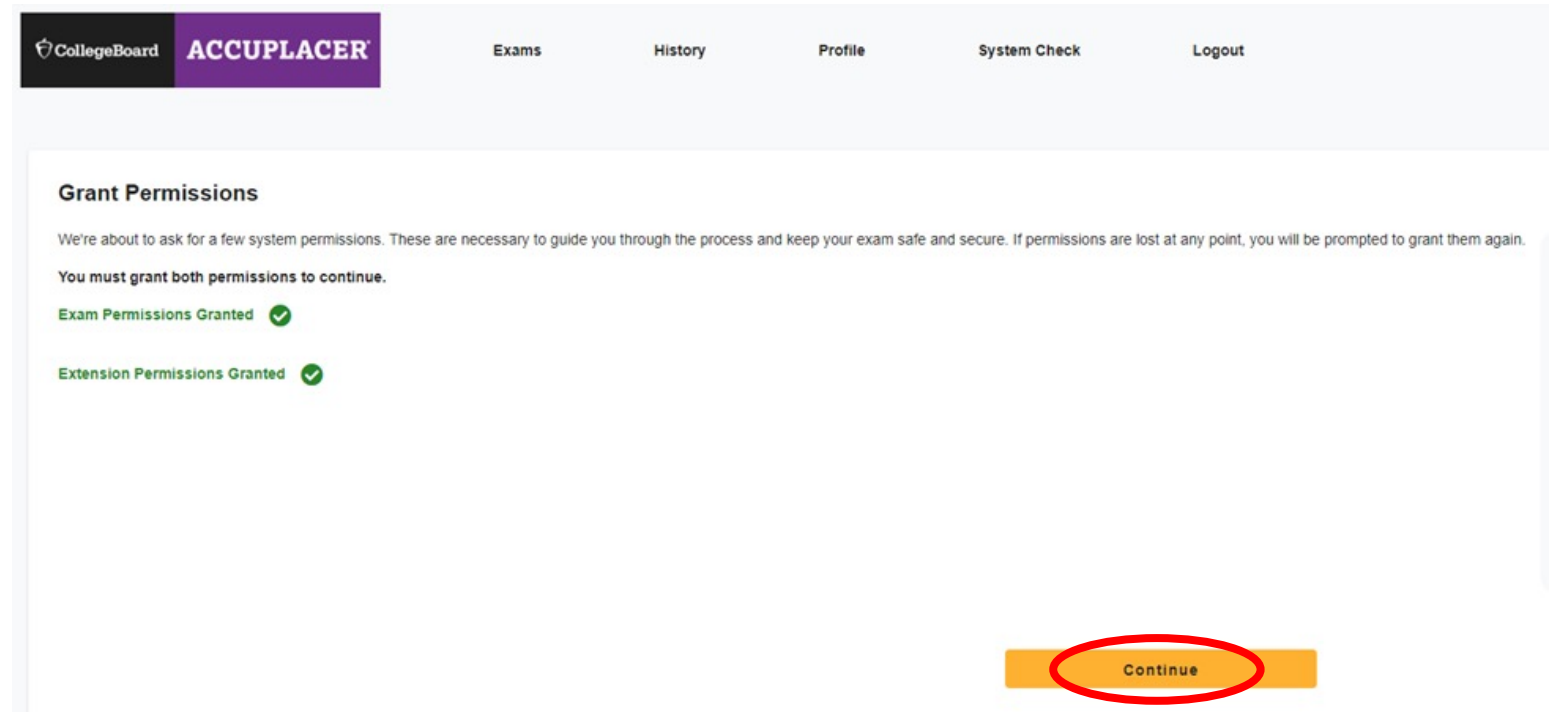


# Automated Proctoring Exam Overview

5

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. You must grant both permissions to continue." Below this text, there are two status indicators: "Exam Permissions Granted" with a green checkmark and "Extension Permissions Granted" with a green checkmark. At the bottom right of the screen, 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.

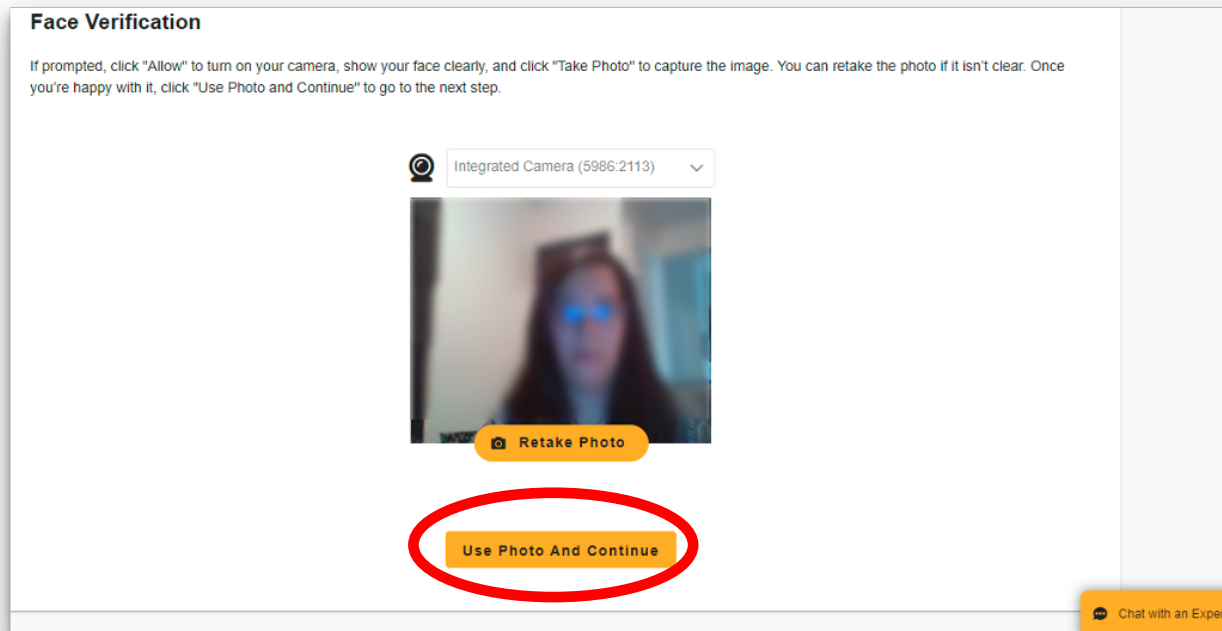


# Live Proctoring Exam Overview

6

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**.



# Live Proctoring Exam Overview


6

Authentication

ID Verification

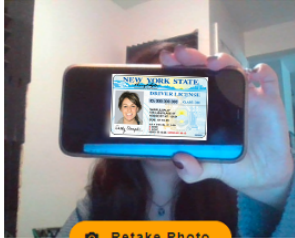
**ID Verification**

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**.



# Live Proctoring Exam Overview

6

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**.



# Live Proctoring Exam Overview

7

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.



# Live Proctoring Exam Overview

8

## 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.



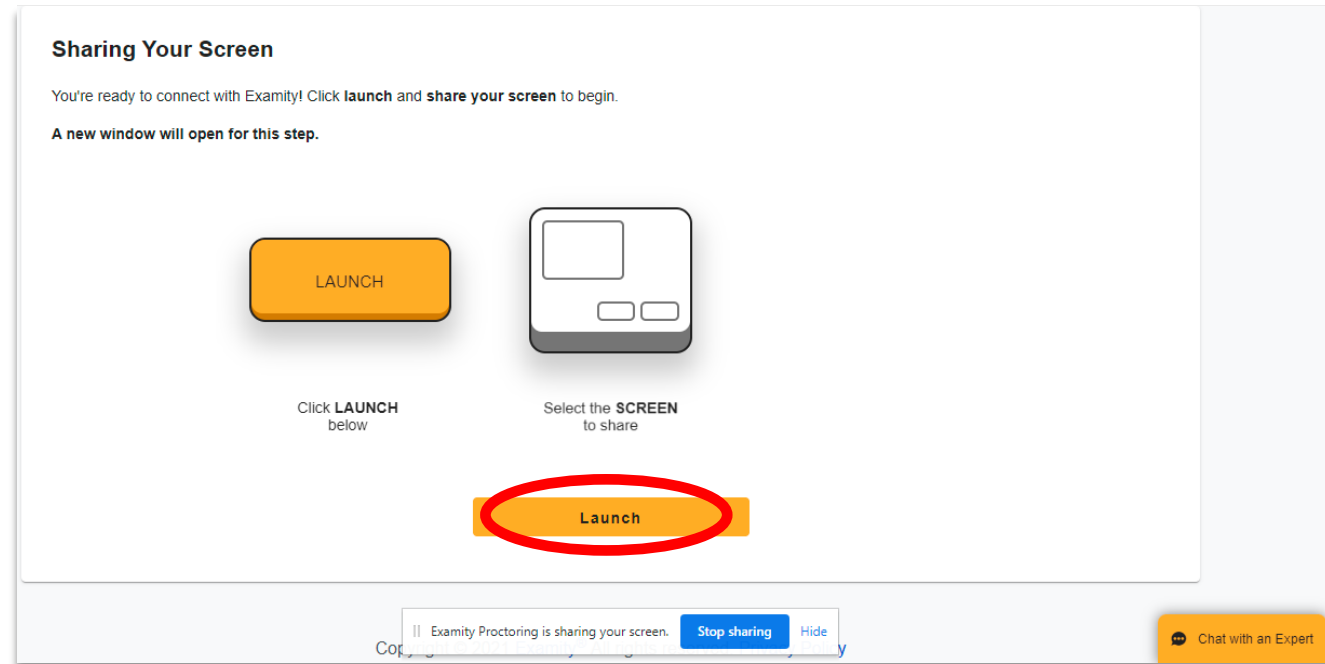


# Live Proctoring Exam Overview

9

Screen Launch

Launch



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

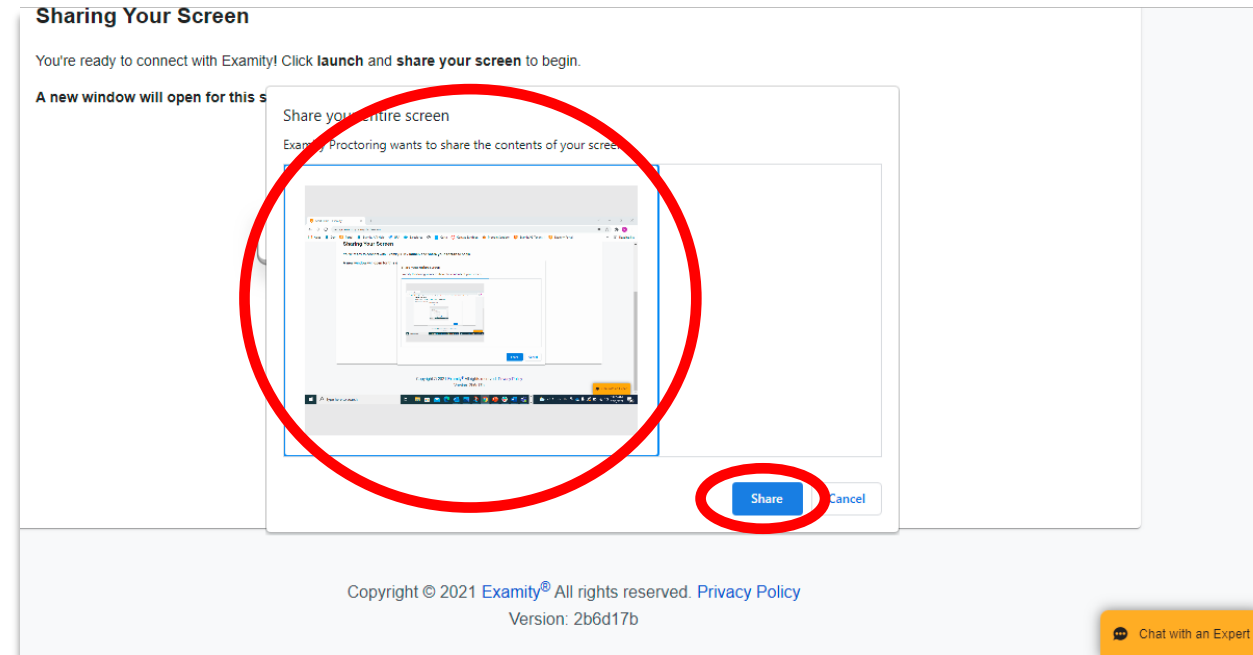


# Live Proctoring Exam Overview

9

Screen Launch

Select and Share  
Screen



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

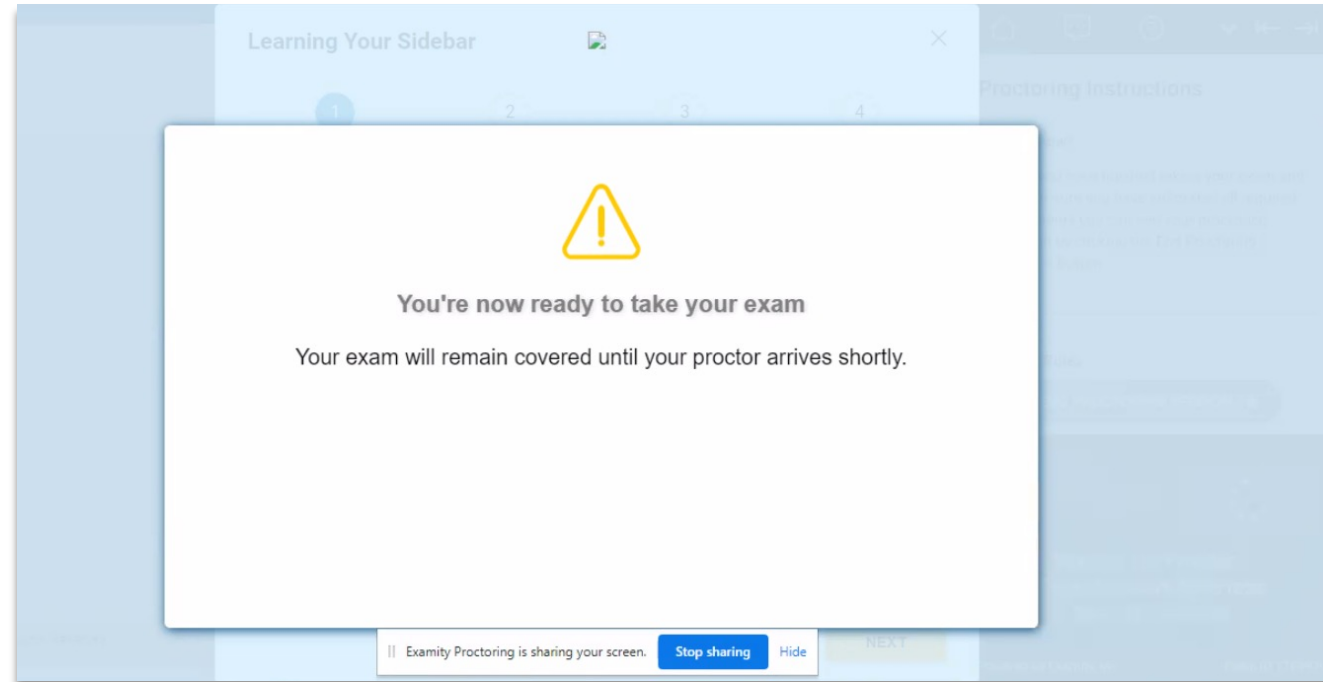


# Live Proctoring Exam Overview

10

Screen Mask

Wait for Proctor



The test-taker is launched to the exam, but they immediately see a screen mask. This mask will be in place until the proctor arrives to the session.

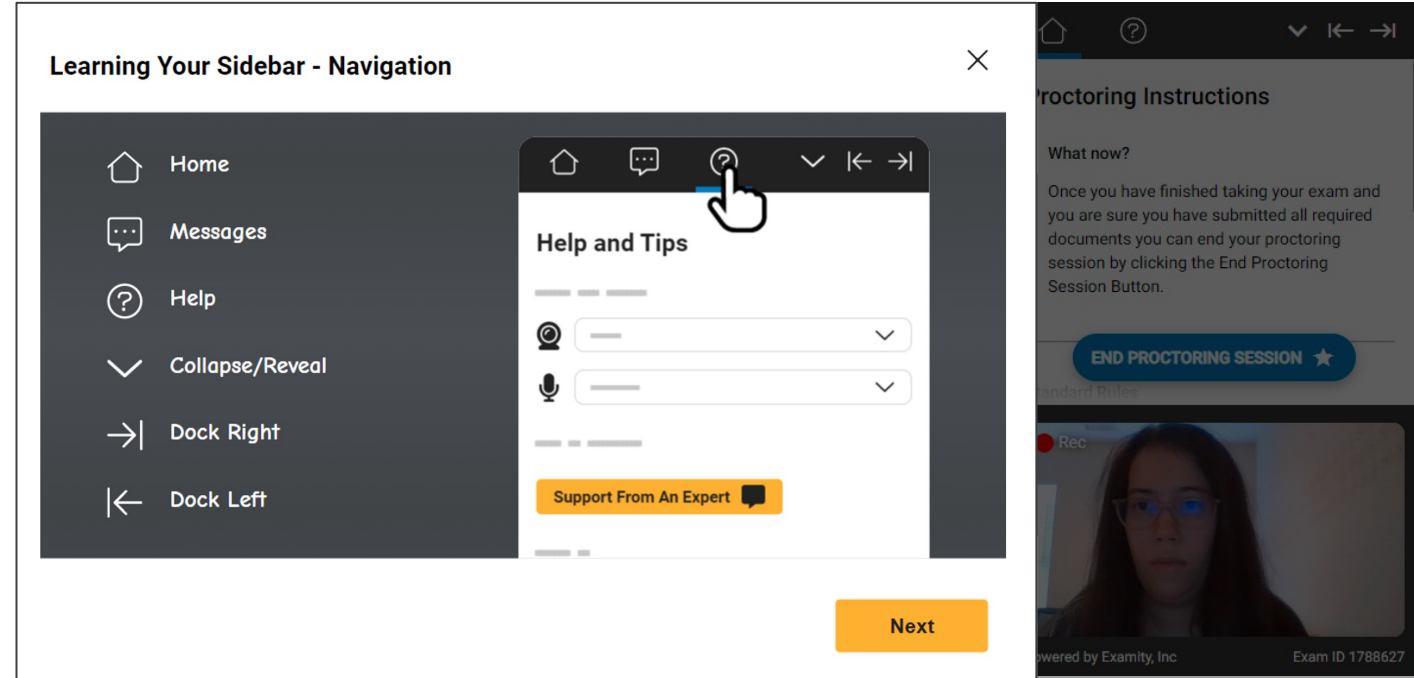


# Live Proctoring Exam Overview

11

Proctor Connection

Mask Screen Off/  
Verification/Sidebar



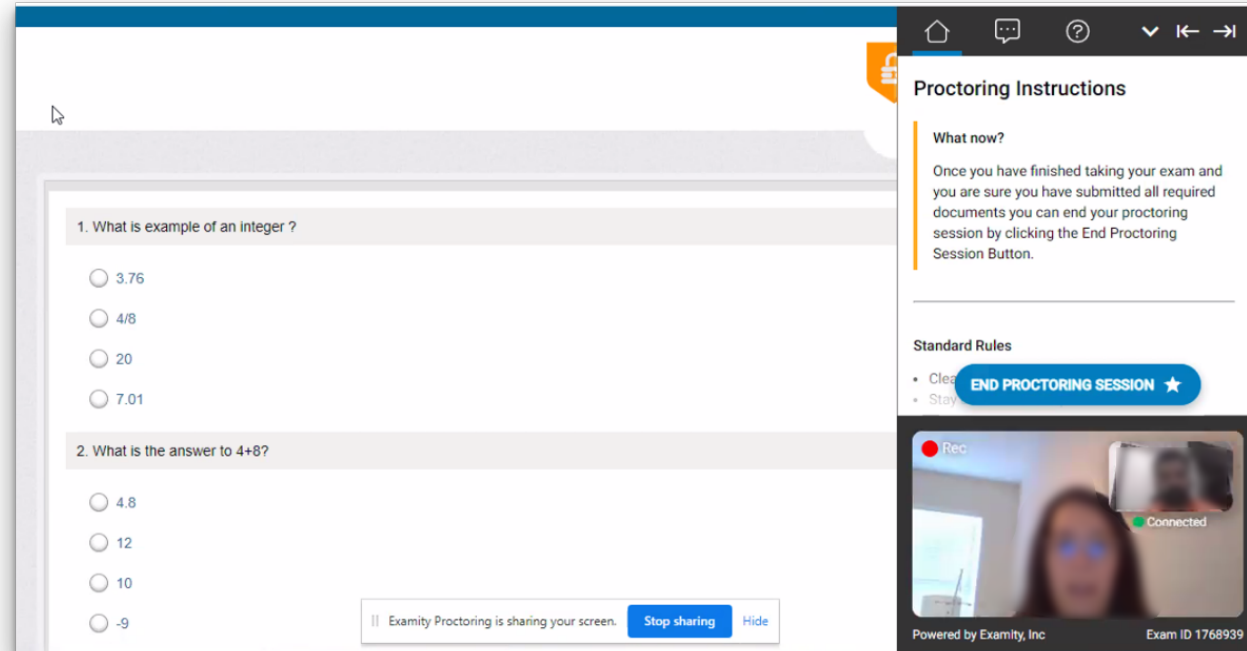
Once the proctor arrives, the test-taker will see themselves, as well as the proctor in the bottom right-hand corner. The **Learning Your Sidebar** prompt will appear, and the test-taker can navigate through this while the proctor completes the final verification process.



# Live Proctoring Exam Overview

12

Exam Begins



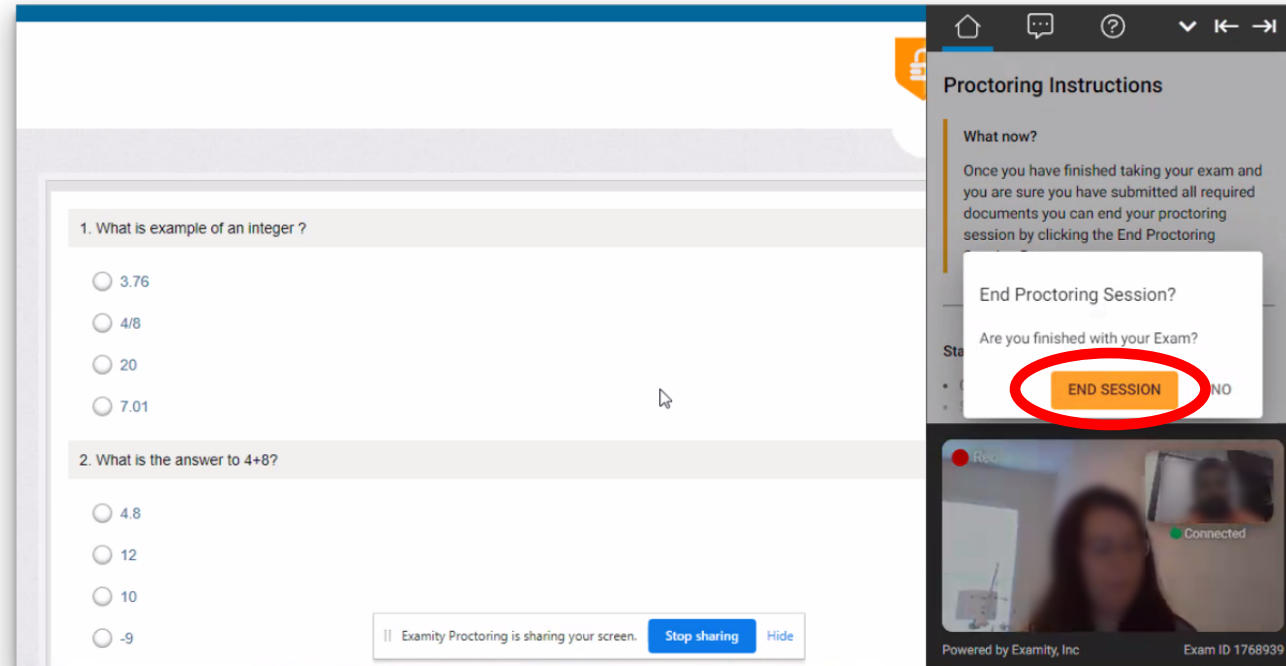
The test-taker can now officially begin their exam. The test-taker and proctor remain screen together for the duration of the exam session.



# Live Proctoring Exam Overview

13

End Proctoring  
Session



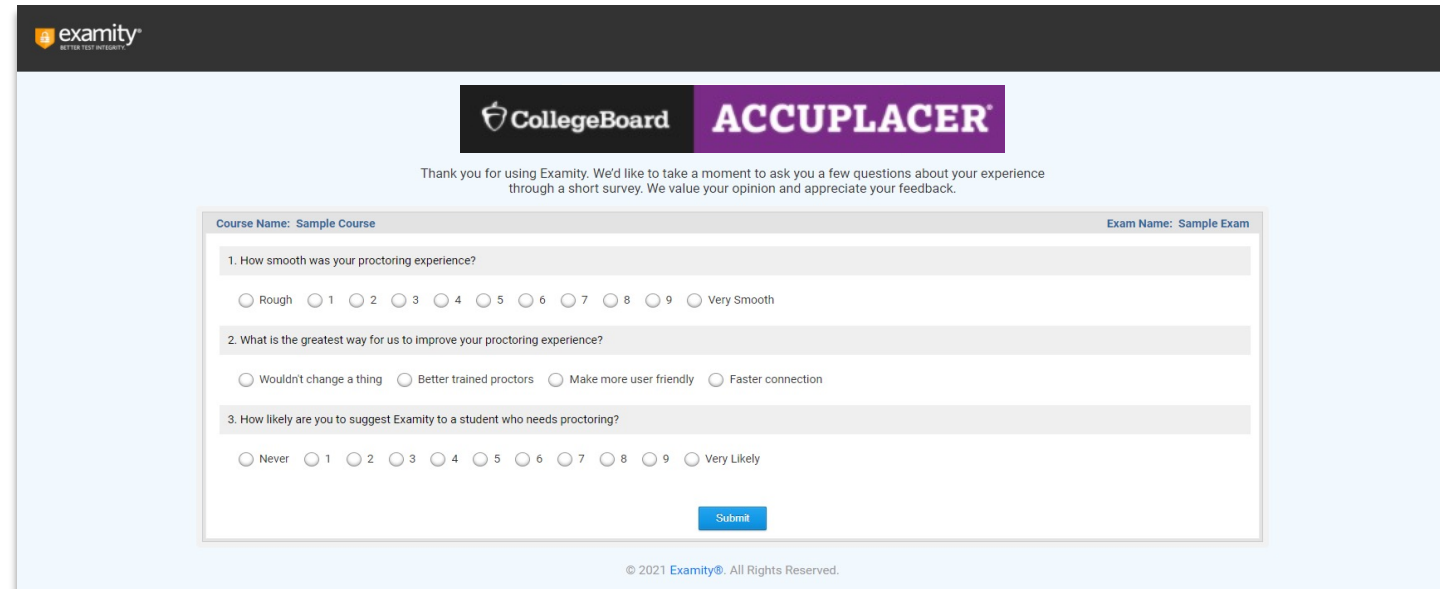
Once the test-taker completes their exam, they will need to inform the proctor that they are ready to end the session. Then, they can click **End Proctoring Session**, then **End Session**.



# Live Proctoring Exam Overview

14

Survey  
(Optional)



The screenshot shows the Examity interface during a live proctoring exam. 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 blue "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.

