


Automated Proctoring Exam Overview

April 2023



Seamless and secure, online proctoring.



Step 1: Sign in to Examity

Step 2: Start Exam

Step 3: Install Examity Extension/Grant Permissions

Step 4: Authentication

Step 5: Review Instructions

Step 6: User Agreement

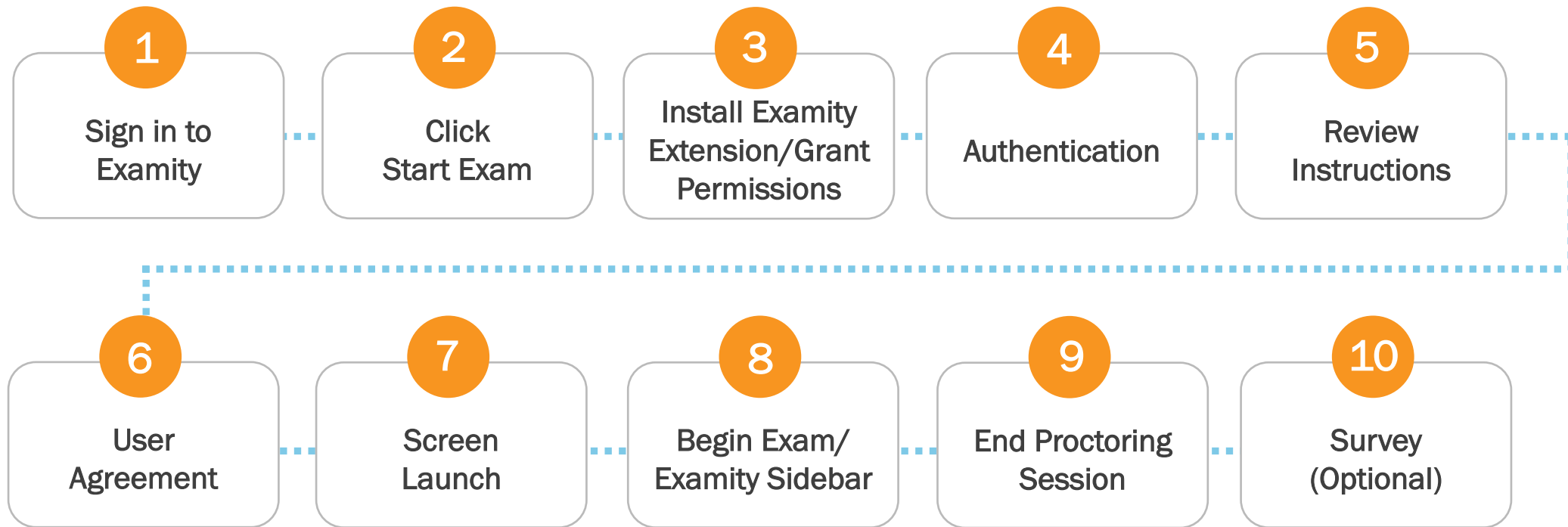
Step 7: Screen Launch

Step 8: Begin Exam/Examity Sidebar

Step 9: End Proctoring Session

Step 10: Survey (Optional)

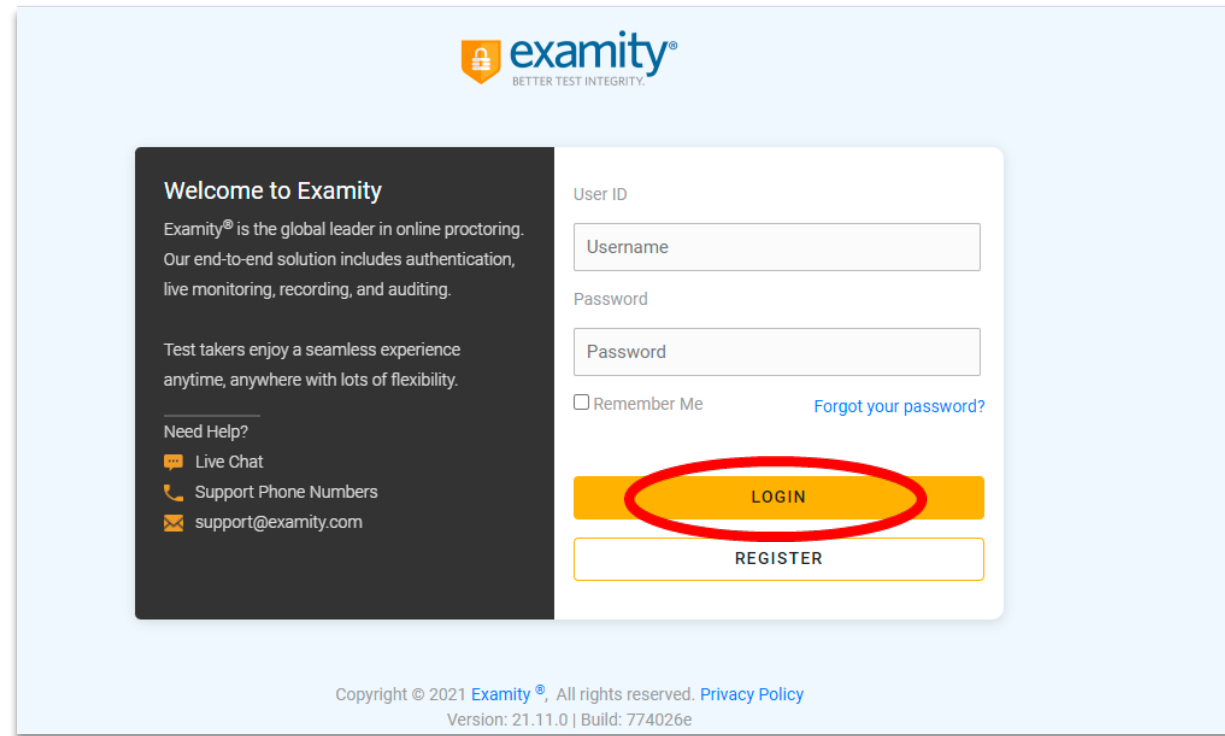
Automated Proctoring Exam Overview



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.". The main content area is split into two columns. The left column has a dark background and contains a "Welcome to Examity" message, a brief description of the service, and a "Need Help?" section with links for "Live Chat", "Support Phone Numbers", and "support@examity.com". The right column has a light background and contains the login form. The form includes 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, which is circled in red, and a white "REGISTER" button with a yellow border. The footer of the page contains copyright information: "Copyright © 2021 Examity®, All rights reserved. Privacy Policy" and "Version: 21.11.0 | Build: 774026e".

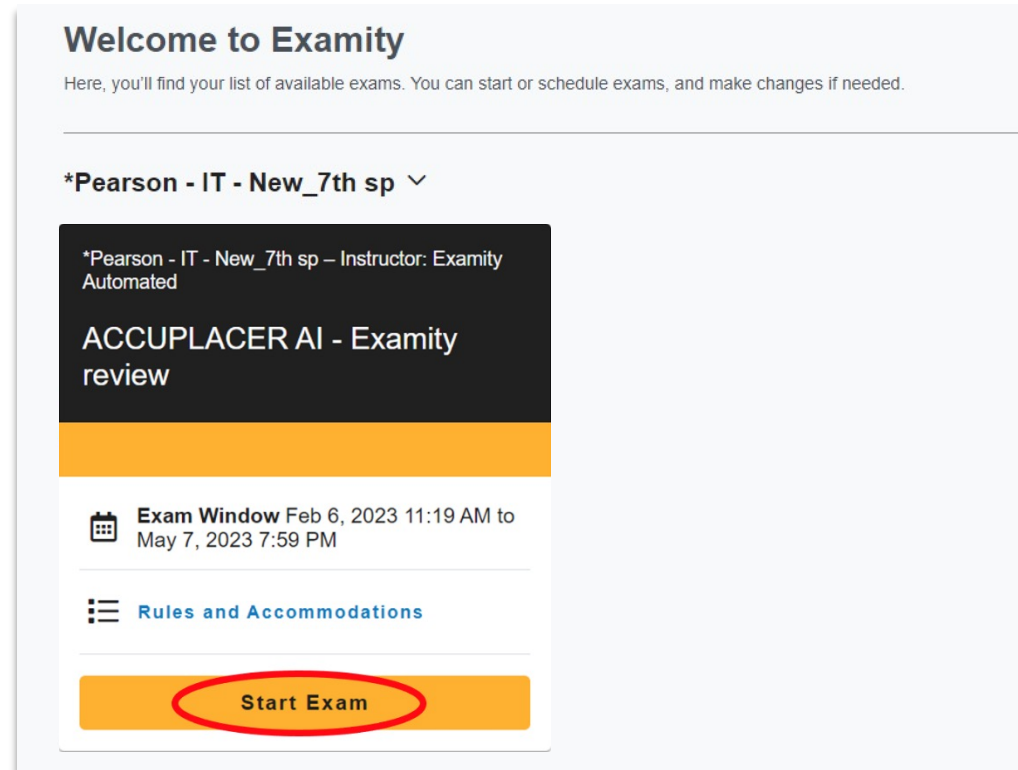
The test-taker will need to sign in to Examity, if they have not already done so, using the link provided in the welcome email: <https://on.examity.com/V5/x/217>



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2

Start Exam



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.



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3

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 selecting **Add Extension**.

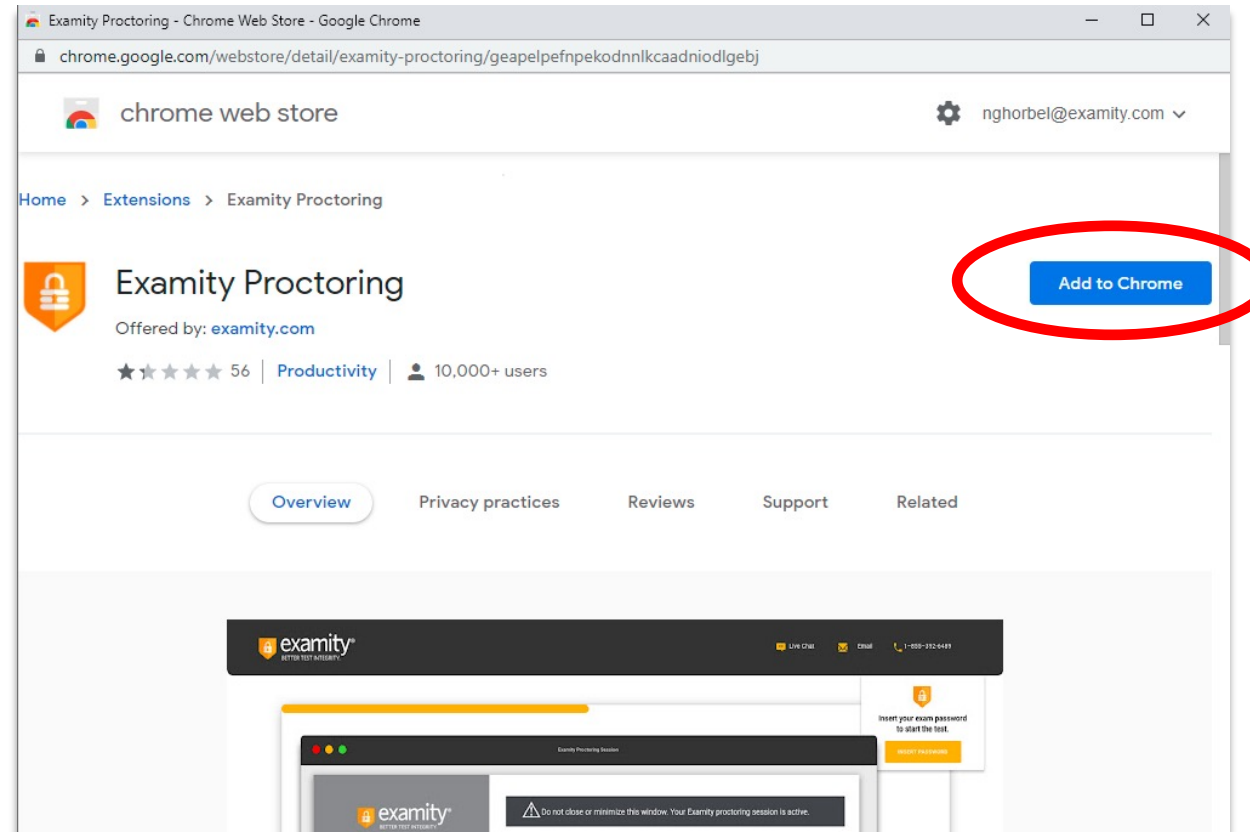


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Install the Examity
Extension

Add to Chrome



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

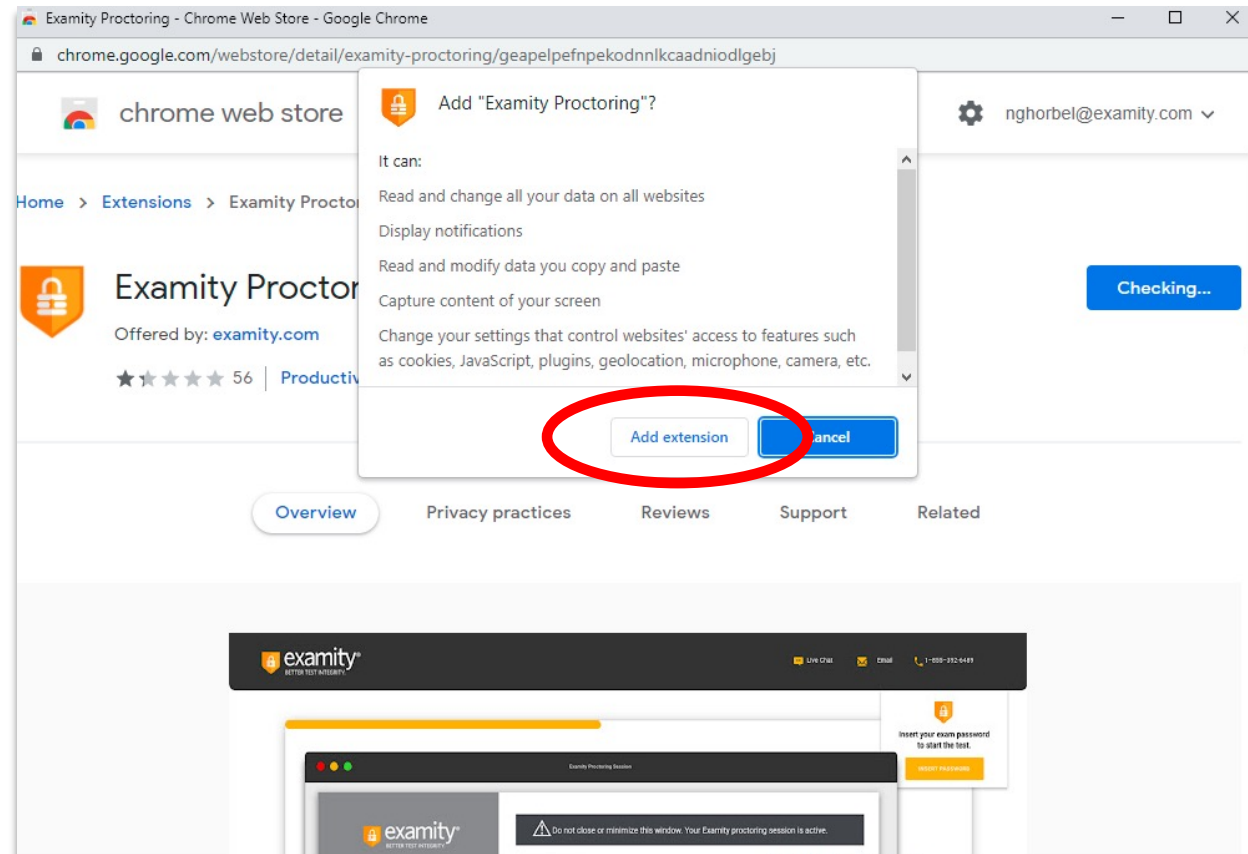


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3

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.

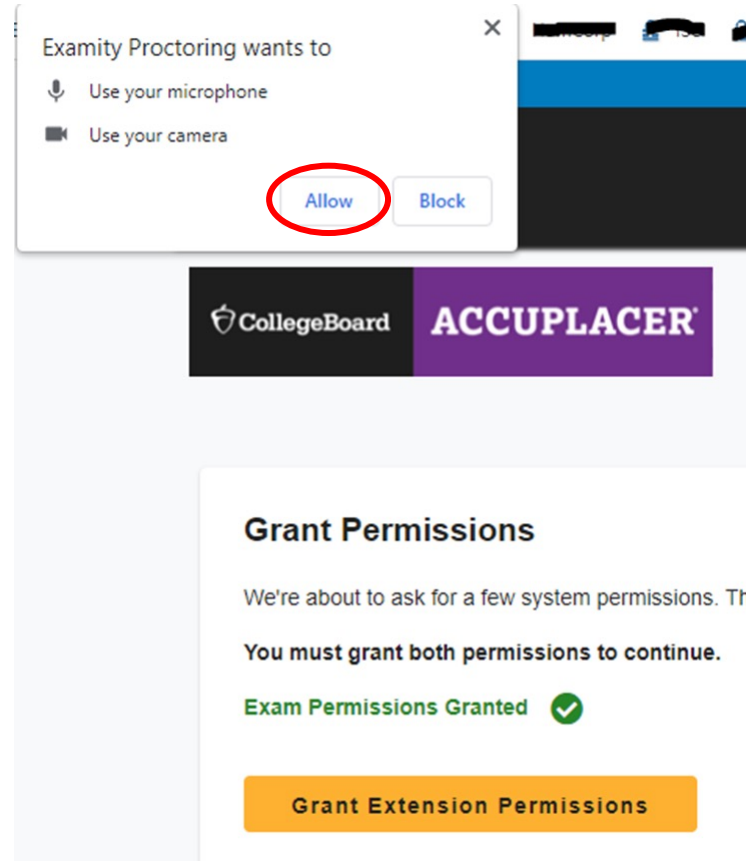


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3

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.

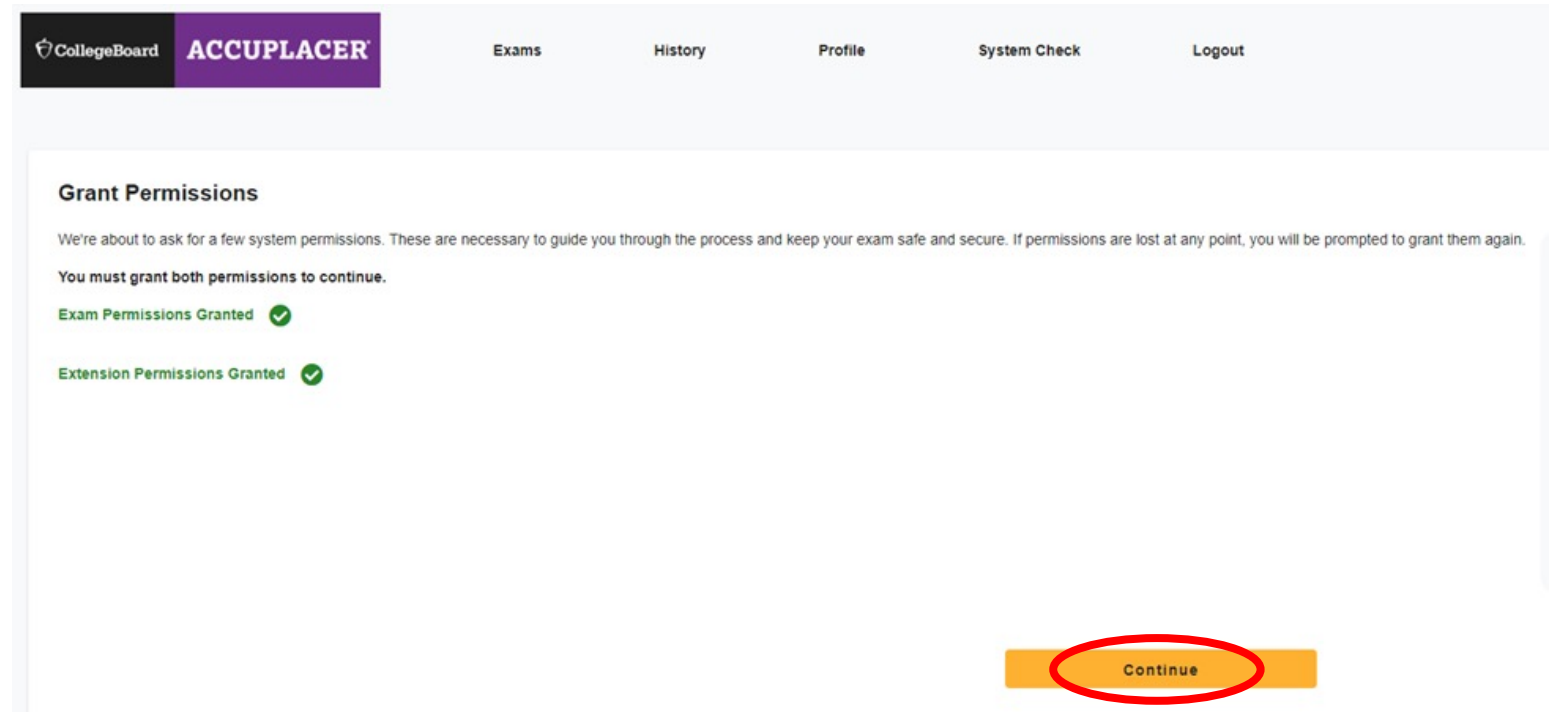


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3

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.



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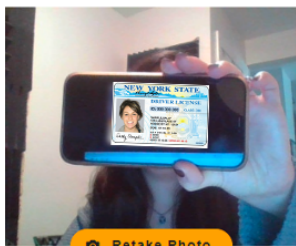

4

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**.



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4

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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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**.



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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.



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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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[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.



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Screen Launch

Sharing Your Screen

To ensure exam security you will need to share your screen while taking your exam. For additional steps or troubleshooting instructions click [here](#).

How to share your screen on Chrome

1. Click the **Share My Screen** button below to open the Screen Share window.
2. Select the screen you will be using for your exam.
3. Click the share button in the window to begin sharing and continue.

Share My Screen



Select the screen you want to share and click share.

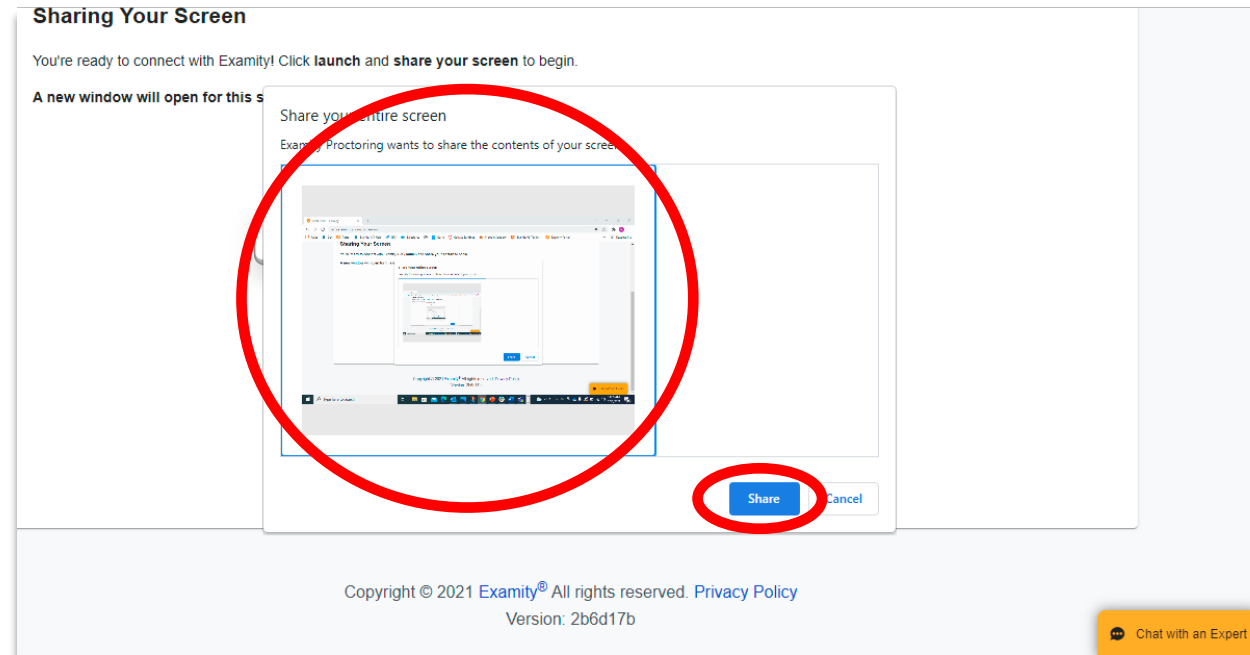
Now, the test-taker will be prompted to launch the screen share by clicking **Launch**.



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Screen Launch



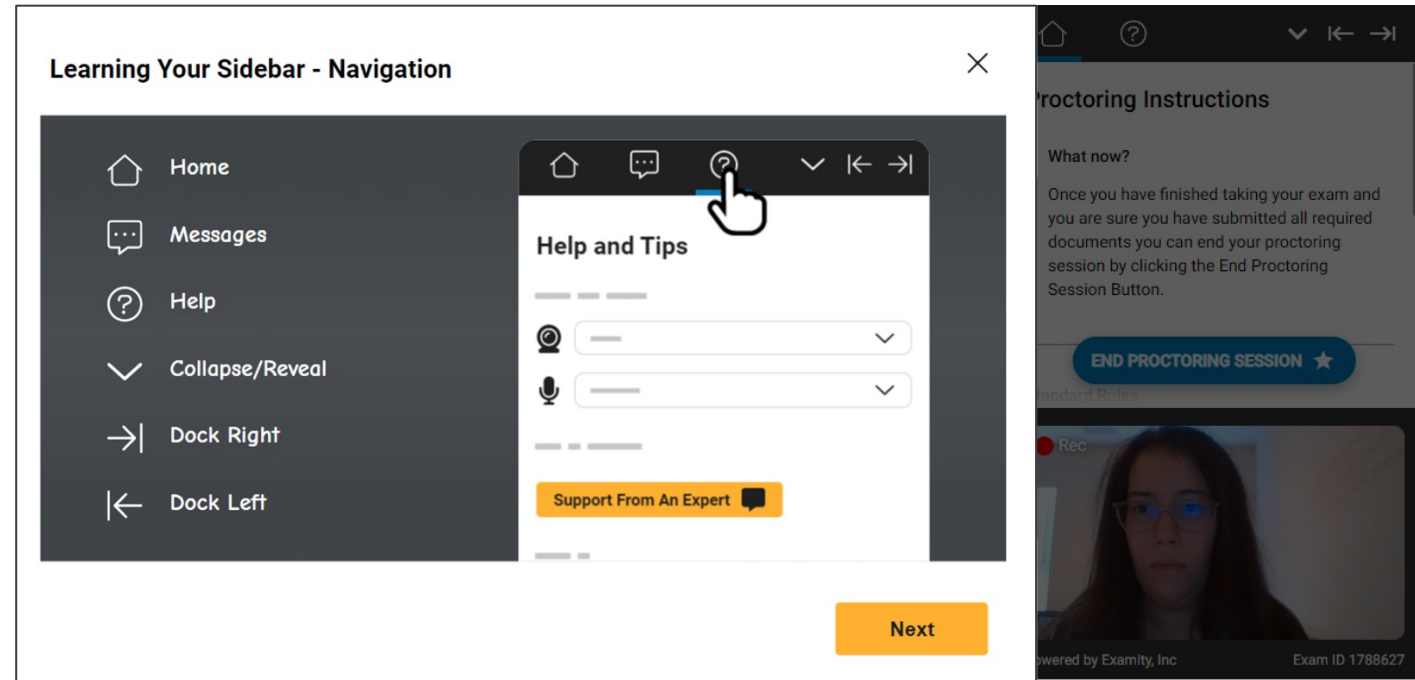
Then, they will need to select their entire screen and click **Share**.



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Begin Exam/
Examity Sidebar



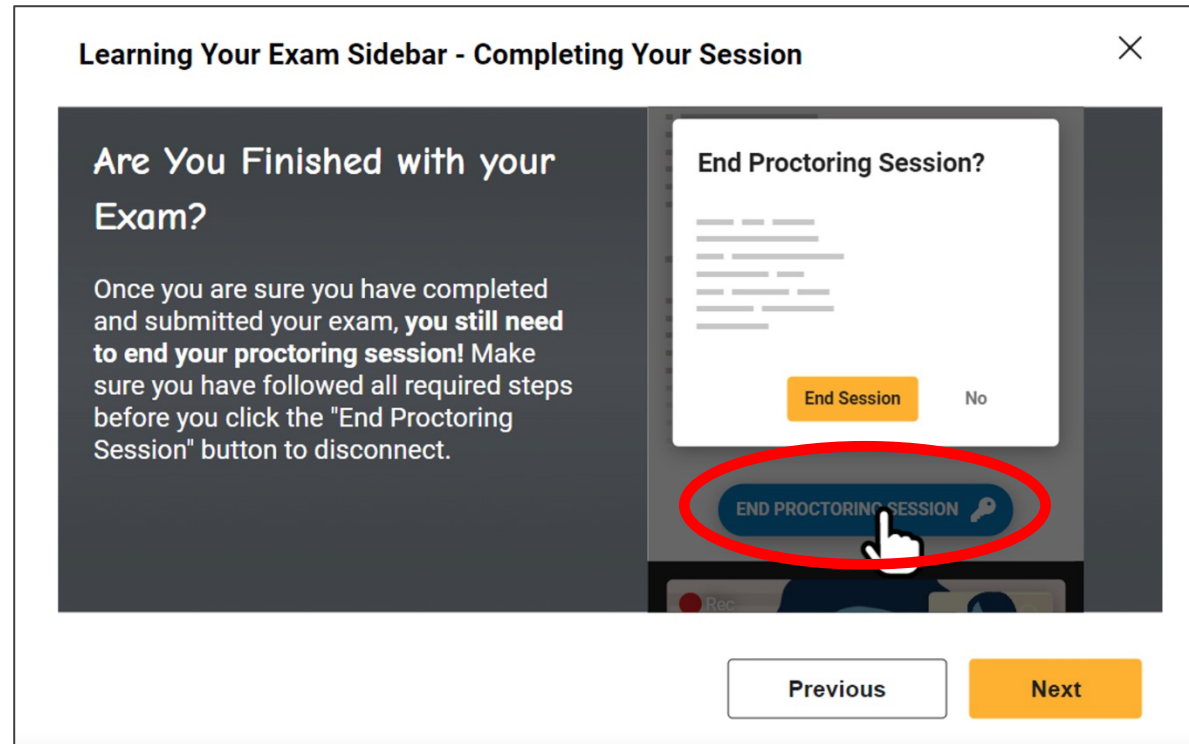
The test-taker is now brought to the exam page. They will see a sidebar appear to the right of the screen, followed by a **Learning Your Sidebar** pop-up. The test-taker will need to click through the prompts showcasing how to utilize this feature for the duration of the exam.



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Begin Exam/
Examity Sidebar



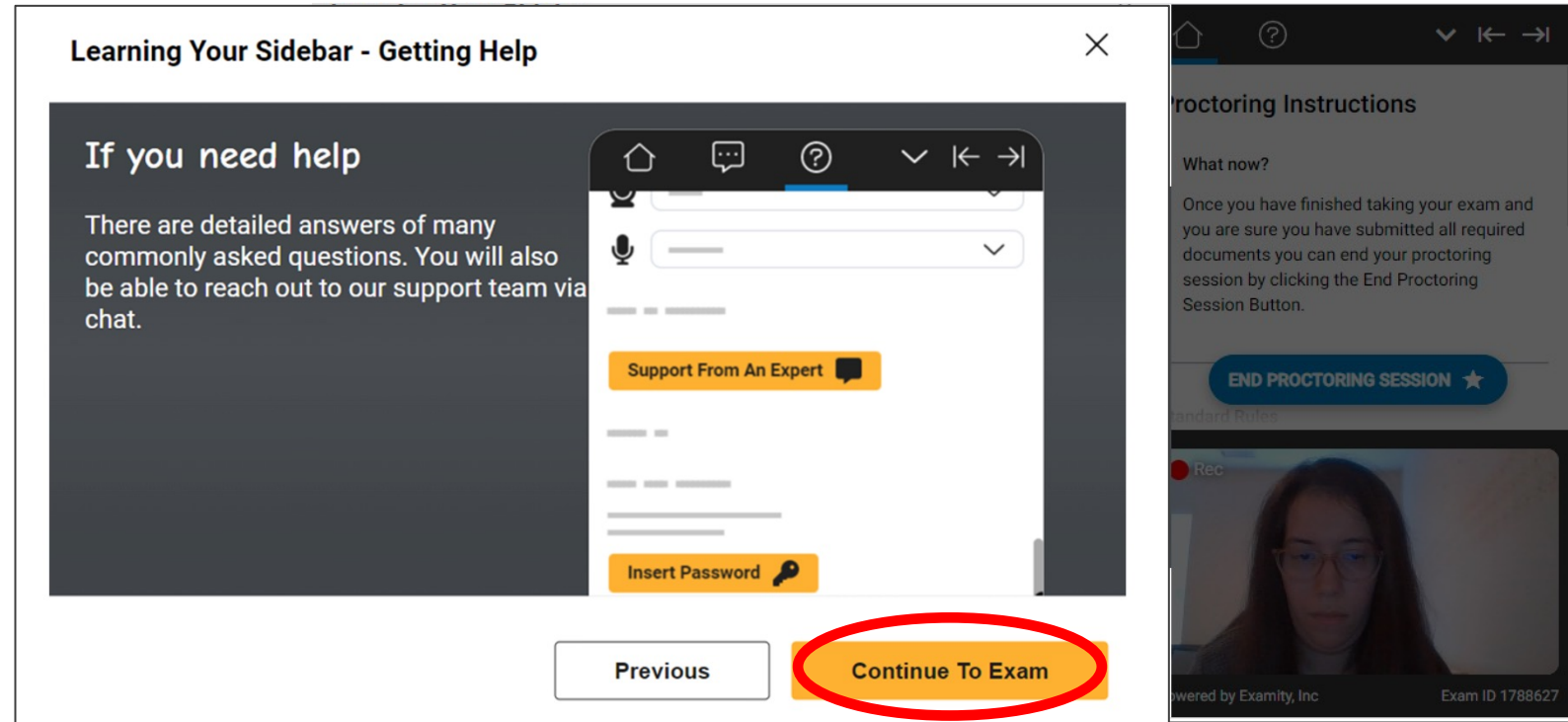
Once the test-taker completes the exam, they will need to officially end the session with Examity by clicking **End Proctoring Session**, then choose **End [the] Session**.



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8

Begin Exam/
Examity Sidebar



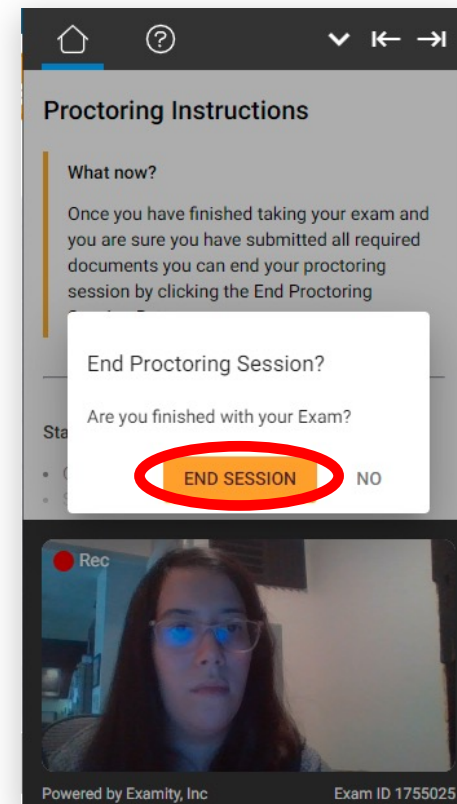
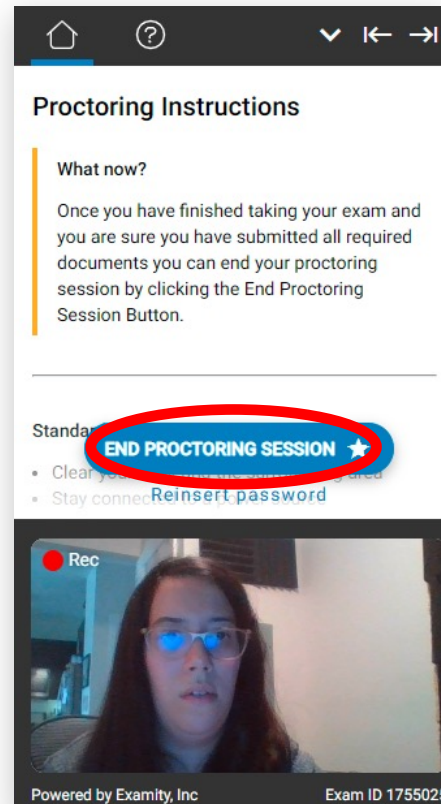
The test-taker will need to click through all steps of the sidebar information pop-up and then press **Continue To Exam**.



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End Proctoring Session



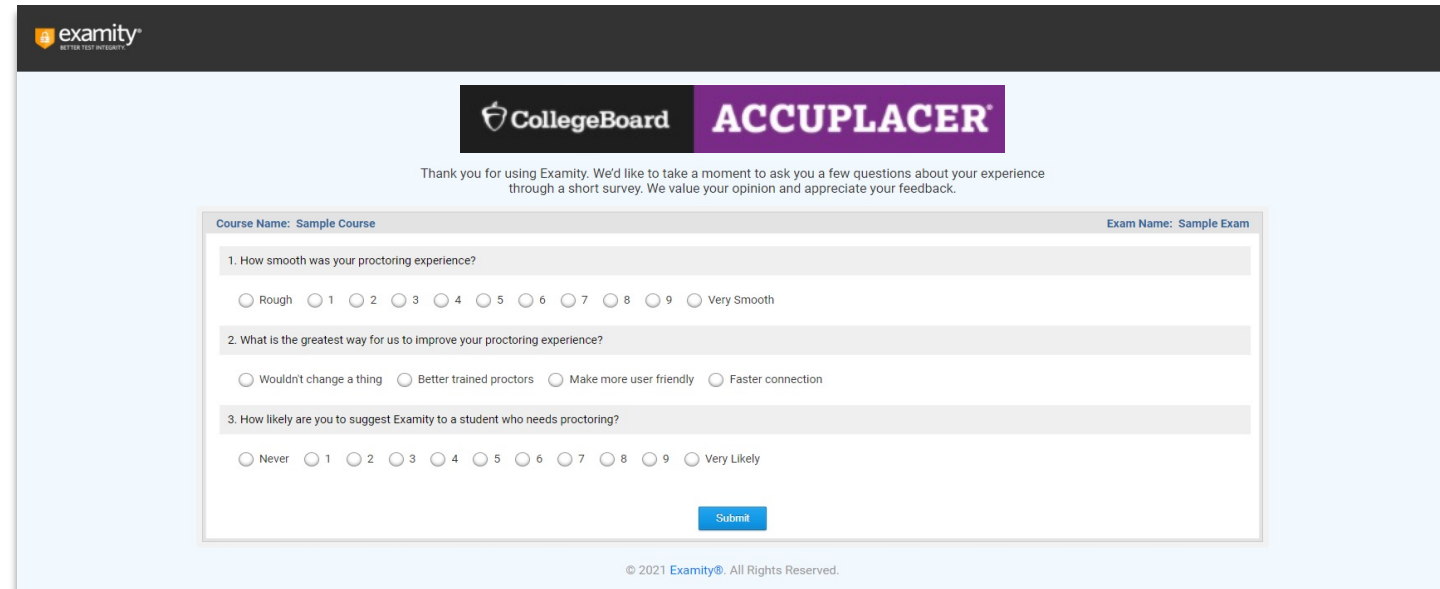
Once the test-taker completes the exam, they will need to officially end the session with Examity by clicking **End Proctoring Session**, then choose **End [the] Session**.



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10

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 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.

