



# Live Proctoring Test-taker Guide

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For assistance, call **1-617-500-6524**, email [support@eximity.com](mailto:support@eximity.com) or chat directly with us through the Live Chat feature on the Eximity dashboard.

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## Accessing Examity

Examity is easily accessible through D2L. To log in to Examity, open D2L, navigate to your course and select the Examity link. This will bring you to the Examity dashboard.

## Technical Requirements

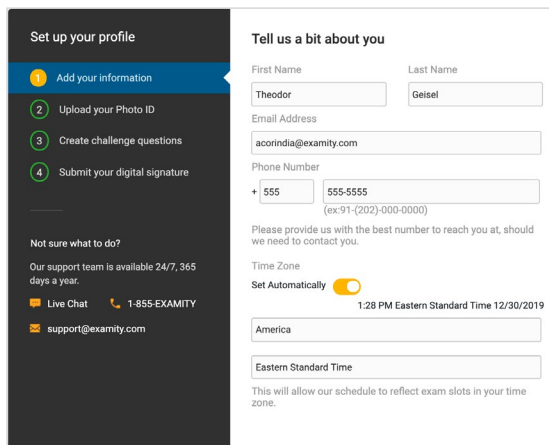
Before your exam, please confirm you meet Examity's technical requirements.

- **Browser:** Google Chrome, please disable your pop-up blocker.
- **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:** An upload and download speed of 2Mbps.

## 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.

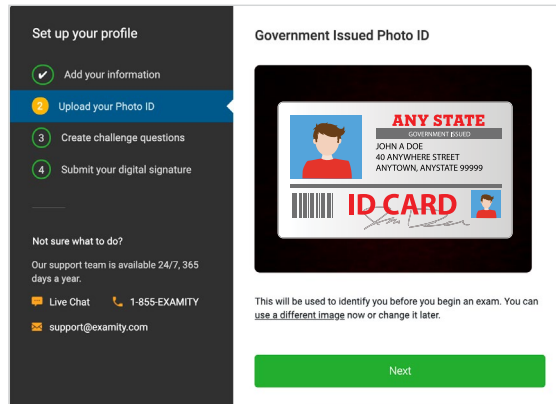


The screenshot shows the 'Set up your profile' form. On the left is a sidebar with four steps: 1. Add your information (highlighted), 2. Upload your Photo ID, 3. Create challenge questions, and 4. Submit your digital signature. Below the sidebar, it says 'Not sure what to do?' and provides support information: 'Our support team is available 24/7, 365 days a year.', 'Live Chat', '1-855-EXAMITY', and 'support@examity.com'. The main form area is titled 'Tell us a bit about you' and contains fields for First Name (Theodor), Last Name (Geisel), Email Address (acorindia@examity.com), and Phone Number (+ 555 555-5555). Below these fields, it asks for the Time Zone, with a dropdown set to 'America' and a radio button for 'Set Automatically' which is checked, showing '1:28 PM Eastern Standard Time 12/30/2019'. A note at the bottom states: 'This will allow our schedule to reflect exam slots in your time zone.'

### TIP:

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



Set up your profile

- ✓ Add your information
- 2 Upload your Photo ID
- 3 Create challenge questions
- 4 Submit your digital signature

Not sure what to do?

Our support team is available 24/7, 365 days a year.

Live Chat 1-855-EXAMITY  
support@examity.com

Government Issued Photo ID

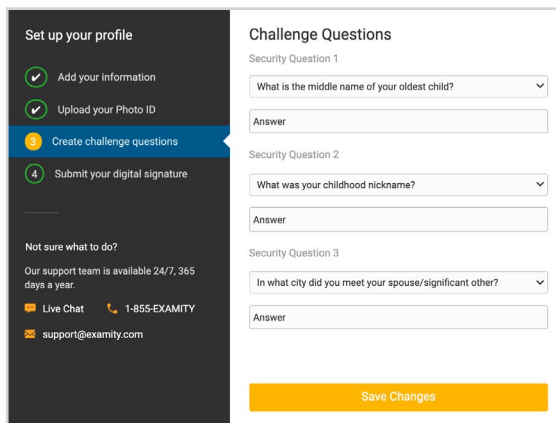
ANY STATE  
GOVERNMENT ISSUED  
JOHN A DOE  
40 ANYWHERE STREET  
ANYTOWN, ANYSTATE 99999

ID-CARD

This will be used to identify you before you begin an exam. You can use a different image now or change it later.

Next

- 3 Select and answer three challenge questions.



Set up your profile

- ✓ Add your information
- ✓ Upload your Photo ID
- 3 Create challenge questions
- 4 Submit your digital signature

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Challenge Questions

Security Question 1

What is the middle name of your oldest child?

Answer

Security Question 2

What was your childhood nickname?

Answer

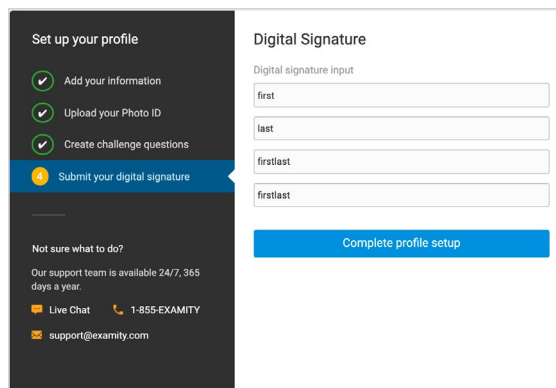
Security Question 3

In what city did you meet your spouse/significant other?

Answer

Save Changes

- 4 Submit your digital signature.



Set up your profile

- ✓ Add your information
- ✓ Upload your Photo ID
- ✓ Create challenge questions
- 4 Submit your digital signature

Not sure what to do?

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Digital Signature

Digital signature input

first

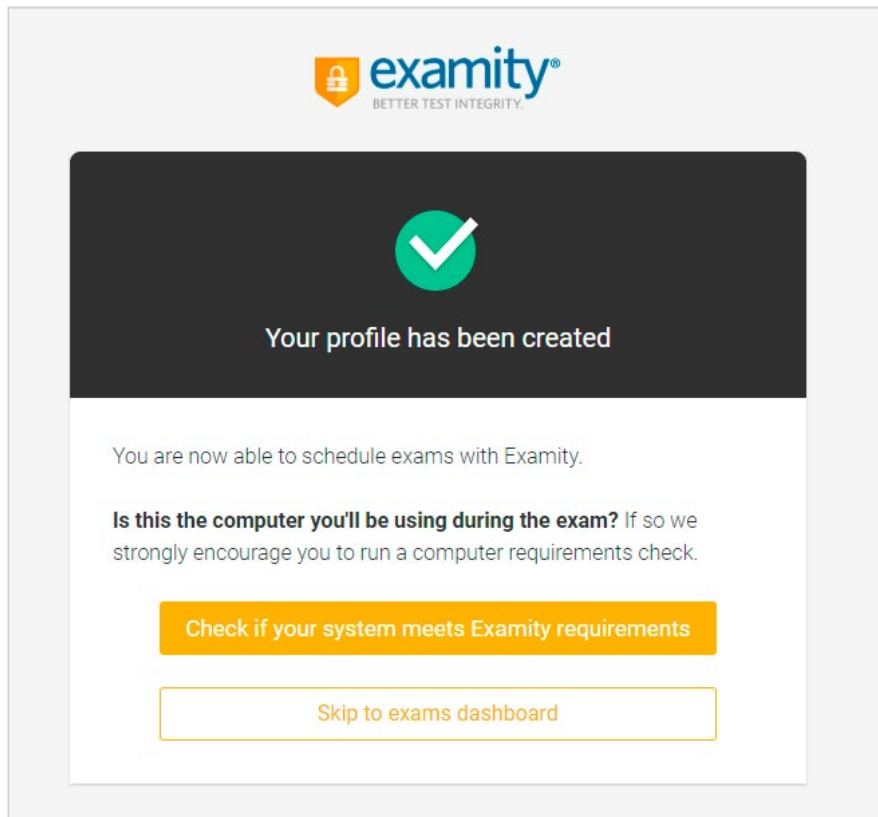
last

firstlast

firstlast

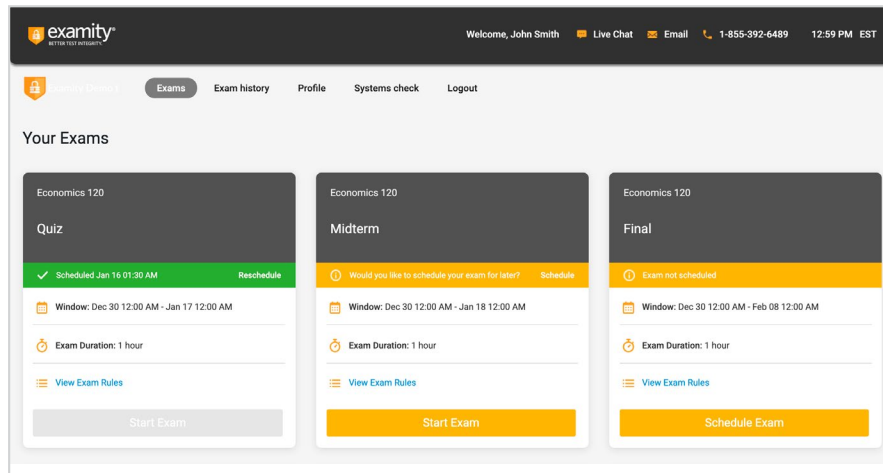
Complete profile setup

Your profile has now been created. You should see a confirmation screen. Please select “Check if your system meets Examity requirements” before proceeding to the exam dashboard.



## Navigating Your Dashboard

Once your profile is created, you will be directed to the Examity dashboard.



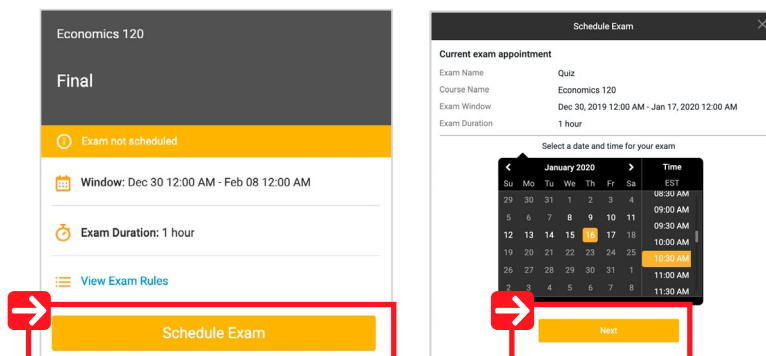
The Examity dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information. **Please note:** exams that do not require scheduling will simply say, “Start Exam” at the bottom of the exam card.

### TIP:

To return to the Examity dashboard in the future, you can easily access it through D2L. To log in, open D2L, navigate to your course and select the Examity link.

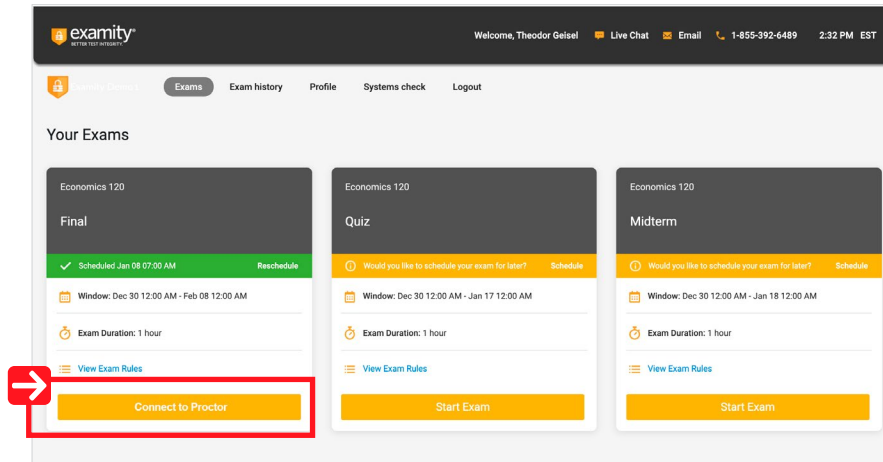
## Scheduling Your Exam

To schedule an exam, click “Schedule Exam” on the Exam card. Then select the date and time and click “Next.”



## Taking Your Exam

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

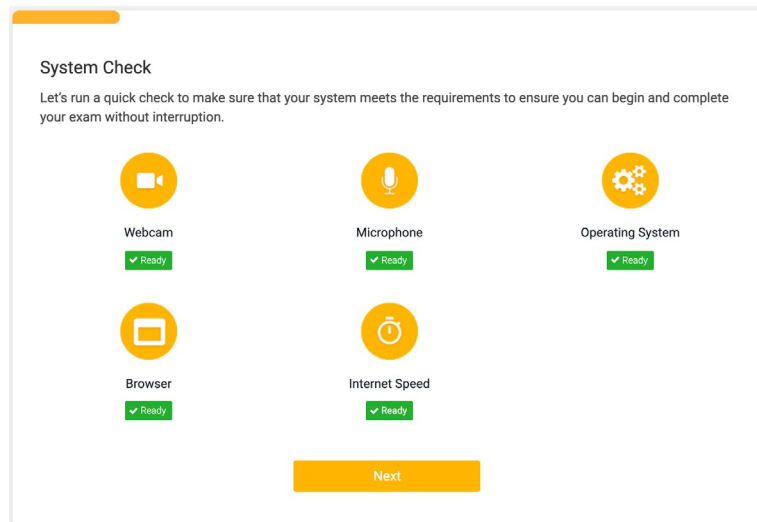


### REMINDER:

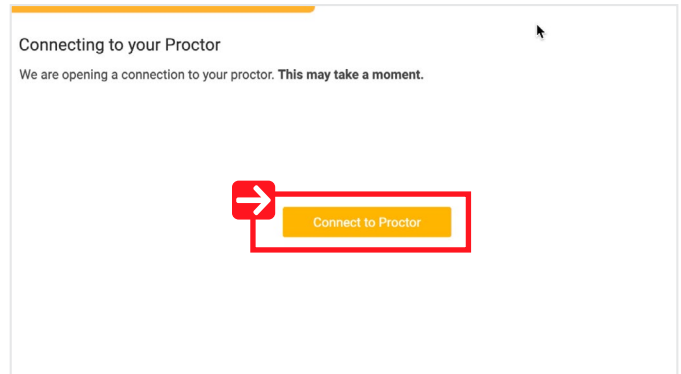
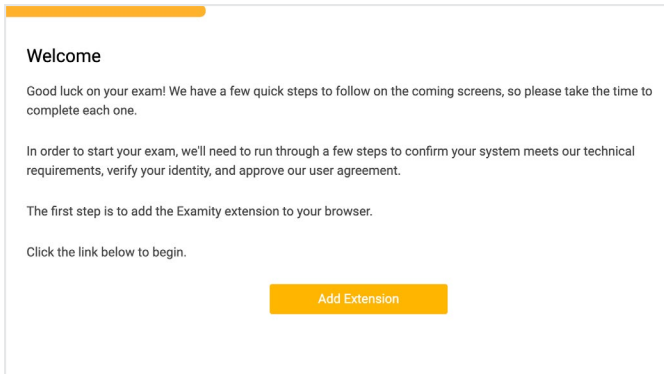
Before you start your exam, please confirm that you are accessing Examity through Chrome. If you are not using this browser, please restart your exam session in Chrome.

You will be sent to a new screen where you will be asked to run through a few steps to confirm you meet our technical requirements, verify your identity, and approve our user agreement.

### 1 **System Check:** Examity will confirm you meet our technical requirements.

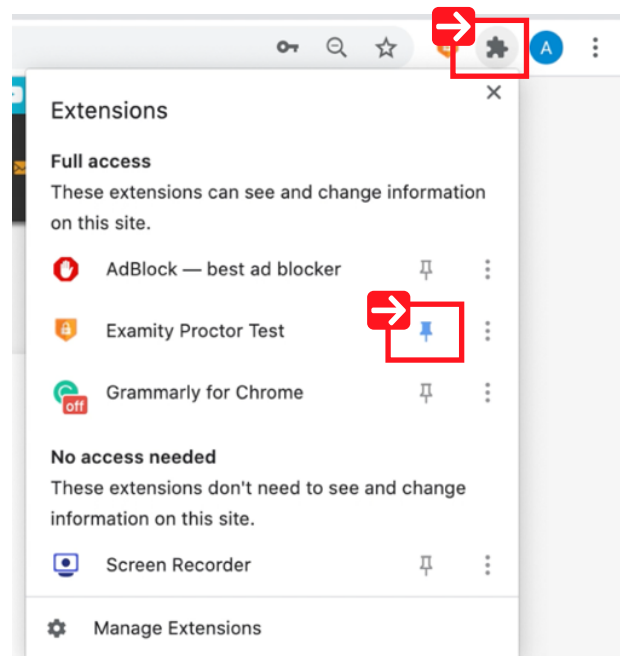


**2 Browser Extension:** Please follow the prompts to add the Examity extension to your browser. Then click “Connect to Proctor.”



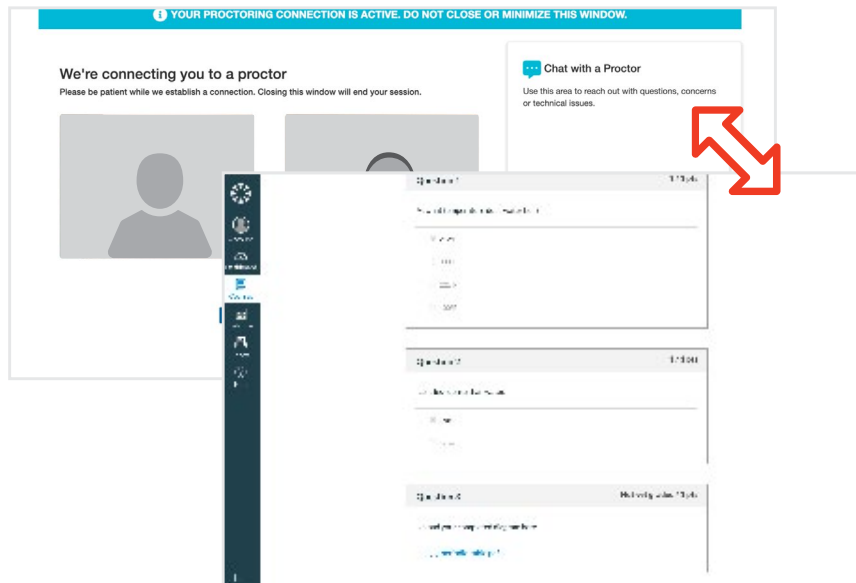
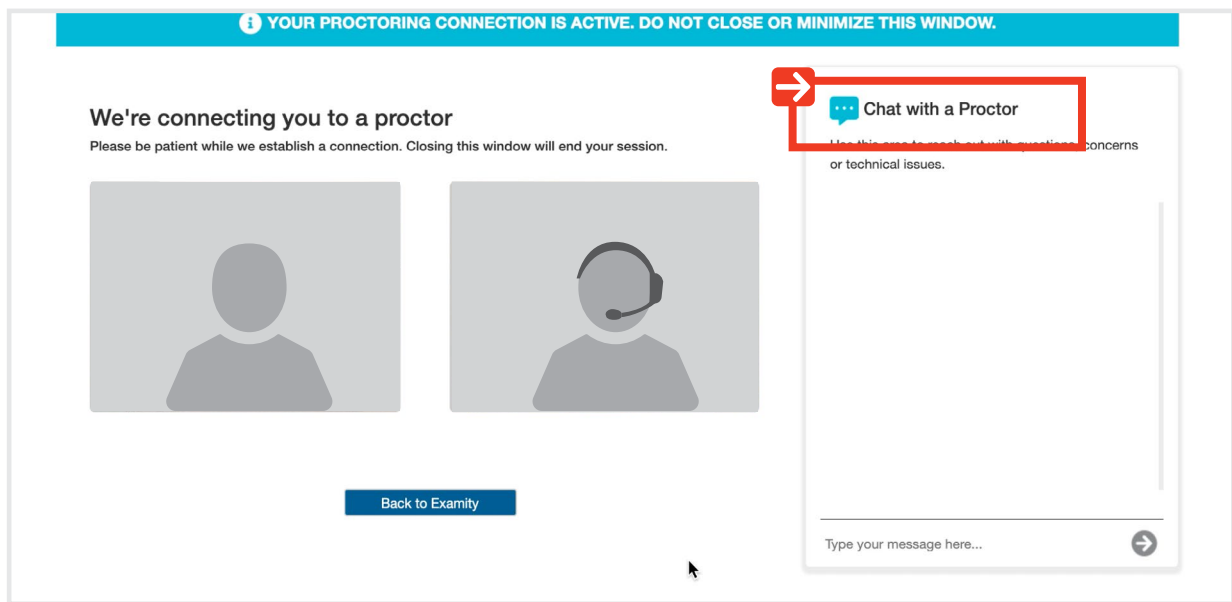
**TIP:**

If you see a puzzle piece instead of our extension, click the piece, then “pin” the Examity extension to the toolbar as showing here.





- 3 Connect to Proctor:** You will now be connected to a proctor who will walk you through the ID verification process.



- 4 Insert Password:** After authentication and pre-test procedures, your proctor will guide you through inserting the exam password. First, click the Examity extension at the top right. If you see a puzzle piece instead of our extension, click the piece, then “pin” the Examity extension to the toolbar. Then, click “Insert Password.”

