examity®
BETTER TEST INTEGRITY.

Automated Proctoring
Test-taker Guide

For assistance, call **1-617-500-6524** , email **support@examity.com** or
chat directly with us through the Live Chat feature on the Examity 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.

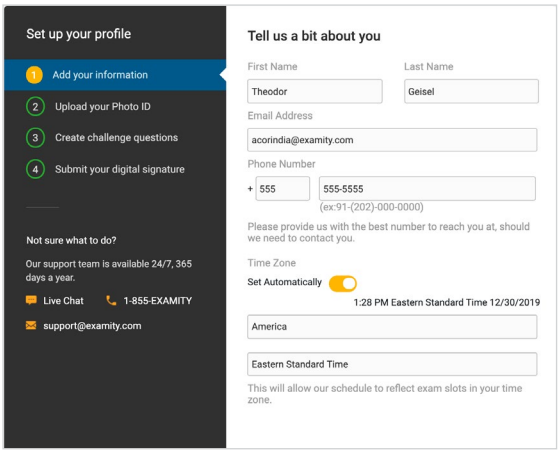
- **Equipment:**
  - Desktop, laptop, or Chromebook (tablets are not supported)
  - Built-in or external webcam
  - Built-in or external microphone
  - Built-in or external speakers

- **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.



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

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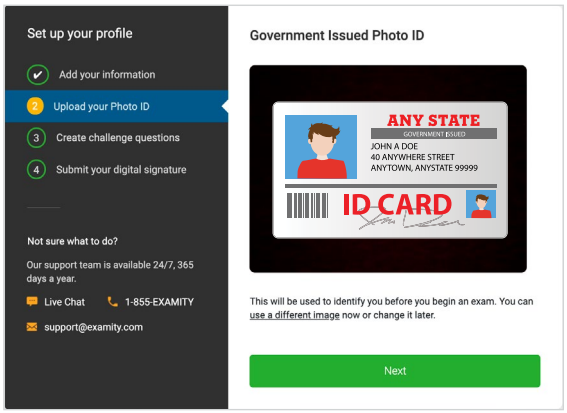
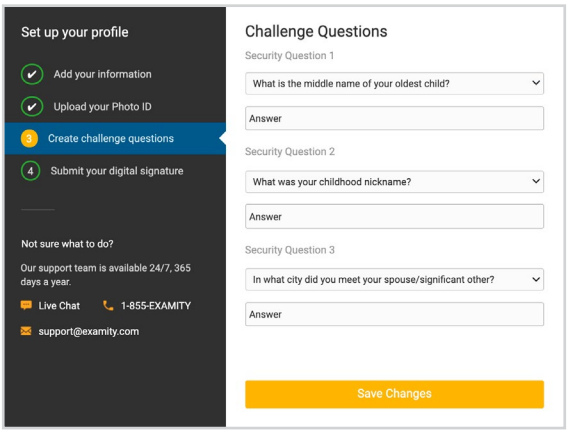
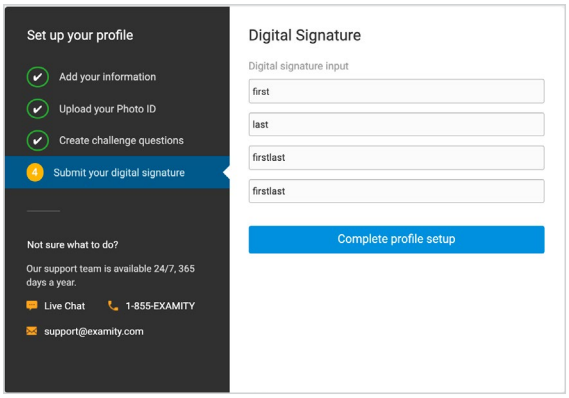
2 Upload a picture of your ID. Please note, for verification purposes, you will need to bring this ID with you every time you take a test.



3 Select and answer three challenge questions.

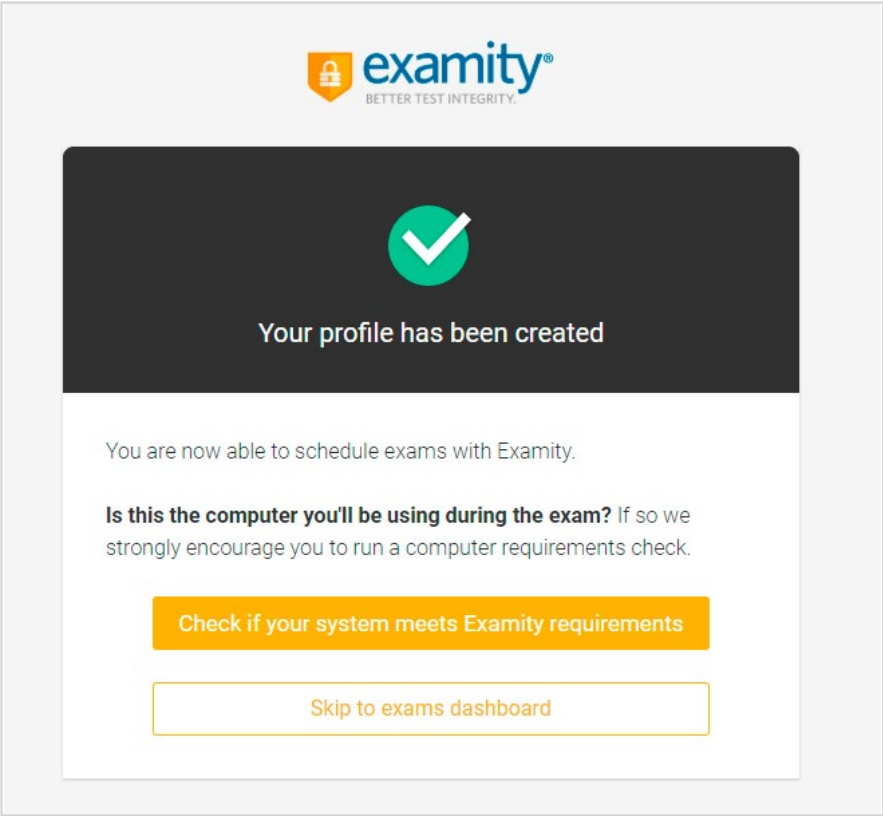


4 Submit your digital signature.



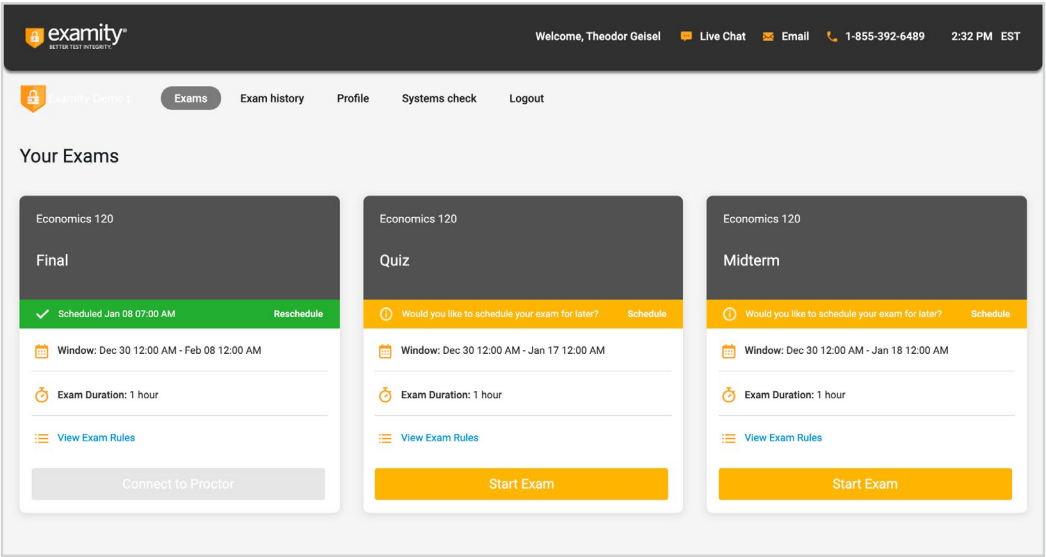
For assistance, call **1-617-500-6524** , email **support@examity.com** or chat directly with us through the Live Chat feature on the Examity dashboard.

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.



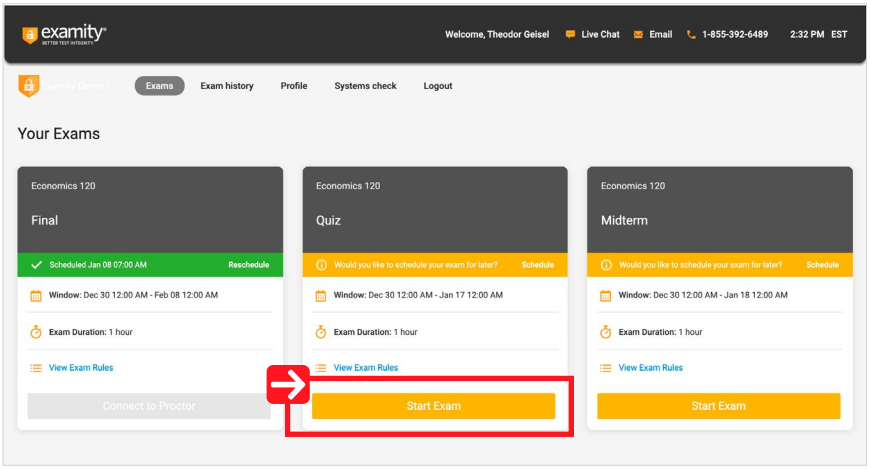
The Examity dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information. **Please note:** exams that do not require scheduling will simple say, "Start Exam" at the bottom of the exam card.

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.

Taking Your Exam

On the day of your exam, locate the exam card and select "Start exam."

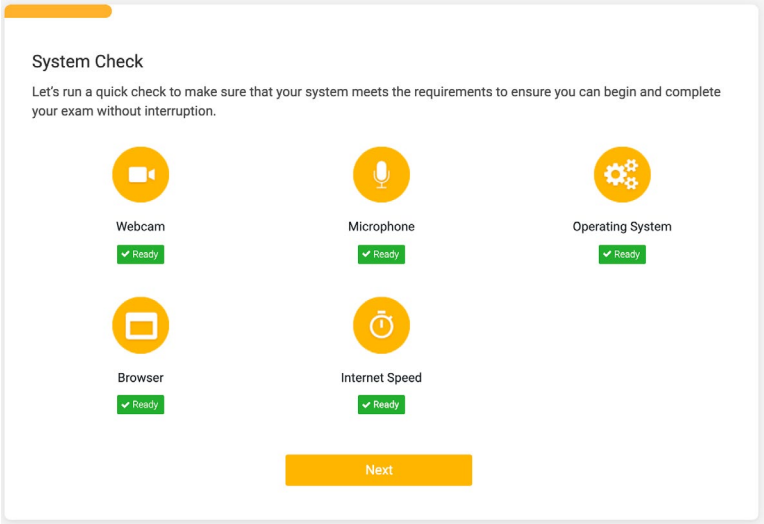


REMINDER:

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.

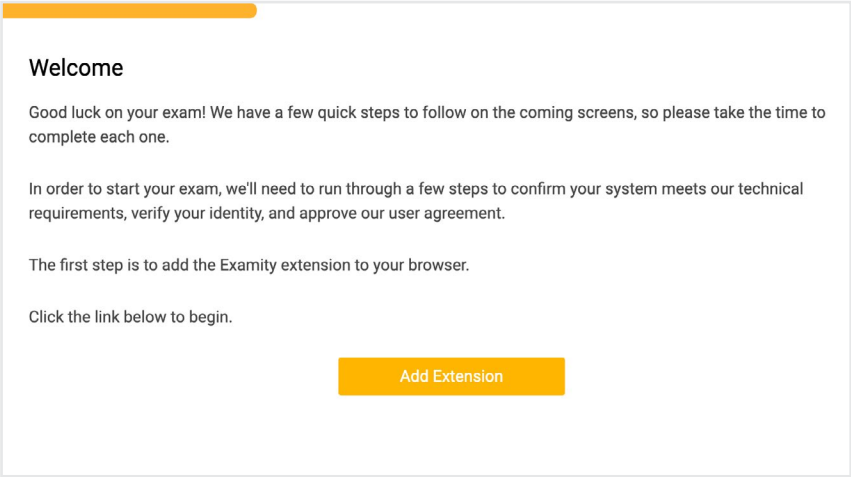
1 **System Check:** Examity will confirm you meet our technical requirements.



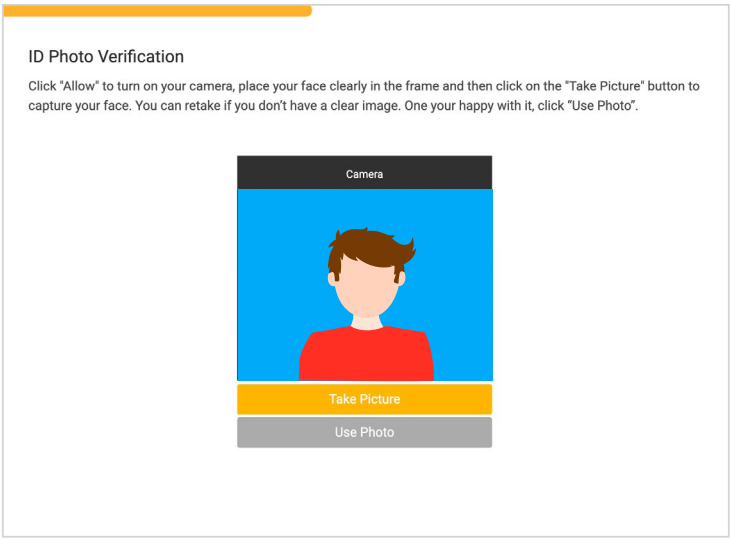
2 **Browser Extension:** Please follow the prompts to add the Examity extension to your browser. Then click "Next."

REMINDER:

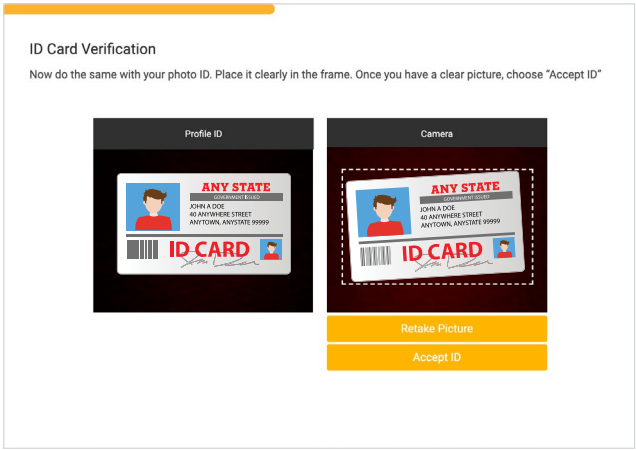
Because we automatically delete the extension at the end of your session, you will need to complete this step every time you test.



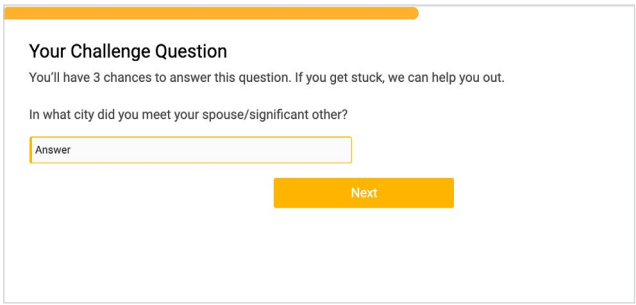
3 **Identity Verification:** A pop-up will appear to give Examity access to your camera, please select "Allow." Once ready, click "Take Picture" and then "Use Photo" to upload an image and continue.



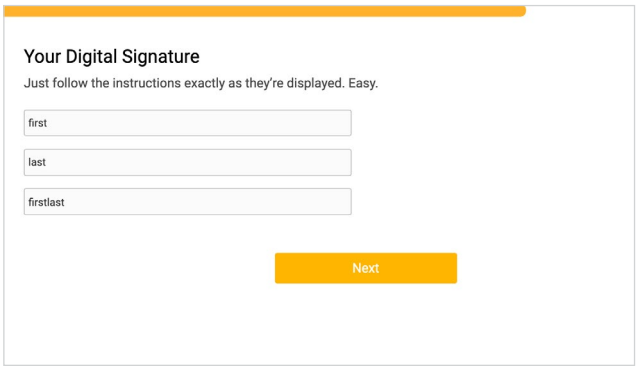
Examity will also prompt you to take a picture of your ID. Please choose “Allow” to provide Examity to access your camera. Once ready, click “Take Picture” and then “Accept ID” to upload the image and continue.



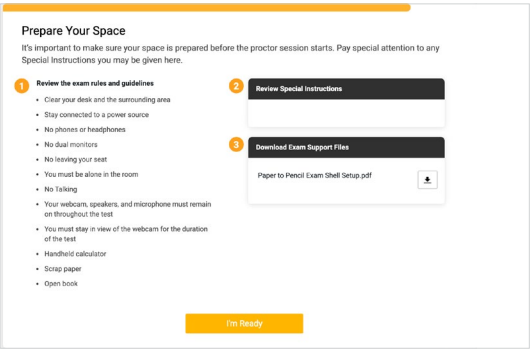
4 **Challenge Question:** Answer a previously selected challenge question. Once you have entered your answer, click “Next.”

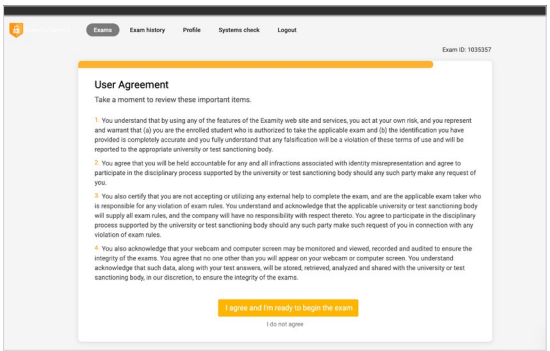


5 **Digital Signature:** Enter your digital signature. Once complete, select “Next.”

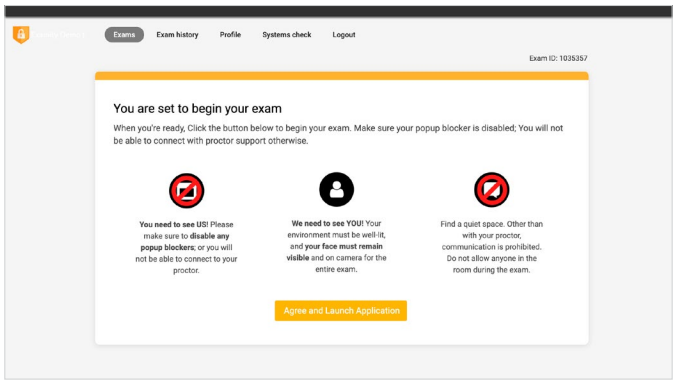


6 **Review Rules and User Agreement:** Take a moment to review all exam rules and special instructions. If your instructor uploaded materials for this exam, you will download them under "Download Exam Support Files." Then, click "I'm ready." Next, read and agree to Examity's user agreement by clicking "I agree and I'm ready to begin the exam."



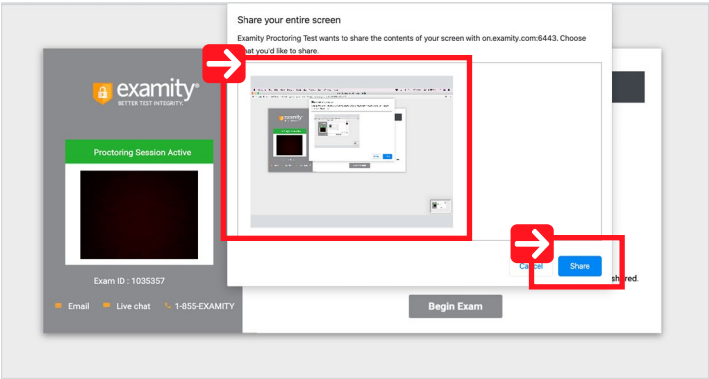


7 **Begin Exam:** Prior to launching your exam, Examity will remind you of the exam rules. Please take a moment to review these details and when ready, select the "Agree and Launch Application" button.

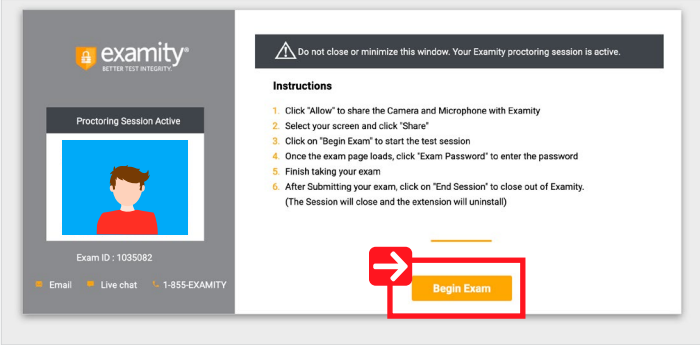


8 **Share Your Screen:** Please review the graphic demonstrating how to share your screen. Once Examity Automated Proctoring has been launched, you will be prompted to enable your screenshare in the top left corner.

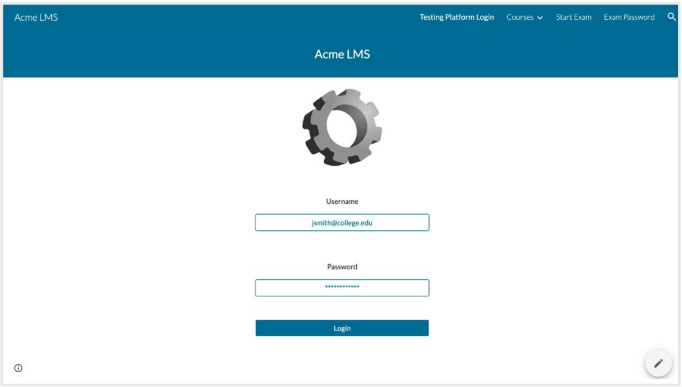
Select your screen, then click "Share."



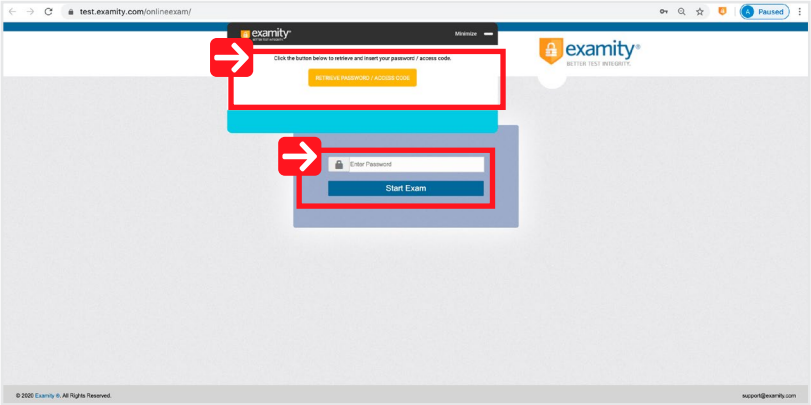
Next, click "Begin Exam" at the bottom of the window.



9 **Sign into D2L:** You may be asked to log in before you can access your exam (if not, proceed to step 10). Here you will enter your normal D2L credentials.

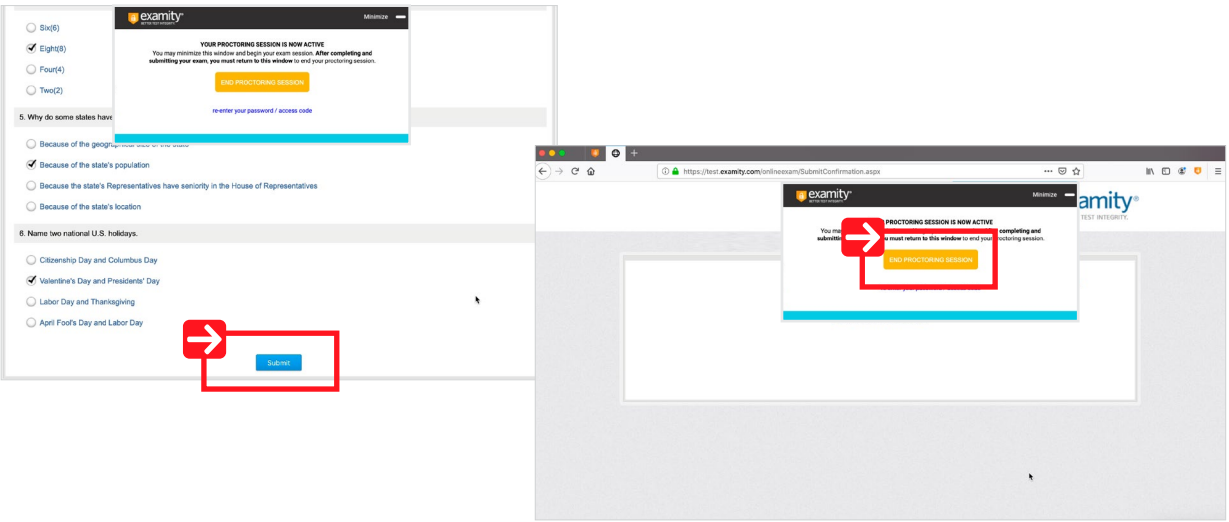


10 **Exam Password:** After you have navigated to the exam page, simply click “Exam Password” and Examity will automatically fill the exam password. If the password does not appear, click “re-fresh” on the browser window. You will then be able to start your exam.

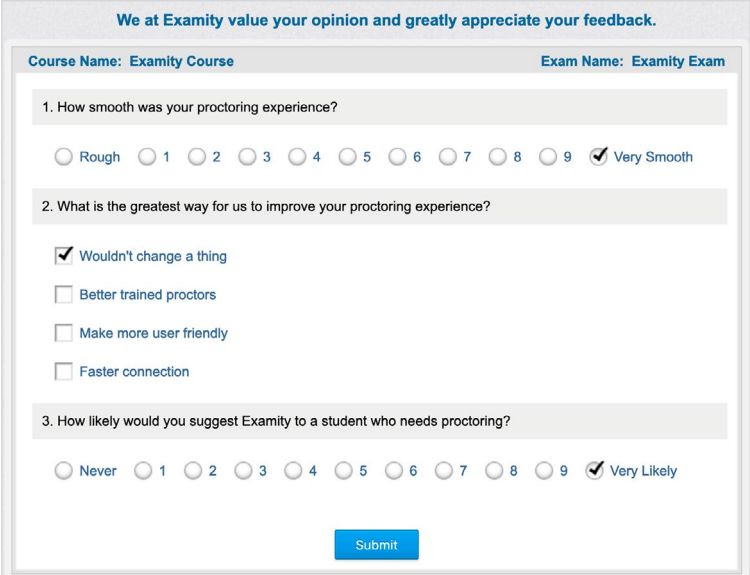


Completing Your Exam

1. **Submit Your Exam:** Once you have completed your exam, click "Submit," then "End Session."



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



3. **Close Out of Examity:** You may now close out of Examity. This will uninstall the Examity extension.