



# Live Proctoring Test-taker Guide

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

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## TECHNICAL REQUIREMENTS:

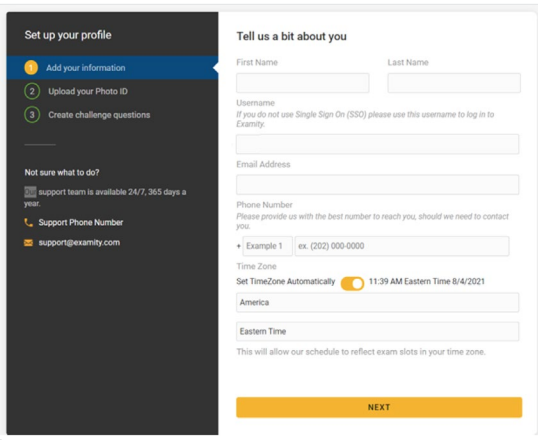
Before your exam, please confirm you meet Examity's technical requirements.

- **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:** A required upload and download speed of 2Mbps, with 10Mbps recommended.
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## 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.



Set up your profile

- 1 Add your information
- 2 Upload your Photo ID
- 3 Create challenge questions

Not sure what to do?  
support team is available 24/7, 365 days a year.

Support Phone Number  
support@examity.com

Tell us a bit about you

First Name

Last Name

Username  
If you do not use Single Sign On (SSO) please use this username to log in to Examity.

Email Address

Phone Number  
Please provide us with the best number to reach you, should we need to contact you.  
+ Example 1  ex. (202) 000-0000

Time Zone  
Set TimeZone Automatically  11:39 AM Eastern Time 8/4/2021

America

Eastern Time  
This will allow our schedule to reflect exam slots in your time zone.

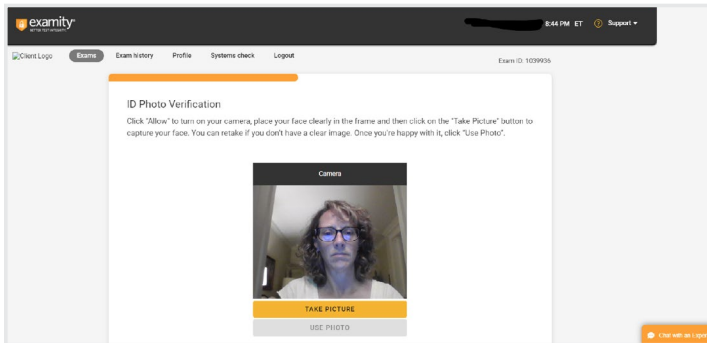
NEXT

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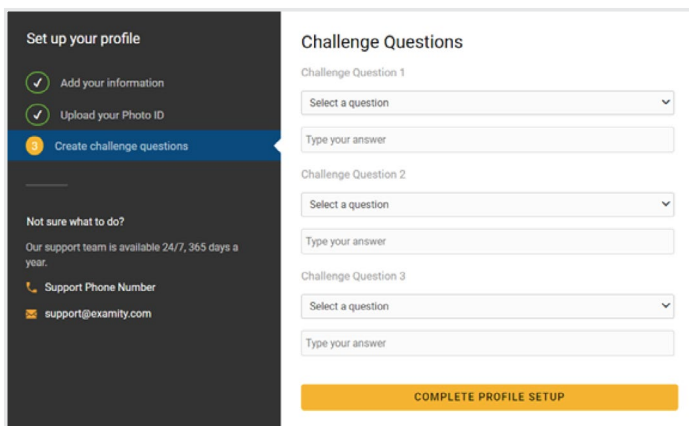
**TIP:** Confirm that your time zone reflects the location in which you will be testing.

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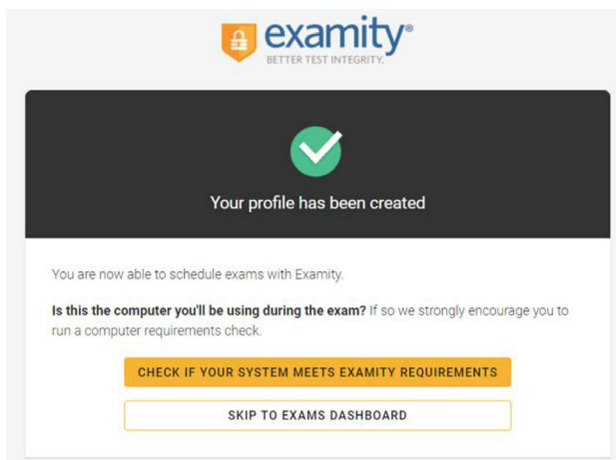
2. Upload a picture of your ID. Please note, for verification purposes, you will need to bring this ID with you every time you take a test.



3. Select and answer three challenge questions.

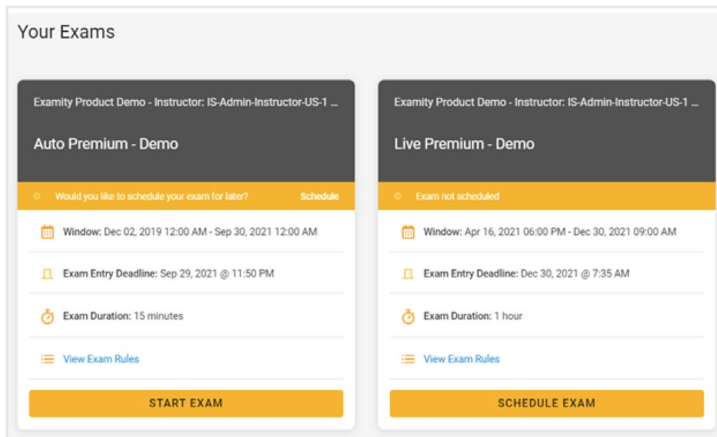


Your profile has now been created. You should see a confirmation screen. Please select “Check if your system meets Examity requirements” before proceeding to the exam dashboard.



## Navigating Your Dashboard

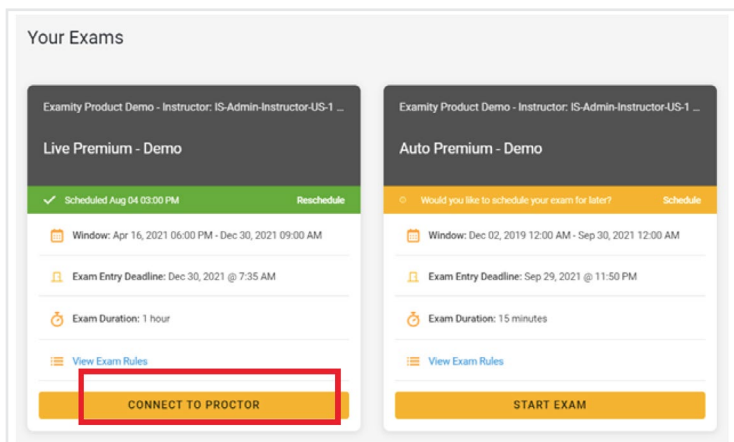
Once your profile is created, you will be directed to the Examity dashboard.



The Examity dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information.

## Taking Your Exam

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



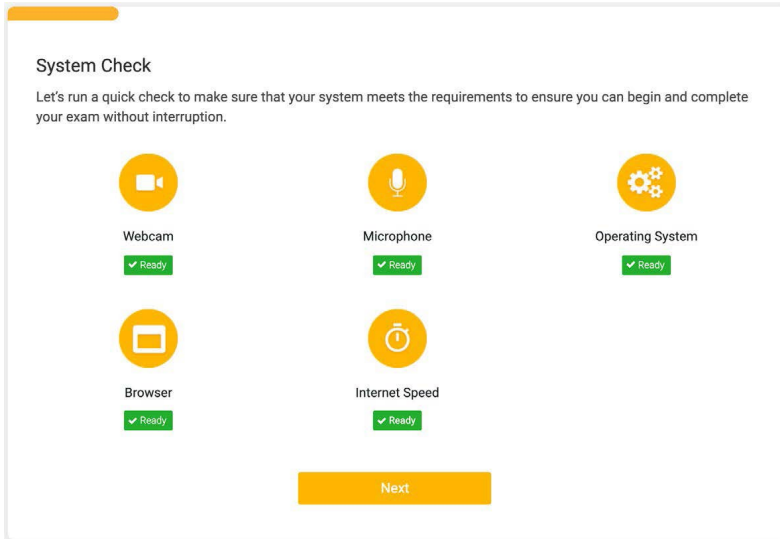
You will be sent to a new screen where you will be asked to run through a few steps to confirm you meet our technical requirements, verify your identity, and approve our user agreement.

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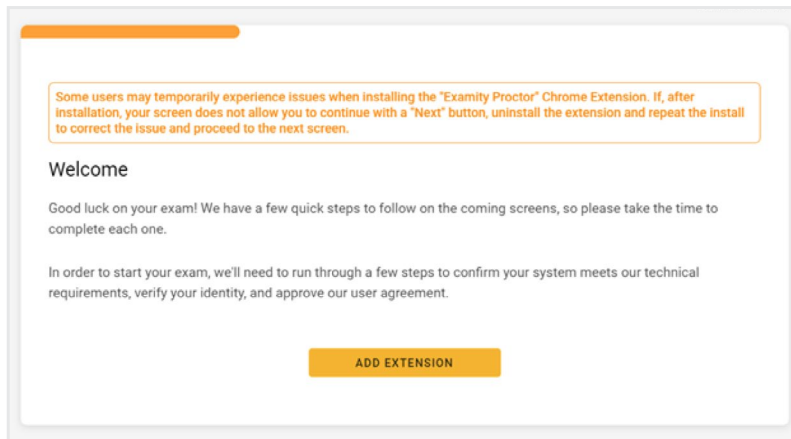
**REMINDER:** Before you start your exam, please confirm that you are accessing Examity through Chrome. If you are not using this browser, please restart your exam session in Chrome.

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**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."

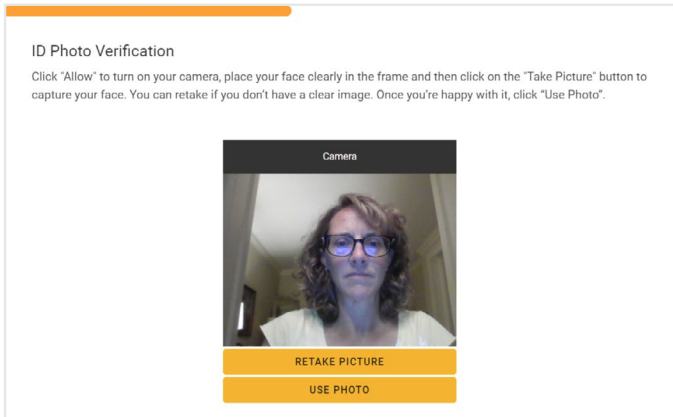


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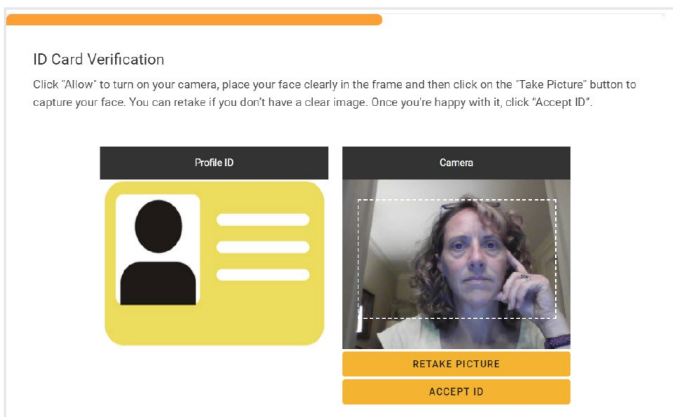
**REMINDER:** Because we automatically delete the extension at the end of your session, you will need to complete this step every time you test.

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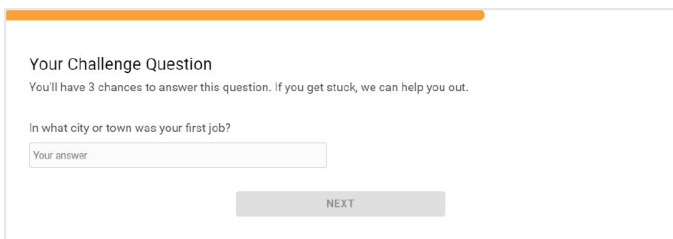
**3. Identity Verification:** A pop-up will appear to give Examity access to your camera; please select “Allow.” Once ready, click “Take Picture” and then “Use Photo” to upload an image and continue.



Examity will also prompt you to take a picture of your ID. Please choose “Allow” to give Examity access to 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. Review Rules:** 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.”

### Prepare Your Space

It's important to make sure your space is prepared before the proctor session starts. Pay special attention to any Special Instructions you may be 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
  - Your webcam, speakers, and microphone must remain on throughout the test
  - You must stay in view of the webcam for the duration of the test
  - Handheld calculator
  - Scrap paper
  - Open book
- 2 Review Special Instructions**
- 3 Download Exam Support Files**
  - Paper to Pencil Exam Shell Setup.pdf 

**I'm Ready**

**6. User Agreement:** Next, read and agree to Eximity’s user agreement by clicking “I agree and I’m ready to begin the exam.”

### User Agreement

Take a moment to review these important items.

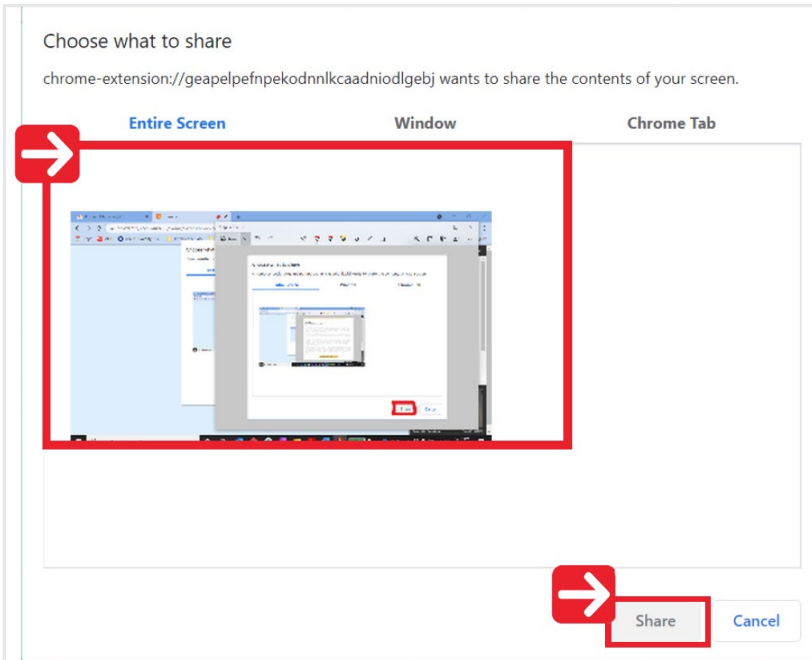
- 1 You understand that by using any of the features of the Eximity web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and 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**

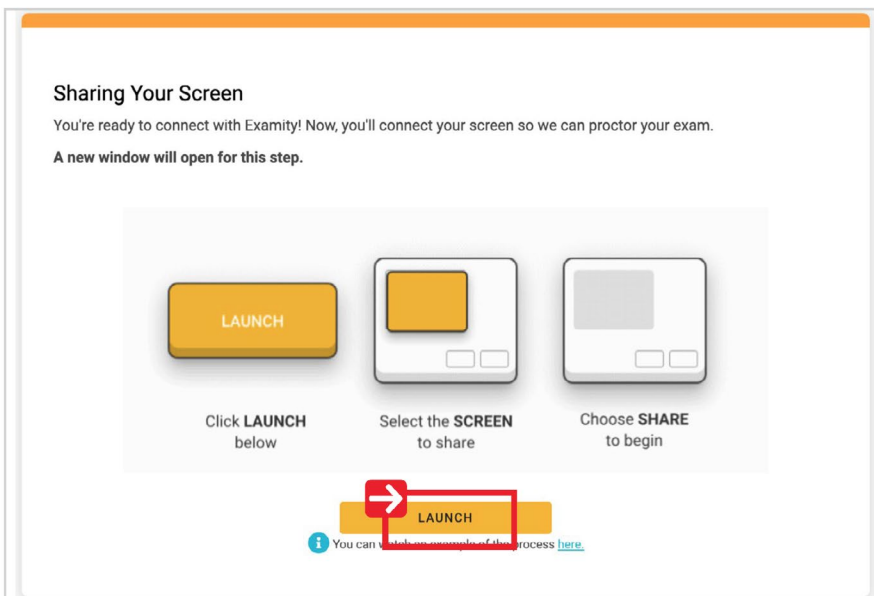
I do not agree



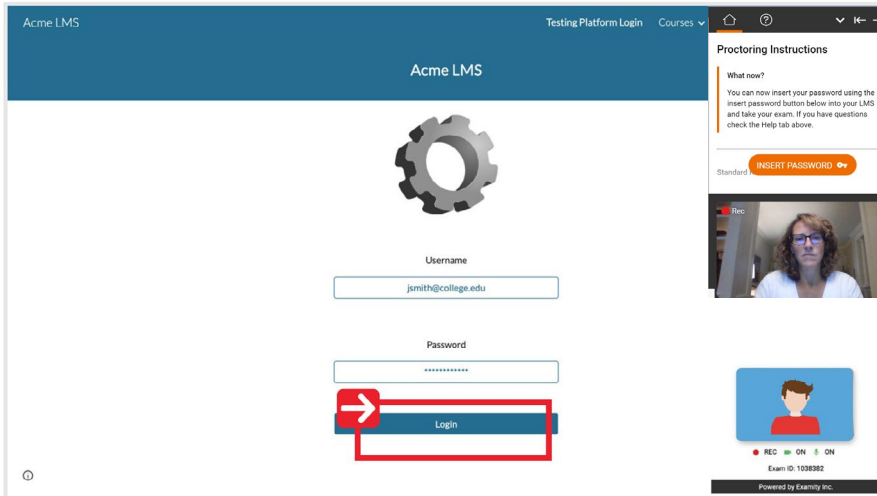
**7. Share Your Screen and Launch:** At this point, you'll be prompted to share your screen. Select your screen, then click "Share."



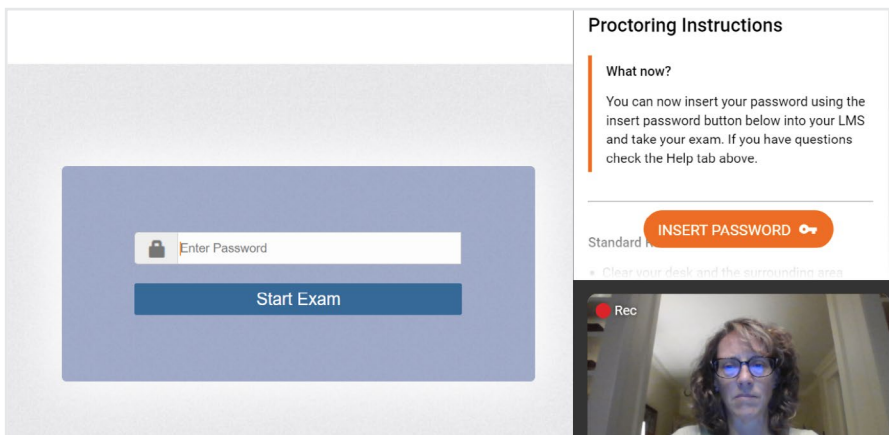
Once you've enabled screenshare, click "Launch" and we will take you to the test platform.



**8. Connect to Proctor:** You will now be connected to a proctor who will walk you through the ID verification process and any instructions to access your exam.



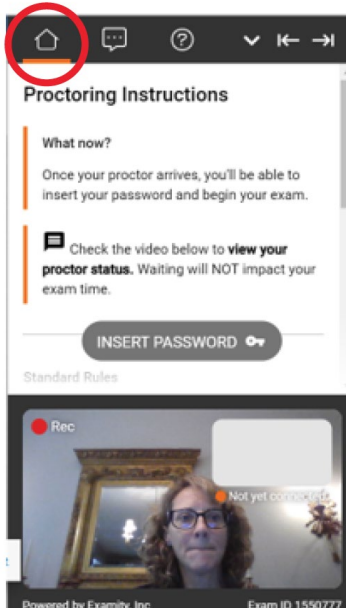
**9. Insert Password:** After authentication and pre-test procedures, your proctor will instruct you to insert the exam password. Simply click "Insert Password" and Examity will automatically fill the exam password. A pop-up box will reconfirm that the password has been entered correctly. If the password does not appear, refresh the page and click "Re-insert your exam password." **You will then click the "Start Exam" button.**



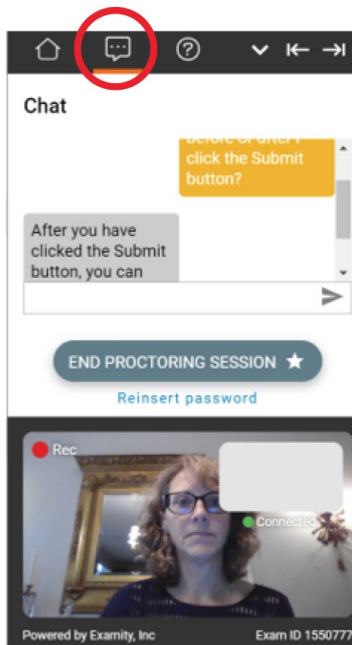
## How to Use the Examity Sidebar

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

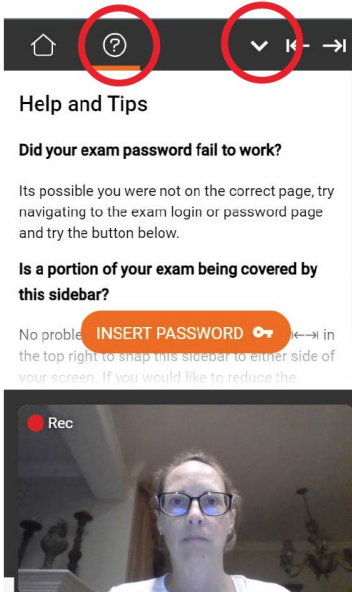
The Home icon on the left has instructions based on where you are in the proctoring process.



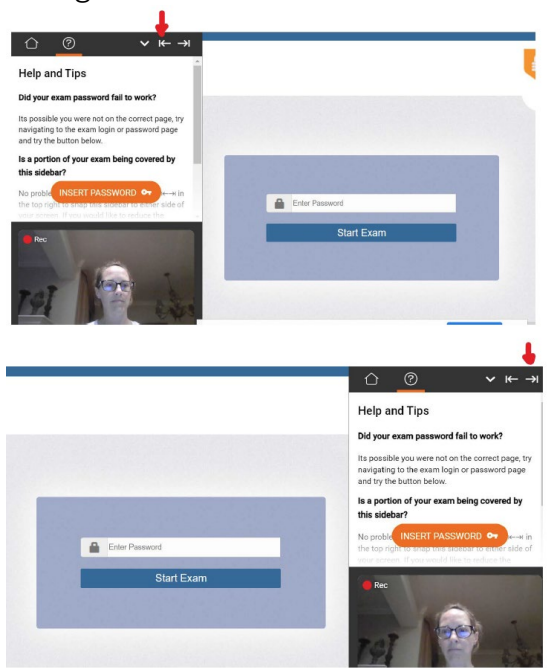
The Chat icon allows you to chat with your proctor.



The Help icon will show you the standard rules, additional rules, and special rules. The down arrow will allow you to collapse (and later expand) the Sidebar.

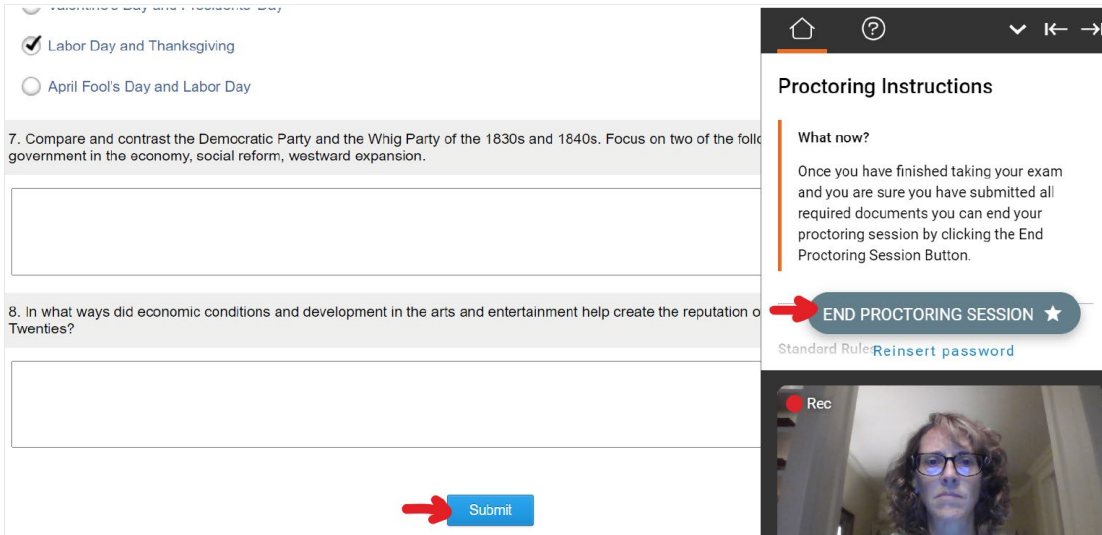


The right and left arrows allow test-takers to place the Sidebar on the left or right of their screen.



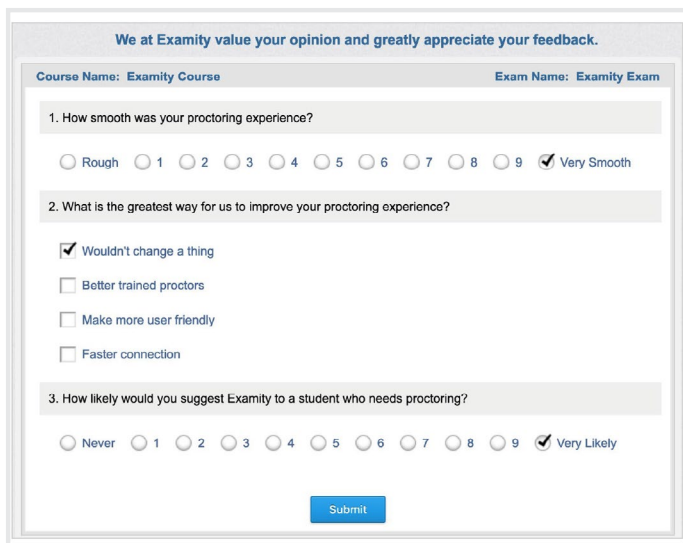
## Completing Your Exam

**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.



The screenshot shows the exam interface. On the left, there is a question: "7. Compare and contrast the Democratic Party and the Whig Party of the 1830s and 1840s. Focus on two of the following: government in the economy, social reform, westward expansion." Below the question is a text input field. At the bottom of the question area, there is a blue "Submit" button with a red arrow pointing to it. On the right, there is a sidebar titled "Proctoring Instructions". It contains the text: "What now? Once you have finished taking your exam and you are sure you have submitted all required documents you can end your proctoring session by clicking the End Proctoring Session Button." Below this text is a blue button with white text that says "END PROCTORING SESSION" and a star icon. A red arrow points to this button. Below the button, it says "Standard Rule: Reinsert password". At the bottom of the sidebar, there is a video feed of a proctor with a red "Rec" indicator in the top left corner.

**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.”



The screenshot shows a feedback survey form. At the top, it says "We at Eximity value your opinion and greatly appreciate your feedback." Below this, there are two fields: "Course Name: Eximity Course" and "Exam Name: Eximity Exam". The first question is "1. How smooth was your proctoring experience?" with radio button options from "Rough" to "Very Smooth". The "Very Smooth" option is selected. The second question is "2. What is the greatest way for us to improve your proctoring experience?" with checkbox options: "Wouldn't change a thing" (selected), "Better trained proctors", "Make more user friendly", and "Faster connection". The third question is "3. How likely would you suggest Eximity to a student who needs proctoring?" with radio button options from "Never" to "Very Likely". The "Very Likely" option is selected. At the bottom of the form, there is a blue "Submit" button.

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