Automated Proctoring
Test-taker Guide

Table of Contents

Accessing Examity

Examity is easily accessible through Blackboard. To log in to Examity, open Blackboard, 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.
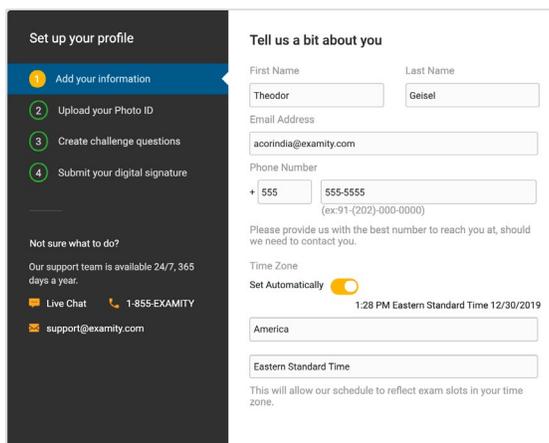
Set up your profile

1 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

Tell us a bit about you

First Name: Theodor
Last Name: Geisel

Email Address: acorindia@examity.com

Phone Number: + 555   555-5555
(ex:91-(202)-000-0000)

Please provide us with the best number to reach you at, should we need to contact you.

Time Zone
Set Automatically ⬤

1:28 PM Eastern Standard Time 12/30/2019

America

Eastern Standard Time

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.

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.

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.

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.

3
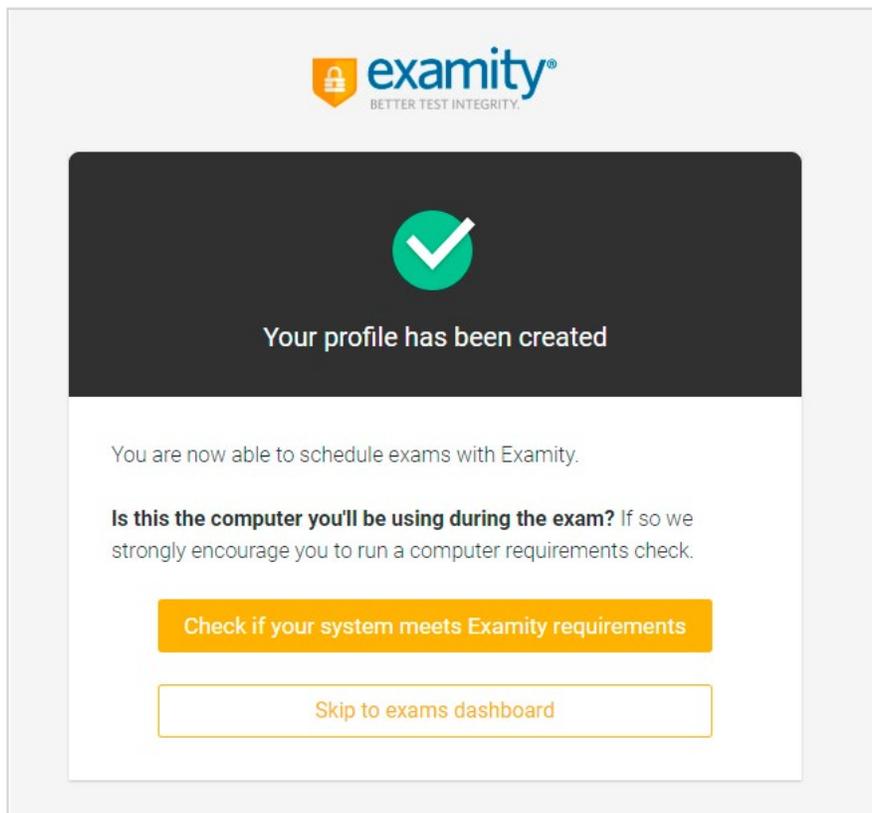
Navigating Your Dashboard

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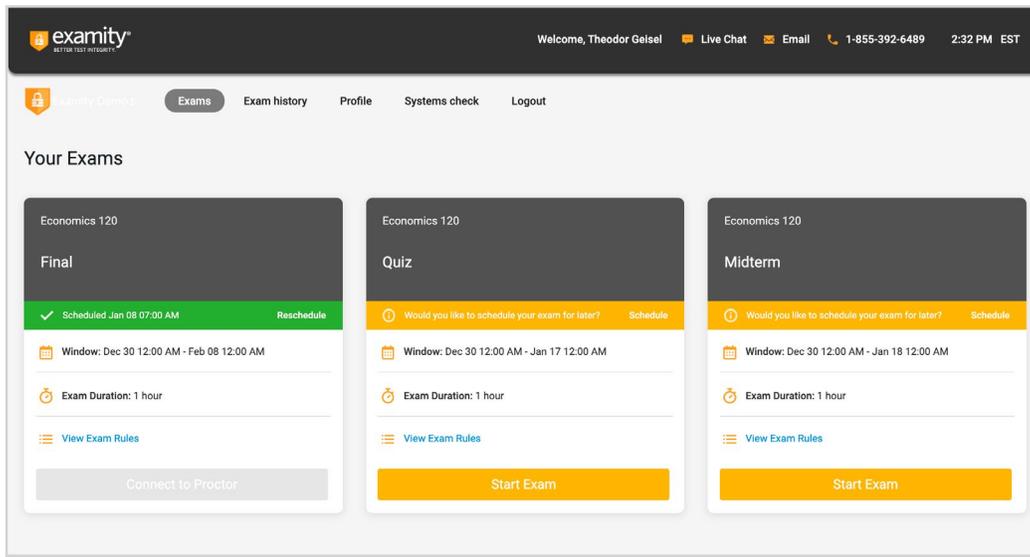
The Examity dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information. **Please note:** exams that do not require scheduling will simple say, "Start Exam" at the bottom of the exam card.

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

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.

4

Taking Your Exam
On the day of your exam, locate the exam card and select "Start exam."
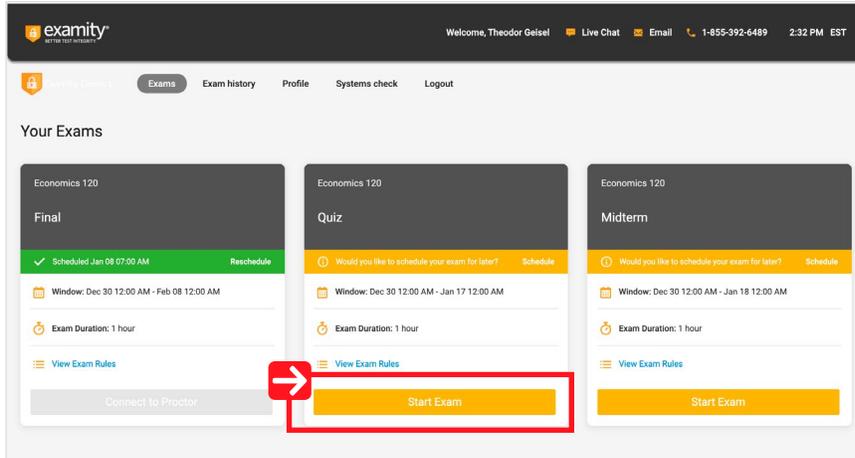
REMINDER:

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.
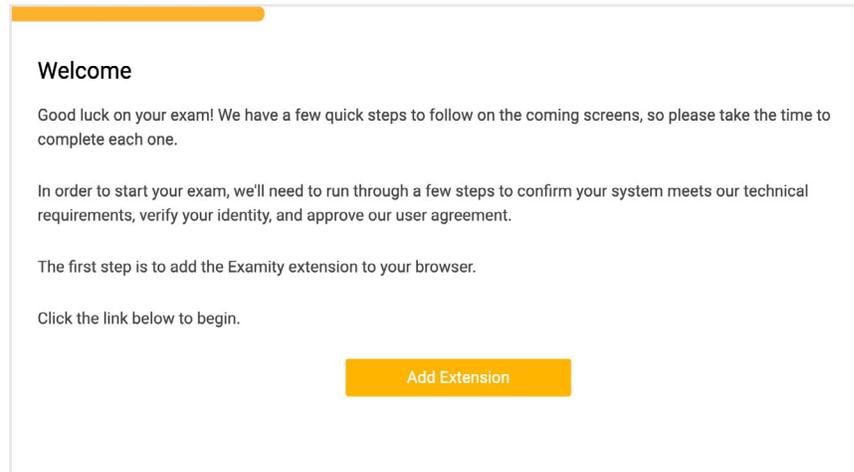
① System Check: Examity will confirm you meet our technical requirements.
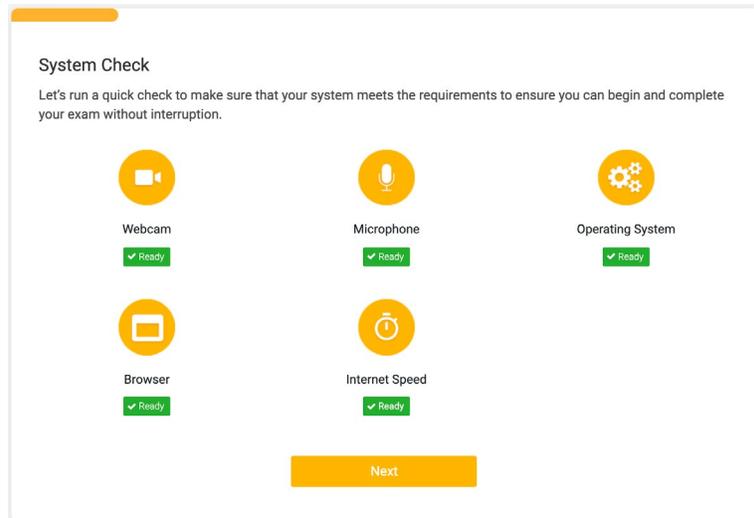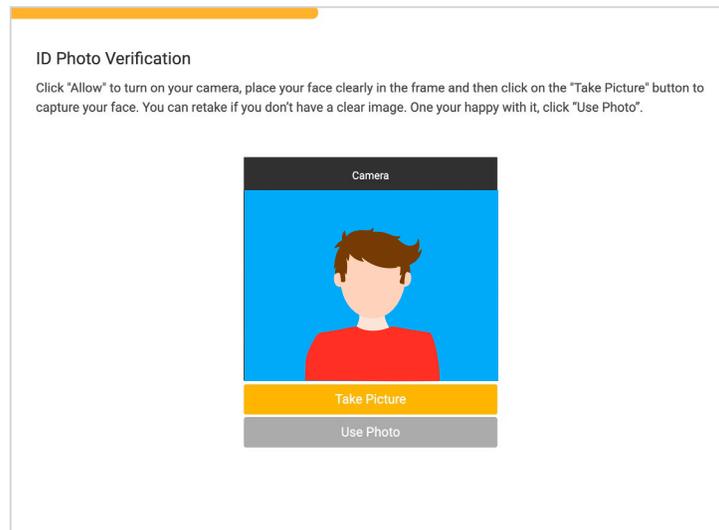
2 **Browser Extension:** Please follow the prompts to add the Examity extension to your browser. Then click "Next."
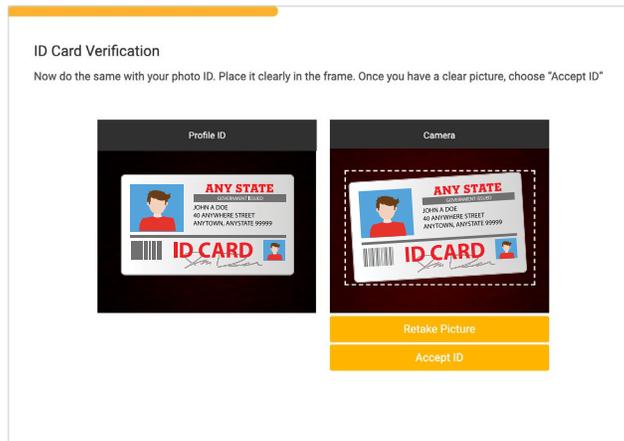
REMINDER:

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

Welcome

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, we'll need to run through a few steps to confirm your system meets our technical requirements, verify your identity, and approve our user agreement.

The first step is to add the Examity extension to your browser.

Click the link below to begin.

Add Extension

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.

ID Photo Verification

Click "Allow" to turn on your camera, place your face clearly in the frame and then click on the "Take Picture" button to capture your face. You can retake if you don't have a clear image. One your happy with it, click "Use Photo".

Camera

Take Picture

Use Photo

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.

6

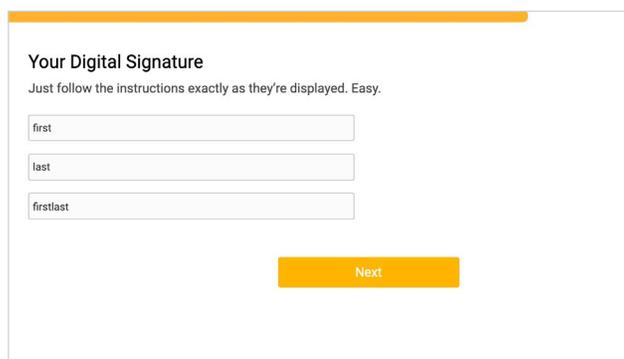Examity will also prompt you to take a picture of your ID. Please choose "Allow" to provide Examity to access your camera. Once ready, click "Take Picture" and then "Accept ID" to upload the image and continue.

ID Card Verification

Now do the same with your photo ID. Place it clearly in the frame. Once you have a clear picture, choose "Accept ID"

Profile ID	Camera

Retake Picture

Accept ID

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

Your Challenge Question
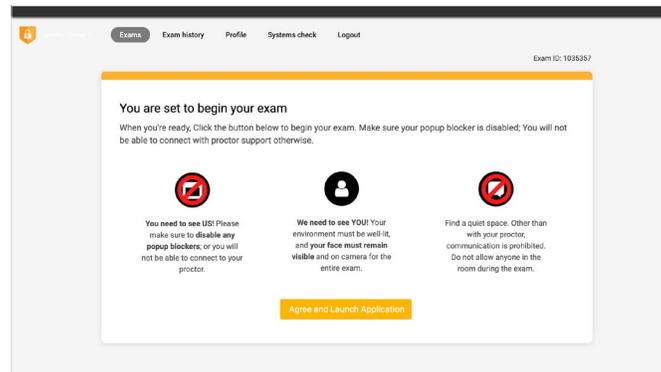
You'll have 3 chances to answer this question. If you get stuck, we can help you out.

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

Answer
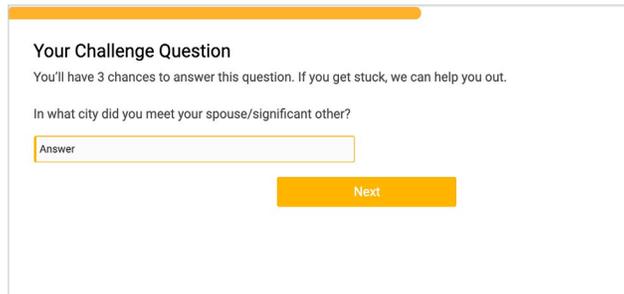
Next

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

Your Digital Signature

Just follow the instructions exactly as they're displayed. Easy.

first

last

firstlast

Next

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.

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."
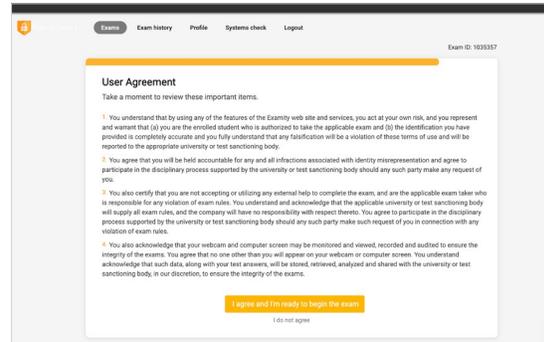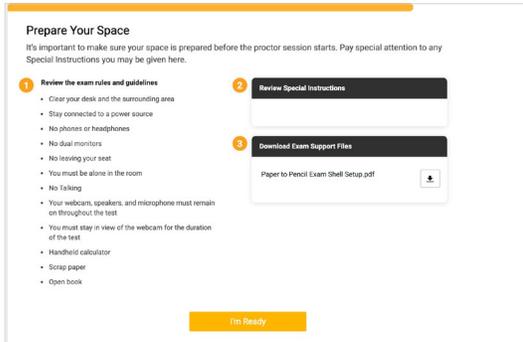

7 **Begin Exam:** Prior to launching your exam, Examity will remind you of the exam rules. Please take a moment to review these details and when ready, select the "Agree and Launch Application" button.

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.

8

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.
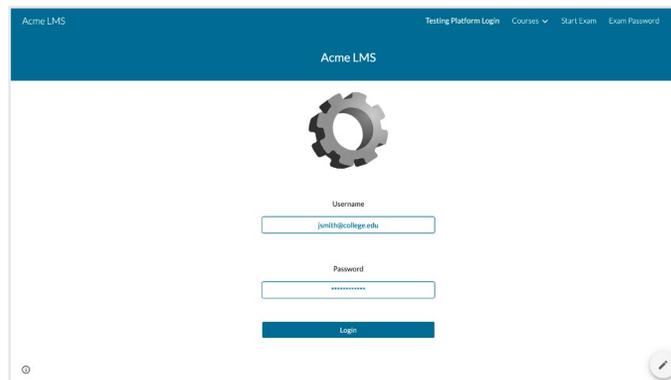
Select your screen, then click "Share."
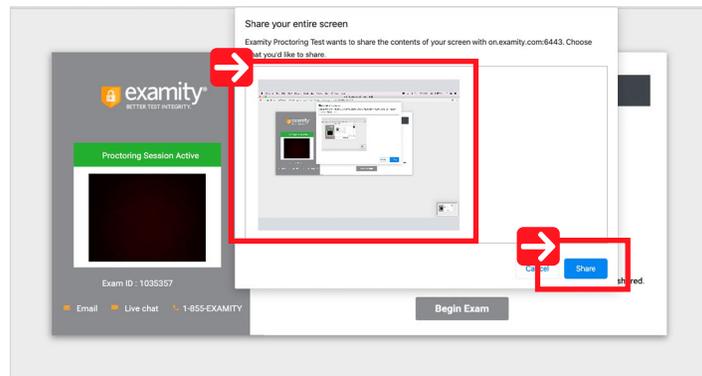
Next, click "Begin Exam" at the bottom of the window.
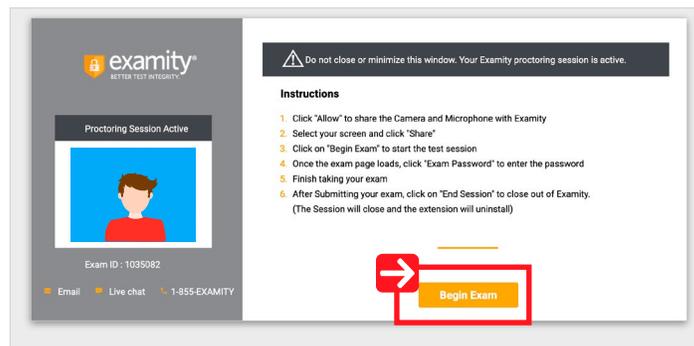
9 **Sign into Blackboard:** You may be asked to log in before you can access your exam (if not, proceed to step 10). Here you will enter your normal Blackboard credentials.


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.   **9**

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.

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.

10

Completing Your Exam

1 **Submit Your Exam:** Once you have completed your exam, click "Submit," then "End Session."
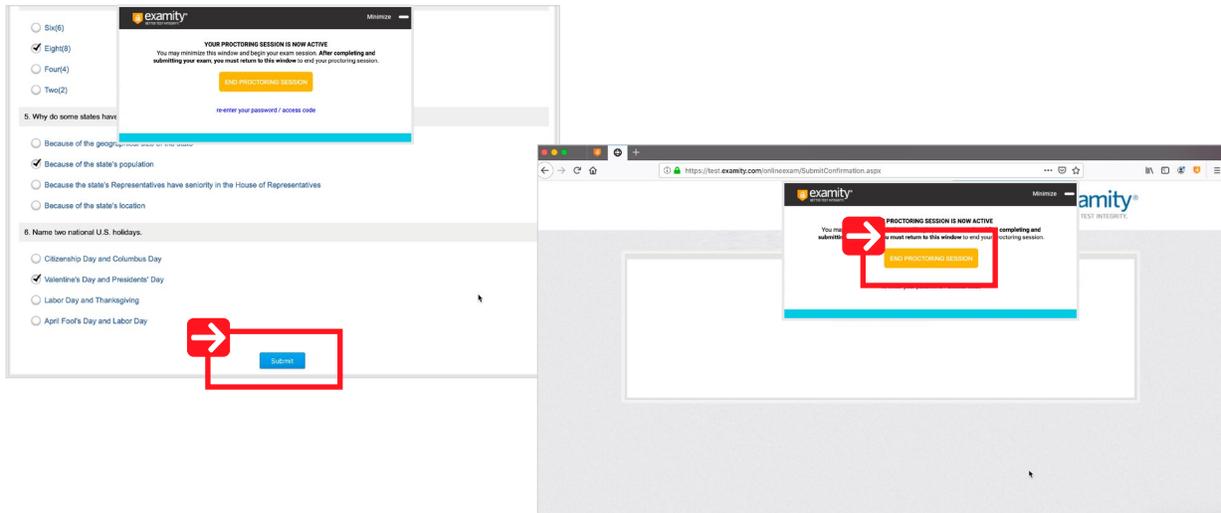
2 **Take a Brief Summary:** Your opinion is important to us and we are constantly working to improve. Complete the short survey and then click "Submit."

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

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.

11