

# **STUDENT QUICK GUIDE**

#### To begin, please:

- Confirm you have reserved this room for the duration of your exam
- Disable your pop-up blocker
- Take your exam on a desktop computer or laptop (not a tablet)
- Have a working internal or external webcam and microphone
- Have internet speed of at least 2Mbps upload and download
- Run computer requirements check

## **Click the Examity® link in Blackboard**

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# My Profile Upload ID. Enter security questions. Confirm time zone.

## Step 1: Create Profile

- Select time zone
- Upload government issued ID
- Answer security questions
- Enter keystroke

Make appointment

#### Schedule Exam

## Step 2: Schedule Exam

- Select instructor name, course name, and exam name
- Select preferred date and time in calendar
- Want to test now? Click "on-demand"
- scheduling (additional charges will apply)

Start Exam
Begin scheduled exam.

## Step 3: Connect to Proctor

- Click the Start Exam button
- Click "Connect to Proctor"

### **Step 4:** Authentication

- Verify identity with photo ID
- Review exam rules
- Show desk and workspace
- Answer security question
- Enter keystroke
- Agree to the user agreement

### Step 5: Begin Exam

• Need help? Initiate a live chat via the chat link in the upper right corner of the Examity dashboard

#### Reaching Support. All day and all of the night.

Phone: 855-392-6489 Email: support@examity.com Live Chat: Link located in Examity dashboard.

#### **Good Luck!**