Live Proctoring
Test-taker Guide
Table of Contents

Creating Your Profile ............................................................................................................. 1
Navigating Your Dashboard ................................................................................................... 4
Scheduling Your Exam ......................................................................................................... 4
Taking Your Exam ................................................................................................................ 5
**Accessing Examity**
Examity is easily accessible through Canvas. To log in to Examity, open Canvas, 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.

   - **First Name:**
   - **Last Name:**
   - **Email Address:**
   - **Phone Number:**
     - MOBILE: 855-959-3505
     - Work: 855-959-3505
   - **Time Zone:**

     - **Set Automatically:**
       - 1:09 PM Eastern Standard Time 12/30/2019
     - **Change Time Zone:**
       - Eastern Standard Time

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

For assistance, call **855-EXAMITY** (press 1), 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 855-EXAMITY (press 1), 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 855-EXAMITY (press 1), email support@examity.com or chat directly with us through the Live Chat feature on the Examity 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 Canvas. To log in, open Canvas, 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.”

**NOTE:** Please be careful when scheduling your appointments. You may be charged for incomplete or no-show sessions. A no-show is defined as when a student does not make any connection to their proctor and misses their appointment. Incompletes can occur when student technical requirements are not met. There is a $5 fee for scheduling within 24 hours and a $5 fee for canceling a scheduled session within 24 hours. Students are responsible for their appointment times. Please be sure to review the confirmation page and scheduling confirmation email to ensure you have selected the proper appointment time.

For assistance, call **855-EXAMITY** (press 1), email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.
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.

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

For assistance, call 855-EXAMITY (press 1), email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.
2 **Browser Extension:** Please follow the prompts to add the Examity extension to your browser. Then click “Connect to Proctor.”

**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]

**Connecting to your Proctor**

We are opening a connection to your proctor. This may take a moment.

- [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.

For assistance, call 855-EXAMITY (press 1), email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.
3 Connect to Proctor: You will now be connected to a proctor who will walk you through the ID verification process.

For assistance, call 855-EXAMITY (press 1), email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.
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.”