Automated Proctoring
Test-taker Guide
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Need Help?

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Email: support@examity.com
Live Chat available from your 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:** 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.

**TIP:** Confirm that your time zone reflects the location in which you will be testing.
2. Upload a picture of yourself or 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. **Please note:** exams that do not require scheduling will simply say, “Start Exam” at the bottom of the exam card.

Taking Your Exam
On the day of your exam, locate the exam card and select “Start exam.”

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.

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

   ![System Check](image)

   Let’s run a quick check to make sure that your system meets the requirements to ensure you can begin and complete your exam without interruption.

   - **Webcam:** Ready
   - **Microphone:** Ready
   - **Operating System:** Ready
   - **Browser:** Ready
   - **Internet Speed:** Ready

   **Next**

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

   ![Browser Extension](image)

   **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](image)

   **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 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.”

6. User Agreement: Next, read and agree to Examity’s user agreement by clicking “I agree and I’m ready to begin the exam.”
7. Share Your Screen and Launch: At this point, you’ll be prompted to share your screen. Select your screen, then click “Share.”

8. Once you’ve enabled screenshare, click “Launch” and we will take you to the test platform.
9. **Sign into your test platform:** You may be asked to log in before you can access your exam (if not, proceed to step 10). Here you will enter your LMS credentials. This is not the exam password.

10. **Exam Password:** After you have navigated to the exam password page, simply click “Insert Password” and Examity will automatically fill the exam password. If the password does not appear, refresh the page and click “Re-insert your exam password.” You will then be able to start your exam!
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 tab on the left has instructions based on where you are in the proctoring process.

The help tab 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 right or left of their screen.

Completing Your Exam

1. Submit Your Exam: Once you have completed your exam, click the Submit button in the test platform, then click the End Proctoring Session button.
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.”

![Survey Form](image)

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