Automated Proctoring
Test-taker Guide
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Accessing Examity
Examity is easily accessible through D2L. To log in to Examity, open D2L, 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](image)

**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.
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 D2L. To log in, open D2L, navigate to your course and select the Examity link.
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.

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

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.
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.

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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.

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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.
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.

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

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

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.
6 **User Agreement:** Once you have reviewed all exam rules and instructions, click “I’m Ready.” Then, 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.

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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.
8 **Share Your Screen:** Once Examity Automated Proctoring has been launched, you will be prompted to share your screen at the top left corner.

Select your screen, then click “Share.”

Next, click “Begin Exam” at the bottom of the window.

9 **Sign into D2L:** You may be asked to sign into D2L before you can access the exam (if not, proceed to step 10). Here, you will enter your normal D2L credentials. **You will not enter the exam password here.**
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.
Completing Your Exam

1. **Submit Your Exam:** Once you have completed your exam, click “Submit,” then “End Session.”

   ![Image of Examity interface with submit and end session options]

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.”

   ![Image of Examity survey interface]

   <table>
   <thead>
   <tr><th>Question</th><th>Options</th></tr>
   </thead>
   <tbody>
   <tr><td>1. How smooth was your proctoring experience?</td><td>
   - Rough
   - 1
   - 2
   - 3
   - 4
   - 5
   - 6
   - 7
   - 8
   - 9
   - Very Smooth
   </td></tr>
   <tr><td>2. What is the greatest way for us to improve your proctoring experience?</td><td>
   - Wouldn’t change a thing
   - Better trained proctors
   - Make user more friendly
   - Faster connection
   </td></tr>
   <tr><td>3. How likely would you suggest Examity to a student who needs proctoring?</td><td>
   - Never
   - 1
   - 2
   - 3
   - 4
   - 5
   - 6
   - 7
   - 8
   - 9
   - Very Likely
   </td></tr>
   </tbody>
   </table>

   [Submit button]

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

   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.