Automated Proctoring
Test-taker Guide

For assistance, call 855-EXAMITY, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.
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Technical Requirements
Before your exam, please confirm you meet Examity’s technical requirements

- Browser: Google Chrome, please disable your pop-up blocker
- Equipment:
  - Desktop or laptop computer (tablets and Chromebooks 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
Prior to scheduling or taking an exam with Examity, you must complete your profile. To create or finish your Examity profile, please select the “My Profile” icon on the Examity dashboard.

You can create your profile in four simple steps:
1. Choose your time zone. Please be advised, your time zone must reflect the location in which you plan on testing
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

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3. Select and answer three unique security questions
4. Enter your biometric keystroke signature

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Scheduling Your Exam

Whether you would like to take an exam now, or in the future, you must first schedule your exam by selecting the “Schedule Exam” icon on the Examity dashboard.

Locate your instructor, course, and exam in the drop-down menu. Next, select a date and time, and click “Schedule.” If you are scheduling your exam outside of 24 hours, please confirm the on-demand scheduling is adjusted to “off.”

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Based on your appointment time, please select the appropriate next step.

Testing Now?
If you just completed the scheduling process, please follow the “Click here to Continue” link.

Testing Later?
Select the “logout” link within the navigation bar. On the day and time of your exam, please return to the Examity dashboard, and click the “Start Exam” icon.

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Getting Started

Prior to launching Examity, locate your exam password on your D2L announcement.

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.

TIP:

The Examity dashboard is where you will schedule, reschedule or cancel exams. In addition, your dashboard offers access to create and edit your profile information.

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Taking Your Exam

**REMEMBER:**
Before you start your exam, please confirm that you are accessing Examity through Google Chrome. If you are not using this browser, please restart your exam session in Chrome.

On the “Start Exam” page, please select the link to add the Examity extension to your browser.

- You will be sent to the Chrome store and prompted to download the Examity extension. After the extension is installed, you will return to the Examity dashboard.

Please watch for the notification that the Examity extension has been added to your browser prior to clicking “connect to proctoring.”

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To continue, click on the “Connect to Proctoring” button to launch your proctoring session.

Examity will now assess your system to confirm it meets our technical requirements. Once your system is verified, please select the “Next” button.

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Examity will now verify your identity through our authentication steps; examiSNAP, examiKNOW, and examiKEY.

examiSNAP
Please select “Allow” to allow Examity to access your camera. Examity will take a picture of you. Once ready, click “Take Picture” and then “Save” to upload the picture and continue.

Examity will prompt you to take a picture of your ID. Please choose “Allow” to allow Examity to access your camera. Once ready, click “Take ID Picture” and then “Save” to upload the picture and continue.

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examiKNOW
You will now be prompted to answer a previously selected security question. Once you have entered your answer, please press the “Submit” button.

examiKEY
You will now be asked to enter your biometric keystroke signature. Once you have entered your signature, select the “Submit” button.

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User Agreement
You will now be asked to review and agree to the Examity User Agreement as well as the exam rules and any special instructions set by your instructor.

Agree and Launch
Review exam reminders and select the “Agree and Launch Application” button.

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You will navigate to a new screen and a pop-up window will appear asking you to grant Examity access to your microphone. Please choose “Allow” in the pop-up window.

You will see a pop-up window appear, prompting you to share your screen. Please select “Share” in the pop-up window.
The pop-up windows will disappear, and the “Begin Exam” button will be enabled. Please select this button.

You should now begin your exam in Examplify. Launch Examplify and log in. Follow the prompt to enter the exam password that you retrieved from your D2L announcement. Click “Start Exam” to begin your test.
Submitting Your Exam

Once you have completed your exam, click on “Exam Controls” to “Submit Exam.”

You will navigate back to the Examity proctoring window. Select close to end your proctoring session, and close the Examity webpage to uninstall the Examity extension.