



Live Proctoring Test-taker Guide

For assistance, call **1-617-500-6524**, email support@eximity.com or chat directly with us through the Live Chat feature on the Eximity dashboard.

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Accessing Examity

Examity is easily accessible through Blackboard. To log in to Examity, open Blackboard, navigate to your course and select the Examity link. This will bring you to the Examity dashboard.

Technical Requirements

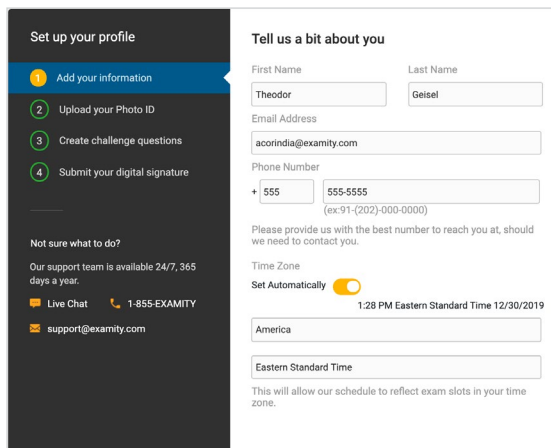
Before your exam, please confirm you meet Examity's technical requirements.

- **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.

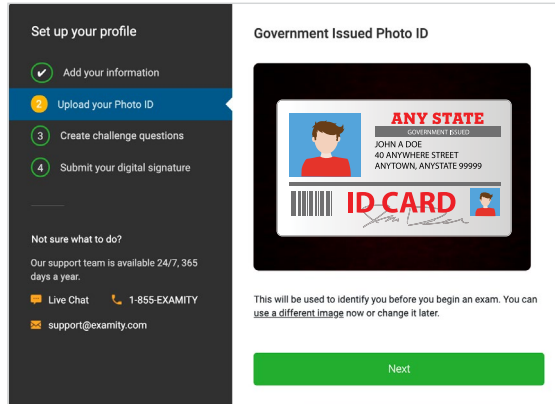


The screenshot shows a two-column form titled "Set up your profile". The left column contains a progress indicator with four steps: 1. Add your information (highlighted), 2. Upload your Photo ID, 3. Create challenge questions, and 4. Submit your digital signature. Below this is contact information: "Our support team is available 24/7, 365 days a year.", "Live Chat" with a speech bubble icon, "1-855-EXAMITY", and "support@examity.com". The right column is titled "Tell us a bit about you" and contains fields for "First Name" (Theodor), "Last Name" (Geisel), "Email Address" (acorindia@examity.com), and "Phone Number" (+555 555-5555). Below these is a "Time Zone" section with a "Set Automatically" toggle (checked) and a dropdown menu showing "America" and "Eastern Standard Time". A note at the bottom states: "This will allow our schedule to reflect exam slots in your time zone."

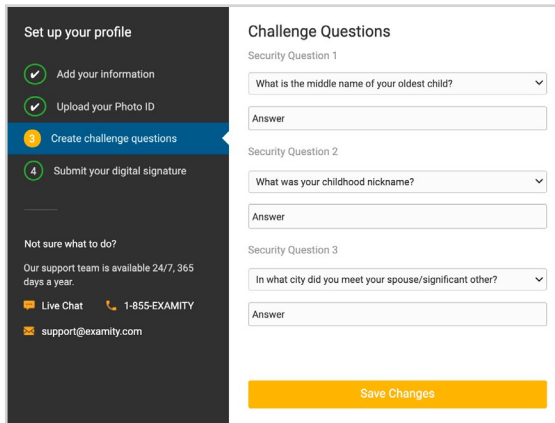
TIP:

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

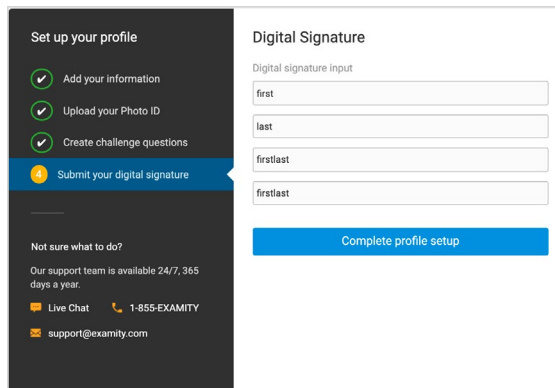
- 2 Upload a picture of your ID. Please note, for verification purposes, you will need to bring this ID with you every time you take a test.



- 3 Select and answer three challenge questions.

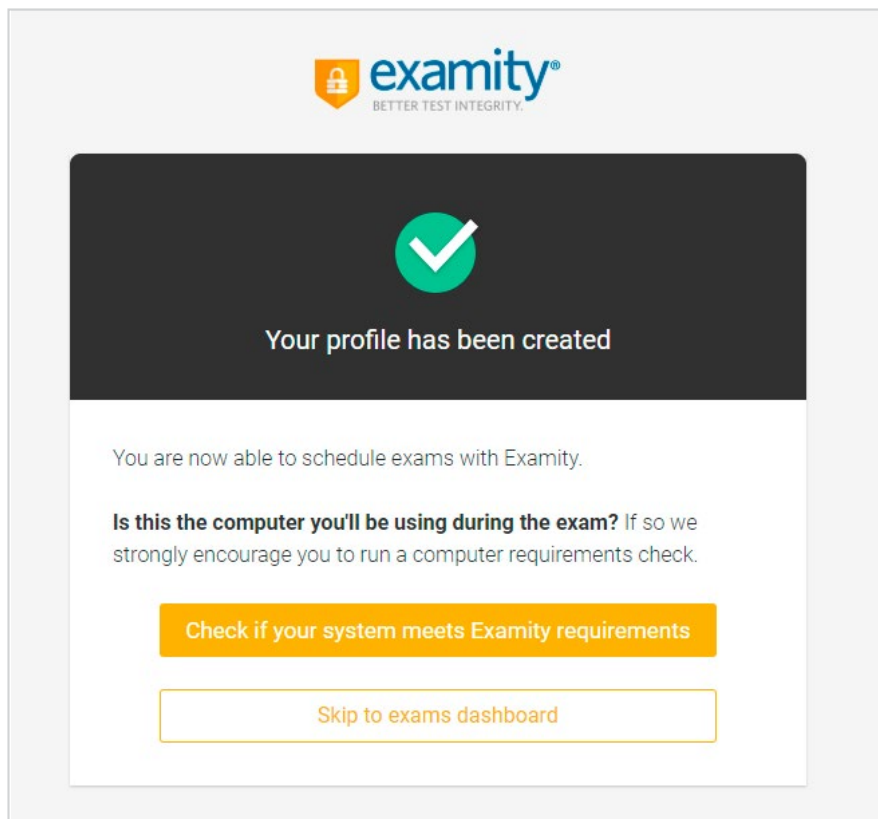


- 4 Submit your digital signature.



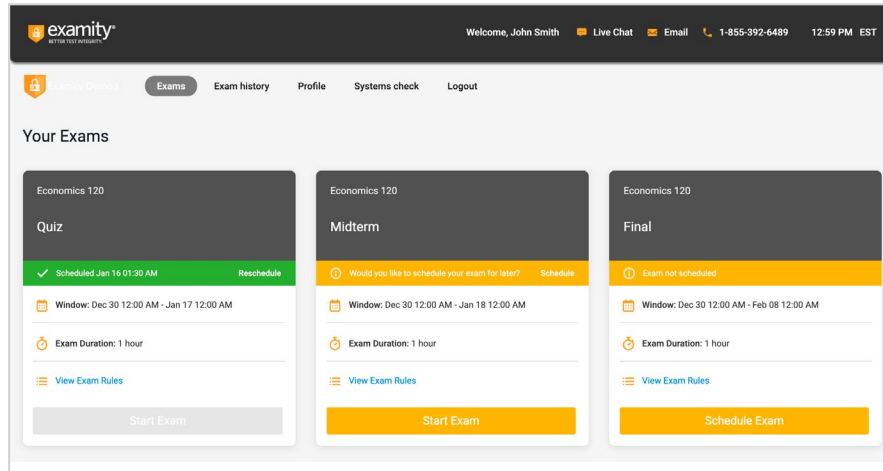
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Your profile has now been created. You should see a confirmation screen. Please select “Check if your system meets Examity requirements” before proceeding to the exam dashboard.



Navigating Your Dashboard

Once your profile is created, you will be directed to the Examity dashboard.



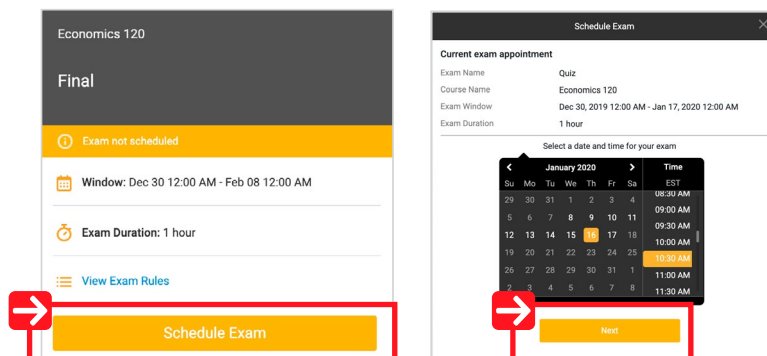
The Examity dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information. **Please note:** exams that do not require scheduling will simply say, “Start Exam” at the bottom of the exam card.

TIP:

To return to the Examity dashboard in the future, you can easily access it through Blackboard. To log in, open Blackboard, navigate to your course and select the Examity

Scheduling Your Exam

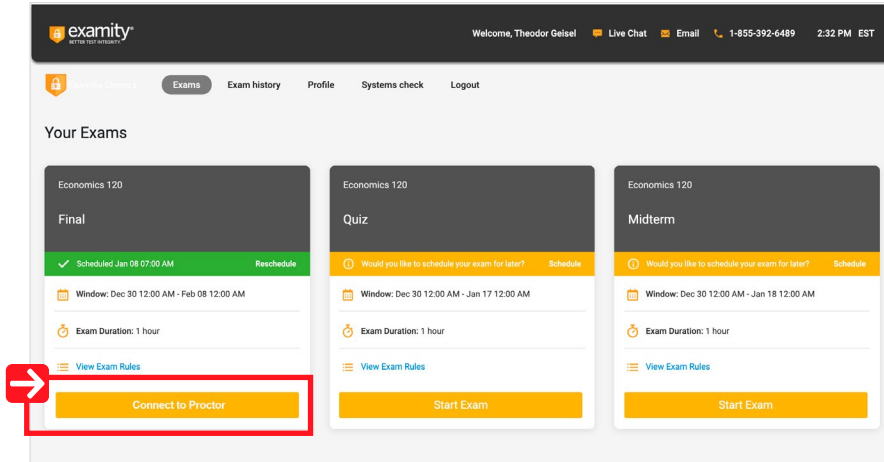
To schedule an exam, click “Schedule Exam” on the Exam card. Then select the date and time and click “Next.”



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Taking Your Exam

On the day of your exam, locate the exam card and select “Connect to Proctor.”

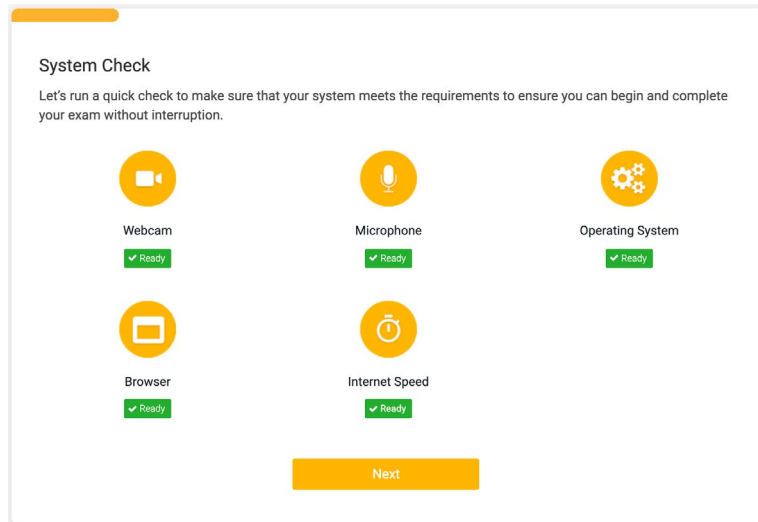


REMINDER:

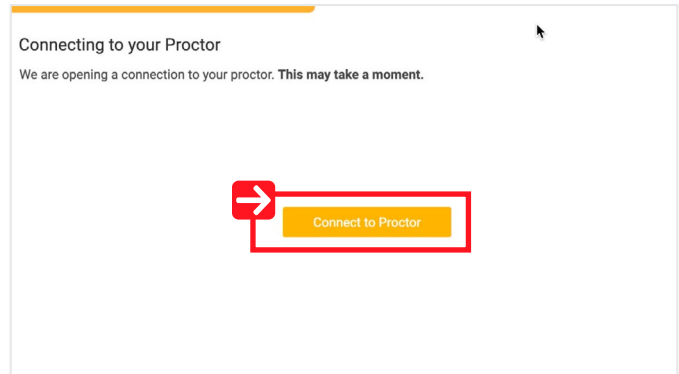
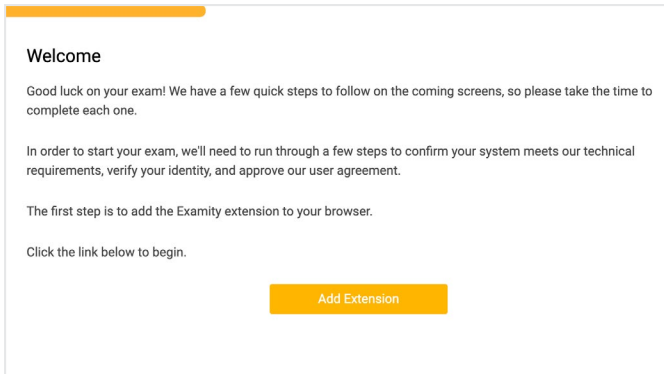
Before you start your exam, please confirm that you are accessing Examity through Chrome. If you are not using this browser, please restart your exam session in Chrome.

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.

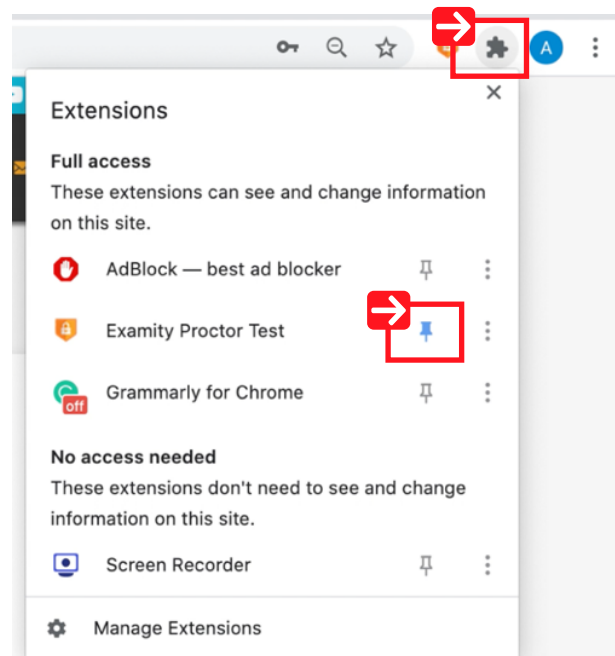


2 Browser Extension: Please follow the prompts to add the Eximity extension to your browser. Then click “Connect to Proctor.”

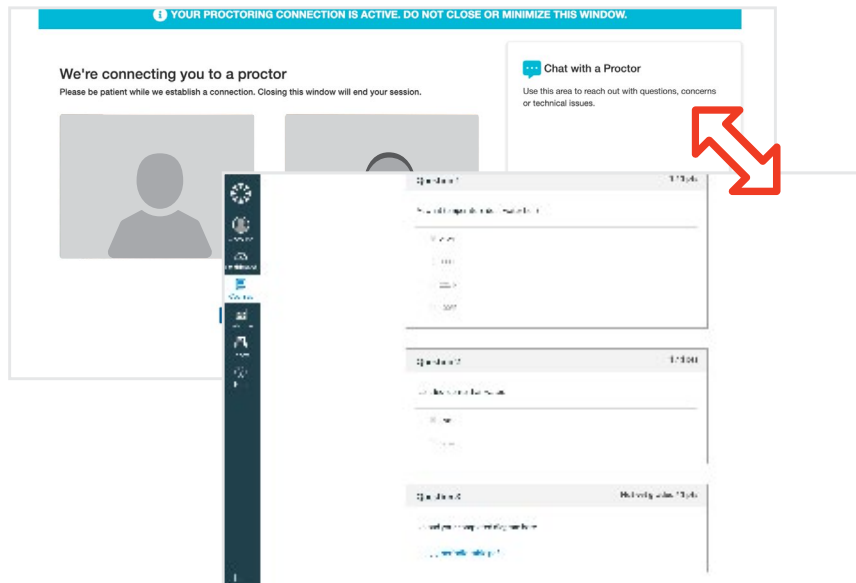
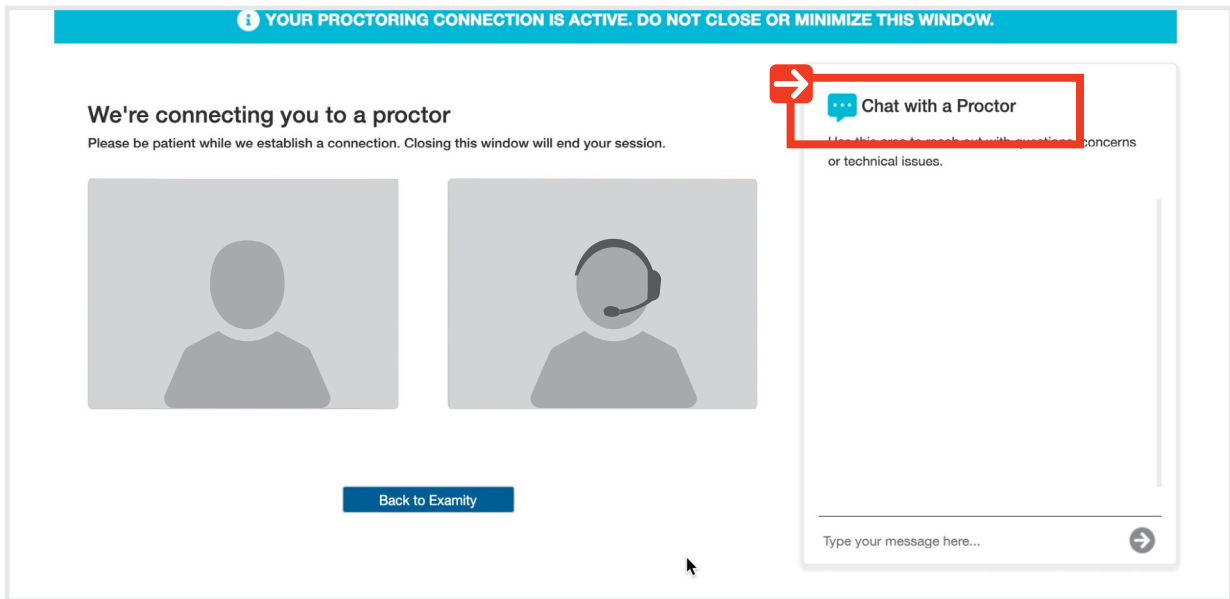


TIP:

If you see a puzzle piece instead of our extension, click the piece, then “pin” the Eximity extension to the toolbar as showing here.



- 3 Connect to Proctor:** You will now be connected to a proctor who will walk you through the ID verification process.



CHAT WITH A PROCTOR:

If you have any technical trouble during your exam, you can return to this window at any time to use the "Chat with a Proctor"

- 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.”

