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BETTER TEST INTEGRITY.

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**Email** Toolkit

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

**Dear Students:**

Your online tests will be proctored by Examity. This service will give you flexibility to schedule

exams at your convenience and take them wherever you want as long as you adhere to the exam rules set for the test.

 **Let’s get started!**

**CREATE A PROFILE**

 • Log into Canvas and select your course.

 • Next, click on the Examity link. This will bring you to your Examity dashboard.

 • Once on the dashboard, select “My Profile.”

 • Select your time zone. Your time zone should match the location in which you are testing.

 • Confirm your name, email address and provide a contact phone number.

 • Upload a picture of your government issued photo ID or student photo ID.

 • Select and answer 3 challenge questions.

Please note:

Your profile picture ID card must be clear and in color. If that’s not the case, you might be asked

to upload the image again. You will need to bring this ID with you every time you take a test for

verification purposes.

I will provide you with a step-by-step guide on how to use Examity. My goal is to keep setup,

scheduling and the test-taking process as simple as possible.

Examity offers 24/7 technical support. Call 855-EXAMITY, email support@examity.com or chat with a representative by clicking on the live chat link in your Examity portal.

**Good luck!**

**Instructor XXXX**

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**Email 1: Class Introduction to Examity**

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

**1**

**2**

**Dear Students:**

I am writing to remind you that your XXXX test is coming up.

Please access Examity via Canvas and schedule your test. If you have not set up your Examity

profile, you must do so immediately.

The test will be available between MMDDYY and MMDDYY. It must be completed by MMDDYY

at XX:YY AM/PM.

**HOW TO CREATE A PROFILE:**

 • Log into your course within Canvas and select the Examity link.

 • Click on “My Profile” to select your time zone, upload your picture ID, select and answer
 challenge questions and enter your biometric keystroke information.

 • Once your profile is complete, you will be able to schedule your test.

**HOW TO SCHEDULE:**

 • Select “Schedule Exam” on the Dashboard

 • Pick your instructor, course, and exam from the drop down menu.

 • If you need to schedule less than 24 hours in advance, use the on-demand scheduling

 option; this option will cost $3.00.

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**Good luck!**

**Instructor XXXX**

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**Email 2: Registration Number**

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

**Dear Students:**

This is your final reminder. Your XXXX test is now open. You have from now until XX:YY AM/PM on MM/DD/YY to complete it. If you haven’t already scheduled the exam with Examity, you must do so immediately. To schedule your exam less than 24 hours in advance, please enable the “on-demand” scheduling button and note that **you will be charged $3.00.**

To do so, you must:

 • Log into Canvas, click on your course and click on the Examity link on the left side of the

 homepage. This will take you to your Examity dashboard.

 • From the dashboard, click the “Schedule Exam” tab. Please note that you cannot
 schedule an exam unless your profile is created.

 • Choose your instructor, course and exam name from the drop down menus.

 • Select your preferred date and time from the calendar. Please remember, you will not be
 able to schedule an appointment less than 24 hours in advance unless you enable the
 on-demand scheduling button.

 • When it is time for your test, access Examity through Canvas. Click the “Start Exam”

 tab on the Examity dashboard.

**Good luck!**

**Instructor XXXX**

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**Email 3: Test Is Live**

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