



Student Quick Guide



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Technical Requirements

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

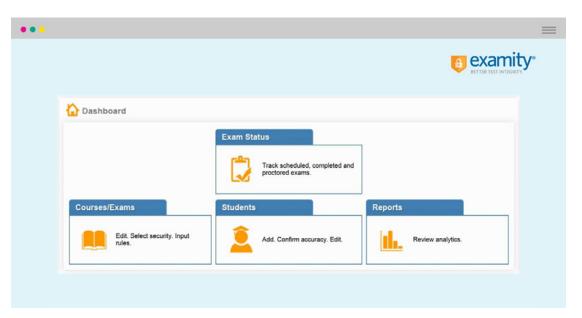
- Browser: Google Chrome or Mozilla Firefox, please disable your pop-up blocker
- Equipment:
 - Desktop or laptop computer (tablets and Chromebooks are not supported)
 - Built-in or external webcam
 - Built-in or external microphone
 - Built-in or external speakers
- Internet: An upload and download speed of 2Mbps



Accessing Examity

You can easily access Examity through Canvas.

First, **login** to your course in Canvas, then click on the **Examity link**. This will bring you to your Examity dashboard.



From here, you can create or edit your profile and schedule, reschedule or cancel your exam. This is also where you will go to start your exam.



Getting Started

You must complete your profile in order to schedule your exam. Create your Examity profile by selecting **"My Profile"** from the dashboard.

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Bashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Exam Tools Logout Lats_Chat, Email.Support Phone Support 657 Dashboard	EXAMITY
Start Exam Image: Start Exam	

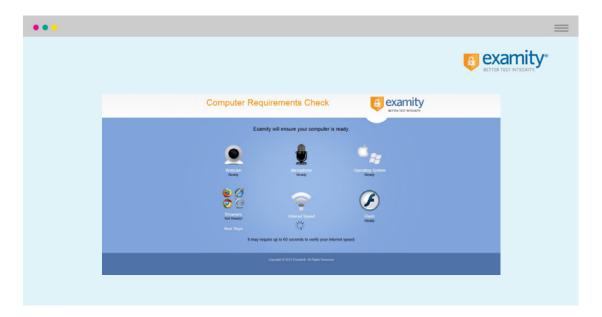
First, select your time zone. **Please be advised**, your time zone must reflect the location in which you plan on testing. Then upload your picture identification card. **Please note**, for verification purposes, you will need to bring this ID with you every time you take a test. Next, select and answer three unique security questions

Exam Requirements Check	This information will be used for future verification. Please select questions that you can accurately remember.
C Time zone C countSHOW [®] C countROVIC [®] C countREY [®]	Security Question #1 :Select Security question
	Security Question #2 - Select Security question
Account Information	Answer
Account information has been updated successfully.	Security Question #3Select Security question
Account information has been updated successfully.	Answer
First Name Jackic Last Name Smith Email smith@examily.com Phone Namber 5555555 Time Zone Exatem Time (J102-05.00.00)	Save Ganot
	examiKEY ®
examiSHOW ®	This information will be used for future verification. Please type as you normally would.
	Enter First Name (NO CAPS) (example: john)
Take a picture of your photo To using a smarphone, camera or webcarn. Save the image of the picture to your PC. Uplaad the image them your PC to Examily.	Enter Last Name (example: smith (example: smith)
Breese.	Enter First Name and Last Name (NO CAPS, NO SPACES) (example: johnsmith)
	Re-enter First Name and Last Name (NO CAPS, NO SPACES) (example: johnsmith)

Finally, enter your **keystroke biometric signature**.

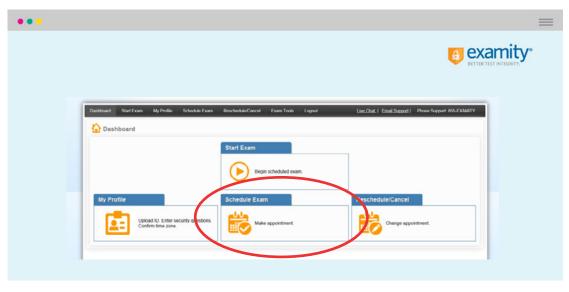


Once your profile is complete, you are strongly encouraged to run a computer requirements check. To complete a computer requirements check, click the link in the upper right hand corner of the **"My Profile"** page. You should run the check on the same computer you will be using to take the exam.



Scheduling Your Exam

You must complete your profile in order to schedule your exam. Create your Examity profile by selecting **"My Profile"** from the dashboard.





Select your instructor, course and exam name from the drop down menus. Next, you will see a calendar. Select your preferred date and time. If you are scheduling less than 24 hours in advance, you must select the **"On-Demand"** scheduling option. **On-demand charges are \$3.00.** Examity proctoring service is available 24/7.

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• •	lick "Schedule."																
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Rescheduling or Cancelling Your Exam

If you need to reschedule or cancel your exam, click the **"Reschedule/Cancel"** tab on the top navigation bar or on your dashboard. Select the exam you want to reschedule or cancel from the menu that appears. If you cancel or reschedule your exam less than 24 hours in advance, **you will be charged \$3.00.**

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	Examity*
Dashboard	
Start Exam	
Begin scheduled exam.	
My Profile Schedule Exam Reschedule/Cancel	
Uplicad ID. Entited Security Questions.	



Taking Your Exam

On your Examity dashboard, select "Start Exam" and click on "Connect to Proctor."

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Proctor support will walk you through the authentication process. You will be asked to:

- **1.** Verify your identity. Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.
- 2. Review the exam rules.
- **3.** Show your desk and workspace. The proctor will ask you to complete a 360° room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any materials unauthorized by your instructor.



Next, answer a security question.

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	Cashickrove cashic	
	You have three attempts to answer the above question.	
	Note that answers are not case-sensitive.	
	Subm	

Type your unique biometric signature as per your profile setup.

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examiKEY *			
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	Enter Last Name (NO CAPS)	smith	
	Enter First Name and Last Name (NO CAPS, NO SPACES)	jackiesmith Submit	

Agree to the user agreement and exam rules.

User Agreement	•					
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Once you have finished the authentication process, click on the **"Begin Exam"** link. Your proctor will enter the password for you. In order to do this; please understand that you will need to grant the proctor keyboard and mouse control of your computer in order to enter the password. Once the password has been entered, you are ready to begin!

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Begin Exam						
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Please Note: We encourage test-takers to arrive 15 minutes prior to the start of their exam. This will allow ample time to connect with your proctor and troubleshoot any technical issues that may arise.

Also, the time it takes you to connect to proctor support and complete the authentication process does **NOT** count towards your exam duration.

MAKE SURE YOUR POP-UP BLOCKER IS DISABLED. Otherwise, you will not be able to connect with proctor support.