

Student Integrated Quick Guide





Accessing Examity®

You can easily access Examity[®] through Canvas.

First, select the name of your course. Next, click on the Examity® link.





This will bring you to your Examity® dashboard.

E	examity Single Sign-On	
		EETTER TEST AVEGARITY
	Dashboard Start Exam My Profile Schedule Exam RescheduleCancel Exam Tools Lo	ogout <u>Live Chat.</u> E <u>mail Support</u> Phone Support: 855-EXAMITY
	Start Exam Begin scheduled exam.	
	My Profile Schedule Exam Upload ID. Enter security questions. Confirm time zone: Make appointment.	Reschedule/Cancel

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.



Dashboard	Start Exam M	dy Profile Schw	dule Exam Res	chedule/Cancel	Exam Tools	Logout	Live Chat. Email	Support Phone Supp	ort 855-EXAM
			St	art Exam					
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First, select your time zone. 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
	Security Question #1 Security question Answer Security question
	Security Question #2 :Select Security question
Account Information	Answer
Account information has been updated successfully.	Security Question #3 : -Select Security question-
Account information has been updated successfully.	Answer
First Name Jackie Smith Email smith@examily.com Phone Number 555555555 Time Zone Eastern Time (UTC-05 00 00)	Swe Cancel
Edit Edit	examiKEY ®
examiSHOW ®	This information will be used for future verification. Please type as you normally would.
	Enter First Name jackie (example: john)
Take a picture of your photo ID using a smartphone, camera or webcam. Save the image of the picture to your PC. Upload the image from your PC to Examity.	Enter Last Name (NO CAPS) (example: smith)
Browse	Enter First Name and Last Name [jackiesmith] (example: johnsmith)
Tiplant'	Re-enter First Name and Last Name (NO CAPS, NO SPACES) [jackiesmith] X (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.



Computer Requ	irements Check	examity EXTER TEST INTEGRITY	
Exam	ity will ensure your computer is r	eady.	
۲	•	ú.	
Webcam Ready	Microphone Ready	Operating System Ready	
e 6	~	F	
Browsens Not Readyt Next Steps	Internet Speed	Floot Ready	
It may roqu	uire up to 60 seconds to verify your inter	net speed.	
	Copyright & 2013 Examply 8. Ad Plants Reserved.		

Scheduling Your Exam

When you are ready to schedule an exam, click "Schedule Exam" on the dashboard.

Dashboard	Start Exam My P	rofile Schedule Exam	Reschedule/Cancel	Exam Tools	Logout	Live Chat. Email Support	Phone Support: 855-EXAMI
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			Begi	n scheduled exan	n]	
			0				_
My Pro	ofile		Schedule Exar	m		Reschedule/Cancel	

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.



SCHEDULE an Exam: Select Instructor, Cours Select Date and Time. Click "Schedule."	e and E	xam.							hedule Exam." Date and Time			Click	EL an Exan "Cancel App in pop-up mes	ointment."	
Instructor Name				Goi	irse N	ame		E	kam Name	1	Exam Duration	1	Exam can	be scheduled	between
Test Instructor Test Instru	•		Proct	tor Tra	ining		•	Mock Pro	ctor Session	•	5 Minutes	10	/26/2015 12:0	0 AM - 11/28/	2015 11:59 PM
	44	4	Nover	mber	2015	•					Sele	ct Time			
	Su	Mo	Tu	We	Th	Fr	Sa	12:00 AM	12:30 AM	01:00 AN	01:30 AM	02:90 AM	02:30 AM	03:00 AM	03:30 AM
	25	26	27	28	29	30	31								
	1	2	3	4	5	6	7								
	8	9	10	11	12	13	14								
	15	16	17	18	19	20	21	04:00 PM	04:30 PM	05:00 PM	05:30 PM	06:00 PM	06:30 PM	07:00 PM	07:30 PM
	22	23	24	25	26	27	28	08.00 PM	08.30 PM	09:00 PM	09.30 PM	10.00 PM	10:30 PM	11.00 PM	11:30 PM
	29	30	1	2	- 3	.4	5								

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.

Dashboard	Start Exam	My Profile	Schedule Exam	Reschedule/Cancel	Exam Tools	Logout	Live Chat	Email.Support	Phone Support 855-EXAI
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				Beg	in scheduled exar	n.			
My Pro	file			Schedule Exa	m		Resche	dule/Cancel	
-	Uplo	ad ID. Enter se	curity questions.	وليلع	e appointment.	(يليلع	Change appo	

Taking Your Exam



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

Start Exam			
Please turn OF	F pop-up blocker on your browser		
Exam ID Course Name Exam I	Computer Requirements Che	Exam Time	Action
4100231 Proctor Training Mock Proct	Charles	4:00 PM	Connect to proctor
92 0 2013 - 2015E	10W [®] examiltONOW [®]	examiKEY [®] User Agreements	Begin Exam
	Welcome to	the ID verification process.	
In a	moment, you will see a "Proceed"	outton. Click to connect with a proctor, who wil	l guide you.

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.



0		-0	0	0
examiSHOW ®	examiKNOW ®	examiKEY ®	User Agreements	Begin Exam
	You have three attempts	to answer the above	question.	

Type your unique biometric signature as per your profile setup.

0		-0		-0	
examiSHOW ®	examiKNOW ®	exam	iKEY ®	User Agreements	Begin Exam
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	Enter First N (NO CA		jackie		
	Enter Last N	lame	annith		
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	Enter First Name and Last N (NO CAPS, NO SPAC		jackiesmit	h	
	V · · · · · · · · · · · · · · · · · · ·		Submit		

Agree to the user agreement and exam rules.

	examiSHOW ®	examiKNOW ®	examiKEY ®		
			examiker -	User Agreements	Begin Exam
				misrepresentation and agree to such party make any request of	I agree Disagree
and warrant that provided is comp	(a) you are the enrolled	student who is authorized to ta fully understand that any falsifi	ake the applicable exam and	your own risk, and you represent d (b) the identification you have these terms of use and will be	OI agree ODisagree

Once you have finished the authentication process, click on the "Begin Exam" link. Your proctor will enter the password for you. Once the password has been entered, you are ready to begin!



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.

Examity® System Requirements

You must take the exam on a desktop computer or laptop (not a tablet).

You must have a working built-in or external webcam and microphone.

Your Internet speed must be at least 2 Mbps download and 2 Mbps upload. Determine your Internet speed by running a test at: <u>http://www.speedtest.net</u>

Reaching Support. All day and all of the night.

Phone: 855-392-6489 Email: <u>support@examity.com</u> Live Chat: Click on the live chat link located at the top and bottom of your Examity[®] portal.