



# Automated Proctoring Test-taker Guide

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

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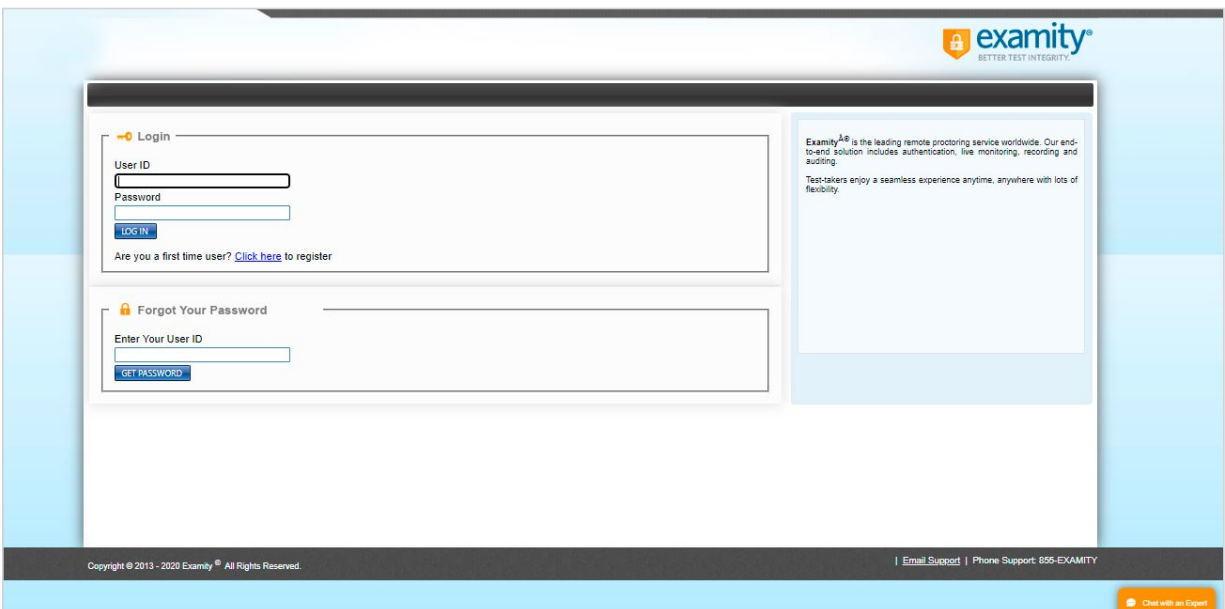
### Technical Requirements

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

- **Browser:** Google Chrome or Mozilla Firefox, please disable your pop-up blocker
- **Equipment:**
  - Desktop, Chromebook or a laptop computer (tablets and mobile devices 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 at least 2Mbps

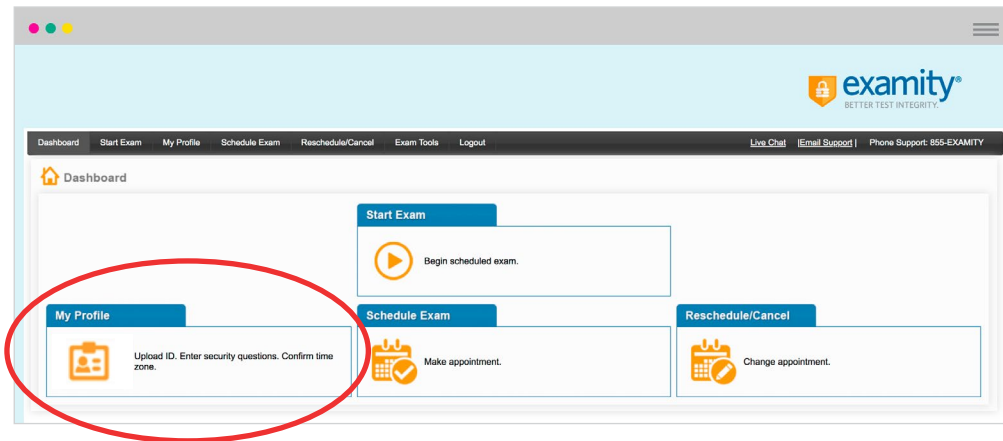
## Navigating to Your Examity Dashboard

- ✓ You will receive an email from ACCUPLACER with your voucher code. This voucher code was created by your institution and will allow you to schedule and take your exam.
- ✓ Click the Examity link from the email to register. Enter your first name, last name and email address.
- ✓ You will receive a confirmation email from Examity with login credentials.
- ✓ Log into Examity with the user ID and password provided to you, then you can complete your profile and schedule your exam.



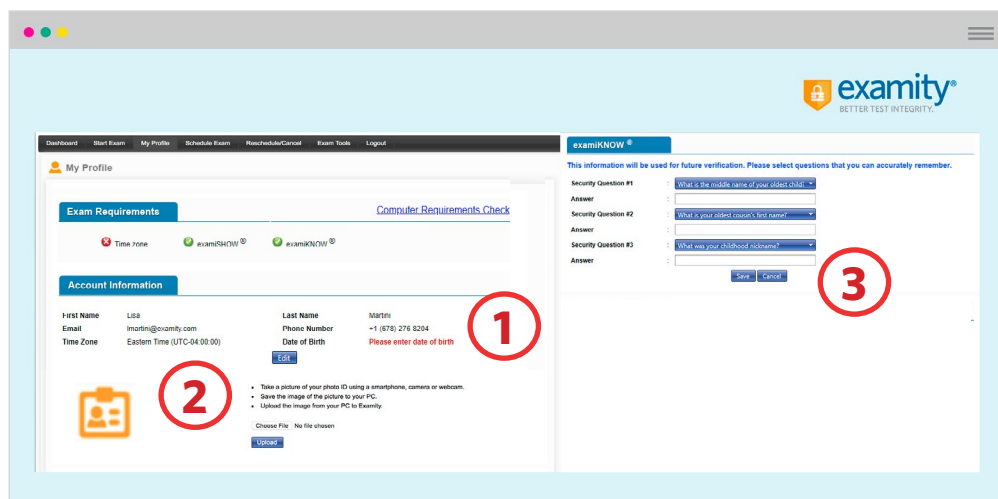
## Completing Your Profile

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 three simple steps.

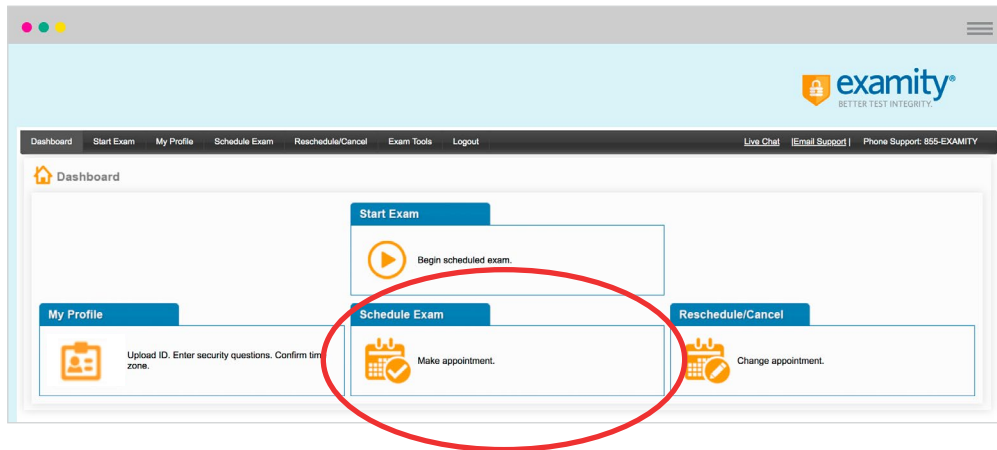
1. Choose your time zone and enter your your phone number and birth date. **Please be advised**, your time zone must reflect the location in which you plan on testing
2. Upload a picture of your ID. **Please note**, for verification purposes, you will need to bring this ID with you every time you take a test
3. Select and answer three unique security questions



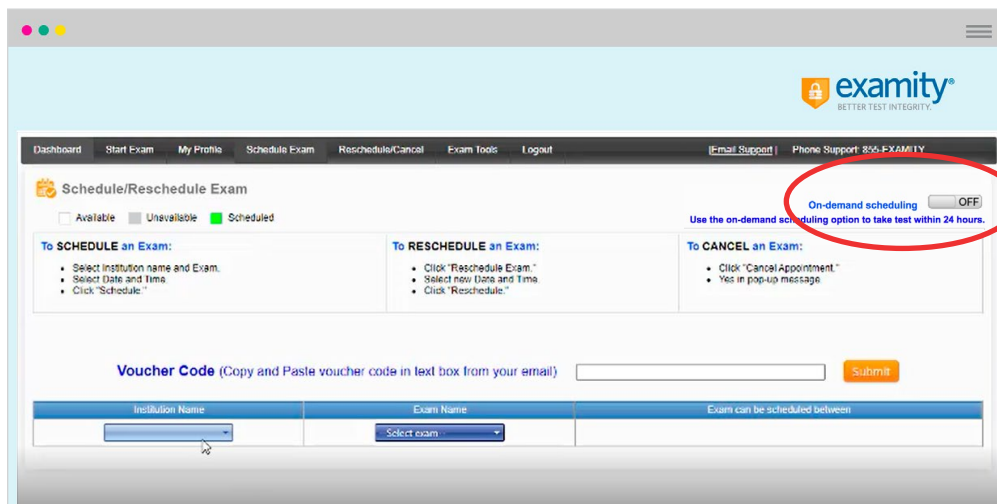
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## Scheduling Your Exam

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.



Enter the voucher number from the email you received from ACCUPLACER and press the Submit button. Once your voucher has been validated, locate your institution 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.”

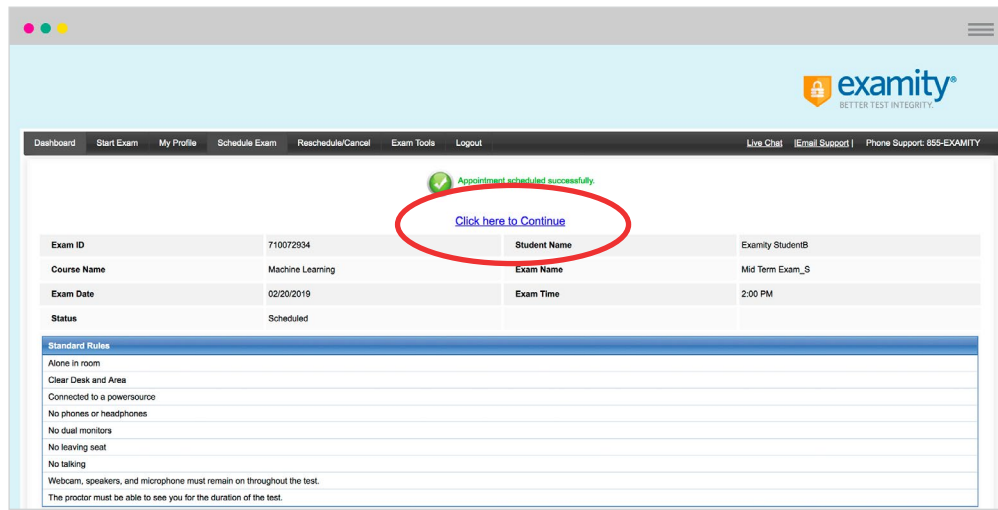


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Based on your appointment time, please select the appropriate next step.

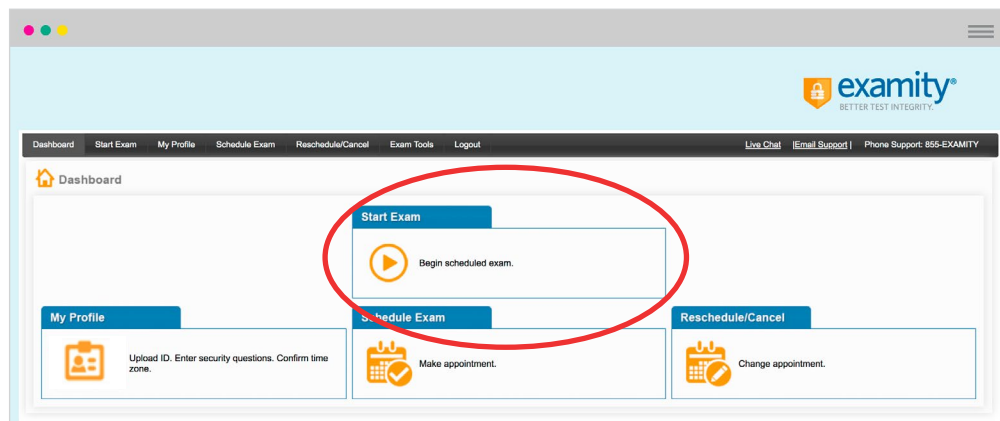
### Testing Now?

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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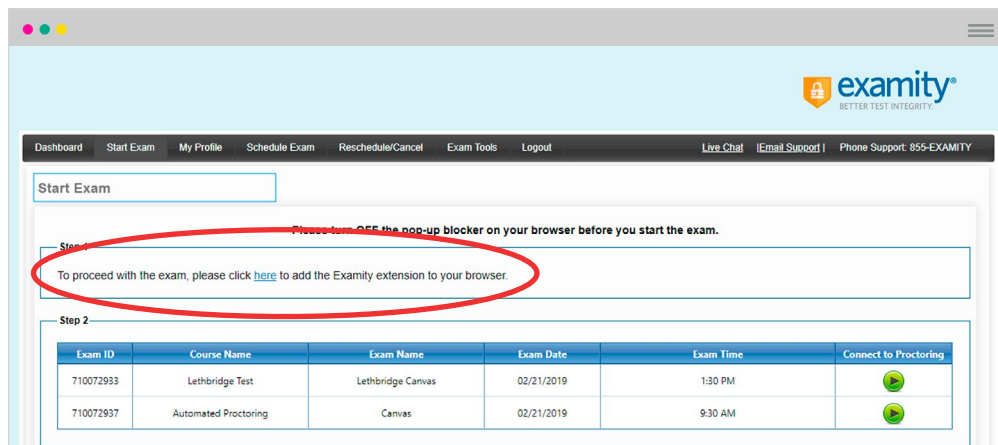
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## Taking Your Exam

### REMINDER:

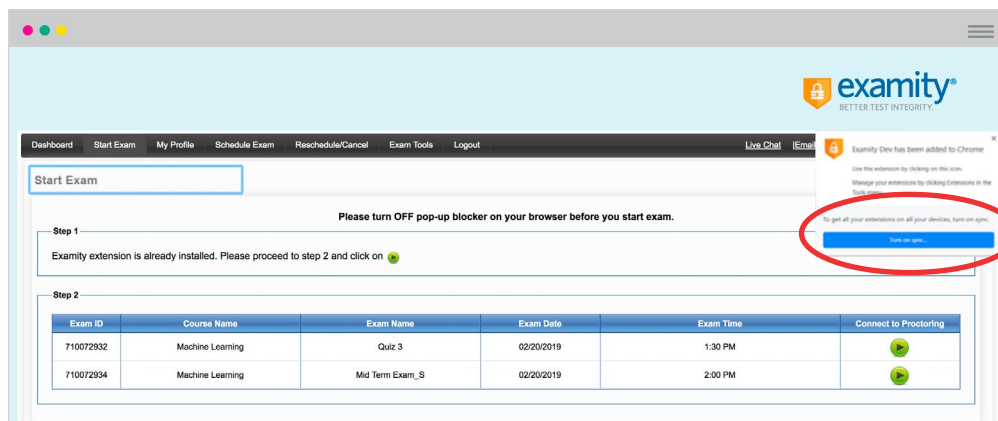
Before you start your exam, please confirm that you are accessing Examity through Google Chrome or Mozilla Firefox. If you are not using either of these browsers, please restart your exam session in Chrome or Firefox. Firefox cannot be used on a Chromebook.

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



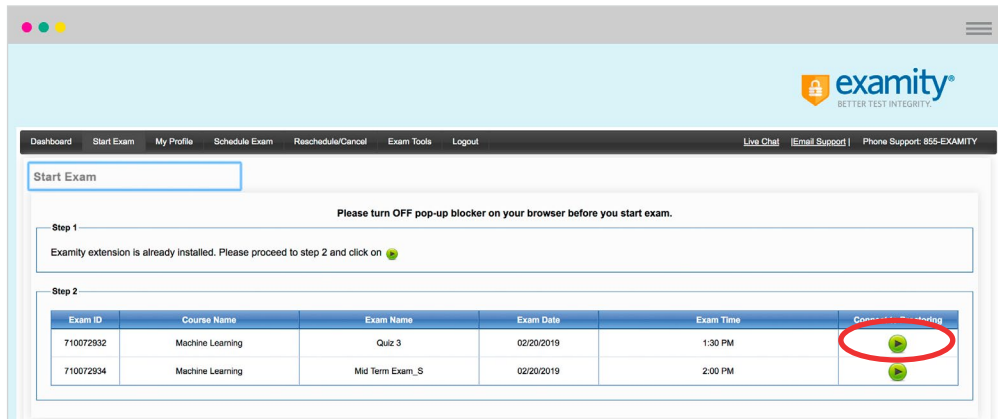
- **Using Google Chrome** -You will be sent to the Chrome store and prompted to download the Examity extension. After the extension is installed, you will return to the Examity dashboard.
- **Using Mozilla Firefox** -The Examity extension will automatically install on your computer. Remember that Firefox works on desktops and laptops, but not Chromebooks.

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

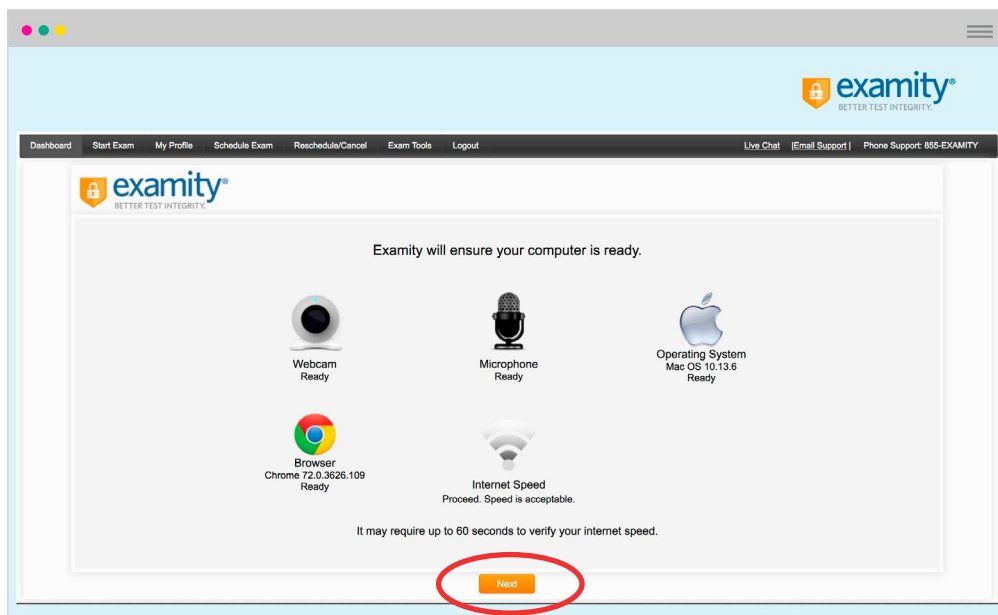


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To continue, click on the “Connect to Proctoring” button to launch your proctoring session.



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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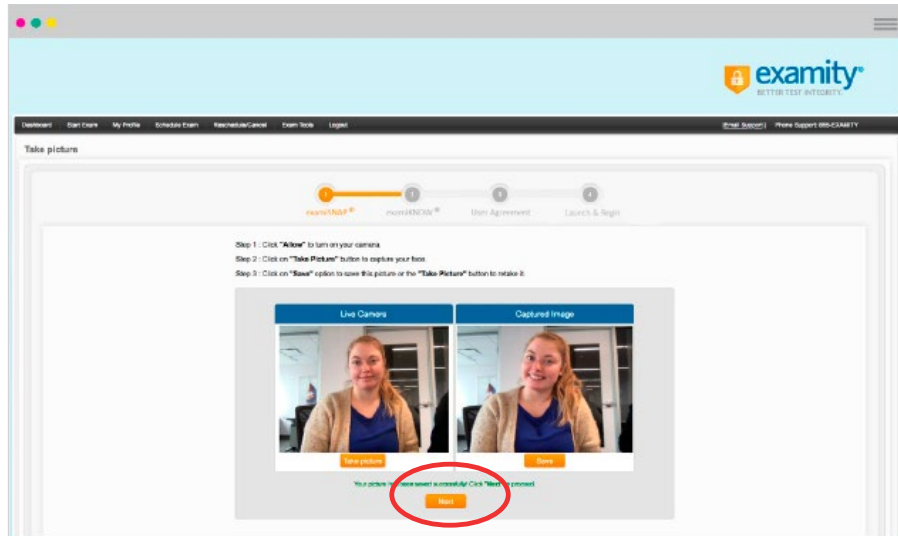
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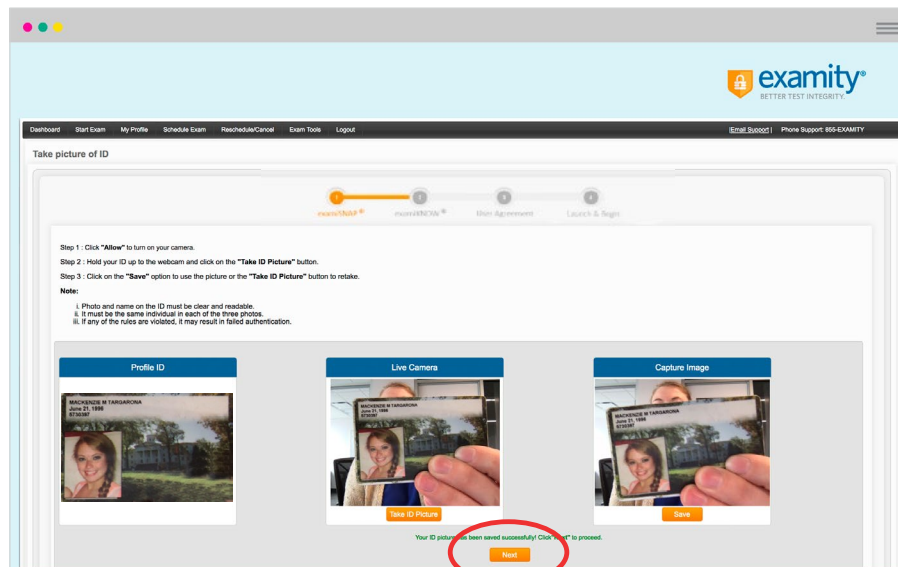
Exami will now verify your identity through our authentication steps: examiSNAP and examiKNOW.

## examiSNAP

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



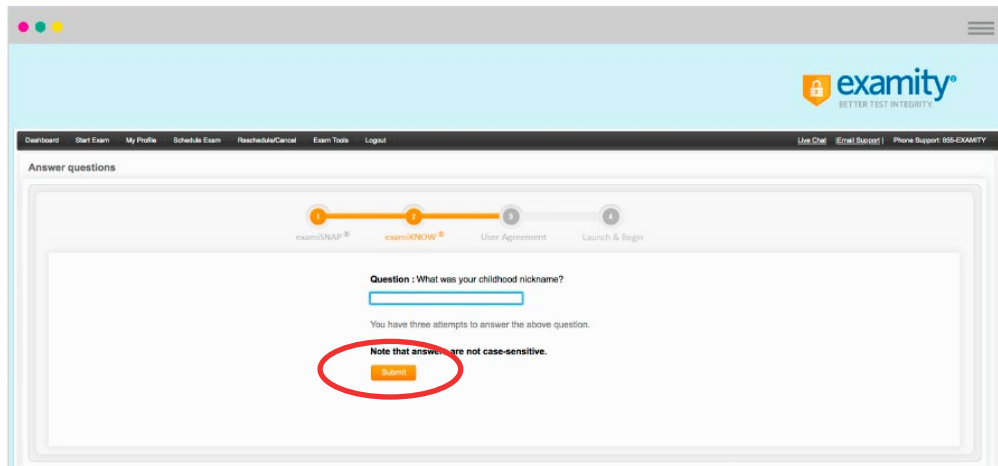
Exami will prompt you to take a picture of your ID. Please choose “Allow” to allow Exami to access your camera. Once ready, click “Take ID Picture.” Please confirm your full name and image are clear in the picture. When ready, select “Save” to upload the picture and “Next” to continue.



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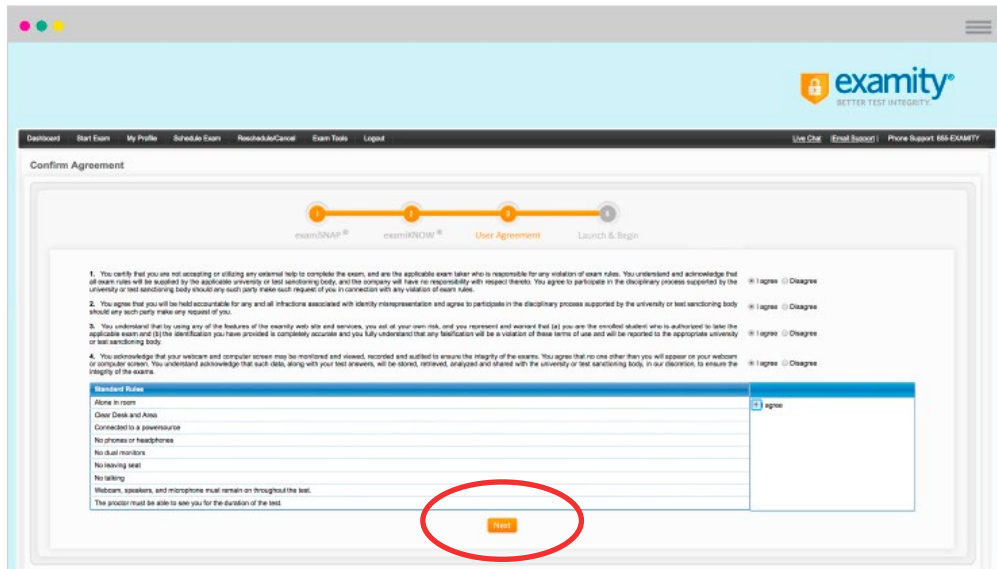
## examiKNOW

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



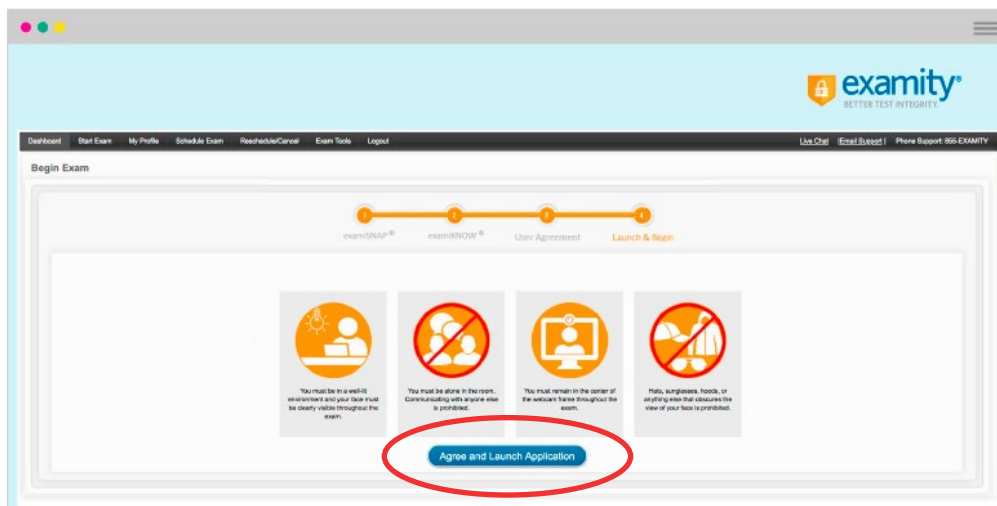
## User Agreement

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.



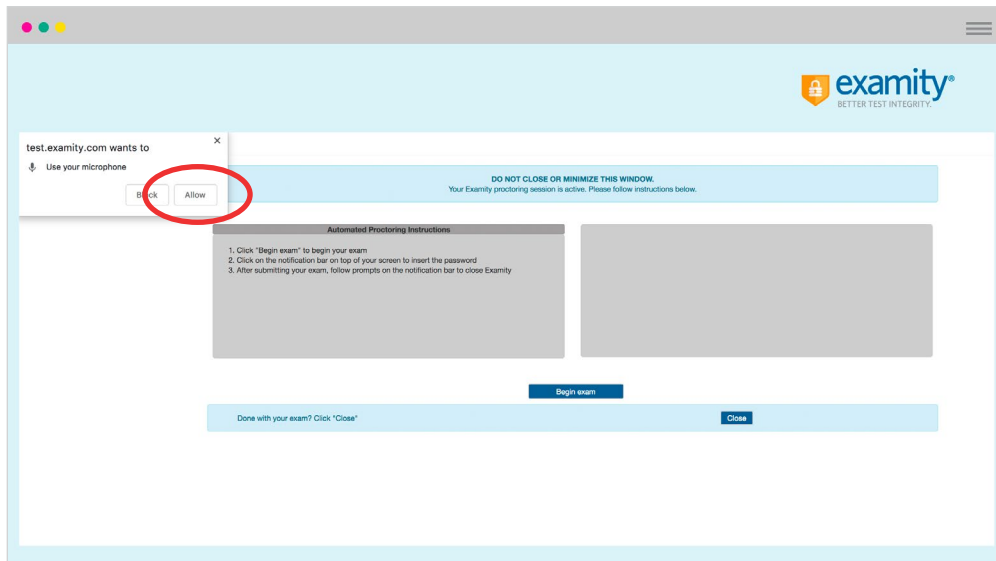
## Agree and Launch

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

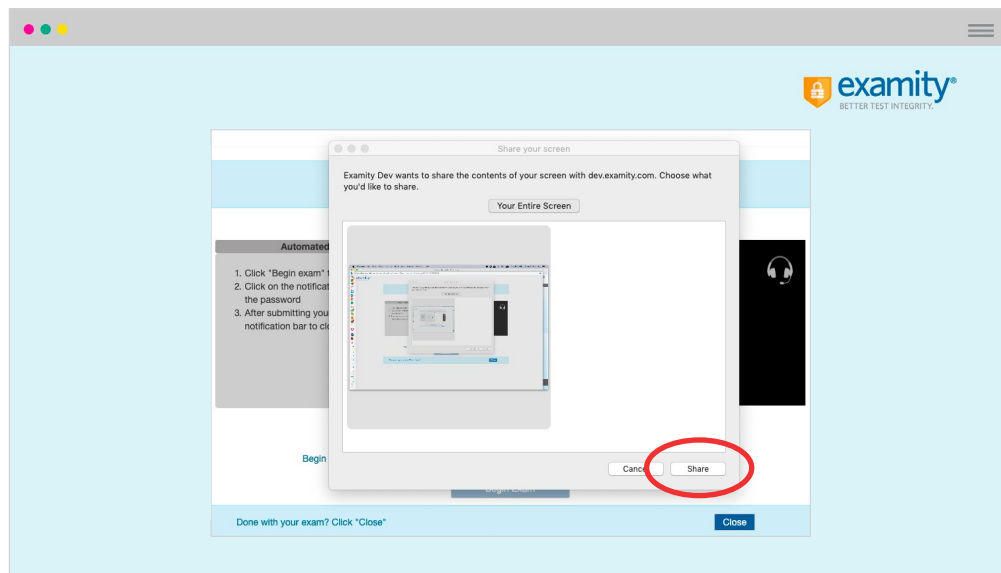


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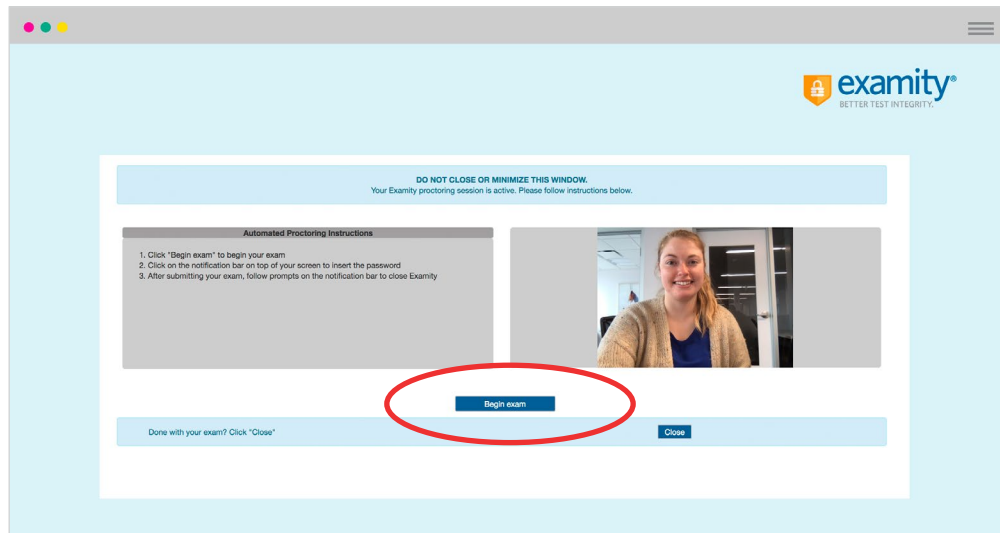
You will navigate to a new screen and a pop-up window will appear asking you to grant Examity access to your microphone. Please choose “Allow” in the pop-up window.



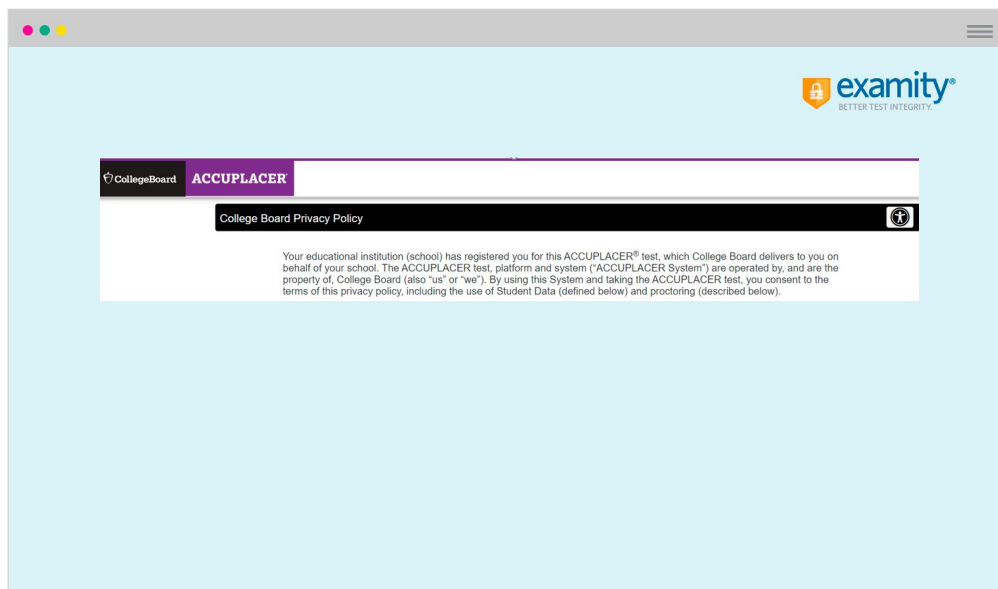
You will see a pop-up window appear, prompting you to share your screen. Please select “Share” in the pop-up window.



The pop-up windows will disappear, and the “Begin Exam” button will be enabled. Please select this button.

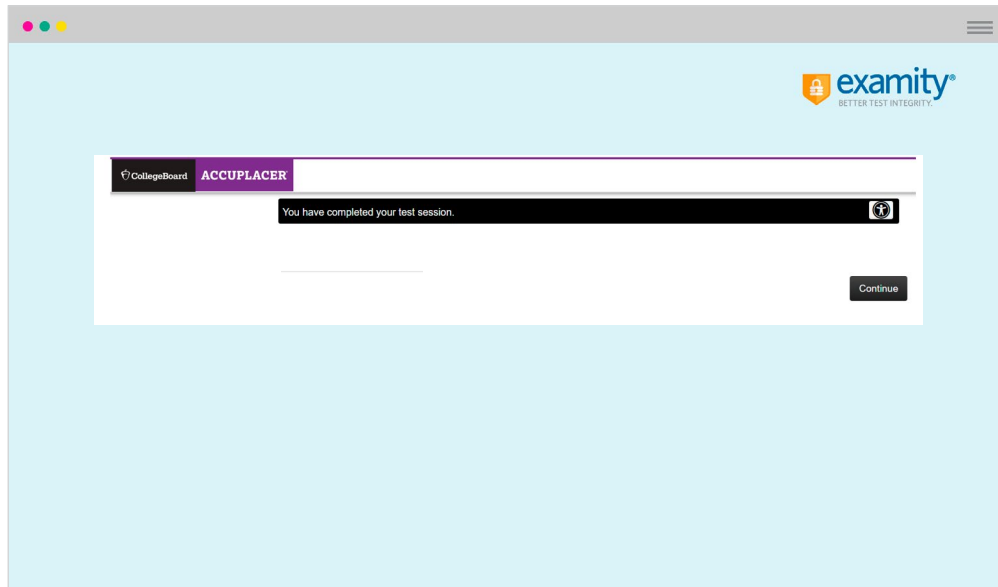


You will now be redirected to your exam.

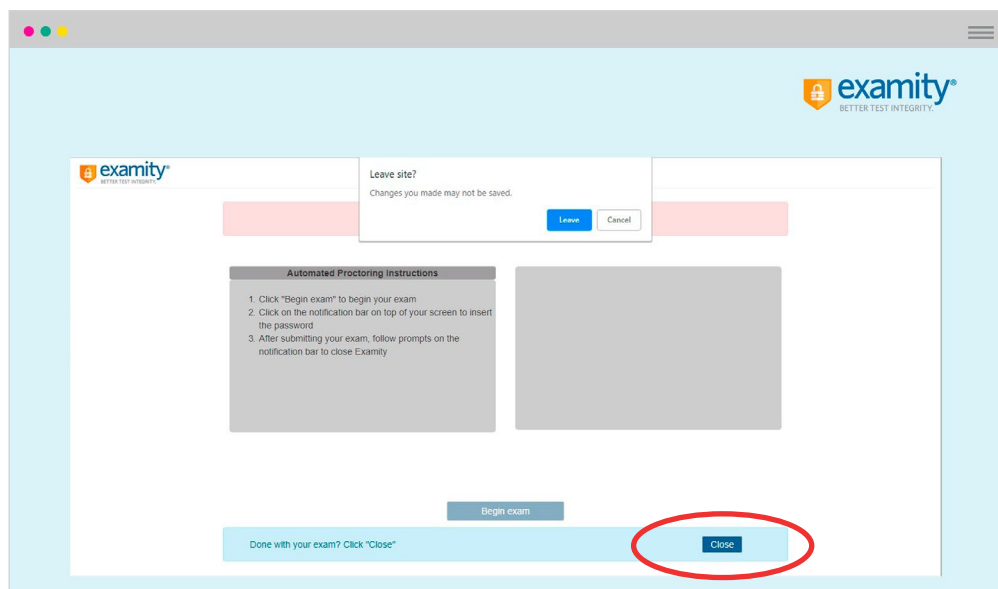


## Submitting Your Exam

Once you have completed your exam, follow the prompts to submit your test and view your score.



Navigate back to the Examity proctoring window. Select the "Close" button to uninstall the Examity extension and leave the Examity platform.



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