



Automated Proctoring Exam Candidate Guide

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

Table of Contents

Technical Requirements	1
Getting Started	2
Creating Your Profile	3
Scheduling Your Exam.....	4
Check Your Browser Settings.....	5
Taking Your Exam.....	7
User Agreement	11
Submitting Your Exam.....	14

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

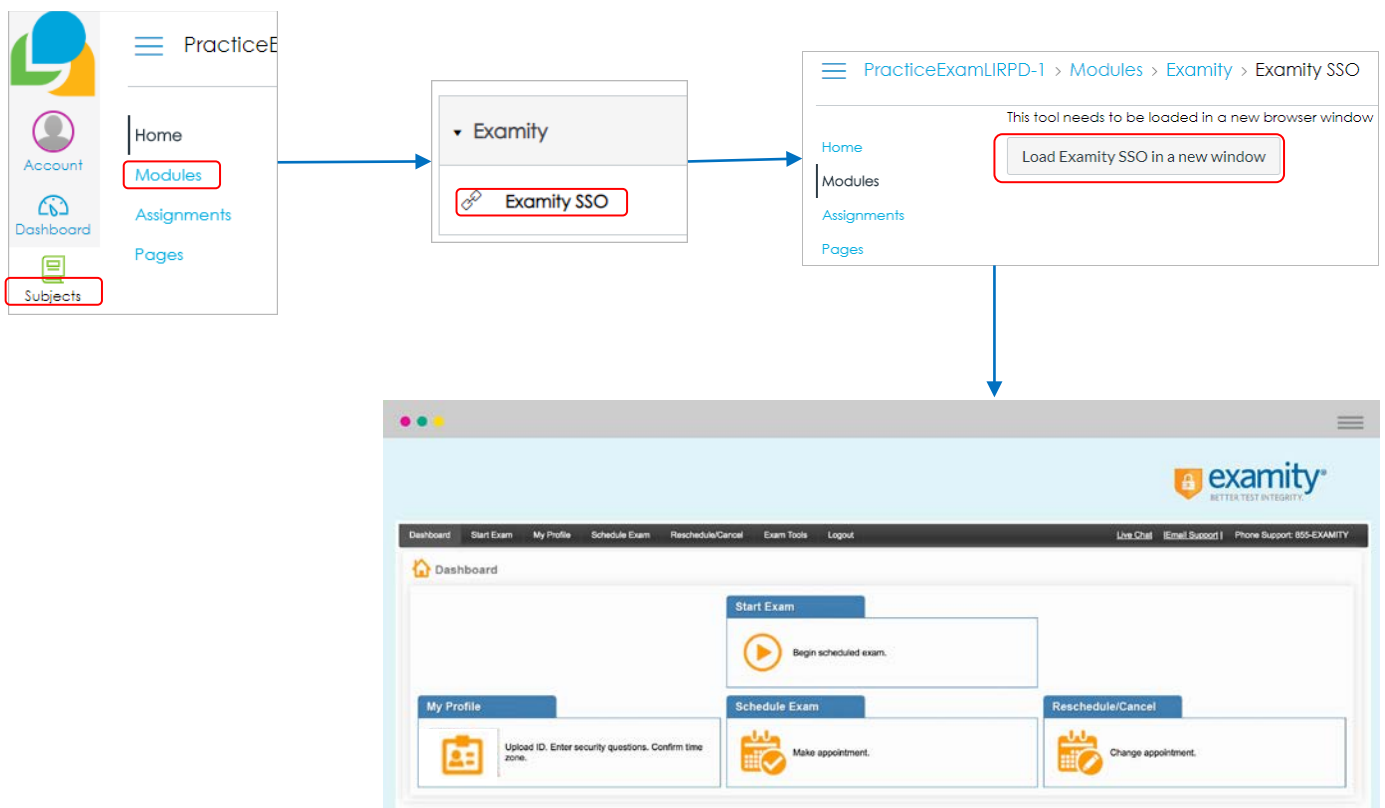
TIP:

The Examity dashboard is where you will schedule, reschedule or cancel exams. In addition, your dashboard offers access to create and edit your profile information.

Getting Started

Examity is easily accessible through Canvas.

1. Login to your Canvas exam
2. Select “Subjects” → then “Modules” in the left hand menu
3. Open the Examity SSO to Load in a new window
4. This will bring you to the Examity dashboard.

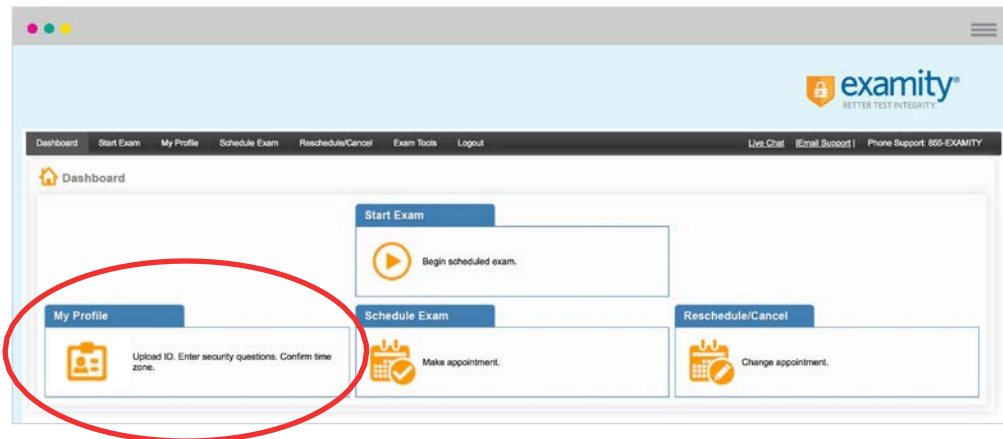


TIP:

The Examity dashboard is where you will schedule, reschedule or cancel exams. In addition, your dashboard offers access to create and edit your profile information.

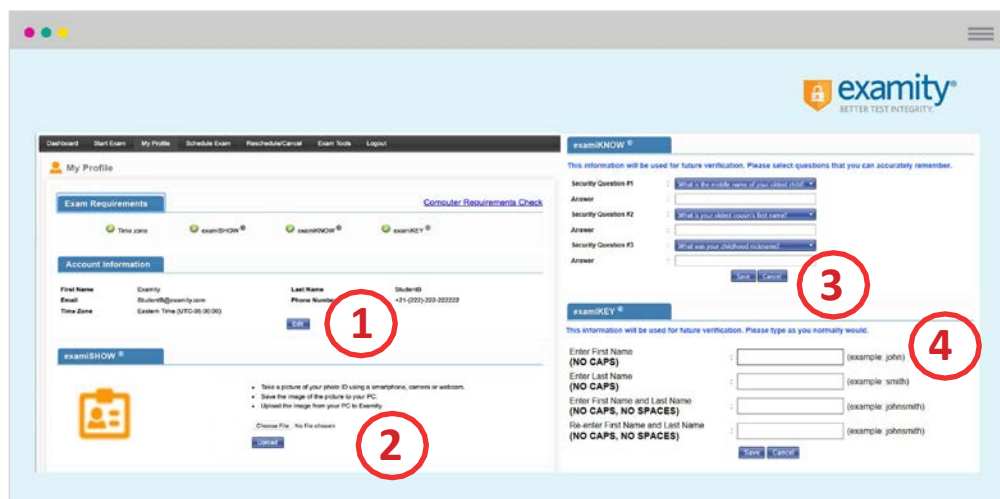
Creating Your Profile

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 four simple steps:

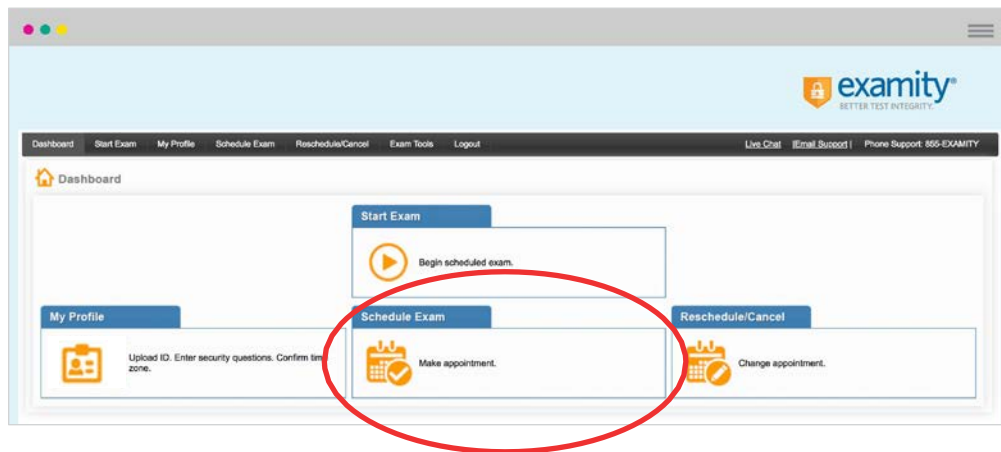
1. Choose your time zone. **Please be advised**, your time zone must reflect the location in which you plan on doing your exam
2. Upload a picture of your ID. **Please note**, for verification purposes, you will need to bring this ID with you every time you take an exam
3. Select and answer three unique security questions
4. Enter your biometric keystroke signature



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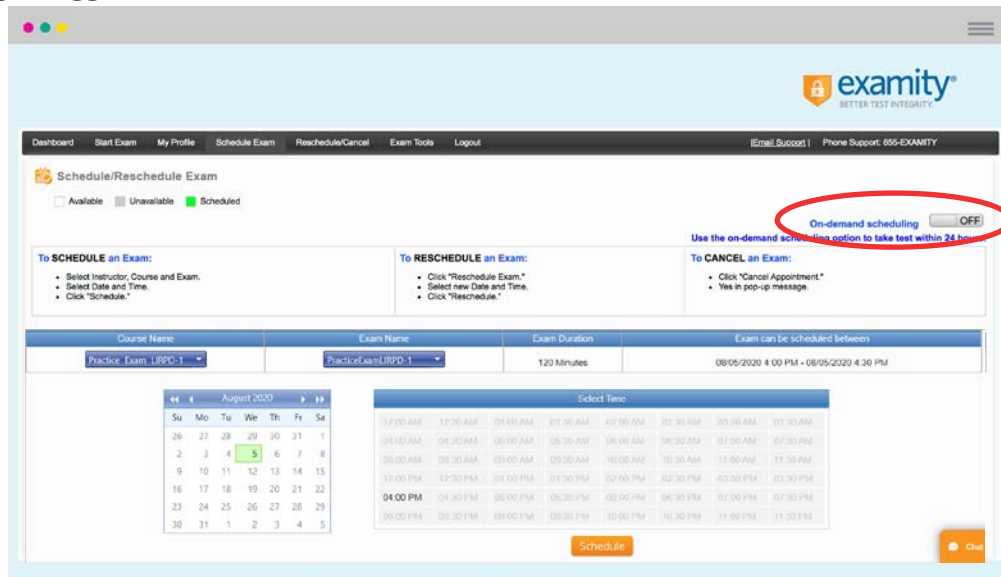
Scheduling Your Exam

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.



Locate your course 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 ensure that the on-demand scheduling is toggled “off.”

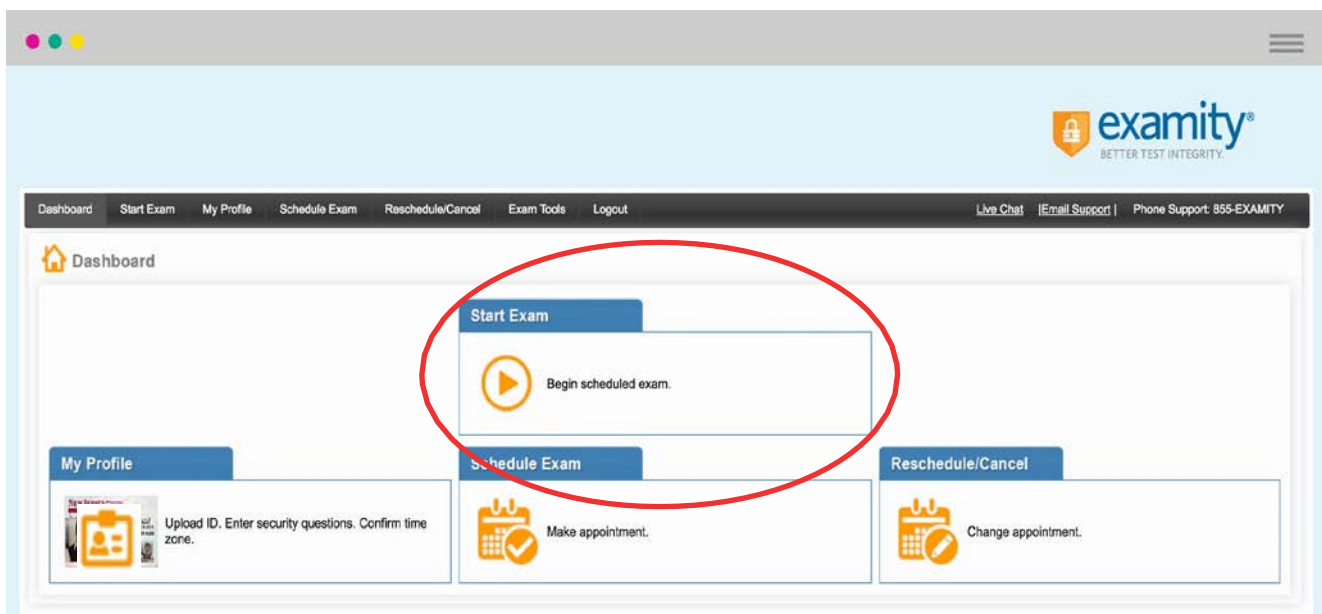


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Taking Your Exam Later?

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.



ON THE DAY OF YOUR EXAM

Before Taking Your Exam – Check Your Browser & Device Settings

REMINDER:

Before you start your exam, please ensure that you are accessing Examity through Google Chrome or Mozilla Firefox.

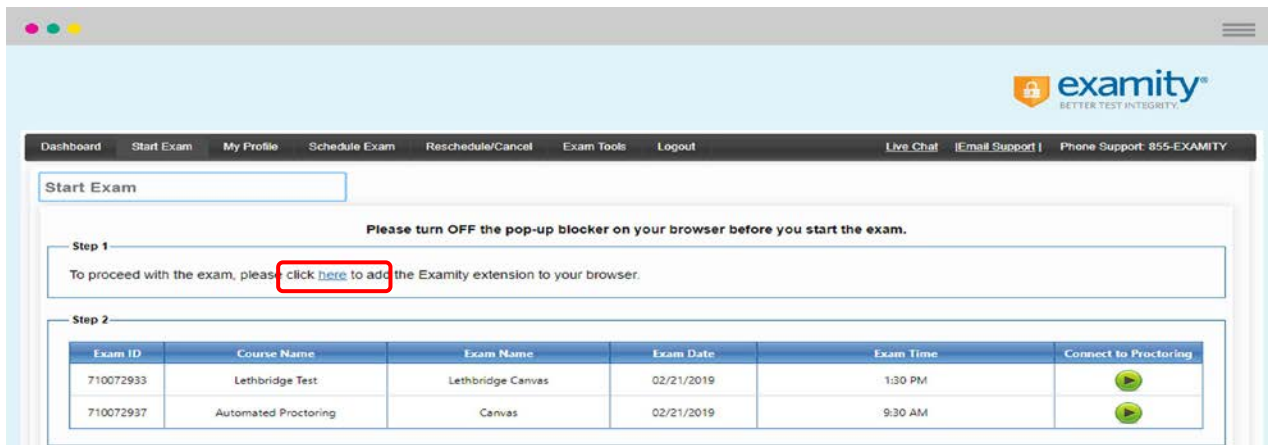
1. Close all other applications and restart your computer (optional)
2. Ensure your browser is set up to allow pop-ups:
 - [Allow browser pop-ups in Chrome](#)
 - [Allow browser pop-ups in Firefox](#)
3. Uninstall/remove/disable all previously installed browser extensions
 - [Disable/Remove extensions in Chrome](#)
 - [Disable/Remove extensions in Firefox](#)
4. If your computer has front and rear cameras, disable the rear camera
 - [Disable rear camera on Surface Pro devices](#)
5. Allow camera & microphone access settings in browser:
 - [Allow Camera & mic access in Chrome](#)
 - [Allow Camera & mic access in Firefox](#)
6. If you have more than 2 screens, disconnect the other screens. Change Display settings of the 2 screens to
 - [“Duplicate these displays” in Windows, or “Turn On Mirroring” in MAC](#)

Taking Your Exam

REMINDER:

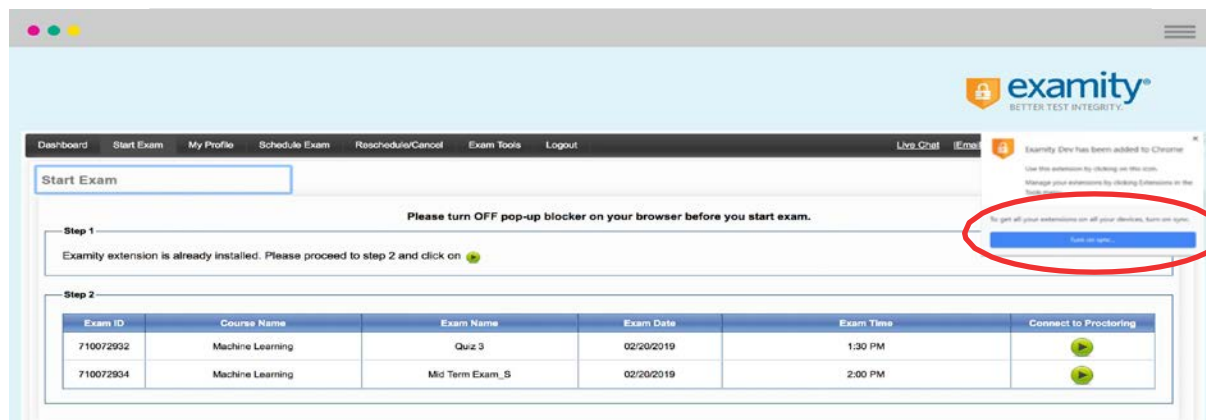
Before you start your exam, please complete your browser settings (see page 6).

On the “Start Exam” page, please select the link “[here](#)” to add the Examity extension to your browser.



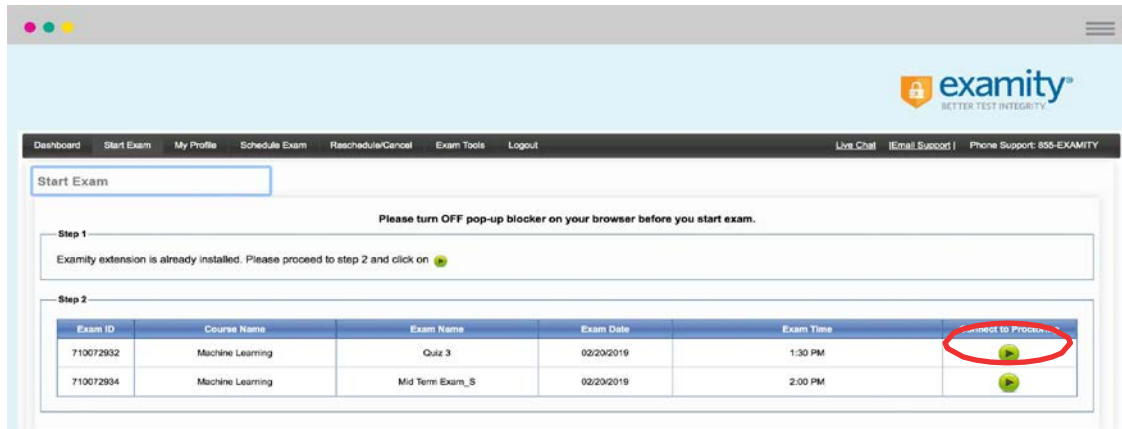
- **Using Google Chrome?** You will be sent to the Chrome store and prompted to download the Examity extension. After the extension is installed, you will return to the Examity dashboard.
- **Using Mozilla Firefox?** The Examity extension will automatically install on your computer.

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

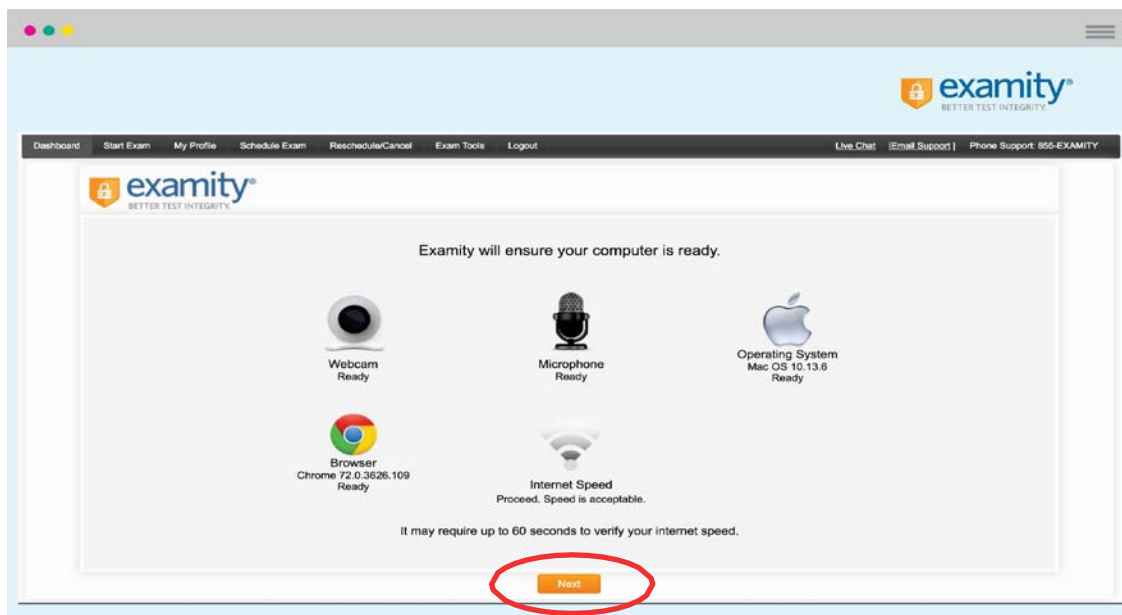


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To continue, click on the “Connect to Proctoring” button to launch your proctoring session.



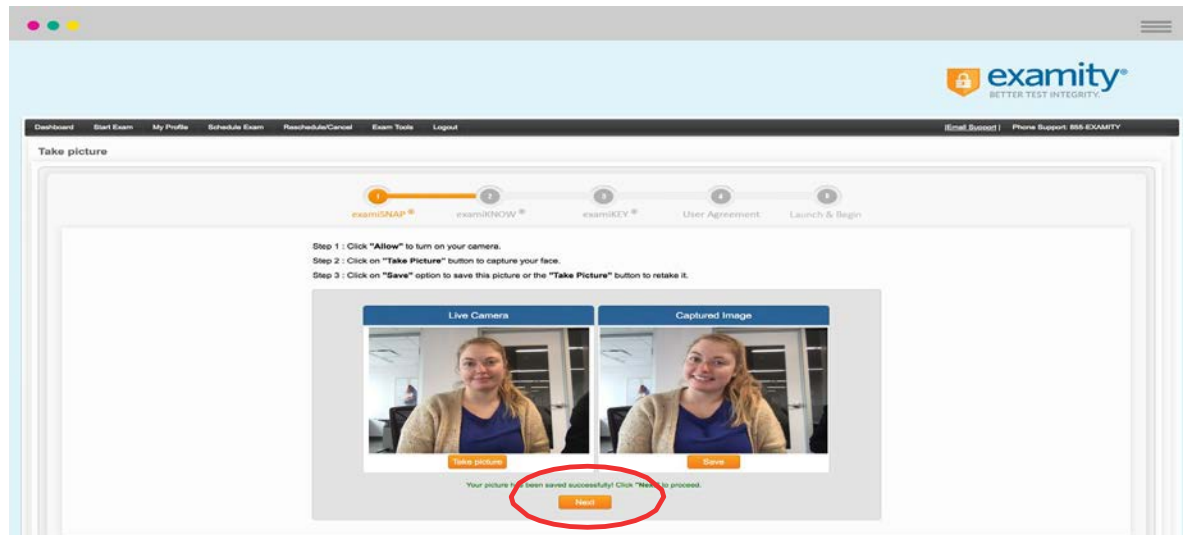
Examity will now assess your system to confirm it meets our technical requirements. Once your system is verified, please select the “Next” button.



Examity will now verify your identity through our authentication steps; examiSNAP, examiKNOW, and examiKEY.

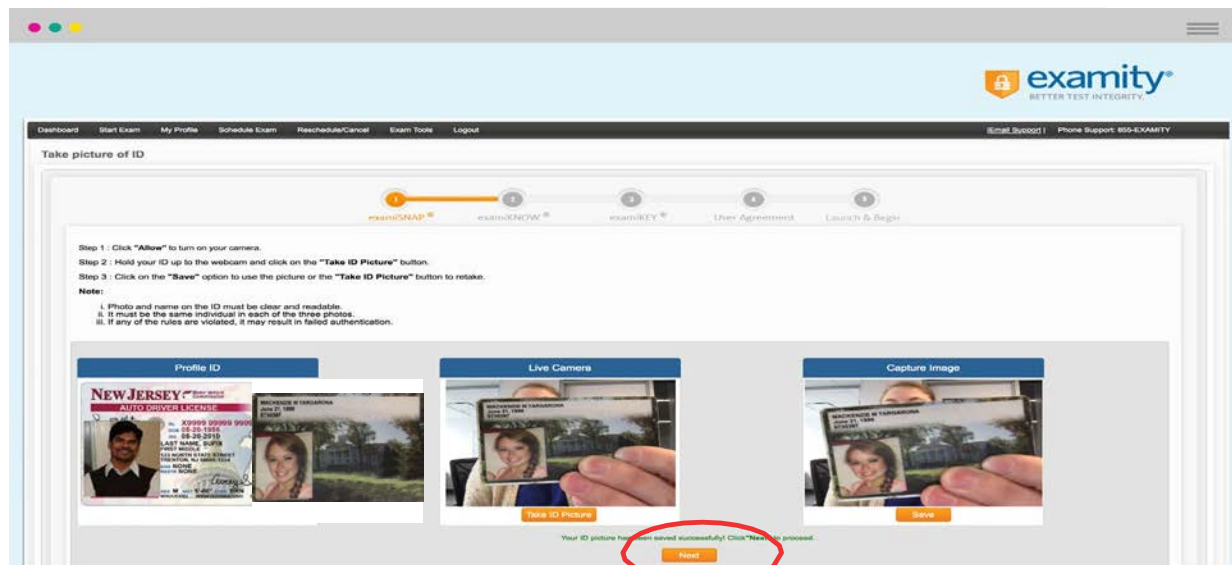
examisNAP

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



Examity will prompt you to take a picture of your ID. Please choose “Allow” to allow Examity to access your camera.

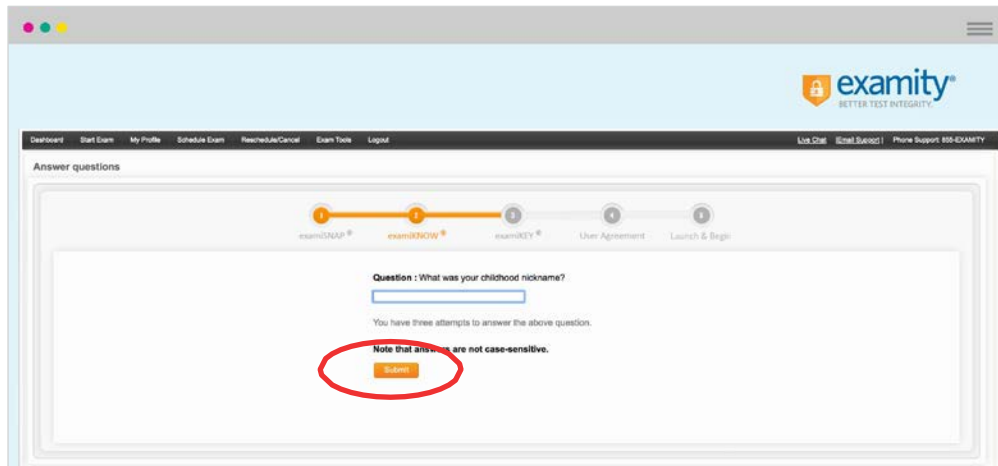
Once ready, click “Take ID Picture” and then “Save” to upload the picture and click “Next” to continue.



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examikNOW

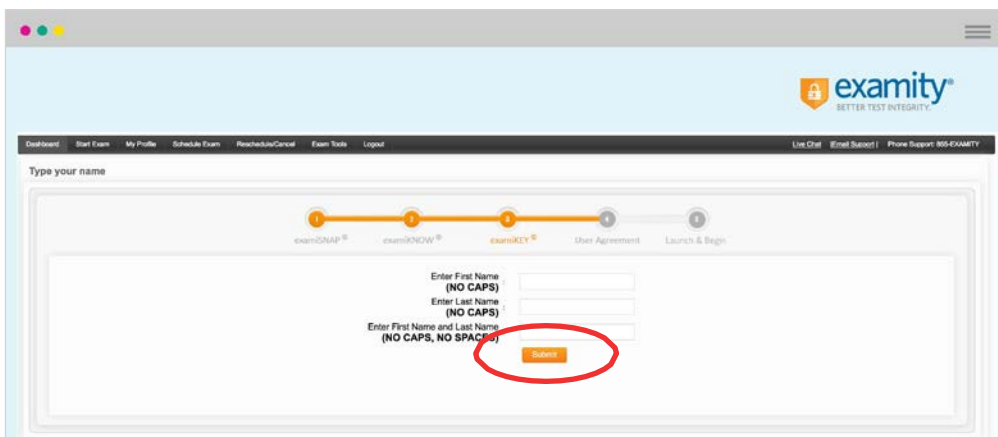
You will now be prompted to answer a previously selected security question. Once you have entered your answer, please press the “Submit” button.



The screenshot shows the Examity dashboard with a progress bar indicating the current step is 'examikNOW'. The main content area is titled 'Answer questions' and contains a question: 'Question : What was your childhood nickname?'. Below the question is a text input field. A note states: 'You have three attempts to answer the above question.' and 'Note that answers are not case-sensitive.' A red circle highlights the 'Submit' button at the bottom of the question area.

examikEY

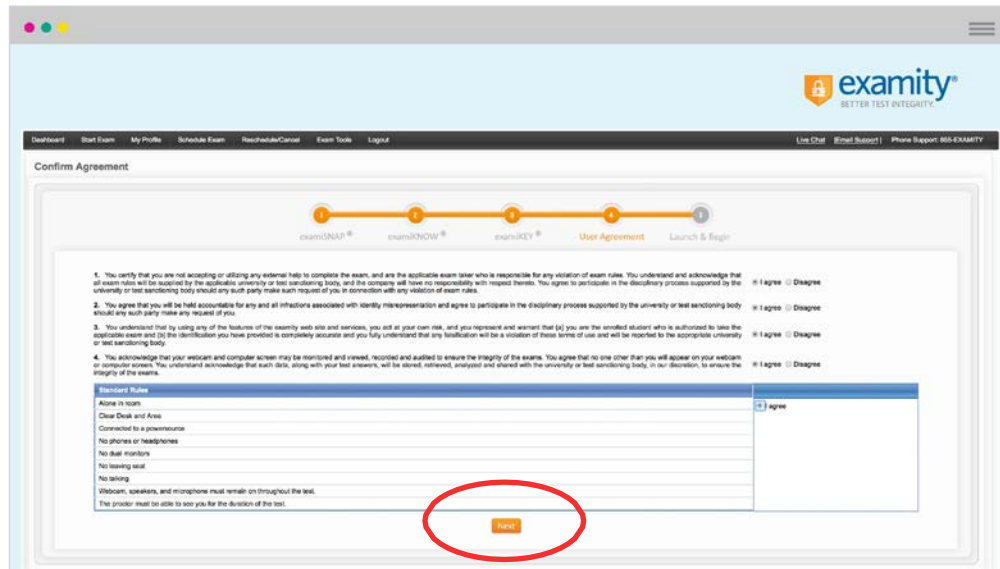
You will now be asked to enter your biometric keystroke signature. Once you have entered your signature, select the “Submit” button.



The screenshot shows the Examity dashboard with a progress bar indicating the current step is 'examikEY'. The main content area is titled 'Type your name' and contains three text input fields: 'Enter First Name (NO CAPS)', 'Enter Last Name (NO CAPS)', and 'Enter First Name and Last Name (NO CAPS, NO SPACE)'. A red circle highlights the 'Submit' button at the bottom of the form.

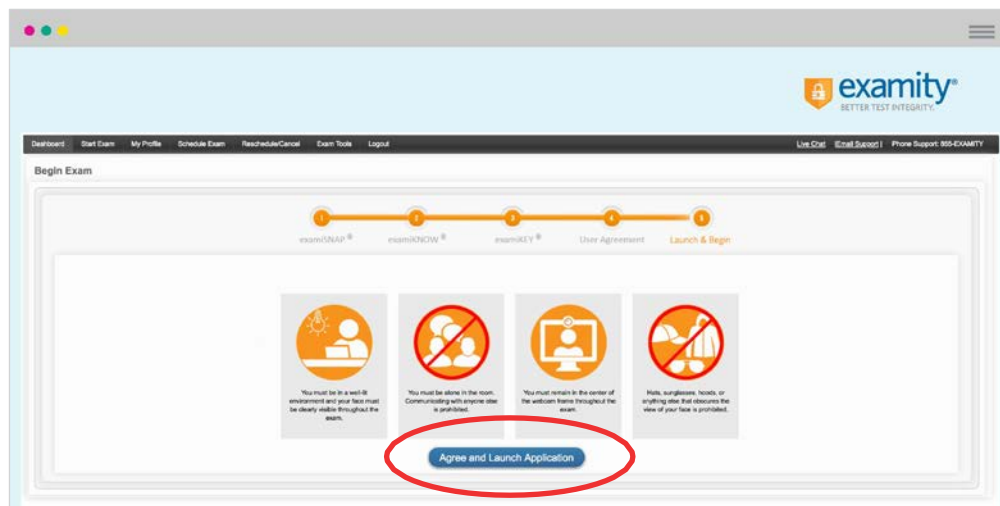
User Agreement

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.

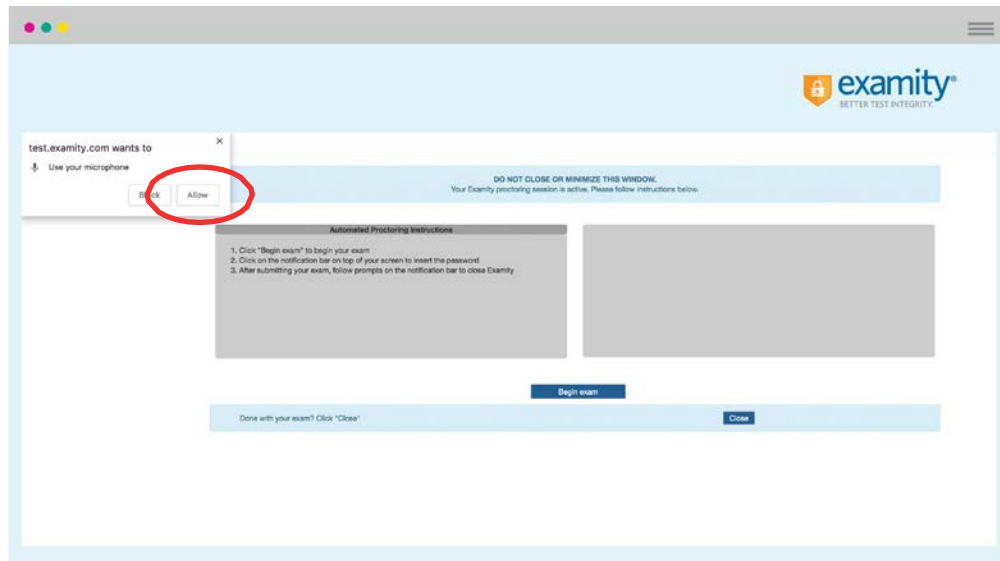


Agree and Launch

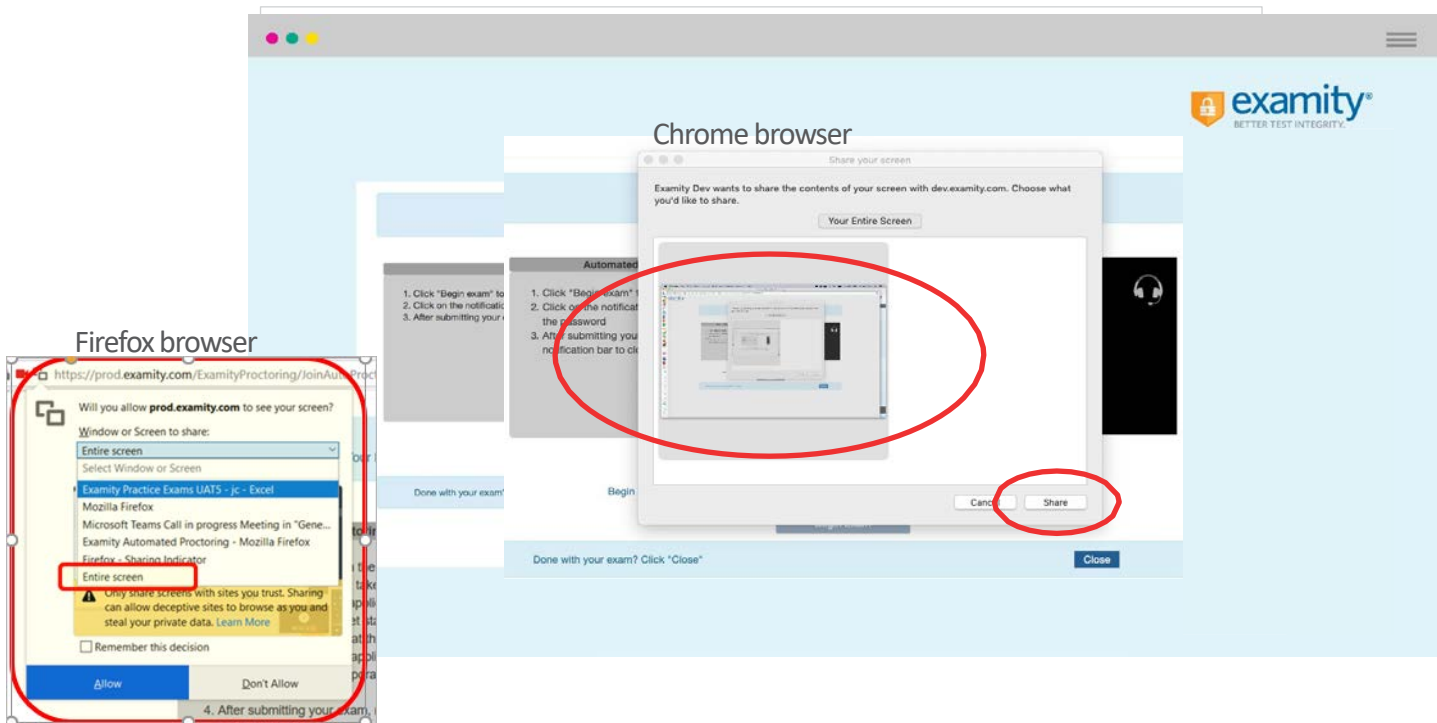
Review exam reminders and select the “Agree and Launch Application” button.



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.

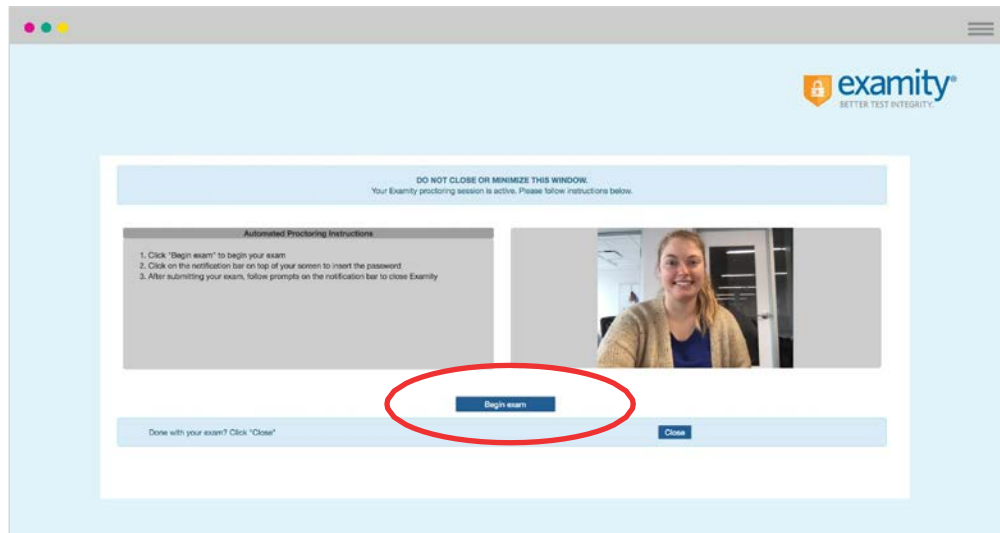


You will see a pop-up window appear, prompting you to share your screen. Please select your Entire screen, then press “Allow” or “Share” in the pop-up window.



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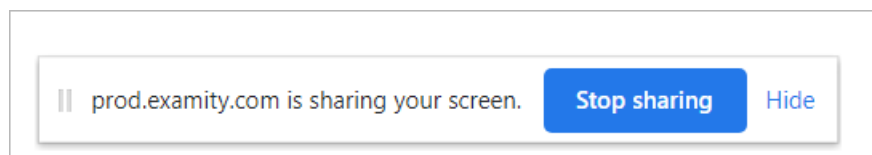
The pop-up windows will disappear, and the “Begin Exam” button will be enabled. Please select this button.



You will now be redirected to Canvas.

Please refresh your browser to begin your exam at the exam start time.

You may Hide the screen sharing message. Please **do NOT** “Stop Sharing” your screen.

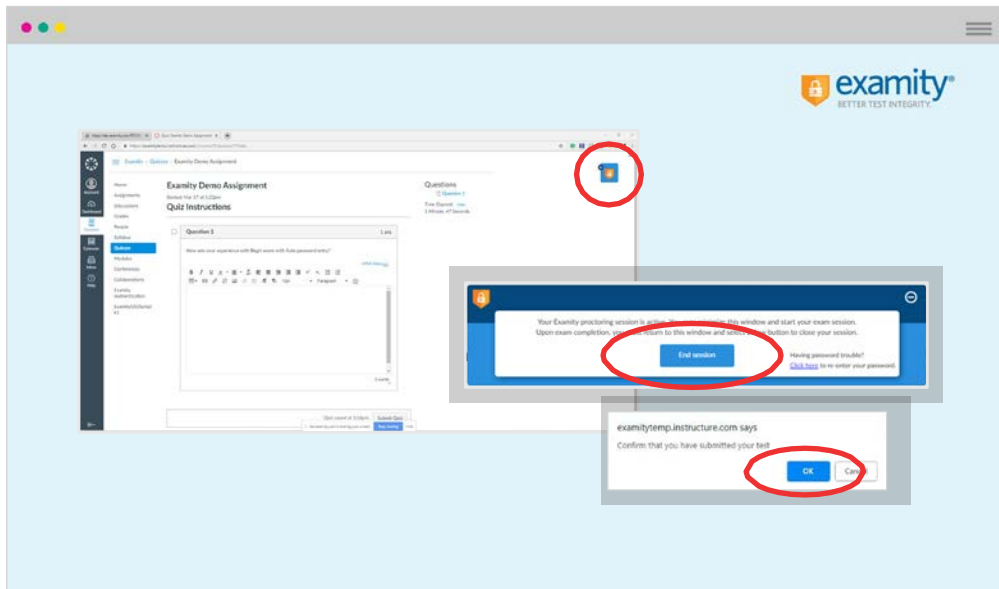


TIP:

If your exam does not begin, you may need to resubmit the password. To resubmit, please select the link in the lower right corner of the pop-up window.

Submitting Your Exam

Once you have completed your exam, please maximize the pop-up window and select the “End Session” button. When prompted, select “OK” to leave the Canvas exam session.



You will navigate back to the Examity proctoring window. Select close to end your proctoring session, and close the Examity webpage to uninstall the Examity extension.

