



Live Proctoring Test-taker Guide



Table of Contents

TECHNICAL REQUIREMENTS:	3
GETTING STARTED	4
CREATING YOUR PROFILE.....	4
NAVIGATING YOUR DASHBOARD.....	7
SCHEDULING AN EXAM	9
PRACTICE EXAMS.....	11
TAKING YOUR EXAM	12
SUBMITTING YOUR EXAM.....	20

TECHNICAL REQUIREMENTS:

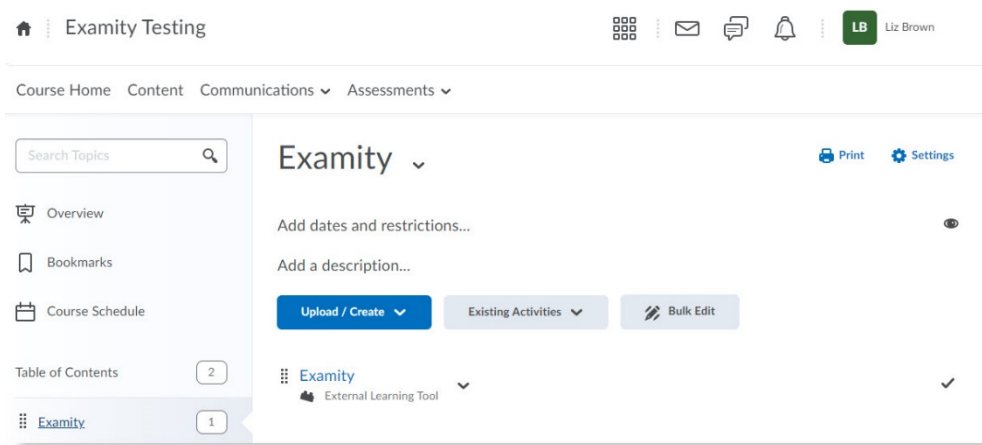
Before your exam, please confirm you meet Examity's technical requirements.

- **Browser:** Google Chrome; please disable your pop-up blocker.
- **Equipment:**
 - Desktop, laptop, or Chromebook (tablets are not supported)
 - Built-in or external webcam
 - Built-in or external microphone
 - Built-in or external speakers
- **Internet:** A required upload and download speed of 2Mbps, with 10Mbps recommended.

-
- **Note:** It is important that you check your system's readiness well in advance of your exam, so that you will have enough time to obtain any additional hardware (e.g., webcam, microphone, etc.) or software that you require. If your Internet connection does not meet Examity's requirements, consider contacting your Internet Service Provider (e.g., Cogeco, Bell, etc.) to enquire about increasing your connection speed.
 - Check your system's readiness at any time by visiting the [Examity Computer Readiness Check](#)

GETTING STARTED

To access Eximity, log in to onQ, navigate to your course and select the Eximity link, located in the course's Content section.



CREATING YOUR PROFILE

The first time you attempt to access Eximity, you will be prompted to create your profile – profile creation is a quick and simple process, consisting of three steps:

Set up your profile

- 1 Add your information
- 2 Upload Your Photo ID
- 3 Create challenge questions

Not sure what to do?
Our support team is available 24/7, 365 days a year.

support@eximity.com

United States
+1 855-392-6489

Australia
+61 2-8520-3169

England (Toll Free)
+44 800-086-8080

India (Toll Free)
+91 000-80091-91077

Ireland (Toll Free)
+353 1-800-832-210

England (Toll Free)
+44 800-086-8080

Tell us a bit about you

First Name

Last Name

Username
If you do not use Single Sign On (SSO) please use this username to log in to Eximity.

Email Address

Phone Number
Please provide us with the best number to reach you, should we need to contact you.

Time Zone
 Automatically Set Time Zone
Date and Time automatically set to Jun 15, 2022 1:52 PM EDT

Next

Step 1: Add your contact information

- Your name, username, and email address are automatically populated from onQ – *it is important that you do not change these fields.*
- Enter a phone number at which Examity will be able to reach you if you happen to lose your Internet connection during an exam and require support.
- Leave the 'Set TimeZone Automatically' toggle on, so that your time zone is automatically detected.
- When finished, click the **Next** button.

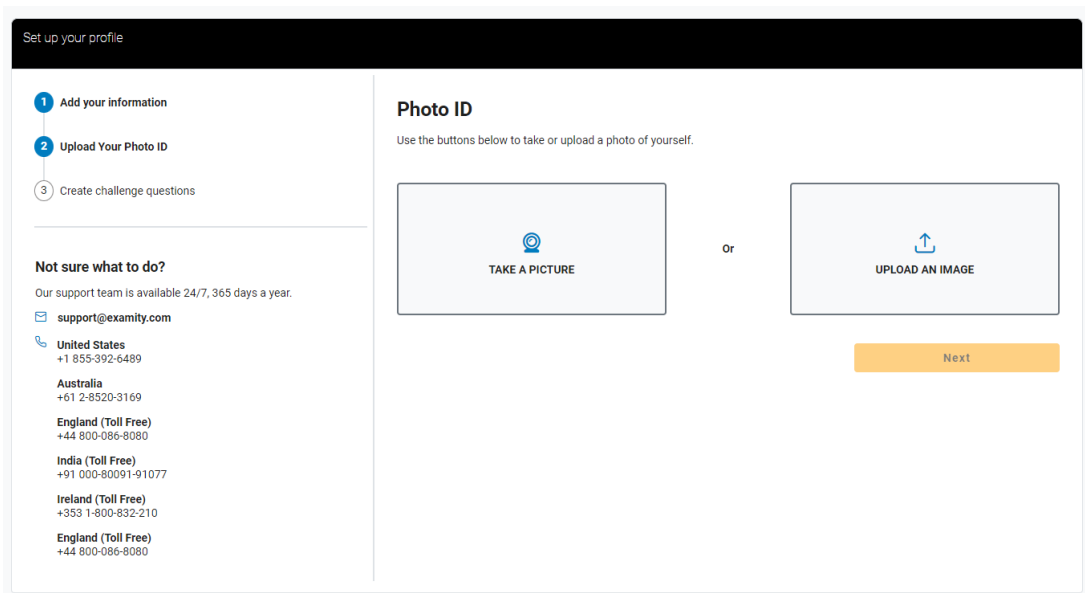
TIP: Confirm that your time zone reflects the location in which you will be testing.

Step 2: Create your Photo ID

- Your Photo ID will be used by Examity to confirm your identity when you take an exam – use your computer's camera to take a photo of your ID or upload an existing photo from your computer.

Note: for verification purposes, you will need to have this ID with you every time you take an exam with Examity.

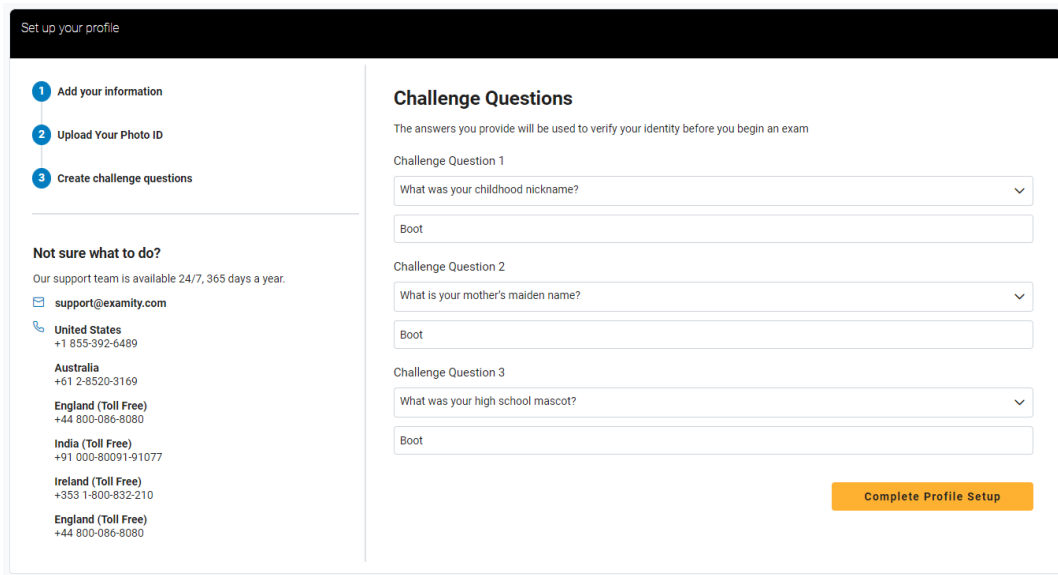
- Once you have taken or uploaded a photo of your ID, click the **Next** button.



The screenshot shows the 'Set up your profile' interface. On the left, a progress bar indicates three steps: 1. Add your information, 2. Upload Your Photo ID (current step), and 3. Create challenge questions. Below the progress bar, there is a 'Not sure what to do?' section with contact information for support@examity.com and various international phone numbers for the United States, Australia, England (Toll Free), India (Toll Free), Ireland (Toll Free), and England (Toll Free). The main content area is titled 'Photo ID' and instructs the user to 'Use the buttons below to take or upload a photo of yourself.' It features two large buttons: 'TAKE A PICTURE' with a camera icon and 'UPLOAD AN IMAGE' with an upload icon. A 'Next' button is located at the bottom right of the main content area.

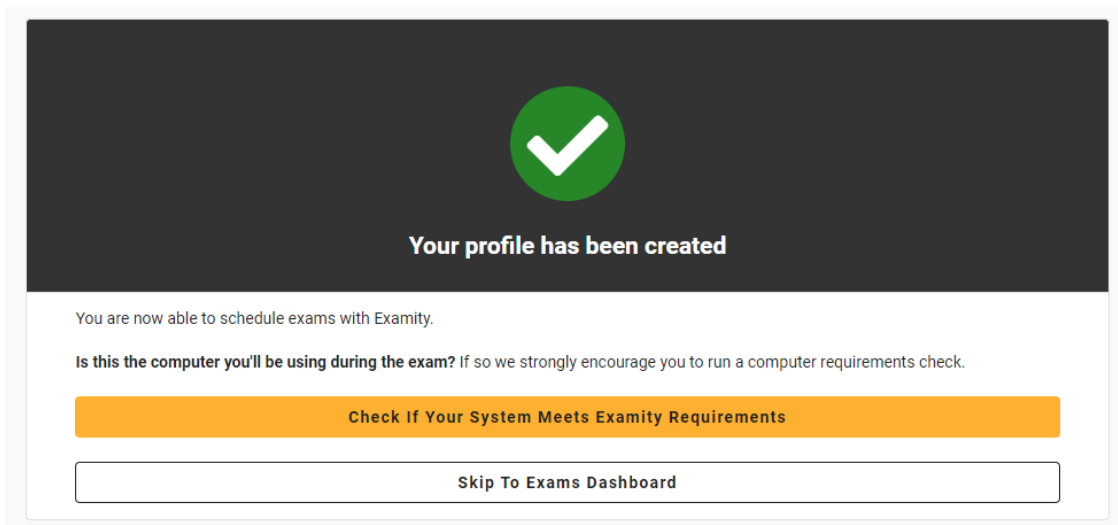
Step 3: Create challenge questions

- Select and answer three challenge questions – you will be prompted to answer one of these challenge questions as part of your identity verification when taking an exam.
- When finished, click the **Complete Profile Setup** button.



The screenshot shows the 'Set up your profile' interface. On the left, a progress bar indicates three steps: 1. Add your information, 2. Upload Your Photo ID, and 3. Create challenge questions. Below the progress bar, there is a 'Not sure what to do?' section with contact information for support@eximity.com and phone numbers for the United States, Australia, England (Toll Free), India (Toll Free), Ireland (Toll Free), and England (Toll Free). The main content area is titled 'Challenge Questions' and includes the instruction: 'The answers you provide will be used to verify your identity before you begin an exam'. It contains three challenge questions, each with a dropdown menu and a text input field. The questions are: 'What was your childhood nickname?' (dropdown: Boot), 'What is your mother's maiden name?' (dropdown: Boot), and 'What was your high school mascot?' (dropdown: Boot). A yellow 'Complete Profile Setup' button is located at the bottom right of the form.

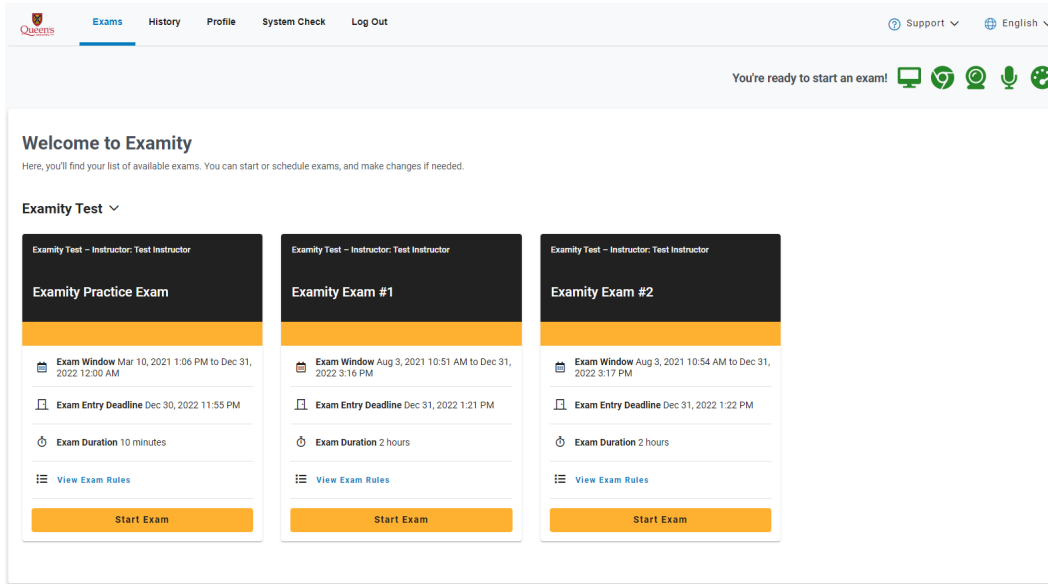
Your profile has now been created. A confirmation screen will appear – before proceeding to your Exams Dashboard, **you are strongly encouraged to verify that your computer system meets Eximity's technical requirements** by selecting the "Check if your system meets Eximity requirements" button.



The screenshot shows a confirmation screen with a large green checkmark icon at the top. Below the icon, the text reads 'Your profile has been created'. Underneath, it says 'You are now able to schedule exams with Eximity.' and 'Is this the computer you'll be using during the exam? If so we strongly encourage you to run a computer requirements check.' At the bottom, there are two buttons: a yellow button labeled 'Check If Your System Meets Eximity Requirements' and a white button with a black border labeled 'Skip To Exams Dashboard'.

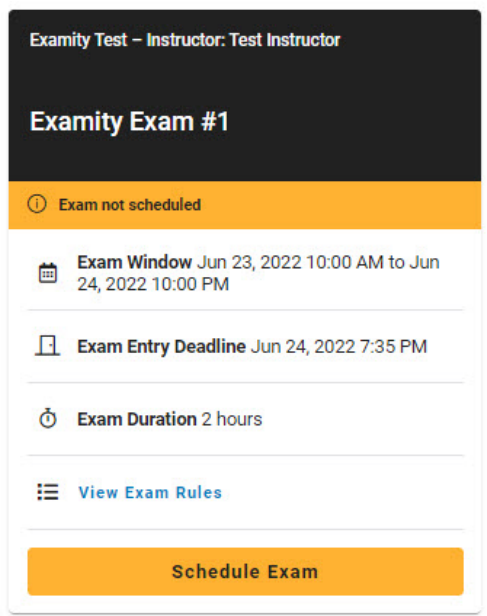
NAVIGATING YOUR DASHBOARD

The Exams Dashboard is where you will schedule, reschedule, cancel, and start your exams.

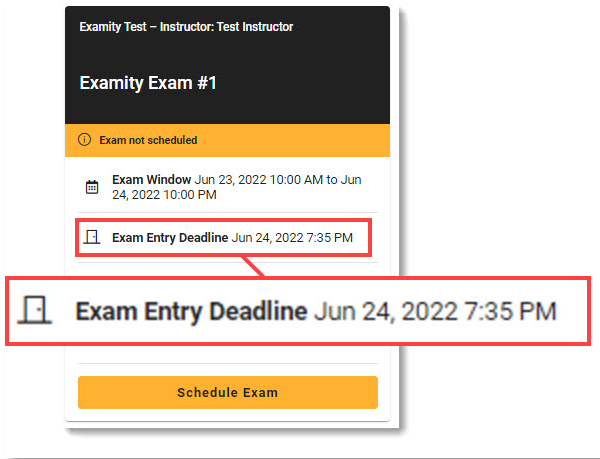


EXAM CARDS

Exams on your Dashboard are displayed as Exam Cards – each Card will display the course, instructor, and exam name, as well as information about the exam’s availability (Exam Window), the Exam Entry Deadline*, duration, and rules.



*Exam Entry Deadline



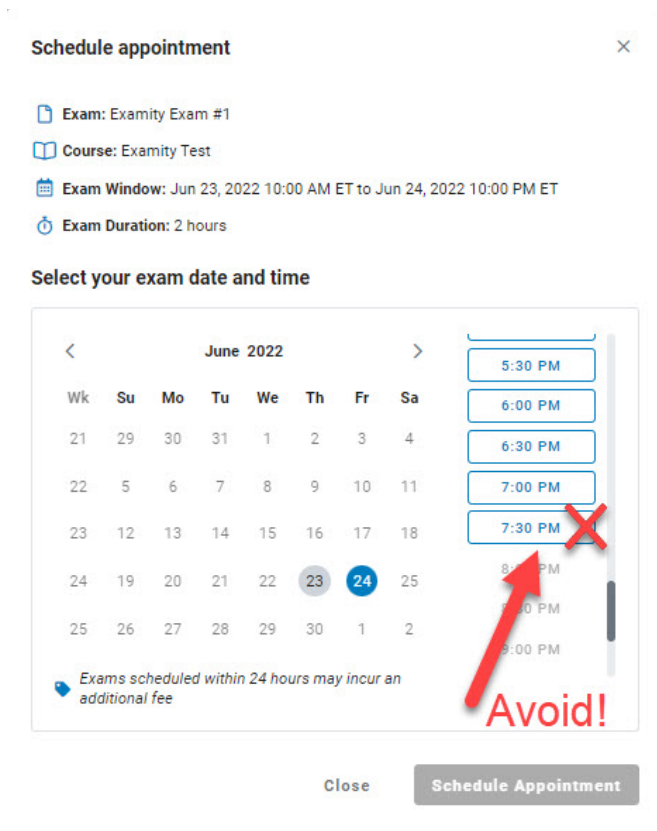
This is the latest possible time the exam can be *started*, given the Exam Window end time and Exam Duration.

Once the deadline has passed, the Exam Card will no longer be accessible on your dashboard.

The deadline time will always be calculated as 'Exam Window End Time – (Exam Duration + 25 minutes)'.

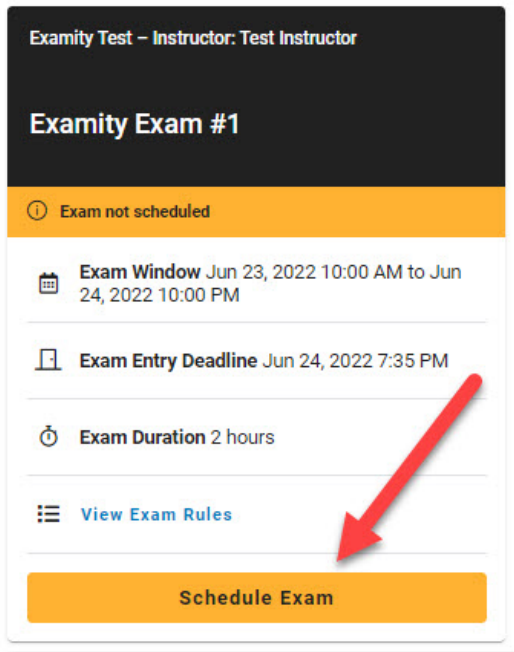
For example, if the Exam Window end time is 10 pm and the Exam Duration is 120 minutes, the Exam Entry Deadline will be: 10 pm – (120 + 25 minutes) = 10 pm – 245 minutes = 7.35 pm

For this reason, ***you are strongly advised against scheduling your exam in the final time slot available*** (e.g., 7.30 pm in the example), as this will only give you a 5-minute window to start your exam. If you happen to be late or delayed in getting started, the deadline may expire and the exam card will no longer be available.

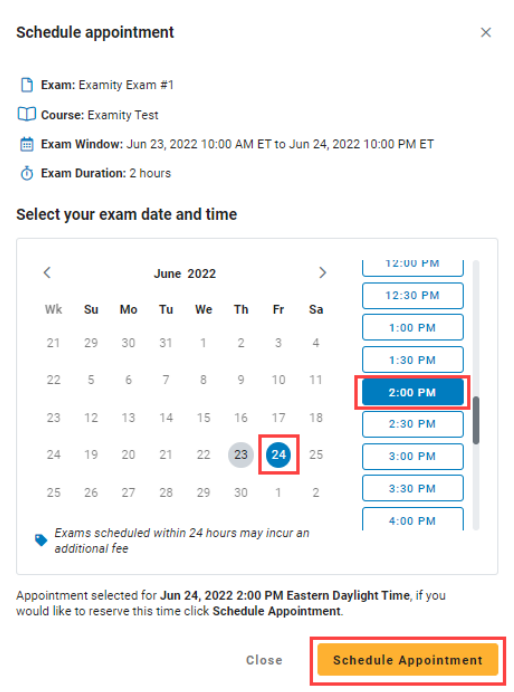


SCHEDULING AN EXAM

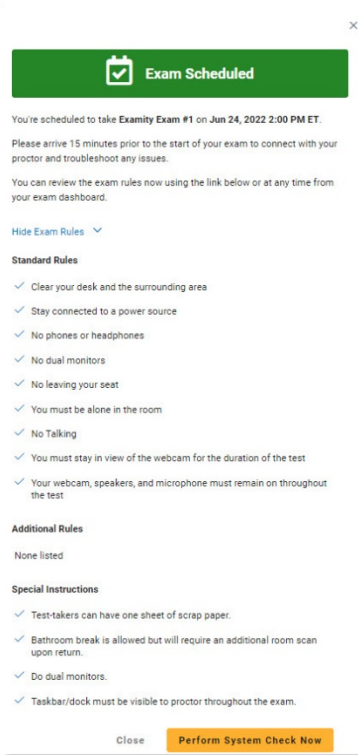
Exams with live proctoring require you to schedule your exam appointment. To schedule your exam, locate the exam card on your Examity dashboard and click the **Schedule Exam** button.



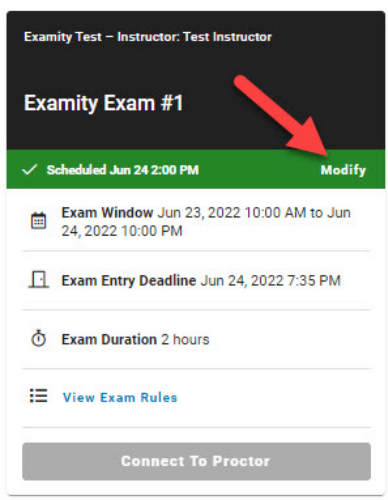
A pop-up window will appear to allow you to select a day and time of your choosing. Select a day from the calendar and a time from the list, then click **Schedule Appointment**.



A confirmation of your scheduled exam will appear, along with a preview of the exam rules and instructions, and an option to perform a system check.

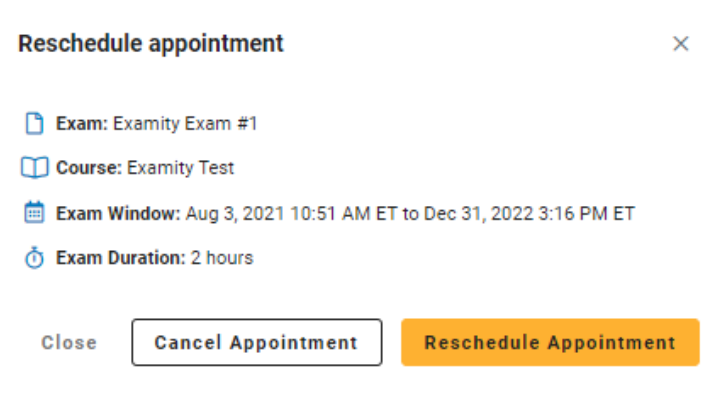


The exam card for this exam will now display your scheduled appointment. If at any time you need to reschedule or cancel the appointment, click the **Modify** button.



If rescheduling, click the **Reschedule Appointment** button and select a new day and time.

To cancel your appointment, click **Cancel Appointment**.



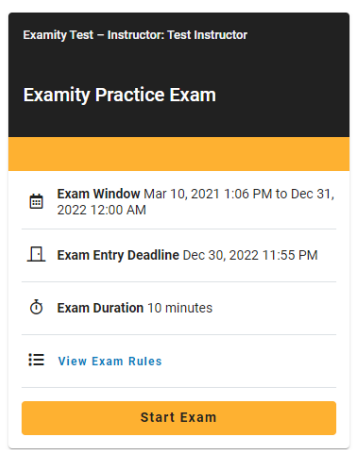
PRACTICE EXAMS

Most courses will require that you complete a practice exam in the weeks ahead of an actual exam. The practice exam will give you the opportunity to familiarize yourself with the exam session workflow and is also a good time to confirm that your system meets Examity's technical requirements.

Note: As practice exams do not feature a live proctor, they do not require scheduling and therefore can be taken at any time.

Completing a Practice Exam

To begin your practice exam, locate its Exam Card on your Dashboard and select **Start Exam**.

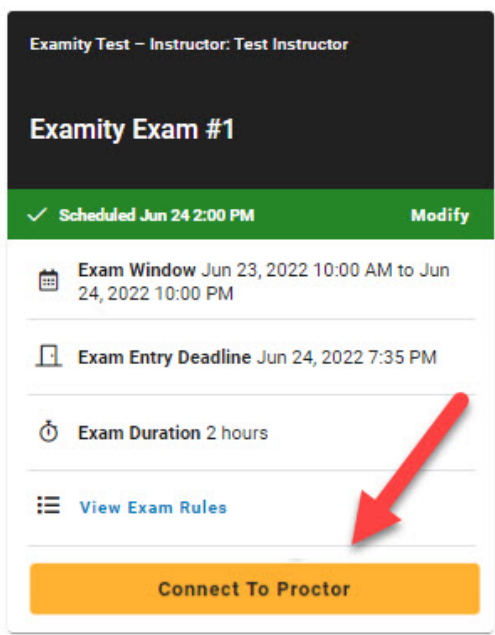


As practice exams will mimic a real exam workflow (*without a proctor*), see the general [Taking Your Exam](#) section for instructions on subsequent steps.

TAKING YOUR EXAM

REMINDER: Before you start your exam, ensure that you are accessing Examity with the Google Chrome browser. If you are not using this browser, please restart your exam session in Chrome.

On the day of your exam, locate the relevant exam card and click **Connect to Proctor**.



You will now be taken through a series of pre-exam steps.

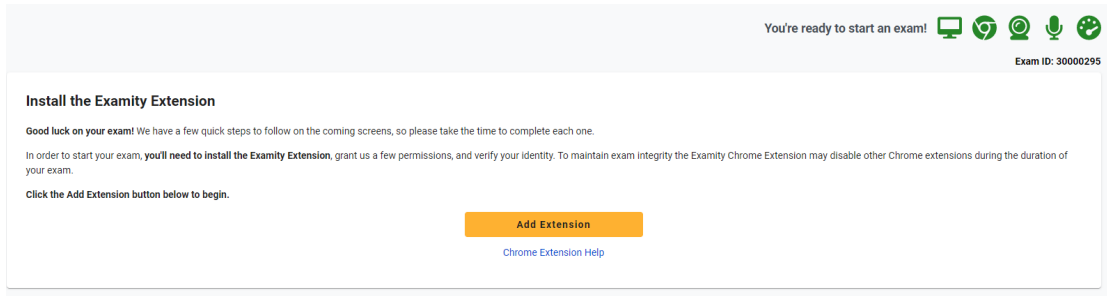
PRE-EXAM

Step 1: Install Examity Extension

The Examity proctoring application runs through a browser extension. Using the extension means you do not need to download and install any additional meeting software.

- Click the **Add Extension** button, then follow the on-screen prompts to install the extension. For additional guidance, click the **Chrome Extension Help** link.

- Once the extension has been installed, click the **Next** button.

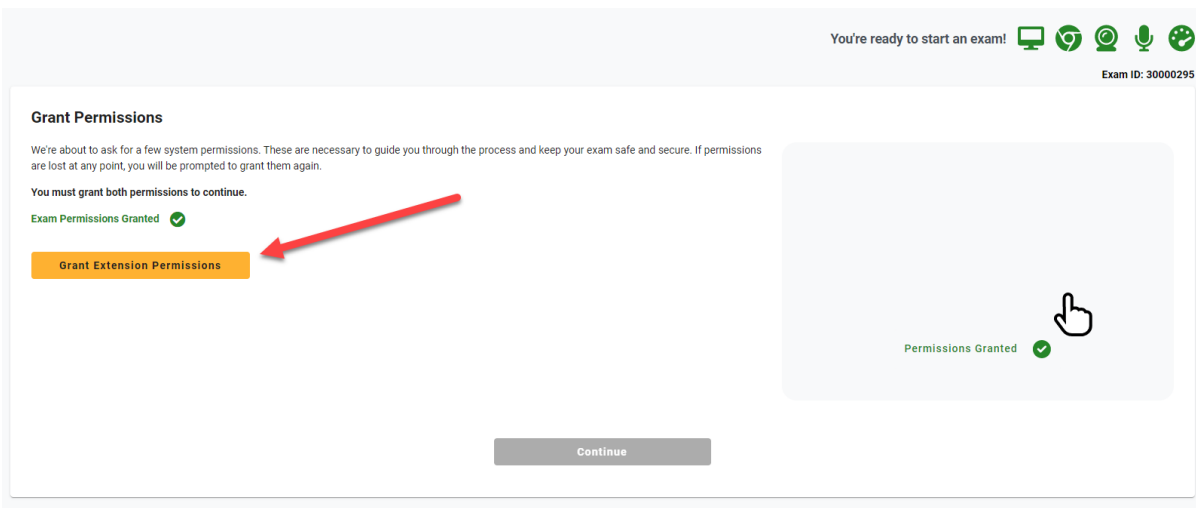


REMINDER: Because Examity automatically deletes the extension at the end of your exam session, you will need to complete this step every time you take an exam.

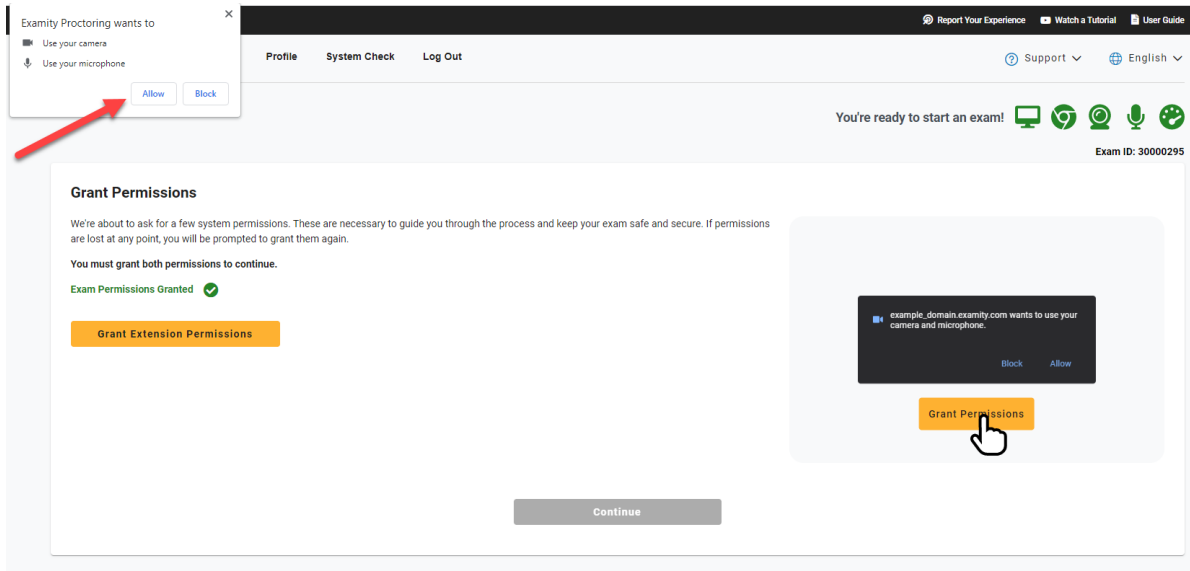
Step 2: Grant Permissions

You will now be asked to grant the Examity extension certain permissions to facilitate the proctoring process.

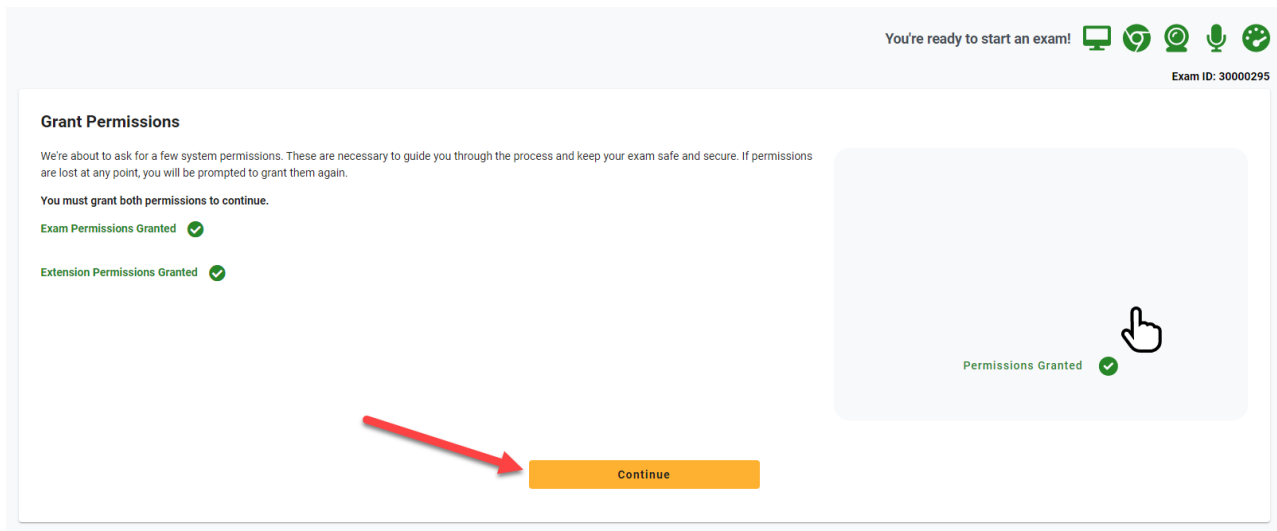
- To begin, click the **Grant Extensions Permissions** button.



- Click the **Allow** button to allow the Examity extension to use your webcam and microphone during the proctoring session.



- Now, click the **Continue** button to proceed.

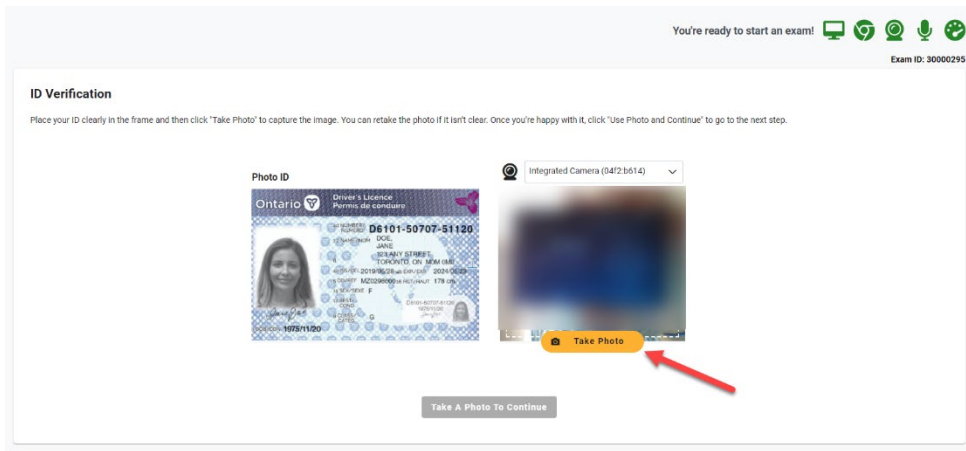


Step 3: Identity Verification

You will now be asked to verify your identity by taking a photo of the ID you used in your Examity profile.

- Follow the on-screen instructions and click the **Take Photo** button to capture a picture of your ID.

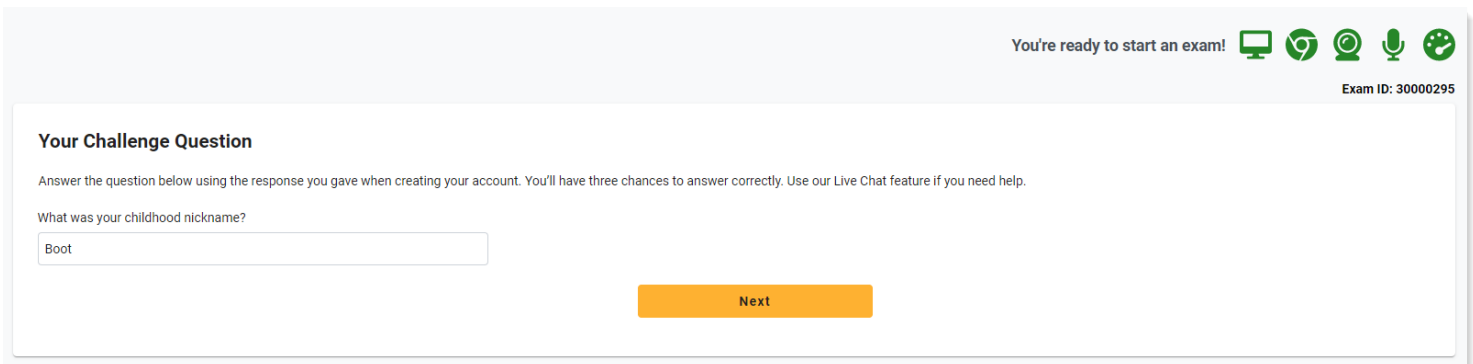
- When finished, click **Use Photo and Continue** to proceed.



Step 4: Challenge Question

You will now be asked to answer one of the challenge questions you created when setting up your Examity profile.

- Enter the answer to the question, then click the **Next** button.








Step 5: Review Exam Rules

You will now have the opportunity to review all exam rules and special instructions.

If your instructor uploaded materials for the exam, download them from **Download Exam Support Files** box. Note that you will be blocked from proceeding until you have downloaded the file(s).

To proceed, click the **I'm Ready** button.


You're ready to start an exam!     

Exam ID: 30000295

Prepare for your Exam

It's important to make sure your space is prepared before the proctor session starts. Please pay attention to any special instructions you may have been given here.






- 1 Review the exam rules and guidelines**
 - Clear your desk and the surrounding area
 - Stay connected to a power source
 - No phones or headphones
 - No dual monitors
 - No leaving your seat
 - You must be alone in the room
 - No Talking
 - You must stay in view of the webcam for the duration of the test
 - Your webcam, speakers, and microphone must remain on throughout the test
- 2 Review Special Instructions**
 - Test-takers can have one sheet of scrap paper.
 - Bathroom break is allowed but will require an additional room scan upon return.
 - No dual monitors.
 - Taskbar/dock must be visible to proctor throughout the exam.
- 3 Download Exam Support Files**

Test Document.docx 

I'm Ready

Step 6: User Agreement

Next, read and agree to Examity's user agreement by clicking **I Agree And I'm Ready to Begin the Exam**.

You're ready to start an exam!     

Exam ID: 30000295

User Agreement

Take a moment to review these important items.

1. You understand that by using any of the features of the Examity web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body.
2. You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you.
3. You also certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that the applicable university or test sanctioning body will supply all exam rules, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules.
4. You also acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams, unless otherwise specified by your university or test sanctioning body. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge any captured data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams.

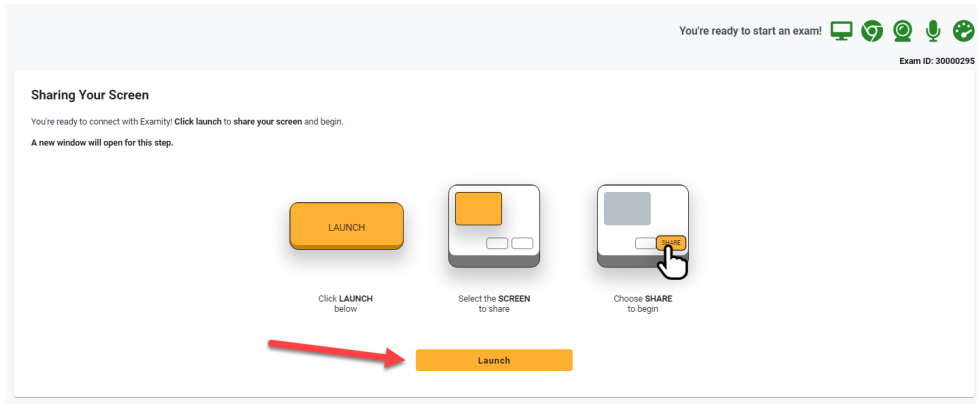
I Agree And I'm Ready To Begin The Exam

I do not agree

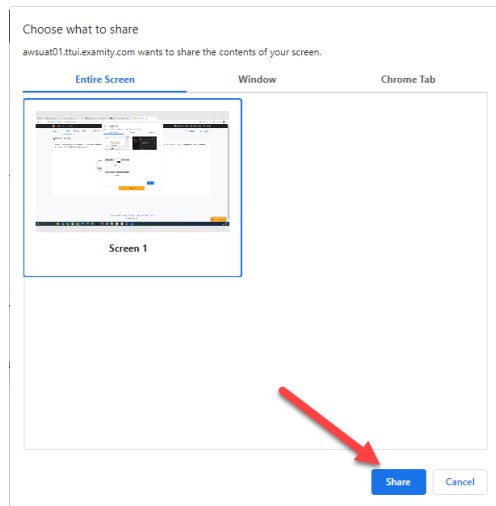
Step 7: Share Screen

At this point, you will be prompted to share your screen.

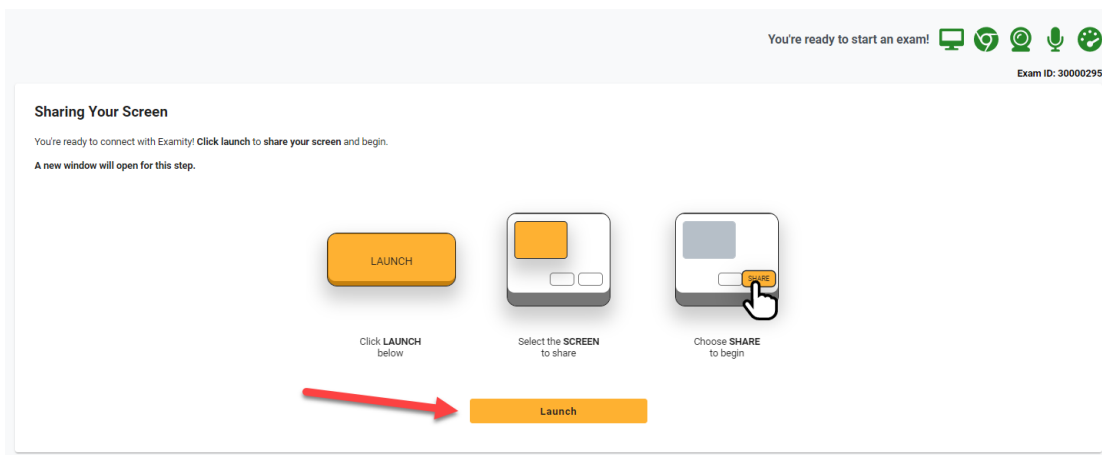
- Click the **Launch** button to initiate the process.



- Select your screen, then click **Share**.



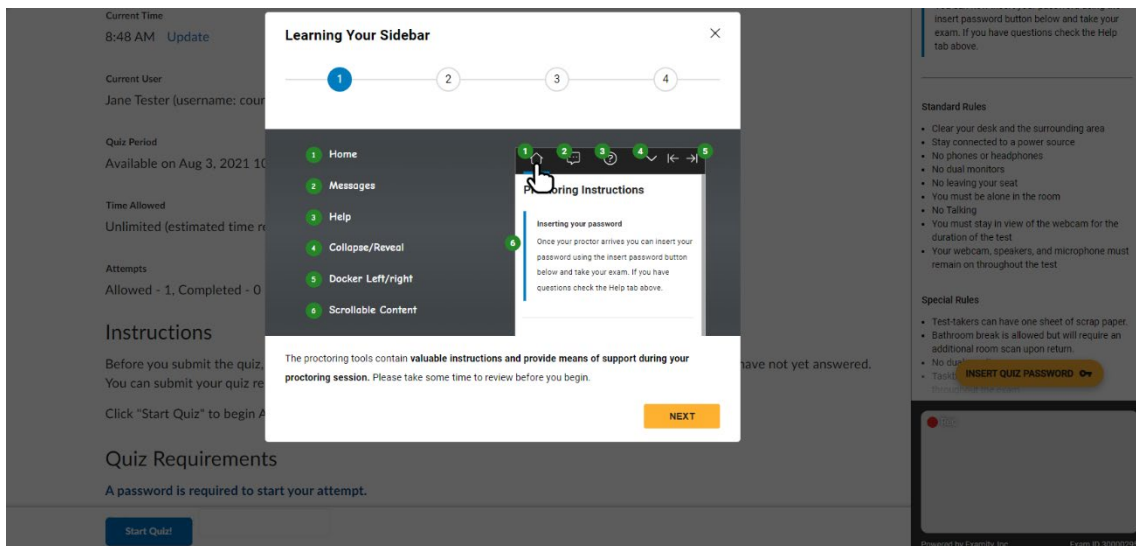
Once you've enabled screenshare, click **Launch** and you will be automatically transferred to the exam in onQ.



STARTING THE EXAM

When the Examity application launches, a sidebar will appear along the righthand side of your screen, where you can review exam instructions, access help, and see your webcam view.

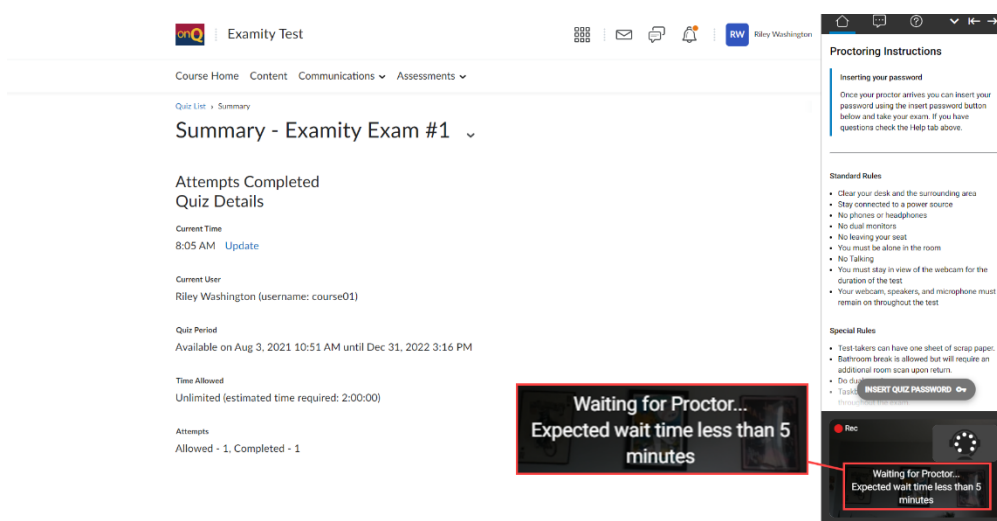
A pop-up window will appear to walk you through the different elements of the sidebar. Click the **Next** button to view the information or simply close the pop-up by clicking the **X** button in the top-right corner.



Connecting to a Proctor

Examity will now connect you with a proctor, who will walk you through the ID verification process and review any exam rules and instructions with you.

Note that your expected wait time for a proctor will be displayed in the webcam view at the bottom-right of the Examity sidebar.

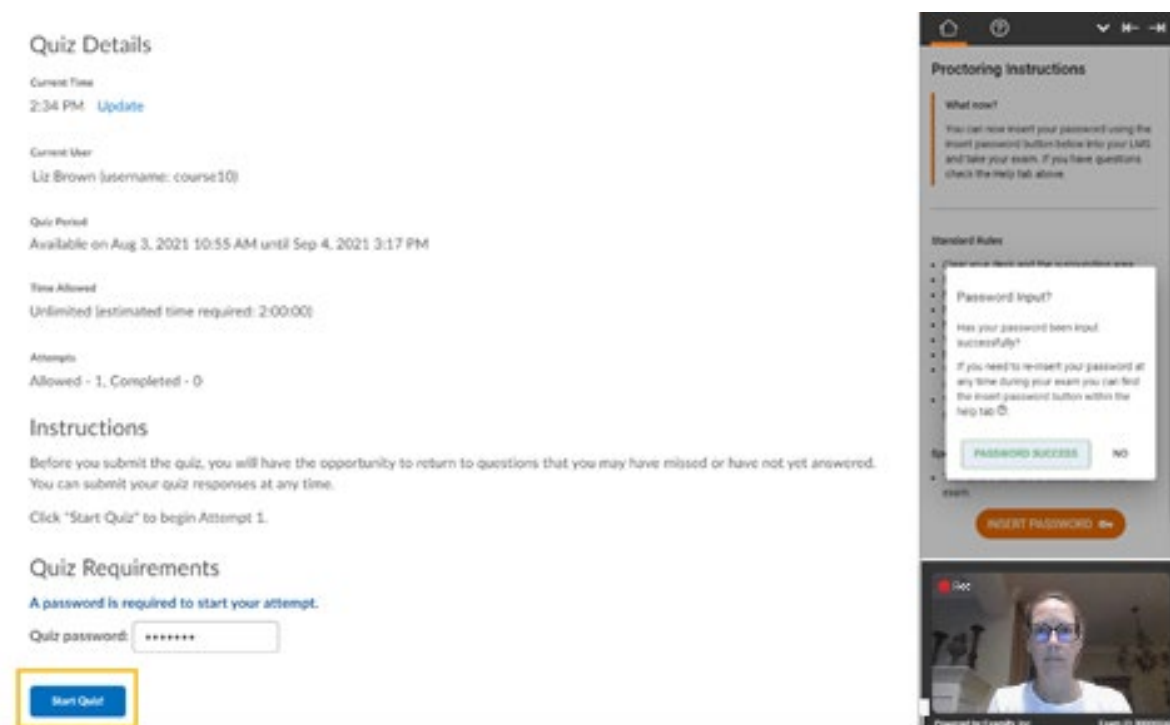


TIP: If you have been waiting for a proctor for more than 10 minutes, contact Examity Support at 1-855-EXAMITY.

Once you are connected with a proctor, they will review any exam rules and instructions with you.

The proctor will now advise you to insert the exam password.

- Click the **Insert Password** button and Examity will automatically populate it to the password field.
- A pop-up box will reconfirm that the password has been entered correctly.
- If the password does not appear, refresh the page and click **Re-insert your exam password**.
- Once the password has been entered, click the **Start Quiz!** button to begin the exam.



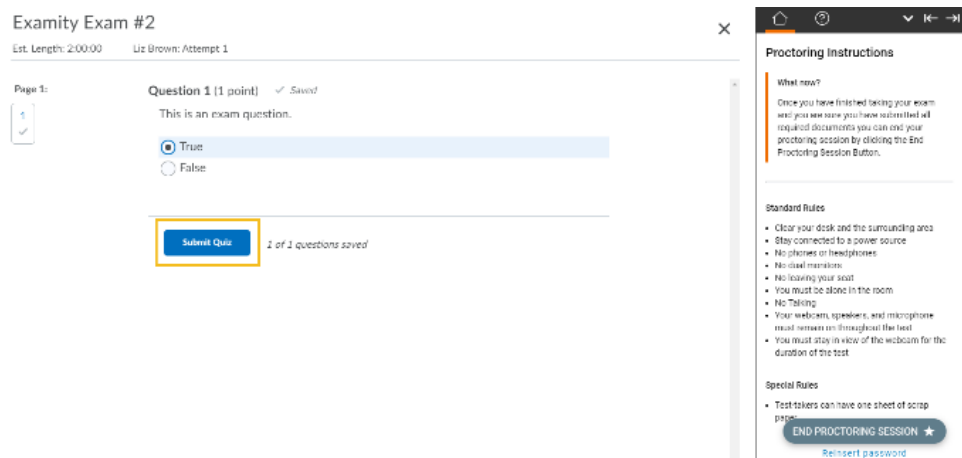
The image shows two screenshots from the Examity interface. The left screenshot displays the 'Quiz Details' page for a user named Liz Brown. It includes information such as 'Current Time: 2:34 PM', 'Current User: Liz Brown (username: course10)', 'Quiz Period: Available on Aug 3, 2021 10:55 AM until Sep 4, 2021 3:17 PM', 'Time Allowed: Unlimited (estimated time required: 2:00:00)', and 'Attempts: Allowed - 1, Completed - 0'. Below this, there are sections for 'Instructions' and 'Quiz Requirements', which states 'A password is required to start your attempt.' and shows a password input field with asterisks. A 'Start Quiz!' button is highlighted with a yellow box.

The right screenshot shows a 'Proctoring Instructions' pop-up window. It asks 'What now?' and provides instructions on how to insert the password. Below the instructions, there is a 'Standard Rules' section with a 'Password Input?' dialog box. The dialog box asks 'Has your password been input successfully?' and provides a 'PASSWORD SUCCESS' button and a 'NO' button. At the bottom of the pop-up, there is an 'INSERT PASSWORD' button and a video feed of a proctor.

SUBMITTING YOUR EXAM

Once you have completed your exam, notify your proctor and they will walk through the submission procedure.

In onQ, you must **select the Submit Quiz button on two successive screens** to ensure your exam is submitted - select it first on the last question screen, then again on the Quiz Submission Confirmation screen.



Examity Exam #2
Est. Length: 2:00:00 Liz Brown: Attempt 1

Page 1: 1

Question 1 (1 point) ✓ Saved
This is an exam question.

True
 False

Submit Quiz 1 of 1 questions saved

Proctoring Instructions

What now?
Once you have finished taking your exam and you are sure you have submitted all required documents you can end your proctoring session by clicking the End Proctoring Session Button.

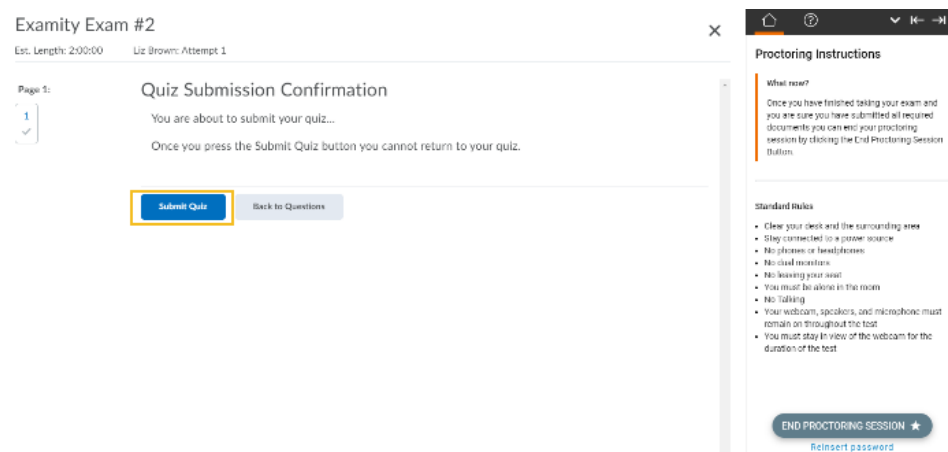
Standard Rules

- Clear your desk and the surrounding area
- Stay connected to a power source
- No phones or headphones
- No dual monitors
- No leaving your seat
- You must be alone in the room
- No Talking
- Your webcam, speakers, and microphone must remain on throughout the test
- You must stay in view of the webcam for the duration of the test

Special Rules

- Test takers can have one sheet of scrap paper

END PROCTORING SESSION ★
Reinsert password



Examity Exam #2
Est. Length: 2:00:00 Liz Brown: Attempt 1

Page 1: 1

Quiz Submission Confirmation
You are about to submit your quiz...
Once you press the Submit Quiz button you cannot return to your quiz.

Submit Quiz Back to Questions

Proctoring Instructions

What now?
Once you have finished taking your exam and you are sure you have submitted all required documents you can end your proctoring session by clicking the End Proctoring Session Button.

Standard Rules

- Clear your desk and the surrounding area
- Stay connected to a power source
- No phones or headphones
- No dual monitors
- No leaving your seat
- You must be alone in the room
- No Talking
- Your webcam, speakers, and microphone must remain on throughout the test
- You must stay in view of the webcam for the duration of the test

END PROCTORING SESSION ★
Reinsert password

Once your exam is submitted, select the **Done** button, then click the **End Proctoring Session** button in the sidebar.

You will be prompted to confirm that you are finished – click **End Session** to confirm.

This will close out your exam session and will automatically uninstall the Examity Proctor extension from your browser.

