



# Automated Proctoring Test-taker Guide



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## TECHNICAL REQUIREMENTS:

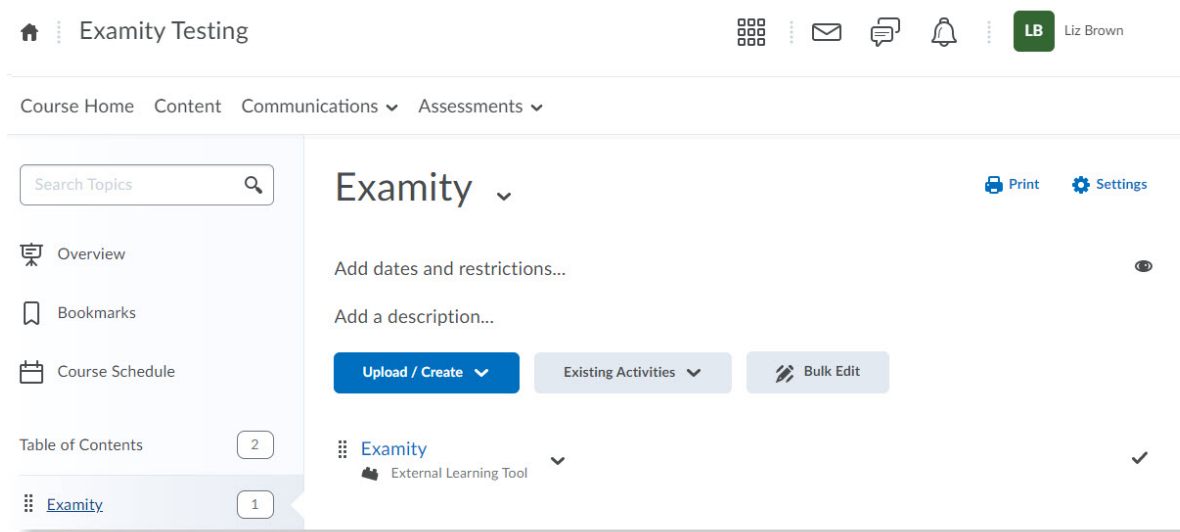
Before your exam, please confirm you meet Examity's technical requirements.

- **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.

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- **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 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

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**Not sure what to do?**

Our support team is available 24/7, 365 days a year.

[support@eximity.com](mailto:support@eximity.com)

**United States**  
+1 855-392-5489

**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.

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

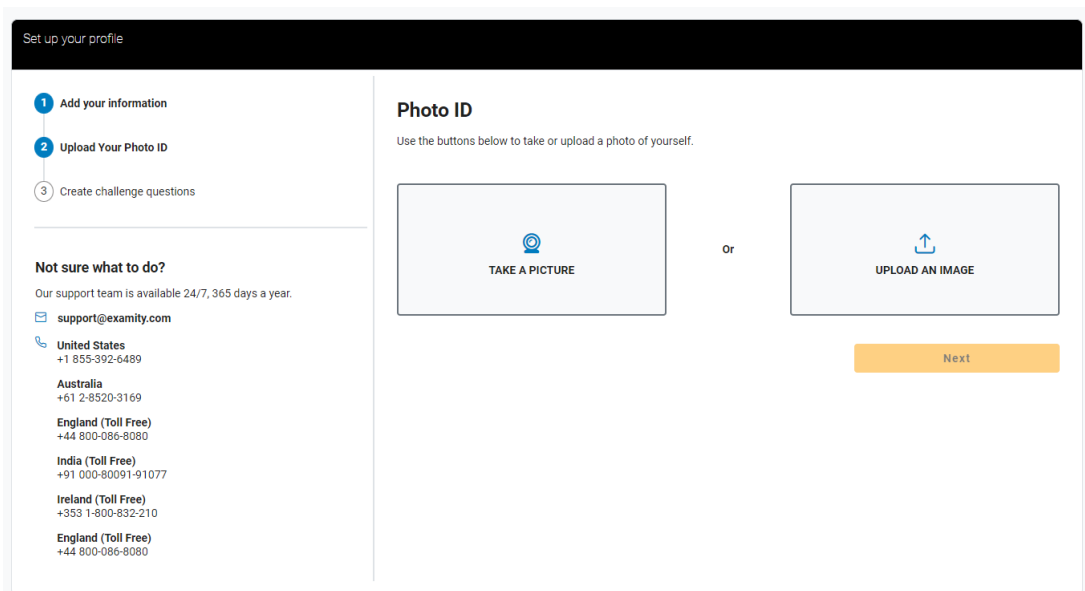
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## Step 2: Create your Photo ID

- 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.**

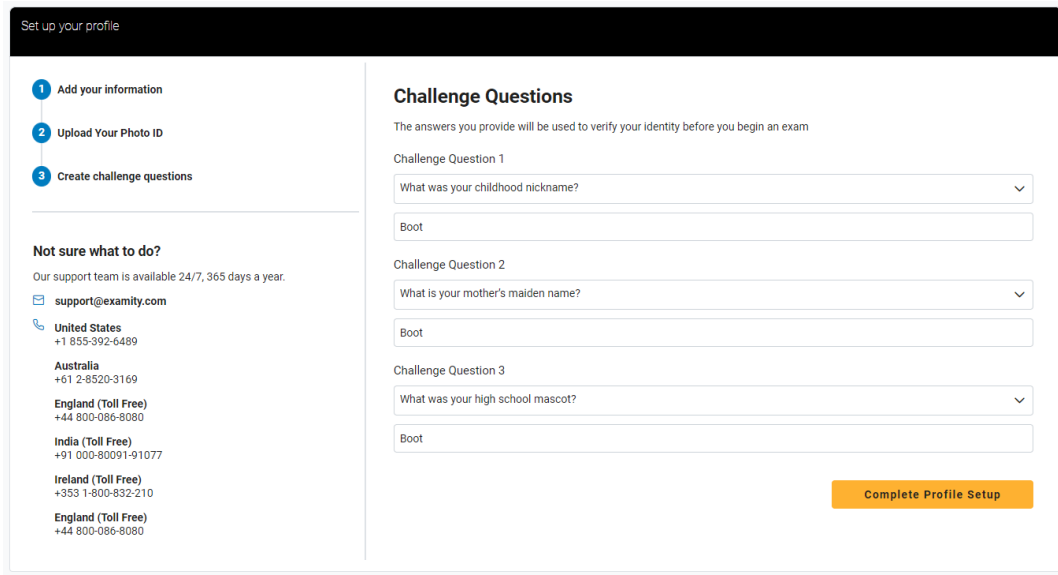
- Once you have taken or uploaded a photo of your ID, click the **Next** button.



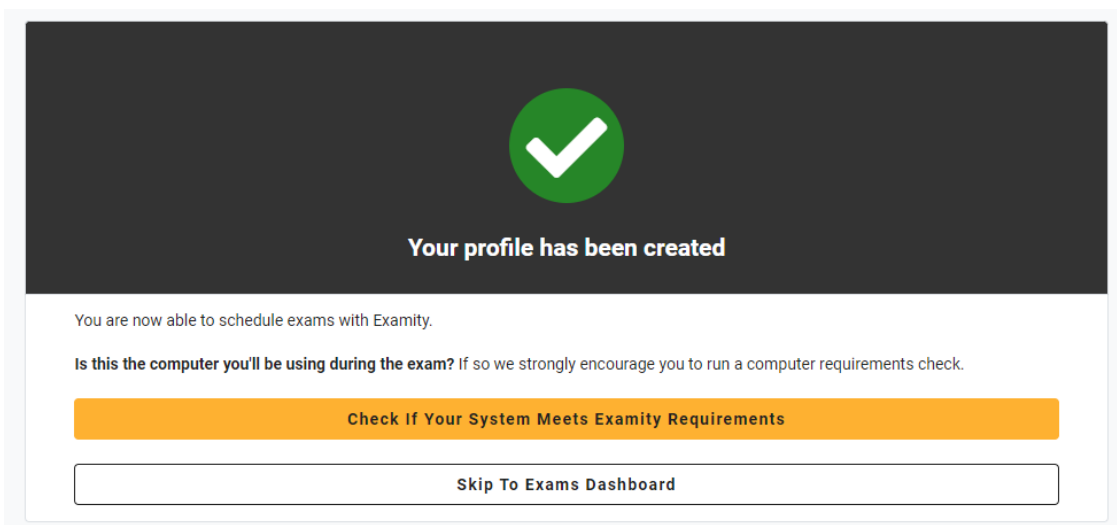
The screenshot shows the 'Set up your profile' interface. On the left, there is a progress indicator with three steps: 1. Add your information, 2. Upload Your Photo ID (current step), and 3. Create challenge questions. Below the progress indicator, there is a section titled 'Not sure what to do?' with contact information for Examity support, including the email support@examity.com and phone numbers for various regions: 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), and England (Toll Free) (+44 800-086-8080). The main content area is titled 'Photo ID' and contains the instruction 'Use the buttons below to take or upload a photo of yourself.' There are two buttons: 'TAKE A PICTURE' and 'UPLOAD AN IMAGE'. Below these buttons is a yellow 'Next' button.

### 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.

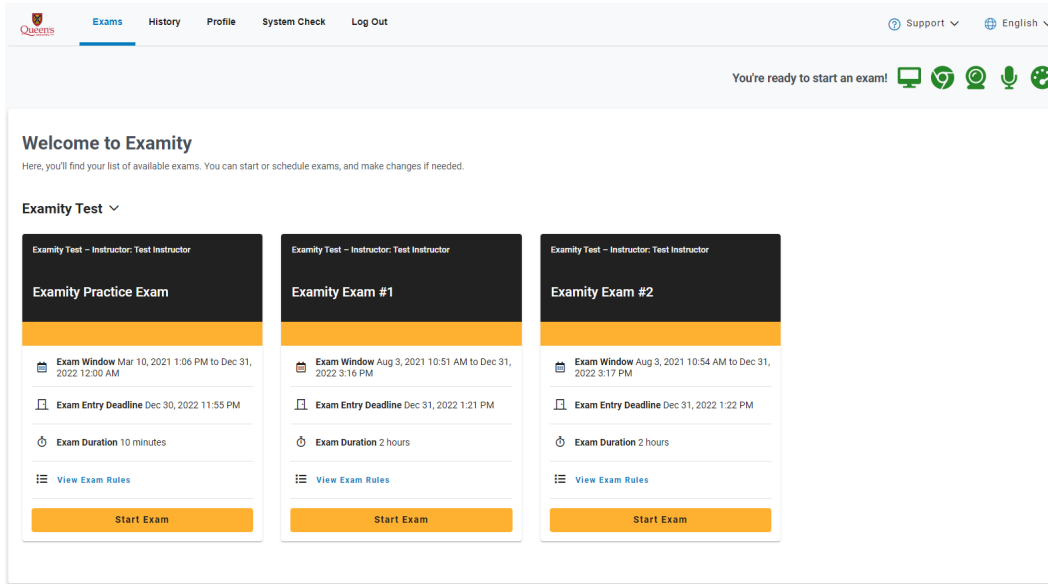


Your profile has now been created. A confirmation screen will appear – before proceeding to your Exams Dashboard, **you are strongly encouraged to verify that your computer system meets Examity’s technical requirements** by selecting the “Check if your system meets Examity requirements” button.



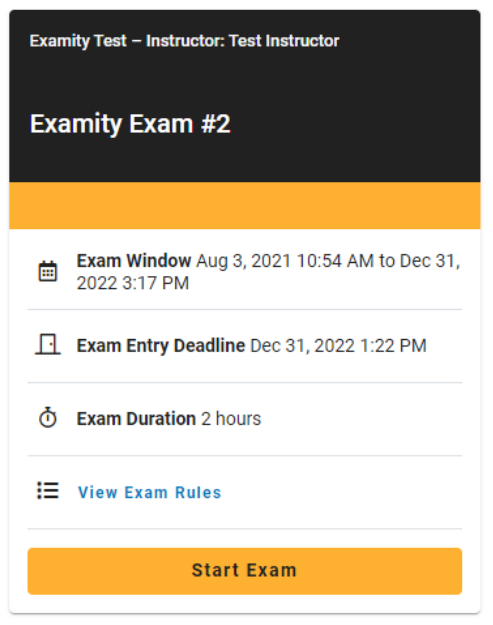
## NAVIGATING YOUR DASHBOARD

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), entry deadline, duration, and rules.



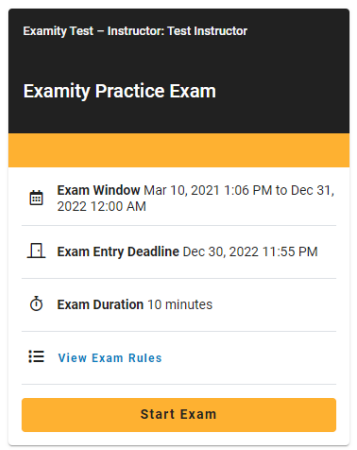
## PRACTICE EXAMS

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 Eximity'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.



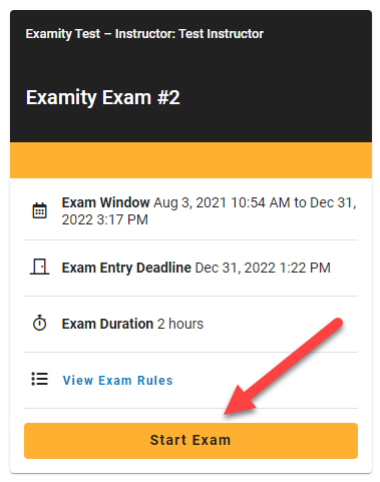
## TAKING YOUR EXAM

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**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.

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On the day of your exam, locate the relevant exam card and select **Start Exam**.

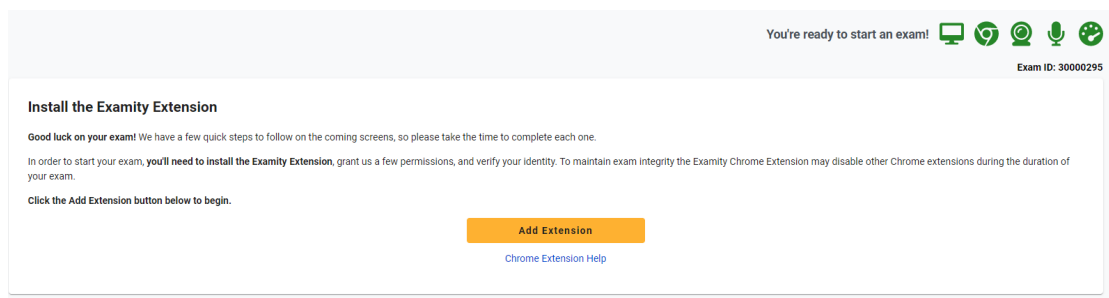


You will now be taken through a series of pre-exam steps.

### 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.



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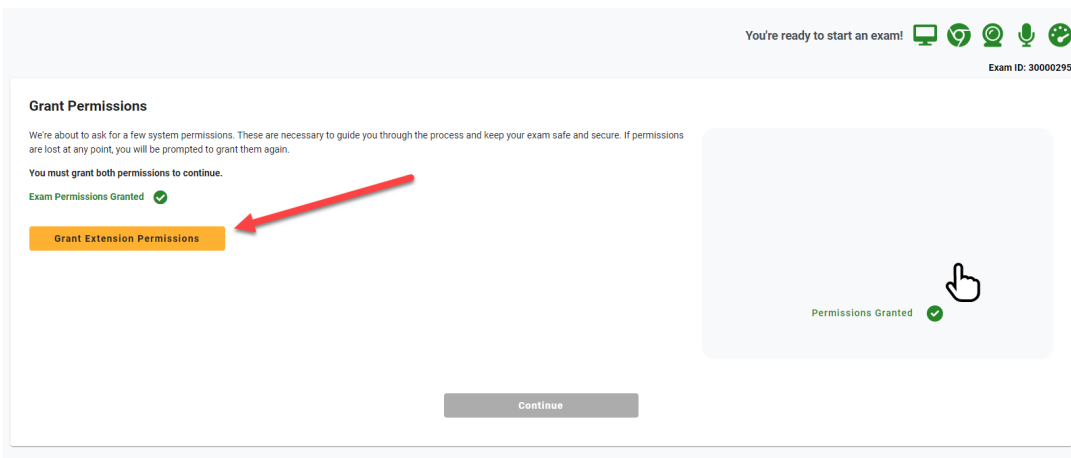
**REMINDER:** Because Examity automatically deletes the extension at the end of your exam session, you will need to complete this step every time you take an exam.

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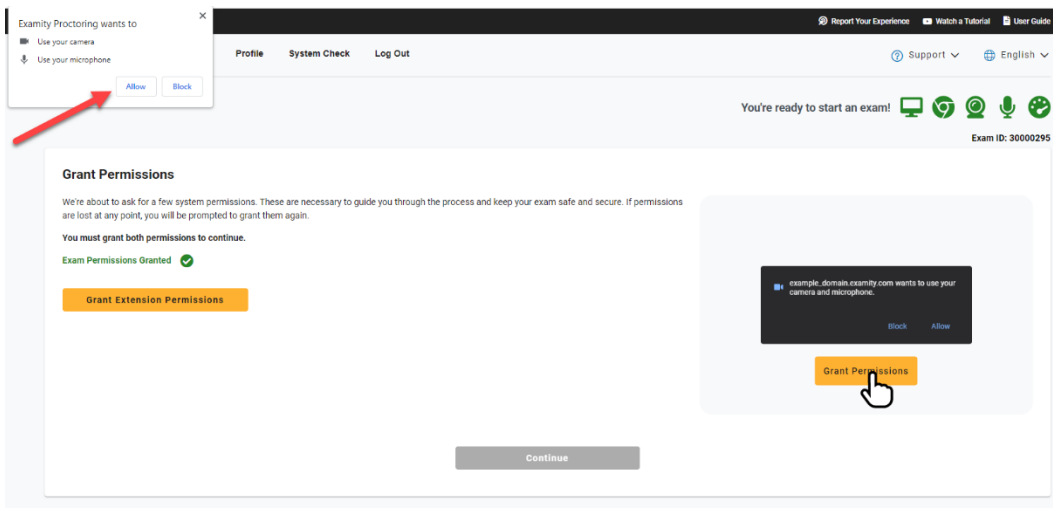
## Step 2: Grant Permissions

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

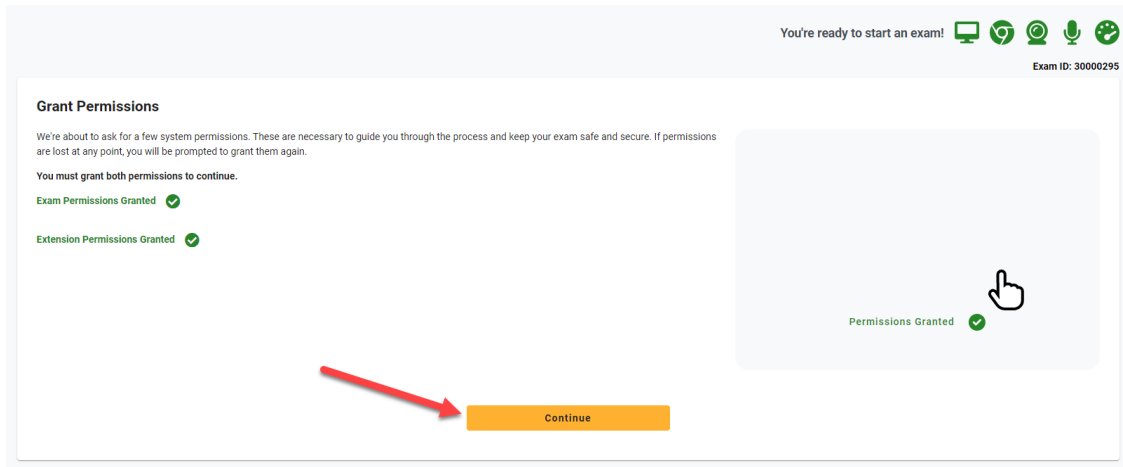
- To begin, click the **Grant Extensions Permissions** button.



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



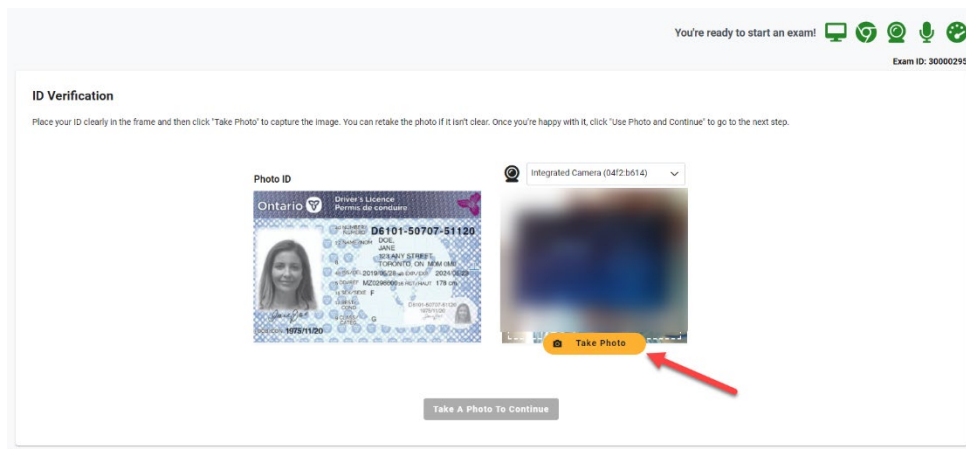
- Now, click the **Continue** button to proceed.



### 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.

You're ready to start an exam!     

Exam ID: 30000295

### Your Challenge Question

Answer the question below using the response you gave when creating your account. You'll have three chances to answer correctly. Use our Live Chat feature if you need help.






What was your childhood nickname?

## 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.

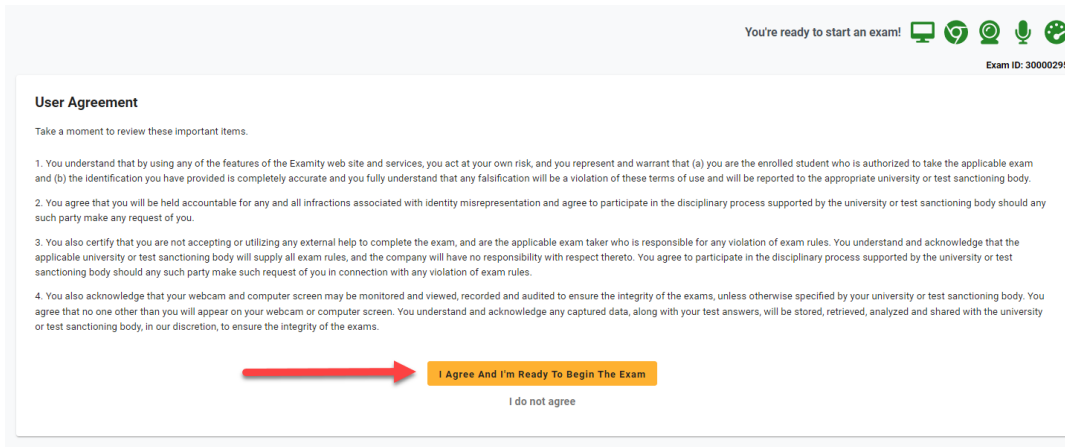
- 1 Review the exam rules and guidelines**
  - Clear your desk and the surrounding area
  - Stay connected to a power source
  - No phones or headphones
  - No dual monitors
  - No leaving your seat
  - You must be alone in the room
  - No Talking
  - You must stay in view of the webcam for the duration 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

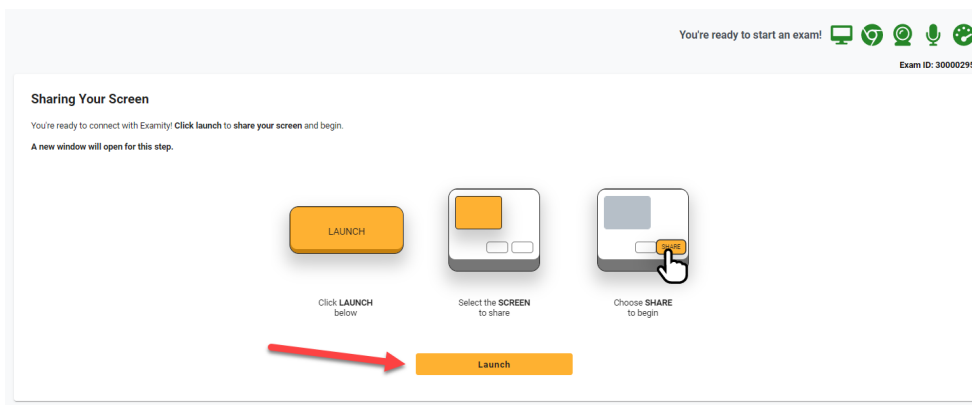
Next, read and agree to Examity's user agreement by clicking **I Agree And I'm Ready to Begin the Exam**.



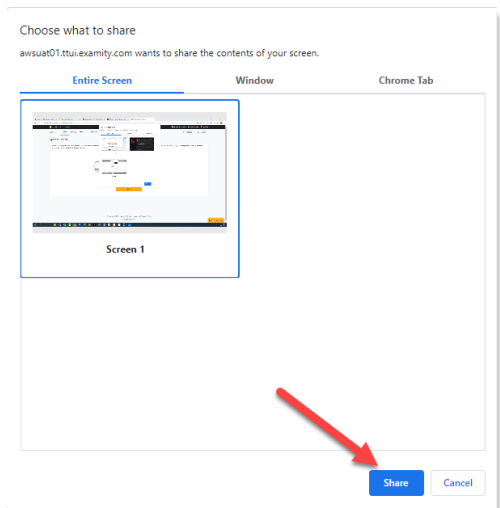
## Step 7: Share Screen

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

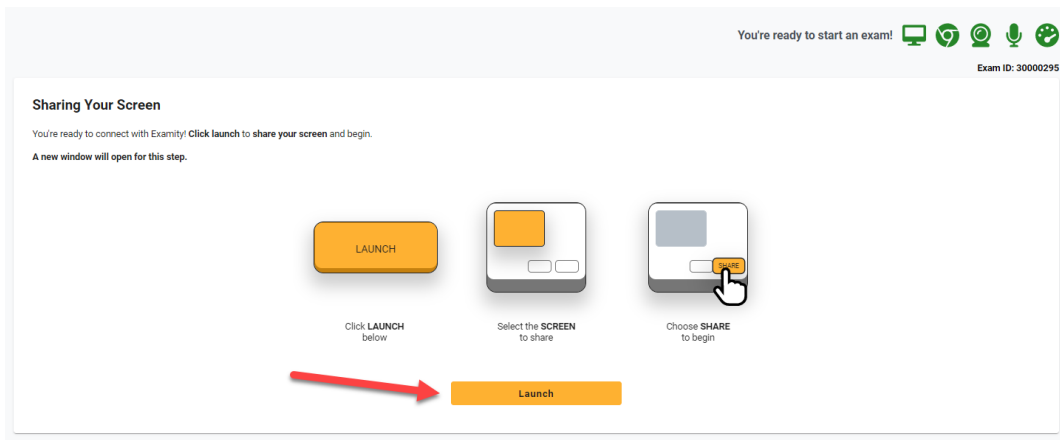
- Click the **Launch** button to initiate the process.



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



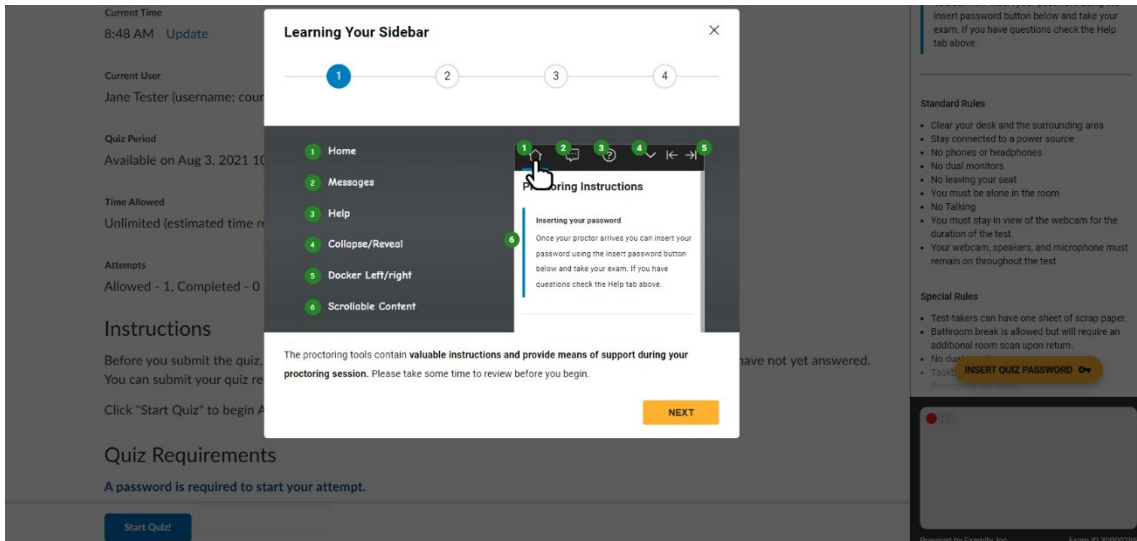
Once you've enabled screenshare, click **Launch** and you will be automatically transferred to the exam in onQ.



## 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.

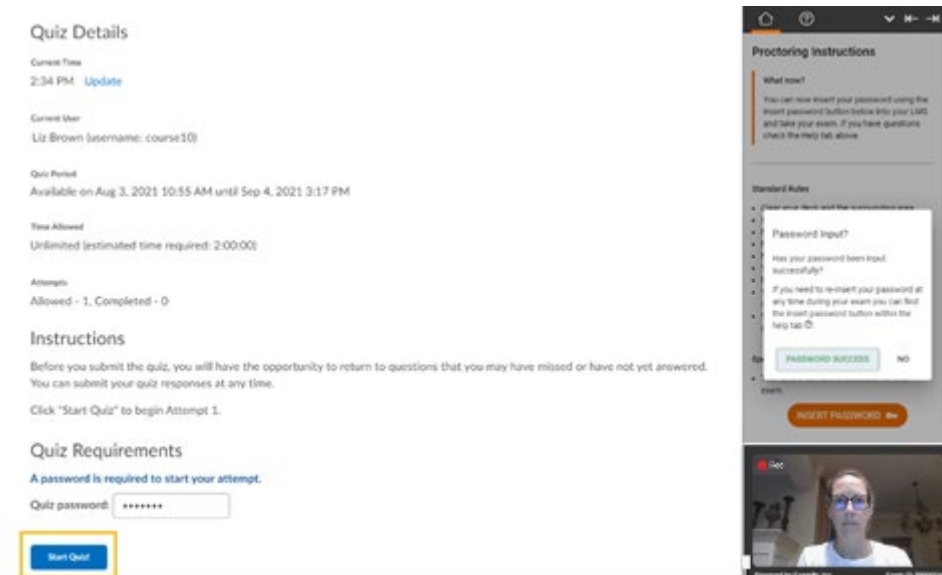
A pop-up window will appear to walk you through the different elements of the sidebar. Click the **Next** button to view the information or simply close the pop-up by clicking the **X** button in the top-right corner.



Click the **Insert Password** button and Examity will automatically populate it to the password field.

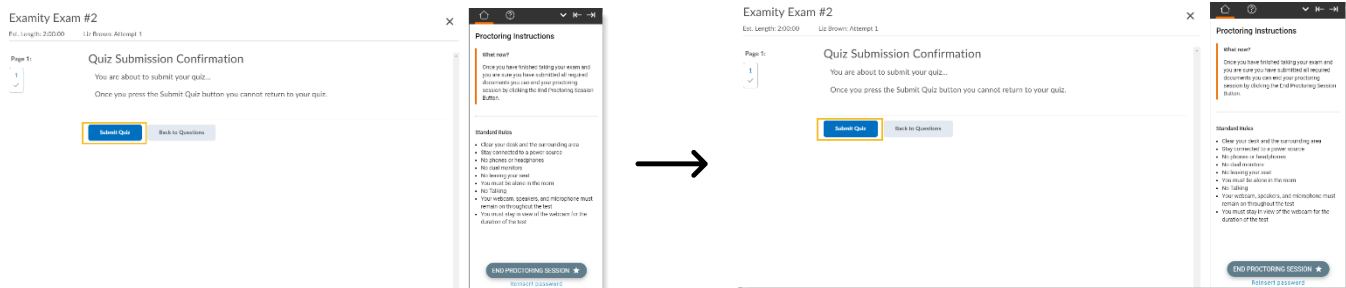
A pop-up box will reconfirm that the password has been entered correctly. If the password does not appear, refresh the page and click **Re-insert your exam password**.

Once the password has been entered, click the **Start Quiz!** button to begin the exam.



## SUBMITTING YOUR EXAM

In onQ, you must **select the Submit Quiz button on two successive screens** to ensure your exam is submitted.



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

