



Live Proctoring Test-taker Guide



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

Table of Contents

Technical Requirements.....	1
International Technical Support.....	1
Creating Your Profile.....	2
Scheduling Your Exam.....	4
Taking Your Exam.....	5

Technical Requirements

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

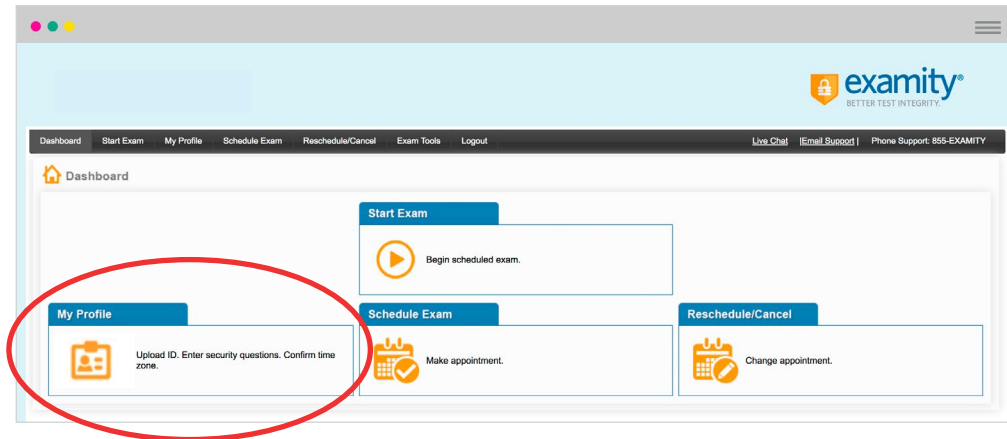
- **Browser:** Please disable your pop-up blocker
- **Equipment:**
 - Desktop or laptop computer (tablets and Chromebooks are not supported)
 - Built-in or external webcam
 - Built-in or external microphone
 - Built-in or external speakers
- **Internet:** An upload and download speed of 2Mbps

International Technical Support

U.S.	+1 855-392-6489
England	+44 800 086 8080
Ireland	+353 1800 832 210
Australia	+61 2 8520 3169
India	+91 000 80091 91077

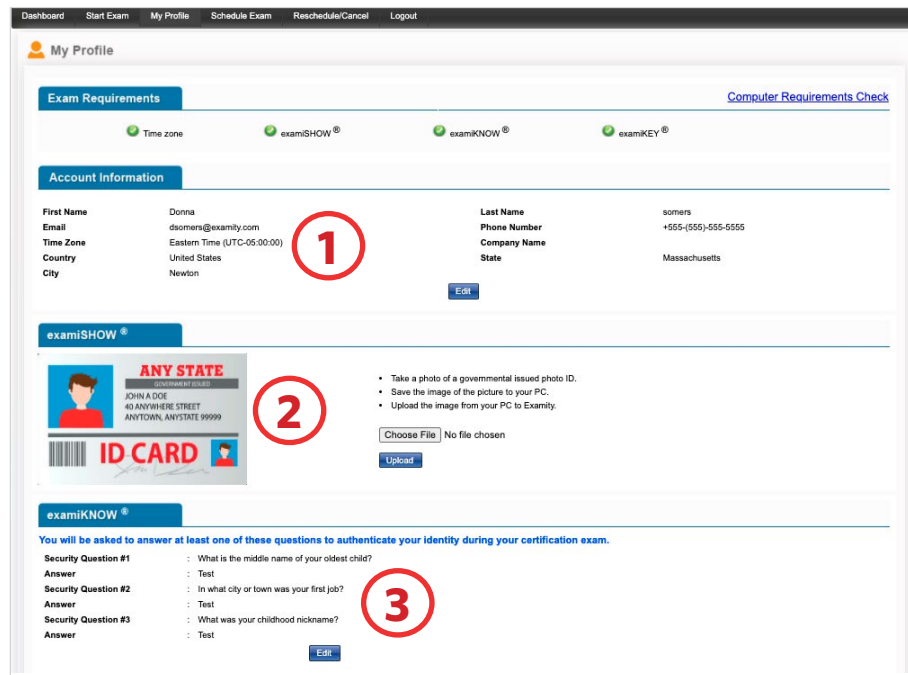
Creating Your Profile

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 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 question.



My Profile

[Computer Requirements Check](#)

Exam Requirements

- Time zone
- examiSHOW
- examiKNOW
- examiKEY

Account Information

First Name	Donna	Last Name	somers
Email	dsomers@examity.com	Phone Number	+555-(555)-555-5555
Time Zone	Eastern Time (UTC-05:00:00)	Company Name	
Country	United States	State	Massachusetts
City	Newton		

[Edit](#)

examiSHOW

ANY STATE

JOHN A DOE
40 ANYWHERE STREET
ANYTOWN, ANYSTATE 99999

ID CARD

- Take a photo of a governmental issued photo ID.
- Save the image of the picture to your PC.
- Upload the image from your PC to Examity.

[Choose File](#) No file chosen

[Upload](#)

examiKNOW

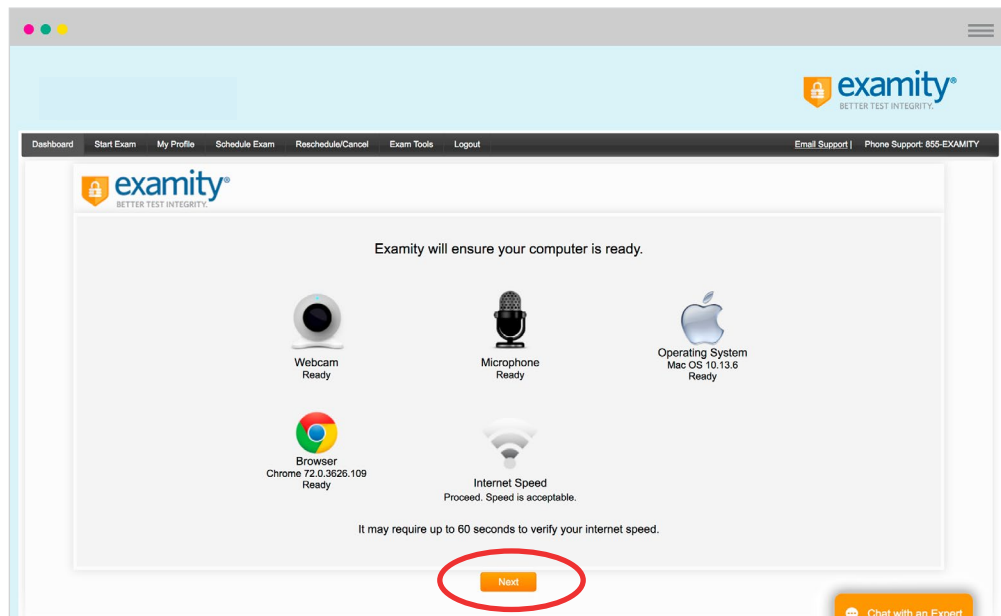
You will be asked to answer at least one of these questions to authenticate your identity during your certification exam.

Security Question #1	What is the middle name of your oldest child?
Answer	Test
Security Question #2	In what city or town was your first job?
Answer	Test
Security Question #3	What was your childhood nickname?
Answer	Test

[Edit](#)

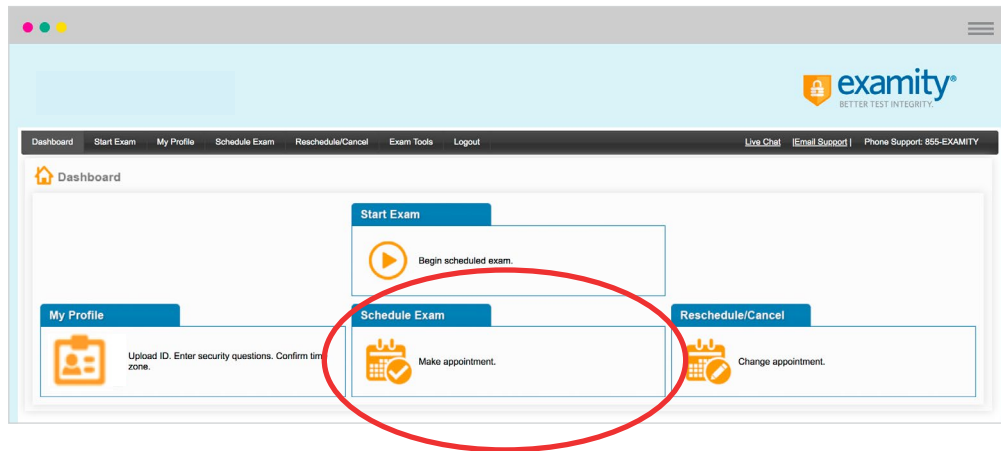
For assistance, call **855-EXAMITY**, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

Once your profile is complete, you are strongly encouraged to run a computer requirements check. To complete check, click in the upper right-hand corner of the “My Profile” page. You should run the computer requirements check on the same machine you will be using to take the exam.

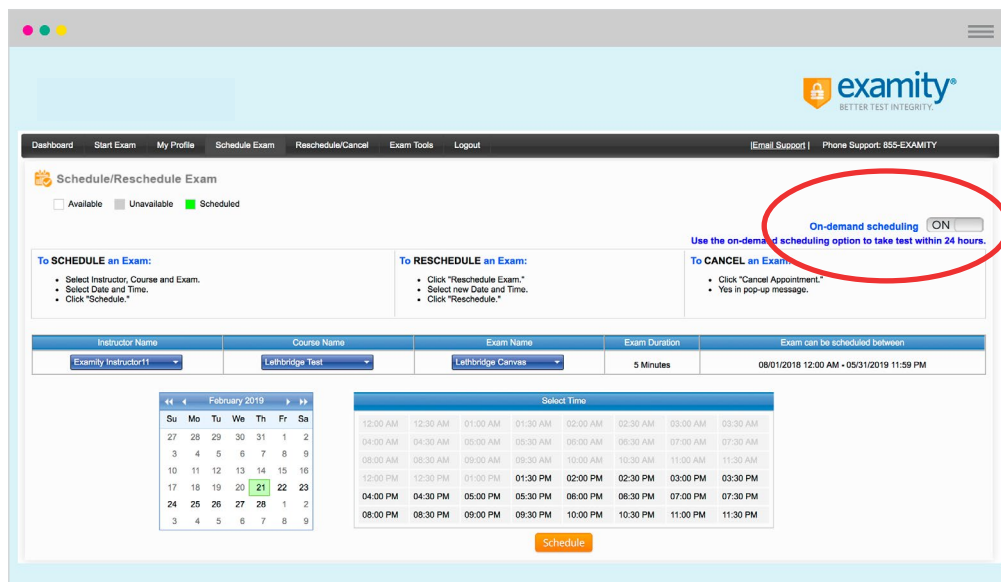


Scheduling Your Exam

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.



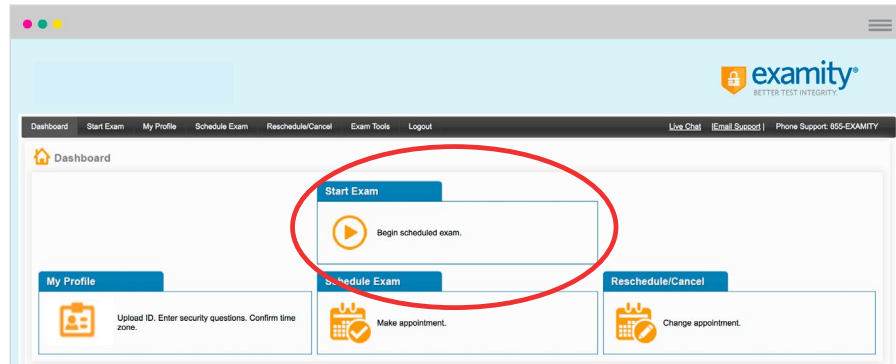
Locate your instructor, course, and exam in the drop-down menu. Next, select a date and time, and click "Schedule." If you are scheduling your exam within 24 hours, please confirm on-demand scheduling is adjusted to "on."



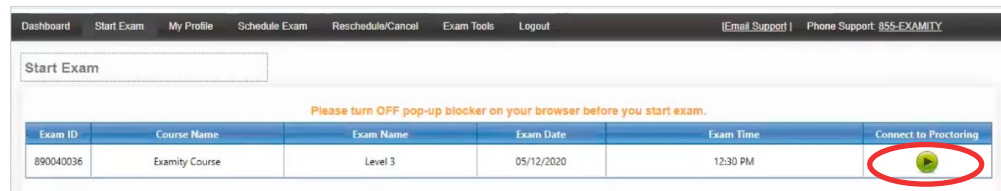
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Taking Your Exam

On the day and time of your exam, please return to the Examity dashboard, and click the “Start Exam” icon.



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



Once connected to your proctor, you will see a “Proceed” button.

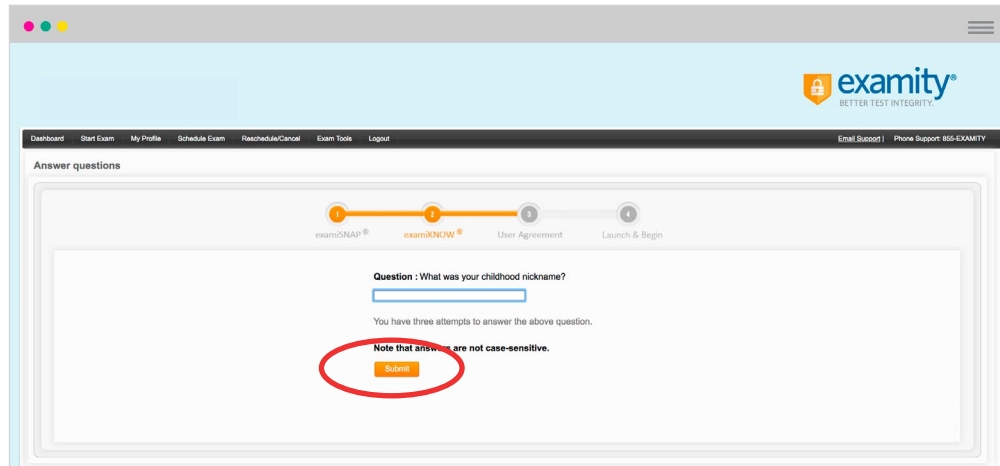


Your proctor will walk you through the authentication process. You will be asked to:

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.

examiKNOW

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



examiKNOW

Question : What was your childhood nickname?

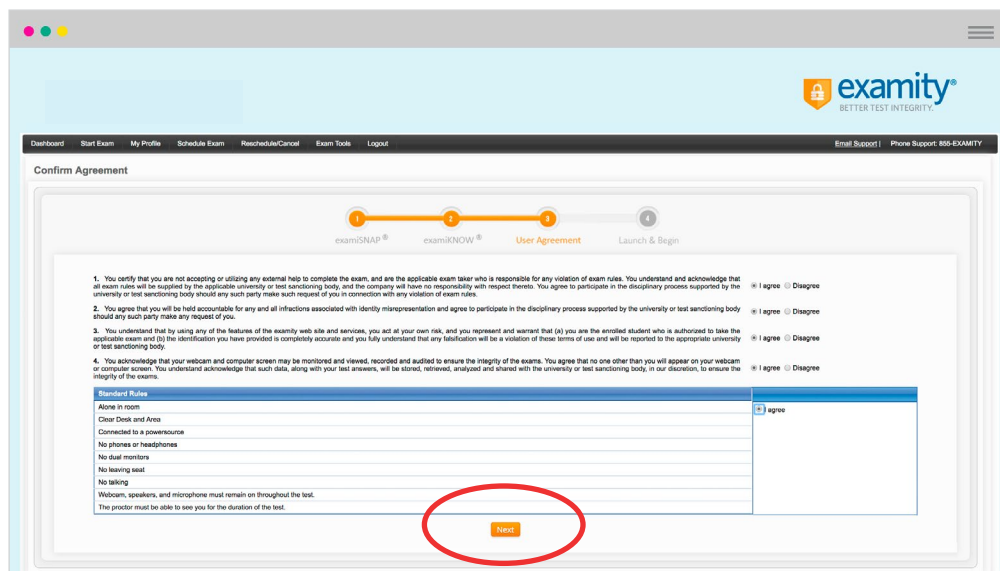
You have three attempts to answer the above question.

Note that answers are not case-sensitive.

Submit

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.



Confirm Agreement

1. You 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 all exam rules will be supplied by the applicable university or test sanctioning body, 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. ☐ I agree ☐ Disagree

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. ☐ I agree ☐ Disagree

3. 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. ☐ I agree ☐ Disagree

4. You acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand acknowledgment that such 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 ☐ Disagree

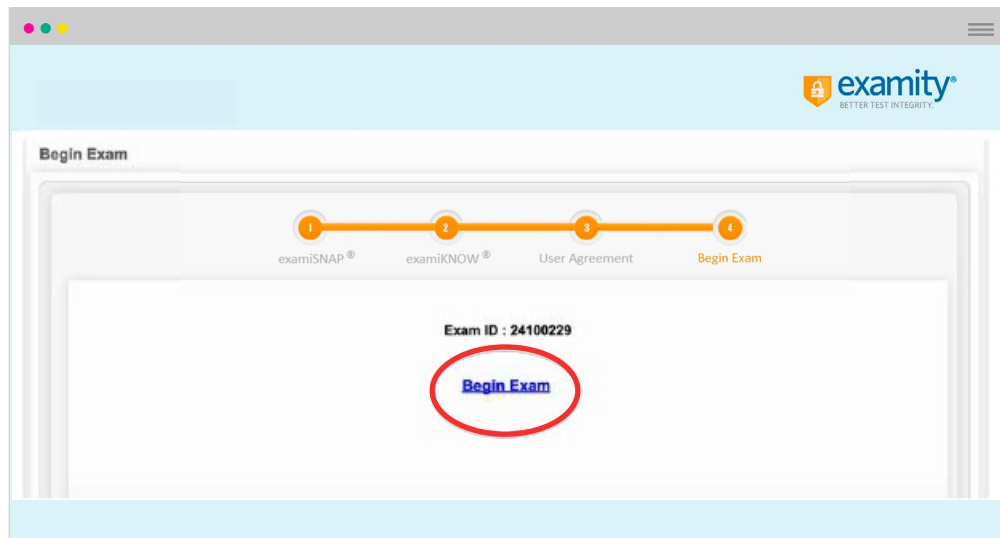
Standard Rules	I agree
Alone in room	<input checked="" type="checkbox"/>
Clear Desk and Area	<input checked="" type="checkbox"/>
Connected to a power source	<input checked="" type="checkbox"/>
No phones or headphones	<input checked="" type="checkbox"/>
No dual monitors	<input checked="" type="checkbox"/>
No leaving seat	<input checked="" type="checkbox"/>
No talking	<input checked="" type="checkbox"/>
Webcam, speakers, and microphone must remain on throughout the test.	<input checked="" type="checkbox"/>
The proctor must be able to see you for the duration of the test.	<input checked="" type="checkbox"/>

Next

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

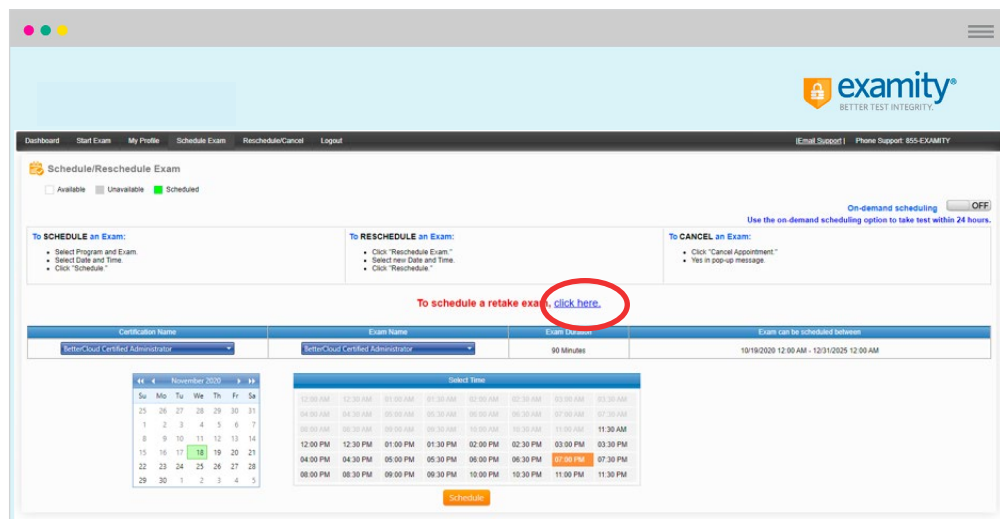
Begin Exam

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!



Retaking Your Exam

To schedule a retake of your last session, please use the retake link in the calendar. You may not schedule a retake until a full 7 days have passed from your previous appointment.



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