



Live Proctoring Test-taker Guide

For assistance, call **855-EXAMITY** (press 1), email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

Table of Contents

Creating Your Profile.....	1
Navigating Your Dashboard.....	4
Scheduling Your Exam.....	4
Taking Your Exam.....	5
Completing Your Exam.....	11

Accessing Eximity

Eximity is easily accessible through Canvas. To log in to Eximity, open Canvas, navigate to your course and select the Eximity link. This will bring you to the Eximity dashboard.

Technical Requirements

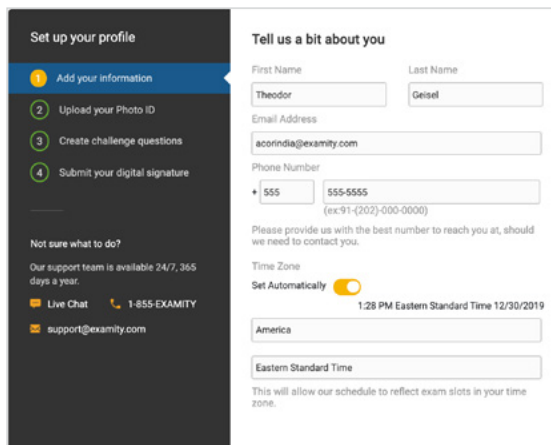
Before your exam, please confirm you meet Eximity's technical requirements.

- **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:** An upload and download speed of 2Mbps.

Creating Your Profile

The first time you attempt to access Eximity, you will be prompted to create your profile. Profile creation is a very quick process.

- 1 Provide key contact information for your profile.



Set up your profile

- 1 Add your information
- 2 Upload your Photo ID
- 3 Create challenge questions
- 4 Submit your digital signature

Not sure what to do?
Our support team is available 24/7, 365 days a year.
Live Chat 1-855-EXAMITY
support@eximity.com

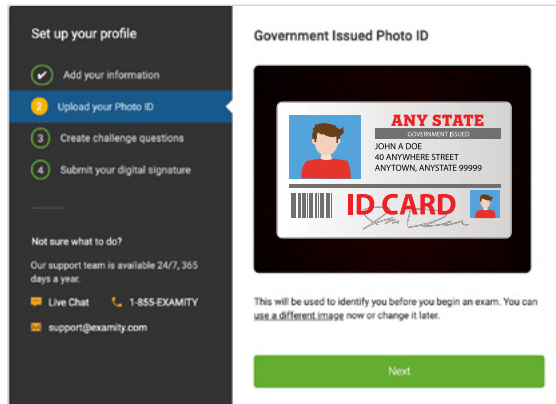
Tell us a bit about you

First Name: Theodor
Last Name: Geisel
Email Address: acorindia@eximity.com
Phone Number: 555-5555 (ex:91-(202)-000-0000)
Please provide us with the best number to reach you at, should we need to contact you.
Time Zone: America
Set Automatically:
1:28 PM Eastern Standard Time 12/30/2019
Eastern Standard Time
This will allow our schedule to reflect exam slots in your time zone.

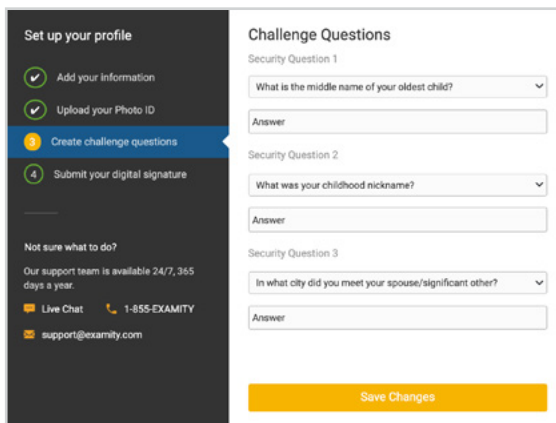
TIP:

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

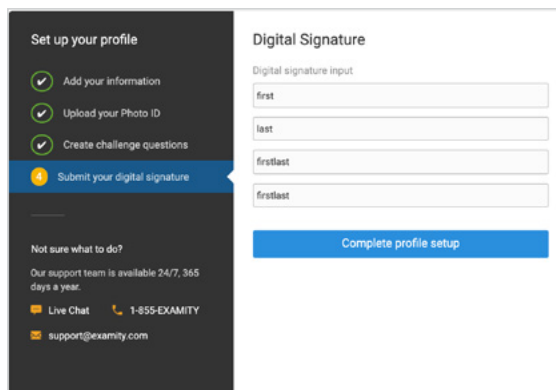
- 2 Upload a picture of your ID. Please note, for verification purposes, you will need to bring this ID with you every time you take a test.



- 3 Select and answer three challenge questions.

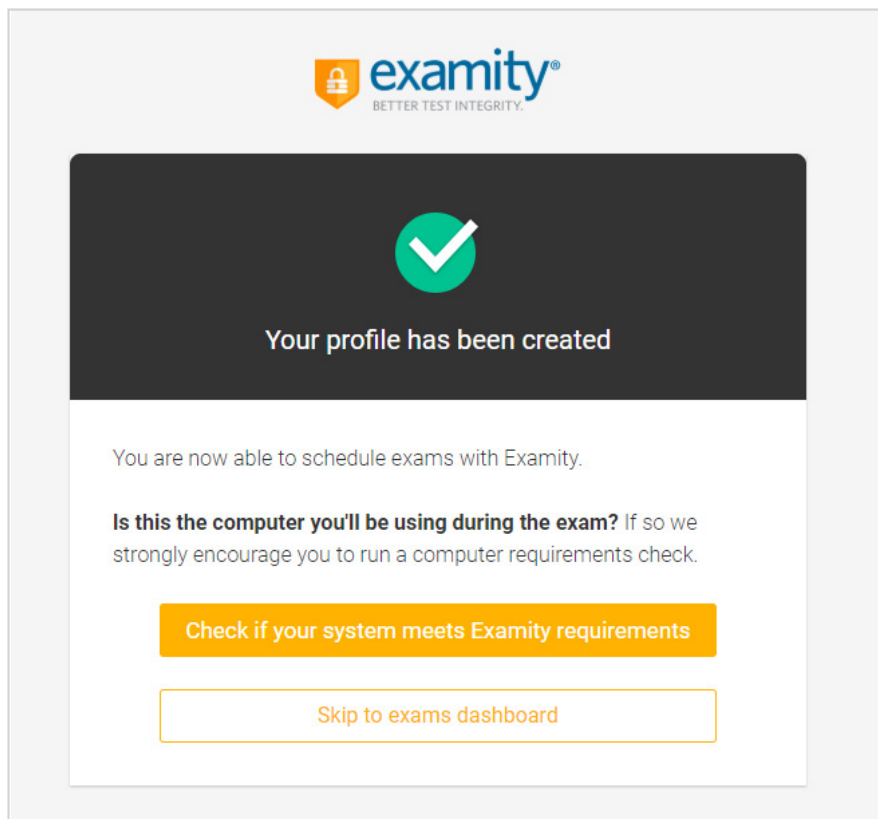


- 4 Submit your digital signature.



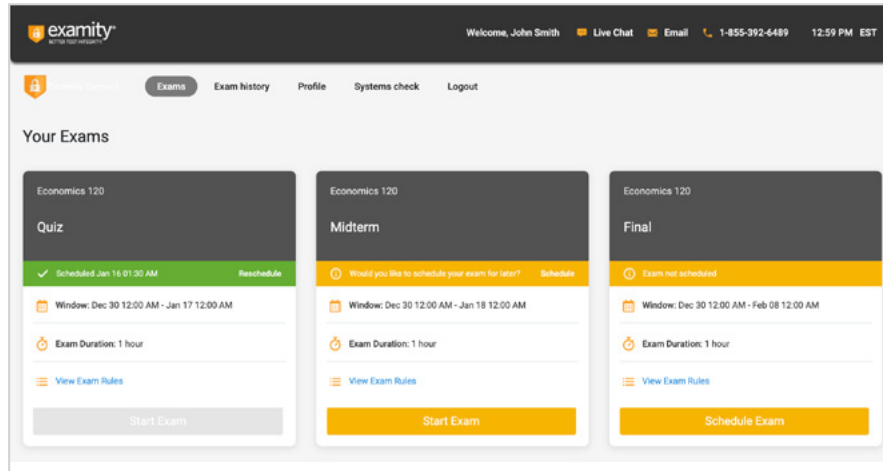
For assistance, call **855-EXAMITY** (press 1), email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

Your profile has now been created. You should see a confirmation screen. Please select “Check if your system meets Examity requirements” before proceeding to the exam dashboard.



Navigating Your Dashboard

Once your profile is created, you will be directed to the Examity dashboard.



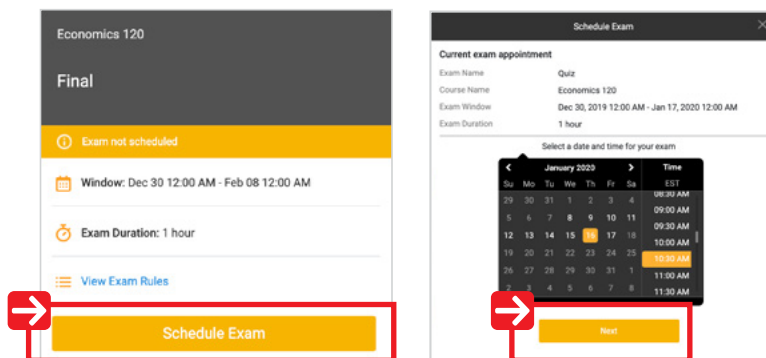
The Examity dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information. **Please note:** exams that do not require scheduling will simply say, “Start Exam” at the bottom of the exam card.

TIP:

To return to the Examity dashboard in the future, you can easily access it through Canvas. To log in, open Canvas, navigate to your course and select the Examity link.

Scheduling Your Exam

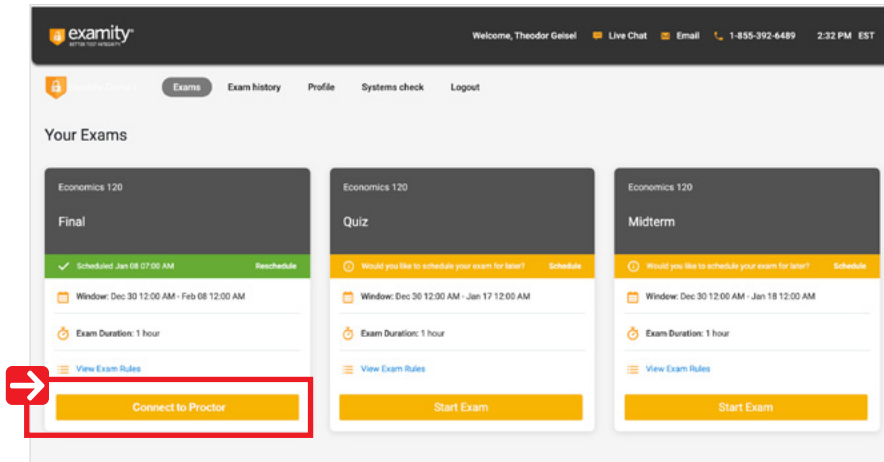
To schedule an exam, click “Schedule Exam” on the Exam card. Then select the date and time and click “Next.”



For assistance, call **855-EXAMITY** (press 1), email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

Taking Your Exam

On the day of your exam, locate the exam card and select “Connect to Proctor.”

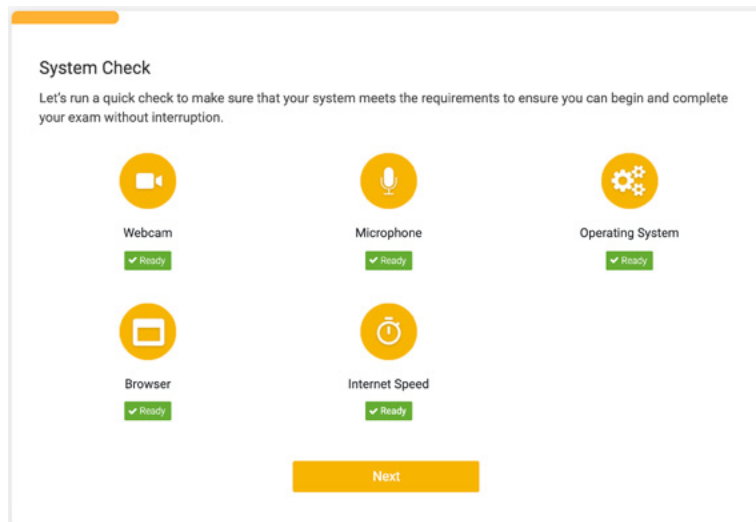


REMINDER:

Before you start your exam, please confirm that you are accessing Examity through Chrome. If you are not using this browser, please restart your exam session in Chrome.

You will be sent to a new screen where you will be asked to run through a few steps to confirm you meet our technical requirements, verify your identity, and approve our user agreement.

1 System Check: Examity will confirm you meet our technical requirements.

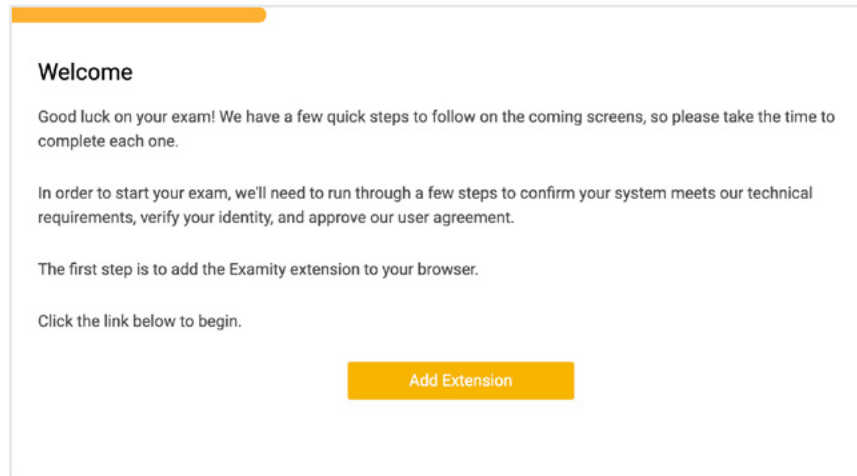


For assistance, call **855-EXAMITY** (press 1), email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

- 2 Browser Extension:** Please follow the prompts to add the Eximity extension to your browser. Then click “Next.”

REMINDER:

Because we automatically delete the extension at the end of your session, you will need to complete this step every time you test.



- 3 Connect to Proctor:** You will now be connected to a proctor who will walk you through the rest of the ID verification process and launch your exam.

