



Student Quick 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 Requirments.....	1
Accessing Examity	2
Getting Started.....	3
Scheduling Your Exam.....	4
Rescheduling or Cancelling Your Exam.....	5
Taking Your Exam	6

Technical Requirements

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

- **Browser:** Google Chrome or Mozilla Firefox, please disable your pop-up blocker

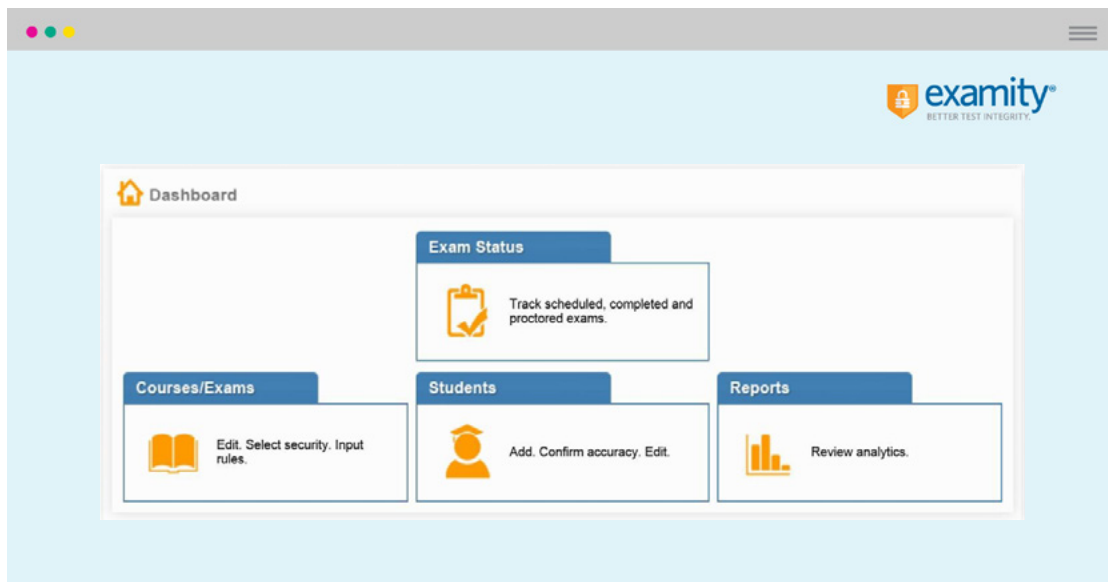
- **Equipment:**
 - Desktop or laptop computer (tablets and Chromebooks are not supported)
 - Built-in or external webcam
 - Built-in or external microphone
 - Built-in or external speakers

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

Accessing Examity

You can easily access Examity through Canvas.

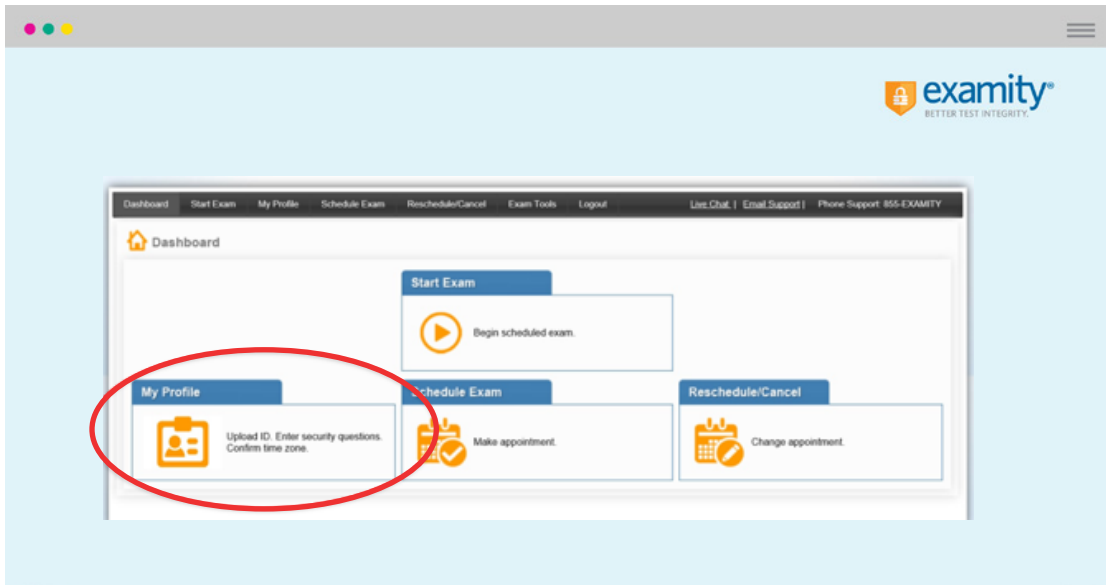
First, **login** to your course in Canvas, then click on the **Examity link**. This will bring you to your Examity dashboard.



From here, you can create or edit your profile and schedule, reschedule or cancel your exam. This is also where you will go to start your exam.

Getting Started

You must complete your profile in order to schedule your exam. Create your Examity profile by selecting **"My Profile"** from the dashboard.



First, select your time zone. **Please be advised**, your time zone must reflect the location in which you plan on testing. Then upload your picture identification card. **Please note**, for verification purposes, you will need to bring this ID with you every time you take a test. Next, select and answer three unique security questions

Exam Requirements Computer Requirements Check

Time zone: examiSHOW, examiKNOW, examiKEY

Account Information

Account information has been updated successfully.

First Name	Jackie	Last Name	Smith
Email	smith@examity.com	Phone Number	5866555555
Time Zone	Eastern Time (UTC-05:00)		

examiSHOW

Take a picture of your photo ID using a smartphone, camera or webcam.
 Save the image of the picture to your PC.
 Upload the image from your PC to Examity.

Security Questions

This information will be used for future verification. Please select questions that you can accurately remember.

Security Question #1:
 Answer:

Security Question #2:
 Answer:

Security Question #3:
 Answer:

examiKEY

This information will be used for future verification. Please type as you normally would.

Enter First Name (NO CAPS): (example: john)

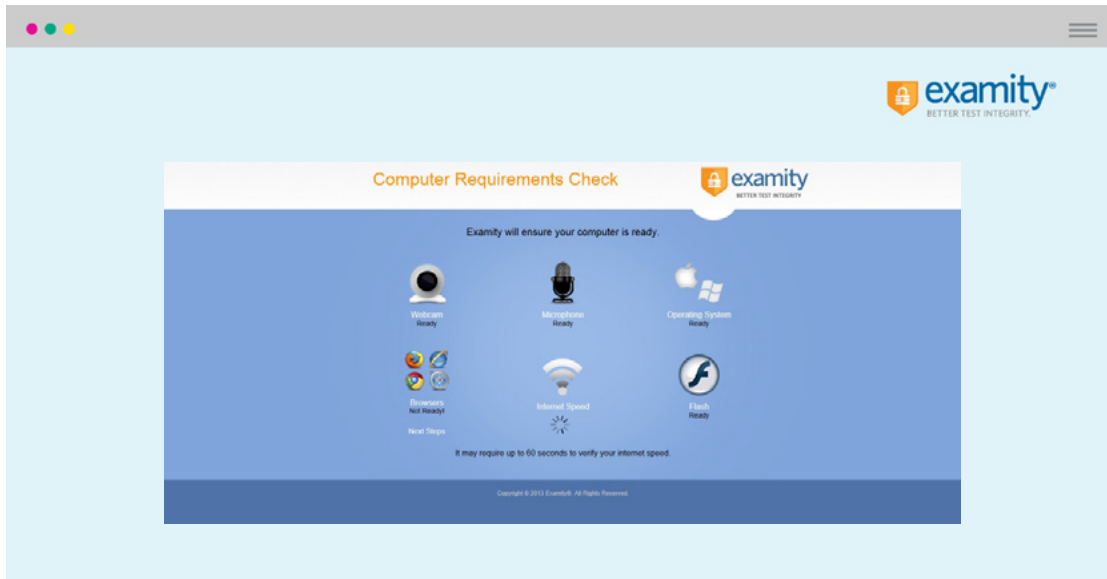
Enter Last Name (NO CAPS): (example: smith)

Enter First Name and Last Name (NO CAPS, NO SPACES): (example: johnsmith)

Re-enter First Name and Last Name (NO CAPS, NO SPACES): (example: johnsmith)

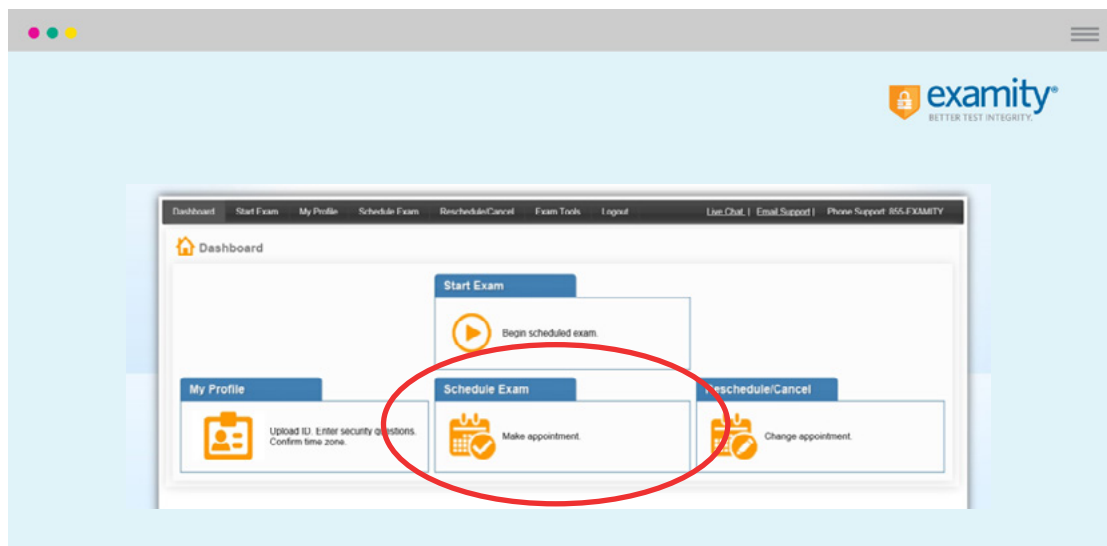
Finally, enter your **keystroke biometric signature**.

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



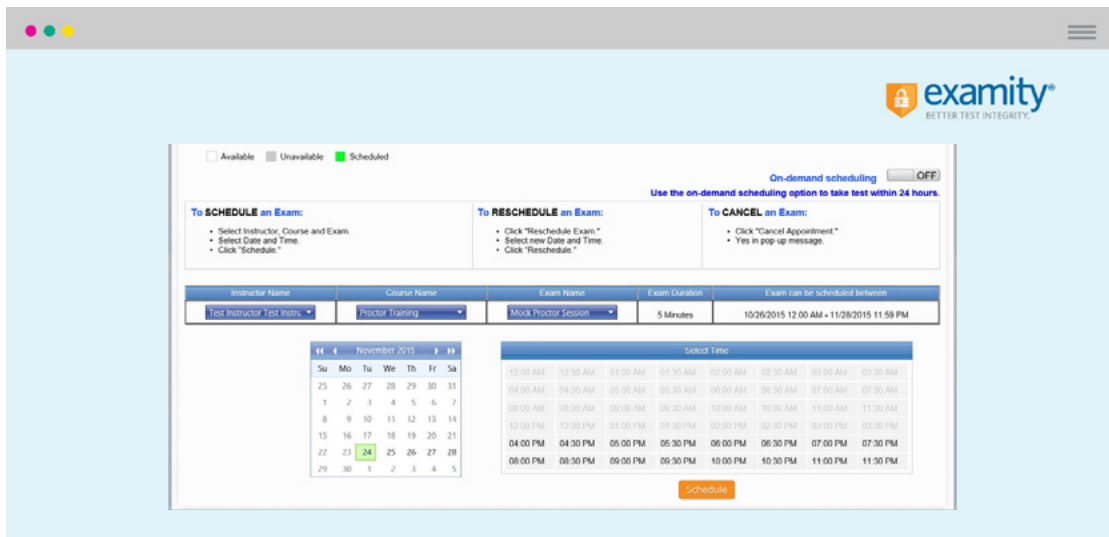
Scheduling Your Exam

You must complete your profile in order to schedule your exam. Create your Examity profile by selecting **"My Profile"** from the dashboard.



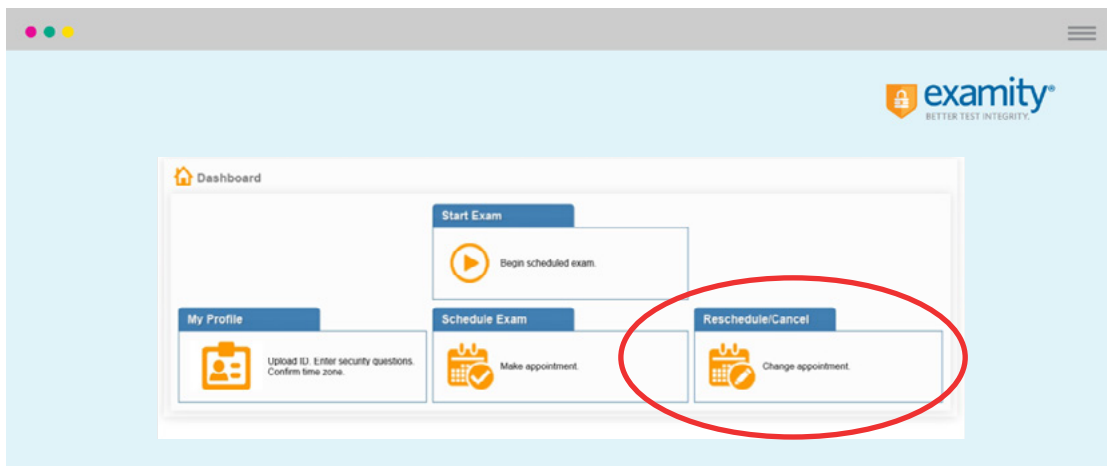
For assistance, call **855-EXAMITY**, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

Select your instructor, course and exam name from the drop down menus. Next, you will see a calendar. Select your preferred date and time. If you are scheduling less than 24 hours in advance, you must select the **"On-Demand"** scheduling option. **On-demand charges are \$3.00.** Examity proctoring service is available 24/7.



Rescheduling or Cancelling Your Exam

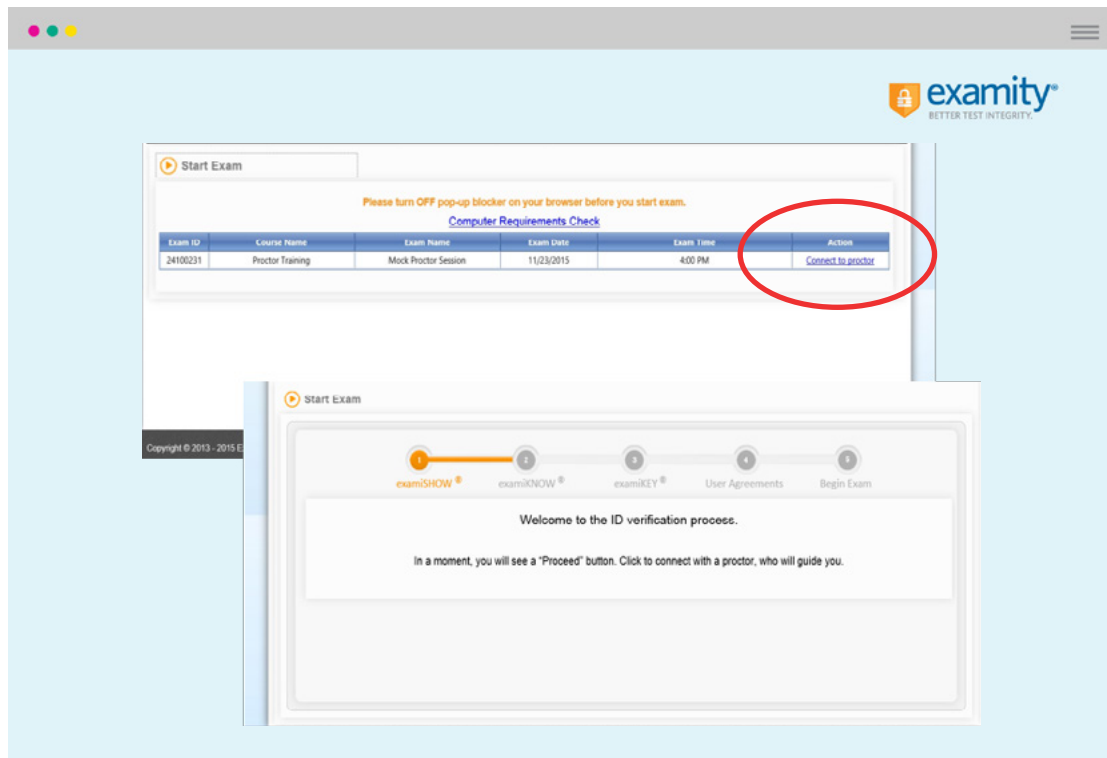
If you need to reschedule or cancel your exam, click the **"Reschedule/Cancel"** tab on the top navigation bar or on your dashboard. Select the exam you want to reschedule or cancel from the menu that appears. If you cancel or reschedule your exam less than 24 hours in advance, **you will be charged \$3.00.**



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

Taking Your Exam

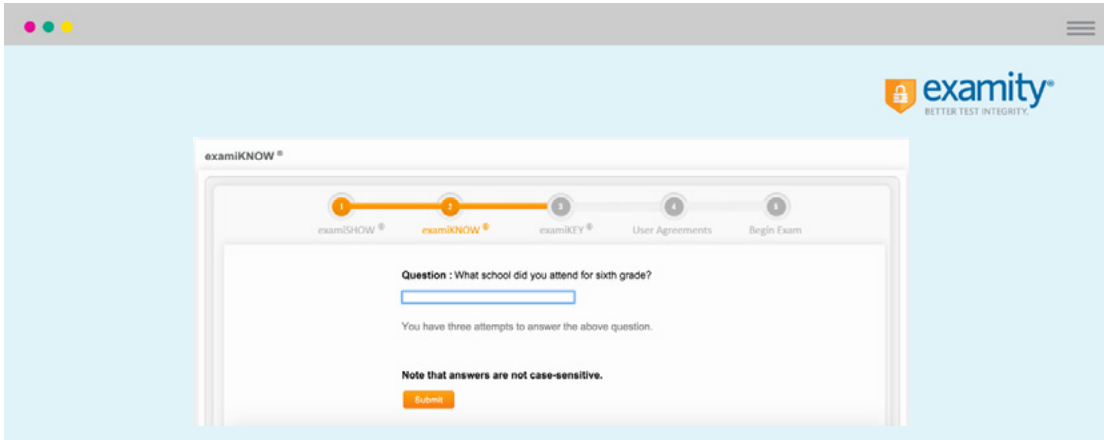
On your Examity dashboard, select **“Start Exam”** and click on **“Connect to Proctor.”**



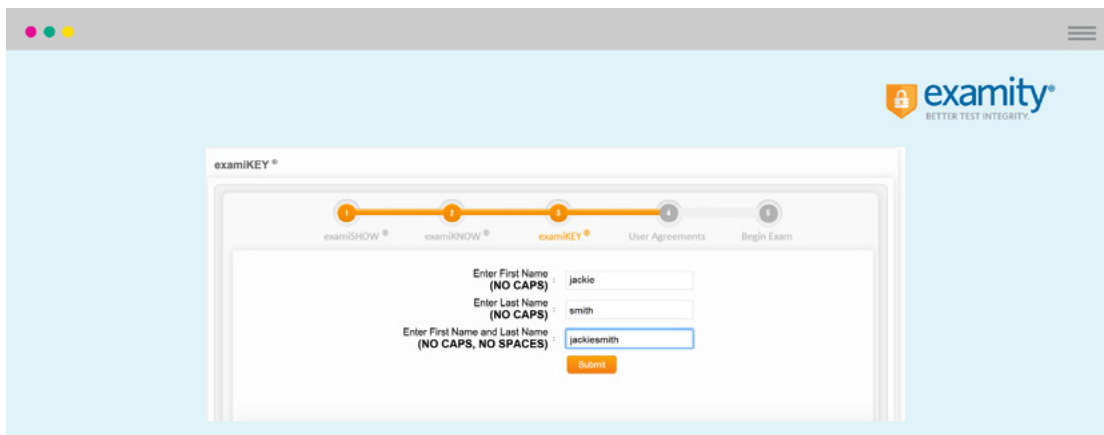
Proctor support will walk you through the authentication process. You will be asked to:

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.

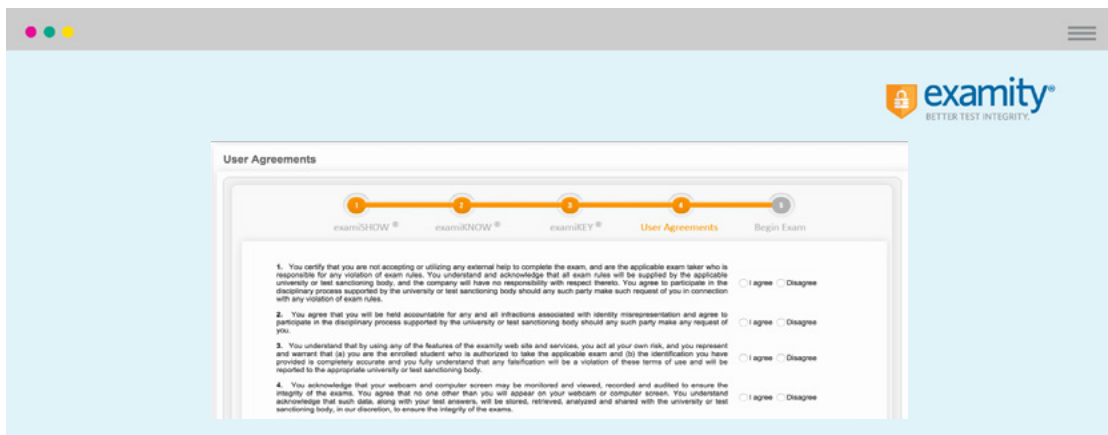
Next, answer a security question.



Type your unique biometric signature as per your profile setup.

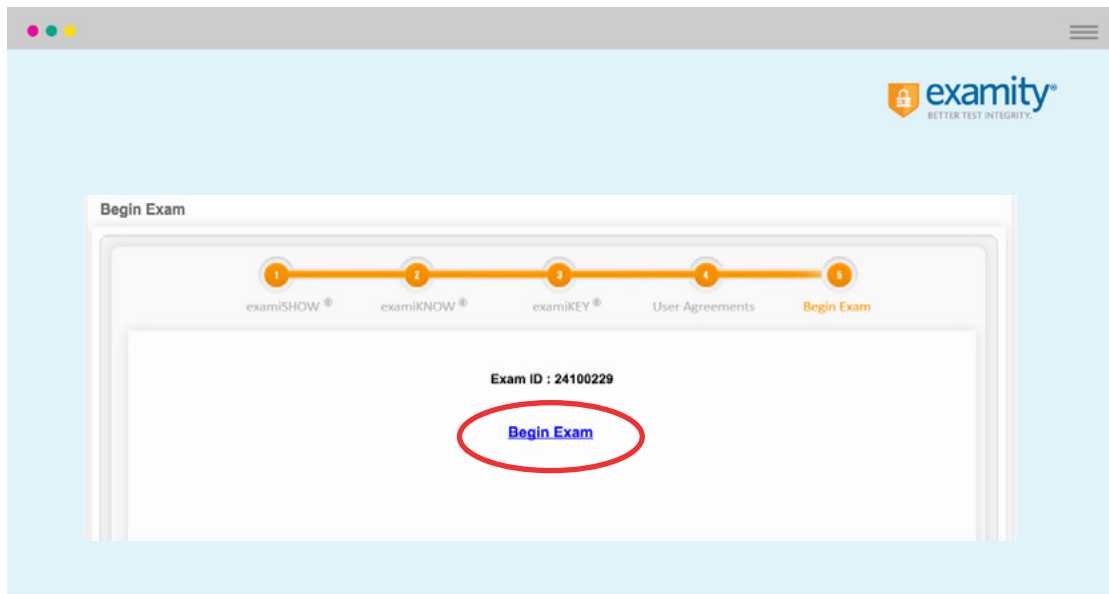


Agree to the user agreement and exam rules.



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

Once you have finished the authentication process, click on the **“Begin Exam”** link. Your proctor will enter the password for you. In order to do this; please understand that you will need to grant the proctor keyboard and mouse control of your computer in order to enter the password. Once the password has been entered, you are ready to begin!



Please Note: We encourage test-takers to arrive 15 minutes prior to the start of their exam. This will allow ample time to connect with your proctor and troubleshoot any technical issues that may arise.

Also, the time it takes you to connect to proctor support and complete the authentication process does **NOT** count towards your exam duration.

MAKE SURE YOUR POP-UP BLOCKER IS DISABLED. Otherwise, you will not be able to connect with proctor support.