Live Proctoring
Test-taker Guide

For assistance, call 1-617-500-6524, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.
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Accessing Exамиty
You should have received an email from Exамиty with your username and temporary password. To begin, simply click the link provided.

Technical Requirements
Before your exam, please confirm you meet Examiy’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 Examiy, you will be prompted to create your profile. Profile creation is a very quick process.

1. Provide key contact information for your profile.

   **Tell us a bit about you**
   - First Name
   - Last Name
   - Email Address
   - Phone Number

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

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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.

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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:

Bookmark your Examity link so you can quickly return to the dashboard in the future. In Chrome, simply navigate to the Bookmarks menu and select “Bookmark the tab.”

Scheduling Your Exam

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

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

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.
**Browser Extension:** Please follow the prompts to add the Examity extension to your browser. Then click “Connect to Proctor.”

**Welcome**

Good luck on your exam! We have a few quick steps to follow on the coming screens, so please take the time to complete each one.

In order to start your exam, we'll need to run through a few steps to confirm your system meets our technical requirements, verify your identity, and approve our user agreement.

The first step is to add the Examity extension to your browser.

Click the link below to begin.

[Add Extension]

**Connecting to your Proctor**

We are opening a connection to your proctor. This may take a moment.

[Connect to Proctor]

**TIP:**

If you see a puzzle piece instead of our extension, click the piece, then “pin” the Examity extension to the toolbar as showing here.
3 **Connect to Proctor:** You will now be connected to a proctor who will walk you through the ID verification process.

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