

## Examity Quick Reference Guide for Students

Welcome to the Examity Quick Guide for Students! The purpose of this guide is to provide UW Flexible Option students with step-by-step guidance and tips about using our online proctoring service within your D2L competency set.

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### *I. Examity System Requirements*

- You must take the assessment on a desktop computer or laptop (not a tablet or phone).
- You must have a working (built-in or external) webcam and microphone.
- Your Internet speed must be at least 2 Mbps download and 2 Mbps upload. Determine your internet speed by running a test at: <http://www.speedtest.net>

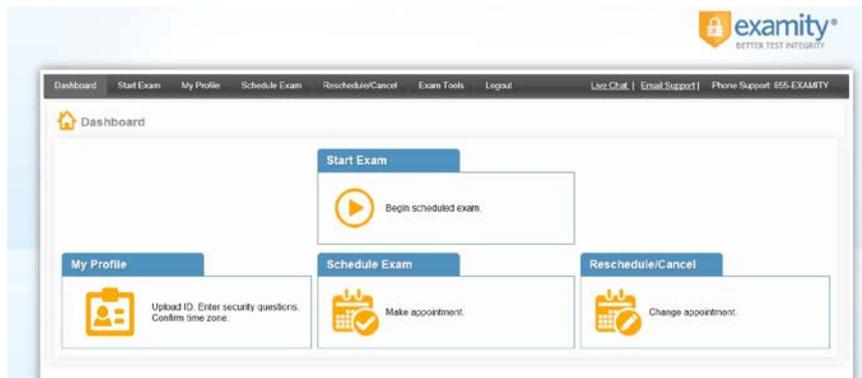
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### II. Using Examity

#### a. Accessing Examity in Your D2L Competency Set

You can easily access Examity through your competency set in D2L both inside the Orientation section and on the individual Proctored Assessment content pages. As you progress through your studies you'll be reminded to setup your Examity profile as well as to schedule and take assessments – all actions that are covered in the following sections of this Quick Reference Guide document and are accessible on the UW-Flexible Option website.

Clicking on the Examity link on the [UW-Flexible Option](#) website or in your Proctored Assessment content page will bring you to your Examity dashboard.



From here, you can create or edit your profile and schedule, reschedule, or cancel your assessment. You will also go to this dashboard to start your assessment.

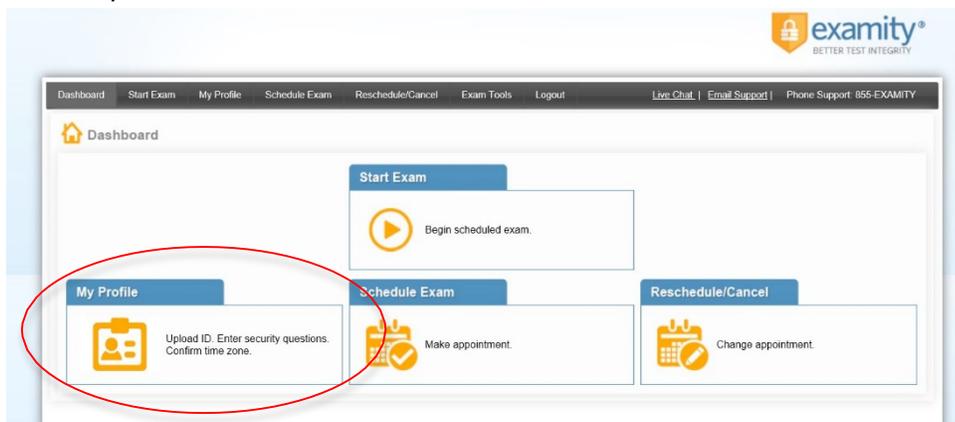
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### b. STEP 1: Setting Up Your Examity Profile

You must setup a profile with Examity prior to scheduling an assessment. If you've already setup a profile from a previous online proctoring experience with Examity, you do not need to create a new profile and can skip to STEP 2: Scheduling your Assessment or click on "My Profile" to make edits to your profile.

Create your Examity profile by following these action steps:

1. Select "My Profile" from the dashboard.



2. Complete your profile by:

- ✓ Select your time zone and phone number. Be sure to provide a valid phone number for use by the Proctor should you become disconnected or face other technical difficulties during an assessment. Your name and email address will automatically carry over from the one associated with your D2L account.
  - Upload your government-issued or school-issued photo identification card.  
**Please note**, for verification purposes, you will need to bring this photo identification card with you every time you take an assessment.
- ✓ Select and answering three unique security questions
- ✓ Completing the typing prompts to establish your unique biometric keystroke signature

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**Exam Requirements** [Computer Requirements Check](#)

Time zone  examiSHOW®  examiKNOW®  examiKEY®

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**Account Information**

Account information has been updated successfully.

<b>First Name</b>	Jackie	<b>Last Name</b>	Smith
<b>Email</b>	smith@examity.com	<b>Phone Number</b>	5555555555
<b>Time Zone</b>	Eastern Time (UTC-05:00:00)		

[Edit](#)

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**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.

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** :

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**examIKEY®**

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

**Enter First Name (NO CAPS)** : jackie  (example: john)  
**Enter Last Name (NO CAPS)** : smith  (example: smith)  
**Enter First Name and Last Name (NO CAPS, NO SPACES)** : jackiesmith  (example: johnsmith)  
**Re-enter First Name and Last Name (NO CAPS, NO SPACES)** : jackiesmith  X (example: johnsmith)

3. Run a “Computer Requirements Check” by clicking 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 assessment. You can also run the check here:

<https://prod.examity.com/systemcheck/ComputerReadinessCheck.aspx>

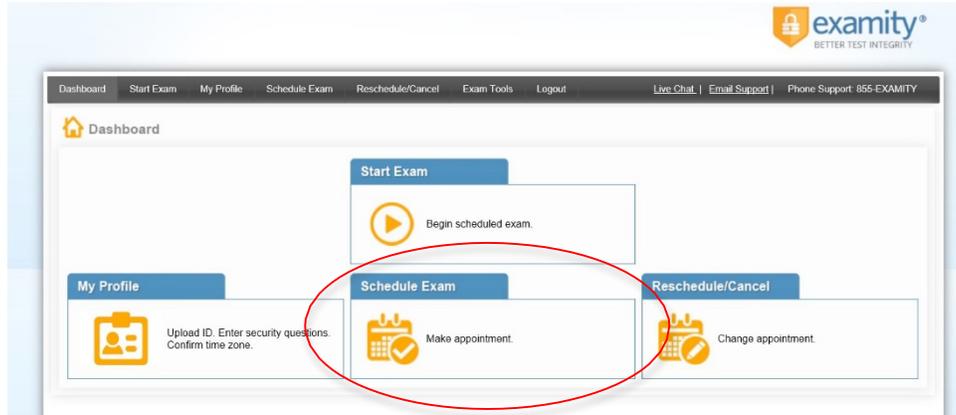


**\*\*You may receive an error stating that your Flash plug-in is Disabled/Not Detected. You may ignore this error. It will not affect your proctored session\*\***

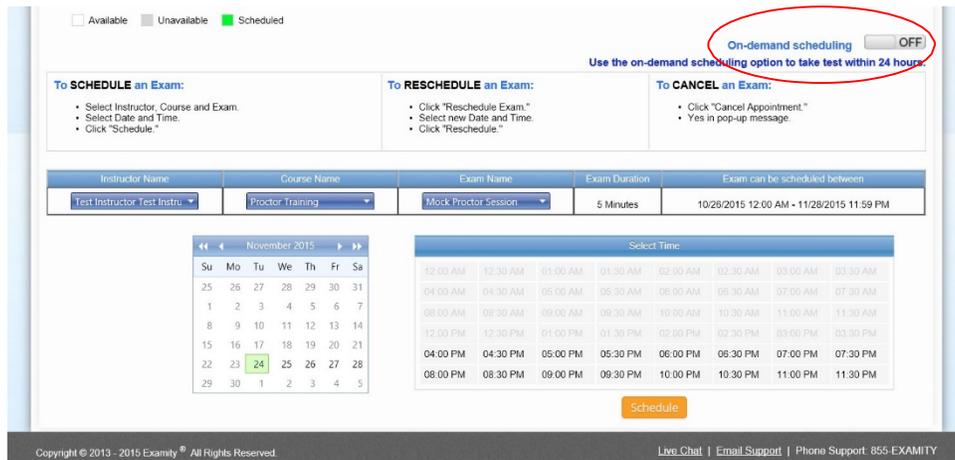
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### c. STEP 2: Scheduling Your Assessment

We strongly encourage you to schedule an assessment at least 24 hours in advance. When you are ready to schedule an assessment, click “Schedule Exam” on the dashboard.



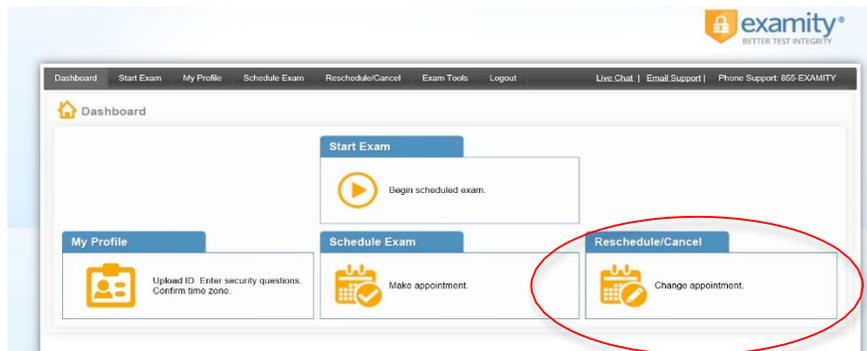
Select “Examity Instructor” from the Instructor Name, your competency set, and the assessment from the drop down menus. Next, you will see a calendar. Select your preferred date and time. If you must schedule in less than 24 hours in advance, you must select the “On-Demand” scheduling option.



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### *d. Rescheduling or Cancelling Your Assessment*

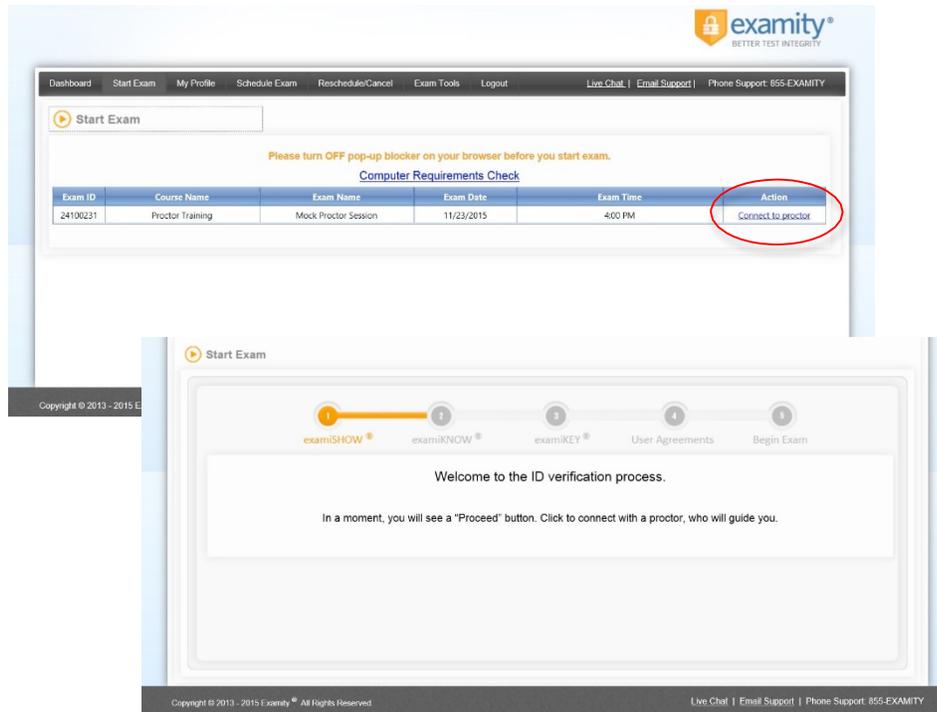
If you need to reschedule or cancel your assessment, please try to do so at least 24 hours before your scheduled assessment time. Simply click the “Reschedule/Cancel” tab on the top navigation bar or on your dashboard.



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### e. **STEP 3: Taking Your Assessment**

Log into your D2L competency set fifteen minutes prior to your scheduled assessment time and access Examity via the link from the Proctored Assessment page in your competency set. Be sure to have your government-issued or school-issued photo identification card ready. On your Examity dashboard, select “Start Exam” and click on “Connect to Proctor.”



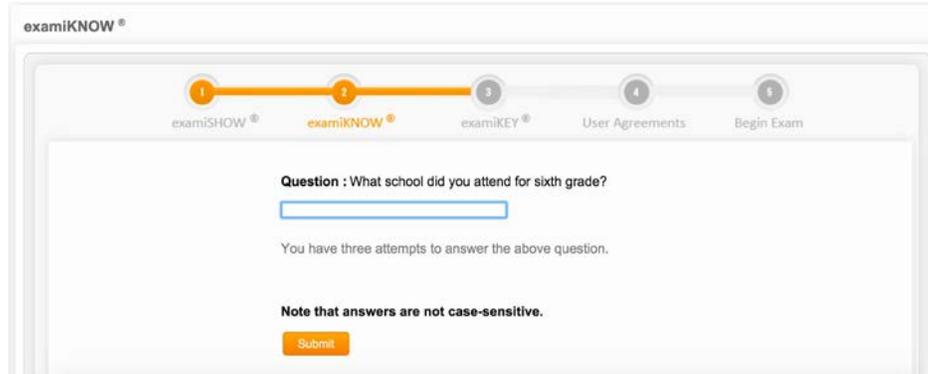
Your Examity Proctor will walk you through the authentication process. You will be required to download and run GoToMeeting software.

You will be asked to:

1. Verify your identity. Make sure you have your photo identification card with you. You will be required to hold the card in front of your webcam. The proctor will need to see both your name and your 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.

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Next, answer a security question.



examiKNOW<sup>®</sup>

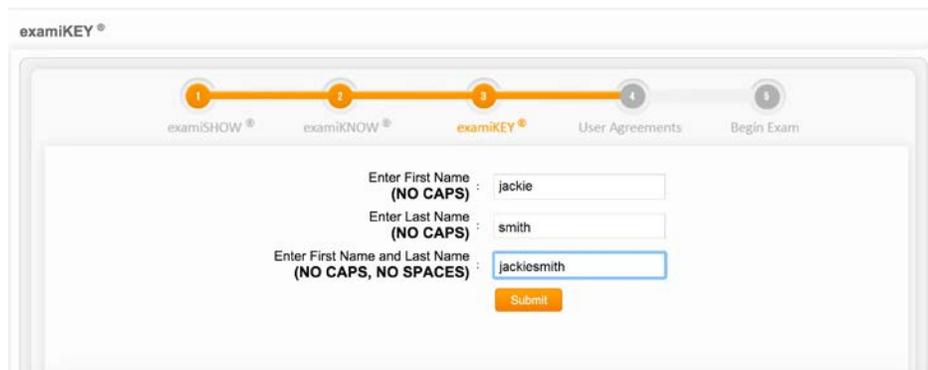
1 2 3 4 5  
examiSHOW<sup>®</sup> examiKNOW<sup>®</sup> examiKEY<sup>®</sup> User Agreements Begin Exam

**Question :** What school did you attend for sixth grade?

You have three attempts to answer the above question.

**Note that answers are not case-sensitive.**

Type your unique biometric signature as per your profile setup.



examiKEY<sup>®</sup>

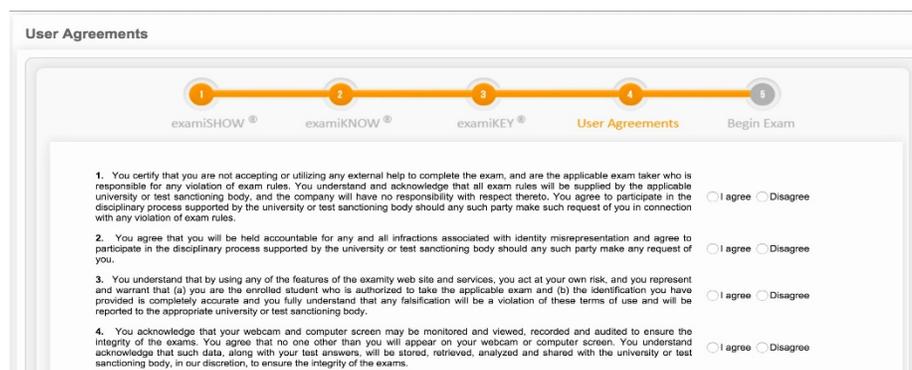
1 2 3 4 5  
examiSHOW<sup>®</sup> examiKNOW<sup>®</sup> examiKEY<sup>®</sup> User Agreements Begin Exam

Enter First Name  
(NO CAPS) : jackie

Enter Last Name  
(NO CAPS) : smith

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

Agree to the user agreement and “Exam rules”.



User Agreements

1 2 3 4 5  
examiSHOW<sup>®</sup> examiKNOW<sup>®</sup> examiKEY<sup>®</sup> User Agreements Begin Exam

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

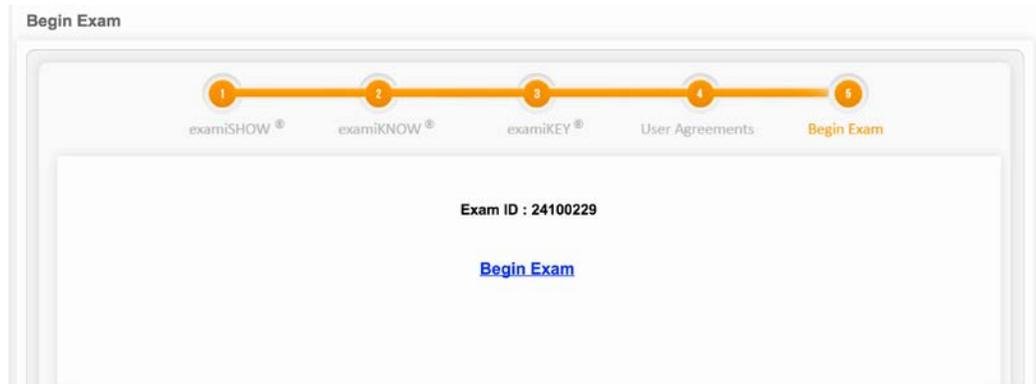
2. You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you.  I agree  Disagree

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 and acknowledge 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

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Once you have finished the authentication process, click on the “Begin Exam” link. Your Examity Proctor will enter the password for you. Once the password has been entered, you are ready to begin!



### ***III. During Your Assessment and After You Take Your Assessment***

- Your assessment will open from D2L in a separate browser tab from the Examity tab. Be sure to keep all tabs open while you take your assessment. **Should you have any technical questions during your assessment simply click on the Examity tab in your browser to return to your Examity Dashboard. Then you can access the Live Chat feature in the lower right corner.**
- If your session expires, D2L may prompt you to log back in. If that happens, you should navigate back to the web page you typically use to log into D2L, and log in there.
- Submitting your assessment: Click the Submit Quiz button in your D2L assessment. Once you've submitted your assessment you may close the Examity tab and log out of your D2L account.
- Should there be any concerns about your testing session, your instructor will contact you. Otherwise, please expect that your grade will be posted within 5-7 business days after you complete your attempt.

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### ***IV. Assessment Taking Tips***

- Please arrive 15 minutes prior to the start of your assessment. This will allow ample time to connect to Examity and troubleshoot any technical issues that may arise.
- The time it takes you to connect to Examity and complete the authentication process does NOT count towards your assessment duration.
- **MAKE SURE YOUR POP-UP BLOCKER IS DISABLED.** Otherwise, you will not be able to connect with proctor support.

### ***V. Reaching 24-hr Support***

- Should you run into any problems using Examity, including accessing Examity within your D2L competency set, setting up your profile, scheduling/rescheduling/canceling your assessment, or taking your assessment please reach out directly to UW Flexible Option Technical Support at <http://ce.uwex.edu/technical---support/> or via phone at (877) 724-7883.
- If UW Flexible Option Technical Support is unable to resolve your issue, you may be directed to the Examity technical support line at (855) 392-6489 or [support@examity.com](mailto:support@examity.com), or by clicking on the live chat link in your Examity portal.