

## Examity Quick Guide for Students - Canvas

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 exam proctoring service within your Canvas offerings.

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### I. Examity System Requirements

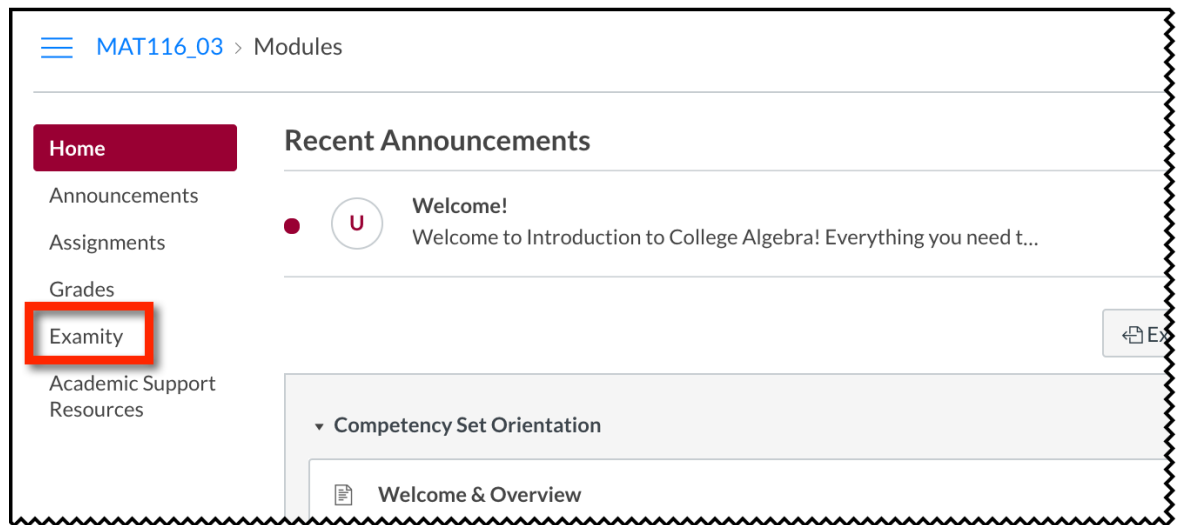
- You must take the exam on a desktop computer or laptop and not a tablet (I.e. Chromebooks or other tablets such as iPads will not work with Examity).
- You must have a working built-in or external webcam and microphone.
- Your Internet speed must be at least 2 Mbps download and 2 Mbps upload. Determine your internet speed by running a test at: <http://www.speedtest.net>

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### II. Using Examity

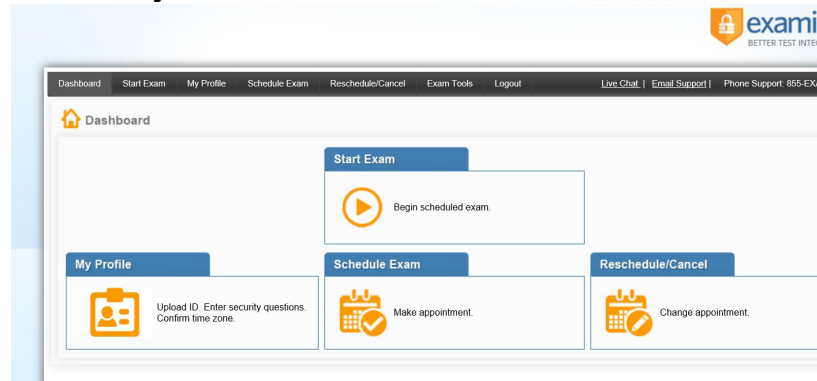
#### a. Accessing Examity in your Canvas Offering

You can easily access Examity through your Flexible Option offering in Canvas within the menu sidebar. As you progress through your offering you'll be reminded to setup your Examity profile, schedule exams and take exams – all actions which covered in the following sections of this Quick Guide document and accessed using the Examity link in your offering's navigation menu.



Clicking on the Examity link in your navigation menu will bring you to your Examity dashboard.

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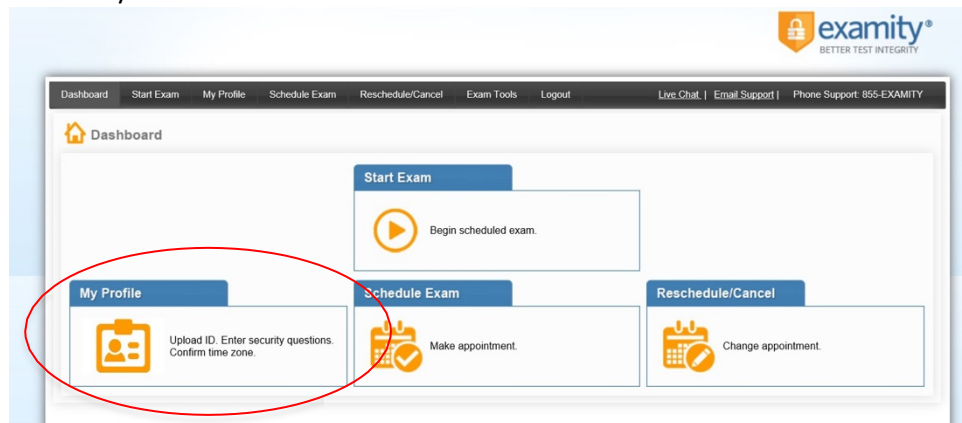
From here, you can create or edit your profile and schedule, reschedule or cancel your exam. This is also where you will go to start your exam.

### **b. STEP 1: Setting up your Examity Profile**

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

Create your Examity profile 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 exam. Your name and email address will automatically carry over from the one associated with your Canvas account.

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- 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 a test.
- ✓ Select and answering three unique security questions
- ✓ Completing the typing prompts to establish your unique biometric keystroke signature

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

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)		

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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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**examiskey®**

**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)

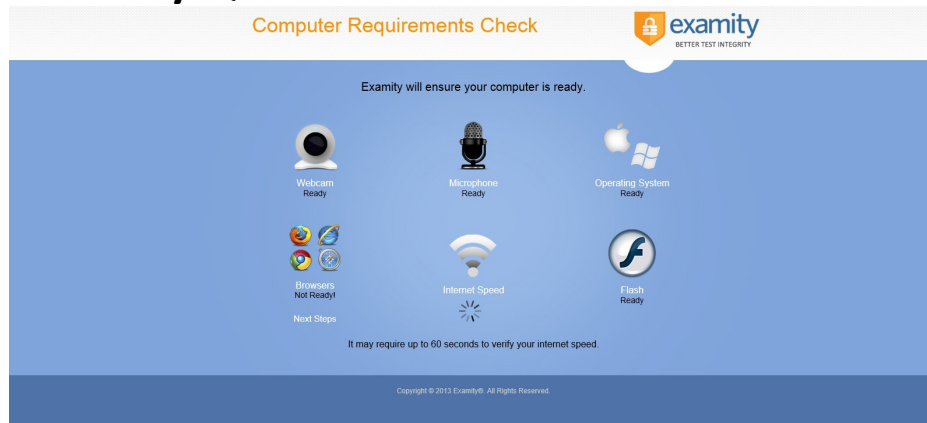
**Re-enter First Name and Last Name (NO CAPS, NO SPACES)** :   (example: johnsmith)

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 exam. You can also run the check here: \_

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

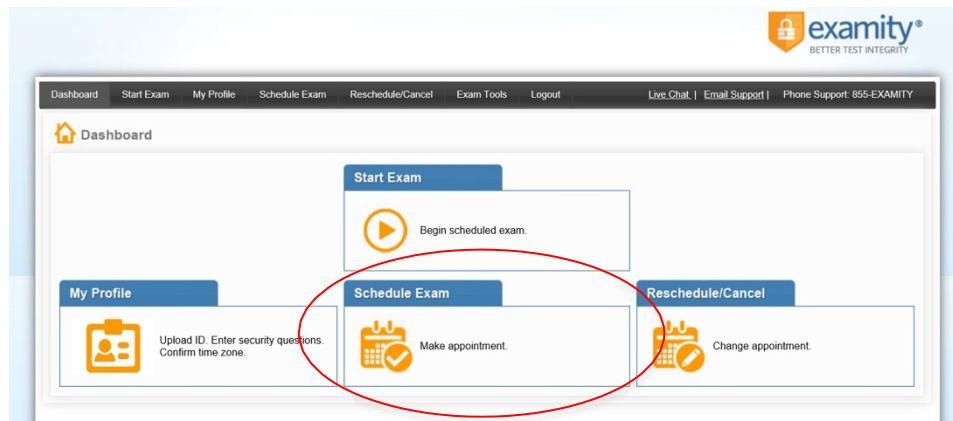
**\*Please note that if you receive an error message for Adobe Flash when running the Examity system check you can disregard and proceed with next steps.**

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### STEP 2: Scheduling Your Exam

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



Select “Examity Faculty” from the Instructor Name, your offering and exam name 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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Available     Unavailable     Scheduled

On-demand scheduling  OFF

Use the on-demand scheduling option to take test within 24 hours.

**To SCHEDULE an Exam:**

- Select Instructor, Course and Exam.
- Select Date and Time.
- Click "Schedule."

**To RESCHEDULE an Exam:**

- Click "Reschedule Exam."
- Select new Date and Time.
- Click "Reschedule."

**To CANCEL an Exam:**

- Click "Cancel Appointment."
- Yes in pop-up message.

Instructor Name	Course Name	Exam Name	Exam Duration	Exam can be scheduled between
Test Instructor Test Instru	Proctor Training	Mock Proctor Session	5 Minutes	10/26/2015 12:00 AM - 11/28/2015 11:59 PM

November 2015

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Select Time

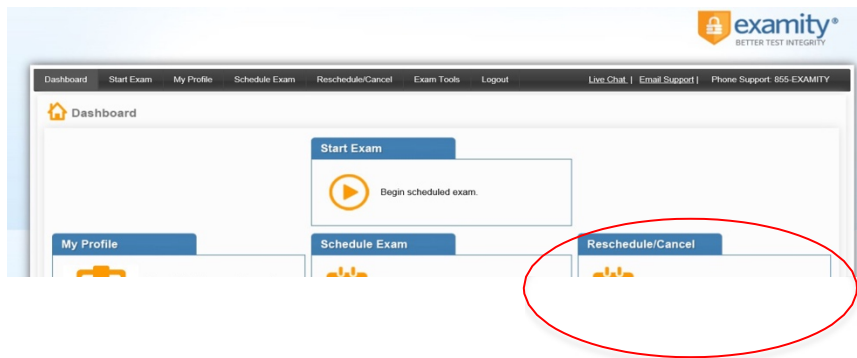
12:00 AM	12:30 AM	01:00 AM	01:30 AM	02:00 AM	02:30 AM	03:00 AM	03:30 AM
04:00 AM	04:30 AM	05:00 AM	05:30 AM	06:00 AM	06:30 AM	07:00 AM	07:30 AM
08:00 AM	08:30 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM	03:00 PM	03:30 PM
04:00 PM	04:30 PM	05:00 PM	05:30 PM	06:00 PM	06:30 PM	07:00 PM	07:30 PM
08:00 PM	08:30 PM	09:00 PM	09:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM

[Schedule](#)

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### c. *Rescheduling or Cancelling Your Exam*

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

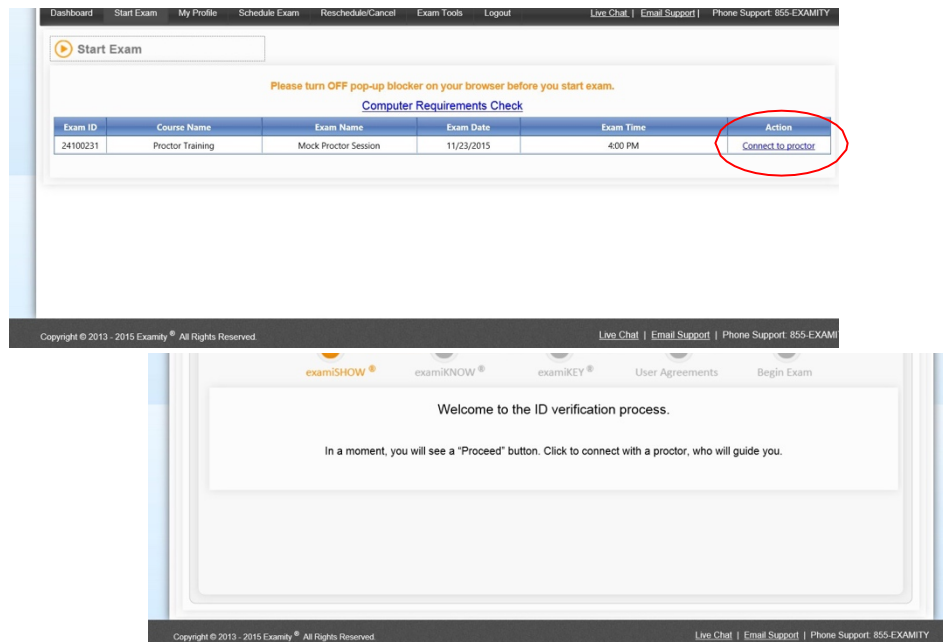




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### d. STEP 3: Taking Your Exam

Log into your Canvas offering fifteen minutes prior to your scheduled exam time and access Examity via the link from the menu bar. 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, and you will be required to download and run GoToMeeting software.

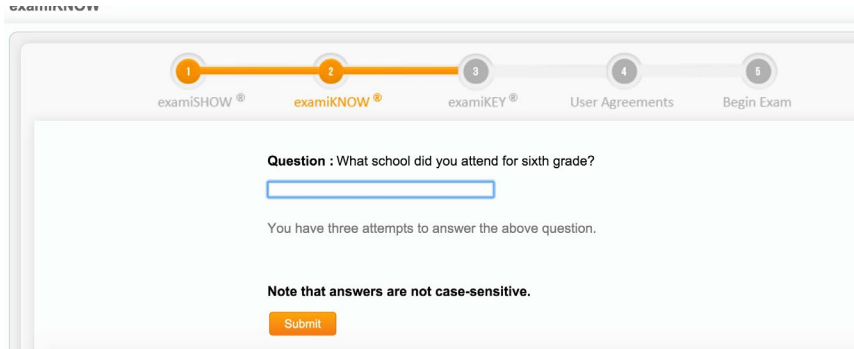
You will be asked to:

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 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

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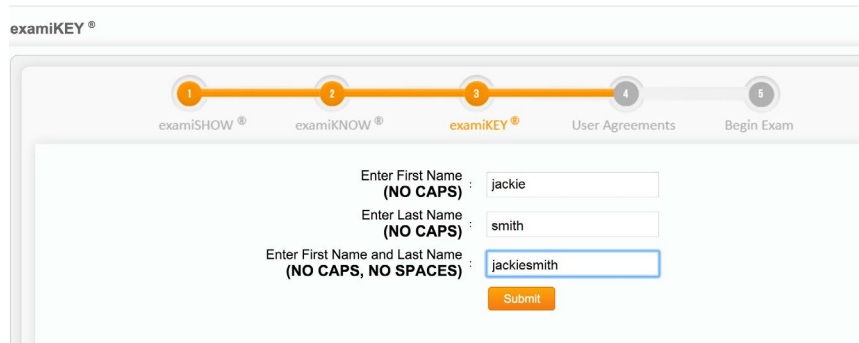
desk sweep with your webcam. This is to ensure your workspace is clear of any materials unauthorized by your instructor.

Next, answer a security question.



The screenshot shows the examity interface with a progress bar at the top. The progress bar has five steps: 1. examiSHOW®, 2. examiKNOW®, 3. examiKEY®, 4. User Agreements, and 5. Begin Exam. Step 2 is currently active. Below the progress bar, the question is: "Question : What school did you attend for sixth grade?". There is a text input field below the question. Below the input field, it says "You have three attempts to answer the above question." and "Note that answers are not case-sensitive." There is a "Submit" button at the bottom.

Type your unique biometric signature as per your profile setup.



The screenshot shows the examity interface with a progress bar at the top. The progress bar has five steps: 1. examiSHOW®, 2. examiKNOW®, 3. examiKEY®, 4. User Agreements, and 5. Begin Exam. Step 3 is currently active. Below the progress bar, there are three input fields for name entry. The first is "Enter First Name (NO CAPS) : jackie". The second is "Enter Last Name (NO CAPS) : smith". The third is "Enter First Name and Last Name (NO CAPS, NO SPACES) : jackiesmith". There is a "Submit" button at the bottom.

Agree to the user agreement and exam rules.

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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

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!

Exam ID : 24100229

[Begin Exam](#)

### III. During and After You Take Your Exam

- Your exam will open from Canvas in a separate browser tab from the Examity tab. Be sure to keep all tabs open while you take your exam. **Should you have any technical questions during your exam simply click on the Examity tab in your browser to return to your Examity Dashboard and access the Live Chat feature in the lower right corner.**
- Submitting your exam: Simply click the Submit Quiz button in your Canvas exam. Once you’ve submitted your exam you may close the Examity tab and log out of your Canvas account.

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- Should we have any concerns about your testing session, a member of the UW Flexible Option Team may contact you. Otherwise, please expect that your grade will be posted within 5-7 business days after you complete your attempt.

### IV. Exam Taking Tips

- Please 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.
- 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.

### V. Reaching 24hr Support

- Should you run into any problems using Examity, including accessing Examity within your Canvas offering, setting up your profile, scheduling/rescheduling/canceling your exam, or taking your exam 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 the UW Flexible Option Technical Support is unavailable or unable to resolve your issue, you may be directed to the Examity technology support line at (855) 392-6489 or email [support@examity.com](mailto:support@examity.com). You can also reach the Examity support team by clicking on the live chat link in your Examity portal.