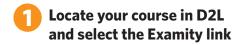


AUTOMATED PROCTORING GUIDE

Before Your Exam

Confirm you meet system requirements: Access to a desktop or laptop computer (tablets and Chromebooks not supported); a built-in or external webcam, microphone, and speakers; an upload and download speed of 2Mbps; Google Chrome or Mozilla Firefox as your browser.





- Select your time zone
- Upload a picture of your ID
- Choose security questions
- Type your name as prompted

Schedule your exam

- Click "Schedule Exam"
- Find the instructor, course, and exam in the drop-down menus
- Select a date and time

Taking Your Exam

- Testing now? Select "Click here to continue" and navigate to #4 below
- Testing later? Return to the Examity dashboard, (select the Examity link in your course in D2L), click "Start Exam" and navigate to #4 below

4 Download the browser extension

- Select the orange "Examity" button
 - ▶ **Chrome:** You will be sent to the Chrome store to download the Examity extension. After install, you will return to Examity
 - ▶ **Firefox:** The Examity extension will automatically install

Click "Connect To Proctoring."
When your computer is ready,
hit "Next"

6 Verify your identity

- Take your picture
- Snap a photo of your ID
- Answer security questions
- Enter your name when prompted
- Review and agree to exam rules

Install and launch the Examity application

- Click "Launch and Begin." The application will open a pop-up window
- Confirm you see yourself on the webcam

8 Accessing your exam

- Click, "Begin Exam." You will be redirected to the D2L exam page
- Follow the prompts to insert the exam password
- Start your exam in D2L

Exam Submission



- Click on "Submit" and navigate back to the Examity proctoring window
- Select "Close" to end your proctoring session
- Close the Examity webpage to uninstall the Examity extension

SUPPORT

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