EXAMITY® ONLINE PROCTORING PROCESS
A step-by-step guide of what to expect when using Examity®

- Once logged into the Examity® dashboard, select "Start Exam" and click "Connect to proctor"

  You will see the Examity® logo as you wait to meet your proctor. As soon as the proctor is ready, a blue "proceed" button will appear on the screen.

- Click the blue "proceed" button

  This step will attempt to automatically launch the screen sharing application. Once successful, the proctor will be waiting for you.

- Enter the screen sharing session

  Once connected, the proctor will greet you and introduce him or herself. By default, your audio may be on mute so look for the red microphone button and click it to unmute (it will then turn green).

  The proctor will attempt to establish a stable connection to your computer in 3 ways:

  - Clear audio (i.e. you and your proctor can hear each other)
  - View of your computer screen
  - Enabling your webcam so you and your proctor can see each other

- Start the Authentication process

  Once the video, audio, and screen connections are established and stable, the proctor will begin the authentication process by confirming your name, the exam you are taking, and how long the exam duration will be.

  Next, the proctor will ask you to show your government issued photo ID to the webcam. The proctor will need to see both your name and picture clearly. The proctor may ask you to hold the ID closer or further away from the screen until a clear view is established.

  The proctor will then read you the rules and instructions for the exam and ask for verbal confirmation that you understand each one. The rules set for the exam will be provided to you in the confirmation email you will receive after scheduling.

  You will now be asked to show your desk and workspace. This will require a 360° room pan and a complete view of your desk (showing the four corners). If any unauthorized material is present, the proctor will request you to remove it.

  After the rules have been read, resources have been checked, and the room pan is complete, a "next" button will appear on your screen.

- Click the "next" button

A security question that was selected in your profile will appear and need to be answered.

- Answers are not case sensitive, but they are space and punctuation sensitive. For example, if you enter St. Francis as your answer in your profile, st. francis will be accepted, but St Francis will not.

Complete the biometric keystroke signature by entering your first and last name as directed on the screen.

Agree to each part of the user agreement as well as exam rules and special instructions.

Once you have completed the authentication process, a "Begin Exam" button will appear on your screen.

- Click the "Begin Exam" button

  Once the exam page opens, a password must be entered to gain access. The proctor will request access to your mouse and keyboard to enter the password.

  - You must allow this remote access by clicking an "allow" button that appears when the proctor makes the request.
  - During this time the proctor does not have control of your computer in any way other than being able to move the mouse and use the keyboard.
  - You have the ability to revoke remote access at any time during the exam session.

  Once the password has been entered you can begin your exam.

- Complete the exam session

  Once you have completed the exam, there is a brief 3-question optional survey to provide feedback on your testing experience.

  You are free to leave the exam session.