



Examity® Student Information Sheet

SUNY Broome is pleased to announce a partnership with Examity®, a recognized leader in remote test proctoring. This relationship offers you a secure and convenient way to take your exams online. This course will be using Examity® for the proctoring of its online exams. For more information about which exams will be proctored, please refer to the Syllabus or Course Information area within Blackboard. In the meantime, here are few details to get you started:

Examity® is integrated with Blackboard

You will be accessing Examity® directly from your Blackboard course, without the hassle of another username and password. This also means that before using Examity® for the first time, all pertinent information will be imported into the system for the classes in which you are enrolled that will be using Examity® in their instruction.

How the proctoring works

At the time of your exam, the system connects you to a live proctor at Examity®. The proctor will verify your identity and observe you taking your exam either in real-time or afterward through a recording. Your instructor chooses which level of proctoring is to be used for each exam, but both levels described above use your computer's webcam and microphone to capture your exam session.

What you will need to use Examity®

Examity System Requirements:

- A desktop computer or laptop with an operating system of Windows XP or newer, Mac OS X 10.8 (Mountain Lion) – or newer. *(Please note: Tablets, Chromebook and cell phones cannot be used with Examity®)*
- A working built-in or external webcam and microphone
- An Internet speed of at least 2 Mbps download and 2 Mbps upload. Hot spots are not recommended. You can test your Internet speed at: <http://www.speedtest.net>
- A web browser with pop-up blockers disabled
- You can check to see if your computer meets the minimum requirements by performing and [Examity System Check](https://prod.examity.com/systemcheck/check.aspx) (https://prod.examity.com/systemcheck/check.aspx).

Testing Environment Requirements:

- You will need to take your exam in a quiet, private location where you will not be interrupted
- Your desk and workspace need to be clear of any unauthorized materials, textbooks, papers, cell phones, etc.
- Your computer must be plugged into a power source and can only have one monitor connected.

Paying for Examity®

SUNY Broome will pay the standard proctoring costs associated with your proctored exams. You will be responsible, however, for any fees that result from either of the following scenarios:

- If you reschedule or cancel an exam appointment within 24 hours of your scheduled appointment
- If you do not take your exam during the appointment time you scheduled (no-show)

Getting help using Examity®

Your instructor will provide you with the *Examity® Student Quick Guide*. This document will walk you through the steps you need to take in order to do the following:

- Access the Examity® Dashboard through Blackboard
- Create your profile
- Check your computer system
- Schedule an exam with a proctor
- Connect to the proctor and take your exam

Students Using Test Accommodations

Students requesting testing accommodations must be registered with the Accessibility Resources Office and have a valid Accessibility Plan that has been submitted to their faculty member. When requesting academic accommodations for Examity proctored tests, it is important for students to follow the guidelines outlined below:

1. SUNY Broome students with academic accommodations are responsible for making their faculty members aware of their accessibility plans at the beginning of each semester.
2. Students must verify with their faculty members that their requested testing accommodation(s) have been communicated with Examity for each testing appointment.
3. Once in the proctored testing session, students must verify that the proctor is aware of the requested testing accommodation(s):
 - If the proctor is unaware or unclear of what the testing accommodations indicate, the student should not begin the test. We request that students indicate to the proctor that they are unable to begin the test without their accommodation(s).
 - Students are requested to immediately alert their faculty member and ARO staff that the Examity proctor did not have or were unable to provide their accommodation(s).
4. If Examity is unable to provide a student with their requested accommodation(s), students should fill out this form to initiate a timely review of the incident; reviews must be requested within 30 days of the date of the testing appointment.

The [Examity Accessibility Incident Review Request Form](#) can be found in the [Examity Information for Students](#) (<http://www3.sunybroome.edu/online/students/examity-students/>) area of the Online@SUNYBroome website.

Technical Support

Technical Support is available through Examity® 24 hours a day, 7 days a week by telephone, email or live chat through the Examity® portal. Contact information is below.

Phone: 1-855-Examity (1-855-392-6489)

Email: support@examity.com

Students who experience issues *while taking an exam* should always access the **Live Chat** link in the Examity portal for immediate assistance!