Examity® Version 5 Student
Quick Guide

(Updated Spring 2024)

Accessing Examity®

You can easily access Examity® through Brightspace.

First, you need to be within the course that will be using Examity® for proctoring. You will then need to click on the Examity® link within the course. If you are having difficulty locating the link for Examity®, you should contact your instructor.

Technical Requirements

Before your exam, please confirm you meet Examity's technical requirements.

- **Browser:** *You MUST use Google Chrome* to take your exams. Please also make sure your pop-up blockers are disabled.
- **Equipment:**
  - Desktop, laptop, or Chromebook (tablets are not supported)
  - Built-in or external webcam
  - Built-in or external microphone
  - Built-in or external speakers
- **Internet:** An upload and download speed of 2Mbps.

Getting Started – Creating Your Profile

The first time you attempt to access Examity®, you will be prompted to create your profile. ***This step is very important*** and should be done at the beginning of the semester. Your profile must be complete in order to schedule your exam. Information provided in your profile will also be used by the proctor to verify your identity later on. Profile creation is a very quick process and can be completed in a few simple steps:

1. Provide key contact information for your profile

2. Upload a picture of your ID. Please note, for verification purposes, you will need to bring this ID with you every time you take a test.

3. Select and answer three challenge questions.

4. Submit your digital signature.
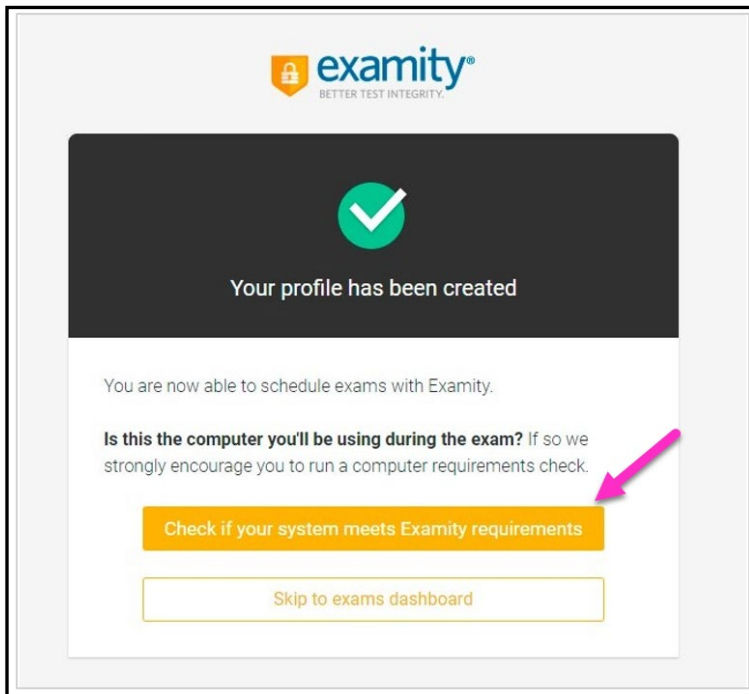
Your profile has now been created. You should see a confirmation screen. Please select "***Check if your system meets Examity requirements***" before proceeding to the exam dashboard.

BE SURE TO RUN THROUGH ALL STEPS IN THE SYSTEM CHECK!

Navigating Your Dashboard

Once your profile is created, you will be directed to the Examity® dashboard. The Examity® dashboard is where you will schedule, reschedule, cancel, and start exams. In addition, your dashboard offers access to edit your profile information.

Please Note: To return to the Examity® dashboard in the future, you would simply click on the Examity link within Blackboard since you have already completed your profile.
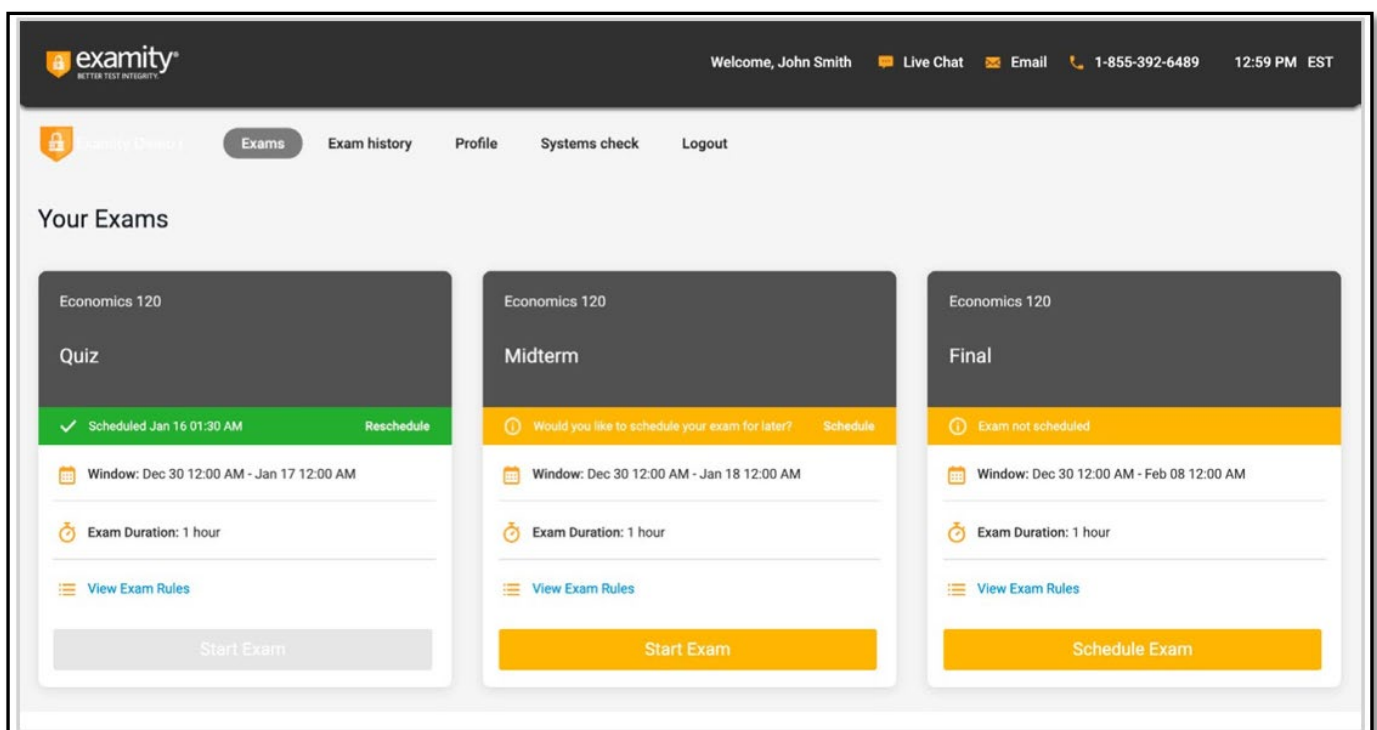
Scheduling Your Exam
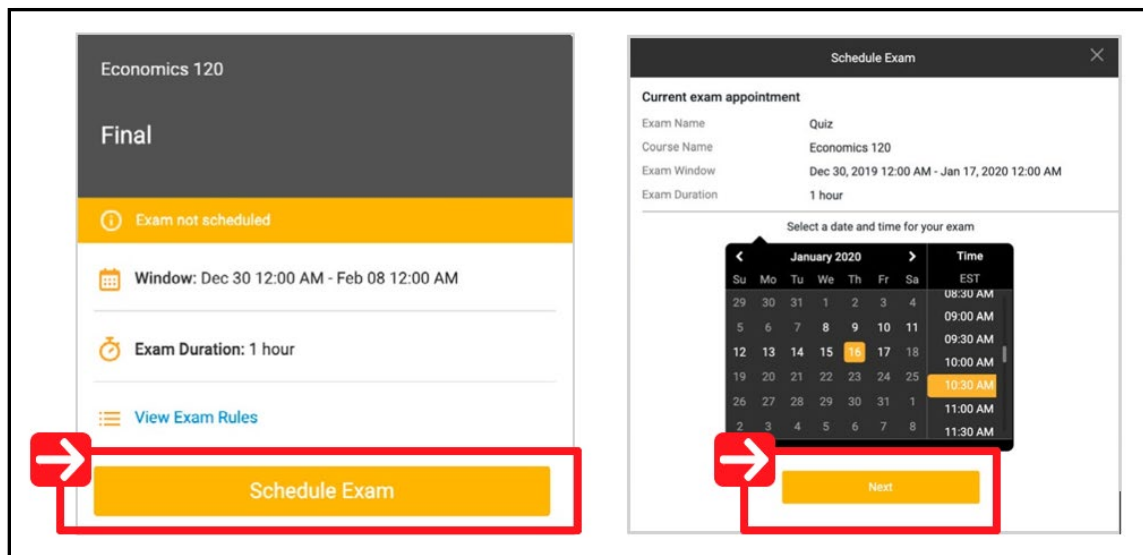
To schedule an exam, click "**Schedule Exam**" on the Exam card. Select the available date and time that works best for you and click "**Next**."

Getting Ready to Take Your Exam

When it is time for your exam, locate the exam card and select "***Connect to Proctor***." You will be sent to a new screen where you will be asked to run through a few steps to confirm you meet the technical requirements, verify your identity, and approve the user agreement.
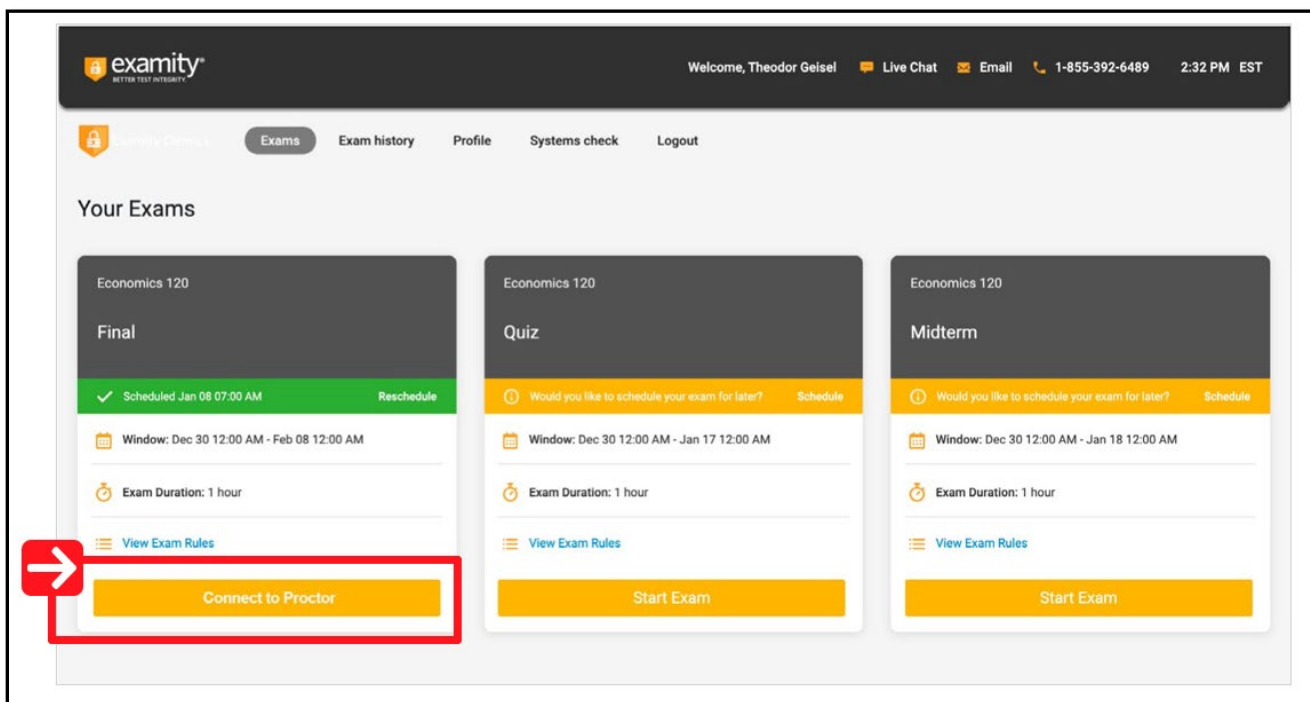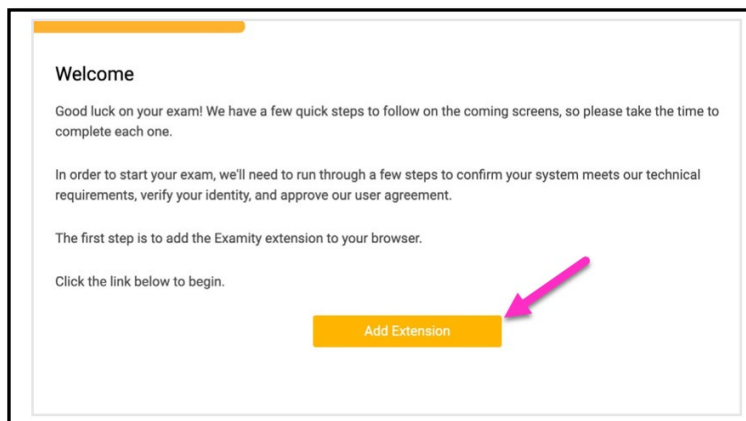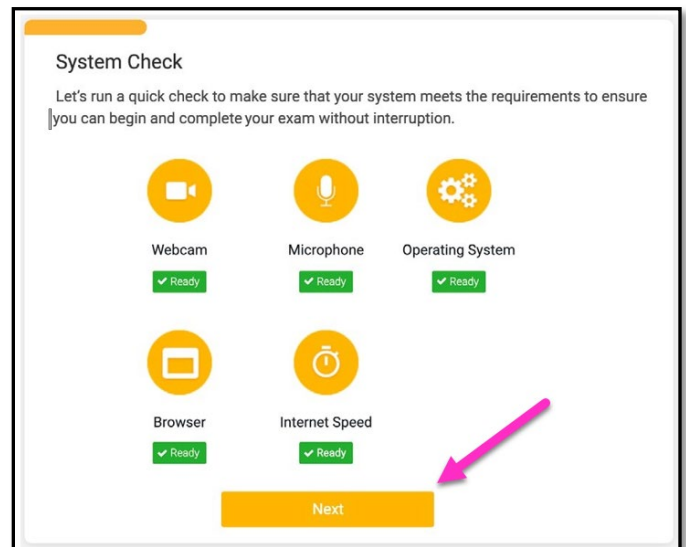

Important!

Before you start your exam, ***please confirm that you are accessing Examity® through the Google Chrome browser***. If you are not using the Chrome browser, please restart your exam session in Chrome.

System Check:

Examity® will confirm you meet the technical requirements.

Click through each of the screens and make adjustments to your computer system as necessary until you see green checkmarks for all of the items in the System Check.

When you are done, click "***Next***."

Examity Browser Extension:

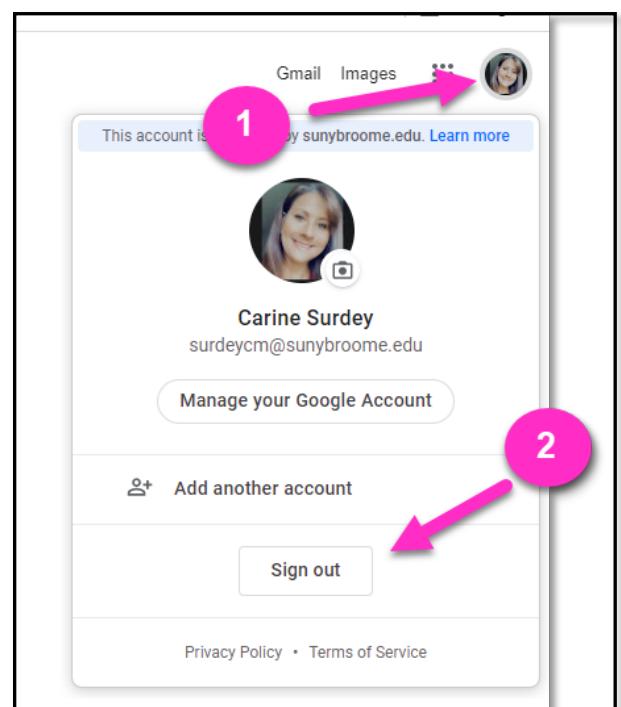In order to use Examity®, you will need to add the Examity® browser extension to Google Chrome.

To do this, click the button to "***Add Extension***" and follow the on-screen instructions.

IMPORTANT!!!

If you receive an error that the extension is blocked and to contact your Administrator, you will need to ***make sure that you are not logged in to your SUNY Broome Chrome (email)*** account. To log out of your SUNY Broome account:

Click on your profile picture in the upper right corner of the Chrome window and click on the "***Sign Out***" button. See screenshot to the left.

Note: Once you finish adding the plugin to Chrome on the computer you are using, you can log back into your SUNY Broome Chrome account and email. You don't need to log out every time you use Examity, this step is only necessary the first time you go through the setup process on a computer.
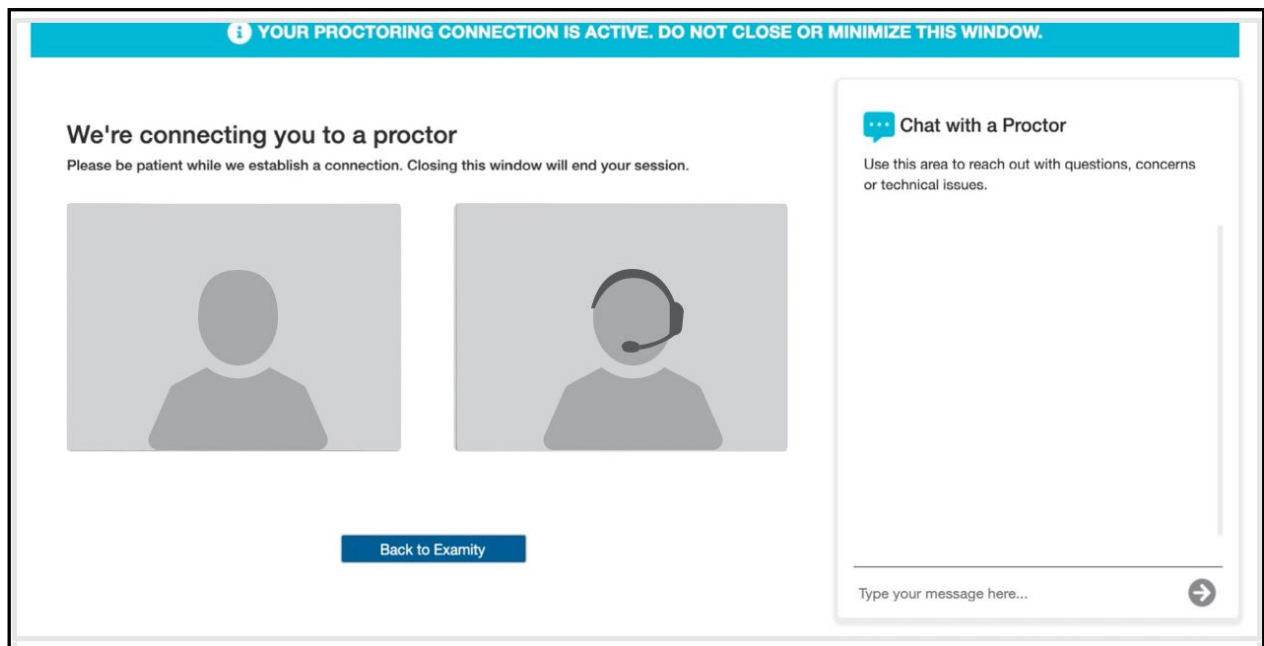
Pinning the Extension:

In order to use Examity®, you also need to make sure that the extension is "pinned" to the Chrome toolbar. If you see a puzzle piece instead of the Examity® icon in the upper right corner of the Chrome tool bar you need to click on it. This will bring up a list of available extensions. In the list, click on the pushpin next to the "***Examity Proctor Test***" extension to ensure that it is pinned.

After you have successfully added the Chrome Extension, click "***Connect to Proctor***."
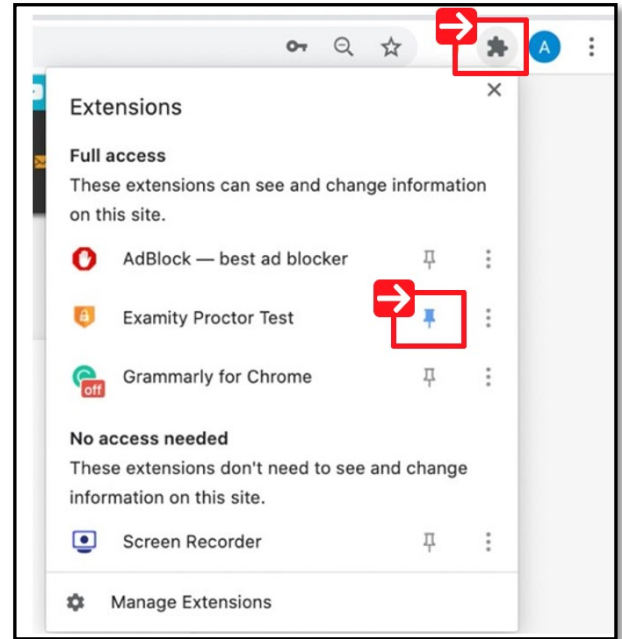

Connect to a Proctor:

You will now be connected to a proctor who will walk you through the ID verification process.

Insert Password:

After authentication and pre-test procedures, your proctor will guide you through inserting the exam password. First, click the Examity® extension at the top right. If you see only a puzzle piece and no Examity® extension, click the puzzle piece and "pin" the Examity® extension to the toolbar. Then, click "***Insert Password***."

Once the password is entered, you will be able to start the exam.
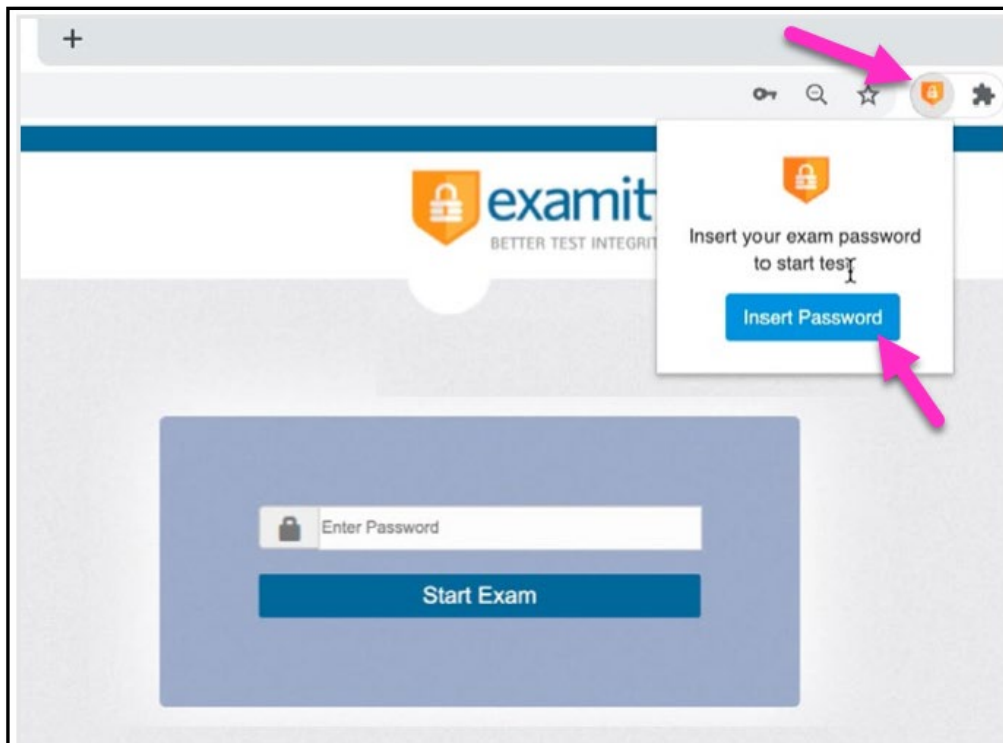
Examity® Technical Support (24/7)

Phone: 855-392-6489 ext 1

Live Chat: Test-taker Resource Center - Examity (https://www.examity.com/test-taker-resource-center/)