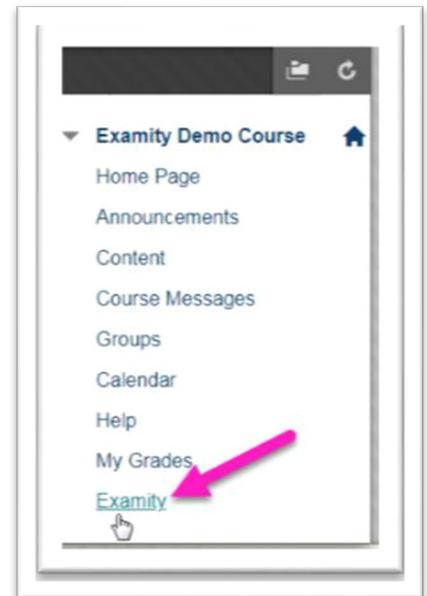# Examity® Student Quick Guide

(Updated Spring 2021)

Accessing Examity®

You can easily access Examity® through Blackboard.

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 (it may read "Examity SSO"). This link is most likely on the Course Menu on the left side of the Blackboard window or on a content page in your course. If you are having difficulty locating the link for Examity®, you should contact your instructor. In the example to the right, the link is on the Course Menu.

Examity Demo Course
Home Page
Announcements
Content
Course Messages
Groups
Calendar
Help
My Grades
Examity

You will be brought to the Examity Single Sign-On screen.
Click the button to log in. You will not be asked for a username or password. The Examity® link will automatically sign you in and then bring you to your Examity® dashboard.

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.
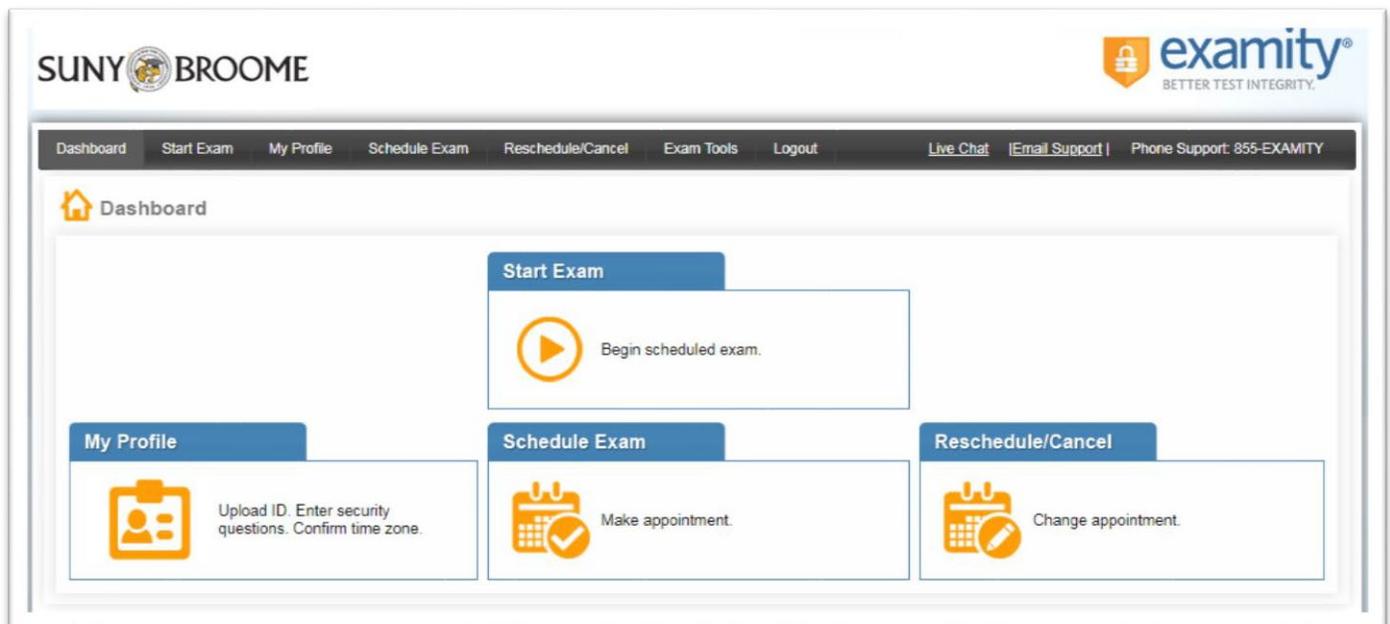
Getting Started – Creating Your Profile

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. To create your Examity® profile, select the "My Profile" tab on the Examity® dashboard.

My Profile
Upload ID. Enter security questions. Confirm time zone.

Your profile page will display. Click the *Edit* button in the Account Information section of the screen.

Click on the drop-down arrow next to Time Zone and select the time zone you are in. You must also enter your phone number in the box provided. After both the time zone and phone number are entered, click the Save button to update your account information. You will receive a confirmation that the information was updated successfully.

Next, you will need to take a picture of your government issued photo ID and save it on your computer so that you can upload it to the Examity® System. To upload your photo ID, click on the **Choose File** button in the examiSHOW® area of the screen. Navigate to where you have saved the picture of your photo ID and double click on the file name to prepare it for upload. When you see the file name in the examiSHOW® area, you can click the *Upload* button. You will receive a confirmation that your photo ID was uploaded successfully.


Please note, for verification purposes, __you will need to bring this ID with you__ every time you take a test. The Proctor will ask you to show it during the authentication period of your exam session to verify your identity.

You will now need to set up three security questions that will also be used by the proctor to verify your identity. Please be sure to select questions that you can accurately remember. To set the questions, click on the Edit button in the examiKNOW® area of the screen.
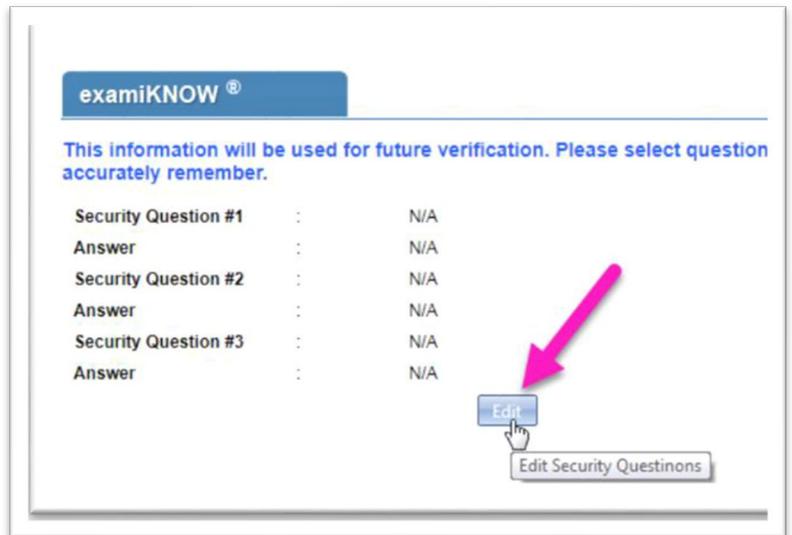

When your security questions and answers are set, you may click the *Save* button to update your profile with this information. You will receive a confirmation that the information was updated successfully.

The final step in setting up your profile is to enter your keystroke biometric signature. This will be used to confirm your identity based on your typing pattern. For this, you will be typing your first and last name in the boxes displayed below. Do not use spaces or capital letters when typing. To get started, click the *Edit* button in the examiKEY® area of the screen and follow the instructions that appear. When you are done, click the *Save* button. You will receive a confirmation that the information was updated successfully.
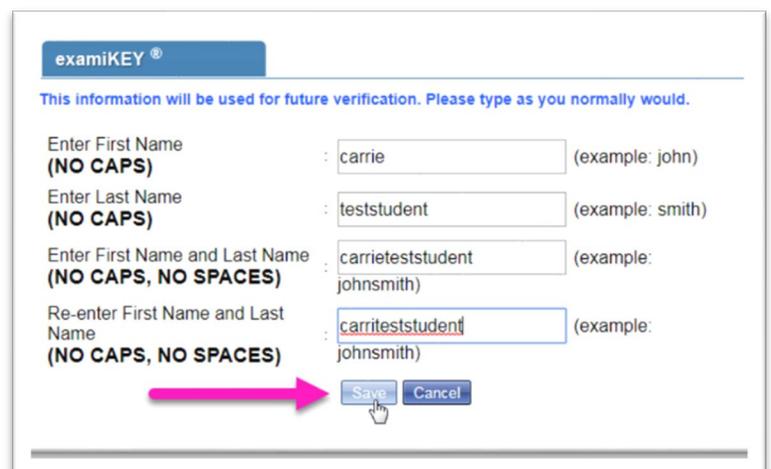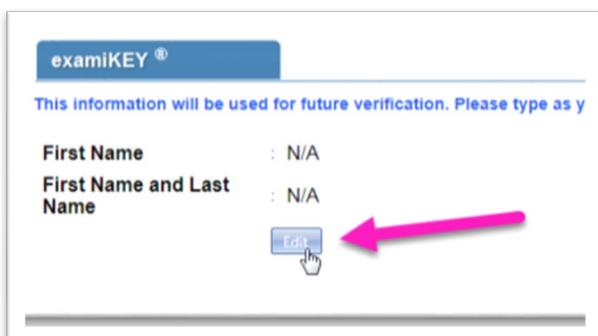
Run the Computer Requirements Check

Once your profile is complete, you are strongly encouraged to run a computer requirements check. To complete a computer requirements check, click 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.
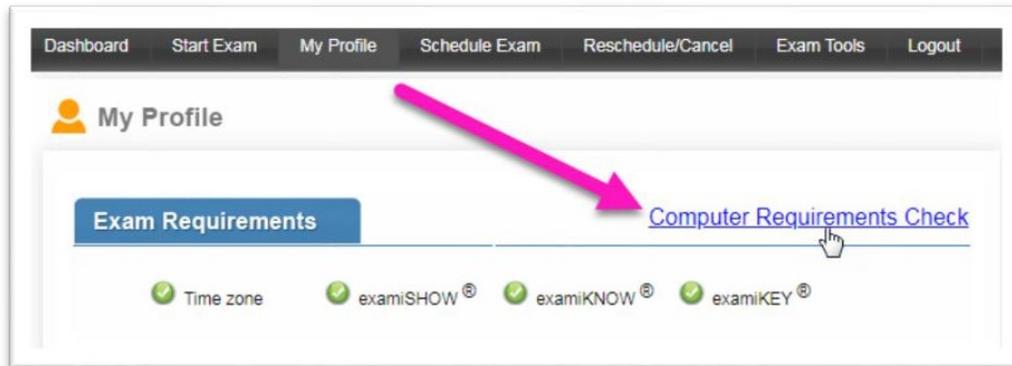
After you click the link, Examity® will open a new browser tab and conduct a series of diagnostic processes to test your webcam, microphone, operating system, browser and Internet speed. Do not exit this Window until the process is complete. You will see confirmation of each item mentioned above. It is very important that you address any issues that are found when checking your computer system. If you need help with this or have any questions, you can contact Examity® through live chat (link located at bottom of the system check window), email (support@examity.com) or phone (1-855 EXAMITY).

If there are no issues with your system after the check is completed, you can close the browser tab that opened for the check.
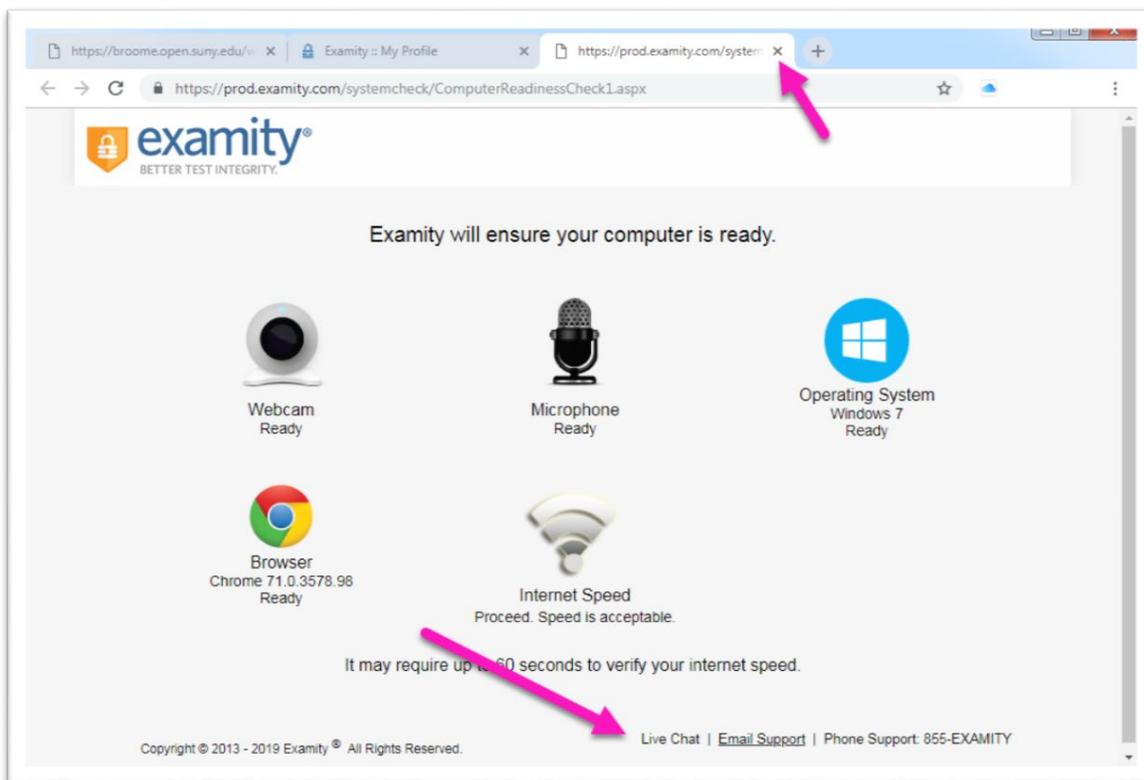
Students Using Test Accommodations

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.

Scheduling Your Exam

In order to take an exam that is proctored with Examity®, you must schedule an appointment with a proctor. The time you pick must fall within the range of availability time that your instructor has set for the exam. It is recommended that you schedule your appointment time early as available slots fill very quickly. If you wait until close to the exam date, you may not be able to reserve an appointment that works with your schedule. You must also be sure to make your appointment more than 24 hours prior to the exam date. There is no guarantee that an available appointment will be available if you wait.
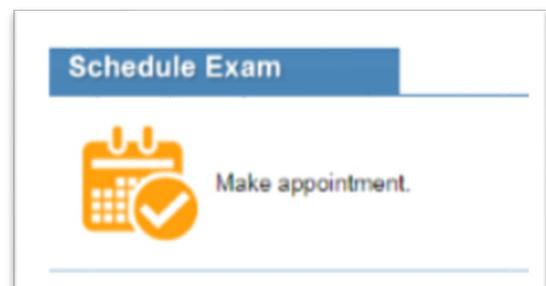

DON'T PROCRASTINATE!

When you are ready to schedule an exam, click the "Schedule Exam" tab on the Examity® dashboard.

Select your instructor, course, and exam name from the drop down menus.

Next, you must select your preferred date and time from the corresponding areas. Keep in mind that you must log in to Examity® 15 minutes prior to the start of the exam, so you want to make sure to leave yourself this time when scheduling. If you are scheduling less than 24 hours in advance, you must select the "On-Demand" scheduling option.

Verify that the date and time you selected are correct and click the *Schedule* button. Be sure to make a note of your appointment details, as you will be charged a fee for missing a scheduled appointment or changes made to your appointment within 24 hours of the time you chose.
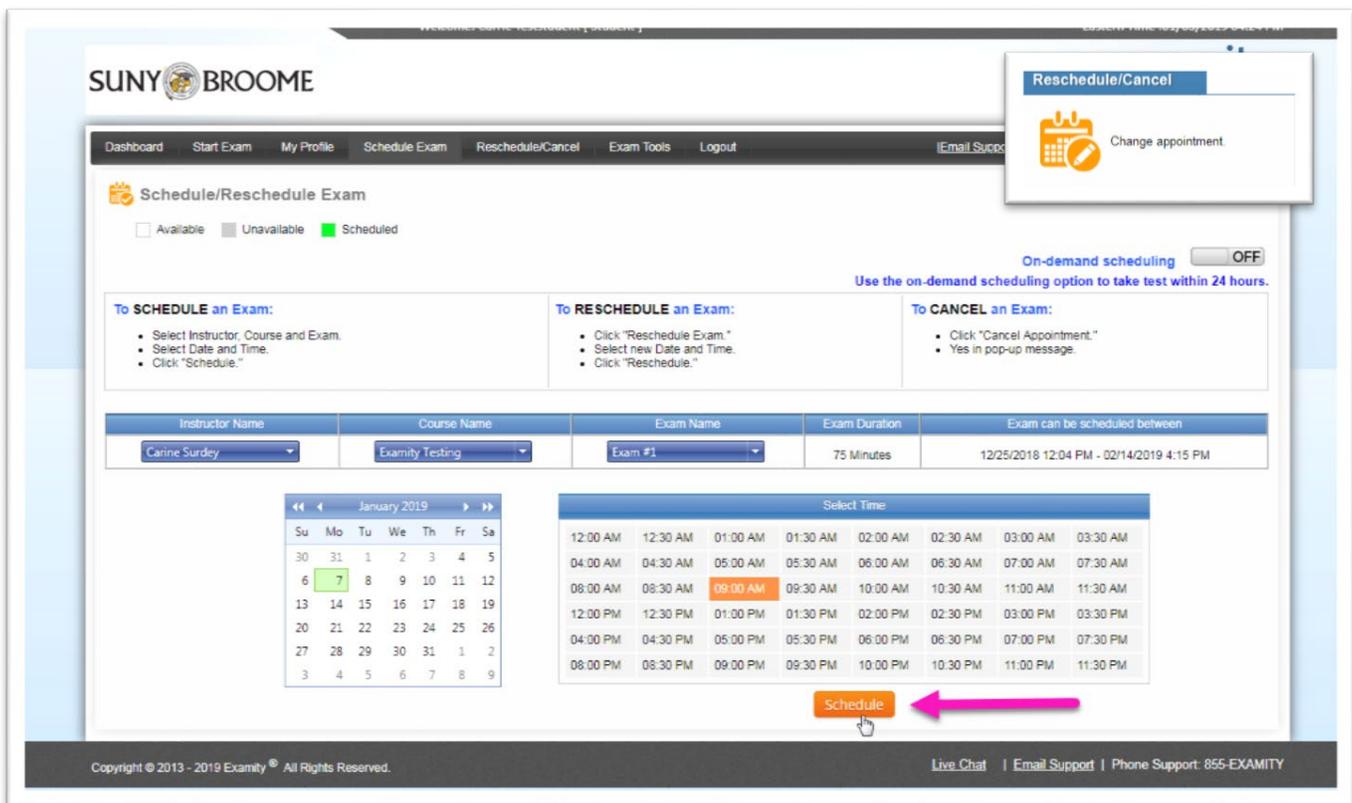
Rescheduling or Cancelling Your Exam

If you need to reschedule or cancel your exam appointment,
click the "Reschedule/Cancel" tab on the Examity® dashboard.
Select the exam
appointment you want to reschedule or cancel from the menu that appears.

*Please Note: You may reschedule or cancel your exam with no penalty fee as
long as it is not within 24 hours of your scheduled appointment time. Changes made to your appointment
within this 24 hour window will incur a fee of $5 per change. You will be responsible for this fee and will
need a credit or debit card in order to make the change.*

*Also, in the event that you do not take an exam at the time that you had scheduled (no-show) you will be
required to pay the full cost of the exam proctoring fee when you schedule again. You will need to pay
using a credit or debit card in this instance as well.*

Taking Your Exam

Be sure to arrive 15 minutes prior to the start of your 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.

***Before starting the authentication process make sure that:***

- You are in a quiet, private location where you will not be interrupted
- Your desk and workspace are clear of any unauthorized materials, textbooks, papers, cell phones, etc.
- The computer that you are using is plugged in to a power source and only has one monitor connected
- The webcam and microphone on your computer are connected and functioning
- Your pop-up blocker is disabled. Otherwise, you will not be able to connect with proctor support.

When you have verified all of the above, click the "Start Exam" tab on the Examity® dashboard.

This will bring up a listing of your schedule exam appointments. Locate the exam you will be taking and click the "**Connect to proctor**" link in the Action column.
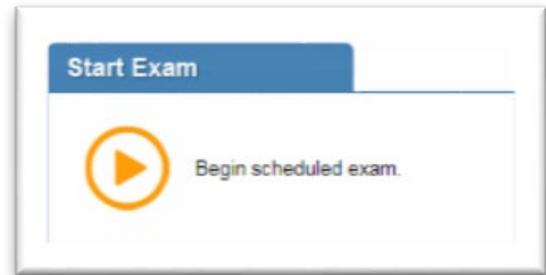
The ID verification process window will open and you will be connected with a live proctor. Click the **Proceed** button when it appears.
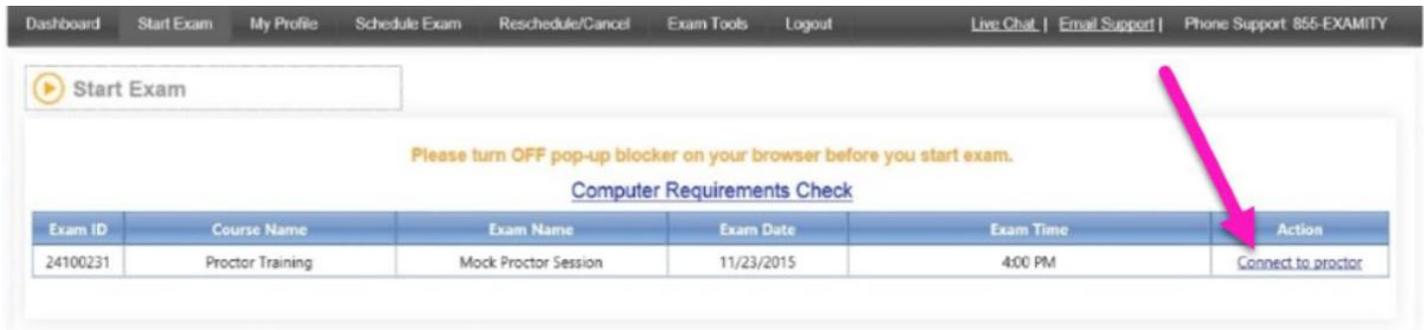
Proctor support will walk you through the authentication process. You will be asked to:

1. **Verify your identity**. Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.

2. **Review the exam rules.** These are the rules that were set by your instructor as well as other comments the instructor has added regarding the exam.

3. **Show your desk and workspace.** The proctor will ask you to complete a 360˚ room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any materials not authorized by your instructor.
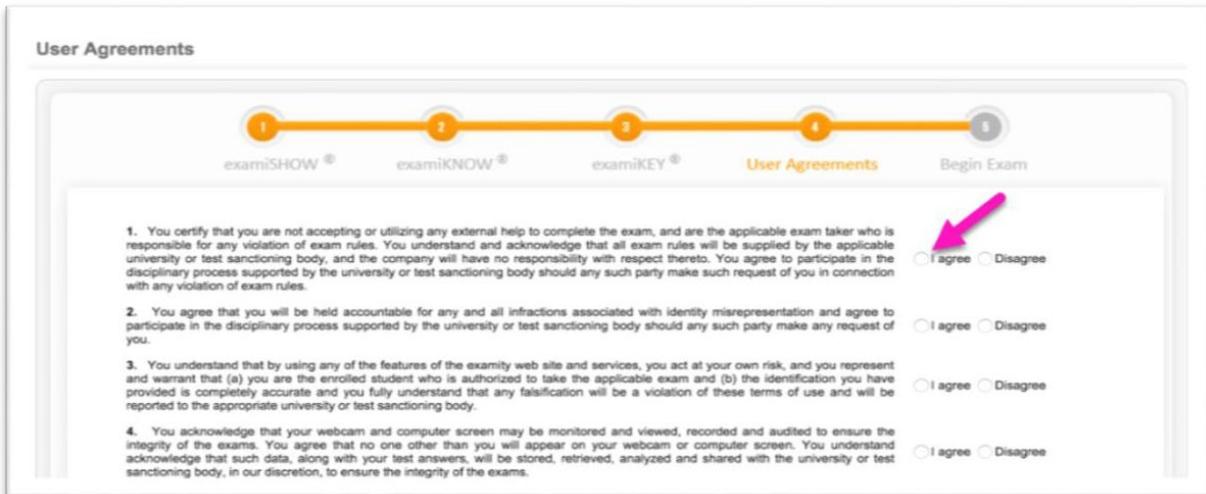
You will then be asked to answer one of the security questions that you set up in your profile.
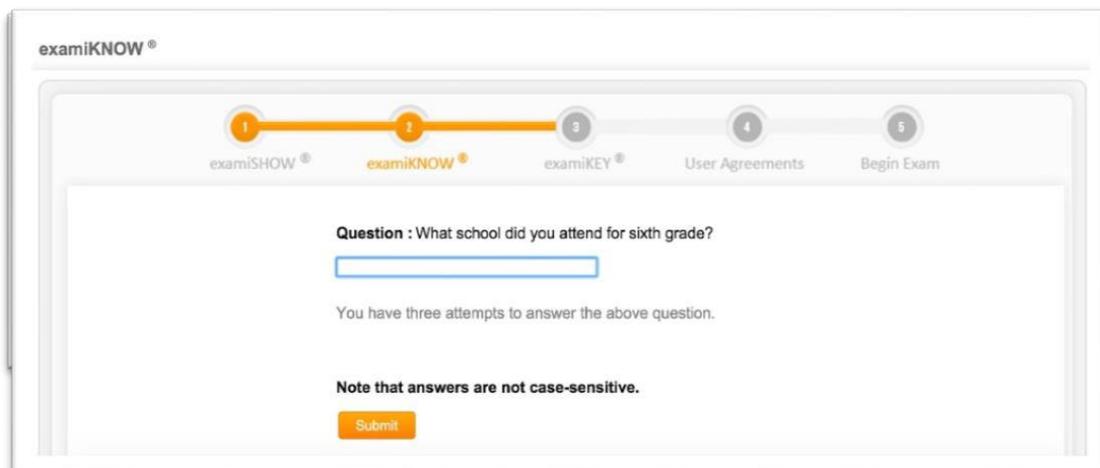
You will also be asked to type your unique biometric signature as per your profile setup.
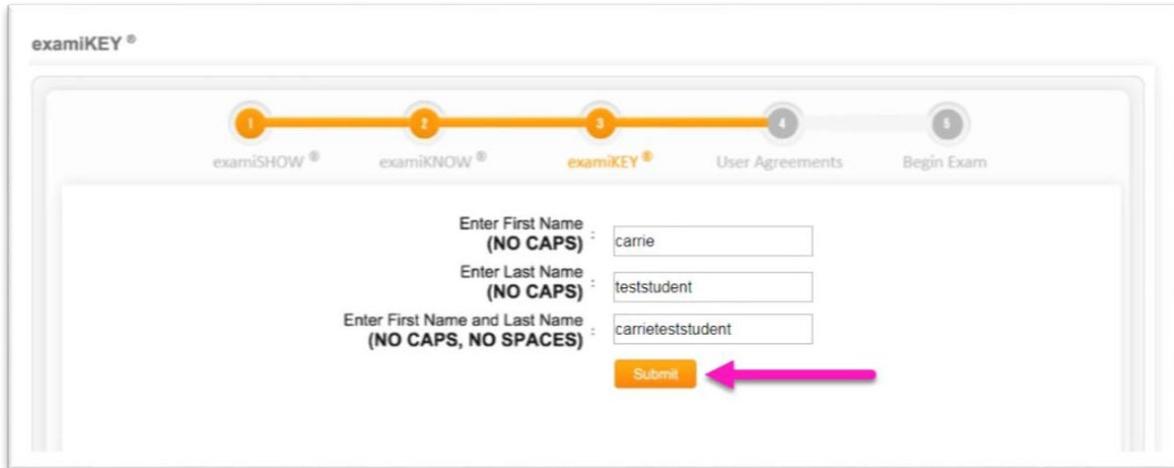
The User Agreement will then appear along with the exam rules. Review this information and Agree with each statement to continue.

Once you have finished the authentication process, click on the "**Begin Exam**" link. Your proctor will enter the password for you. Once the password has been entered, you are ready to begin!
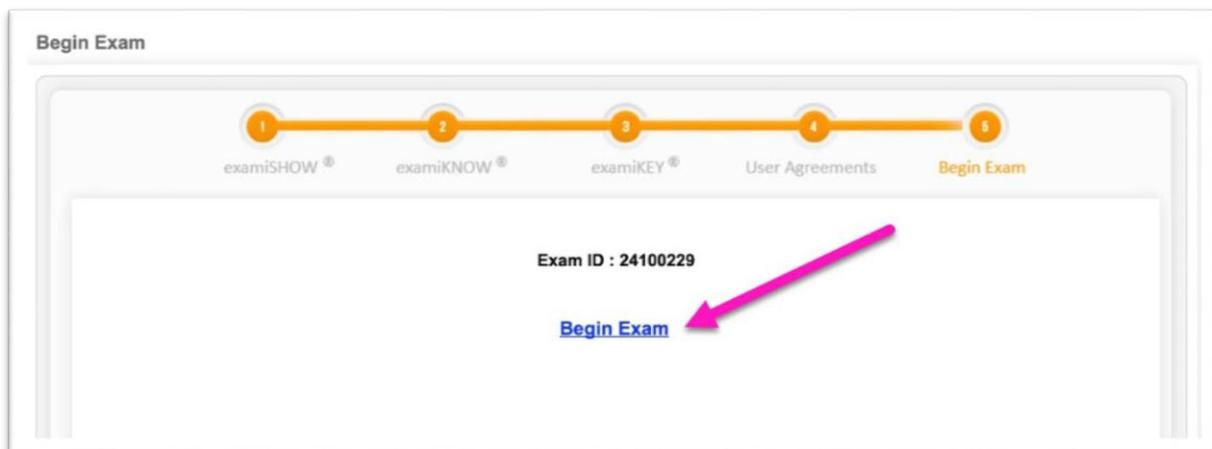
Examity® System Requirements

- 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).

Examity® Technical Support (24/7)

Phone: 855-392-6489
Email: support@examity.com
Live Chat: Click on the live chat link located at the top and bottom of your Examity® portal.

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