



Contents

Accessing Examity®	1
Getting Started.....	1
Scheduling Your Exam.....	2
Rescheduling or Cancelling Your Exam	2
Taking Your Exam.....	2
Examity® System Requirements	2
Reaching Support. All day and all of the night.....	3

Full User Guide: www.examity.com/docs/Blackboard_Student_Quick_Guide.pdf

Accessing Examity®

You can easily access Examity® through Blackboard.

Find your course and click on the Examity® link. This will enter you into your Examity dashboard where you can register, schedule and connect to a proctor.

Getting Started

You must complete your profile in order to schedule your exam. Create your Examity® profile by selecting “**My Profile**” from the dashboard.

First, select your time zone. Then upload a scan of your picture identification card (it must be legible and the picture of you must be clear). **Please note to bring this ID with you every time you take a test.** Next, select and answer 3 challenge questions. Finally, enter your keystroke biometric signature.

You are strongly encouraged to run a **computer requirements check**. To do so, 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.

Scheduling Your Exam

When you are ready to schedule an exam, click “Schedule Exam” on the dashboard.

Select your instructor, course and exam name from the drop down menus. Next, you will see a calendar. Select your preferred date and time. If you are scheduling less than 24 hours in advance, you must select the “On-Demand” scheduling option. There is an additional \$5 fee when using the On-Demand scheduling option.

Rescheduling or Cancelling Your Exam

If you need to reschedule or cancel your exam, click the “Reschedule/Cancel” tab on the top navigation bar or on your dashboard. Select the exam you want to reschedule or cancel by clicking the desired option to the right. There is an additional \$5 On-Demand fee if done within 24 hours of your appointment.

Taking Your Exam

On your Examity[®] dashboard, select “**Start Exam**” and click on “**Connect to Proctor.**”

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 so the proctor can see your name and face clearly.
2. Review the exam rules.
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 unauthorized materials.
4. Complete your authentication by answering a security question, typing your biometric signature and agreeing to all exam rules.
5. Once you have finished the authentication process, click on the “Begin Exam” link. Your proctor will enter the password for you and you can take the exam!

Examity[®] System Requirements

You must take the exam on a desktop computer or laptop (not a tablet).

You must have a working built-in or external webcam and microphone.

Your Internet speed must be at least 2 Mbps download and 2 Mbps upload. Determine your Internet speed here: <http://www.speedtest.net>

Reaching Support. All day and all of the night.

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.