



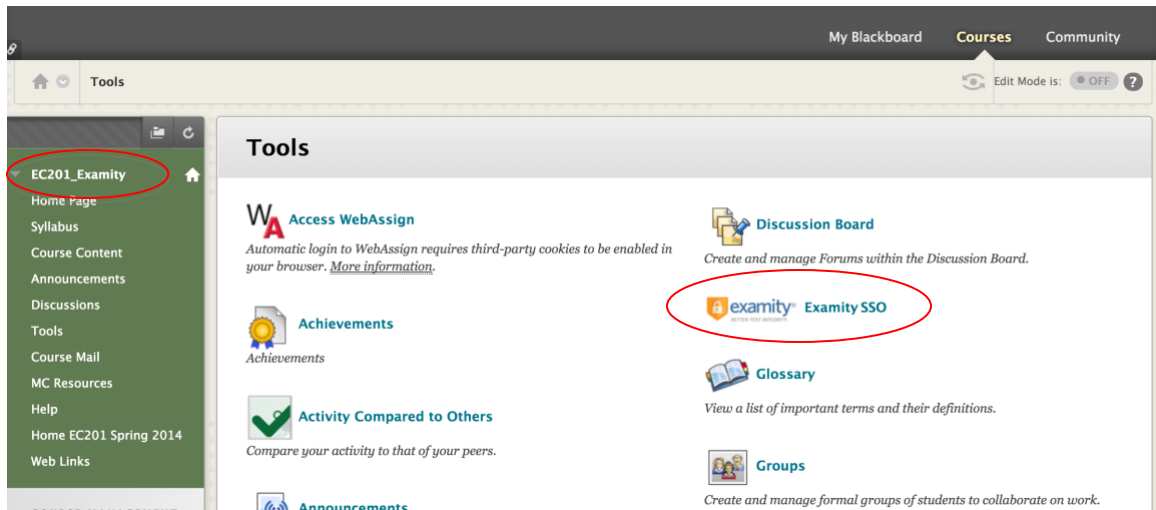
# Student Manual

**Blackboard®**

## Accessing Examity<sup>®</sup>

You can easily access Examity<sup>®</sup> through Blackboard.

First, select the name of your course. Next, click on the Examity<sup>®</sup> link.



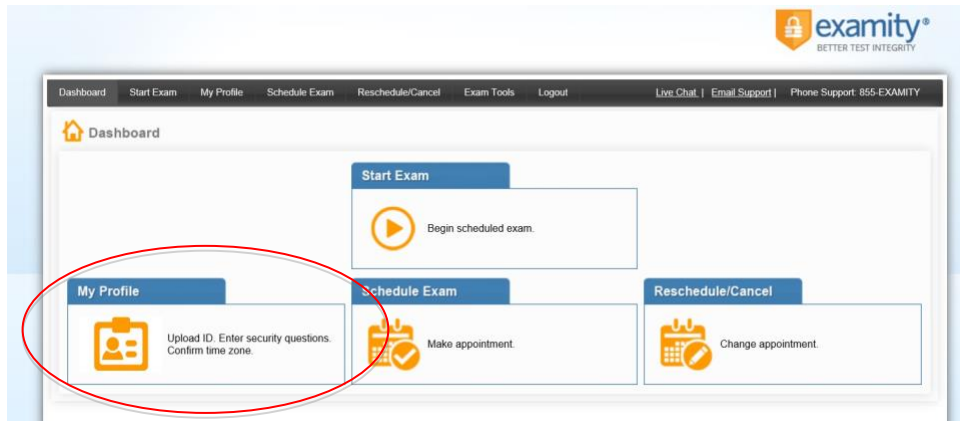
This will bring you to your Examity<sup>®</sup> dashboard.



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

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 your picture identification card. **Please note**, for verification purposes, you will need to bring this ID with you every time you take a test. Next, select and answer three unique security questions.

**Exam Requirements** [Computer Requirements Check](#)

Time zone  examISHOW®  examiKNOW®  examiKEY®

**Account Information**

Account information has been updated successfully.

First Name	Jackie	Last Name	Smith
Email	smith@examity.com	Phone Number	5555555555
Time Zone	Eastern Time (UTC-05:00:00)		

[Edit](#)

**examISHOW®**

Take a picture of your photo ID using a smartphone, camera or webcam.  
Save the image of the picture to your PC.  
Upload the image from your PC to Examity.

Browse...

This information will be used for future verification. Please select questions that you can accurately remember.

Security Question #1:   
Answer:

Security Question #2:   
Answer:

Security Question #3:   
Answer:

**examKEY®**

This information will be used for future verification. Please type as you normally would.

Enter First Name (NO CAPS):  (example: john)

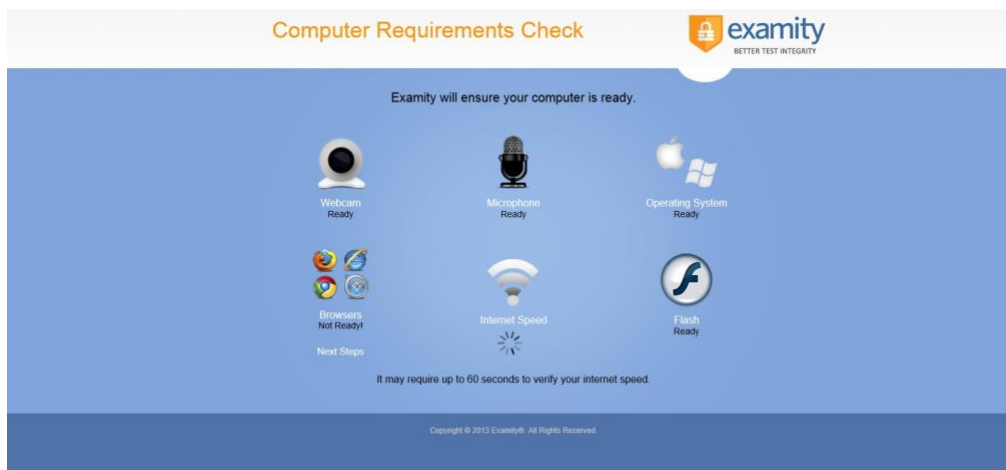
Enter Last Name (NO CAPS):  (example: smith)

Enter First Name and Last Name (NO CAPS, NO SPACES):  (example: johnsmith)

Re-enter First Name and Last Name (NO CAPS, NO SPACES):  X (example: johnsmith)

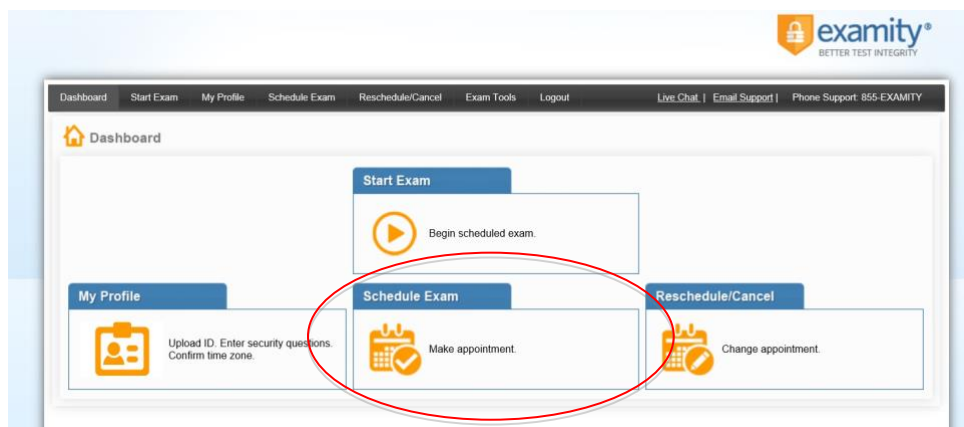
Finally, enter your keystroke biometric signature.

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.

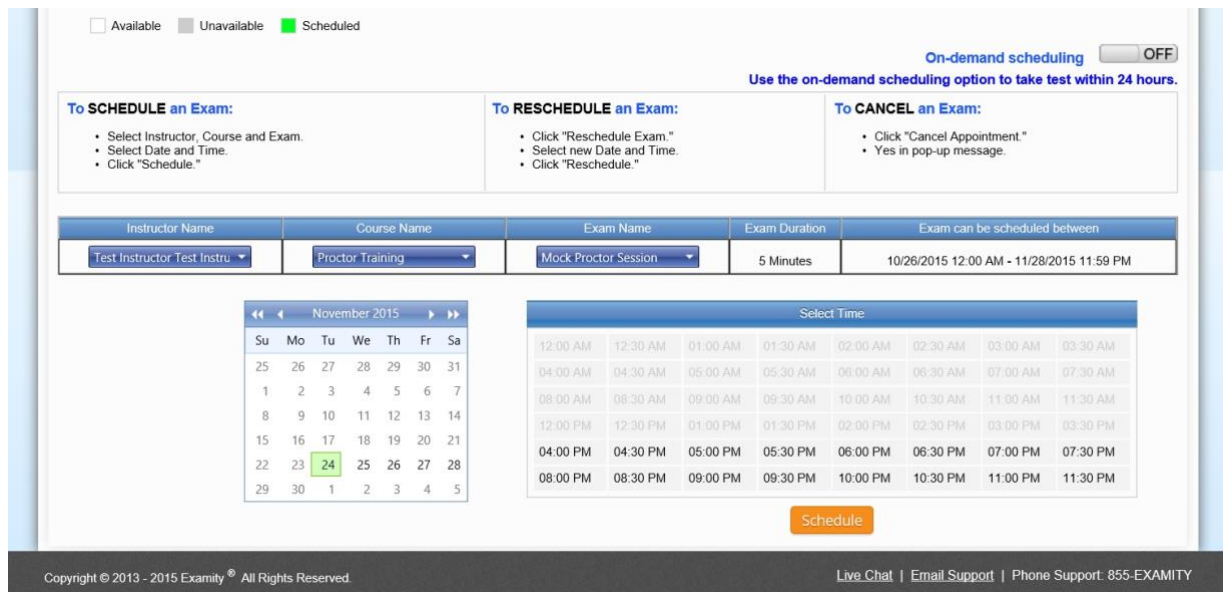


## Scheduling Your Exam

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.



Available    Unavailable    Scheduled

On-demand scheduling  OFF  
Use the on-demand scheduling option to take test within 24 hours.

**To SCHEDULE an Exam:**

- Select Instructor, Course and Exam.
- Select Date and Time.
- Click "Schedule."

**To RESCHEDULE an Exam:**

- Click "Reschedule Exam."
- Select new Date and Time.
- Click "Reschedule."

**To CANCEL an Exam:**

- Click "Cancel Appointment"
- Yes in pop-up message.

Instructor Name	Course Name	Exam Name	Exam Duration	Exam can be scheduled between
Test Instructor Test Instru	Proctor Training	Mock Proctor Session	5 Minutes	10/26/2015 12:00 AM - 11/28/2015 11:59 PM

November 2015

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Select Time

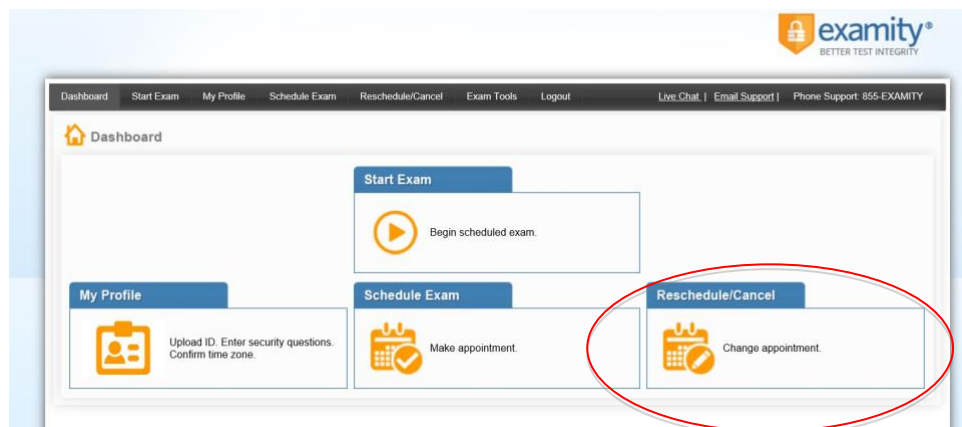
12:00 AM	12:30 AM	01:00 AM	01:30 AM	02:00 AM	02:30 AM	03:00 AM	03:30 AM
04:00 AM	04:30 AM	05:00 AM	05:30 AM	06:00 AM	06:30 AM	07:00 AM	07:30 AM
08:00 AM	08:30 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM	03:00 PM	03:30 PM
04:00 PM	04:30 PM	05:00 PM	05:30 PM	06:00 PM	06:30 PM	07:00 PM	07:30 PM
08:00 PM	08:30 PM	09:00 PM	09:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM

[Schedule](#)

Copyright © 2013 - 2015 Examity® All Rights Reserved. Live Chat | Email Support | Phone Support: 855-EXAMITY

## 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 from the menu that appears.



[Dashboard](#)   [Start Exam](#)   [My Profile](#)   [Schedule Exam](#)   [Reschedule/Cancel](#)   [Exam Tools](#)   [Logout](#)   [Live Chat](#) | [Email Support](#) | [Phone Support: 855-EXAMITY](#)

**Dashboard**

**Start Exam**

Begin scheduled exam.

**My Profile**

Upload ID. Enter security questions. Confirm time zone.

**Schedule Exam**

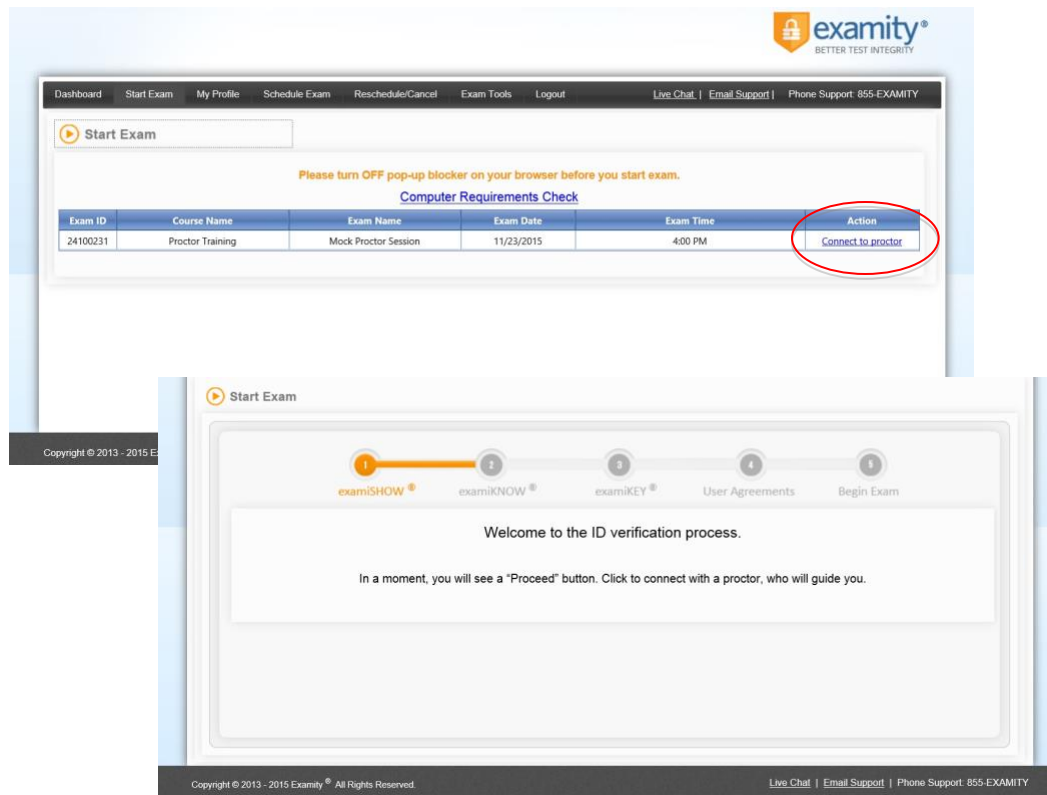
Make appointment.

**Reschedule/Cancel**

Change appointment.

## Taking Your Exam

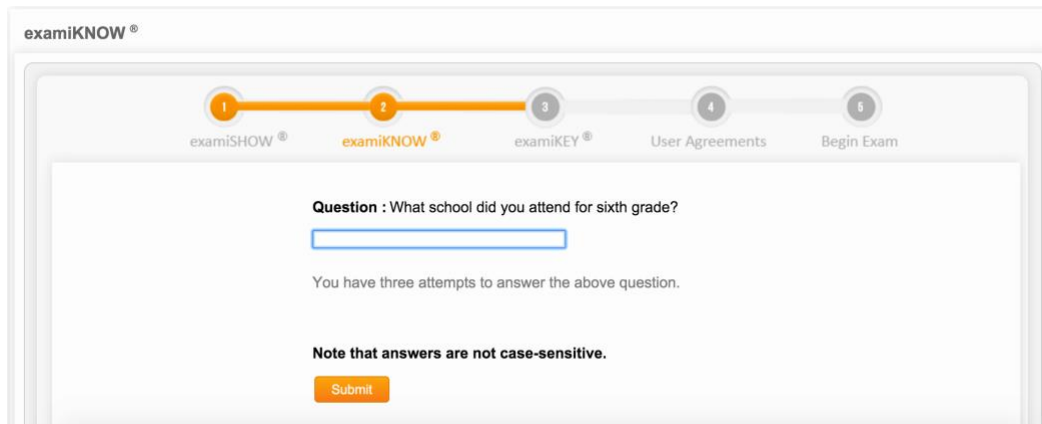
On your Examity<sup>®</sup> dashboard, select “Start Exam” and click on “Connect to Proctor.”



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. The proctor will need to see both your name and photo 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 materials unauthorized by your instructor.

Next, answer a security question.



examikNOW®

1 examiSHOW® 2 examikNOW® 3 examiKEY® 4 User Agreements 5 Begin Exam

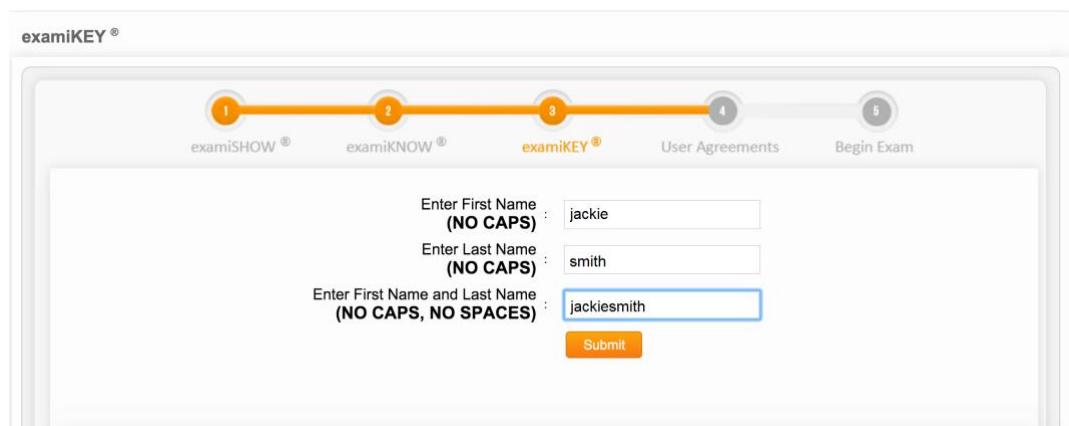
**Question :** What school did you attend for sixth grade?

You have three attempts to answer the above question.

**Note that answers are not case-sensitive.**

Submit

Type your unique biometric signature as per your profile setup.



examikKEY®

1 examiSHOW® 2 examikNOW® 3 examikKEY® 4 User Agreements 5 Begin Exam

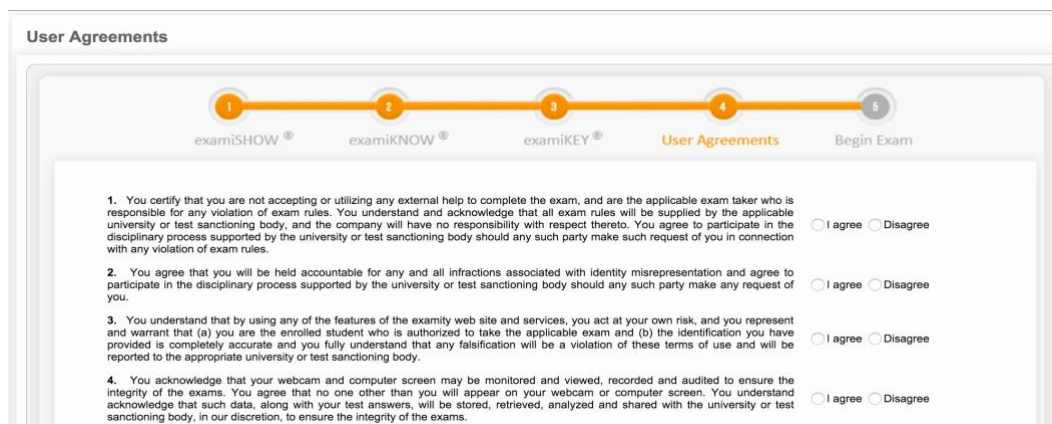
Enter First Name (NO CAPS) : jackie

Enter Last Name (NO CAPS) : smith

Enter First Name and Last Name (NO CAPS, NO SPACES) : jackiesmith

Submit

Agree to the user agreement and exam rules.



User Agreements

1 examiSHOW® 2 examikNOW® 3 examiKEY® 4 User Agreements 5 Begin Exam

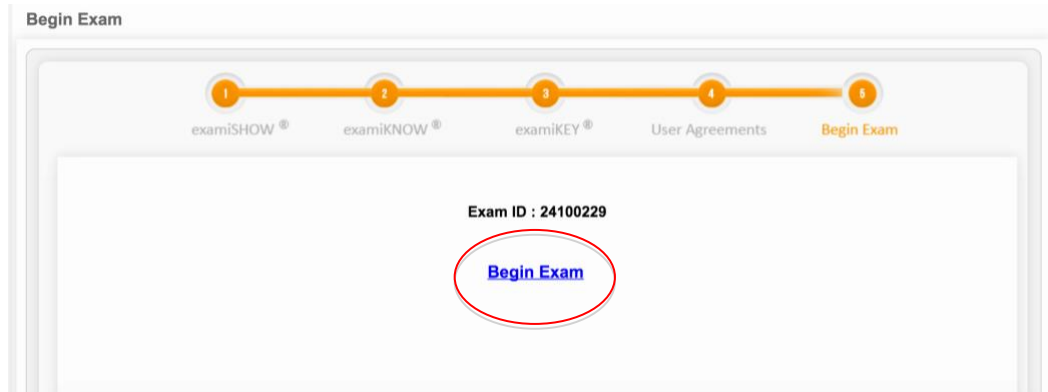
1. You certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that all exam rules will be supplied by the applicable university or test sanctioning body, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules.  I agree  Disagree

2. You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you.  I agree  Disagree

3. You understand that by using any of the features of the examity web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body.  I agree  Disagree

4. You acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand acknowledge that such data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams.  I agree  Disagree

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!



**Please Note:** We encourage test-takers to arrive 15 minutes prior to the start of their exam. This will allow ample time to connect with your proctor and troubleshoot any technical issues that may arise.

Also, the time it takes you to connect to proctor support and complete the authentication process does NOT count towards your exam duration.

**MAKE SURE YOUR POP-UP BLOCKER IS DISABLED.** Otherwise, you will not be able to connect with proctor support.

### **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 by running a test at: <http://www.speedtest.net>

**Reaching Support. All day and all of the night.**

Phone: 855-392-6489

Email: [support@examity.com](mailto:support@examity.com)

Live Chat: Click on the live chat link located at the top and bottom of your Examity® portal.