

Do's and Don'ts—Examity Transcript

- [00:00:00] **NARRATOR:** Examity is an online proctoring software that allows you to take your exam online.
- [00:00:04] In Examity, you may be recorded or have a live proctor with you in the exam.
- [00:00:09] Both the automated recorded proctoring and the live person proctoring have a person who reviews your exam.
- [00:00:16] Examity will record your screen, computer audio, and webcam video as part of the online proctoring process.
- [00:00:24] The following tips will ensure that your exam runs smoothly and you won't be flagged as potential cheating.
- [00:00:29] Here's a few things you should do before the exam.
- [00:00:33] You are expected to provide a government-issued or school ID for verification during authentication.
- [00:00:40] If possible, make sure no one else is in the room.
- [00:00:43] However, if you are under the age of 18 and do not have government-issued or school ID, your parent or guardian may show their own ID and confirm your identity.
- [00:00:54] Your parent or guardian's family name does not have to be the same as your family name.
- [00:01:00] Your parent or guardian may also remain quietly in the room during the test if they choose, but they may not offer you any assistance.
- [00:01:09] You are expected to keep your eyes on the computer screen during the test.

- [00:01:14] Check your final prep page of the course for details about the rules for your exam.
- [00:01:20] If you've been authorized to use a calculator, notes, scratch paper, or some other items, you may refer to those as needed.
- [00:01:28] However, repeatedly looking away from the test to focus upon something off-screen is considered a violation of test rules.
- [00:01:37] Review all exam instructions.
- [00:01:41] Arrange any exam exceptions before taking the exam.
- [00:01:45] Take a bathroom break.
- [00:01:48] Take the exam on a computer or laptop.
- [00:01:51] No cellphones or tablets.
- [00:01:53] Make sure that your webcam shows you completely in the frame.
- [00:01:57] Keep your computer connected to a power source the whole time.
- [00:02:01] Make sure your technology is working properly.
- [00:02:05] Make sure you have a strong and reliable Internet connection.
- [00:02:10] Clear your work area of extra items like books, paper, water bottles, cellphones.
- [00:02:16] Allow for enough time to take the exam.
- [00:02:20] Be respectful to testing personnel as they're here to help you through the exam.
- [00:02:26] Here are a few things you don't want to do during the exam.
- [00:02:30] Do not use a second monitor on your computer.

- [00:02:33] Unplug it prior to starting the exam.
- [00:02:35] Do not use or check your cellphone or tablet.
- [00:02:39] Do not talk to others.
- [00:02:42] Do not wear headphones, earbuds, or headsets.
- [00:02:46] Do not leave your seat.
- [00:02:48] Never turn off your webcam, speakers, or your microphone.
- [00:02:53] Do not cheat.
- [00:02:56] All exams are reviewed by an actual person.
- [00:02:59] Make sure you have reviewed your exam instructions and rules.
- [00:03:03] Your exam rules may vary and are subject to your instructor's discretion.
- [00:03:09] Following these simple do's and don'ts will make sure that your exam runs smoothly and is issue-free.
- [00:03:14] If you have specific questions, contact customer service through the information below. They're here to help.