

Taking Exam—Examity IS Transcript

- [00:00:00] **NARRATOR:** Examity is an online proctoring software that allows you to take your exam online.
- [00:00:04] Once you have requested to take your midterm or final, go to Examity.
- [00:00:09] If you have not set up your profile, do so now.
- [00:00:12] You can use a school or government ID.
- [00:00:15] If you're under 18 and do not have either a school or government ID, you should upload a picture taken by your webcam, but only when you do not have an ID.
- [00:00:24] The Examity dashboard is where you will schedule, reschedule, cancel, and start exams.
- [00:00:30] In addition, your dashboard offers access to edit your profile information.
- [00:00:35] Please note, exams that do not require scheduling will simply say Start Exam at the bottom of the exam card.
- [00:00:42] On the day of your exam, locate the exam card and select "Start Exam." You'll be sent to a new screen where you'll be asked to run through a few steps to confirm you meet our technical requirements, verify your identity, and approve our user agreement.
- [00:00:58] One, system check.
- [00:01:01] Examity will confirm you meet our technical requirements.
- [00:01:04] Two, browser extension.
- [00:01:08] Please follow the prompts to add the Examity extension to your browser, then click "Next." Reminder: because we automatically delete the extension at the

end of your session, you will need to complete this step every time you take a test.

[00:01:22] Three, identity verification.

[00:01:24] A pop-up will appear to give Examity access to your camera, please select “Allow.” Once ready, click “Take Picture” and then “Use Photo” to upload an image and continue.

[00:01:38] Examity will also prompt you to take a picture of your ID.

[00:01:42] Please choose “Allow” to provide Examity with access to your camera.

[00:01:45] Once ready, click “Take Picture” and then “Accept ID” to upload the image and continue.

[00:01:52] Four, challenge question.

[00:01:56] Answer a previously selected challenge question.

[00:01:59] Once you have entered your answer, click “Next.” Five, review rules.

[00:02:06] Take a moment to review all the exam rules and special instructions.

[00:02:11] Then click “I’m ready.” Six, user agreement.

[00:02:17] Next, read and agree to Examity’s user agreement by clicking “I agree and I’m ready to begin the exam.” Seven, share your screen and launch.

[00:02:29] At this point, you’ll be prompted to share your screen.

[00:02:32] Select your screen and then click “Share.” Eight, once you’ve enabled screenshare, click “Launch” and we’ll take you to the test platform.

[00:02:45] Nine, sign into Canvas.

- [00:02:49] You may be asked to log in before you can access your exam.
- [00:02:53] If not, proceed to Step 10.
- [00:02:55] Here you will enter your normal Canvas credentials.
- [00:03:03] Ten, exam password.
- [00:03:07] After you have navigated to the exam page, simply click “Exam Password” and Examity will automatically fill the exam password.
- [00:03:15] If the password does not appear, click “Refresh” on the browser window, then you’ll be able to start your exam.
- [00:03:23] How to use the Examity sidebar.
- [00:03:26] The Examity sidebar provides one-click access to everything you need for proctoring, including inserting the password, instructions, rules, and ending your exam.
- [00:03:38] The home tab on the left has instructions based on where you are in the proctoring process.
- [00:03:43] The help tab will show you the standard rules, additional rules, and special rules.
- [00:03:50] The down arrow will allow you to collapse and later expand the sidebar.
- [00:03:55] The right and left arrows allow test-takers to place the sidebar on the right or left of their screen.
- [00:04:03] The Examity sidebar may cover the Submit button, so we recommend minimizing the sidebar during the exam.
- [00:04:11] Pre-exam, you will be required to perform a 360-degree room and desk pan prior to starting the exam.

[00:04:20] Failure to do so may result in a violation.

[00:04:24] Please pick up your computer or webcam and show your desk area to the webcam.

[00:04:30] Take one large step back from your desk and show the area again.

[00:04:35] Slowly turn the webcam from one side of the desk to the other so the entire area is shown.

[00:04:42] Next, slowly turn your webcam in a full 360-degree pan of your room.

[00:04:48] Show the door to your room and ensure that it has been closed and show the area where you have placed your phone.

[00:04:55] It should be away from your testing area.

[00:04:58] Completing your exam.

[00:05:00] One, submit your exam.

[00:05:04] Once you've completed your exam, click on the "Submit" button in the test platform.

[00:05:10] Then click the "End Proctoring Session" button.

[00:05:15] Two, take a brief survey.

[00:05:18] Your opinion is important to us, and we're constantly working to improve.

[00:05:23] Complete the short survey and then click "Submit." Three, close out of Examity.

[00:05:31] You may now close out of Examity.

[00:05:33] This will uninstall the Examity extension.

- [00:05:36] Once you have closed the extension, be sure to completely close the entire browser.
- [00:05:41] If you have specific questions, first ask Examity.
- [00:05:45] For technical issues, you can click on the Chat in the bottom right corner in any Examity screen, or you can email or call support from the upper-right support drop-down.
- [00:05:55] Contact customer service through the information below. They're here to help.