

Automated Proctoring Test-taker Guide



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Technical Requirements

Before your exam, please confirm you meet Examity's technical requirements

- Browser: Google Chrome or Mozilla Firefox, please disable your pop-up blocker
- Equipment:
 - Desktop, Chromebook or a laptop computer (tablets and mobile devices are not supported)
 - Built-in or external webcam
 - Built-in or external microphone
 - Built-in or external speakers
- Internet: An upload and download speed of at least 2Mbps



Navigating to Your Examity Dashboard

- You will recieve an email from ACCUPLACER with your voucher code. This voucher code was created by your institution and will allow you to schedule and take your exam.
- Click the Examity link from the email to register. Enter your first name, last name and email address.
- You will receive a confirmation email from Examity with login credentials.
- Cog into Examity with the user ID and password provided to you, then you can complete your profile and schedule your exam.

| | Examip ^{A®} is the leading remote proctoring service workfields. Our end- to-end solution includes autentication, live monitoring, recording and adding. Test-takers enjoy a seamless experience anytime, anywhere with lots of fexibility. |
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| Cognight @ 2013 - 2020 Examity [@] All Rights Reserved. | <u>Email Sycoort</u> Phone Support: 655-EXAMITY |



Completing Your Profile

Prior to scheduling or taking an exam with Examity, you must complete your profile. To create or finish your Examity profile, please select the "My Profile" icon on the Examity dashboard.

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| Start Exam | 7 |
| Begin scheduled exam. | |
| My Profile Schedule Exam | Reschedule/Cancel |
| Upload ID. Enter security questions. Confirm time Make appointment. | Change appointment. |
| | |

You can create your profile in three simple steps.

- **1.** Choose your time zone and enter your your phone number and birth date. **Please be advised**, your time zone must reflect the location in which you plan on testing
- **2.** Upload a picture of your ID. **Please note**, for verification purposes, you will need to bring this ID with you every time you take a test
- 3. Select and answer three unique security questions

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Scheduling Your Exam

Whether you would like to take an exam now, or in the future, you must first schedule your exam by selecting the "Schedule Exam" icon on the Examity dashboard.

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| My Profile Sc | Begin scheduled exam. hedule Exam Make appointment. | Reschedule/Cancel |

Enter the voucher number from the email you received from ACCUPLACER and press the Submit button. Once your voucher has been validated, locate your institution and exam in the drop-down menu. Next, select a date and time and click "Schedule." If you are scheduling your exam outside of 24 hours, please confirm the on-demand scheduling is adjusted to "off."

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| Schedule/Reschedule Exam | | On-demand scheduling OFF |
| To SCHEDULE an Exam: | To RESCHEDULE an Exam: | Use the on-demand sch duling option to take test within 24 hours. To CANCEL an Exam: |
| Select Institution name and Exam. Select Date and Time Click "Schedule." | Click "Reschedule Exam." Select new Date and Time, Click "Reschedule." | Click "Cancel Appointment." Yes in pop-up message |
| | | |
| Maushan Carda (Constant David | e voucher code in text box from your email) | Submit |
| Voucher Code (Copy and Pasi | | |
| Institution Name | Exam Name | Exam can be scheduled between |



Based on your appointment time, please select the appropriate next step.

Testing Now?

If you just completed the scheduling process, please follow the "Click here to Continue" link.

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| | | Appointment scheduled successfully. | |
| | | Appointment scheduled successiony. | |
| | | Click here to Continue | |
| Exam ID | 710072934 | Student Name | Examity StudentB |
| Exam ib | | | |
| Course Name | Machine Learning | Exam Name | Mid Term Exam_S |
| | Machine Learning 02/20/2019 | Exam Name Exam Time | Mid Term Exam_S 2:00 PM |
| Course Name | - | | |
| Course Name Exam Date | 02/20/2019 | | |
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Testing Later?

Select the "logout" link within the navigation bar. On the day and time of your exam, please return to the Examity dashboard, and click the "Start Exam" icon.

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| Uplead ID. Enter security questions. Confirm time zone. | Make appointment. | Change appointment. |

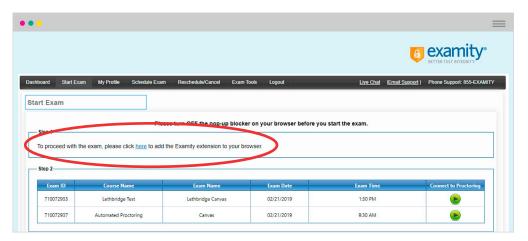


Taking Your Exam

REMINDER:

Before you start your exam, please confirm that you are accessing Examity through Google Chrome or Mozilla Firefox. If you are not using either of these browsers, please restart your exam session in Chrome or Firefox. Firefox cannot be used on a Chromebook.

On the "Start Exam" page, please select the link to add the Examity extension to your browser.



- **Using Google Chrome** You will be sent to the Chrome store and prompted to download the Examity extension. After the extension is installed, you will return to the Examity dashboard.
- Using Mozilla Firefox The Examity extension will automatically install on your computer. Remember that Firefox works on desktops and laptops, but not Chromebooks.

Please watch for the notification that the Examity extension has been added to your browser prior to clicking "Connect to Proctoring."

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| | | | | | Use this extension by clicking on this icon. |
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To continue, click on the "Connect to Proctoring" button to launch your proctoring session.

Examity will now assess your system to confirm it meets our technical requirements. Once your system is verified, please select the "Next" button.

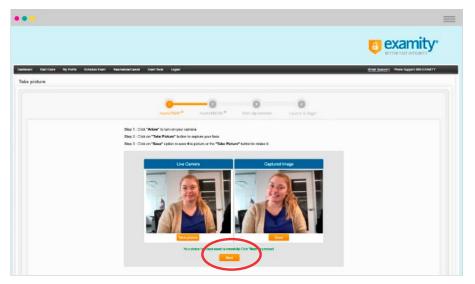
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| Examity BITTER ITSI INTEGRITY | |
| Examity will ensure your computer is ready. | |
| Webcam Ready Microphone Ready | Operating System Mac OS 1013.6 Ready |
| Browser Chrome 72.0.3825.109 Ready Internet Speed Proceed is acceptable. | |
| It may require up to 60 seconds to verify your internet spee | d. |
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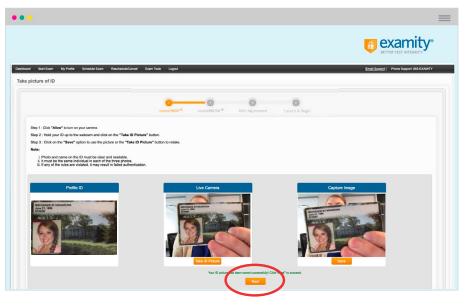
Examity will now verify your identity through our authentication steps: examiSNAP and examiKNOW.

examiSNAP

Please select "Allow" to allow Examity to access your camera. Examity will take a picture of you. Once ready, click "Take Picture" and then "Save" to upload the picture and "Next" to continue.



Examity will prompt you to take a picture of your ID. Please choose "Allow" to allow Examity to access your camera. Once ready, click "Take ID Picture." Please confirm your full name and image are clear in the picture. When ready, select "Save" to upload the picture and "Next" to continue.





examiKNOW

You will now be prompted to answer a previously selected security question. Once you have entered your answer, please press the "Submit" button.

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| Question : What was your childhood nickname? | |
| You have three attempts to answer the above question. Note that answer are not case-sensitive. | |
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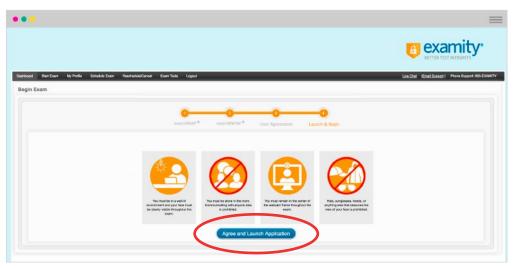
User Agreement

You will now be asked to review and agree to the Examity User Agreement as well as the exam rules and any special instructions set by your instructor.

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Agree and Launch

Review exam reminders and select the "Agree and Launch Application" button.





You will navigate to a new screen and a pop-up window will appear asking you to grant Examity access to your microphone. Please choose "Allow" in the pop-up window.

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| test.examity.com wants to | | |
| Use your microphone B the Allow | DO NOT CLOSE OR INHERIZE THIS MURDOW Vor Exempt processing season is active. Prese follow instructions below. | |
| | Begin exam | |
| | Done with your exam? Click "Close" | 20 |
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You will see a pop-up window appear, prompting you to share your screen. Please select "Share" in the pop-up window.

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| | | examity* |
| | Share your screen | |
| | Examity Dev wants to share the contents of your screen with dev.examity.com. Choose what you'd like to share. | |
| | Your Entire Screen | |
| Automatied 1. Click - thegin exam* 2. Click on the notificat the password 3. After submitting you notification bar to ck | | •) |
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The pop-up windows will disappear, and the "Begin Exam" button will be enabled. Please select this button.

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| DO NOT CLOSE OR MINIMIZE THIS WINDOW. Your Examity proctoring session is active. Please follow instructions below. | |
| Automated Proclaring Instructions 1. Click 'Begin exam' to begin your exam 2. Click on the notification bar on top of your scene to inset the password 3. After submitting your exam, bloke priority is in the notification bar to close Examin | |
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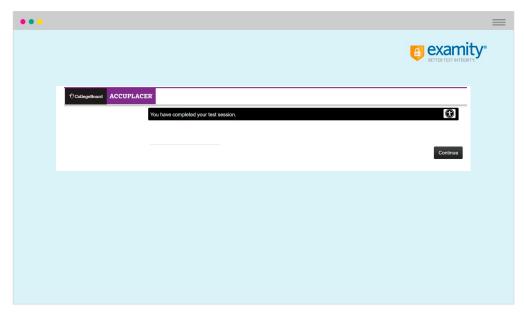
You will now be redirected to your exam.

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| | College Board Privacy Policy | |
| | Your educational institution (school) has registered you for this ACCUPLACER® test, which College Board delivers to you on behalf of your school. The ACCUPLACER test, platform and system ("ACCUPLACER System") are operated by, and are the property of, College Board (also 'us' or 'we'). By using this System and taking the ACCUPLACER test, you consent to the terms of this privacy policy, including the use of Studen Data (defined below) and proctoring (described below). | |
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Submitting Your Exam

Once you have completed your exam, follow the prompts to submit your test and view your score.



Navigate back to the Examity proctoring window. Select the "Close" button to uninstall the Examity extension and leave the Examity platform.

