

## Before Your Exam

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**Confirm you meet system requirements:** Access to a desktop or laptop computer (tablets and Chromebooks not supported); a built-in or external webcam, microphone, and speakers; an upload and download speed of 2Mbps; Google Chrome or Mozilla Firefox as your browser.

- 1 Locate your course in D2L and select the Examity link**
- 2 Create your Examity profile**
  - Select your time zone
  - Upload a picture of your ID
  - Choose security questions
  - Type your name as prompted
- 3 Schedule your exam**
  - Click “Schedule Exam”
  - Find the instructor, course, and exam in the drop-down menus
  - Select a date and time

## Taking Your Exam

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- **Testing now?** Select “Click here to continue ” and navigate to #4 below
- **Testing later?** Return to the Examity dashboard, (select the Examity link in your course in D2L), click “Start Exam” and navigate to #4 below

- 4 Download the browser extension**
  - Select the orange “Examity” button
    - ▶ **Chrome:** You will be sent to the Chrome store to download the Examity extension. After install, you will return to Examity
    - ▶ **Firefox:** The Examity extension will automatically install
- 5 Click “Connect To Proctoring.” When your computer is ready, hit “Next”**
- 6 Verify your identity**
  - Take your picture
  - Snap a photo of your ID
  - Answer security questions
  - Enter your name when prompted
  - Review and agree to exam rules
- 7 Install and launch the Examity application**
  - Click “Launch and Begin.” The application will open a pop-up window
  - Confirm you see yourself on the webcam
- 8 Accessing your exam**
  - Click, “Begin Exam.” You will be redirected to the D2L exam page
  - Follow the prompts to insert the exam password
  - Start your exam in D2L

## Exam Submission

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- 9 Submit your proctoring session**
  - Click on “Submit” and navigate back to the Examity proctoring window
  - Select “Close” to end your proctoring session
  - Close the Examity webpage to uninstall the Examity extension

## SUPPORT

For assistance, call 855-EXAMITY, email [support@examity.com](mailto:support@examity.com) or chat directly with us through the Live Chat feature on the Examity dashboard.