Before Your Exam

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 profile image if the CatCard image is not visible
   • 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

• 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

IMPORTANT Time Zone Information: You must select the time zone of the location in which you plan on testing. If you are taking your exam in Arizona, select “Arizona Time.”

Exam Submission

5 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

4 Click “Connect To Proctoring”
   • Authenticate with your proctor (show ID, answer challenge questions and enter digital signature)
   • Proctor will enter the exam password
   • Good luck on your exam!

SUPPORT

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