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Technical Requirements
Before your exam, please confirm you meet Examity’s technical requirements

- **Browser**: Please disable your pop-up blocker

- **Equipment**:
  - Desktop or laptop computer (tablets and Chromebooks 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 2Mbps

Note: It is important that you check your system’s readiness well in advance of your exam, so that you will have enough time to obtain any additional hardware (e.g., webcam, microphone, etc.) or software that you require. If your internet connection does not meet Examity’s requirements, consider contacting your Internet Service Provider (e.g., Cogeco, Bell, etc.) to enquire about increasing your connection speed.

Getting Started
Examity is easily accessible through onQ. To access Examity, log into onQ, navigate to your course and select the Examity link, in Content. This will bring you to the Examity Dashboard.

TIP:
The Examity dashboard is where you will schedule, reschedule or cancel exams. In addition, your Dashboard offers access to create and edit your Profile information.

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

You can create your profile in four simple steps:

1. Choose your time zone. **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.
4. Enter your biometric keystroke signature.

For assistance, call **855-EXAMITY**, email **support@examity.com** or chat directly with us through the Live Chat feature on the Examity dashboard.
Once your profile is complete, you are strongly encouraged to run a computer requirements check. To complete check, click in the upper right-hand corner of the “My Profile” page. You should run the computer requirements check on the same machine you will be using to take the exam.
Scheduling Your Exam

You must schedule your exam at least 48 hours prior to the exam’s start date/time, by selecting the “Schedule Exam” icon on the Examity Dashboard.

Locate your instructor, course, and exam in the drop-down menu. Next, select a date and time and click “Schedule.” If unforeseen circumstances dictate a need to schedule your exam within 24 hours of the exam start date/time, please confirm On-demand scheduling is adjusted to “ON.”

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

You are encouraged to **arrive at least 15 minutes prior to the start of your assessment**. This will allow ample time to connect with your proctor and troubleshoot any technical issues that may arise. Note: the time it takes you to connect to proctor support and complete the authentication process does NOT count towards your assessment duration.

On the day and time of your exam, please return to the Examity Dashboard, and click the “Start Exam” icon.

To continue, click on the “Connect to Proctoring” button to launch your proctoring session and begin your test.

Proctor support will walk you through the authentication process. You will be asked to:

1. Verify your identity. Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.
2. Review the exam rules.
3. Show your desk and workspace. The proctor will ask you to complete a 360° room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any materials unauthorized by your instructor.
examiKNOW
You will now be prompted to answer a previously selected security question. Once you have entered your answer, please press the “Submit” button.

examiKEY
You will now be asked to enter your biometric keystroke signature. Once you have entered your signature, select the “Submit” button.

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

Begin Exam
Once you have finished the authentication process, click on the “Begin Exam” link. Your proctor will enter the password for you. Once the password has been entered, you are ready to begin!

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