Live Proctoring
Test-taker Guide

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

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TECHNICAL REQUIREMENTS:
Before your exam, please confirm you meet Examity’s technical requirements.

• **Browser**: Google Chrome, please disable your pop-up blocker.

• **Equipment**:
  - Desktop, laptop, or Chromebook (tablets are not supported)
  - Built-in or external webcam
  - Built-in or external microphone
  - Built-in or external speakers

• **Internet**: A required upload and download speed of 2Mbps, with 10Mbps recommended.

• **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.

• Check your system’s readiness at any time by visiting the [Examity Computer Readiness Check](#)
GETTING STARTED
To access Examity, log in to onQ, navigate to your course and select the Examity link, located in the course’s Content section.

CREATING YOUR PROFILE
The first time you attempt to access Examity, you will be prompted to create your profile – profile creation is a quick and simple process, consisting of the following four steps:

1. Add your information
   - Your name, username, and email address are automatically populated from onQ – it is important that you do not change these fields.
   - Enter a phone number at which Examity will be able to reach you if you happen to lose your Internet connection during an exam and require support.
   - Leave the ‘Set TimeZone Automatically’ toggle on, so that your time zone is automatically detected.

TIP: Confirm that your time zone reflects the location in which you will be testing.

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2. Create your Photo ID

- Your Photo ID will be used by Examity to confirm your identity when you take an exam – use your computer’s camera to take a photo of your ID or upload an existing photo of it from your computer. Note that, for verification purposes, you will need to bring this ID with you every time you take an exam with Examity.

TIP: Queen’s recommends that you use your Queen’s student ID card. If you do not have one, a government-issued photo is required.
3. Create challenge questions

- Select and answer three challenge questions – you will be prompted to answer one of these challenge questions as part of your identity verification when taking an exam.

4. Submit your digital signature

- You will now be asked to enter your digital signature – you will be prompted to enter this signature as part of your identity verification when taking an exam.

Your profile has now been created. A confirmation screen will appear – before proceeding to your Exams Dashboard, you are strongly encouraged to verify that your computer system meets Examity's technical requirements by selecting the “Check if your system meets Examity requirements” button.

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NAVIGATING YOUR DASHBOARD
The Exams Dashboard is where you will schedule, reschedule, cancel, and start your exams.

EXAM CARDS
Exams on your Dashboard are displayed as Exam Cards – each Card will display the course, instructor, and exam name, as well as information about the exam’s availability (window), entry deadline, duration, and rules.

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PRACTICE EXAMS
Most courses will require that you complete a practice exam in the weeks ahead of an actual exam. The practice exam will give you the opportunity to familiarize yourself with the exam session workflow and is also a good time to confirm that your system meets Examity's technical requirements.

Note: As practice exams do not feature a live proctor, they do not require scheduling and therefore can be taken at any time.

Completing a Practice Exam
To begin your practice exam, locate its Exam Card on your Dashboard and select Start Exam.

As practice exams will mimic a real exam workflow, see the general Taking Your Exam section for instructions on subsequent steps - note that steps #9 and #10, as well as the exam completion steps, will not involve a proctor in a practice exam.

REMEMBER: Practice exams in Examity are fully automated and do not involve a live proctor.

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TAKING YOUR EXAM

REMINDER: Before you start your exam, please confirm that you are accessing Examity through Chrome. If you are not using this browser, please restart your exam session in Chrome.

On the day of your exam, locate the relevant exam card and select Start Exam.

You will be taken through the following pre-exam steps:

1. System Check
   Examity will confirm you meet its technical requirements – when complete, click Next.

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2. Browser Extension

Examity uses a browser extension to connect you to your proctor – using this browser extension means that you do not have to download any additional meeting software.

Select **Add Extension** and follow the prompts to add the Examity Proctor extension to your browser. Then click the **Next** button.

**REMINDER**: Because Examity automatically deletes the extension at the end of your exam session, you will need to complete this step every time you take an exam.

3. Identity Verification

To verify your identity, Examity will use both a picture of your face and your photo ID.

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.

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Examity will then prompt you to take a picture of your photo ID to compare against the one you uploaded to your profile. Please choose **Allow** to give Examity access to your camera. Once ready, click **Take Picture** and then **Accept ID** to upload the image and continue.

### 4. Challenge Question

Examity will prompt you to answer one of your three challenge questions. Once you have entered your answer, click **Next**.

### 5. Digital Signature

You will then be prompted to enter your digital signature – when finished, click **Next**.

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6. Review Rules

Take a moment to review all exam rules and special instructions. If your instructor uploaded materials for this exam, download them from Download Exam Support Files box. Then, click I'm Ready.

Note that if you forget to download the support files, you will be blocked from proceeding until you do.

7. User Agreement

Next, read and agree to Examity’s user agreement by clicking I Agree and I'm Ready to Begin the Exam.

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8. Share Your Screen and Launch

At this point, you will be prompted to share your screen. Select your screen, then click **Share**.

Once you’ve enabled screenshare, click **Launch** and you will be automatically transferred to the exam onQ.

9. Connect to Proctor

You will now be connected to a proctor who will walk you through the ID verification process and review any exam rules and instructions.

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10. Insert Password

The proctor will now advise you to insert the exam password. Click the **Insert Password** button and Examity will automatically populate it to the password field.

A pop-up box will reconfirm that the password has been entered correctly. If the password does not appear, refresh the page and click **Re-insert your exam password**.

Once the password has been entered, click the **Start Quiz!** button to begin the exam.

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**COMPLETING YOUR EXAM**

**Submit Your Exam**

Once you have completed your exam, notify your proctor and they will walk through the submission procedure.

In **onQ**, you must select the **Submit Quiz** button on **two successive screens** to ensure your exam is submitted - select it first on the last question screen, then again on the **Quiz Submission Confirmation** screen.
Once your exam is submitted, select the **Done** button, then click **End Proctoring Session** in the sidebar. You will be prompted to confirm that you are finished – click **End Session** to confirm. This will close out your exam session and will automatically uninstall the Examity Proctor extension from your browser.

### Uploading Files After an Exam

If an exam requires that you upload files as part of your submission, return to your Examity Dashboard after your session and navigate to the **Exam History** tab, where you will see a list of any exams you have completed.

For the exam in question, select the **Upload Files** button.

Either select **Choose File** to select the relevant file(s) from your computer, or simply drag and drop the file(s) into the designated drag-and-drop area.

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Once you have selected the file(s), click **Upload**, then **Close**.

**HOW TO USE THE EXAMITY SIDEBAR**

The Examity sidebar provides one-click access to everything you need for proctoring, including inserting the password, instructions, rules, and ending your exam.

The **Home** icon has instructions based on where you are in the proctoring process.

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The **Chat** icon allows you to chat with your proctor.

The **Help** icon will show you the standard rules, additional rules, and special rules. The **down arrow** will allow you to collapse (and later expand) the Sidebar. The **right and left arrows** allow test-takers to place the Sidebar on the left or right of their screen.

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