



Live Proctoring Exam Overview

May 2022



Seamless and secure, online proctoring.



Overview

Step 1: Sign in to Examiity

Step 2: Schedule Exam

Step 3: Connect to Proctor

Step 4: System Check

Step 5: Install Examiity Extension and Grant Permissions

Step 6: Authentication

Step 7: Review Instructions

Step 8: User Agreement

Step 9: Screen Launch

Step 10: Screen Mask

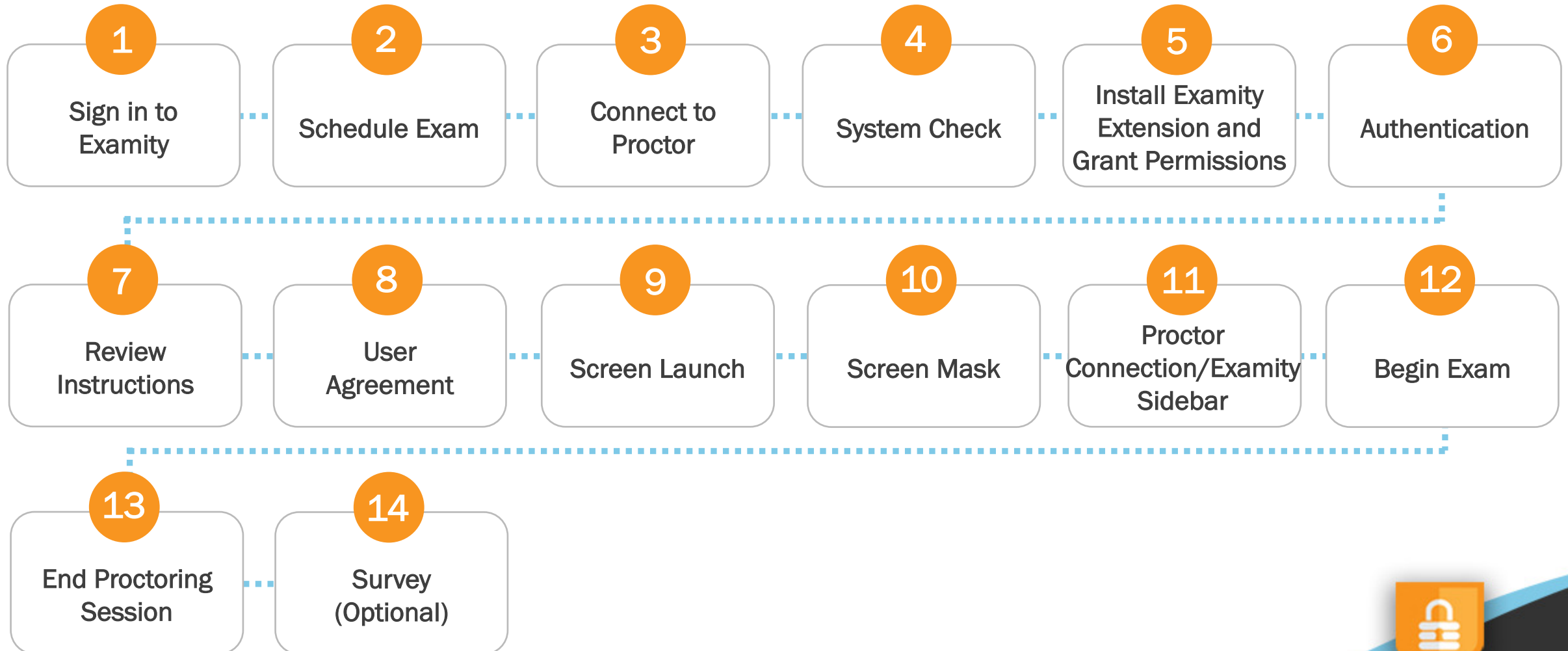
Step 11: Proctor Connection/Examiity Sidebar

Step 12: Begin Exam

Step 13: End Proctoring Session

Step 14: Survey (Optional)

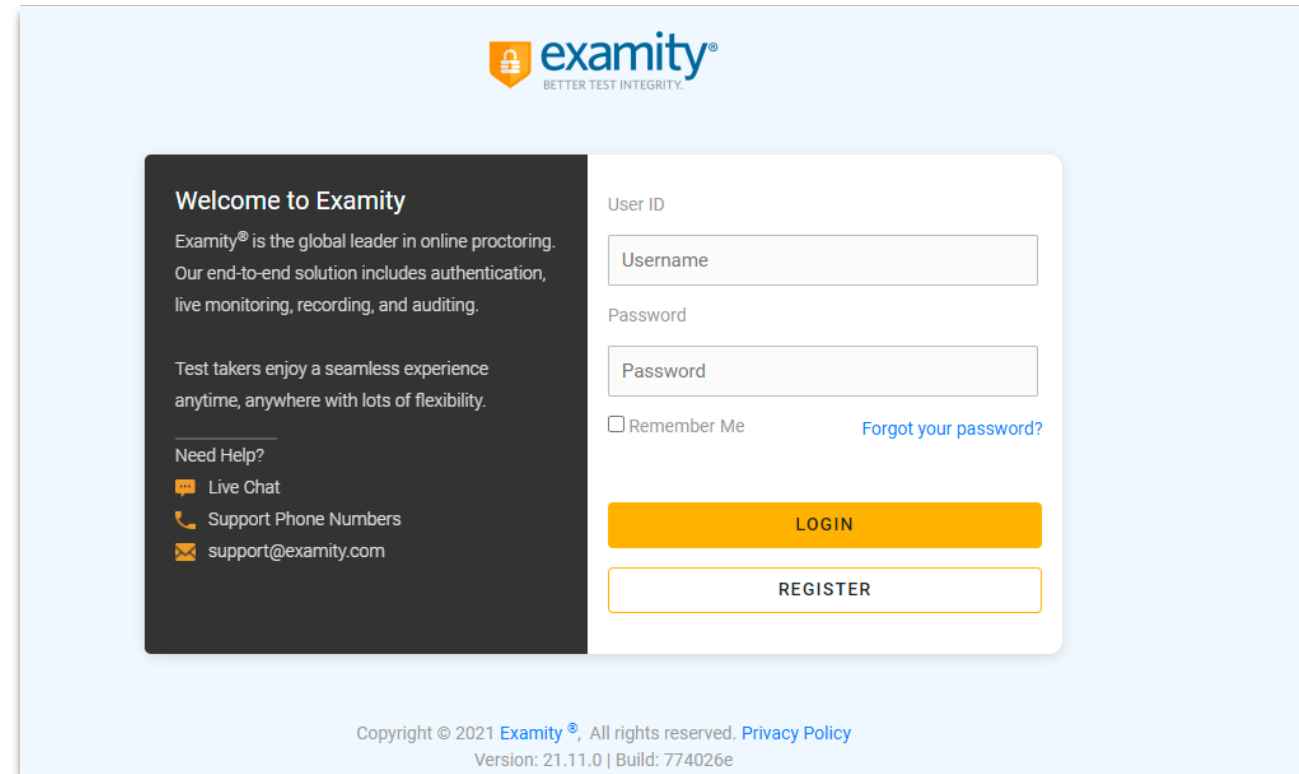
Live Proctoring Exam Overview



Live Proctoring Exam Overview

1

Sign in to Examity



The screenshot shows the Examity login interface. At the top center is the Examity logo with the tagline "BETTER TEST INTEGRITY." Below the logo is a dark grey box on the left containing a "Welcome to Examity" message, a brief description of the service, and contact information for help. To the right of this box is a white login form with fields for "User ID" (containing "Username") and "Password", a "Remember Me" checkbox, a "Forgot your password?" link, and "LOGIN" and "REGISTER" buttons. At the bottom of the page, there is a copyright notice and version/build information.

eximity®
BETTER TEST INTEGRITY.

Welcome to Examity

Examity® is the global leader in online proctoring. Our end-to-end solution includes authentication, live monitoring, recording, and auditing.

Test takers enjoy a seamless experience anytime, anywhere with lots of flexibility.

Need Help?

- Live Chat
- Support Phone Numbers
- support@examity.com

User ID

Username

Password

Password

Remember Me [Forgot your password?](#)

LOGIN

REGISTER

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Version: 21.11.0 | Build: 774026e

The test-taker will need to sign in to Examity, if they have not already done so, using the link provided in the welcome email: <https://on.examity.com/V5/x/217>



Live Proctoring Exam Overview

2

Schedule Exam

The screenshot displays the ACCUPLACER exam scheduling interface. The main page shows the exam card for '*Pearson - IT - New_7th sp' with the title 'ACCUPLACER'. Below the title, it indicates 'Exam not scheduled' and provides the 'Exam Window' (May 1, 2022 12:14 PM to Jul 21, 2022 6:59 PM) and 'Exam Duration' (9 hours). A red circle highlights the 'Schedule Exam' button at the bottom of the card. A 'Schedule appointment' pop-up window is overlaid on the right, showing a calendar for May 2022. The calendar has the 3rd of May selected. To the right of the calendar is a list of time slots from 11:00 AM to 2:30 PM. A red circle highlights the 'Schedule Appointment' button at the bottom right of the pop-up window. The pop-up also displays the selected appointment: 'Appointment selected for May 3, 2022 12:00 PM Central Daylight Time, if you would like to reserve this time click Schedule Appointment.'

Once logged in, the test-taker will see their exam card on their dashboard. The test-taker needs to schedule their exam by clicking **Schedule Exam**. A pop-up window will appear, and the test-taker must select their desired date and time and then scroll down and click **Schedule Appointment**.



Live Proctoring Exam Overview

2

Schedule Exam

Pay for Exam
(If Applicable)

Schedule appointment

May 3, 2022 12:00 PM CT

- Exam: ACCUPLACER
- Course: *Pearson - IT - New_7th sp
- Exam Window: May 1, 2022 12:14 PM CT to Jul 21, 2022 6:59 PM CT
- Exam Duration: 9 hours

Exam Fees	
Proctoring Fee	\$1.00

You will be redirected to the payment system to pay any amount due before scheduling. **Amount Due: \$25.00**

Close Back **Pay Now**

If the course is setup for test-taker pay, then before finalizing the appointment, the test-taker will be prompted with payment before finalizing. The test-taker can click **Pay Now** to continue the payment process.



Live Proctoring Exam Overview

2

Schedule Exam

Pay for Exam
(If Applicable)

The screenshot shows a 'Process Payment' modal window overlaid on a blurred background of the ACCUPLACER interface. The modal contains the following fields and options:

- State: A dropdown menu with 'Texas' selected.
- Country: A text field with 'USA' and a '(change)' link.
- Zip/Postal Code: An empty text field.
- Phone: An empty text field.
- Two checkboxes: 'Define invoice details (if different than the cardholder)' and 'Securely store card details for recurring payments or future transactions', both currently unchecked.
- A prominent orange 'Submit' button, which is circled in red.
- At the bottom, there are two security logos: 'SECURED BY SECTIGO' and 'TrustedSite SECURE CHECKOUT'.

The test-taker will need to enter their payment and billing information and then click **Submit**.

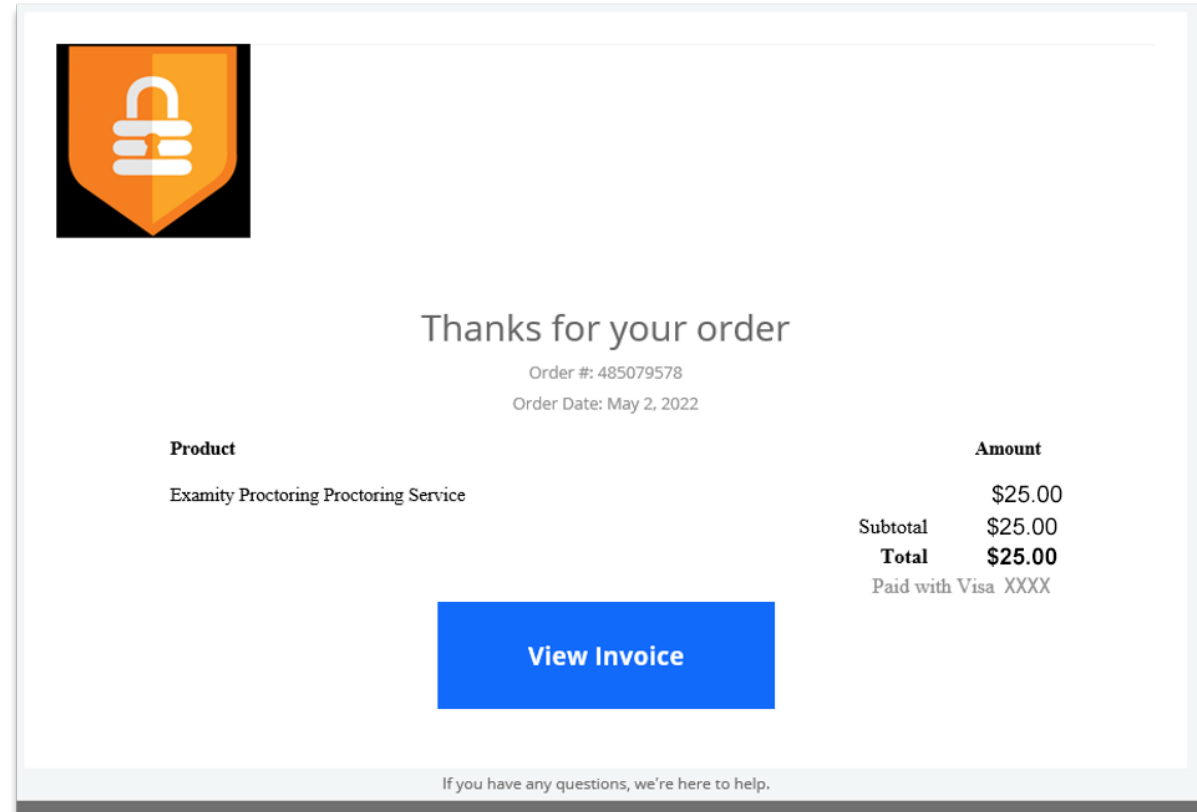


Live Proctoring Exam Overview

2

Schedule Exam

Pay for Exam
(If Applicable)



The screenshot shows a confirmation page with the Bluesnap logo (an orange shield with a white padlock) in the top left. The main heading is "Thanks for your order". Below this, it lists "Order #: 485079578" and "Order Date: May 2, 2022". A table lists the product and amount:

Product	Amount
Examity Proctoring Proctoring Service	\$25.00
Subtotal	\$25.00
Total	\$25.00
Paid with Visa XXXX	

At the bottom of the table area is a blue button labeled "View Invoice". Below the table area, it says "If you have any questions, we're here to help."

Lastly, the test-takers will receive an email from notifications@bluesnap.com confirming their order information.

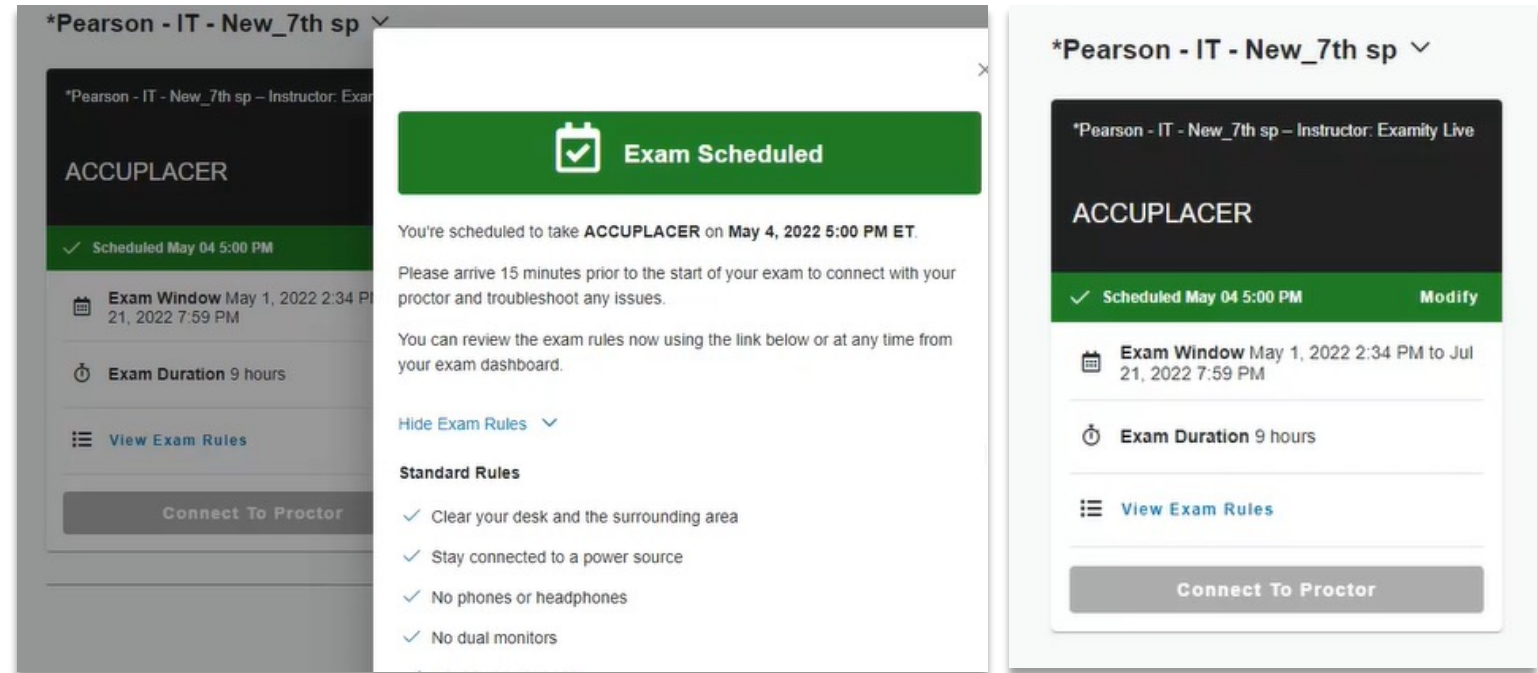


Live Proctoring Exam Overview

2

Schedule Exam

Initial Confirmation



The test-taker will immediately see the pop-up screen with a message that the exam has been scheduled. In this screen, they can also review a list of their standard rules, any additional rules or special instructions, and can complete an optional systems check. Once they close out of this window, their exam dashboard displays the exam card with their appointment.



Live Proctoring Exam Overview

2

Schedule Exam

Email
Confirmation



Dear **Lisa Martini**,
You have successfully scheduled your ACCUPLACER exam in your *Pearson - IT - New_7th sp.

Your Exam Information

Your Exam Appointment ID	2024615
Course Name	*Pearson - IT - New_7th sp
Exam Name	ACCUPLACER
Appointment Date	May 04, 2022 5:00PM ET

On the day of your exam please remember to:

1. Login into the Eximity site 15 minutes prior to the start of the session.
2. Please have your ID ready to show before you start your exam.

Thank you,
Eximity
[Contact Support](#)

DO NOT REPLY TO THIS EMAIL

The test-taker will also receive an email from donotreply-V5@eximity.com confirming the appointment with reminders for exam day.



Live Proctoring Exam Overview

2

Schedule Exam

Modify
Appointment
(Canceling or
Rescheduling)

The screenshot displays the 'Your Exams' section of a user interface. A card for 'Test Exam' is visible, showing it is scheduled for Dec 29 9:00 AM. A pop-up window titled 'Reschedule appointment' is overlaid on the card. The pop-up contains the following details:

- EXAM DETAILS
- Exam: Test Exam
- Course: Test Course
- Exam Window: Nov 24, 2021 12:00 AM ET – Jan 1, 2031 12:00 AM ET
- Exam Duration: 9 hours

At the bottom of the pop-up, there are three buttons: 'Close', 'Cancel Appointment', and 'Reschedule Appointment'.

The test-taker can change their appointment before exam day by clicking **Modify** at the top of the exam card. A pop-up window will appear and prompt the test-taker to either **Cancel Appointment** or **Reschedule Appointment**. If the test-taker reschedules, they will be prompted to again select another day or time for their new appointment.

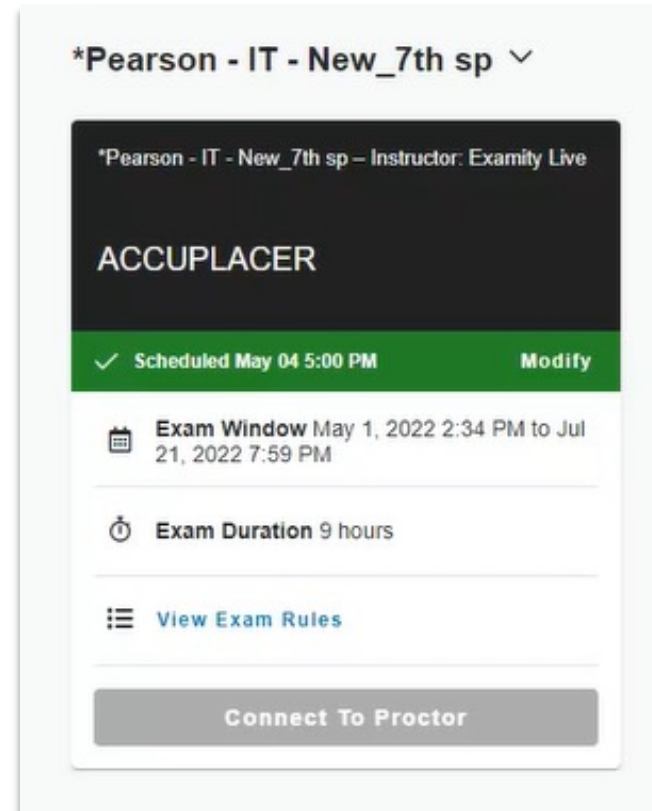


Live Proctoring Exam Overview

3

Connect to Proctor

Prior to
Exam Day



*Pearson - IT - New_7th sp ▾

*Pearson - IT - New_7th sp – Instructor: Examiity Live

ACCUPLACER

✓ Scheduled May 04 5:00 PM [Modify](#)

📅 **Exam Window** May 1, 2022 2:34 PM to Jul 21, 2022 7:59 PM

🕒 **Exam Duration** 9 hours

☰ [View Exam Rules](#)

[Connect To Proctor](#)

The Connect to Proctor button remains grayed out until 15 minutes prior to the scheduled appointment time.

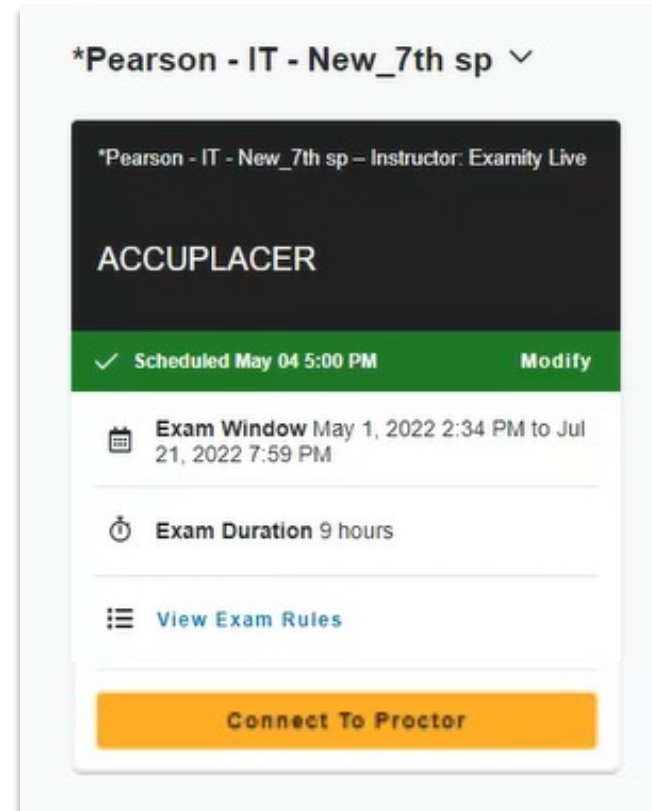


Live Proctoring Exam Overview

3

Connect to Proctor

Exam Day



*Pearson - IT - New_7th sp ▾

*Pearson - IT - New_7th sp – Instructor: Examiity Live

ACCUPLACER

✓ Scheduled May 04 5:00 PM [Modify](#)

📅 **Exam Window** May 1, 2022 2:34 PM to Jul 21, 2022 7:59 PM

🕒 **Exam Duration** 9 hours

☰ [View Exam Rules](#)

Connect To Proctor

On exam day, the button turns orange and becomes clickable 15 minutes prior to the appointment start time. This is when the test-taker can press **Connect to Proctor**.








Live Proctoring Exam Overview

4

System Check

System Check

We're running a quick check to make sure your system meets the requirements to test with Exami.

 Webcam ✓ Ready	 Microphone ✓ Ready	 Operating System ✓ Ready
 Browser ✓ Ready	 Internet Speed ✓ Ready	

Next

Chat with an Expert

The test-taker will be prompted to complete the systems check and then select **Next**.



Live Proctoring Exam Overview

5

Install the Examiity
Extension

Install the Examiity Extension

Good luck on your exam! We have a few quick steps to follow on the coming screens, so please take the time to complete each one.

In order to start your exam, you'll need to install the Examiity Extension, grant us a few permissions, and verify your identity.

Click the button to begin.

Add Extension

[Chrome Extension Help](#)

Next, the test-taker will need to install the Examiity extension by pressing **Add Extension**.

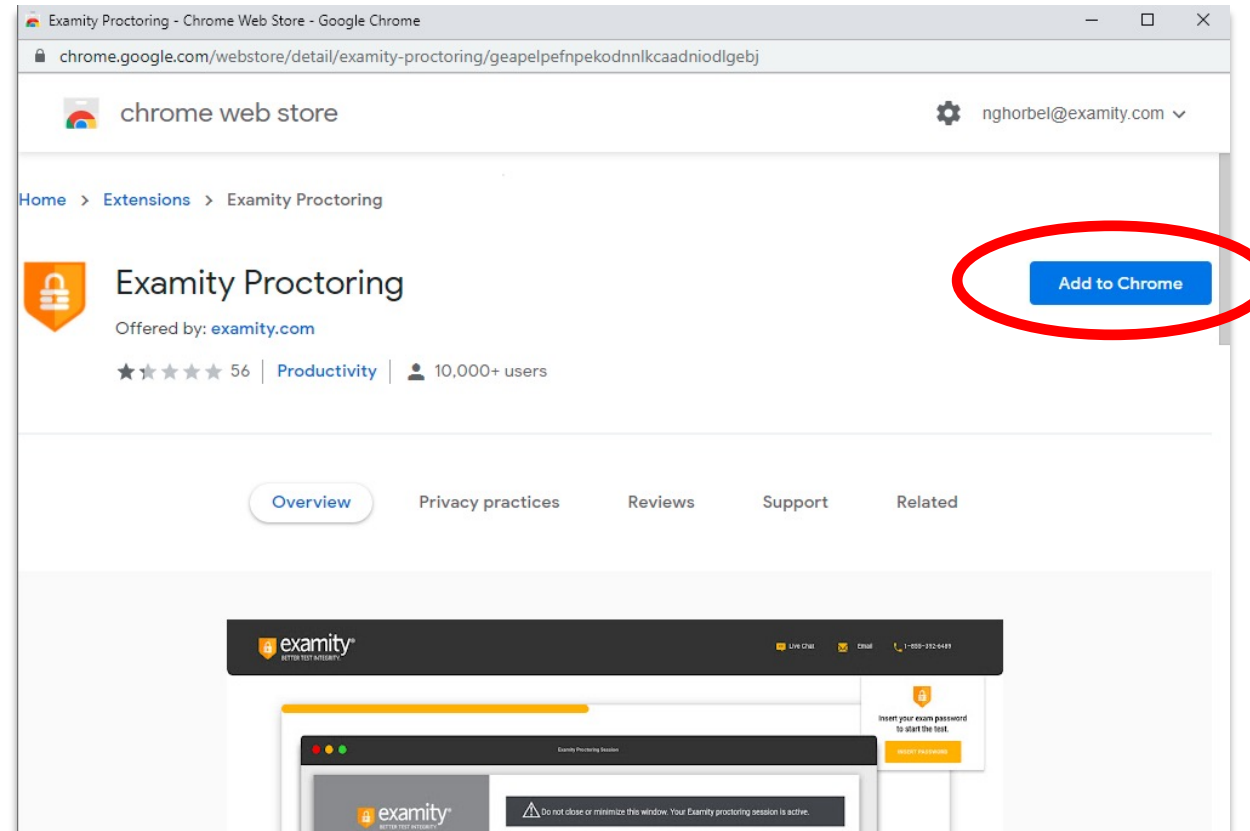


Live Proctoring Exam Overview

5

Install the Examity
Extension

Add to Chrome



A pop-up window will appear. The test-taker will need to click on **Add to Chrome**.

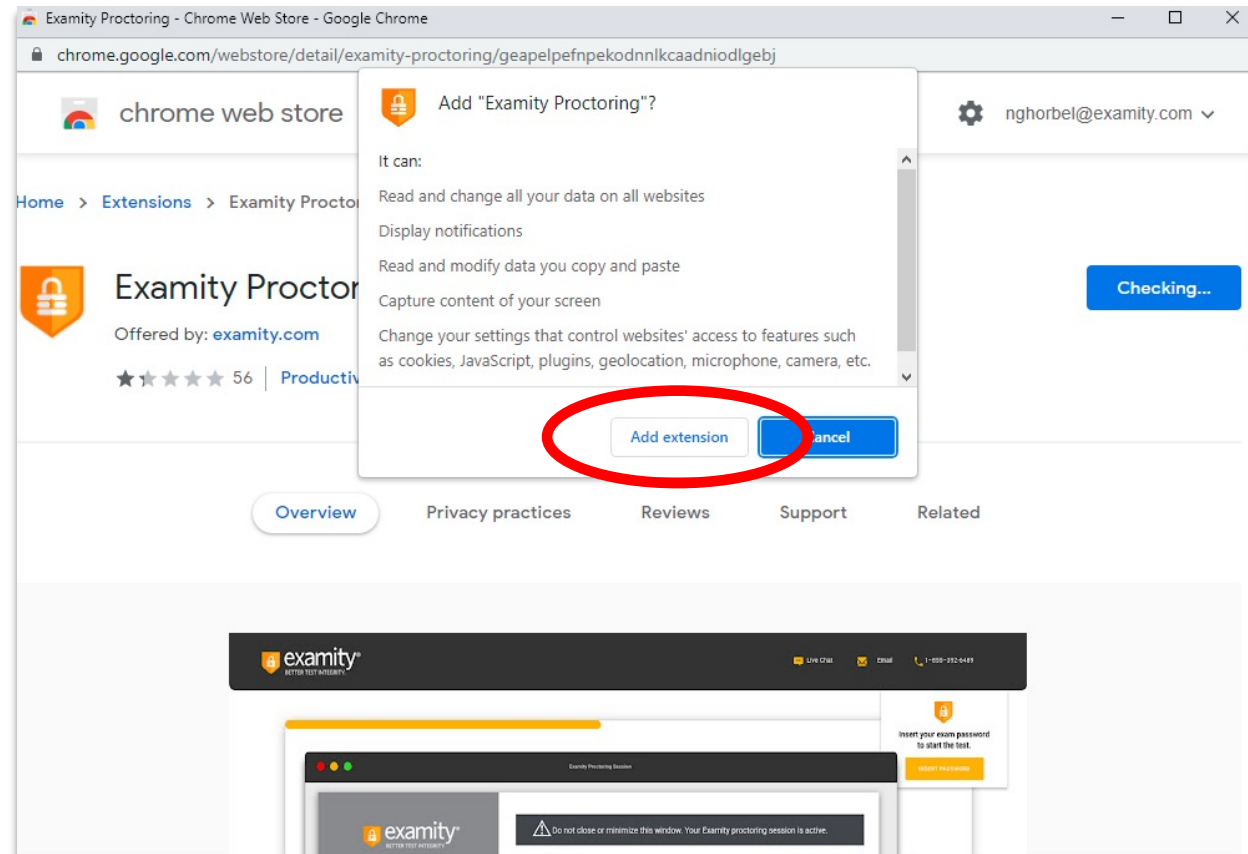


Live Proctoring Exam Overview

5

Install the Examity
Extension

Add Extension



Then, the test-taker can click **Add Extension** to complete the extension setup process. Once added, the test-taker will continue to the authentication process.

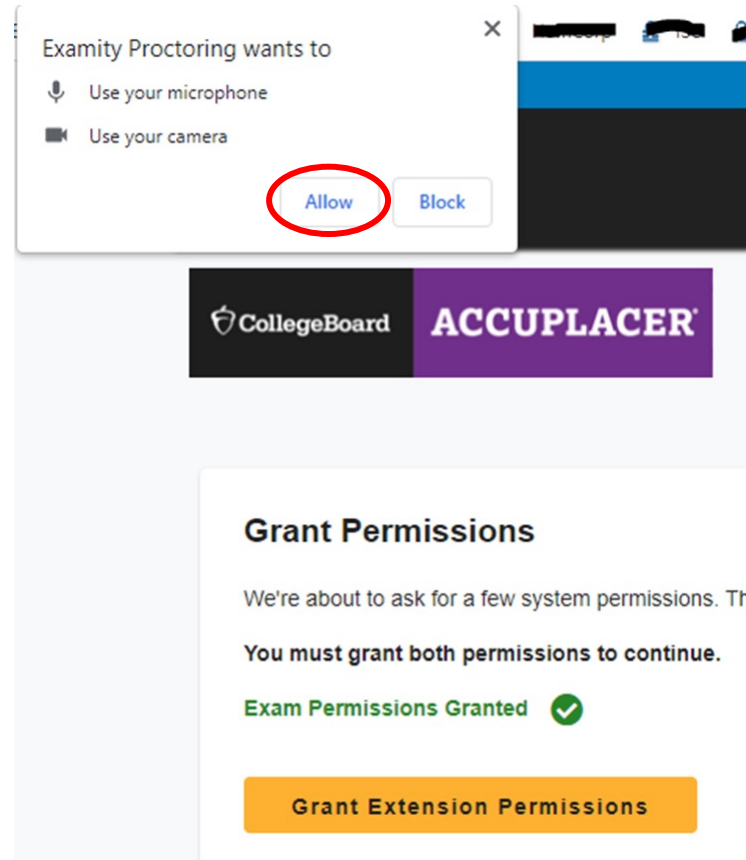


Live Proctoring Exam Overview

5

Grant Permissions

Allow webcam and microphone access



The test-taker will now be prompted to grant permission to access their webcam and microphone. They will click "Allow" when prompted.



Live Proctoring Exam Overview

5

Grant Permissions

Click continue

CollegeBoard ACCUPLACER Exams History Profile System Check Logout

Grant Permissions

We're about to ask for a few system permissions. These are necessary to guide you through the process and keep your exam safe and secure. If permissions are lost at any point, you will be prompted to grant them again.

You must grant both permissions to continue.

Exam Permissions Granted ✓

Extension Permissions Granted ✓

Continue

Once permissions have been granted, the test-taker will click “continue” to proceed through the authentication process.

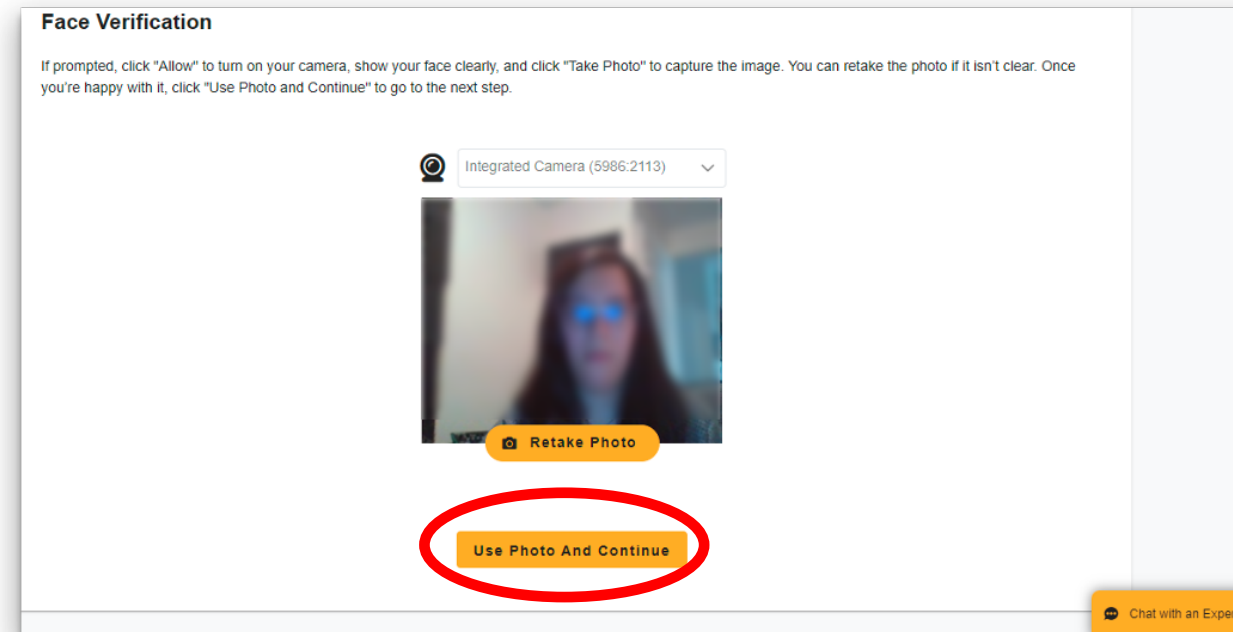


Live Proctoring Exam Overview

6

Authentication

Face
Verification



The first part of the authentication process is the face verification. The test-taker will need to take a photo – and retake if necessary – and then click **Use Photo and Continue**.

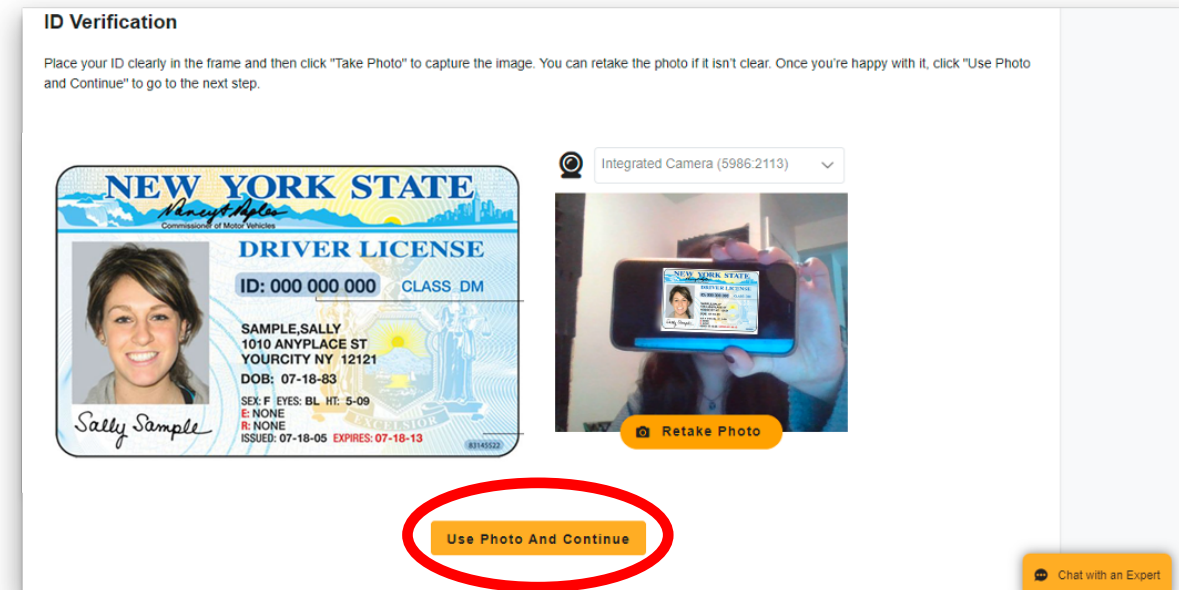


Live Proctoring Exam Overview

6

Authentication

ID Verification



The second part of the authentication is the ID verification. The test-taker will need to take a live picture of their ID and then select **Use Photo and Continue**.



Live Proctoring Exam Overview

6

Authentication

Challenge
Question

Your Challenge Question

Answer the question below using the response you gave when creating your account. You'll have three chances to answer correctly. Use our Live Chat feature if you need help.

What is your mother's maiden name?

Next

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Chat with an Expert

The final step of the authentication process is the challenge questions section. The test-taker will be asked one of the three challenge questions, enter in the answer, and then click **Next**.



Live Proctoring Exam Overview

7

Review
Instructions

Prepare for your Exam

It's important to make sure your space is prepared before the proctor session starts. Please pay attention to any special instructions you may have been given here.

1 Review the exam rules and guidelines

- Clear your desk and the surrounding area
- Stay connected to a power source
- No phones or headphones
- No dual monitors
- No leaving your seat
- You must be alone in the room
- No Talking
- You must stay in view of the webcam for the duration of the test
- Your webcam, speakers, and microphone must remain on throughout the test

2 Review Special Instructions

I'm Ready

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Chat with an Expert

The test-taker will be able to review a list of the Examyty standard rules, along with any additional and special instructions if applicable.



Live Proctoring Exam Overview

8

User Agreement

User Agreement

Take a moment to review these important items.

1. You understand that by using any of the features of the Examity web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body.
2. You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you.
3. You also certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that the applicable university or test sanctioning body will supply all exam rules, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules.
4. You also acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams, unless otherwise specified by your university or test sanctioning body. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge any captured data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams.

I Agree And I'm Ready To Begin The Exam

I do not agree

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Version: 2b6d17b

Chat with an Expert

The test-taker will also need to review the User agreements and then click **I Agree And I'm Ready To Begin The Exam**. If the test-taker chooses *I do not agree*, then they will NOT be able to take the exam.

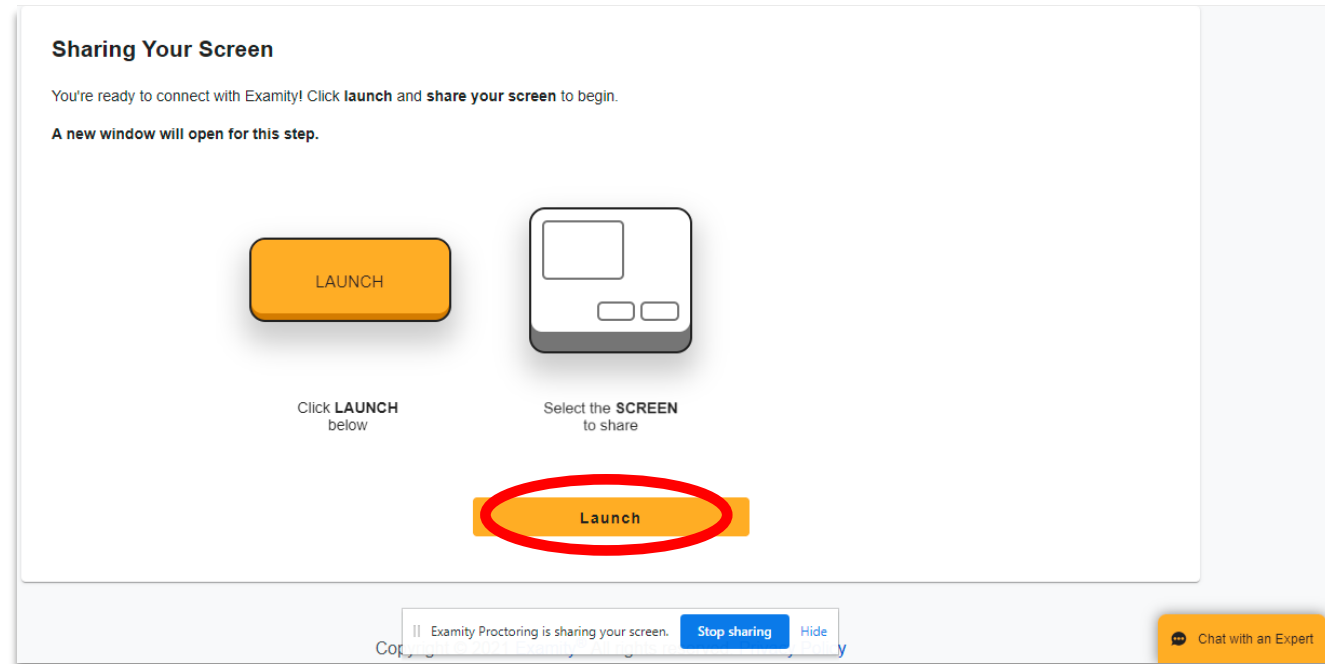


Live Proctoring Exam Overview

9

Screen Launch

Launch



Now, the test-taker will be prompted to launch the screen share by clicking **Launch**.

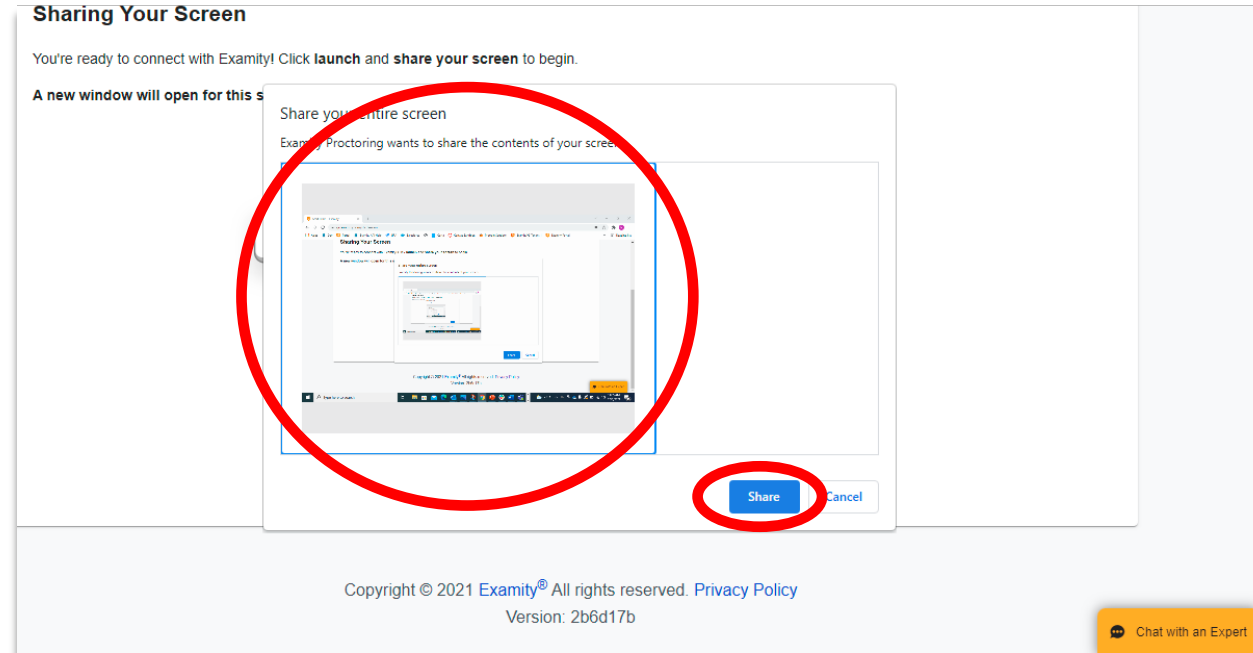


Live Proctoring Exam Overview

9

Screen Launch

Select and Share
Screen



Then, they will need to select their entire screen and click **Share**.

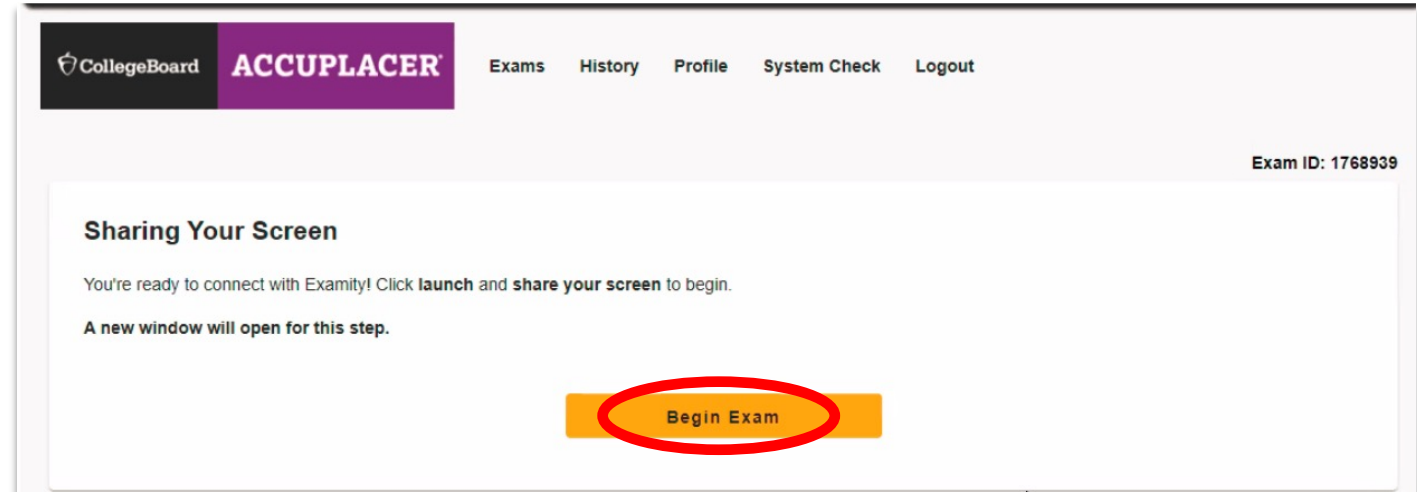


Live Proctoring Exam Overview

9

Screen Launch

Begin Exam



Lastly, the test-taker will choose to **Begin Exam**.

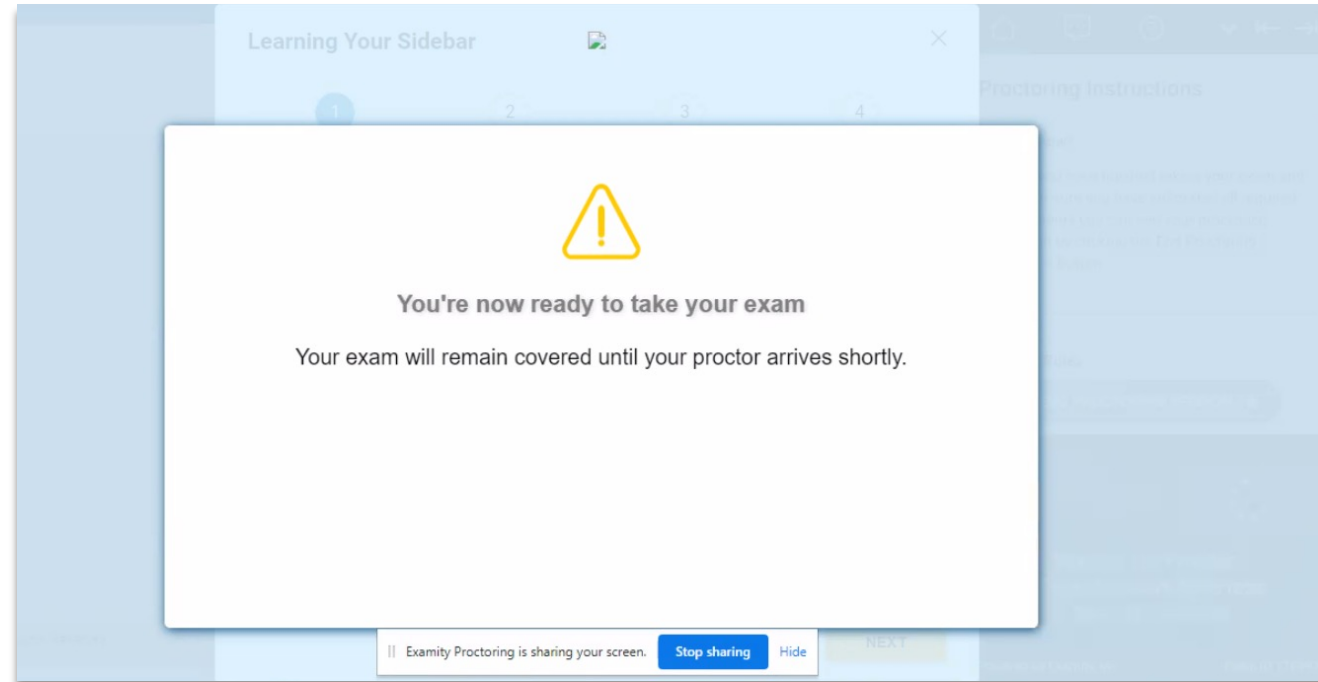


Live Proctoring Exam Overview

10

Screen Mask

Wait for Proctor



The test-taker is launched to the exam, but they immediately see a screen mask. This mask will be in place until the proctor arrives to the session.



Live Proctoring Exam Overview

11

Proctor
Connection/Examiity
Sidebar

Mask Screen Off/
Sidebar Navigation

The screenshot displays the Examiity proctoring interface. A 'Learning Your Sidebar' prompt is shown at the top, with a progress bar indicating four steps: 1. Navigation, 2. Your Proctor, 3. Completed Exam, and 4. Getting Help. Below this, a sidebar menu lists: 1. Home, 2. Messages, 3. Help, 4. Collapse/Reveal, 5. Docker Left/right, and 6. Scrollable Content. A 'Proctoring Instructions' overlay is visible, with a hand cursor pointing to the 'Inserting your password' section. The instructions state: 'Once your proctor arrives you can insert your password using the insert password button below and take your exam. If you have questions check the Help tab above.' At the bottom of the instructions, there is a 'NEXT' button. The main interface also features a 'Proctoring Instructions' section with the text: 'What now? Once you have finished taking your exam and you are sure you have submitted all required documents you can end your proctoring session by clicking the End Proctoring Session Button.' Below this is an 'END PROCTORING SESSION' button. At the bottom right, there is a video feed showing the test-taker and the proctor, with a 'Connected' status indicator. The bottom of the screen shows a status bar with 'Examiity Proctoring is sharing your screen.', 'Stop sharing', 'Hide', and 'NEXT' buttons. The footer includes 'Powered by Examiity, Inc' and 'Exam ID 1768939'.

Once the proctor arrives, the test-taker will see themselves, as well as the proctor in the bottom right-hand corner. The **Learning Your Sidebar** prompt will appear, and the test-taker can navigate through this before connecting to a proctor.



Live Proctoring Exam Overview

12

Begin Exam

The screenshot displays a live proctoring exam interface. The main content area shows two multiple-choice questions:

1. What is example of an integer ?

- 3.76
- 4/8
- 20
- 7.01

2. What is the answer to 4+8?

- 4.8
- 12
- 10
- 9

At the bottom of the main area, there is a notification: "Exmity Proctoring is sharing your screen." with "Stop sharing" and "Hide" buttons.

The right sidebar contains "Proctoring Instructions" and "Standard Rules". A prominent blue button labeled "END PROCTORING SESSION" with a star icon is visible. Below the sidebar is a video feed showing the test-taker and a proctor. The video feed includes a "Rec" indicator, a "Connected" status, and the text "Powered by Exmity, Inc" and "Exam ID 1768939".

The test-taker can now officially begin their exam. The test-taker and proctor remain screen together for the duration of the exam session.



Live Proctoring Exam Overview

13

End Proctoring
Session

The screenshot displays a live proctoring exam interface. The main area shows two multiple-choice questions:

- 1. What is example of an integer ?
 - 3.76
 - 4/8
 - 20
 - 7.01
- 2. What is the answer to 4+8?
 - 4.8
 - 12
 - 10
 - 9

At the bottom of the exam area, there is a status bar that reads "Examity Proctoring is sharing your screen." with "Stop sharing" and "Hide" buttons.

On the right side, there is a "Proctoring Instructions" panel. It contains the following text:

Proctoring Instructions

What now?
Once you have finished taking your exam and you are sure you have submitted all required documents you can end your proctoring session by clicking the End Proctoring

End Proctoring Session?
Are you finished with your Exam?

Below this text are two buttons: "END SESSION" (highlighted with a red circle) and "NO".

At the bottom right, there is a video feed showing a proctor. The video feed includes a "Connected" status indicator and the text "Powered by Examity, Inc" and "Exam ID 1768939".

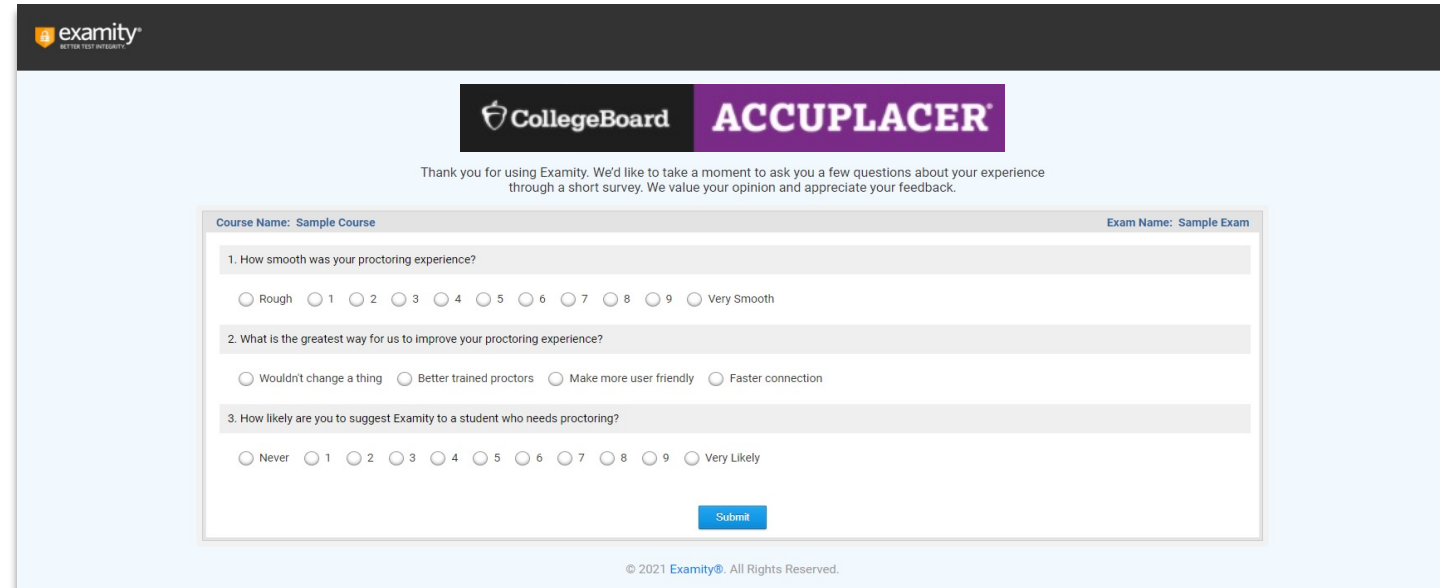
Once the test-taker completes their exam, they will need to inform the proctor that they are ready to end the session. Then, they can click **End Proctoring Session**, then **End Session**.



Live Proctoring Exam Overview

14

Survey
(Optional)



The screenshot shows the Eximity logo at the top left. Below it, the CollegeBoard and ACCUPLACER logos are displayed. A message reads: "Thank you for using Eximity. We'd like to take a moment to ask you a few questions about your experience through a short survey. We value your opinion and appreciate your feedback." The survey form includes fields for "Course Name: Sample Course" and "Exam Name: Sample Exam". It contains three questions with radio button options:

1. How smooth was your proctoring experience?
 Rough 1 2 3 4 5 6 7 8 9 Very Smooth
2. What is the greatest way for us to improve your proctoring experience?
 Wouldn't change a thing Better trained proctors Make more user friendly Faster connection
3. How likely are you to suggest Eximity to a student who needs proctoring?
 Never 1 2 3 4 5 6 7 8 9 Very Likely

A "Submit" button is located at the bottom of the form. The footer of the page reads "© 2021 Eximity®. All Rights Reserved."

The exam screen automatically closes after the session ends and the test-taker will now see a survey. This survey is optional and provides Eximity with feedback on the exam experience.

