Seamless and secure, online proctoring.

Live Proctoring
Exam Overview
May 2022

Seamless and secure, online proctoring.
Step 1: Sign in to Examity
Step 2: Schedule Exam
Step 3: Connect to Proctor
Step 4: System Check
Step 5: Install Examity 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/Examity Sidebar
Step 12: Begin Exam
Step 13: End Proctoring Session
Step 14: Survey (Optional)
Live Proctoring Exam Overview

1. Sign in to Examity
2. Schedule Exam
3. Connect to Proctor
4. System Check
5. Install Examity Extension and Grant Permissions
6. Authentication
7. Review Instructions
8. User Agreement
9. Screen Launch
10. Screen Mask
11. Proctor Connection/Examity Sidebar
12. Begin Exam
13. End Proctoring Session
14. Survey (Optional)
Live Proctoring Exam Overview

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

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.
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.
The test-taker will need to enter their payment and billing information and then click Submit.
Lastly, the test-takers will receive an email from notifications@bluesnap.com confirming their order information.
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

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

Connect to Proctor

Prior to Exam Day

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

The test-taker will be prompted to complete the systems check and then select **Next**.
Next, the test-taker will need to install the Examity extension by pressing **Add Extension**.
Live Proctoring Exam Overview

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

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.
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.
Once permissions have been granted, the test-taker will click “continue” to proceed through the authentication process.
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**.
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**.
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**.
The test-taker will be able to review a list of the Examity standard rules, along with any additional and special instructions if applicable.
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.
Now, the test-taker will be prompted to launch the screen share by clicking **Launch**.
Screen Launch

Select and Share Screen

Then, they will need to select their entire screen and click Share.
Live Proctoring Exam Overview

Lastly, the test-taker will choose to **Begin Exam**.
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.
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.
The test-taker can now officially begin their exam. The test-taker and proctor remain screen together for the duration of the exam session.
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**.
The exam screen automatically closes after the session ends and the test-taker will now see a survey. This survey is optional and provides Examity with feedback on the exam experience.