Automated Proctoring
Exam Overview
May 2022

Seamless and secure, online proctoring.
Step 1: Sign in to Examity
Step 2: Start Exam
Step 3: Systems Check
Step 4: Install Extension and Grant Permissions
Step 5: Authentication
Step 6: Review Instructions
Step 7: User Agreement
Step 8: Screen Launch
Step 9: Begin Exam/Examity Sidebar
Step 10: End Proctoring Session
Step 11: Survey (Optional)
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
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Once logged in, the test-taker will see their exam card on their dashboard.

The automated exam workflow does not require the test-taker to schedule their exam. The test-taker can click Start Exam and start their exam session immediately.
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System Check

The test-taker will be prompted to complete the systems check and then press **Next**.
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Next, the test-taker will need to install the Examity extension by selecting **Add Extension**.
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4. Install the Examity Extension
   Add to Chrome

A pop-up window will appear. The test-taker will need to click on Add to Chrome.
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4. 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.
The test-taker will now be prompted to grant permission to access their webcam and microphone. They will click “Allow” when prompted.
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4. Grant Permissions
   Click continue

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**.
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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**.
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Screen Launch

Then, they will need to select their entire screen and click **Share**.
Begin Exam/Examity Sidebar

The test-taker is now brought to the exam page. They will see a sidebar appear to the right of the screen, followed by a Learning Your Sidebar pop-up. The test-taker will need to click through the prompts showcasing how to utilize this feature for the duration of the exam.
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Begin Exam/Examity Sidebar

The test-taker will need to click through all steps of the sidebar information pop-up and then press **Continue To Exam.**
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End Proctoring Session

Once the test-taker completes the exam, they will need to officially end the session with Examity by clicking **End Proctoring Session**, then choose **End [the] Session**.
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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.