



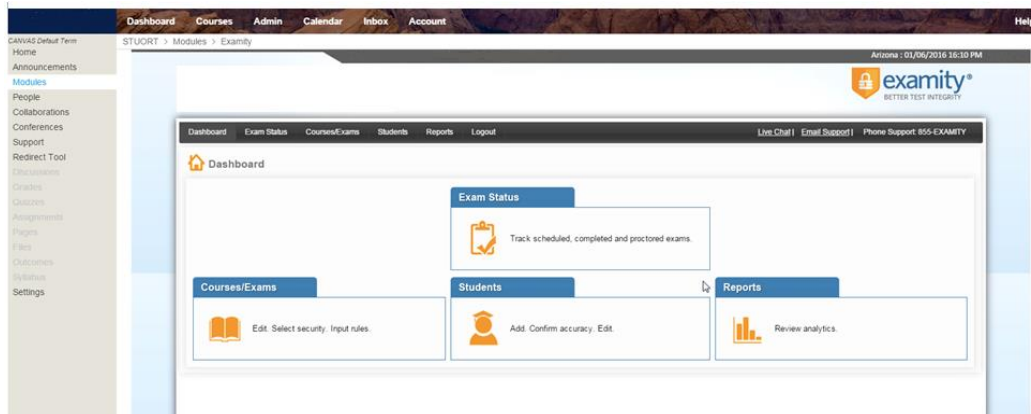
Student Integrated Quick Guide



Accessing Eximity®

You can easily access Eximity® through Canvas.

First, select the name of your course. Under modules, click on the Eximity® link.



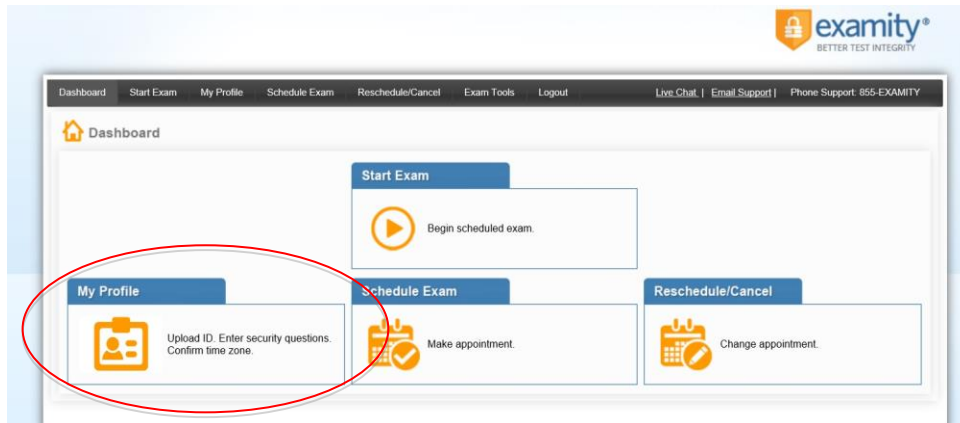
This will bring you to your Eximity® dashboard.



From here, you can create or edit your profile and schedule, reschedule or cancel your exam. This is also where you will go to start your exam.

Getting Started

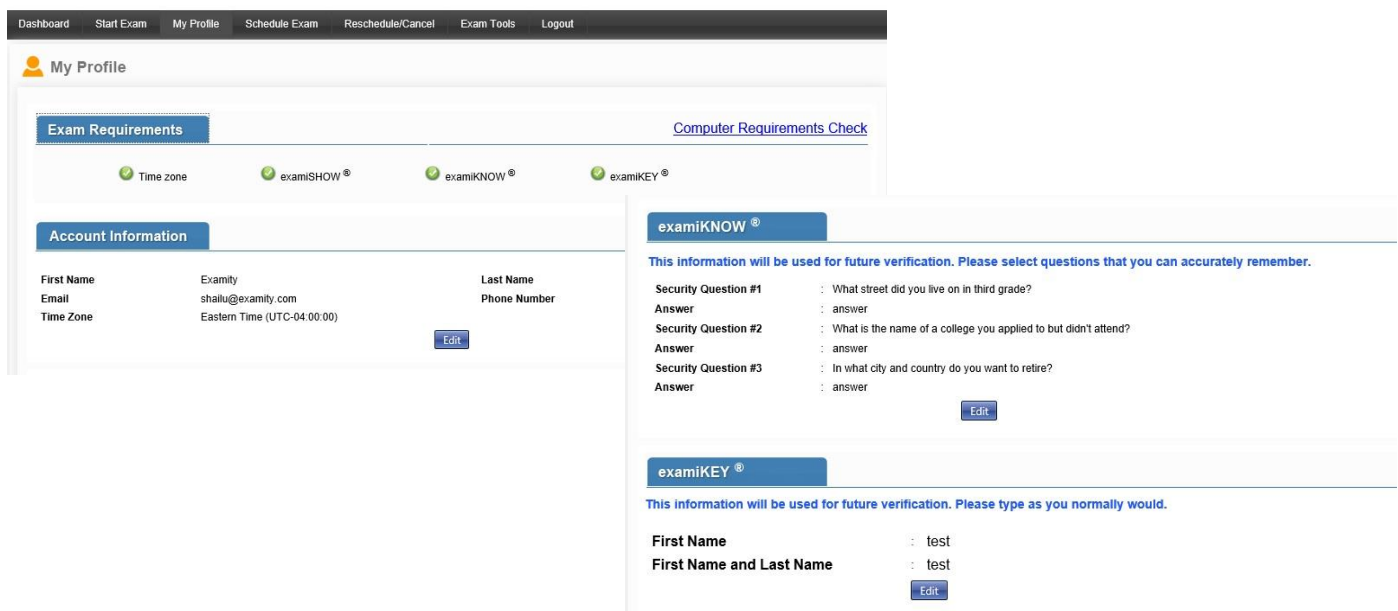
You must complete your profile in order to schedule your exam. Create your Examity® profile by selecting “My Profile” from the dashboard.



First, select your time zone. If you are taking your exam in Arizona, please select “Arizona Time.”

The image on file with the CATCard office has been pre-uploaded to your profile. Students, who do not have a photo on file with the university, will be prompted to upload a picture of their CATCard or Government Issued Photo ID. **Please note**, for verification purposes, you will need to bring your CATCard or Government Issued Photo ID with you each time you take a test.

Next, select and answer three unique security questions. Finally, enter your biometric keystroke signature.



Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Exam Tools Logout Live Chat Email Support Phone Support 855-EXAMITY

My Profile

[Computer Requirements Check](#)

Exam Requirements

- Time zone
- examishow®
- examiknow®
- examikkey®

Account Information

First Name	Examity	Last Name	Phone Number
Email	shailu@examity.com		
Time Zone	Eastern Time (UTC-04:00:00)		

[Edit](#)

examiknow®

This information will be used for future verification. Please select questions that you can accurately remember.

Security Question #1	: What street did you live on in third grade?
Answer	: answer
Security Question #2	: What is the name of a college you applied to but didn't attend?
Answer	: answer
Security Question #3	: In what city and country do you want to retire?
Answer	: answer

[Edit](#)

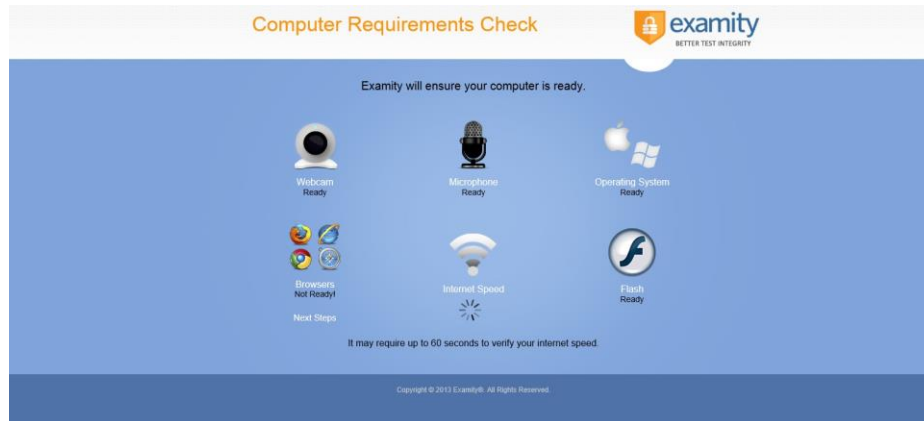
examikkey®

This information will be used for future verification. Please type as you normally would.

First Name	: test
First Name and Last Name	: test

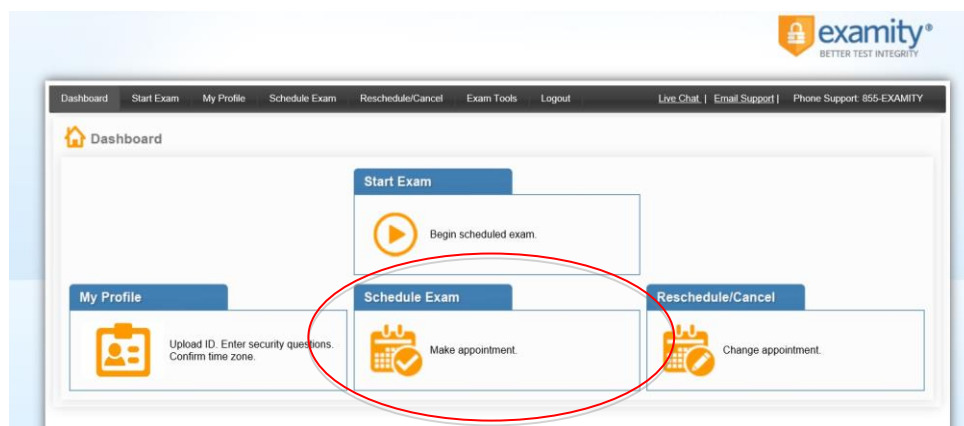
[Edit](#)

Once your profile is complete, you are strongly encouraged to run a computer requirements check. To complete a computer requirements check, click the link in the upper right hand corner of the “My Profile” page. You should run the check on the same computer you will be using to take the exam.

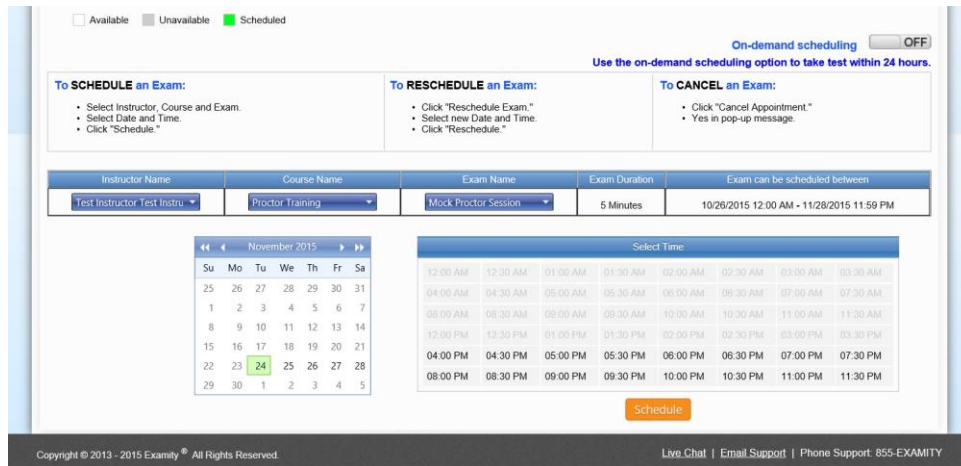


Scheduling Your Exam

When you are ready to schedule an exam, click “Schedule Exam” on the dashboard.

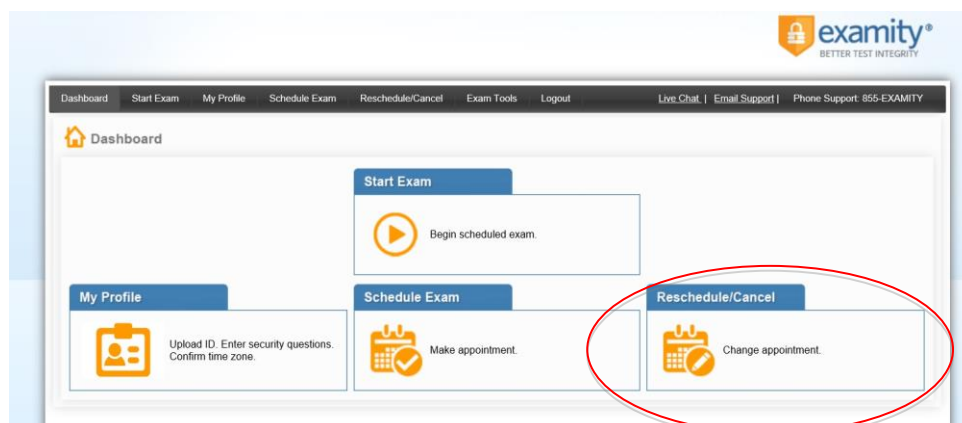


Select your instructor, course and exam name from the drop down menus. Next, you will see a calendar. Select your preferred date and time. If you are scheduling less than 24 hours in advance, you must select the “On-Demand” scheduling option. **On-demand charges are \$3.00.**



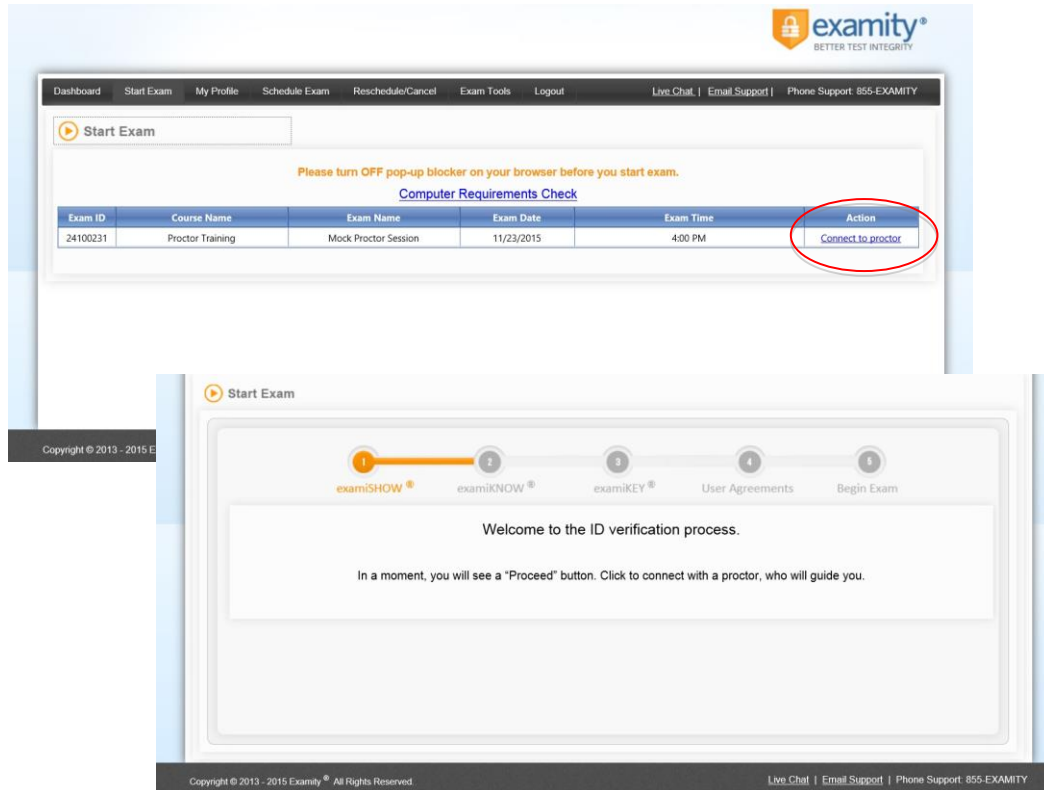
Rescheduling or Cancelling Your Exam

If you need to reschedule or cancel your exam, click the “Reschedule/Cancel” tab on the top navigation bar or on your dashboard. If you cancel or reschedule your exam less than 24 hours in advance, **you will be charged \$3.00.**



Taking Your Exam

On your Examity® dashboard, select “Start Exam” and click on “Connect to Proctor.”



The screenshot shows the Examity dashboard with a navigation bar at the top containing links for Dashboard, Start Exam, My Profile, Schedule Exam, Reschedule/Cancel, Exam Tools, Logout, Live Chat, Email Support, and Phone Support. A 'Start Exam' button is visible. Below it, a message reads: "Please turn OFF pop-up blocker on your browser before you start exam." A section titled "Computer Requirements Check" contains a table with the following data:

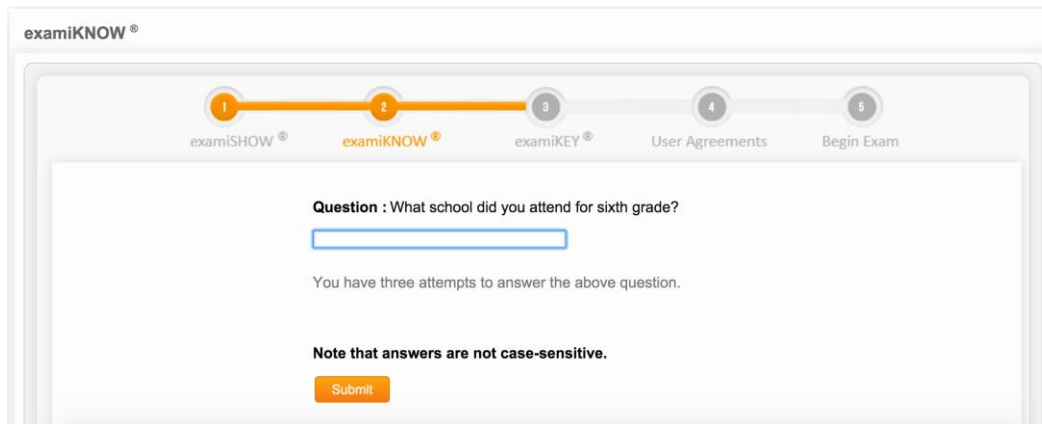
Exam ID	Course Name	Exam Name	Exam Date	Exam Time	Action
24100231	Proctor Training	Mock Proctor Session	11/23/2015	4:00 PM	Connect to proctor

The "Connect to proctor" link in the Action column is circled in red. Below the table, a progress bar shows five steps: 1. examiSHOW, 2. examiKNOW, 3. examiKEY, 4. User Agreements, and 5. Begin Exam. The first step is highlighted in orange. Below the progress bar, the text reads: "Welcome to the ID verification process. In a moment, you will see a 'Proceed' button. Click to connect with a proctor, who will guide you."

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.

Next, answer a security question.



examikNOW[®]

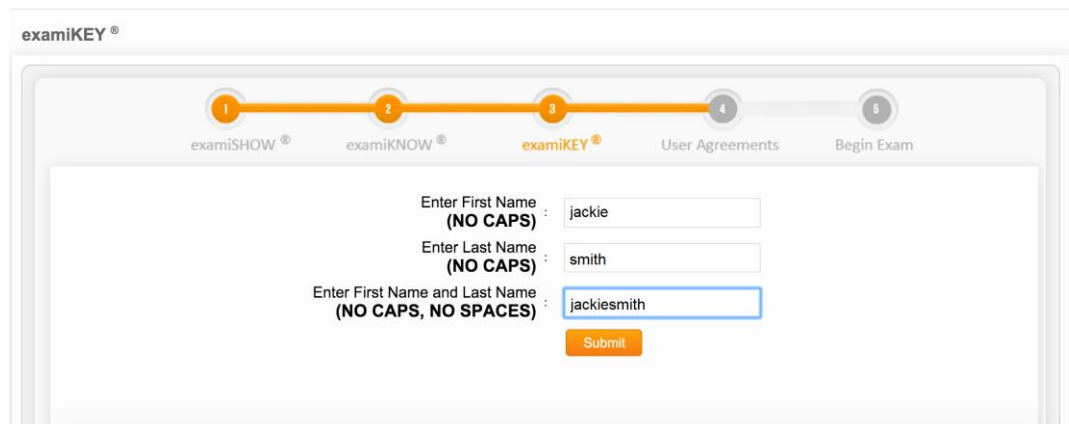
1 examiSHOW[®] 2 examikNOW[®] 3 examikKEY[®] 4 User Agreements 5 Begin Exam

Question : What school did you attend for sixth grade?

You have three attempts to answer the above question.

Note that answers are not case-sensitive.

Type your unique biometric signature as per your profile setup.



examikKEY[®]

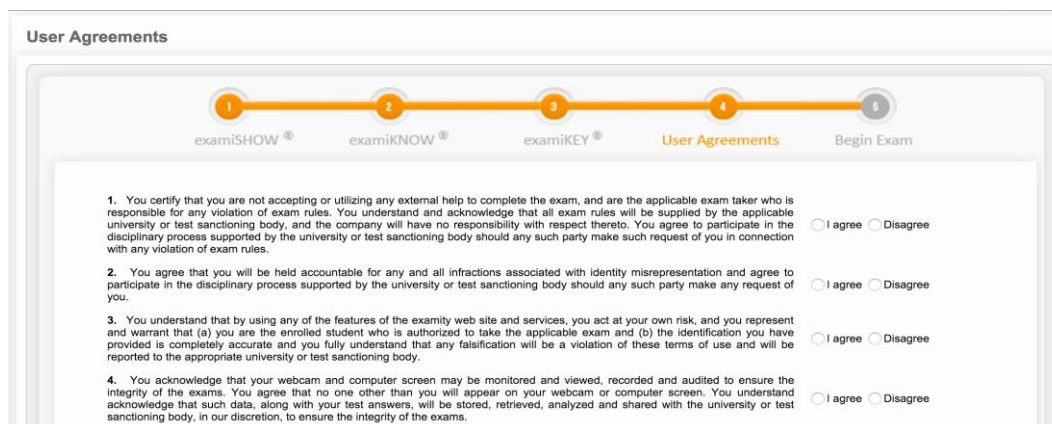
1 examiSHOW[®] 2 examikNOW[®] 3 examikKEY[®] 4 User Agreements 5 Begin Exam

Enter First Name (NO CAPS) : jackie

Enter Last Name (NO CAPS) : smith

Enter First Name and Last Name (NO CAPS, NO SPACES) : jackiesmith

Agree to the user agreement and exam rules.



User Agreements

1 examiSHOW[®] 2 examikNOW[®] 3 examikKEY[®] 4 User Agreements 5 Begin Exam

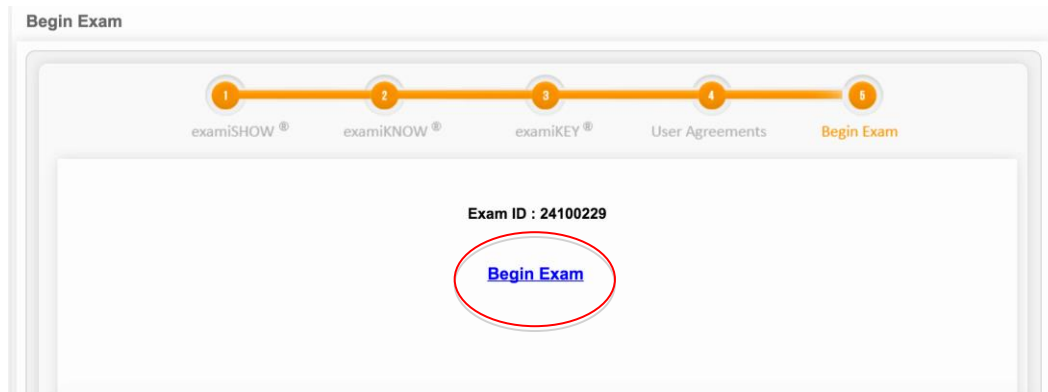
1. You certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that all exam rules will be supplied by the applicable university or test sanctioning body, 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. I agree Disagree

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. I agree Disagree

3. 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. I agree Disagree

4. You acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand acknowledge that such 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 Disagree

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!



Please Note: We encourage test-takers to arrive 15 minutes prior to the start of their exam. This will allow ample time to connect with your proctor and troubleshoot any technical issues that may arise.

Also, the time it takes you to connect to proctor support and complete the authentication process does NOT count towards your exam duration.

MAKE SURE YOUR POP-UP BLOCKER IS DISABLED. Otherwise, you will not be able to connect with proctor support.

Eximity[®] System Requirements

You must take the exam on a desktop computer or laptop (not a tablet).

You must have a working built-in or external webcam and microphone.

Your Internet speed must be at least 3 Mbps download and 3 Mbps upload. Determine your Internet speed by running a test at: <http://www.speedtest.net>

Reaching Support. All day and all of the night.

Phone: 855-392-6489

Email: support@eximity.com

Live Chat: Click on the live chat link located at the top and bottom of your Eximity[®] portal.