Level AA
Quick Guide
About Level AA

Level AA is an automated authentication solution. There will not be a live proctor to authenticate you. However, Examity® will continue to be available to you 24/7 through phone, email, or live chat.

Level AA is a free on-demand service. No advanced scheduling is needed. Follow the process outlined in this document to get started.

How to use Level AA

Once at the Examity® dashboard, press the “Schedule Exam” button.

Select your instructor, course name, and exam name.
Then a message will pop up stating, “You will be authenticated, without a live proctor. Start by clicking the ‘Schedule’ button and follow the instructions.”

Press the “yes” button when prompted, “Are sure you want to schedule this test?” A message in green at the top of the screen will state, “Appointment scheduled successfully”. Below that, the course and exam information will be listed as well as all the rules for the exam.
Next, go back to the dashboard and hit the “Start Exam” button or select the “Start Exam” button within the black navigation bar up top.

![Dashboard with Start Exam button highlighted](image1)

To access your exam, click on the “Auto Authentication” link under “Action” within the table to begin authentication.

![Dashboard with Auto Authentication link highlighted](image2)

A Systems Readiness Check will automatically run. If the requirements are met, hit the “Next” button. If not, please contact Examity®’s 24/7 support.

![Systems Readiness Check](image3)
Click "Allow" to turn on your camera, and then click on "Take Picture" button to capture your face. Next, click on "Save" to save this picture or the "Take Picture" button to retake it.

When your picture has been saved successfully, click "Next" to proceed.

Click "Allow" to turn on your camera and hold your Cat Card or government issued ID up to the webcam. Click on the "Take ID picture" button, and then click on "Save" to use the picture. To re-take the picture, click "Take ID Picture" again.

Please note:

• All pictures must be serious and clear.
• The individual with each of the three photos must match.
• If either of the above rules are violated, it may result in a failed authentication.

When your ID picture has been saved successfully, click “Next” to proceed.
Answer the knowledge question and click the Submit button.

**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.

Agree to the user agreement and exam rules.
Once you have finished the authentication process, click on the “Begin exam now” link.

MAKE SURE YOUR POP-UP BLOCKER IS DISABLED.

Examity® 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@examity.com

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