Student Integrated Quick Guide
Blackboard®
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 2 Mbps download and 2 Mbps upload. Determine your Internet speed by running a test at: http://www.speedtest.net

Accessing Examity®

You can easily access Examity® through Blackboard.

First, select the name of your course in My Blackboard. Next, click on the Examity® link on the Course Menu.
This will bring you to your Examity® 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. Then upload your picture identification card. Please note, for verification purposes, you will need to bring this ID with you every time you take a test. Next, select and answer three unique security questions.

Finally, enter your keystroke biometric signature.

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. Students will required to pay an additional $5 per hour, per exam for On-Demand scheduling.
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. Select the exam you want to reschedule or cancel from the menu that appears. Cancellations or changes within 24 hours of the exam will result in an additional $5 charge per occurrence to the student.

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Failure to Make or Complete Appointment

If you fail to show up as scheduled, you will be charged the cost of the test when you reschedule that same exam. The university pays for the first test, but you would be required to pay when you actually take the missed exam. These charges typically range from $15 to $22 per test, depending on the level of security and the time limit of the exam (new).

If your test session is marked as incomplete (for example, if you fail to complete the authentication process), you will be charged for the cost of the test when you reschedule and complete that same exam. The university pays for the first incomplete testing session, but you would be required to pay when you actually complete the missed exam. These charges typically range from $15 to $22 per test, depending on the level of security and time limit of the exam (new).

Avoiding Charges

To avoid charges, schedule your tests more than 24 hours in advance and take the exam at the scheduled time. If you are hesitant to schedule that far in advance, you can schedule within 24 hours and only incur a charge of $5.

Also, be sure to test your computer and internet connection multiple times, under the conditions for which you plan to take tests, to be assured things will work properly. Please be aware of the system requirements before testing so issues are resolved and do not lead to added costs for a test. You can test the system requirements on your computer at this link:

https://prod.examity.com/systemcheck/ComputerReadinessCheck.aspx
Taking Your Exam

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

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.

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” 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.

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.

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