1. Access your course in WTClass.

2. Click on Tools in the course menu and then click on the Examity® tool.

3. This will bring you to your Examity® dashboard. Click the “Click here to login” button if necessary.

From here, you can create or edit your profile, schedule, reschedule or cancel your exam, and start your exam.

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GETTING STARTED

You must complete your profile in order to schedule your exam. Create your Examity® profile by:

1. Select “My Profile” from the Examity dashboard.

2. Select your time zone.

3. Upload your picture identification card (driver’s license or WTAMU Student ID are the most commonly accepted).
   
   Please note, for verification purposes, you will need to bring this ID with you every time you take a test.

4. Select and answer three unique security questions.

5. Enter your keystroke biometric signature.
6. 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. See also: Taking an exam from the WT Open Access Lab.

SCHEDULING YOUR EXAM

When you are ready to schedule an exam:

1. Click “Schedule Exam” on the dashboard.

2. Select your instructor, course and exam name from the drop down menus.
3. 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.

REQUESTING A COMPUTER FOR USE WITH EXAMITY IN THE WT OPEN ACCESS LAB

Should you require or decide to take your proctored exam from the Open Access Lab in the Hasting Electronic Learning Center, you will need to schedule a computer at least 72 hours (3 days) in advance of your exam time. **There are a limited number of computers available for tests requiring the use of Examity.**

- Complete the HELC Computer Request for Online Proctoring form. Also available at: [http://students.wtamu.edu/examity.html](http://students.wtamu.edu/examity.html)
- A member of IT will contact you to confirm your requested date and time.
- Remember to schedule a time with Examity for the same time frame.
- Review the [Taking an Exam from the WT Open Access Lab](http://students.wtamu.edu/examity.html) information in this document.
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.

![Reschedule/Cancel tab on Examity dashboard](image)

TAKING YOUR EXAM

Please be ready to start your exam 15 minutes prior to your set time. This will allow for any issues found to be taken care of before your exam start time.

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

![Start Exam and Connect to Proctor](image)

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2. Proctor support will walk you through the authentication process.

You will be asked to:

   a. Verify your identity. Make sure you have your photo ID with you that you used during the Profile Setup. 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.

   b. Review the exam rules.

   c. 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.

3. Next, answer a security question.

4. Type your unique biometric signature as per your profile setup.
5. **Agree to the user agreement and exam rules.**

![User Agreements Image]

6. **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!**

![Begin Exam Image]

**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.

**TAKING AN EXAM FROM THE WT OPEN ACCESS LAB**

Remember, you must [schedule a computer](#) in the Hastings Electronic Learning Center’s Open Access Lab at least 24 hours prior to your exam to take your exam here.

1. Please arrive at least 30 minutes prior to your exam.

2. Go to the IT Service Center (maroon wall), and check-in for your exam. A member of ITSC will direct you to the room you have reserved to take the exam.

3. Once your exam is complete, please let an ITSC member know your exam has been completed.

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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. Both will be turned on during your exam.

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

You must be in a private room where no one will be entering, leaving, or walking around during your exam.

REACHING EXAMITY 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.