

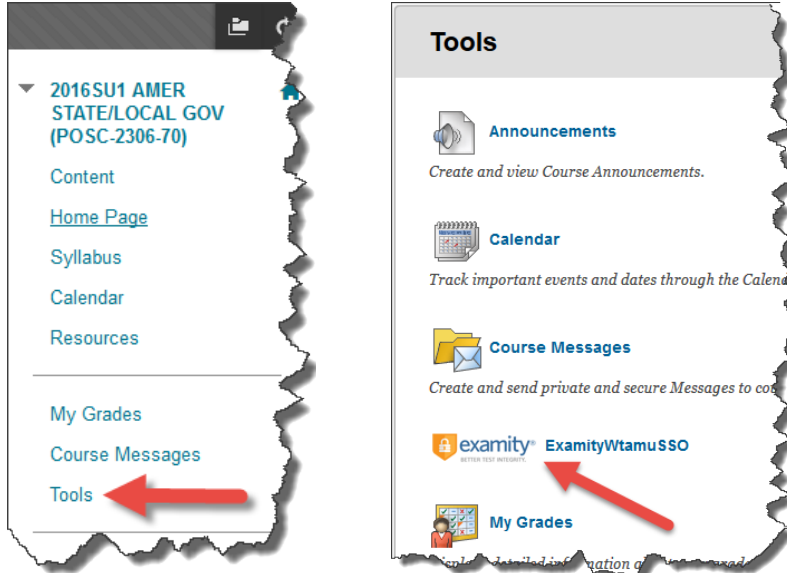


Eximity Student Guide



ACCESSING EXAMITY®

1. Access your course in WTClass.
2. Click on **Tools** in the course menu and then click on the **Eximity®** tool.



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

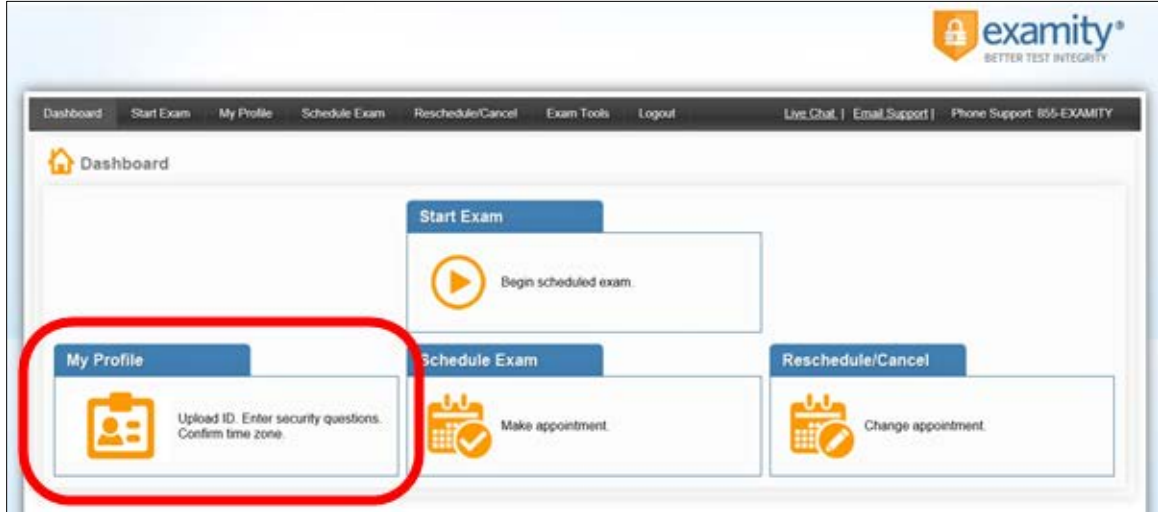


From here, you can create or edit your profile, schedule, reschedule or cancel your exam, and start your exam.

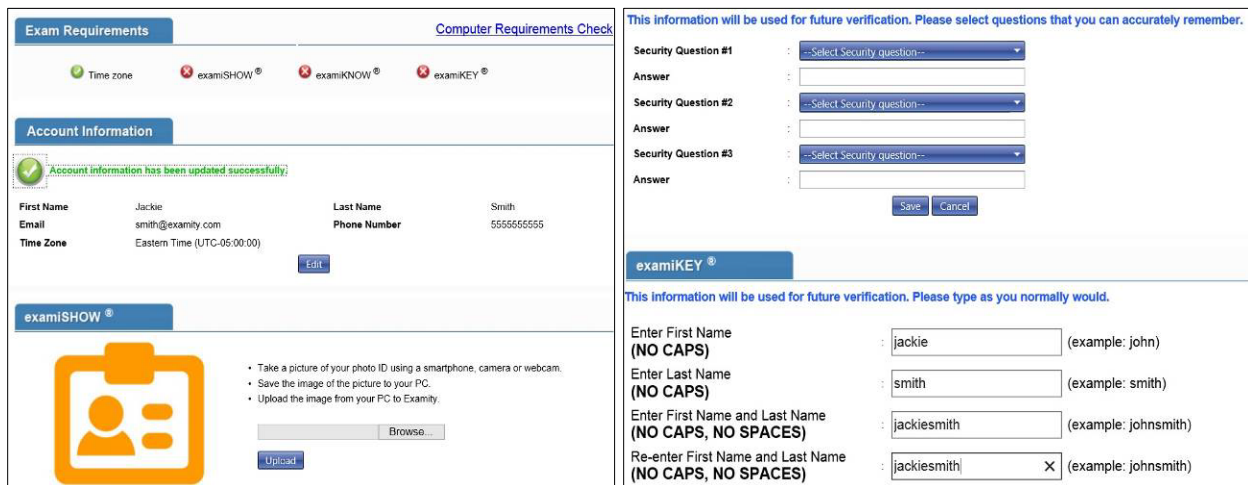
GETTING STARTED

You must complete your profile in order to schedule your exam. Create your Exami[®] profile by:

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



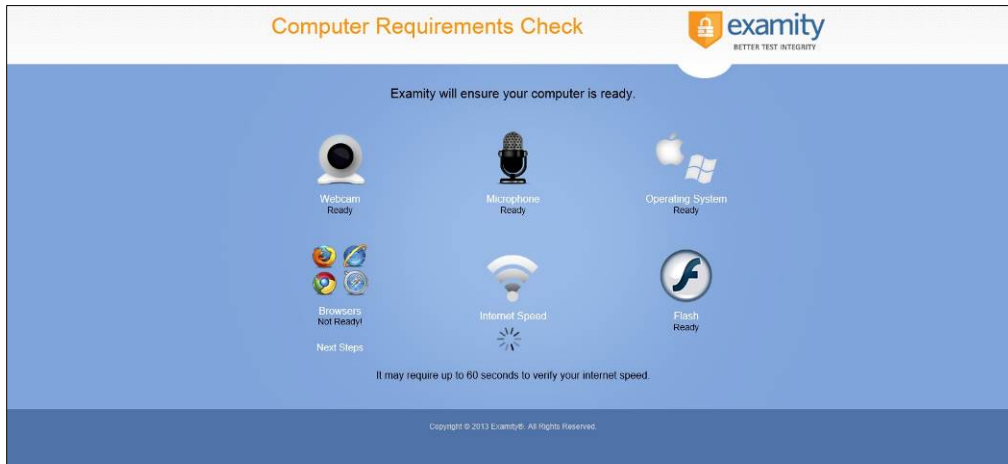
2. Select your time zone.
3. Upload your picture identification card (driver’s license or WTAMU Student ID are the most commonly accepted).
Please note, for verification purposes, you will need to bring this ID with you every time you take a test.
4. Select and answer three unique security questions.

A screenshot of the Exami profile setup page. The page is divided into several sections. On the left, there are sections for 'Exam Requirements' (Time zone, examiSHOW, examiKNOW, examiKEY), 'Account Information' (First Name: Jackie, Last Name: Smith, Email: smith@examity.com, Phone Number: 5555555555, Time Zone: Eastern Time (UTC-05:00:00)), and 'examiSHOW' (Upload ID). On the right, there are sections for 'Security Questions' (three questions with dropdown menus and text input fields) and 'examiKEY' (First Name: jackie, Last Name: smith, First Name and Last Name: jackiesmith, Re-enter First Name and Last Name: jackiesmith).

Section	Field	Value	Example
Security Questions	Security Question #1	--Select Security question--	
	Answer		
	Security Question #2	--Select Security question--	
	Answer		
examiKEY	Enter First Name (NO CAPS)	jackie	(example: john)
	Enter Last Name (NO CAPS)	smith	(example: smith)
	Enter First Name and Last Name (NO CAPS, NO SPACES)	jackiesmith	(example: johnsmith)
	Re-enter First Name and Last Name (NO CAPS, NO SPACES)	jackiesmith	(example: johnsmith)

5. Enter your keystroke biometric signature.

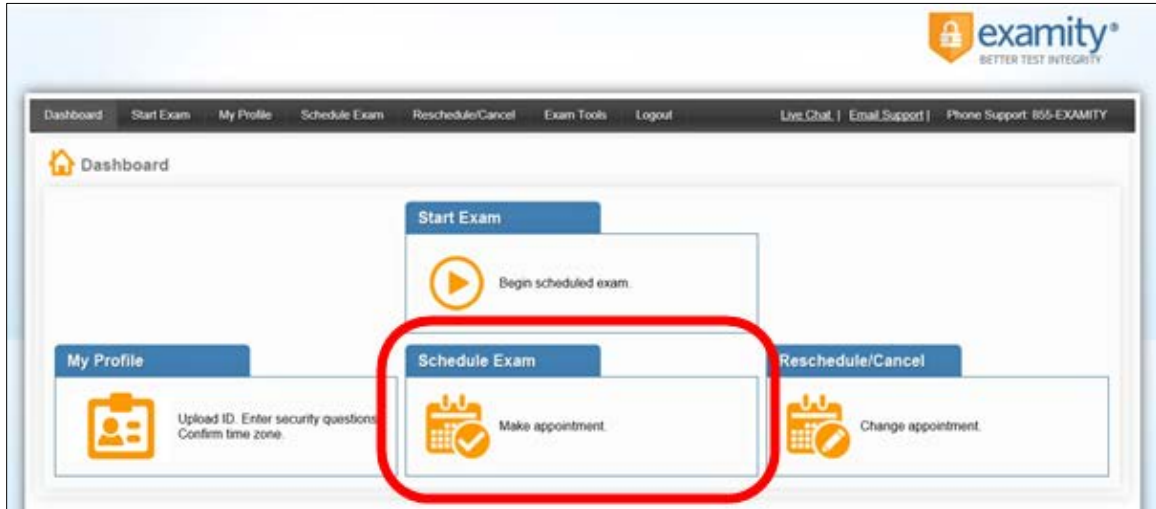
- Once your profile is complete, you are strongly encouraged to run a computer requirements check. To complete a computer requirements check, click the link in the upper right hand corner of the “My Profile” page. You should run the check on the same computer you will be using to take the exam. See also: [Taking an exam from the WT Open Access Lab](#).



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.

- 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.

Available Unavailable Scheduled

On-demand scheduling OFF
 Use the on-demand scheduling option to take test within 24 hours.

To SCHEDULE an Exam:

- Select Instructor, Course and Exam.
- Select Date and Time.
- Click "Schedule."

To RESCHEDULE an Exam:

- Click "Reschedule Exam."
- Select new Date and Time.
- Click "Reschedule."

To CANCEL an Exam:

- Click "Cancel Appointment."
- Yes in pop-up message.

Instructor Name	Course Name	Exam Name	Exam Duration	Exam can be scheduled between
Test Instructor Test Instru	Proctor Training	Mock Proctor Session	5 Minutes	10/26/2015 12:00 AM - 11/28/2015 11:59 PM

November 2015

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Select Time

12:00 AM	12:30 AM	01:00 AM	01:30 AM	02:00 AM	02:30 AM	03:00 AM	03:30 AM
04:00 AM	04:30 AM	05:00 AM	05:30 AM	06:00 AM	06:30 AM	07:00 AM	07:30 AM
08:00 AM	08:30 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM
12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM	03:00 PM	03:30 PM
04:00 PM	04:30 PM	05:00 PM	05:30 PM	06:00 PM	06:30 PM	07:00 PM	07:30 PM
08:00 PM	08:30 PM	09:00 PM	09:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM

Schedule

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 [Live Chat](#) | [Email Support](#) | [Phone Support: 855-EXAMITY](#)

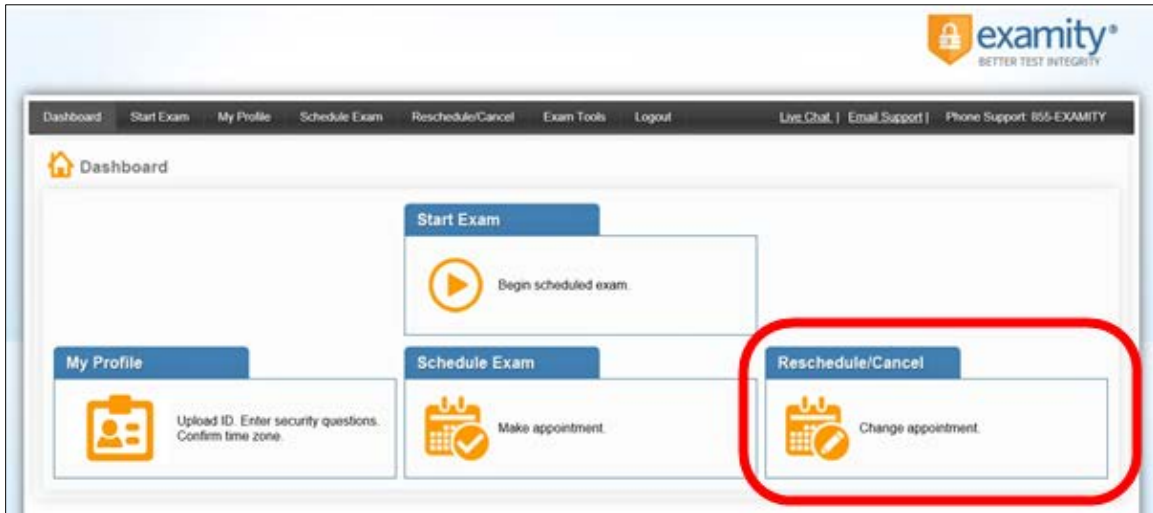
REQUESTING A COMPUTER FOR USE WITH EXAMITY IN THE WT OPEN ACCESS LAB

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 [HELCC Computer Request for Online Proctoring](#) form.
Also available at: <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](#) information in this document.

RESCHEDULING OR CANCELLING YOUR EXAM

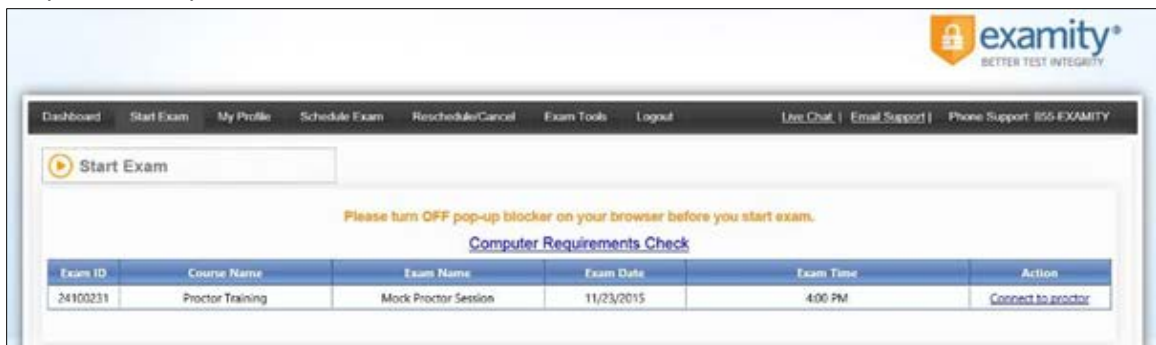
If you need to reschedule or cancel your exam, click the “Reschedule/Cancel” tab on the top navigation bar or on your dashboard. Select the exam you want to reschedule or cancel from the menu that appears.



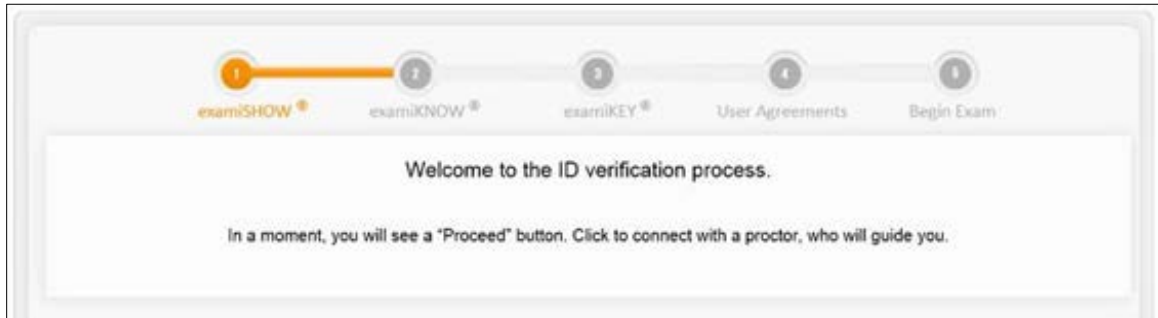
TAKING YOUR EXAM

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.”

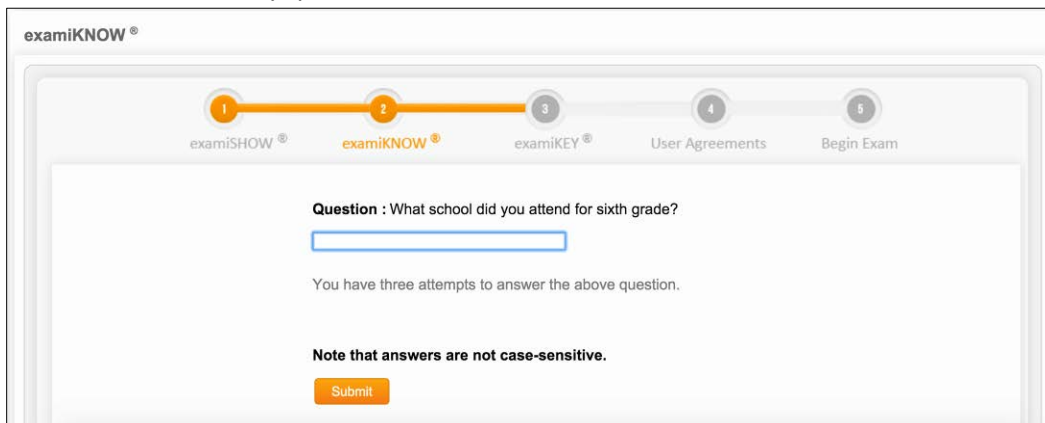


2. Proctor support will walk you through the authentication process.

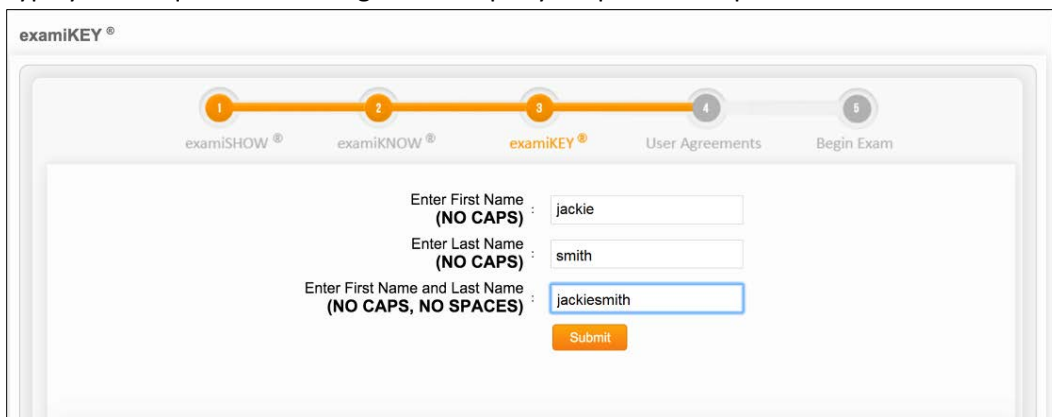


You will be asked to:

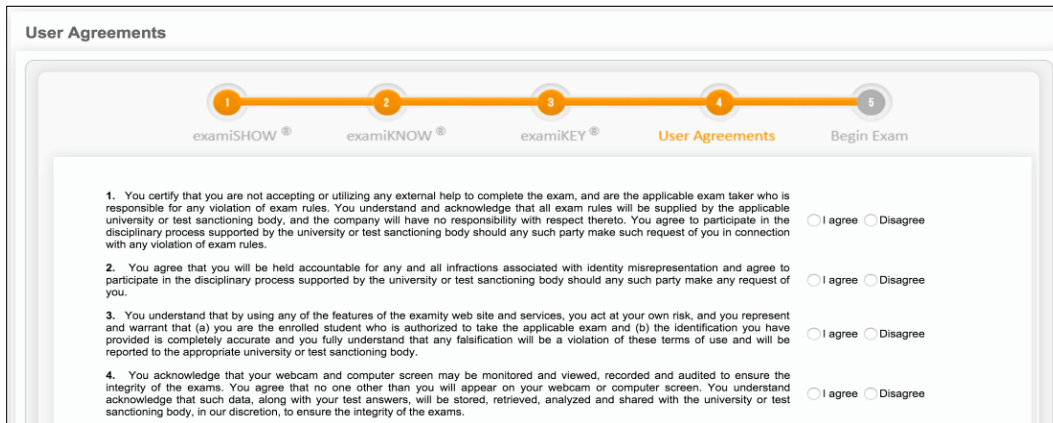
- a. Verify your identity. Make sure you have your photo ID with you that you used during the Profile Setup. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.
 - b. Review the exam rules.
 - c. Show your desk and workspace. The 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.



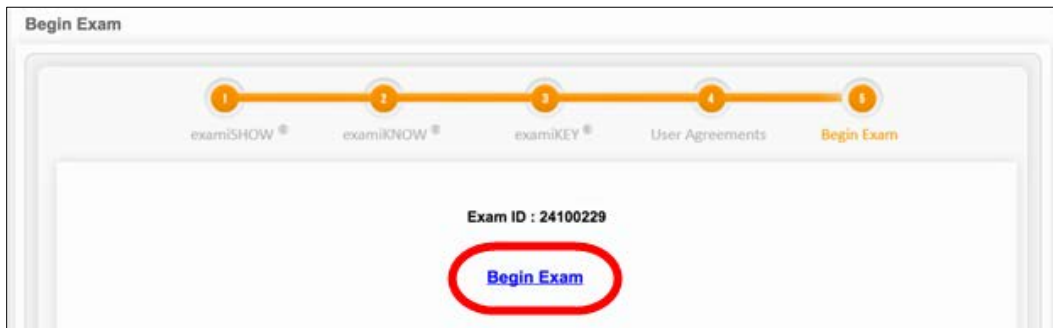
4. Type your unique biometric signature as per your profile setup.



5. Agree to the user agreement and exam rules.



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!



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.

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.