

# EXAMITY LEVEL 3 LIVE PROCTORING

Have you ever taken a test in a classroom in front of your teacher? Online proctoring is that experience for online courses, but you will be monitored by a trained & FERPA compliant proctor. This means you don't have to find a proctor in your area, come to campus, or meet up on a specific day/time. You get to pick a day/time (within the exam window set by the instructor) that works for you!

## WHAT YOU NEED

- Computer & updated web browser
- Internet +3Mbps (WiFi okay, wired preferred)
- Webcam with microphone
- Quiet place to take your exam. You just need to be alone. This could be a room in your/family/friend home, office, private study room in a library, etc.

## 1. GETTING STARTED

Select the Examity link in your D2L course. Instructors choose where to place the link for students.

Access **at least 24 hours in advance** to:

1. Create your profile (only done once)
2. Run the [Examity computer readiness check](#)
3. Schedule your exam **at least 24 hours in advance**

## 3. TAKE YOUR EXAM

- Access Examity in D2L & select START EXAM
- It is recommended you connect 15 minutes in advance & it could take several minutes to connect to a proctor
- The proctor will walk you through the verification process:
  - Government or APSU photo ID, security question, & biometric keystroke signature (created during profile set up)
  - Review of standard & instructor exam rules
  - Using the web cam to show a 360 degree view of your workspace. The proctor doesn't know what your test is on so they may ask you to remove/cover items that have words/pics/notes.
- The proctor will enter your exam password in D2L & observe your body, audio, and screen during the exam.
- **IMPORTANT:** Let the proctor know when you are finished. Submit your exam in D2L before disconnecting from the proctor.

## 2. GATHER

“Our proctors are considered best-in-class. They are college educated and come to Examity with years of technical support experience.”

## CONTACT

- Examity directly with issues using the tool including setting up a profile, connecting to a proctor, schedule/rescheduling/canceling an exam, etc. Use Live Chat option on all Examity screens or contact them at 1-855-392-6489 or [support@examity.com](mailto:support@examity.com) (non-urgent support).
- Your instructor with questions about your course exams and requirements for use.
- Distance Education at [online@apsu.edu](mailto:online@apsu.edu) or 931-221-6625 with issues accessing Examity online proctoring in D2L.
- View [additional student resources online](#) including the complete Examity Student Guide