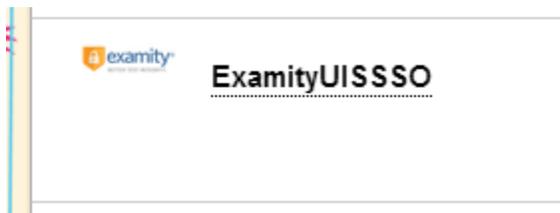




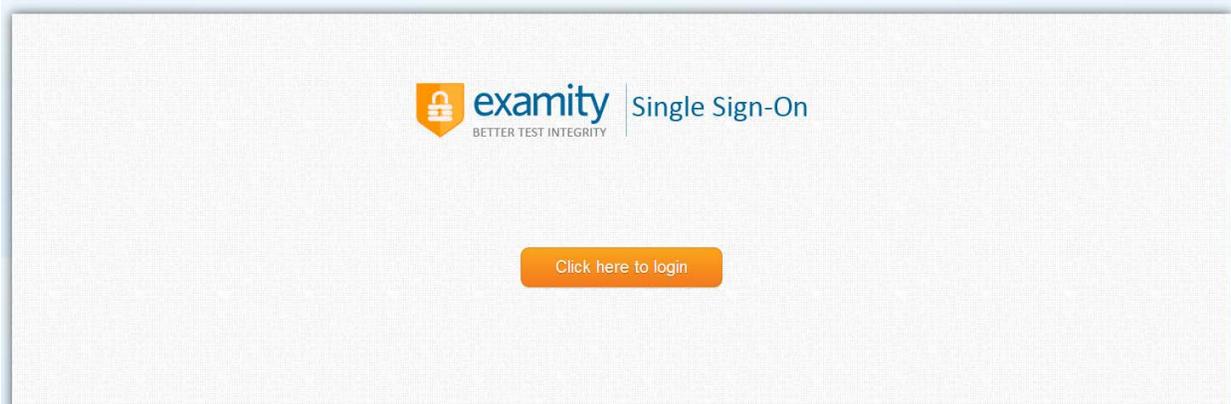
Using Examity with Blackboard Student – Integrated Quick Guide

1. Accessing Examity

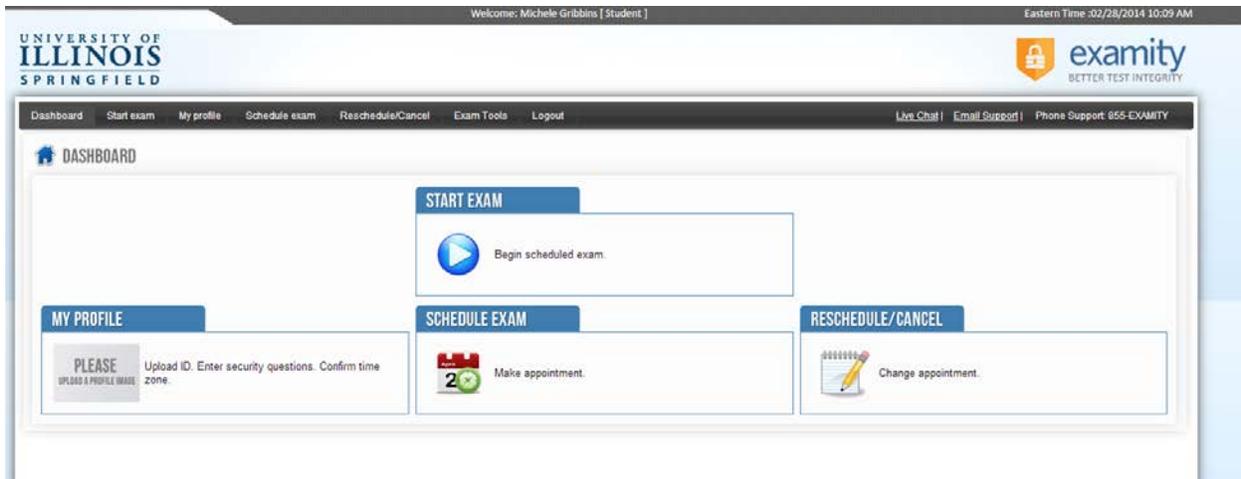
You can access Examity® through your course on Blackboard. Click on the ExamityUISSSO link within the course.



Click to login to Examity.



This will take you to your Examity dashboard.



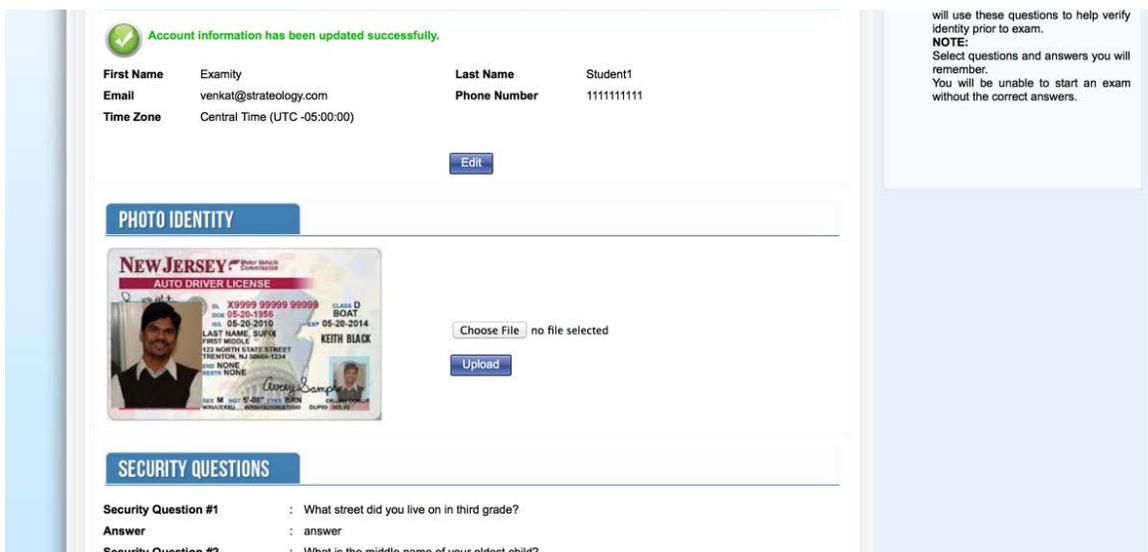
From here you can edit your profile, schedule exams, and make changes if you need to cancel or change a test time. Most importantly, this is where you'll go to start your exams.

2. Getting Started

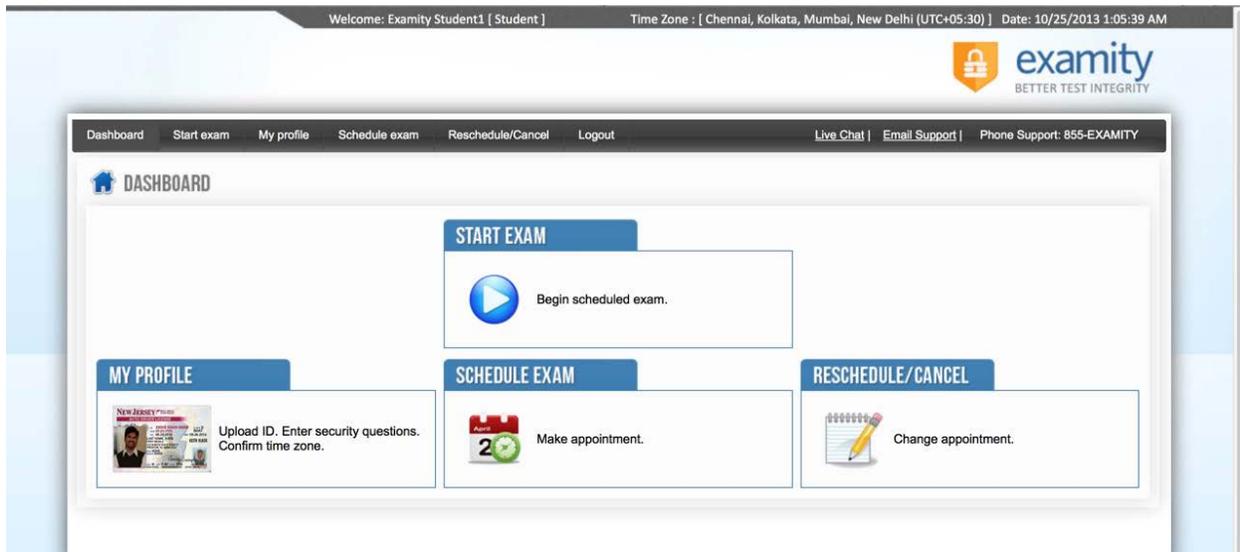
Setting Up Your Profile: To get started, update your ExamiTivity® profile by clicking in the My Profile section of the Dashboard. You will need to upload a picture of your UIS Student ID or a government issued photo ID, select your time zone, and set your security questions.

Please note the importance of selecting the correct time zone. This will be used in scheduling your test with the proctoring center. You can confirm your selected time zone by looking at the time in the upper right hand corner.

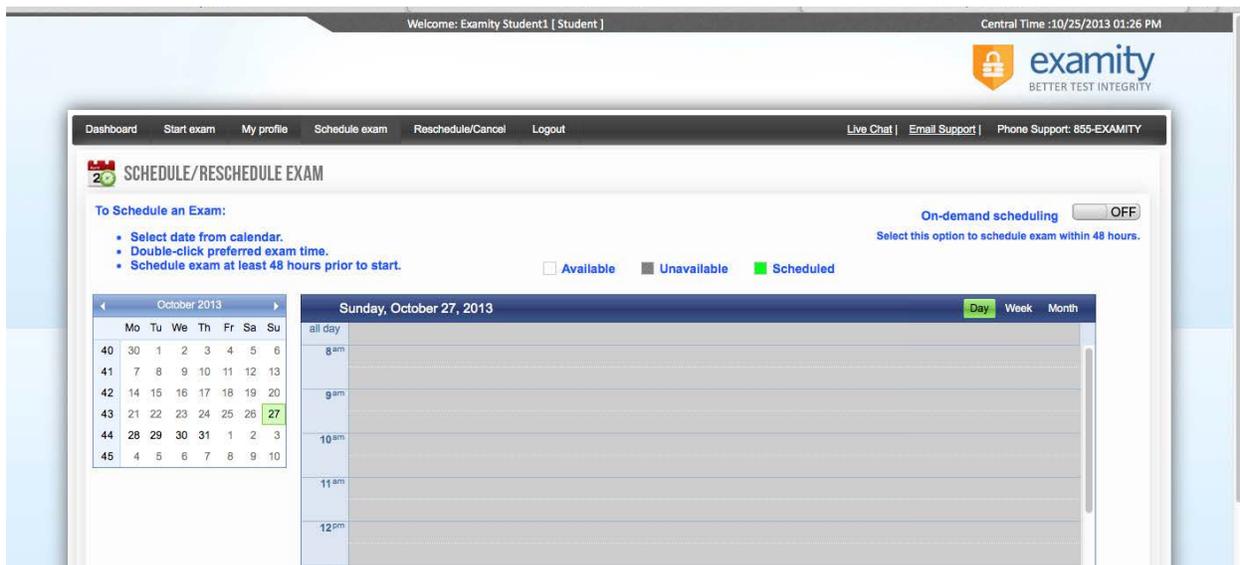
Once you have set up your profile, you can bypass this step for future exams.



Scheduling Your Exam: When you are ready to schedule an exam, click “Schedule Exam” on your dashboard or on the top navigation bar.



You will see a calendar. If you are scheduling your test more than 24 hours in advance, you can just select the date and time you want. If you are scheduling it less than 24 hours in advance, make sure the on-demand scheduling option is enabled in the top right-hand side of the screen.

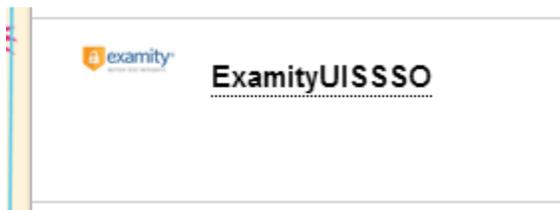


Paying for Exam Proctoring: You will pay for your exam proctoring session at the time you schedule the exam. Rates for the proctoring session vary based on the length of the exam and the level of proctoring service selected by the instructor. Additional fees apply if you use on-demand scheduling (exam occurs within 24 hours). Rates can be found here.

Rescheduling or Canceling Your Exam: If you need to change or cancel your test appointment, click Reschedule/Cancel, and select the exam you want to change from the menu that appears.

3. Taking Your Exam

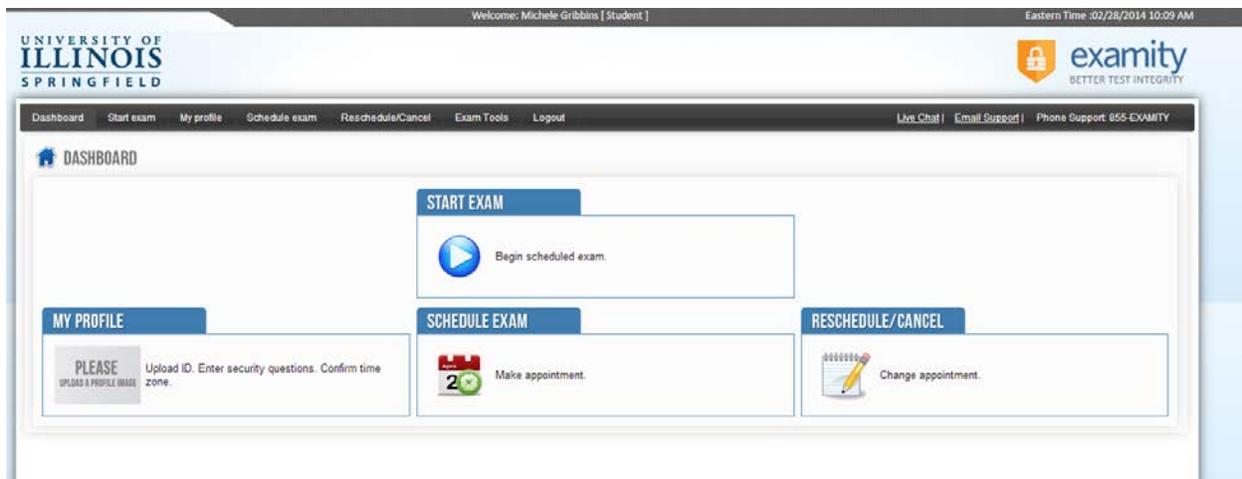
To take your exam, make sure you have your webcam and microphone set-up on your computer. Sign into Blackboard, then your class. Return to the Exami[®]ty Dashboard by clicking on the Exami[®]tyUISSSO sign-on link within your class.



Click to login to Exami[®]ty.

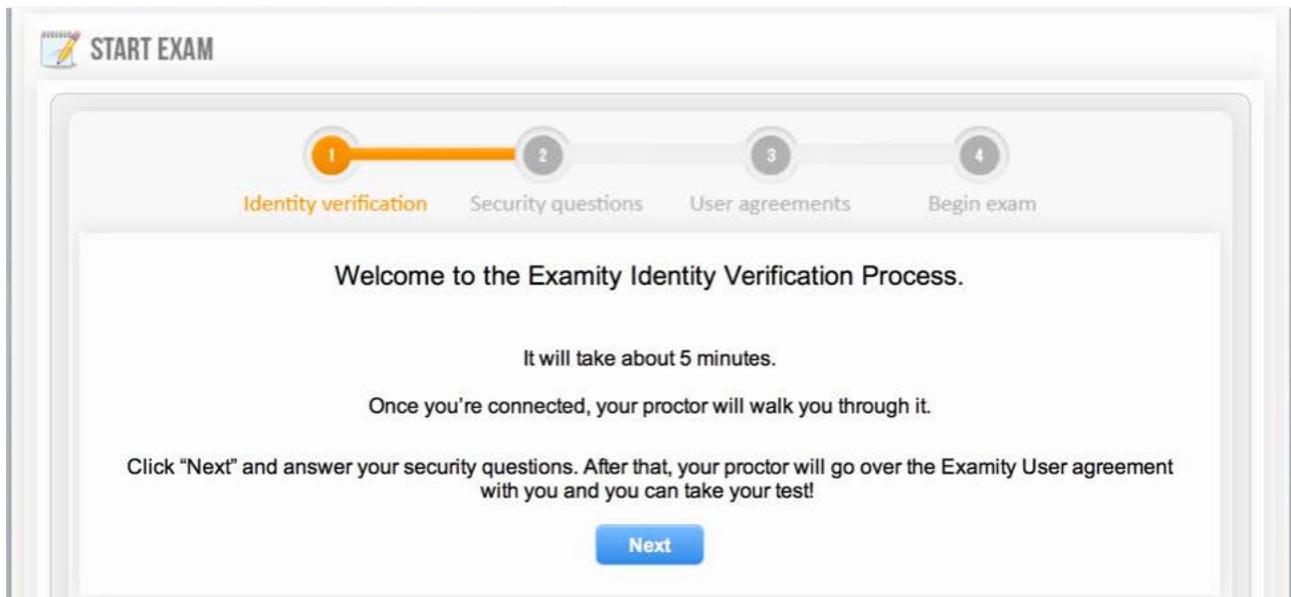


This will take you to your Exami[®]ty dashboard.



Once on the Examyty dashboard, click “Begin Scheduled Exam”, and select your exam. You will then be connected to your proctor. **Note: MAKE SURE YOUR POP-UP BLOCKER IS DISABLED** otherwise you will not be able to connect with your proctor!

Your proctor will walk you through the test authentication process, which will include verifying your identity, going over the exam rules, scanning your work area and desk, answering your security questions, and agreeing to the User Agreement.



 **START EXAM**

1 2 3 4
 Identity verification **Security questions** User agreements Begin exam

Question #1: What street did you live on in third grade?

Question #2: What school did you attend for sixth grade?

Question #3: What is the name of a college you applied to but didn't attend?

Identity verification Security questions **User agreements** Begin exam

User Identity Agreement
 You understand that by using any of the features of the examity web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body. I agree Disagree

Test Result and Data agreement
 You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you. I agree Disagree

User Integrity Agreement
 You also certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that all exam rules will be supplied by the applicable university or test sanctioning body, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules. I agree Disagree

Indemnification
 You also acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge that such data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams. I agree Disagree

Once you have finished the authentication process, you will see a screen that says “Begin Exam”, and your exam will open. If your test is password protected, your proctor will tell you the password when the prompt to enter it appears.

4. Reaching Examity Support.

Support is available 24 hours a day.

Call: 855-392-6489

Email: support@examity.com

Live Chat: Click the tab on the bottom of your screen