

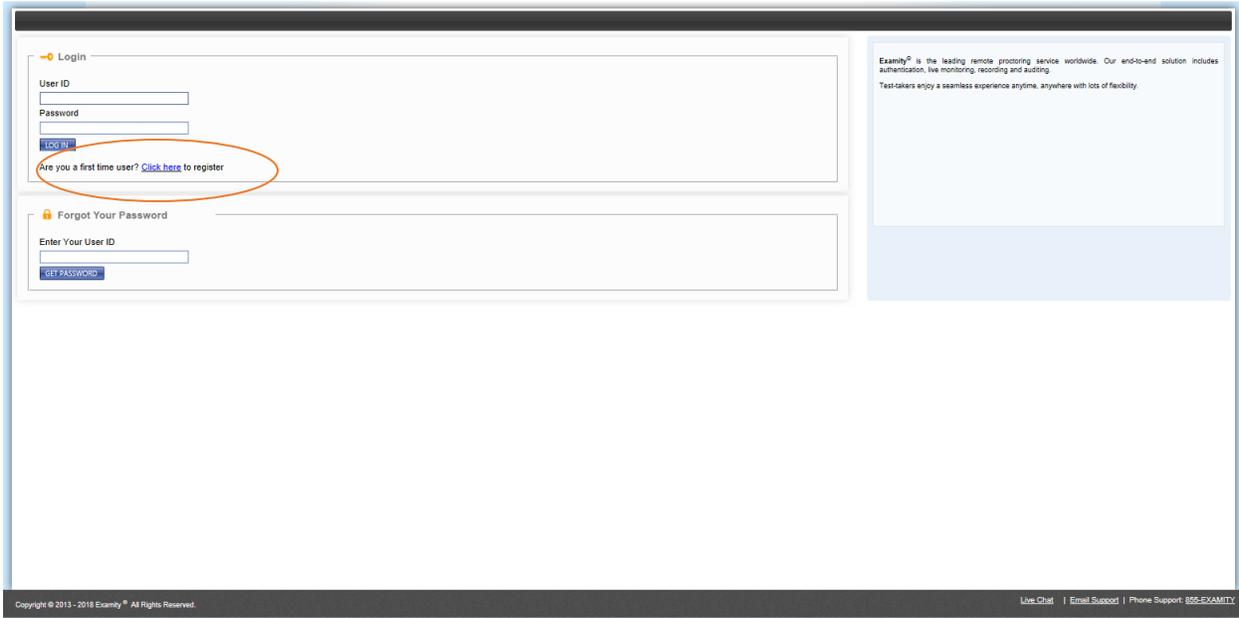


# Student Quick Guide

*For Stand-Alone Access*

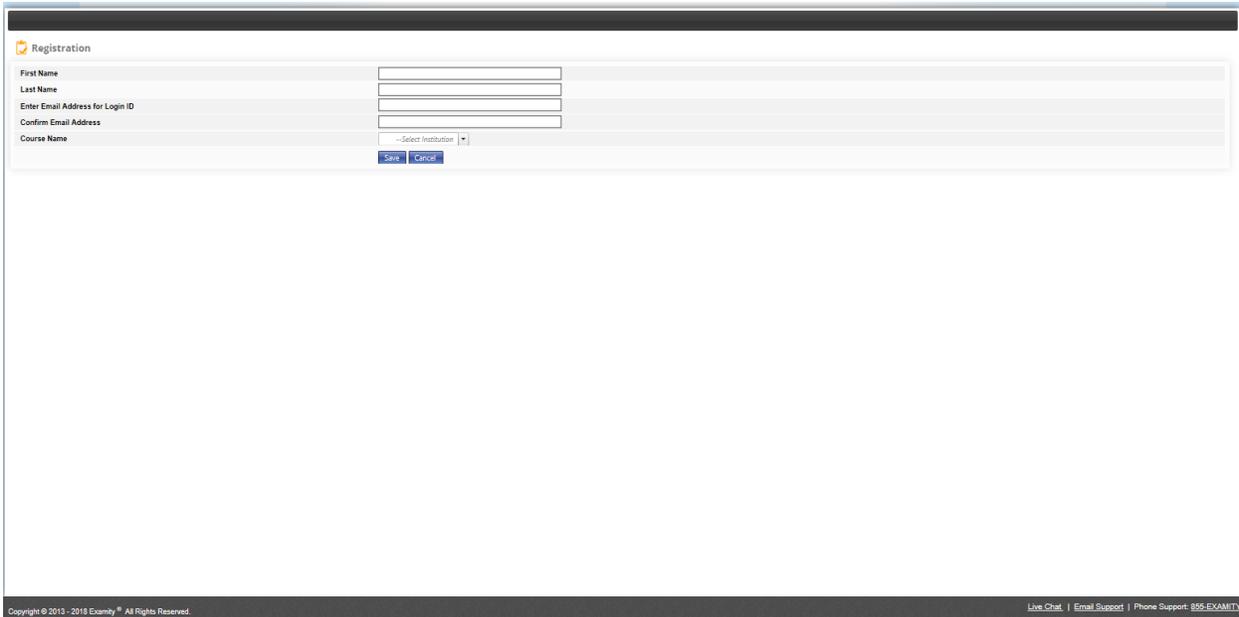
## Accessing your Examity<sup>®</sup> Dashboard

Access your Examity dashboard at [prod.examity.com/DbtLabs](https://prod.examity.com/DbtLabs)



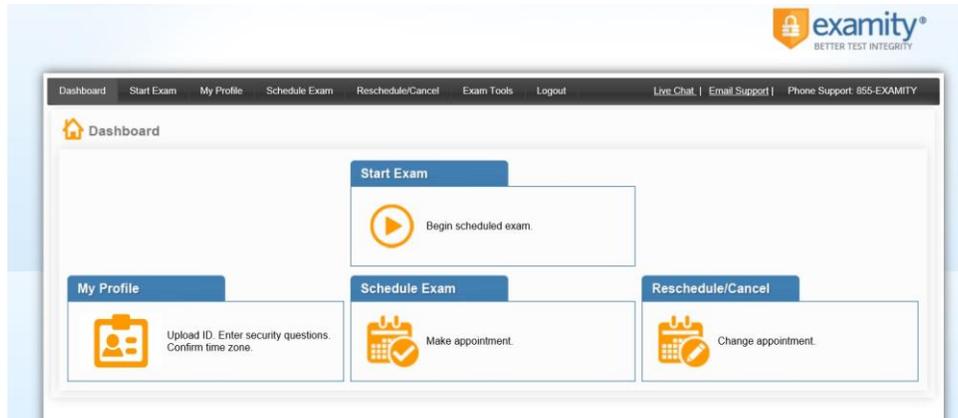
The screenshot shows the Examity login interface. On the left, there is a 'Login' section with fields for 'User ID' and 'Password', a 'LOG IN' button, and a link for first-time users: 'Are you a first time user? [Click here to register](#)'. Below this is a 'Forgot Your Password' section with an 'Enter Your User ID' field and a 'GET PASSWORD' button. On the right, there is a blue box with text describing Examity's services. At the bottom, there is a footer with copyright information and support links.

After getting to the site, please fill in the information necessary and choose your appropriate institution from the drop-down menu. **IMPORTANT: Please use your work email address when registering for your Examity account.**



The screenshot shows the Examity registration form. It includes fields for 'First Name', 'Last Name', 'Enter Email Address for Login ID', and 'Confirm Email Address'. There is a dropdown menu for 'Course Name' with the text 'Select Institution' and 'Save' and 'Cancel' buttons. The footer contains copyright information and support links.

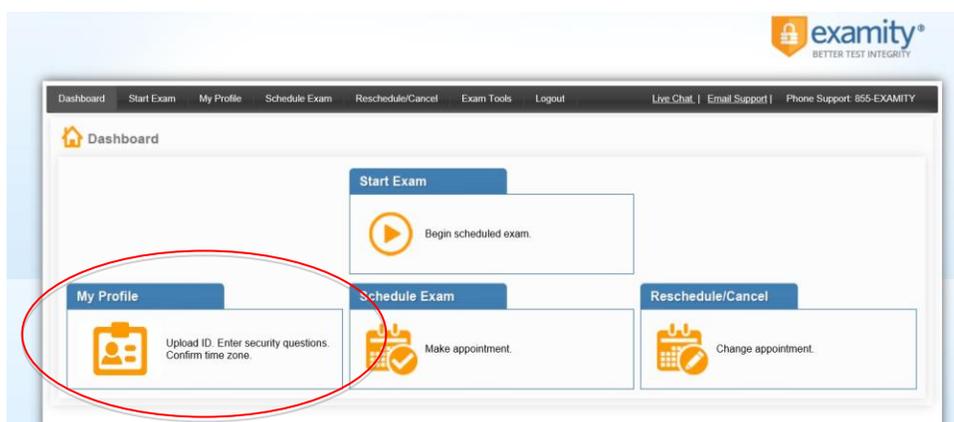
This will bring you to your Examity<sup>®</sup> dashboard.



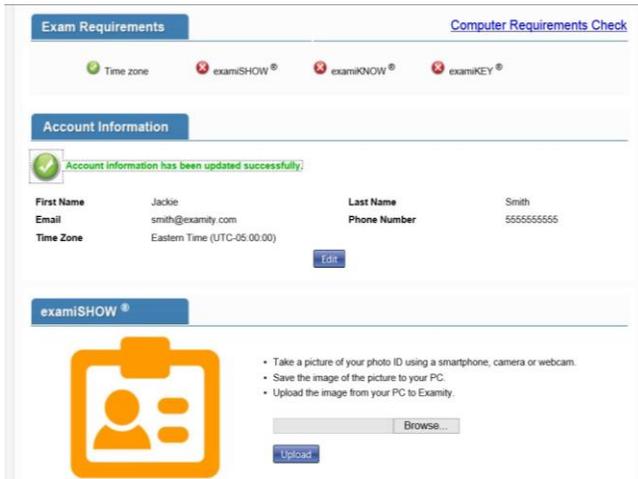
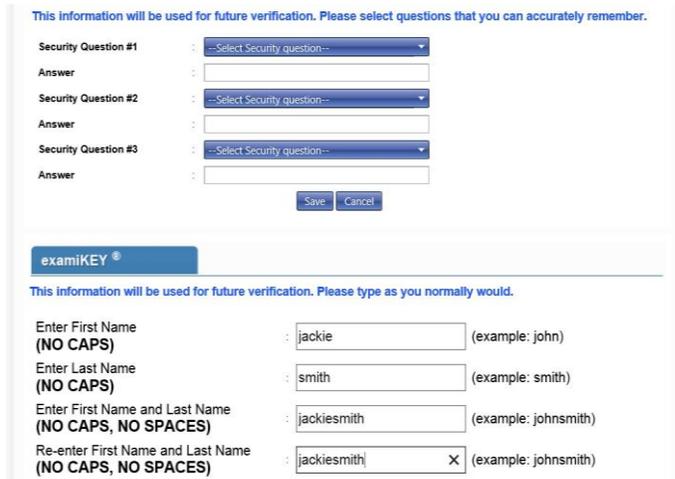
From here, you can create or edit your profile and schedule, reschedule, or cancel your exam. This is also where you will go to start your exam.

### Getting Started

You must complete your profile in order to schedule your exam. Create your Examity<sup>®</sup> profile by selecting “My Profile” from the dashboard.



First, select your time zone. Then upload your ID. **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.

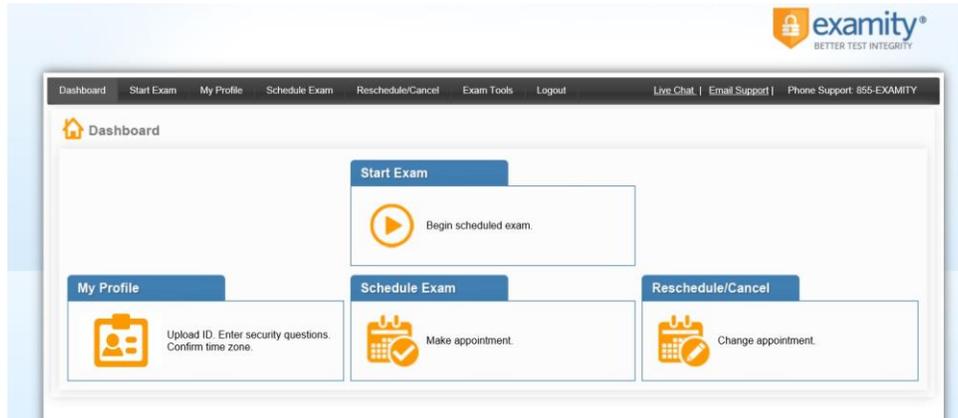
Finally, enter your keystroke biometric signature.

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.

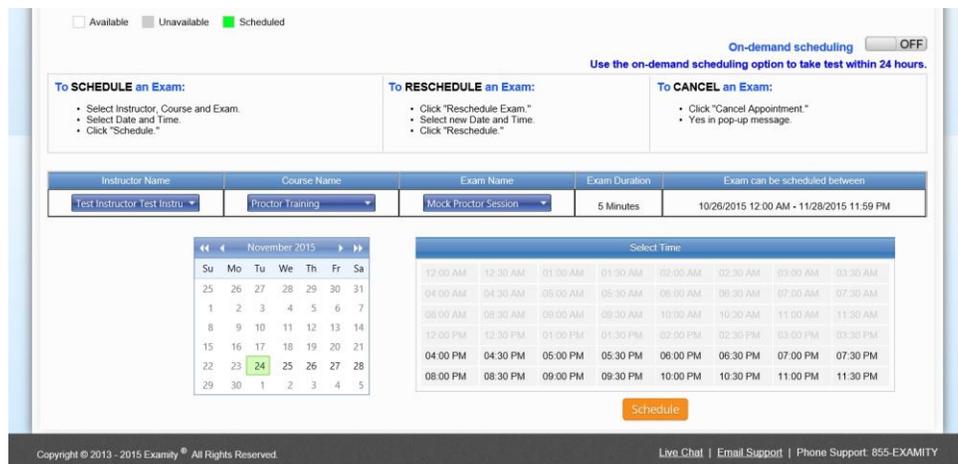


## Scheduling Your Exam

When you are ready to schedule an exam, click “Schedule Exam” on the dashboard.

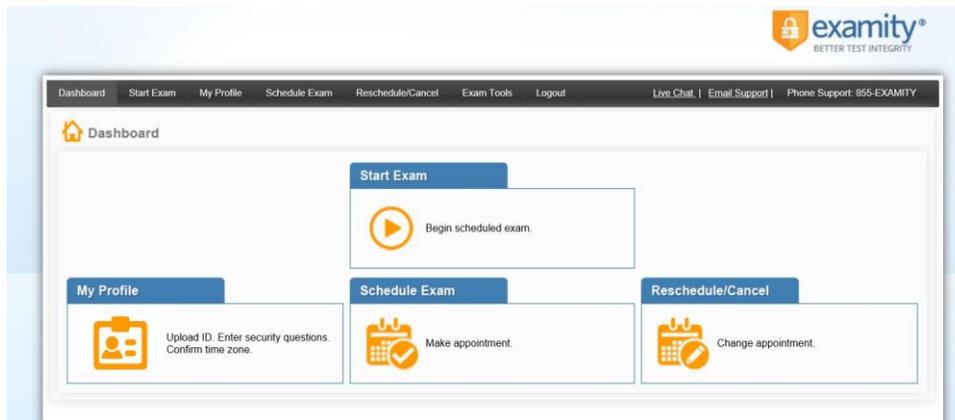


Select your instructor, course and exam name from the drop down menus. Next, you will see a calendar. Select your preferred date and time. If you are scheduling less than 24 hours in advance, you must select the “On-Demand” scheduling option. Scheduling within 24 hours of the exam time will require an additional \$5 fee.



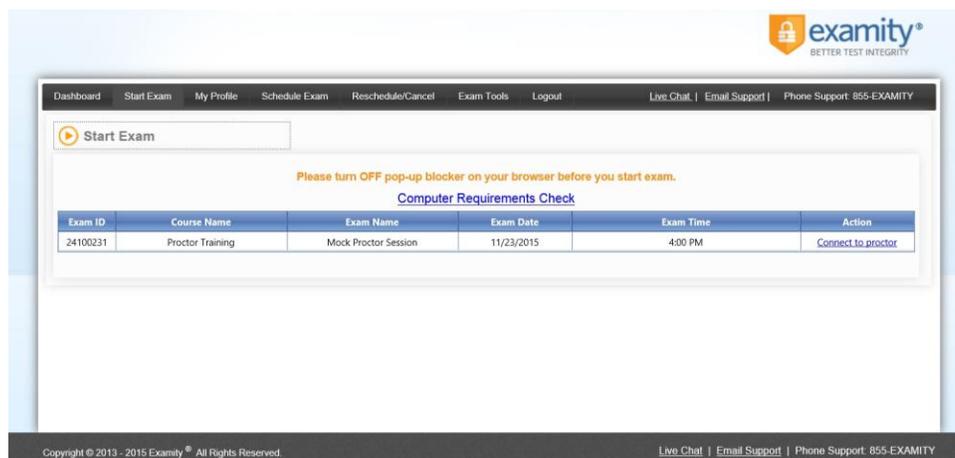
## Rescheduling or Cancelling Your Exam

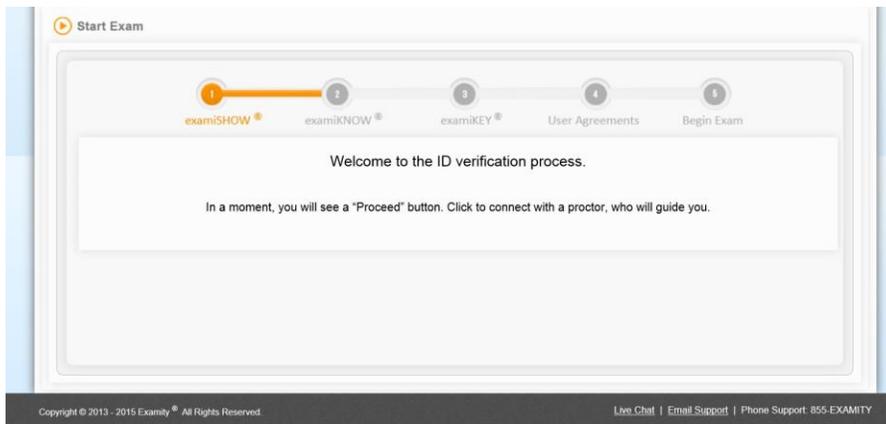
If you need to reschedule or cancel your exam, click the “Reschedule/Cancel” tab on the top navigation bar or on your dashboard. Cancelling your exam more than 24 hours in advance of the exam appointment will grant a full refund, however cancelling your appointment within 24 hours of the scheduled time will result in a full refund minus a \$5 fee.



## Taking Your Exam

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

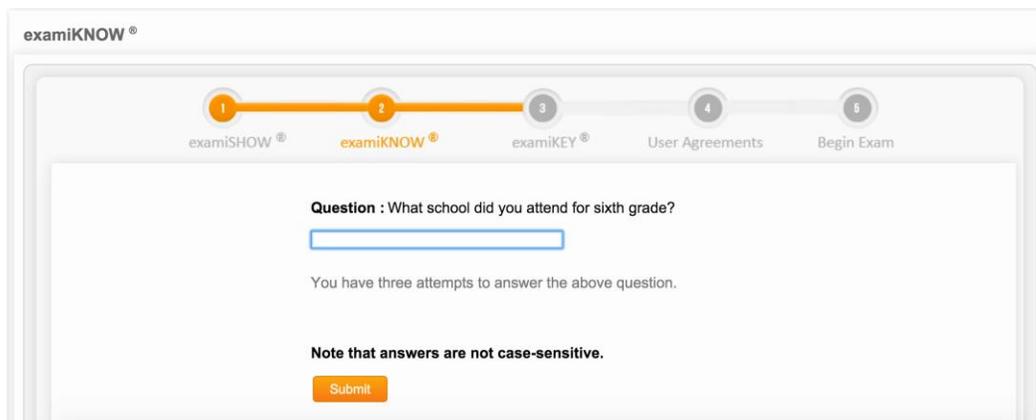




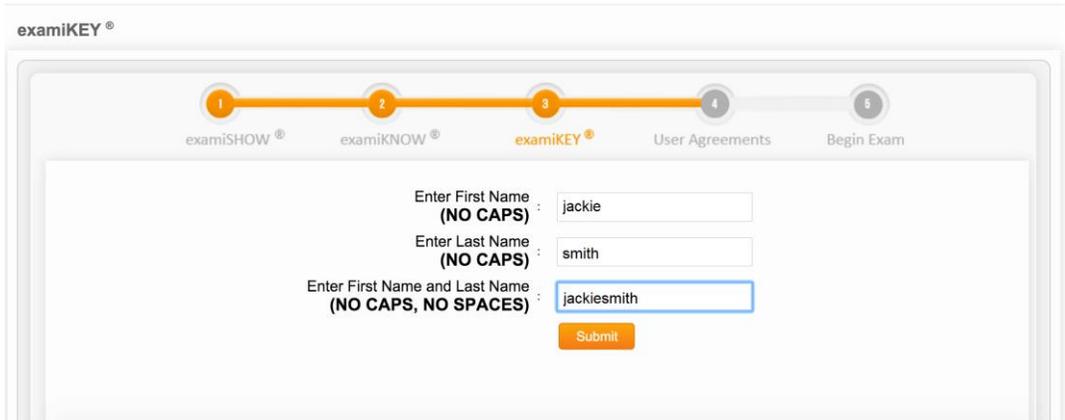
Proctor support will walk you through the authentication process. You will be asked to:

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.



examKEY<sup>®</sup>

1 examiSHOW<sup>®</sup> 2 examiKNOW<sup>®</sup> 3 examiKEY<sup>®</sup> 4 User Agreements 5 Begin Exam

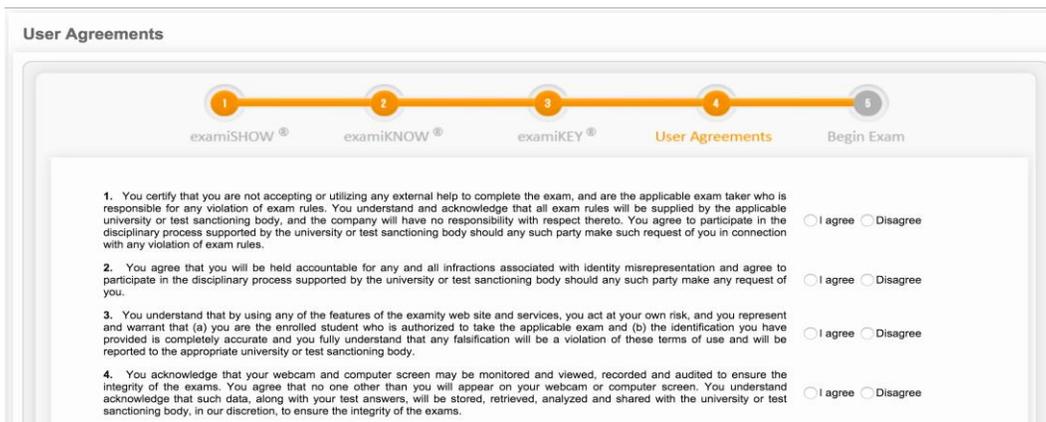
Enter First Name (NO CAPS) : jackie

Enter Last Name (NO CAPS) : smith

Enter First Name and Last Name (NO CAPS, NO SPACES) : jackiesmith

Submit

Agree to the user agreement and exam rules.



User Agreements

1 examiSHOW<sup>®</sup> 2 examiKNOW<sup>®</sup> 3 examiKEY<sup>®</sup> 4 User Agreements 5 Begin Exam

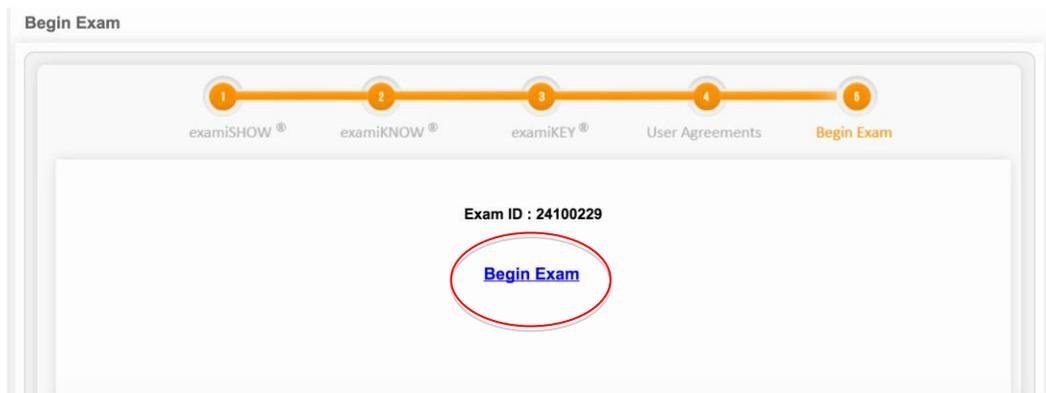
1. You certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that all exam rules will be supplied by the applicable university or test sanctioning body, 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

2. 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

3. 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

4. You 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, click on the “Begin Exam” link. Your proctor will grant you access to the exam. Once the password has been entered, you are ready to begin!



Begin Exam

1 examiSHOW<sup>®</sup> 2 examiKNOW<sup>®</sup> 3 examiKEY<sup>®</sup> 4 User Agreements 5 Begin Exam

Exam ID : 24100229

[Begin Exam](#)

**Please Note:** We encourage test-takers to arrive 10-15 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.

### **Examity<sup>®</sup> 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>

### **Reaching Support. All day and all of the night.**

Phone: 855-392-6489

Email: [support@examity.com](mailto:support@examity.com)

Live Chat: Click on the live chat link located at the top and bottom of your Examity<sup>®</sup> portal.