

# Proctored Exam Preparation Checklist (Examity)

Please review this checklist prior to each proctored exam.

## 30 Minutes Before the Exam Start:

- Review exam details and instructions located in the Examity appointment confirmation email.

## Check Your Tech

- Use an updated desktop or laptop computer (no Chromebooks or mobile devices).
- Close/Disable all other programs that will not be used during the exam.
- Use an up-to-date Google Chrome or Mozilla Firefox browser (unless directed otherwise).
- Ensure pop-up blocker on browser is disabled.
- Use high-speed, wired internet connection (no Wi-Fi or mobile Hot Spots).
- Have a working webcam and mic (external or internal).
- Run the Computer Readiness Check:  
<https://prod.examity.com/systemcheck/ComputerReadinessCheck1.aspx>.

## Check Your Testing Environment

- Ensure you are alone in a secure room and will not be interrupted by others.
- Turn off electronic devices, such as TVs and radios.
- Clear testing area (i.e. desk, table, etc.) of all materials except for those specifically permitted for the exam.

## Be prepared to:

- Show government issued photo ID (physical card). Digital IDs are not acceptable.
- Perform a room scan using your webcam
- Turn off and securely stow your smart phone

## During the Exam:

- Access Examity through the link provided by your instructor in Moodle.
- Stay within the view of your webcam for the duration of the exam; the proctor must be able to see you at all times.
- If you are having trouble, ask your proctor for assistance or contact Examity Student Support at 855-EXAMITY (855-392-6489) or [support@examity.com](mailto:support@examity.com).