

Before Your Exam

Confirm you meet system requirements: Access to a desktop, laptop computer or Chromebook (Android and iOS tablets and phones are not supported not supported); a built-in or external webcam, microphone, and speakers; an upload and download speed of 2Mbps; Google Chrome or Mozilla Firefox as your browser.

1 Locate your course in Canvas and select the Eximity link

2 Create your Eximity profile

- Select your time zone
- Upload a picture of your ID
- Choose security questions
- Type your name as prompted

3 Schedule your exam

- Click "Schedule Exam"
- Find the instructor, course, and exam in the drop-down menus
- Select a date and time

Taking Your Exam

▪ **Testing now?** Select "Click here to continue" and navigate to #4 below

▪ **Testing later?** Return to the Eximity dashboard, (select the Eximity link in your course in Canvas), click "Start Exam" and navigate to #4 below

4 Download the browser extension

- Select the orange "Eximity" button
 - ▶ **Chrome:** You will be sent to the Chrome store to download the Eximity extension. After install, you will return to Eximity
 - ▶ **Firefox:** The Eximity extension will automatically install

5 Click "Connect To Proctoring." When your computer is ready, hit "Next"

6 Verify your identity

- Take your picture
- Snap a photo of your ID
- Answer security questions
- Enter your name when prompted
- Review and agree to exam rules

7 Install and launch the Eximity application

- Click "Launch and Begin." The application will open a pop-up window
- Confirm you see yourself on the webcam

8 Accessing your exam

- Click, "Begin Exam." You will be redirected to the Canvas exam page
- Follow the prompts to insert the exam password
- Start your exam in Canvas

Exam Submission

9 Submit your proctoring session

- Click on "Submit" and navigate back to the Eximity proctoring window
- Select "Close" to end your proctoring session
- Close the Eximity webpage to uninstall the Eximity extension

SUPPORT

For assistance, call 855-EXAMITY, email support@eximity.com or chat directly with us through the Live Chat feature on the Eximity dashboard.