



# Student Quick Guide

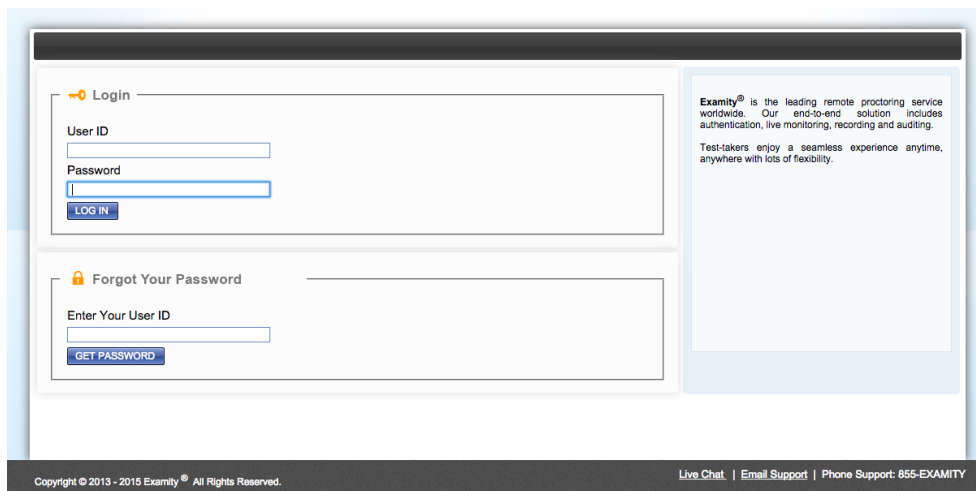
*For Stand-Alone Access*

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

For **ALEKS** exams, access your Examity dashboard at <https://prod.examity.com/Lanecc> by logging in with credentials provided.

For **Accuplacer** exams, access your Examity dashboard at <https://prod.examity.com/Accuplacer> by logging in with credentials provided.

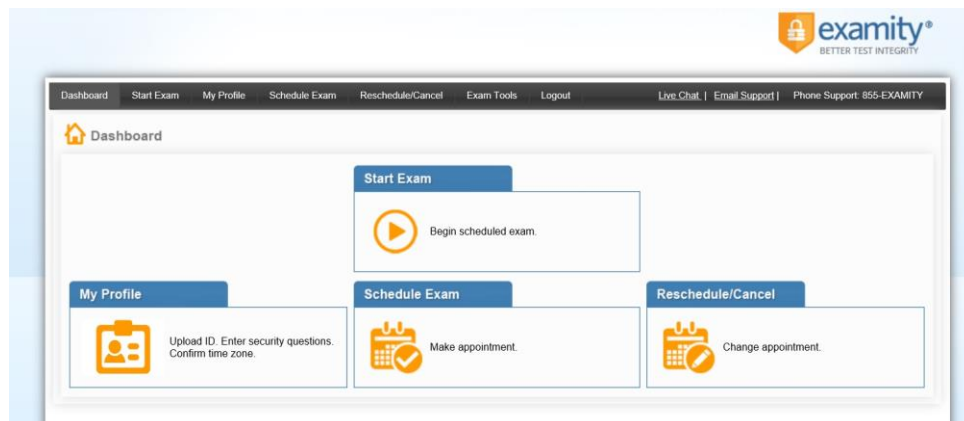
Once logged in you will need to reset the password. If testing with both ALEKS and Accuplacer you will need to set up two Examity profiles, one on each page. Please use the same password across both profiles.



The screenshot shows the Examity login interface. It features two main sections: a 'Login' section with fields for 'User ID' and 'Password', and a 'Forgot Your Password' section with a field for 'Enter Your User ID'. A 'LOG IN' button is located below the login fields, and a 'GET PASSWORD' button is below the forgot password field. To the right of the login forms is a text box containing information about Examity's services. At the bottom of the page, there is a footer with copyright information and contact details.

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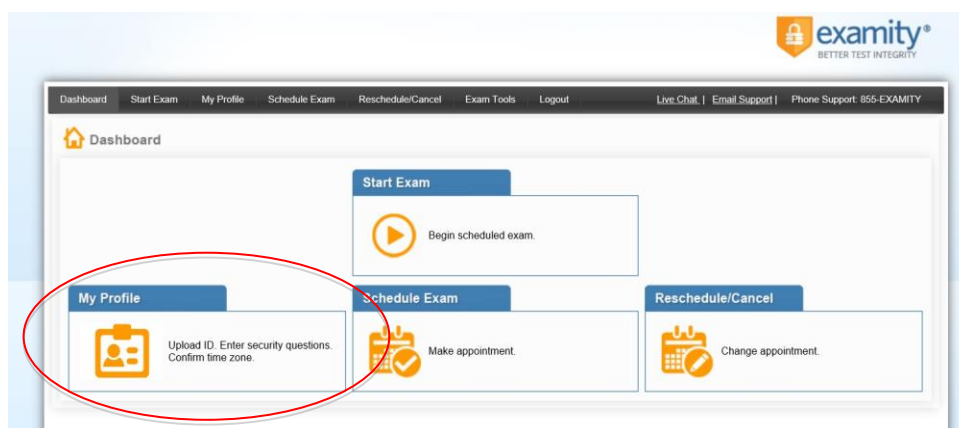
This will bring you to your Examity<sup>®</sup> dashboard.



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® profile by selecting “My Profile” from the dashboard. If you are taking both Accuplacer and ALEKS exams, you will need to set up two separate accounts at both of the links above. Please use the same password for both profiles.



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. Again, if you are taking both ALEKS and Accuplacer exams please choose the same security questions and provide the same answers across both profiles. Lastly, enter your biometric signature.

Exam Requirements
[Computer Requirements Check](#)

✔ Time zone
✘ examiSHOW®
✘ examiKNOW®
✘ examiKEY®


Account Information

Account information has been updated successfully.

<b>First Name</b>	Jackie	<b>Last Name</b>	Smith
<b>Email</b>	smith@examity.com	<b>Phone Number</b>	5555555555
<b>Time Zone</b>	Eastern Time (UTC-05:00:00)		

[Edit](#)

examiSHOW®



- Take a picture of your photo ID using a smartphone, camera or webcam.
- Save the image of the picture to your PC.
- Upload the image from your PC to Examity.

This information will be used for future verification. Please select questions that you can accurately remember.

Security Question #1

Answer

Security Question #2

Answer

Security Question #3

Answer

examiKEY®

This information will be used for future verification. Please type as you normally would.

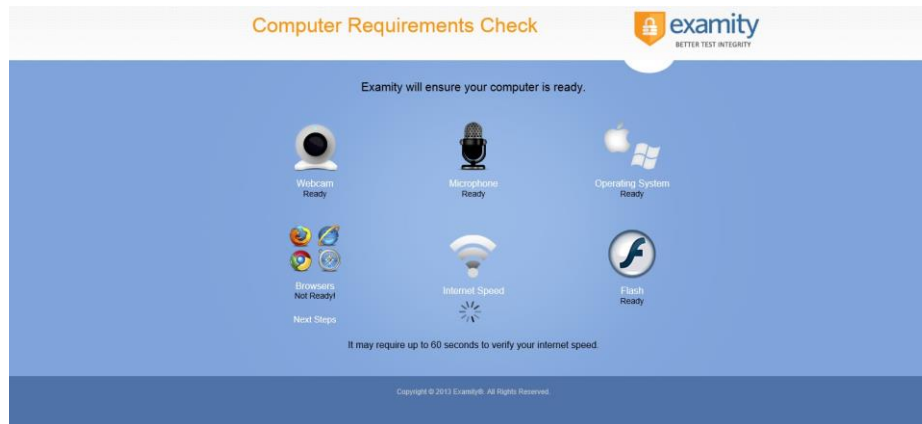
Enter First Name (NO CAPS)  (example: john)

Enter Last Name (NO CAPS)  (example: smith)

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

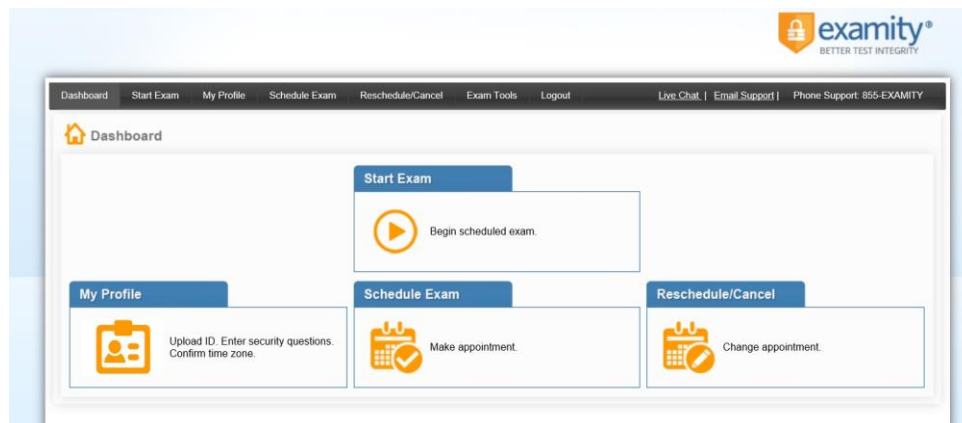
Re-enter First Name and Last Name (NO CAPS, NO SPACES)   (example: johnsmith)

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. You will not need to run a separate check on each profile.

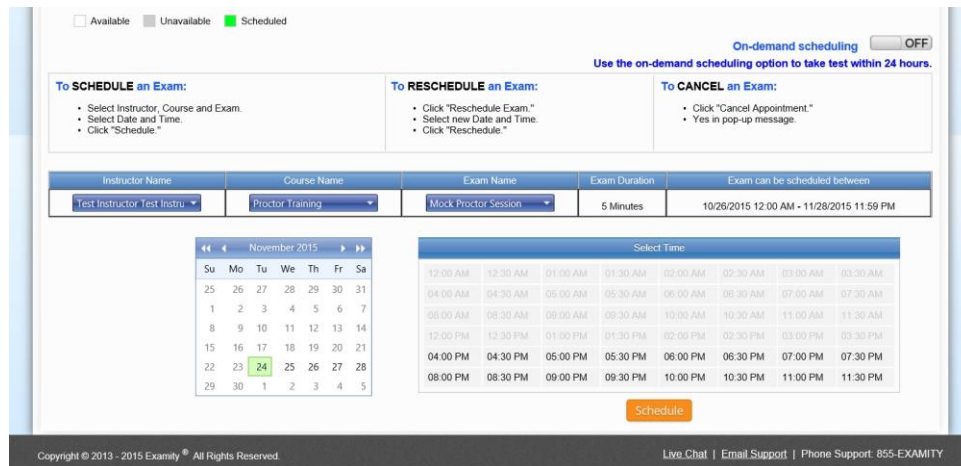


### Scheduling Your Exam

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

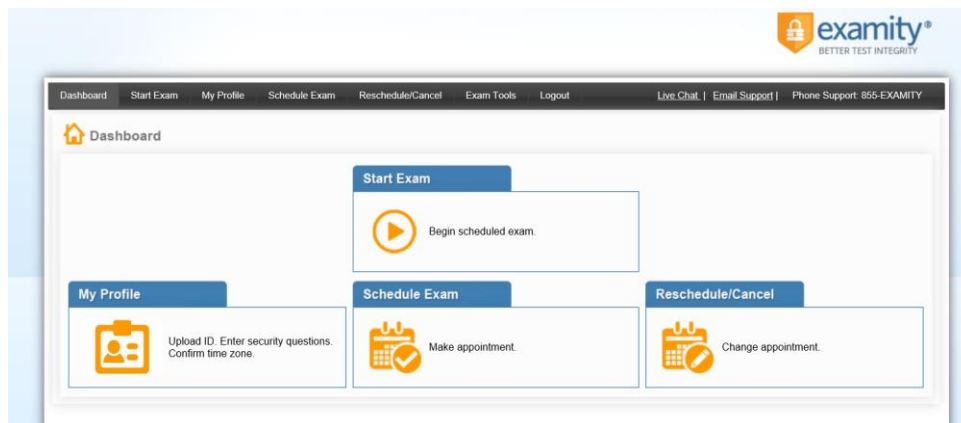


Select your instructor, course and exam name from the drop down menus. Next, you will see a calendar. Select your preferred date and time. If you are scheduling less than 24 hours in advance, you must select the “On-Demand” scheduling option. **Double check that you are on the correct website for your exam if you have created two profiles.**



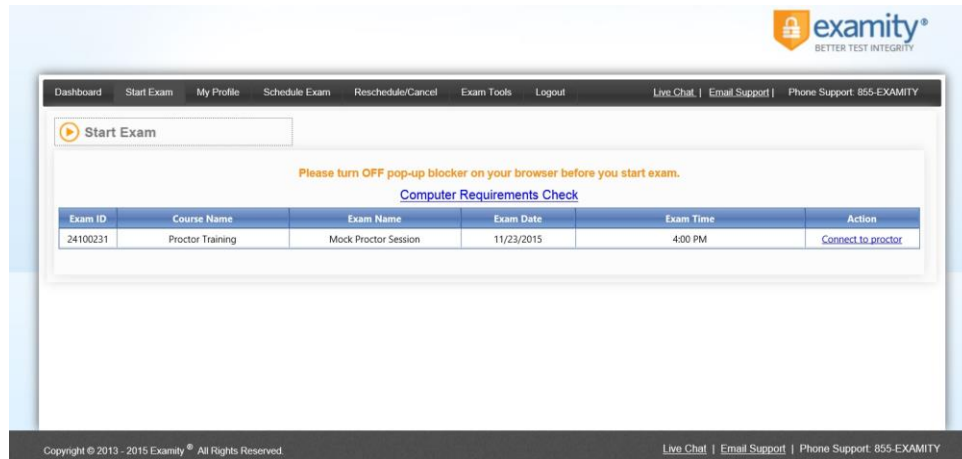
## Rescheduling or Cancelling Your Exam

If you need to reschedule or cancel your exam, click the “Reschedule/Cancel” tab on the top navigation bar or on your dashboard.



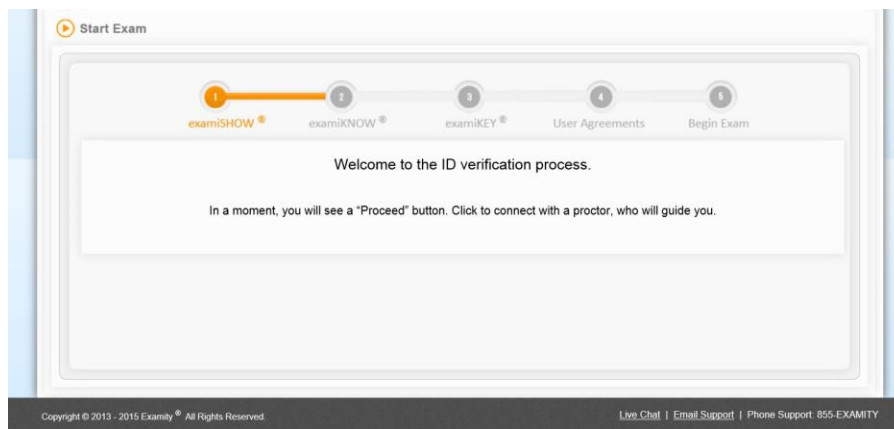
## Taking Your Exam

On your Examity<sup>®</sup> dashboard, select “Start Exam” and click on “Connect to Proctor.” **Double check that you are on the correct website for your exam if you have created two profiles.**

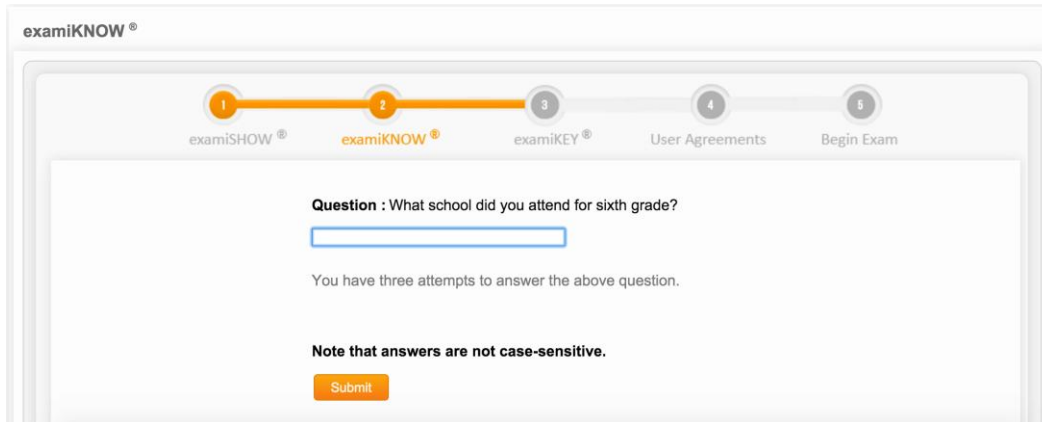


Proctor support will walk you through the authentication process. You will be asked to:

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.

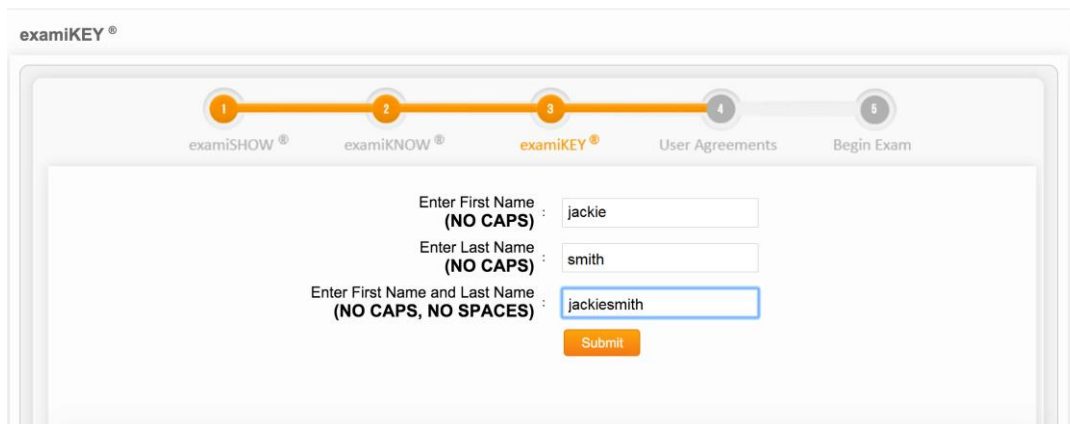


Next, answer a security question.



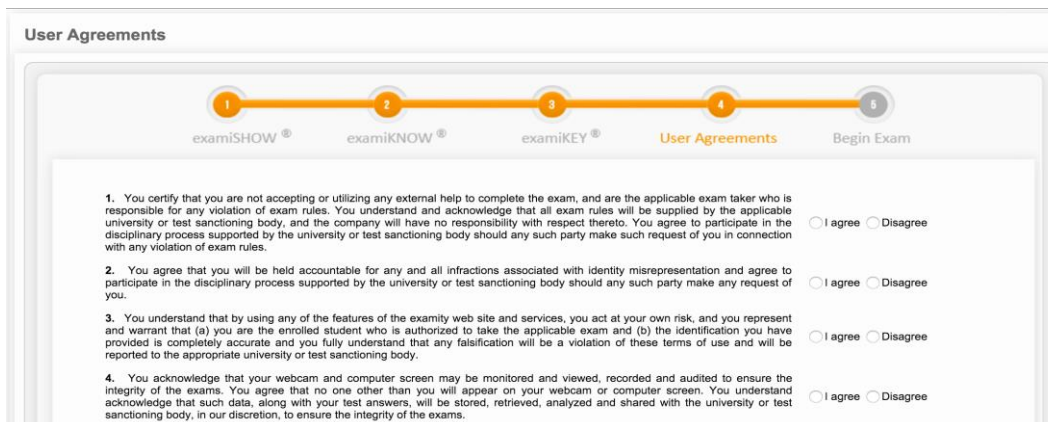
The screenshot shows the examiKNOW interface. At the top, a progress bar has five steps: 1. examiSHOW, 2. examiKNOW (highlighted), 3. examiKEY, 4. User Agreements, and 5. Begin Exam. The main content area contains a question: "Question : What school did you attend for sixth grade?" Below the question is a text input field. Underneath the input field, it says "You have three attempts to answer the above question." A note below that states "Note that answers are not case-sensitive." At the bottom of the form is a "Submit" button.

Type your unique biometric signature as per your profile setup.



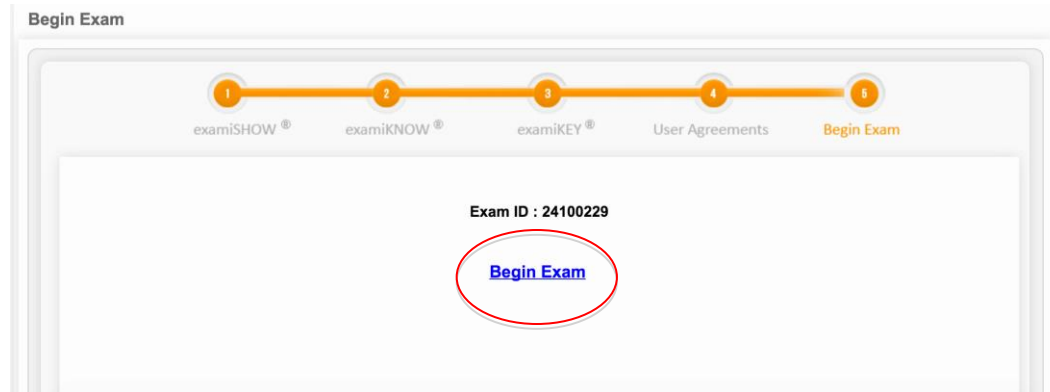
The screenshot shows the examiKEY interface. The progress bar at the top has five steps: 1. examiSHOW, 2. examiKNOW, 3. examiKEY (highlighted), 4. User Agreements, and 5. Begin Exam. The main content area contains three text input fields for name entry: "Enter First Name (NO CAPS)" with the value "jackie", "Enter Last Name (NO CAPS)" with the value "smith", and "Enter First Name and Last Name (NO CAPS, NO SPACES)" with the value "jackiesmith". A "Submit" button is located at the bottom right of the form.

Agree to the user agreement and exam rules.



The screenshot shows the "User Agreements" screen. The progress bar at the top has five steps: 1. examiSHOW, 2. examiKNOW, 3. examiKEY, 4. User Agreements (highlighted), and 5. Begin Exam. The main content area contains four numbered terms of agreement, each followed by "I agree" and "Disagree" radio buttons. The terms are: 1. Certifying no external help, 2. Accountability for identity misrepresentation, 3. Acknowledging use of features at own risk, and 4. Acknowledging webcam and computer screen monitoring.

Once you have finished the authentication process, click on the “Begin Exam” link. Your proctor will enter the password for you. Once the password has been entered, you are ready to begin!



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