



[Toolkit Email 1: Class Introduction to Examity®](#)

Hello Class:

Your online tests will be proctored by Examity®. This service will give you flexibility to schedule exams at your convenience and take them wherever you want as long as you adhere to the exam rules set for the test.

Let's get started!

CREATE A PROFILE

- Log into Brightspace and select your course.
- Next, click on the Examity® link. This will bring you to your Examity® dashboard.
- Once on the dashboard, select "My Profile."
- Select your time zone.
- Confirm your name, email address and provide a contact phone number.
- Upload your picture identification card.
- Select and answer 3 security questions.
- Enter your keystroke biometric signature.

Please note:

Your picture identification card must be clear and in color. If that's not the case, you might be asked to upload the image again. You will need to bring this ID with you every time you take a test for verification purposes.

I will provide you with a step-by-step guide on how to use Examity®. My goal is to keep setup, scheduling and the test-taking process as simple as possible.

Examity® offers 24/7 technical support. Call 855-EXAMITY, email support@examity.com or chat with a representative by clicking on the live chat link in your Examity® portal.

Thank you,

Instructor XXXX



Toolkit Email 2: Registration Reminder

Hello Class:

I am writing to remind you that your XXXX test is coming up.

Please access Eximity® via Brightspace and schedule your test. If you have not set up your Eximity® profile, you must do so immediately.

The test will be available between MMDDYY and MMDDYY. It must be completed by MMDDYY at XX:YY AM/PM.

HOW TO CREATE A PROFILE:

- Log into your course within Brightspace and select the Eximity® link.
- Click on “My Profile” to select your time zone, upload your picture ID, select and answer security questions and enter your biometric keystroke information.
- Once your profile is complete, you will be able to schedule your test.

HOW TO SCHEDULE:

- Select “Schedule Exam” on the Dashboard
- Pick your instructor, course, and exam from the drop down menu.
- If you need to schedule less than 24 hours in advance, you will have to use the on-demand scheduling option.

Eximity® offers 24/7 technical support. Call 855-EXAMITY, email support@eximity.com or chat with a representative by clicking on the live chat link in your Eximity® portal.

Thank you,

Instructor XXXX



[Toolkit Email 3: Test Is Live](#)

Dear Students,

This is your final reminder. Your XXXX test is now open. You have from now until XX:YY AM/PM on MM/DD/YY to complete it. If you haven't already scheduled the exam with Eximity®, you must do so immediately.

When you are planning for your test, please remember that you must schedule at least 24 hours before your intended start time. If you need to schedule your exam less than 24 hours in advance, please enable the "on-demand" scheduling button.

At this point, your Eximity® profile should be complete so that the only thing you need to do is log in and schedule your test.

To do so, you must:

- Log into Brightspace, click on your course and click on the Eximity® link. This will take you to your Eximity® dashboard.
- From the dashboard, click the "Schedule Exam" tab.
- Choose your instructor, course and exam name from the drop down menus.
- Select your preferred date and time from the calendar. Please remember, you will not be able to schedule an appointment less than 24 hours in advance unless you enable the on-demand scheduling button.
- When it is time for your test, access Eximity® through Brightspace. Once you see your Eximity® dashboard, click the "Start Exam" button. Note that you will not be allowed to connect with a proctor more than 15 minutes prior to the scheduled test.
- When you have completed your test, follow your proctor's instructions.
- Grades will be available in Brightspace.

Good luck!

Instructor XXXX