

# Preparing for Your Test

**This document provides instructions to help exam-takers prepare for their exam and to minimize any potential issues.**

To safeguard exam integrity for remote assessment, Examplify now includes ExamID and ExamMonitor. These tools provide:

- Identity verification via facial recognition.
- Video/audio recording with artificial intelligence (A.I.) and human review.

Along with Examplify's built-in security measures, these tools will help ensure a fair and equal assessment for every exam-taker.

## What to Expect

### Before You Begin

Follow these steps to minimize the risk of being flagged during your exam:

- Disconnect external cameras and mics — use built-in resources only, if available.
- Remove all textbooks, notes, and other materials from your workspace unless notified otherwise by your instructor.
- Turn off your cell phone.
- Remove headphones/earbuds.
- Use the bathroom before your test.
- Be fully clothed for the test.

### Exam Start

Here is what to expect once you enter your exam password:

- Biometric consent: On your first test, you must consent to ExamSoft capturing your biometric information (i.e., taking your picture). ***This is a requirement to access your exam.***
- Webcam/microphone access: On your first test, you will be asked to allow access to your webcam and microphone and in some cases, screen recording. ***This is a requirement to access your exam.***
- Facial recognition: We will take your picture to verify your identity each time you take your test — no photo ID is required.



## During Your Exam

Video recording will begin automatically, including both webcam and screen capture, and will continue throughout your assessment.

To avoid being flagged, be sure to follow these best practices:

- Ensure that you have privacy for the entire exam — do not interact with other people or receive any outside assistance.
- Remain focused on the exam, without looking at your phone, textbooks, or notes.
- Do not read exam questions out loud.
- Do not use your mobile phone at any time.
- Do not get up from your computer for any reason until your exam is complete.
- Do not remove clothing.

## Finishing Your Exam

Once your exam is complete, Exemplify will automatically upload your answer file along with the video recording to be proctored.

- Keep your computer connected to the internet with Exemplify until you verify that the upload is complete.
- If for some reason your computer is turned off before the upload is complete, it will automatically resume when your computer is turned on, connected to the internet, and Exemplify is open.

## Need Help?

If you have issues or questions about exam setup, please review the following online resources:

[Camera and Microphone Rights](#)

[ExamID and ExamMonitor Permission Setup for \*\*Windows users\*\*](#)

[ExamID and ExamMonitor Permission Setup for \*\*Mac users\*\*](#)

[ExamID: Problems with taking a photo for your baseline](#)

[ExamID - Unable to validate](#)

[Exemplify with ExamID and ExamMonitor](#)



[ExamID and ExamMonitor: Being prompted for a resume code](#)

[ExamID and ExamMonitor from the Student Perspective](#)

[Exemplify Minimum System Requirements](#)

[ExamMonitor A.I. User Guide](#)

If you have any questions, visit our support resource page at [www.examssoft.com/support](http://www.examssoft.com/support) or call the ExamSoft support team at (866) 429-8889, ext. 1.