Student Guide for Using Examity in UL Lafayette’s Moodle

Examity is an online proctoring service that gives students the flexibility to schedule exams at your convenience and take them wherever and whenever you want. This guide contains instructions on how to set up your Examity account, which must be done before you can schedule exams. Set-up consists of the following steps:

1. Access the Examity website by clicking the “Examity” link which your instructor will add as an activity to your Moodle course. This link will take you to the Examity Dashboard, where you will personalize your profile, register for exam times, and take your proctored exams. If you cannot find a link to the Examity portal, ask your instructor if it has been added and made visible to students.

2. Update the information on your profile by clicking the “My Profile” tab.

3. Click the “Edit” button in the Account Information section and then select your correct time zone. Save the changes.
4. Click the “Browse” button in the Photo Identity section and upload an image of your government-issued picture ID (such as Driver’s license or State ID). You will need to have this ID with you to display every time you take a test for verification purposes.

5. Click the “Edit” button in the Security Questions section. Click the drop-down menus for the three security questions to select 3 different ones. Type the answers in the text boxes provided.

6. Once you have finished setting up your account, you can schedule exam appointments whenever you want. Payment for the exam proctoring occurs at registration and you will be asked to use a credit or debit card. The cost of the each exam session will vary depending on the level of authentication and proctoring options your instructor chooses. Costs range from $7.50 to $15 per scheduled hour of exam time. If you schedule an exam with less than 24 hours advance time before the reservation, you will you will be charged an additional $5 fee. This fee will not be charged as long as you make your reservations or schedule changes at least 24 hours before the exam session you are requesting.

Examity also offers 24/7 tech support via phone at (855) EXAMITY or (855) 392-6489 and email at support@examity.com. For more student support documentation, see their website at http://www.examity.com

Please let your instructor know if you have any difficulty setting up your profile information in Examity. It is very important that you do this as soon as possible and do not wait until exam day.