


# Examity Testing Procedure

1. After completing the Off-Campus ACCUPLACER® Test Request Form, you will receive an email containing the details for your testing voucher.
  2. Click the first link in your voucher email where it says, “To get started, please go to <https://prod.examity.com/accuplacer> to register.”
  3. Once on this page, you will need to register and create an account with Examity®. To do this, click “Click Here” under the login menu
- 
4. This will prompt you to fill in your name, email, and institution name. To fill in your institution name, select *Wilmington University* from the drop down menu.
  5. Once registered, you will receive a confirmation email with the login credentials assigned to you by Examity®.
  6. Log in to your Examity® account to set up your profile – this includes your photo ID. You will need to check to make sure that your computer matches the requirements for the exam (webcam, microphone, internet speed, updated windows operating system). You can run this check through your Examity® dashboard.
  7. After completing your profile and computer check, you will be able to schedule your exam using the voucher number provided to you in your original ACCUPLACER® voucher email. You **must** schedule and complete your exam prior to the expiration date given in your voucher email. You will receive a confirmation email after your exam is successfully scheduled.
  8. On your exam day, be sure to sign in to the Examity® dashboard **15 minutes prior** to your exam start time.
  9. Once logged in to the Examity® dashboard, select Start Exam.
  10. After starting, select Connect to Proctoring (*this is shown as a green button*).
  11. Once you have connected to proctoring, you may proceed to connect to your GoToMeeting. This will appear as a pop-up, so be sure to enable pop-ups on your browser.
  12. From here, a proctor will be connected to your account and walk you through the duration of the testing process.

Questions? Contact the Student Success Center at (302) 356-6995 or email at: [ssc@wilmu.edu](mailto:ssc@wilmu.edu)