



Student Integrated Quick Guide



For Support:

Phone: 855-392-6489

Email: support@eximity.com

Live Chat: Click on the live chat link located at the top and bottom of your Eximity[®] portal.

System Requirements

Students must ensure that they secure a computer which meets the requirements listed below:

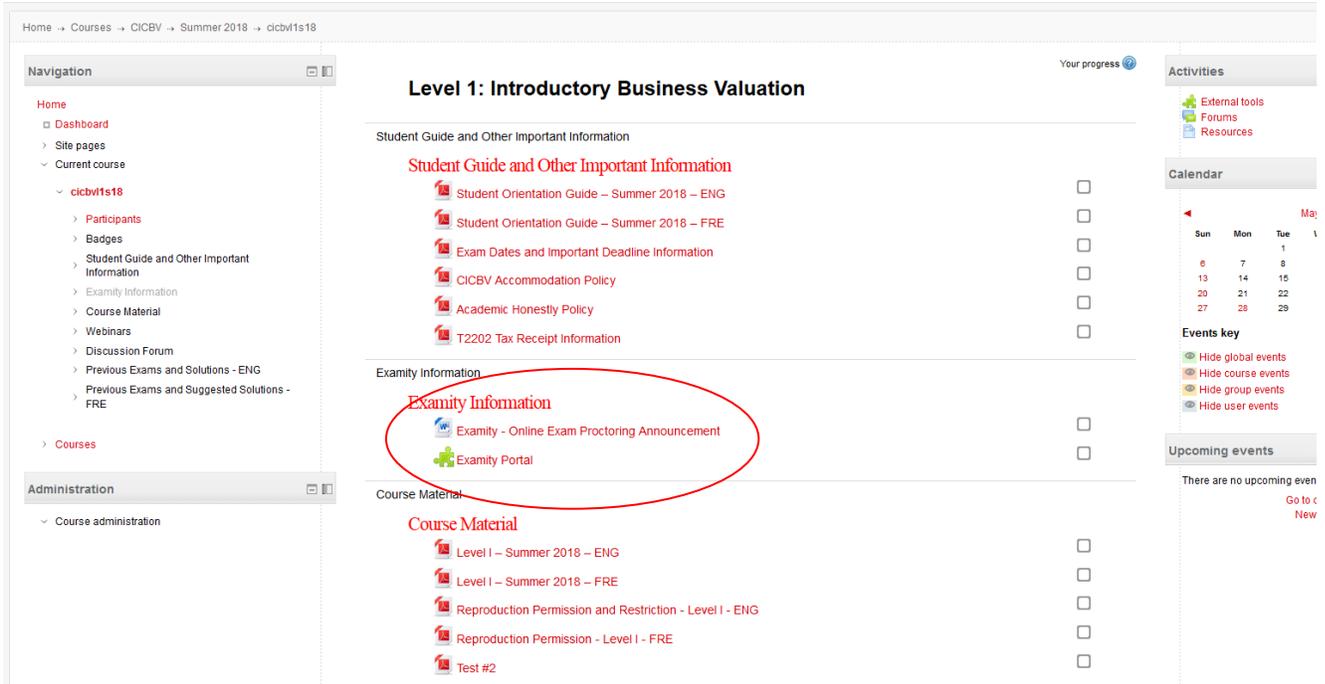
- Desktop computer or laptop. Tablets are not permitted, and only 1 monitor is permitted,
- Webcam, speakers, and microphone (built-in or external),
- Connection to a network with sufficient internet speed: at least 2 Mbps download speed and 2 Mbps upload,
- Operating system of Windows XP or Mac OS X 10.8 (Mountain Lion) (or newer)
- Internet browser (Google Chrome v39 or newer, Mozilla Firefox v34 or newer, Internet Explorer v8 or newer, Microsoft Edge, Apple Safari v6 or newer) with the pop-up blocker disabled for the duration of the exam, and
- Microsoft Excel (or a program that can open and export files as Excel files).

Students' exams will be recorded (video and audio) by Examity®, and be retrieved and analyzed by CICBV, solely for the purpose of ensuring the integrity of the exams.

Accessing Examity®

You can easily access the Examity® portal through the Moodle webpage for your CICBV course.

1. In the “Examity Information” section of your course’s Moodle webpage, click on the Examity® link.



Home → Courses → CICBV → Summer 2018 → cicbv1s18

Level 1: Introductory Business Valuation

Your progress

Navigation

- Home
- Dashboard
- Site pages
- Current course
 - cicbv1s18
 - Participants
 - Badges
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 - Examity Information
 - Course Material
 - Webinars
 - Discussion Forum
 - Previous Exams and Solutions - ENG
 - Previous Exams and Suggested Solutions - FRE
 - Courses
- Administration
 - Course administration

Student Guide and Other Important Information

- Student Orientation Guide – Summer 2018 – ENG
- Student Orientation Guide – Summer 2018 – FRE
- Exam Dates and Important Deadline Information
- CICBV Accommodation Policy
- Academic Honesty Policy
- T2202 Tax Receipt Information

Examity Information

- Examity Information**
- Examity - Online Exam Proctoring Announcement
- Examity Portal

Course Material

- Level I – Summer 2018 – ENG
- Level I – Summer 2018 – FRE
- Reproduction Permission and Restriction - Level I - ENG
- Reproduction Permission - Level I - FRE
- Test #2

Activities

- External tools
- Forums
- Resources

Calendar

Sun	Mon	Tue	Wed	Thu	Ma
		1			
6	7	8			
13	14	15			
20	21	22			
27	28	29			

Events key

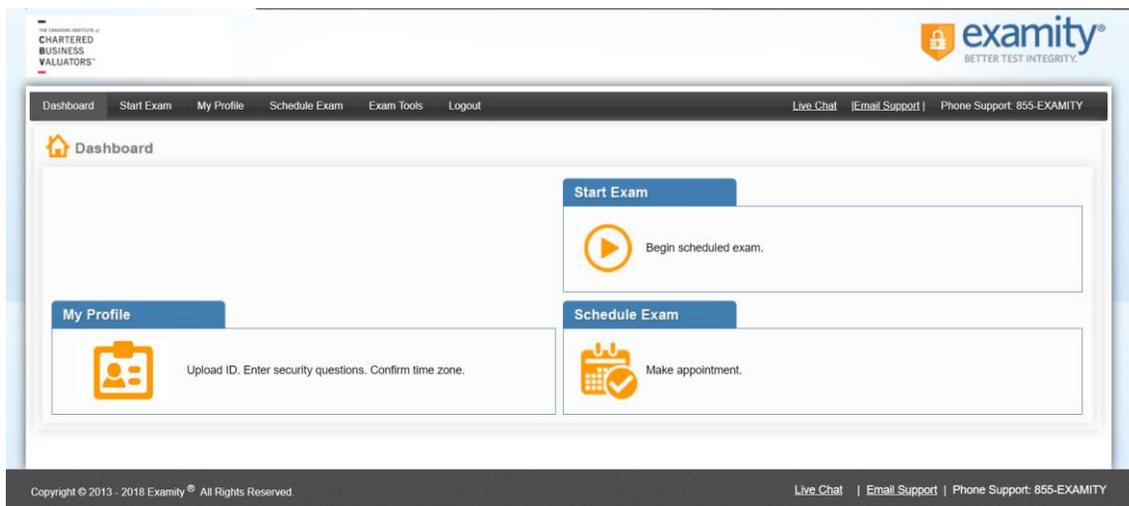
- Hide global events
- Hide course events
- Hide group events
- Hide user events

Upcoming events

There are no upcoming events

Go to c
New

This will bring you to your Examity® dashboard.

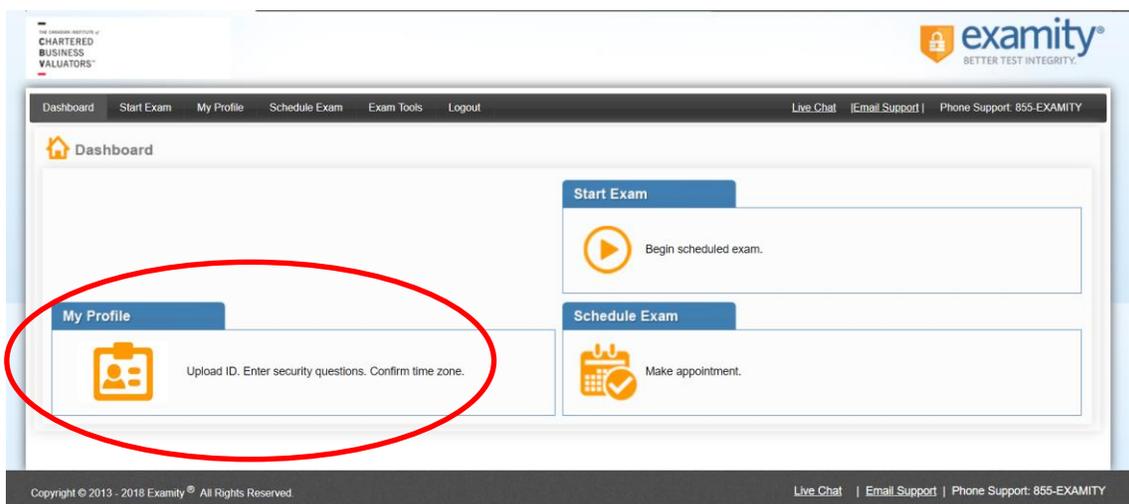


2. From here, you can create or edit your profile, and schedule your exam (*note that you will only be able to schedule your exam on a specific date in a narrow window – you will only have a few choices – and you are unable to reschedule or cancel your exam*). This is also where you will go to start your exam on the day of your exam.

Getting Started – Creating Your Profile (must be done before July 5, 2018)

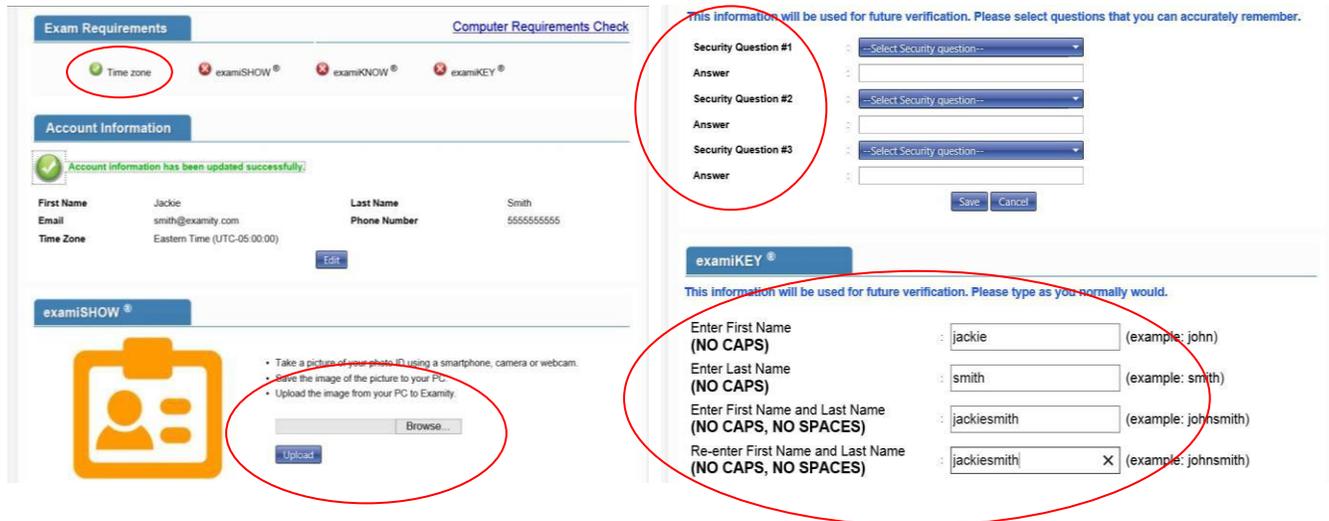
You must complete your profile in order to schedule your exam.

1. Create your Examity® profile by selecting “My Profile” from the dashboard.



2. Next, select your time zone (see screen shots below). ***The time zone you select will be for the location where you will be when you write your exam.***

- Next, upload your picture identification card (see screen shots below). 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. **Please note**, for verification purposes, you will need to have this ID with you when you take your exam.
- Next, select and answer three unique security questions (see screen shots below).
- Finally, enter your keystroke biometric signature (see screen shots below).



The screenshot shows the 'Exam Requirements' and 'Account Information' sections. In the 'Exam Requirements' section, 'Time zone' is circled in red. In the 'Account Information' section, a message states 'Account information has been updated successfully.' Below this, fields for First Name (Jackie), Last Name (Smith), Email (smith@examity.com), and Phone Number (5555555555) are visible. The 'examiSHOW' section shows a red 'X' icon and instructions to upload a photo. In the 'Security Questions' section, three questions are listed, each with a dropdown menu and an answer field, all circled in red. The 'examiKEY' section shows fields for First Name (jackie), Last Name (smith), and a combined field for First Name and Last Name (jackiesmith), all circled in red.

- 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 must run the check on the same computer you will be using to take the exam. **Note: it is strongly advised that perform the computer requirements check 24 hours before your exam (i.e., at the same time that you will be writing your exam the following day), as well as on the day of your exam.**

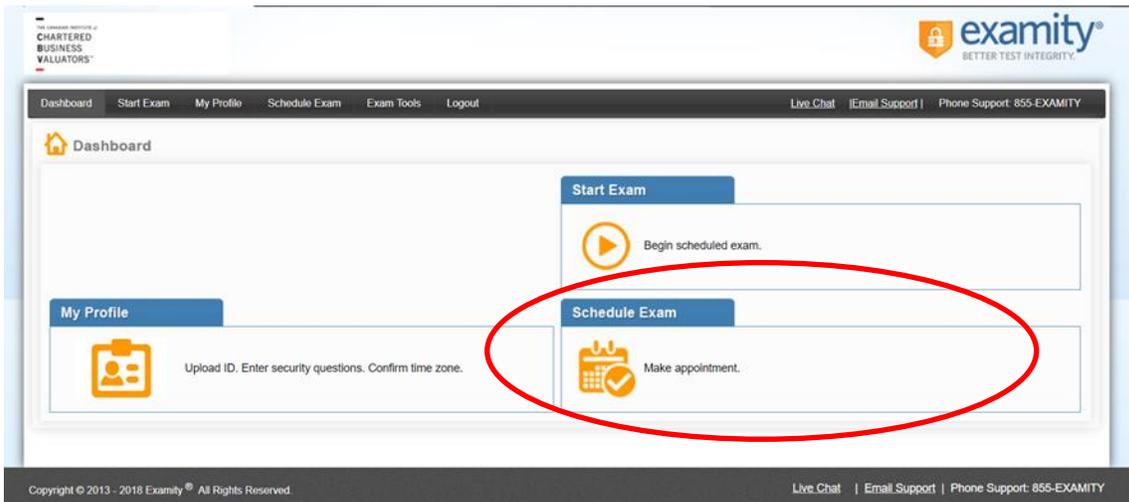


The screenshot shows the 'Computer Requirements Check' page. The header includes the Exami logo and the text 'Exami will ensure your computer is ready.' Below this, there are six icons representing different requirements: Webcam Ready, Microphone Ready, Operating System Ready, Browsers Not Ready, Internet Speed, and Flash Ready. A 'Next Steps' button is located below the 'Browsers Not Ready' icon. At the bottom, it states 'It may require up to 60 seconds to verify your internet speed.' The footer contains the copyright notice 'Copyright © 2013 Exami®. All Rights Reserved.'

Scheduling Your Exam (must be done before July 5, 2018)

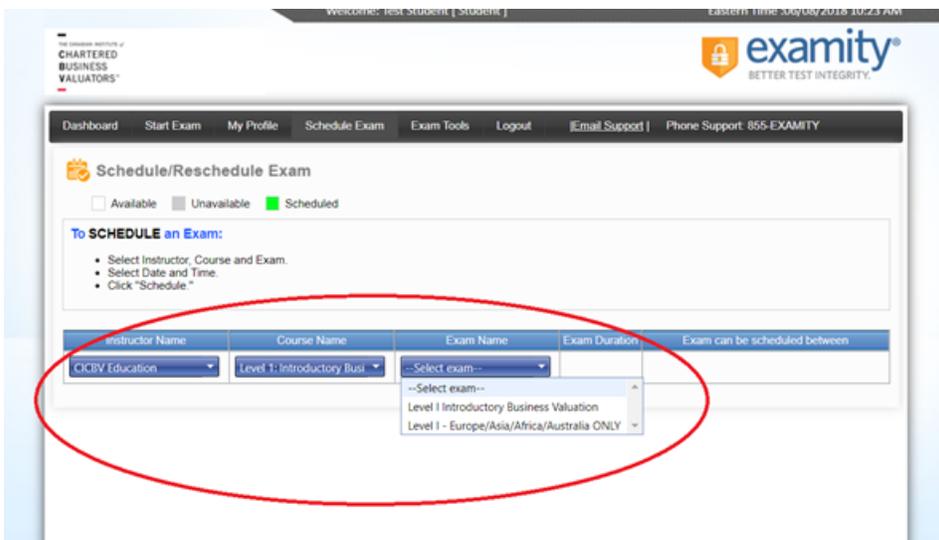
When you are ready to schedule your exam, perform the following steps:

1. Click “Schedule Exam” on the dashboard.



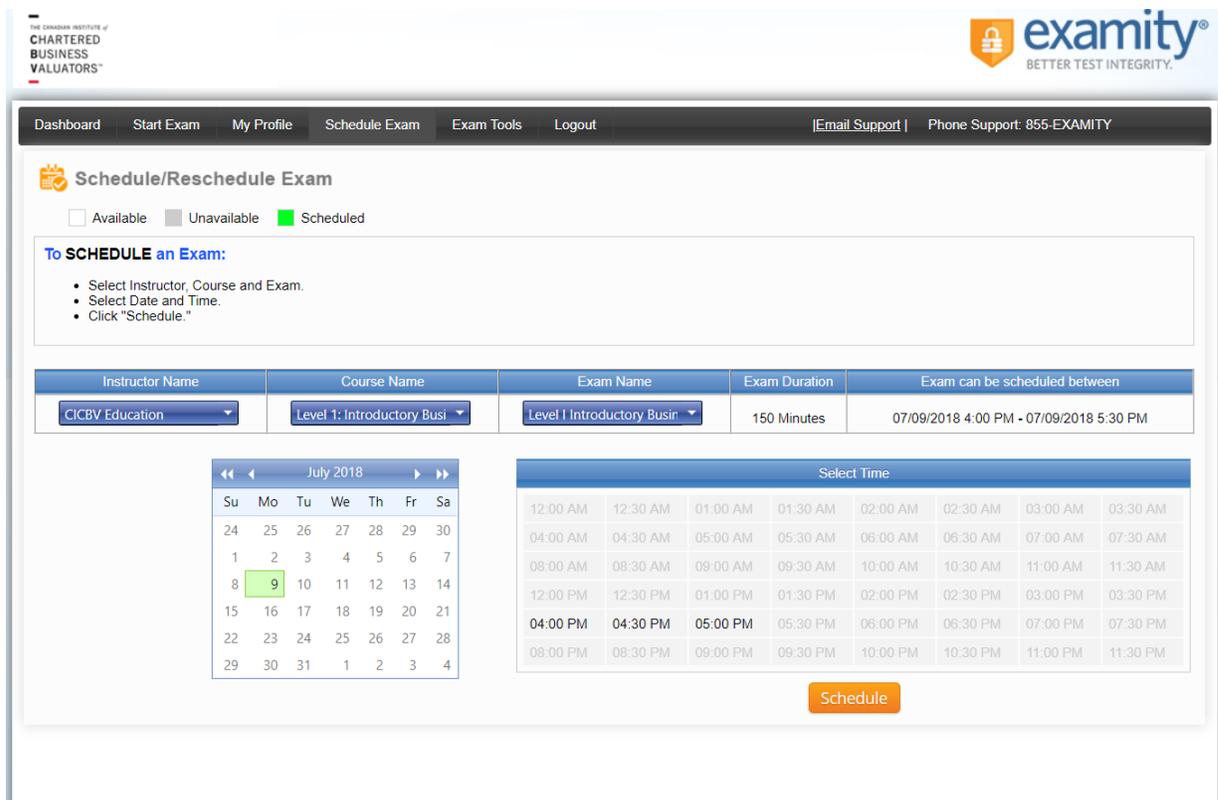
2. Select your instructor (CICBV Education), and your course and exam name from the drop down menus. ***It is essential that you choose the correct exam. If you do not choose the correct exam, you will not be able to write your exam on the day of your exam.***

Please ensure that you select the correct exam based on where you live. If you live in North, Central, or South America, please select the exam without a location specified. If you live anywhere else, please select the exam titled (for example) “Level I – Europe/Asia/Africa/Australia ONLY”.



3. Next, you will see a calendar. Select the time that you would prefer to start your exam. Note that:
 - i. You will only have 3 options to choose from.
 - ii. The times which appear in the calendar will be the time you are choosing to write your exam in YOUR time zone.
 - iii. Once you schedule your exam, you will not be able (and it is not possible) to change your preferred start time, nor will you be able to cancel your exam. If you have already, or will be, opting out of your exam, do not register with Examity®. CICBV has instructed Examity® to not allow students to reschedule or cancel their exam. **Therefore, please choose your preferred start time carefully.**

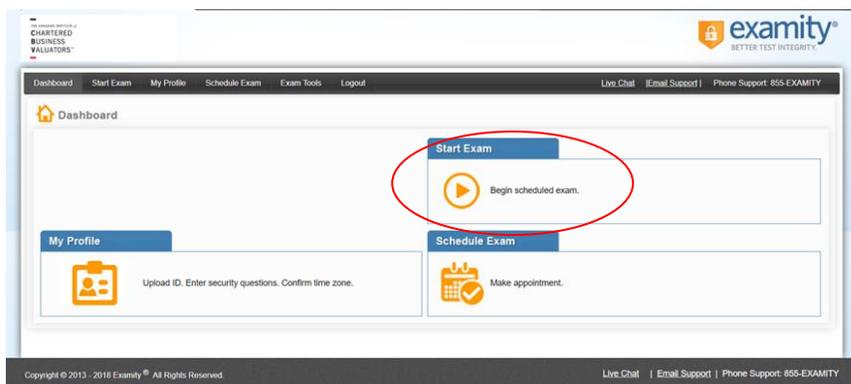
Then, click on “Schedule”.



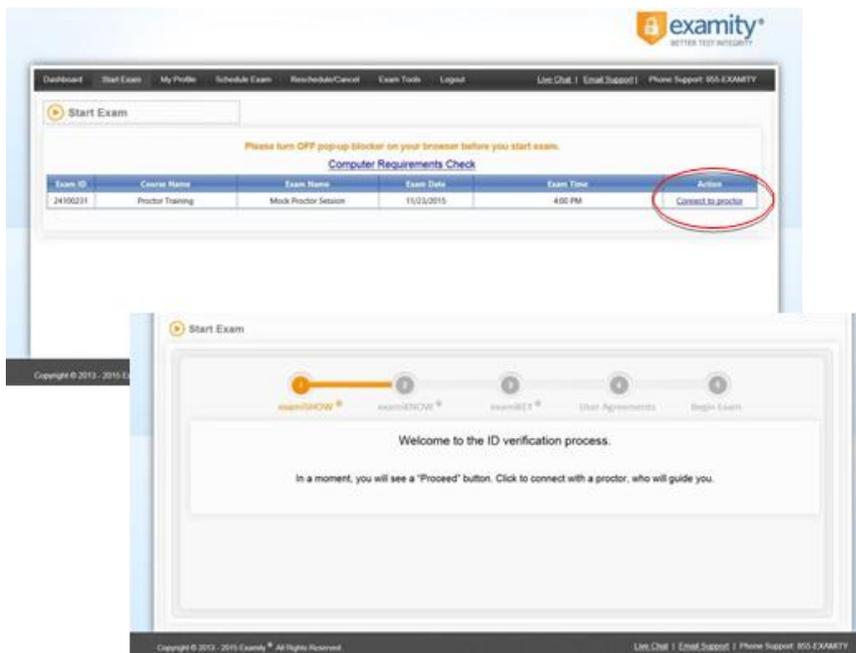
4. If you are writing more than one exam in the same term, you will need to repeat steps 1 through 3 above.

Taking Your Course Exam

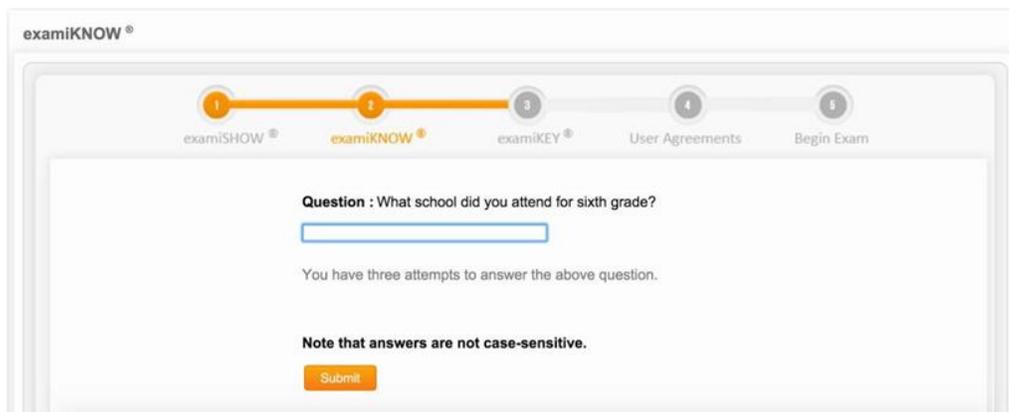
1. On the day of your exam, complete the same computer requirements check that is outlined on page 4 (Getting Started), point 6.
2. **15 minutes before the scheduled start time of your exam**, log in to Moodle and go to your course webpage.
3. Click on the same link to Examity® in the “Examity Information” section as you did when you created your profile.
4. On your Examity® dashboard, select “Start Exam”.



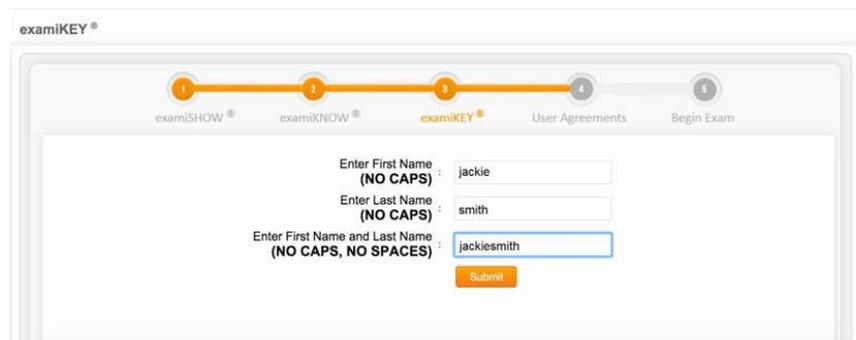
5. Then, click on “Connect to Proctor.” **Note that it may take a few minutes to connect to a proctor.**



6. Proctor support will walk you through the authentication process. You will be asked to:
- 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.
 - Review the General Exam Rules and the Special Instructions from the CICBV¹ (see Appendix A), and the Examity® User Agreement (see Appendix B).
 - 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 the CICBV.
 - Next, you will be asked to answer one of your security questions.

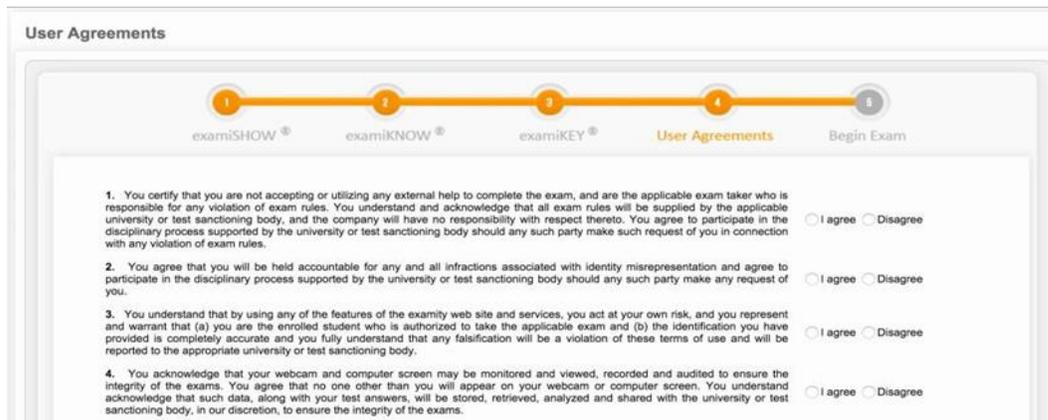


- e. Next, you will type your unique biometric signature as per your profile setup.

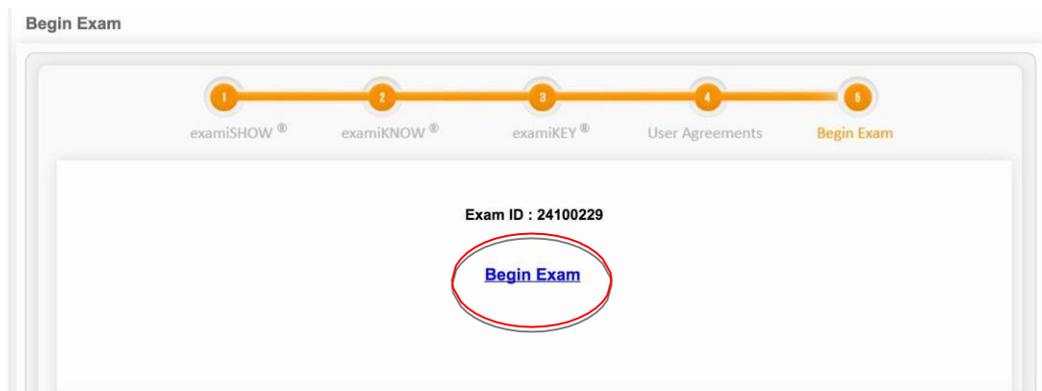


¹ The Special Instructions are a subset of rules from the CICBV's Examination Rules Policy. An updated version of the policy will be available in English on June 18, 2018. Please refer to the updated policy for additional instructions on taking your exam.

- f. Finally, you will agree to the Special Instructions from the CICBV (see Appendix A) and the Examity® User Agreement (see Appendix B). You will see a screen similar to that below.



- g. Once you have finished the authentication process, click on the “Begin Exam” link. This link will take you back to Moodle where you will see a link for your exam in Moodle (it will be in the same section of Moodle as where you found the link for the Examity portal). Open the password-protected Excel template that you will use for your response, and then open password-protected exam materials, and your proctor will enter the password for both documents for you. Once the passwords have been entered and your exam opens, you are ready to begin!



Please Note: We encourage test-takers to “arrive” (i.e., click “Connect to Proctor”) 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, complete the authentication process, and resolve any technical issues which may arise, 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.

Completing Your Course Exam

When your examination writing time is complete, you will be instructed to save your examination response file in **Excel format** to your desktop, and to upload your Excel examination response file to Moodle.

There will be a button to upload your final submission within the exam window in Moodle. The exam can be accessed from the “Examity Information” section in your Moodle course.

Lastly, you will be asked to close out of your examination question materials and Excel examination response file.

Note that after you upload your exam file, you will not be able (and should absolutely not attempt) to access, remove, replace, or change it in any way. Further, if you do not upload your exam response file immediately after writing your exam, your response may not be accepted. It is your responsibility to ensure that you upload your Excel response file to Moodle.

Examity[®] System Requirements

The onus is on the individual to ensure that they secure a computer which meets the following requirements:

- Desktop computer or laptop. Tablets are not permitted, and only 1 monitor is permitted,
- Webcam, speakers, and microphone (built-in or external),
- Connection to a network with sufficient internet speed: at least 2 Mbps download speed and 2 Mbps upload,
- Operating system of Windows XP or Mac OS X 10.8 (Mountain Lion) (or newer)
- Internet browser (Google Chrome v39 or newer, Mozilla Firefox v34 or newer, Internet Explorer v8 or newer, Microsoft Edge, Apple Safari v6 or newer) with the pop-up blocker disabled for the duration of the exam, and
- Microsoft Excel (or a program that can open and export files as Excel files).

Examity[®] Customer Support

Reaching Support. All day and all of the night.

Phone: 855-392-6489

Email: support@examity.com

Live Chat: Click on the live chat link located at the top and bottom of your Examity[®] portal.

APPENDIX A

Exam Rules and Special Instructions

General Exam Rules – will be read to students before exam

Note: the online proctor will read these rules to you before your exam.

1. Must be alone in the room
2. Must have clear desk and area
3. Must be connected to a powersource
4. Cannot use phones or headphones
5. Cannot use dual monitors
6. Cannot leave seat (*except for 1 bathroom break, not to exceed 5 minutes*)
7. No talking
8. Webcam, speakers, and microphone must remain on throughout the test.
9. The proctor must be able to see you for the duration of the test.
10. May use handheld calculator (*no alpha button*)
11. May use scrap paper (*3 pieces, blank, 8.5" X 11"*)
12. May have drink/food on desk

CICBV Special Instructions – will be read to students before exam

Note: these are a subset of rules from the CICBV's Examination Rules Policy. The online proctor will read these rules to you before your exam.

1. PRE-EXAM: If the student is unable to secure a room with a closed door, the student must be sitting with their back to the entrance to the room and their webcam pointed at the student as well as the entrance to the room.
2. PRE-EXAM: open task manager. No other programs should be running.
3. PRE-EXAM: Students are allowed pens and pencils
4. PRE-EXAM: Students are allowed 3 loose pages of blank paper for making notes, provided it is 8 ½ x 11 white paper (i.e., printer paper). The proctor will ask to examine the paper to ensure it is blank
5. PRE-EXAM: Students are allowed Calculators. **All calculators with an alpha button will not be allowed. The proctor will ask to examine the calculator to ensure it is acceptable**
6. PRE-EXAM: Students are allowed ONE copy of the exam question, printed from Moodle, only if the proctor can monitor the student printing and picking up the exam question from the printer.
7. PRE-EXAM: All bags, papers, books, and personal belongings are to be kept out of the student's eyesight at all times.

8. PRE-EXAM: All mobile phones, communication or other media devices must have data turned off, set to vibrate for phone calls only, and be placed face down.
9. DURING EXAM: Disconnections/Troubleshooting: Once the student is aware that they are disconnected from the internet, the student will not continue to write their exam until reconnected to the proctor. The student will be given additional time equal to the time lost while disconnected, to a maximum of 30 minutes.

Other CICBV Exam Rules – will NOT be read to students before exam

Note: these are a subset of rules from the CICBV's Examination Rules Policy. The online proctor will NOT read these rules to you before your exam, but it is important that you know them.

1. PRE-EXAM: The onus is on the student to secure their own appropriate examination writing area, and to ensure that their computer meets the requirements outlined in this document.
2. PRE-EXAM: The cost of online writing will be included in an individual's course fees; however, if an individual completes their exam profile after the deadline (as outlined in point #4 above), the individual will be responsible for the payment of a late fee to Eximity. The individual must pay the late fee before they are able to write their exam.
3. PRE-EXAM: If technical issues or issues with the student's examination writing area cannot be rectified within 30 minutes after the scheduled start time of the exam, the proctor may cancel the exam.
4. DURING EXAM: In addition to the items noted in other sections of this document, students may have the following items in their examination writing area while writing their exam:
 - External keyboard. An individual writing using a laptop computer may use an external keyboard.
 - External mouse. An individual writing using a laptop computer may use an external mouse.
 - Non-alcoholic beverages and food.
5. DURING EXAM: In addition to the items noted in other sections of this document, students may NOT have the following items in their examination writing area while writing their exam:
 - Wireless (i.e., Bluetooth) computer accessories, other than those noted in point #8
 - Electronic data storage devices such as USB keys
6. DURING EXAM: 1 bathroom break is allowed and cannot exceed 5 minutes.
7. DURING EXAM: Individuals are not permitted to ask questions of the online proctor regarding an examination question.
8. DURING EXAM: All examinations are closed book examinations and individuals are not permitted to use reference materials other than as provided in the examination question materials.
9. DURING EXAM: If the student cannot reconnect to the internet and re-establish their webcam and microphone connection with Eximity within 30 minutes of losing their internet connection, the proctor may cancel the student's exam.
10. POST EXAM: The proctor will ask the student to upload their Excel exam response file to Moodle. If a student does not upload their exam response file immediately after writing their exam, the student's response may not be accepted. It is the responsibility of the student to ensure that they upload their Excel response file to Moodle.

11. POST EXAM: The identity of any individual who continues to type after the time for the writing the examination has elapsed, will be noted and reported by the online proctor to CICBV. In such circumstances the individual's examination may be disqualified.
12. GENERAL: In the event of a potential infraction with any of the above rules (or with any other rules communicated by the CICBV and/or Eximity) during the exam writing, Eximity will flag the incident for review by CICBV and York, but the student will be allowed to continue to write their exam.
13. GENERAL: Eximity will provide the CICBV and York University with a summary of potential infractions, which will include a time-stamped video and audio recording of the individual writing their examination, for the sole purpose of the CICBV and York University reviewing such recordings to determine whether the individual has violated these examination rules or has otherwise cheated.
14. GENERAL: Any individual who, in the sole discretion of the President of the CICBV, is found to have violated these examination rules, or who has otherwise been found to have cheated, may have their examination disqualified. Such violation or action will be a consideration with respect to any application that such individual may make for Membership in the CICBV.

APPENDIX B

Examity[®] User Agreement

Note: *the online proctor will not read these to you, but you will have the chance to review them, and you must indicate your agreement to each rule before you begin your exam.*

1. You certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that all exam rules will be supplied by the applicable university or test sanctioning body, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules.
2. You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you.
3. You understand that by using any of the features of the Examity web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body.
4. You acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge that such data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams.