



Exam Day Instructions



For Support:

Phone: 855-392-6489

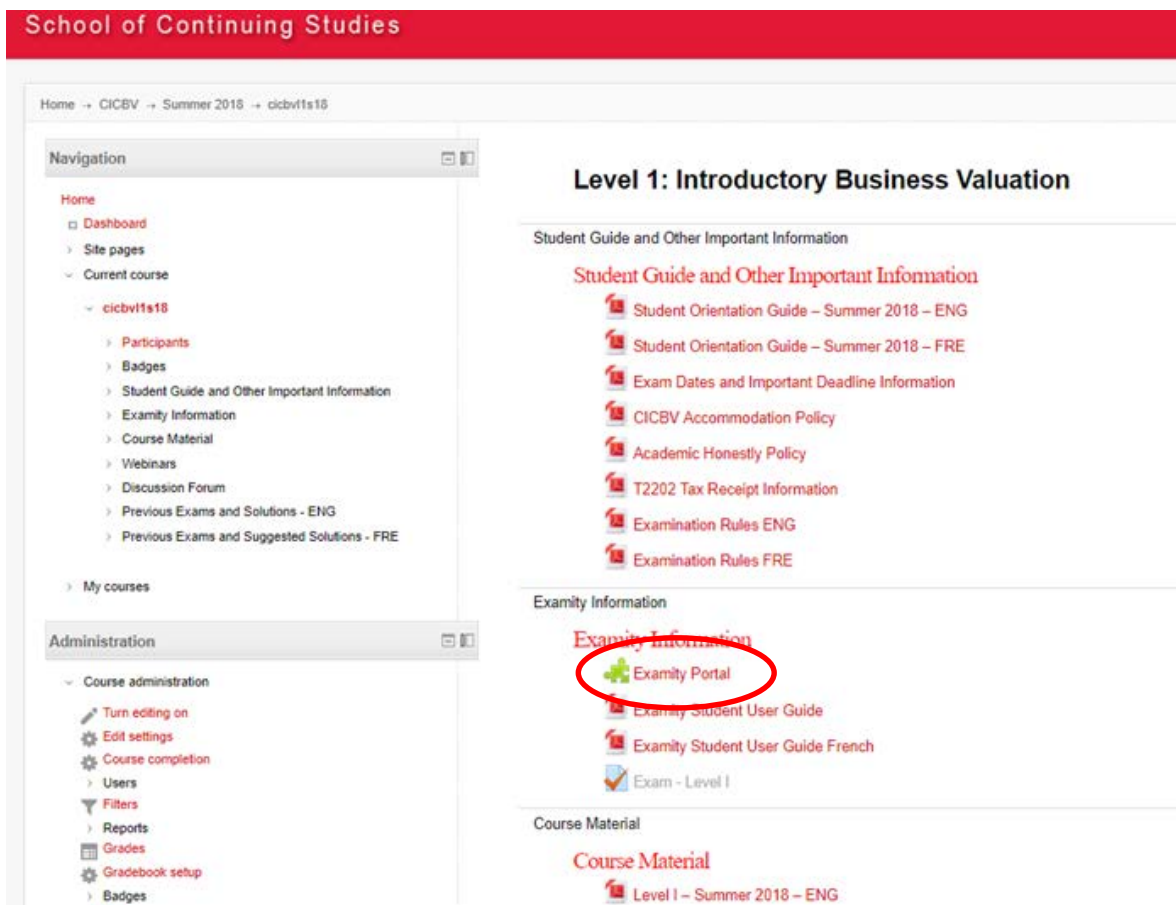
Email: support@examity.com

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

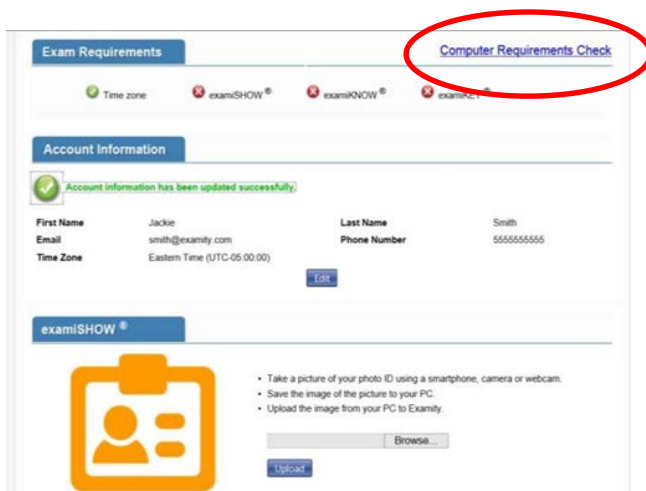
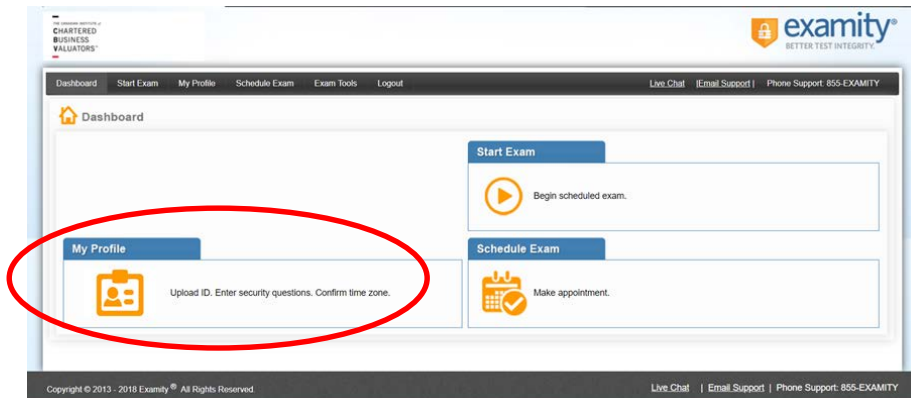
EXAM DAY INSTRUCTIONS

Note: Students must create a profile with Examity[®] by July 5, 2018. If you do not create a profile with Examity[®], you will not be able to write your exam.

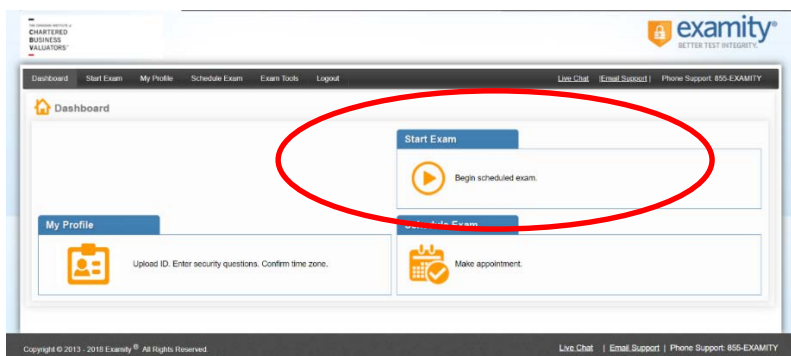
1. **Ensure that your pop-up blocker is disabled.** Otherwise, you will not be able to connect with proctor support.
2. **Early on the day of your exam**, complete one last Computer Requirements Check. To do so, first log in to Moodle, go to your course webpage, and click on the Examity[®] portal link. Then, click on the “My Profile” section of your Examity[®] Dashboard. Finally, click on the link for the Computer Requirements Check in your profile.



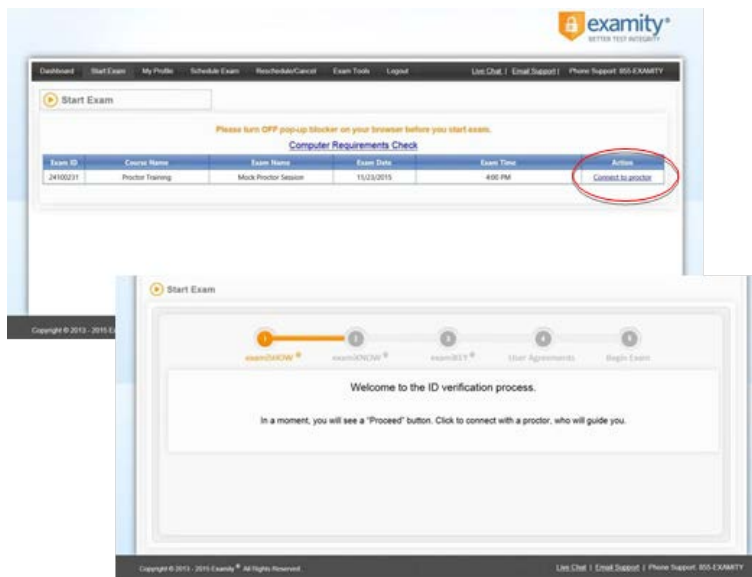
The screenshot shows a Moodle course page for 'Level 1: Introductory Business Valuation'. The page has a red header with the text 'School of Continuing Studies'. Below the header, there is a navigation menu on the left and a main content area on the right. The navigation menu includes sections for 'Home', 'Current course', and 'Administration'. The 'Current course' section is expanded to show 'cicbv1s18' with sub-items like 'Participants', 'Badges', 'Student Guide and Other Important Information', 'Examity Information', 'Course Material', 'Webinars', 'Discussion Forum', 'Previous Exams and Solutions - ENG', and 'Previous Exams and Suggested Solutions - FRE'. The 'Administration' section includes 'Course administration' with sub-items like 'Turn editing on', 'Edit settings', 'Course completion', 'Users', 'Filters', 'Reports', 'Grades', 'Gradebook setup', and 'Badges'. The main content area is titled 'Level 1: Introductory Business Valuation' and contains several sections: 'Student Guide and Other Important Information' with links to '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', 'Examination Rules ENG', and 'Examination Rules FRE'; 'Examity Information' with a link to 'Examity Portal' (circled in red), 'Examity Student User Guide', 'Examity Student User Guide French', and 'Exam - Level I'; and 'Course Material' with a link to 'Level I - Summer 2018 - ENG'.



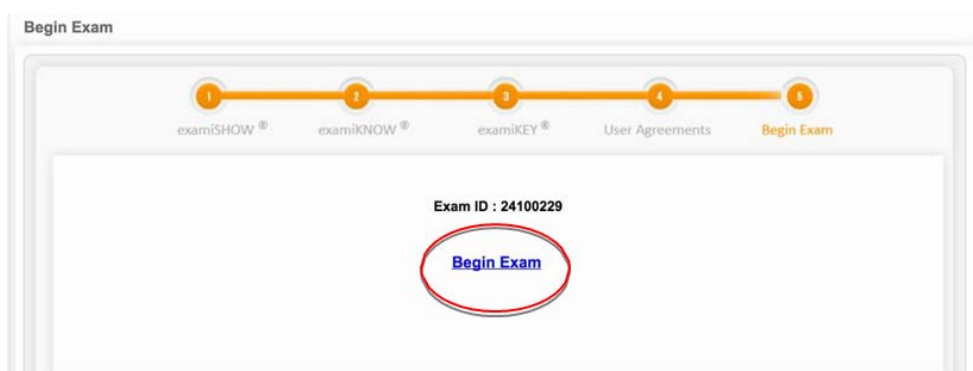
3. **15 minutes before the scheduled start time of your exam**, log in to Moodle and access your Examity® dashboard. This will allow ample time to connect with your proctor and troubleshoot any technical issues that may arise. The time it takes you to connect to proctor support, complete the authentication process, and resolve any technical issues which may arise, does NOT count towards your exam duration. Your exam writing time (i.e., normally 2.5 hrs) does not begin until the Examity® proctor opens up all of your examination materials).
4. Click on “Start Exam”.



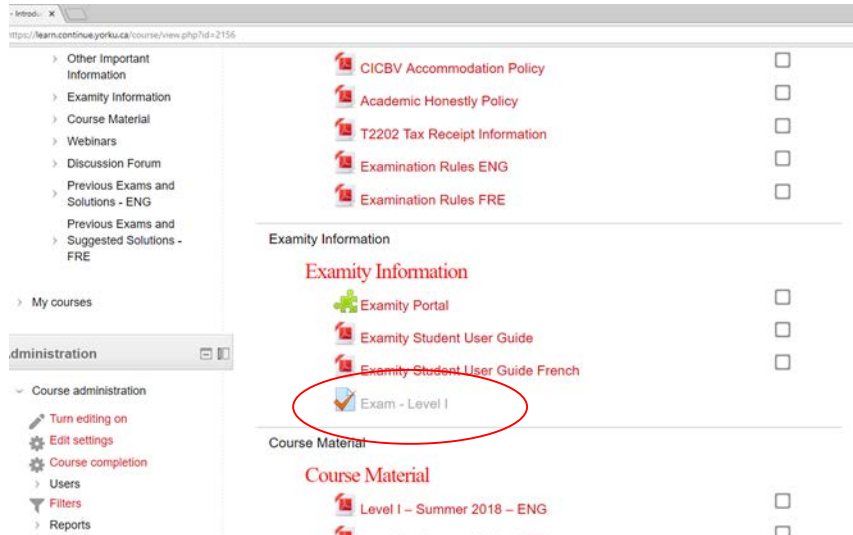
5. Click on “Connect to Proctor.” Note that it may take a few minutes to connect to a proctor.



6. Proctor support will walk you through the authentication process. As outlined in the Examity® Student User Guide, you will be asked to:
 - a. Verify your identity.
 - b. Review the General Exam Rules and the Special Instructions from the CICBV, and the Examity® User Agreement (see Appendices A and B).
 - c. Show your desk and workspace.
 - d. Answer one of your security questions.
 - e. Type your unique biometric signature.
 - f. Agree to the Special Instructions from the CICBV and the Examity® User Agreement (see Appendices A and B).
7. 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). Click on the link called “Exam – [your course name]”.




- Open the password-protected Excel template that you will use for your response, and then open the password-protected exam question booklet, 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.

You can disregard the wording to the left of the response section (outlined in the orange box below). This is a standard section included by Moodle, but it does not apply to the CICBV exams.

NOTE - You may print your exam question booklet, but the time it takes you to print and retrieve the booklet is included in your 2.5 hours of writing time.

9. 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. **After you upload your response (you can drag and drop the file), you MUST CLICK “Finish attempt”.**



The screenshot shows the Moodle exam interface. On the left, there is a sidebar for 'Question 1' with options to 'Flag question' and 'Edit question'. The main area is titled 'Response Template' and includes a link to 'Download in Microsoft Excel (XLS) format'. Below this is a 'Supporting Documents' table:

Document		
Exam Questions (Reference Tables included)	Download English (PDF)	Download French (PDF)

Below the table, there is a text instruction: 'Upload final submission below (single file in Microsoft Excel format) and click the **finish attempt** button at the bottom of the page'. A file upload area is shown with a dashed border and a blue arrow pointing down. A green arrow points from the text 'Upload response here' to this area. At the bottom right, there is a 'Finish attempt...' button. A green arrow points from the text 'Click “Finish attempt” after you upload your response' to this button.

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

Reminder: Eximity[®] 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,
- Microsoft Excel (or a program that can open and export files as Excel files), and
- Adobe Acrobat reader.

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

Eximity[®] Customer Support

Reaching Support. All day and all of the night.

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.

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 Examity[®]. 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 Examity[®] 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 Examiity®) during the exam writing, Examiity® will flag the incident for review by CICBV and York, but the student will be allowed to continue to write their exam.
13. GENERAL: Examiity® 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.