Hello Class,

Your online tests in this class will be proctored by a service called Examity. Examity gives you the flexibility to schedule exams at your convenience and take them wherever and whenever you want.

This email 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 2 steps:

1. Accessing the system:
	* You can access Examity through WTClass.
	* Log into WTClass, enter your course, click on Tools in the course menu, and click on the Examity link. This will take you to your Examity dashboard.
2. Update your profile:
	* You will need to update your profile by creating 3 unique security questions.
	* You will also need to upload a government-issued picture ID (such as Driver's license, State ID, or WT Student ID card). You will need to bring this ID with you every time you take a test (for verification purposes) so make sure you use an ID that you have regular access to.
	* Update your time zone.

Once you have finished setting up your account, you can schedule exam appointments whenever you want. If you schedule more than 24 hours in advance, you will not be charged. However if you need to schedule less than 24 hours in advance, you will have to use the on-demand scheduling option, which will include additional fees.

Examity will provide you with a step-by-step guidebook on how to use the software in order to ensure that setup, scheduling, and the test-taking process are as simple as possible. Examity also offers 24/7 tech support via phone, email, or chat.

Thank you,

Instructor XXX

Hello Class,

I am writing to remind you that your XXXX test is coming up. Please access Examity via WTClass, and schedule your test. If you have not set up your Examity account, you must do so immediately because you cannot set up an appointment to take your test until you have done so. As of XX/XX/XX you will be able to log in and schedule an appointment; I suggest that you sign up for a test appointment time as soon as possible.

The test will be available to take between XXXXXX and XXXXX. It must be completed by XXXXX at XX:YY AM/PM.

If you haven’t set up your Examity account yet, please do the following:

* Log into WTClass, enter your course, click on Tools in the course menu, and click on the Examity link. This will take you to your Examity dashboard.
* Follow the setup instructions, which include uploading a picture of a government-issued photo ID, setting up security questions, and updating your time zone.
* Once you have completed the account set-up process, you will be ready to schedule your test.

If you have any questions, Examity has 24/7 tech support that you can contact by clicking the “live chat” button on the left side of your screen, calling the support number at (855)-392-6489 or sending an email to Support@examity.com.

Thank you,

Instructor XXXX

Dear Students,

Your XXXX test is now available on Examity. You have from now until XX:YY AM/PM on XX/YY/ZZ to complete it and submit it for grading. As you know, the test will be proctored by Examity, so if you have not already scheduled an appointment to take the test with them, you must do so immediately. When you are planning for your test, please remember that you must schedule your test appointment at least 24 hours before your intended start time. If you need to schedule your exam less than 24 hours before you take it, please use the “on-demand” scheduling feature, and note that extra fees will apply.

At this point, your Examity account should be set up and ready so that the only thing you need to do is log in and schedule your test appointment.

To do so, you must:

* Log into WTClass, enter your course, click on Tools in the course menu, and click on the Examity link. This will take you to your Examity dashboard.
* From the student dashboard, click the “Schedule Exam” link, and select the date and time you would like to schedule your appointment on the Examity calendar (remember, it will not let you schedule an appointment that is less than 24 hours away unless you enable on-demand scheduling).
* When it is time for your test appointment, access Examity through WTClass. Once you see your Examity dashboard, click the “Start Exam” button.
* When you have completed your test, follow Examity’s instructions to end your test appointment. Grades will be available in WTClass.

Good luck!

Instructor XXX