This email explains the procedures that MUST be followed to take Midterm 1 Exam for Math 112. All Math 112 students will be taking Midterm 1 at a time of their choosing on Thursday, February 11, between 6:00 AM – 11:00 PM. The exam will last for 50 minutes. This test will be taken online and proctored through a service called Examity.

**Step 1: Creating your Examity profile**

1. Log on to D2L and select your Math 112 course.
2. In the toolbar near the top of the page, click on “UA Tools” and then “Examity.” This will bring you to your Examity dashboard.
3. Complete your profile by selecting “My Profile.”
4. Select your time zone and then upload a clear picture of your University of Arizona CatCard or government issues photo ID. [Note: you must bring this ID with you when you take your test. If a picture of your CatCard or government issued ID is not uploaded, you will not be able to take your test!]
5. Select and answer three unique security questions.
6. Enter your keystroke biometric signature.

**Step 2: Run a computer requirements check**

All students need to ensure their computer meets the minimum requirements for proctoring. To complete the computer requirements check, click the link in the upper right hand corner of the “My Profile” page. This check should be performed on the computer that will be used to take the exam.

**Step 3: Scheduling your exam**

1. Click “Schedule Exam” on the Examity dashboard.
2. Select your instructor, course, and exam name from the drop down menus.
3. Select your preferred date and time. [Note: if you are scheduling less than 24 hours in advance, you must select the “On-Demand” option, which would result in a $3.00 charge. You are advised to schedule your exam as soon as possible, since available time slots are limited.]

If you need to reschedule or cancel your exam, click the “Reschedule/Cancel” tab on the Examity dashboard. If you reschedule or cancel your exam less than 24 hours in advance, you will be charged $3.00.

**Step 4: Taking your exam**

1. Log on to D2L and select your Math 112 course.
2. In the toolbar near the top of the page, click on “UA Tools” and then “Examity.” This will bring you to your Examity dashboard.
3. On your Examity dashboard, select “Start Exam” and click on “Connect to Proctor.”
4. Proctor support will walk you through the authentication process. You will be asked to:
A. Verify your identity. You must 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.
B. Review the exam rules.
C. Show your desktop and workspace. The proctor will ask you to complete a 360 degree room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any materials unauthorized by your instructor. [Note: a graphing calculator is required and students are permitted to have clean scratch paper. Students will be asked to show both sides of their scratch paper to make sure it is blank.]
D. Answer a security question.
E. Type your unique biometric signature as per your profile setup.
F. Agree to the user agreement and exam rules. [Note: your entire exam session will be recorded and your proctor will be watching your exam environment as well as your computer desktop. Students who violate exam rules may be found guilty of violating the University of Arizona Code of Academic Integrity. Penalties will be assessed as described in the Code.
5. Click the “Begin Exam” link. Your proctor will enter the password for you. You will be ready to begin the exam.

If possible, you should arrive 15 minutes prior to the start of your exam. 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 and complete the authentication process does NOT count toward your exam time.

Make sure your internet browser allows pop-ups. Otherwise, you will not be able to connect with proctor support.

**Examity requirements:**

1. You must take the exam on a desktop computer or laptop (not a tablet).
2. You must have a working webcam and microphone (built-in or external).

**Examity support:**

Phone: 855-392-6489
Email: support@examity.com
Live chat: located at the top and bottom of your Examity portal.

Thank you,
Math 112 Coordinator