FOLLOW THESE STEPS TO TEST. YOU WILL NEED THIS TO ACCESS THE PASSWORD (Step 8).

**Getting Ready**
- Confirm you meet system requirements.
- Make sure you are using a **Chrome** or **Firefox** browser. Other browsers do not work. Disable pop-up blockers.
- A desktop or laptop computer (tablets and Chromebooks not supported); a webcam, microphone, and speakers; an upload and download speed of 2Mbps.

1. **Click “Examity” in D2L or the Next Steps Center.** Find the Chat link. Click anytime if you need help.
2. **Click “My Profile”**
   - Select your time zone
   - Upload a picture of your ID
   - Choose your security questions
3. **Click “Schedule Exam”**
   - Instructor Name: Math Placement Instructor
   - Course Name: Proctoring Math Placement Testing with Examity
   - Exam Name: Math Placement Exam.

**Taking Your Exam – MUST READ**
- **Testing now?** Go to Examity Dashboard. Select “Begin Scheduled Exam”
- **Testing later?** Return to the Examity dashboard though the Examity link in D2L or Next Steps Center, click “Begin Scheduled Exam”.

**On the next screen, complete these steps in order:**
1. Make sure you turned off pop-up blockers
2. Download the Examity extension
3. Click Connect to Proctoring

**ALEKS PPL Math Placement Assessment FAQ:**
[https://www.math.arizona.edu/academics/placement/exams](https://www.math.arizona.edu/academics/placement/exams)

**SUPPORT:** Click Chat with an Expert on the Examity dashboard, or call 855-EXAMITY, or email support@examity.com
### Verify Your Identity
- Take pictures of you and your ID
- Answer security questions
- Enter your name when prompted
- Review and agree to exam rules

#### Step 1
Click "Allow" to turn on your camera.

#### Step 2
- Click on "Take Picture" button to capture your face.
- Click on "Save" option to save this picture or the "Take Picture" button to retake it.

### Accessing Your Exam
- Click “Agree and Launch Application”
- Click Share to share your microphone and screen
- Click “Begin Exam”. You will be redirected to the ALEKS PPL exam page

**IMPORTANT:** You will need this password box later to Enter the Password

You can minimize the password box while you test. It will look like this.
Before you reach the test questions:

• If you are **testing for the first time**, click Get Started

If you are **retesting**, click Start – (NOT Get Started)

### Entering the Password

• In the blue Password Box, click on **EXAM PASSWORD**.

(If you have minimized the Password Box, click the + to open the box first.)

• Click Submit Password at bottom of the page.

If at any point you are disconnected from the test, **YOU CAN KEEP TESTING**!

• Get back in to Examity with the same instructions as above.
• Enter the password by clicking “Click Here to Reenter your Password”
Submit your proctoring session

- When you have completed the assessment, you will see your score (%). Click Next to see a Breakdown of your Placement Assessment results.

- If ALEKS offers a Prep and Learning Module, select Not Now. You can access later through your Next Steps Center or by contacting placement@math.arizona.edu

- Go back to the Password Box at the top of the page. If you minimized the box, open it by clicking on the + sign. **Click End Session**

- Click OK to confirm that you have submitted your test

- Click Leave to leave the site

- Complete the Examity survey if you wish.

Your testing session is ended.