

Taking a Verity Proctored Assessment

To start your proctored assessment, you will need to access Blackboard, through [Verity Lockdown](#) or using the [Verity Browser Extension](#) in a supported browser.

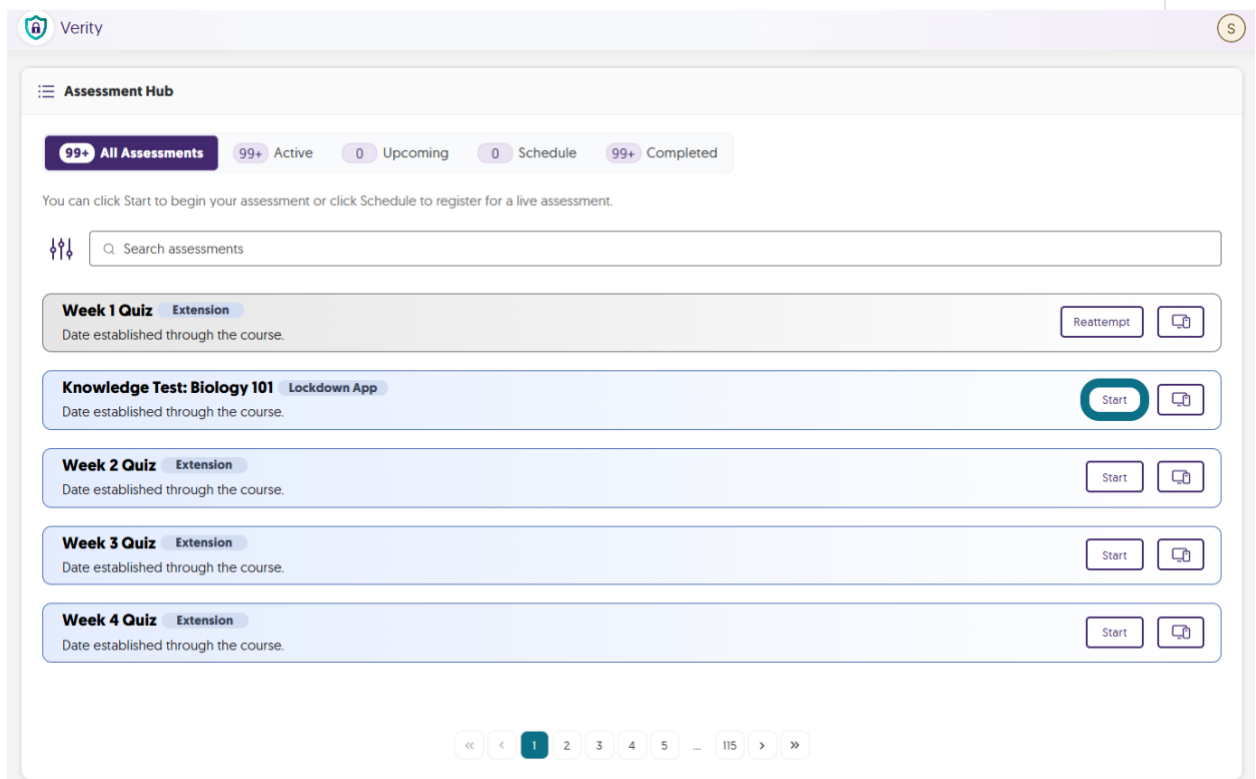
Taking a Proctored Assessment with the Verity Lockdown Browser Extension

Before you can access the assessment in Verity, please make sure you have [downloaded the Verity Browser Extension](#) and are [authenticated on Verity](#).

1. Log in to your LMS through a supported browser, such as Chrome, and click the Verity link located in your course. To locate Verity for your specific LMS, please visit our guide on [Accessing Verity from Your LMS](#).

2. Within the **Assessment Hub**, locate the assessment you would like to take and click **Start**.

Note: If you are retaking a proctored assessment, click **Retattempt** instead.



The screenshot displays the Verity Assessment Hub interface. At the top, there is a navigation bar with the Verity logo and a user profile icon. Below this, the 'Assessment Hub' section is visible, featuring a summary of assessment counts: 99+ All Assessments, 99+ Active, 0 Upcoming, 0 Schedule, and 99+ Completed. A search bar is provided for finding assessments. The main content area lists several assessments, each with a 'Start' or 'Retattempt' button and a mobile device icon. The 'Knowledge Test: Biology 101' assessment is highlighted with a blue border and a 'Start' button that is circled in green. At the bottom, there is a pagination control showing page 1 of 115.

3. Read over the Privacy and Academic Integrity Agreement, then check **I understand the information provided above**.

4. Click **Next**.

The screenshot shows the 'Proctoring Readiness Check' interface. At the top, there is a progress bar with seven steps: 1 Agreement (highlighted), 2 General, 3 System Check, 4 Room Scan, 5 ID Check, 6 Applied Limits, and 7 Begin Assessment. Below the progress bar, the title 'Privacy and Academic Integrity Agreement' is displayed. The main text reads: 'Your information and privacy are important to us. Please read our privacy and academic integrity statements below to continue. To read more about YuJa's Privacy Policy, click [here](#).' Below this, there are three bullet points: 'YuJa Verity will record your screen if the assessment requires it, and recordings will be shared with your assessment administrator[s].', 'YuJa acts as a service provider and does not sell or monetize your data.', and 'I acknowledge that as the student taking this examination, I am responsible for following the academic guidelines established by my institution.' A checkbox with a checkmark is selected, with the text 'I understand the information provided above.' below it. At the bottom of the screen, there are two buttons: 'Cancel' on the left and 'Next' on the right, which is highlighted with a red border.

5. Certain restrictions will be applied to your proctored assessment. Resolve any outstanding requirements and click **Next**.

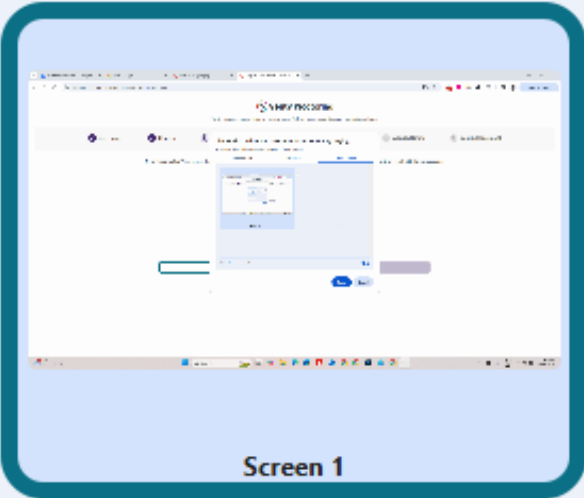
The screenshot shows the 'Proctoring Readiness Check' interface. At the top, there is a progress bar with seven steps: 1 Agreement (completed, green), 2 General (highlighted), 3 System Check, 4 Room Scan, 5 ID Check, 6 Applied Limits, and 7 Begin Assessment. Below the progress bar, the title 'Proctoring Readiness Check' is displayed. The main text reads: 'Your device must meet all requirements before you can take your proctored assessment.' Below this, there are five items, each with a green checkmark and a red 'X' icon: 'Recording Your Web Traffic' (Records the sites and URLs that are visited during the test.), 'Checking Your Display' (If a secondary display is detected, please disconnect it.), 'Disable new Tabs' (Students can't open new tabs when test is open.), 'Close all Tabs' (Students must close all tabs before the test is open.), and 'Save to Clipboard' (Students won't be able to take screenshots or save to clipboard.). Below these items, there is another item: 'Checking the Status of Incognito Mode' (Incognito mode must be enabled for the Verity extension. If the check has failed, please enable Incognito mode for the extension and refresh this page.). At the bottom of the screen, there are three buttons: 'Cancel' on the left, 'Back' in the middle, and 'Next' on the right, which is highlighted with a red border.

9. Click **Share**.

Choose what to share with YuJa Verity for Test Proctoring

The site will be able to see the contents of your screen

Chrome Tab Window Entire Screen



Screen 1

Also share system audio

Share Cancel




The image shows a sharing dialog box with three tabs: 'Chrome Tab', 'Window', and 'Entire Screen'. The 'Entire Screen' tab is selected and highlighted with a blue underline. The main area displays a preview of the current screen, which is a Chrome browser window showing a test proctoring interface. This preview is enclosed in a dark teal rounded rectangle and labeled 'Screen 1' at the bottom. At the bottom of the dialog, there is a speaker icon followed by the text 'Also share system audio' and a checked toggle switch. Below this, there are two buttons: a blue 'Share' button and a light blue 'Cancel' button.


10. Click **Next**.

Proctoring Readiness Check

Your device must meet all requirements before you can take your proctored assessment.

✔ Agreement — ✔ General — 3 System Check — 4 Room Scan — 5 ID Check — 6 Applied Limits — 7 Begin Assessment

- ✔  **Checking Internet Connection**
Your connection needs to be reliable for Verity to monitor and upload your assessment.
- ✔  **Setting up Camera and Microphone**
Your video and audio device must be connected to your computer to monitor your environment.
- ✔  **Setting up Screen Share**
Your screen will be recorded. Please select your screen source.




11. If **Room Scan** is required in your checks, click **Room Scan**.

Proctoring Readiness Check

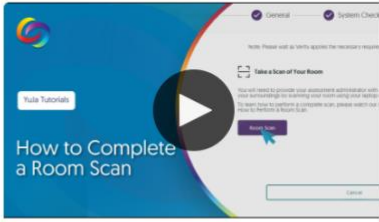
Your device must meet all requirements before you can take your proctored assessment.

✔ Agreement — ✔ General — ✔ System Check — 4 Room Scan — 5 ID Check — 6 Applied Limits — 7 Begin Assessment

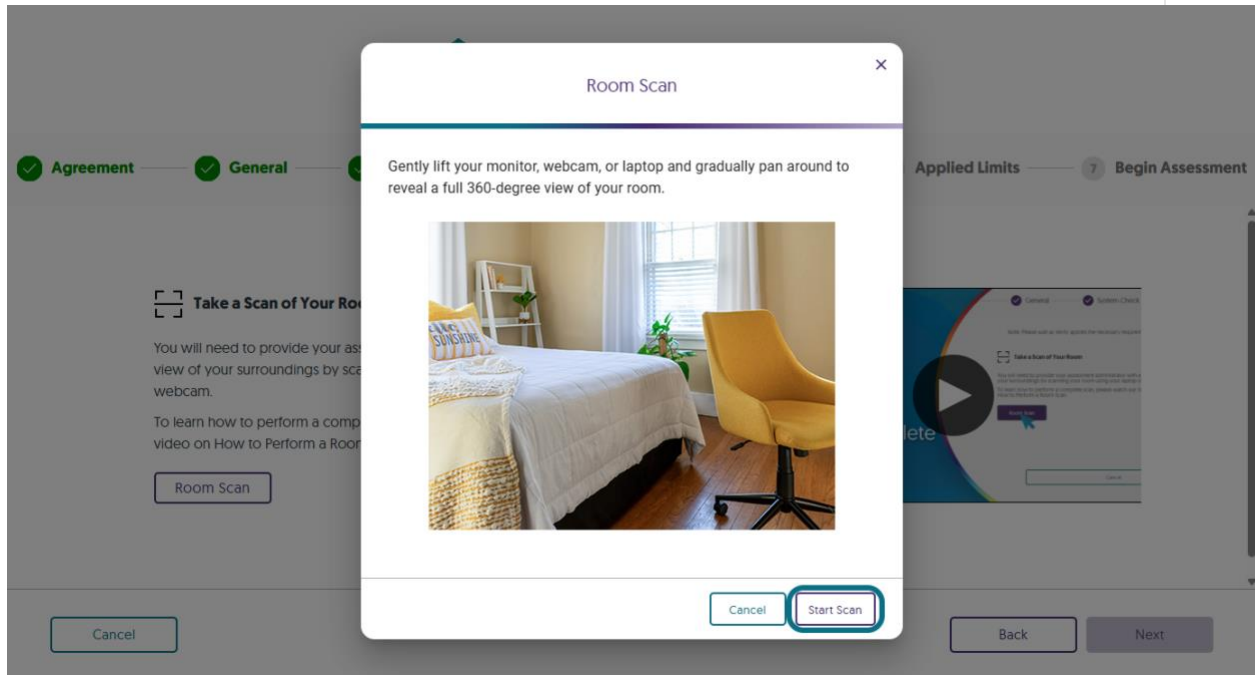
 **Take a Scan of Your Room**

You will need to provide your assessment administrator with a 360-degree view of your surroundings by scanning your room using your laptop or webcam.

To learn how to perform a complete scan, please watch our instructional video on How to Perform a Room Scan.

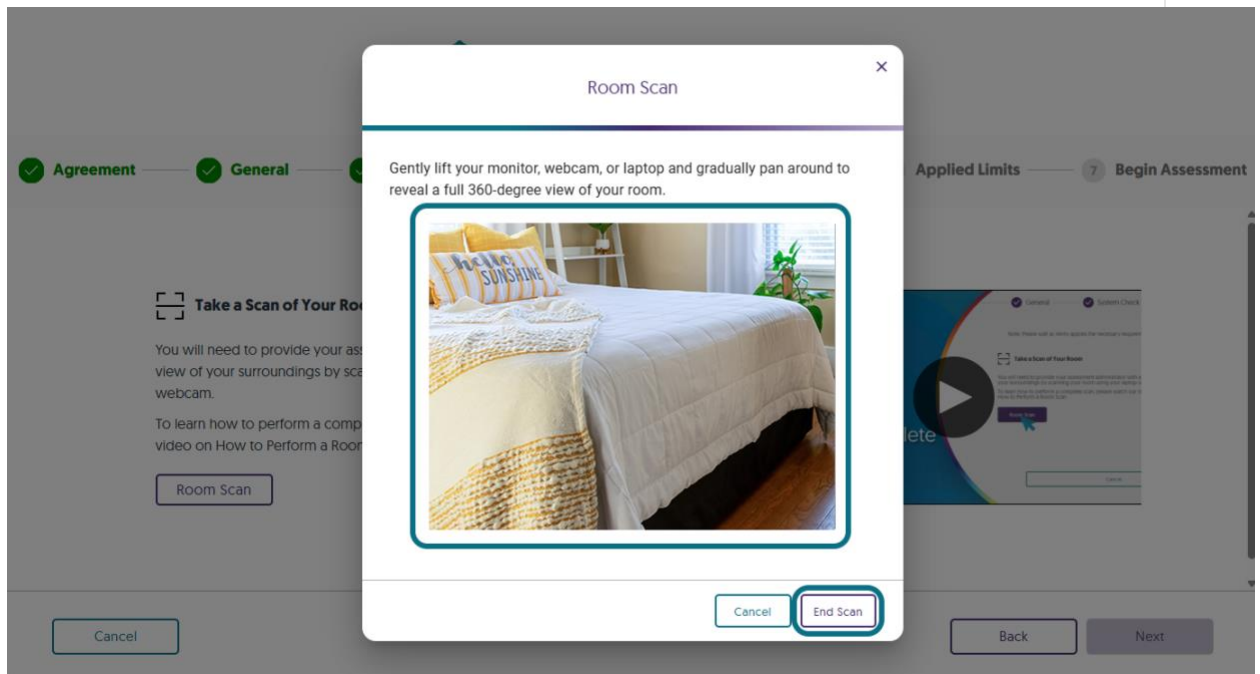


12. Click **Start Scan** in the **Room Scan** window.

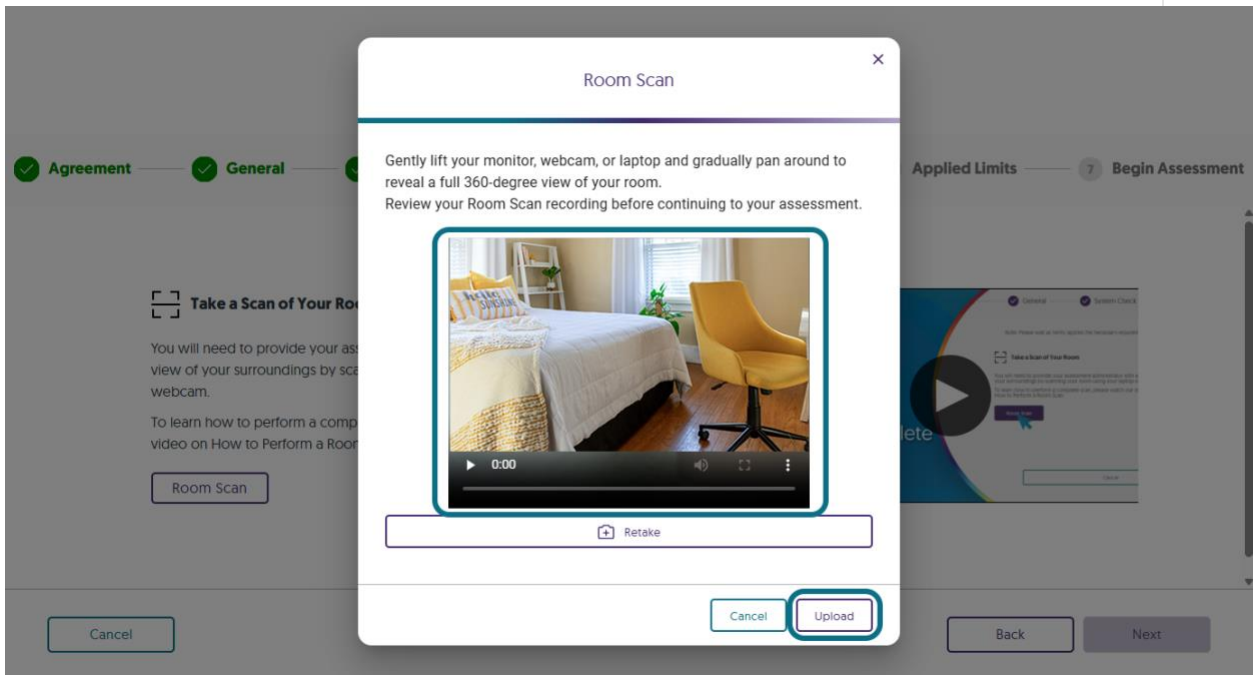


13. Pan your webcam or laptop around to reveal a full 360-degree view of your room.

14. After completing the scan, click **End Scan**.



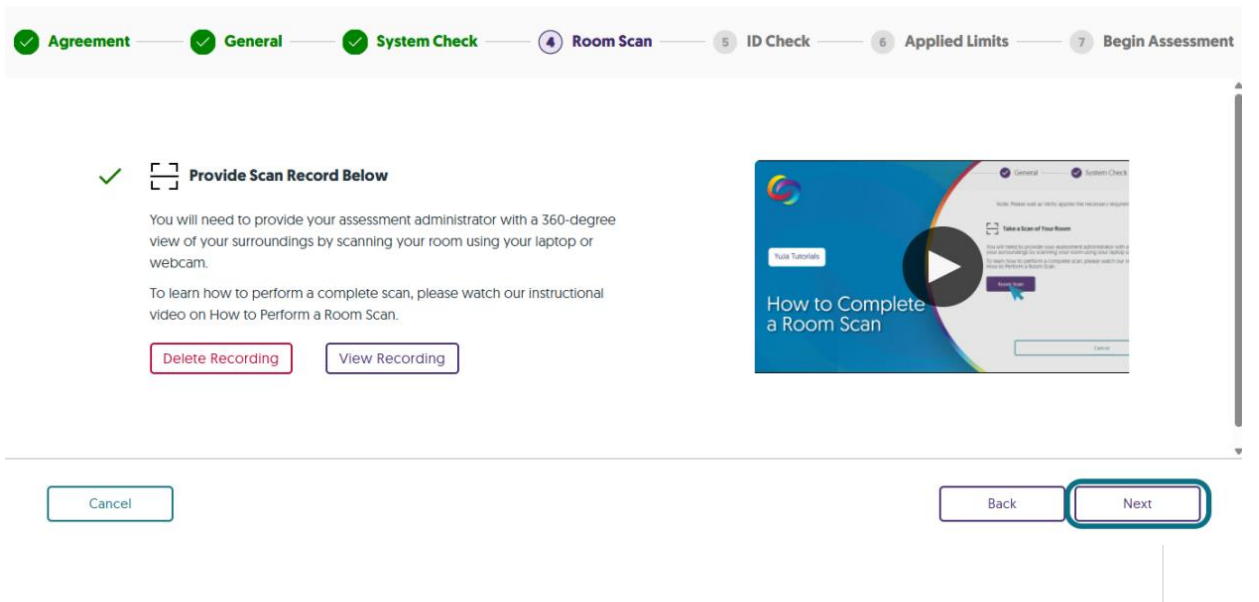
15. Review your Room Scan video to check if it meets the scanning requirements. Then, click **Upload** to upload your room scan.



16. Click **Next**.

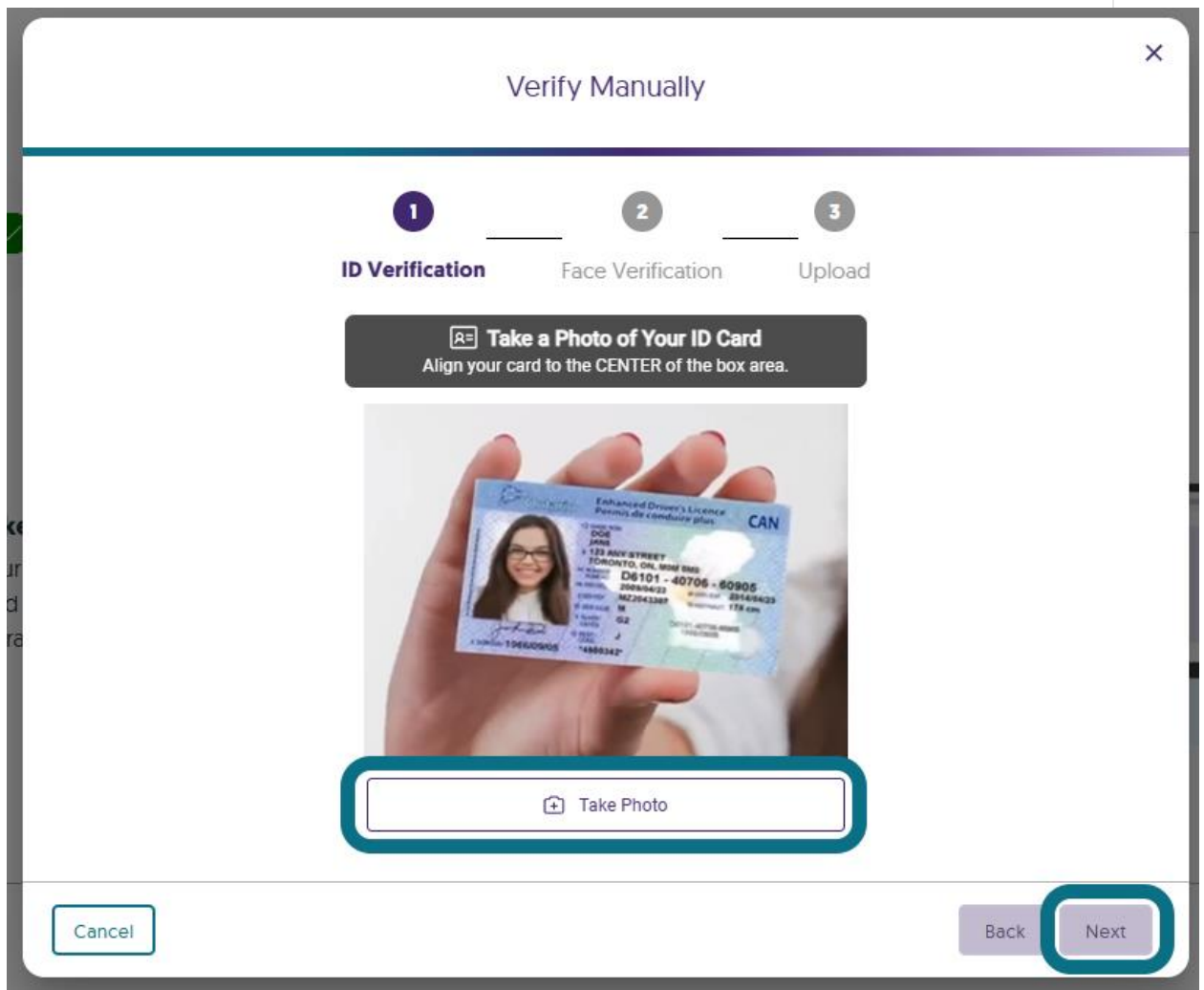
Proctoring Readiness Check

Your device must meet all requirements before you can take your proctored assessment.



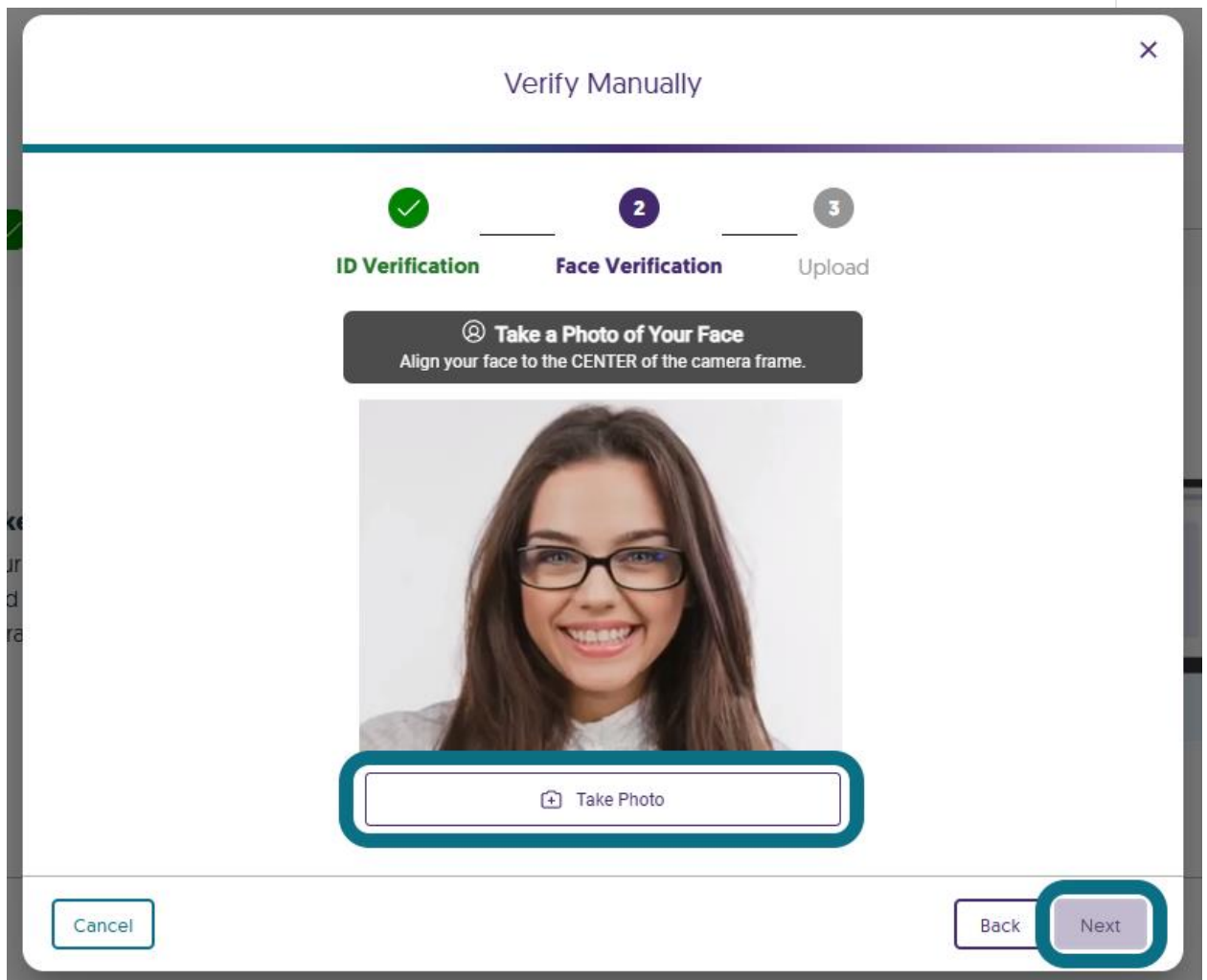
17. If an **ID Check** is required, hold your institution or government-issued ID card up to the webcam, click **'Take Photo'**, and then click **'Next'**.

Note: If AI ID verification is enabled, hold your card so that it is centered in the camera frame to auto capture an image.

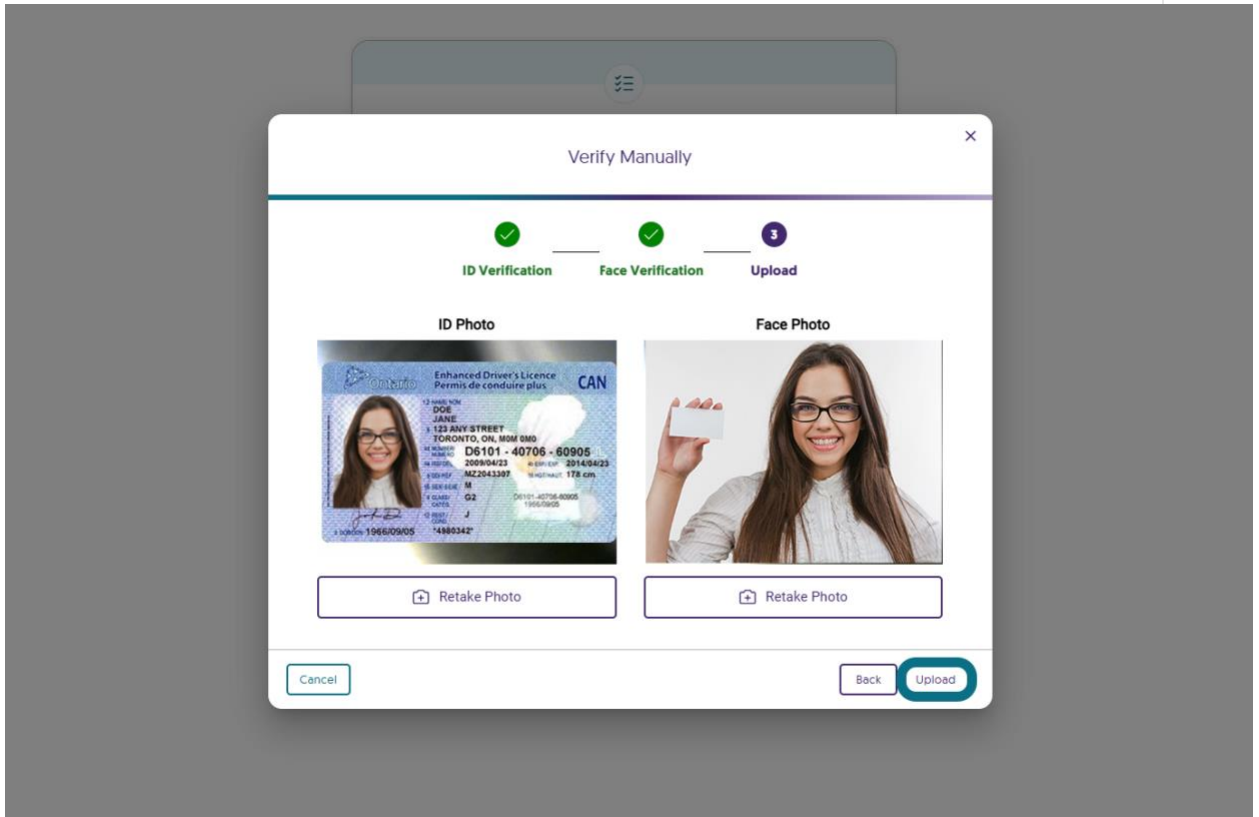


18. To complete the face verification, position your face in front of the webcam, click **Take Photo**, and then click **Next**.

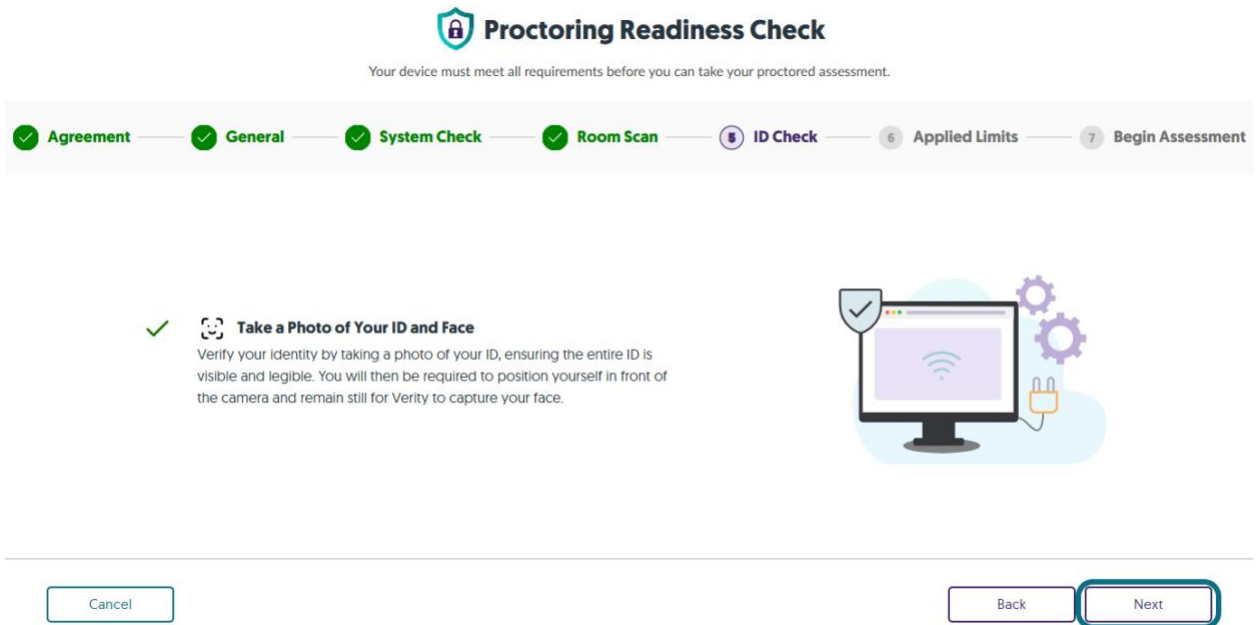
Note: If AI ID verification is enabled, position your face so that it is centered in the camera frame to auto-capture an image.



19. Once you are satisfied with your photos, click **Upload**.



20. Click **Next**.



21. Certain limits will be applied to your proctored assessment. After resolving any outstanding requirements, click **Next**.

The screenshot displays the 'Proctoring Readiness Check' interface. At the top, a shield icon is followed by the title 'Proctoring Readiness Check' and the instruction 'Your device must meet all requirements before you can take your proctored assessment.' Below this is a progress bar with seven steps: Agreement, General, System Check, Room Scan, ID Check, Applied Limits, and Begin Assessment. The 'Applied Limits' step is currently active, indicated by a blue circle with the number 6. Below the progress bar, the text reads 'Please wait for the following restrictions to be applied to your assessment.' Three restrictions are listed, each with a green checkmark and a crossed-out icon: 'Disabling Clipboard' (You will not be allowed to copy text and images to the clipboard), 'Disabling Right-Click' (You will not be able to perform the right-click mouse function), and 'Disabling Printing' (You will not be allowed to print your screen or documents). At the bottom, there are three buttons: 'Cancel', 'Back', and 'Next'. The 'Next' button is highlighted with a blue border.

22. Click **Start Assessment** to begin your proctored assessment.

The screenshot displays the 'Proctoring Readiness Check' interface after completion. At the top, a shield icon is followed by the title 'Proctoring Readiness Check' and the instruction 'Your device must meet all requirements before you can take your proctored assessment.' Below this is a progress bar with seven steps: Agreement, General, System Check, Room Scan, ID Check, Applied Limits, and Begin Assessment. The 'Begin Assessment' step is currently active, indicated by a blue circle with the number 7. Below the progress bar, a large green checkmark is centered within a circular graphic. Below this, the text reads 'Proctoring Readiness Check Complete' and 'You are ready to start your assessment. Good luck!'. At the bottom, there are two buttons: 'Cancel' and 'Start Assessment'. The 'Start Assessment' button is highlighted with a blue border.

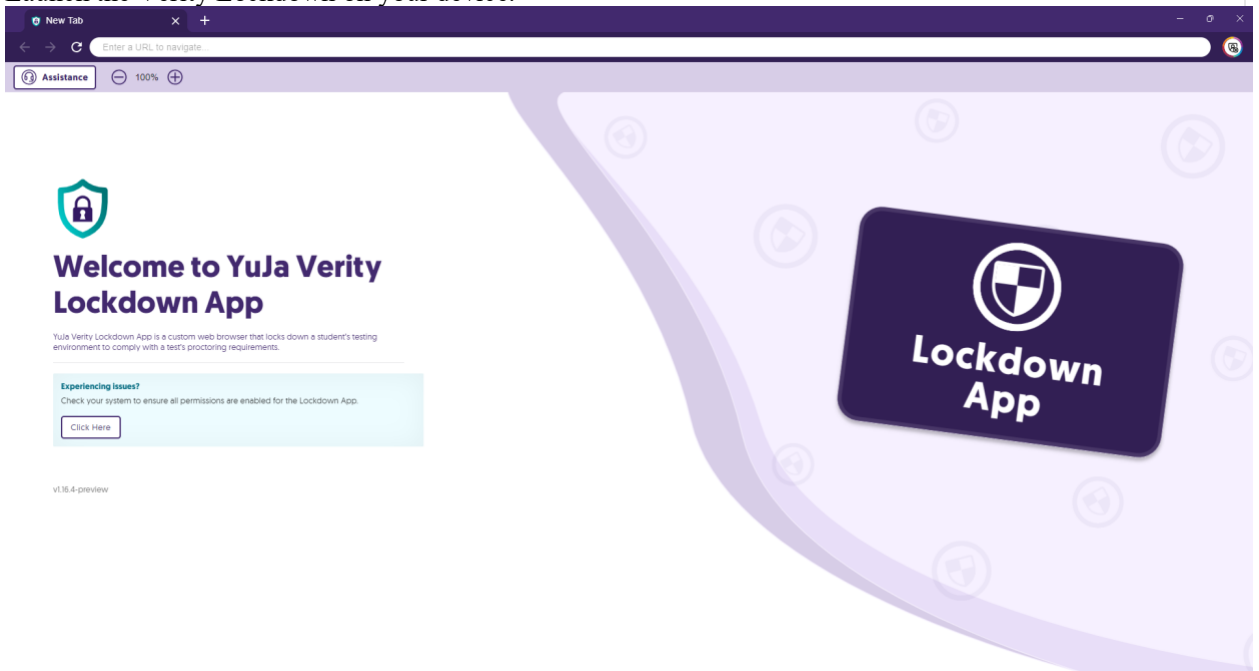
Submitting a proctored assessment in your learning management system will allow Verity to automatically end the proctoring session. Learn more about [ending the Verity proctoring session for your assessment](#).

Taking a Proctored Assessment with Verity Lockdown

Before accessing the assessment in Verity, make sure you have downloaded [Verity Lockdown](#).

Important: If you're using a Chromebook, please ensure you're on a managed guest session set up by your institution. If your Chromebook does not have a managed guest session, you will need to use a Windows or Mac device.

1. Launch the Verity Lockdown on your device.



2. Log in to your LMS through a supported browser, and click the Verity link located within your course. To locate Verity for your specific LMS, please visit our guide on [Accessing Verity from Your LMS](#).
3. Within the **Assessment Hub**, locate the assessment you would like to take and click **Start**.
Note: Click **Reattempt** instead if you are retaking a proctored assessment.

Verity

Assessment Hub

99+ All Assessments 99+ Active 0 Upcoming 0 Schedule 99+ Completed

You can click Start to begin your assessment or click Schedule to register for a live assessment.

Search assessments

Week 1 Quiz Extension
Date established through the course. Reattempt

Knowledge Test: Biology 101 Lockdown App
Date established through the course. Start

Week 2 Quiz Extension
Date established through the course. Start

Week 3 Quiz Extension
Date established through the course. Start

Week 4 Quiz Extension
Date established through the course. Start

<< < 1 2 3 4 5 ... 115 > >>

4. Read over the Privacy and Academic Integrity Agreement, then check **I understand the information provided above.**
5. Click **Next.**

Proctoring Readiness Check

Your device must meet all requirements before you can take your proctored assessment.

1 Agreement 2 General 3 System Check 4 Room Scan 5 ID Check 6 Applied Limits 7 Begin Assessment

Privacy and Academic Integrity Agreement

Your information and privacy are important to us. Please read our privacy and academic integrity statements below to continue. To read more about YuJa's Privacy Policy, click [here](#).

- YuJa Verity will record your screen if the assessment requires it, and recordings will be shared with your assessment administrator(s).
- YuJa acts as a service provider and does not sell or monetize your data.
- I acknowledge that as the student taking this examination, I am responsible for following the academic guidelines established by my institution.

I understand the information provided above.

Cancel Next

6. Certain restrictions will be applied to your proctored assessment. Resolve any outstanding requirements and click **Next**.

Proctoring Readiness Check

Your device must meet all requirements before you can take your proctored assessment.

1 Agreement — **2** General — **3** System Check — **4** Room Scan — **5** ID Check — **6** Applied Limits — **7** Begin Assessment

✓  **Recording Your Web Traffic**
Records the sites and URLs that are visited during the test.

✓  **Checking Your Display**
If a secondary display is detected, please disconnect it.

✓  **Disable new Tabs**
Students can't open new tabs when test is open.

✓  **Close all Tabs**
Students must close all tabs before the test is open.

✓  **Save to Clipboard**
Students won't be able to take screenshots or save to clipboard.

✓  **Checking the Status of Incognito Mode**
Incognito mode must be enabled for the Verity extension. If the check has failed, please enable Incognito mode for the extension and refresh this page.

Cancel

Back

Next

7. During the **System Check**, you might be required to set up your camera and microphone. If required, select your **Video Source** and **Audio Source** from the drop-down menus, then click **Confirm**.



Select Camera and Microphone

Video Source: Integrated Camera (30c9:0063) ▾



Audio Source: Default - Microphone (USB PnP Audio Device) (0c76:1... ▾



Cancel

Confirm

8. If screen sharing is required, select the **Entire Screen** tab, then select your desired screen from the options listed.
9. **Note:** Screen sharing will fail if users attempt to share a screen through the **Chrome Tab** or **Window** tabs.

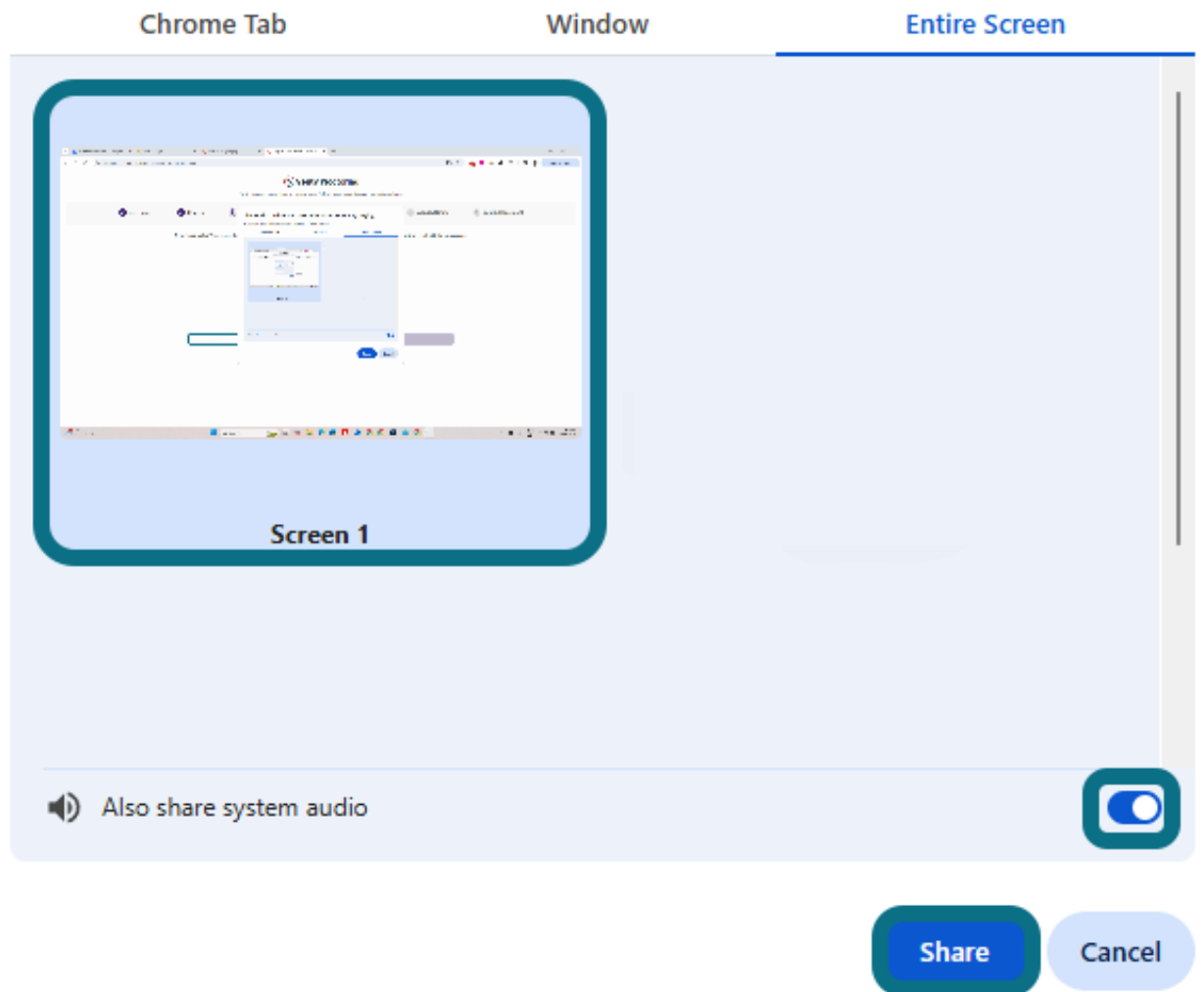
10. Toggle **Also share system audio**.

11. Click **Share**.

Choose what to share with YuJa Verity for Test Proctoring

The site will be able to see the contents of your screen

Chrome Tab Window Entire Screen



Screen 1

Also share system audio




Share Cancel


12. Click **Next**.

Proctoring Readiness Check

Your device must meet all requirements before you can take your proctored assessment.

✔ Agreement — ✔ General — 3 System Check — 4 Room Scan — 5 ID Check — 6 Applied Limits — 7 Begin Assessment

- ✔  **Checking Internet Connection**
Your connection needs to be reliable for Verity to monitor and upload your assessment.
- ✔  **Setting up Camera and Microphone**
Your video and audio device must be connected to your computer to monitor your environment.
- ✔  **Setting up Screen Share**
Your screen will be recorded. Please select your screen source.




13. If **Room Scan** is required in your checks, click **Room Scan**.

Proctoring Readiness Check

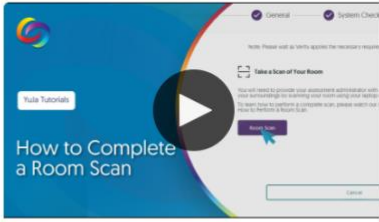
Your device must meet all requirements before you can take your proctored assessment.

✔ Agreement — ✔ General — ✔ System Check — 4 Room Scan — 5 ID Check — 6 Applied Limits — 7 Begin Assessment

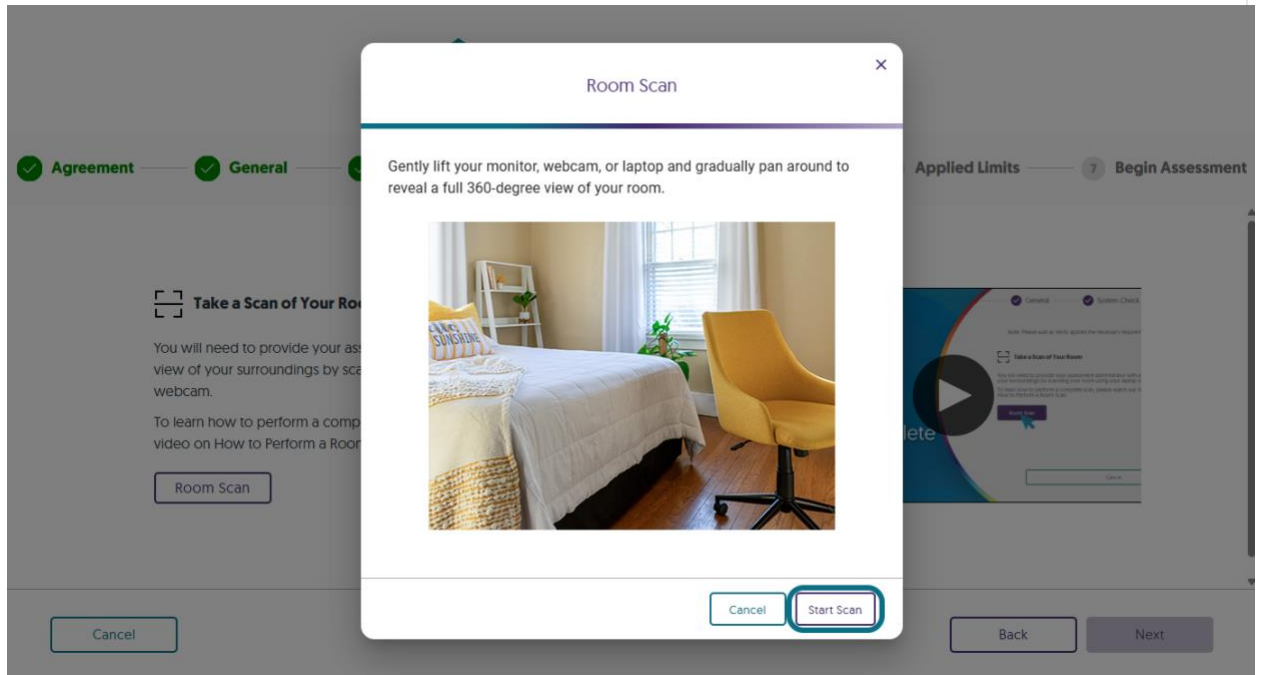
 **Take a Scan of Your Room**

You will need to provide your assessment administrator with a 360-degree view of your surroundings by scanning your room using your laptop or webcam.

To learn how to perform a complete scan, please watch our instructional video on How to Perform a Room Scan.

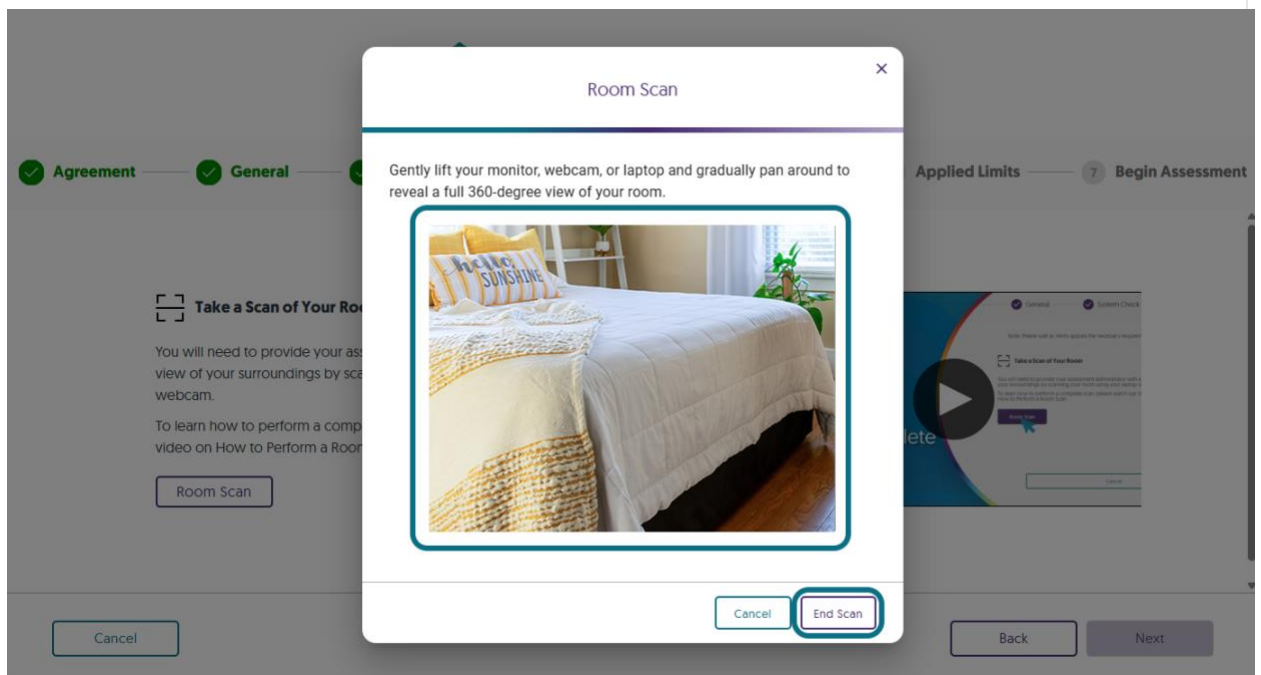


14. Click **Start Scan** in the **Room Scan** window.

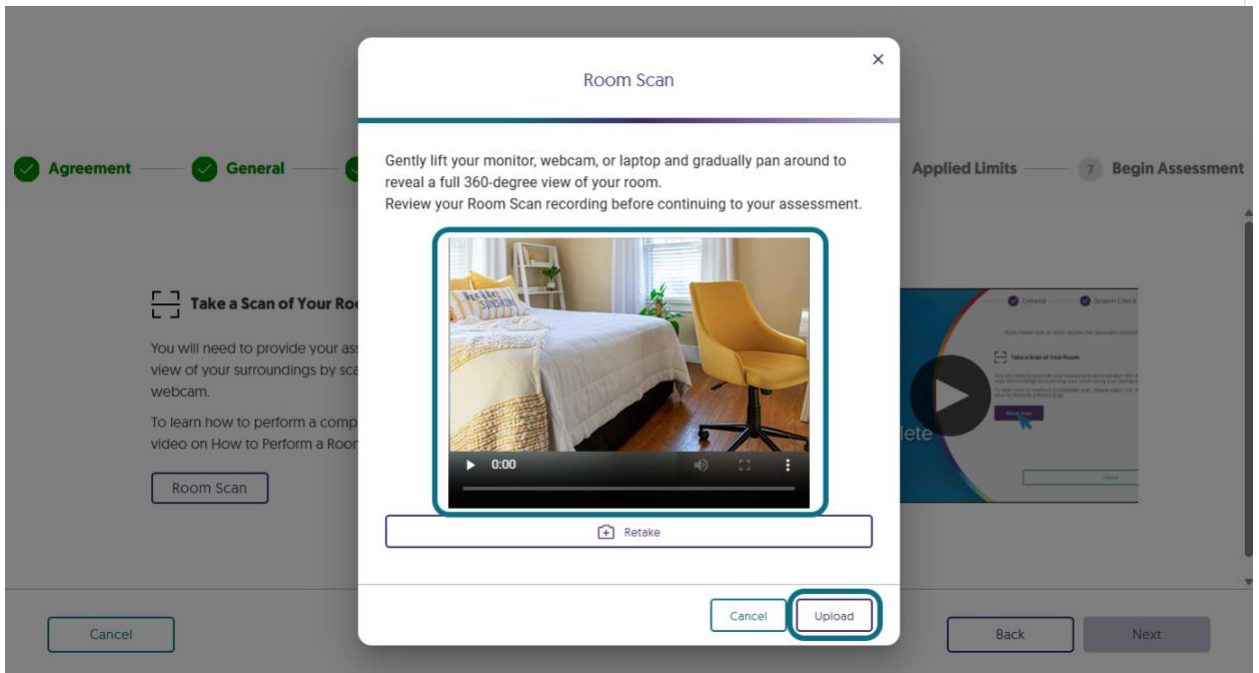


15. Pan your webcam or laptop around to reveal a full 360-degree view of your room.

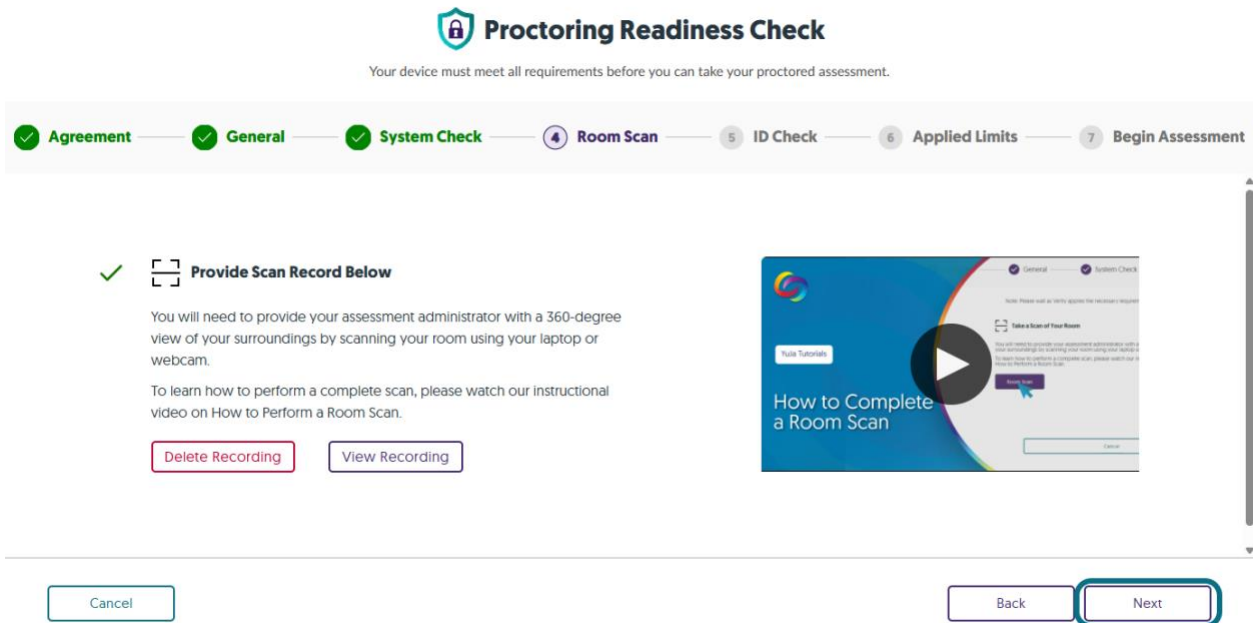
16. After completing the scan, click **End Scan**.



17. Review your Room Scan video to check if it meets the scanning requirements. Then, click **Upload** to upload your room scan.

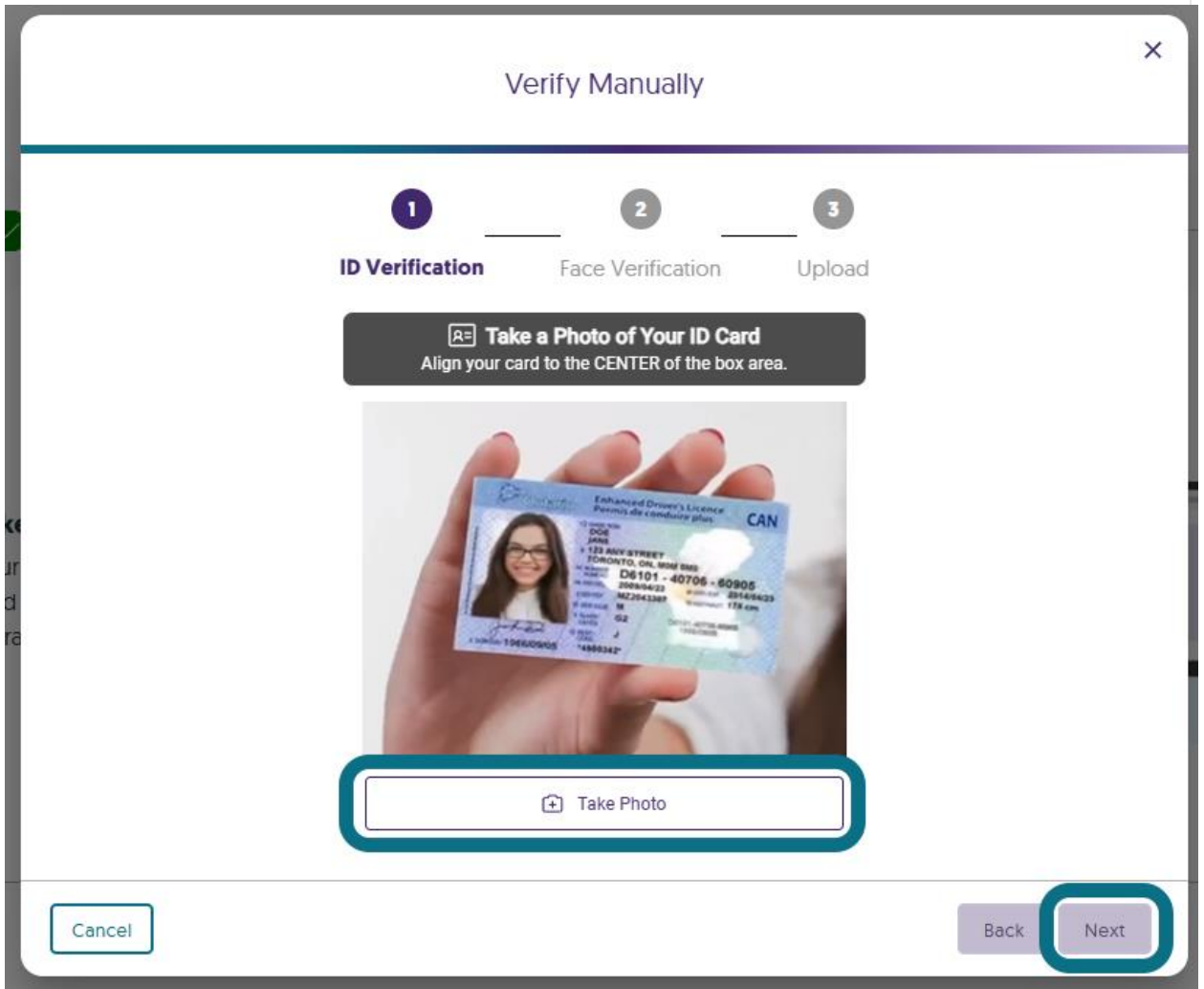


18. Click **Next**.



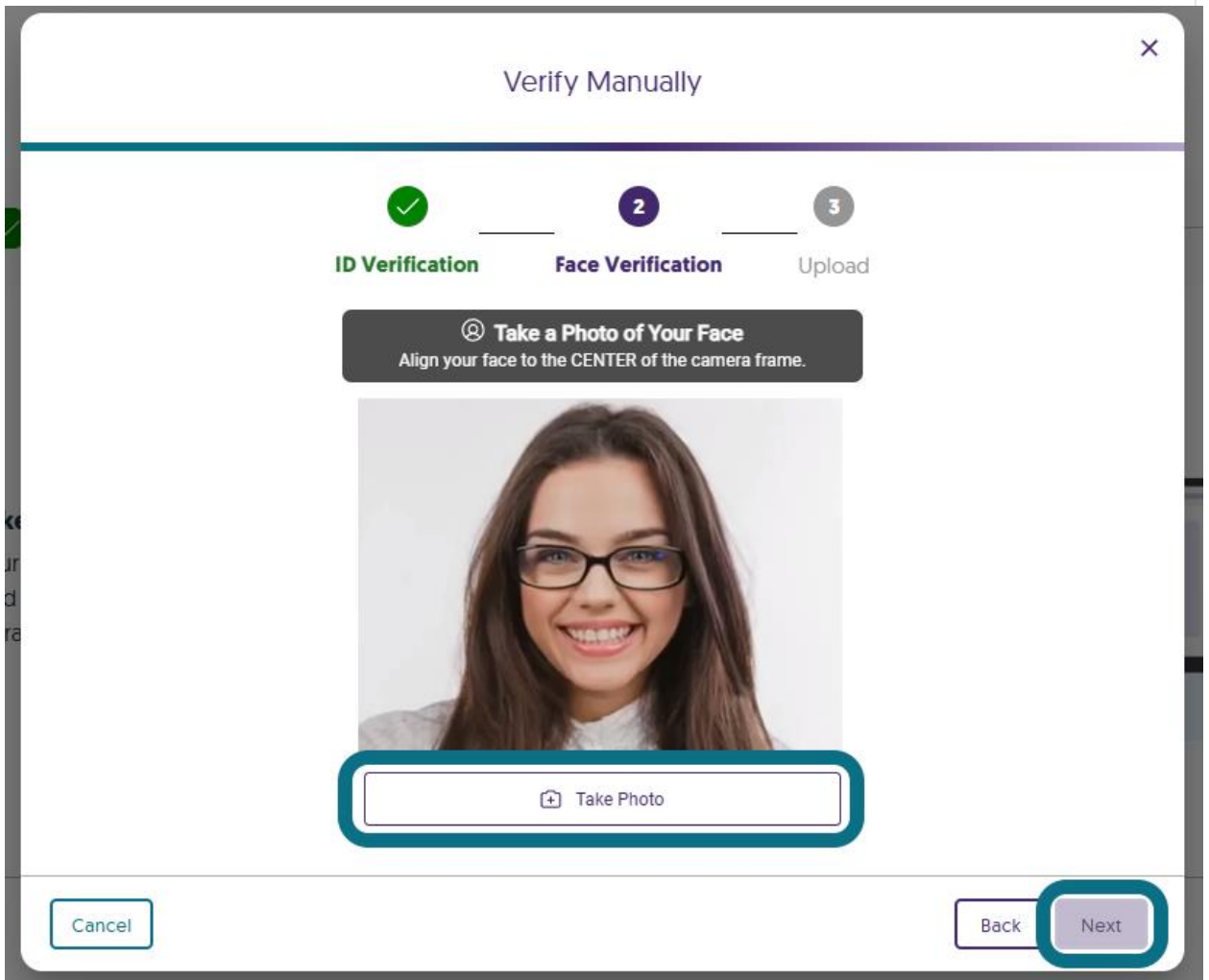
19. If **ID Check** is required, hold your institution or government-issued ID card up to the webcam, click **Take Photo**, and then click **Next**.

Note: If AI ID verification is enabled, hold your card so that it is centered in the camera frame to auto-capture an image.

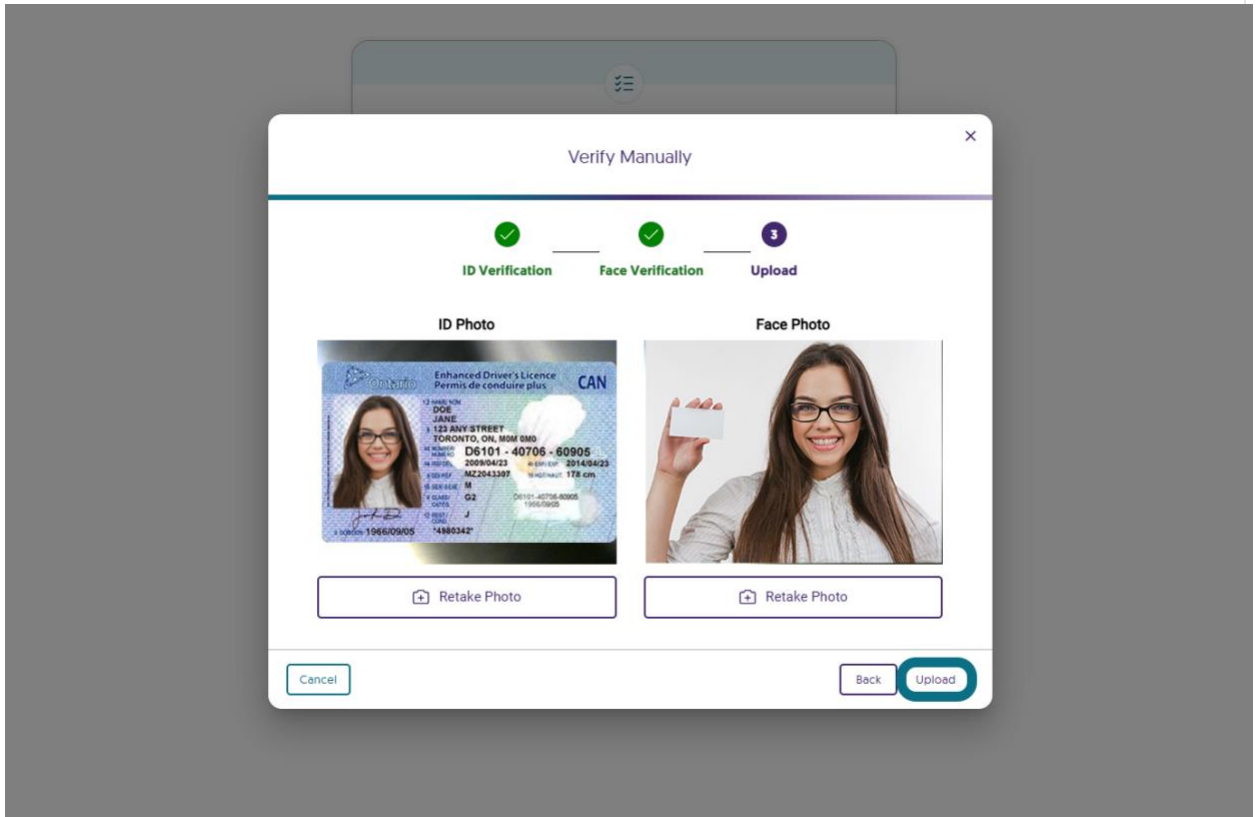


20. To complete the face verification, position your face to the webcam, click **Take Photo**, and then click **Next**.

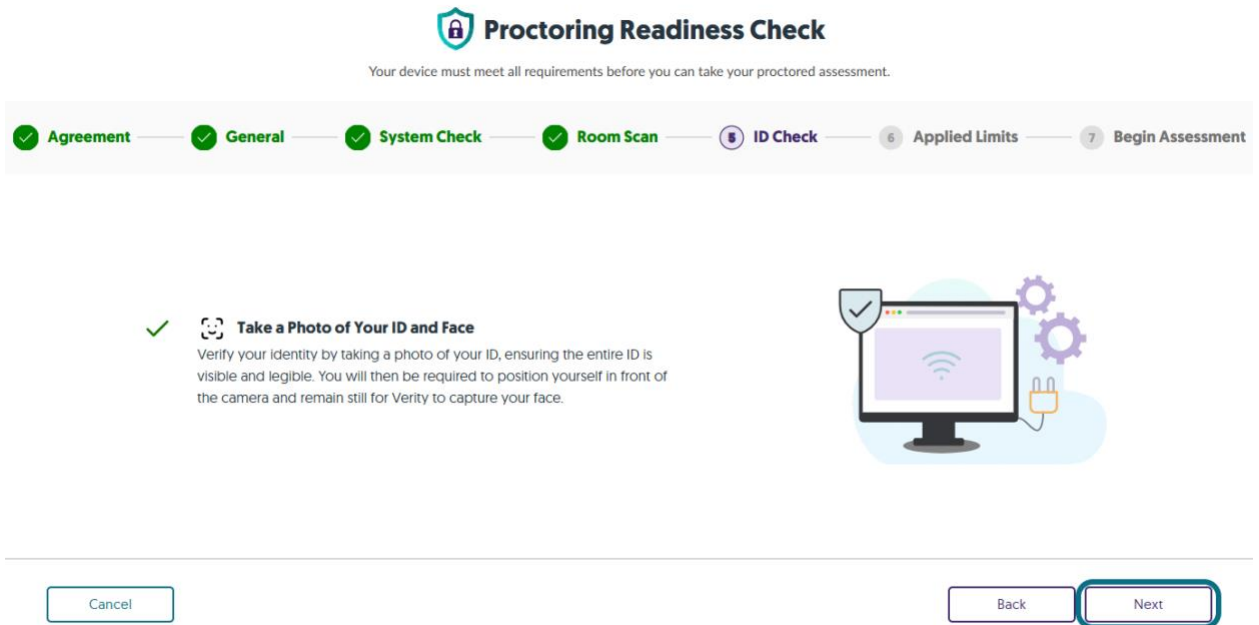
Note: If AI ID verification is enabled, position your face so that it is centered in the camera frame to auto-capture an image.



21. Once you are satisfied with your photos, click **Upload**.



22. Click **Next**.



23. Certain limits will be applied to your proctored assessment. After resolving any outstanding requirements, click **Next**.

Proctoring Readiness Check
Your device must meet all requirements before you can take your proctored assessment.

Progress: Agreement ✓ — General ✓ — System Check ✓ — Room Scan ✓ — ID Check ✓ — **Applied Limits** 6 — 7 Begin Assessment

Please wait for the following restrictions to be applied to your assessment.

- ✓ **Disabling Clipboard**
You will not be allowed to copy text and images to the clipboard.
- ✓ **Disabling Right-Click**
You will not be able to perform the right-click mouse function.
- ✓ **Disabling Printing**
You will not be allowed to print your screen or documents.

Buttons: Cancel, Back, **Next**

24. Click **Start Assessment** to start your proctored assessment.

Proctoring Readiness Check
Your device must meet all requirements before you can take your proctored assessment.

Progress: Agreement ✓ — General ✓ — System Check ✓ — Room Scan ✓ — ID Check ✓ — **Applied Limits** ✓ — **7 Begin Assessment**

Proctoring Readiness Check Complete
You are ready to start your assessment. Good luck!

Buttons: Cancel, **Start Assessment**