



## FACULTY INTERESTED IN IMPLEMENTING EXAMITY?

### HERE ARE THE STEPS!

- Step 1:** Retrieve **Examity Faculty Request Form** from the website.
- Step 2:** Complete **Examity Faculty Request Form** and email to [UTDallasExamity@utdallas.edu](mailto:UTDallasExamity@utdallas.edu) at least three weeks prior to exam start-date.
- Step 3:** UT Dallas Testing Center will approve **Examity Faculty Request Form** within 2 business days.
- Step 4:** **Examity** will contact faculty to gather information needed to set up the EXAM within 2-3 business days.
- \*\*\* Please note all communications regarding the details of the EXAM will be handled solely through Examity.
- Step 5:** **Examity** will inform the Testing Center and faculty that the EXAM has been activated and available for students to register for the EXAM.
- Step 6:** The Testing Center will send notification to students to pay through Marketplace and register for **Examity** to take EXAM.
- Step 7:** The Testing Center will send notification to **Examity** that the student has paid for EXAM.
- Step 8:** The student will register for **Examity**.
- Step 9:** The student will take the EXAM.
- Step 10:** The professor will receive EXAM results.

FOR MORE INFORMATION, PLEASE EMAIL:

[UTDallasExamity@utdallas.edu](mailto:UTDallasExamity@utdallas.edu)