

# Examity® User Guide

for Braze Certification Exams





## Registering for an Exam

The first time you register for a Braze Certification exam, you will need to:

- ✓ Create an Examity® user profile and verify your test-taking computer meets system requirements.
- ✓ Schedule and pay for your exam.

### Creating an Examity® profile

Before you can register for an exam, you need to create an Examity® user profile and verify your test-taking computer will meet system requirements. This is a one-time task, so when you're ready to schedule another exam, just login to Examity with your existing user name & password.

- 1 Go to <https://prod.examity.com/Braze/>.

Examity® is the leading remote proctoring service worldwide. Our end-to-end solution includes authentication, live monitoring, recording and auditing.

Test-takers enjoy a seamless experience anytime, anywhere with lots of flexibility.

- 2 Click Register to fill in your details to create a user profile. Click Save.

Registration

First Name

Last Name

Enter Email Address for Login ID

Confirm Email Address

Course Name --Select Courses--

Save Cancel

- 3 You will receive an email with a temporary password. When you login to Examity® for the first time, you will be prompted to set a permanent password.

**Note:** This email can take up to 5 minutes to arrive in your inbox.

Change Password

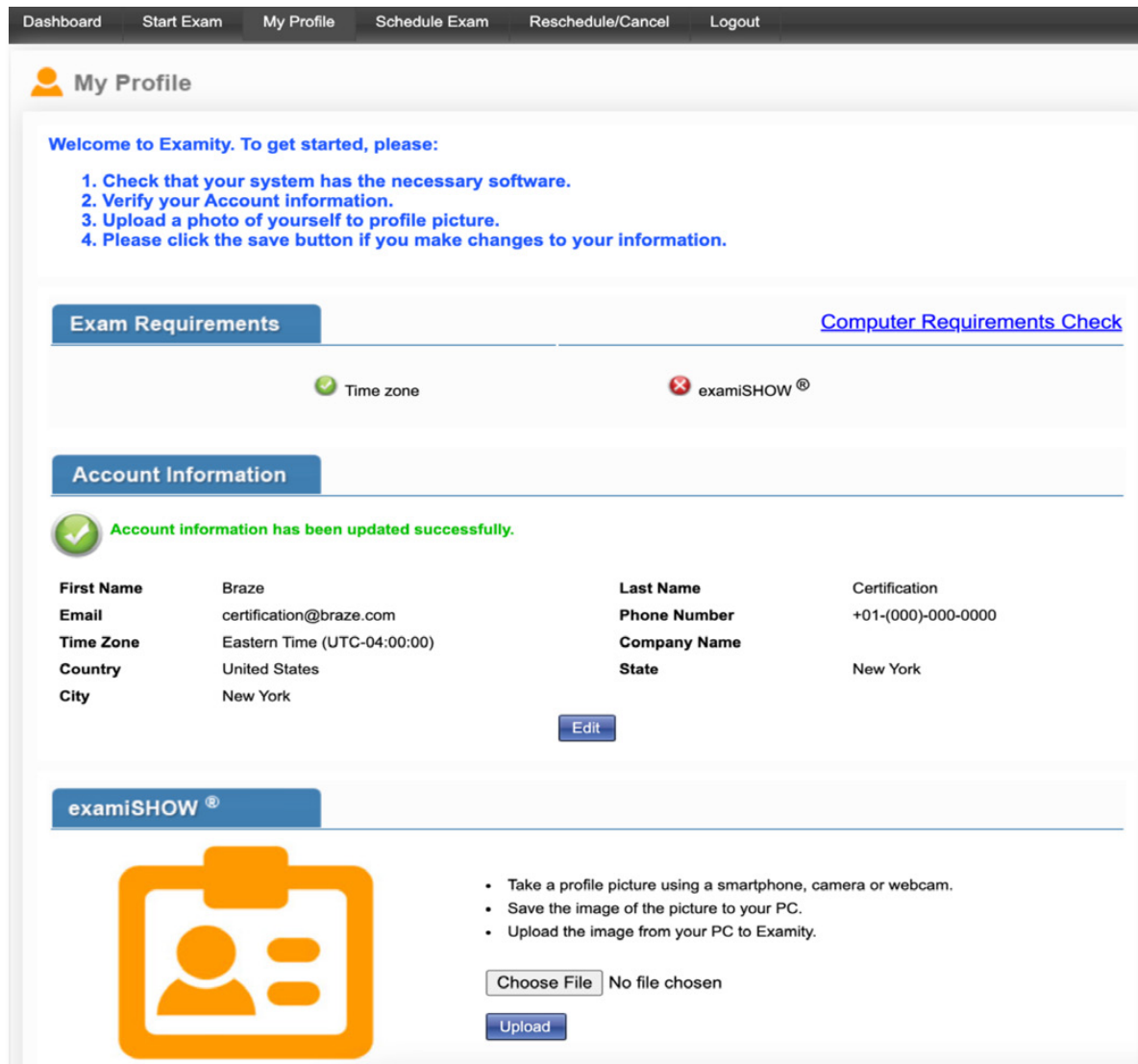
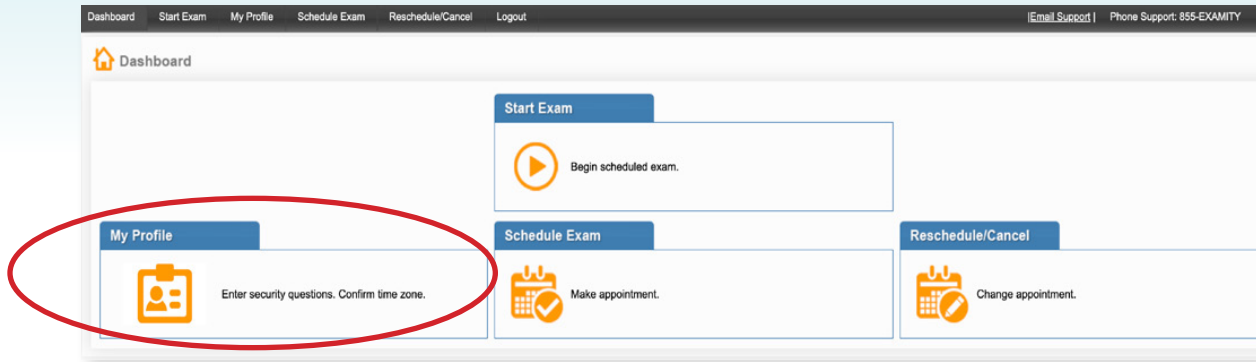
Current Password

New Password

Confirm New Password

Save

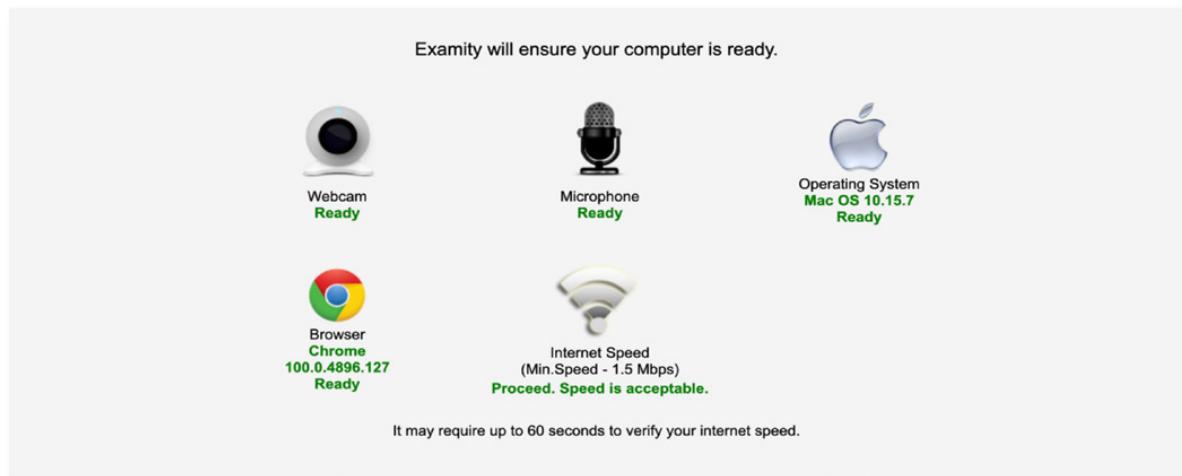
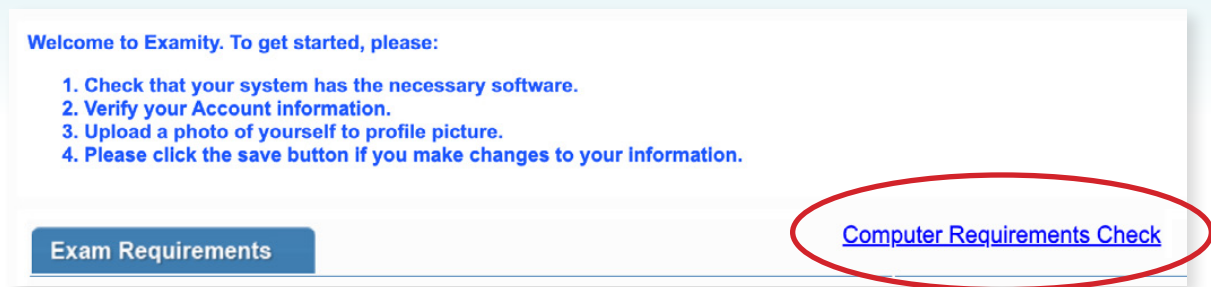
- 4 From the Examity® dashboard, select My Profile.



You must complete all sections of your user profile before you may schedule an exam.

- Upload a color photo which is a headshot with a direct full-face view. **Do not upload an image of your driver's license or other government issued photo ID.**
- Fill out all Account information
- Select your time zone

- 5 Verify the computer you will use on test day meets system requirements. Click Computer Requirements Check in the upper right hand corner of the My Profile page.



- 6 Wait a few moments for Examity® to check your computer. Once each element is confirmed, it will be labeled Ready.

If any element is labeled Not Ready, use one of the links at the bottom of the screen to contact Examity® Support.

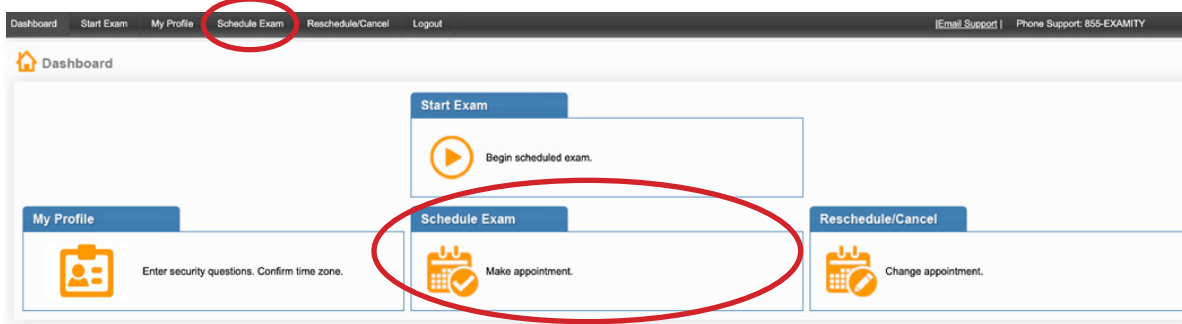
# Scheduling an exam

You will schedule your exam online from your Examity® Dashboard. You may also reschedule or cancel your exam online from your Examity® Dashboard.

## Schedule Your Exam

Schedule your exam at least 24 hours prior to taking the exam. If you are scheduling less than 24 hours in advance, you must select the “On-Demand” scheduling option and you will be charged an additional fee.

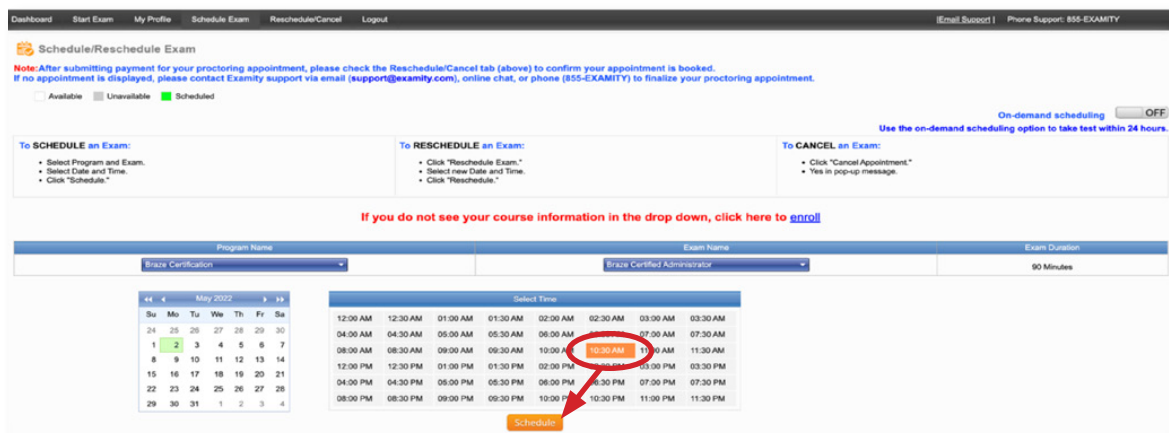
- 1 Login to <https://prod.examity.com/Braze/>.
- 2 Click the Schedule Exam tab on the top navigation bar or on your dashboard.



Please note, by design, the browser Back button is disabled in Examity. Please use the navigation menu at the top of the screen.

- 3 Select an exam from the Exam Name drop down menu.
- 4 Select your preferred exam date and time using the calendar.

**Note:** Exams must be scheduled 24 hours in advance. For immediate (“on demand”) scheduling, toggle the “On Demand Scheduling” option to ON. Please note that on-demanding scheduling incurs an additional fee of \$5.



- 5 An exam may be paid for by credit card and/or promotional code.

Dashboard | Start Exam | My Profile | Schedule Exam | Reschedule/Cancel | Logout | [Email Support] | Phone Support: 855-EXAMITY

1 Exam Details 2 Payment Information 3 Confirmation

Total Amount : \$ 150.00

Voucher Code

Candidate Name Inayat

Program Name Braze Certification

Exam Name Braze Certified Administrator

Exam Date 05-02-2022

Exam Time 10:30:00AM

Dashboard | Start Exam | My Profile | Schedule Exam | Reschedule/Cancel | Logout | [Email Support] | Phone Support: 855-EXAMITY

Payment Information

(Sales tax may be applied based on your residence)

**Billing Information**

\* Email:

\* First Name:  \* Last Name:

Company:  \* Street Address:

\* City:  \* Zip/Postal Code:



\* State/Province:  District of Columbia ✓ \* Country:  United States ✓

**Payment Information**

☒ Credit Card

\* Credit Card Number:

\* Expiration Date (MM/YY):  /  \* Security Code:  3- or 4-digit number ⓘ

- 6 You will receive an email notification confirming your exam appointment.

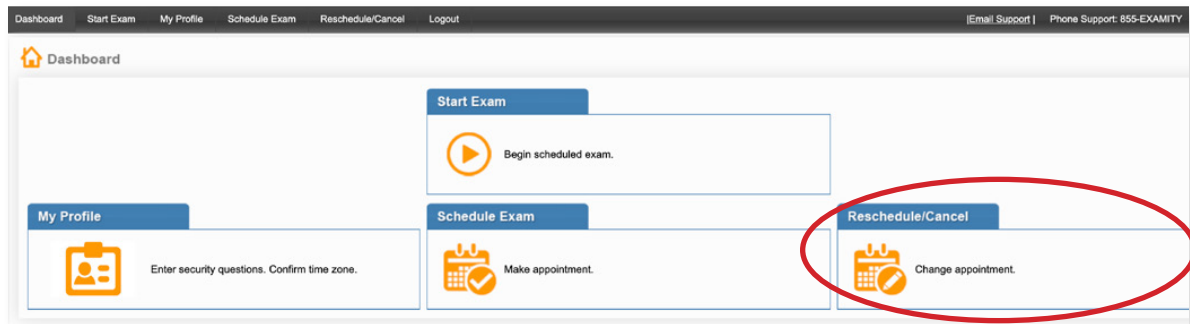
**TIP: Make sure you have reviewed the Candidate Agreement Policies beforehand.**

On test day, you must agree to the Braze Certification Program Agreement before you will be allowed to take your exam.

# Reschedule or Cancel Your Exam

If you need to reschedule or cancel your exam, you may do so up to 24 hours prior to the start of the appointment without penalty. You may not reschedule or cancel an exam appointment once it has started.

- 1 Login to <https://prod.examity.com/Braze/>
- 2 Click the Reschedule/Cancel tab on the top navigation bar or on your dashboard.



Please note, by design, the browser Back button is disabled in Examity. Please use the navigation menu at the top of the screen.

- 3 Select the exam you want to reschedule or cancel.



- 4 To reschedule, click Reschedule Exam and choose a new appointment time. To cancel, click Cancel Appointment.

**Note:** If you make a change less than 24 hours in advance, you will be charged a \$5 late change fee.

# Taking the Exam

Make sure you have reviewed the terms & conditions outlined in the Braze Candidate Agreement in advance. On test day, you must agree to this Candidate Agreement before you will be allowed to take your exam.

## What to Expect on Test Day

Before you take an exam, you need to have the required equipment and you need to organize your test-taking environment so it complies with stated rules. The proctor will perform an authentication of your identity and verify your test-taking environment before you may start your exam.

## Required Equipment

Make sure you have the right tools with you on test day. The items listed below are required.

- Government-issued ID. You will show this to the proctor via webcam during authentication.
- Computer or laptop
- PC or Mac connected to a power source
  - You must be allowed to download software to this computer.
- Wired internet connection with minimum 5 Mbps download speed & 3 Mbps upload speed is required.
- Complete a [computer readiness check](#) and internet [speed test](#).
- Webcam
  - It must be portable enough to scan the room. Your proctor will require a visual inspection of your workspace
- Microphone
- Speakers

## Prohibited Equipment

- Use of cell phones or tablets is NOT allowed.
- Dual monitors are NOT allowed.
- Use of headphones is NOT allowed.

## Exam Rules

Make sure you have prepared your testing environment so that you comply with all exam rules.

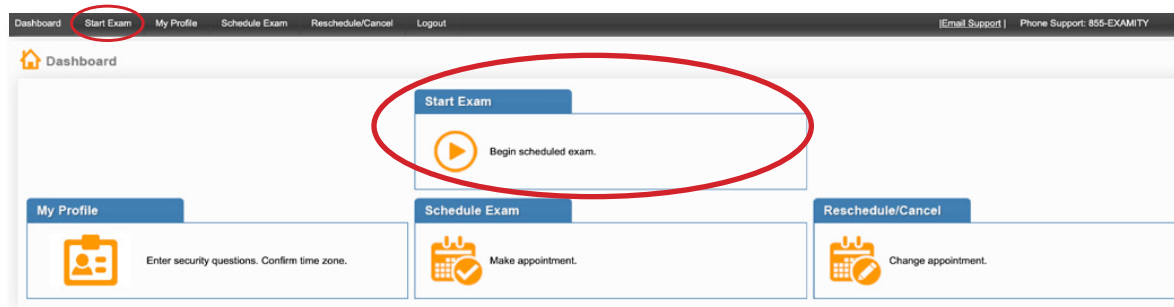
- You must be alone in the room throughout the test. If you take the exam at your place of work, please book a conference room or an equivalent private space. Do NOT take the exam in a cubicle or your exam may be interrupted by the proctor.
- Your webcam, speakers, and microphone must remain on throughout the test. Proctor must be able to hear, see, and speak to you for the duration of the test.
- You must have a clear desk and clear workspace. No drinks or scrap paper.
- You may not wear hoodies, sweatshirts, jackets, neckties, or hats.
- The proctor will conduct a room scan via webcam.
- You may not leave your seat.
- No bathroom breaks.
- You may not speak to anyone during the exam.
- If you are having any issues, you may speak to the proctor.



# Start the Exam

Plan to sign into Examity® 15 minutes prior to your scheduled exam appointment. This will allow sufficient time for the proctor to complete the authentication process as well as assist you with any technical issues.

- 1 Login to <https://prod.examity.com/Braze/>.
- 2 Click on Start Exam from your Examity® dashboard. You will see the list of your appointments with an option to connect to the proctor.



- 3 Click the Connect to the proctor link to initiate the identity authentication process. Examity® has the most secure, multi-layered authentication process. It includes facial match, challenge questions and biometric typing match.
- 4 The proctor will walk you through the authentication process. You will be asked to:
  - ✓ Verify your identity.
    - Make sure you 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.
  - ✓ Show your desk and workspace. The proctor will ask you to complete a 360° room pan and desk sweep using your webcam to ensure your workspace is clear of any unauthorized materials.
  - ✓ Agree to the rules.
    - The proctor will ask you to acknowledge and agree to the Examity User Agreement and the exam rules.
    - You'll also need to authorize the proctor to provide video results of their proctoring session to Braze.
    - Test-takers grant proctors control of their keyboard so that they can enter the test password on their behalf.
  - ✓ Begin your exam.
- 5 After your identity is authenticated, the proctor will provide access to your exam.
- 6 Review the exam instructions presented on your screen, then click Take Exam when you are ready.
- 7 By clicking Take Exam, you agree to be bound by the terms & conditions set forth in the Braze Certification Candidate Agreement.
- 8 Once you have agreed to the Braze Certification Candidate Agreement, the actual exam will start. You will see a countdown timer in the upper right corner and you may flag questions to skip & come back to during the exam if you choose. Good luck!

**If you need technical support during your exam, alert your proctor so they can pause your exam and stop the exam clock. Time elapsed for technical support will not be counted as exam time.**



## Technical Difficulties

If you have issues with registration, accessing your exam, or any other online proctoring problems, you may contact Examity® Support.

E-mail: [support@Examity.com](mailto:support@Examity.com)

Phone: +1(855) 392-6489

Live Chat

These options are available on all header and footer pages of the Examity® website for immediate access.

GET IN TOUCH WITH BRAZE:

[BRAZE.COM/CERTIFICATION](https://BRAZE.COM/CERTIFICATION)  
[CERTIFICATION@BRAZE.COM](mailto:CERTIFICATION@BRAZE.COM)



### A Wave Leader

The Forrester Wave™ :  
Cross-Channel Campaign Management (Independent Platforms), Q3 2021

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### A Wave Leader

The Forrester Wave™ :  
Mobile Engagement Automation, Q3 2020

FORRESTER®

Braze is a comprehensive customer engagement platform that powers relevant and memorable experiences between consumers and the brands they love.

