

Examination Software (Examplify™) Instructions

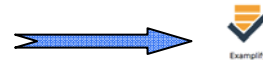
• Computer Setup

- i. Ensure that all cables are securely connected to your computer i.e., power cord, external mouse and/or keyboard.
- ii. **Make sure your power indicator light shows that your computer is receiving power.**
- iii. Turn on your computer.
- iv. Once your computer is running, **verify it has the correct date & time set.**


NOTE: If you have already downloaded your exam files from ExamSoft, you do **not** need to login to the wireless network until the exam has ended.


• Launching Examplify Important: Close all programs running before launching Examplify.


FIRST: Double-click the icon on your Windows Desktop.



SECOND: Click the exam you need to take, found in the Exam list on the left.

If you have not downloaded your exam, you will see a  symbol next to it.

If the exam has already been downloaded, you will see a  next to it.



THIRD: Enter the Exam Password and select the  button.

FOURTH: Read any Notice carefully. Enter the randomized 4 letter code and **WAIT HERE FOR PROCTOR INSTRUCTIONS.**



FIFTH: **When instructed by the proctor, select 'Start Exam'.**

• Formatting, Back up Files, Questions Navigation and Blocking Screen


- **By default, every Examplify answer file has 100 Multiple Choice (#1 – #100) and 10 Essay (#101 - #110) questions.** This will only be increased based on your professor's request. Examplify automatically creates all headers, page numbers, and margins and double spaces essay responses when printed by the school.
- Examplify automatically backs-up and saves to your hard drive every 60 seconds.
- You may navigate to the first essay answer field #101 within Examplify that corresponds to the question #1 in your examination by using the scroll bar on the left-side of the screen. To navigate to the next or previous answer field, proceed to the next answer screen click the blue Next button  at the bottom right of the screen. To review previous answers click the grey back arrow .
- To properly answer your multiple choice question select the radial buttons in the left-hand column, **labeled**

answers A-E  and **not the strike-out button to the right** .

- When leaving your seat (i.e. restroom break), block your screen by selecting ‘Actions’ then ‘Hide Exam’ located on the SofTest menu bar. **Do not fold down your laptop.**

- **If you close and exit the exam file, it cannot be reopened.**

- **Character Counts and Other Statistics**

This feature allows you to automatically count the number of characters or words contained in a response to essay questions. **The Law School has designated character count as the unit of measurement when the examination has length limits. The character counter appears on the top of the text box during the exam and is updated in ‘real time’ (as you type).** Exam takers may view their word count while inside Exemplify by clicking on the  icon on the top of the text box next to character count.

- **Computer Freezes**

If your computer freezes or malfunctions **we strongly recommend** that you **Stop, Drop and Write from that point forward.** Immediately ask the proctor to provide you with the bluebook(s) needed to complete your exam. We will recover the typed portion of the exam up to the last 60 seconds from when the problem began after the exam has concluded.

If you wish to attempt to resume typing in Exemplify (**not recommended**), do the following:

- a. Turn off your computer (press & hold the power button for several seconds) and restart your computer.
- b. If you were taking a secure exam you will be returned to within the last 60 seconds from when the problem began. **If you think that it will take more than two minutes to restart your computer, you should begin to write in a bluebook immediately. You will NOT receive additional time at the end of the examination period.** Take this into consideration when deciding to restart your computer, particularly if you have a slow-running or slow-starting computer.
- c. If a **resume code** needed after restarting your computer, **Stop, Drop and Write.** Resume codes are not available during exams.

If this procedure fails:

- a. **Stop, Drop and Write;** immediately get a bluebook from the proctor to **hand write** the rest of your exam.
- b. **At the end of the exam,** the IT Specialist will help you retrieve the saved portion of your exam.

- **Exiting Exemplify**

You may exit Exemplify whenever you are finished. **However, once you are notified that there are 10 minutes remaining, you may not leave your seat.** Follow these instructions to exit out of Exemplify.

- Select ‘Exam Controls’ then ‘Submit Exam’.
- Click the **I am ready to exit my exam** checkbox on the ‘YOU ARE CLOSING YOUR EXAM!’ screen. Then select the ‘Exit’ button.
- On the **green window**, click the ‘Close Exam’ button.
- You will know that your exam file has uploaded successfully when you encounter the green “Congratulations” Screen

- **Uploading Your Answer File**

Your answer file will automatically upload once you establish an Internet connection. Ask the IT Specialist for assistance if you experience any difficulties. If you cannot establish an internet connection, click the ‘Exit’ button; find another location **on campus** where a connection can be made and **restart Exemplify.** The software will attempt to upload the exam automatically.