

# Instructions for Take Home Examinations Using Exemplify

Technical Support for Exemplify: 866-429-8889, Option 3 or [Submit a Ticket](#)  
Submit a service ticket to ExamSoft.

**Note: If your take home exam is timed, the clock will start when you click the 'Start Exam' button.**

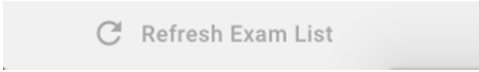
## 1) Computer Setup


- Ensure that all cables (i.e. power cord, external mouse and/or keyboard) are securely connected to your computer.
- Make sure your power indicator light shows that your computer is receiving power.
- Turn on your computer & confirm it has the correct Date & Time Set:

## 2) Download Your Take Home Exam File

- Double-click the icon on your Windows Desktop.




- Click the  button to refresh to your most recent available exams.

- Select your exam from the list on the left. Exams ready for download will have a  next to it.

## 3) Launching Examination software (After Exam File Download)

- Double-click the icon.



- Click the downloaded exam you wish to take. Downloaded exams will have a  next to it.

- Enter the Exam Password and select the  button

- Read any Notice carefully. Enter the randomized 4 letter code and then select Start Exam to begin to exam:



Generic Assessment

When instructed to start, enter the code **D S C W** below.

Enter Code


Start Exam

#### 4) Suspend and Resume Examination

You may suspend and resume the exam whenever and for as many times as you like. Follow these instructions: **This will NOT stop time from elapsing for your exam so use this feature wisely.**

a. **On the toolbar in Exemplify, select 'Exam Controls' then select 'Suspend Exam'. DO NOT SELECT SUBMIT EXAM.**

b. To resume your exam, restart Exemplify and select the exam you wish to resume. It will be marked as

suspended with a  symbol. Enter the Exam Password to resume the exam.

**IMPORTANT: You cannot use Exemplify to take another exam until you have completed, exited and successfully uploaded the suspended take home exam, so plan you time accordingly.**

#### 5) Checking Character Counts

There is a character count that appears on the top of the essay text box during the exam and is updated in 'real time' (as you type).



- 1) The current essay question window
- 2) All essay question windows
- 3) Any essay text that you might have highlighted

#### 6) Other Functions and Formatting

• **Important Note for Take Home Exams: Only answer files created in Exemplify may be uploaded using this software. Your exam responses must be typed or copied directly into Exemplify as opposed to typing them into MS Word.**

a. As an alternative, you can open your word document while in the examination software.

- The examination software automatically creates all headers, page numbers, and margins which can be included when printed by the school. It single spaces essay responses on your screen.
- The examination software automatically creates and saves a back-up file to your hard drive every minute.
- Compose your answer for each question in the corresponding question screen. For example, type your answer to Question 1 in the screen for Question 101, Question 2 in 102, Question 3 in 103 etc..

• Proceed to the next screen by clicking the blue next button  at the bottom right corner of the screen. Review previous answers by clicking the grey back arrow .

- When leaving your computer **for more than 10 minutes**, you should use the 'Suspend and Resume' function as outlined in section #4 above.
- Remember, if you use the "Submit Exam" button to close your exam, **the exam file cannot be reopened.**


#### 7) Computer Freezes

If Examination software, your keyboard and/or mouse stop responding, do the following:

a. Turn off your computer (press & hold the power button for several seconds)

b. Restart computer.



c. Select the  icon upon reboot. Exemplify will automatically load the exam where you left off. If it does not, follow the prompts as you did when first opened the exam.

d. If problems occur, call ExamSoft Student Technical Support at 866-429-8889, select option #3.


### 8) Saving and Exiting Examination Software

#### (Only Use When You Are Ready To Submit your Exam for Grading)

You may exit the Examination software whenever you are finished typing your exam answers. Follow these instructions to exit out of Examination software...

a. Select 'Exam Controls' then 'Submit Exam'.

I am ready to exit my exam.

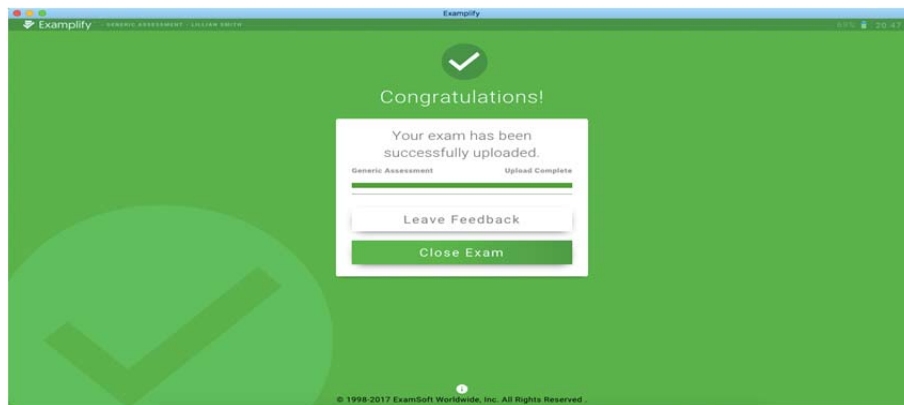
b. Click the  checkbox on the 'YOU ARE CLOSING YOUR

EXAM!' screen. Then select the  button.

c. On the Green 'Congratulations' window, click the  button.

### 9) Submitting Your Answer Files

WINDOWS AND MAC USERS: In a non-secure or secure exam, your file will upload automatically upon exiting Exemplify and you should receive a green confirmation window:



a. Click 'Exam History' on the Exemplify Home Page to view a list of your exam upload. You will be prompted to enter your login credentials. You will then be redirected to your student portal. The Download/Upload History page provides a history of all exam downloads & uploads. You can also send the upload confirmation for any exam that was uploaded by simply clicking the envelope icon next to the exam name. You will receive an email confirmation for the selected exams.

Upload File Name	Spell Check	Copy & Paste	Calculator	Highlighting	Backward Navigation	Exam Review	Download Start Date	Actions
121111_Generic Assessment_20170830204657548_final.xmxd							Available	

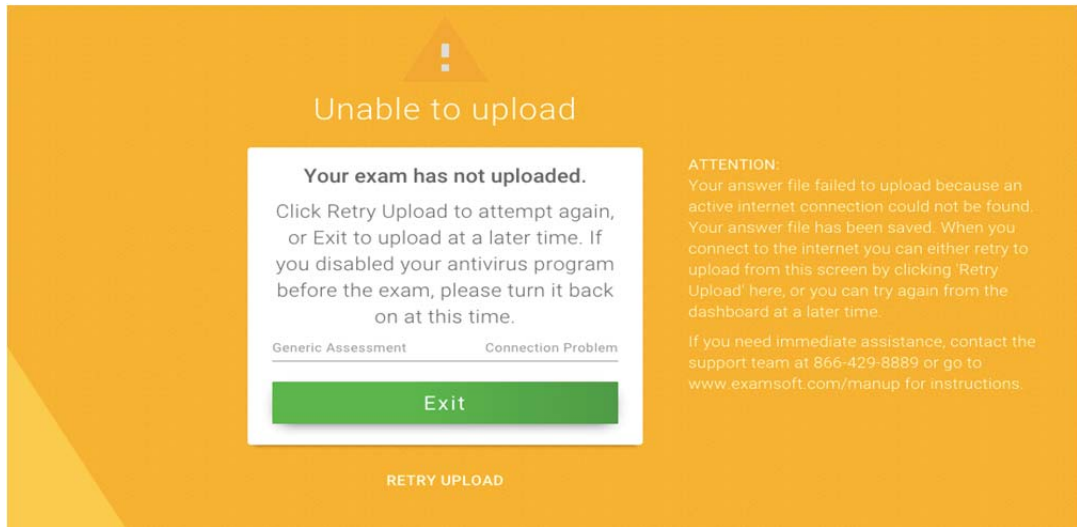


If the auto-upload fails, double-click the icon  on your Desktop and Exemplify will search your computer for all examination answer files that are ready to be uploaded.

- e. **Note that you MUST upload your answer file immediately after exiting your exam.**
- f. If problems occur, call ExamSoft Student Technical Support at 866-429-8889, select option #3.

**10) No Internet Connection Found:**

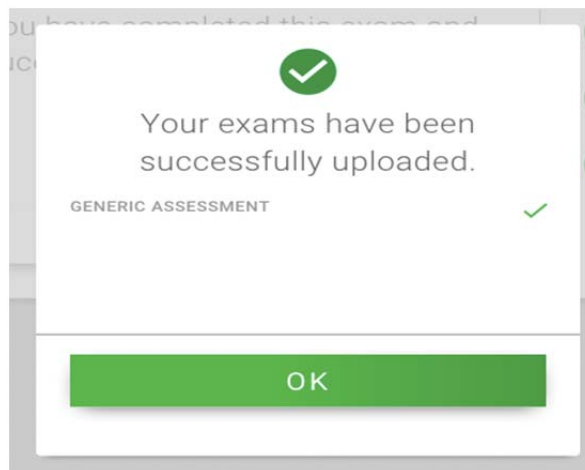
Once you exit the exam Examplify will try to upload your answer file. If you do not have an Internet connection, select the 'Exit' option and you can now turn off your computer.



**You must find a location where an Internet connection is available.**

When you have done this:

- a. Turn on your computer and connect to the Internet.
- b. Double-click Examplify icon on the desktop for Windows users or single-click the icon in your Applications folder or Dock for Mac users to launch Examplify. Your answer file(s) will be automatically uploaded and if successful, you should receive the following confirmation window:



## 11) Important Notices to Take Home Exam Takers

- All examinations and computer testing materials are the property of the Loyola Law School. Failure to return all examination materials will be reported to Senior Administration for review and an Examination Incident Report will be filed.
- The Office of the Registrar will only accept examinations and/or papers from students via the examination software or hardcopy for midterm or final examinations. No Email submissions will be accepted. The professor will provide you with instructions for any other form of examination submission.
- The new version of Examplify allows students to copy and paste highlight text from their word document in to your answer file in examination software. This is only permitted if your take home exam in the non-secure mode. If your exam is in the secure mode we strongly advise that you save enough time to type your answers in the examination software.
- Students only need an Internet connection to download their examination questions and to upload their examination answer file. For example, once you have downloaded the examination file for Employment Law, you may complete your exam while offline. When you have completed your examination, exit and submit your completed exam as indicated above. Examplify will then attempt to automatically submit (upload) your exam.

### REMEMBER:

1. **You MUST upload your answer file immediately after exiting your exam. If you experience *any* issues with functionalities, call ExamSoft Student Technical Support at 866-429-8889. Press Option #3 for assistance.**
2. You will not be able to use this software for any other exam

**Loyola Law School and ExamSoft assume no responsibility for interruptions whether isolated or widespread. You assume all risks of using a computer to take your exam.**

**Good luck on your exams!**

*The Office of the Registrar*