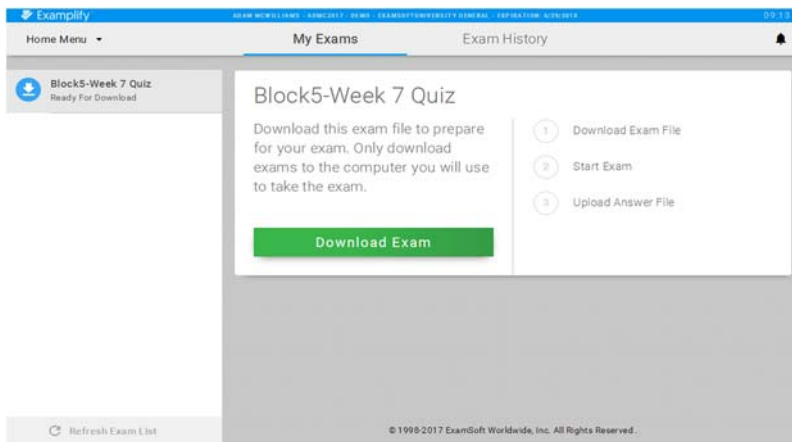


# Exemplify v12 Exam Instructions

## 1) Downloading Exams (Do This PRIOR TO EXAM DAY)

- Watch for email notifications to download exams.
- Establish an Internet connection.
- Double-click the Exemplify icon on the desktop for Windows users or single-click the icon in your Applications folder or Dock for Mac users to launch Exemplify.
- If you do not see the exam you are scheduled to take, click the **Refresh Exam List** button. Select an exam from the list, and click **Download Exam**. Download all exams as soon as they are available.

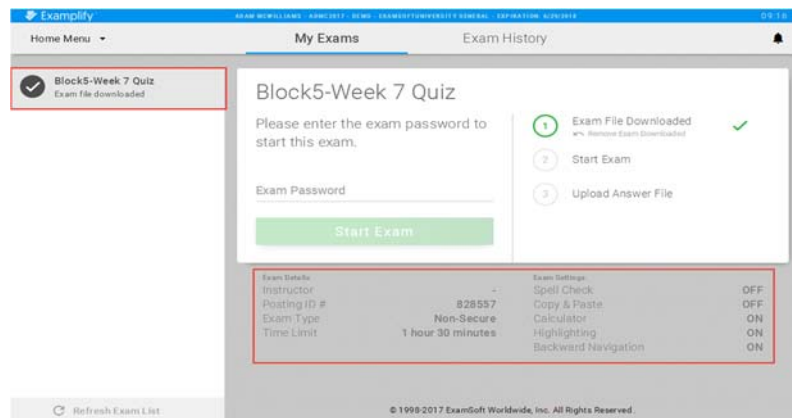


## 2) Preparing for an Upcoming Exam

- Check that your computer's date and time are accurate.
- Arrive at the exam site at least 15 minutes early.
- Charge your **laptop** battery and bring your power cord.
- **Before upgrading your current OS, check against Exemplify's current minimum system requirements to ensure compatibility with the new OS.**

## 3) Starting an Exam

- Launch Exemplify.
- Click on the scheduled exam in the list.
- Take a moment to review the exam options and settings, as they will populate beneath the window.



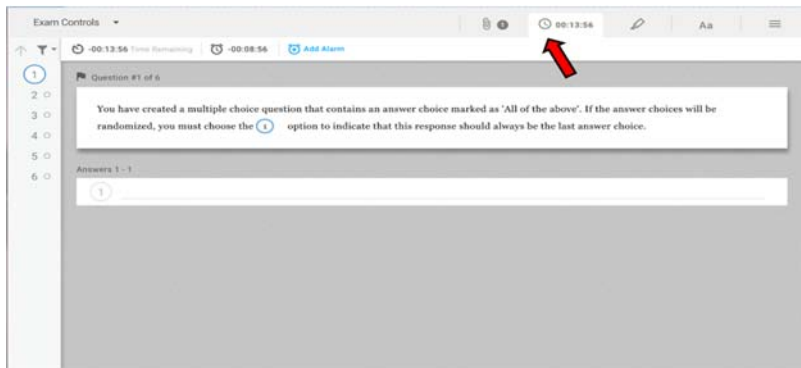
- Enter the password (the password will be written on the board at the front of the exam room). Click **Start Exam**.
- You will need to wait at this yellow screen.
- When instructed, enter the code provided to begin your exam.



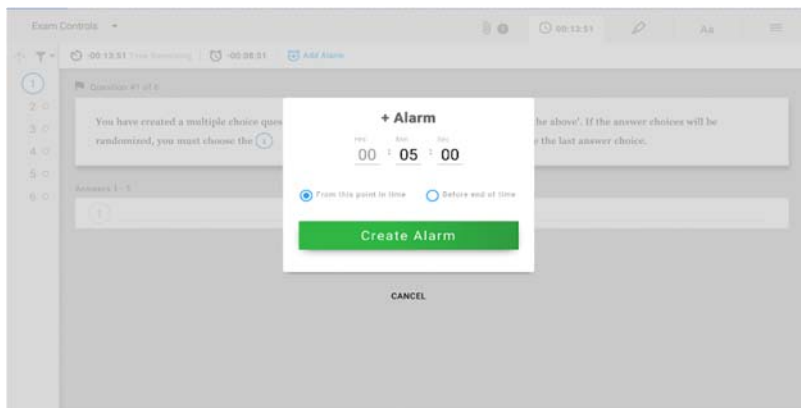
- Once you have been instructed to begin your exam, click the green **Start Exam** button.

#### 4) Taking an Exam

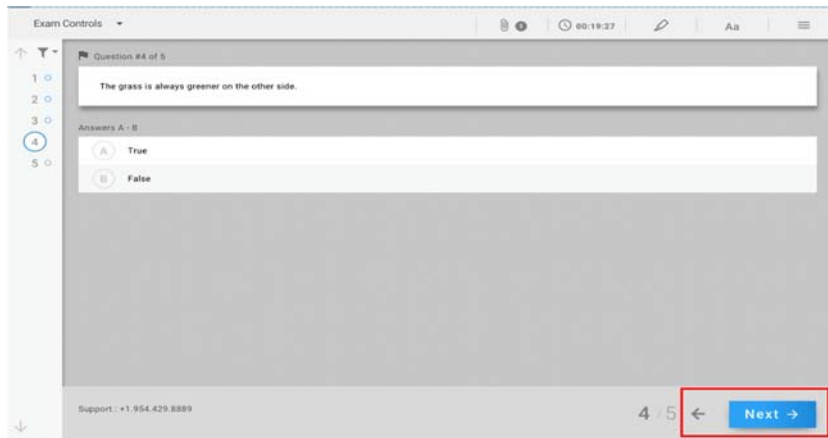
- During your exam, you can set a **reminder alarm** to appear at a specific time during the exam. First, access the **Alarm** button located in the top right corner of your exam.



- Select **Add Alarm** and be sure to click the **Create Alarm** button to activate the alarm.



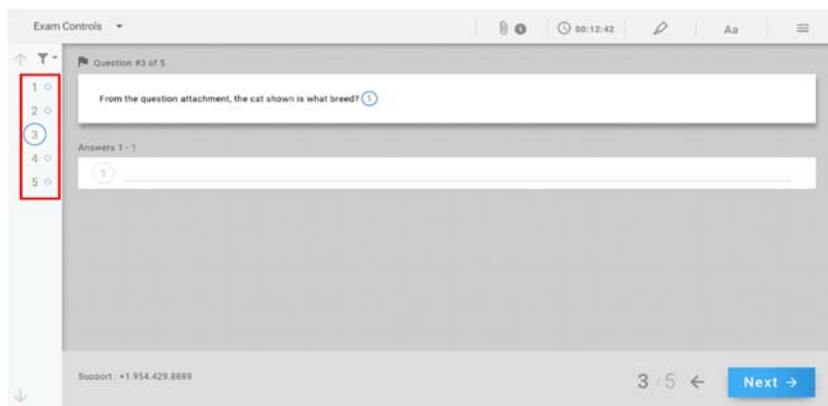
- To navigate through questions within an exam, you can toggle (or switch) between questions using the **Next** button, to proceed to the next question, or selecting the <-- (**back arrow**), to navigate to the previous question.



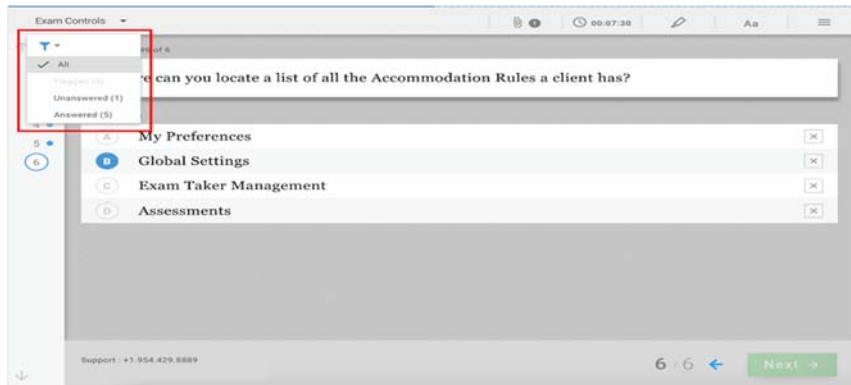
- You can also navigate through questions by selecting the down arrow in the bottom left hand corner or the up arrow in the top left hand corner of the screen.



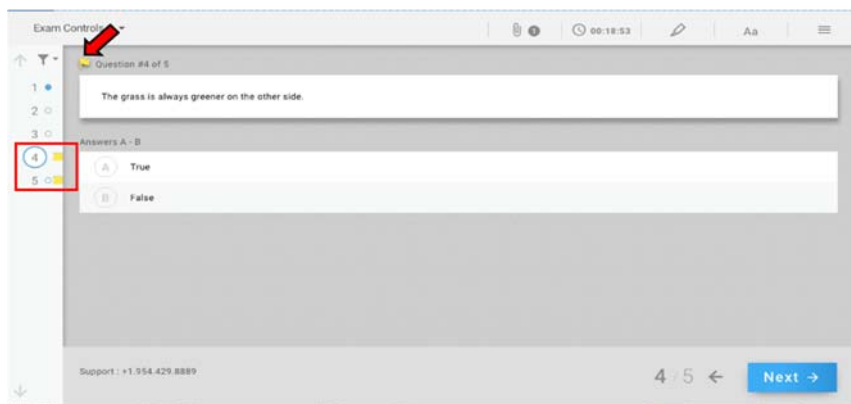
- You can simply navigate through questions by just selecting the question number within the navigation pane.



- You can view all unanswered questions through the question filters feature.

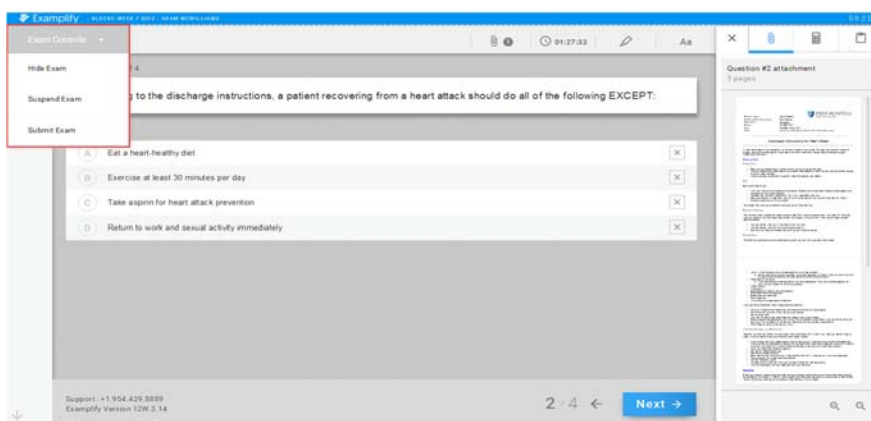


- You can also mark questions to revisit.

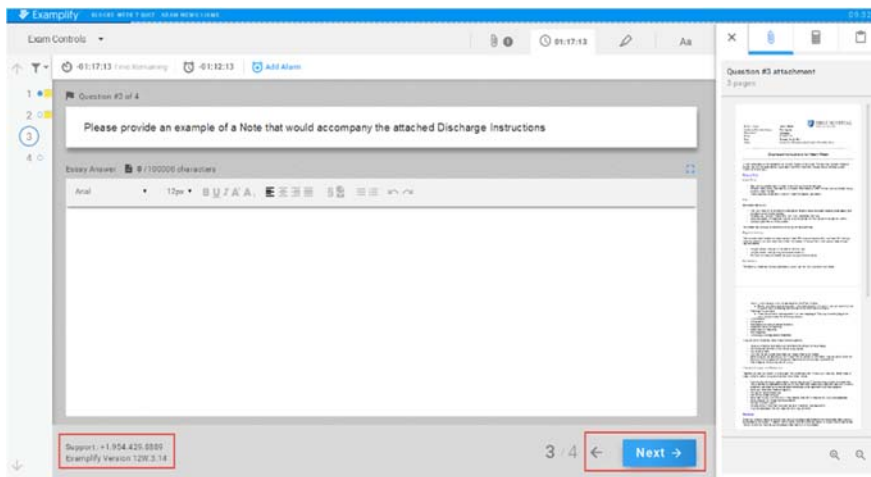


## 5) Exam Controls and Options

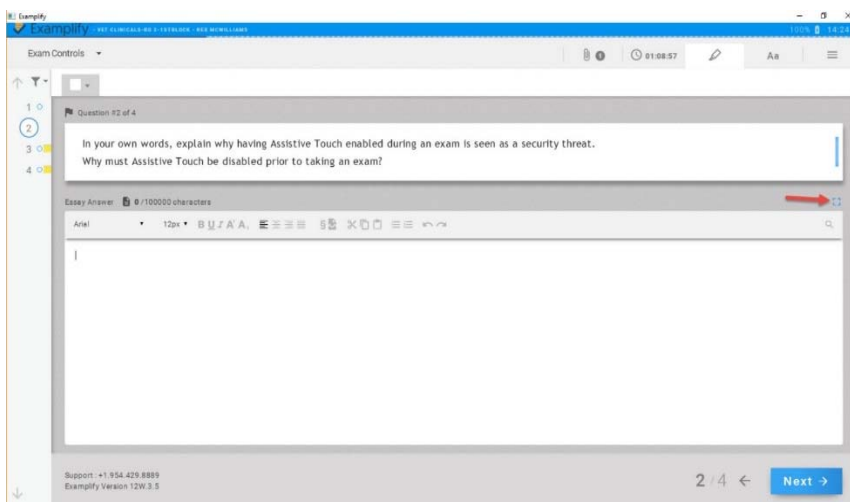
- On the left-hand side of the screen, you will see the **Exam Controls** option. Within this menu, you will see three possible options: **Hide Exam**, **Suspend Exam** (for non-secure exams only), and **Submit Exam**. **Hide exam** will hide the entire exam, but leave the Examplify application running. The **Suspend Exam** option will stop the exam, exam timer, and any alarms to allow the Exam Taker to return to the exam at any time to complete. The **Submit Exam** option will prompt the exam taker to confirm this action.



- The **Expand** option will allow you to click the Calculator icon to display the calculator and the Notepad icon to display the option for Notes.



- For Essay questions, you have the added ability to maximize the answer text fields using the blue square in the upper right corner. You will also be able to change the font size and type. You have the options to copy and paste text and use the spell check feature.



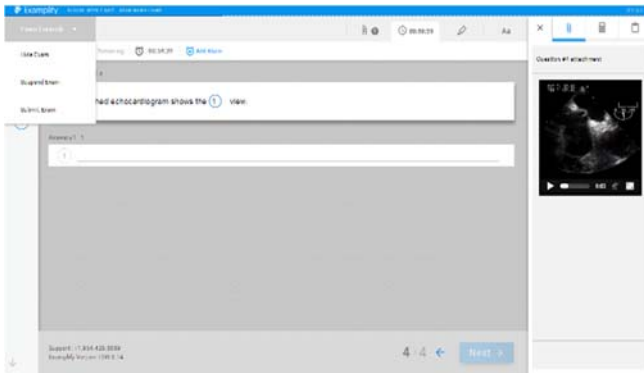
## 6) Computer Freezes

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

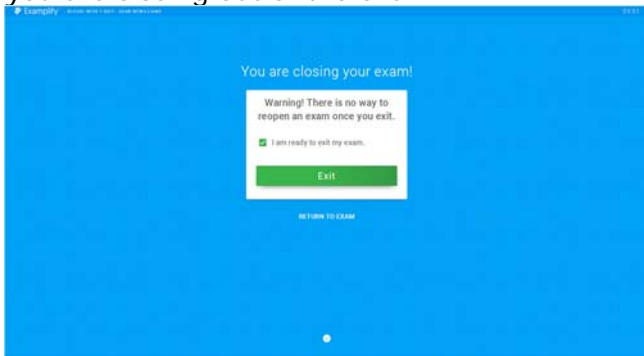
- Turn off your computer (press & hold the power button but if that fails, pull the power cord & battery)
- Turn the computer back on.
- Once the computer restarts, you will be given the option to re-enter the exam approximately where you left off (answers are saved at least every 60 seconds).

## 7) Exiting Exemplify

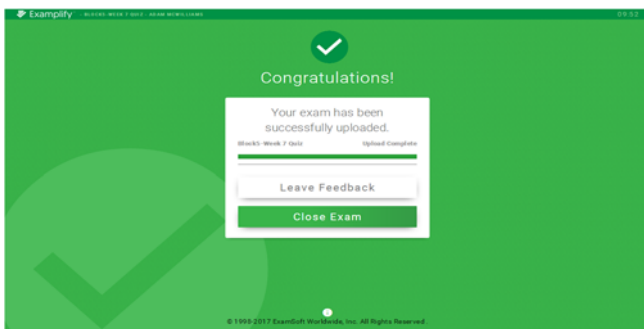
- Once you have completed all the questions, you can now exit the exam. Open the **Exam Controls** option and select to **Submit Exam**.



- The application will exit out the exam view, and you will be presented with a warning that you are closing out of the exam.



- To confirm, select the check box that you are ready to upload the exam file, and then select to **Upload Exam**.
- Note: You MUST upload your answer file immediately after exiting your exam. If you experience any upload issues, you MUST report those issues immediately to the proctor.**
- If the upload was successful, you will see a green confirmation screen. Once you have reached this screen, your exam has finished and you will not be able to enter back into this exam.



- If you are unable to connect to the Internet in the exam room, select 'Upload LATER' option and you can now turn off your computer. Please tell the proctor you will upload your answer file at a later time that same day. Once you have an Internet connection, simply click the Exemplify icon and Exemplify should open and upload your exam.

## 8) Miscellaneous Notices

- ExamSoft and the Washburn Law School assume no responsibility for interruptions whether isolated or widespread. You assume all risks of using a computer to take your exam.
- All examinations and computer testing materials are the property of the Washburn Law School. Their removal will be reported to the Student Honor Code.
- Any examinee who continues typing or writing after the "STOP TYPING" announcement has been made will be reported to the Student Honor Code.