

EXAMPLIFY INSTRUCTIONS

COMPUTER SETUP


- Ensure that all cables are securely connected to your computer i.e., power cord, external mouse and/or keyboard.
- **Make sure your power indicator light shows that your computer is receiving power.**
- Once your computer is running, **verify it has the correct date & time set.**
- Before launching the software, close all other programs and disable your antivirus.


LAUNCHING EXAMPLIFY

1. **Double-click the icon on your Windows Desktop.**



2. 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.

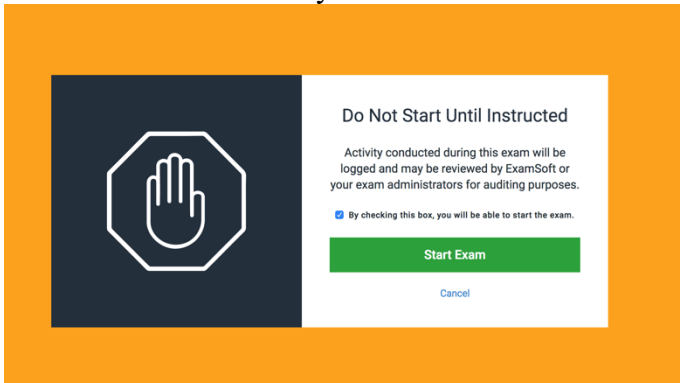
3. Enter your Exam ID (already picked up at the Registrar) in the Exam Number field and the provided Exam Password and select the Start Exam button.

Exam Number :

Please enter the exam password to start this exam.

Start Exam

4. Read the Notice carefully. Do not start until instructed.



5. **When instructed by the proctor, check the box and select 'Start Exam'.**

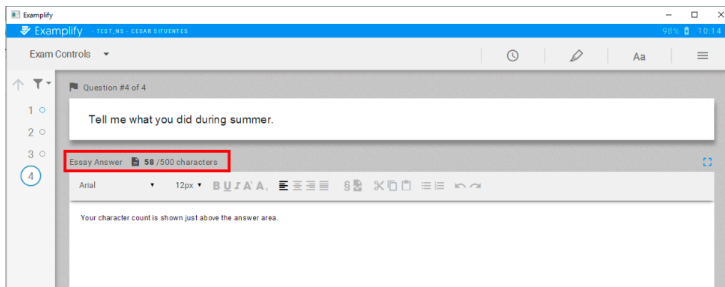
FORMATTING, BACK UP FILES, NAVIGATING QUESTIONS AND FUNCTIONS

- Exemplify automatically creates all headers, page numbers, and margins and double spaces essay responses when printed by the school. Exemplify automatically backs-up and saves to your hard drive every minute.

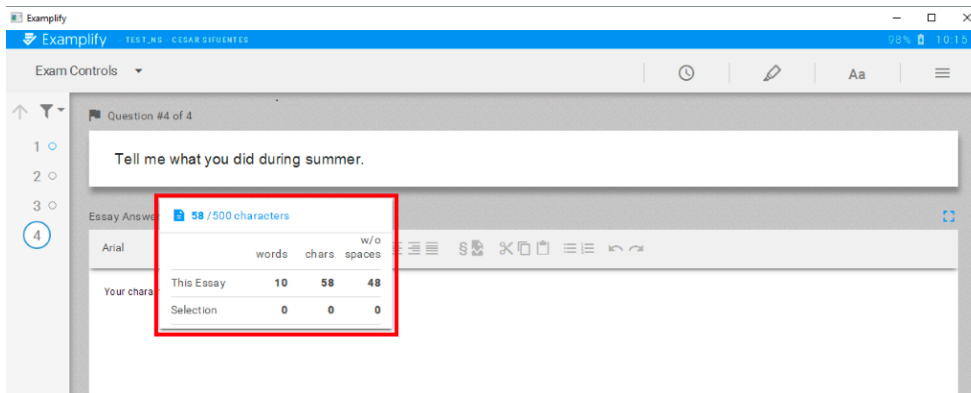
- When leaving your seat (i.e. restroom break), block your screen by selecting ‘Actions’ then ‘Hide Exam’ located on the SofTest menu bar. **Do not fold down your laptop.**
- **If you close and exit the exam file, it cannot be reopened.**

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 character counter appears on the top of the text box during the exam and is updated in ‘real time’ (as you type).
- It includes:
 - Number of words in the current answer.
 - The character limit for the answer.



- To see more information, you can click on the paper symbol next to the character count. This window provides the total number of words, characters, and characters without spaces for the essay response. If text is selected in the current question, Examplify provides the same information for the text that is selected.



COMPUTER FREEZES

- If your computer freezes or malfunctions we strongly recommend that you **Stop, Drop and Write from that point forward**. 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 the last 60 seconds of when the problem began after the exam has concluded.
- **If you wish to attempt to resume typing in Examplify, do the following:**
 - Turn off your computer (press & hold the power button for several seconds) and restart your computer.
 - If you were taking a secure exam you will be returned to within the last 60 seconds of when the problem began. If you were taking a non-secure exam, open Examplify. It will load the exam and take you to within the last 60 seconds of 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.
- **If this procedure fails:**

- **Stop, Drop and Write; Immediately** get a bluebook from the proctor to **hand write** the rest of your exam.
- **At the end of the exam**, you will receive instructions from the proctor regarding the saved typed portion of your exam.

EXITING EXAMPLIFY

- You may exit Exemplify whenever you are finished. **However, once you are notified that there are 15 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.