Examplify Student Guide

2018

The College of Law requires students to take many exams on their laptops using Examplify, exam software provided by ExamSoft Worldwide, Inc. Examplify provides a secure testing environment which locks out all other applications and access to the internet. The software is used by more than 100 law schools, and by the administrators of bar exams in more than 40 states.

Instructors can create essay, true/false, multiple choice, and fill in the blank questions using ExamSoft's software. Examplify provides a simplified word processor similar to Microsoft Word for answering essay questions including cut, copy, and paste, spell checker, font size & style adjustment, as well as the ability to undo the user's last action.

All students are required to have Examplify to complete exams on their laptops.

Minimum System Requirements
- Examplify can be used on most modern Microsoft Windows- and Mac OS X-based computers (i.e. purchased within the last 2 - 3 years).

PC Requirements:

- Operating System: Windows 10.
- *Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.*
- Only genuine, U.S.-English versions of Windows Operating Systems are supported
- ExamSoft does not support Tablet devices other than Surface Pro as detailed below
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available space
- Internet connection for Examplify Download, Registration, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher

Mac Requirements:

- Internet connection for Examplify Download, Registration, Exam Download and Upload
- Server version of Mac OS X is not supported
- Operating System:
  - Mac OS X 10.11 (El Capitan) or above
- Hard Drive = 1 GB or higher free disk space
- RAM = 2 GB
- CPU = Intel processor
- This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

Surface Pro Requirements:

- Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-Pro Surface devices are NOT supported)
- Must be running a supported Operating System
- External Keyboard (USB or Bluetooth) required.
- Hard Drive: 1GB or higher available space
- Internet connection for Examplify Download, Registration, Exam Download and Upload
- Screen Resolution must be 1920x1080

Downloading Examplify

1. Navigate to the College of Law ExamSoft homepage: examsoft.com/syracuselaw.

BROWSER ALERT: EXAMPLIFY **CANNOT** BE DOWNLOADED USING **SAFARI.** Make sure to use Internet Explorer, Chrome or Firefox.

2. Log in as an **Exam Taker**. You will be taken to a page with a Syracuse University login box. Use your netID and associated password to log in.
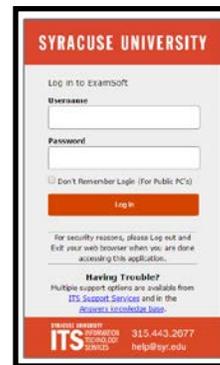
3. Go to "3 Set Up Your Notifications" **before** clicking "Download". Put in your email and/or cell phone number to set up confirmation emails or texts.


4. Click **Download** under **Install & Register Examplify** to download the installer onto your computer

5. Locate the downloaded file in your Downloads folder and double click to install, following instructions in installer window

6. Locate the Examplify icon on your desktop and launch Examplify (you must be connected to the internet to register Examplify)
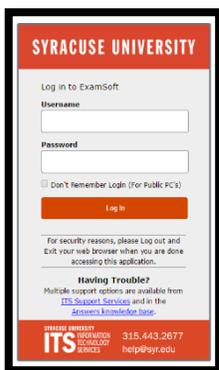

7. When Examplify opens, scroll through the Software License Agreement and then click **I Agree**
(you will not be able to click this until scrolling all the way through the agreement)
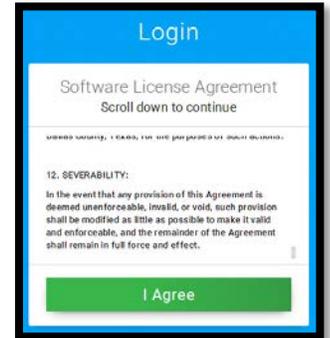
8. To add a new account, enter "syracuselaw" in the **Institution ID** field.
Then click **Next.**
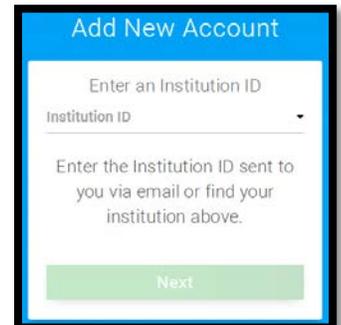
9. Enter your **User ID (your netID)** and **Password** (same as in step 2) and click **Sign In**


You are now ready to take your exams on this laptop.

Downloading & Taking an Exam

During an exam, you will not be connected to the internet. You will only connect while downloading and uploading an exam. You cannot download/upload exams without internet connection.

Downloading Exams:

Exam files are usually available a day or two before the scheduled exam time. You will be notified by email when an exam file is ready to download. Please download your exam **before** the exam day. You must arrive to the exam room with the exam downloaded.

1. Sign into Examplify
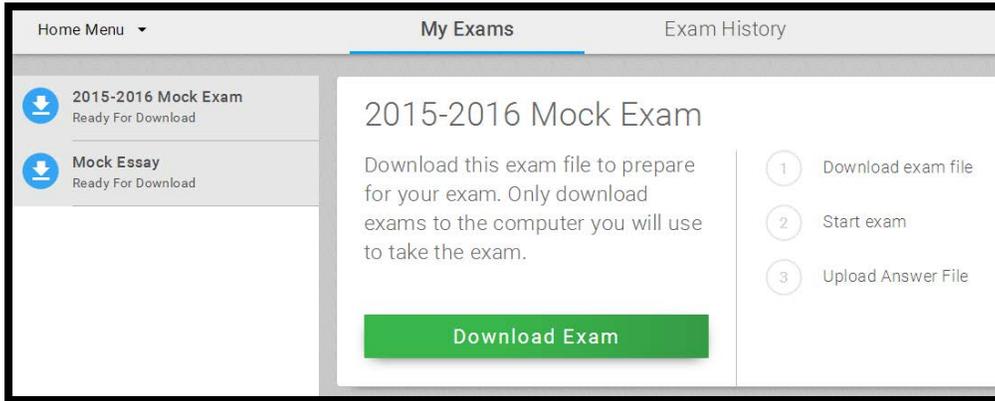
2. Available exams will appear on the left-hand side of the exam menu and will say "ready for download"

3. Click on an exam on the left-hand column to select the file. Then click the green **Download Exam** button. Once an exam is downloaded, the blue circle icon will change to a grey circle with a check mark. This indicates that the exam file was successfully downloaded.

Taking a Mock Exam

A mock exam is always available to download in Examplify. It is good practice to take the mock exam at the beginning of each exam period to make sure your software is working correctly. It is also helpful to familiarize yourself with the features and interface of the exam software. Once downloaded, any seven-digits can be used as the exam number; the password is abc123.

Taking an Exam (once you are in the exam room):

1. On the left-hand column in **My Exams**, select your exam by clicking on it. This will pull up the exam details in the center of the screen.

2. To start an exam, you will need to enter your **Exam Number** and the **Exam Password**. You will receive your **Exam Number** when you pick up your exam packet in the exam room. This number is different for each of your exams and is specific to your identity as an exam taker. *Your Exam Number is NEVER your SUID.*

** If the Exam Number field is populated when you open it, be sure to change it to the Exam Number on your current packet **

DO **NOT** enter your SUID in the Exam Number field
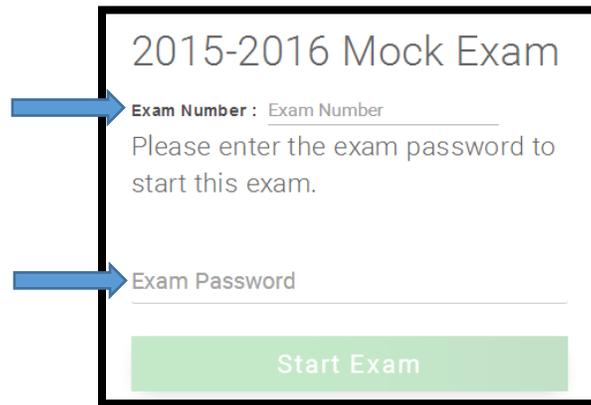
The **Exam Password** will be written in front of the classroom on the classroom whiteboards. All exam passwords consist of two letters followed by eight numbers and are case-sensitive. Once you have entered your exam number and password, you may click the green **Start Exam** button to launch the exam.

3. Before the exam opens, a yellow screen will appear notifying you that by proceeding, Examplify will close and block out all other programs and applications running on your computer (including internet access). Click the green **Continue** button to proceed.

4. The next window to pop up will contain your very important exam notices. Please review those and scroll through them by clicking the **arrow at the top right of the box** (<u>not the next button</u>). There are seven standard SUCOL notices. Exam instructions are also included in the notices. Once you have read all notices, click the blue **Next** button.
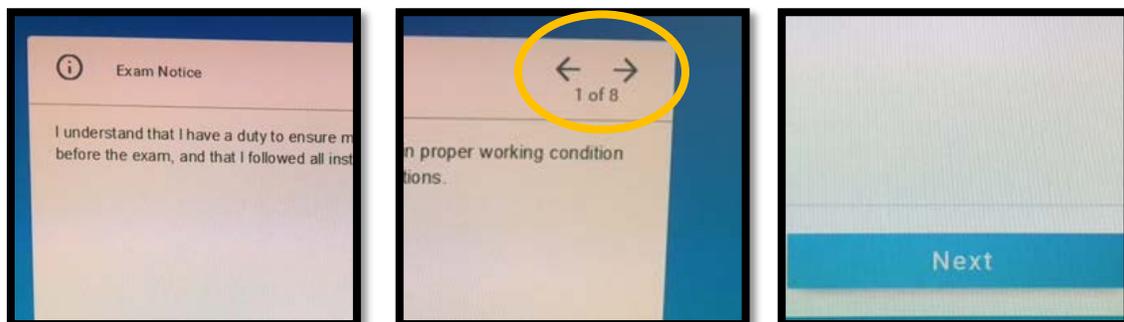
5. Another yellow screen will appear with a random four-letter passcode and a start exam button.

DO **NOT** PROCEED FROM THIS SCREEN UNTIL YOU ARE INSTRUCTED BY THE EXAM ADMINISTRATOR

When the exam administrator gives the okay, you may enter the four-digit code and begin your exam.
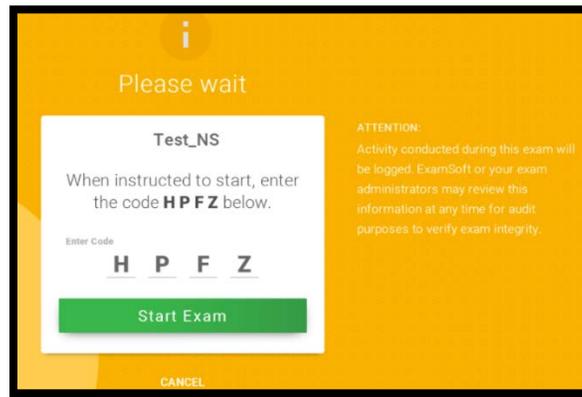
*The exam administrators and ITSS support staff will be able to assist you through the process of starting an exam

Navigating Your Exam

When the exam opens, there will be two main menus: options along the top of the screen for exam controls and a vertical questions navigation tab on the left-hand side of the screen. You may answer the exam questions in any order you'd like. Below are guides for different question types. It is best to practice and familiarize yourself with the exam interface by downloading and taking the Mock Exam. This may be downloaded and taken as many times as you want.
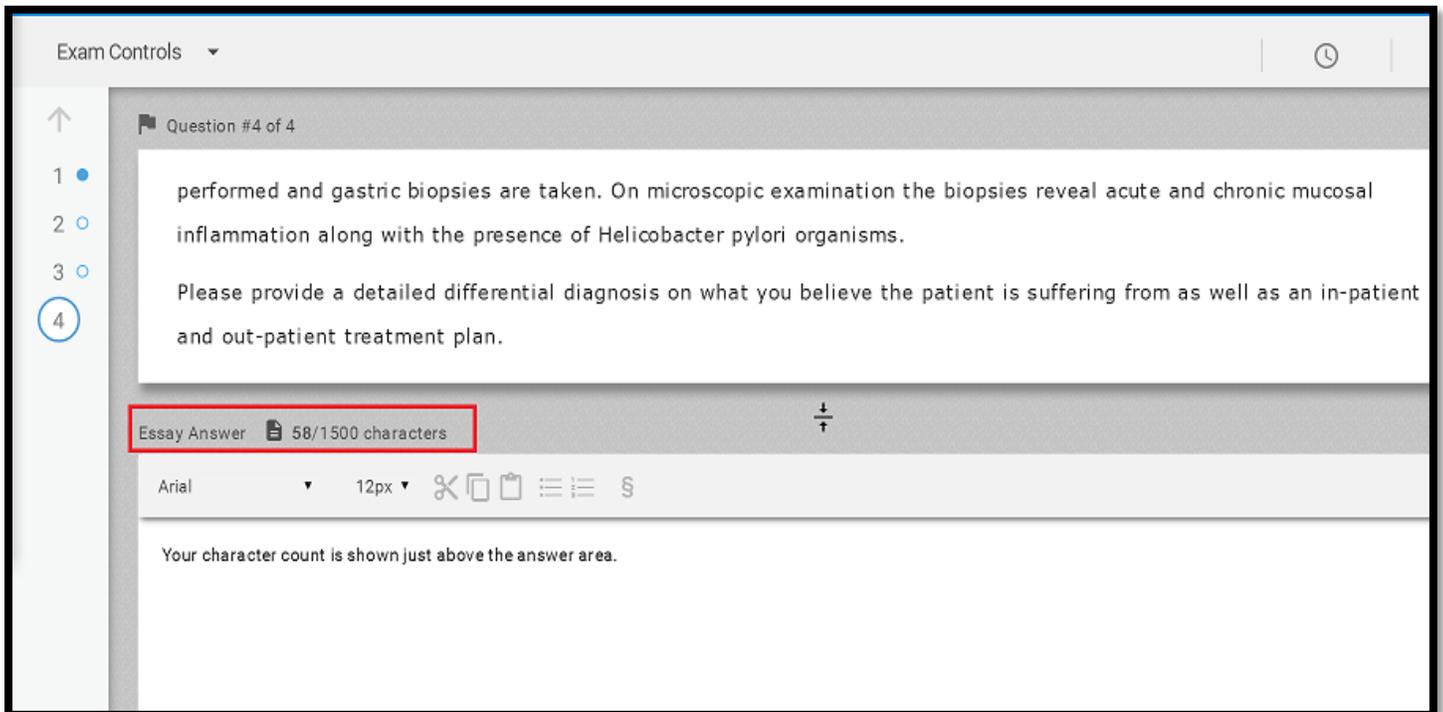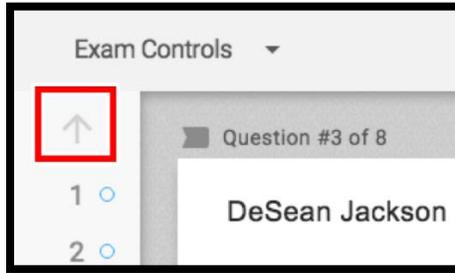

Navigating Questions:

When navigating between questions on your exam, you have three ways to move between questions.

First, by selecting the 'Next' button, to proceed to the next question, or selecting the '<--' (back arrow), to proceed to the previous question. The question number will be provided as well.
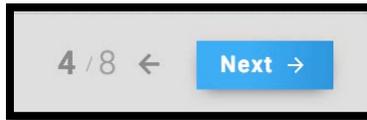
Secondly, you can toggle (switch) to the next/previous question by selecting the down arrow in the bottom left hand corner or the up arrow in the top left hand corner of the screen.

Lastly, once you have gone through each question, you can easily just select the question number you would like to navigate to within the navigation pane on the left hand side.

Flagging your Questions:
You can also mark questions to remind you to revisit them later. At the top where the Question number is listed, to the left you will see a small 'flag' icon. Click on the flag to highlight and mark the question within the navigation pane.

(no flag)   (flag enabled)
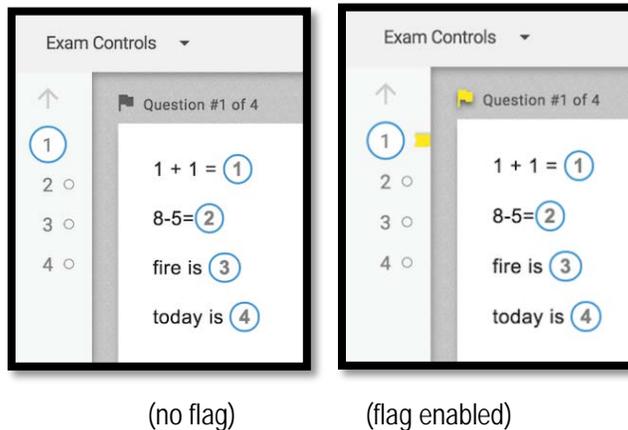
Highlighting Text:
You can use the Highlight tool in Examplify to highlight portions of *question* text and multiple choice answers that you find important. (This tool will only be available if enabled by the instructor in the exam settings).

Navigate to the Toolbar at the top and select the Highlight feature.

Click on the color drop-down that appears at the top left of the screen.

- Select the color you would like to highlight the text from the drop-down selection.
- Select the text that you wish to highlight by clicking and dragging your mouse across it.
- The selected text should now be highlighted whichever color you have chosen, as shown below:
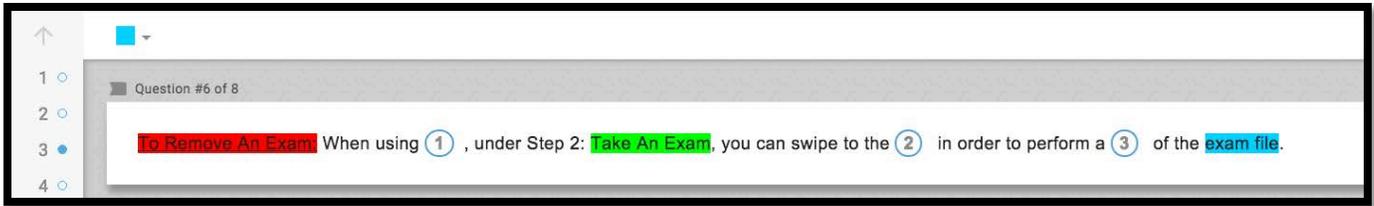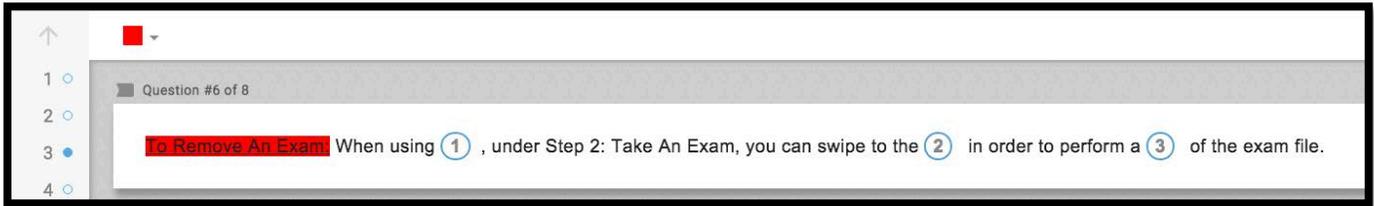

Answering Multiple Choice Questions:
To answer a multiple choice question, click the circled letter to the left of the desired answer. The circle will turn blue indicating that it has been selected. Some multiple choice questions will have multiple answers. In this case, click the circle next to all answers you would like to select before proceeding.

One of the useful features of Examplify is that you can cross out answer choices. Simply hover over an answer choice and an X will appear on the right of the answer. Clicking the X will "cross-out" that particular choice. To undo this, click on the crossed-out text in the answer choice.
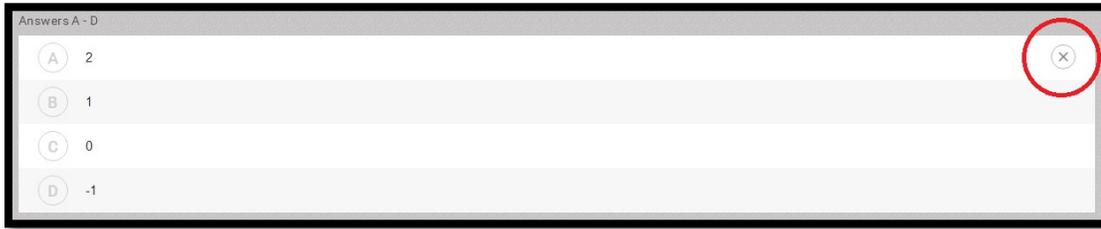
Answering Essay Questions:

For essay questions, use the box below the essay question to type your answer as you would in any word processing program such as MS Word. You will have the ability to cut, copy, and paste, as well as access to certain formatting tools, by using the shortcuts in the yellow box in the picture below. Examplify also provides a character count for essay questions just above the answer area. **Some instructors will set a character limit to essay responses.** If there is a limit, you will not be able to exceed the indicated number of characters. You will be able to edit whatever content you have within that limit.

The character count is highlighted in the red box in the image below. Clicking the character count will expand a more detailed word/character breakdown.
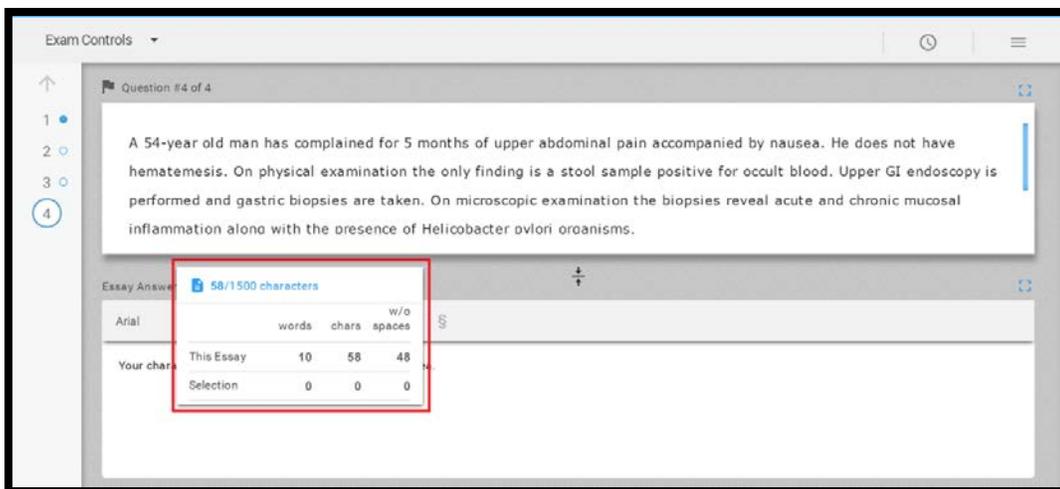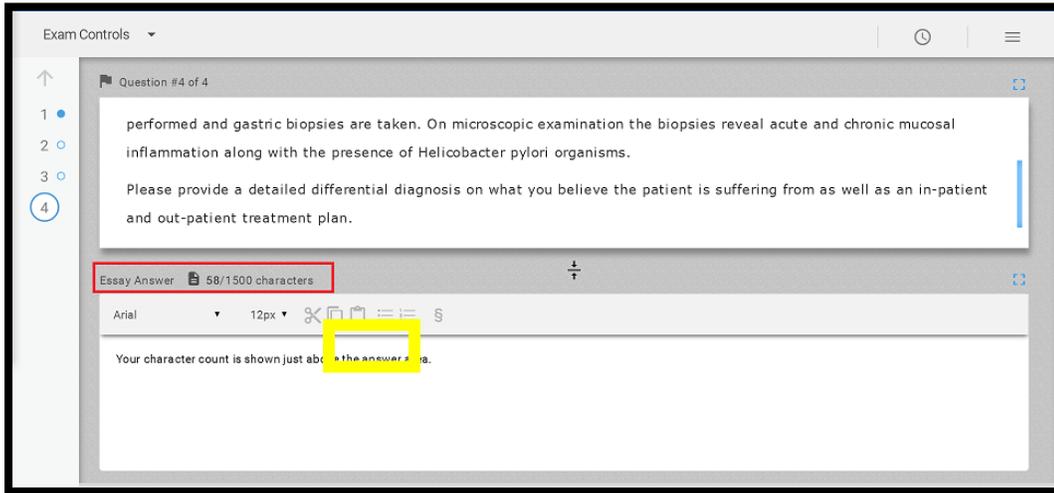
Viewing Exam Notices:

If you accidentally clicked the next button before cycling through exam notices, you can review them within the exam by clicking the notice button on the upper exam tool bar

Closing and Submitting Your Exam:

When you have finished your exam, click on the **Exam Controls** button in the upper left corner of the screen. You will have two options: **Hide Exam** or **Submit Exam**. Hide Exam covers your exam answers (you can use this during a bathroom break so you won't need to shut your screen). To finish and submit your exam, click the **Submit Exam** button.
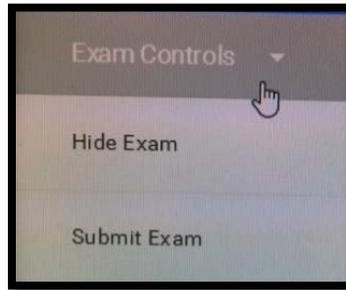

All students must stop working and click Submit Exam when the proctor announces the end of the exam.

Students who continue working after this announcement will be penalized

(this includes proofing/spell check/reviewing answers).

Examplify tracks each student's exam times and false starts/late finishes will be noted within each exam file.

Once you click **Submit Exam**, a confirmation screen will pop up, reminding you that you cannot re-open your exam once it is closed. Click the check box that says "I am ready to exit my exam" and then click the green **Exit** button.
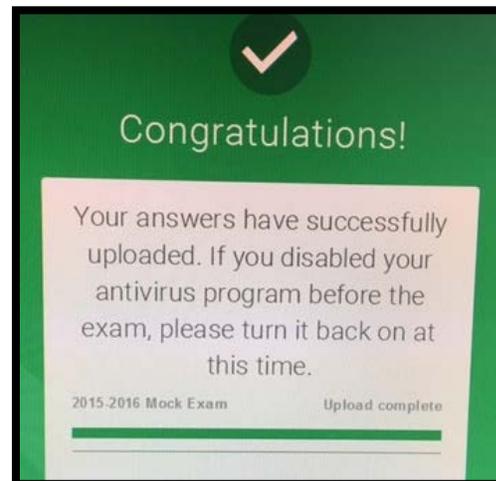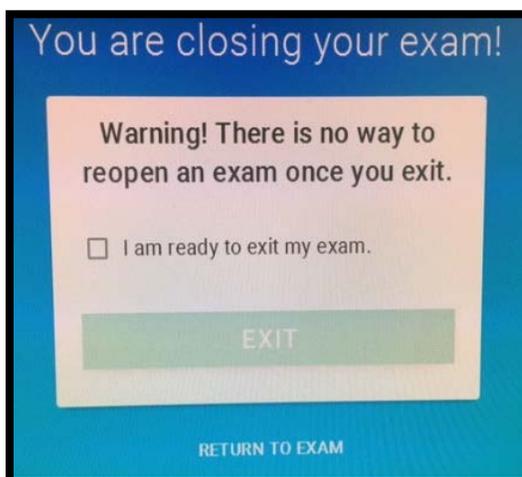
Your exam will close and reconnect to the internet to upload the exam file. You can note the upload progress as it uploads. Once complete you will get a green screen that says "Congratulations!"

You will **NOT** receive text or email notification from Examplify after you receive a green screen UNLESS you registered your phone number or email at the time of registration. You can add that information at examsoft.com/syracuselaw. You can also log into examsoft.com/syracuselaw and review your download/upload history under "Courses."
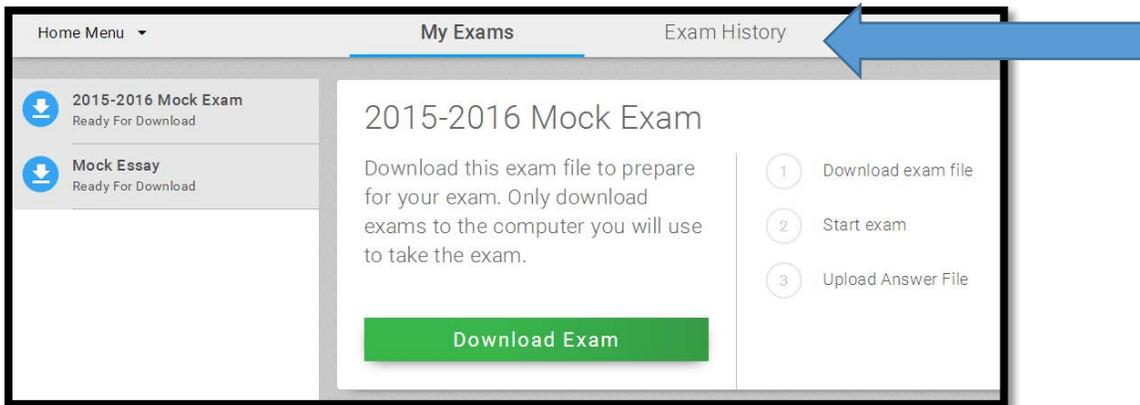
You have successfully completed your exam.

Important Things to Know

- You will need to download and register Examplify at the start of **each academic year**.
- You should take a mock exam each semester to be sure that your laptop is in good working condition and works correctly with Examplify.
- The exam files you download are encrypted and password protected.
- Any attempt to disable or tamper with Examplify's security features will be considered a violation of the Honor Code.
- It is your responsibility to become familiar with the Examplify software and instructions provided by the COL and on the ExamSoft website prior to the start of your exam.
- Exams <u>will not</u> be delayed, nor will extra time be given due to a problem with your laptop.
- Exam Administrators will be in each exam room to instruct you and will provide the exam password. An ITSS staff person will be in the room to assist with launching the exam. A proctor will also be in the room for the duration of the exam.
- After each exam, you'll connect to AirOrangeX to upload your exams to ExamSoft. As soon as your internet reconnects when the exam closes, it will automatically push to upload.
- If you have any problems re-connecting to the internet or uploading the exam after the exam, please stop in to Suite 215 for assistance.
- ITSS staff members are available for assistance prior to the beginning of exam periods. Issues such as viruses, spyware, and performance problems should be addressed well before the day of your exam. **It is unrealistic to expect longstanding laptop problems to be resolved on the day of your exam.**
- Do not uninstall Examplify until you receive your exam scores at the end of the academic period.

What Should I do on Exam Day?

- Bring your power cord with you to the exam. ITSS does not have and will not provide you with a spare or replacement cord.
- You may bring an external keyboard or mouse with you to use during an exam.
- Arrive 30 minutes before the start of your exam, plug your computer in, turn it on, and follow the instructions provided by the exam administrator. Exams will not be delayed or suspended, nor will extra time be given because of computer problems or incorrect use of the software.
- You are not allowed to leave the exam room 15 minutes prior to the exam until 15 minutes after the exam has begun. You cannot leave the room once you have picked up your exam packet. If you need to get water, use the restroom, etc., plan accordingly.
- Once you retrieve your exam packet, all notes (hard copy and electronic) should be removed from your desk/desktop.
- Do not start the exam until instructed to do so by the exam administrator.
- Do not attempt to resolve any computer issues during an exam. Let the exam proctor know by raising your hand and he or she will contact ITSS for assistance.
- Do not leave the exam room with the exam envelope
- Do not discuss the exam with anyone outside of the exam room.