

Syracuse University
COLLEGE OF LAW

Exemplify Student Guide

Fall 2019

Information Technology and Support Services

Suite 215 Dineen Hall

lawhelp@law.syr.edu

315-443-9561

The College of Law requires students to take many exams on their laptops using Exemplify, exam software provided by ExamSoft Worldwide, Inc. Exemplify 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. Exemplify 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 Exemplify to complete exams on their laptops.

Minimum System Requirements

- Exemplify 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: 32-bit and 64-bit Versions of 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 Download, Registration, Exam Download and Upload.
- Screen Resolution should be at least 1024x768 or higher.
- This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

Mac Requirements:

- Supported Operating Systems: OS X 10.12 (Sierra), OS X 10.13 (High Sierra), OS X 10.14 (Mojave), and OS X 10.15 (Catalina). Only genuine versions of Mac Operating Systems are supported.
- CPU: Intel processor
- RAM: 2GB
- Hard Drive: 1GB or higher available space
- Server version of Mac OS X is not supported
- This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.
- Internet connection for Download, Registration, Exam Download and Upload.

Surface Pro Requirements:

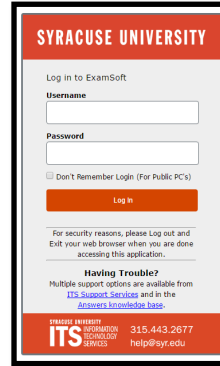
- Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-Pro Surface devices are NOT supported)
- Must be running a supported Operating System
- External Keyboard (USB or Bluetooth) required.
- Hard Drive: 1GB or higher available space
- Internet connection for Exemplify Download,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

Downloading Exemplify

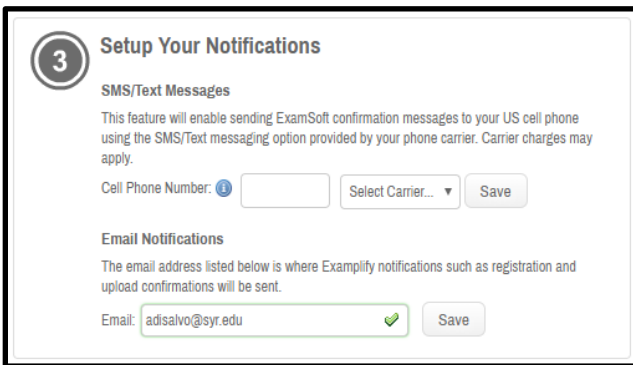
1. Navigate to the College of Law ExamSoft homepage: examsoft.com/syracuselaw.

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

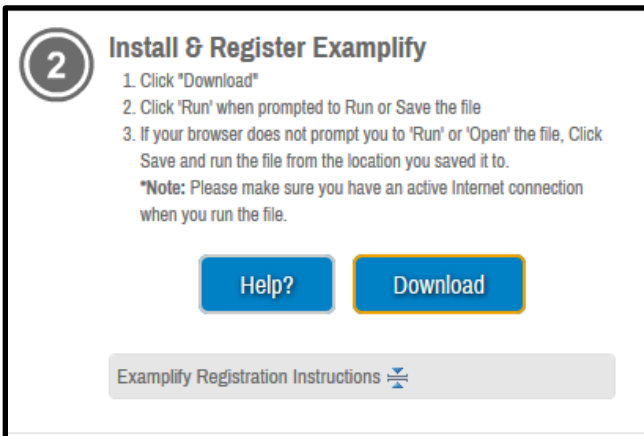
2. Log in as an **Exam Taker**. You will be taken to a page with a Syracuse University login box. Use your netID and associated password to log in.



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.

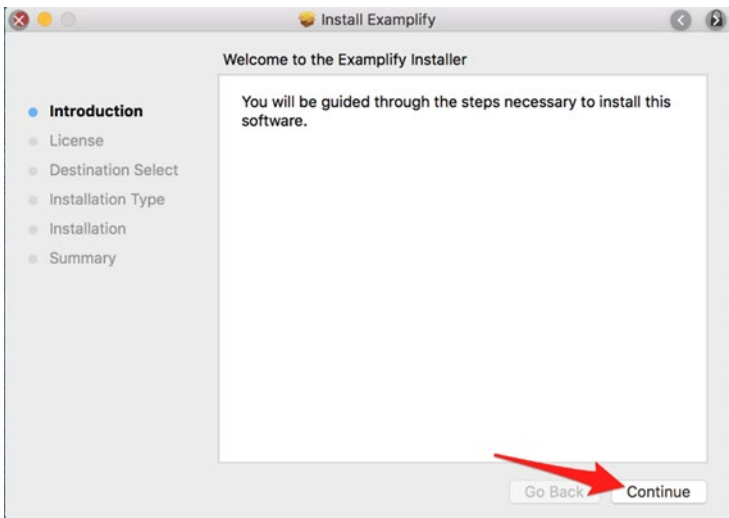


4. Click **Download** under **Install & Register Exemplify** to download the installer onto your computer.



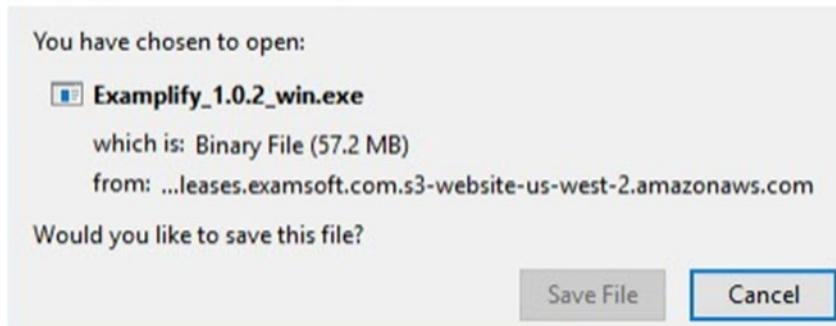
5. Locate the downloaded file in your Downloads folder and double click to install, following instructions in the installer window. (Select allow if prompted to accept any incoming network connections on the Mac)

Example Installation Screen = Mac:

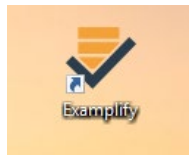


Example Installation Screen = Windows:

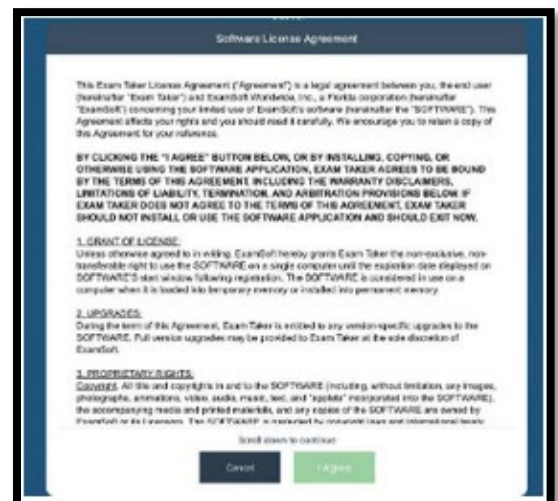
Opening Exemplify_1.0.2_win.exe



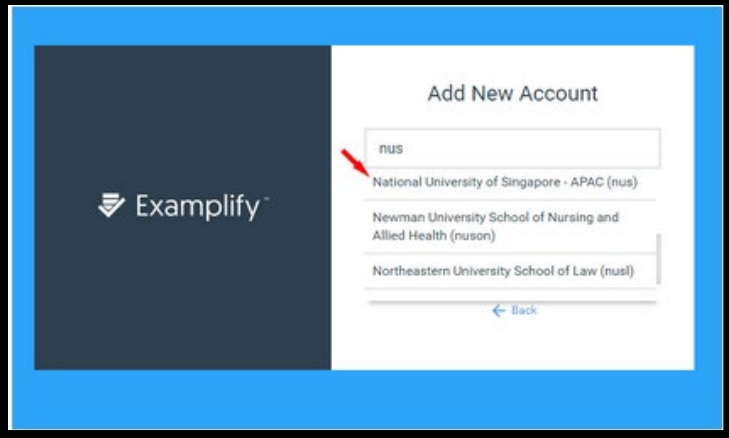
6. Locate the Exemplify icon on your desktop and launch Exemplify (you must be connected to the internet to register Exemplify)



7. When Exemplify 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)

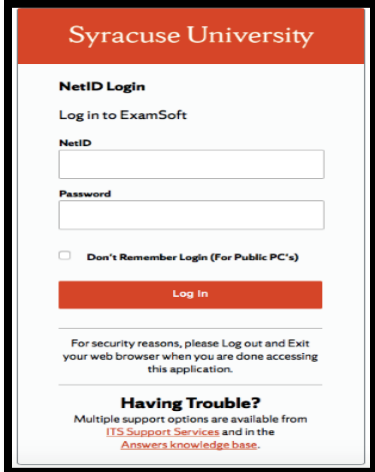


8. To add a new account, enter “syracuselaw” in the **Institution ID** field. Then click **Next**.



The screenshot shows the 'Add New Account' interface. On the left is a dark blue sidebar with the 'Exemplify' logo. The main area is white and contains a search bar with 'nus' entered. Below the search bar, three search results are listed: 'National University of Singapore - APAC (nus)', 'Newman University School of Nursing and Allied Health (nuson)', and 'Northeastern University School of Law (nusfl)'. A red arrow points to the search bar. At the bottom right, there is a blue arrow and the text 'Back'.

9. A web browser windows should launch and you can now enter your **User ID (your NetID)** and **Password** (same as in step 2) and click **Sign In**



The screenshot shows the 'Syracuse University NetID Login' page. The header is red with 'Syracuse University' in white. The main content is on a white background. It starts with 'NetID Login' and 'Log in to ExamSoft'. There are two input fields: 'NetID' and 'Password'. Below them is a checkbox labeled 'Don't Remember Login (For Public PC's)'. A red button labeled 'Log In' is positioned below the checkbox. A security warning follows: 'For security reasons, please Log out and Exit your web browser when you are done accessing this application.' At the bottom, there is a 'Having Trouble?' section with text: 'Multiple support options are available from [ITS Support Services](#) and in the [Answers knowledge base](#).'

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

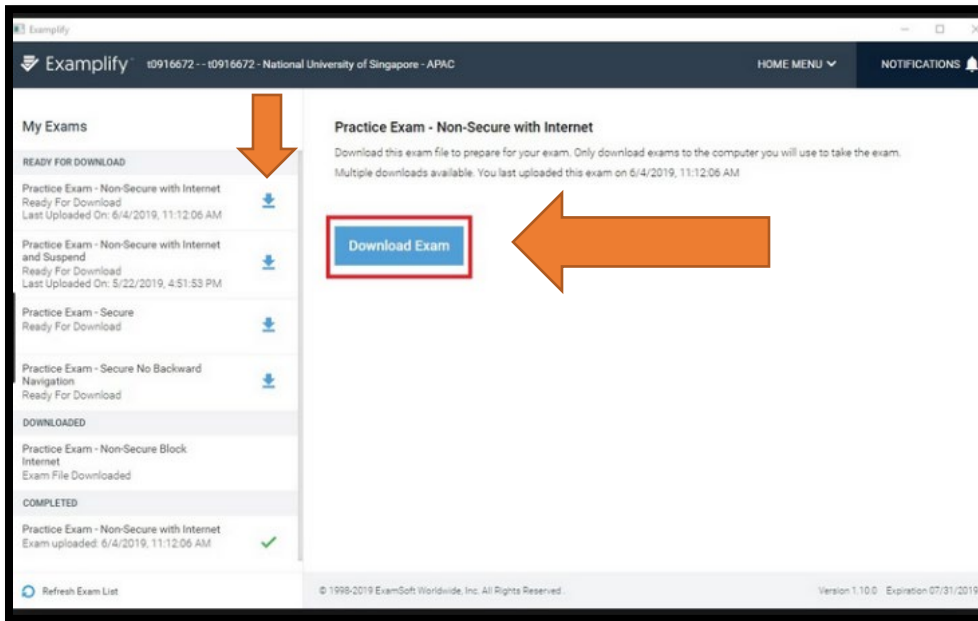
Downloading & Taking an Exam

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 Exemplify



2. Available exams will appear on the left-hand side of the exam menu and will say “Ready for Download.”

3. Click on the arrow icon on the right hand side of the exam that you wish to download to select the file. Then click the blue **Download Exam** button. Once an exam is downloaded, the text will show “Exam File Downloaded”. This indicates that the exam file was successfully downloaded.

4. Do not attempt to enter the exam number or password for any exam outside of the exam room except for the Mock Exam (more Mock Exam information below).

Taking a Mock Exam

A mock exam is always available to download in Exemplify. 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.**

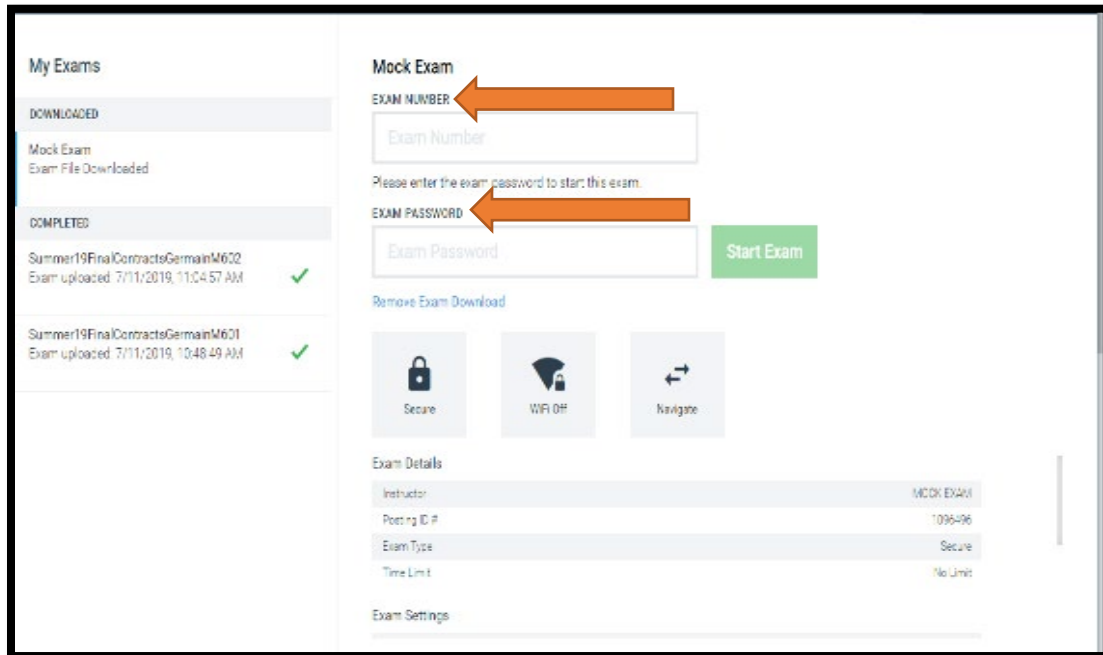
Taking an Exam (once you are in the exam room):

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.

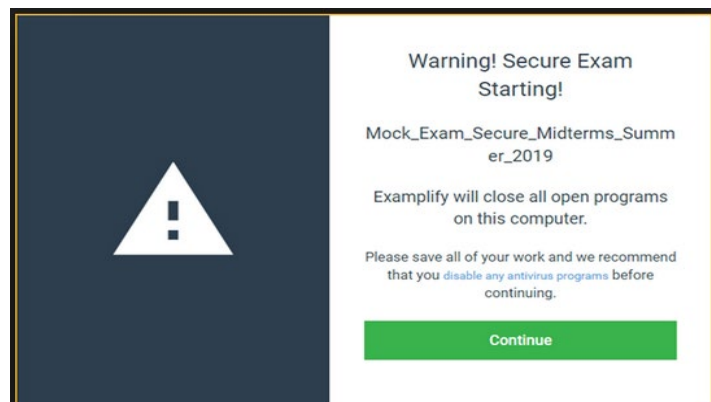
**** If the Exam Number field is populated when you open it, be sure to change it to the Exam Number on your current packet ****

do **NOT** enter your SUID in the Exam Number field

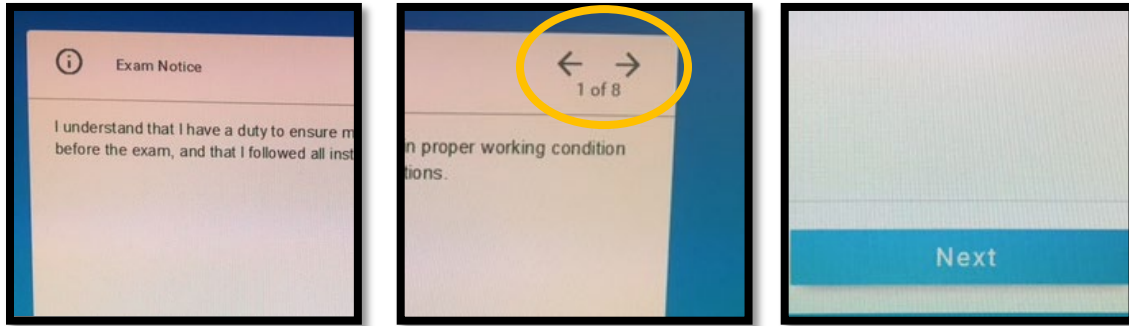


The **Exam Password** will be written in front of the classroom on the classroom whiteboards. All exam passwords consist of two letters followed by eight numbers and are case-sensitive. Once you have entered your exam number and password, you may click the green **Start Exam** button to launch the exam.

3. If you have any Microsoft applications are open, you will be asked to close out of those programs before starting the exam. We recommend saving any work, then manually closing out of any Microsoft programs. If you elect not to save any work in active programs, click continue.



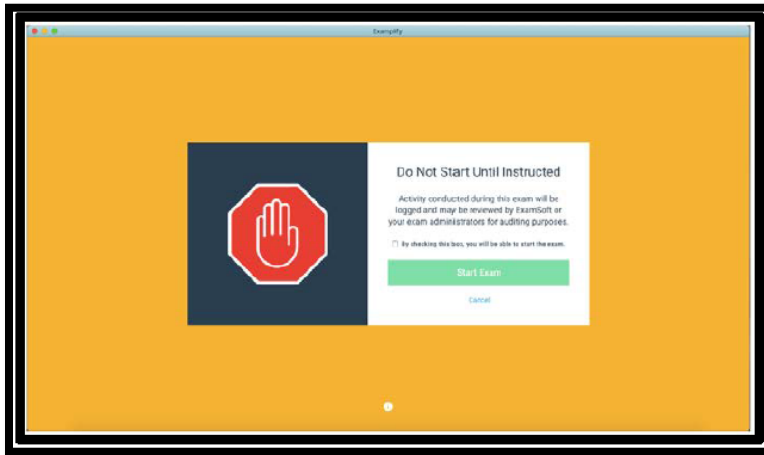
4. The next window to open up will contain your very important exam notices. Please review those and scroll through them by clicking the **arrow at the top right of the box (not the “Next” button)**. There are seven standard SUCOL notices. Exam instructions are also included in the notices. Once you have read all notices, click the green **Next** button.



5. Another yellow screen will appear with a stop hand sign and a start exam button.

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

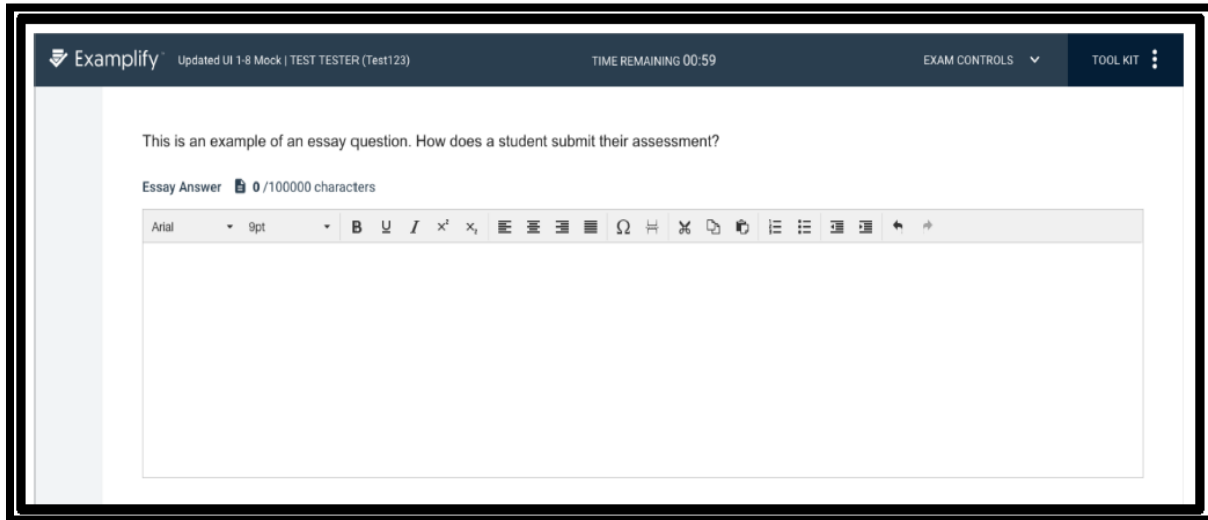
When the exam administrator gives the okay, you may check the box, click Start Exam and begin your exam.



*The exam administrators and ITSS support staff in the room 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: vertical questions navigation tab on the left hand side of the screen and a screen for exam controls along the right hand side. You may answer the exam questions in any order that you would 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 "previous", to return to the previous question. The question number will be provided as well.



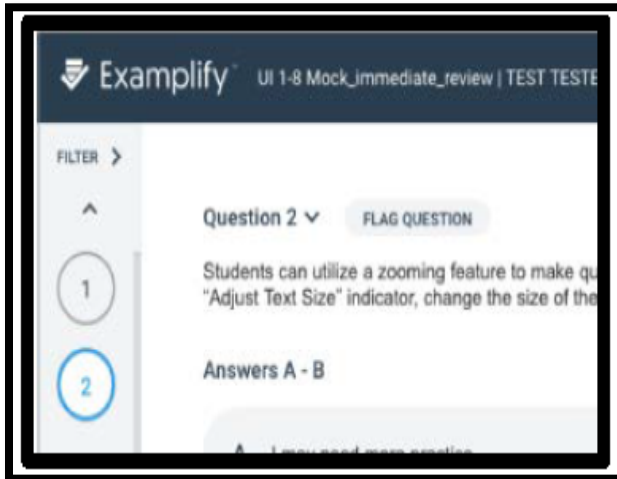
Secondly, you can toggle (switch) to the next/previous question by selecting the down arrow in the bottom left hand corner or the up arrow in the top left hand corner of the screen.



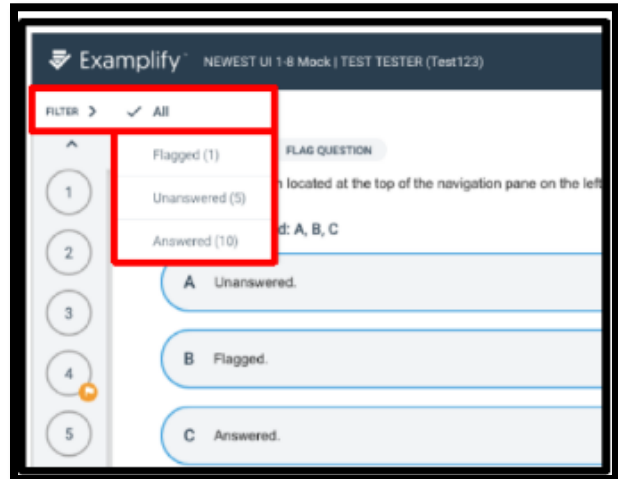
Lastly, once you have gone through each question, you can easily just select the question number you would like to navigate to within the navigation pane on the left hand side.

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 right you will see "flag question". Click on this button to highlight and mark the question within the navigation pane.



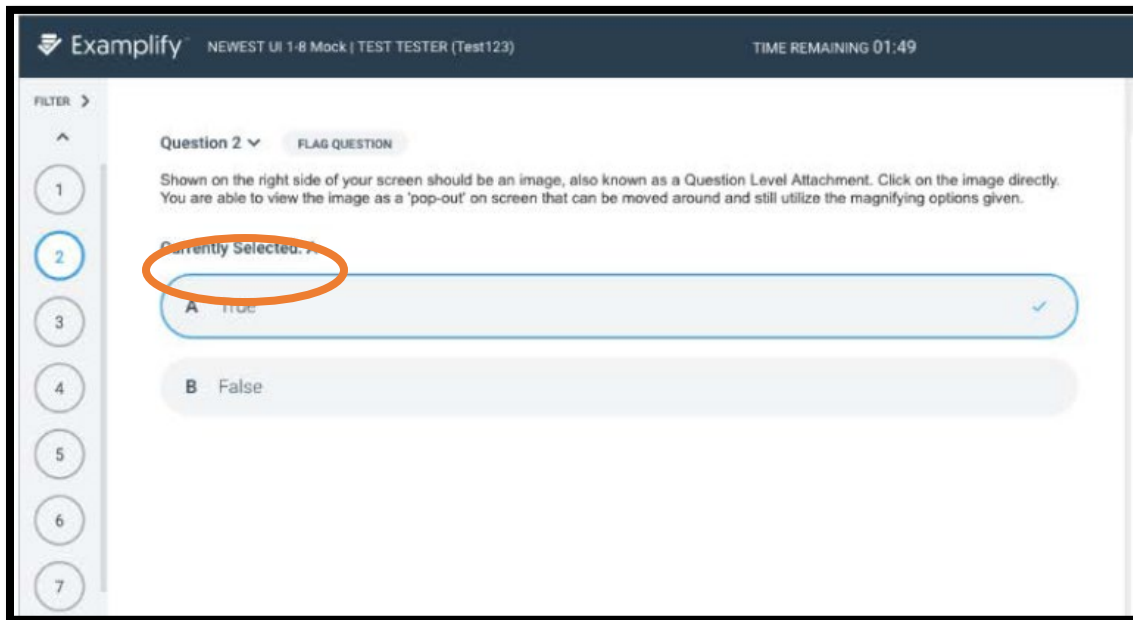
(no flag)



(flag enabled)

Answering Multiple Choice Questions:

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



One of the useful features of Exemplify is that you can cross out answer choices. Select the eye icon to the right of the answers. Clicking the icon will "cross-out" that particular choice. To undo this, click on eye icon again.

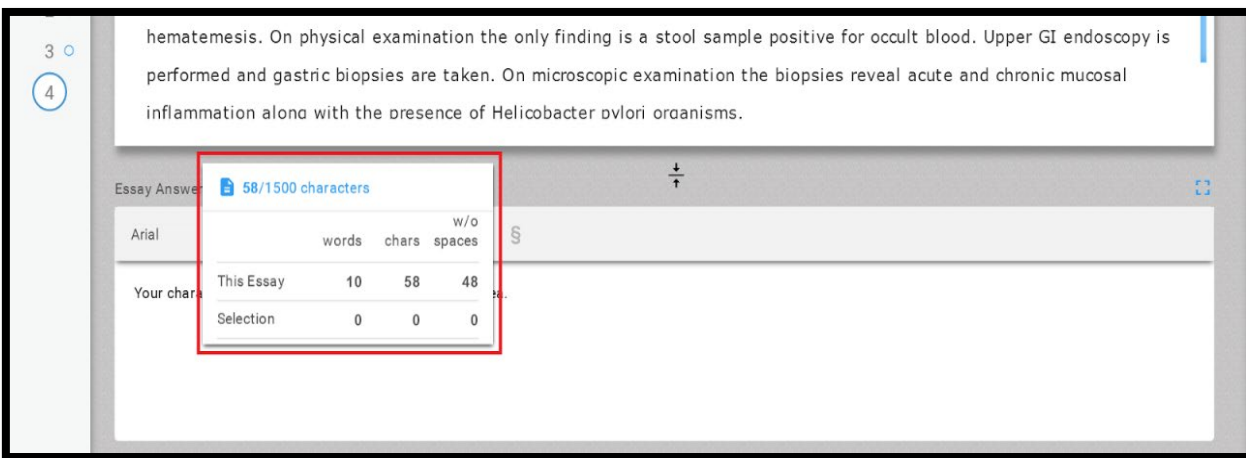
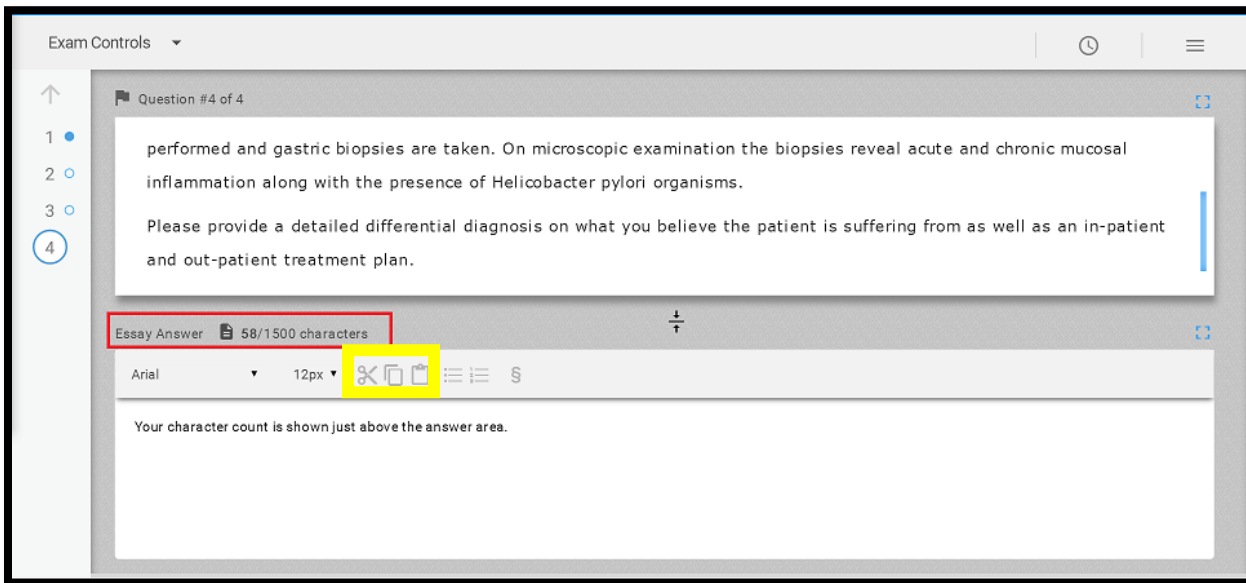


Answering Essay Questions:

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.

Character/Word Count:

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 per question. You will be able to edit whatever content you have within that limit. The character count is highlighted in the red boxes in the images below. Clicking the character count will expand a more detailed word/character breakdown. It is important to remember that character counts are for each individual question. Examsoft will not calculate the total character count for the entire exam.



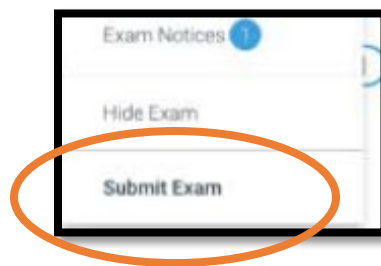
Viewing Exam Notices:

If you accidentally clicked the next button before cycling through exam notices, you can review them within the exam by clicking the exam controls button and selecting “Exam Notices” in the left hand corner of the screen.



Closing and Submitting Your Exam:

When you have finished your exam, click on the **Exam Controls** button in the upper right corner of the screen. Select “Submit Exam” from the drop down. 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.

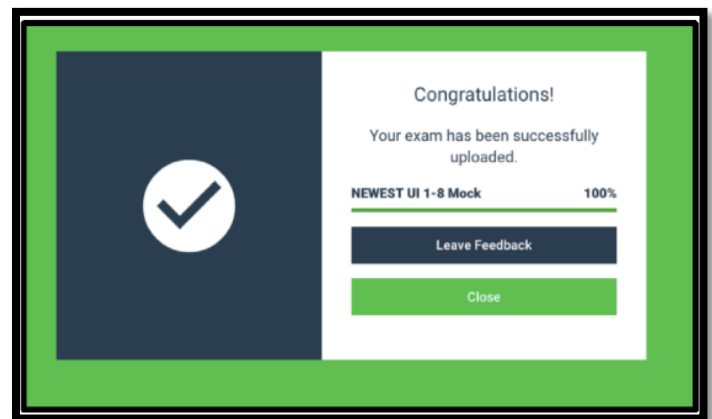
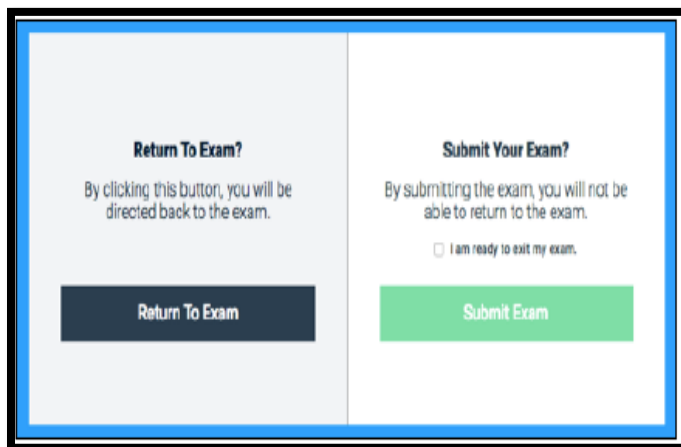


All students must stop working and click Submit Exam when the proctor announces the end of the exam.

Students who continue working after this announcement will be penalized (this includes proofing/spell check/reviewing answers).

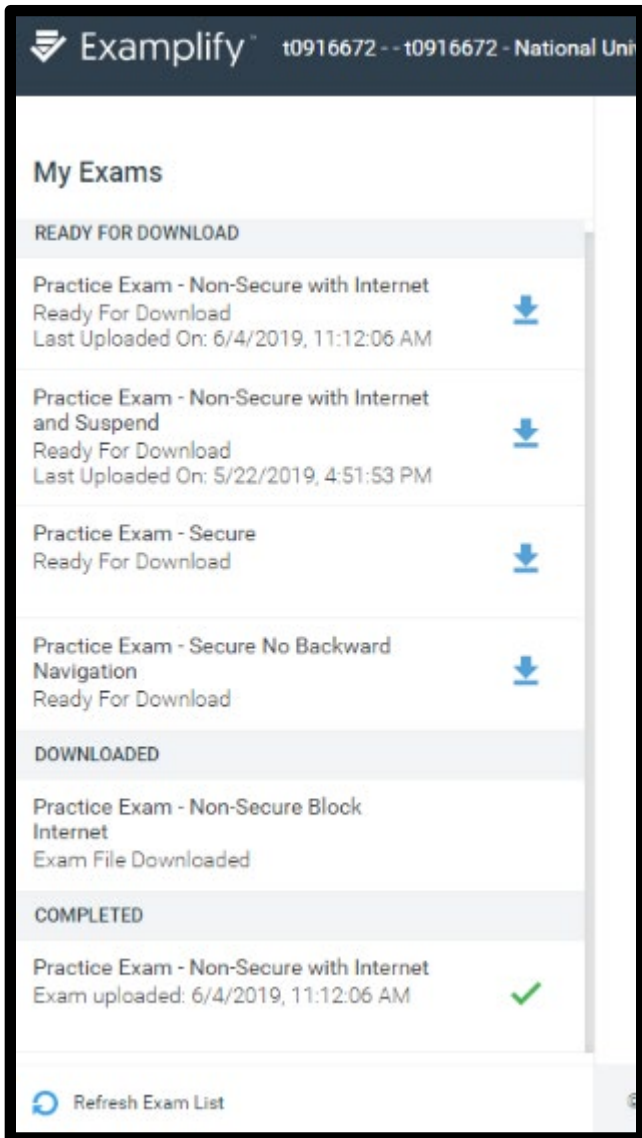
Examplify tracks each student's exam times and false starts/late finishes will be noted within each exam file.

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 **Submit Exam** 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 Exemplify after you receive a green screen UNLESS you registered your phone number or email at the time of registration. The notification is **not** instantaneous, and sometimes take several minutes to appear.



You have successfully completed your exam.

Important Things to Know

- You will need to download and register Exemplify 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 Exemplify.
- The exam files you download are encrypted and password protected.
- Any attempt to disable or tamper with Exemplify's security features will be considered a violation of the Honor Code.
- It is your responsibility to become familiar with the Exemplify software and instructions provided by the COL and on the ExamSoft website prior to the start of your exam.
- Exams will not be delayed, nor will extra time be given due to a problem with your laptop.
- After each exam, you'll connect to the Internet 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 contact IT 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 Exemplify 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.
- 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. 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 proctor.
- Do not attempt to resolve any computer issues during an exam. Let the exam proctor know and he or she will contact IT for assistance.
- Do not leave the exam room with the exam envelope.
- Do not discuss the exam with anyone outside of the exam room.