

Syracuse University
COLLEGE OF LAW

Exemplify Student Guide

Fall 2020

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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: 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.**
 - *If you are using a Microsoft Surface device, please read [this](#) article for important instructions on Windows 10 "S mode" versus the standard Windows 10. S mode is **not** compatible with Examplify.*
- Only genuine versions of Windows Operating Systems are supported.
- The English (United States) Language Pack must be installed.
- **ExamSoft does not support tablet devices other than Surface Pro as detailed above.**
- CPU Processor: 2.0 GHz Intel i3 processor or equivalent
- RAM: 4GB or higher
- Hard drive: highest recommended for the operating system or 1GB of available space.
- Internet connection for download, registration, exam download and upload.
- Examplify cannot be run within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.
- Screen resolution should be at least 1024 x 768.

Mac Requirements:

- MacOS Catalina (version 10.15) is only compatible with Examplify version 2.0.6 or higher (Released on 10/14/19 or later)
- Supported operating systems: OS X 10.13 (High Sierra), OS X 10.14 (Mojave), Mac OS Catalina (10.15). Only genuine versions of Mac operating systems are supported.
- CPU: Intel processor.
- RAM: 4GB or higher.
- 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.
- Examplify cannot operate within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.

Surface Pro Requirements:

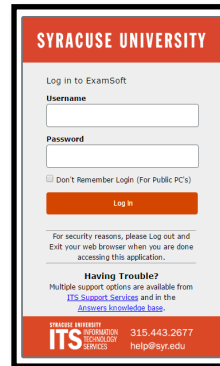
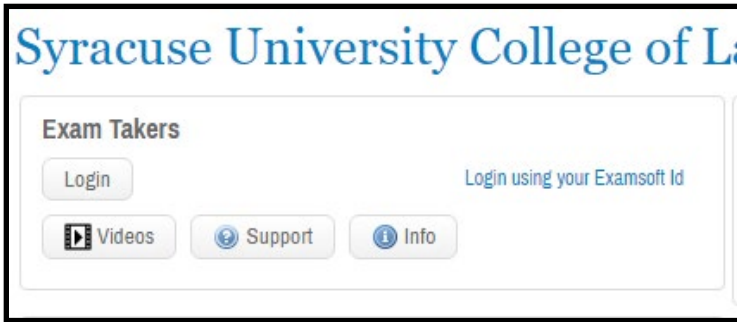
- Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-Pro Surface devices are NOT supported)
- Must be running a supported Operating System
- External Keyboard (USB or Bluetooth) required.
- Hard Drive: 1GB or higher available space
- Internet connection for Exemplify Download,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

Downloading Exemplify

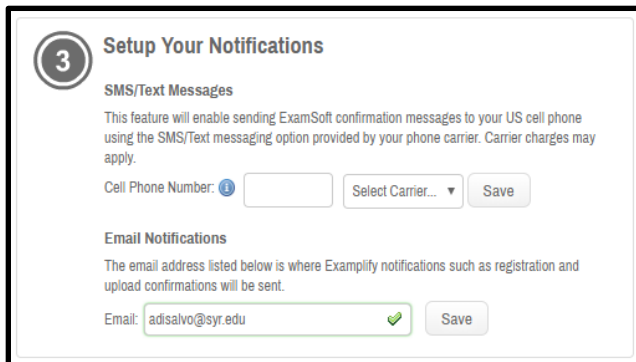
1. Navigate to the College of Law ExamSoft homepage: examsoft.com/syracuselaw.

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.

2 Install & Register Exemplify

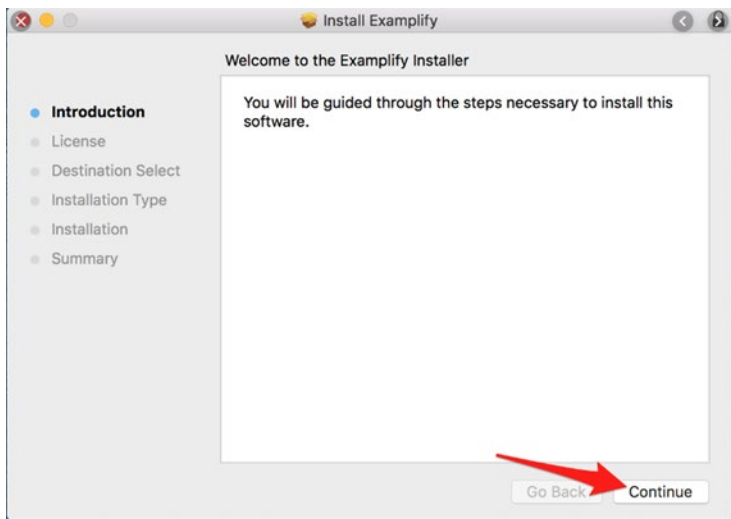
1. Click "Download"
2. Click 'Run' when prompted to Run or Save the file
3. If your browser does not prompt you to 'Run' or 'Open' the file, Click Save and run the file from the location you saved it to.

***Note:** Please make sure you have an active Internet connection when you run the file.

Exemplify Registration Instructions 

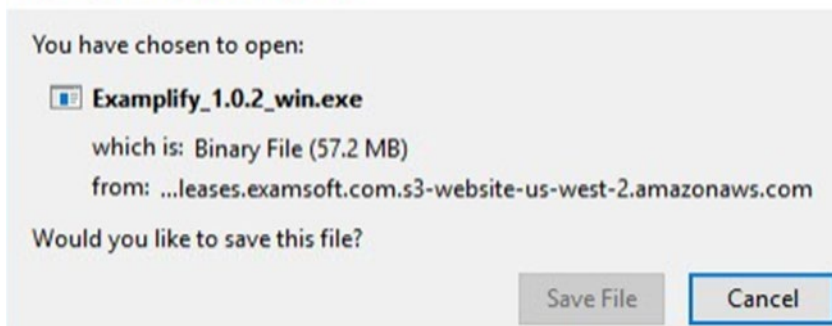
5. Locate the downloaded file in your Downloads folder and double click to install, following instructions in the installer window. (Select allow if prompted to accept any incoming network connections on the Mac)

Example Installation Screen = Mac:

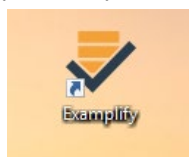


Example Installation Screen = Windows:

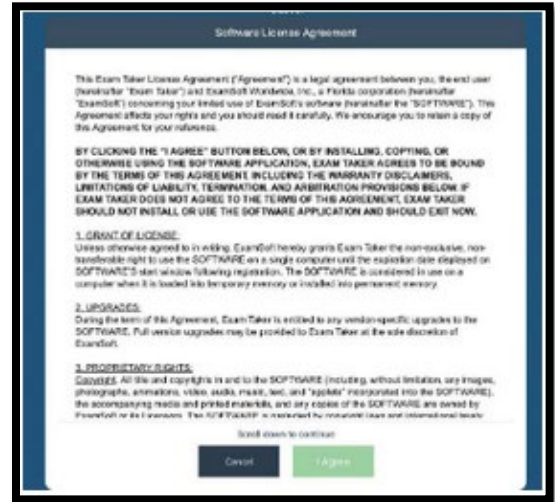
Opening Exemplify_1.0.2_win.exe



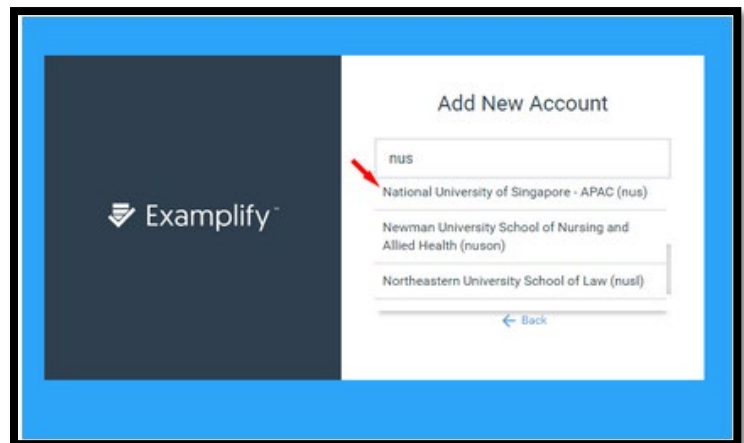
6. Locate the Exemplify icon on your desktop and launch Exemplify (you must be connected to the internet to register Exemplify)



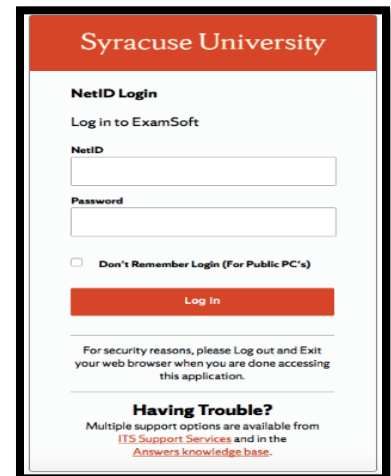
7. When Exemplify opens, scroll through the Software License Agreement and then click **I Agree** (you will not be able to click this until scrolling all the way through the agreement)



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



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**



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

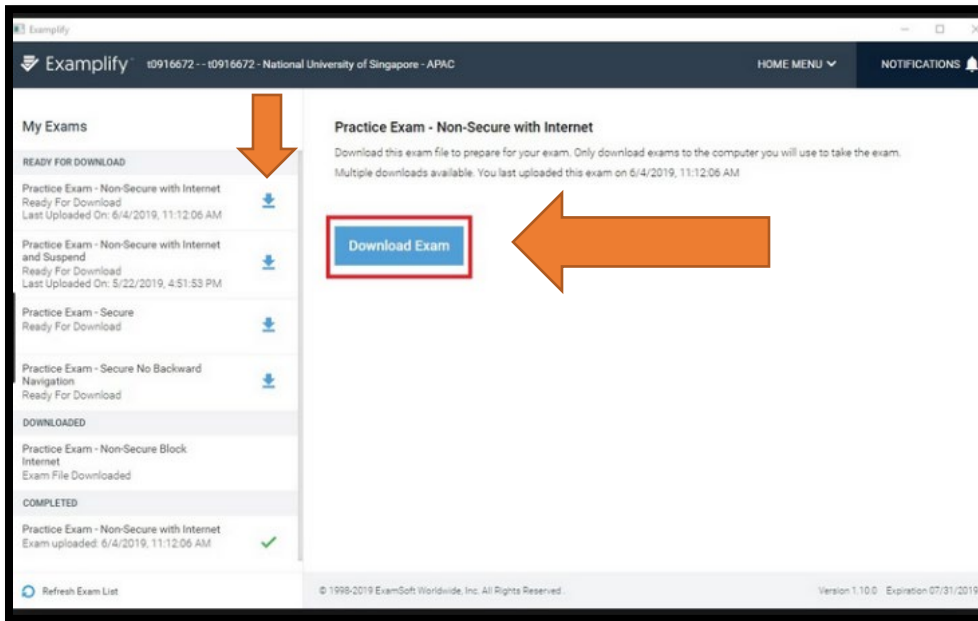
Downloading & Taking an Exam

You must have a wifi connection 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

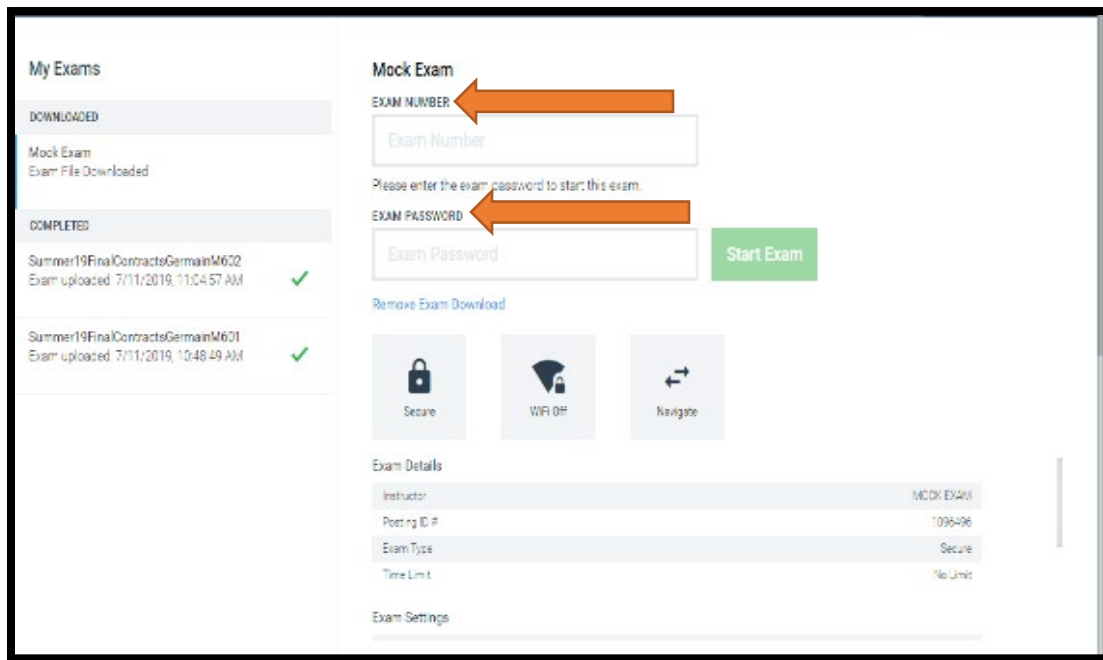
A mock exam is always available to download in Exemplify. It is good practice to take the mock exam at the beginning of each exam period to make sure your software is working correctly. It is also helpful to familiarize yourself with the features and interface of the exam software. **Once downloaded,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

Taking an Exam:

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.

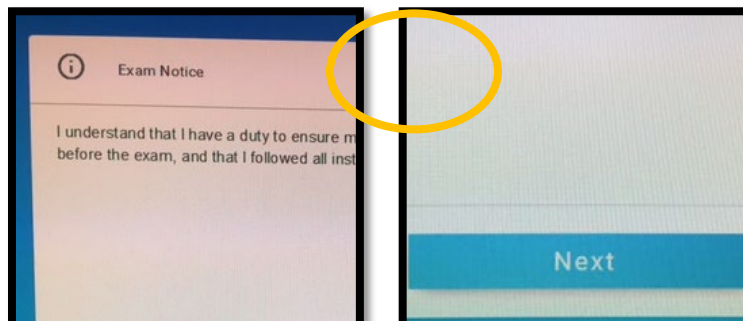
**** If the Exam Number field is populated when you open it, be sure to change it to the Exam Number specific to the one you will be taking**

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

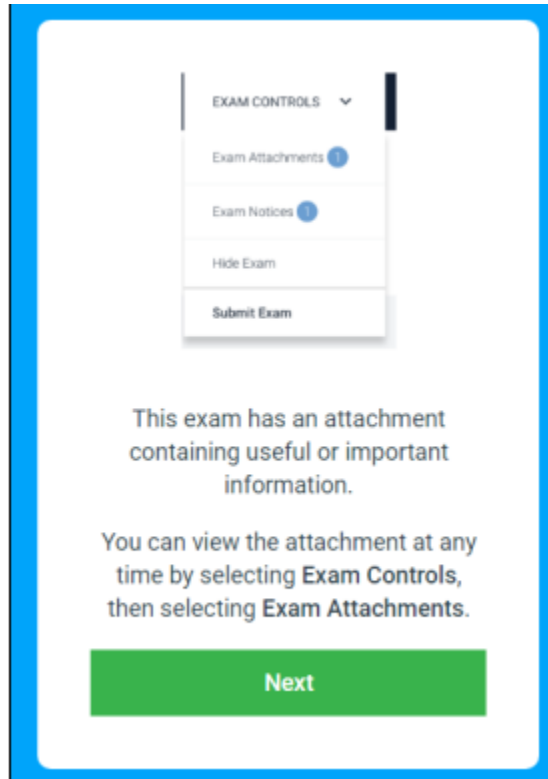


If your exam is proctored, you will receive the exam password from Proctortrack. You will enter the password into Exemplify. If your exam is not proctored, you will receive the exam password in an email from the Registrar's Office no later than 15 minutes prior to the start time of the exam. You will enter the password into Exemplify. 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 **Enter** button to launch the exam.

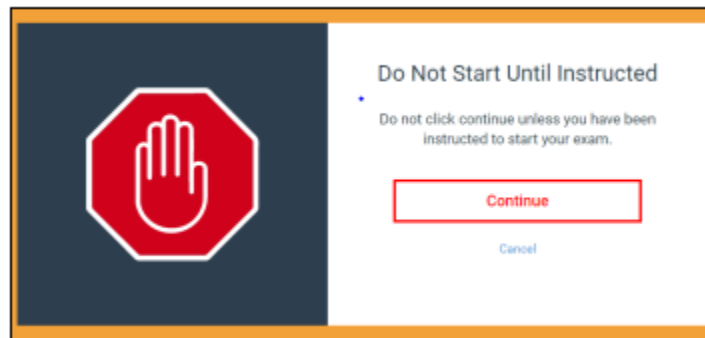
3. The next window to open up will contain your very important exam notices/uniform rules. Please review those and scroll through them by clicking the blue **Next->** button at the bottom of the screen. There are several standard SUCOL notices. Exam specific instructions are also included in the notices. Once you have read all notices, click the green blue **Next->** button.



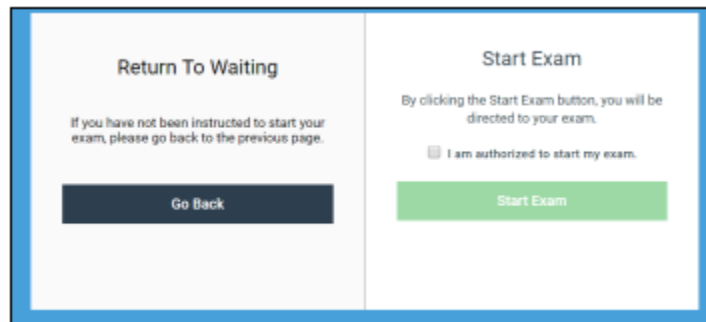
4. If there are attachments inside the exam, the next screen will give you instructions on how to review attachments. To move to the next window, press the green **Next** button.



5. Another yellow screen will appear with a stop hand sign and a **Continue** button.

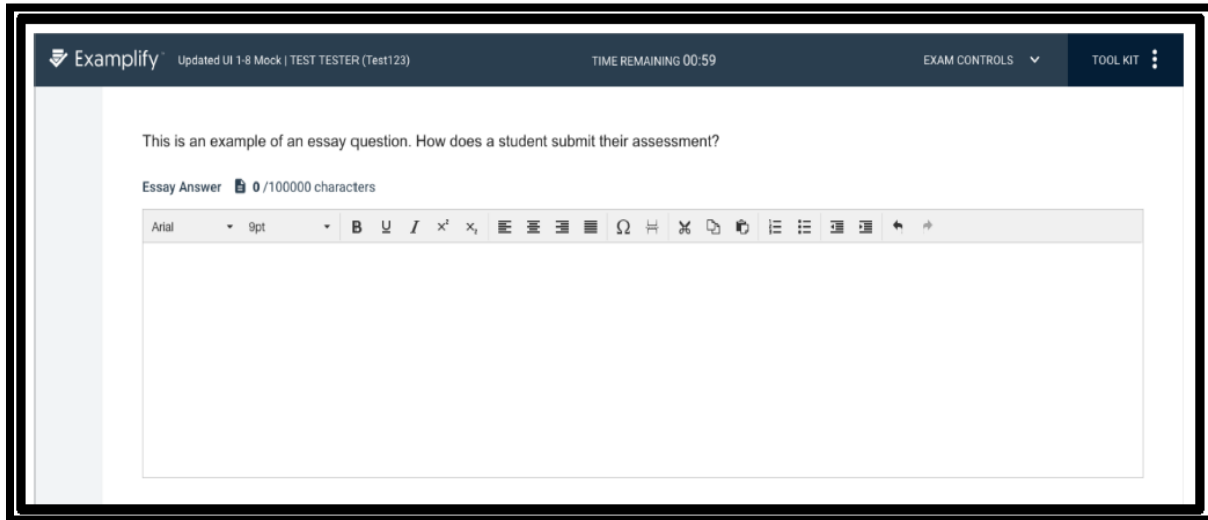


6. After you have clicked the Continue button on the yellow screen, a blue screen will pop up. At this time, you will then check the box "I am authorized to start my exam", and click the green **Start Exam** button to begin.



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.



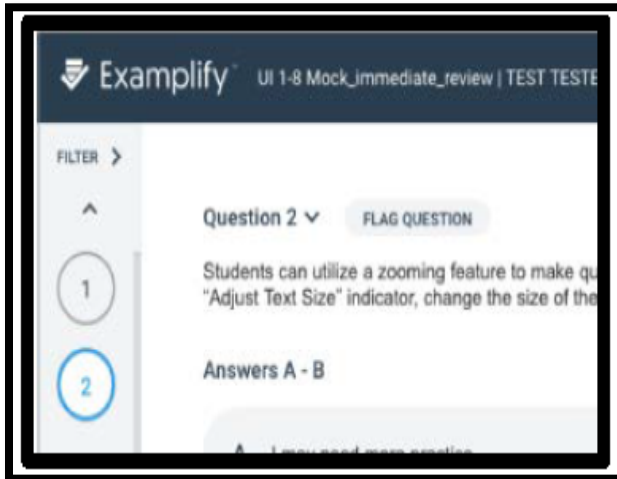
Secondly, you can toggle (switch) to the next/previous question by selecting the down arrow in the bottom left hand corner or the up arrow in the top left hand corner of the screen.



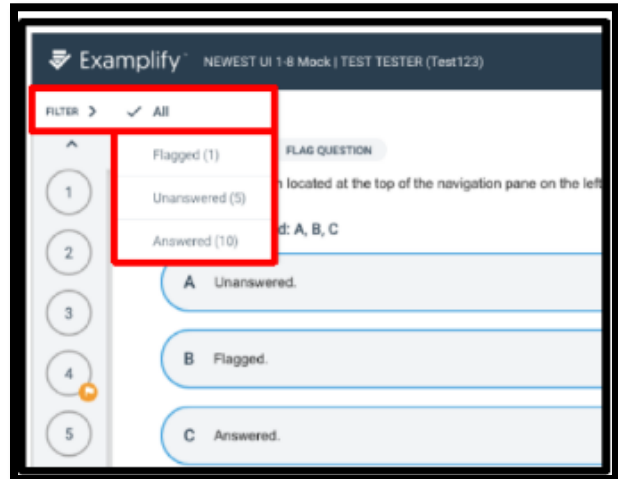
Lastly, once you have gone through each question, you can easily just select the question number you would like to navigate to within the navigation pane on the left hand side.

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.



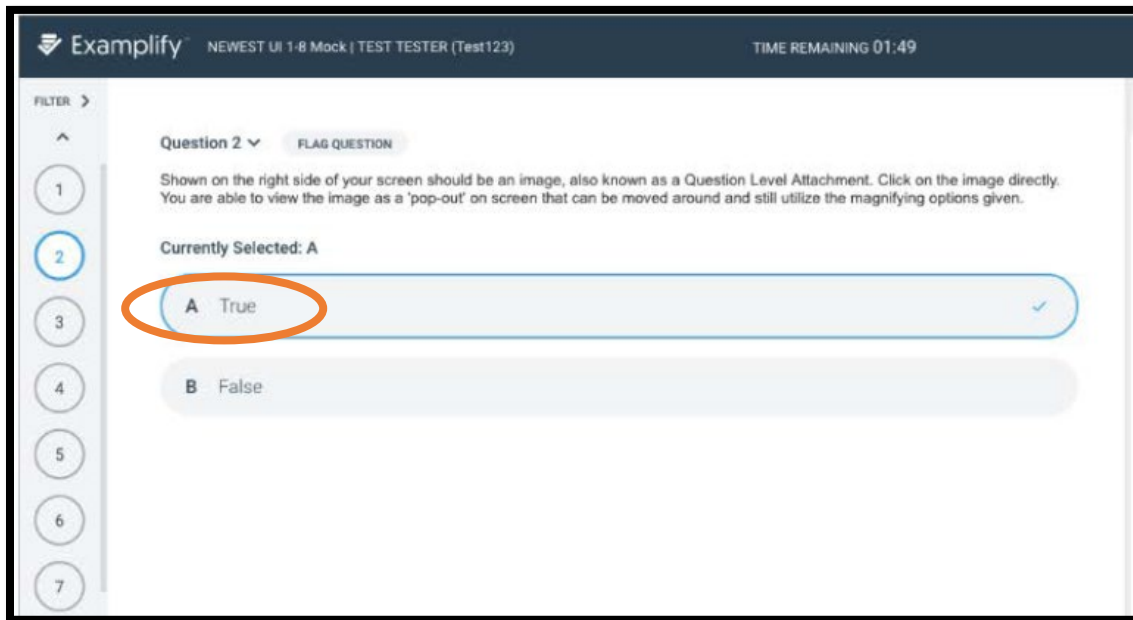
(no flag)



(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.

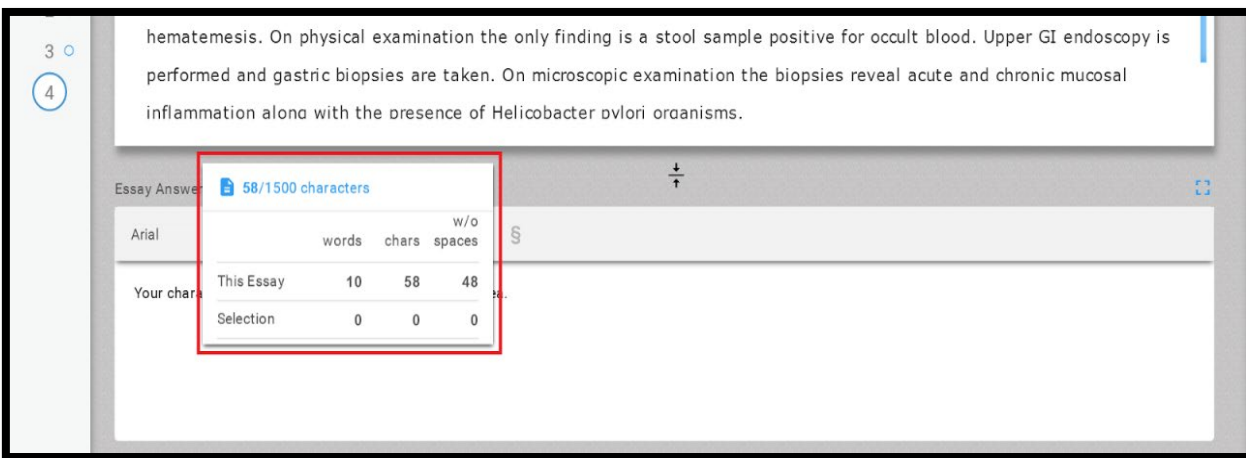
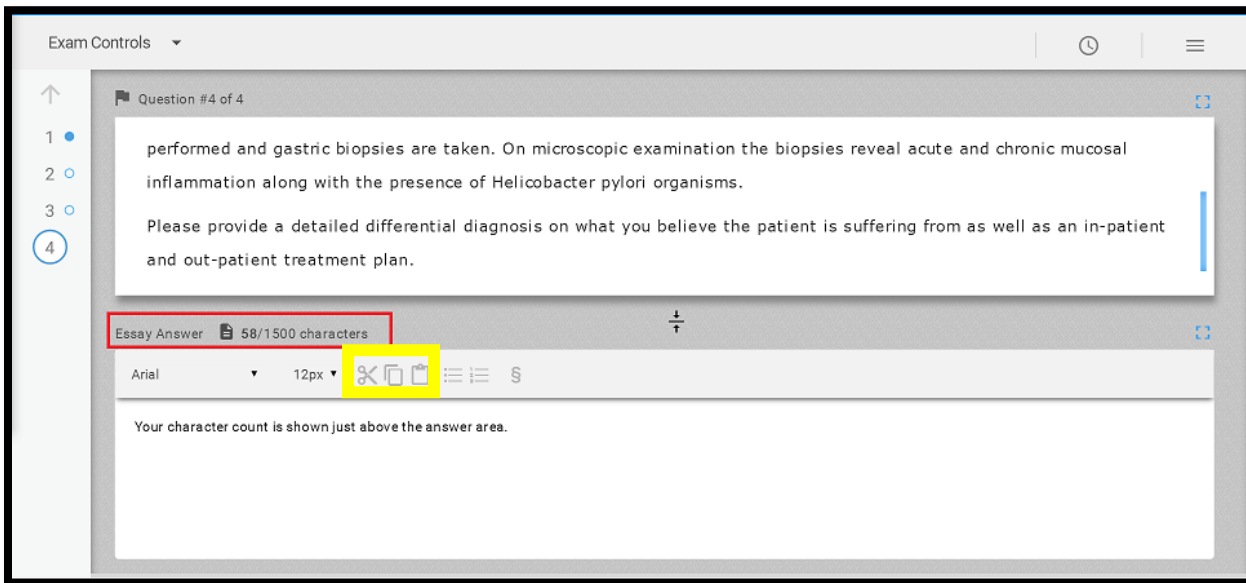


Answering Essay Questions:

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 piece of paper next to Essay Answer 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:

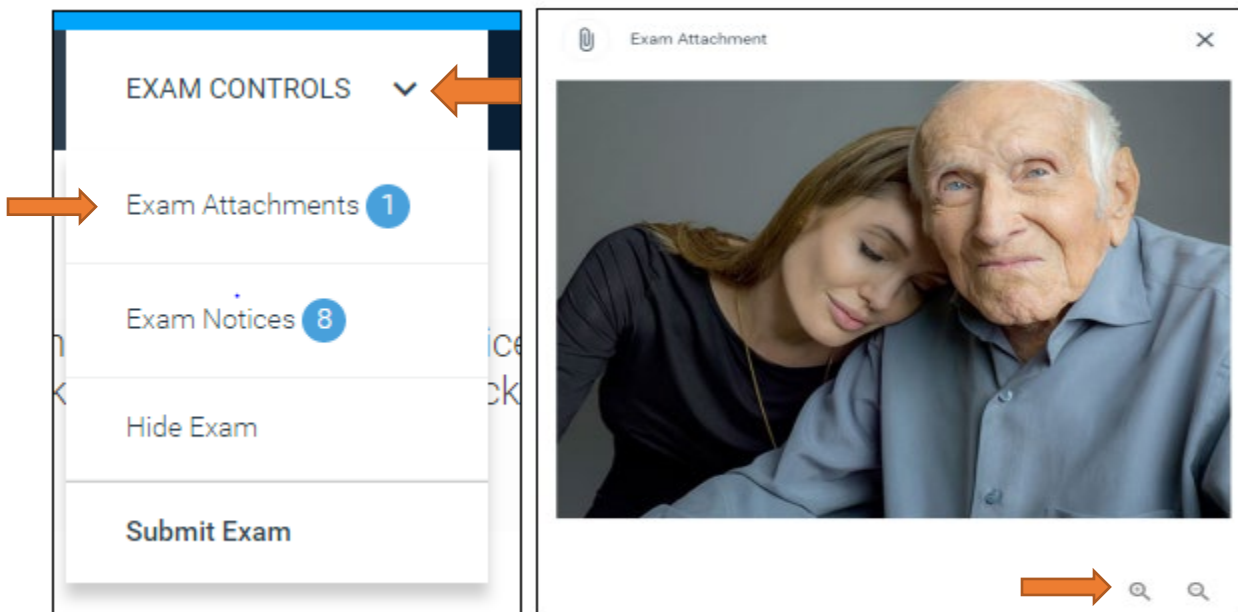
If you accidentally clicked the next button before cycling through exam notices, you can review them within the exam by clicking the exam controls button and selecting “Exam Notices” in the left hand corner of the screen.



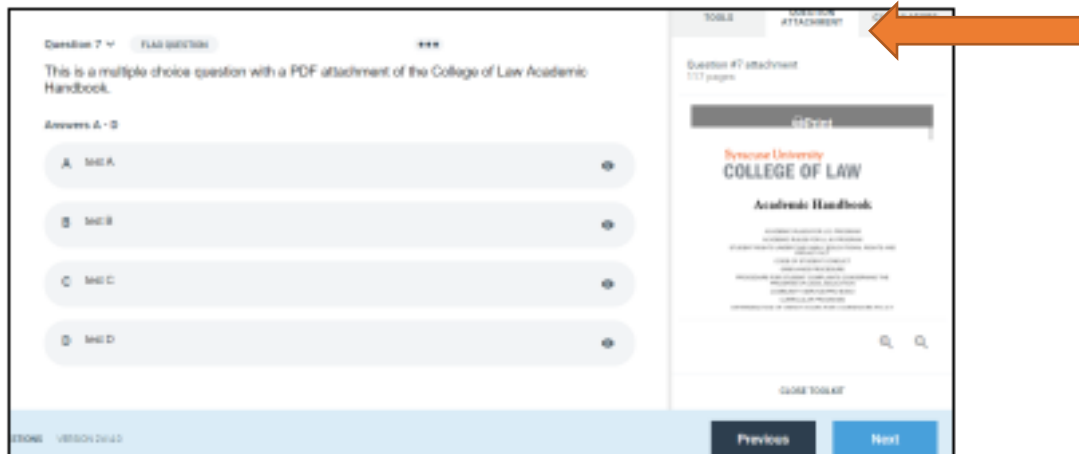
Viewing Exam and Question Attachments:

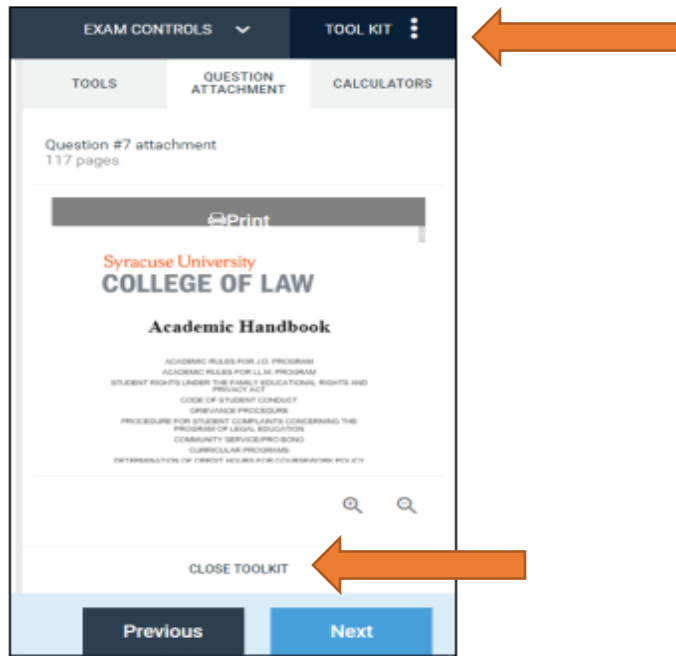
If the exam or question has attachments that are included in the exam, you will either select **Exam Controls** or **Tool Kit** to utilize the attachments. For attachments specific to the entire exam or more than one question, the attachment will appear under **Exam Controls**. For attachments specifically attached to an individual question, the attachment will appear under **Tool Kit**.

To access an exam attachment, select **Exam Controls**, and then **Exam Attachments**. The attachment will appear. You may use the magnifying glasses to zoom in or out of the attachment.



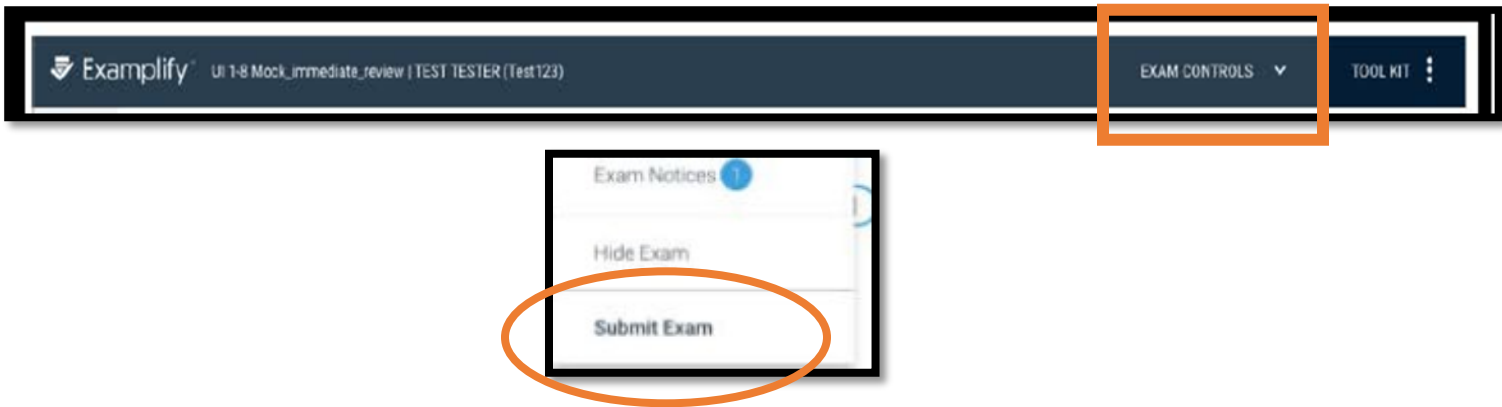
To access a question attachment, select **Tool Kit**, and then **Question Attachment**. You can make the attachment larger or smaller by using the magnifying glasses. You can print the attachment or pop it out of Examplify by selecting **Print**. To close the question attachment, select **Close Toolkit**.





Closing and Submitting Your Exam:

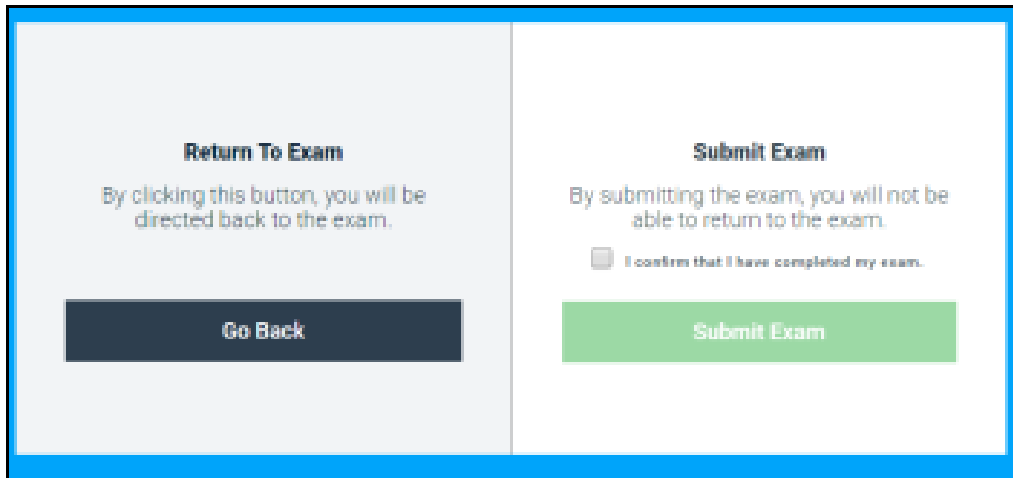
When you have finished your exam, click on the **Exam Controls** button in the upper right corner of the screen. Select “Submit Exam” from the drop down. Hide Exam covers your exam answers (you can use this during a bathroom break so you won’t need to shut your screen). To finish and submit your exam, click the **Submit Exam** button. You can also select the blue **Finish** button at the bottom of the screen to submit your exam.



**All students must stop working and click Submit Exam when the exam time is up.
Students who continue working beyond the exam end time will be penalized
(this includes proofing/spell check/reviewing answers).**

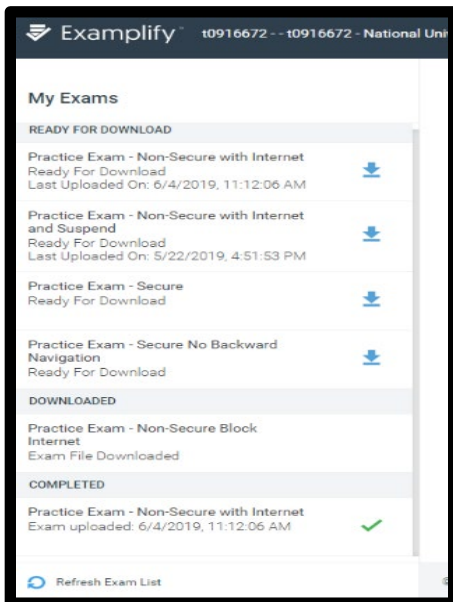
Exemplify tracks each student’s exam times and false starts/late finishes will be noted within each exam file.

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 confirm that I have completed 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 "Upload Complete"

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 must be connected to the Internet to upload your exams to ExamSoft.
- 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.