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for



**ST. JOHN'S**  
**UNIVERSITY**

**SCHOOL OF LAW**


# A COMPLETE GUIDE TO TYPING YOUR EXAMS

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# PRE-EXAM CHECKLIST

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- ✓ REVIEW CLASS EMAIL WITH EXAMPLIFY INSTALLATIONS AND REGISTRATION INFORMATION.
- ✓ HAVE MICROSOFT TEAMS AVAILABLE ON YOUR COMPUTER OR PHONE.  
 [Message us on teams for Law School Exam Support by clicking this link](#)
- ✓ HAVE ALL LOG IN INFORMATION ACCESSIBLE.
- ✓ DOWNLOAD AND LOG INTO EXAMPLIFY.
- ✓ DOWNLOAD AND INSTALL [ADOBE ACROBAT READER](#).
- ✓ TEMPORARILY DISABLE ANY ANTI-VIRUS SOFTWARE.
- ✓ MANUALLY EXIT FROM ALL MICROSOFT OFFICE SOFTWARE PRIOR TO STARTING AN EXAM.
- ✓ TURN OFF ANY CLOUD-BASED SOFTWARE CONFIGURED TO SYNC INFORMATION (E.G. DROPBOX, GOOGLE PHOTOS, GOOGLE DRIVE, ONEDRIVE).
- ✓ EXIT FROM APPS THAT MAY REQUIRE TO CONNECT TO WIFI SERVICES (E.G. SKYPE, SPOTIFY, STEAM, TWITCH).

IT MAY SEEM TEDIOUS BUT TAKING THESE STEPS WILL INCREASE THE RESOURCES DEDICATED TO EXAMPLIFY. YOU ARE USING THE SOFTWARE FOR YOUR LAW SCHOOL EXAMS. IT IS WORTH THE EFFORT!

FORGOING THESE STEPS MAY CAUSE YOUR LAPTOP TO FREEZE DURING YOUR EXAM.

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# EXAM CHECKLIST

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- ✓ **REVIEW YOUR COURSE EXAM DETAILS (DOWNLOAD TIME (OPEN & CLOSE), UPLOAD DEADLINE, TIME LIMIT).**
  - ✓ **HAVE ALL EXAM PASSWORDS AND RESUME CODES ACCESSIBLE.**
  - ✓ **HAVE ADOBE ACROBAT READER INSTALLED.**
  - ✓ **OPEN AND LOG INTO EXAMPLIFY APP.**
  - ✓ **DOWNLOAD YOUR EXAM. REVIEW ALL EXAM SETTINGS AND TIME. ENTER THE PASSWORD TO START YOUR EXAM.**
  - ✓ **READ ALL NOTIFICATIONS AND PROCEED TO THE EXAM.**
  - ✓ **DOWNLOAD THE ATTACHED PDF WITH EXAM QUESTIONS. PRINT THE PDF OR SPLIT YOUR SCREEN FOR EXAM ACCESSIBILITY.**
  - ✓ **BE MINDFUL OF YOUR TIME LIMIT AS YOUR TIMER AUTOMATICALLY COUNTS DOWN ONCE YOU'VE ENTERED THE EXAM TAKING PAGE. YOUR EXAM WILL AUTOMATICALLY UPLOAD ONCE YOUR TIME IS UP.**
  - ✓ **REVIEW AND UPLOAD YOUR EXAM NO LATER THAN THE UPLOAD DEADLINE. PLEASE NOTE YOU WILL NOT BE ABLE TO UPLOAD YOUR EXAM AFTER THE SUBMISSIONS TIME.**
-



Exam Takers


Student ID: 


Password:


Login

☐ Remember Me

[Lost Student ID or Password?](#)

 Videos

 Support

 Info

Administrators / Faculty

Email:


Password:


Login

☐ Remember Me

[Lost Password?](#)

Minimum System Requirements:

PC Users 

Mac Users 

Exam Taker Information

Welcome to the ExamSoft Homepage for St. John's University School of Law

**IMPORTANT:** All exams taken electronically will be submitted via Exemplify. Instructions for installation, registration, and exam taking are available in the [Exemplify User Guide](#).

For information on downloading the latest version of Exemplify : [Windows](#) or [Mac](#)

First-Time Users:

Login under Exam Takers using the StudentID and password information that was emailed to your @stjohns.edu account. If you do not have that information, or if you need to reset your password, your StudentID is the software. You should be able to (1) install the software, (2) download an exam file, (3) navigate within the exam and (4) successfully upload your exam responses. Mock exams will be made available upon installation (paid exams will be made available upon registration).

Returning Users:

Students should ensure they install the latest version of Exemplify. To check if your operating system meets the minimum requirements: [Windows](#) or [Mac](#)

Things to keep in mind:

- During final exam time you should **never**:
  - Perform any major system updates
  - Format your hard drive
  - Switch between laptops
- Your exam file will be made available to download prior to the date of your exam.
- ESSAY AND SHORT ANSWERS: Complete each exam question, including sub-categories, in the corresponding Exemplify page. You may label your responses for question 1a, 1b, 1c, all within page 1 before clicking "Next".
- MULTIPLE CHOICE: Select the answer options A, B, C, D or E.
- TRUE OR FALSE: Select the answer choices A or B. A= True, B=False.

For technical support:

Please visit the [Frequently Asked Questions](#) section of the ExamSoft website. They can be reached via email at [support@examsoft.com](mailto:support@examsoft.com) or via phone (866) 429-8889.

# INSTALLING EXAMPLIFY (FOR FIRST TIME USERS)

LAUNCH CHROME OR FIREFOX

NAVIGATE TO THE ST. JOHN'S  
UNIVERSITY SCHOOL OF LAW  
EXAMSOFT HOMEPAGE  
[WWW.EXAMSOFT.COM/STJOHNSLAW](http://WWW.EXAMSOFT.COM/STJOHNSLAW)

LOGIN AS AN EXAM TAKER USING  
YOUR USERNAME AND PASSWORD



# INSTALLING EXAMPLIFY CONTINUED... (FOR FIRST TIME USERS)

1. DETERMINE IF YOUR LAPTOP MEETS MINIMUM REQUIREMENTS. GENERALLY LAPTOPS PURCHASED IN THE LAST 2-4 YEARS ARE COMPATIBLE.
2. DOWNLOAD THE CORRECT INSTALLER FOR YOUR WINDOWS OR MAC LAPTOP AND FOLLOW THE INSTALLATION INSTRUCTIONS.

**WATCH THE 'GETTING STARTED WITH EXAMPLIFY' VIDEO PROVIDED BY EXAMSOFT INC. THOUGH YOU WILL NOT USE ALL THE FEATURES THAT ARE DEMONSTRATED IN THE VIDEO, IT IS USEFUL TO WATCH.**

### Getting Started with Exemplify

1

Check Your Minimum System Requirements

PC Users

Mac Users

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.

Help? Download

Exemplify Registration Instructions

3

Setup Your Notifications

Exemplify

Getting Started with Exemplify

Exam Controls

Question #1 of 3

The client exhibits confusion, decreased capillary refilling statement would the nurse choose for this client?

Answers A - D

A

Ineffective Tissue Perfusion

B

Decreased Cardiac Output

C

Risk for Injury

D

Activity Intolerance

Exam Attachment

diagnosis problem

Question #1 attachment

Support: +1 954 429 8809  
Exemplify Version 12W.3.14

1 / 3

Next →



# INSTALLING EXAMPLIFY CONTINUED...

(FOR FIRST TIME USERS)

YOU WILL RECEIVE AN EMAIL WITH  
INSTALLATION & REGISTRATION  
INSTRUCTIONS. THE EMAIL WILL  
ALSO CONTAIN YOUR LOG IN  
CREDENTIALS

## Installation & Registration Instructions



Kay Alexander <alexank1@stjohns.edu>

Mon 11/2/2020 1:40 PM

To: lawregistrar



⌘ External Email ⌘

IMPORTANT: Your login information is located at the bottom of this email! Please keep this information secure and safe!

Welcome to ExamSoft! We have a few simple steps to install and register, so you can be prepared to take your upcoming exams:

1. Go to [www.examsoft.com/stjohnslaw](http://www.examsoft.com/stjohnslaw)
2. Log in under 'Exam Takers' using:  
StudentID: samplestudent  
Password: Examsoft
3. Download your ExamSoft testing application and complete the installation process. Launch the program and register using your StudentID and password.

For additional information about registering and using ExamSoft, please visit [support.examsoft.com](http://support.examsoft.com) or call Examsoft at +1 954.429.8889.

----- Institution ID, StudentID & Password -----

Institution ID: :

StudentID: samplestudent

Password: l

CAUTION - External email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

ALL EXAM CORRESPONDENCE WILL BE THROUGH  
STUDENT'S SJU EMAIL. IF YOU FORWARD YOUR SJU  
EMAILS TO AN EXTERNAL EMAIL IT IS ADVISED TO  
FREQUENTLY CHECK YOUR SPAM/JUNK FOLDER.



# RETURNING USERS

EXAMSOFT WILL PERIODICALLY RELEASE UPDATES TO EXAMPLIFY. THIS IS TO ENSURE STABILITY WITH FUTURE OPERATING SYSTEM RELEASES AND TO ENHANCE YOUR TEST TAKING EXPERIENCE.

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Welcome to the ExamSoft Homepage for St. John's University School of Law



**IMPORTANT:** All exams taken electronically will be submitted via Examplify. Instructions for installation, registration, and exam file download will be sent to your @stjohns.edu address prior to your exams.

For information on downloading the latest version of Examplify : [Windows or Mac](#)

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The text listing the latest version of Examplify on the St. John's School of Law ExamSoft Homepage is an active link directly to both Windows and Mac installers. Returning users are responsible for making sure the latest version of Examplify is installed on their laptop.

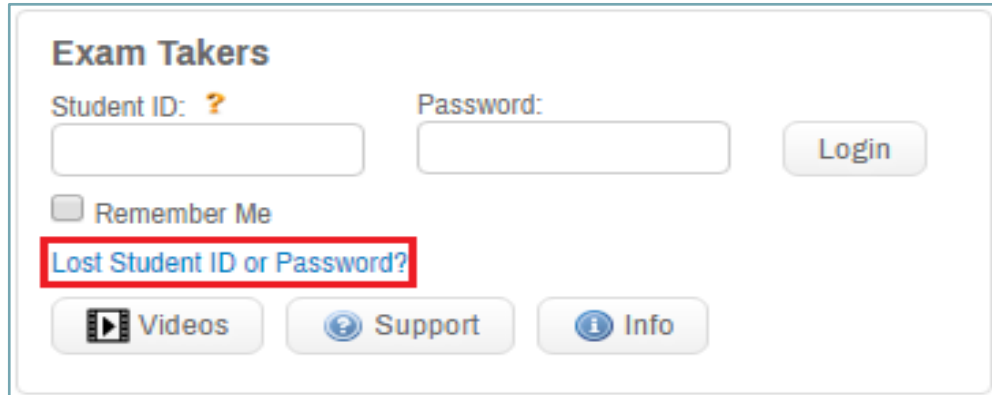
It is advisable to update Examplify periodically **ESPECIALLY LEADING UP TO THE FINAL EXAM PERIOD**

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[WWW.EXAMSOFT.COM/STJOHNSLAW](http://WWW.EXAMSOFT.COM/STJOHNSLAW)



# FORGOT YOUR PASSWORD?

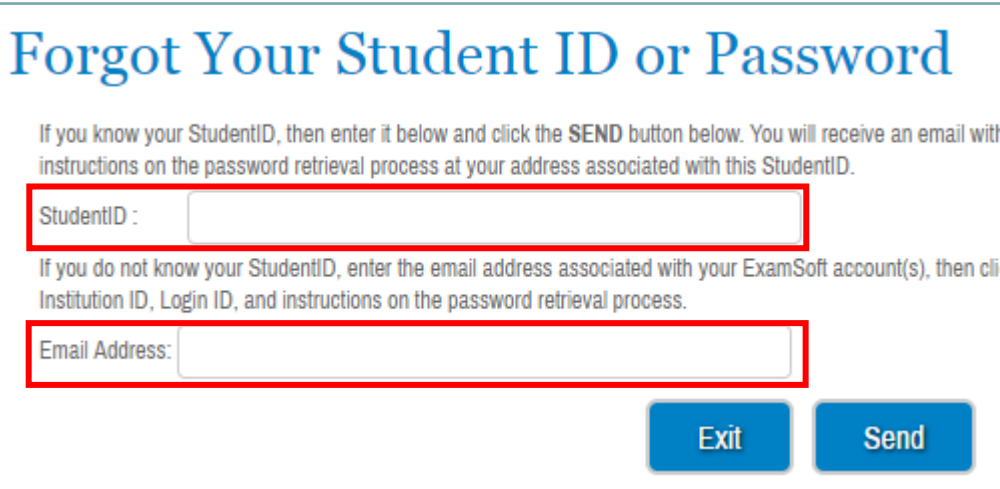


**Exam Takers**

Student ID: ? Password:

☐ Remember Me

[Lost Student ID or Password?](#)



## Forgot Your Student ID or Password

If you know your StudentID, then enter it below and click the **SEND** button below. You will receive an email with instructions on the password retrieval process at your address associated with this StudentID.

StudentID :

If you do not know your StudentID, enter the email address associated with your ExamSoft account(s), then click Institution ID, Login ID, and instructions on the password retrieval process.

Email Address:

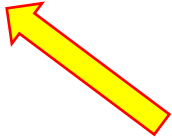
1. Launch Chrome or Firefox
2. Go to [www.examsoft.com/stjohnslaw](http://www.examsoft.com/stjohnslaw)
3. Click **Lost Student ID or Password?**
4. Enter your St. John's email address, e.g. [john.doe13@stjohns.edu](mailto:john.doe13@stjohns.edu) or your Examplify student ID, e.g. john.doe13
5. Click **Send**
6. Your password recovery information will be sent to your @stjohns.edu email account.

**Note:** If you do not receive the information, check your spam folder. If you forward your school emails to a personal inbox, check spam/junk folders as well.



# LAUNCHING EXAMPLIFY

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Launch Exemplify by clicking the icon on your desktop. If you did not create a desktop icon, navigate to the folder where you installed the software.

For Mac users, it is recommended you launch Exemplify from your Applications Folder as opposed to the dock.

### Add New Account

Enter an Institution ID

Institution ID **stjohnslaw**

Enter the Institution ID sent to you via email or find your institution above.

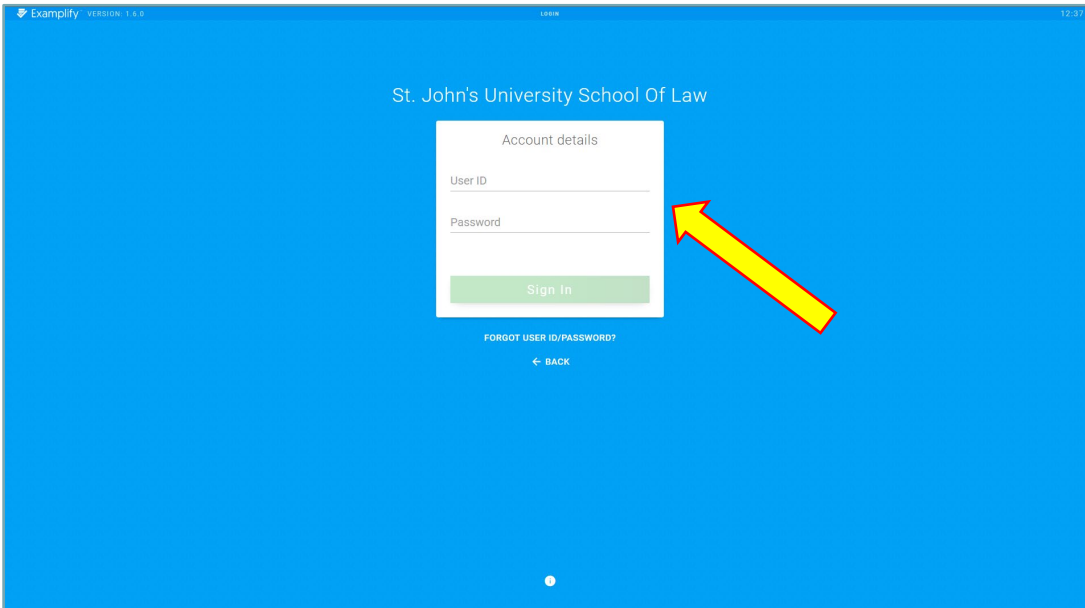
Next

**Institution ID = stjohnslaw**

If you have previously used Exemplify at another institution, you must select “Add a new account” and then enter “stjohnslaw” in order to complete registration.



# LAUNCHING EXEMPLIFY CONTINUED...



Exemplify version: 1.6.9

12:37

St. John's University School Of Law

Account details

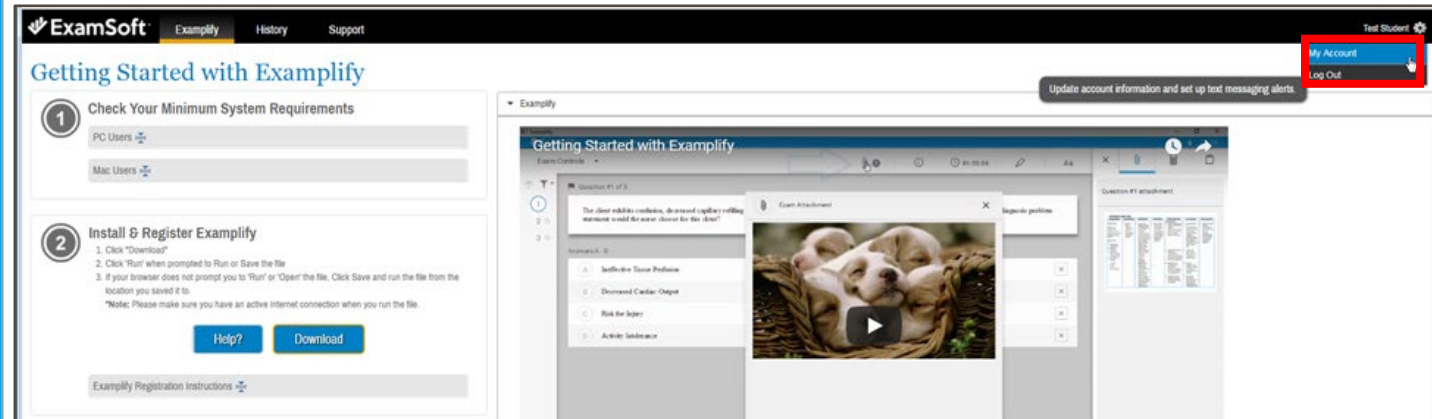
User ID

Password

Sign In

FORGOT USER ID/PASSWORD?

< BACK



Sign in using the same Exemplify **User ID** and **Password** credentials you use to access your Exam Taker Portal online.

**User ID** = Your St. John's School of Law email address excluding "@stjohns.edu"

**Password** = Your default password can be changed by clicking "My Account" at the top right of your Exam Taker Portal.



# DOWNLOAD EXAM FILE

The screenshot shows the Exemplify web application interface. At the top, there is a blue header bar with the Exemplify logo, user information (Sample Student - samplestudent - St. John's University School of Law), and navigation links (HOME MENU, NOTIFICATIONS). Below the header, the main content area is divided into two columns. The left column, titled 'My Exams', contains a list of exams with download icons. The 'Mock Exam' entry is highlighted with a red box. The right column, titled 'Mock Exam', contains a blue button labeled 'Download Exam' which is also highlighted with a red box. At the bottom of the interface, there is a footer bar with copyright information and version details.

Exemplify Sample Student - samplestudent - St. John's University School of Law HOME MENU NOTIFICATIONS

**My Exams**

- (ALA-LLM) - CRIMINAL LAWPROCEDURE- (Ruescher) - Midter... Ready For Download
- EVIDENCE-AM-(Cunningham)-F19-Midterm Ready For Download
- Mock Exam** Ready For Download
- MPT MOCK EXAM - (Paras) - Midterm-F19 Ready For Download
- Proctor Demo 2019\_2020 Ready For Download Last Uploaded On: 11/11/2019, 4:38:23 PM

**DOWNLOADED**

- (ALA-AM)- CONSTITUTIONAL LAW Pt1 (Ruescher)-F19 Midterm Exam File Downloaded
- (ALA-EV)- CONSTITUTIONAL LAW Pt2

Refresh Exam List

**Mock Exam**

Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam.

**Download Exam**

© 1998-2019 ExamSoft Worldwide, Inc. All Rights Reserved . Version 2.0.6 Expiration 08/31/2020

Click the exam you wish to download from the list available to you. Your exam files will be available on the date and time of your exam. The Mock Exam will be available to take as many times as you wish (password: **mock20**).

**USE THE MOCK EXAM TO PRACTICE ENTERING EXAM MODE**



# DOWNLOAD EXAM FILE CONTINUED...

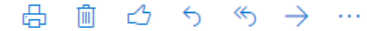
Exam Download Confirmation: Mock Exam-1917401.xmzx



noreply@examsoft.com

Wed 11/4/2020 12:22 PM

To: lawregistrar



\* External Email \*

Dear Sample,

This email confirms that you have successfully downloaded the following exam:

Institution: [St. John's University School of Law](#)

Exam Taker ID: [samplestudent](#)

Exam File: [Mock Exam-1917401.xmzx](#)

If you require another download of this exam at any point in time, then you will need to contact your professor or an administrator at your academic institution.

Please be advised that this exam includes attachments in a .PDF format. If you do not have a PDF reader installed on your computer, you will not be able to view the attachment. To download Adobe Reader, go to <http://get.adobe.com/reader/> and follow the instructions before you begin your exam.

Sincerely,

ExamSoft Support

[support@examsoft.com](mailto:support@examsoft.com)

866-429-8889

7:30am - 8:30pm ET M-F

8:30am - 6:30pm ET Sat

CAUTION - External email. Do not click links or open attachments unless you recognize the sender and know the content is safe.



# STARTING AN EXAM

The screenshot shows the Examplify web application interface. At the top, there is a blue header bar with the Examplify logo, user information (Sample Student - samplestudent - St. John's University School of Law), and navigation links (HOME MENU, NOTIFICATIONS). Below the header, the main content area is divided into two sections. On the left, under 'My Exams', there is a list of exams with their titles and 'Exam File Downloaded' status. The exams listed are: CIVIL PROCEDURE-C-(Wittlin)-F19, CONTRACTS I-B-(Sharfman)-F19, CONTRACTS I-D-(Sharfman)-F19, and MOCK EXAM - (Horowitz) - Midterm-F19. The 'COMPLETED' section shows a 'Proctor Demo 2019\_2020' exam uploaded on 11/11/2019 at 4:38:23 PM, marked with a green checkmark. On the right, under 'Mock Exam', there is a section for 'ANONYMOUS NUMBER' with a red box around the number '9991'. Below this, there is a green 'Start Exam' button with a red box around it. Further down, there are three icons: 'Secure' (a padlock), 'WiFi Off' (a Wi-Fi symbol with a slash), and 'Navigate' (a double arrow). At the bottom, there is an 'Exam Details' section with a table showing: Instructor (blank), Posting ID # (423378), Exam Type (Secure), and Time Limit (No Limit). The footer contains copyright information (© 1998-2019 ExamSoft Worldwide, Inc. All Rights Reserved.) and version information (Version 2.0.6 Expiration 08/31/2020).

Examplify

Sample Student - samplestudent - St. John's University School of Law

HOME MENU

NOTIFICATIONS

My Exams

Exam File Downloaded

CIVIL PROCEDURE-C-(Wittlin)-F19  
Exam File Downloaded

CONTRACTS I-B-(Sharfman)-F19  
Exam File Downloaded

CONTRACTS I-D-(Sharfman)-F19  
Exam File Downloaded

Mock Exam  
Exam File Downloaded

MOCK EXAM - (Horowitz) - Midterm-F19  
Exam File Downloaded

COMPLETED

Proctor Demo 2019\_2020  
Exam uploaded: 11/11/2019, 4:38:23 PM

Refresh Exam List

Mock Exam

ANONYMOUS NUMBER

9991

Please press Start Exam to start this exam.

Start Exam

Remove Exam Download

Secure

WiFi Off

Navigate

Exam Details

Instructor	
Posting ID #	423378
Exam Type	Secure
Time Limit	No Limit

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Version 2.0.6 Expiration 08/31/2020

The downloaded exam file will indicate that it was downloaded underneath the exam title.

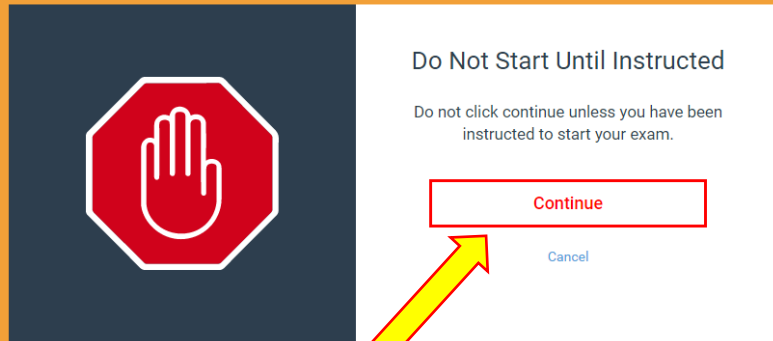
Your term-based **anonymous number** is displayed below the Exam File Name.

The password for this exam can be located on the Online Student Center or in an email sent to the class. There are no spaces before or after the password.

If you believe the Exam Details and Settings show anything other than it should for your exam, let the Registrar's Office know **immediately**. Pay close attention that the **time limit** matches what is printed on the Online Student Center or sent in an email from the Registrar's Office.

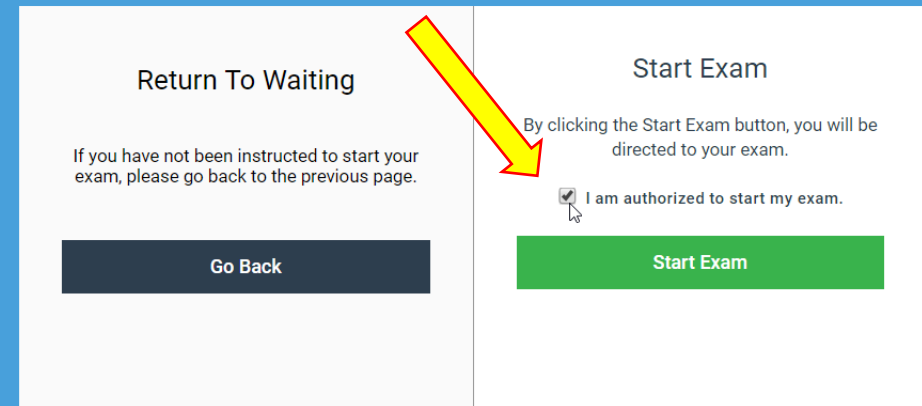


# STARTING AN EXAM CONTINUED...



**CLICK CONTINUE TO  
MOVE ON TO THE  
START EXAM PAGE**

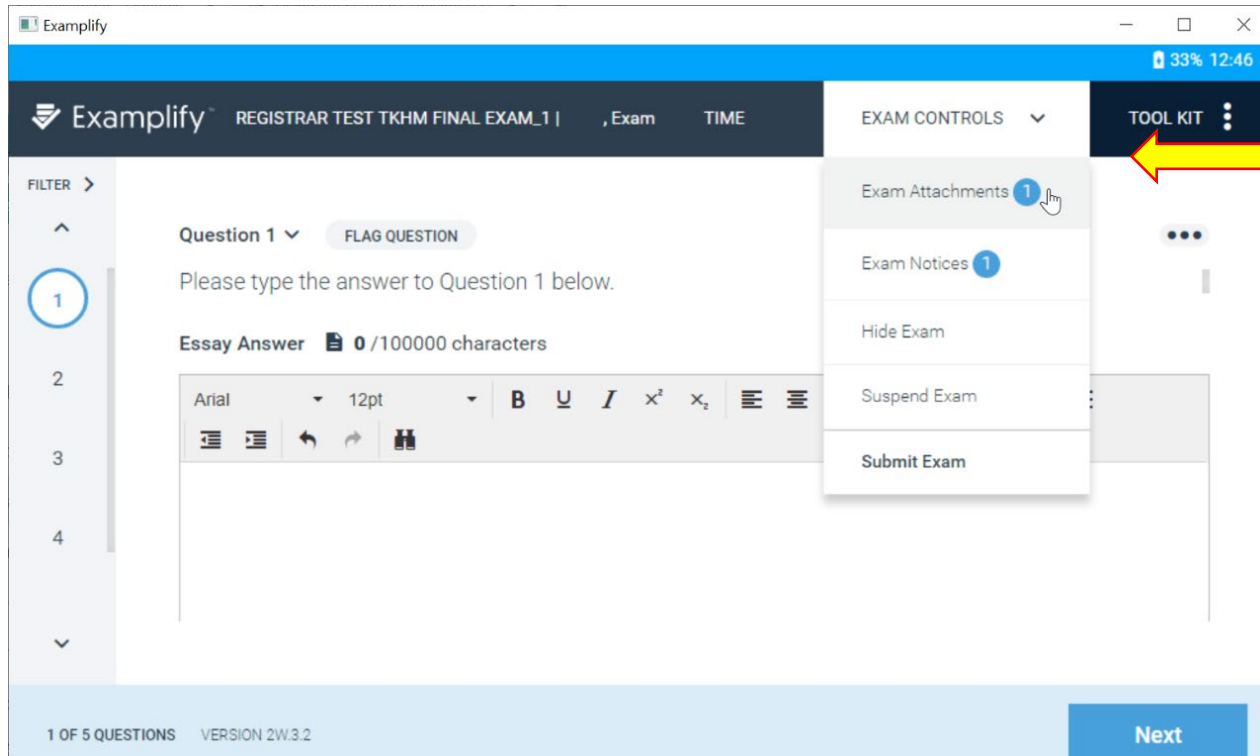
**BY AUTHORIZING AND  
CLICKING START EXAM,  
YOU WILL BEGIN THE  
ACTUAL EXAM WHERE  
YOUR TIMER WILL  
INITIATE**



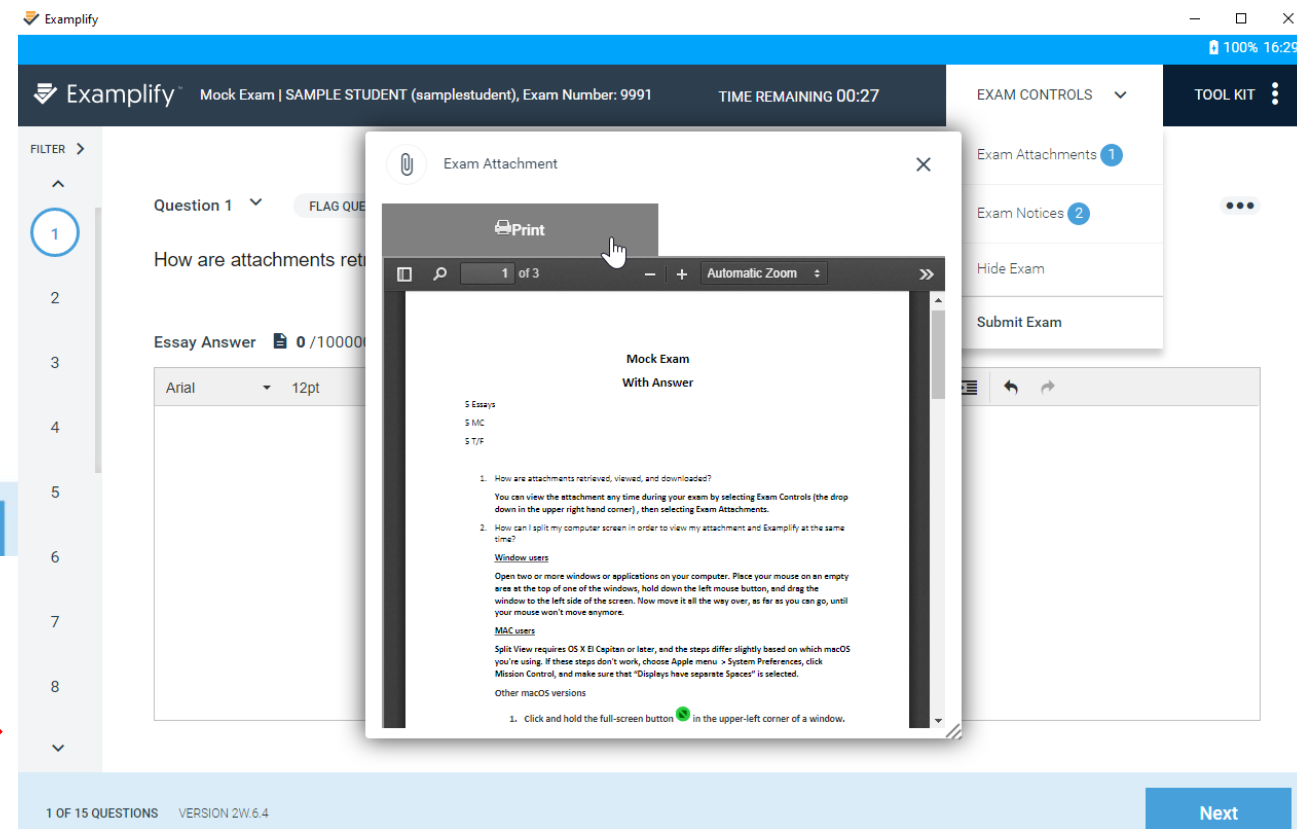


# TAKING YOUR EXAM: PRINTING AND DOWNLOADING ATTACHMENTS

TO PRINT OR DOWNLOAD CLICK PRINT ON THE ATTACHMENT, A PDF VERSION WILL OPEN.



TO PRINT OR DOWNLOAD CLICK PRINT ON THE ATTACHMENT, A PDF VERSION WILL OPEN.



**\*IF YOU DO PRINT THE FINAL, PLEASE DESTROY IMMEDIATELY AFTER THE EXAM ENDS\***

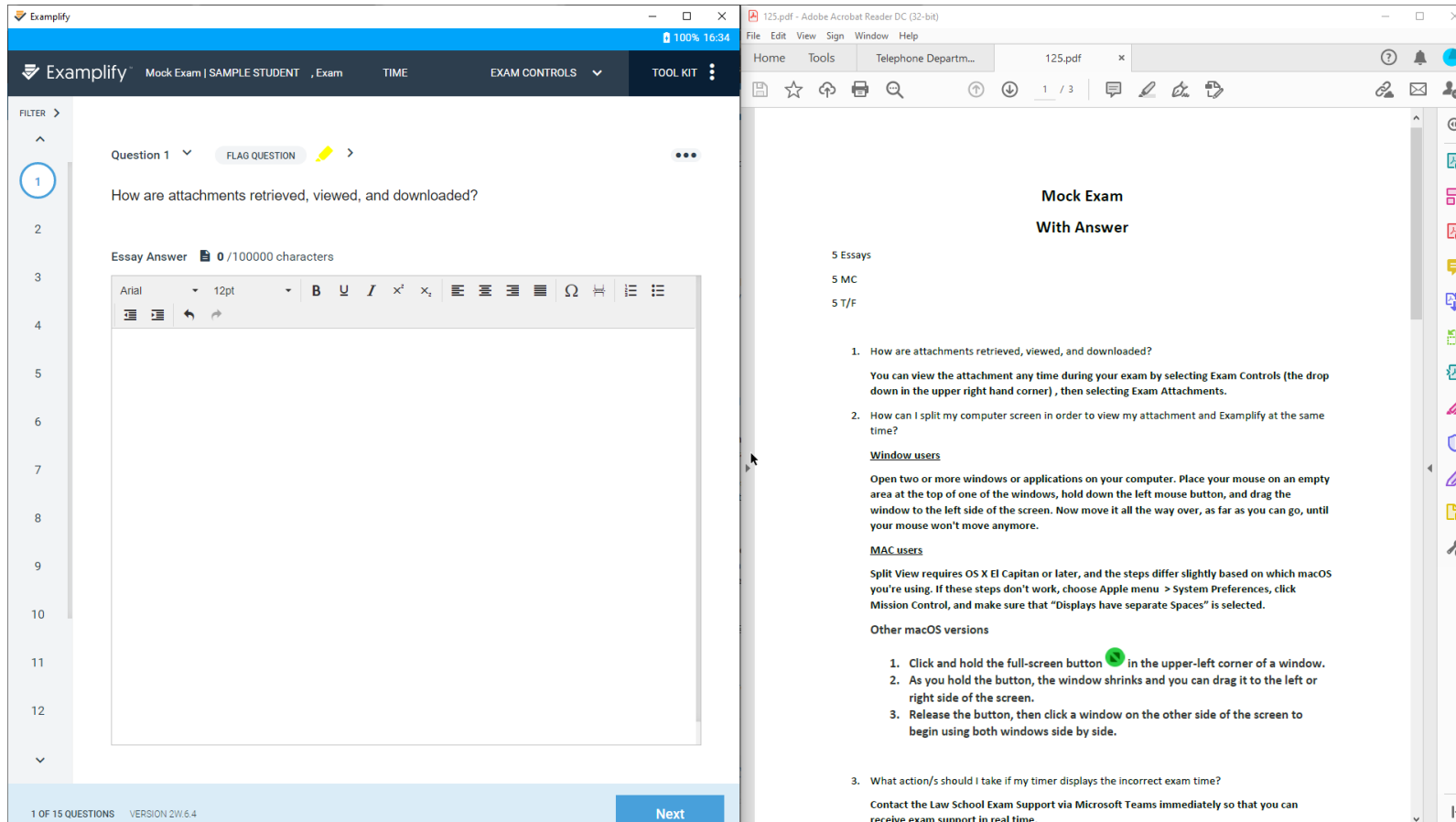


# TAKING YOUR EXAM CONTINUED...

You can split your screen between the exam questions and exam answers so that you don't have to flip back and forth between windows. If you would like to print the exam questions, you can do that as well.

## Window Users


Open two or more windows or applications on your computer. Place your mouse on an empty area at the top of one of the windows, hold down the left mouse button, and drag the window to the left side of the screen. Now move it all the way over, as far as you can go, until your mouse won't move anymore.



## Mac Users

Split View requires OS X El Capitan or later, and the steps differ slightly based on which macOS you're using. If these steps don't work, choose Apple menu > System Preferences, click Mission Control, and make sure that "Displays have separate Spaces" is selected.

### Other macOS versions

1. Click and hold the full-screen button  in the upper-left corner of a window.

2. As you hold the button, the window shrinks and you can drag it to the left or right side of the screen.

3. Release the button, then click a window on the other side of the screen to begin using both windows side by side.



# TAKING YOUR EXAM CONTINUED...

**RESPOND TO THE  
ESSAY/ SHORT  
ANSWER  
QUESTIONS IN THE  
CORRESPONDING  
EXAMPLIFY  
WINDOW.**

The screenshot displays the Exemplify exam interface. At the top, a blue header bar shows the Exemplify logo, the text "Proctor Demo 2019\_2020 | SAMPLE STUDENT (samplestudent), Anonymous Number: 9991", and buttons for "EXAM CONTROLS" and "TOOL KIT". A status bar at the top right indicates "-1% 16:55". On the left, a vertical sidebar with a red border contains a "FILTER" button and three numbered circles (1, 2, 3), with circle 1 being the active selection. The main content area shows "Question 1" with a "FLAG QUESTION" button. Below the question, it says "Please type your answer to Question 1 below". The answer type is "Essay Answer" with a character count of "0 / 100000 characters". A rich text editor toolbar is visible, featuring options for font (Arial), size (12pt), bold (B), underline (U), italic (I), subscript (x²), superscript (x₂), text alignment (left, center, right, justified), bulleted list, numbered list, and link/unlink. The answer field is a large text area. At the bottom, a light blue footer bar shows "1 OF 3 QUESTIONS", "VERSION 2W.1.0", and a blue "Next" button.

**FOR QUESTIONS  
WITH SUBSECTIONS,  
LABEL YOUR  
ANSWERS CLEARLY  
AND CONSISTENT  
WITH THE  
QUESTION'S  
HIERARCHICAL  
HEADING SYSTEM.  
(I.E. 1A. 1B ETC)**



# TAKING YOUR EXAM CONTINUED...

RESPOND TO THE  
MULTIPLE  
CHOICE/TRUE OR  
FALSE QUESTIONS  
BY CLICKING THE  
OPTIONS BELOW

ENSURE YOUR  
ANSWER IS  
HIGHLIGHTED  
AND A CHECK  
MARK TO THE  
RIGHT BEFORE  
YOU MOVE ON TO  
THE NEXT  
SECTION

Exemplify

58% 11:57

Exemplify™ Take-Home Final Mock Exam | SAMPLE STUDENT , Exam Number: EXAM CONTROLS TOOL KIT

FILTER >

Question 1 ▾ FLAG QUESTION

Please select the answer to Question 1 below.

Currently Selected : B

A Choice a

B Choice b

C Choice c

1 OF 10 QUESTIONS VERSION 2W.3.2

Next

YOU CAN USE  
THE PROCESS  
OF  
ELIMINATION  
BY CLICKING  
ON THE EYE  
ON THE LEFT  
SIDE OF EACH  
OPTION



# TAKING YOUR EXAM CONTINUED...

96% 13:06

Exemplify™

Take-Home Final Mock Exam | SAMPLE STUDENT

Exam Number:

EXAM CONTROLS

TOOL KIT

FILTER >

4

5

6

7

8

Question 6

UNFLAG QUESTION

Please type the answer to Question 1 below.

Essay Answer

0 / 100000 characters

Arial

12pt

**B**

U

*I*

$x^2$

$x_2$

$\Omega$

6 OF 10 QUESTIONS

VERSION 2W.3.2

Previous

Next

YOU CAN FLAG  
A QUESTION TO  
REMINDE YOU TO  
REFER BACK TO  
THE QUESTION  
LATER



# TAKING YOUR EXAM CONTINUED...

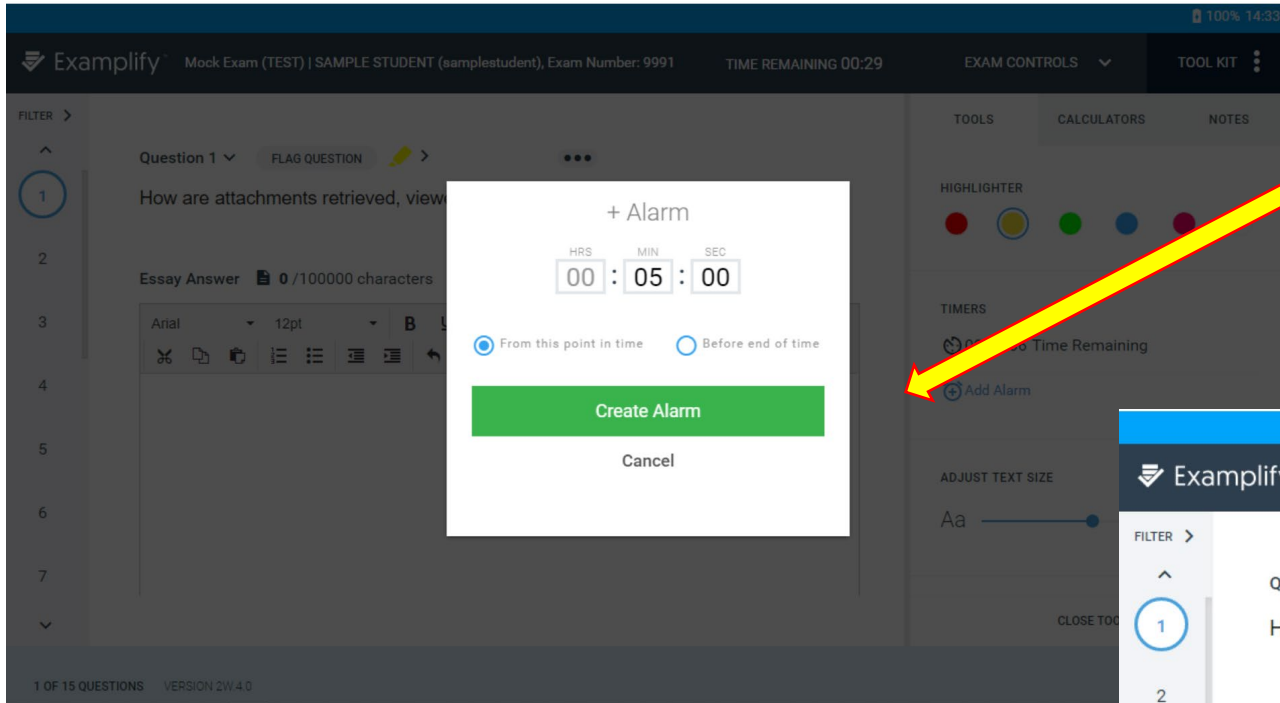
FOR EXAMS  
WITH A TIME  
LIMIT CODED TO  
THE EXAM FILE,  
THE  
COUNTDOWN  
TIMER IS  
LOCATED AT THE  
TOP RIGHT OF  
YOUR EXAM  
SCREEN.

The screenshot displays the Exemplify exam interface. At the top, a blue header bar shows '100%' battery and '14:34' time. Below this, a dark blue navigation bar contains the Exemplify logo, 'Mock Exam (TEST) | SAMPLE STUDENT (samplestudent), Exam Number: 9991', a red-bordered box with 'TIME REMAINING 00:28', 'EXAM CONTROLS' with a dropdown arrow, and 'TOOL KIT' with a three-dot menu icon. The main content area is divided into a left sidebar with a 'FILTER' button and a list of questions (1-7), and a central question area. The question area shows 'Question 1' with a dropdown, a 'FLAG QUESTION' button, and the text 'How are attachments retrieved, viewed, and downloaded?'. Below the question is an 'Essay Answer' section with a character count '0 / 100000 characters' and a rich text editor with various formatting options. On the right, a 'TOOL KIT' panel is open, showing tabs for 'TOOLS', 'CALCULATORS', and 'NOTES'. The 'TOOLS' tab is active, displaying a 'HIGHLIGHTER' section with color selection buttons (red, yellow, green, blue, pink, white), a 'TIMERS' section with a clock icon and '00:28:48 Time Remaining' (with a red arrow pointing to it), an 'Add Alarm' button, and an 'ADJUST TEXT SIZE' section with a slider between 'Aa' and 'Aa'. A 'CLOSE TOOLKIT' button is at the bottom of the panel.

YOU CAN ALSO  
ACCESS YOUR  
TIMER THROUGH  
THE TOOL KIT  
UNDER TOOLS

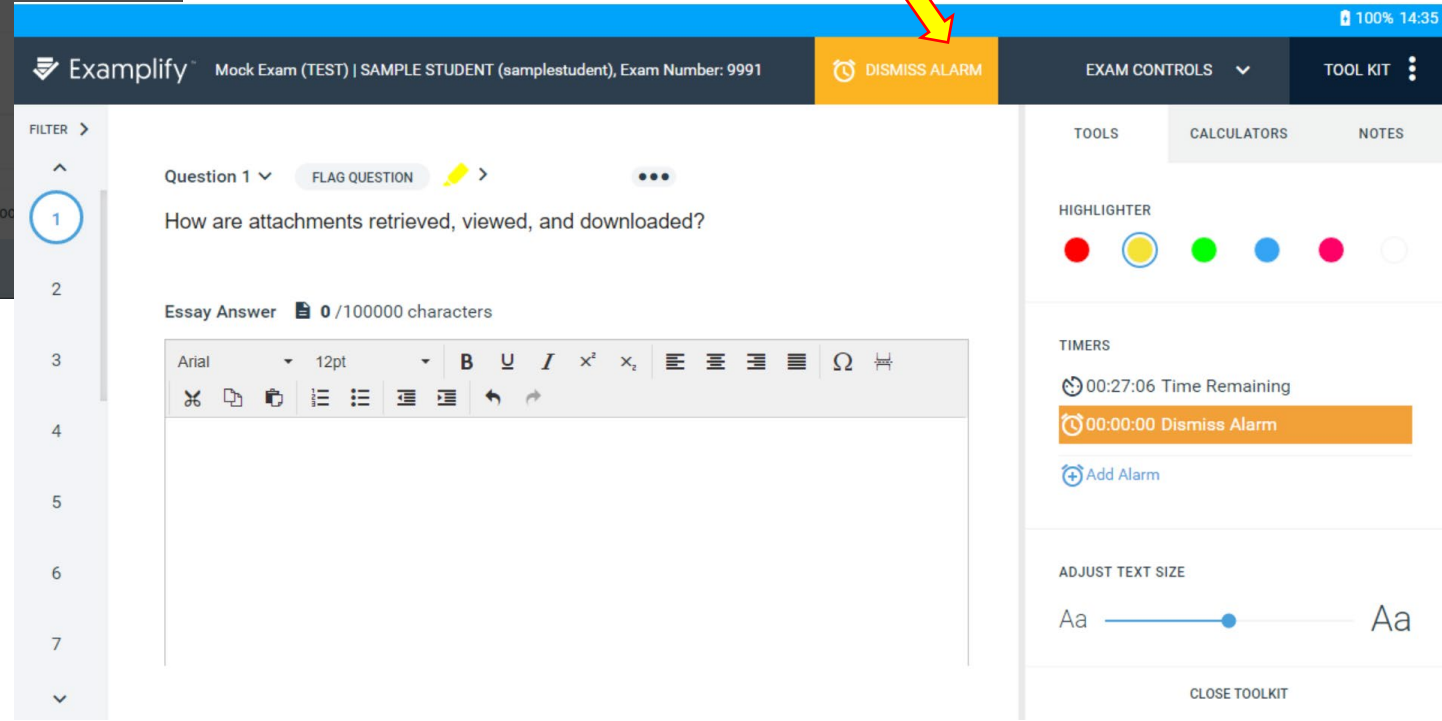


# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED...



YOU CAN SET MULTIPLE ALARMS TO REMIND YOU HOW MUCH TIME IS LEFT

YOUR ALARM WILL POP UP ON YOUR SCREEN





# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED...

Exemplify™

Proctor Demo 2019\_2020 | SAMPLE STUDENT

, Anonymous Number:

EXAM CONTROLS

TOOL KIT

FILTER

1


2

3

Question 1

FLAG QUESTION





Please type your answer to Question 1 below




Essay Answer  0 / 100000 characters



Arial

12pt

**B** U *I*  $x^2$   $x_2$

CLICK THE PAPER ICON TO DISPLAY A DETAILED WORD COUNT. YOUR WORD COUNT, CHARACTERS AND SPACES WILL BE DISPLAYED PER SECTION.

Exemplify™

Proctor Demo 2019\_2020 | SAMPLE STUDENT

, Anonymous Number:

EXAM CONTROLS

TOOL KIT

FILTER

1


2

3

Question 1





FLAG QUESTION




Please type your answer to Question 1 below



Essay Answer  0 / 100000 characters

Arial

	words	chars	w/o spaces
This Essay	0	0	0
Selection	0	0	0

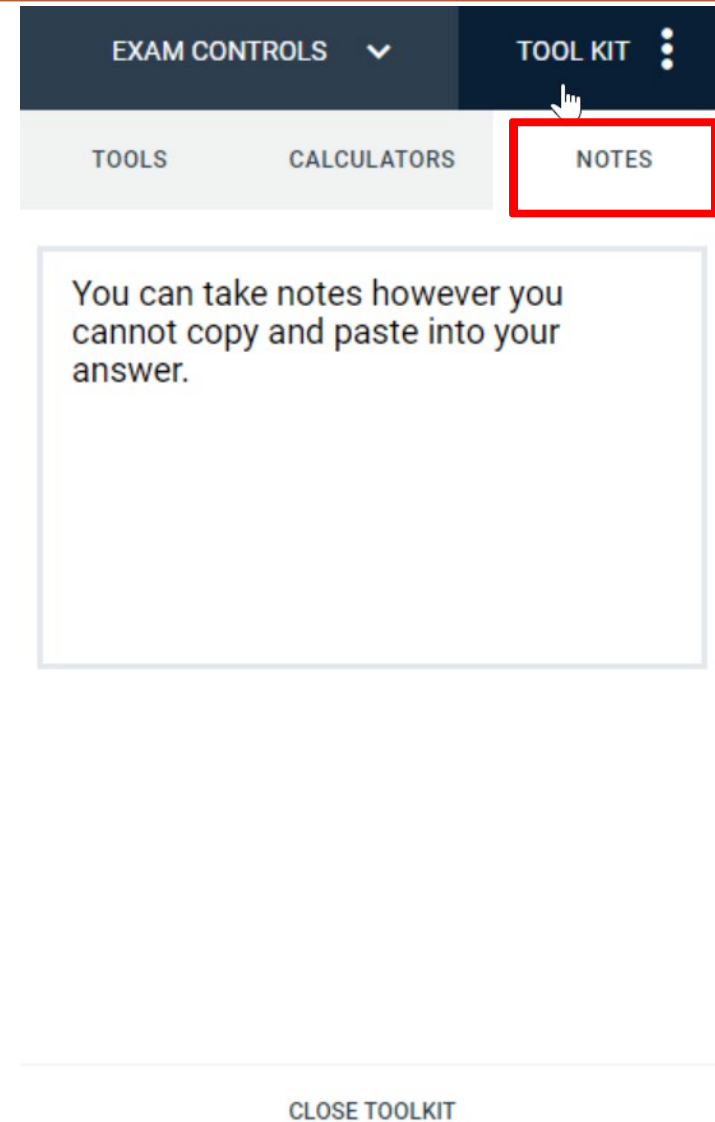
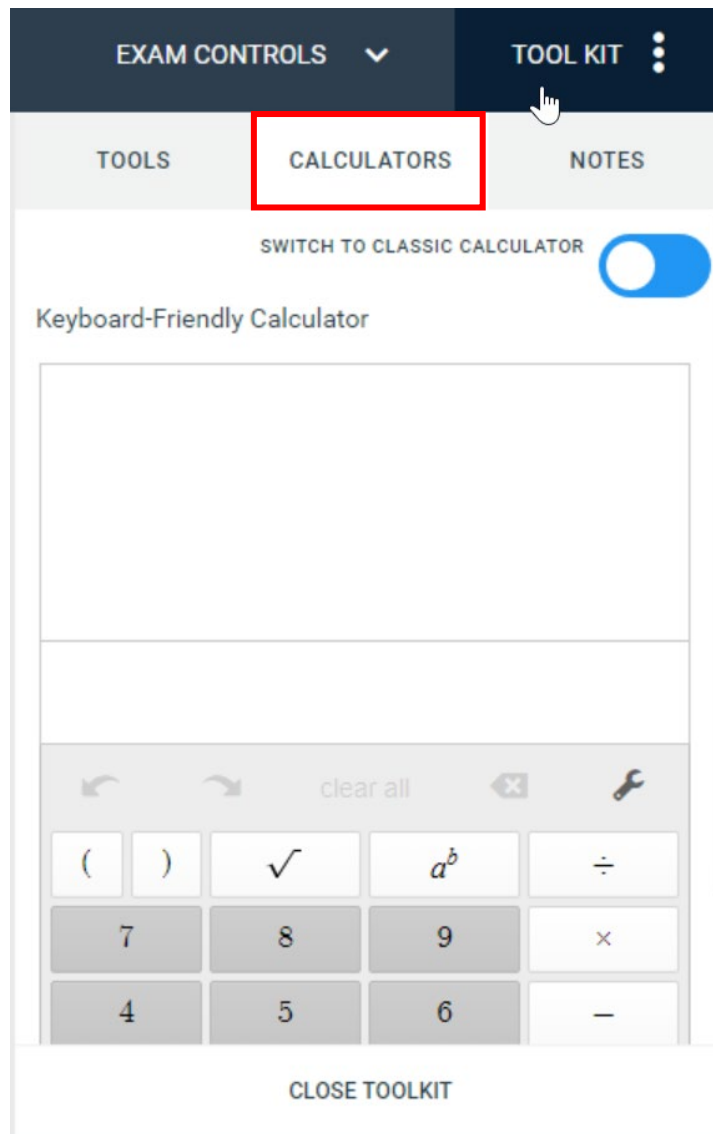
  



# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED...

**THE CALCULATOR  
FEATURE IS ENABLED  
AND CAN BE ACCESSED  
THROUGH THE TOOL  
KIT**



**THE NOTES FEATURE IS  
ENABLED AND CAN BE  
ACCESSED THROUGH THE  
TOOL KIT**



# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED...

Examplify™

Mock Exam (TEST) | SAMPLE STUDENT (samplestudent), Exam Number: 9991

TIME REMAINING 00:24

EXAM CONTROLS ▾

TOOL KIT ⋮

FILTER >

8

9

10

11

12

13

14

▼

Question 13 ▾

FLAG QUESTION

<

⋮

If backwards navigation is on this allows students to go back and forth to exam questions.

Answers A - B

A True

B False

**HIGHLIGHT FEATURE IS AVAILABLE**

**THIS FUNCTION WORKS FOR EXAMS WITH THE QUESTIONS EMBEDDED, NOT ATTACHED.**



# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED...

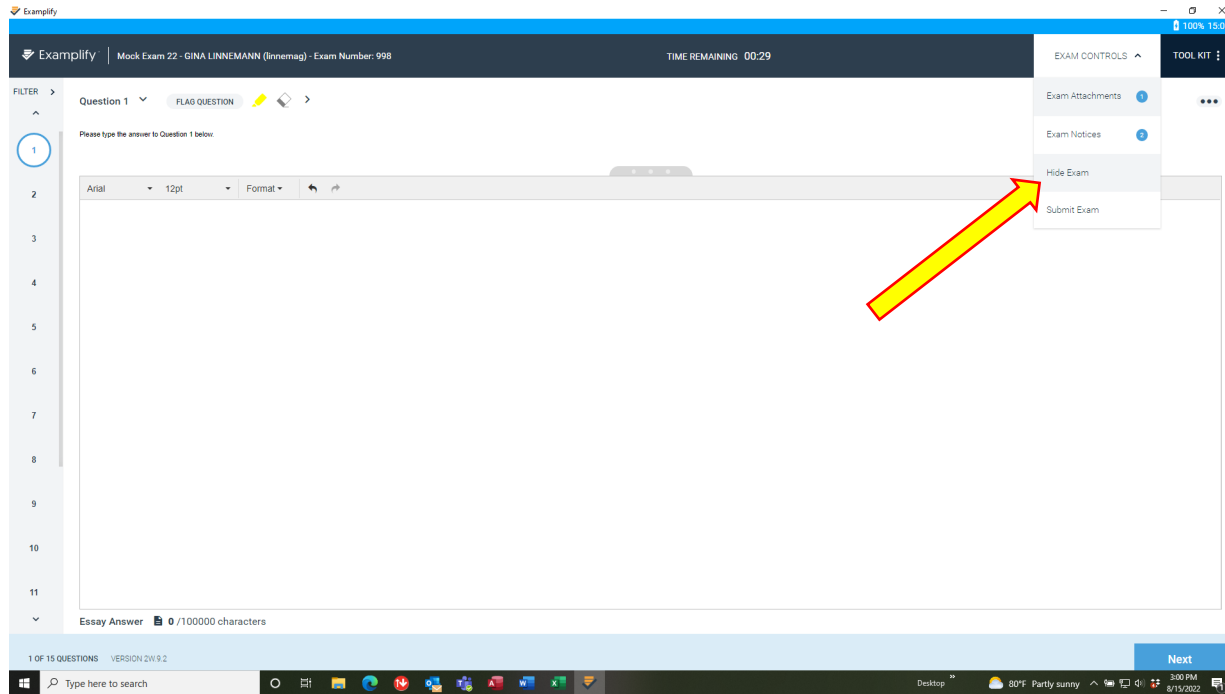
**TO SUSPEND AND RESUME YOUR EXAM CLICK EXAM CONTROLS> SUSPEND EXAMS. YOUR EXAM WILL BE SUSPENDED UNTIL YOU RESUME THE EXAM (THIS ONLY APPLIES TO UNTIMED EXAMS).**

**YOUR PASSWORD TO RESUME YOUR EXAM IS YOUR EXEMPLIFY LOGIN PASSWORD.**

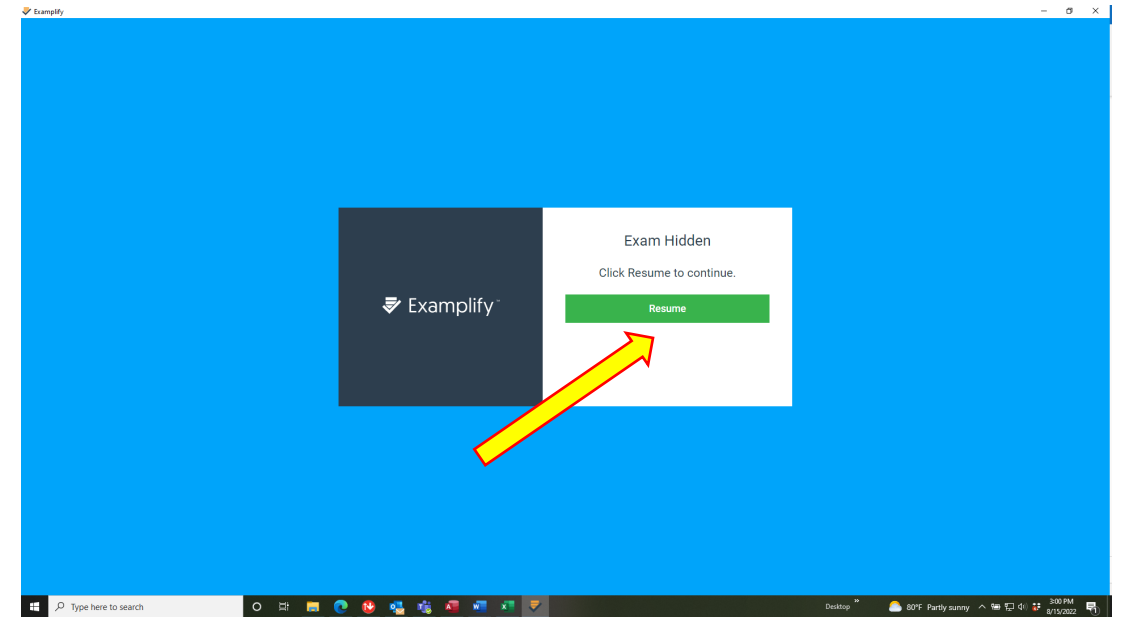


# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED ...

IF YOU ARE STEPPING AWAY FROM YOUR EXAM AND USING THE REST ROOM YOU MAY HIDE YOUR EXAM



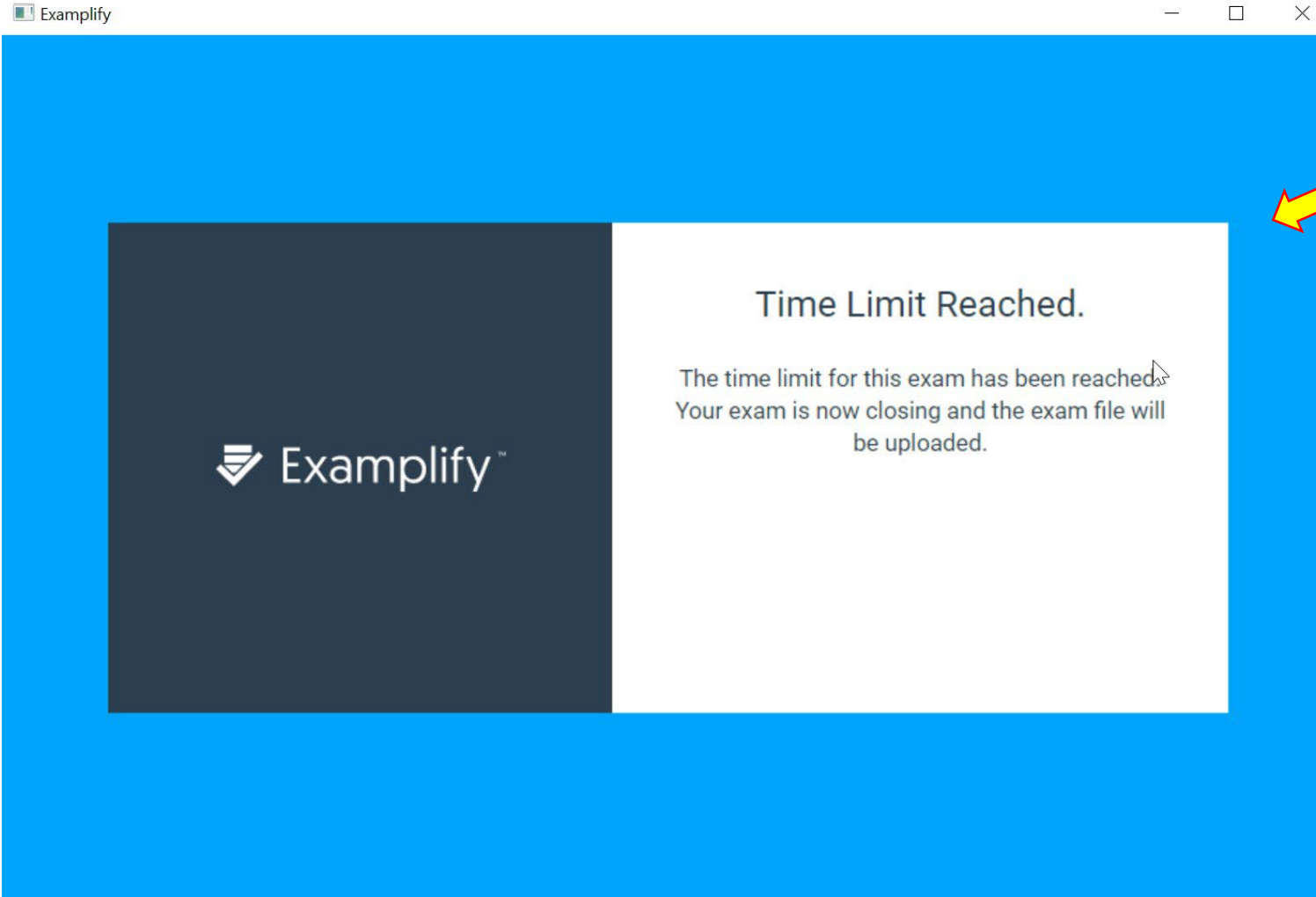
UNDER EXAM CONTROLS SELECT HIDE EXAM



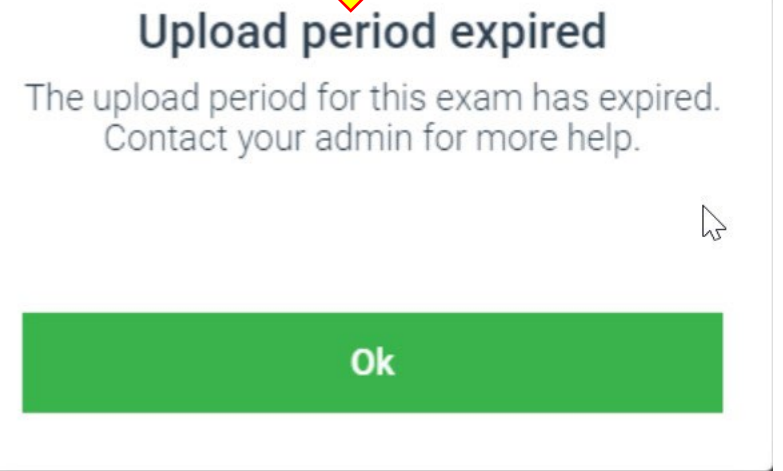
WHEN YOU WANT TO RESUME YOUR EXAM, YOU MAY PRESS RESUME. IF IT HAS BEEN LONGER THAN 7 MINS YOU WILL HAVE TO ENTER THE RESUME CODE



# EXAM ENDED

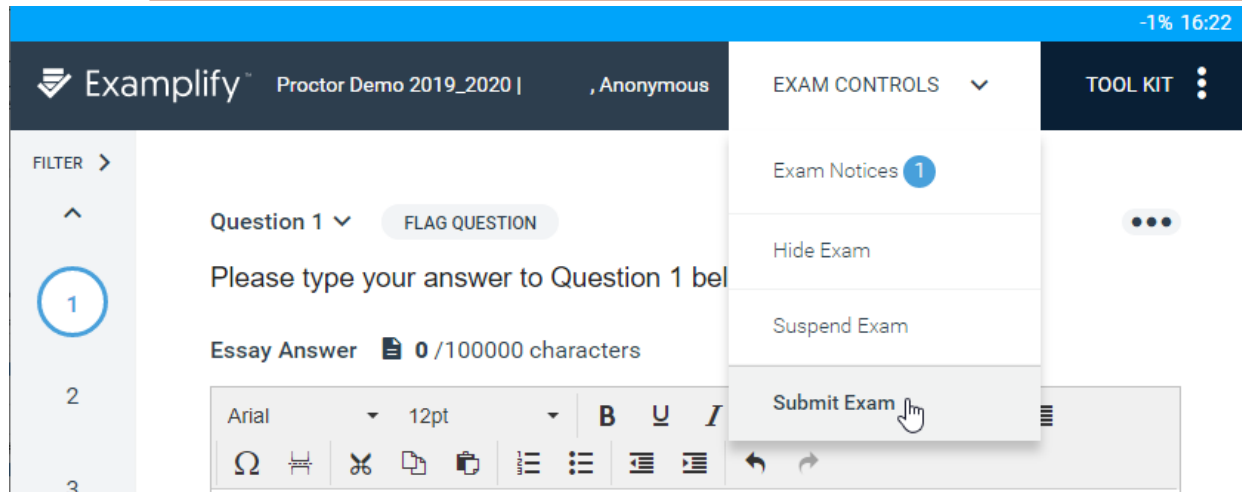


**BE MINDFUL OF YOUR TIME LIMIT  
AS YOUR TIMER AUTOMATICALLY  
COUNTS DOWN ONCE YOU'VE  
ENTERED THE EXAM TAKING PAGE.  
YOUR EXAM WILL AUTOMATICALLY  
UPLOAD ONCE YOUR TIME IS UP OR  
WHEN YOUR UPLOAD DEADLINE IS  
MET.**

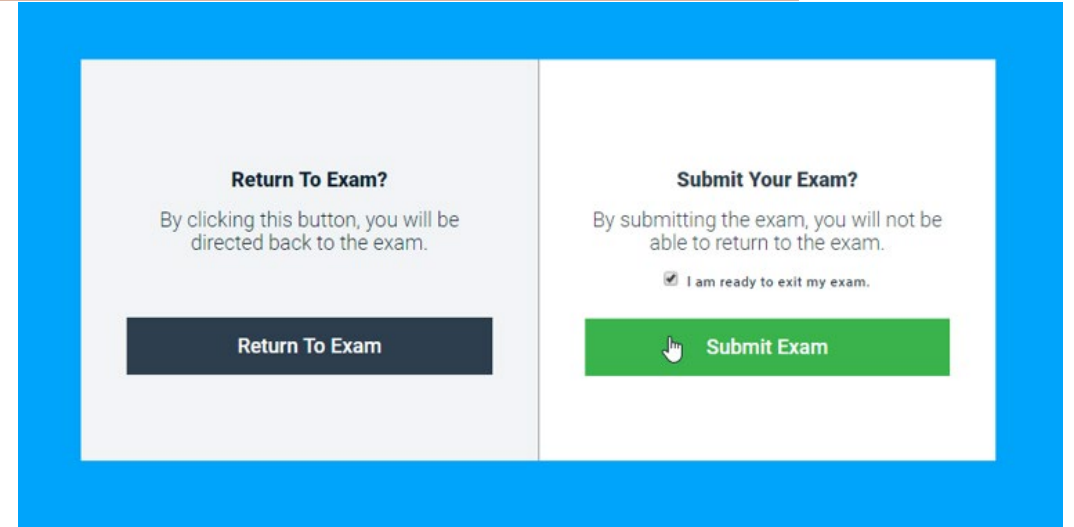




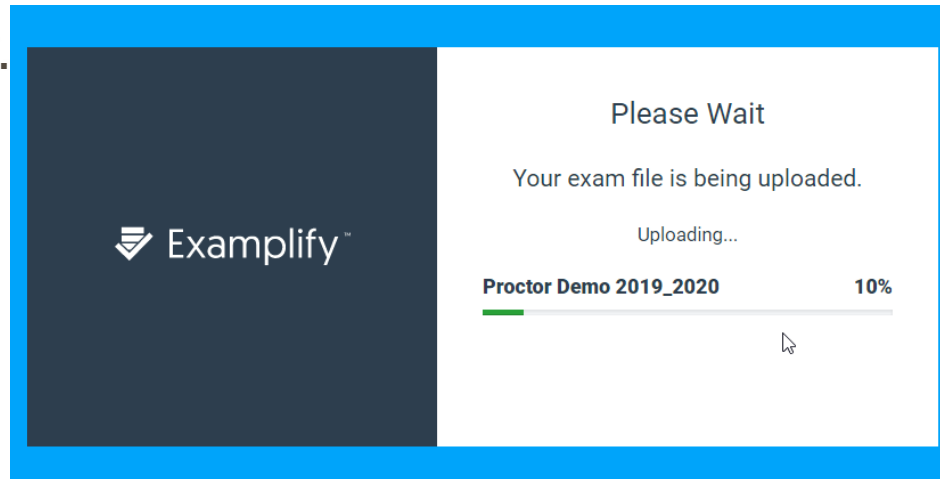
# SUBMIT EXAM



**CLICK EXAM CONTROLS TO REVEAL THE DROP DOWN OPTIONS. SELECT SUBMIT EXAM.**



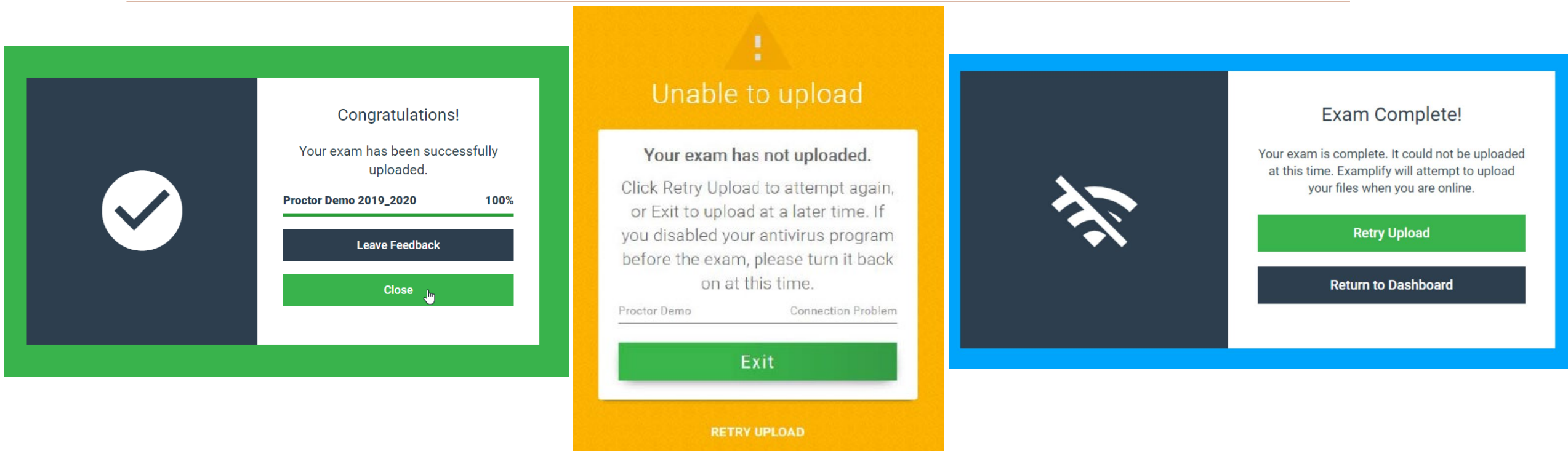
**AT THIS POINT, YOU MAY STILL RETURN TO YOUR EXAM. WHEN YOU ARE CERTAIN YOU WANT TO SUBMIT YOUR ANSWERS, CHECK THE BOX AND CLICK EXIT.**



**THE SOFTWARE WILL AUTOMATICALLY ATTEMPT TO UPLOAD YOUR ANSWER FILE AFTER YOU EXIT THE EXAM.**



# SUBMIT EXAM CONTINUED...



**DEPENDING ON YOUR LAPTOP'S ABILITY TO ESTABLISH A STRONG WIFI CONNECTION, YOUR EXAM FILE WILL EITHER UPLOAD SUCCESSFULLY AND SHOW YOU A GREEN SCREEN, OR YOU WILL GET A YELLOW OR BLUE SCREEN WITH NOTIFICATION THAT YOUR FILE WAS UNABLE TO UPLOAD. THE CONTENT OF YOUR FILE HAS BEEN SAVED. YOU CAN RETRY AT A LATER TIME.**



# SUBMIT EXAM CONTINUED...



noreply@examsoft.com

Tue 10/27/2020 3:54 PM

To: lawregistrar



\* External Email \*

Dear Sample,

This email confirms you have successfully uploaded your answer file. Please find the details from your exam upload below:

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Answer File: [9991\\_Mock Exam \(TEST\)\\_20201027155432350\\_final.xmdx](#)

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**YOU SHOULD RECEIVE AN EMAIL ONCE YOU'VE UPLOADED.**



# REFERENCE NOTES

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- **THE CONTENT OF YOUR EXAM FILE IS SAVED EVERY 60 SECONDS AND IS RETRIEVABLE BY EITHER AN EXAMSOFT TECHNICIAN OR LAW HELP DESK/IT.**
- **DO NOT UPDATE YOUR LAPTOP'S OPERATING SYSTEM UNTIL YOU CONFIRM EXAMPLIFY IS SUPPORTED. EXAMSOFT ENGINEERS WORK CLOSELY WITH BOTH MICROSOFT AND APPLE TO COORDINATE A SWIFT RELEASE OF A COMPATIBLE VERSION OF EXAMPLIFY.**
- **MOST MID-EXAM MALFUNCTIONS ARE CAUSED BY A CONFLICT OF SYSTEM RESOURCES, COMMONLY ANTI-VIRUS SOFTWARE THAT WAS NOT DISABLED.**

Please feel free to  [Message us on teams for Law School Exam Support](#) by clicking this link for all exam related questions.

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It's Exam Time!  
Here's a BIG

GOOD  
LUCK!

wish to you