


Remote Exam Steps

Step 1: Review your exam instructions on the Online Student Center and your final exam email (date, time limit, password, resume code, Exemplify 101 guide etc.) before your exam begins. It is strongly recommended to take the mock exam available in Exemplify prior to the start of your exams.

Step 2: Have your log in credentials, passwords, resume codes available. Also, have  Microsoft teams available on your computer or mobile device in order to contact [Law School Exam Support](#).

Step 3: Download the exam – Your exam will populate in your Exemplify download list at the scheduled exam time. If your exam does not populate, click the refresh exam list arrow at the bottom of the My Exam List.

Step 4: Review the exam details (time, security, your exam tools enabled, calculators etc) and then enter the exam password. This begins the exam and the exam timer if there is one.

Step 5: Download the attached pdf with the exam questions. Split your screen for accessibility. Five minutes has been added to the exam time for upper class exams and fifteen minutes has been added for 1L exams to give you extra time to set up your exam.

Step 6: Answer the exam questions in the corresponding numbered area.

Step 7: Review and submit your exam. Note if your exam is timed, the exam will automatically close and submit once time has ended.

Step 8: Confirm that you have seen the green “**Upload complete**” screen before you exit Exemplify and shut down your computer.

Step 9: Make sure to upload your exam by the deadline. Exams can not be uploaded after the exam deadline.

Step 10: Remember that all exams are taken under the Code of Student Professional Responsibility. Students may not discuss the exam with each other or with the faculty prior to the release of grades.