Orientation to Examplify

Computer based testing at UMHS with ExamSoft

Review the Minimum System Requirements

Examplify can be used on virtually any modern computer (i.e. purchased within the last 3-4 years).

NOTE: Specific system requirements for Windows & Mac are listed in the expandable section in the center of the [UMHS Exam Portal](#) page.

Please check and confirm that the laptop you plan to use for exams meets these requirements.

It is your responsibility to present yourself to the exam venue with a functioning, Examplify-compatible laptop.

Preparing Your Laptop

- **Check** the minimum system requirements for compatibility.

- Using **Mozilla Firefox or Chrome download** the software to your laptop & **register** it.

- **Save** & close your all your work

- **Close** all open programs

- **Reboot** your laptop

- **Turn off** automatic updates

- **Disable** your anti-virus program

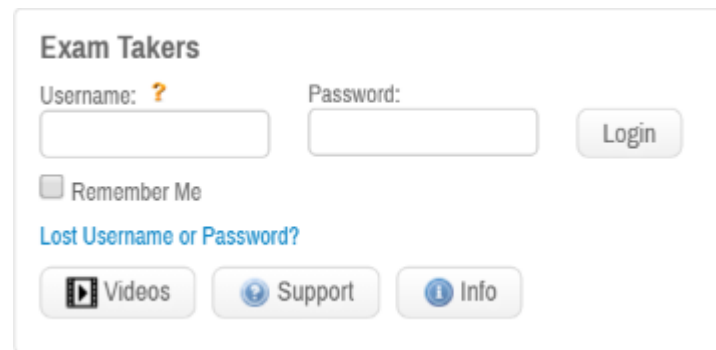- **Remember** to bring your laptop, power cord & external mouse to the exam.
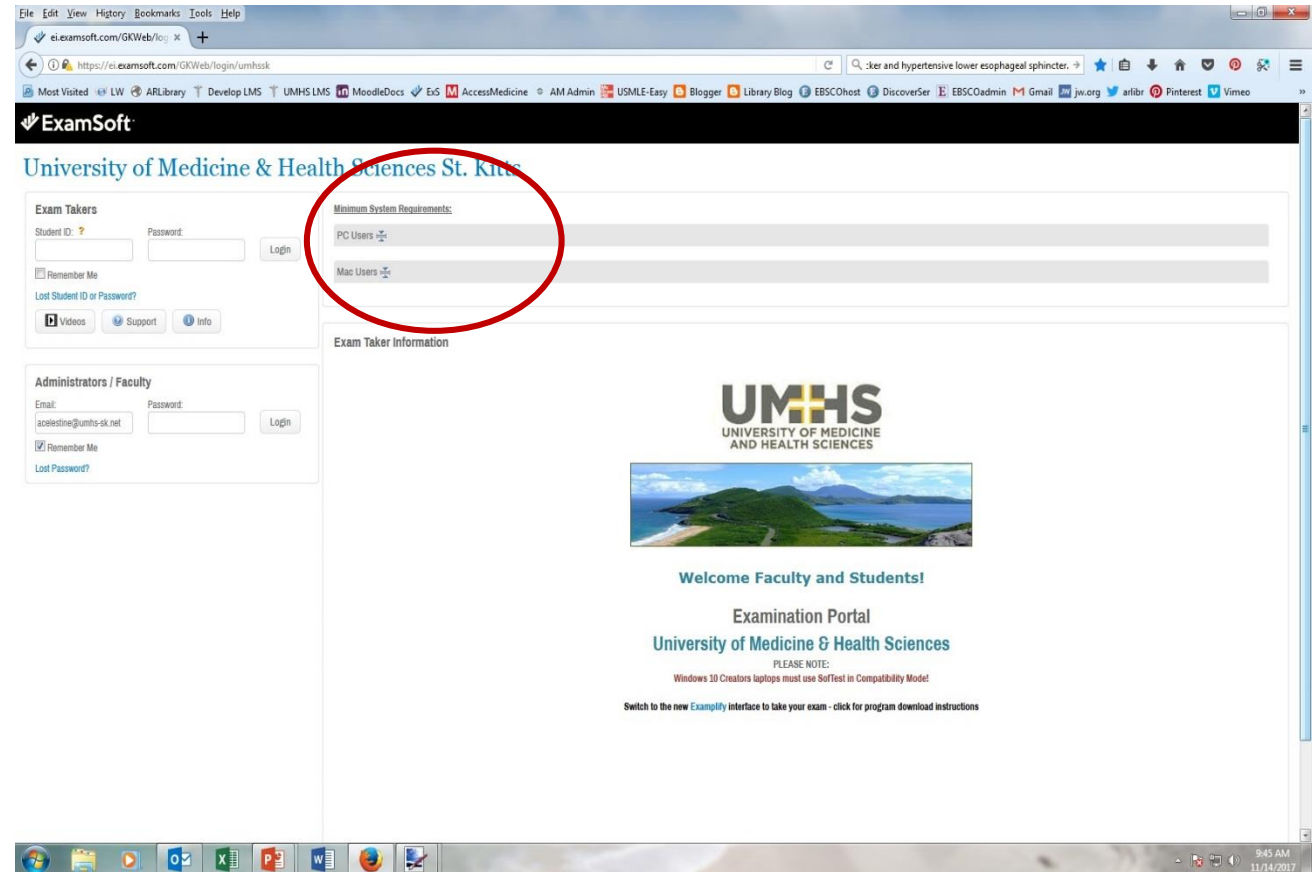
Install and Register Examplify

Install and register Examplify on the Windows or Mac laptop you plan to use to take your exams.

Log in to UMHS Exam Portal using your assigned ID & Password. New students please find these credentials at bottom of welcome email.
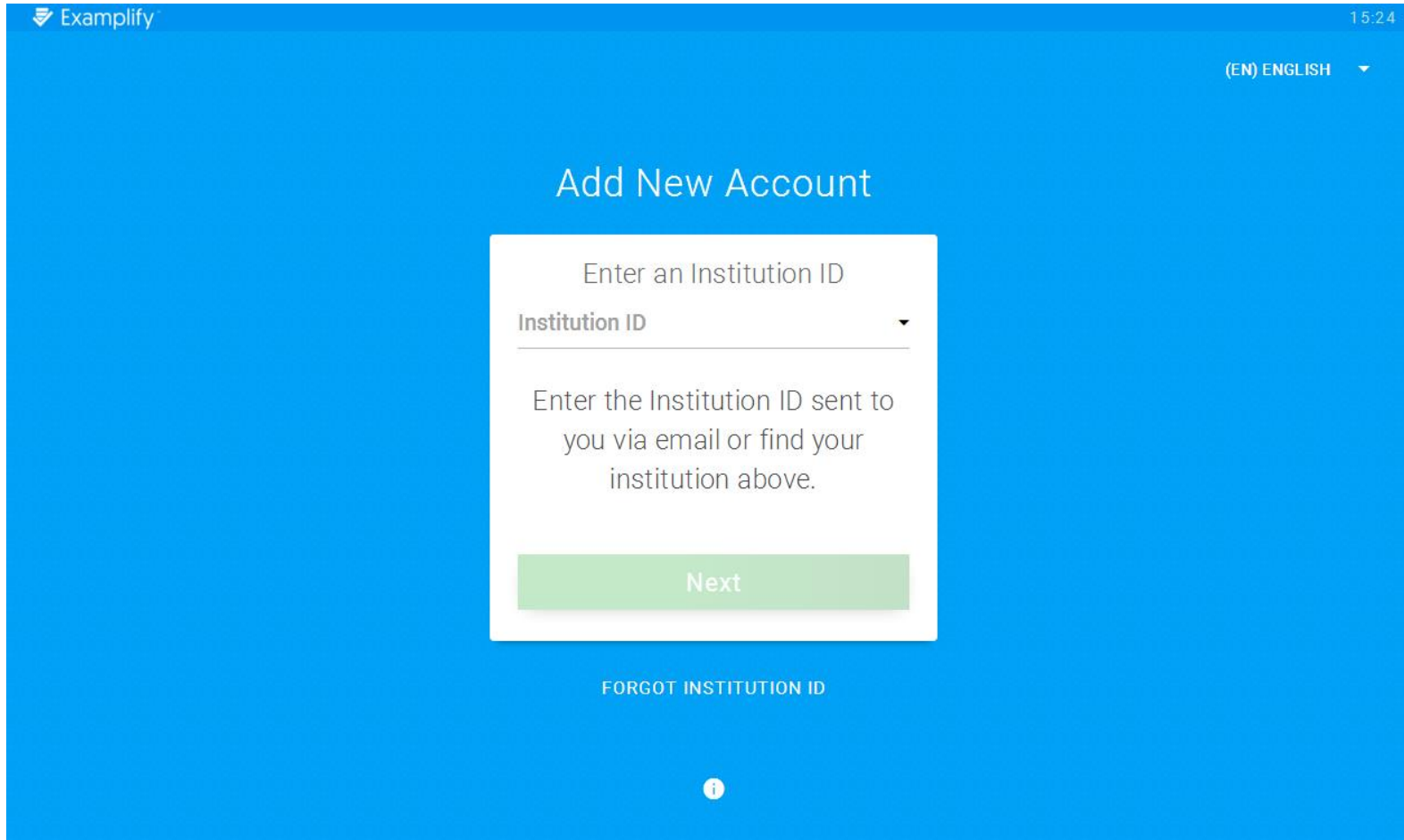
NOTE: Exam Portal link also on Library Home Page

If you didn't receive a welcome email or you can't remember your login, please contact Ann Celestine in the library – acelestine@umhs-sk.net

Download and Run the Software

- Click **Download**. *If you receive a message that Windows protected your computer, you will need to expand the text by selecting "More Info", and run the executable by selecting "Run Anyway".*

- **Run** the installer file. Once the installation is finished, you will be able to launch the application from your Desktop or App tray.

- Before beginning any exam **save** your work, **close** all your programs, **turn off** automatic updates, & **disable** your anti-virus software.

- Launch the application. **You must be connected to the internet to register your copy of Examplify and/or download exams.**

Enter UMHS Institution ID: *umhssk*
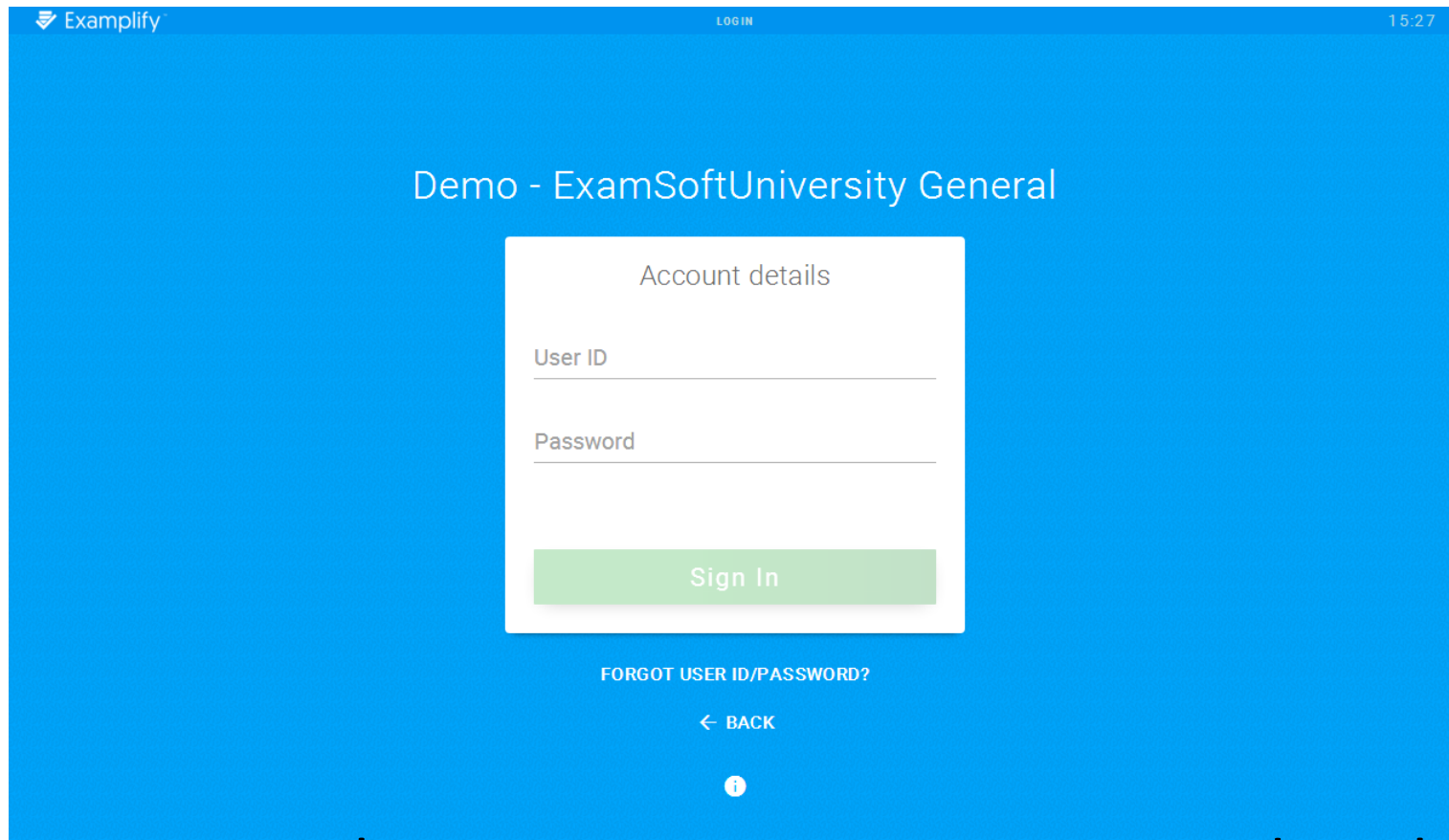
Enter your User ID and Password

Click **Sign In** to complete registration. You may now download exams.

Downloading an Exam

Once successfully logged into Examplify, there *may or may not* be exam(s) ready for download.

If you do not see the exam you are scheduled to take, click the **Refresh Exam List** button.

The **Library Practice Quiz** will always appear as available for download & password to take it is '***LibtestEX4***'.

You are welcome to take this practice quiz are often as you wish in order to thoroughly familiarize yourself with the interface and functionality of Examplify.
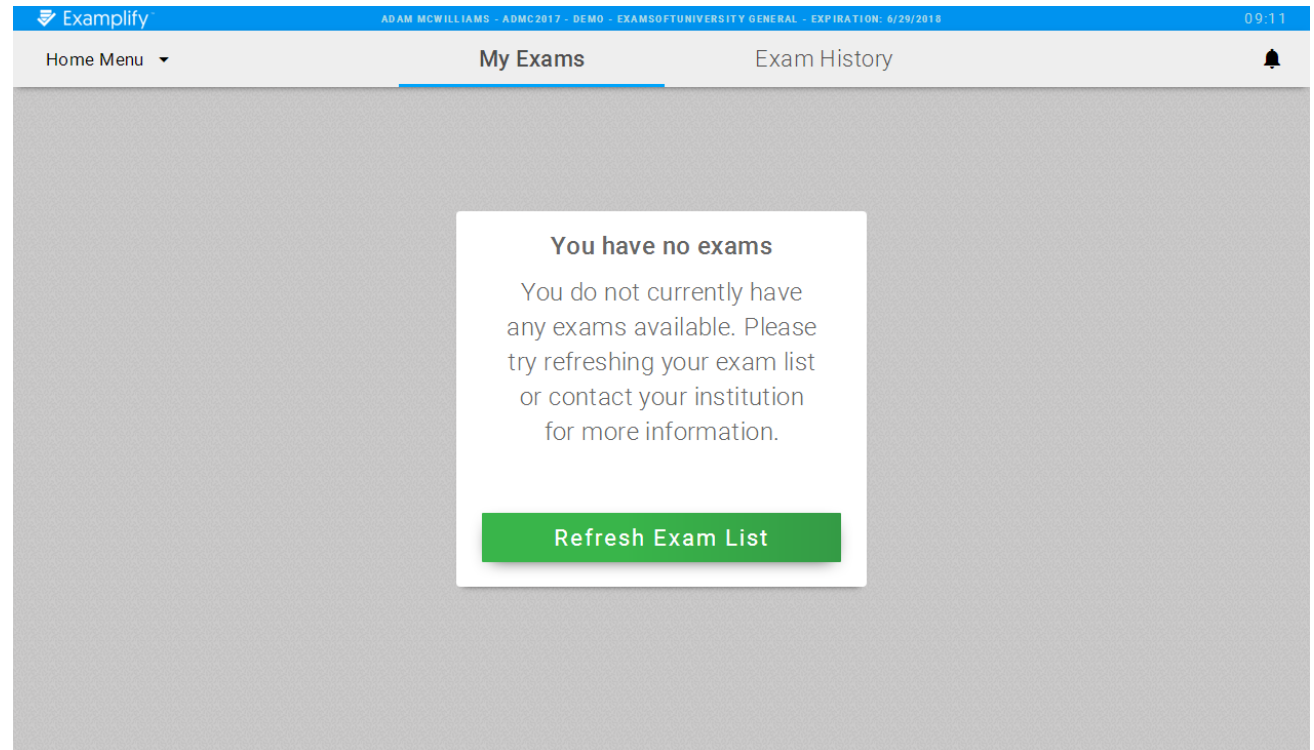
Downloading an Exam

Select an exam from the list, and click **Download Exam**.

Note: you must have an active internet connection in order to download. Doing so will download the exam file to your device.

If you now see a green check-mark next to step 1, the download was successful.

Take a moment to review the exam options, as they will populate beneath the window.

Starting an Exam

- Once the exam(s) have been downloaded to your machine, the next step will be to select the exam you will be taking.

- Locate the scheduled exam in the list.

- Review the details and settings enabled by your Instructor.

- **NOTE:** *these settings cannot be changed at this point.*

Starting an Exam

Enter the exam password.

This password will be given out by the Chief Proctor in the exam venue at the start of the exam.

NOTE: *this password is case-sensitive, and will need to be entered exactly as shown.*

Click **Start Exam**.

Starting an Exam

You will need to wait at this stop sign screen.

Once instructed by the Chief Proctor to begin, click the green **Start Exam** button.

NOTE: *activity conducted during this exam will be logged. ExamSoft or your exam administrators may review this information at any time for audit purposes to verify exam integrity.*
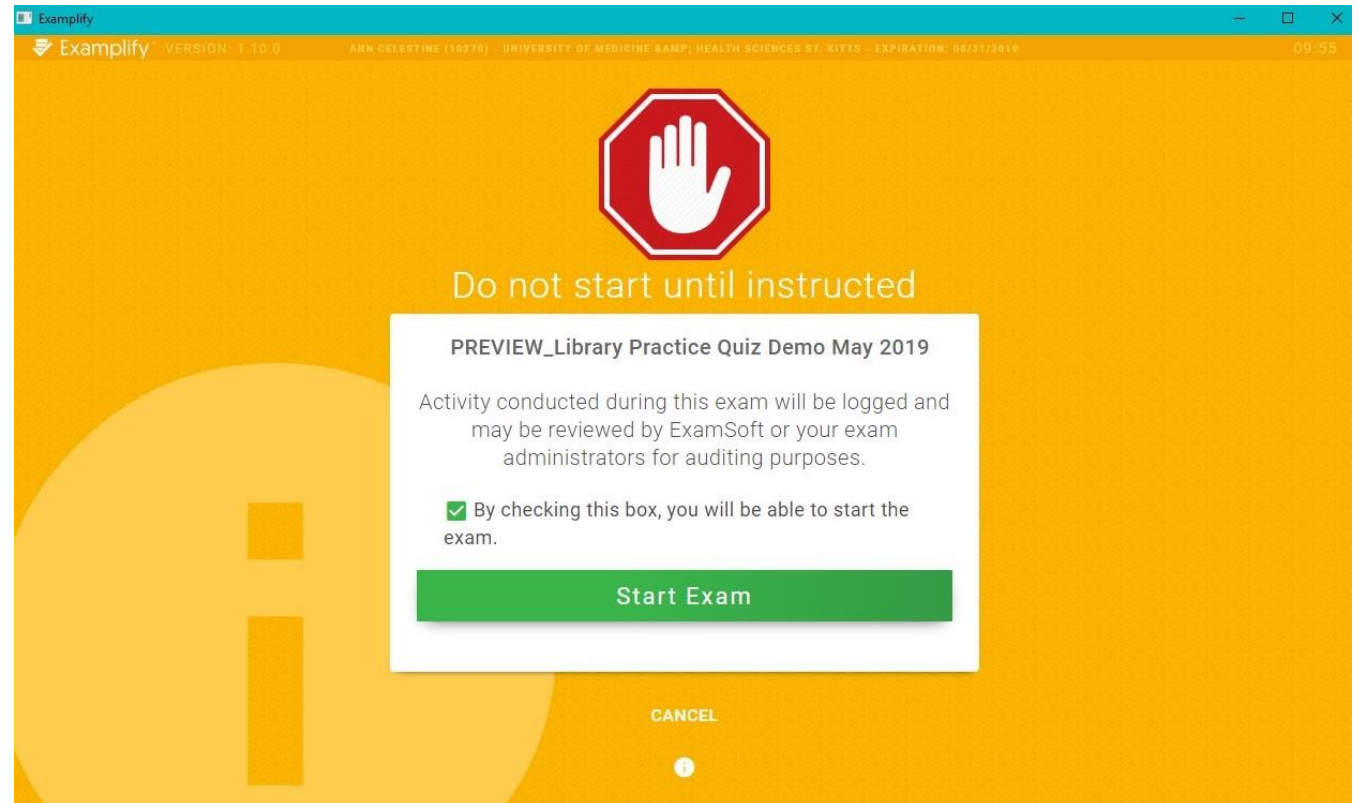
Exam Controls & Options

Down left side column see the **numbers** that correspond to each question, as well as a small radial circle next to each number.

On right side see any question **attachment** – click on in to enlarge, zoom in or out & move it.

Exam Controls & Options

To **Flag** a question, click the flag icon next to the "Question # of ..." text.

Flagging a question is useful for exam takers that wish to come back and review or complete the question before exiting the exam.

Exam Controls

By clicking on **Exam Controls** you will see three possible options:

Hide exam will hide the entire exam, but leave the Examplify application running.

Suspend Exam will stop the exam, exam timer, and any alarms to allow the Exam Taker to return to the exam at any time to complete. *(For non-secure exams only)*

**Submit Exam** to exit and upload the exam. Exam taker will be prompted to confirm this action.
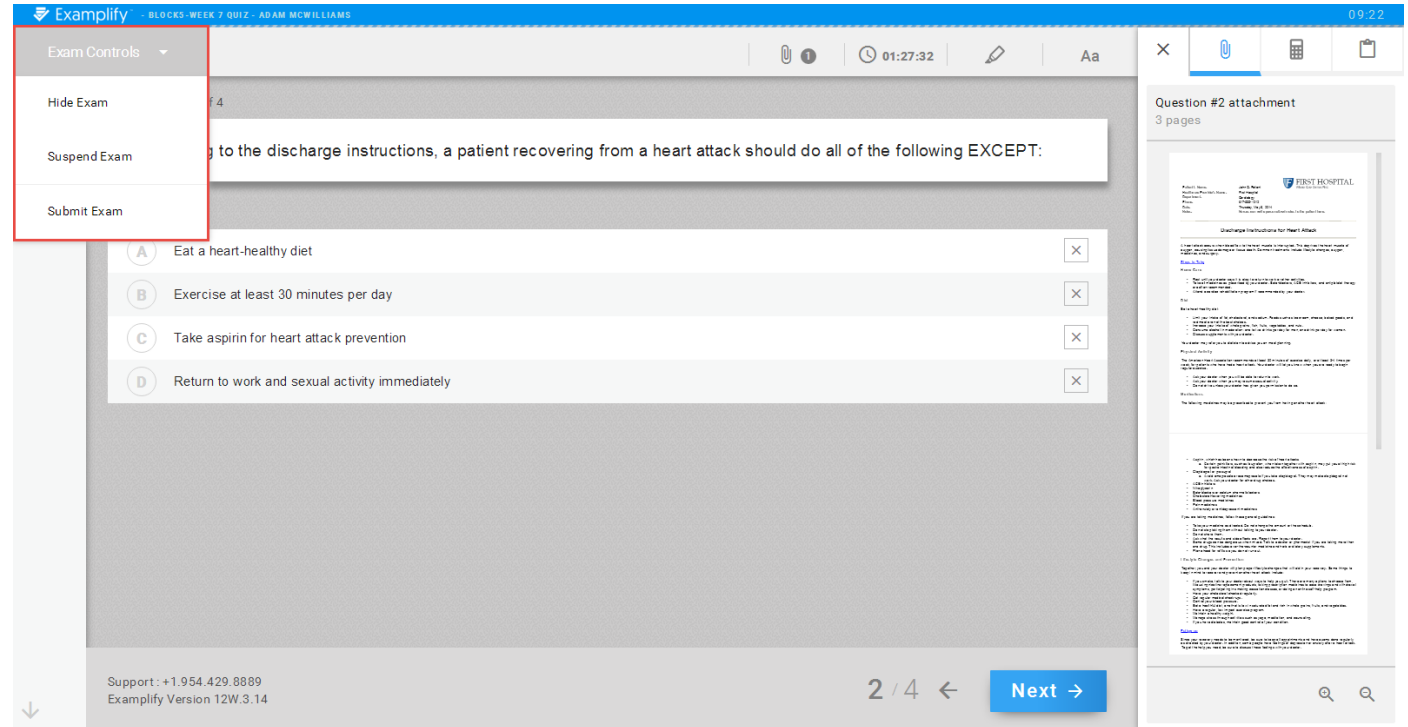
Exam Controls: Top

Along the **top row**, you will have the ability to:

- Display exam level attachments & notices

- Set an alarm

- See exam time remaining

- Highlighting tool

- Adjust question text size

- Calculator icon will display built-in calculator

- Notepad icon will display the option for Notes and Feedback.
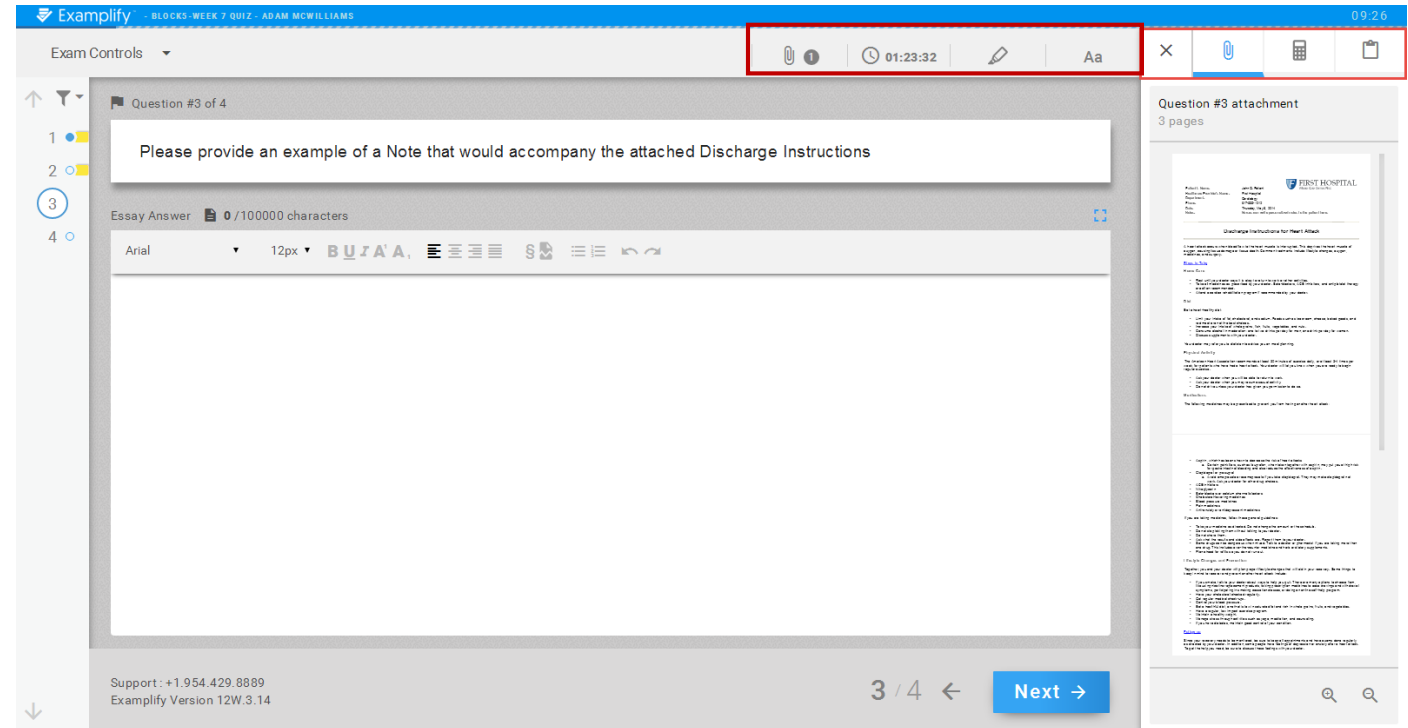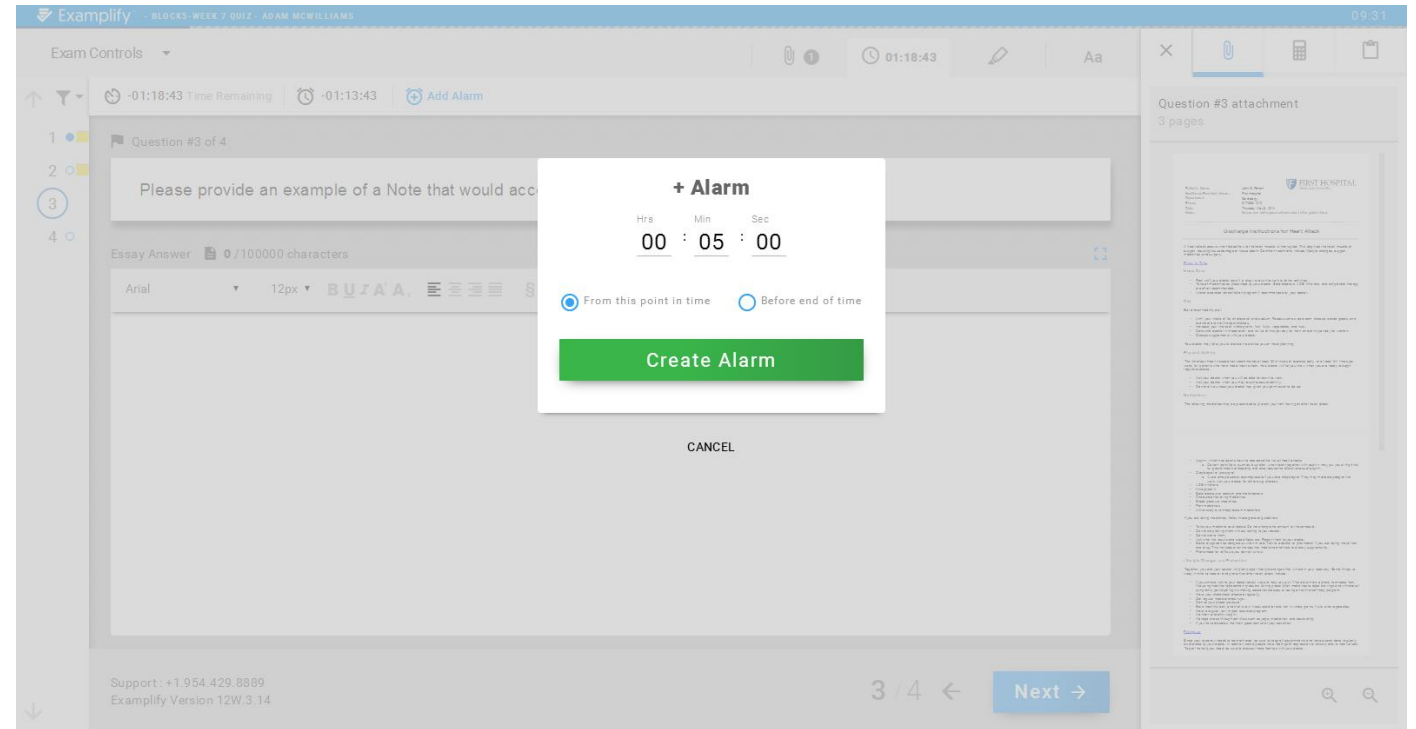
Exam Alarm

Most exams will have a **Time Remaining** alarm with a time countdown OR a **5 Minute Warning** alarm with a time countdown.

Otherwise, to set an alarm, click the **Alarm** icon, and select "**Add Alarm**".

Within the popup window, you will be able to set an alarm *"From this point in time",* or *"Before end of time".*
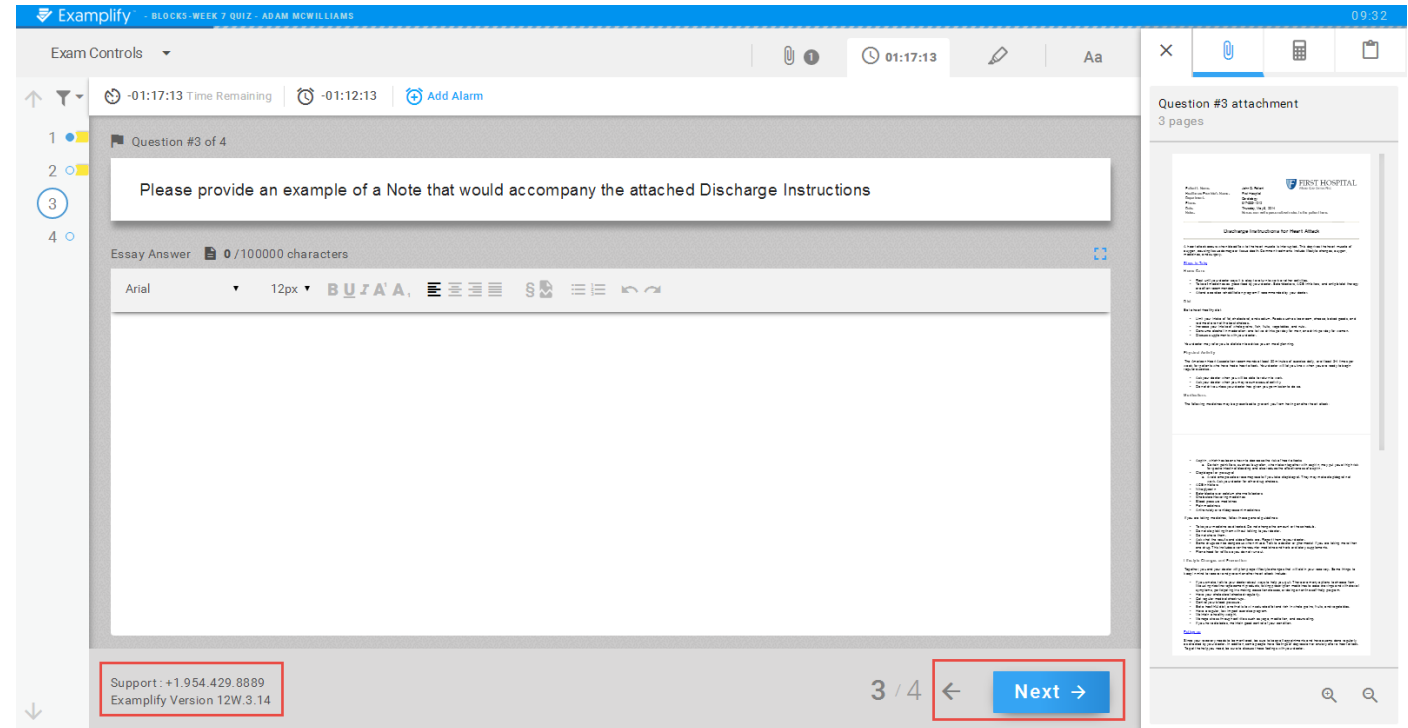
You may add 2 alarms to run at the same time.
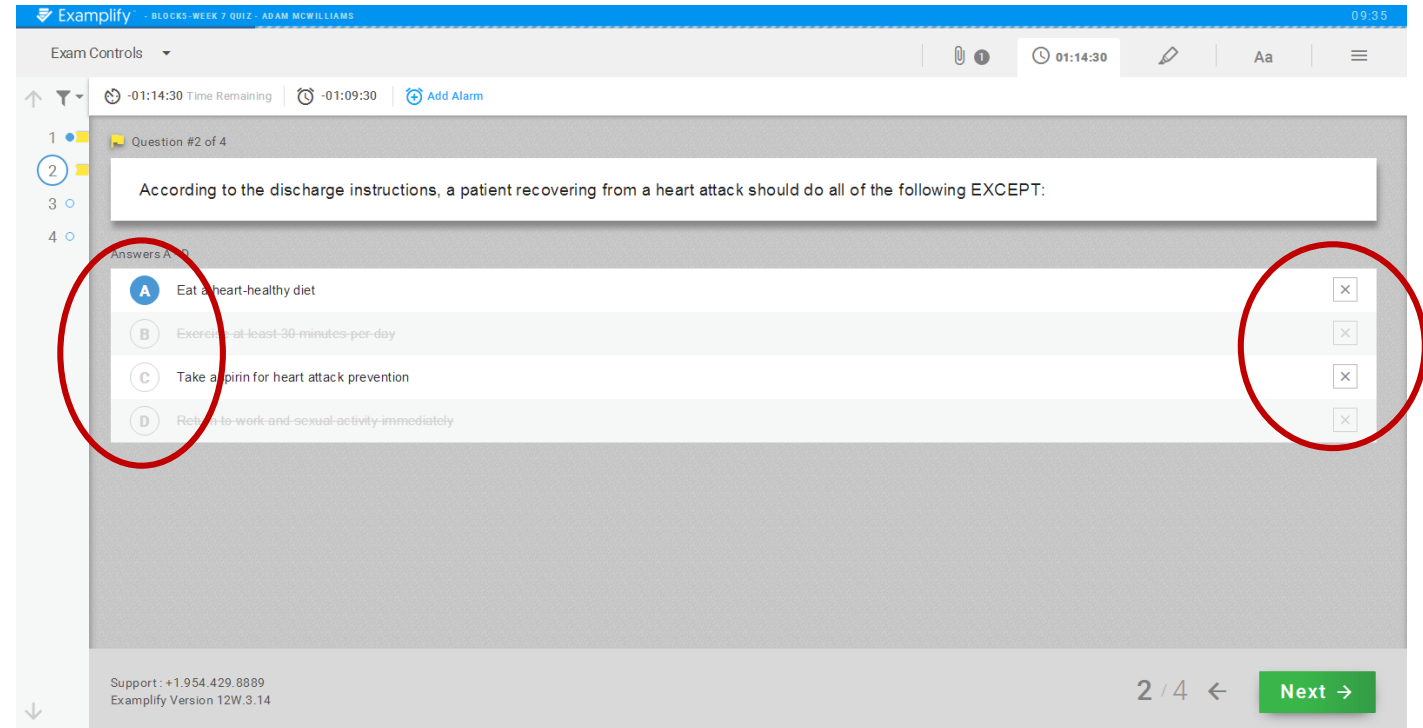
Exam Controls: Bottom

Along the **bottom** row, you will see:

- Exam Taker Support phone number

- Examplify version number

- Current question number displayed out of the total number of questions on the exam.

- The **left-facing arrow** will return you to the previous question.

- The **Next** button will take you to the next question.

Choosing Answers

- **Strike out** unwanted answer choices by clicking on the boxed **X** on the right side.

- **Select** your answer by clicking on the circled letter to the left of the answer choices.
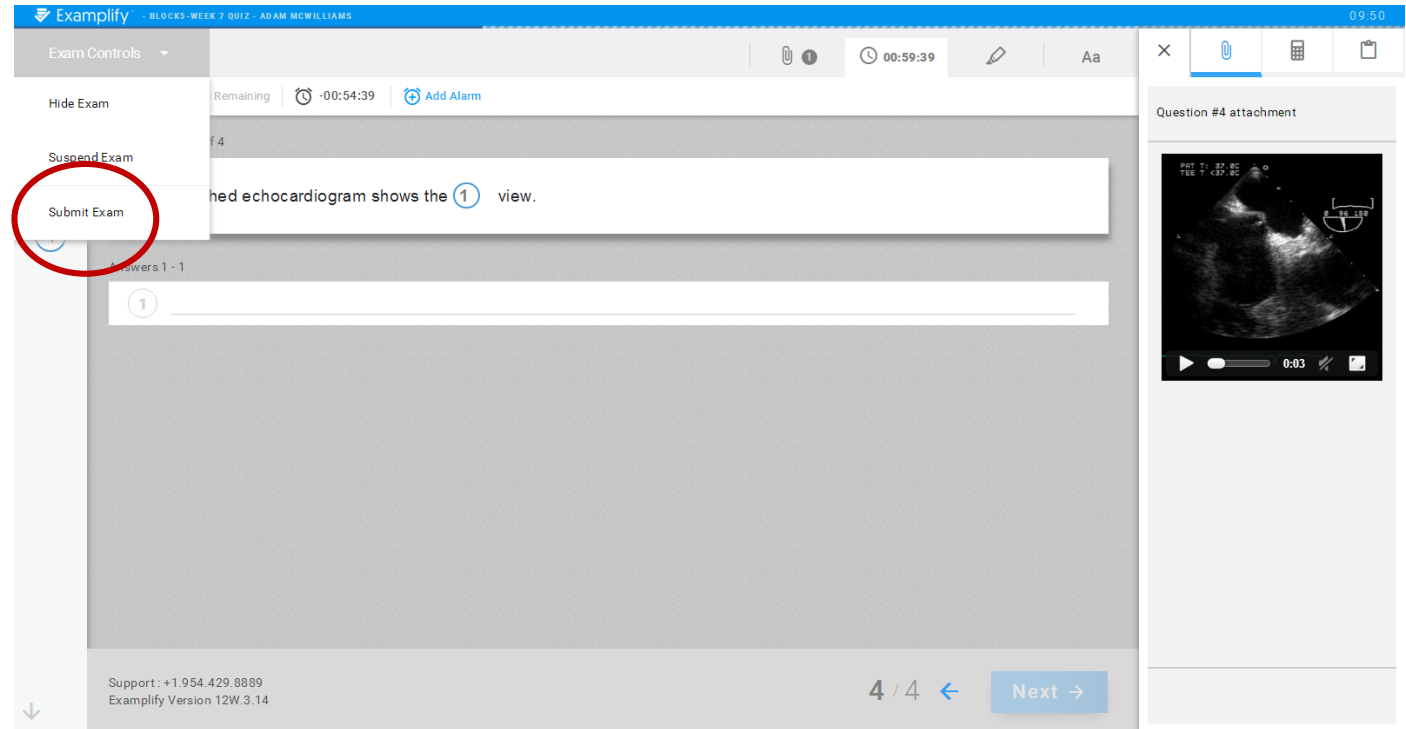
Exiting the Exam

Once you've completed all the questions, you can now exit the exam.

Open the **Exam Controls** option, and select to **Submit Exam**.

Most exams are timed, so if you run out of time the program will exit you from the exam.

Exiting the Exam

The application will exit out of the exam view, and you will be presented with a warning that you're closing out of the exam.

To confirm, check the box indicating that you're ready to upload the exam file, and then select **Exit**.
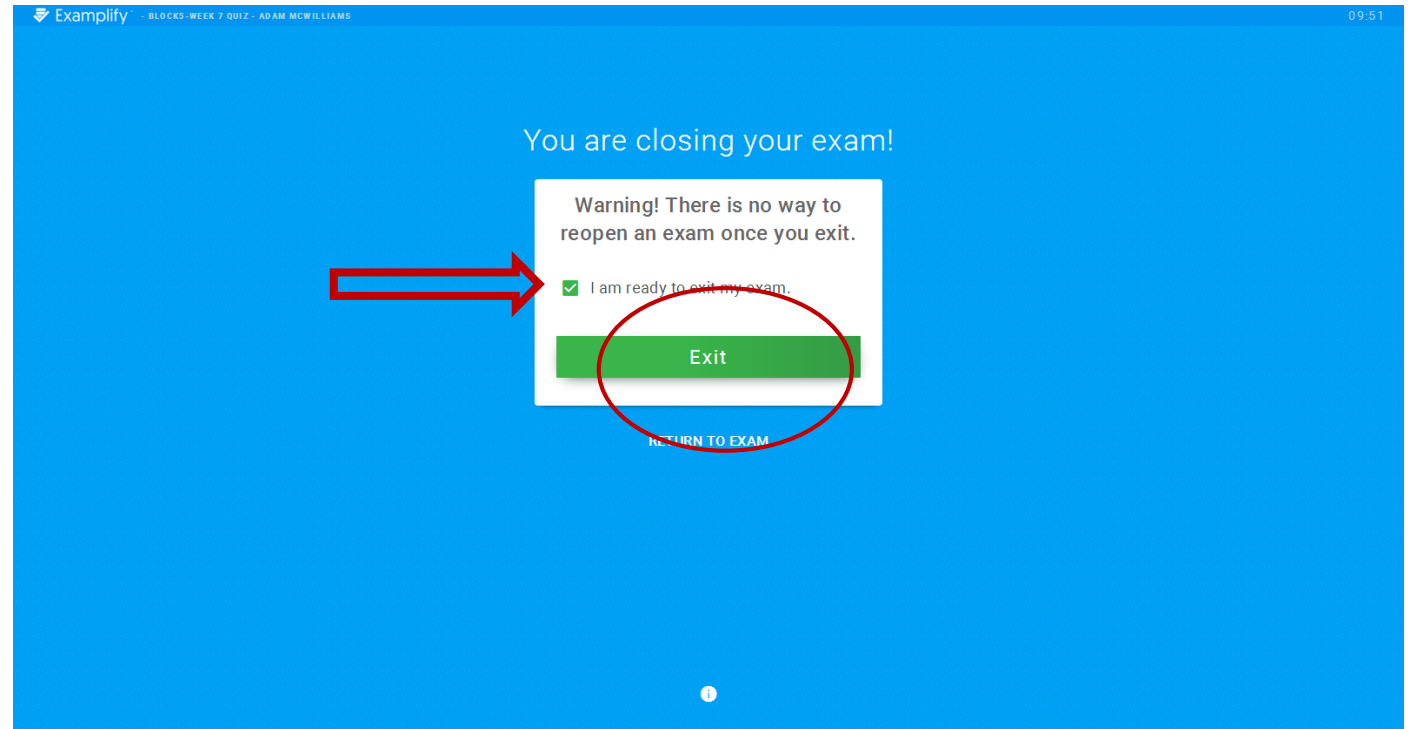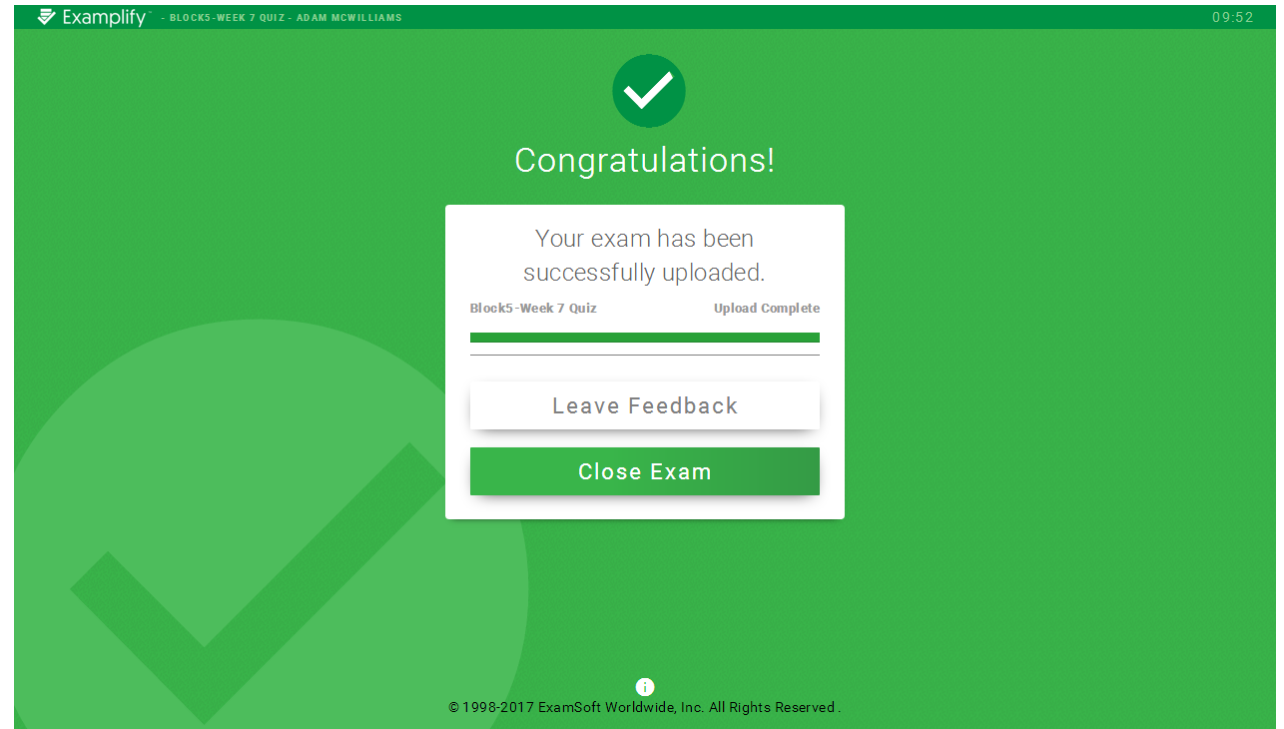
Exiting the Exam

If upload was successful, you will see a **green** confirmation screen.

Once you've reached this screen, your exam has finished and *you will not be able to return to this exam.*

Show your green screen to an Exam Proctor in order to leave the exam venue.

Exiting the Exam

Once you have shown your green screen and left the exam venue, you can logout of Examplify.

If your upload did not complete successfully take your laptop to the IT department, or an ExamSoft Administrator right away.