

Orientation to Exemplify

Computer based testing at UMHS with ExamSoft

Review the Minimum System Requirements

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

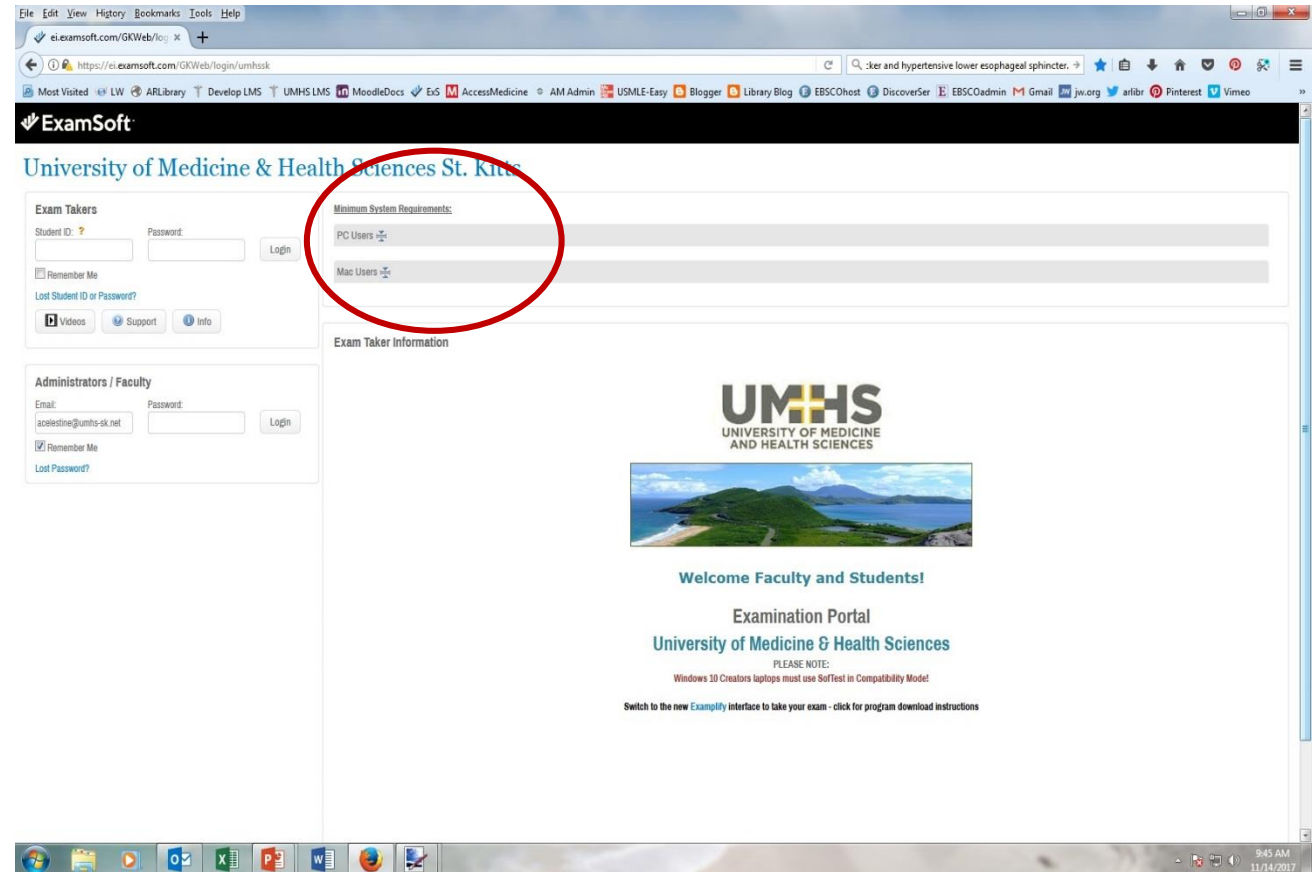
NOTE: Specific system requirements for Windows & Mac are listed in the expandable section in the center of the [UMHS Exam Portal](#) page.

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, Exemplify-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.

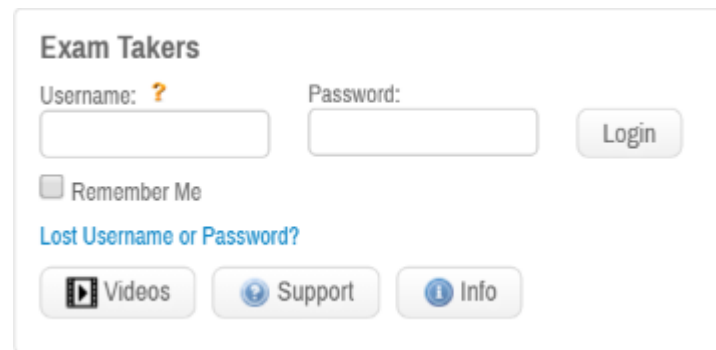


Install and Register Exemplify

Install and register Exemplify 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](#)



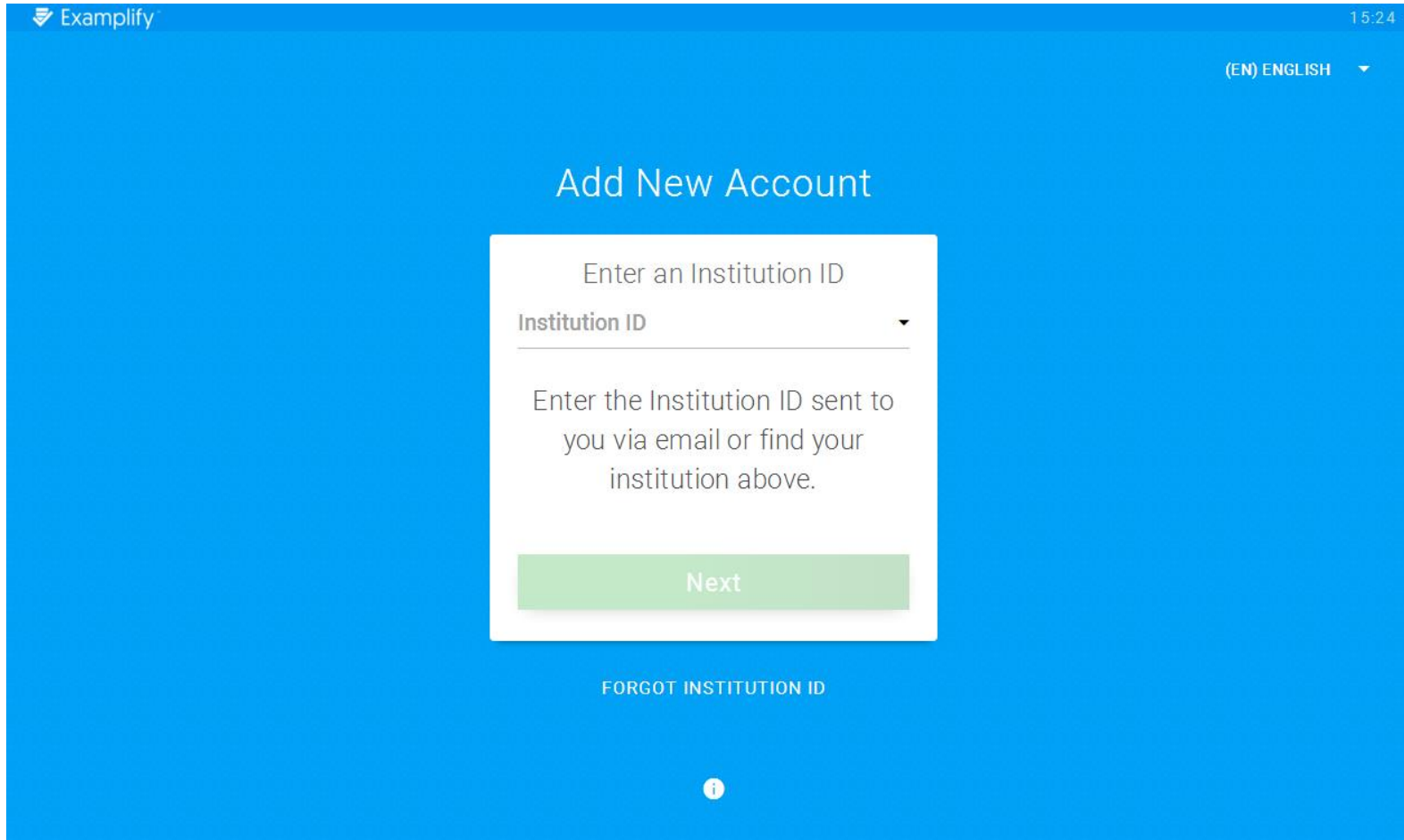
The screenshot shows a login interface titled "Exam Takers". It includes a "Username:" field with a question mark icon, a "Password:" field, and a "Login" button. Below these fields is a "Remember Me" checkbox. A link "Lost Username or Password?" is provided. At the bottom, there are three buttons: "Videos" (with a play icon), "Support" (with a speech bubble icon), and "Info" (with an information icon).

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 Exemplify and/or download exams.**

Enter UMHS Institution ID: *umhssk*



Exemplify 15:24

(EN) ENGLISH ▼

Add New Account

Enter an Institution ID

Institution ID ▼

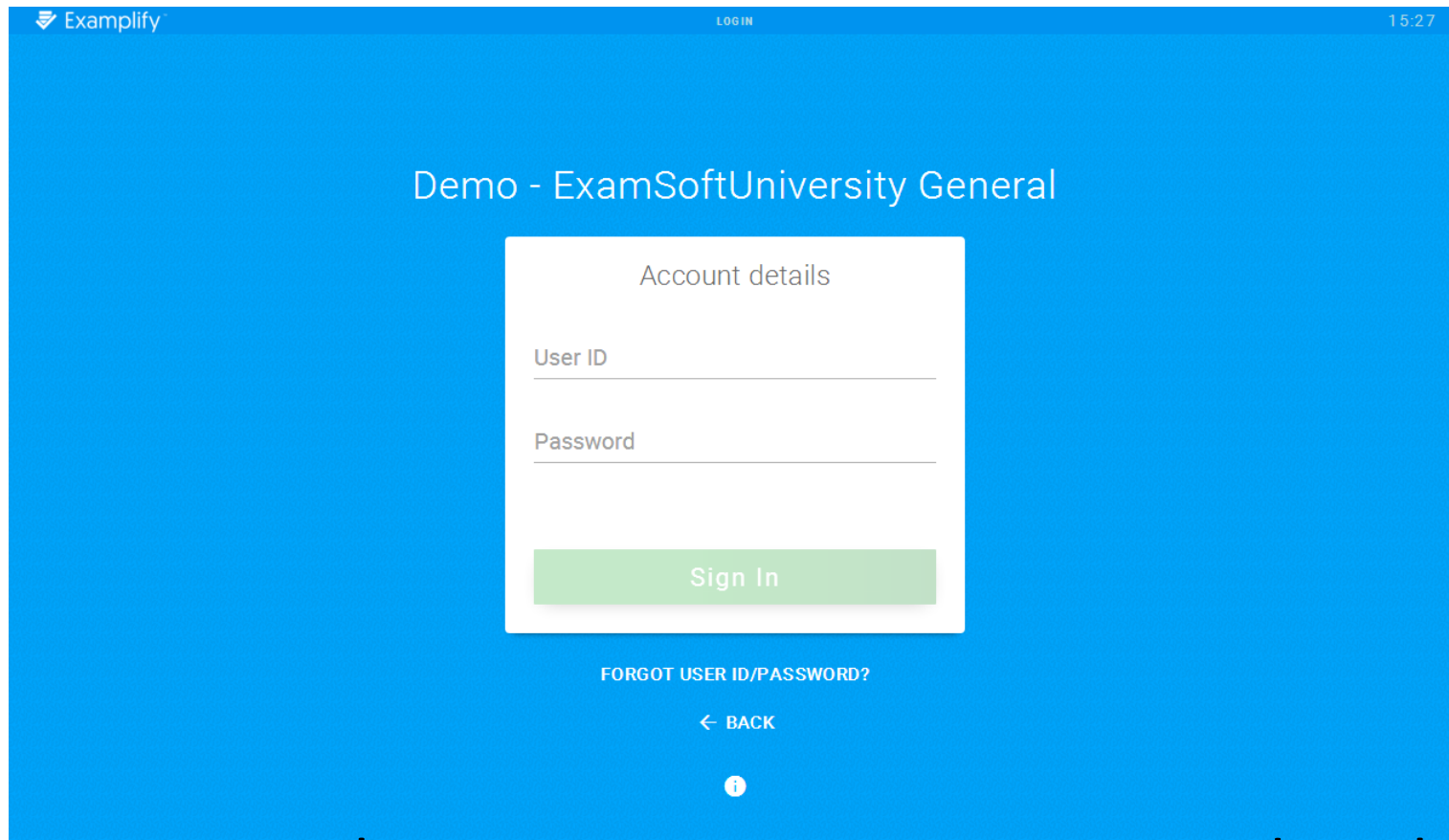
Enter the Institution ID sent to you via email or find your institution above.

Next

[FORGOT INSTITUTION ID](#)

i

Enter your User ID and Password



The screenshot shows a mobile application interface for ExamSoft. At the top, there is a blue header bar with the 'Examplify' logo on the left, the word 'LOGIN' in the center, and the time '15:27' on the right. Below the header, the text 'Demo - ExamSoftUniversity General' is displayed. In the center of the screen is a white rectangular box titled 'Account details'. Inside this box, there are two input fields: 'User ID' and 'Password', each with a horizontal line for text entry. Below these fields is a green button labeled 'Sign In'. Underneath the white box, the text 'FORGOT USER ID/PASSWORD?' is visible, followed by a link that says '← BACK'. At the very bottom of the screen, there is a small circular icon containing the letter 'i'.

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

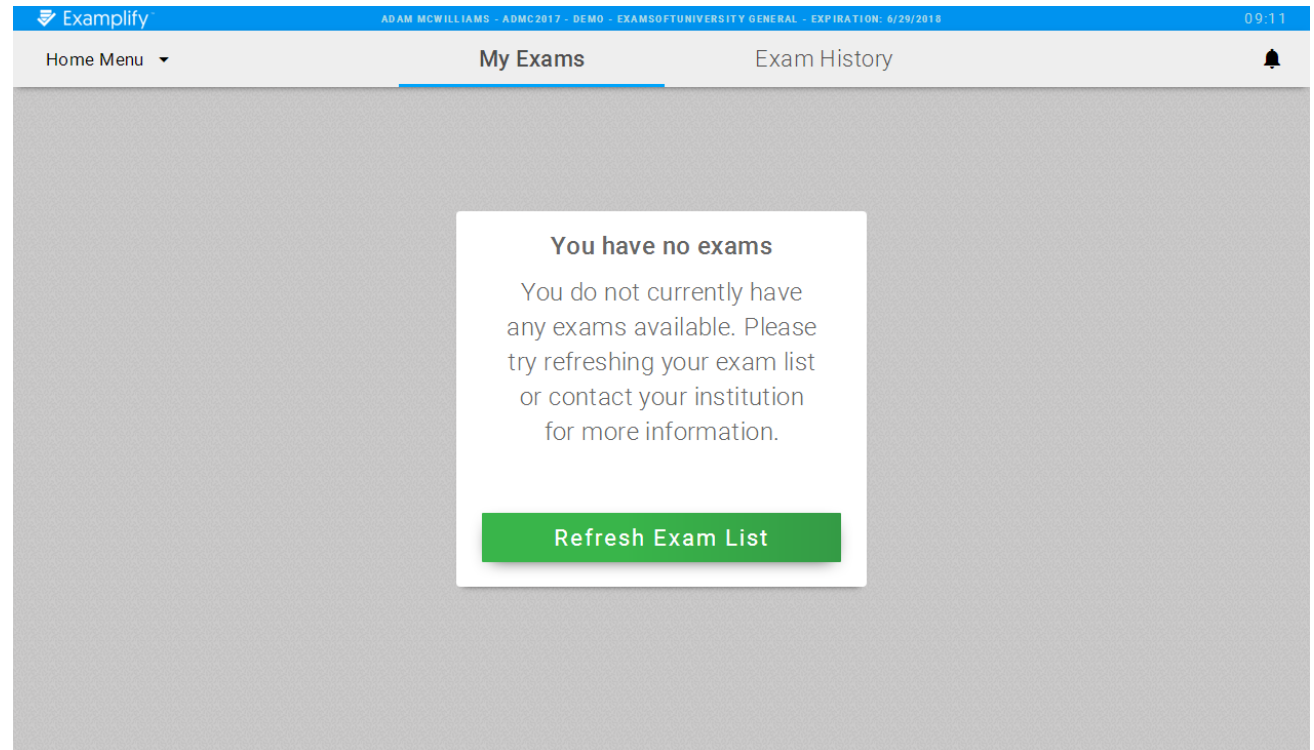
Downloading an Exam

Once successfully logged into Exemplify, 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 as often as you wish in order to thoroughly familiarize yourself with the interface and functionality of Exemplify.



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 checkmark next to step 1, the download was successful.

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

The screenshot displays the Exemplify web application interface. At the top, a blue header bar contains the Exemplify logo, user information (ADAM MCWILLIAMS - ADMC2017 - DEMO - EXAMSOFTUNIVERSITY GENERAL - EXPIRATION: 6/29/2018), and the time (09:13). Below the header, a navigation bar includes 'Home Menu', 'My Exams' (selected), and 'Exam History'. A sidebar on the left lists 'Block5-Week 7 Quiz' with a download icon and the status 'Ready For Download'. The main content area shows the 'Block5-Week 7 Quiz' details, including instructions to download the exam file and a green 'Download Exam' button. A three-step process is outlined on the right: 1. Download Exam File (completed with a green checkmark), 2. Start Exam, and 3. Upload Answer File. At the bottom, there is a 'Refresh Exam List' button and a copyright notice: '© 1998-2017 ExamSoft Worldwide, Inc. All Rights Reserved.'

- 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.*

Examplify

ADAM MCWILLIAMS - ADMC2017 - DEMO - EXAMSOFTUNIVERSITY GENERAL - EXPIRATION: 6/29/2018

09:16

Home Menu

My Exams

Exam History

Block5-Week 7 Quiz

Exam file downloaded

Block5-Week 7 Quiz

Please enter the exam password to start this exam.

Exam Password

Start Exam

1

Exam File Downloaded

Remove Exam Downloaded

2

Start Exam

3

Upload Answer File

Exam Details

Instructor

Posting ID #

Exam Type

Time Limit

-

828557

Non-Secure

1 hour 30 minutes

Exam Settings

Spell Check

Copy & Paste

Calculator

Highlighting

Backward Navigation

OFF

OFF

ON

ON

ON

Refresh Exam List

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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.

Examplify

ADAM MCWILLIAMS - ADMC2017 - DEMO - EXAMSOFTUNIVERSITY GENERAL - EXPIRATION: 8/29/2018

09:16

Home Menu

My Exams

Exam History

✓

Block5-Week 7 Quiz

Exam file downloaded

Block5-Week 7 Quiz

Please enter the exam password to start this exam.

Exam Password

Start Exam

1

Exam File Downloaded

Remove Exam Downloaded

2

Start Exam

3

Upload Answer File

Exam Details

Instructor

Posting ID #

Exam Type

Time Limit

828557

Non-Secure

1 hour 30 minutes

Exam Settings

Spell Check

Copy & Paste

Calculator

Highlighting

Backward Navigation

OFF

OFF

ON

ON

ON

Refresh Exam List

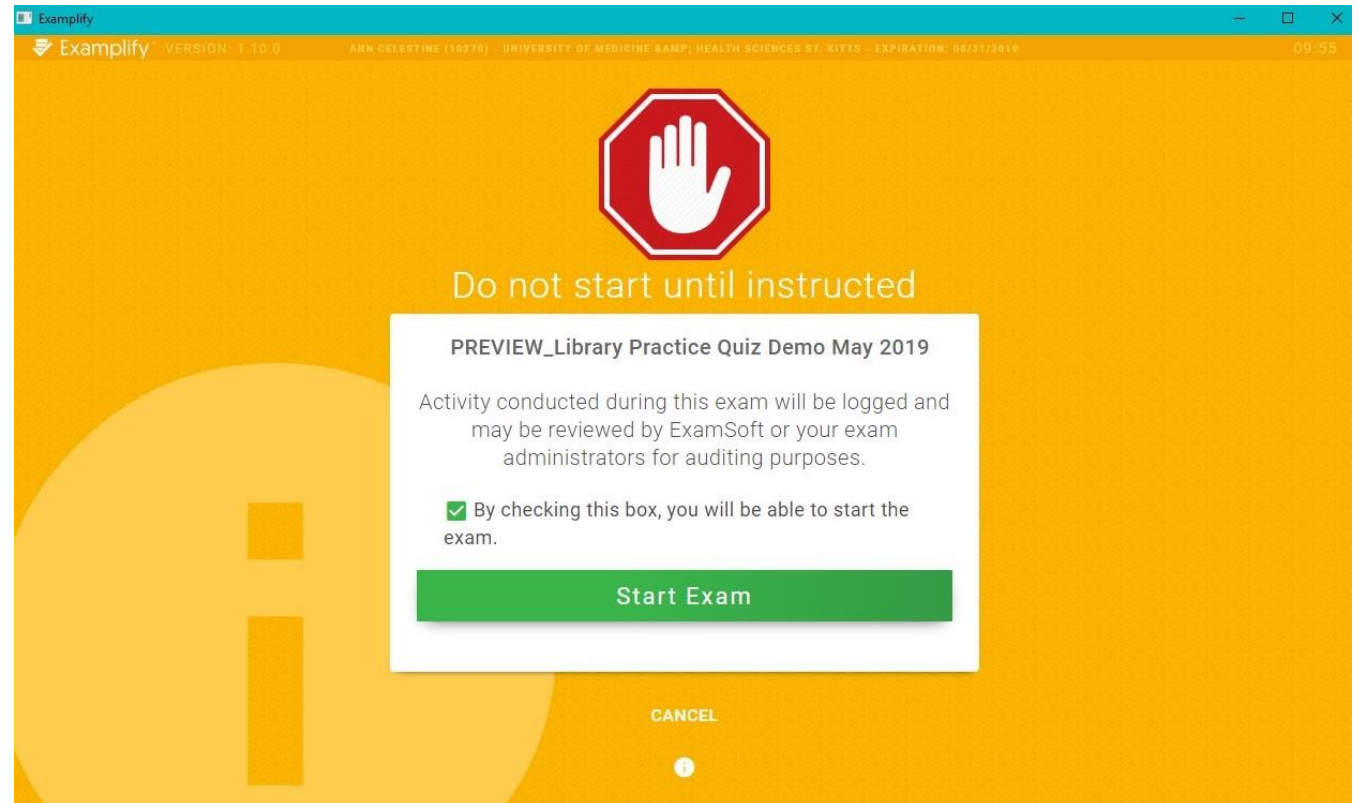
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Starting an Exam

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.

The screenshot displays the Exemplify exam interface. At the top, a blue header bar contains the Exemplify logo, the text 'BLOCKS: WEEK 7 QUIZ: ADAM MCWILLIAMS', and a timer showing '01:29:56'. Below the header, a grey bar labeled 'Exam Controls' features a list of question numbers (1, 2, 3, 4) on the left, each with a small radial circle. The main area shows 'Question #1 of 4' with the text 'Cephalosporins should be taken with food.' and two answer options: 'A True' and 'B False'. On the right side, there is a section titled 'Question #1 attachment' displaying a chemical structure of a cephalosporin. The bottom of the interface includes a footer with support information, a progress indicator '1 / 4', and a 'Next →' button.

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.

The screenshot displays the Exemplify exam interface. At the top, the 'Exam Controls' dropdown menu is highlighted with a red arrow, indicating the location of the flag icon. The main content area shows 'Question #2 of 4' with the text: 'According to the discharge instructions, a patient recovering from a heart attack should do all of the following EXCEPT:'. Below the question, the answer options are listed: A) Eat a heart-healthy diet, B) Exercise at least 30 minutes per day, C) Take aspirin for heart attack prevention, and D) Return to work and sexual activity immediately. Each option has a small 'X' icon next to it. The interface also includes a sidebar on the right with 'Question #2 attachment' and a 'Next' button at the bottom right.

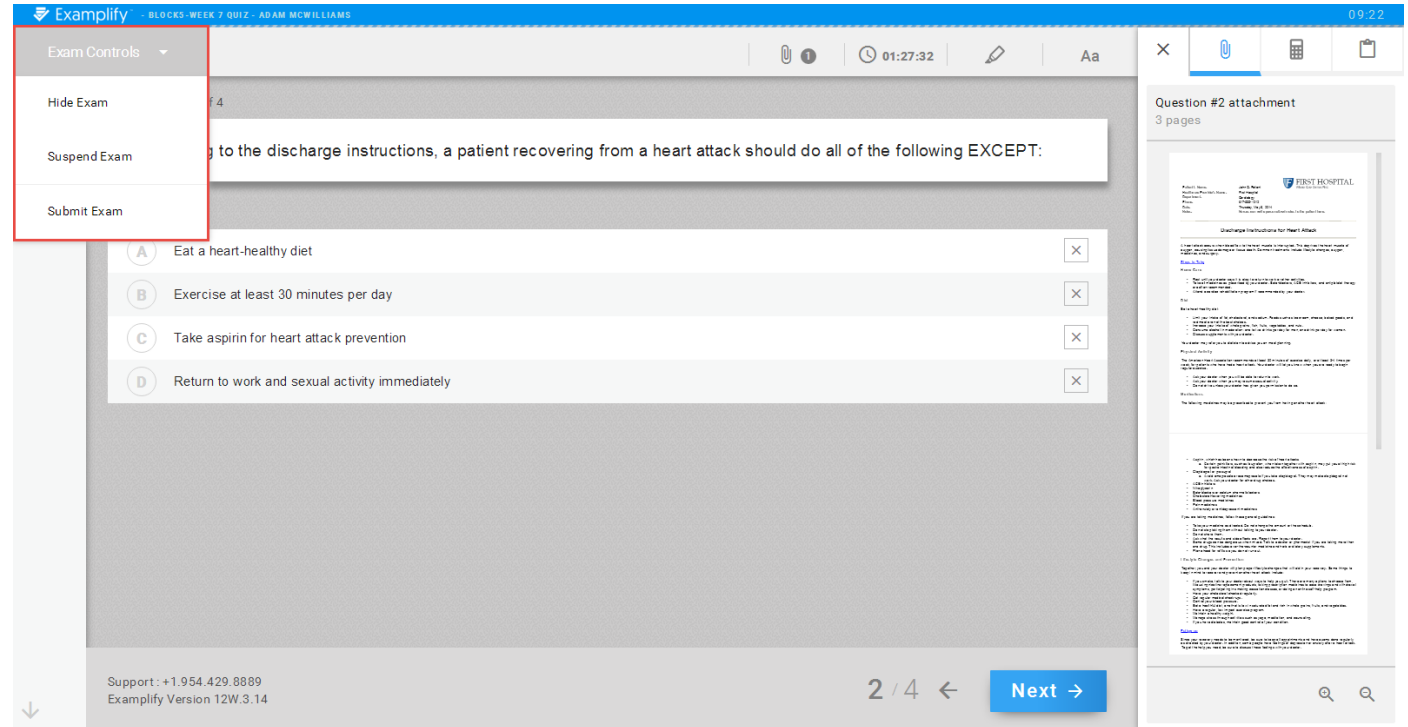
Exam Controls

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

Hide exam will hide the entire exam, but leave the Exemplify 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)

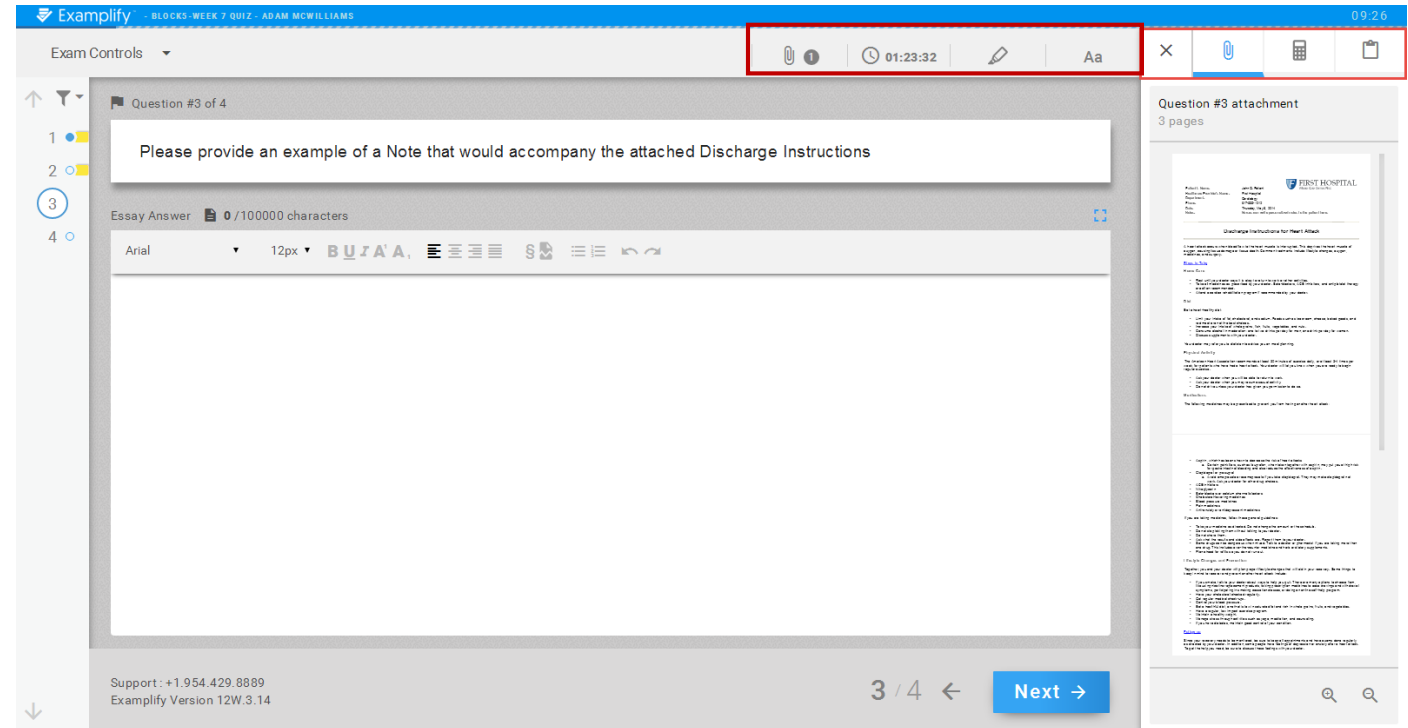
Submit Exam to exit and upload the exam. Exam taker will be prompted to confirm this action.



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.



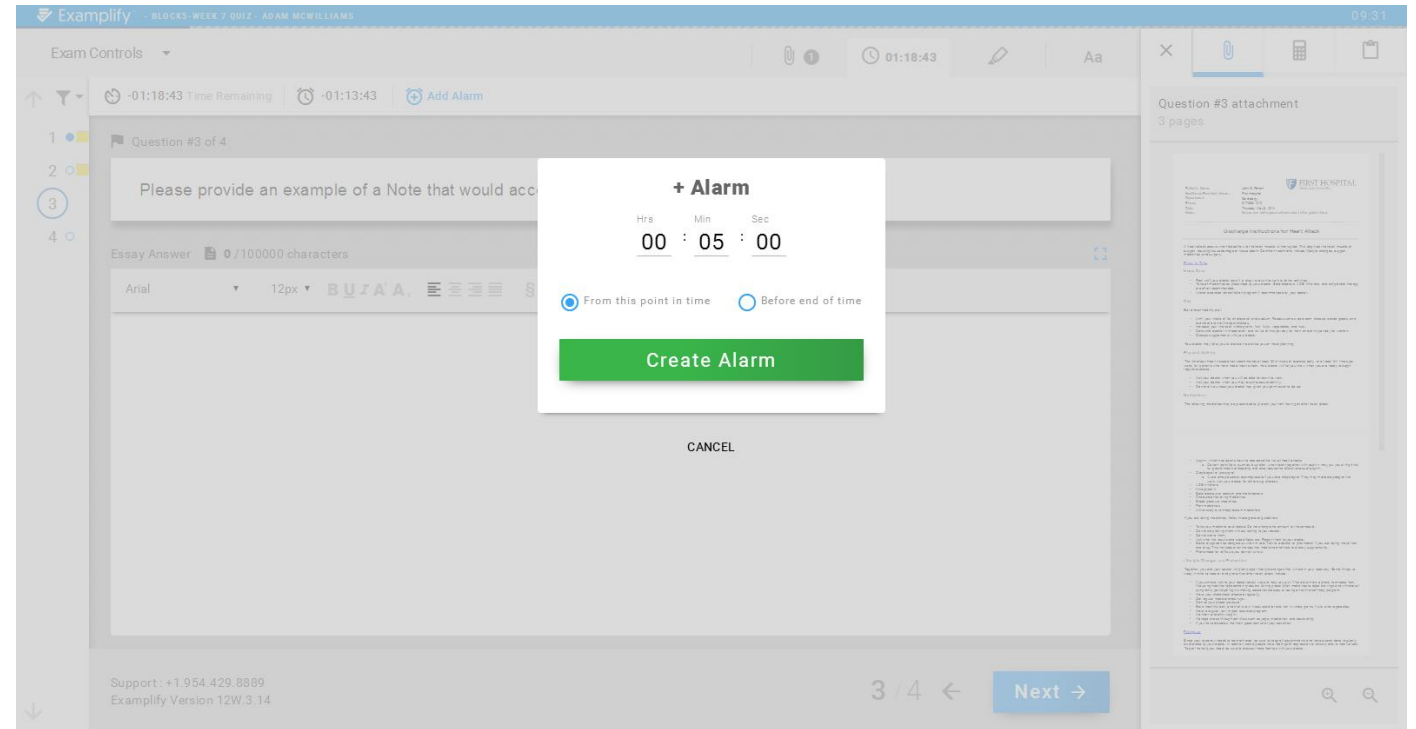
Exam Alarm

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"*.

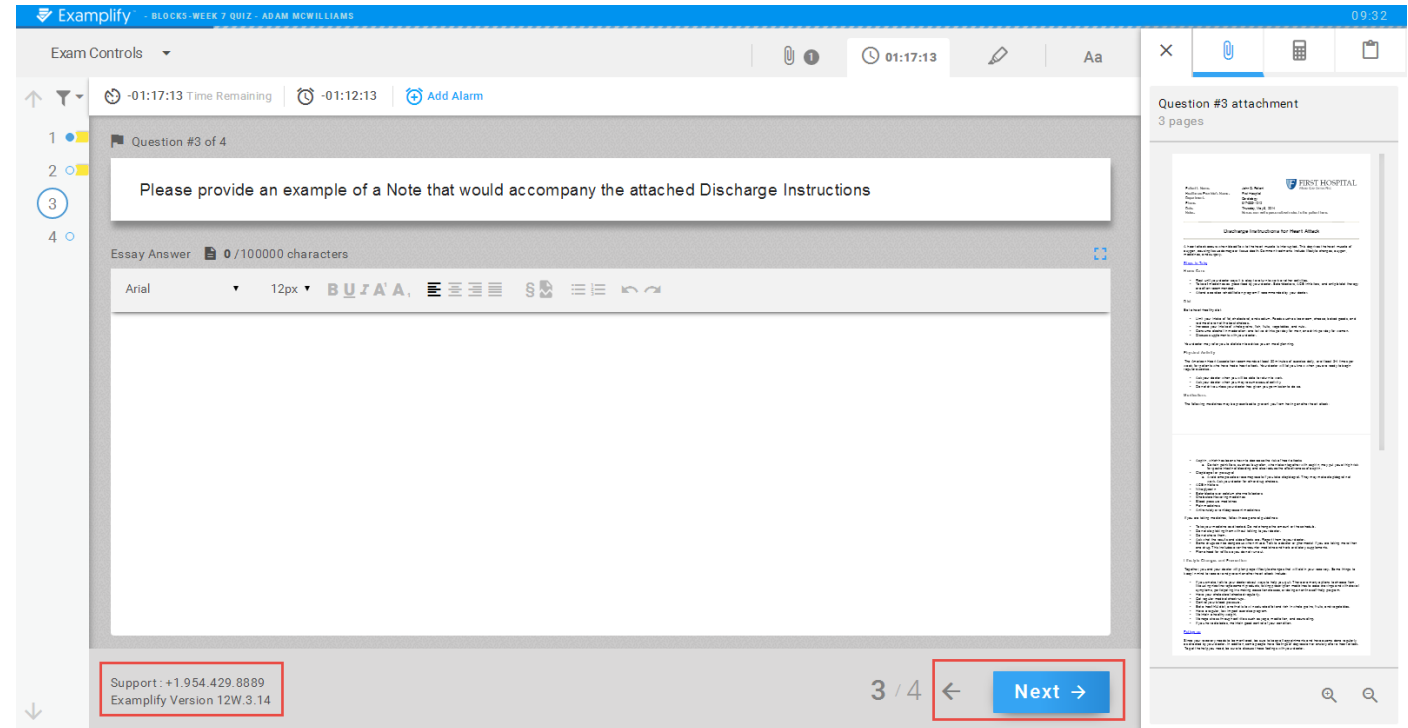
You may add 2 alarms to run at the same time.



Exam Controls: Bottom

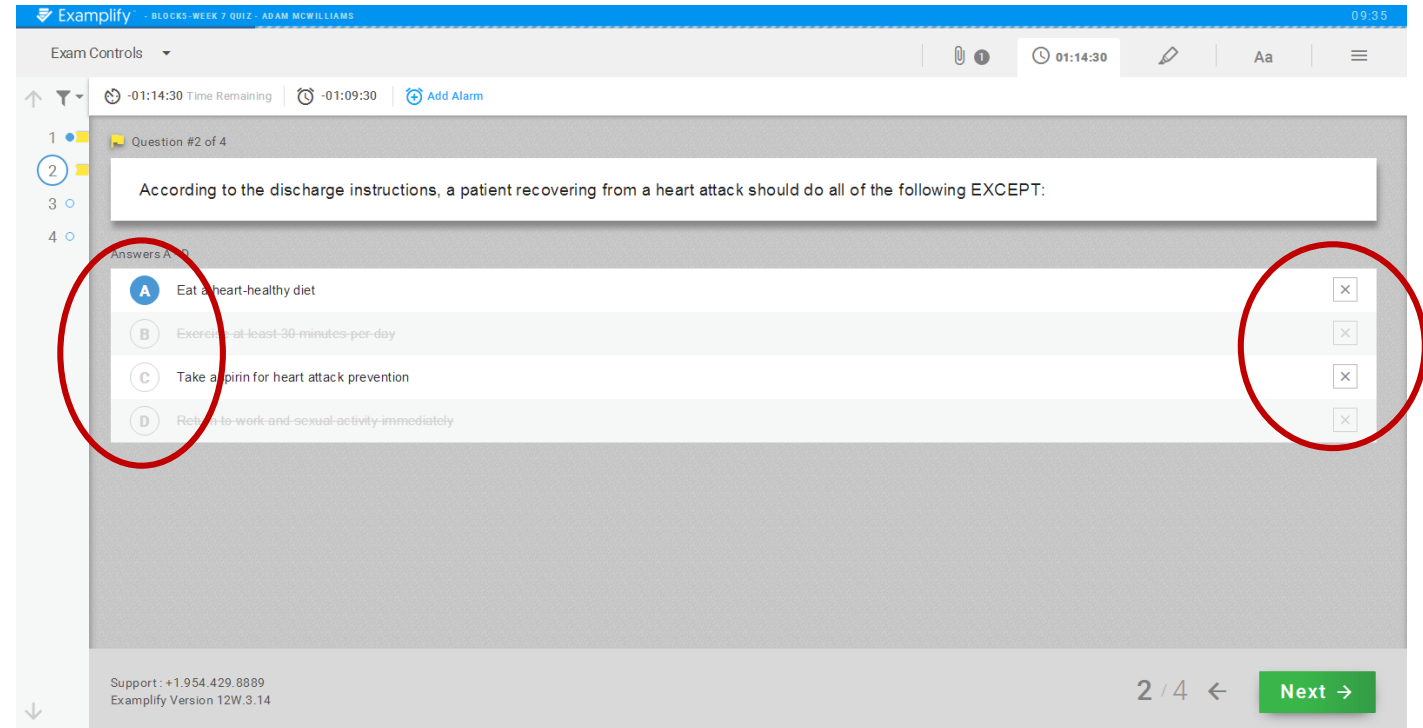
Along the **bottom** row, you will see:

- Exam Taker Support phone number
- Exemplify 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.

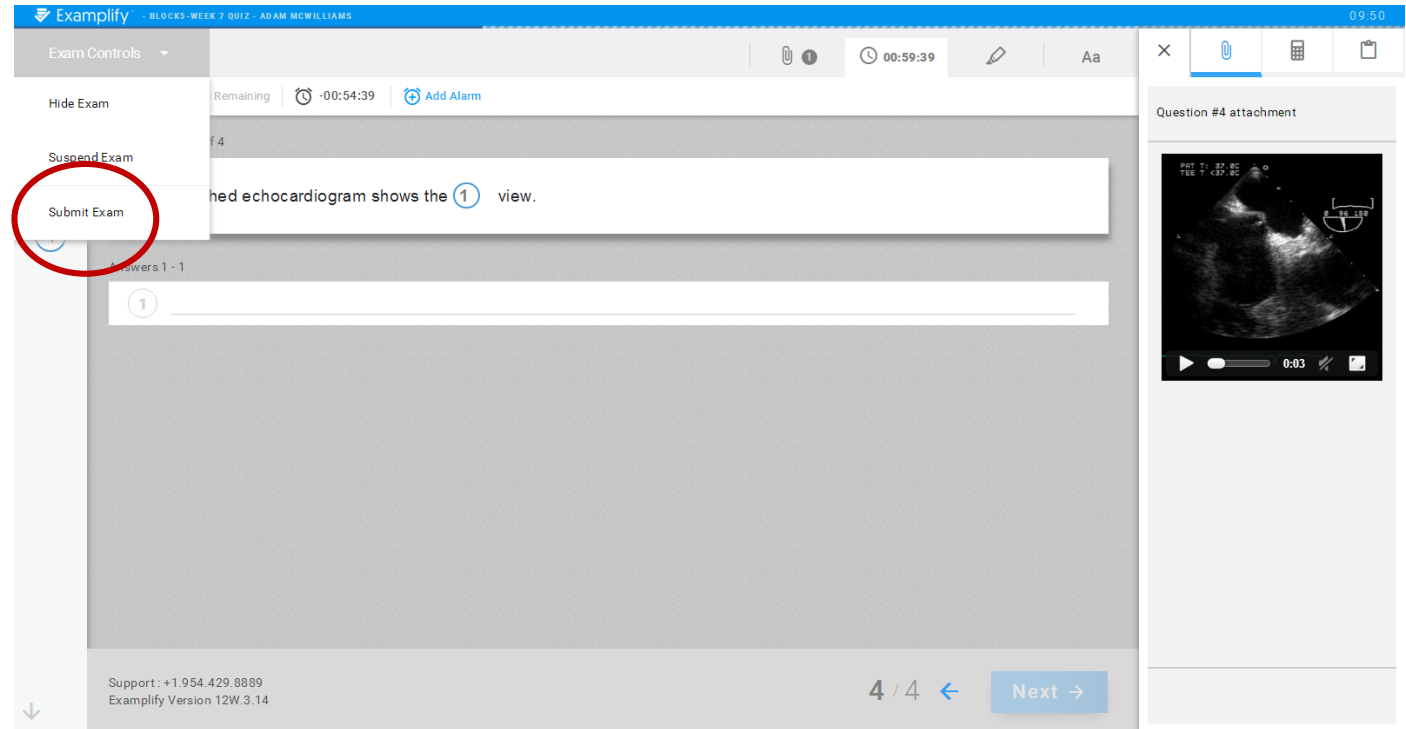


Exiting the Exam

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

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

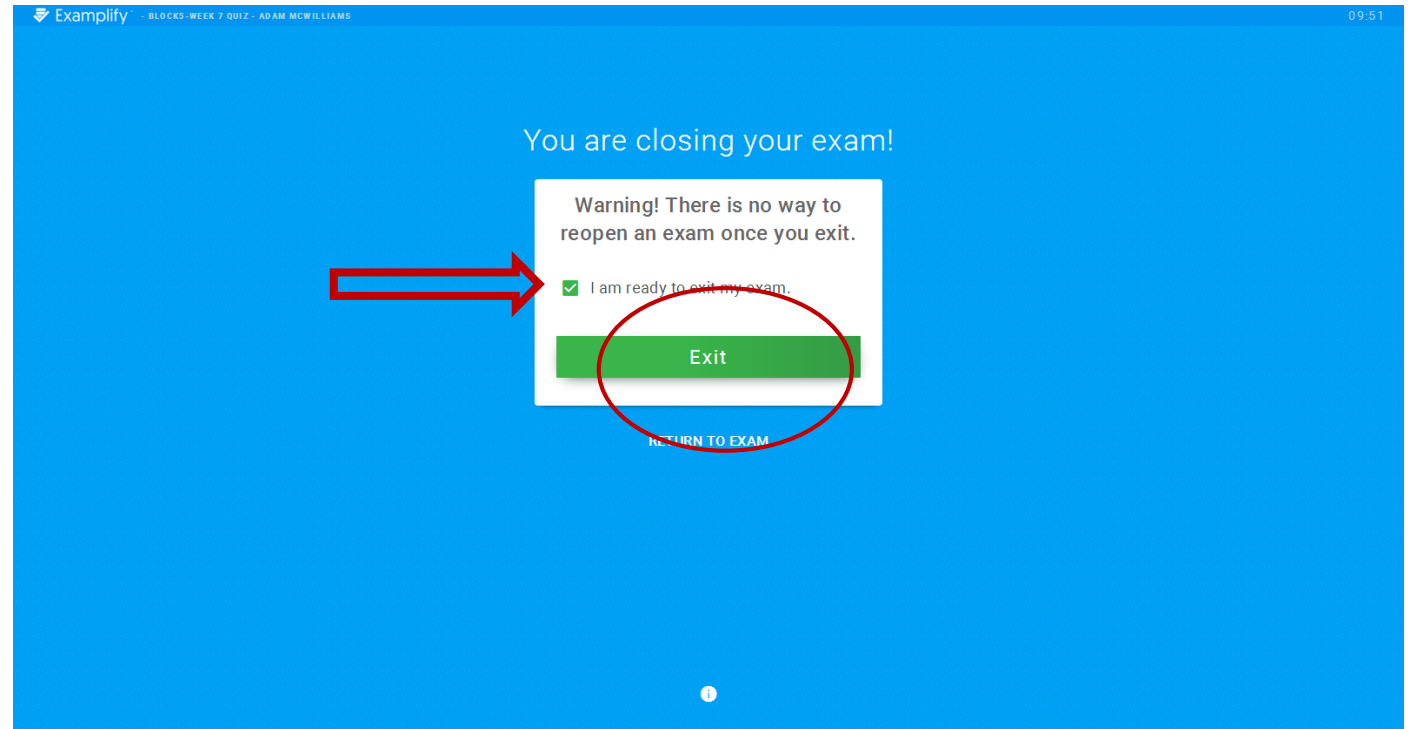
Most exams are timed, so if you run out of time the program will exit you from the exam.



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**.

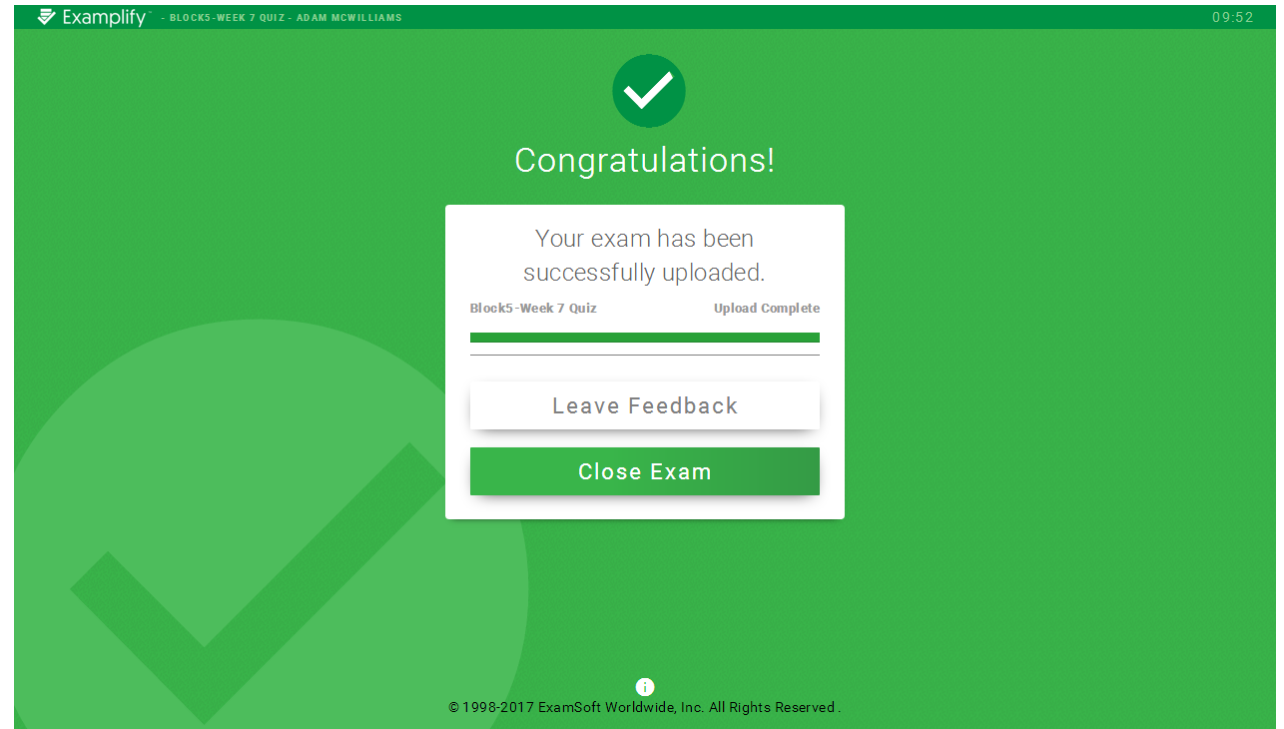


Exiting the Exam

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 Exemplify.

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

