

Using Exemplify: Features and Tips

The following is a quick guide to installing and using Exemplify. In order to make your exam experience as smooth as possible, please be familiar with these functions. For a complete set of Exemplify training materials and videos, please visit:

<http://examsoft.com/support>

1) Installing Exemplify

Please go to <https://ei.examsoft.com//GKWeb/login/lavernelaw> and prior to logging in, please review the “Minimum System Requirements” section to make sure your laptop’s operating system meets the standards necessary for Exemplify. Then, within the Exam Takers section, please enter your assigned User ID and password (this will be emailed prior to the exam) and press ‘Login’.

2) Completing Installation and Logging into Exemplify

After the installation is complete, you will be asked to agree to the Software License Agreement. Please scroll to the bottom of the agreement and click, “I Agree”. In addition, the first time you open Exemplify, you will be prompted to enter the Institution ID code. This ID code “**lavernelaw**”

If this is not your first time logging into Exemplify, you can open the Exemplify application by clicking on the Exemplify icon on your laptop:

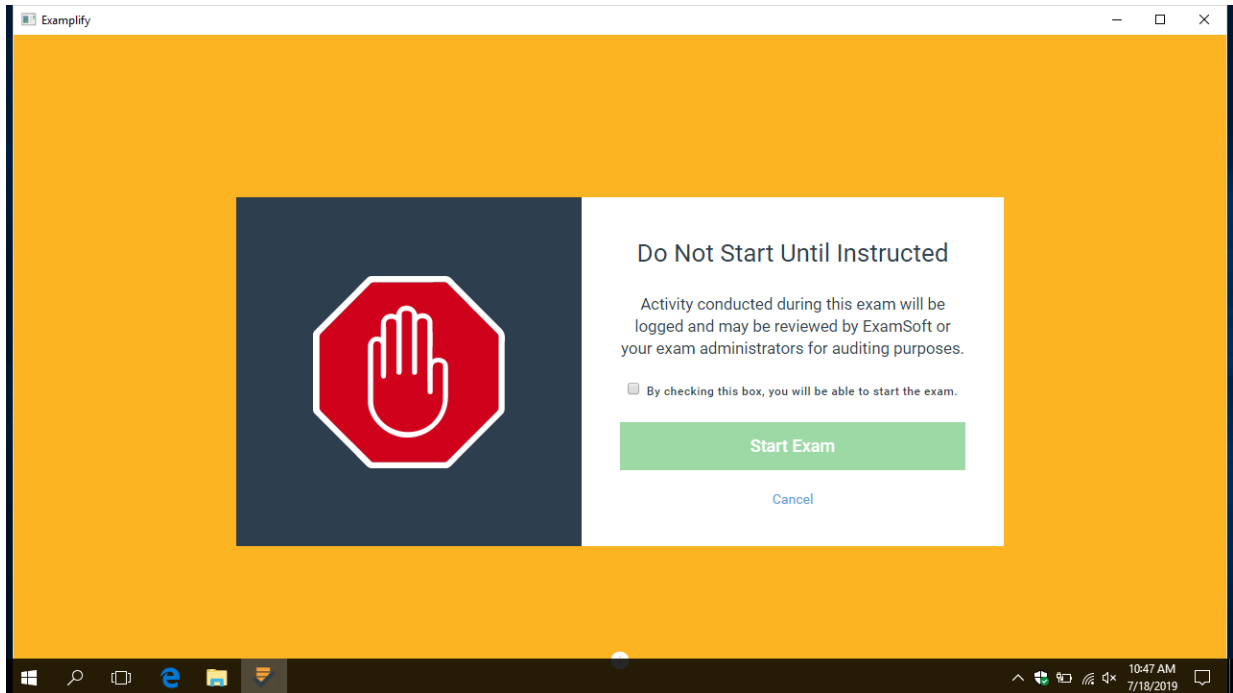


Once you login, please feel free to download any available exams, including the mock exam. For regular exams, you can complete the download days, or sometimes weeks, prior to arriving on exam day. Or you can download your exam just before the exam begins. We recommend the former.

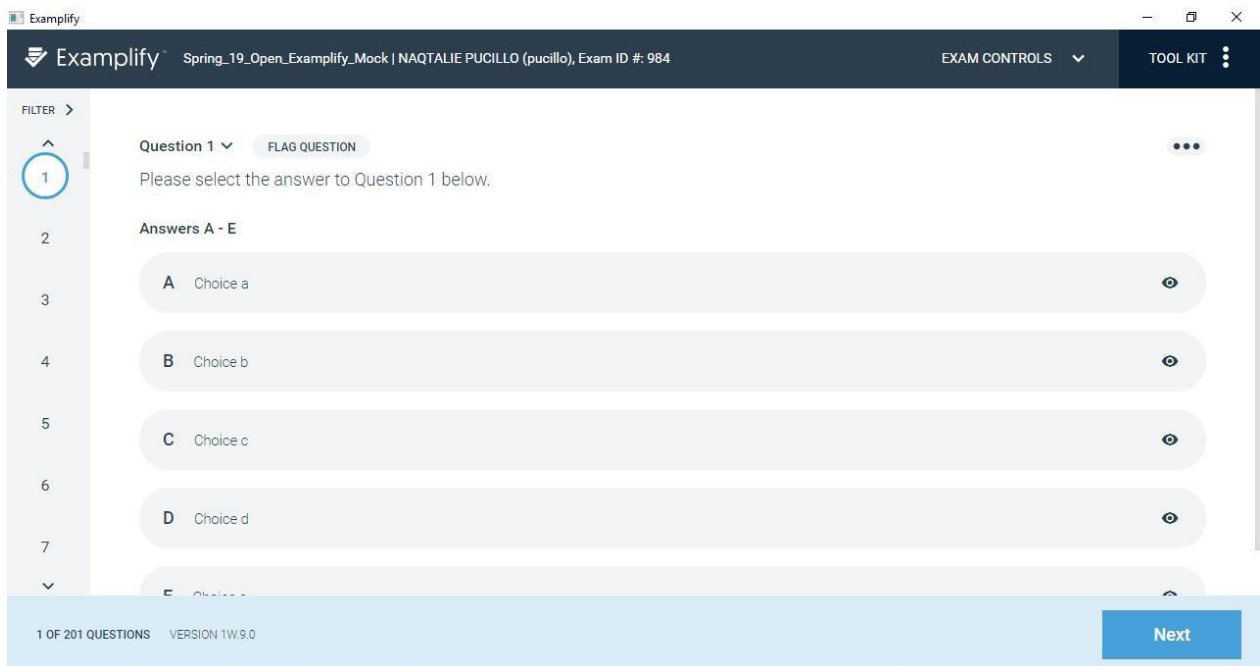
Please do not worry; you cannot start an exam without first being given the exam password (other than for the mock exam, we give you the exam password when you arrive in your exam classroom).

To download an exam, please click on the exam name on the left-hand side of your screen (any exam with the message “Ready For Download”). Then click the blue “Download Exam button”.

Once you have downloaded an exam, you will be prompted to enter an exam password. After the password is entered, click on the green “Start Exam” button. Exemplify will now close all other applications on your laptop. You will not have access to your hard drive or the internet during the duration of the exam. Once Exemplify “secures” your laptop, you will see the following message:



If this were a real exam situation, you would not check the box or enter the exam until instructed to do so by your proctor. Once the exam opens, you will see the following window:

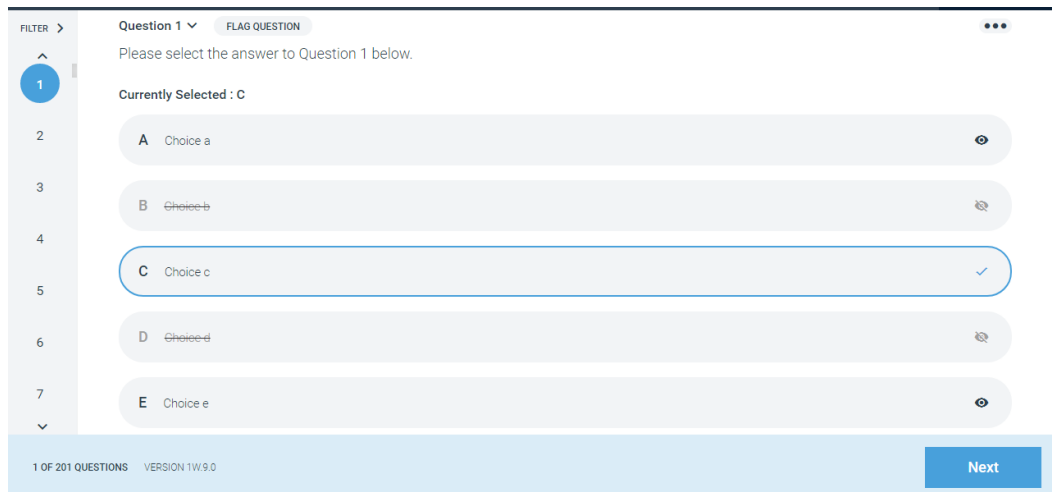


3) Answering multiple choice questions

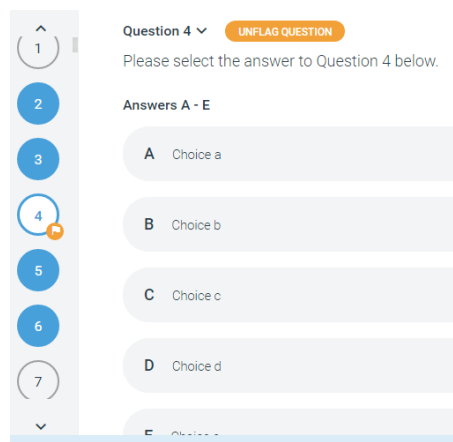
Please know that during an actual exam, all of your exam questions will be given to you

within a paper question booklet; the questions will not appear in Exemplify. Unless otherwise specified within your question booklet, all multiple choice questions will be answered within Exemplify. You have the option of completing these questions at any point during the exam. In other words, you can skip to the essay portion and then come back to the multiple choice section. There is space for 200 multiple choice answers, although your exam is likely to have significantly fewer multiple choice questions. If you have, for example, 15 multiple choice questions, please answer these questions within the first 15 multiple choice answer spaces. You can use the “Next” and “Previous” buttons to navigate between questions, or you can pull down (or up) the scroll bar on the far left hand side and select the question you are looking to answer (hover over the question number and click).

Once you are within a question, if you would like to cross out answers which you know are not correct, you can do so by clicking the “view” symbol buttons to the right of each answer. Once you do this, a line will go through these answers and these answers will turn gray. To undo a removed answer, all you have to do is re-click the symbol. To select the answer which you believe is correct, click on that answer. In the below case, Answers B & D have been crossed out and Answer C has been selected:



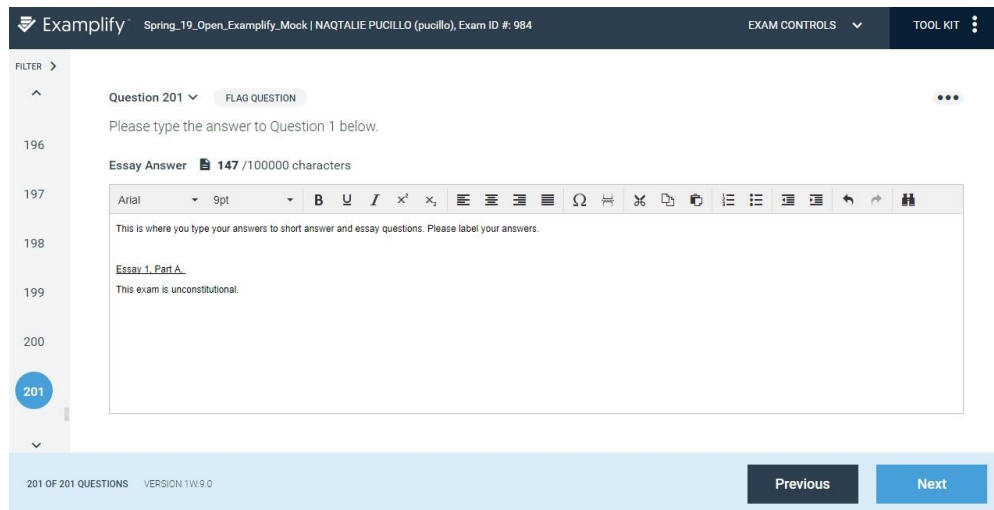
You can also flag certain questions to remind yourself to come back to this question later in the exam. All you have to do is click on the flag icon within the question. The flag will turn orange and you will see the orange flag along the scroll bar (see next picture), reminding you to return to this question later in the exam. There is a filter button at the top of the scroll bar which allows you to filter flagged, answered or unanswered questions. Please know your multiple choice answers are not final until you submit your Exemplify exam.



4) Answering essay questions

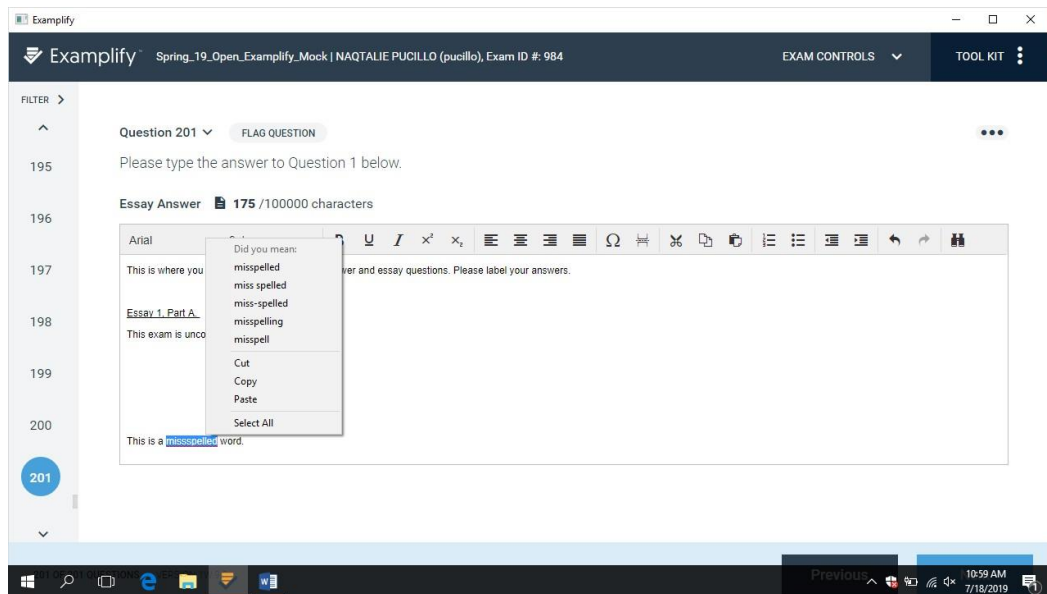
When you first begin your exam within Exemplify, the first area you will encounter is the multiple

choice question area (200 multiple choice questions). Regardless of whether your exam has multiple choice questions or does not, you can choose to bypass the multiple choice questions and get to the essay area by scrolling down the scroll bar until you reach question 201. Click on the '201' number and you are now in the essay area. This is where you type answers for your short answer and essay questions. To separate answers, label each answer within the essay area; e.g., Question 2, Part A. **All of your essay or short-answer answers, regardless of the question number, will be written in the Exemplify "Question 201" area.** Please know Exemplify automatically saves and backs-up your answers every 30 seconds.



5) Spell-check

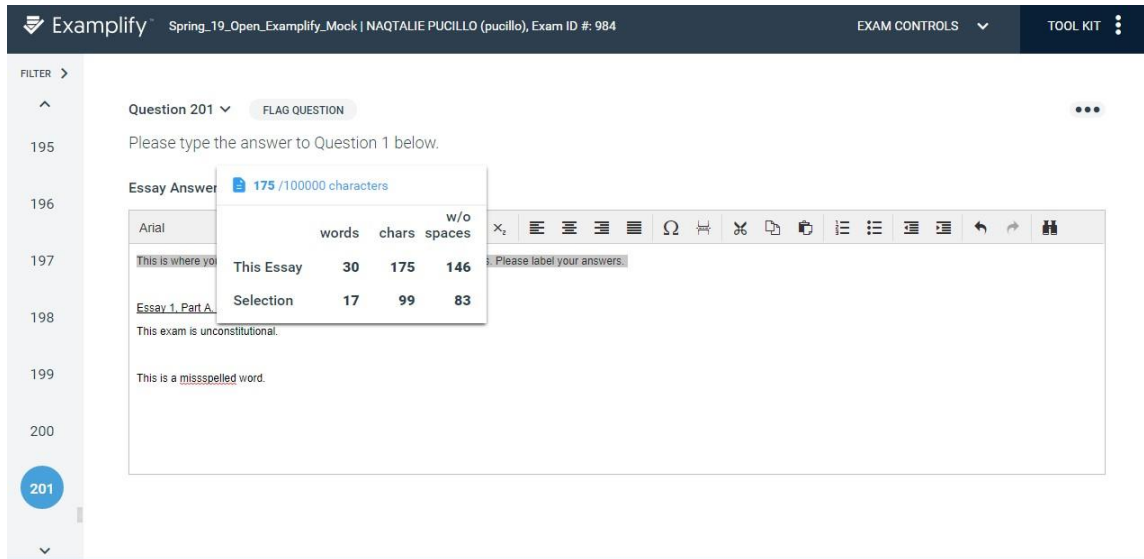
Spell-check is automatically available for all of your exams. When you misspell a word, a red line will appear under the word. Right click on the misspelled word and you will be given correctly spelled options. Select your preferred option and your misspelled word will be replaced by the correctly spelled word.



6) Word Counts

In order to view the word count statistics, please click on the paper icon to the left of the character count number. The "This Essay" line will give you the word count for all words written within

question area 201. If you would like to get a word count for just a portion of what you have written in question area 201 (for example, Essay #1, Part A), “highlight the words you want counted and then select the word count icon. On the “Selection” line, you will see the word count for just the words you have selected.

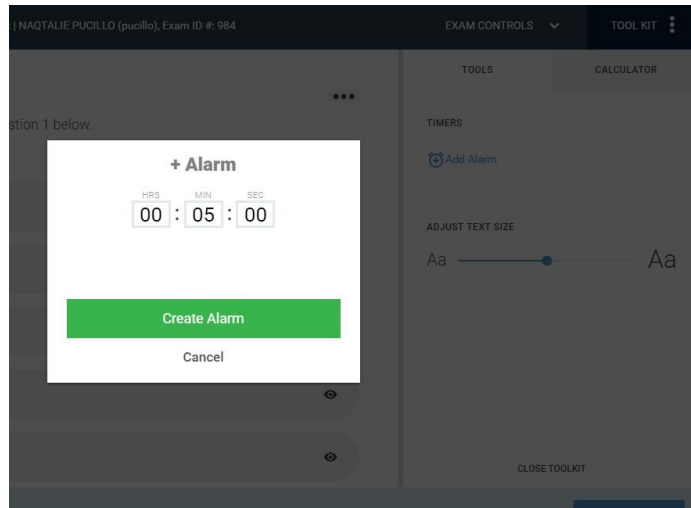


7) Changing your font size

If you prefer to type with a larger (or smaller) font size, please adjust the font size number on the Exemplify tool bar. You can choose a font size between 8 and 72. Please know all exams are printed by the registrar using a standard font size. Thus, even if you are typing your answer using a '20px' font size, your professor will receive your answers in a standard 12 point font size.

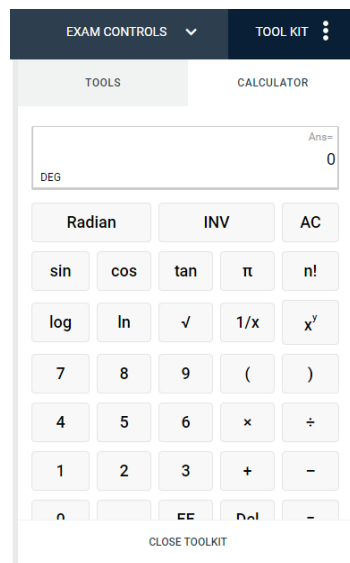
8) Alarm

To activate an alarm, click on the “Tool Kit” at the top right of your screen. Click on “Tools”, then “Add Alarm”. Then select “Add Alarm”. The alarm box will appear and you can set the hour or minutes as you would like. Click the green “Create Alarm” button and the countdown will begin at the top of your page. You may set multiple alarms at the same time. Please know that when the alarm goes off, no sound will be made. Rather, an orange notification will appear at the top of your screen, notifying you that the time you set has reached its end. You can then dismiss the alarm.



9) Calculator

A scientific calculator is available within Exemplify. Please click on “Tool Kit” at the top right corner of your screen, and then “Calculator”.



10) Highlighting Text

You can use the highlight tool in Exemplify to highlight portions of question-text.

1. Navigate to the Toolbar at the top and select the Highlight feature.



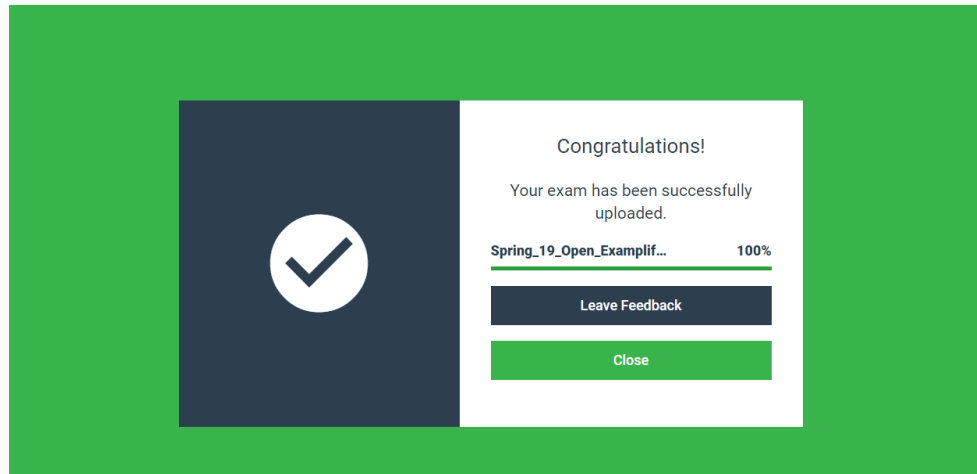
2. Click on the colour drop-down menu that appears at the top left of the screen.



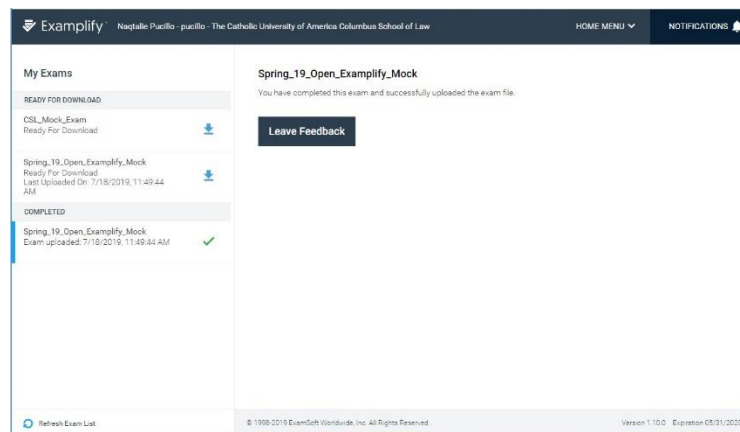
3. Select the colour you would like to highlight the text from the drop-down selection.
4. Select the text that you wish to highlight by clicking and dragging your mouse across it. The selected text should now be highlighted whichever colour you have chosen.

11) Submitting your exam and confirming a successful submission.

Your exam is automatically saved every 30 seconds. Once you have completed your exam, please go to the “Exam Controls” area on the top left corner of your screen. Click “Submit Exam”. You will immediately see a warning message stating you are about to close the exam and will not be able to get back into the exam once it is closed. If you are truly finished with your exam, please click on the “I am ready to exit my exam” box. This will activate the ‘Exit’ button. If you have inadvertently entered this exit area, click “Return to Exam”. Once you have clicked the ‘Exit’ button, Exemplify will begin the exam upload process. The upload process normally takes 20-30 seconds. Once it is complete and your exam has uploaded, you will receive the following message:



Please do not leave the exam room until you receive this green “Congratulations” message. Successful submission of your exam will result in you receiving a confirmation e-mail. Please click the ‘Close Exam’ button. On the left hand side of your window, you can see that you successfully submitted your exam.



Please note that you have 12 hours to upload