

EXAMPLIFY STUDENT BRIEFING



STUDENT WIKI GUIDE

<https://wiki.nus.edu.sg/display/DA/Student>



to bookmark in your handphone

DEVICE

1. Meets the minimum system requirements.

Refer to: <https://examsoft.force.com/emcommunity/s/article/Exemplify-Minimum-System-Requirements>

- For Windows: only Windows 10 is supported.
- For Mac OS X: only Mac OS X 10.11 El Capitan and later versions are supported.
- If your current OS is supported, **DO NOT upgrade your OS** (especially to a beta version) before your exam.

2. Set default language to English and check the device name is in English.

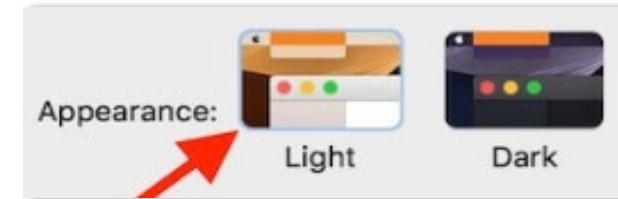
Refer to:

<https://wiki.nus.edu.sg/pages/viewpage.action?pagelD=189375253>

3. MacOS Mojave, set appearance to **Light mode**.

Refer to:

<https://wiki.nus.edu.sg/display/DA/Switch+MacBook+appearance+from+Dark+mode+to+Light+mode>



4. Wireless accessories (e.g. wireless headsets, mouse and keyboards) not recommended. You are advised to use the **WIRED** equivalent.

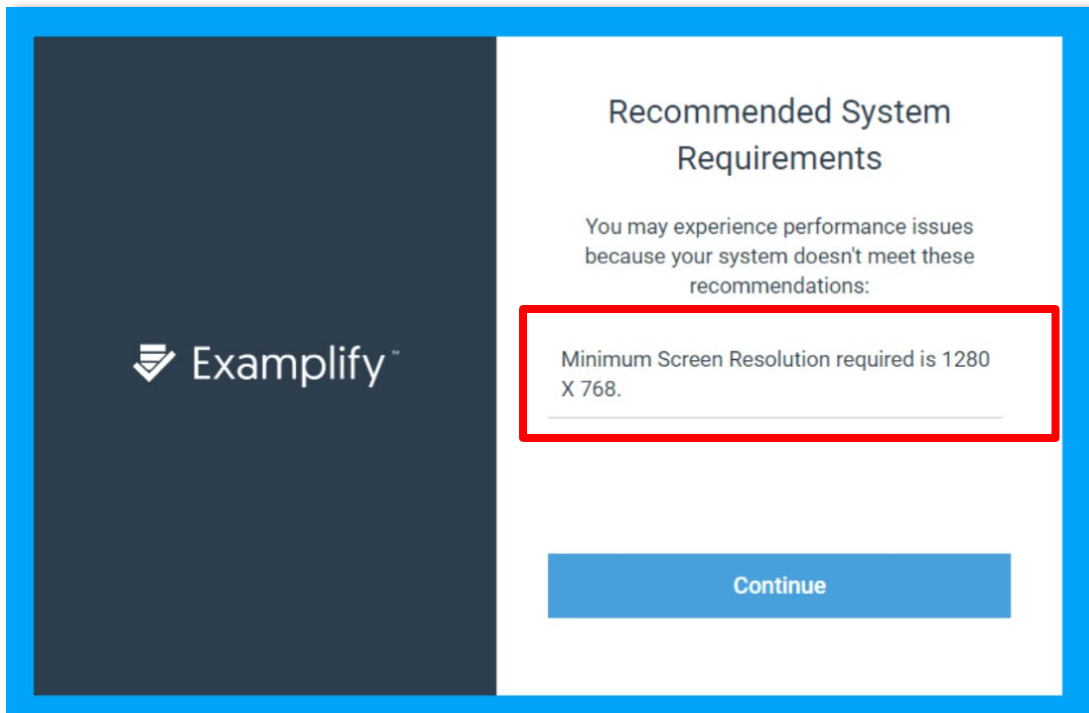
Exemplify may block wireless communications or it can be affected by interference from other devices. You need to be aware of space limitations in the exam venue as there may not be sufficient space to arrange all of this equipment in the space provided.

DEVICE (...CONTINUED)

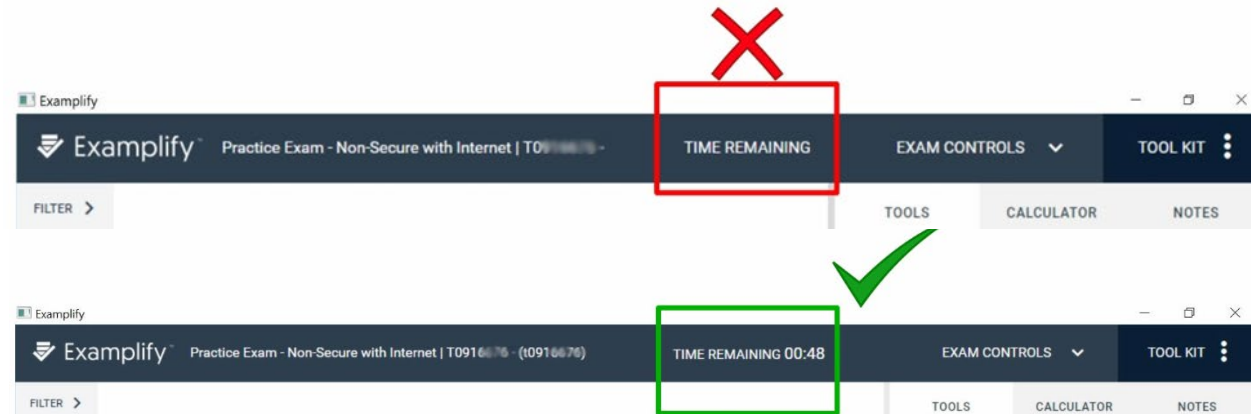
5. Screen resolution must be 1280 x 768 or higher and the scale must be at 100%.

Refer to:

<https://wiki.nus.edu.sg/display/DA/Minimum+Screen+Resolution+Required+is+1280x768>



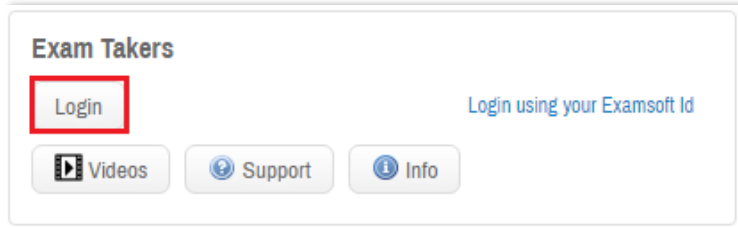
- The scale must be at 100% as anything past 100% risks information being cut off or stretched during an exam such as timer display, blurry information, tool kit not being accessible, and general cut off of Exemplify visual details and tools. (see below image for illustration)



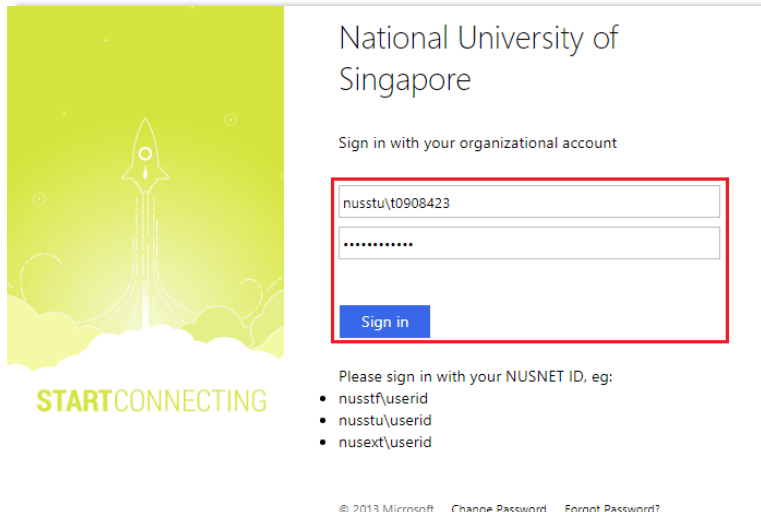
DOWNLOAD & INSTALL EXAMPLIFY

1. Launch Chrome or Firefox.

2. Go to <http://www.examsoft.com/nus>



3. Login with your NUSNET ID credentials.



4. Click **Download** to download the installation file.




5. Install Exemplify.

6. Create an exclusion within your anti-virus software.

Refer to: <https://wiki.nus.edu.sg/pages/viewpage.action?pageId=187604919>

REGISTER TO EXAMPLIFY

1. Launch Exemplify.
2. Enter Institution ID: **nus**
3. Select “**National University of Singapore-APAC (nus)**”
4. Click **Next**.



Add New Account

nus

National University of Singapore - APAC (nus)

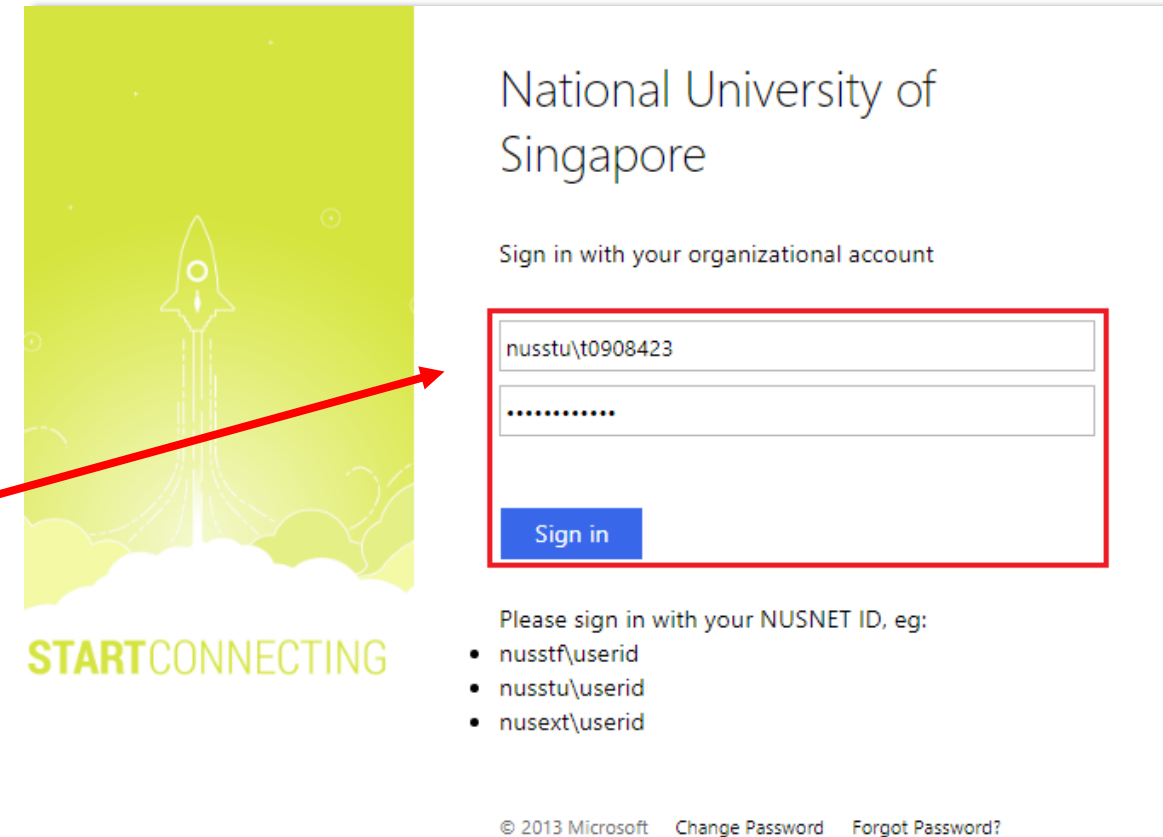
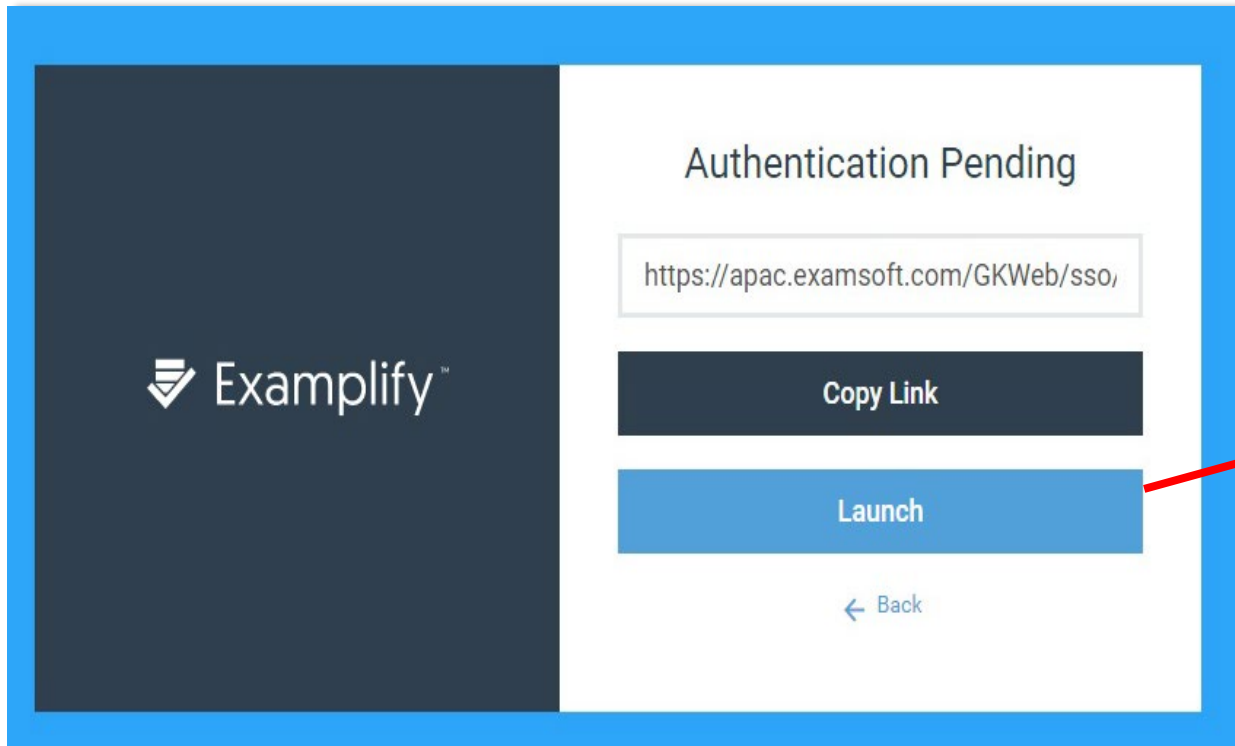
Newman University School of Nursing and Allied Health (nuson)

Northeastern University School of Law (nusl)

← Back

REGISTER TO EXAMPLIFY (...CONTINUED)

5. Login with your NUSNET ID credentials.

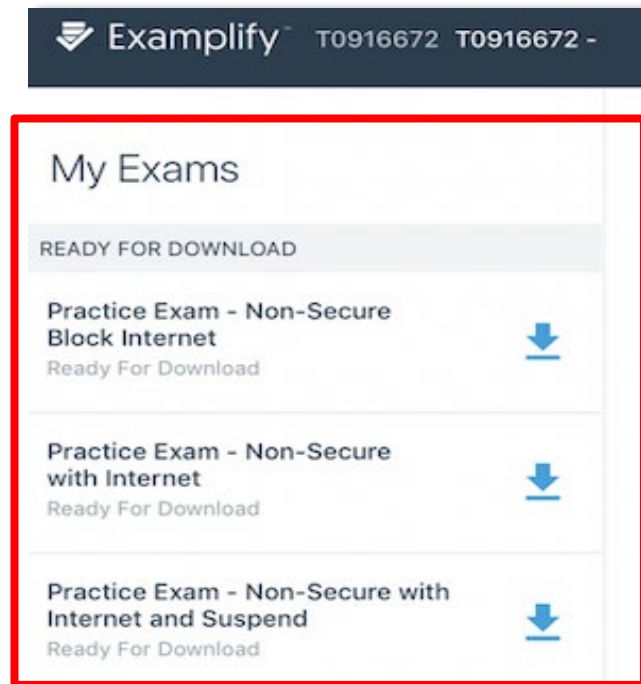


6. You will see your list of exam files for download.

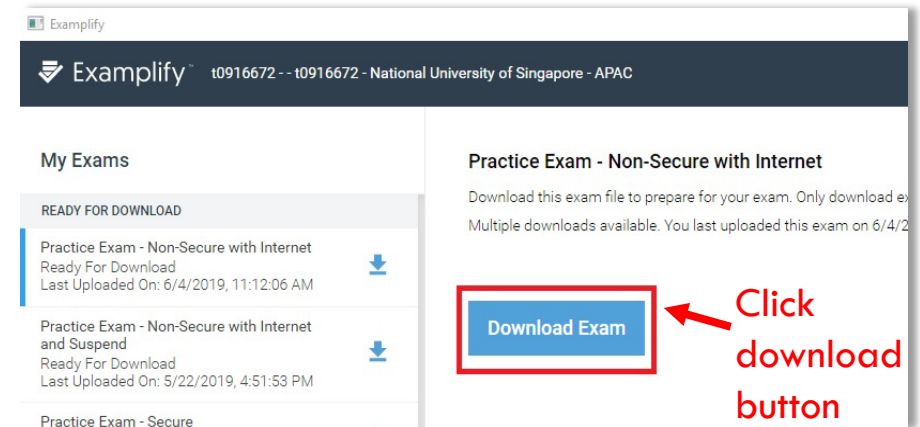
TAKE PRACTICE EXAM

Institution ID : **NUS APAC**
Password is **password1**

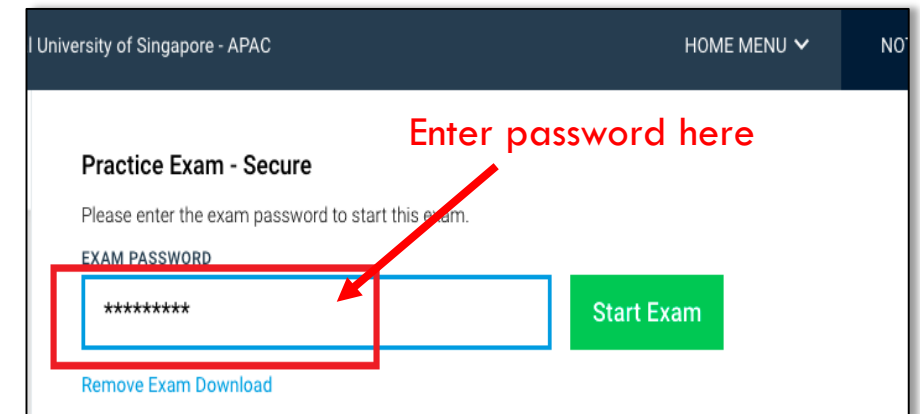
1. Launch Exemplify.
2. Login with your NUSNET ID credentials.
3. Five practice exams are available. Multiple attempts allowed for each practice exam.



5. Click on the **Download Exam** button and wait for the download to complete.



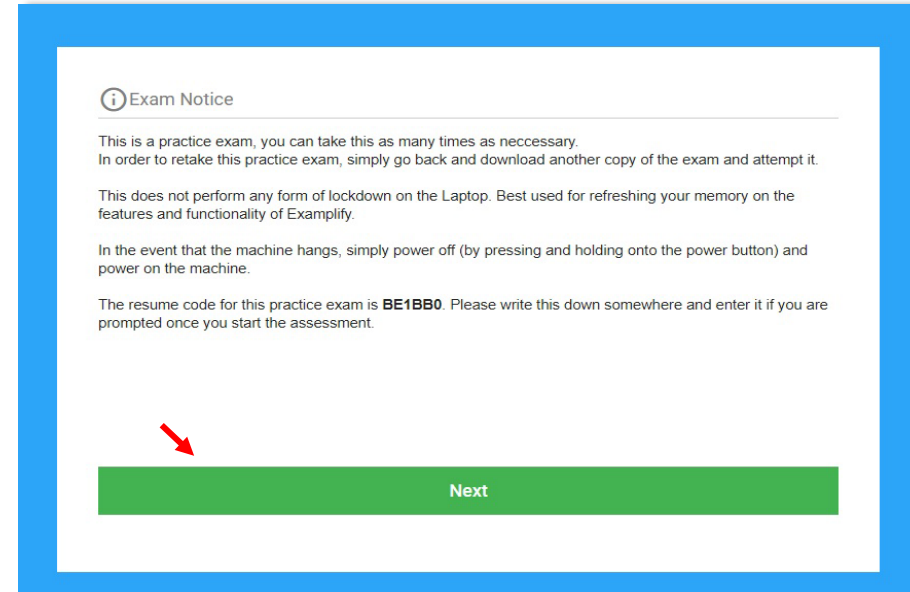
6. The practice password is **password1**



TAKE PRACTICE EXAM (...CONTINUED)

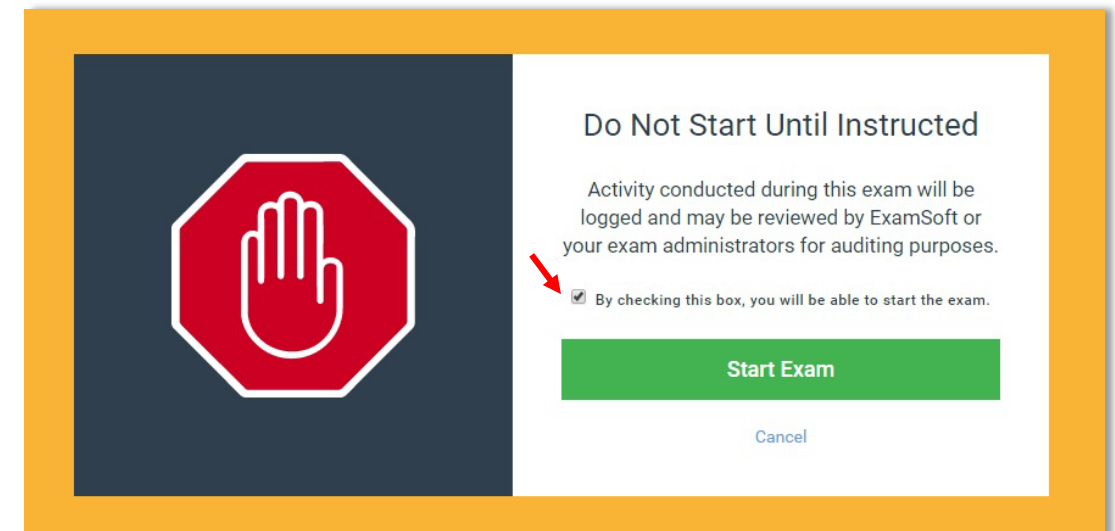
Institution ID : **NUS APAC**
Password is **password1**

7. You may be presented with a exam notice.
Read and understand the notice.
Once you are clear, click **Next**.



The screenshot shows an 'Exam Notice' window with a blue border. It contains the following text: 'This is a practice exam, you can take this as many times as necessary. In order to retake this practice exam, simply go back and download another copy of the exam and attempt it.' 'This does not perform any form of lockdown on the Laptop. Best used for refreshing your memory on the features and functionality of Exemplify.' 'In the event that the machine hangs, simply power off (by pressing and holding onto the power button) and power on the machine.' 'The resume code for this practice exam is **BE1BB0**. Please write this down somewhere and enter it if you are prompted once you start the assessment.' At the bottom, there is a green 'Next' button, which is pointed to by a red arrow.

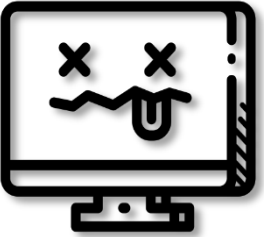
8. On the exam start screen, **check the box** and click on the **Start Exam** button to start the exam.



The screenshot shows an 'Exam Start' screen with an orange border. On the left is a dark grey panel with a red octagonal stop sign containing a white hand icon. On the right, the text reads 'Do Not Start Until Instructed' followed by 'Activity conducted during this exam will be logged and may be reviewed by ExamSoft or your exam administrators for auditing purposes.' Below this is a checkbox that is checked, with a red arrow pointing to it. The text next to the checkbox says 'By checking this box, you will be able to start the exam.' At the bottom right are two buttons: a green 'Start Exam' button and a blue 'Cancel' link.

DURING EXAM – EXAMPLIFY HANGS

Institution ID : **NUS APAC**
Password is **password1**



If your laptop has **frozen, crashed or turned off**

Step 1: Turn off your laptop entirely by force shutdown.



Step 2: Turn your laptop back on and log back into your laptop.

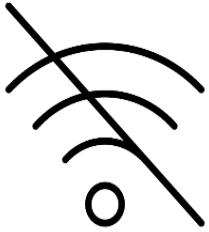
Step 3: Wait for Exemplify to load and resume your exam.

Step 4: You will be prompted for a resume code.

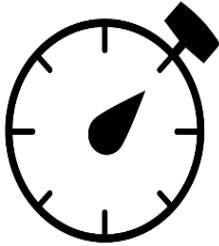
Please raise your hands and seek assistance from the invigilator.

DURING EXAM – THINGS TO NOTE

Institution ID : **NUS APAC**
Password is **password1**



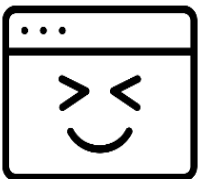
Wi-Fi is not required during the duration of the exams.



Timer for your exams only starts when the first question is shown.



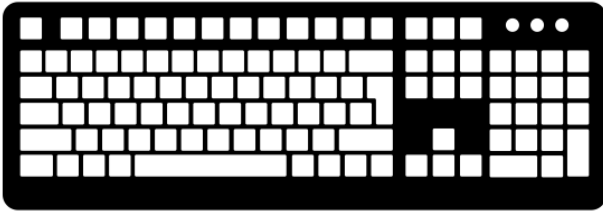
Examplify auto saves your answers; there is no need to worry.



No time is lost if there's a need to troubleshoot your laptop.

DURING EXAM – SHORTCUT KEYS

Institution ID : **NUS APAC**
Password is **password1**



Windows:

Ctrl + > : Next Question
Ctrl + < : Prev Question
Ctrl + H : Hide Exam
Ctrl + G : Show Exam Attachment
Ctrl + N : Show Notices

Macintosh:

⌘ + > : Next Question
⌘ + < : Prev Question
⌘ + H : Hide Exam
⌘ + G : Show Exam Attachment
⌘ + N : Show Notices

We **DO NOT** recommend using shortcut keys during exam, especially when you are taking exams that do not allow you to go back to previous questions once you advance forward.

EXAMPLIFY DEMO

Institution ID : **NUS APAC**
Password is **password1**

Useful links:

- <https://examsoft.force.com/emcommunity/s/article/The-Enhanced-Exemplify-UI>
- <https://examsoft.force.com/emcommunity/s/article/Help-Videos-Exemplify-Enhanced-Interface>

EXAMPLIFY DEMO USER INTERFACE

Institution ID : **NUS APAC**
Password is **password1**

The screenshot shows the Exemplify demo user interface. At the top, the header bar displays the Exemplify logo, the text "Practice Exam - Non-Secure with Internet", and the student ID "T0916672 - (t0916672)". A red box highlights the student ID, with an arrow pointing to a red box containing the text "ensure this is your student ID". To the right of the student ID, a red box highlights the text "TIME REMAINING 00:59", with an arrow pointing to a red box containing the text "Exam Time Remaining". On the right side of the interface, there is a "TOOL KIT" panel. A red box highlights the "EXAM CONTROLS" dropdown menu, with an arrow pointing to a red box containing the text "Exam Controls:". Another red box highlights the "TOOL KIT" dropdown menu, with an arrow pointing to a blue box containing the text "Tool Kit:". The "TOOL KIT" panel includes sections for "TOOLS" (Highlighter, Timers, Adjust Text Size, Exam Documents), "QUESTION ATTACHMENT", "CALCULATOR", and "NOTES". Arrows point from the "Exam Controls:" and "Tool Kit:" boxes to the "EXAM CONTROLS" and "TOOL KIT" dropdown menus respectively. The main content area shows a question titled "Question 1" with the text "Is this PDF attachment related to NUS being the...". Below the question, there are two answer options: "A True" and "B False". The "B False" option is selected. At the bottom of the interface, there is a footer bar with the text "1 OF 8 QUESTIONS" and "VERSION 1W.10.0". A "Next" button is located at the bottom right of the footer bar.

Exemplify Practice Exam - Non-Secure with Internet T0916672 - (t0916672)

TIME REMAINING 00:59

ensure this is your student ID

Exam Time Remaining

Exam Controls:

- Exam Attachments
- Exam Notices
- Hide Exam
- Submit Exam

Tool Kit:

- Tools (Highlighter, Timers, Adjust Text Size, Exam Documents)
- Question Attachment
- Calculator
- Notes

Question 1 FLAG QUESTION

Is this PDF attachment related to NUS being the...

You can click on the right panel to enlarge the PDF attachment. Zoom in or out if need be.

Answers A - B

A True

B False

Highlight keywords in question text

View exam time remaining and add alarm

Adjust question text size

View exam documents:

- Exam Attachments
- Exam Notices

1 OF 8 QUESTIONS VERSION 1W.10.0

Next

EXAMPLIFY DEMO – QUESTION ATTACHMENT

Institution ID : **NUS APAC**
Password is **password1**

Exemplify Practice Exam - Non-Secure with Internet | T0916672 - (t0916672) TIME REMAINING 00:59

Question 1 FLAG QUESTION

Is this PDF attachment related to NUS being the #1 in inaugural Asia-Pacific University Rankings?

You can click on the right panel to enlarge the PDF attachment. Zoom in or out if need be.

Answers A - B

A True

B False

Question #1 attachment
1 pages

THE STRAITS TIMES

DOW JONES

ST NUS is No 1 and NTU No 5 in Inaugural Asia-Pacific University Rankings

Sandra Devile
367 words
6 July 2017
The Straits Times
STIMES
English
(c) 2017 Singapore Press Holdings Limited

SINGAPORE - The National University of Singapore (NUS) has topped the inaugural Asia-Pacific University Rankings released on Wednesday (July 6) by the Times Higher Education magazine, followed by Nanyang Technological University in fifth place.

Peking University was placed second, the University of Melbourne third and Tsinghua University, fourth.

Mr Phil Berr, rankings editor of the magazine, noted that NUS is particularly strong when it comes to its research and teaching environments and international outlook, while NTU excels in research impact - it ranks in third place when judged on this indicator alone.

"Singapore's strong performance across the five pillars underlying the ranking suggests that the country will continue to soar in the table in the years to come," he said.

The five pillars refer to teaching, research, citations, international outlook and industry income.

NUS President Professor Tan Chorh Chuan said he was delighted that NUS has been recognised as Asia-Pacific's top university. "This accolade... strongly affirms our vision and long-term strategy of building broad-based excellence across a comprehensive range of disciplines," he said.

"Higher education and research in the Asia-Pacific region is thriving and universities in this part of the world, including NUS, will play an increasingly important role in driving the transformation of this dynamic region and in addressing both the challenges and opportunities along the way," he added.

NTU President Prof Berr Andersson said Singaporeans should be proud that there are two top universities in Singapore.

He added: "At NTU, we have created a conducive environment for world class education and research excellence. We will continue to build on our strengths in education, research and industry collaborations that will create value for Singapore and the world."

Click on the thumbnail to open the attachment.

1 OF 8 QUESTIONS VERSION 1W.10.0

Next

EXAMPLIFY DEMO – ESSAY QUESTION

Institution ID : **NUS APAC**
Password is **password1**

Exemplify™ Practice Exam - Non-Secure with Internet | T0916672 - (t0916672) TIME REMAINING 00:56 EXAM CONTROLS TOOL KIT

FILTER >

Question 3 ▾

Write an essay about anything **WITHOUT** any character limit.

Essay Answer 0/100000 characters

Click the ▾ to minimize the question text area.

Click on the 📄 to check characters/words typed

Key in your answers in this text box.

Click to close Tool Kit for more space to type your answers.

TOOL KIT

NOTES

Question #3 notes...

This notes is for you to organize your thoughts.

Notes character limit is around 1000 characters, or more specifically, 1072 characters.

* **Notes are not graded.**

CLOSE TOOLKIT

3 OF 8 QUESTIONS VERSION 1W.10.0

Previous Next

EXAMPLIFY DEMO – MCQ QUESTION

Institution ID : **NUS APAC**
Password is **password1**

Exemplify™ Practice Exam - Non-Secure with Internet | T0916680 - (t0916680)

TIME REMAINING 00:58

EXAM CONTROLS

TOOL KIT

FILTER >

1

2

3

4

5

6

7

8

>

Question 6 ▾ FLAG QUESTION

Why did the chicken cross the road?
There are multiple correct answers to this question, you may select all the provided choices if you want to.

Currently Selected : D → You will see your selected choice here.

A There was a car coming.

B She wanted to stretch her legs.

C I do not know why.

D To get to the other side.

TOOLS

CALCULATOR

NOTES

HIGHLIGHTER

TIMERS

ADJUST TEXT SIZE

EXAM DOCUMENTS

CLOSE TOOLKIT

This is a MCQ question.
Click on the oval bubble to select your answer.

Click on eye icon to strike out your choice.

6 OF 8 QUESTIONS

VERSION 2W.0.1

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Next

EXAMPLIFY DEMO – TRUE OR FALSE QUESTION

Institution ID : **NUS APAC**
Password is **password1**

Exemplify

Practice Exam - Non-Secure with Internet | T0916680 - (t0916680)

TIME REMAINING 00:57

EXAM CONTROLS

TOOL KIT

FILTER

Question 5

FLAG QUESTION

Did you just watched a video that has sound?
You can click on the right panel to enlarge the video; increase/decrease the size of the video screen, and or volume too.

Currently Selected : A

A True

B False

TOOLS

QUESTION ATTACHMENT

CALCULATOR

NOTES

HIGHLIGHTER

TIMERS

ADJUST TEXT SIZE

EXAM DOCUMENTS

CLOSE TOOLKIT

1

2

3

4

5

6

7

8

5 OF 8 QUESTIONS

VERSION 2W.0.1

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Next

You will see your selected choice here.

This is a True or False question.
Click on the oval bubble to select your answer.

EXAMPLIFY DEMO – FILL IN THE BLANKS

Institution ID : **NUS APAC**
Password is **password1**

Exemplify

Practice Exam - Non-Secure with Internet | T0916680 - (t0916680)

TIME REMAINING 00:27

EXAM CONTROLS

TOOL KIT

FILTER

1

2

3

4

5

6

7

8

Question 4

FLAG QUESTION

The **1** quick brown fox jumps over the lazy **2** dog

Answers 1 - 2

1

quick

2

dog

HIGHLIGHTER

TIMERS

00:27:51

Time Remaining

00:22:51

Add Alarm

ADJUST TEXT SIZE

Aa

Aa

EXAM DOCUMENTS

Exam Attachments

1

Exam Notices

1

CLOSE TOOLKIT

4 OF 8 QUESTIONS

VERSION 1W.10.0

Previous

Next

This is Fill In The Blank question.
Type your answers in the answer box.

EXAMPLIFY DEMO – HOT SPOT

Institution ID : **NUS APAC**
Password is **password1**

Exemplify

Practice Exam - Non-Secure with Internet | T0916680 - (t0916680)

TIME REMAINING 00:58

EXAM CONTROLS

TOOL KIT

FILTER

1

2

3

4

5

6

7

8

Question 8


FLAG QUESTION

This is an aerial view of Marina Bay Sands, Singapore. Locate where is the **Infinity Pool** by clicking on it with your mouse.

Select your answer by clicking the desired location on the image below. To move a pin, click another location on the image. To remove a pin, click it once.

+

This is a Hot Spot Question.
Drop a pin in the picture.



8 OF 8 QUESTIONS

VERSION 1W.10.0

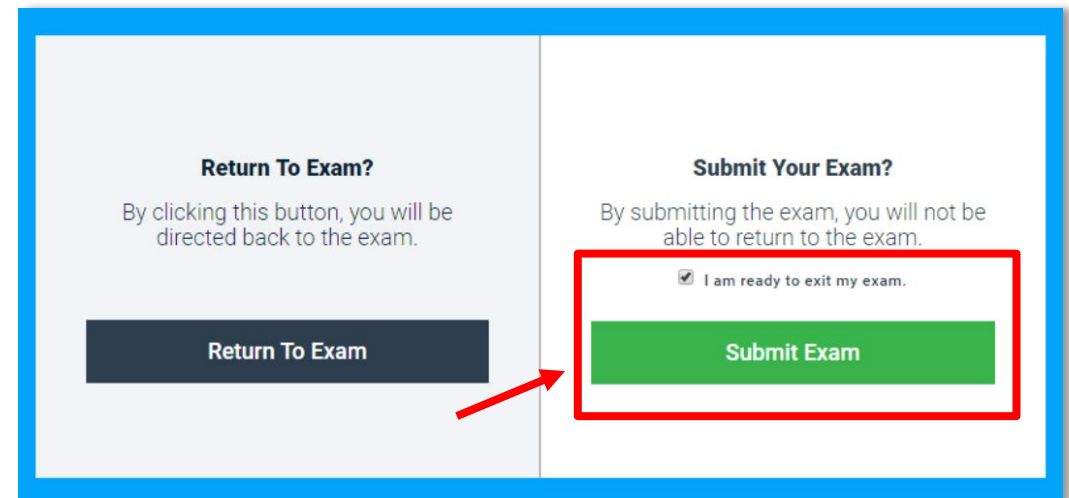
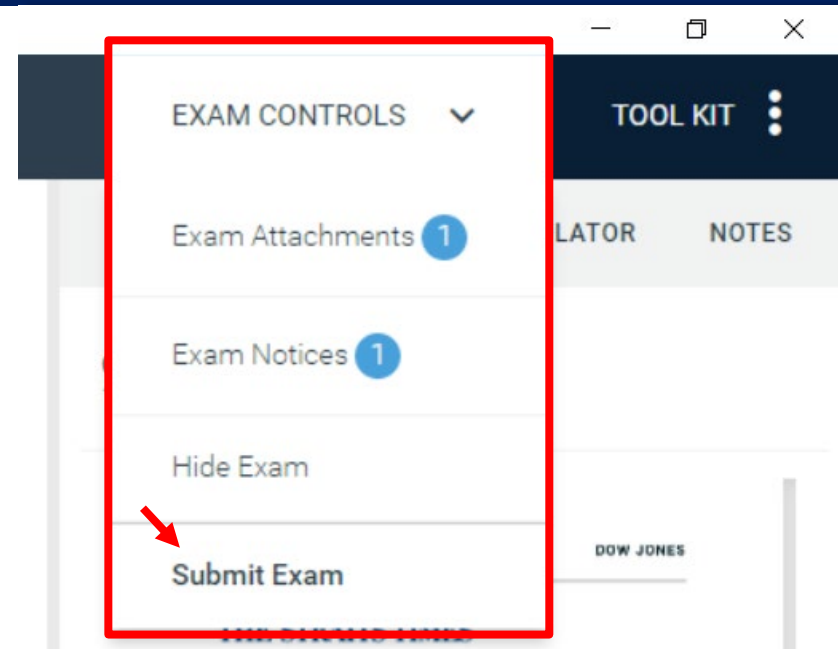
Previous

Next

SUBMIT EXAM

Institution ID : **NUS APAC**
Password is **password1**

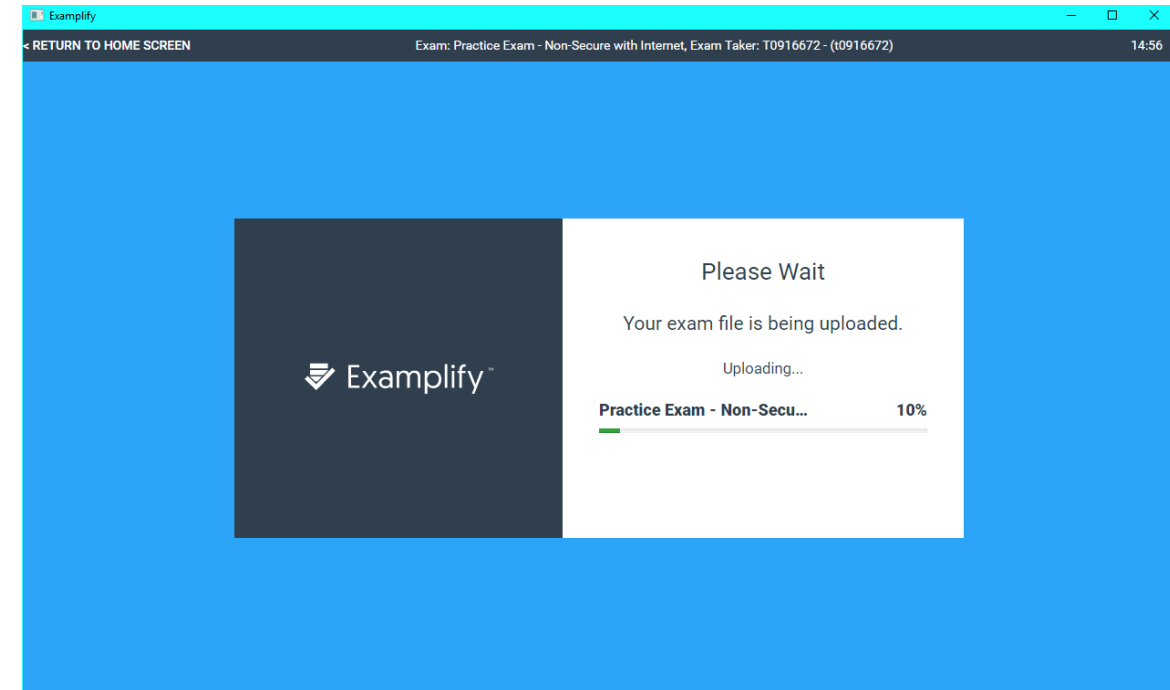
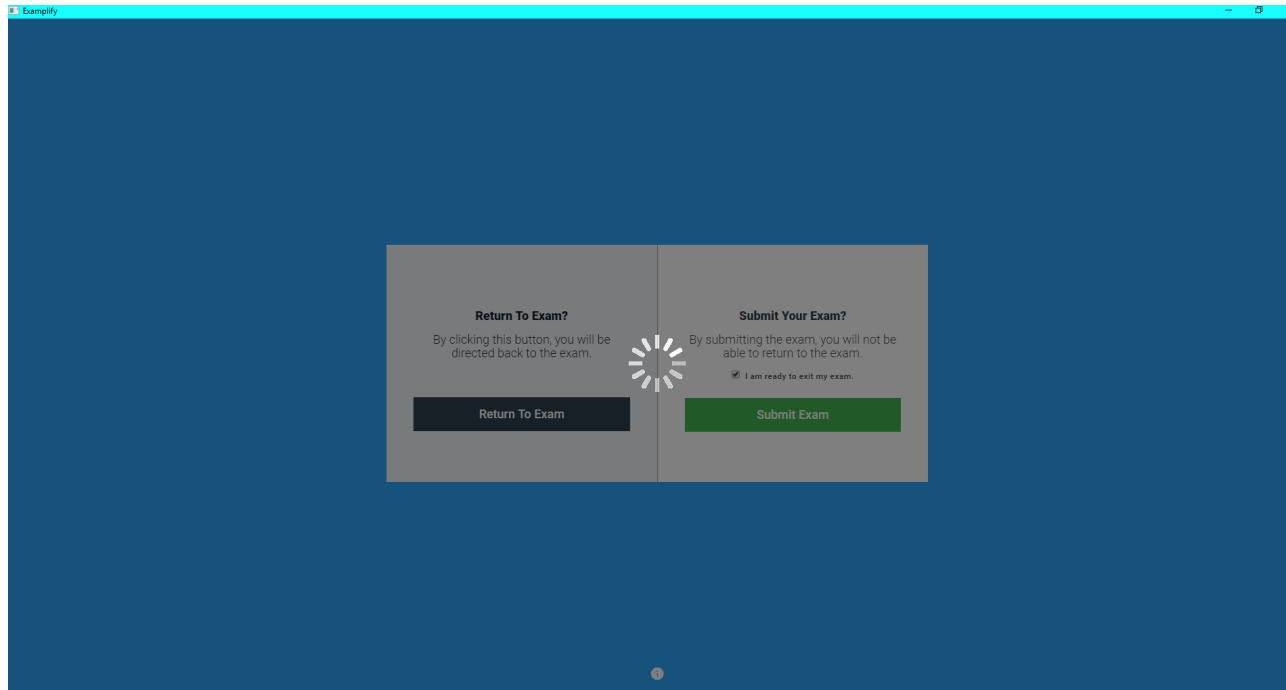
1. Click on the **Exam Controls** button (*top right side*)
2. Choose **Submit Exam**.
3. Check on “**I am ready to exit my exam**” and click **Submit Exam** button once you are sure you wish to submit your exam, otherwise click **Return to Exam** to go back and review your answers.



SUBMIT EXAM (...CONTINUED)

Institution ID : **NUS APAC**
Password is **password1**

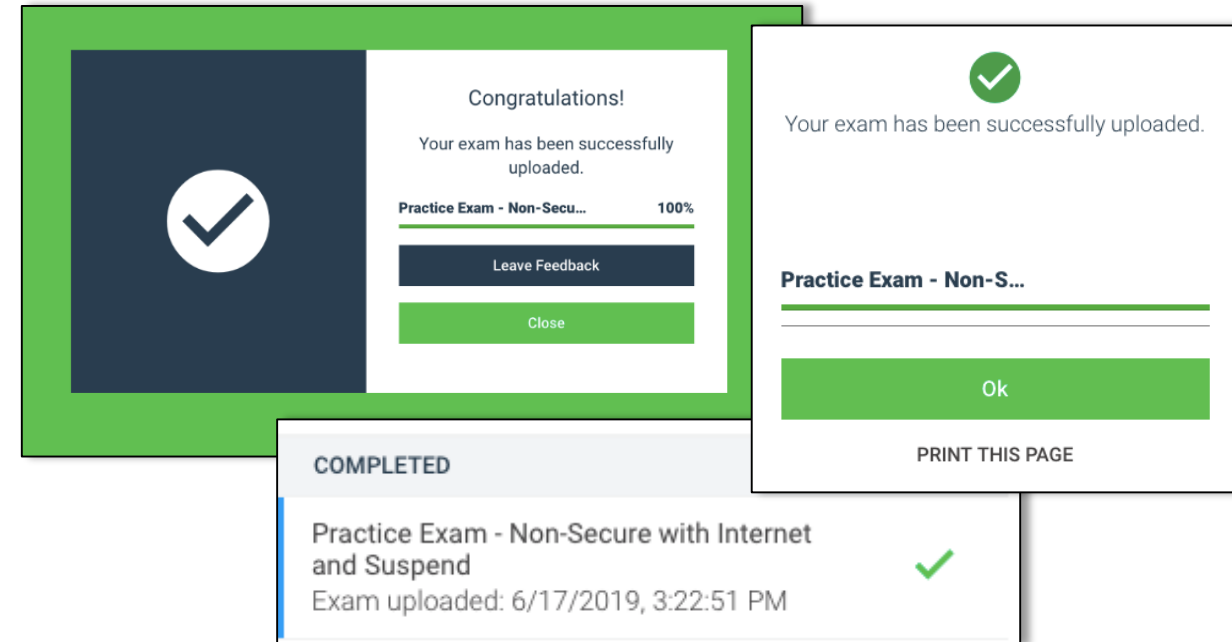
4. Exemplify will now proceed to upload your answers to the server, please wait.



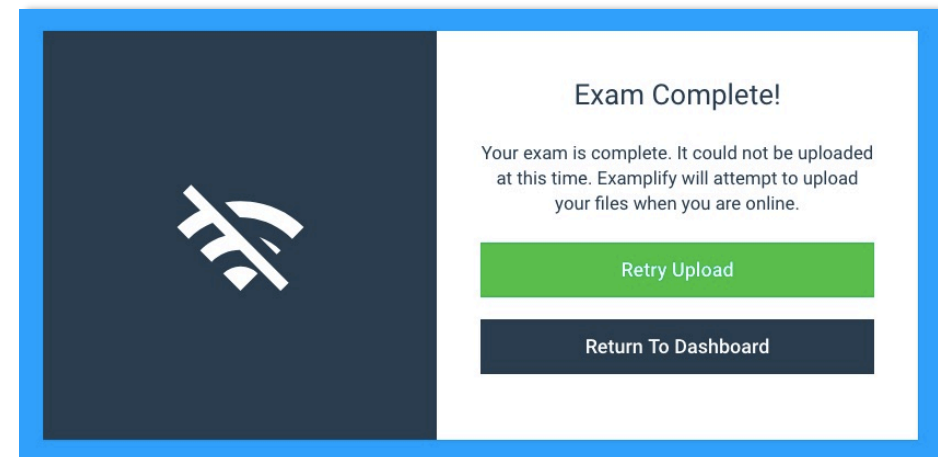
SUBMIT EXAM (...CONTINUED)

Institution ID : **NUS APAC**
Password is **password1**

5. Make sure you see the **Green** “Congratulations” which indicates a successful submission.



6. If you see a **blue screen**, check Wi-Fi connection and retry upload.



7. You will receive an email to confirm that you have successfully submitted your answers. Click **Close** once done.

BEFORE EXAM

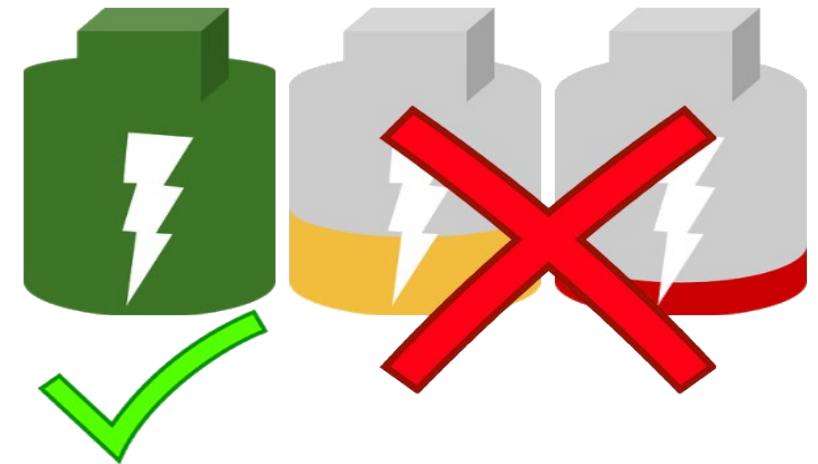
Institution ID : **NUS APAC**
Password is **password1**



NOTES TO REMEMBER:

1. You are only allowed to download **ONE** copy of the exam file.
2. Download the exam file **ONLY** to the device that you are using to take the exam.
3. You **MUST** bring the device with the downloaded file to the exam venue even if you are having a problem with it.
4. If you are feeling unwell and not taking the exam, **DO NOT** download the exam file.

5. **FULLY CHARGE YOUR DEVICE**
and BRING YOUR CHARGER
to the exam venue.



BEFORE EXAM (...CONTINUED)

Institution ID : **NUS APAC**
Password is **password1**



6. For Windows users:

- Disable **Windows Update** before your exam and enable it back after the exam.
- Disable **Anti-Virus software** before your exam and enable it back after the exam.



7. Remember your NUSNET password.

8. Register your mobile number in the NUS Education Records System.

- Register and verify mobile number
<https://wiki.nus.edu.sg/pages/viewpage.action?pageId=216338038>
- Reset NUSNET password
<https://wiki.nus.edu.sg/pages/viewpage.action?pageId=189373738>

HELP SUPPORT

Institution ID : **NUS APAC**
Password is **password1**

CIT DA Team (ExamSoft/Examplify troubleshooting)

Service Help Desk <http://cit.nus.edu.sg/da-help/>

Emergency Email citbox25@nus.edu.sg

User Guide <https://wiki.nus.edu.sg/display/DA/Student>

NUS IT Care (NUSNET password related issues)

Hotline 6516 2080

Email itcare@nus.edu.sg

eGuide <https://nusit.nus.edu.sg/support/eguides/nusnet-password-reset/>