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for



**ST. JOHN'S  
UNIVERSITY**

**SCHOOL OF LAW**

**A COMPLETE GUIDE TO TYPING YOUR EXAMS**

# PRE-EXAM CHECKLIST

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- ✓ REVIEW CLASS EMAIL WITH EXAMPLIFY INSTALLATIONS AND REGISTRATION INFORMATION.
- ✓ HAVE MICROSOFT TEAMS AVAILABLE ON YOUR COMPUTER OR PHONE.  
 [Message us on teams for Law School Exam Support by clicking this link](#)
- ✓ HAVE ALL LOG IN INFORMATION ACCESSIBLE.
- ✓ DOWNLOAD AND LOG INTO EXAMPLIFY.
- ✓ DOWNLOAD AND INSTALL [ADOBE ACROBAT READER](#).
- ✓ TEMPORARILY DISABLE ANY ANTI-VIRUS SOFTWARE.
- ✓ MANUALLY EXIT FROM ALL MICROSOFT OFFICE SOFTWARE PRIOR TO STARTING AN EXAM.
- ✓ TURN OFF ANY CLOUD-BASED SOFTWARE CONFIGURED TO SYNC INFORMATION (E.G. DROPBOX, GOOGLE PHOTOS, GOOGLE DRIVE, ONEDRIVE).
- ✓ EXIT FROM APPS THAT MAY REQUIRE TO CONNECT TO WIFI SERVICES (E.G. SKYPE, SPOTIFY, STEAM, TWITCH).

IT MAY SEEM TEDIOUS BUT TAKING THESE STEPS WILL INCREASE THE RESOURCES DEDICATED TO EXAMPLIFY. YOU ARE USING THE SOFTWARE FOR YOUR LAW SCHOOL EXAMS. IT IS WORTH THE EFFORT!

FORGOING THESE STEPS MAY CAUSE YOUR LAPTOP TO FREEZE DURING YOUR EXAM.

# EXAM CHECKLIST

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- ✓ REVIEW YOUR COURSE EXAM DETAILS (DOWNLOAD TIME (OPEN & CLOSE), UPLOAD DEADLINE, TIME LIMIT).
- ✓ HAVE ALL EXAM PASSWORDS AND RESUME CODES ACCESSIBLE.
- ✓ HAVE ADOBE ACROBAT READER INSTALLED.
- ✓ OPEN AND LOG INTO EXAMPLIFY APP.
- ✓ DOWNLOAD YOUR EXAM. REVIEW ALL EXAM SETTINGS AND TIME. ENTER THE PASSWORD TO START YOUR EXAM.
- ✓ READ ALL NOTIFICATIONS AND PROCEED TO THE EXAM.
- ✓ DOWNLOAD THE ATTACHED PDF WITH EXAM QUESTIONS. PRINT THE PDF OR SPLIT YOUR SCREEN FOR EXAM ACCESSIBILITY.
- ✓ BE MINDFUL OF YOUR TIME LIMIT AS YOUR TIMER AUTOMATICALLY COUNTS DOWN ONCE YOU'VE ENTERED THE EXAM TAKING PAGE. YOUR EXAM WILL AUTOMATICALLY UPLOAD ONCE YOUR TIME IS UP.
- ✓ REVIEW AND UPLOAD YOUR EXAM NO LATER THAN THE UPLOAD DEADLINE. PLEASE NOTE YOU WILL NOT BE ABLE TO UPLOAD YOUR EXAM AFTER THE SUBMISSIONS TIME.

## St. John's University School of Law

**Exam Takers**

Student ID:  Password:  Login

Remember Me

[Lost Student ID or Password?](#)

[Videos](#)  [Support](#)  [Info](#)

---

**Administrators / Faculty**

Email:  Password:  Login

Remember Me

[Lost Password?](#)

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**Minimum System Requirements:**

PC Users

Mac Users

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**Exam Taker Information**

Welcome to the ExamSoft Homepage for St. John's University School of Law.

**IMPORTANT:** All exams taken electronically will be submitted via Examplify. Instructions for installation, registration, and examination can be found on the Examplify website.

For information on downloading the latest version of Examplify : [Windows or Mac](#)

**First-Time Users:**  
Login under Exam Takers using the StudentID and password information that was emailed to your @stjohns.edu account. If you do not have that information, or if you need to reset your password, your StudentID is the software. You should be able to (1) install the software, (2) download an exam file, (3) navigate within the exam and (4) successfully upload your exam responses. Mock exams will be made available upon installation (password required).

**Returning Users:**  
Students should ensure they install the latest version of Examplify. To check if your operating system meets the minimum requirements: [Windows or Mac](#)

**Things to keep in mind:**

- During final exam time you should never:
  - Perform any major system updates
  - Format your hard drive
  - Switch between laptops
- Your exam file will be made available to download prior to the date of your exam.
- ESSAY AND SHORT ANSWERS: Complete each exam question, including sub-categories, in the corresponding Examplify page. You may label your responses for question 1a, 1b, 1c, all within page 1 before clicking the next button.
- MULTIPLE CHOICE: Select the answer options A, B, C, D or E.
- TRUE OR FALSE: Select the answer choices A or B. A=True, B=False.

**For technical support:**

Please visit the [Frequently Asked Questions](#) section of the ExamSoft website. They can be reached via email at [support@examsoft.com](mailto:support@examsoft.com) or via phone (866) 429-8889.

# INSTALLING EXAMPLIFY (FOR FIRST TIME USERS)

**LAUNCH CHROME OR FIREFOX**

**NAVIGATE TO THE ST. JOHN'S UNIVERSITY SCHOOL OF LAW EXAMSOFT HOMEPAGE**  
**[WWW.EXAMSOFT.COM/STJOHNSLAW](http://WWW.EXAMSOFT.COM/STJOHNSLAW)**

**LOGIN AS AN EXAM TAKER USING YOUR USERNAME AND PASSWORD**

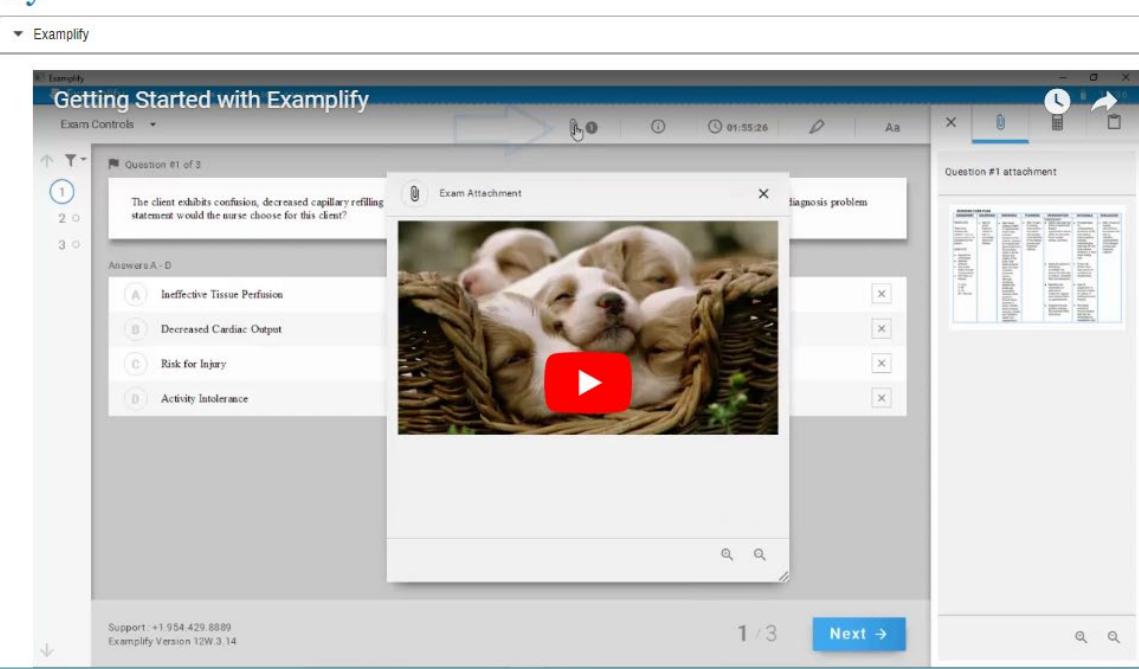
# INSTALLING EXAMPLIFY CONTINUED... (FOR FIRST TIME USERS)

Getting Started with Examplify

1 Check Your Minimum System Requirements  
PC Users Mac Users

2 Install & Register Examplify  
1. Click "Download"  
2. Click 'Run' when prompted to Run or Save the file  
3. If your browser does not prompt you to 'Run' or 'Open' the file, Click Save and run the file from the location you saved it to.  
\*Note: Please make sure you have an active Internet connection when you run the file.  
Help? Download  
Examplify Registration Instructions

3 Setup Your Notifications



**WATCH THE 'GETTING STARTED WITH EXAMPLIFY' VIDEO PROVIDED BY EXAMSOFT INC. THOUGH YOU WILL NOT USE ALL THE FEATURES THAT ARE DEMONSTRATED IN THE VIDEO, IT IS USEFUL TO WATCH.**

**1. DETERMINE IF YOUR LAPTOP MEETS MINIMUM REQUIREMENTS. GENERALLY LAPTOPS PURCHASED IN THE LAST 2-4 YEARS ARE COMPATIBLE.**

**2. DOWNLOAD THE CORRECT INSTALLER FOR YOUR WINDOWS OR MAC LAPTOP AND FOLLOW THE INSTALLATION INSTRUCTIONS.**

# INSTALLING EXAMPLIFY CONTINUED...

(FOR FIRST TIME USERS)

**YOU WILL RECEIVE AN EMAIL WITH INSTALLATION & REGISTRATION INSTRUCTIONS. THE EMAIL WILL ALSO CONTAIN YOUR LOG IN CREDENTIALS**

Installation & Registration Instructions

 Kay Alexander <alexank1@stjohns.edu>  
Mon 11/2/2020 1:40 PM  
To: lawregistrar

\* External Email \*

IMPORTANT: Your login information is located at the bottom of this email! Please keep this information secure and safe!

Welcome to ExamSoft! We have a few simple steps to install and register, so you can be prepared to take your upcoming exams:

1. Go to [www.examsoft.com/stjohnslaw](http://www.examsoft.com/stjohnslaw)
2. Log in under 'Exam Takers' using:  
StudentID: samplestudent  
Password: Examsoft
3. Download your ExamSoft testing application and complete the installation process. Launch the program and register using your StudentID and password.

For additional information about registering and using ExamSoft, please visit [support.examsoft.com](http://support.examsoft.com) or call Examsoft at +1 954.429.8889.

----- Institution ID, StudentID & Password -----  
Institution ID:  
StudentID: samplestudent  
Password: I

CAUTION - External email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**ALL EXAM CORRESPONDENCE WILL BE THROUGH STUDENT'S SJU EMAIL. IF YOU FORWARD YOUR SJU EMAILS TO AN EXTERNAL EMAIL IT IS ADVISED TO FREQUENTLY CHECK YOUR SPAM/JUNK FOLDER.**

# RETURNING USERS

EXAMSOFT WILL PERIODICALLY RELEASE UPDATES TO EXAMPLIFY. THIS IS TO ENSURE STABILITY WITH FUTURE OPERATING SYSTEM RELEASES AND TO ENHANCE YOUR TEST TAKING EXPERIENCE.

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Welcome to the ExamSoft Homepage for St. John's University School of Law



**IMPORTANT:** All exams taken electronically will be submitted via Examplify. Instructions for installation, registration, and exam file download will be sent to your @stjohns.edu address prior to your exams.

For information on downloading the latest version of Examplify : [Windows or Mac](#)

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The text listing the latest version of Examplify on the St. John's School of Law ExamSoft Homepage is an active link directly to both Windows and Mac installers. Returning users are responsible for making sure the latest version of Examplify is installed on their laptop.

It is advisable to update Examplify periodically **ESPECIALLY LEADING UP TO THE FINAL EXAM PERIOD**

# FORGOT YOUR PASSWORD?

**Exam Takers**

Student ID:  Password:

Remember Me

**Lost Student ID or Password?**

## Forgot Your Student ID or Password

If you know your StudentID, then enter it below and click the SEND button below. You will receive an email with instructions on the password retrieval process at your address associated with this StudentID.

StudentID:

If you do not know your StudentID, enter the email address associated with your ExamSoft account(s), then click Institution ID, Login ID, and instructions on the password retrieval process.

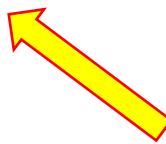
Email Address:

1. Launch Chrome or Firefox
2. Go to [www.examsoft.com/stjohnslaw](http://www.examsoft.com/stjohnslaw)
3. Click **Lost Student ID or Password?**
4. Enter your St. John's email address, e.g. **john.doe13@stjohns.edu** or your Examplify student ID, e.g. john.doe13
5. Click **Send**
6. Your password recovery information will be sent to your **@stjohns.edu** email account.

**Note:** If you do not receive the information, check your spam folder. If you forward your school emails to a personal inbox, check spam/junk folders as well.

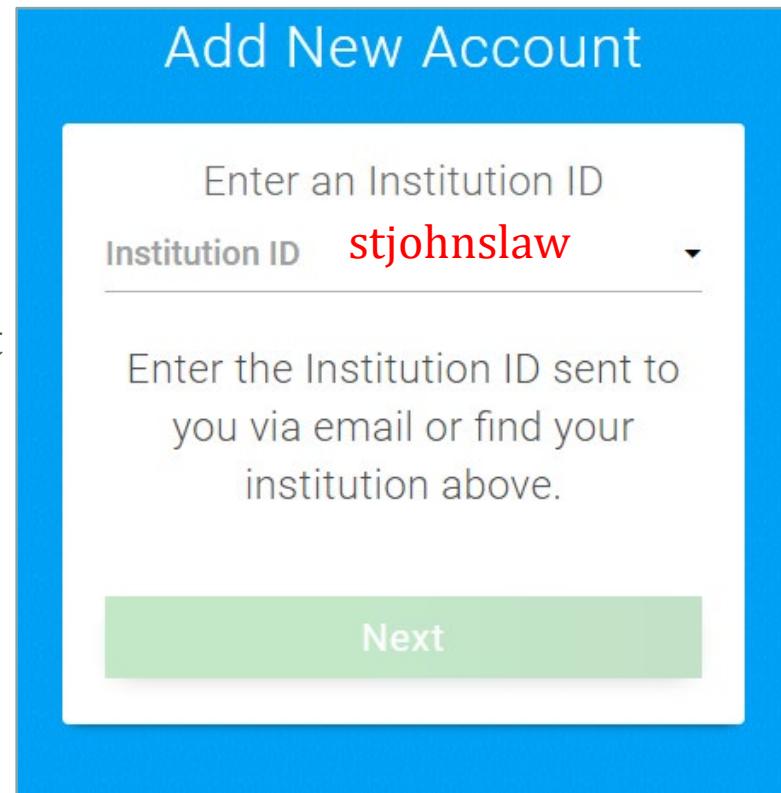
# LAUNCHING EXAMPLIFY

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Launch Examplify by clicking the icon on your desktop. If you did not create a desktop icon, navigate to the folder where you installed the software.

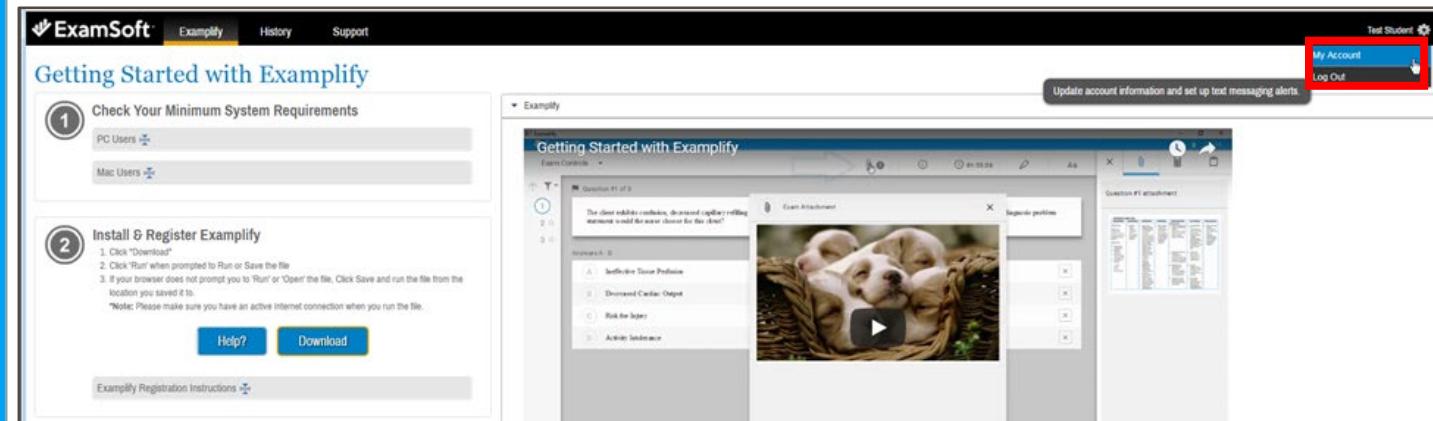
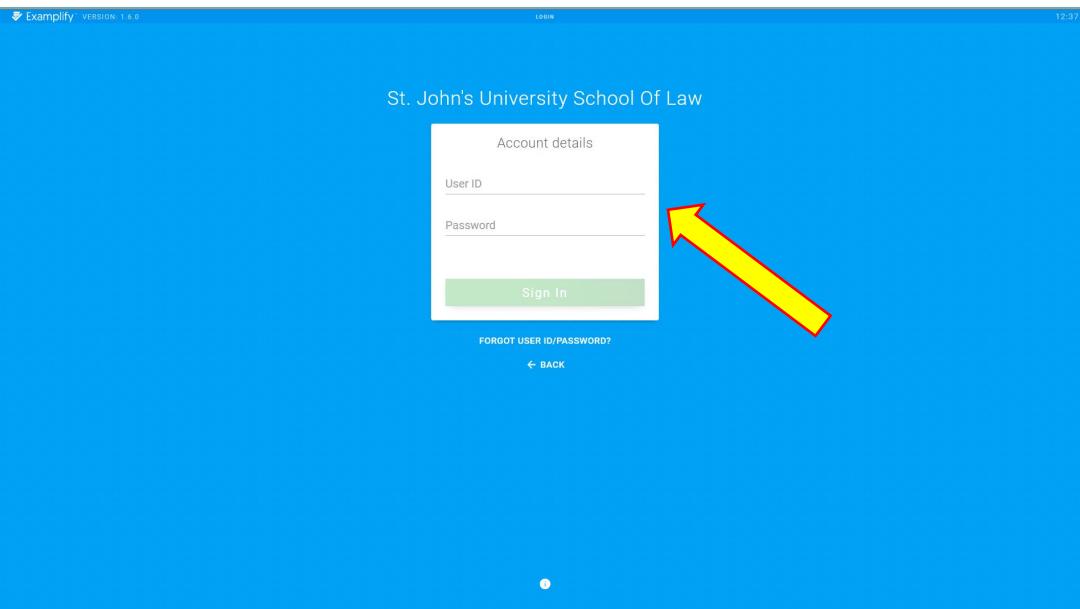
For Mac users, it is recommended you launch Examplify from your Applications Folder as opposed to the dock.



**Institution ID = stjohnslaw**

If you have previously used Examplify at another institution, you must select “Add a new account” and then enter “stjohnslaw” in order to complete registration.

# LAUNCHING EXEMPLIFY CONTINUED...



Sign in using the same Examplify **User ID** and **Password** credentials you use to access your Exam Taker Portal online.

**User ID** = Your St. John's School of Law email address excluding "@stjohns.edu"

**Password** = Your default password can be changed by clicking "My Account" at the top right of your Exam Taker Portal.

# DOWNLOAD EXAM FILE

The screenshot shows the Examplify software interface. At the top, there's a blue header bar with the Examplify logo, a sample student information, and system status (-1% 10:32). Below the header, the main window has two main sections: 'My Exams' on the left and 'Mock Exam' on the right.

**My Exams** section:

- (ALA-LLM) - CRIMINAL LAWPROCEDURE- (Ruescher) - Midterm... Ready For Download
- EVIDENCE-AM-(Cunningham)-F19- Midterm Ready For Download
- Mock Exam** Ready For Download (This item is highlighted with a red box)
- MPT MOCK EXAM - (Paras) - Midterm- F19 Ready For Download
- Proctor Demo 2019\_2020 Ready For Download Last Uploaded On: 11/11/2019, 4:38:23 PM
- DOWNLOADED**
- (ALA-AM)- CONSTITUTIONAL LAW Pt1 (Ruescher)-F19 Midterm Exam File Downloaded
- (ALA-EV)- CONSTITUTIONAL LAW Pt2

**Mock Exam** section:

Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam.

**Download Exam** (This button is highlighted with a red box and has a cursor icon over it).

At the bottom of the screen, there are footer links: Refresh Exam List, © 1998-2019 ExamSoft Worldwide, Inc. All Rights Reserved., Version 2.0.6 Expiration 08/31/2020.

Click the exam you wish to download from the list available to you. Your exam files will be available on the date and time of your exam. The Mock Exam will be available to take as many times as you wish (password: **mock20**).

**USE THE MOCK EXAM TO PRACTICE ENTERING EXAM MODE**

# DOWNLOAD EXAM FILE CONTINUED...

Exam Download Confirmation: Mock Exam-1917401.xmzx

 noreply@examsoft.com  
Wed 11/4/2020 12:22 PM  
To: lawregistrar



\* External Email \*

Dear Sample,

This email confirms that you have successfully downloaded the following exam:

Institution: [St. John's University School of Law](#)  
Exam Taker ID: [samplestudent](#)  
Exam File: [Mock Exam-1917401.xmzx](#)

If you require another download of this exam at any point in time, then you will need to contact your professor or an administrator at your academic institution.

Please be advised that this exam includes attachments in a .PDF format. If you do not have a PDF reader installed on your computer, you will not be able to view the attachment. To download Adobe Reader, go to <http://get.adobe.com/reader/> and follow the instructions before you begin your exam.

Sincerely,

ExamSoft Support  
[support@examsoft.com](mailto:support@examsoft.com)  
866-429-8889  
7:30am - 8:30pm ET M-F  
8:30am - 6:30pm ET Sat

CAUTION - External email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

# STARTING AN EXAM

Examplify

Sample Student - samplestudent - St. John's University School of Law

HOME MENU ▾ NOTIFICATIONS 1

My Exams

CIVIL PROCEDURE-C-(Wittlin)-F19  
Exam File Downloaded

CONTRACTS I-B-(Sharfman)-F19  
Exam File Downloaded

CONTRACTS I-D-(Sharfman)-F19  
Exam File Downloaded

Mock Exam  
Exam File Downloaded

MOCK EXAM - (Horowitz) - Midterm-F19  
Exam File Downloaded

COMPLETED

Proctor Demo 2019\_2020  
Exam uploaded: 11/11/2019, 4:38:23 PM

Start Exam

ANONYMOUS NUMBER  
9991

Please press Start Exam to start this exam.

Remove Exam Download

Secure WiFi Off Navigate

Exam Details

Instructor	
Posting ID #	423378
Exam Type	Secure
Time Limit	No Limit

Refresh Exam List © 1998-2019 ExamSoft Worldwide, Inc. All Rights Reserved. Version 2.0.6 Expiration 08/31/2020

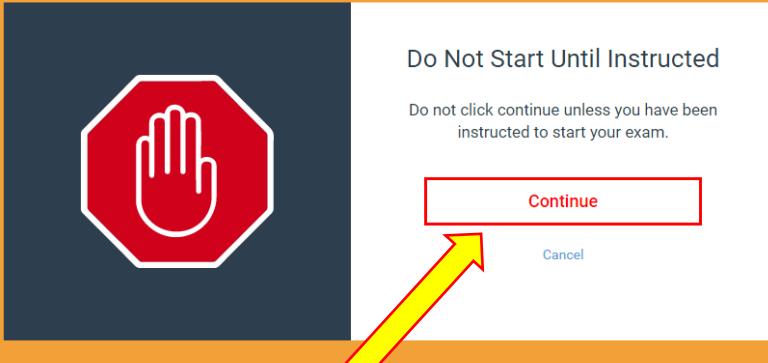
The downloaded exam file will indicate that it was downloaded underneath the exam title.

Your term-based **anonymous number** is displayed below the Exam File Name.

The password for this exam can be located on the Online Student Center or in an email sent to the class. There are no spaces before or after the password.

If you believe the Exam Details and Settings show anything other than it should for your exam, let the Registrar's Office know **immediately**. Pay close attention that the **time limit** matches what is printed on the Online Student Center or sent in an email from the Registrar's Office.

# STARTING AN EXAM CONTINUED...



**CLICK CONTINUE TO  
MOVE ON TO THE  
START EXAM PAGE**

**BY AUTHORIZING AND  
CLICKING START EXAM,  
YOU WILL BEGIN THE  
ACTUAL EXAM WHERE  
YOUR TIMER WILL  
INITIATE**

Return To Waiting

If you have not been instructed to start your exam, please go back to the previous page.

Go Back

Start Exam

By clicking the Start Exam button, you will be directed to your exam.

I am authorized to start my exam.

Start Exam

# TAKING YOUR EXAM: PRINTING AND DOWNLOADING ATTACHMENTS

The screenshot shows the Examplify interface for a test titled "REGISTRAR TEST TKHM FINAL EXAM\_1". The "TOOL KIT" button in the top right is highlighted with a yellow arrow. A dropdown menu is open, showing options like "Exam Attachments" (with a blue notification badge), "Exam Notices", "Hide Exam", "Suspend Exam", and "Submit Exam". The main area displays Question 1, which asks for an essay answer. The toolbar below has font and style options. The bottom status bar shows "1 OF 5 QUESTIONS" and "VERSION 2W.3.2".

TO PRINT OR DOWNLOAD CLICK PRINT ON THE ATTACHMENT, A PDF VERSION WILL OPEN.

TO PRINT OR DOWNLOAD CLICK PRINT ON THE ATTACHMENT, A PDF VERSION WILL OPEN.

The screenshot shows the Examplify interface for a "Mock Exam" with student "samplestudent" and exam number "9991". The "TOOL KIT" button in the top right is highlighted with a yellow arrow. A modal window titled "Exam Attachment" is open, showing a "Print" button being clicked. The main exam interface shows Question 1 and other questions numbered 2 through 8. The bottom status bar shows "1 OF 15 QUESTIONS" and "VERSION 2W.6.4".

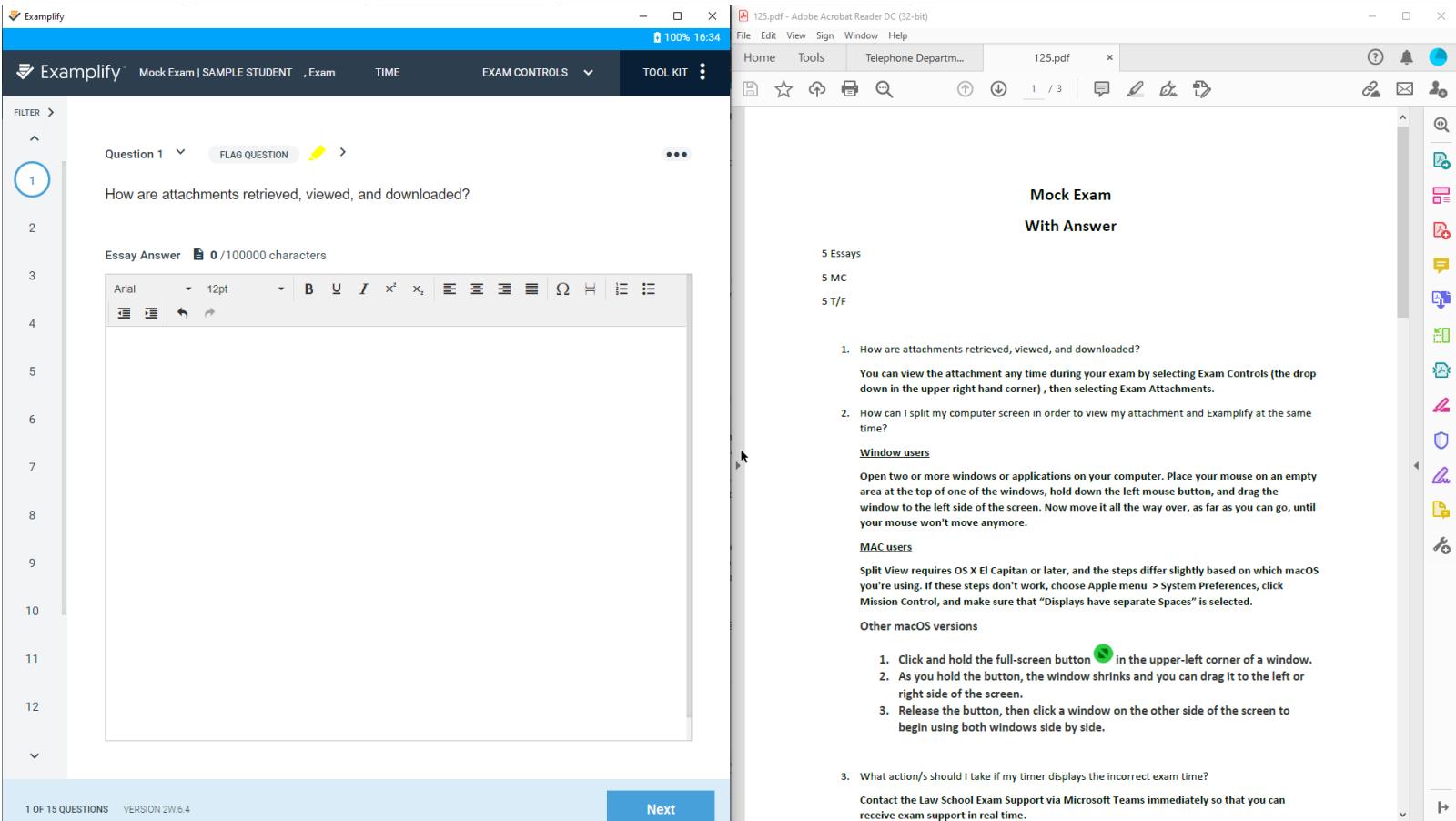
\*IF YOU DO PRINT THE FINAL, PLEASE DESTROY IMMEDIATELY AFTER THE EXAM ENDS\*

# TAKING YOUR EXAM CONTINUED...

You can split your screen between the exam questions and exam answers so that you don't have to flip back and forth between windows. If you would like to print the exam questions, you can do that as well.

## Window Users

Open two or more windows or applications on your computer. Place your mouse on an empty area at the top of one of the windows, hold down the left mouse button, and drag the window to the left side of the screen. Now move it all the way over, as far as you can go, until your mouse won't move anymore.



## Mac Users

Split View requires OS X El Capitan or later, and the steps differ slightly based on which macOS you're using. If these steps don't work, choose Apple menu > System Preferences, click Mission Control, and make sure that "Displays have separate Spaces" is selected.

## Other macOS versions

1. Click and hold the full-screen button  in the upper-left corner of a window.
2. As you hold the button, the window shrinks and you can drag it to the left or right side of the screen.
3. Release the button, then click a window on the other side of the screen to begin using both windows side by side.
3. Release the button, then click a window on the other side of the screen to begin using both windows side by side.

# TAKING YOUR EXAM CONTINUED...

**RESPOND TO THE ESSAY/ SHORT ANSWER QUESTIONS IN THE CORRESPONDING EXAMPLIFY WINDOW.**

The screenshot shows the Examplify software interface. At the top, it displays "Examplify Proctor Demo 2019\_2020 | SAMPLE STUDENT (samplestudent), Anonymous Number: 9991", "EXAM CONTROLS", and "TOOL KIT". A red box highlights the question number "1" in a vertical list on the left side of the screen. The main area contains "Question 1" with a "FLAG" button, instructions to "Please type your answer to Question 1 below", and an "Essay Answer" text area with a character limit of "0 /100000 characters". Below the text area is a toolbar with various formatting options like Arial, 12pt, bold, italic, etc. At the bottom, it shows "1 OF 3 QUESTIONS" and "VERSION 2W.1.0" on the left, and a "Next" button on the right.

**FOR QUESTIONS WITH SUBSECTIONS, LABEL YOUR ANSWERS CLEARLY AND CONSISTENT WITH THE QUESTION'S HIERARCHICAL HEADING SYSTEM. (I.E. 1A, 1B ETC)**

# TAKING YOUR EXAM CONTINUED...

**RESPOND TO THE  
MULTIPLE  
CHOICE/TRUE OR  
FALSE QUESTIONS  
BY CLICKING THE  
OPTIONS BELOW**

**ENSURE YOUR  
ANSWER IS  
HIGHLIGHTED  
AND A CHECK  
MARK TO THE  
RIGHT BEFORE  
YOU MOVE ON TO  
THE NEXT  
SECTION**

The screenshot shows a computer window titled "Examplify" with a blue header bar. The main content area displays a question titled "Question 1". The question text is: "Please select the answer to Question 1 below." Below the text, it says "Currently Selected : B". There are three options labeled A, B, and C. Option B, "Choice b", is highlighted with a blue border and has a checkmark to its right, indicating it is selected. To the left of the options, a vertical list of numbers 1 through 5 is shown, with number 1 highlighted by a red box and a yellow arrow pointing to it from the left. Another yellow arrow points to the checkmark next to option B.

**YOU CAN USE  
THE PROCESS  
OF  
ELIMINATION  
BY CLICKING  
ON THE EYE  
ON THE LEFT  
SIDE OF EACH  
OPTION**

# TAKING YOUR EXAM CONTINUED...

The screenshot shows the Examplify software interface for a 'Take-Home Final Mock Exam'. The top bar includes the Examplify logo, the exam title 'Take-Home Final Mock Exam | SAMPLE STUDENT', the student's name 'Exam Number:', 'EXAM CONTROLS' with a dropdown arrow, 'TOOL KIT' with a three-dot menu, and a battery icon indicating 96% power at 13:06.

The left sidebar lists questions numbered 4, 5, and 6, with question 6 highlighted and a circular orange flag icon. A 'FILTER' button is also present. The main area displays 'Question 6' with a dropdown menu and an 'UNFLAG QUESTION' button. Below it, the instruction 'Please type the answer to Question 1 below.' is shown. An 'Essay Answer' field indicates '0 /100000 characters' available. A rich text editor toolbar is visible, featuring font selection (Arial, 12pt), bold (B), italic (I), superscript (x<sup>2</sup>, x<sub>2</sub>), and various alignment and list options. At the bottom, navigation buttons for 'Previous' and 'Next' are shown, along with the text '6 OF 10 QUESTIONS' and 'VERSION 2W.3.2'.

**YOU CAN FLAG  
A QUESTION TO  
REMIND YOU TO  
REFER BACK TO  
THE QUESTION  
LATER**

# TAKING YOUR EXAM CONTINUED...

The image shows a screenshot of the Examplify software interface. At the top, there's a blue header bar with the Examplify logo, the text "Mock Exam (TEST) | SAMPLE STUDENT (samplestudent), Exam Number: 9991", a "TIME REMAINING 00:28" timer (which is highlighted with a red box), "EXAM CONTROLS", and a "TOOL KIT" button with three vertical dots. Below the header, on the left, is a vertical list of question numbers from 1 to 7. Question 1 is selected and has a blue circle around it. The main content area shows "Question 1" with a "FLAG QUESTION" button and a yellow highlighter icon. The question text is "How are attachments retrieved, viewed, and downloaded?". Below the question is an "Essay Answer" section with a character counter "0 /100000 characters". Above this is a rich text editor toolbar with various formatting options like Arial, 12pt, bold, italic, etc. On the right side, there's a "TOOL KIT" panel with tabs for "TOOLS", "CALCULATORS", and "NOTES". The "TOOLS" tab is active and shows a "HIGHLIGHTER" section with four colored circles (red, yellow, green, blue) and a "TIMERS" section showing "00:28:48 Time Remaining". There are also "Add Alarm" and "ADJUST TEXT SIZE" controls. A large yellow arrow points from the text "YOU CAN ALSO ACCESS YOUR TIMER THROUGH THE TOOL KIT UNDER TOOLS" to the "00:28:48 Time Remaining" text in the toolkit.

FOR EXAMS WITH A TIME LIMIT CODED TO THE EXAM FILE, THE COUNTDOWN TIMER IS LOCATED AT THE TOP RIGHT OF YOUR EXAM SCREEN.

YOU CAN ALSO ACCESS YOUR TIMER THROUGH THE TOOL KIT UNDER TOOLS

# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED...

A screenshot of the Examplify software interface during a mock exam. The top bar shows 'Mock Exam (TEST) | SAMPLE STUDENT (samplestudent), Exam Number: 9991' and 'TIME REMAINING 00:29'. The main area displays Question 1: 'How are attachments retrieved, viewed, and downloaded?'. Below it is an 'Essay Answer' editor with a character limit of 0/100000 characters. A toolbar above the answer area includes font size (12pt), bold (B), italic (I), and other rich text options. On the left, a vertical navigation bar lists questions from 1 to 15. A large yellow arrow points from the text 'YOU CAN SET MULTIPLE ALARMS TO REMIND YOU HOW MUCH TIME IS LEFT' to the 'Create Alarm' button in a floating window. This window shows '00 : 05 : 00' in a timer format and two radio button options: 'From this point in time' (selected) and 'Before end of time'. The bottom of the window has 'Create Alarm' and 'Cancel' buttons.

**YOU CAN SET MULTIPLE ALARMS TO  
REMIND YOU HOW MUCH TIME IS LEFT**

**YOUR ALARM WILL POP UP ON YOUR  
SCREEN**

A screenshot of the Examplify software interface after setting an alarm. The top bar remains the same. The main area shows the same question and essay answer editor. A blue banner at the top indicates '00% 14:33'. On the right side, a 'TOOL KIT' panel is open, showing a 'HIGHLIGHTER' section with five colored circles (red, yellow, green, blue, pink) and a 'TIMERS' section. The 'TIMERS' section displays '00:27:06 Time Remaining' and '00:00:00 Dismiss Alarm'. A yellow arrow points from the text 'YOUR ALARM WILL POP UP ON YOUR SCREEN' to the 'Dismiss Alarm' button in the 'TIMERS' section. The bottom of the toolkit panel has 'CLOSE TOOLKIT' and 'ADJUST TEXT SIZE' buttons.

# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED...

The screenshot shows the Examplify software interface. At the top, it displays 'Examplify Proctor Demo 2019\_2020 | SAMPLE STUDENT', 'Anonymous Number:', 'EXAM CONTROLS', and 'TOOL KIT'. The main area shows 'Question 1' with the instruction 'Please type your answer to Question 1 below'. Below the question is a text input field labeled 'Essay Answer' with a character limit of '0 /100000 characters'. To the right of the input field is a rich text editor toolbar. On the left, there is a vertical navigation bar with sections 1, 2, and 3, and a 'FILTER' button.

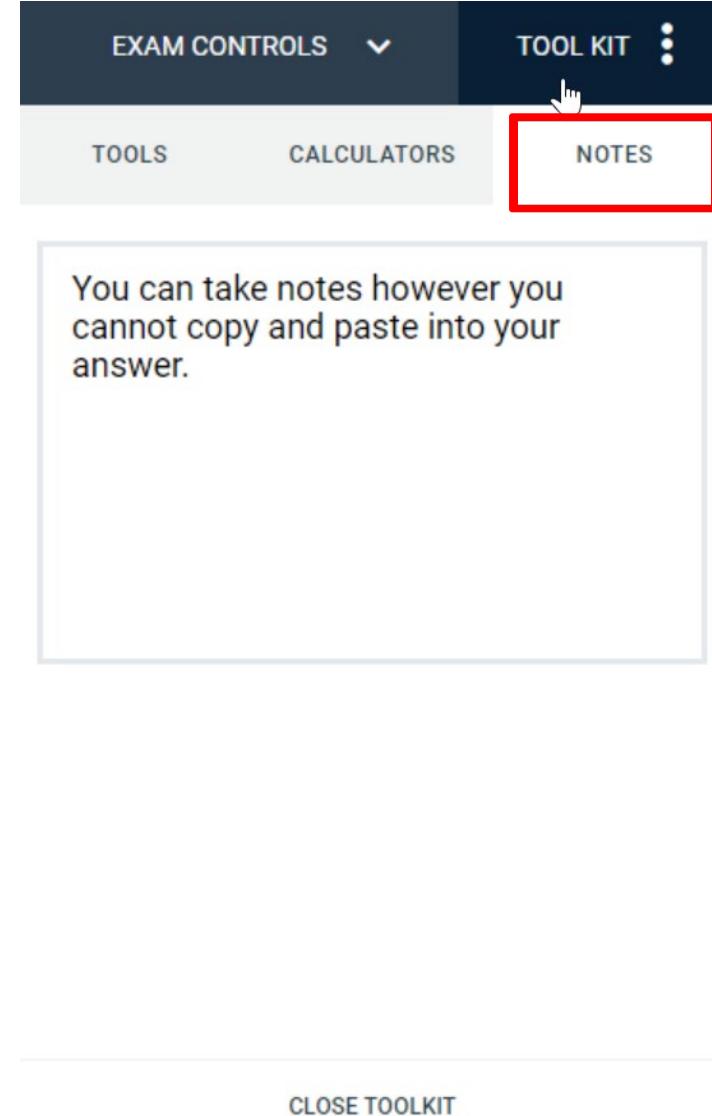
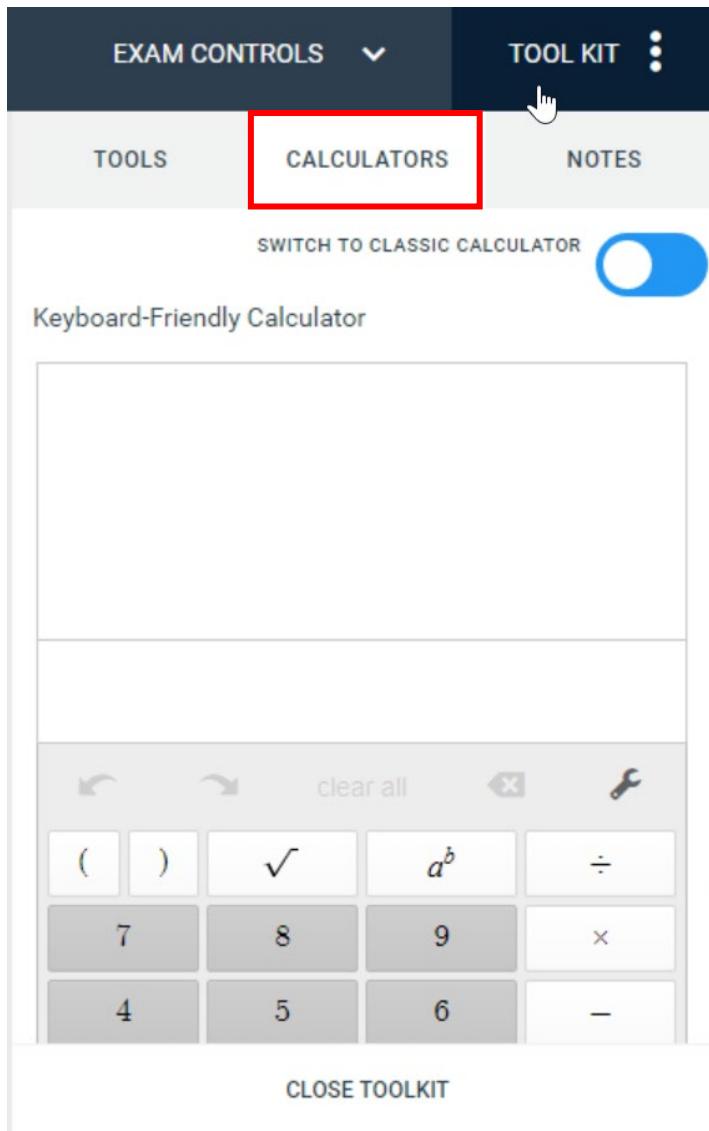
CLICK THE PAPER ICON TO DISPLAY A DETAILED WORD COUNT. YOUR WORD COUNT, CHARACTERS AND SPACES WILL BE DISPLAYED PER SECTION.

This screenshot shows the same Examplify interface as above, but with a red box highlighting the paper icon in the toolbar of the rich text editor. A large yellow arrow points from this highlighted icon down to the detailed word count information displayed in the 'Essay Answer' field. The word count table shows 'This Essay' with 0 words, 0 chars, and 0 spaces. It also shows 'Selection' with 0 words, 0 chars, and 0 spaces.

	words	chars	w/o spaces
This Essay	0	0	0
Selection	0	0	0

# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED...

THE CALCULATOR  
FEATURE IS ENABLED  
AND CAN BE ACCESSED  
THROUGH THE TOOL  
KIT



THE NOTES FEATURE IS  
ENABLED AND CAN BE  
ACCESSED THROUGH THE  
TOOL KIT

# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED...

Examplify™ Mock Exam (TEST) | SAMPLE STUDENT (samplestudent), Exam Number: 9991    TIME REMAINING 00:24    EXAM CONTROLS    TOOL KIT

FILTER >

8  
9  
10  
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12  
**13**  
14

^    v

Question 13    FLAG QUESTION       ...

If backwards navigation is on this allows students to go back and forth to exam questions.

Answers A - B

A True

B False

HIGHLIGHT FEATURE IS AVAILABLE

THIS FUNCTION WORKS FOR EXAMS WITH THE QUESTIONS EMBEDDED, NOT ATTACHED.

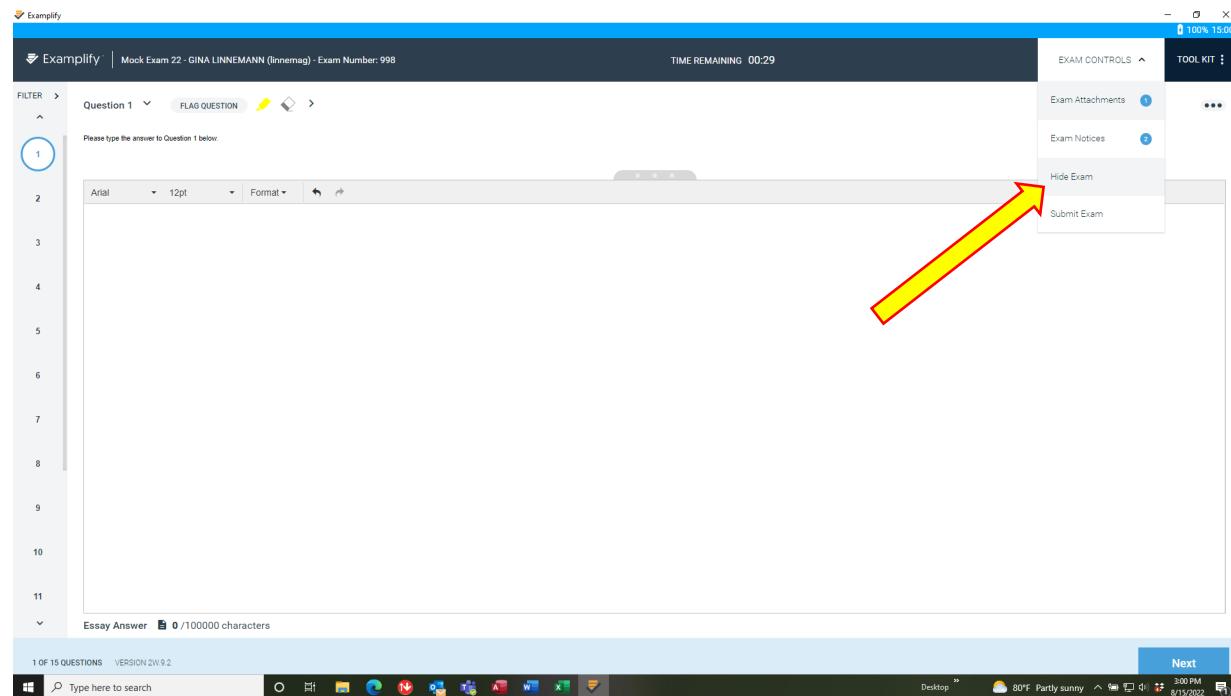
# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED...

The image shows the Examplify software interface with two windows open. The left window displays a question and a toolbar with a 'Suspend Exam' button highlighted by a red box. The right window shows a 'Suspend Exam' dialog box with a 'Suspend Exam' button highlighted by a green box. Below these, a resume screen shows an 'EXAM PASSWORD' field and a 'Resume Exam' button highlighted by a red box.

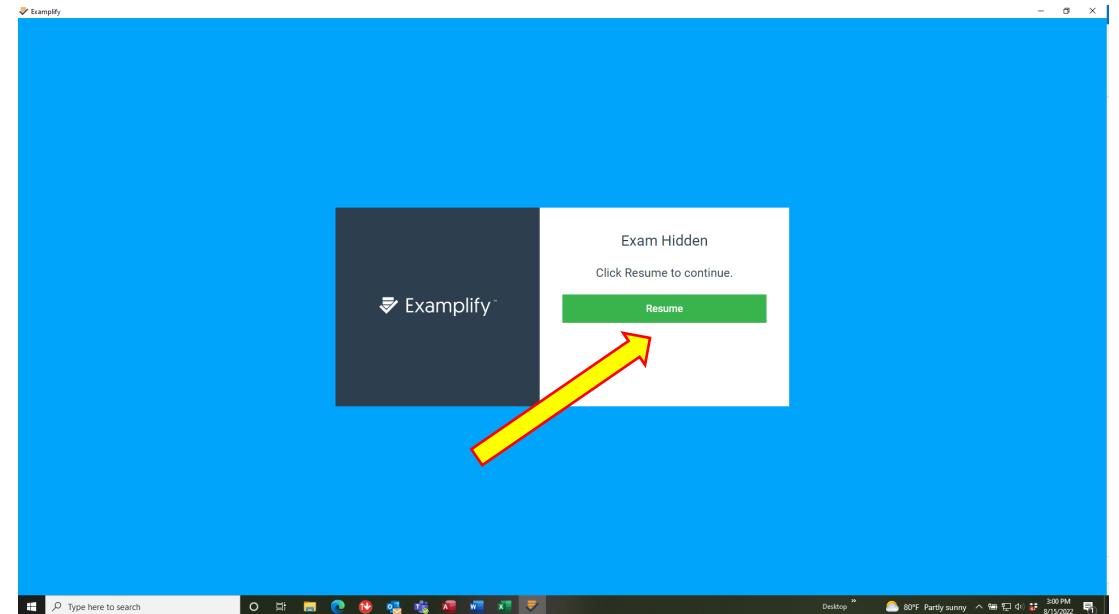
**TO SUSPEND AND RESUME YOUR EXAM CLICK EXAM CONTROLS> SUSPEND EXAMS. YOUR EXAM WILL BE SUSPENDED UNTIL YOU RESUME THE EXAM (THIS ONLY APPLIES TO UNTIMED EXAMS).**

**YOUR PASSWORD TO RESUME YOUR EXAM IS YOUR EXEMPLIFY LOGIN PASSWORD.**

# NAVIGATING WHILE TAKING YOUR EXAM CONTINUED ...



IF YOU ARE STEPPING AWAY FROM YOUR EXAM AND USING THE REST ROOM YOU MAY HIDE YOUR EXAM

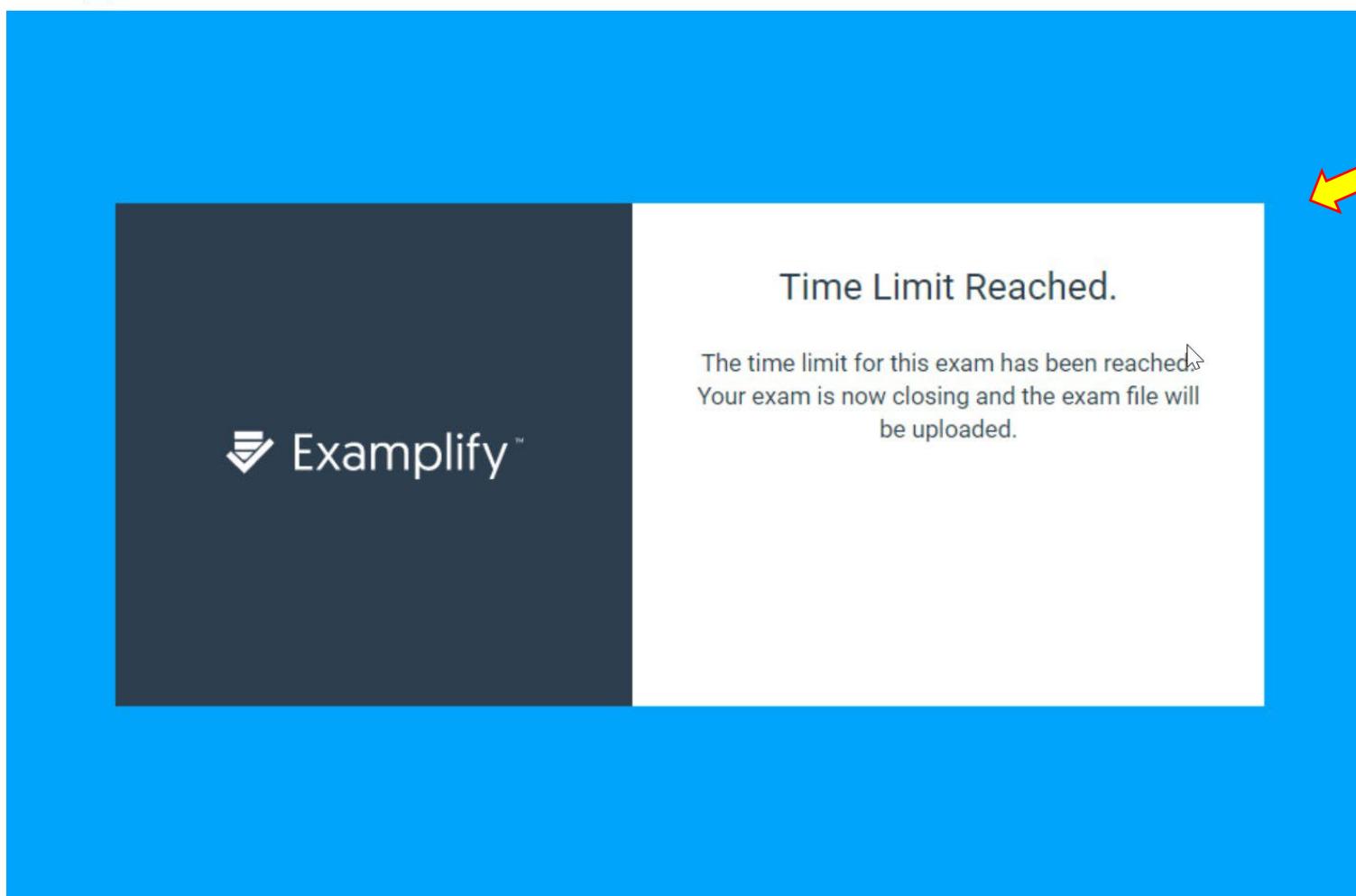


UNDER EXAM CONTROLS SELECT HIDE EXAM

WHEN YOU WANT TO RESUME YOUR EXAM,  
YOU MAY PRESS RESUME. IF IT HAS BEEN  
LONGER THAN 7 MINS YOU WILL HAVE TO  
ENTER THE RESUME CODE

# EXAM ENDED

Exemplify



**BE MINDFUL OF YOUR TIME LIMIT AS YOUR TIMER AUTOMATICALLY COUNTS DOWN ONCE YOU'VE ENTERED THE EXAM TAKING PAGE. YOUR EXAM WILL AUTOMATICALLY UPLOAD ONCE YOUR TIME IS UP OR WHEN YOUR UPLOAD DEADLINE IS MET.**

**Upload period expired**

The upload period for this exam has expired. Contact your admin for more help.

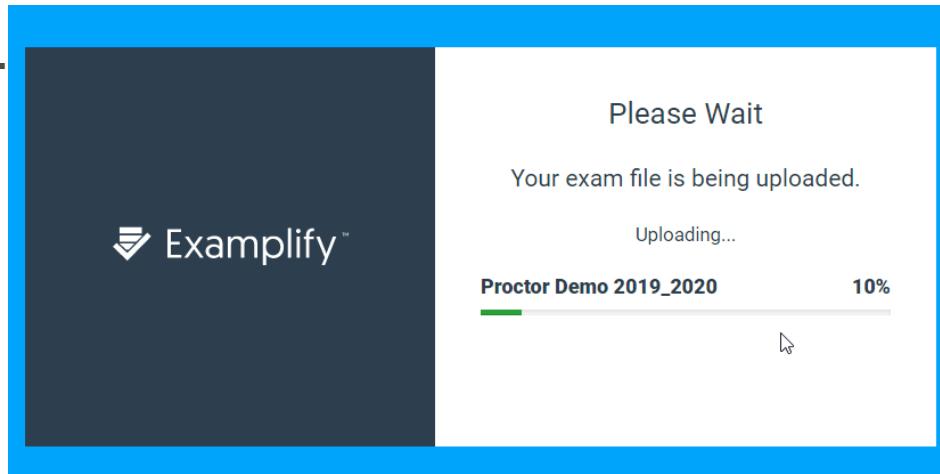
Ok

# SUBMIT EXAM

The screenshot shows the Examplify Proctor Demo 2019\_2020 interface. At the top, it says "Examplify™ Proctor Demo 2019\_2020 | , Anonymous". The main area displays "Question 1" with the instruction "Please type your answer to Question 1 below". An "Essay Answer" field shows "0 / 100000 characters". Below the text area are various editing tools like Arial, 12pt, bold, italic, etc. On the right, there's a "TOOL KIT" menu with options: Exam Notices (1), Hide Exam, Suspend Exam, and Submit Exam (with a hand cursor icon). A red arrow points from the "Submit Exam" button to a larger callout box. This callout box contains "Return To Exam?" (with a description: "By clicking this button, you will be directed back to the exam.") and "Submit Your Exam?" (with a description: "By submitting the exam, you will not be able to return to the exam." and a checked checkbox: "I am ready to exit my exam."). A green "Submit Exam" button is also shown in the callout.

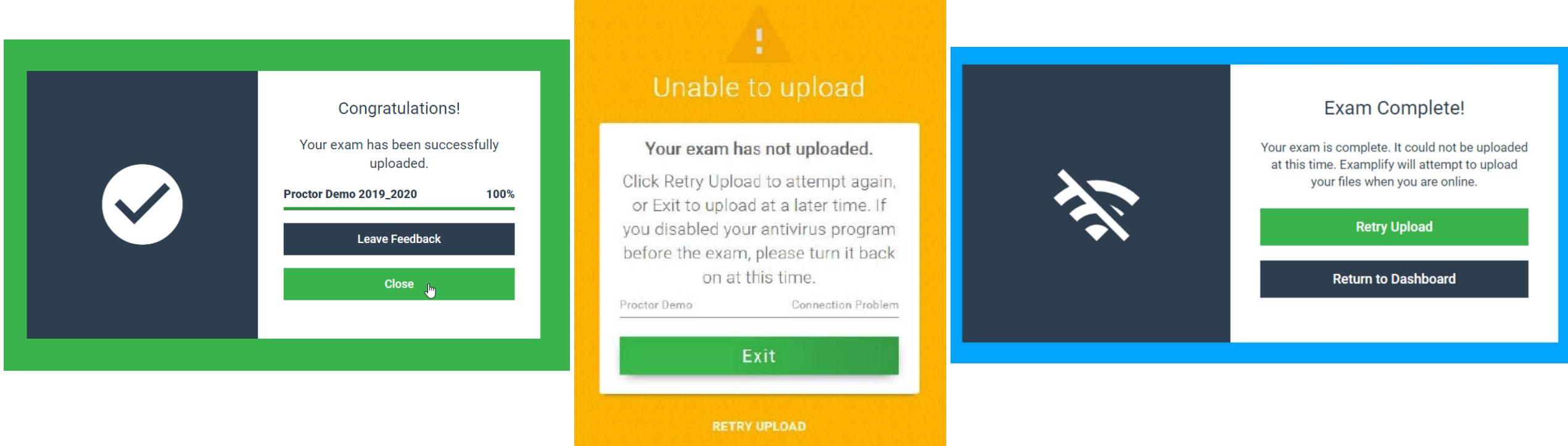
**CLICK EXAM CONTROLS TO REVEAL THE DROP DOWN OPTIONS. SELECT SUBMIT EXAM.**

**AT THIS POINT, YOU MAY STILL RETURN TO YOUR EXAM. WHEN YOU ARE CERTAIN YOU WANT TO SUBMIT YOUR ANSWERS, CHECK THE BOX AND CLICK EXIT.**



**THE SOFTWARE WILL AUTOMATICALLY ATTEMPT TO UPLOAD YOUR ANSWER FILE AFTER YOU EXIT THE EXAM.**

# SUBMIT EXAM CONTINUED...



The image displays three distinct screens from an Examplify interface, each providing feedback on the status of an exam submission:

- Successful Upload (Green Screen):** Shows a large green checkmark icon. The text "Congratulations!" is displayed, followed by "Your exam has been successfully uploaded." Below this, a progress bar shows "Proctor Demo 2019\_2020" at 100%. Buttons for "Leave Feedback" and "Close" are present.
- Unable to Upload (Yellow Screen):** Shows a yellow exclamation mark icon. The text "Unable to upload" is displayed, followed by "Your exam has not uploaded." Below this, instructions advise clicking "Retry Upload" to attempt again or "Exit" to upload later. A "RETRY UPLOAD" button is at the bottom.
- Exam Complete (Blue Screen):** Shows a blue signal icon. The text "Exam Complete!" is displayed, followed by a message stating "Your exam is complete. It could not be uploaded at this time. Examplify will attempt to upload your files when you are online." Buttons for "Retry Upload" and "Return to Dashboard" are present.

DEPENDING ON YOUR LAPTOP'S ABILITY TO ESTABLISH A STRONG WIFI CONNECTION, YOUR EXAM FILE WILL EITHER UPLOAD SUCCESSFULLY AND SHOW YOU A GREEN SCREEN, OR YOU WILL GET A YELLOW OR BLUE SCREEN WITH NOTIFICATION THAT YOUR FILE WAS UNABLE TO UPLOAD. THE CONTENT OF YOUR FILE HAS BEEN SAVED. YOU CAN RETRY AT A LATER TIME.

# SUBMIT EXAM CONTINUED...

N

noreply@examsoft.com

Tue 10/27/2020 3:54 PM

To: lawregistrar



\* External Email \*

Dear Sample,

This email confirms you have successfully uploaded your answer file. Please find the details from your exam upload below:

Institution: [St. John's University School of Law](#)

Institution ID: [1661](#)

Exam Taker ID: [samplestudent](#)

Exam File: [Mock Exam \(TEST\)-1917443.xmzx](#)

Answer File: [9991\\_Mock Exam \(TEST\)\\_20201027155432350\\_final.xmdx](#)

Upload Date: [10/27/2020](#)

For additional ExamSoft resources, visit our support portal at [support.examsoft.com](#).

Sincerely,

ExamSoft Support

[support@examsoft.com](#)

International: 1-954-429-8889

Toll-Free: 866-429-8889

CAUTION - External email. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## YOU SHOULD RECEIVE AN EMAIL ONCE YOU'VE UPLOADED.

# REFERENCE NOTES

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- THE CONTENT OF YOUR EXAM FILE IS SAVED EVERY 60 SECONDS AND IS RETRIEVABLE BY EITHER AN EXAMSOFT TECHNICIAN OR LAW HELP DESK/IT.
- DO NOT UPDATE YOUR LAPTOP'S OPERATING SYSTEM UNTIL YOU CONFIRM EXAMPLIFY IS SUPPORTED. EXAMSOFT ENGINEERS WORK CLOSELY WITH BOTH MICROSOFT AND APPLE TO COORDINATE A SWIFT RELEASE OF A COMPATIBLE VERSION OF EXAMPLIFY.
- MOST MID-EXAM MALFUNCTIONS ARE CAUSED BY A CONFLICT OF SYSTEM RESOURCES, COMMONLY ANTI-VIRUS SOFTWARE THAT WAS NOT DISABLED.

Please feel free to  [Message us on teams for Law School Exam Support](#) by clicking this link for all exam related questions.

It's Exam Time!  
Here's a **BIG**

**GOOD  
LUCK!**

wish to you