



# EXAMPLIFY FROM EXAMSOFT

## Using Exemplify

PENN CAREY LAW ITS

https://ei.examsoft.com/ x

Secure | https://ei.examsoft.com/GKWeb/login/pennlaw

Apps Microsoft Office Home

**ExamSoft**

### University of Pennsylvania Law School

**Exam Takers**  
Student ID:  Password:    
☐ Remember Me  
[Lost Student ID or Password?](#)

**Administrators / Faculty**  
Email:  Password:    
☐ Remember Me  
[Lost Password?](#)

**Minimum System Requirements:**  
PC Users   
Mac Users

**Exam Taker Information**  
Please see the instructions at [Laptop Exams at Penn Law](#).  
SoftTest can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). For specific system requirements, please click on the link above.

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# Install Examplify

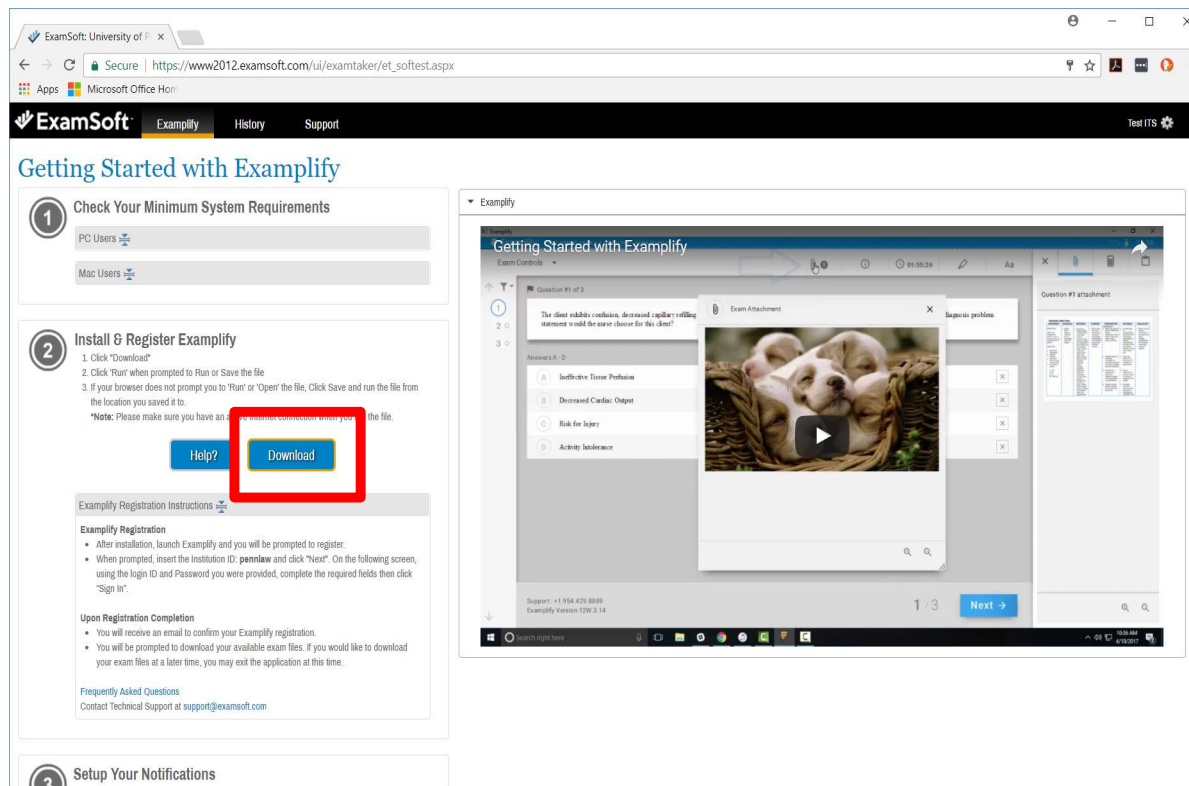
- Navigate to [www.examsoft.com/PennLaw](https://www.examsoft.com/PennLaw)
- Login
  - Student ID = PennKey Username
  - Password = Penn ID (middle 8 digits on your PennCard)

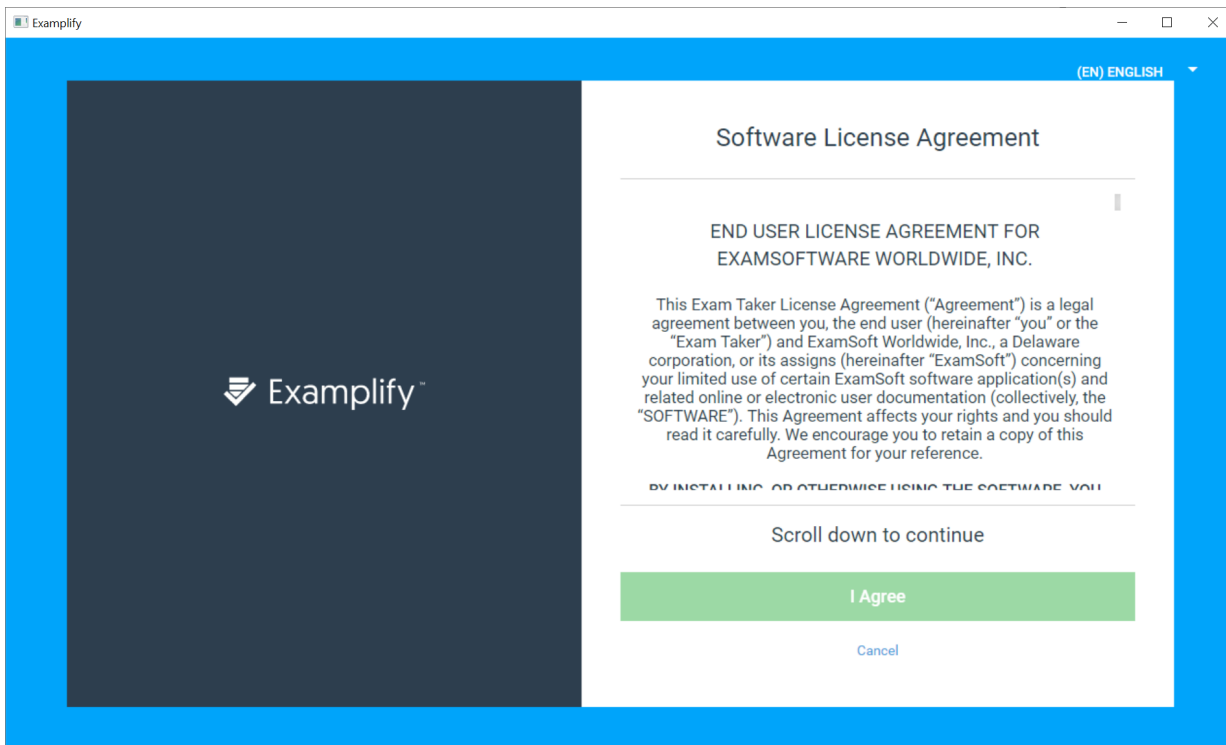


# Install Exemplify

1. Once you login, Click **“Download.”**

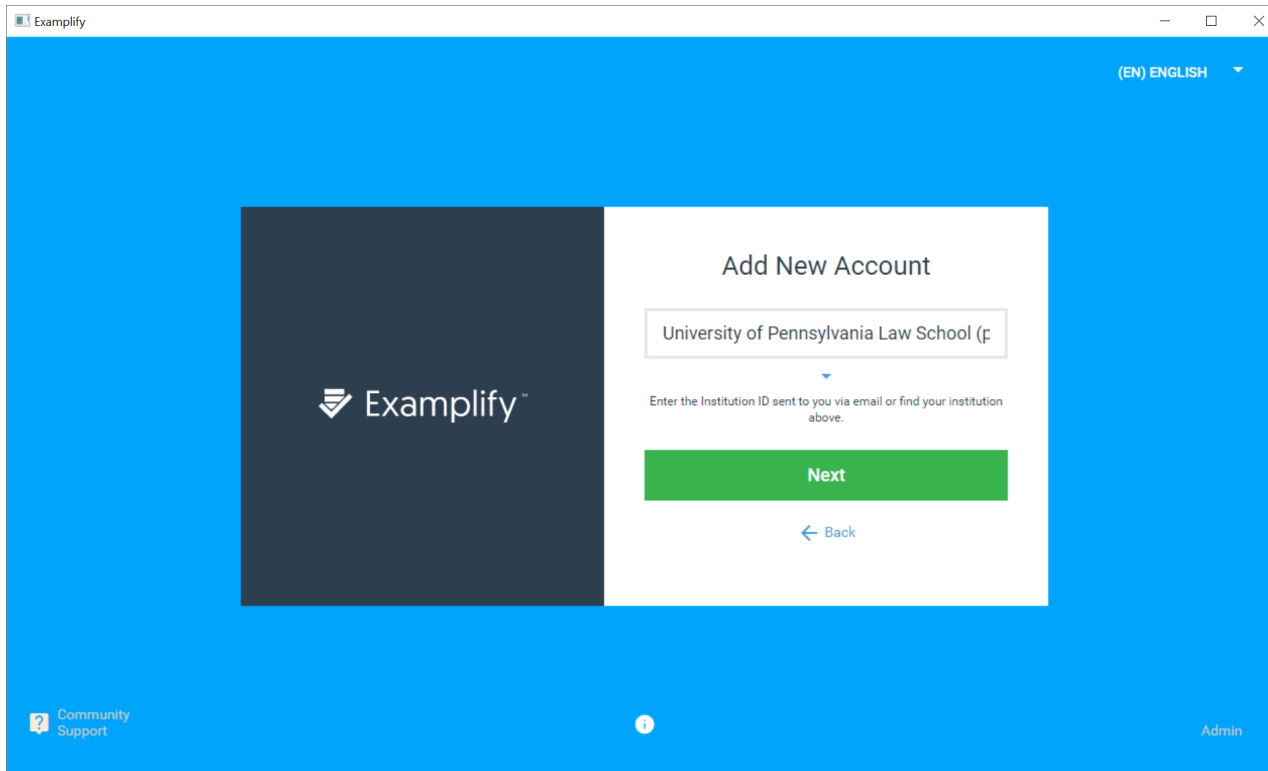
2. Click **“Run”** when prompted to Run or Save the file.





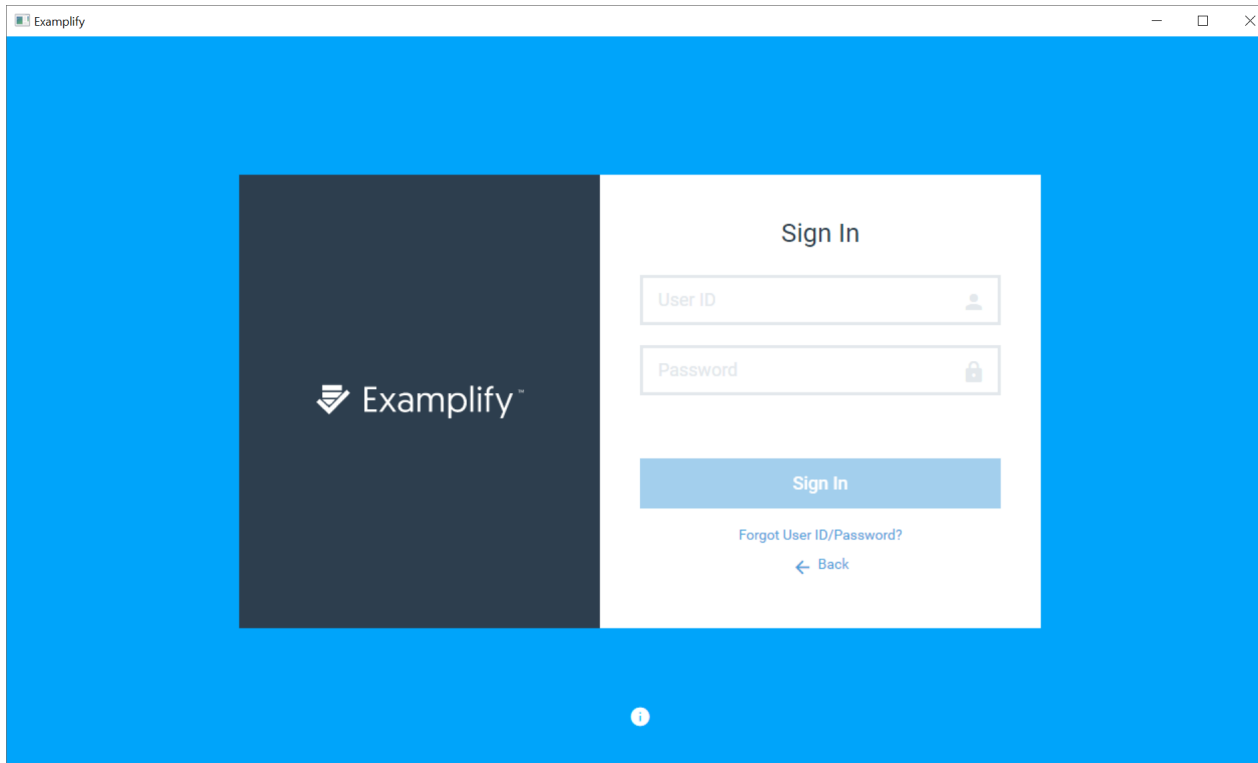
# Install Examplify

- After installation, launch Examplify and select **"I Agree"** upon reading the Software License Agreement.



# Install Exemplify

- Find the “**University of Pennsylvania Law School**” Institution ID.
- Click “**Next**”



Exemplify

### Sign In

User ID

Password

Sign In

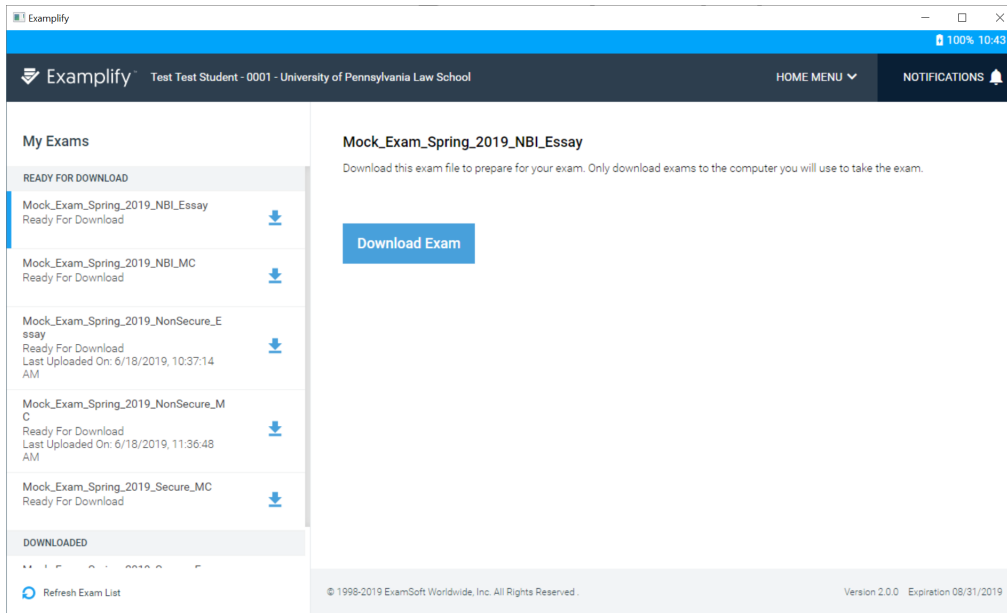
[Forgot User ID/Password?](#)

[← Back](#)

# Log in to Exemplify

- User ID = LawKey Username
- Password = Penn ID (middle 8 digits on your PennCard)
- Click **“Sign In”**





# Download the Exam(s)

- You should see a list of available exams once they have been uploaded by ITS.
- Click on “**Download Exam.**”

# Exam Modes

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- **Secure** – no internet access, Exemplify locks you out of all other applications.
- **Non-secure** – Full access to internet and any other applications on your computer
- **NBI (Blocked internet)** – No internet access, but you can use other applications (without internet) on your computer
  - **Important:** if you have notes you plan on using during an NBI exam, please make sure they are stored locally on your computer and not on the cloud. You will not be able to sync/download anything from the cloud once you have started the exam.



Exemplify Test Test Student - 0001 - University of Pennsylvania Law School

HOME MENU NOTIFICATIONS

### My Exams

READY FOR DOWNLOAD

Mock\_NBL\_EssayS19  
Ready For Download

Mock\_NBL\_MC\_S19  
Ready For Download

Mock\_NonSecure\_MC\_S19  
Ready For Download

Mock\_Secure\_MC\_S19  
Ready For Download

DOWNLOADED

DemoPass  
Exam File Downloaded

Mock\_Exam\_Spring\_2019\_Secure\_Essay  
Exam File Downloaded

Mock\_NonSecure\_EssayS19  
Exam File Downloaded

COMPLETED

Mock\_Secure\_EssayS19  
Exam uploaded: 8/16/2019, 11:42:33 AM

Refresh Exam List

### DemoPass

EXAM #  
0001

Please enter the exam password to start this exam.

EXAM PASSWORD  
\*\*\*\*\*

Start Exam

Remove Exam Download

Non-Secure WiFi On Navigate

### Exam Details

Instructor	
Posting ID #	1511165
Exam Type	Non-Secure
Time Limit	No Limit

### Exam Settings

Spell Check	ON
Copy & Paste	ON
Calculator	OFF
Highlighting	OFF
Backward Navigation	ON
% Time	150

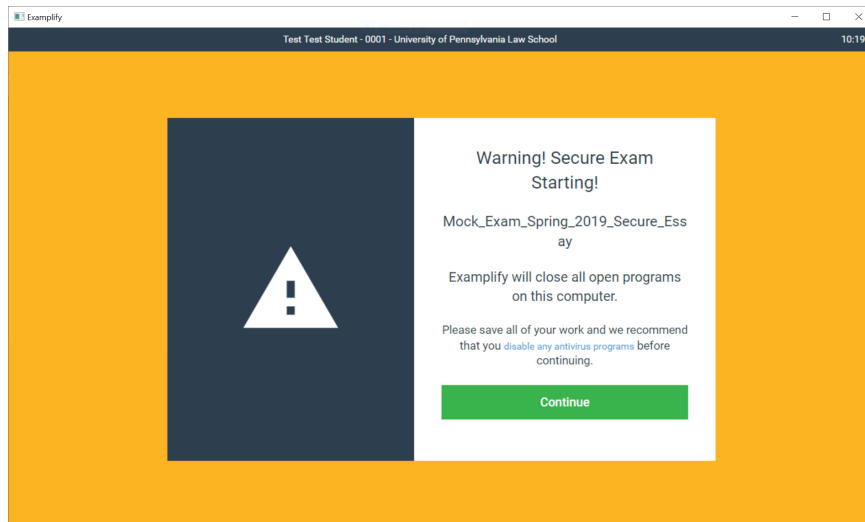
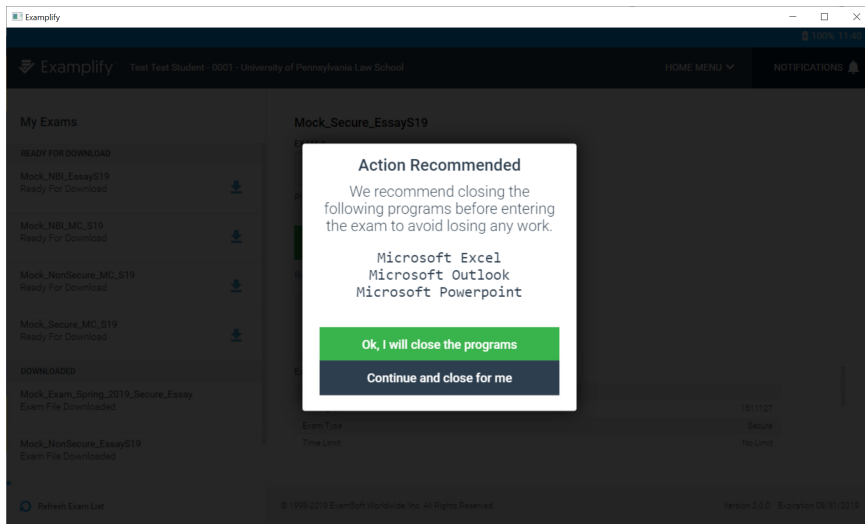
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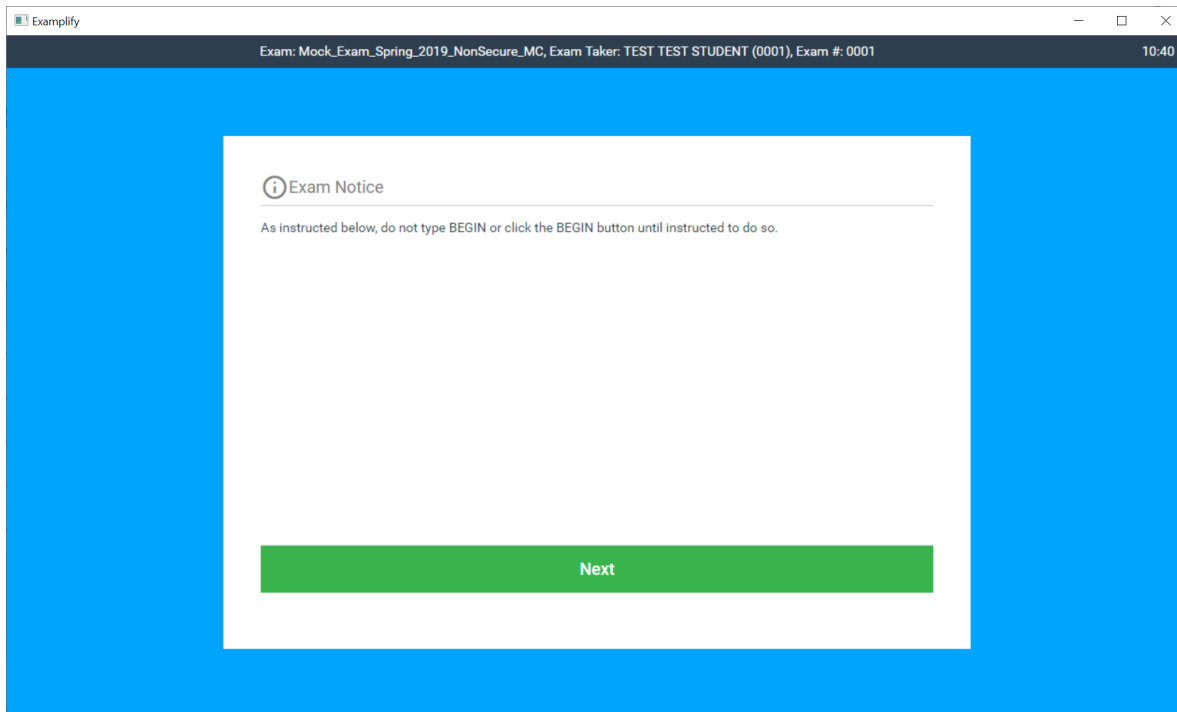
# Take an Exam

- Once the exam has been downloaded, you should see your exam number. If you do not see it, please let the proctor or IT staff know.
- You will also be prompted to enter the **Exam Password**, which the exam proctor will provide to you on the day of the exam.

# Secure Exam Warning

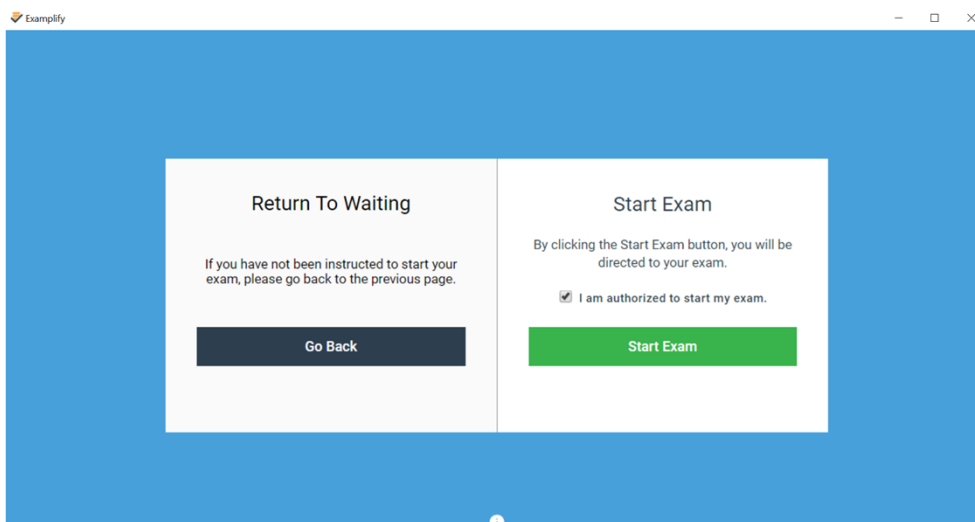
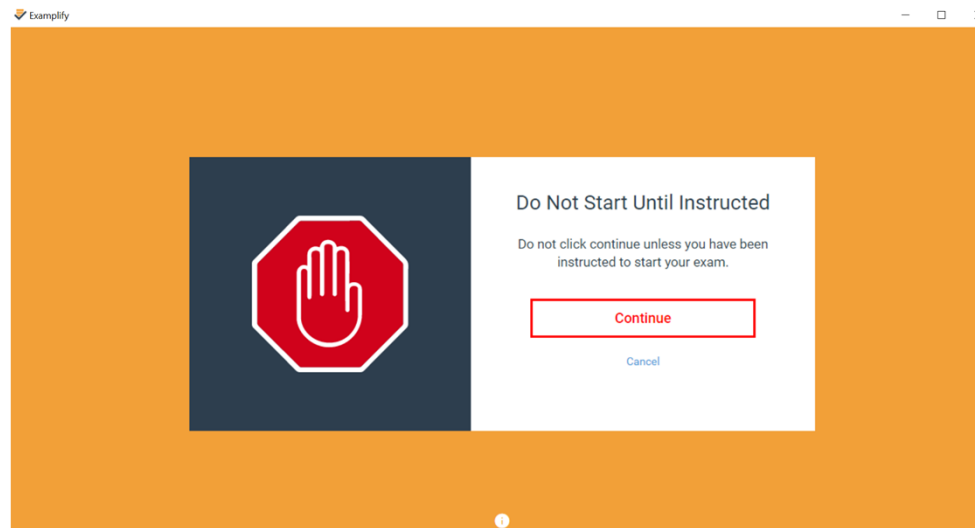
- “**Warning Secure Exam Starting!**” will appear prior to starting the Secure Exam.
- All open programs will be closed. Saving your work is recommended.
- Click “**Continue.**”





# Start the Exam

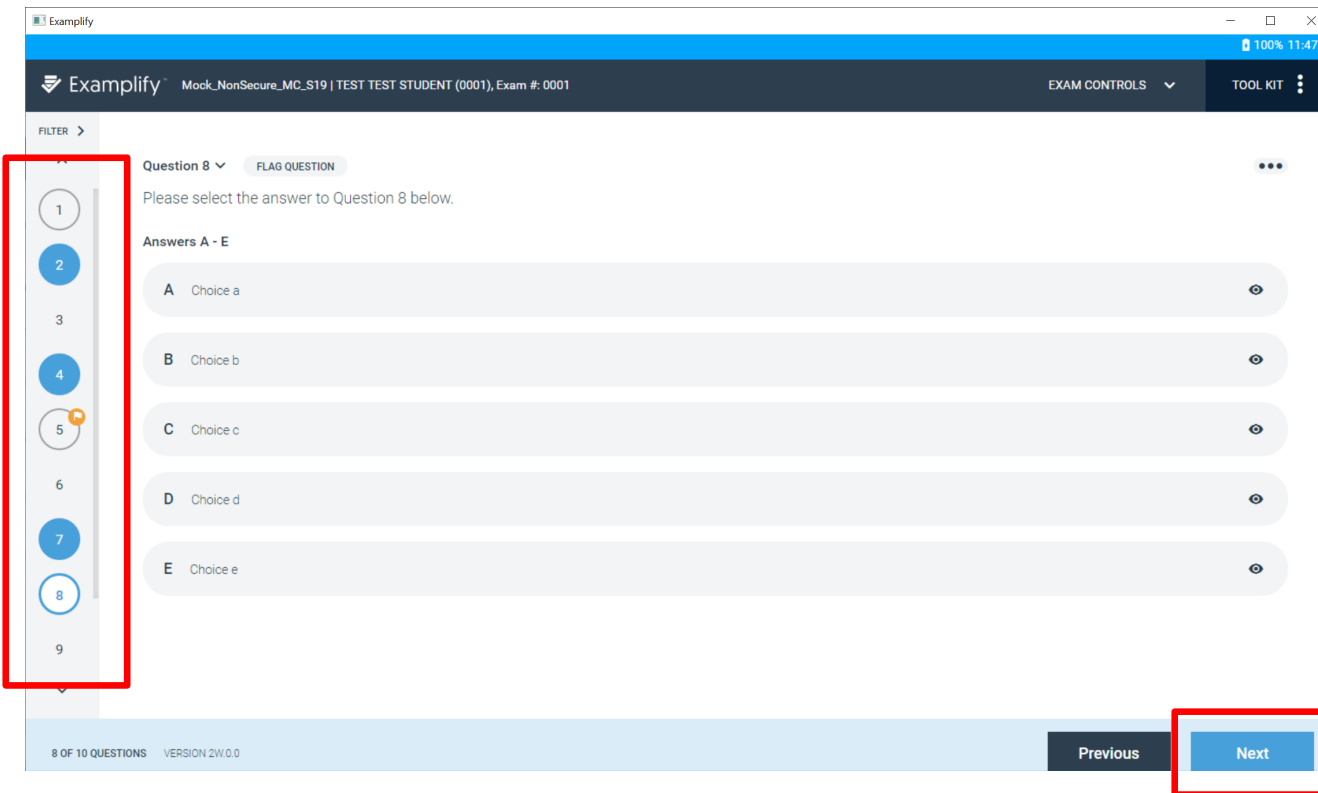
- Exam notice will appear.
- “Do not type **Begin** or click the Begin button until instructed to do so.”
- Click “**Next.**”



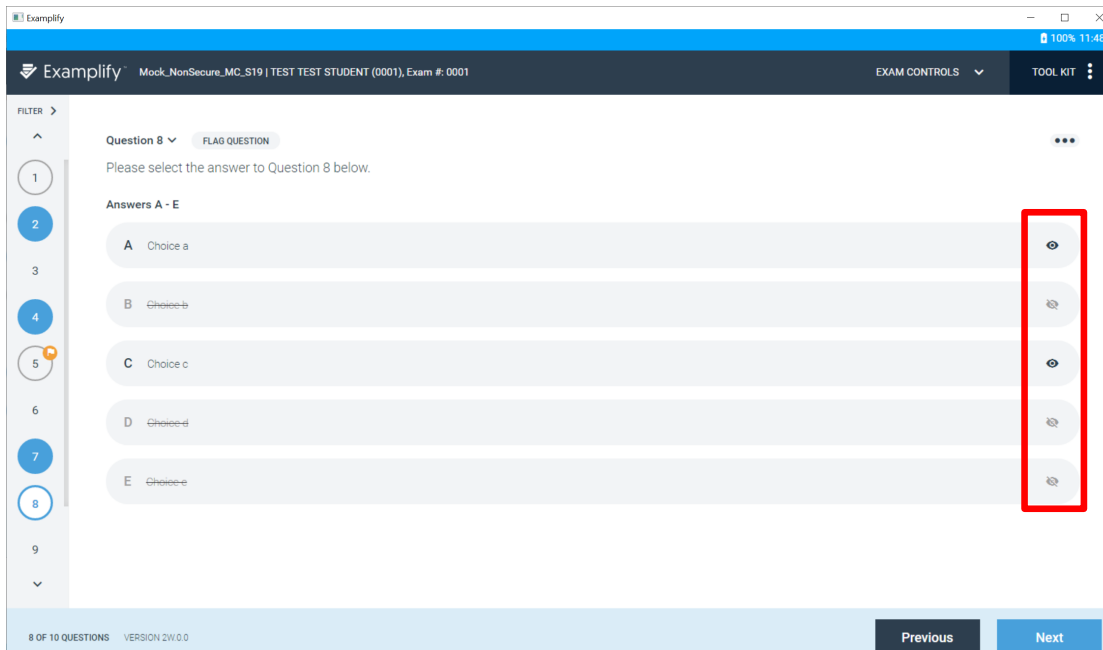
# Start the Exam

- Your proctor will instruct you to proceed to the stop sign. Once they've given you the go ahead you can proceed to the next screen by clicking "Continue"
- Once the proctor has confirmed that it is OK to begin the exam, you can check the box and click "Start Exam"

# Navigating the Exam



- You can navigate to different questions by either clicking “**Next**” or scrolling down and selecting specific questions.
- You can flag questions that you’d like to return to
- Questions you’ve already answered will be filled in
- Questions you’ve visited but haven’t answered will be outlined



# Multiple Choice Exam

- One of the features of Exemplify is to cross out answer choices. Clicking the eye will “**cross-out**” that particular choice. To undo this, click on the crossed-out text in the answer choice.
- **IMPORTANT:** You must still select an answer for your response to be counted. Crossing out is just a visual aide.

**Remote Exemplify Exams will have the question text embedded in the Exemplify interface – so you will not have a separate file with exam questions.**

The screenshot shows the Exemplify exam interface. At the top, the browser window title is 'Exemplify'. The page header includes the Exemplify logo, the exam title 'Mock\_NonSecure\_EssayS19 | TEST TEST STUDENT (0001), Exam #: 0001', and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. On the left, a 'FILTER' sidebar shows a list of questions, with '1' highlighted. The main content area displays 'Question 1' with a 'FLAG QUESTION' button. Below the question, it says 'Please type the answer to Question 1 below.' and 'Essay Answer' with a character count '0 / 100000 characters'. A rich text editor toolbar is visible above the answer field, containing options for font (Arial, 9pt), bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and undo/redo. At the bottom, a status bar shows '1 OF 10 QUESTIONS' and 'VERSION 2W.0.0', with a 'Next' button on the right.

# Essay Exam

- Copy/paste will be enabled *but copy/pasting from other applications (like Word) is not supported. It can cause formatting issues. No extra time will be given to correct errors if you copy/pasted from an outside source.*
- **IMPORTANT:** Exemplify answer template may have more question fields than the paper test. You can ignore any extra question fields in the Exemplify template.

Exemplify Mock Exam\_Spring\_2019\_NonSecure\_Essay | TEST TEST STUDENT (0001), Exam #: 0001

EXAM CONTROLS TOOL KIT

Question 1 FLAG QUESTION

Please type the answer to Question 1 below.

Essay Answer 21 / 100000 characters

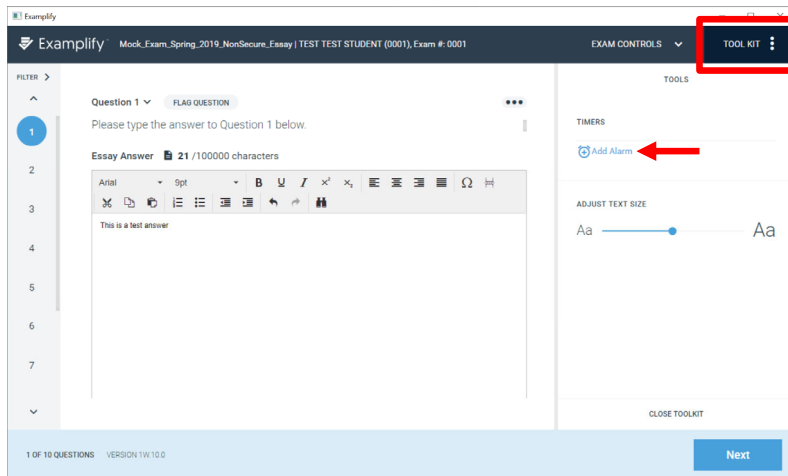
	words	chars	w/o spaces
This Essay	5	21	17
Selection	0	0	0

1 OF 10 QUESTIONS VERSION 1W.10.0 Next

# Exemplify Essay Word Count

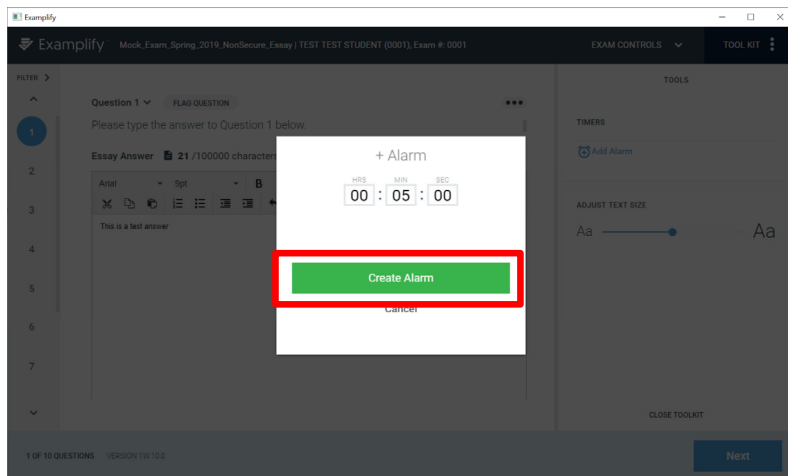
- Exemplify provides a character count for essay questions just above the answer area.
- To see more information, you can click on the paper symbol next to the character count.
  - This includes words, characters, and characters without spaces in both the answer or the highlighted selection

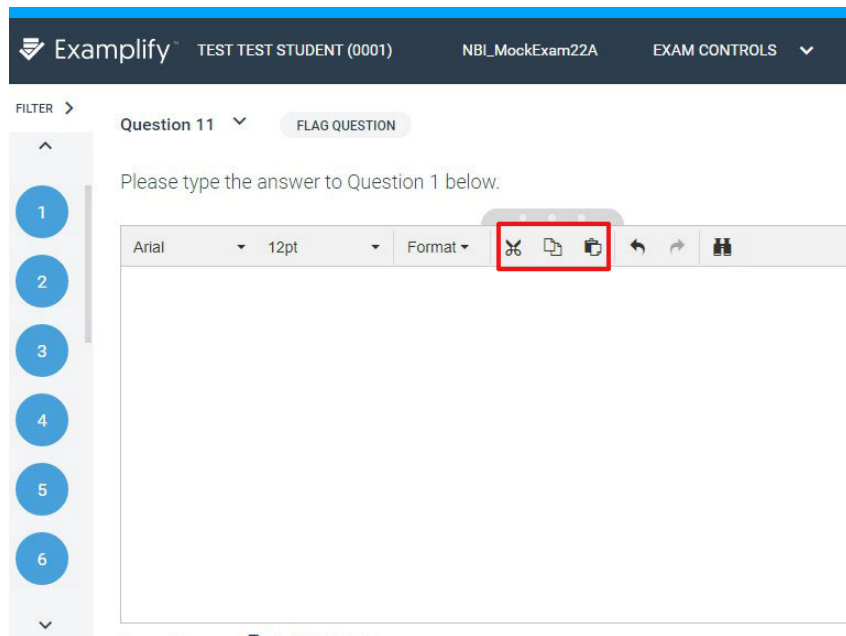




# Add Alarm

- You can set an alarm in the top right corner by first clicking on “Tool Kit” in the top right.
- Next, click on the “**Add Alarm**” link that appears below “Tools”.
- Finally, adjust the time of your alarm and click “**Create Alarm.**”

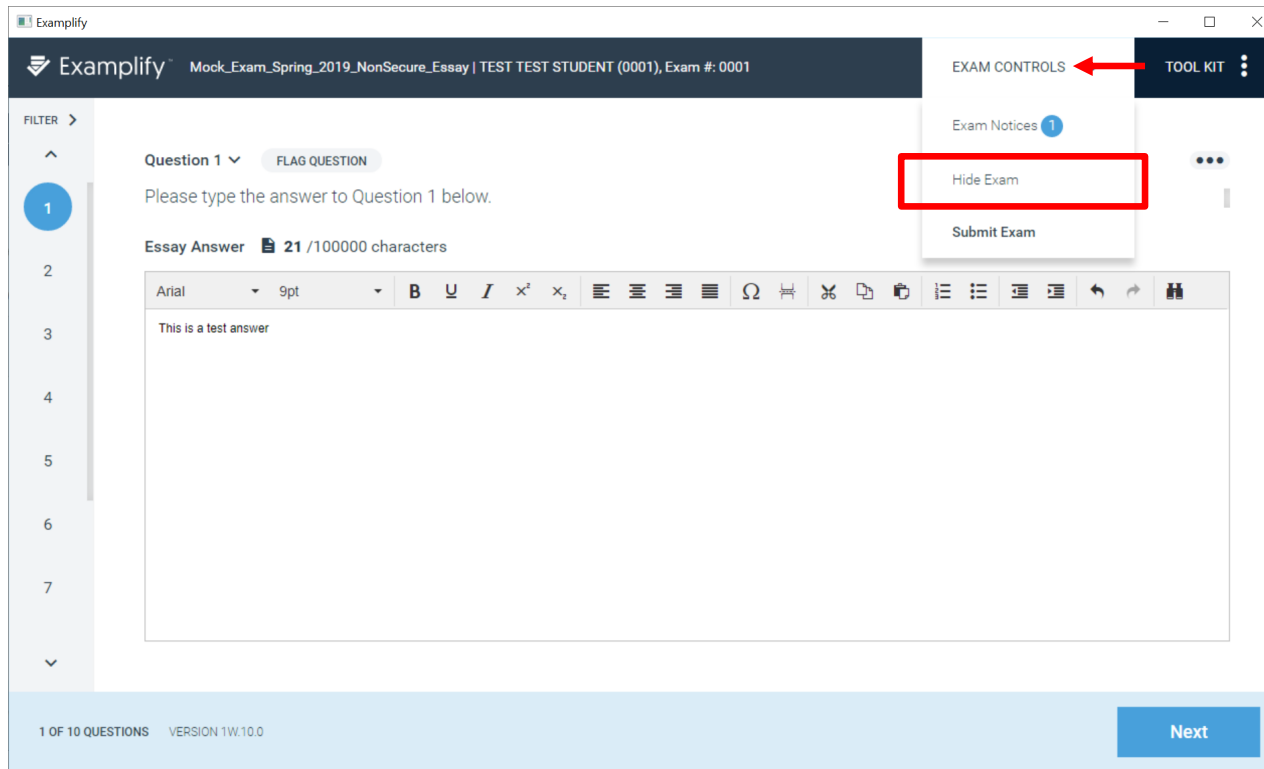




**Copy/pasting from Microsoft Word and other word processing software, which may be possible in the case of non-secure and non-secure block internet (NBI) exams, is not supported by Exemplify.**

## Copy/Paste

- Copy/pasting from Word (or other text editing software) can cause issues with the formatting of your exam once it has been submitted that aren't apparent to the user within the Exemplify application.
- This feature is enabled for use within the Exemplify application only and should not be used to paste material copied from sources outside of Exemplify. No extra time or accommodation will be provided for issues caused by pasting material into Exemplify from an external source.



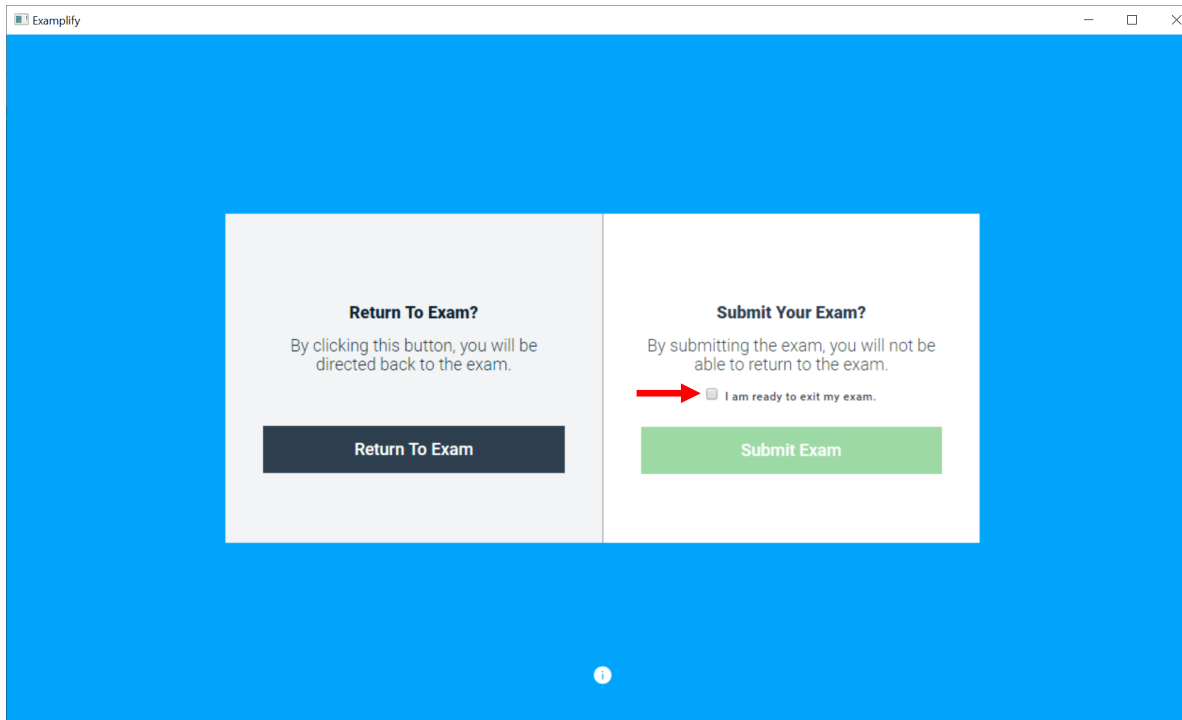
# Hide Exam

- To block your Examplify window during an exam (i.e. during a restroom break), select “**Exam Controls**” then “**Hide Exam.**”

The screenshot shows the Exemplify exam interface. At the top, the header displays 'Exemplify' and the exam title 'Mock\_Exam\_Spring\_2019\_NonSecure\_Essay | TEST TEST STUDENT (0001), Exam #: 0001'. On the left, a 'FILTER' sidebar is visible. The main content area shows 'Question 1' with a 'FLAG QUESTION' button and a text input field for the answer. Below the input field is an 'Essay Answer' section with a character count of '21 / 100000 characters' and a rich text editor containing the text 'This is a test answer'. On the right, a 'TOOL KIT' menu is open, showing 'EXAM CONTROLS' with a red arrow pointing to it. The 'EXAM CONTROLS' menu includes 'Exam Notices 1', 'Hide Exam', and 'Submit Exam', with the 'Submit Exam' button highlighted by a red rectangle. At the bottom, a blue bar shows '1 OF 10 QUESTIONS', 'VERSION 1W.10.0', and a 'Next' button.

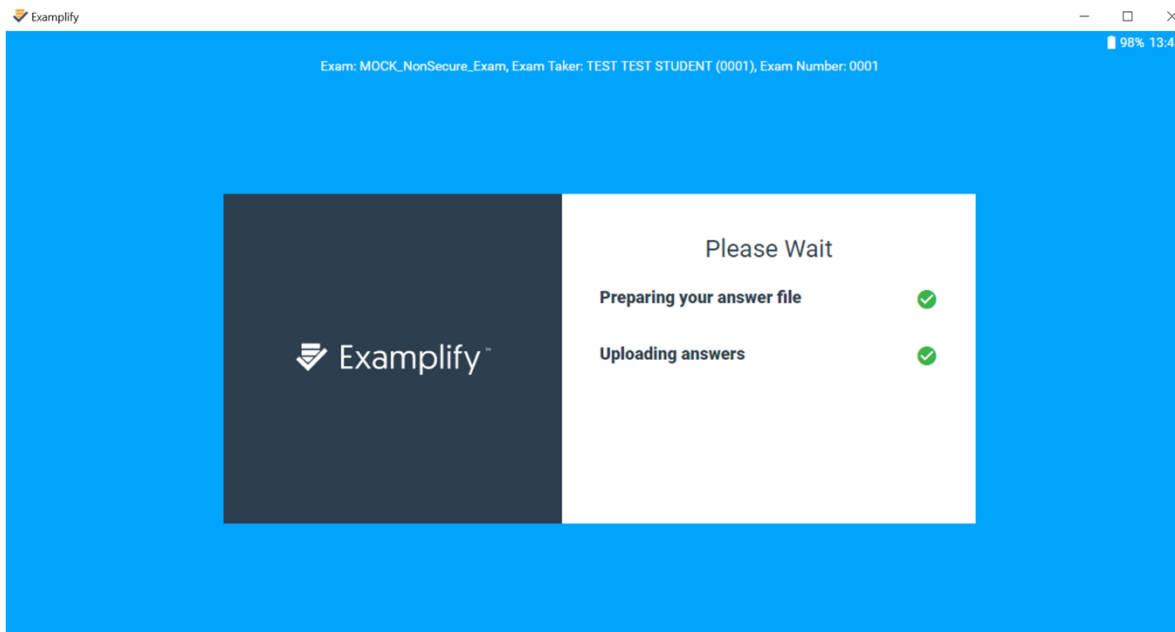
# Submit Exam

- Click on the **“Exam Controls”** button to submit your exam.
- Click on **“Submit Exam”**



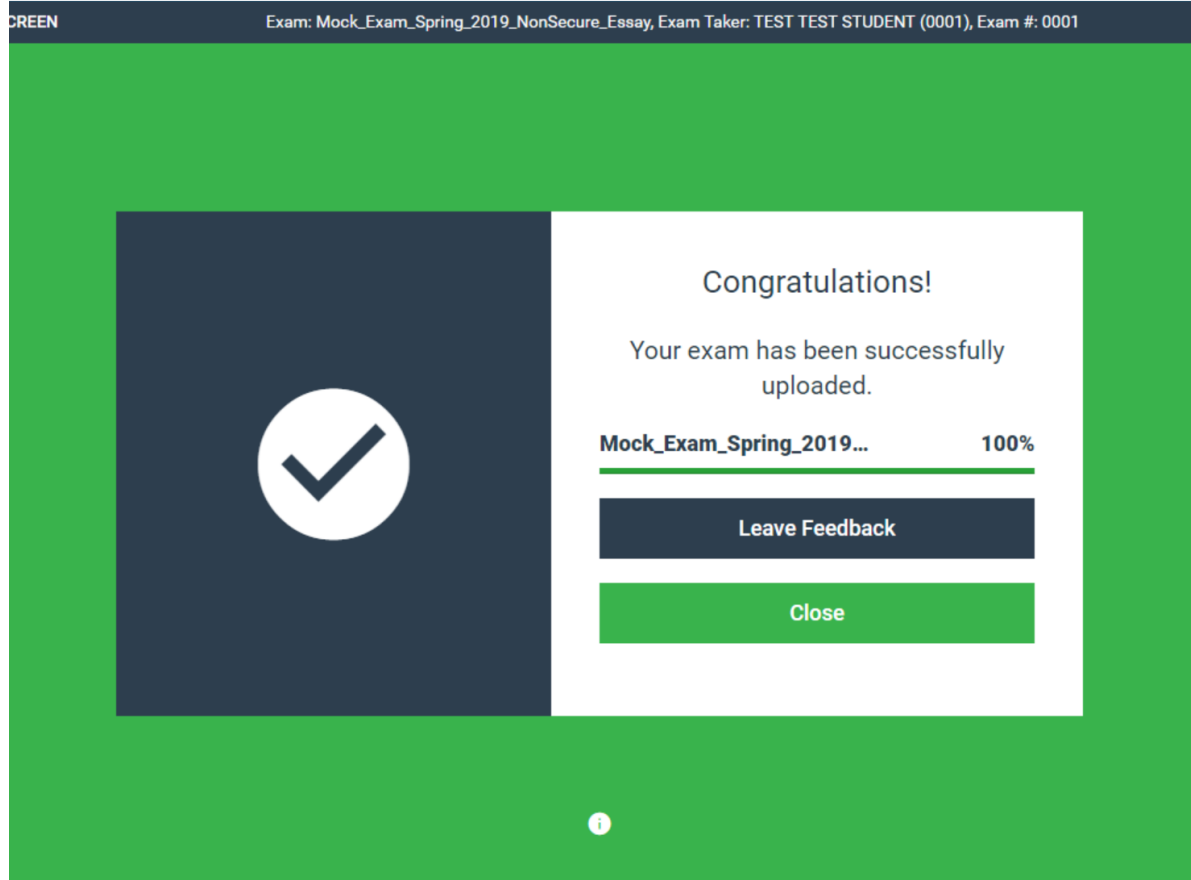
# Submit Exam

- Once you click “**Submit Exam**” you will see this blue Warning screen.
- You will have to check the checkbox stating “**I am ready to exit my exam.**”
- There is no way to reopen the exam once you exit.
- Click “**Exit.**”



# Please Wait

- Once you click “**Submit Exam**” you may see this blue “Please Wait” screen.
- Wait until it confirms that you’ve uploaded the exam successfully. If it feel like it’s taking too long, you can ask the Proctor or IT staff for additional guidance.



## Submit Exam

- Once you successfully upload your answers, you will be greeted with this green “**Congratulations**” screen.
- The “**Leave Feedback**” option is for Exemplify only, not the Instructor.

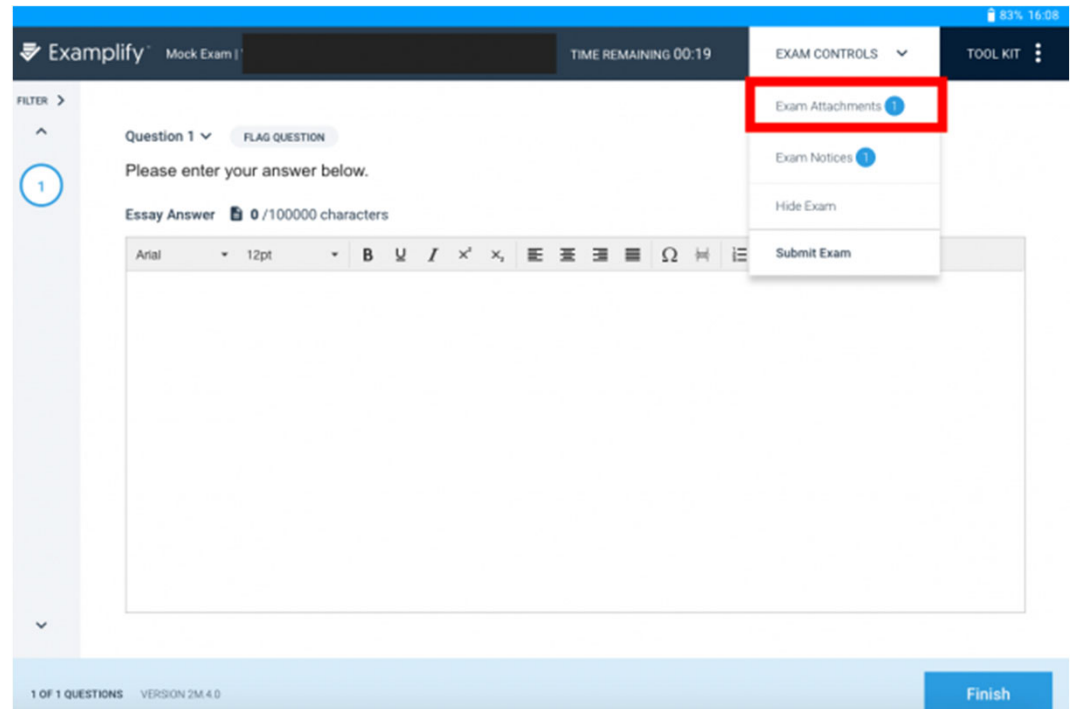
- All students taking a remote Exemplify Exam are required to take a mock exam in advance. Mock exams are available when you launch and login to Exemplify.
- Remote Exemplify exams will be scheduled similar to in-class exams. Students will receive the exam password and student exam instructions sheet 15 minutes before the exam start time. The exam questions will be in Exemplify (no hard copies distributed).

## Special Instructions for Remote Exemplify Exams



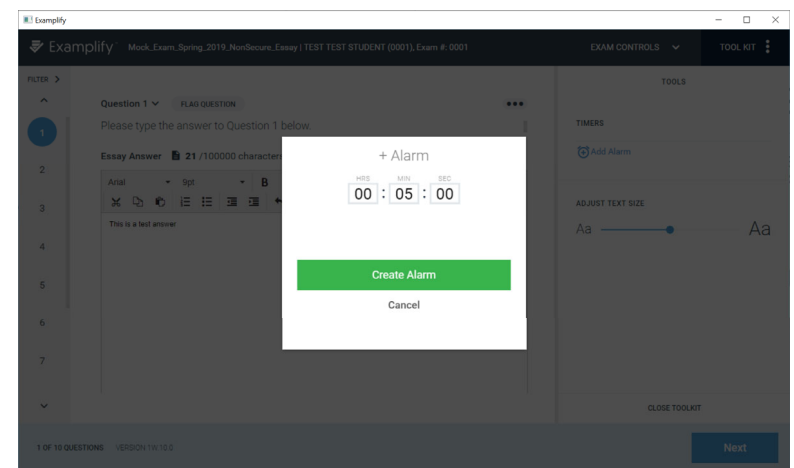
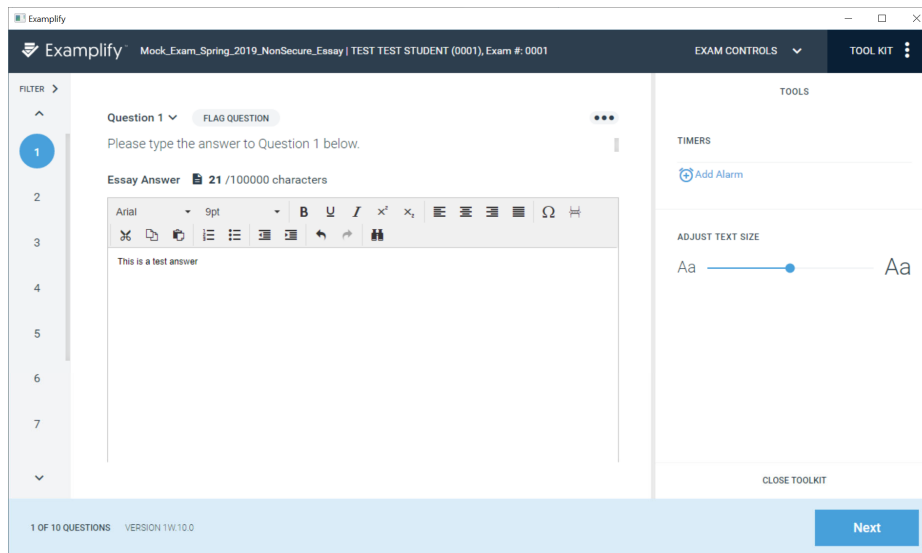
Exam instructions may be in an Exam Attachment.

To access, click on “Exam Controls” in the top menu and then “Exam Attachments.”



# Special Instructions for Remote Exemplify Exams

Students are required to track their time and submit their exam before the deadline indicated by your proctor. All students are encouraged to use the built-in timer in Exemplify to track time.



## Special Instructions for Remote Exemplify Exams

**If you have tech issues during the exam:**

Please see the instructions on your Exam cover page. A hotline will be available during your exam to call if you have any problems. Students can also email [examhelp@law.upenn.edu](mailto:examhelp@law.upenn.edu).

Most issues can be resolved with a computer restart and then you can resume your exam. Exemplify saves your work automatically every few minutes and maintains several encrypted copies of your exam on your hard drive. If your computer crashes during an exam, you can restart it and Exemplify will automatically select the most current version of your exam from your hard drive. Also, be sure that your computer is connected to the Internet.

In the event that you need additional help, an ITS team member will assist you (along with a Registrar contact.)

## Special Instructions for Remote Exemplify Exams