

Exemplify Training

Fall 2021

Our objective today...

- To get you prepared with exam administration procedures
- To download Exemplify
- To have all students successfully take a sample exam
- To give you sense of confidence so that test day you can simply focus on showing what you know about the law!

You need to download Exemplify

Go to ExamSoft.com to download Exemplify.

<https://ei.examsoft.com/GKWeb/login/byulaw>

Instructions on the main page.

More on this during the second half.

Exam Accommodations

- If you need exam accommodations, you have two main options.
- 1) Exam accommodations can be sought for disability or health through the University Accessibility Center on campus.
 - Go to <https://uac.byu.edu/>.
- 2) Exam rescheduling can be requested only for compelling reasons.
 - Compelling reasons: emergency surgery, baby due date, parent funeral
 - Compelling reasons do not include: travel plans, employment conflicts, weddings, or two exams scheduled on the same day.
 - You need to request a time change at least two weeks before your exam by completing the following form.
https://byu аз1.qualtrics.com/jfe/form/SV_ ezBgUbBYoKJK41E
- Other questions? Reach out to Director Fairbanks or Dean Hamblin. Never reach out to your professor about exam accommodations.

Important Numbers

- Exam ID number: This is your three-digit number that will identify you on exams all year long.
 - Your proctor will have exam numbers on a list, and Exemplify should also list this on your exam screen.
 - You can obtain your exam number early by emailing GaeLynn Smith (Registrar).
 - Go ahead and memorize this.
- BYU ID number: This is your nine-digit number on your student photo ID. You will need this to login to ExamSoft in order to download Exemplify.
- Social security number: You will NOT need this and will not be asked to give this for any part of the exam.

A day or two before exam

- A day or two before your exam, download the exam for your course.
- Do not wait until the day of! If you run into issues, you will want to have those fixed before exam day.
- You will not get back any exam time lost due to tech issues on exam day.

FYI.
Something
new...

- The entire exam is on Exemplify now. This means there is no packet with exam questions, instructions, etc.

What not to bring to your exam...

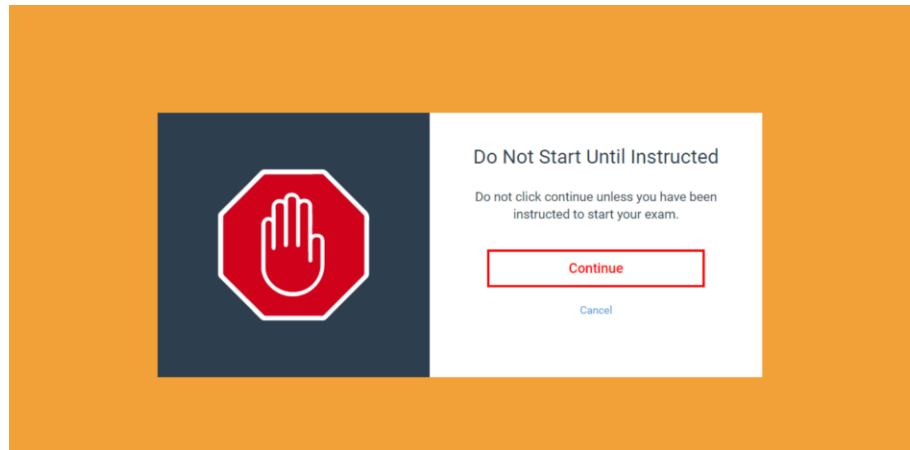
- Cell phones, headphones, or any other digital device, including smart watches.
- Backpacks or personal belongings. Leave these in your carrel.
- DO NOT leave anything outside the door. This will not be watched or protected.

What to bring...

- Laptop. You must have this in order to take the test.
 - Bring your power cord!
- Earplugs, if you wish. Note: unplugged headphones are not a substitute.
- Pen or pencil.
- Mask.
- Open book exam: bring only what the professor allows you to use. Note: You will not be able to access anything on your laptops (course outlines) once Exemplify launches.
- You may bring QUIET food and/or water bottle.

Day of the exam

- Please arrive up to 30 minutes early.
- Check in with the proctor and get scratch paper. **Everyone will take scratch paper at the beginning and return scratch paper at the end even if it is not used. Write your exam number on it.**
- If the proctor is not in the room when you arrive, wait for the proctor to enter the room. He or she will give instructions and provide a password, which you will type into Exemplify in order to begin exam.
- Once you type in your password, you will get a yellow/orange screen and a stop symbol.
- Start only when the proctor indicates.



To begin
exam...

- You will get this page next.
- Select “I am authorized to start my exam.”
- Then begin.

The screenshot shows a user interface for starting an exam, divided into two columns. The left column is titled "Return To Waiting" and contains the text "If you have not been instructed to start your exam, please go back to the previous page." with a dark blue "Go Back" button below it. The right column is titled "Start Exam" and contains the text "By clicking the Start Exam button, you will be directed to your exam." followed by a checked checkbox and the text "I am authorized to start my exam." with a green "Start Exam" button below it.

Return To Waiting	Start Exam
If you have not been instructed to start your exam, please go back to the previous page.	By clicking the Start Exam button, you will be directed to your exam.
<input type="button" value="Go Back"/>	<input checked="" type="checkbox"/> I am authorized to start my exam.
	<input type="button" value="Start Exam"/>

The exam

- Within the exam, there may be multiple choice, true/false, or essay questions.

The screenshot displays a digital exam interface. On the left, a vertical sidebar contains a 'FILTER >' button at the top, followed by a list of question numbers from 1 to 6. Question 1 is highlighted with a blue circle. The main content area shows 'Question 1' with a dropdown arrow and a 'FLAG QUESTION' button. The question text is 'I will need my social security number for my final exam.' Below the question, the text 'Answers A - B' is displayed. Two answer options are provided in rounded rectangular buttons: 'A True' and 'B False'. At the bottom left, the text '1 OF 7 QUESTIONS' and 'VERSION 2W.6.4' is visible. At the bottom right, there is a blue 'Next' button.

The exam

- Here's what the essay portion will look like.

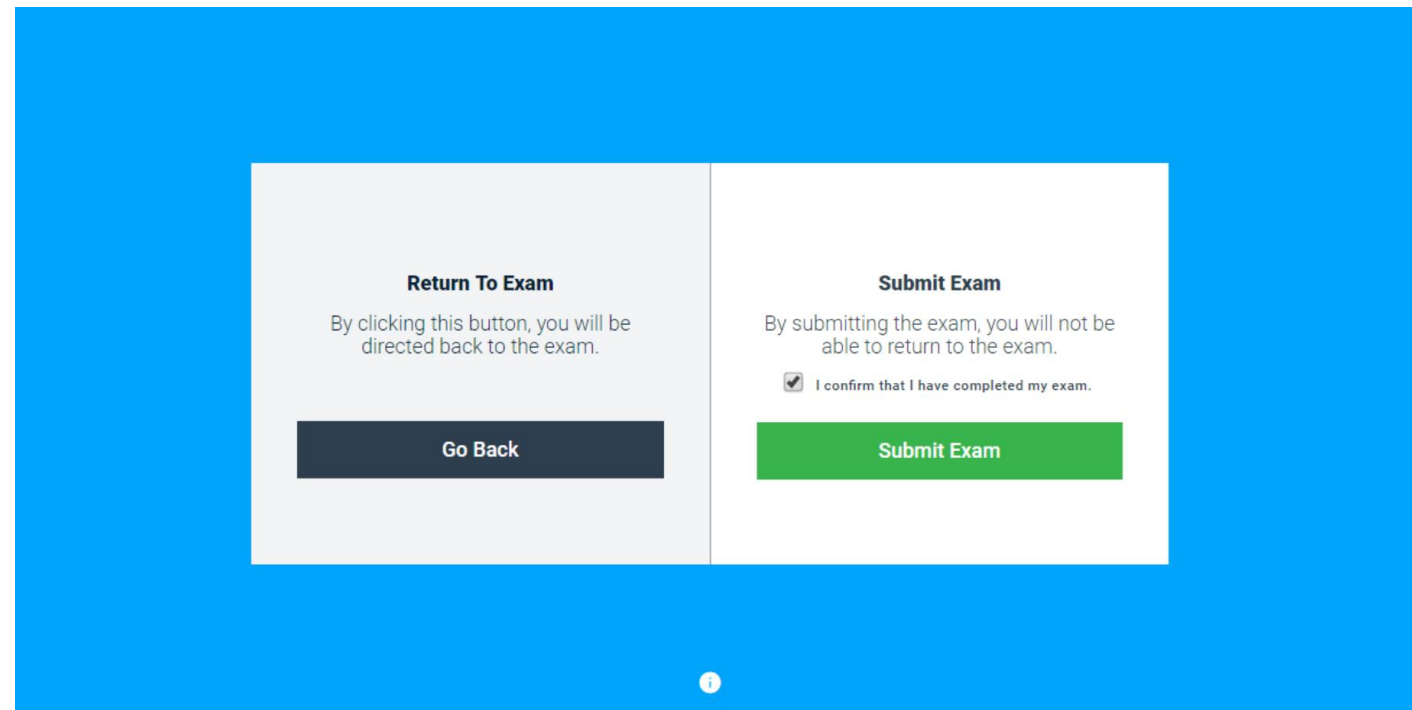
The screenshot displays an online exam interface. On the left, a vertical sidebar contains a 'FILTER' button and a list of question numbers from 2 to 7. Question 7 is highlighted with a blue circle. The main content area shows 'Question 7' with a 'FLAG QUESTION' button. The question text is 'Is there any question that you have about using the exam software that we did not answer in this session?'. Below the question is an 'Essay Answer' field with a character count of '0 / 100000 characters'. A rich text editor toolbar is visible above the answer field, featuring options for font (Arial), size (12pt), bold, underline, italic, subscript, superscript, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, undo, and redo. At the bottom of the interface, a status bar shows '7 OF 7 QUESTIONS' and 'VERSION 2W.6.4', along with 'Previous' and 'Finish' buttons.

Tool kit in the upper right corner (if needed)

The screenshot displays a user interface for an exam. At the top, a dark blue navigation bar contains two items: 'EXAM CONTROLS' with a downward arrow, and 'TOOL KIT' with a three-dot menu icon. A large red arrow points to the 'TOOL KIT' icon. Below the navigation bar, there is a light gray area with a three-dot menu icon. The main content area is mostly blank, with the text 'ession?' visible. A toolbar is located below the main content area, containing icons for various functions: a ruler, a pair of scissors, a document with a plus sign, a document with a minus sign, a list icon, a list icon, a list icon, a list icon, a left arrow, and a right arrow. At the bottom of the interface, a light blue bar contains two buttons: 'Previous' and 'Finish'.

Ending the exam...

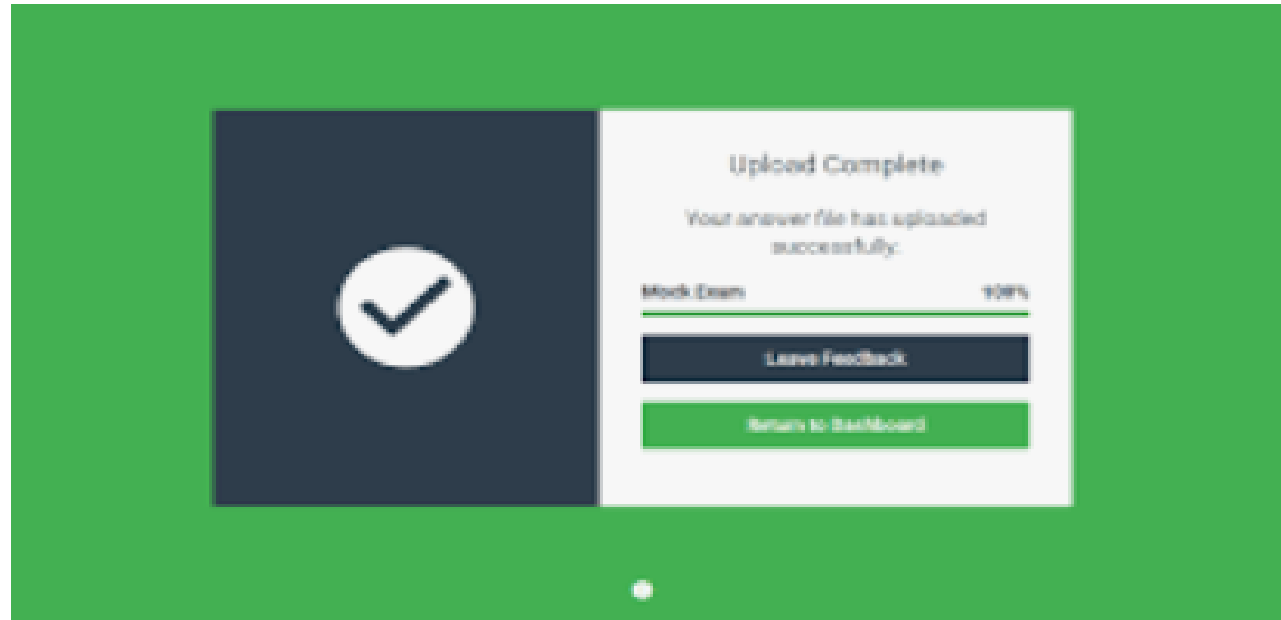
- As the exam period comes to an end, your proctor will give you a five minute warning.
- STOP typing when proctor indicates and exit the exam.
- Submit and upload your exam.
- Check out with your proctor. **Give them your scratch paper with your exam number on it.**



The screenshot shows a blue background with two white panels. The left panel is titled "Return To Exam" and contains the text "By clicking this button, you will be directed back to the exam." and a dark blue "Go Back" button. The right panel is titled "Submit Exam" and contains the text "By submitting the exam, you will not be able to return to the exam." and a checkbox labeled "I confirm that I have completed my exam." which is checked. Below the checkbox is a green "Submit Exam" button. At the bottom center of the blue background is a small white circle with the number "1" inside.

More about uploading your exam...

- You will get a green screen (wait a bit if it's not coming up immediately).
- You will also get an email confirmation that your exam uploaded
- IF YOUR EXAM IS NOT UPLOADING:
 - First, stop by the Fishbowl to let us know.
 - Second, once we make a record of your issue, we will send you directly to HelpDesk. **Do not leave the building until this is uploaded.**



If you finish
early...

- If you finish early, come to the Fishbowl and we will sign you out like your proctor would.
- Turn in your scratch paper with your exam number on it.

Update: If you need a quick bathroom break...

- Leave everything in the exam room. You do not need to notify the Fishbowl. Return to the exam room as quickly as possible.
- (You will not want to spend precious exam time in the bathroom anyway.)

If you have a
computer
issue during
the exam...

- Don't panic.
 - 1) Restart your computer. But do not exit out of your exam! (It's okay to restart your computer; it saves every few seconds. Practice this during your Sample Exam today.)
 - 2) Go to the Fishbowl.
 - You can get a bluebook and hard copy of exam there.
 - We can contact the HelpDesk.

In summary...

- If you have laptop issues during the exam and want to get a bluebook, come to the Fishbowl.
- If you have laptop issues during the exam and want to go to the HelpDesk (not recommended), come to the Fishbowl.
- If you finish your exam early, come to the Fishbowl.
- If you are having trouble uploading your exam, come to the Fishbowl.

For your information...

- Don't reformat your computer until you get your full semester course grade. Hard drive is helpful if there are any issues.
- It is highly recommended that you do not accept operating system updates until after exams are done. You will have to re-download Exemplify.
- If automatic install, you need to re-download Exemplify and re-take the sample exam to ensure you're ready for your real exams.
- Consider taking the sample exam the morning of your test to ensure it's working.