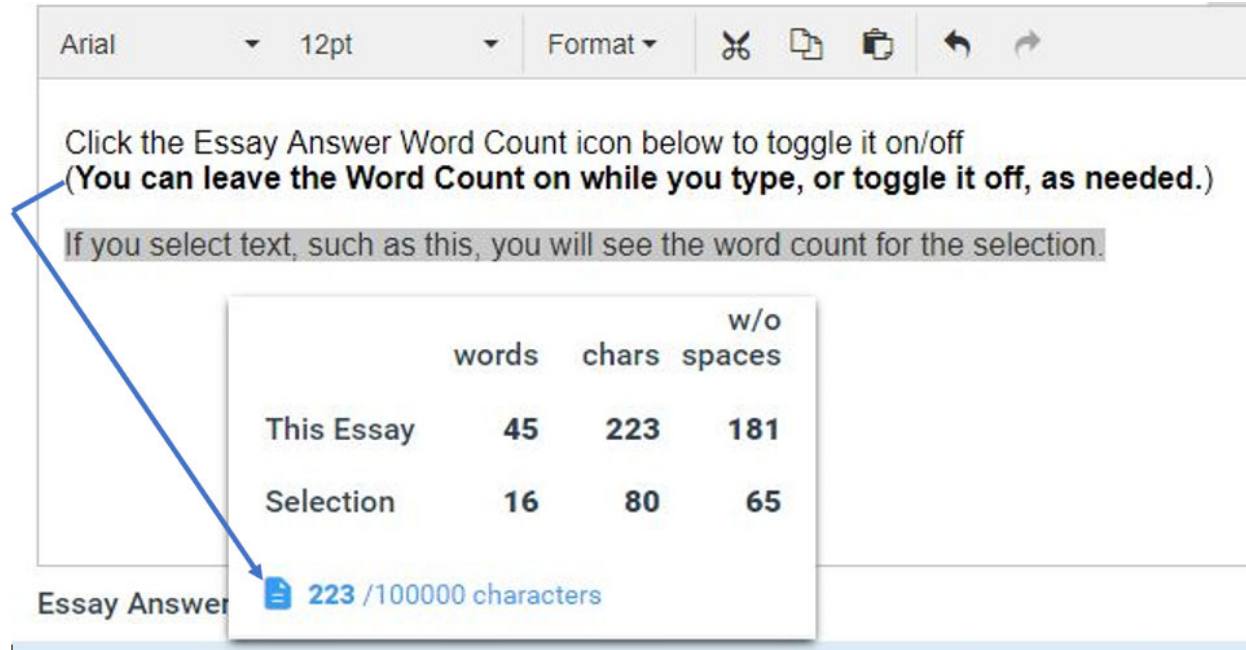


## **EXAM DAY PRE-EXAM CHECKLIST**

- Check your email daily for email messages regarding exams. Twenty-four hours prior to each of your scheduled Examplify exams, your exam file will be available to download. The exam password will be written on the whiteboard in the exam room on the scheduled date and time.
- Notify the Proctor in the exam room immediately if you have any technical issues during your exam.
- Use your power cord for your laptop.
- Verify the date and time on your computer are correct.
- Disable your anti-virus/anti-malware application before starting Examplify. (Re-enable them after each exam if using the Internet.)
- Disable automatic installations of Windows or MacOS updates, if you have not already done so.
- Remove any CDs, DVDs or flash drives before starting Examplify.
- Launch Examplify about 30 minutes before exam time, leaving plenty of time for assistance if needed.
- You do not need a network connection while writing your exam answers using Examplify, but you do need one to download your exam file and to upload your answers when you finish writing your exam answers.
- Do not change the Exam PIN number that automatically appears in the Exam ID blank after you select your Exam File.
- When you start your exam, the exam time clock begins. You can view the time remaining at the top of your Examplify screen in which you type your answers. If you do not finish the exam before the exam time is up, Examplify will automatically display the Submit Exam screen (and you will not be able to return to the exam again.)
- Read and follow your professor's exam instructions.

- Do not worry about formatting. Line spacing and margins cannot be set in Exemplify. The staff member who prints exam answers for your professor can change the margins, line spacing, font, and point size when printing exams.
- Spellcheck is enabled so misspelled words will be redlined. Place your cursor on the redlined word, and right-click. Next, either select “correct” or type in the correct word.
- 50 undo’s are available.
- To obtain the word count for an exam answer, select the answer text (including the punctuation mark at the end of your answer) and click the Essay Answer icon at the bottom, left-hand corner of the answer screen (see Example below).



- Copy and paste may be disabled in your exam depending on your professor’s preference.
- Exemplify auto-saves your exam to your laptop every minute during your exam and takes a snapshot of your exam every 10 minutes.
- You must check Exemplify immediately after the exam to confirm your exam file was uploaded. If it was not, check your Internet connection and retry the upload. In some cases, restarting your computer may be necessary to regain Internet connection.