Examplify Exam Instructions - *Please read these instructions before the exam begins*

❖ **COMPUTER SETUP**
- Ensure that your power cable is connected to your computer and that the outlet you are using has power.

❖ **COMPUTER PROBLEMS**
- If you experience **_ANY_** computer problems do the following:
    a) Turn off your computer by pressing and holding the power button. Then restart it after about 10 seconds.
    b) If the problem persists, or the computer does not reboot, notify the room proctor and continue to work in a blue book while IT is notified.

❖ **LAUNCHING Examplify**

1. Open **Examplify**
2. Select the appropriate exam from the list (left side)
3. The four digit Exam ID, Course Name and Professor Name will be filled in automatically
4. Enter the **Exam Password** that the proctor provides
5. Click the green **Start Exam** button then the **Continue** button
6. Read through each notice then click **Next**
7. At the orange screen**,** follow the instructions on the screen and click the **Start Exam** button.

❖ **FORMATTING**
- Examplify automatically creates all headers, page numbers and margins when printed.
- All text formatting used in your responses will be reflected when printed.
- Answers are single spaced on the screen but they are double spaced when printed.
- The program automatically saves your exam every 60 seconds.
- Type the answer to each question in the correct screen. *Example: answer Question 1 in the Question 1 screen.*
- We recommend you use **copy & paste** *instead* of cut & paste and use care when deleting text. *(NOTE: at the discretion of faculty, your exam may not allow the copy and paste function).*
- There is not an outline function in Examplify.
- **Spell Check**: misspelled words will be underlined in red. Right-click on the word for spelling suggestions. *(NOTE: at the discretion of faculty, your exam may not allow the spell check function).*
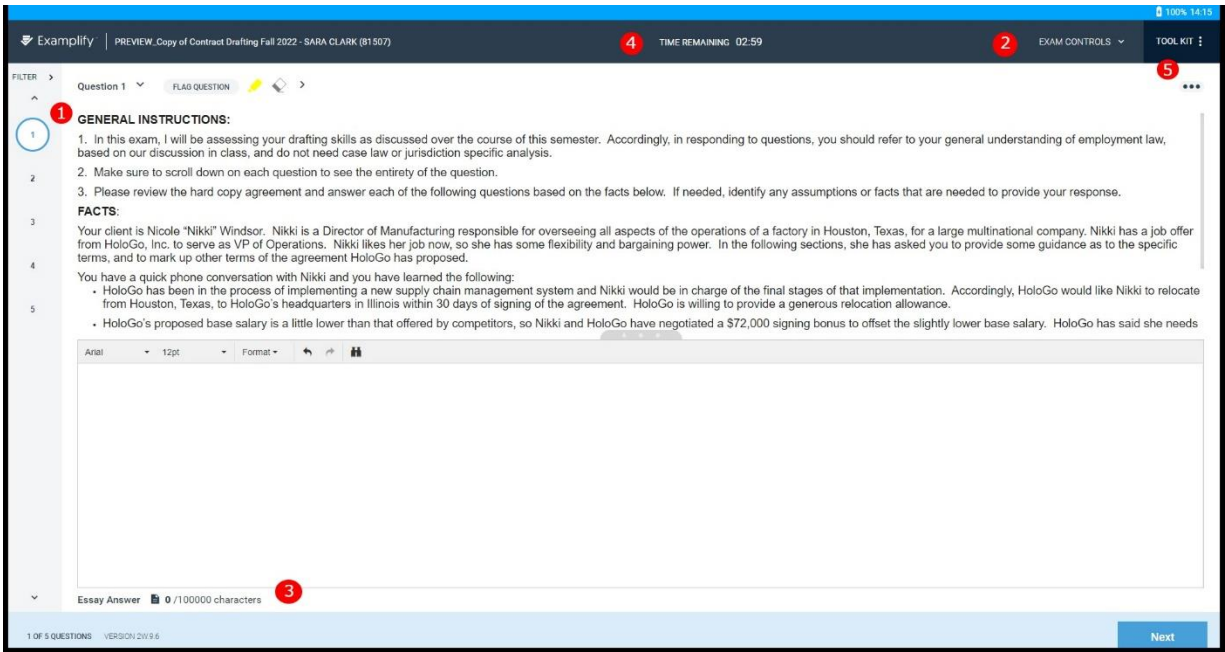
1. **Navigation** *Use arrows to go to previous/next question, or click on question number*
2. **Exam Controls** *Use to hide or submit your exam*
3. **Character Count** *Click the paper icon for **WORD COUNT***
4. **Timer**
5. **Tool Kit** *Contains other helpful tools such as text size*

❖ **SUBMITTING YOUR EXAM**
   • Submitted exams <u>cannot be reopened</u>.
   • When you see the me limit warning, <u>submit your exam **accordingly**</u>.
   • Submit your exam by:
      a) Clicking on **Exam Controls** > **Submit Exam**
      b) Confirm that you are ready to submit and click **Exit**
   • As soon as you submit your exam, Examplify will automatically attempt to upload the file.
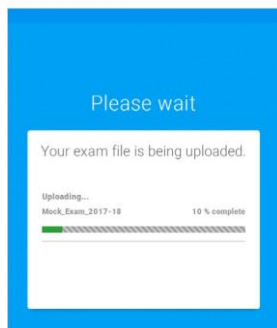
Uploading Exam
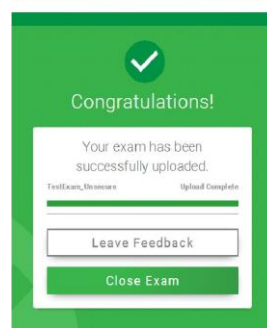
Upload Confirmation

If you have any trouble with Examplify after your exam is over, please contact
law-help@uiowa.edu. If your exam ends and there is no response from ITS, call
ExamSoft directly at (866) 429-8889.