Examplify Instructions

Installing and Registering

This guide will help you install and register Examplify on the Windows or Mac device you plan to use to take your exams.

1. Log in to examsoft.com/stcl using your assigned ID (G#) & password (DOB in 6-digit format). These credentials can be found in your welcome email.
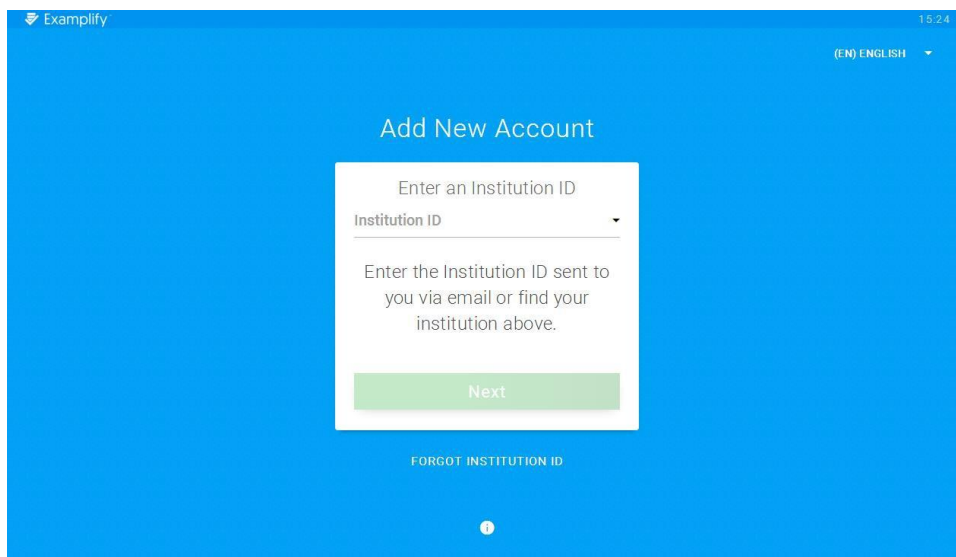

2. Once you log in to your account

   - Review Minimum System Requirements
   - Click **Download**. If you receive a message that Windows protected your computer, you will need to expand the text by selecting "More Info", and run the executable by selecting "Run Anyway".
   - Setup SMS/Text notifications as desired

3. **Run** the installer file. Once the installation is finished, you will be able to launch the application from your Desktop or App dock.

4. Launch the application. **You must be connected to the internet to register your copy of Examplify and/or download exams**.
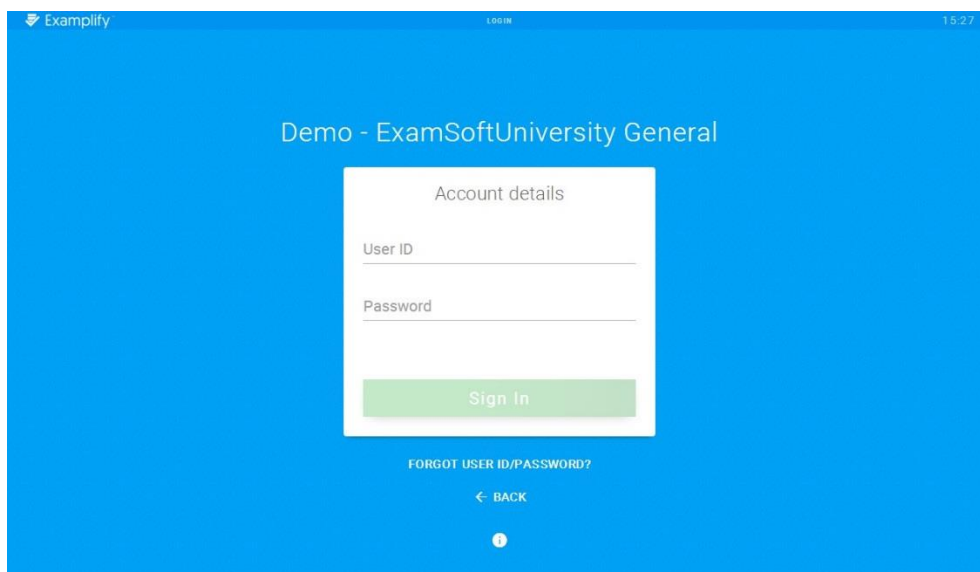
5. Enter your **Institution ID**: STCL

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6. Enter your **User ID** and **Password**.

   • Your user ID is your Student ID (Gxxxxxxxx)
   • Your password is your birthdate in 6-digit format (mmddyy)

7. Click **Sign In** to complete registration. You may now download exams.

Preparing for an Upcoming Exam

1. Take a **Mock Exam.** The following Mock Exams are available to all students:

   • MockExamSecure
     - Password: PASSYOUREXAM

   • MockExamBarPractice20Q
     - Password: PASSYOUREXAM
     - Twenty (20) separate questions with separate word/character count.

2. Watch for **email notifications** to download exams.

3. **Download** all exams as soon as they are available.
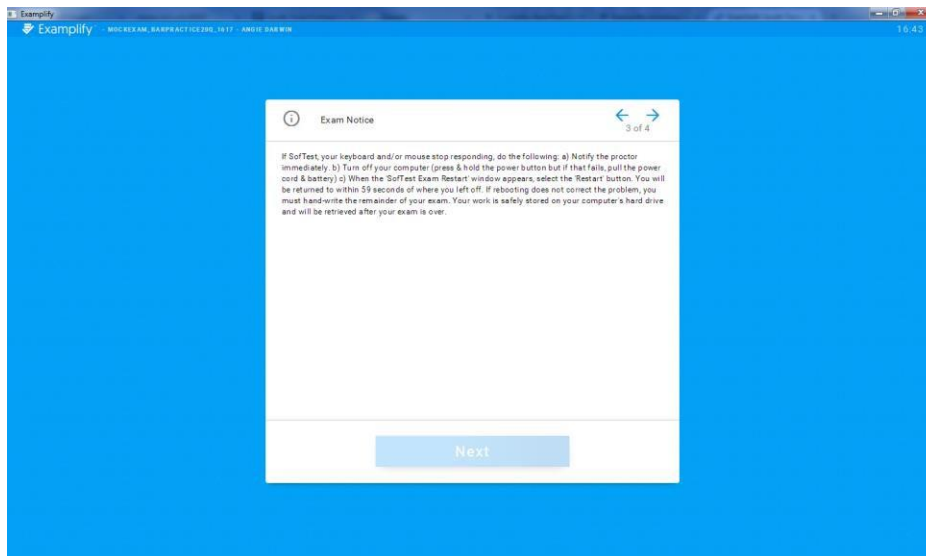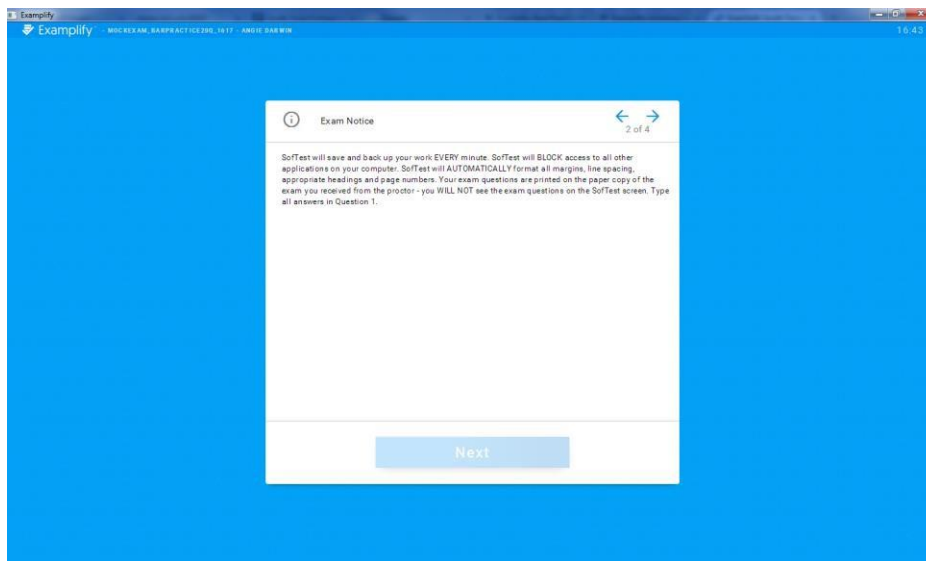
Examplify Instructions
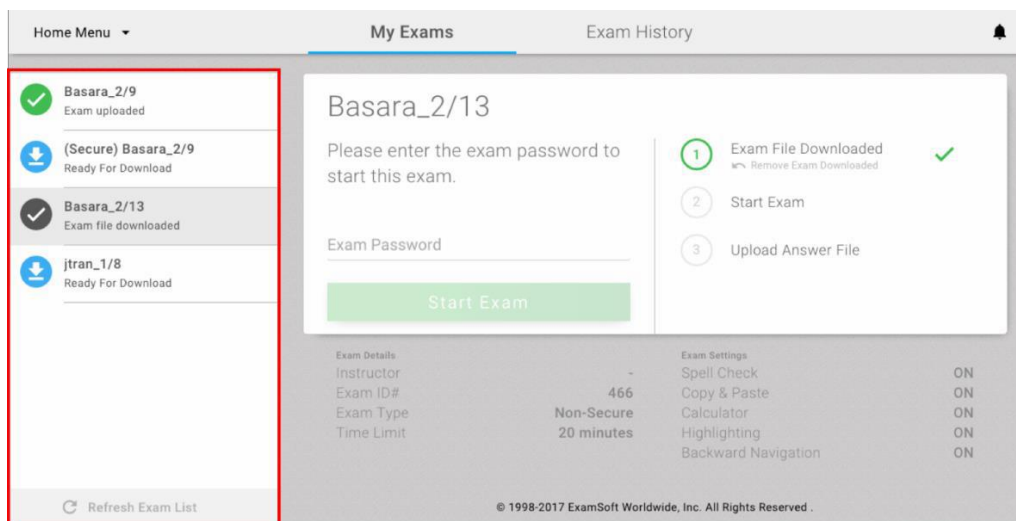
4. Check that your computer's **date and time** are accurate.

5. **Arrive** in your exam room at least 20 minutes prior to the start of the exam.

6. Charge your **laptop battery** and bring your power cord.

7. Disable any antivirus software prior to launching a secure exam.
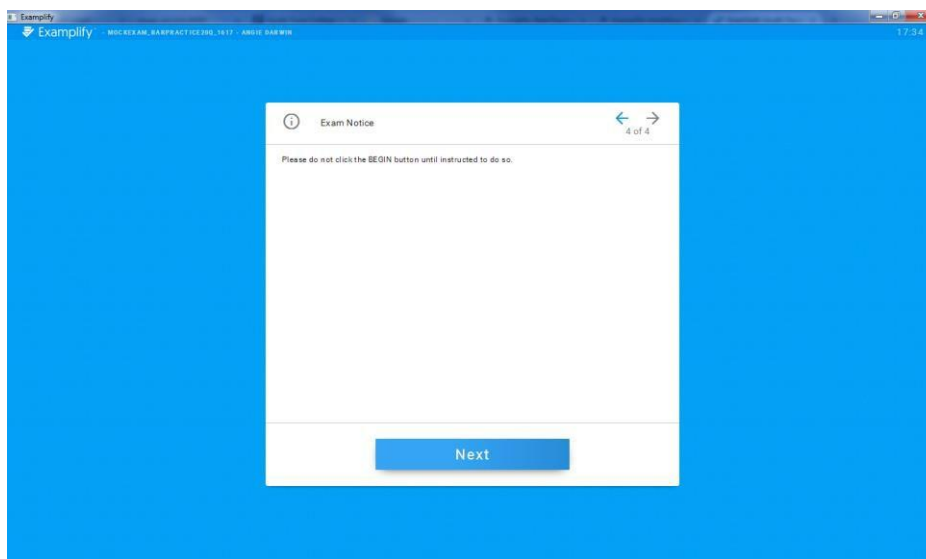
Taking an Exam

Once you have opened the exam, read the information on each Exam Notice screen before clicking the arrow on the top right corner of the dialogue box to navigate to the next screen.
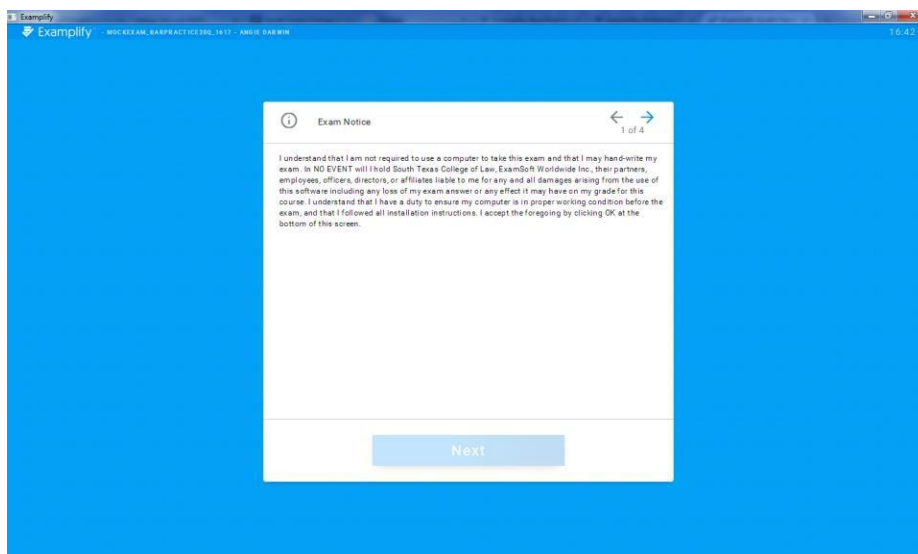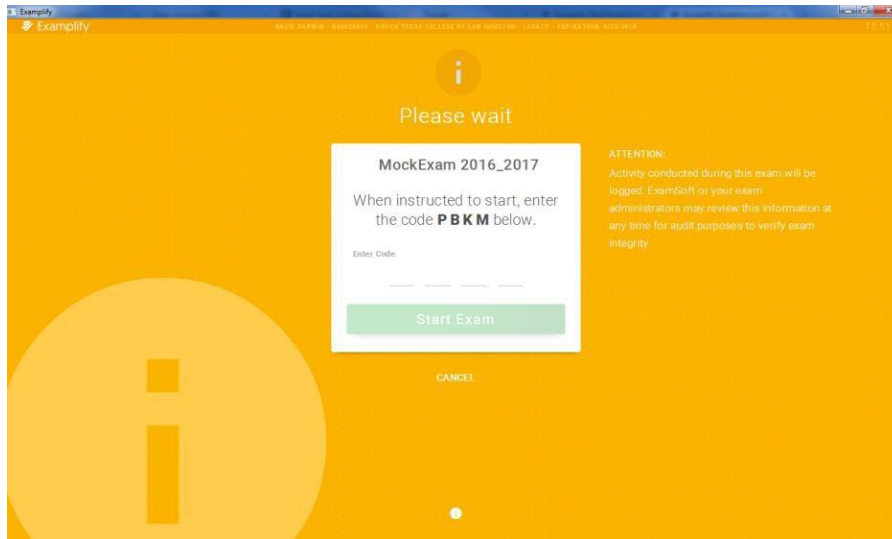
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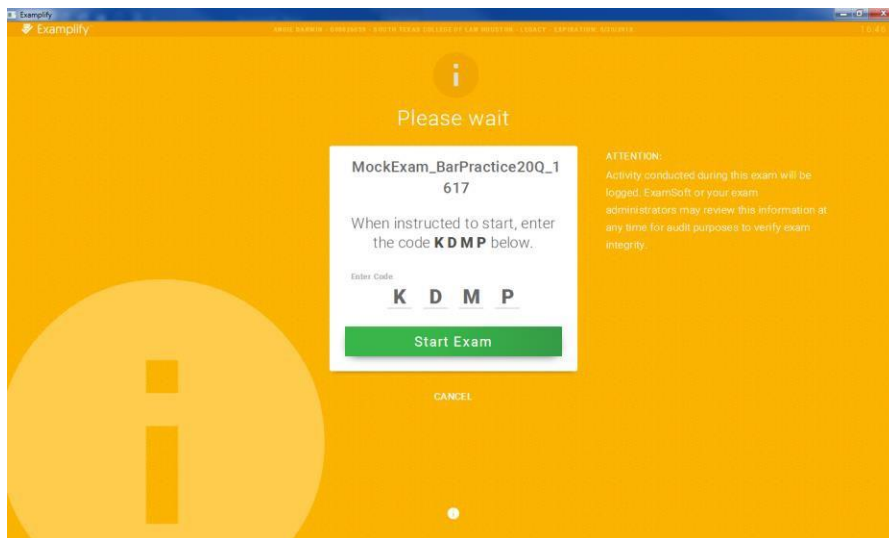Click NEXT at the bottom of the final dialogue box.

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You will then be prompted to enter a randomly generated code prior to entering your exam

STOP! Once you have entered the code, wait until you are instructed to enter the exam, THEN click the green Start Exam button.
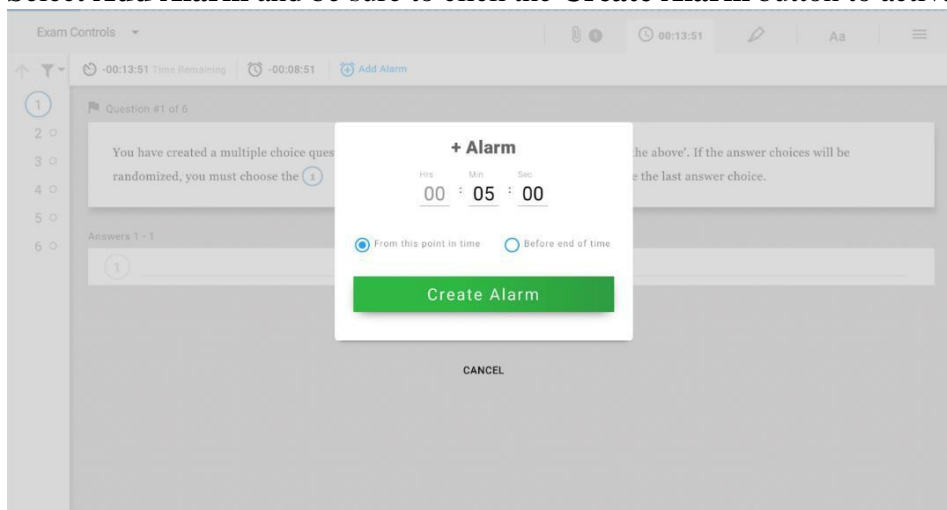
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During your exam, you can set a **reminder alarm** to appear at a specific time during the exam.

- First, access the **Alarm** button located in the top right hand corner of your exam.
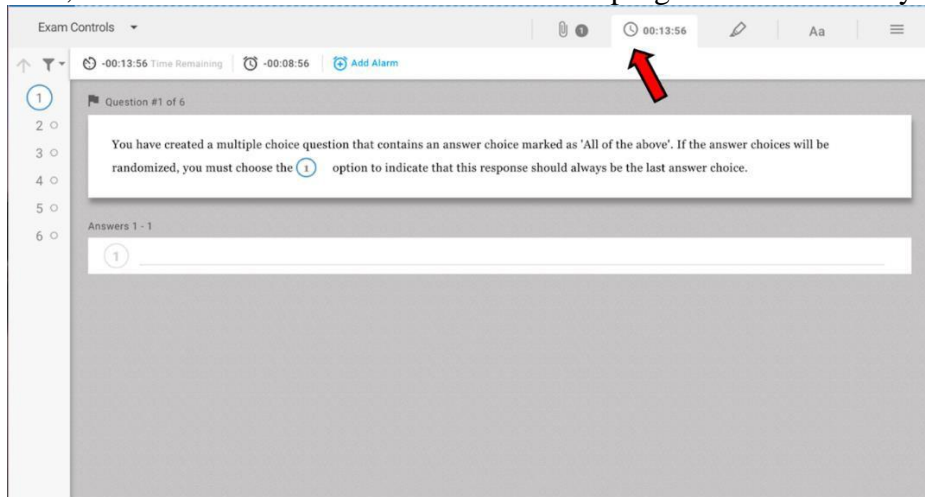
- Select **Add Alarm** and be sure to click the **Create Alarm** button to activate the alarm.
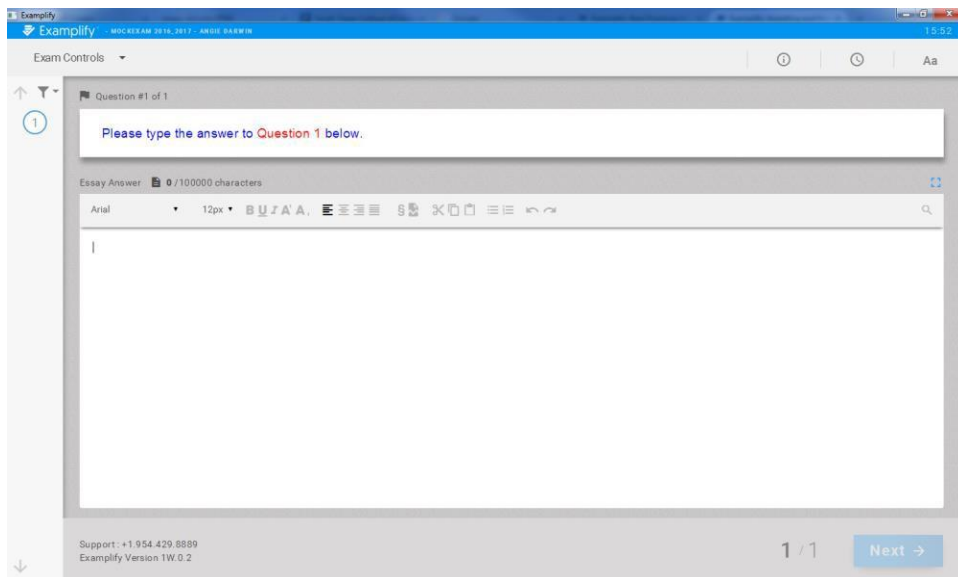

- <u>Note</u>: Examplify will automatically save your answers in the exam every 60 seconds
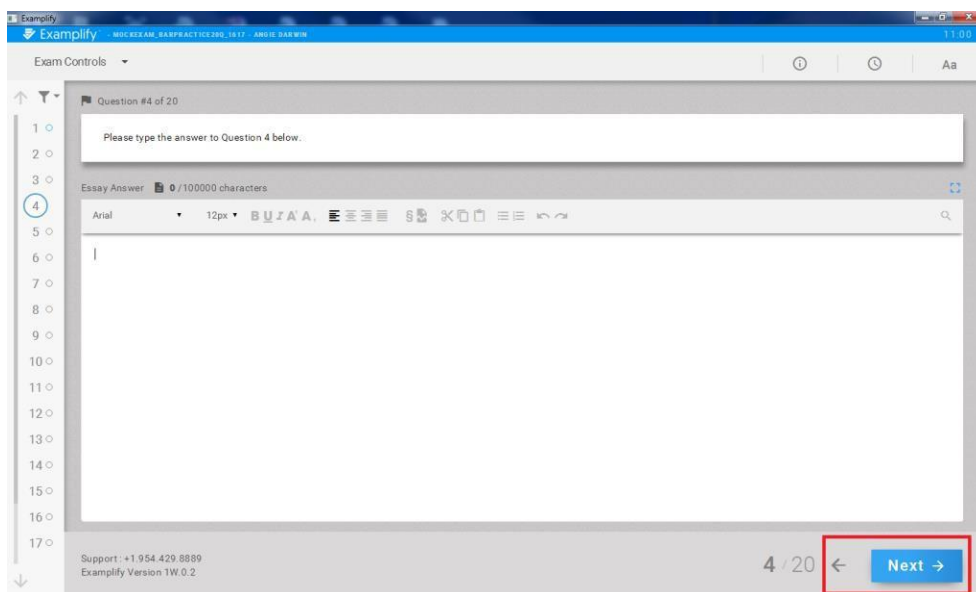
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How to Navigate Through Questions within an Exam:

- Most STCL exams will only have one question, and you will type 1. before entering your response to question number 1, type 2. before typing your response to question 2 and so on.


- If your exam has multiple questions, you can toggle (or switch) between questions using the the **Next** button, to proceed to the next question, or selecting the **<--** (**back arrow**), to navigate to the previous question.
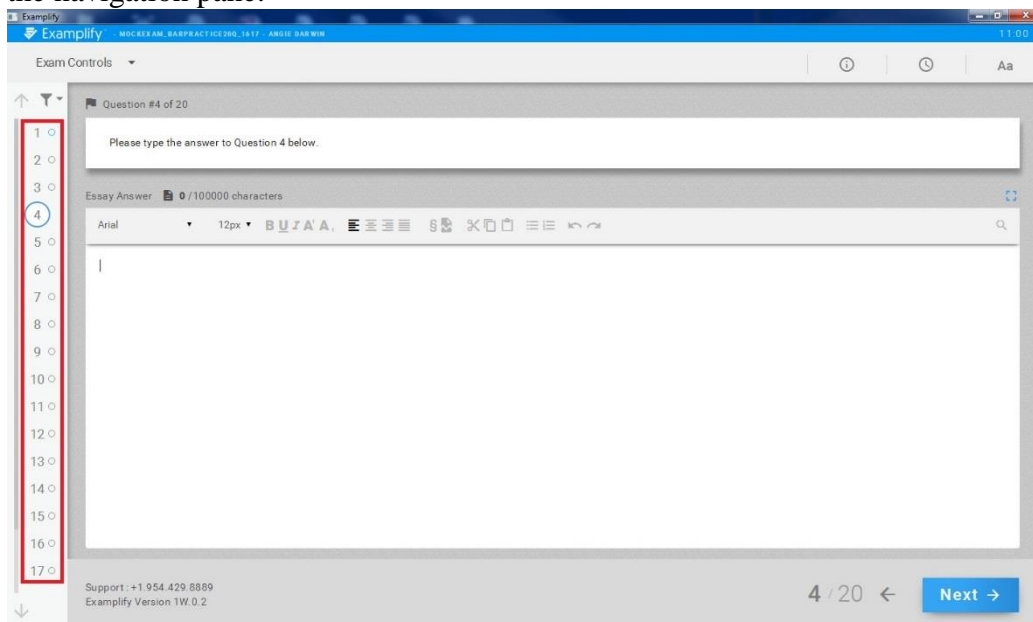
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- You can also navigate through questions by selecting the down arrow in the bottom left hand corner or the up arrow in the top left hand corner of the screen.
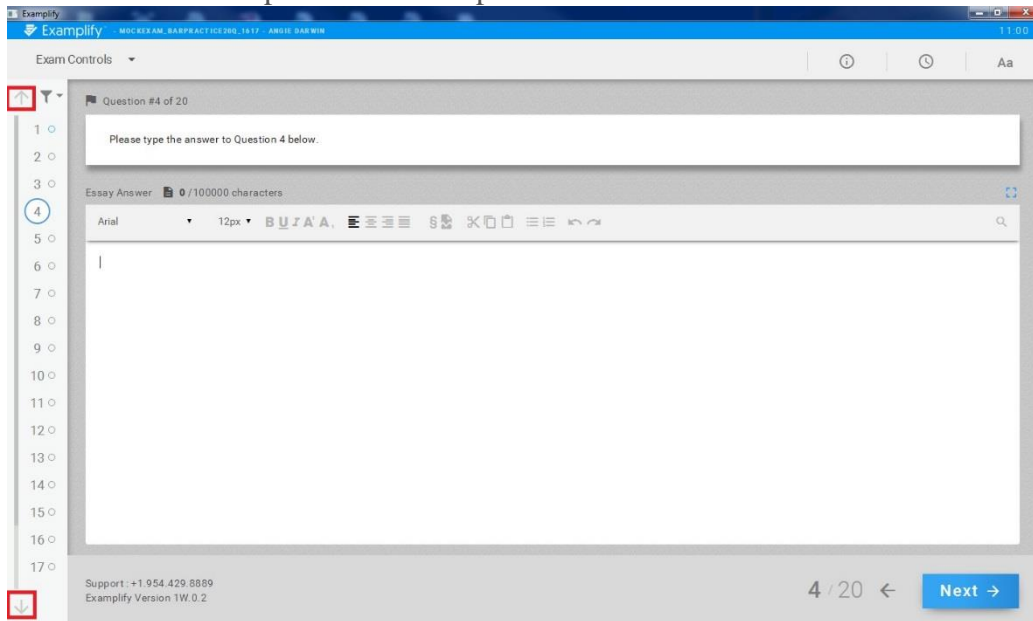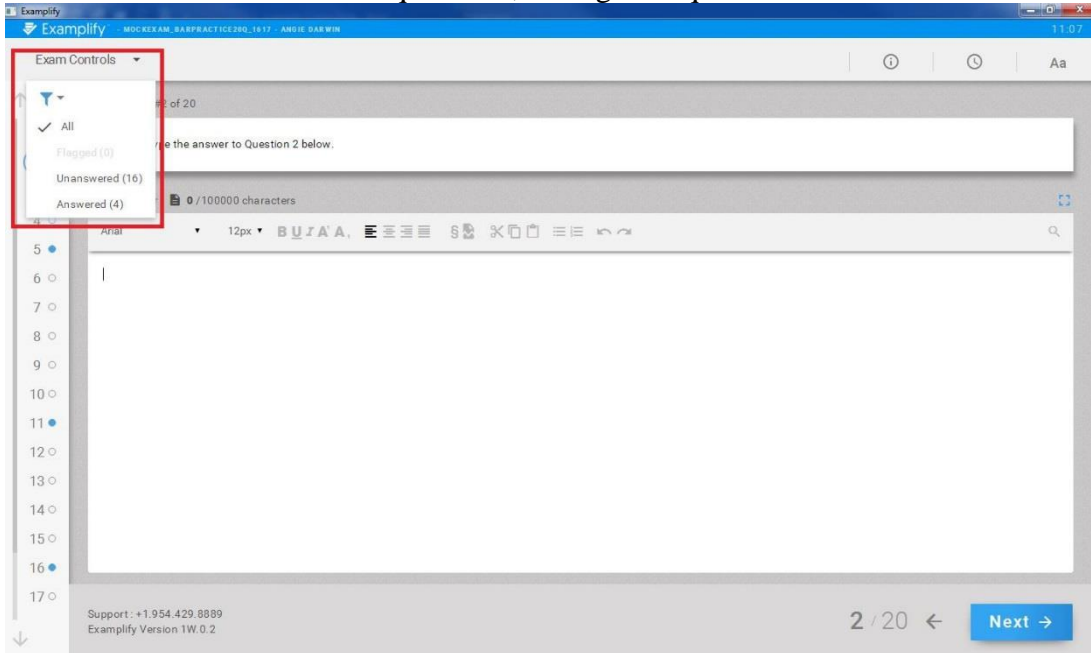

- You can simply navigate through questions by just selecting the question number within the navigation pane.
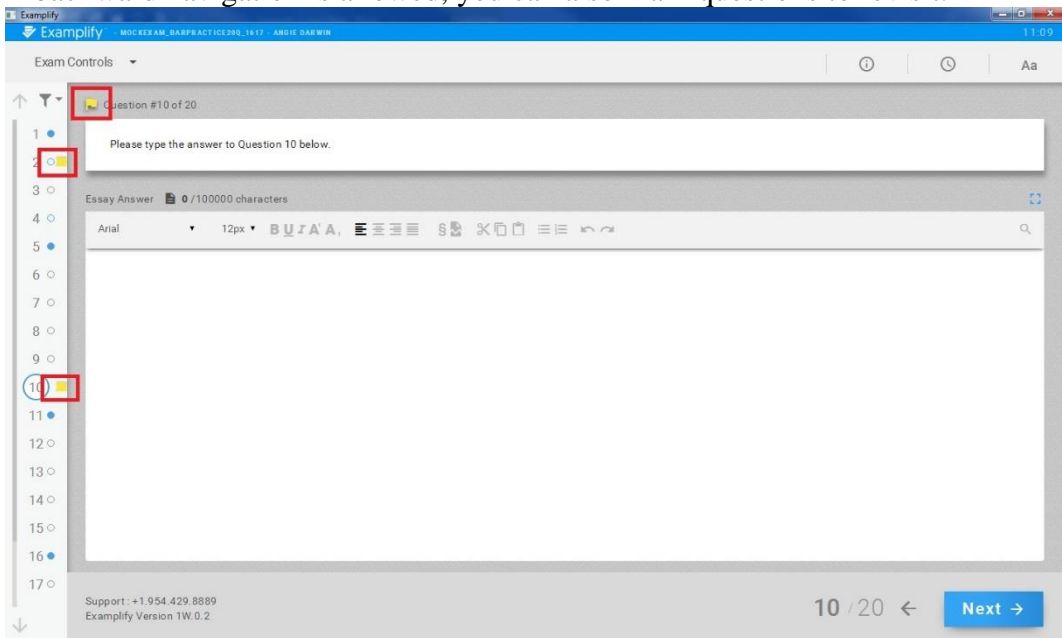
Examplify Instructions

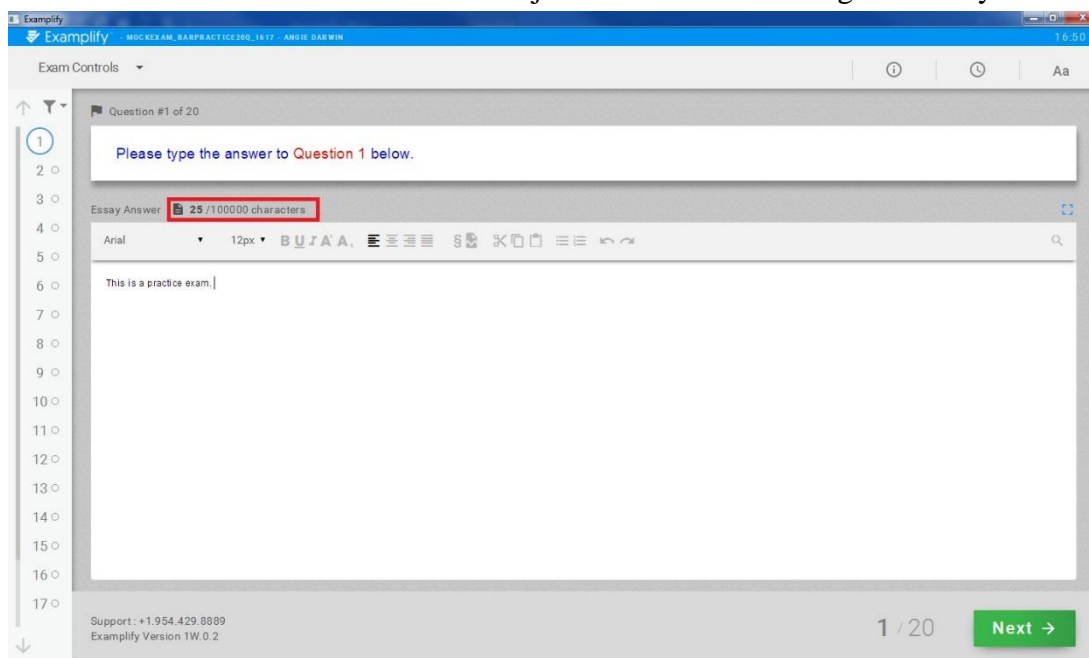- You can view all unanswered questions, through the question filters feature.

- If backward navigation is allowed, you can also mark questions to revisit.
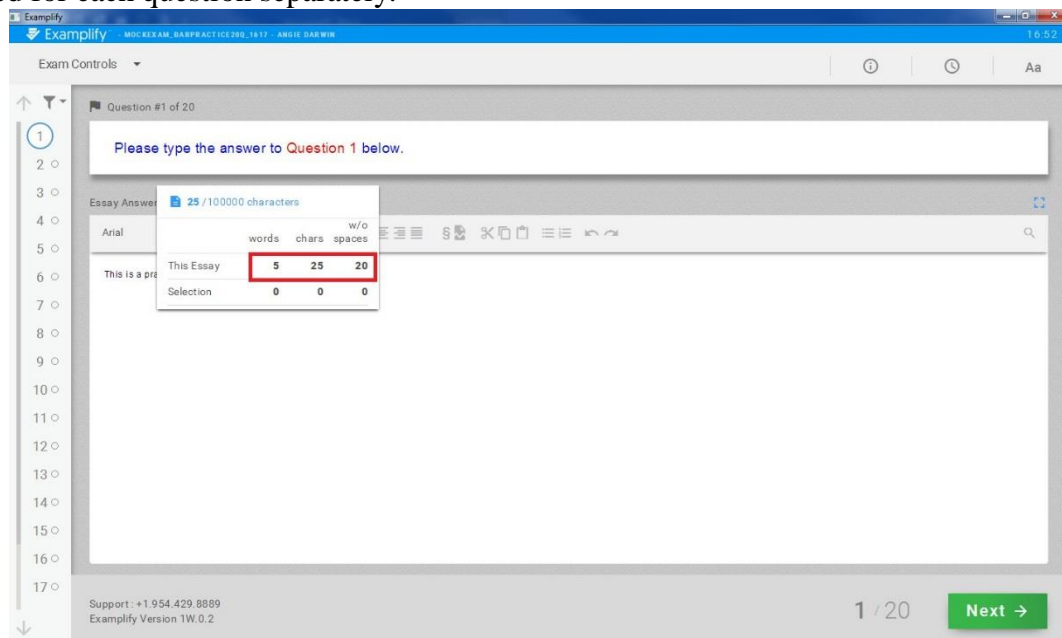
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Word and Character Count

The character count for the exam will be visible just above the formatting icons on your screen.

By clicking on the document icon, you may view the word count.

Note: ExamSoft exams **without** multiple questions will display word and character count for the entire exam. For ExamSoft exams with multiple questions the word and character count will displayed for each question separately.

Examplify Instructions

<u>After an Exam:</u>

To exit your exam, you must click Exam Controls in the upper left corner of the screen and select Submit Exam from the drop down menu.
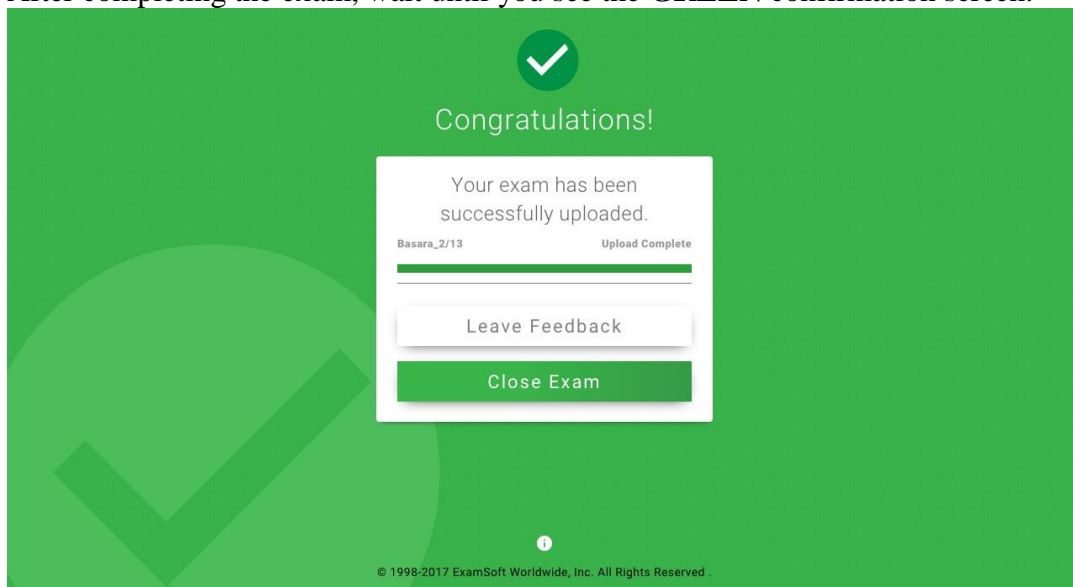
Examplify Instructions

On the blue screen that follows, check the box next to "I am ready to exit my exam." Then click the green Exit button.
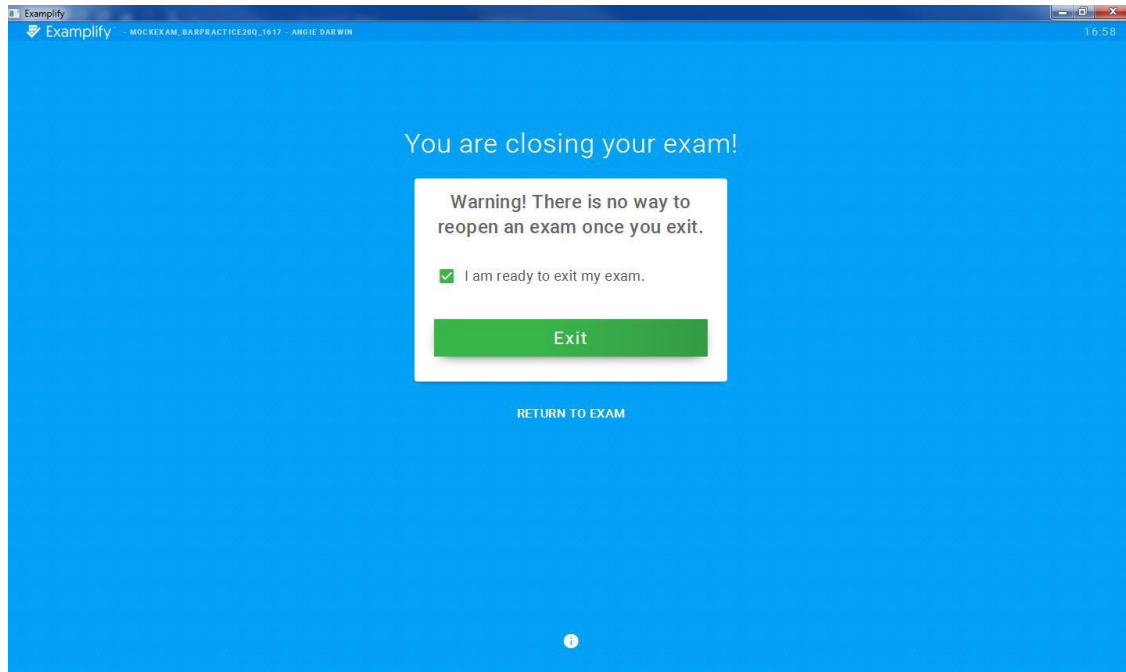
Wait until you receive the green "Congratulations" screen before closing your laptop. Failure to do so will result in late submission of your exam file.

After completing the exam, wait until you see the **GREEN** confirmation screen.

An email will be sent to the address you used when you registered Examplify®.

- This email may take up to 15 minutes to be generated.
- The email will confirm the upload of your answer file.

On the green screen, you can click the **History** button to review your upload and download history. Checking this history report will **RECONFIRM** the uploading of your answer file.