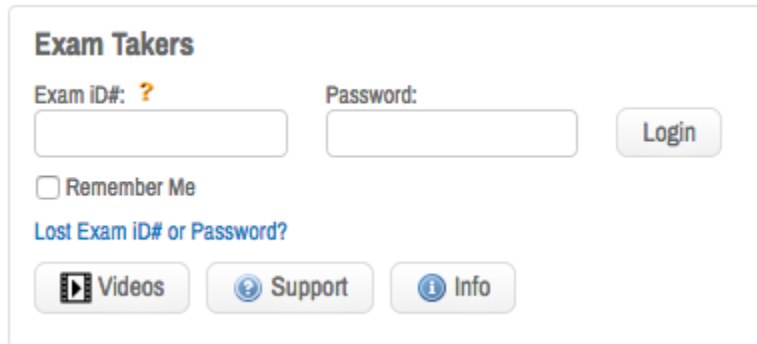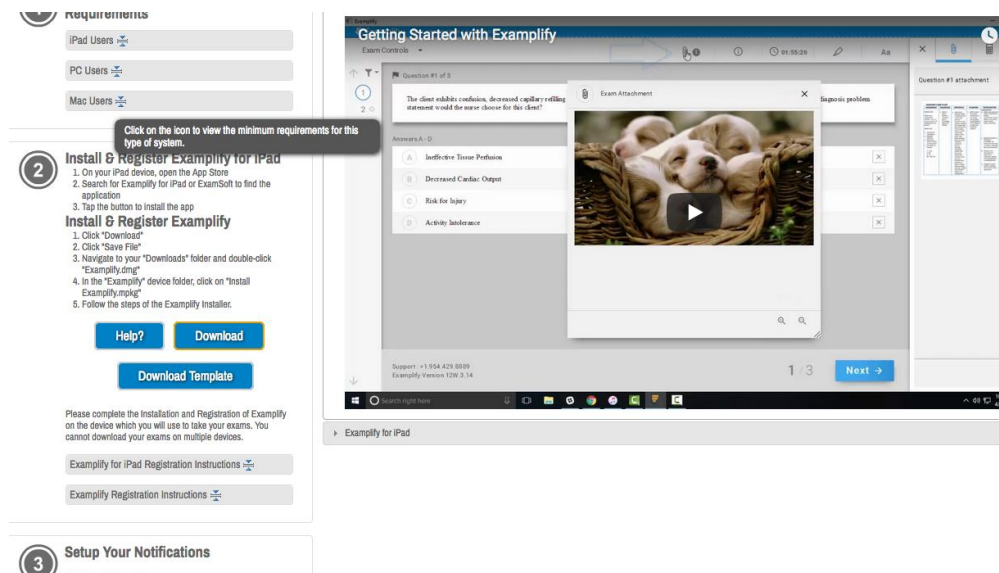# Examplify Instructions

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. On the top left login under 'exam takers' using your ID (Gxxxxxxxx) and password (date of birth in 6-digit format). These credentials may be found within your welcome email.
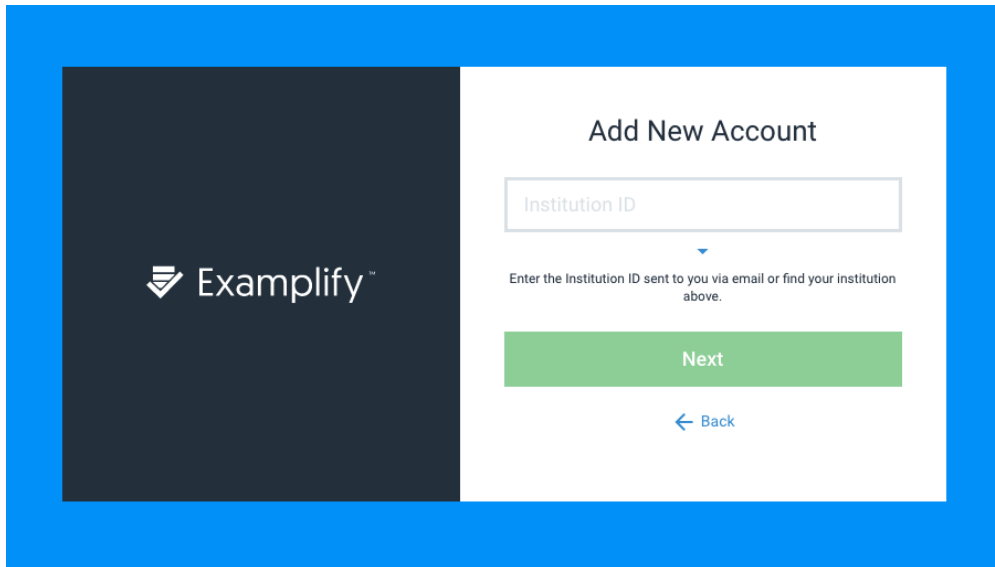

1. After you review our minimum system requirements and confirm your device meets ALL of the requirements, click "download"

   - 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".
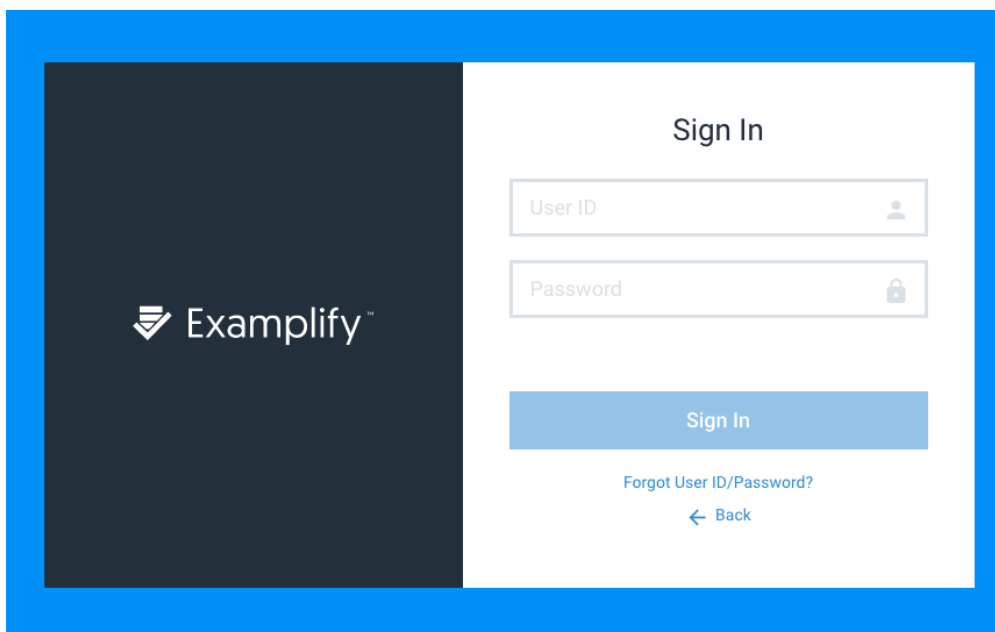   - On this screen, you can also click to setup SMS / text notifications as desire.

3. Run the installer file. Once the installation is finished, you will be able to launch the application from your desktop or app tray.
4. Launch the application. ***You must be connected to the internet to register Examplify and download exams, if applicable**.
5. Enter your **Institution ID**: STCL

Examplify Instructions

6. Enter your user ID (Gxxxxxxxx) and password (date of birth in 6-digit format).


7. Click "sign in" to complete registration. This will take you to the Examplify home screen that will have a list of available exams on the left-hand side. You may now download all exams.

Downloading an Exam

1. Once successfully logged into Examplify, there may or may not be exam(s) ready for download. If you do not see the exam you are scheduled to take, click the "refresh exam list" button at the bottom of the screen.

Examplify Instructions
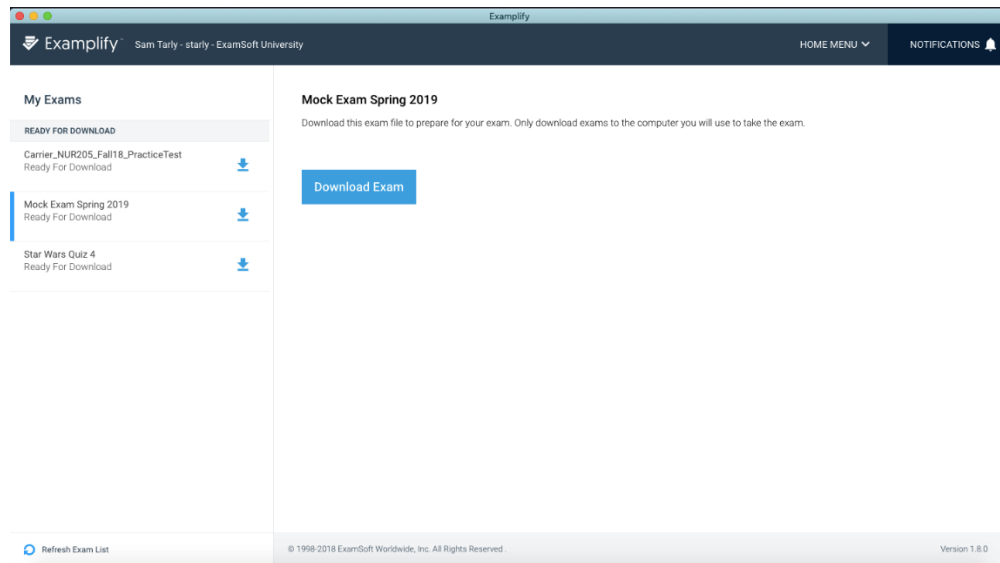
2. Select an exam from the list, and click "download exam". Note, you must have an active internet connection in order to download. Doing so will download the exam file to your device.

The download progress will begin to show. If the download was successful, the exam will be listed under the section, 'DOWNLOADED'. Take a moment to review the exam options and settings, as they will populate beneath the window.
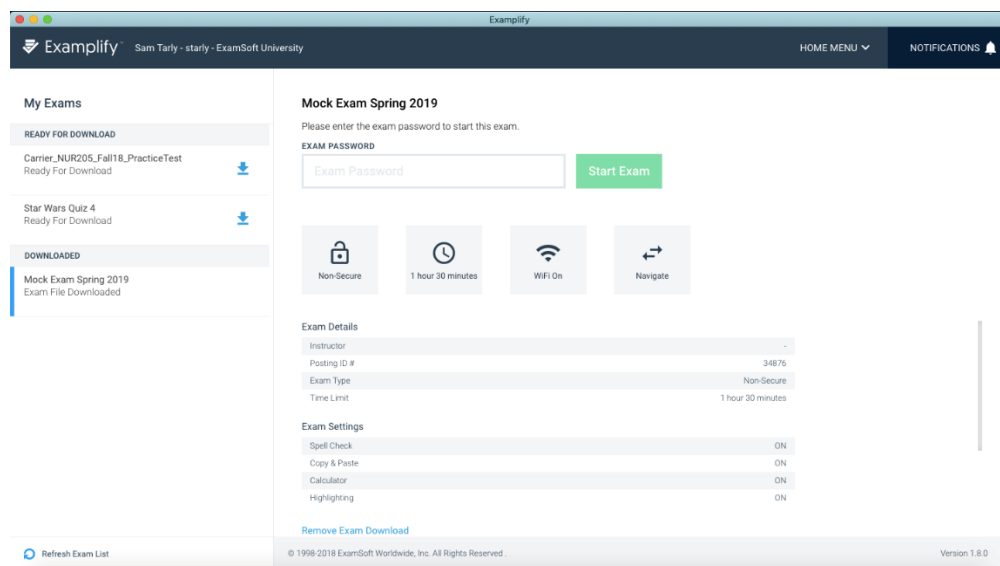

Preparing for an Upcoming Exam

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

   - MockExamSecure
        - Password: PASSYOUREXAM

Examplify Instructions

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

2. Watch for **email notifications** to download exams.
3. **Download** all exams as soon as they are available.
4. Check that your computer's **date and time** are accurate.
5. **Arrive** at the exam site at least 20 minutes early.
6. Charge your **laptop battery** and bring your power cord.
7. **Disable ALL** antivirus software prior to launching a secure exam.
8. **Close ALL** Microsoft programs (Word, Outlook, Powerpoint, Access, etc).
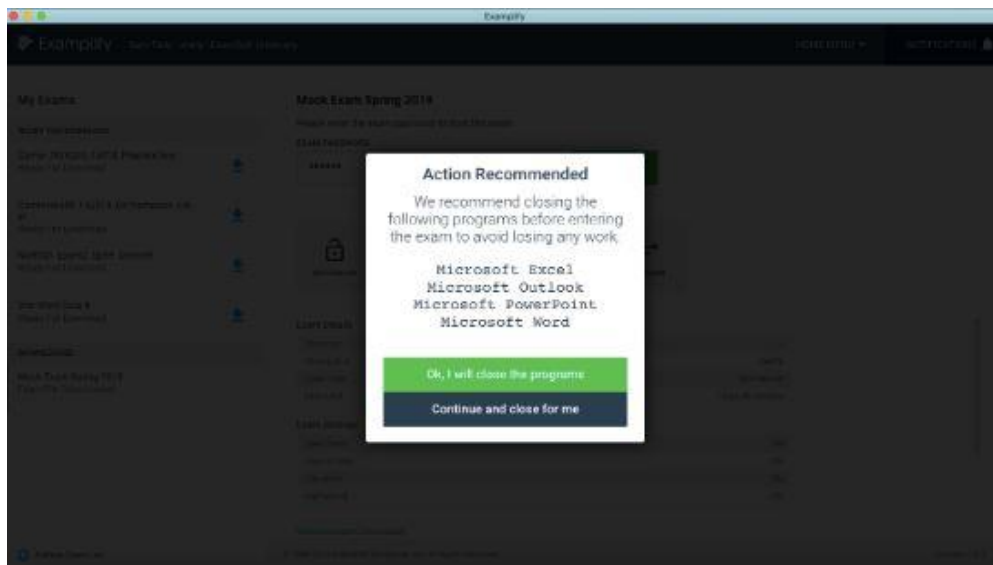

Taking an Exam

Once the exam or exams have been downloaded to your machine, the next step will be to select the exam you will be taking from the left side of the dashboard.

1. Locate the scheduled exam in the list.
2. Review the details and settings.
3. Enter the exam password. This password will be given out at the start of the exam. *(Note, this password is case-sensitive, and will need to be entered exactly as shown).* Click **Start Exam.**

If any Microsoft applications are open, you will be asked to close out of those programs before starting the exam. We recommend saving any work, then manually closing out of any Microsoft program.
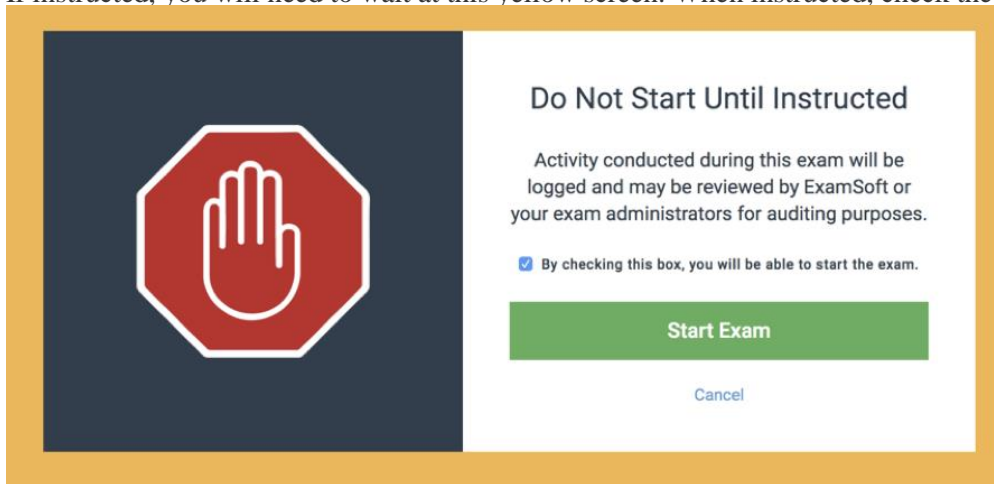
Examplify Instructions
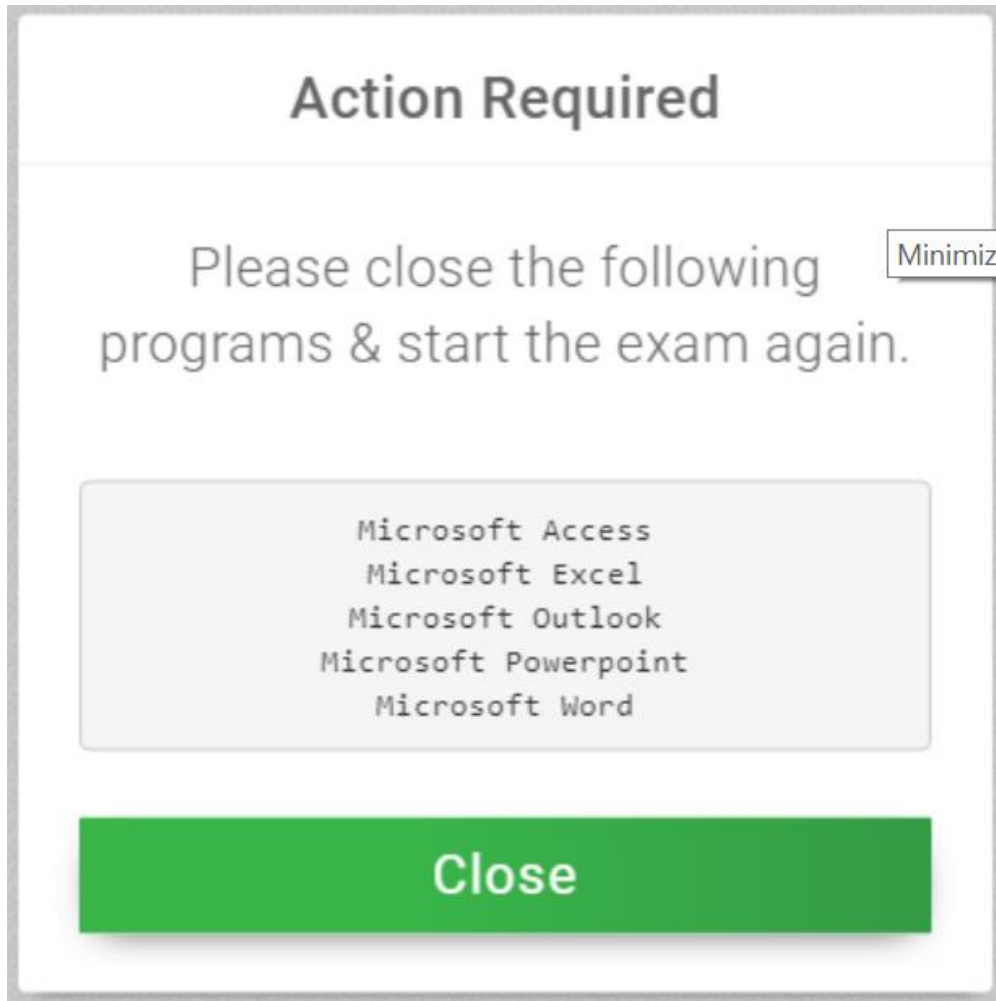
4. Read the information on each Exam Notice screen before clicking the arrow on the top right corner of the dialogue box to navigate to the next screen.
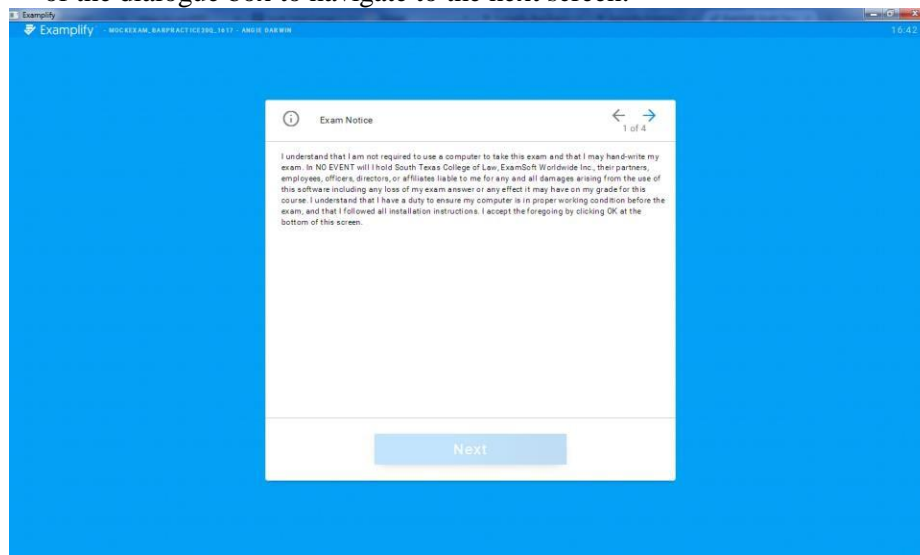
Examplify Instructions

5. If instructed, you will need to wait at this yellow screen. When instructed, check the box so that you


6. Once you have been instructed to begin your exam, click the green **Start Exam** button. Or, click **Cancel** to return to the list of exams if you've chosen the incorrect exam. *(Note, activity conducted during this exam will be logged. ExamSoft or your exam administrators may review this information at any time for audit purposes to verify exam integrity)*

How to Navigate Through Questions within an Exam:

1. Most STCL exams are set for only one question. You must type 1 before entering your response to question number 1, type 2 before typing your response to question number 2 and so on.
2. If your exam is set for multiple questions, you have three ways to move between questions.

   - First, by selecting the 'Next' button, to proceed to the next question, or selecting the 'Previous' button, to proceed to the previous question. The question number will be provided, on the bottom left of the screen, as well.

   - Secondly, you can toggle (switch) to the next/previous question by selecting the down arrow in the bottom left-hand corner or the up arrow in the top left-hand corner of the navigation pane.
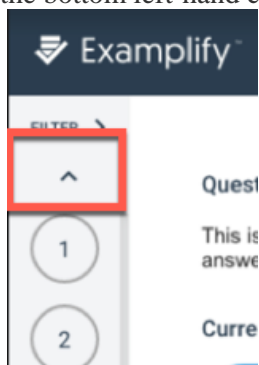
Examplify Instructions

- Lastly, once you have gone through each question, you can simply select the question number you would like to navigate to within the navigation pane on the left-hand side.

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

Exam Controls and Options

1. On the left-hand side of the screen, you will see the numbers that correspond to each question. An answered question will be filled in and the current question that you are on, will be outlined in blue.
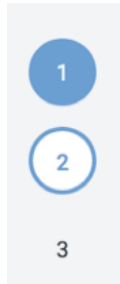
2. To **Flag** a question, click on the area, 'FLAG QUESTION'. Flagging a question is useful for exam takers that wish to come back and review or complete the question before exiting the exam. Note, if backward navigation is disabled on the exam, you will not be able to return to any flagged questions.
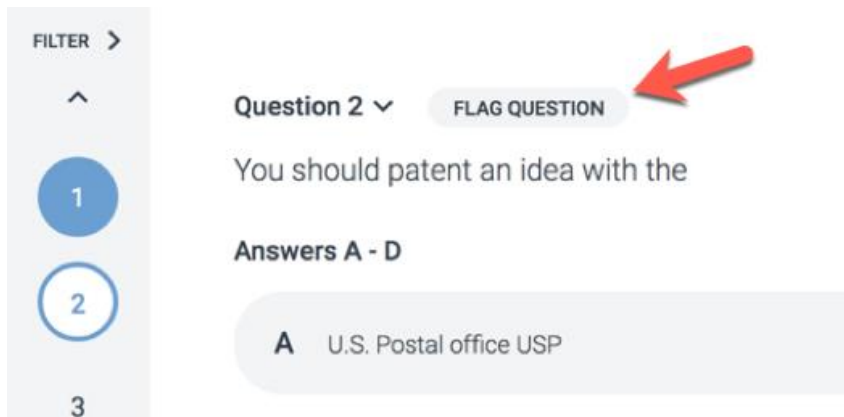

3. Above this list, you will see the **Exam Controls** option. Within this menu, you will see two possible options: **Hide Exam** and **Submit Exam**. **Hide exam** will hide the entire exam, but leave the Examplify application running. The **Submit Exam** option will prompt the exam taker to confirm this action.
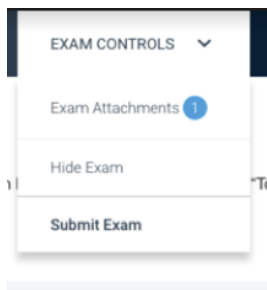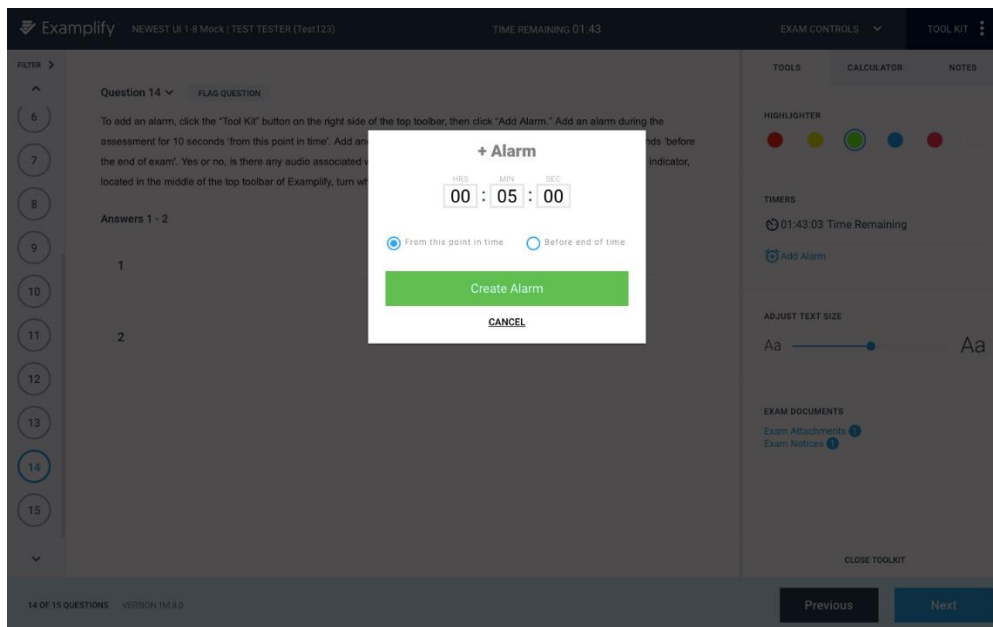
Examplify Instructions

4. In the **Tool Kit** section, you will have the ability to set an alarm and utilize the zoom feature for question text.
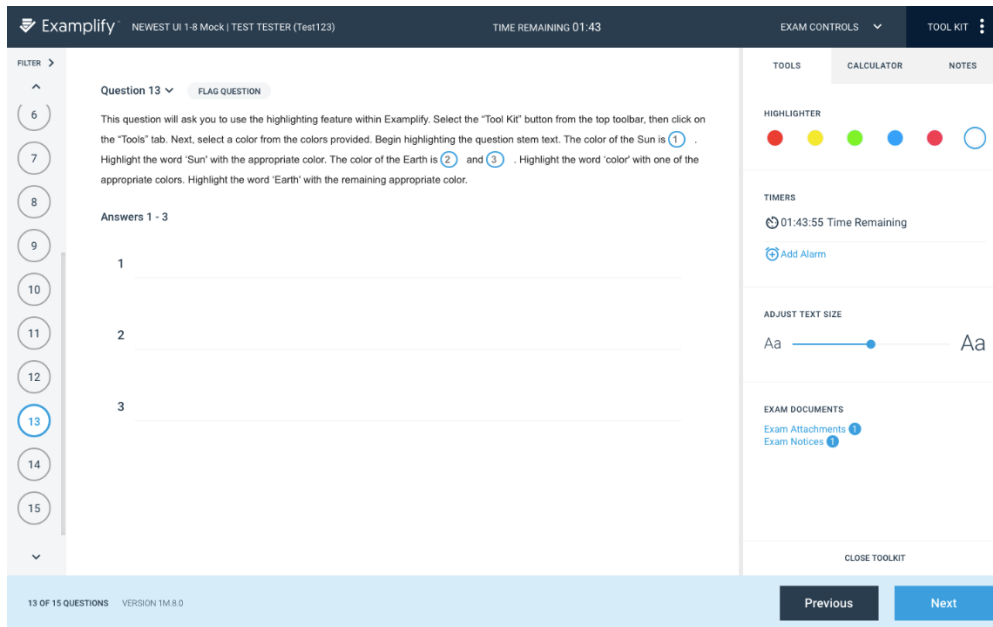
To set an alarm, select the "**Add Alarm**" icon. You may add 2 alarms to run at the same time.

5. Along the bottom row, you will see the Examplify version number. You will also see the current question number displayed out of the total number of questions on the exam. The **left-facing arrow** will return you to the previous question. *Note, if backward navigation is not enabled on your exam, you will not be able to use this function.* The **Next** button will take you to the next question.
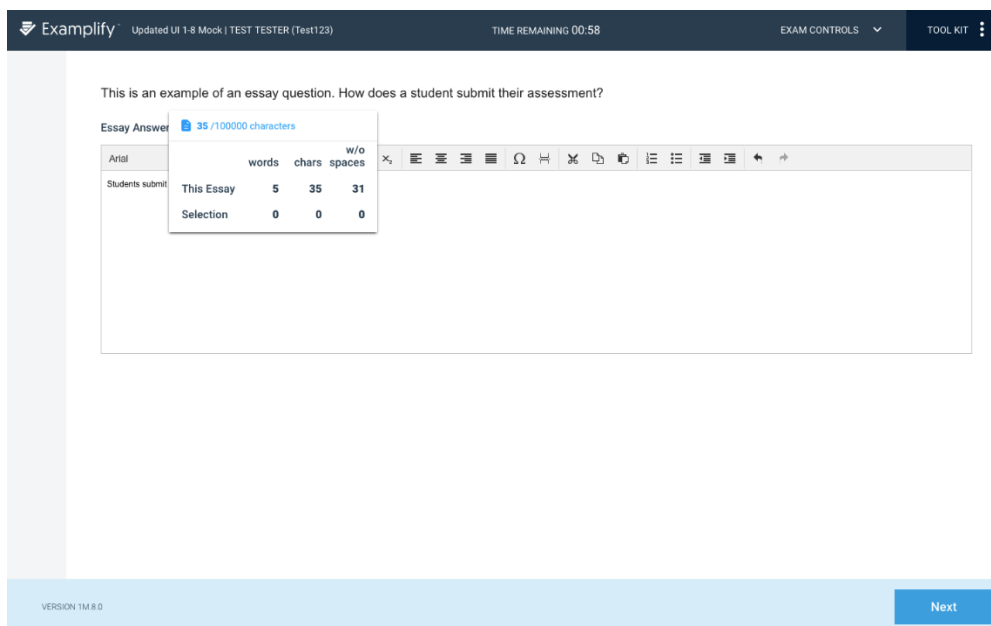
Examplify Instructions

<u>**Word and Character Count**</u>

Examplify provides a word count for essay questions just above the answer area.

It includes:

- Number of words in the current answer
- The character limit for the answer

Click on the paper symbol next to the character count. This window provides the total number of words, characters, and characters without spaces for the essay response. If text is selected in the current question, Examplify provides the same information for the text that is selected.


After an Exam

Once you've completed all the questions, you can now exit the exam.

1. Open the **Exam Controls** option, and select to **Submit Exam**.
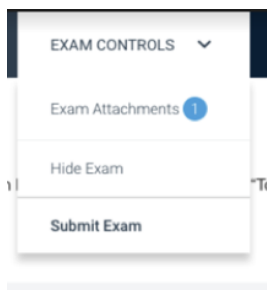
Examplify Instructions

2. The application will exit out of the exam view, and you will be presented with a warning that you're closing out of the exam.
3. To confirm, select the checkbox to confirm that you're ready to upload the exam file, and then select to **Upload Exam**.
4. If the upload was successful, you will see a **green confirmation screen**. Once you've reached this screen, your exam has finished and you will not be able to enter back into this exam.
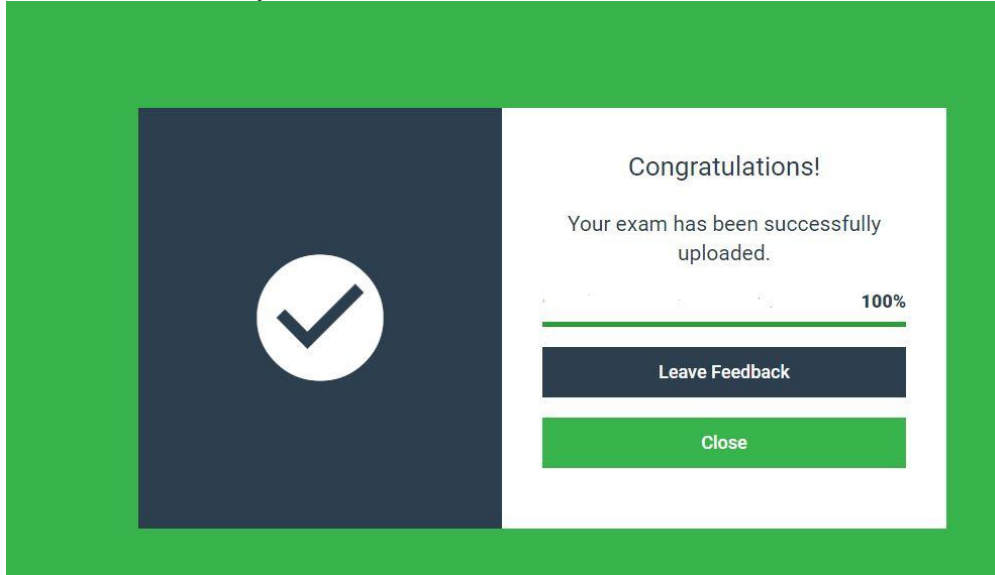
5. An email will be sent to the address you used when you registered Examplify®.

- 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, click the **Close** button to proceed with the upload of your exam and return to your device.