

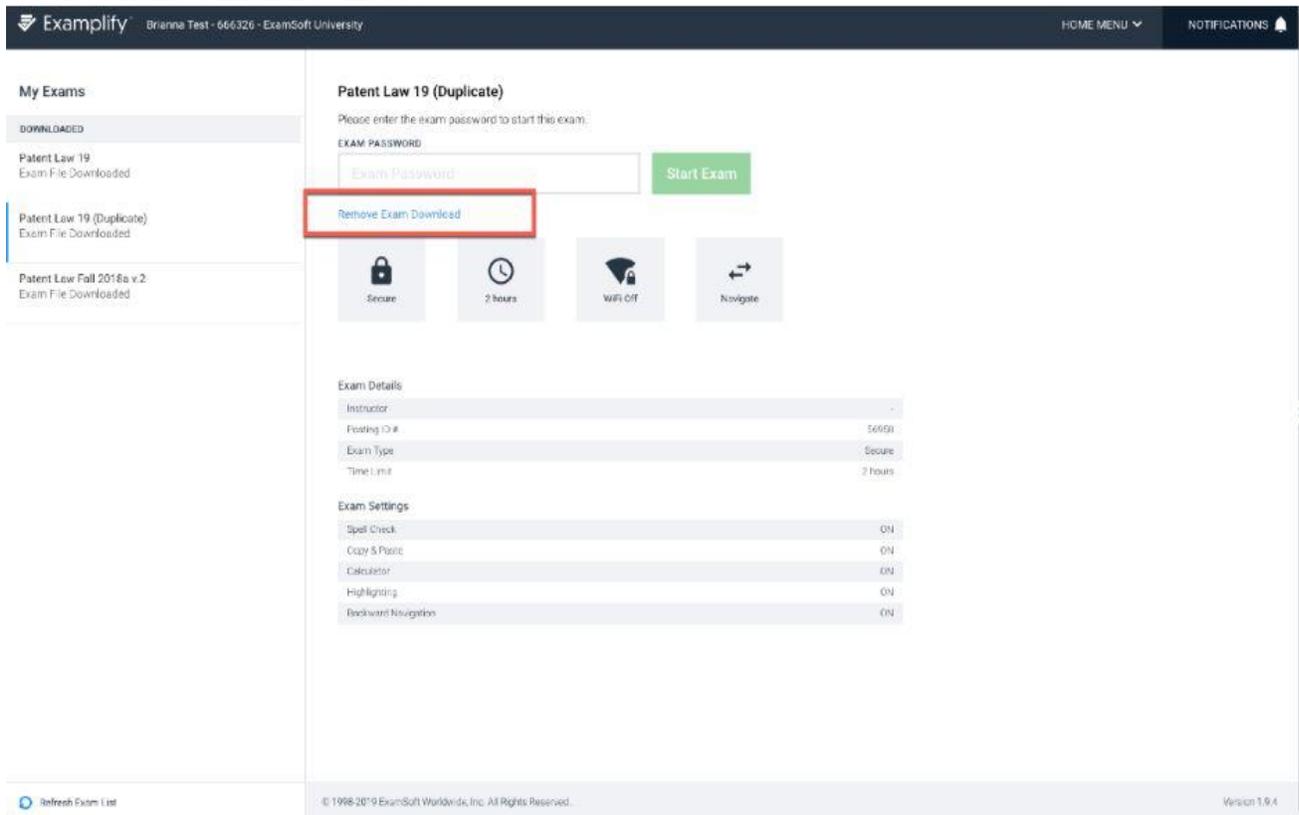
Exemplify Instructions Remove Downloaded Exams, Clearing Registration and Re-Registration

This guide will help you to refresh your exam number or to change devices.

Removing an Exam Download

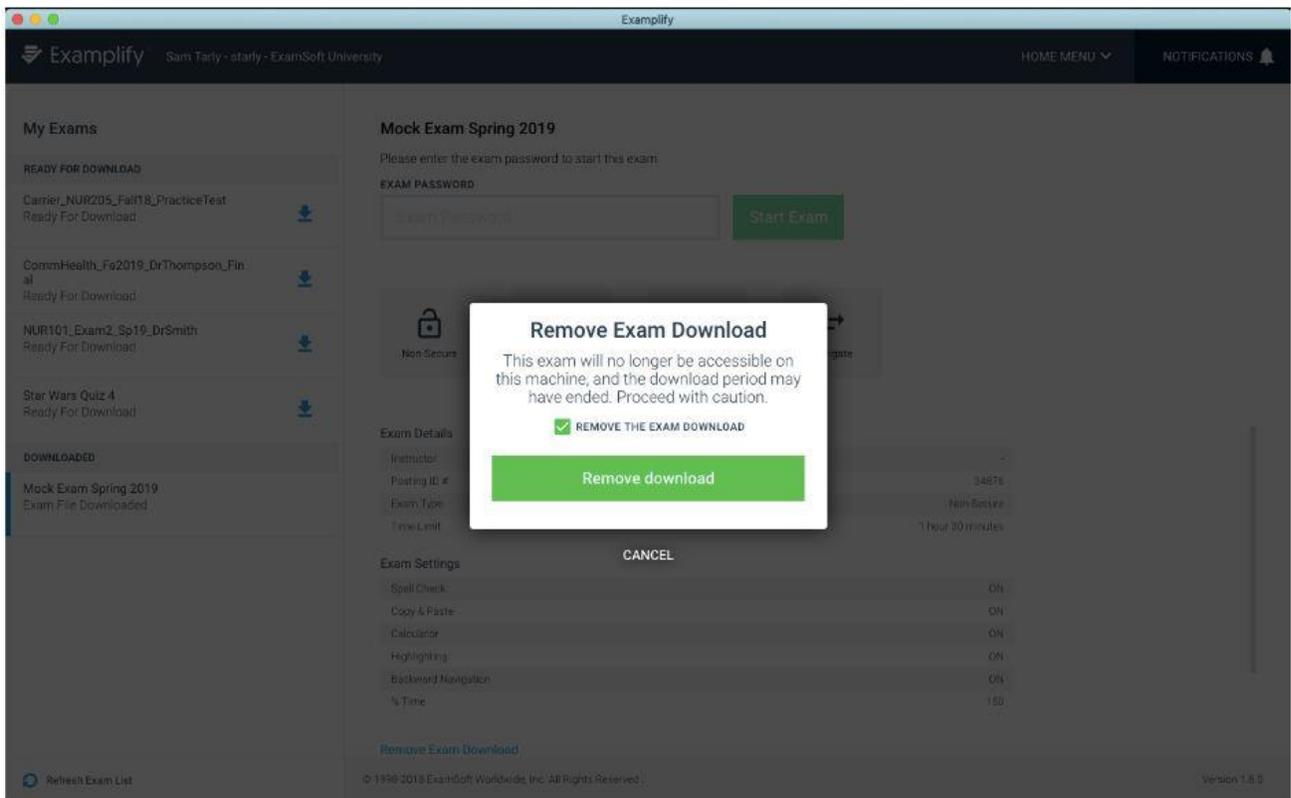
In some cases, you may need to remove a previously downloaded exam from your computer. If you need to re-download the exam, please verify that the download start and end times are still open prior to removing the download.

1. Open Exemplify.
2. Click on the Exam File that needs to be removed from the Exam List.
3. Select 'Remove Exam Download'.



The screenshot displays the Exemplify web interface. At the top, the header includes the Exemplify logo, the user name 'Drianna Test - 666326 - ExamSoft University', a 'HOME MENU' dropdown, and a 'NOTIFICATIONS' bell icon. The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'My Exams', has a 'DOWNLOADED' section with three items: 'Patent Law 19 Exam File Downloaded', 'Patent Law 19 (Duplicate) Exam File Downloaded' (highlighted in blue), and 'Patent Law Fall 2016a v.2 Exam File Downloaded'. The main panel shows the details for 'Patent Law 19 (Duplicate)'. It prompts the user to enter an exam password to start the exam, with a 'Start Exam' button. A red box highlights the 'Remove Exam Download' link. Below this are four icons: 'Secure' (lock), '2 hours' (clock), 'Wifi Off' (wifi symbol), and 'Navigate' (arrows). The 'Exam Details' section lists: Instructor (blank), Testing ID# (56658), Exam Type (Secure), and Time Limit (2 hours). The 'Exam Settings' section lists: Spell Check (ON), Copy & Paste (ON), Calculator (ON), Highlighting (ON), and Backward Navigation (ON). The footer contains a 'Refresh Exam List' button, copyright information '© 1998-2019 ExamSoft Worldwide, Inc. All Rights Reserved.', and the version number 'Version 1.9.4'.

4. From the next prompt, make sure to check the box for 'Remove the exam download', and next select the green 'Remove Download' button.

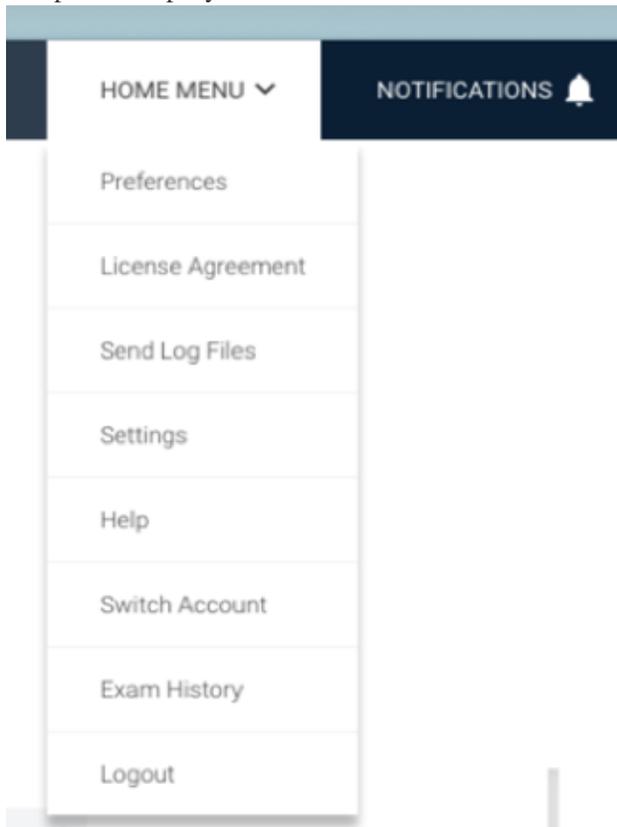


5. The exam will now be removed and no longer marked as downloaded.

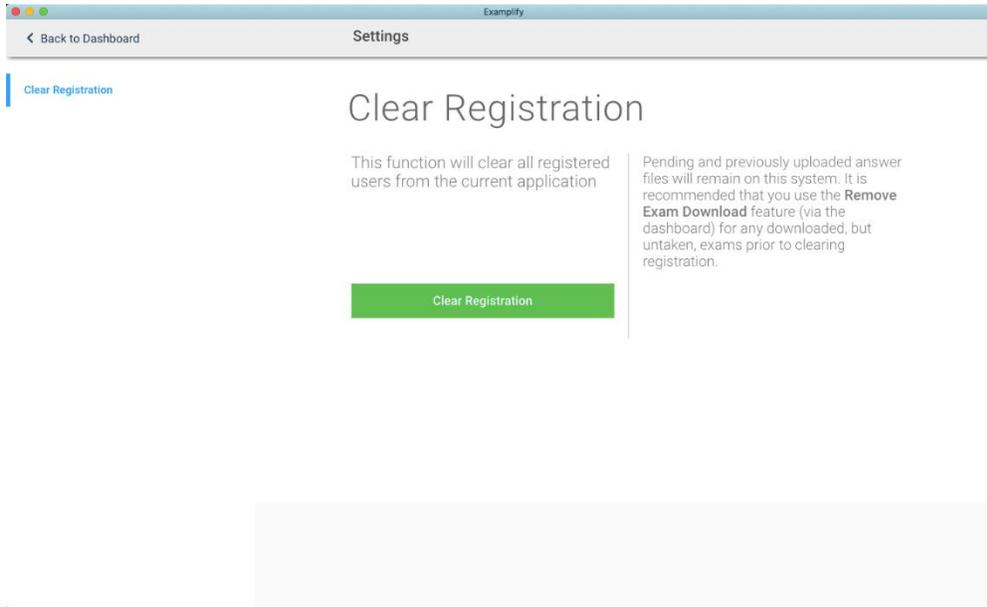
Clearing Registration and Re-registering

If you are still registered under an expired license within Examplify, you can update your license by clearing your registration and then re-registering all within the Examplify application. Follow these instructions in order to clear your registration for Examplify.

1. Open Examplify and click on the Home Menu. Select **Settings** in the drop-down menu.



2. Click on the Green **Clear Registration Button**.



3. You will then be prompted again to confirm that you want to Clear Registration. Click the green **Clear Registration Button**.

