



South Texas
COLLEGE OF LAW
— HOUSTON —

How to Exemplify

The how to's for using Exemplify

What is Exemplify



- This is the software you load onto your computer to take your exams. You will see an ICON on your desktop after installing this software.



Do I need internet access?



- You will need internet access for the following:
 - Download software
 - Download the exam
 - Upload the answer

You will not need internet access while taking your exam.



What is my Exemplify login information?

- Your username is your STCLH Student ID Number (G#) and your password is your birthdate in six digit format (mmddyy).
- If you've changed your password and cannot remember it, click the "Lost Student ID or Password?" button on www.examsoft.com/stcl.

To download Exemplify on your computer



- Google Chrome or FireFox is preferred
- Please log into examsoft.com/stcl
- At the log in page enter your username and password.
- On the first page are the Minimum System Requirements. Download for either Windows or MAC.

How will I know my midterm or six-digit final exam number and the password to start my exam?



- Your midterm and final exam numbers have been loaded into Exemplify and will populate when you download your exams.
- Each exam will be given a unique password in order to begin the exam. See next page.



Passwords for Exams

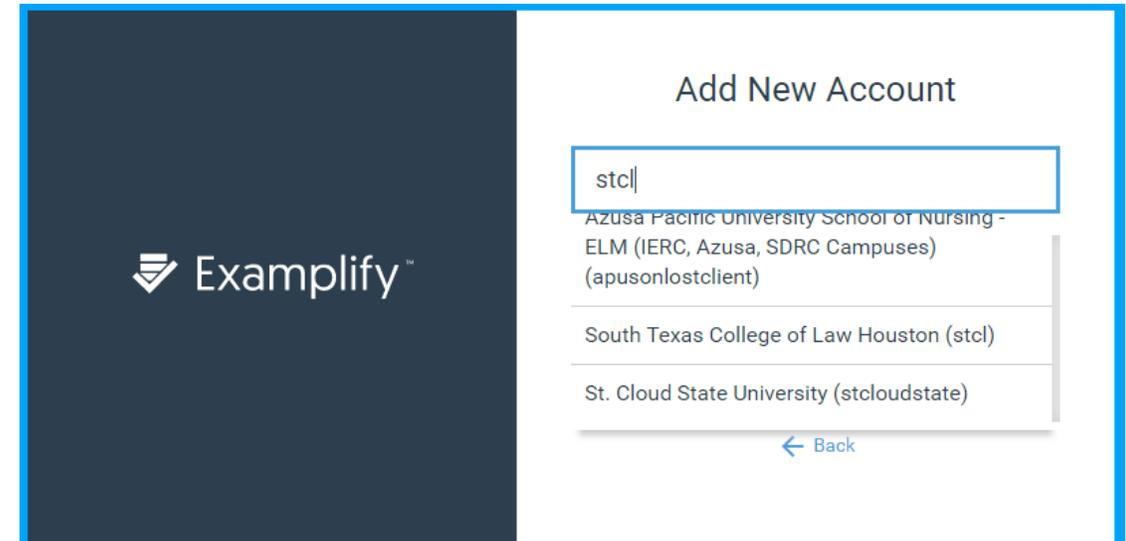
- Where do I find my passwords for my exams?
- The exam passwords can be found on the final [exam schedule](#).
These passwords will not work until the date and time that the exam is to begin.



If I used Exemplify for midterms or last semester, do I need to reinstall the software?

No, just click and open the Exemplify icon on your desktop and choose add a new account and enter STCL (South Texas College of Law Houston) and NEXT.

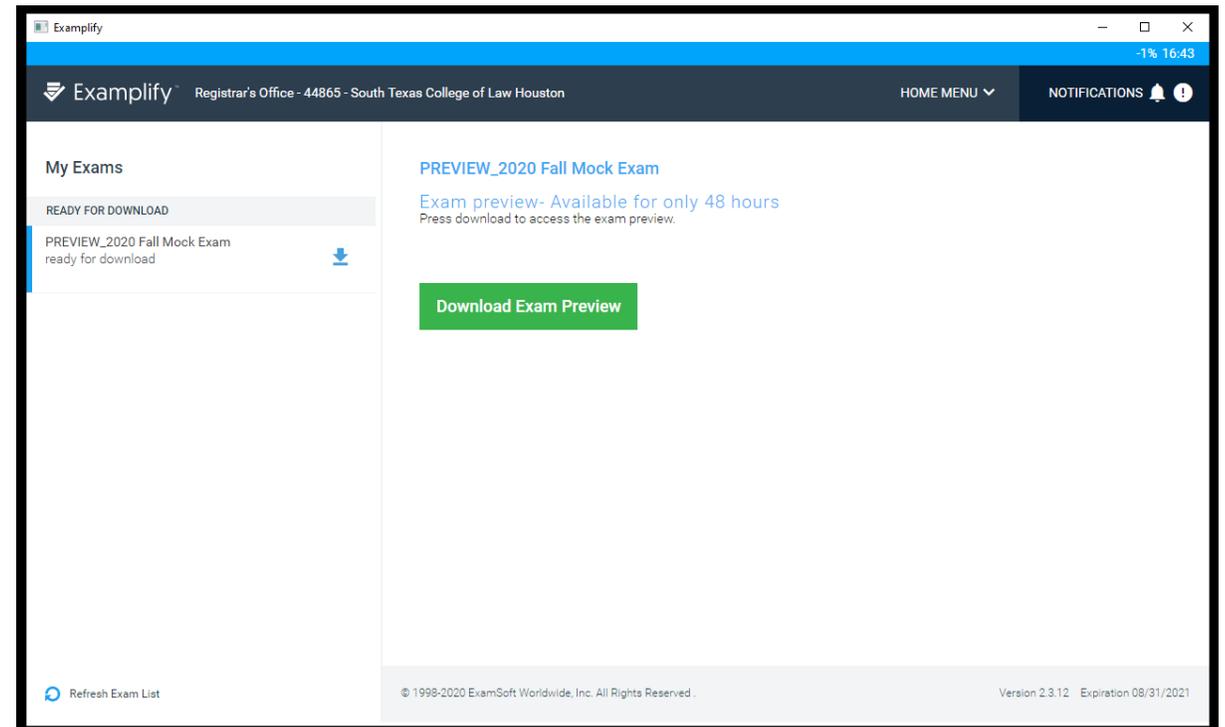
Then enter the new user ID and password, which was sent to your STCL Houston email from Examsoft.





Take the Mock Exam!!

- Everyone should take the 2020 Fall Mock Exam before the final exam period opens.
- You must take the mock exam again if you previously took it during midterms.
- The password for the mock exam is **MOCKF20**.
- This will help familiarize you with the Question Bank, Multiple Choice, Fill-in-the-Blank, and Essay portion of ExamSoft.



When does the timer start on exams?



- The time starts as soon as you put in the password and open the exam in Exemplify. Once you open an exam, you cannot close it, see additional information below.



Can I close and reopen my exam?



- NO, you must NOT close the software - you must leave it running the entire time of your exam.
- You will receive a five-minute warning when there are five-minutes remaining before the timed exam closes. When the time expires, the exam will close and your exam answer will upload. If you finish before the time is up then you will need to exit the exam and upload the exam.
- You will receive an email that your final exam answer has been successfully uploaded.

How will I know if my exam answer saved on my computer?

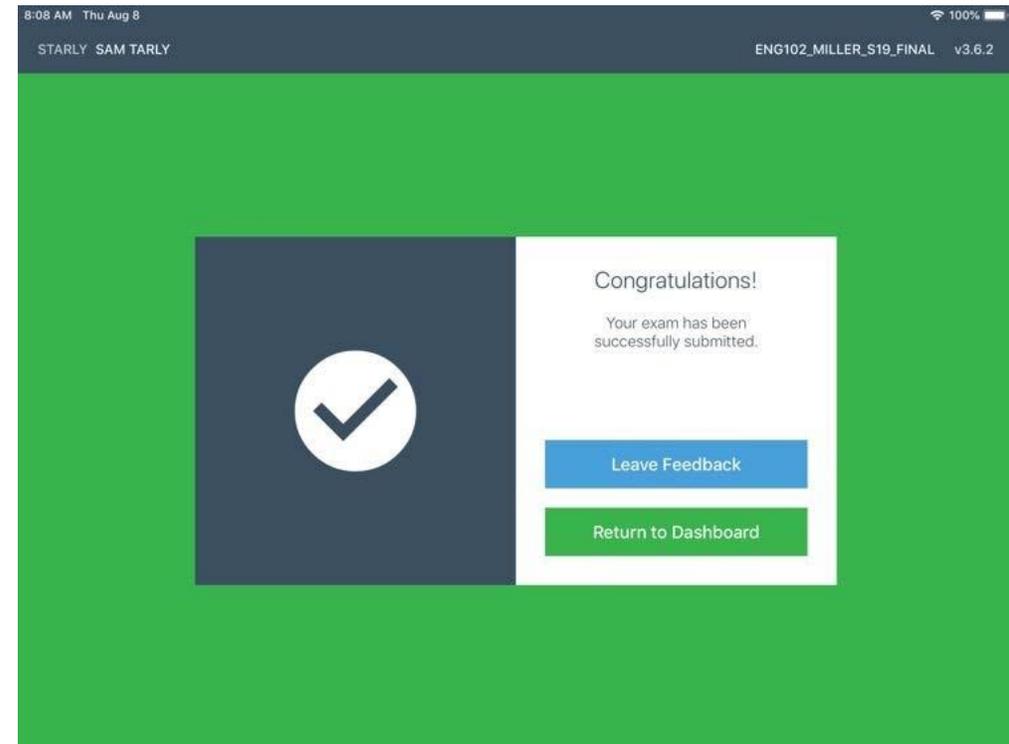


- Your exam answers are automatically saved to your laptop every 60 seconds and when it is uploaded to a server it will have history of when it was accessed, completed, and uploaded.

Will I receive confirmation of the upload?



- Yes, you will receive an email in your STCL Houston email that the exam was successfully uploaded.





When will I be able to download my Exams?

- The exams will not show in the download until the first day that the exam is open to take:
- Where can I find the updated Final Exam schedule? Click [here](#).

Will I have access to my notes on my computer?



- Yes and No. Some professors will allow you to have access to digital notes on your desktop and/or access to the internet.
- If the professor allows, you may also use **printed material** for open book/open note exams.

Handwritten Exam Answers



- Multiple choice questions must be answered in Exemplify.
- Use blue/black ink on lined notebook paper. Skip every other line and write only on the front of each page.
- Scan or take pictures of written essay responses and save as .pdf. The file must be titled with your exam number followed by the course name (*example: 123456 Texas Pretrial Procedure A*).
- If you do not have a personal scanner, download **Adobe Scan Digital PDF Scanner** or a scanning application similar to it to your mobile device to convert your written essay responses into .pdf.
- Once downloaded, click [here](#) for instructions on how to use the app.
- Click share icon to send saved .pdf to registrar@stcl.edu.
- Written essay responses must be submitted to registrar@stcl.edu as a .pdf file immediately after completing and submitting your exam in Exemplify.

How will Exemplify know if I have an accommodation?



- If you received an accommodation letter from Student Academic Affairs, the accommodation rule has been entered into your Exemplify account and attached to your exams.
- Therefore, when you download your exam, the accommodation you received from Dean Singleton and Lyndsay Garmond applies to that exam.



Have more questions??

- **EXAMSOFT PROVIDES 24/7 TECHNICAL SUPPORT FOR THIS SOFTWARE.** Should you have technical problems with the installation or use of ExamSoft, please use the resources below.

	Support Portal 24/7 Online Resource Center www.examssoft.com/support		Email support@examssoft.com
	Exam Taker Support Line Available 24 hours a day (866) 429-8889 (954) 429-8889		Live Chat Available 24 hours a day www.examssoft.com/support

- For technical support during finals (Dec. 1–14) students may contact STCL Tech Support by going to Zoom room: <https://stcl.zoom.us/j/7136461555>, or by calling one of the following numbers and entering the Meeting ID 7136461555.

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Thank you.