Final Exam Overview and Q&A Session

Exams: May 3rd – May 15th

Exam Support Contacts

- Before May 3rd, contact STCL Houston Tech Support if you experience any technical issues.
- During exams, only contact the Registrar's Office or Exam Support for assistance with exam-related matters.
- DO NOT contact your professor for non-take home exams.

Support Prior to Exams		
George Milz 713-646-1864 gmilz@stcl.edu	**Anthony Thompson** 713-646-1710 athompson@stcl.edu	
STCL Houston **Available from 8:30 a.m. – 10:00 p.m., May 3rd – May 15th**		
Exam Tech Support ZoomID: 7136461555	**Exam Tech Support** **Zoom Phone Numbers** 346-248-7799 669-900-6833 Meeting ID: 7136461555	**Registrar's Office Phone and Email** 713-646-1701 registrar@stcl.edu
ExamSoft **Available 24 hours a day**		
Exam Taker Support Line 866-429-8889	**Live Help Desk Chat** (bottom right corner) https://help.examsoft.com/s/	**Support Portal** https://examsoft.com/contact#support

Download/Test/Upload

All Times are Central Times (CT)			2-HOUR EXAMS			3-HOUR EXAMS		
Scheduled Exam Day and Time	Scheduled Exam Time	Exam Download Available	Early Testing Starts	Don't Get Caught Testing After--	Exam Upload Deadline	Early Testing Starts	Don't Get Caught Testing After--	Exam Upload Deadline
MONDAY - FRIDAY (6 PM Exams)	6:00 PM	2:30 PM	4:00 PM	8:00 PM	8:30 PM	3:00 PM	9:00 PM	9:30 PM
SATURDAY (9 AM Exams)	9:00 AM	5:30 AM	7:00 AM	11:00 AM	11:30 AM	6:00 AM	12:00 PM	12:30 PM
SATURDAY (3 PM Exams)	3:00 PM	11:30 AM	1:00 PM	5:00 PM	5:30 PM	12:00 PM	6:00 PM	6:30 PM

On-Campus Testing

AVAILABLE EXAM ROOMS	
Mon. - Fri.: 2:00 p.m. - 9:15 p.m. **Sat. 9:00 a.m. Exams**: 7:00 a.m. - 12:15 p.m. **Sat. 3:00 p.m. Exams**: 1:00 p.m. - 6:15 p.m.	
1st Floor Library (seats 60 max. capacity)	
314 (seats 28 max. capacity)	418 (seats 28 max. capacity)
316 (seats 28 max. capacity)	513 (seats 18 max. capacity)
317 (seats 24 max. capacity)	514 (seats 18 max. capacity)
413 (seats 28 max. capacity)	516 (seats 28 max. capacity)
414 (seats 28 max. capacity)	517 (seats 24 max. capacity)
416 (seats 28 max. capacity)	518 (seats 28 max. capacity)

Off-Campus Testing

- Ensure that you test in a quiet environment where you are on your own.
- Do not have any prohibited items on you. (See following chart)

Allowed/Prohibited Items

- See the Allowed/Prohibited Items list below. Only Allowed Items can be within reach during the exam.

Allowed Items*	Prohibited Items
Laptops, webcam, microphone, extension cord, cooling stand	Electronic devices i.e. cell phones, pagers, iPads, tablets, calculator (unless allowed by professor), headphones or any sound suppression device
Pens, highlighters, pencils, and pencil sharpeners	Smart watches, digital watches, fitness trackers
Wallet (money purse), keys	Backpacks/Purses, tote bags
Foam Earplugs (noise cancelling devices are allowed)	Food
Eyeglasses (no eyeglass cases), Contact Lenses in original container (no boxes)	Alcoholic beverages
Non-alcoholic beverages (in a clear container with no labels or writing)	Books (unless it is an Open Book exam)
Tissues, cough drops, medicine, wrapped feminine hygiene products	Notes (unless it is an Open Note exam)
Books and/or Notes for Open Book/Open Note exams only, blank scratch paper (if allowed)	Hats, scarves, head gear (except religious items)
Sweater or jacket	Smoking materials

*If possible, place permitted items in view of your webcam.

Exam Day Passwords

- Find the exam day password on the latest exam schedule on the [Exams web page](#).
- Select the '2021 Spring Final Exam Schedule and Passwords' link.
- These passwords will not work until the date and time that the exam is to begin.

Examplify

■ This is the software (owned by ExamSoft) you install onto your computer to take your exams. You will see an ICON on your desktop after installing this software.

Update/Install Examplify

- Ensure that your laptop or desktop meets the Minimum System Requirements
- **Update/Install Examplify**
  - **To Install**: Click here for instructions
  - **To Update**: Open Examplify and select the 'Update' button when prompted
    - Examplify versions 2.6.0 or later will update automatically.
      - Click one of the following links to check the Examplify version you have installed on your device: Mac, Windows

What is my Examplify Login Information?

- Your username: STCLH Student ID Number (G#)
- Your password: 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

Final Exam Numbers

- Your final exam number will automatically populate in Examplify when you download an exam.

- Make sure your exam number in Examplify matches the number on STANLEY.

    - Go to the Campus Life tab (on the left-hand side of the STANLEY portal)

    - Scroll down to the 'Student Self-Service' section

    - Click on 'Exam Number'

    - Select '2021 Spring' for the term

    - Note your final exam number in the schedule at the bottom of the screen

Incorrect Exam Number in Examplify

- If your Examplify and STANLEY exam numbers do not match, clear registration and re-register.

- If after clearing registration, your exam number is still incorrect, contact registrar@stcl.edu or 713-646-1701.

ExamID and ExamMonitor

- ExamID is the software within Examplify that will take a baseline photo of you during your Mock Exam.

- This photo will be used to compare against the pictures ExamID will take of you before you begin each exam.

- ExamMonitor, also within Examplify, will record you during testing if you are taking a closed-resource exam (i.e. no notes or books are allowed).

- Be sure to enable microphone and camera permissions before testing begins.

- Ensure that your volume is turned on.

Take the Mock Exam!!

- Everyone should take a mock exam before the final exam period opens.

- The password for the mock exam is **MOCKSP21.**

- This will help familiarize you with the Question Bank, Multiple Choice, Fill-in-the-Blank, and Essay portion of ExamSoft.

- 10 minutes long.

- Can be taken up to 5 times.
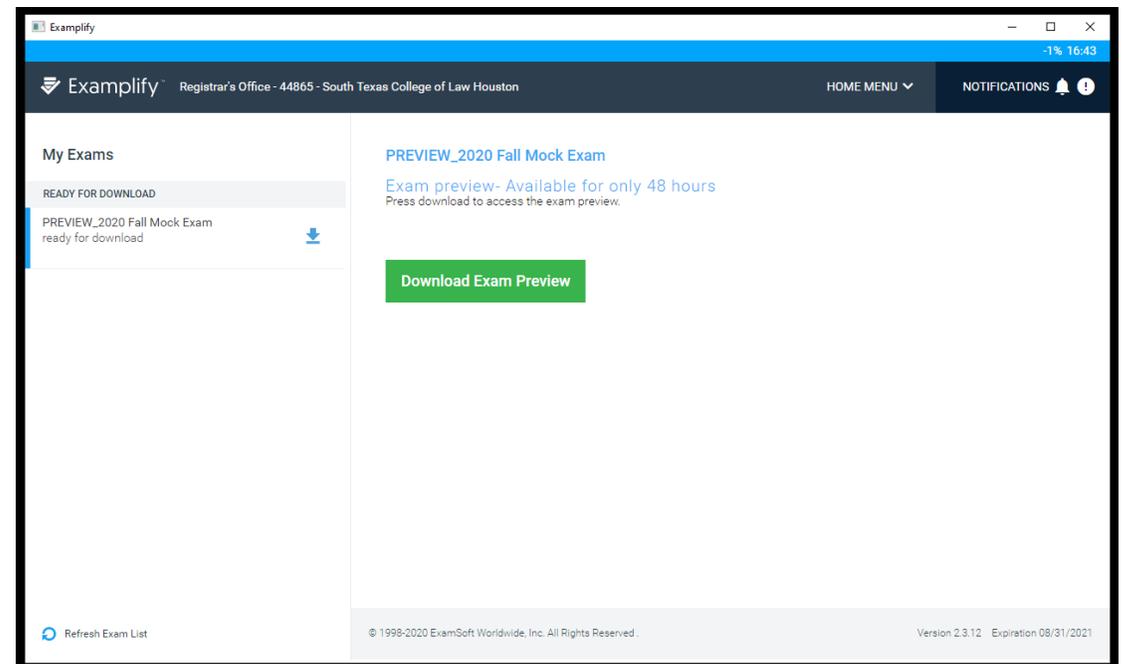
Open-Resource Exams
(i.e. Open Book/Open Note)

- Some professors will allow you to have access to the internet and digital notes on your desktop.
- If the professor allows, you may also use **printed or digital material** for open book/open note exams.
- Open book/note exams will not have ExamMonitor enabled.
- ExamID will still be enabled.

Scratch Paper

- **If your professor has allowed the use of scratch paper:**
    - You may provide yourself with blank paper.
    - If ExamMonitor is enabled, show the front and back of the blank page to the webcam.

Handwritten Essay Answers

- Write on lined notebook paper
- Ensure to write legibly
- Write in black or blue ink
- Write on every other line
- Write on the front side of each page
- Write your exam number at the top of every page
- Number your pages in the bottom right-hand corner
- When complete, scan or take a picture of your answers
  - Name the file with your exam number and the course name (i.e. 123456 Texas Pretrial Procedure B)
- Email your answers to registrar@stcl.edu

Exam Procedure

1. Make sure your laptop is plugged in to a power source
2. Disable anti-virus software, click here for instructions
3. Open Examplify ✔
4. Download your exam
5. Check the Enabled Exam Settings (i.e. ExamID, ExamMonitor, cut & paste, etc.)
6. Enter the exam day password and begin your exam
7. Take your ExamID photo
8. If ExamMonitor is enabled, allow video permissions
   a. Ensure your volume is on
9. Read and acknowledge the 'STOP' Notice to ensure that ExamID and ExamMonitor, if applicable, are running
10. Read and acknowledge the Honor Code Pledge
11. Read the professor's General Instructions (can reference during testing in Exam Controls → Exam Notices)
12. **If ExamMonitor is enabled when the test begins:**
    a. Rotate your camera around the room
       i. Make sure to include the surface you are testing on
    b. If scratch paper is allowed, show the front and back of your blank scratch paper to the camera
    c. You are strongly advised to use the restroom before, or wait until after, testing
       i. If you need to step away to use the restroom, announce to the camera that you are going to the restroom.
          • You can be away for no more than 5 minutes
          • The exam timer will continue

After the Exam

- **Connect to the internet immediately to upload your answer file**.
  - Wait for the green upload confirmation screen before closing your laptop.

- **Upload your video file, if applicable.**
  - Your video file may take a while to upload.

- **Submit your handwritten answers (if applicable) to registrar@stcl.edu immediately after uploading the answer file.**