



South Texas
COLLEGE OF LAW
— HOUSTON —

How to Exemplify

The how to's for using Exemplify

What is Exemplify



- This is the software you install 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/monitoring footage

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

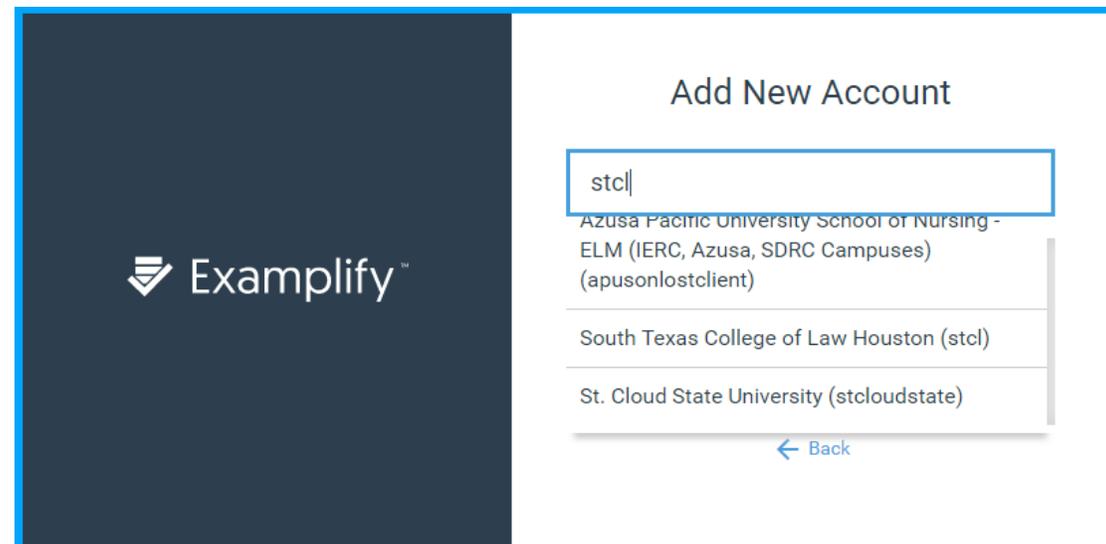
- Where do I find my passwords for my exams?
- The exam passwords can be found on the Final Exam Schedule on the [Exams Webpage](#). These passwords will not work until the date and time that the exam is to begin.



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.

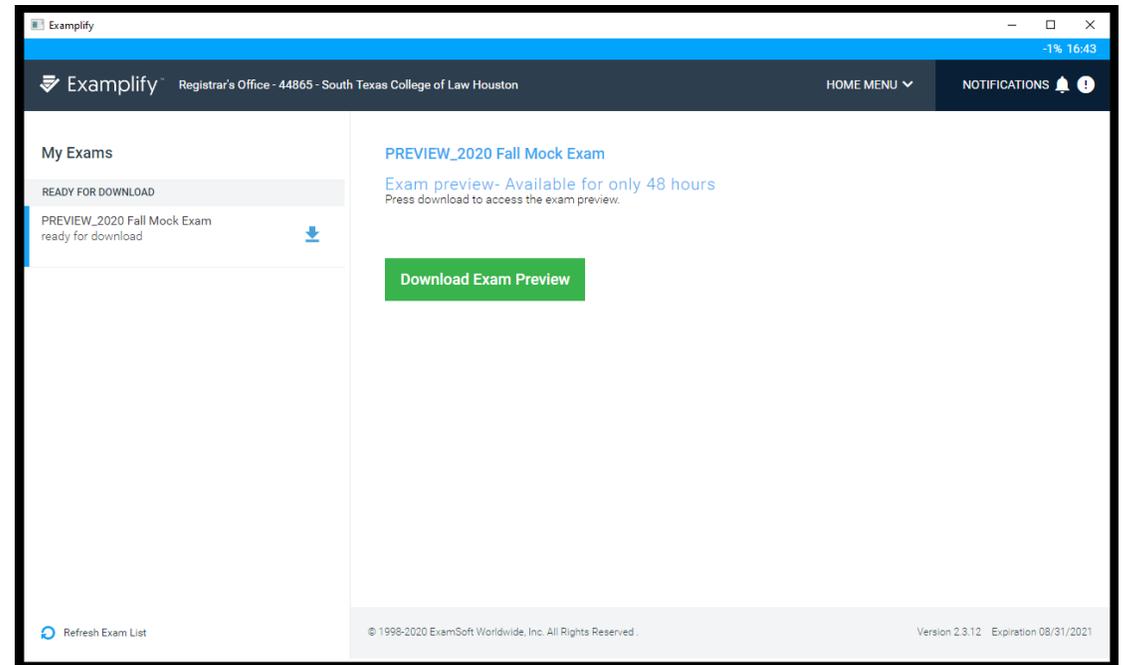
Then enter the new user ID and password, which was sent to your STCL Houston email from Examsoft.





Take the Mock Exam!!

- Everyone should take 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.



When does the timer start on exams?



- The time starts as soon as you reach the first question of 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?

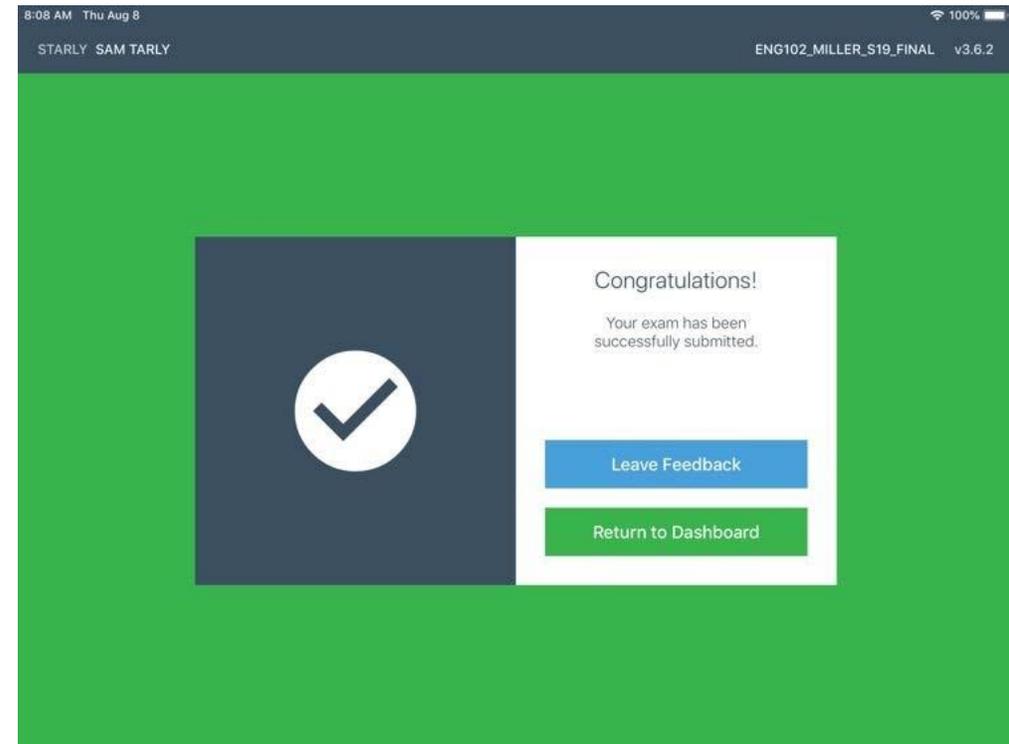


- Your exam answers are automatically saved to your laptop every 60 seconds and when it is uploaded to a server it will have history of when it was accessed, completed, and uploaded.

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?

- Exams will be available for download on exam day. Reference the following chart to confirm time your 2 or 3 hour exams will be available for download.

Scheduled Exam Day and Time	2-HOUR EXAMS					3-HOUR EXAMS				
	Exam Download Available	Early Testing Opens	Schedule d Testing Begins	Testing Ends	Exam Upload Deadline	Exam Download Available	Early Testing Opens	Scheduled Testing Begins	Testing Ends	Exam Upload Deadline
MONDAY - FRIDAY (6 PM Exams)	2:30 PM (CT)	4:00 PM (CT)	6:00 PM (CT)	8:00 PM (CT)	8:30 PM (CT)	2:30 PM (CT)	3:00 PM (CT)	6:00 PM (CT)	9:00 PM (CT)	9:30 PM (CT)
SATURDAY (9 AM Exams)	5:30 AM (CT)	7:00 AM (CT)	9:00 AM (CT)	11:00 AM (CT)	11:30 AM (CT)	5:30 AM (CT)	6:00 AM (CT)	9:00 AM (CT)	12:00 PM (CT)	12:30 PM (CT)
SATURDAY (3 PM Exams)	11:30 AM (CT)	1:00 PM (CT)	3:00 PM (CT)	5:00 PM (CT)	5:30 PM (CT)	11:30 AM (CT)	12:00 PM (CT)	3:00 PM (CT)	6:00 PM (CT)	6:30 PM (CT)

Will I have access to my notes on my computer?



- Yes and No. 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 material** for open book/open note exams.

What am I allowed to have with me during testing?



- See the Allowed/Prohibited Items list below. Only Allowed Items can be within reach during the exam. Any student found to have a Prohibited Item once the exam has started will be subject to disciplinary action.

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.**

Handwritten Exam Answers



- Multiple choice questions must be answered in Exemplify.
- Ensure to write legibly.
- Write in black or blue ink.
- Write on every other line.
- Write your exam number at the top of every page.
- Write on the front side of each page ONLY (writing on the back of the page may be seen from the other side).
- When you have finished testing:
 - Scan or take pictures of written essay responses.
 - Save as PDF file.
 - Title the file 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.



Exam Procedure

1. Secure your area.
 - a. If you are not testing in a classroom with other students, ensure that there is no one else in the room with you.
 - b. Remove prohibited items from the room
 - i. Exception: You may keep a cell phone in a nearby room. You may retrieve it and then use it, in front of the webcam if possible, to communicate with Exam Tech Support if needed.
2. Make sure your laptop is plugged into a power source.
3. Retrieve the exam day password [here](#).
4. Open Examplify 
5. Download your exam
6. Ensure that the appropriate exam settings are enabled (i.e. ExamID, ExamMonitor, cut & paste, etc.)
7. At the 'Early Start' or 'Regular Start Time' enter the password and begin your exam
8. Take your ExamID photo
9. If ExamMonitor is enabled, allow video permissions
 - a. Ensure your volume is on.
10. Read and acknowledge the Pledge Sheet
11. Read your professor's general instructions (can also be accessed in Exam Controls during the test)
12. **When you reach the first question of a secured exam (ExamMonitor is enabled):**
 - a. If you are testing in a room by yourself, rotate your camera around the room
 - 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 and after testing.**
 - i. If you need to step away to use the restroom during testing, you must announce to the camera that you are going to the restroom.
 - ii. You are allowed up to 5 minutes for a restroom break.
 - iii. The exam timer will continue during the break.

How will Exemplify know if I have an accommodation?



- If you received an accommodation letter from Dean Singleton and Lyndsay Garmond, 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.

Exam Taker Support Line Available 24 hours a day: 866-429-8889	Live Help Desk Chat (bottom right corner) Available 24 hours a day: https://help.examssoft.com/s/	Support Portal 24/7 Online Resource Center: https://examssoft.com/contact#support
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- For technical support during finals (May 3–15) 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.
 - +1 346 248 7799
 - +1 253 215 8782
 - +1 312 626 6799
 - +1 669 900 6833
 - +1 301 715 8592



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Thank you.