

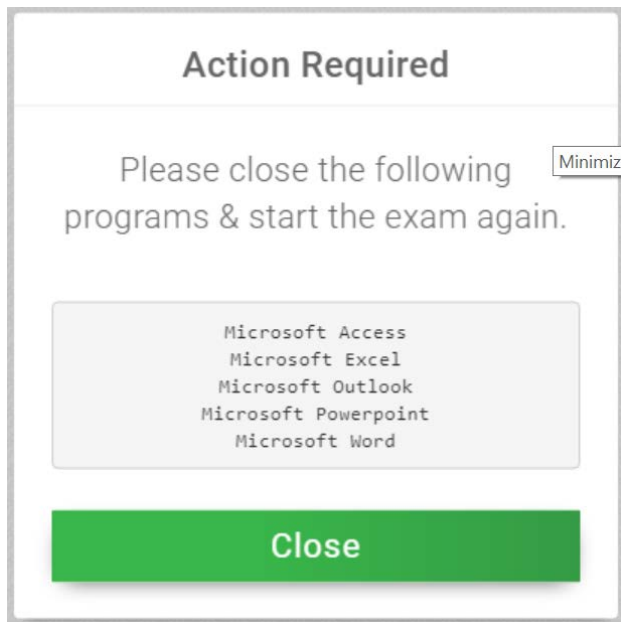
Exemplify: Taking an Exam

Starting 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.

1. Locate the scheduled exam in the list.
2. Review the details and settings enabled by your Instructor.
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 the exam is secure, and any software is open, you will be asked to close out of those programs before starting the exam. We recommend saving any work, then manually closing out.

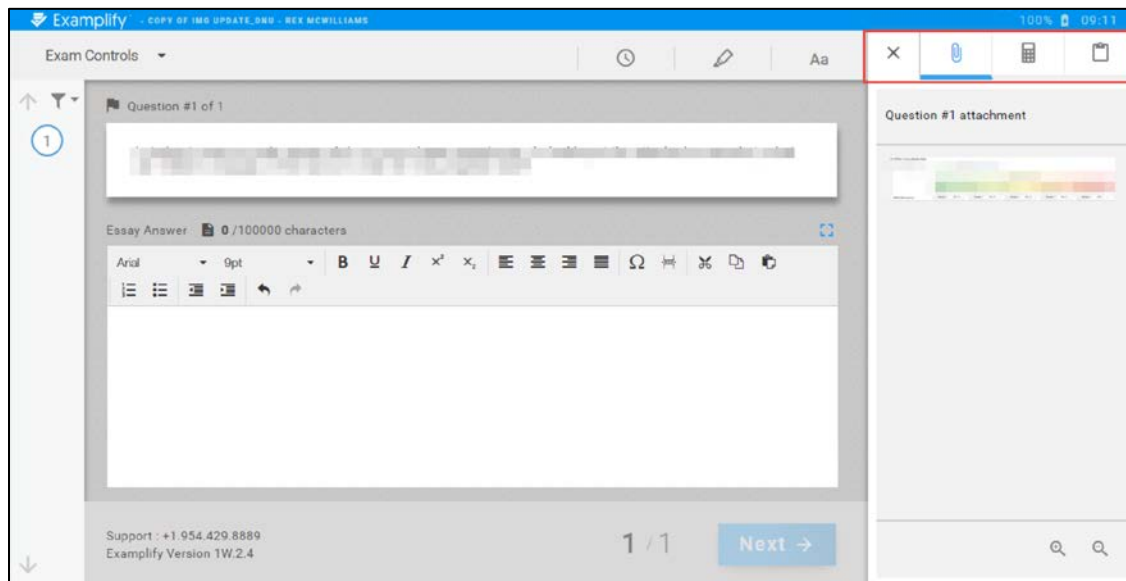


4. If instructed, you will need to wait at this yellow screen.
5. When instructed, enter the code provided to begin your exam.
6. Once you have been instructed to begin your exam, click the green **Start Exam** button. Or, click **Cancel** to return to the list of exams if you've chosen the incorrect exam.

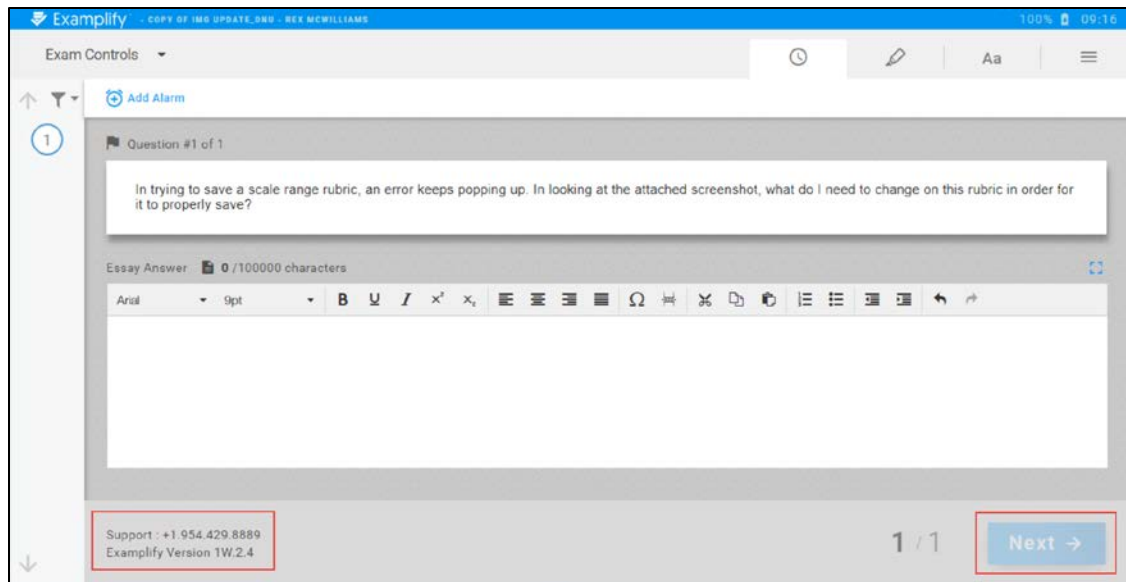
Exam Controls and Options

1. On the left-hand side of the screen, you will see the numbers that correspond to each question, as well as a small radial circle next to each number.
2. 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 Exemplify application running. The **Submit Exam** option will prompt the exam taker to confirm this action.
3. Along the top row, you will have the ability to display exam level attachments, pre-assessment notices, set an alarm, exam time remaining (if the time limit was set by your instructor), utilize the zoom feature for question text, as well as a highlighting tool (if enabled by your instructor for this exam).

The **Expand** option will allow you to view any attachments for that question or, if enabled, clicking the Calculator icon will display the calculator, and the Notepad icon will display the option for Notes and Feedback.



4. Depending on the exam options set by your instructor, you may see a **Time Remaining** alarm with a time countdown or a **5 Minute Warning** alarm with a time countdown.
5. Along the bottom row, you will see the Exam Taker Support phone number, as well as the Exemplify version number. You will also see the current question number displayed out of the total number of questions on the exam. The **Next** button will take you to the next question.



Post Exam Actions

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

1. Open the **Exam Controls** option in the upper-left corner, and select to **Submit Exam**.
2. The application will exit out of the exam 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 click **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.