

Using Exemplify: Features and Tips

The following is a quick guide to installing and using Exemplify¹. In order to make your exam experience as smooth as possible, please be familiar with these functions. For a complete set of Exemplify training materials and videos, please visit: <https://help.examsoft.com/s/>

1) Installing Exemplify

Please go to www.examsoft.com/cualaw and prior to logging in, please review the “Minimum System Requirements” section to make sure your laptop’s operating system meets the standards necessary for Exemplify. Then, within the Exam Takers section, please enter your username and password and press ‘Login’. Your Exemplify username is the first portion of your Catholic University e-mail address (everything before “@cua.edu”; e.g. ‘smithm’) and your individual password is your seven digit Student ID number (found on your Cardinal Card). Within the ‘Install and Register Exemplify’ section, click “Download”, wait for the Exemplify installation file to download, double click on the resulting downloaded file and follow the instructions for installing this software.

2) Completing Installation and Logging into Exemplify

After the installation is complete, you will be asked to agree to the Software License Agreement. Please scroll to the bottom of the agreement and click, “I Agree”. In addition, the first time you open Exemplify, you will be prompted to enter the Institution ID code. Our Institution ID code is ‘cualaw’. You will then be prompted to enter your Exemplify username and password. As mentioned above, your username is the first portion of your Catholic e-mail address (everything before “@cua.edu”) and your individual password is your seven digit Student ID number (found on your Cardinal Card).

If this is not your first time logging into Exemplify, you can open the Exemplify application by clicking on the Exemplify icon on your laptop:



Once you login, please feel free to download any available exams, including the mock exam. For regular exams, you can complete the download days, or sometimes weeks, prior to arriving on exam day. Or you can download your exam just before the exam begins. We recommend the former. Please do not worry; you cannot start an exam without first being given the exam password (other than for the mock exam, we give you the exam password when you arrive in your exam classroom).

To download an exam, please click on the exam name on the left-hand side of your screen (any exam with the message “Ready For Download”). Then click the blue “Download Exam button”.

¹ A portion of the text used in this document is taken directly from the ExamSoft support website.

My Exams	
READY FOR DOWNLOAD	
CSL_Mock_Exam Ready For Download	↓
Spring_19_Open_Exemplify_Mock Ready For Download Last Uploaded On: 7/18/2019, 11:07:02 AM	↓
COMPLETED	
Spring_19_Open_Exemplify_Mock Exam uploaded: 7/18/2019, 11:07:02 AM	✓

Spring_19_Open_Exemplify_Mock

Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam.
Multiple downloads available. You last uploaded this exam on 7/18/2019, 11:07:02 AM

[Download Exam](#)

Once you have downloaded an exam, you will see your exam number within the 'Exam ID #' field and you will be prompted to enter an exam password. The password for the CSL_Mock_Exam is 'cuamock'. In almost all instances, the exam password you are given should be entered entirely in lowercase. After the password is entered and you click the 'Enter' button, you will come to an "Exam Notice" window. Please click the 'Next' button on this window.

Exemplify
12:21

Exam: Spring_19_Open_Exemplify_Mock, Exam Taker: STUART SCHEPT (schept), Exam ID #: 979

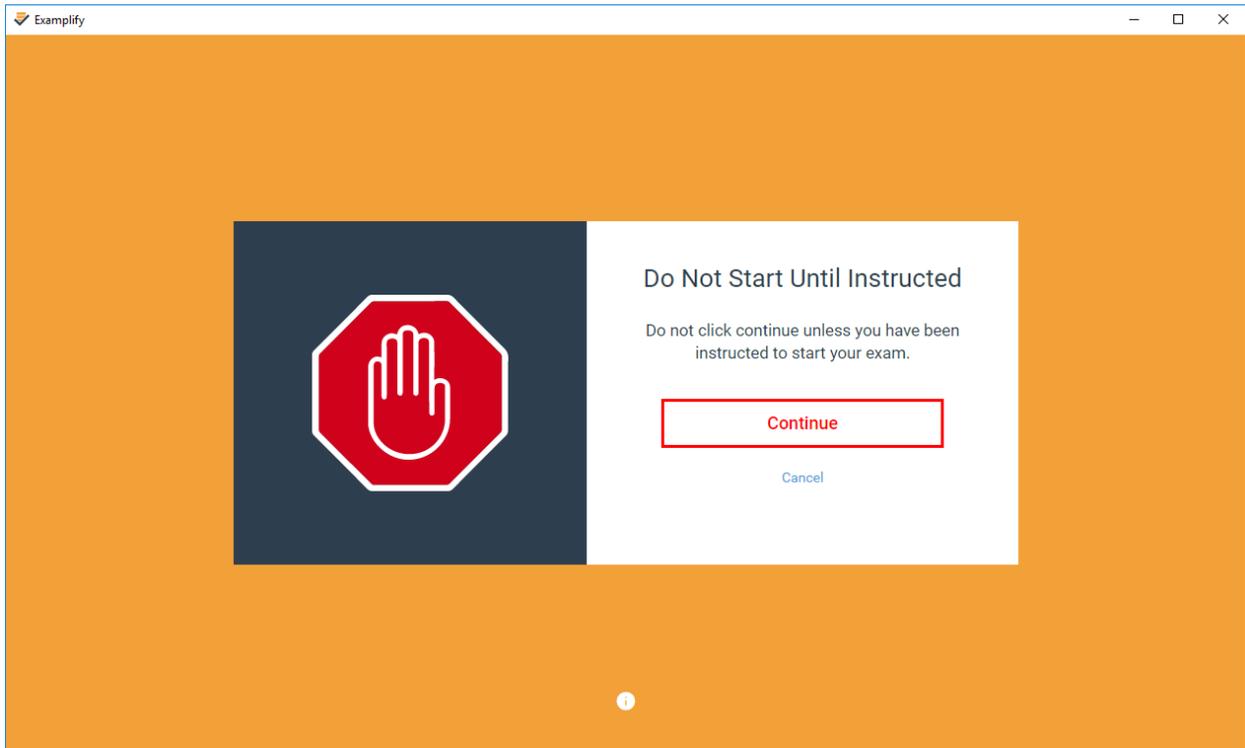
i Exam Notice

As instructed on the next page, please do not type the random letters or press "Start Exam" until instructed to do so by your proctor.

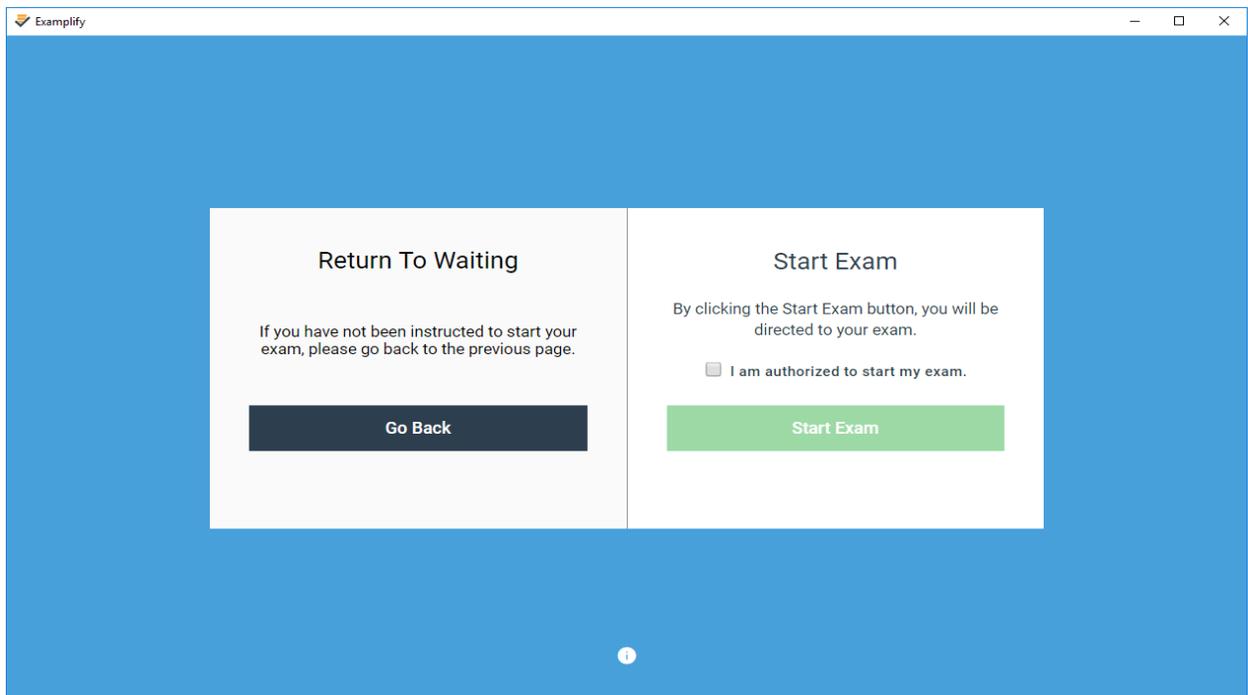
Please know you will use Exemplify **Question #201** to complete all essay and short answer questions.

1 OF 1
Next →

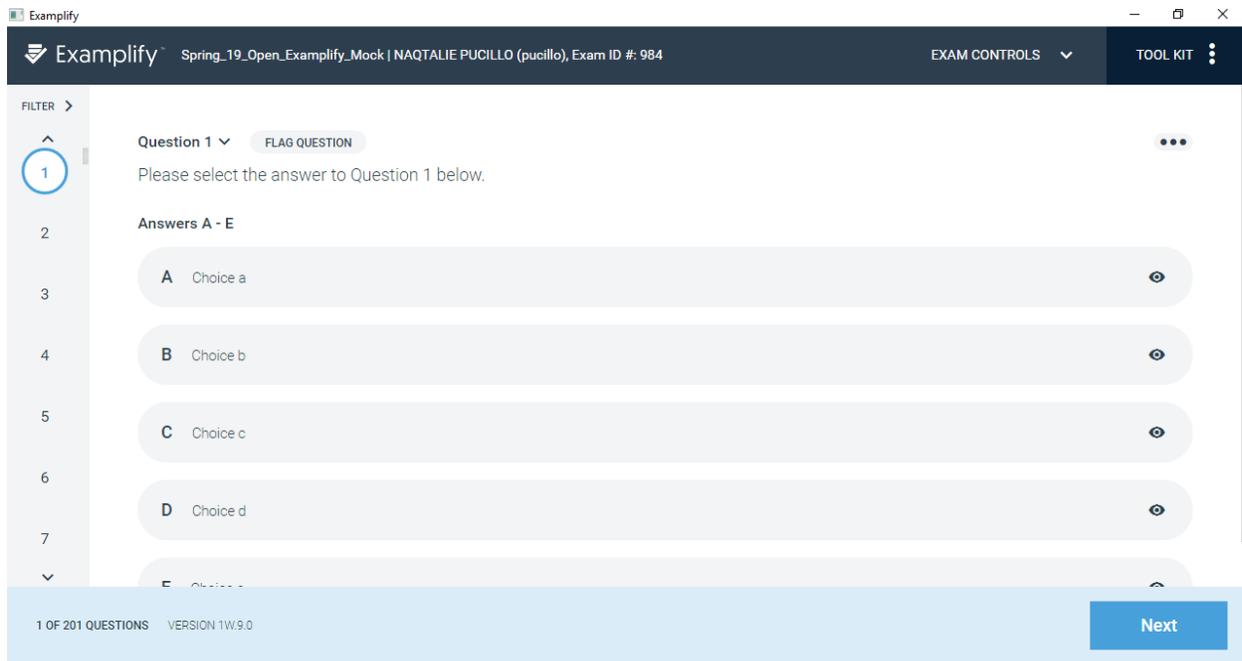
If you were taking a “real” exam, you would stop on the below page until instructed by the proctor to start the exam. Once instructed (or at any time when completing a mock exam), please click on the red “Continue” button.



Next, please click on the “I am authorized to start my exam” checkbox and press the green ‘Start Exam’ button.



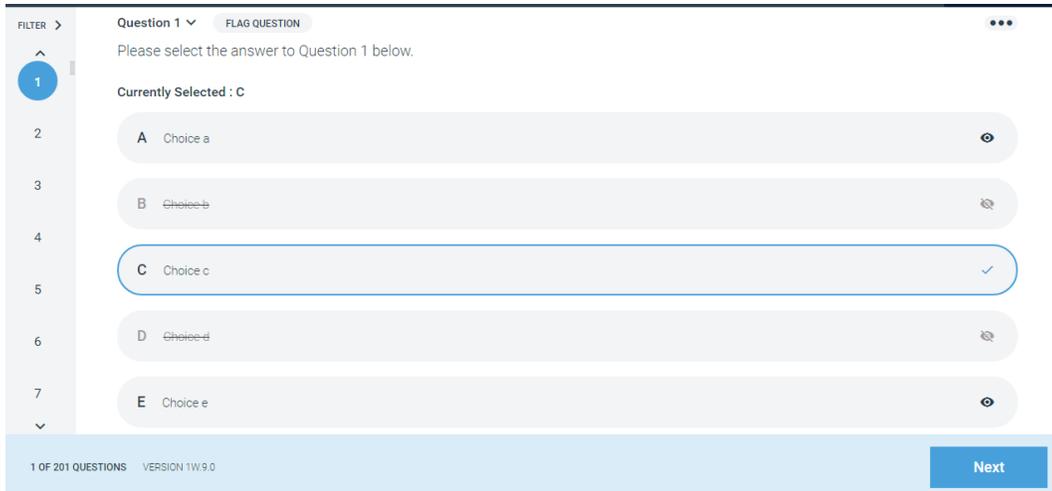
Once the exam opens, you will see the following window and can begin to place your exam answers into Exemplify:



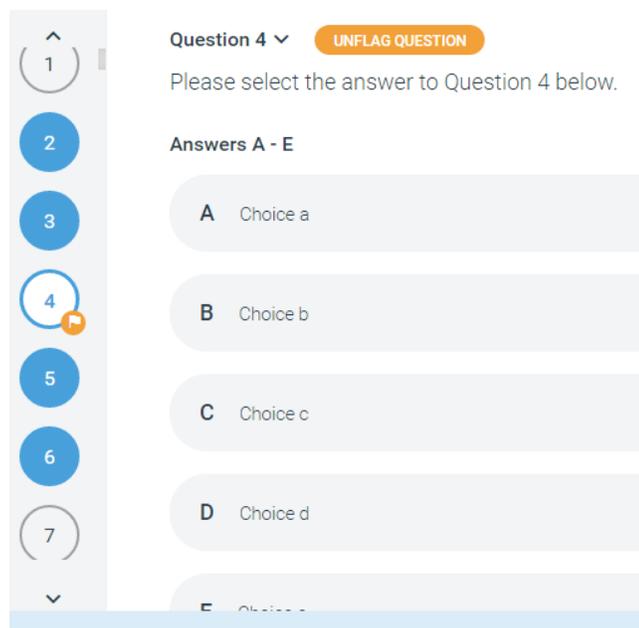
3) Answering multiple choice questions

Please know that during an actual exam, all of your exam questions will be given to you within a paper question booklet; the questions will not appear in Exemplify. Unless otherwise specified within your question booklet, all multiple choice questions will be answered within Exemplify. You have the option of completing these questions at any point during the exam. In other words, you can skip to the essay portion and then come back to the multiple choice section. There is space for 200 multiple choice answers, although your exam is likely to have significantly fewer multiple choice questions. If you have, for example, 15 multiple choice questions, please answer these questions within Questions 1 through 15 in Exemplify. You can use the “Next” and “Previous” buttons to navigate between questions, or you can pull down (or up) the scroll bar on the far left hand side and select the question you are looking to answer (hover over the question number and click).

Once you are within a question, if you would like to cross out answers which you know are not correct, you can do so by clicking the “view” symbol buttons at the far right of each answer row. Once you do this, a line will go through these answers and these answers will turn gray. To undo a removed answer, all you have to do is re-click the symbol. To select the answer which you believe is correct, click on that answer. In the below case, Answers B & D have been crossed out and Answer C has been selected:

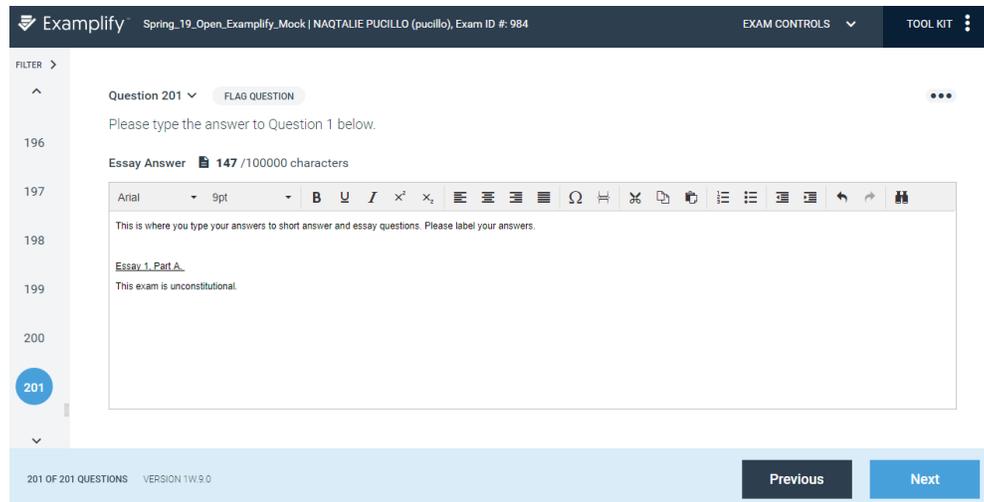


You can also flag certain questions to remind yourself to come back to this question later in the exam. All you have to do is click on the “Flag Question” button within the question. An orange flag will appear next to the question number on the left-hand side column (please see next picture), reminding you to return to this question later in the exam. There is a filter button at the top of the scroll bar which allows you to filter flagged, answered or unanswered questions. Please know your multiple choice answers are not final until you submit your Exemplify exam.



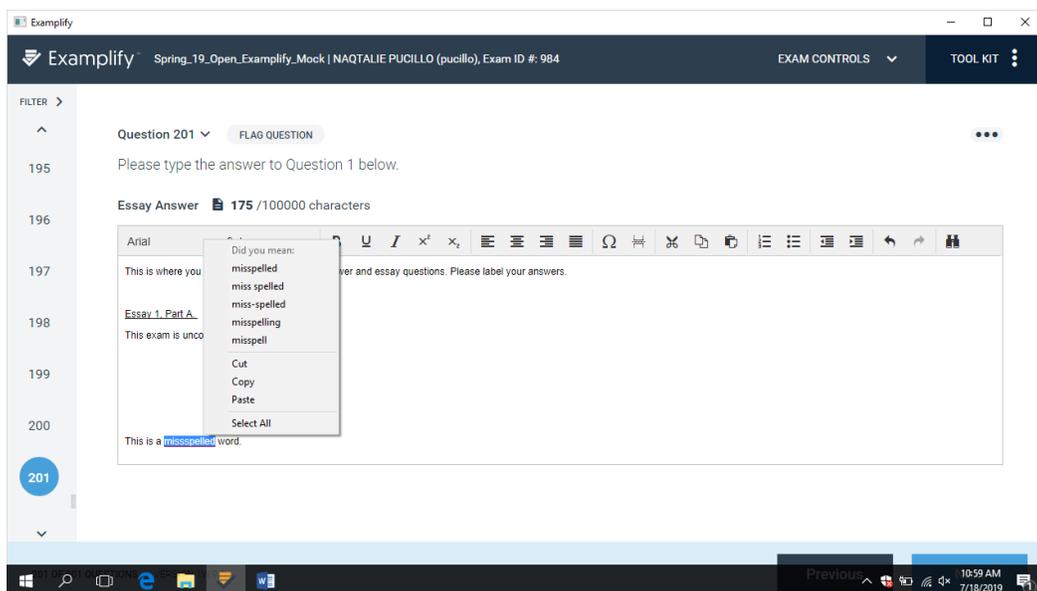
4) Answering essay questions

When you first begin your exam within Exemplify, the first area you will encounter is the multiple choice question area (200 multiple choice questions). Regardless of whether your exam has multiple choice questions or does not, you can choose to bypass the multiple choice questions and get to the essay area by scrolling down the scroll bar until you reach question 201. Click on the '201' number and you are now in the essay area. This is where you type answers for your short answer and essay questions. To separate answers, label each answer within the essay area; e.g., Question 2, Part A. **All of your essay or short-answer answers, regardless of the question number, will be written in the Exemplify "Question 201" area.** Please know Exemplify automatically saves and backs-up your answers every 30 seconds.



5) Spell-check

Spell-check is automatically available for all of your exams. When you misspell a word, a red line will appear under the word. Right click on the misspelled word and you will be given correctly spelled options. Select your preferred option and your misspelled word will be replaced by the correctly spelled word.



6) Word Counts

In order to view the word count statistics, please click on the paper icon to the left of the character count number. The “This Essay” line will give you the word count for all words written within question area 201. If you would like to get a word count for just a portion of what you have written in question area 201 (for example, Essay #1, Part A), highlight the words you want counted and then select the word count icon. On the “Selection” line, you will see the word count for just the words you have selected.

The screenshot shows the Exemplify interface for Question 201. The user has typed "This exam is unconstitutional." and "This is a misspelled word." The character count is 175 / 100000. A word count popup is visible, showing the following data:

	words	chars	w/o spaces
This Essay	30	175	146
Selection	17	99	83

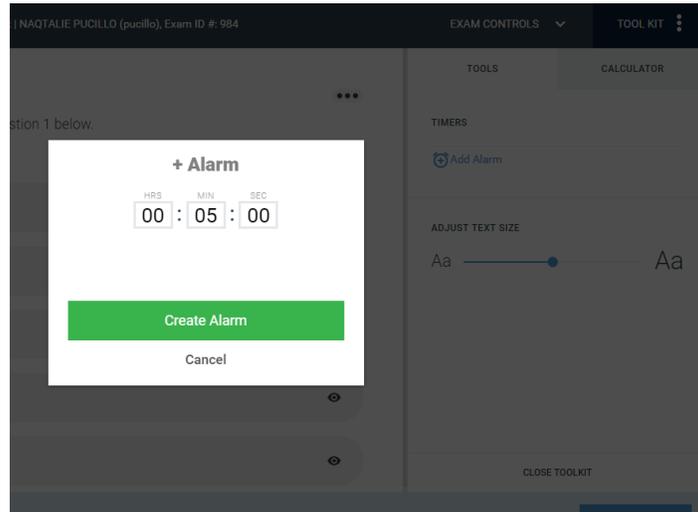
7) Changing your font size

If you prefer to type with a larger (or smaller) font size, please adjust the font size number on the Exemplify tool bar. You can choose a font size between 8 and 72. Please know all exams are printed by the registrar using a standard font size. Thus, even if you are typing your answer using a ‘20px’ font size, your professor will receive your answers in a standard 12 point font size.

The screenshot shows the Exemplify interface for Question 201. The user has typed "This is a test of". The character count is 39 / 100000. The font size dropdown menu is open, showing options from 8pt to 36pt. The current font size is 12pt.

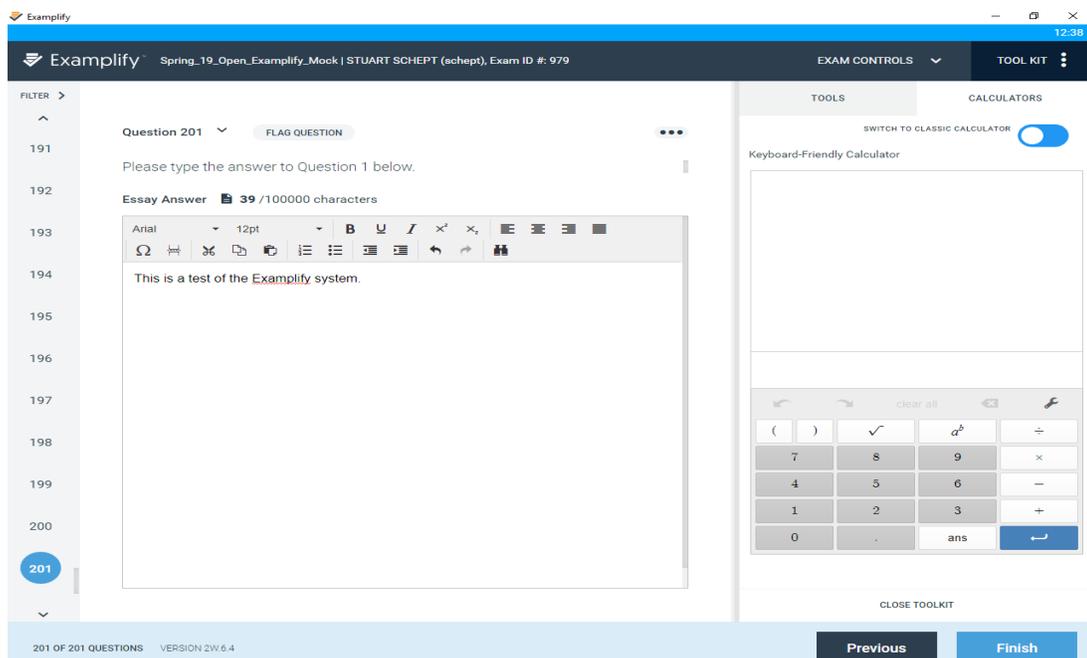
8) Alarm

To activate an alarm, click on the “Tool Kit” at the top right of your screen. Click on “Tools”, then “Add Alarm”. Then select “Add Alarm”. The alarm box will appear and you can set the hour or minutes as you would like. Click the green “Create Alarm” button and the countdown will begin at the top of your page. You may set multiple alarms at the same time. Please know that when the alarm goes off, no sound will be made. Rather, an orange notification will appear at the top of your screen, notifying you that the time you set has reached its end. You can then dismiss the alarm.



9) Calculator

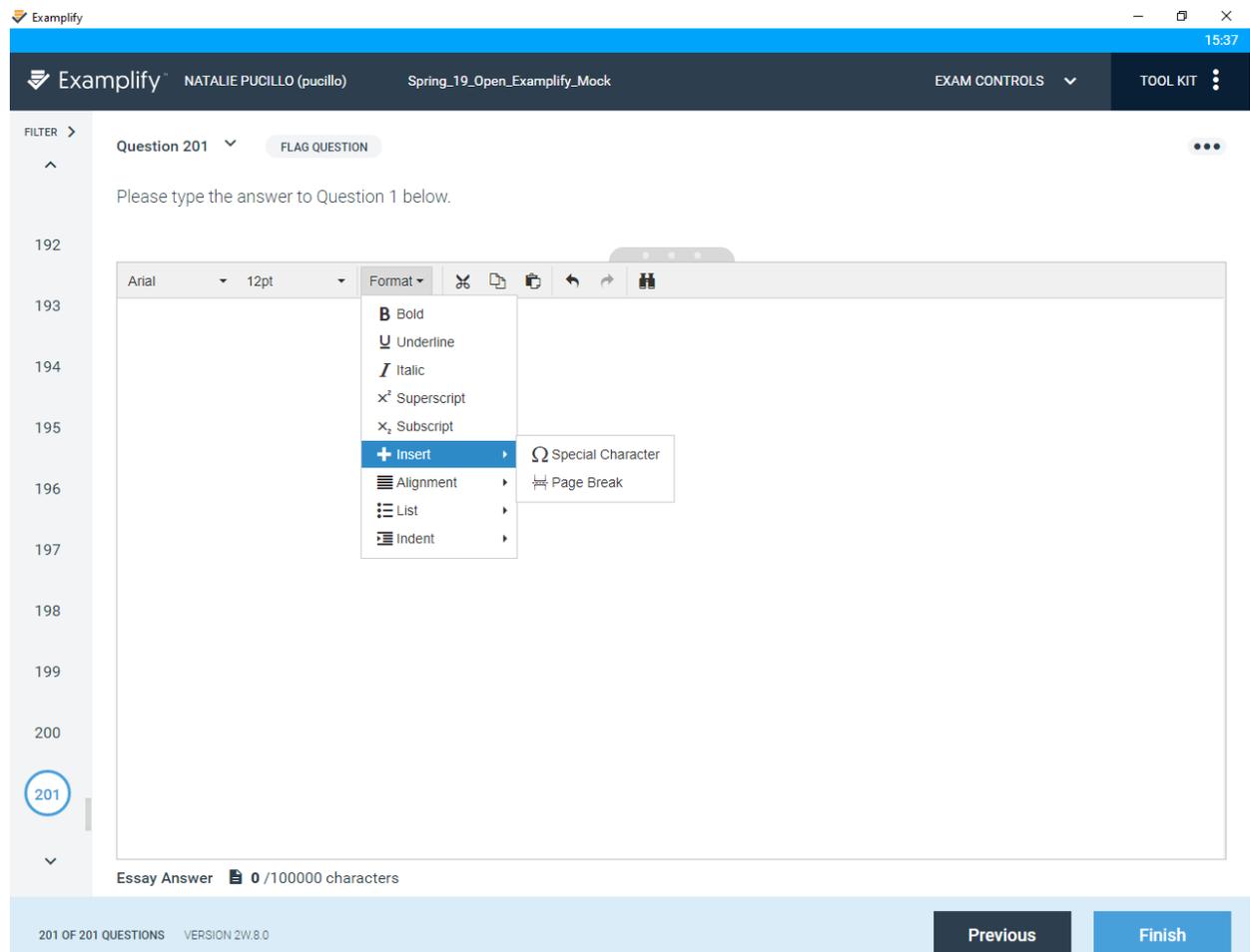
A scientific calculator is available within Examplify. Please click on “Tool Kit” at the top right corner of your screen, and then “Calculator”.



10) Inserting Symbols and Characters

In order to insert a symbol or character into the essay portion of your exam, you can use your computer's Character map shortcuts. For example, the shortcut for the legal section symbol is Alt 0167 for PCs, or Option 0167 for Macs. You can copy and paste the symbol within your essay response in Question 201.

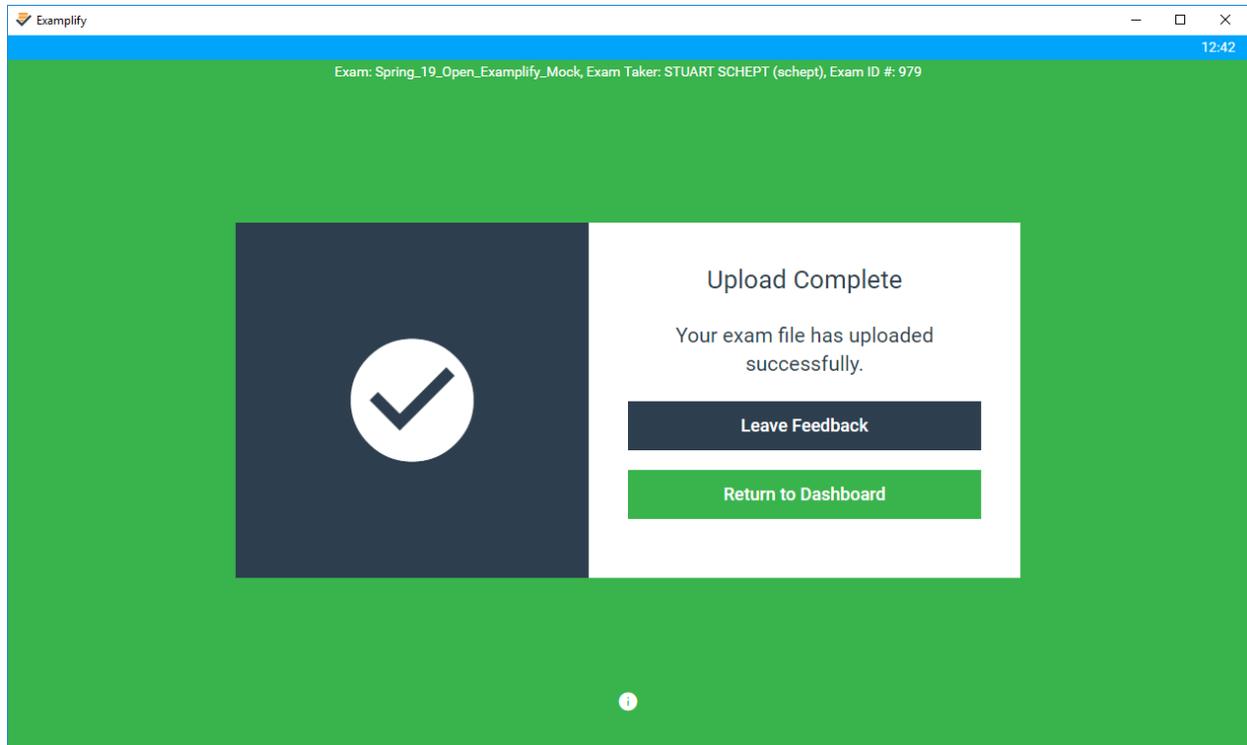
Alternatively, you can use the Special Character functions, found under Format > Insert > Special Character.



The screenshot displays the Examplify web application interface. At the top, the header includes the Examplify logo, user information (NATALIE PUCILLO (pucillo)), the exam title (Spring_19_Open_Examplify_Mock), and navigation options (EXAM CONTROLS and TOOL KIT). The main content area shows 'Question 201' with a 'FLAG QUESTION' button and a text input field containing the prompt 'Please type the answer to Question 1 below.' A rich text editor toolbar is visible, with the 'Format' dropdown menu open. The 'Insert' option is highlighted, and its submenu is displayed, showing 'Special Character' as the selected option. The bottom of the interface features a status bar with '201 OF 201 QUESTIONS', 'VERSION 2W.8.0', and 'Previous' and 'Finish' buttons. The character count for the essay answer is shown as '0 / 100000 characters'.

11) Submitting your exam and confirming a successful submission.

Your exam is automatically saved every 30 seconds. Once you have completed your exam, please go to the “Exam Controls” area on the top left corner of your screen. Click “Submit Exam”. You will immediately see a warning message stating you are about to close the exam and will not be able to get back into the exam once it is closed. If you are truly finished with your exam, please click on the “I confirm that I have completed my exam” checkbox. This will activate the green ‘Submit Exam’ button. If you have inadvertently entered this exit area, click the blue “Go Back” button. Once you have clicked the ‘Submit Exam’ button, Exemplify will begin the exam upload process. The upload process normally takes 20-30 seconds. Once it is complete and your exam has uploaded, you will receive the following message:



Please do not leave the exam room until you receive this green “Upload Complete” message. Successful submission of your exam will result in you receiving a confirmation email. Please click the ‘Return to Dashboard’ button. On the left hand side of your window (under the “Completed” section), you can see that you successfully submitted your exam.

Examplify Naqtalie Pucillo - pucillo - The Catholic University of America Columbus School of Law HOME MENU NOTIFICATIONS

My Exams

READY FOR DOWNLOAD

CSL_Mock_Exam
Ready For Download 

Spring_19_Open_Examplify_Mock
Ready For Download
Last Uploaded On: 7/18/2019, 11:49:44 AM 

COMPLETED

Spring_19_Open_Examplify_Mock
Exam uploaded: 7/18/2019, 11:49:44 AM 

Spring_19_Open_Examplify_Mock

You have completed this exam and successfully uploaded the exam file.

[Leave Feedback](#)

 Refresh Exam List

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To logout of Examplify, please go to the 'Home Menu' and select "Logout".