How to Navigate and Use the Features of Examplify

We know that you may have taken an exam using Examplify before. We also know that you might still be nervous. This is a 12-page document (don't worry there are a lot of pictures) to help guide you through navigating Examplify.
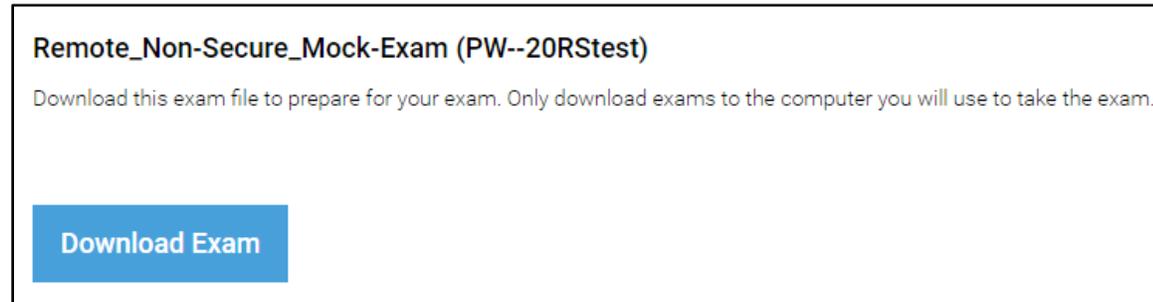
This document highlights many of the features of Examplify that you might not have used or known about in previous exams. As always, the Office of the Registrar and the Department of Technology are both here to ensure that you have a smooth exam period, so don't hesitate to reach out to us with questions or if you need help.
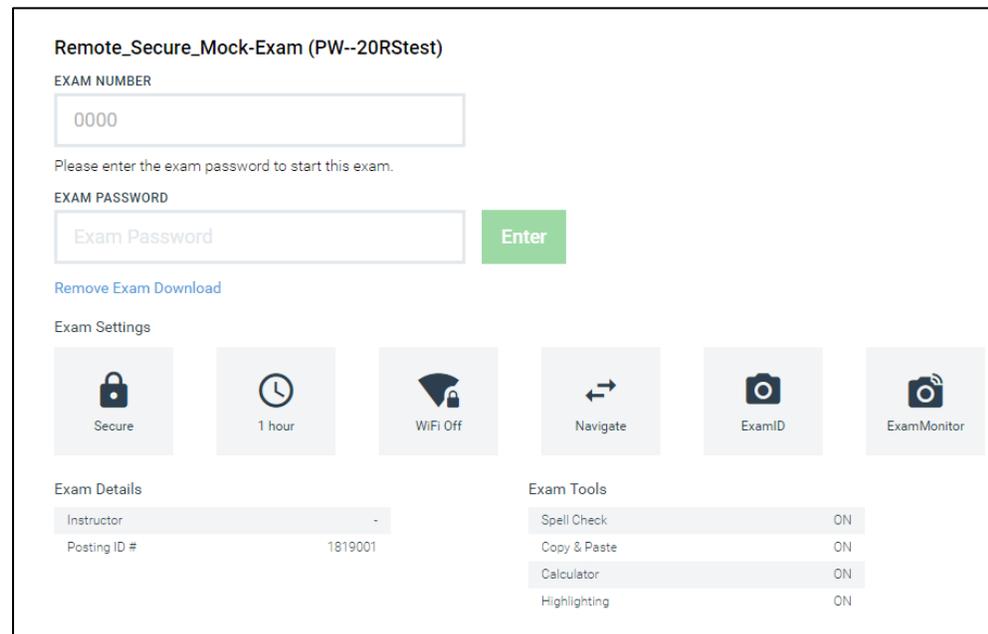
Table of Contents

Starting the Exam

After opening Examplify, start by navigating to the correct exam. This document will use Remote-Mock-Exam as an example. The Remote-Mock-Exam is available for you to download now. If no exam shows up, select the "Refresh Exam" button – it may take a couple of tries but the Mock Exam will show up. Remember to make sure you have an internet connection, which you will need to see new exams and download them.

Remote_Non-Secure_Mock-Exam (PW--20RStest)

Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam.

Download Exam

Click download Exam. After the exam has downloaded you will see a screen like this:

Remote_Secure_Mock-Exam (PW--20RStest)

EXAM NUMBER

| 0000 |

Please enter the exam password to start this exam.

EXAM PASSWORD

| Exam Password | **Enter** |

Remove Exam Download

Exam Settings

| Secure | 1 hour | WiFi Off | Navigate | ExamID | ExamMonitor |

Exam Details

| Instructor | - |
| Posting ID # | 1819001 |

Exam Tools

| Spell Check | ON |
Copy & Paste	ON
Calculator	ON
Highlighting	ON

This shows all the settings for the exam.

The Password for the mock exam is in the title after "PW—". After reviewing the settings go ahead and enter the exam password and click enter. For example, in the image above, **Remote_Secure_Mock-Exam (PW – 20RStest)** would use a 20RStest as it's Exam Password.

ExamID Set Up

If the exam you are taking utilizes the remote proctoring (ExamMonitor) you will need to upload your photo the first time you open the software and verify yourself using your webcam for each subsequent exam with remote proctoring.

The software will ask you to read through and consent to ExamID collecting your biometric data. Please note, if you do not consent to this, you will not be able to take your exam.
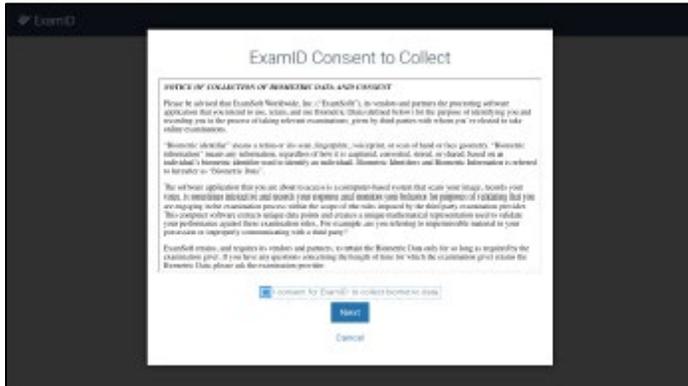
Next you will be asked to grant ExamID access to your camera and microphone. If multiple devices are found (i.e. you have rear and front facing camera or multiple microphones) the software will ask you to choose which one to use during the exam. You must choose the one that shows your face the entire time of the exam.

Once the appropriate cameras and microphones have been selected, click "continue" and remain still so the camera can take a good photo.

Exam Notices and finalizing the start of the exam

At this point you will continue through to the exam. You will be taken to a blue and white screen with exam notices. The number of notices is shown on the bottom left. You can scroll through the notices by clicking the next button. Be sure to read through all notices carefully.

After reading and clicking through all notices you will be taken to information regarding accessing the attachment for the exam. You will only see this screen if the exam has an attachment, not all exams will have an attachment. Once you've reviewed this information click next.

At this point we are at the hand/stop screen. If you are taking a remote exam or the mock exam go ahead and click continue when you are ready to begin. **However**, if you are taking an in-person exam do not click continue until instructed by the proctor.
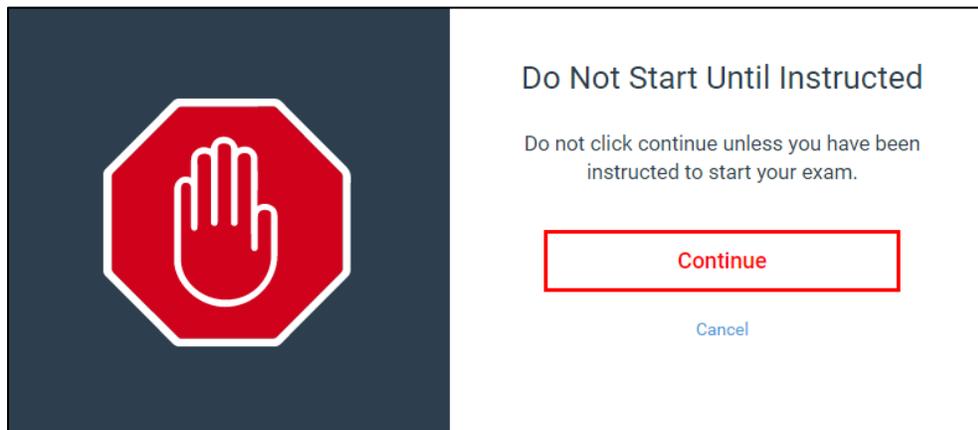
The next screen is where you select "I am authorized to start my exam". If you have gotten to this screen, it means you are authorized to start the exam. Select the box and click "Start Exam"

For in-person exams, remember to not start unless instructed by the proctor. If you have bypassed the hand/stop screen, please click the "Go Back" button.

Clicking the navy/grey Go Back button will take you back to the hand/stop screen. If you are ready to start the mock exam, click the checkbox next to "I am authorized to start my exam." And then click the green Start Exam button.

At this time, you have started your exam and will see the first question. For non-secure, no internet exams, you can access anything on your computer including the internet. However, you are still subject to the Academic Integrity Code and because you cannot communicate with anyone during the exam, now is a great time to close email, messenger, and any other communication apps if you haven't already.

Some exams will be secure and will not allow you to access anything, but Examplify until you have uploaded your file.

Remember—you can see all this information after you have downloaded the exam (as shown on page 2).

Features of Examplify:

Examplify has several features that you may not be familiar with. Here is a breakdown of the features that may be available in your exam and how to access them. We recommend that you poke around the mock exam to become familiar with these features.

Time/Alarms

For remote exams: one of the first things you might be thinking about as you enter an exam is where is the timer? The timer is located up in the dark navy/grey bar at the top of the screen, next to Exam Controls. It shows the time to the minute and once you are in the last 10 minutes of the exam will start showing time to the second.


If you would like to see your time to the second or add an alarm, click on the Tool Kit . Tool Kit has three screens: Tools, Calculator, and Notes. If your exam has a calculator option then that screen might open first, so make sure you have clicked over to Tools to access the Time Remaining, Alarms, and a few other features.
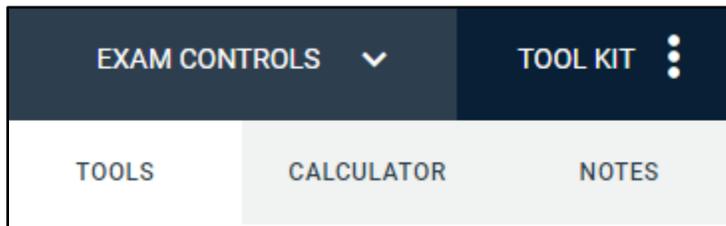
This will show you to the second how much time you have remaining. You can also add an alarm.
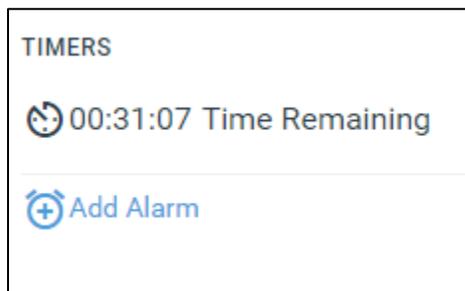

If you would like to add an alarm, click the add alarm icon. This will give you the option to create an alarm counting from this point in time (have the alarm go off in 5 minutes) or before the start of the alarm (have the alarm go off 30 minutes before the test ends). You can have two alarms going at a time.
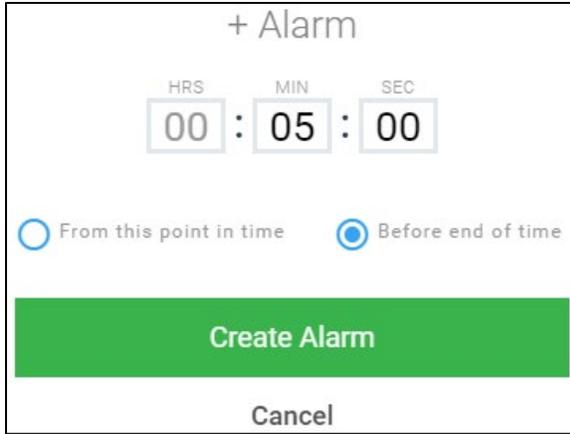
Note these are silent alarms – you will not hear anything but rather you will see an icon pop up.

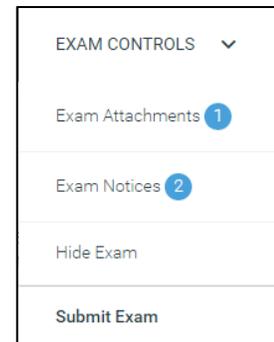When an Alarm "sounds" it will Change Time Remaining to this Icon.
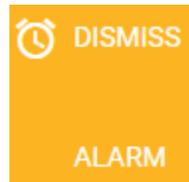
If you would like to close the Tool Kit, just click on Tool Kit again or click [CLOSE TOOLKIT] at the bottom of the page.

For in-person exams you will not see a timer on your screen. The proctor acts as your timer and will give a few time announcements in the classroom.

Attachments/Exam Notices

Exams may or may not have an attachment. If the exam has an attachment, it will most likely be a PDF version of the exam in its entirety. To access the attachment, navigate to Exam Controls. After clicking Exam Attachment, the attachment will open in a preview viewer.
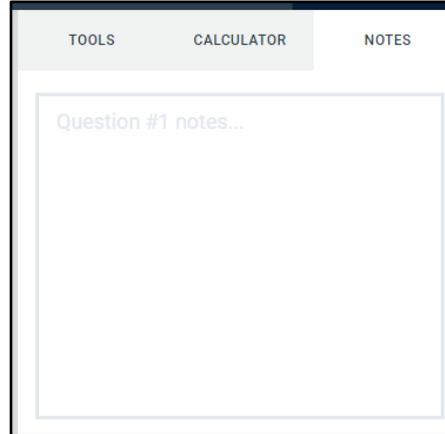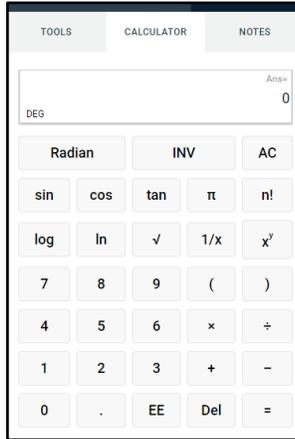

If you are in a non-secure exam, you can open attachment in a separate window as a PDF. To do so click the print icon [Print]. Clicking the print icon will open the attachment however your computer typically opens PDFs.

Calculator & Notes

To access the calculator or notes, click on the Tool Kit and then click the correct tool
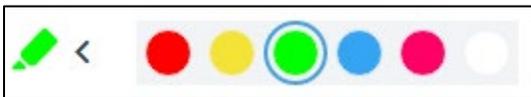
TOOL KIT ⋮ .

The notes feature works per question, not for the exam as a whole. If you would like to close the Tool Kit, just click on the icon again or click **CLOSE TOOLKIT** at the bottom of the page.

Highlighter

When you open the mock exam, the highlighter will be available to you next to the flag question button near the top left of the page.
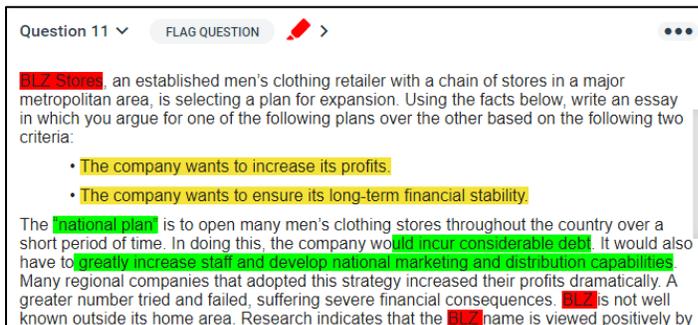
To change the color of the highlighter, you can click the > symbol next to the highlighter symbol to open the color options.

This feature is also available in the Tools page of the Tool Kit.

You can only use the highlighters in the question text.

Navigating Questions

Questions can be navigated through two different ways

1. The first way that you can navigate is on the left side of the screen. Examplify shows the number of questions, although you may need to scroll down to see all of them. You can click on any one of the numbers to move to that specific question.
   - Questions you have looked at will have a grey circle around it.
   - The question you are on will have a blue and white circle around it.
   - Questions you have answered will have a solid blue circle.

   At the top of question number circles, you can also filter the questions by flagged, unanswered, and answered.

2. At the bottom right of the screen, you can also use previous/next buttons to move to one question behind or ahead of the question you are currently on.
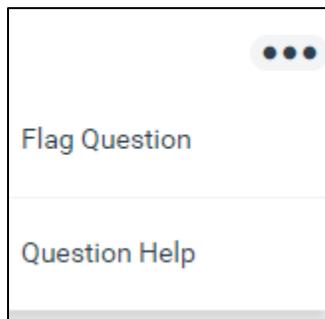
Flagging Questions
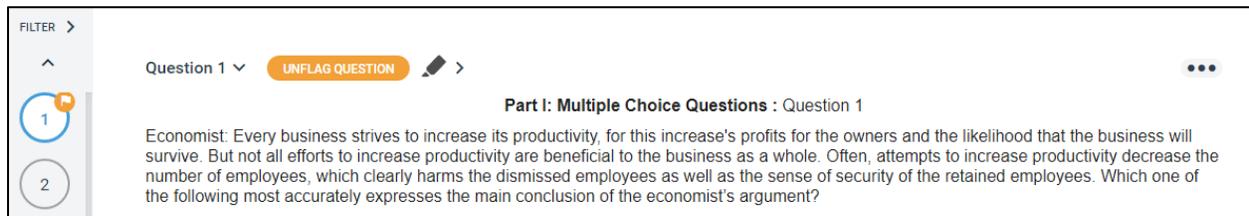
You can flag/unflag a question in one of two ways. The first is to click the Flag Question Button between the Question number and the highlighter.
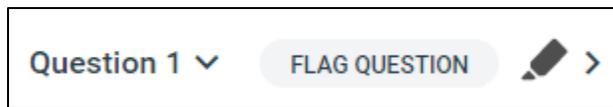
The second way is to click on the three-dot button towards the upper right-hand corner.

Flagging a question allows you to filter by flagged questions and puts a small yellow flag by the question number on the left-hand navigation.

Minimizing Question Text

If you find that the question text is creating too small of a space for you to write your response you can minimize the text. To do so click ∨ next to the question number: Question 1 ∨

Multiple Choice Questions

When you have selected your response for the Multiple Choice question a blue check mark will show up. There is the option to cross out answers you think are incorrect to help narrow down your choices. To do this click the eye icon on the right-hand side of the question. It will cross out that answer text.
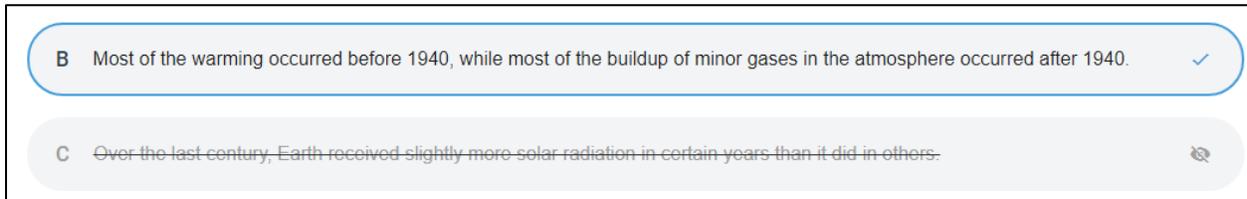

Remember, the answer you have chosen as correct will have a blue outline and a blue checkmark instead of the eye icon. Once you have marked an answer as incorrect you cannot select it as correct until you click the crossed-out eye button on the right-hand side

Don't forget to choose which answer you are marking as correct. Only the answer marked as correct will be recorded in your exam file. Remember you can see which questions you have answered on the left side of the screen. Questions you have answered will show up as a solid blue circle.

Character Count

Essay and short answer questions may have a character count. The standard number of characters is 100,000. So even if there isn't a character count this is what you will see:
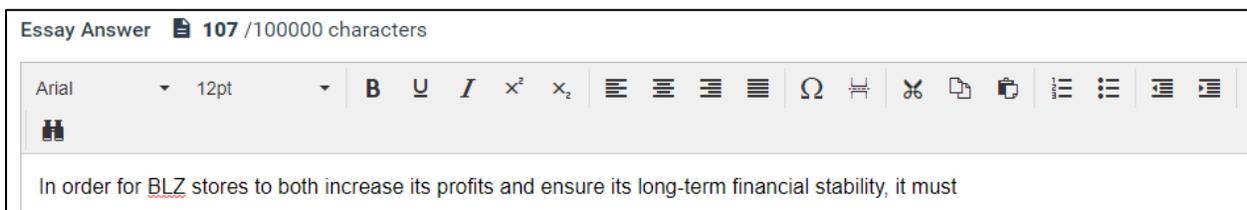
The 107 characters are how many have been typed in the essay.

If an essay or short answer question has a character limit it will be listed in the same place. Above is an example of a 1500-character limit. 145 characters have been typed in the essay answer.

<u>**Note**</u>: **spaces and punctuation count as characters within Examplify. If you are copy/pasting your answers from a word document (which is only available in non-secure exams) be sure to keep an eye on how many characters you are typing and how much time you have left in the exam.** The Office of the Registrar recommends typing directly into Examplify.

Ending an Exam

Your exam will automatically end and log you out of the software when your time is over. However, if you want to end your exam earlier, navigate to Exam Controls, which is the same place that you would find Exam Notices and Attachments. Click Submit Exam.
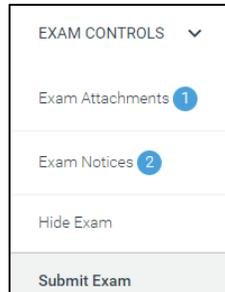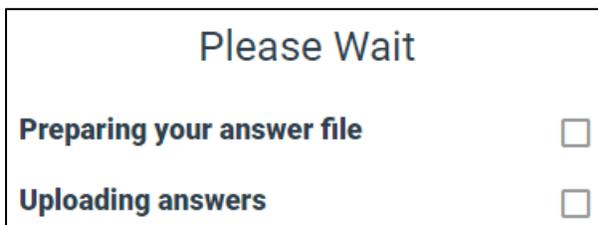

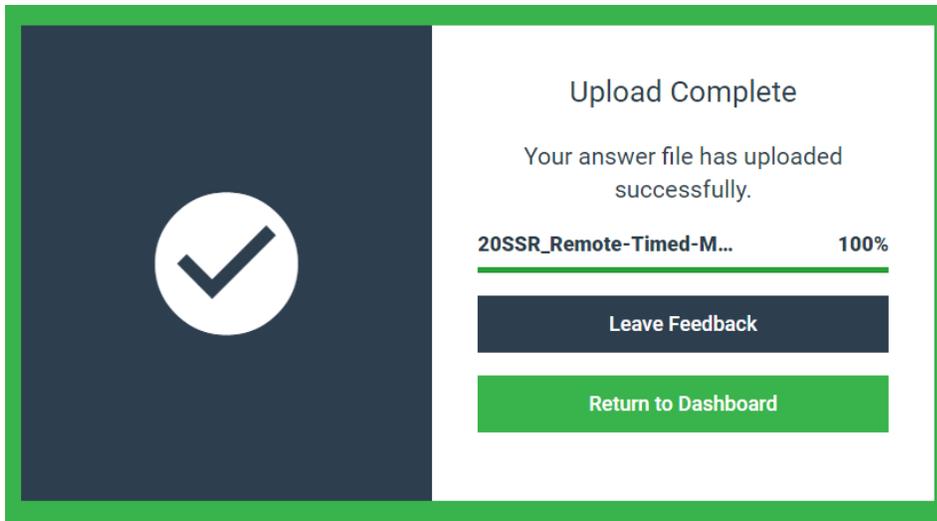After clicking submit exam you will be taking to this screen:
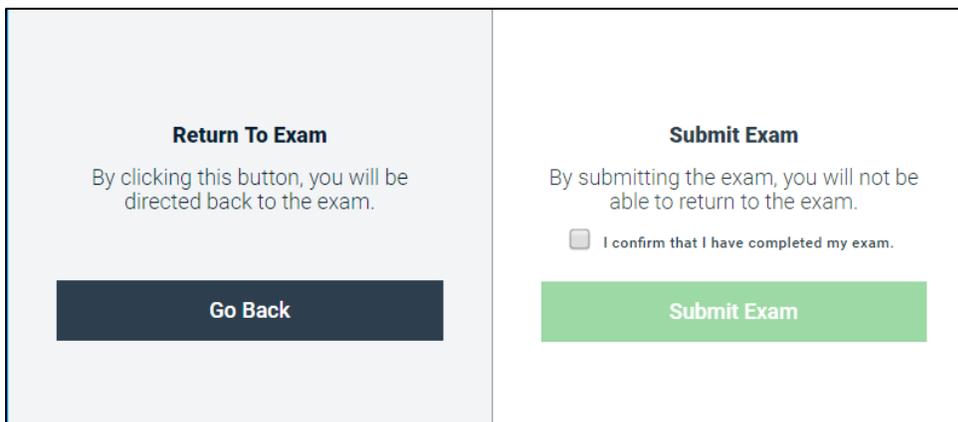
To submit the exam, click the checkbox next to "I confirm that I have completed my exam." Then click the green Submit Exam button.
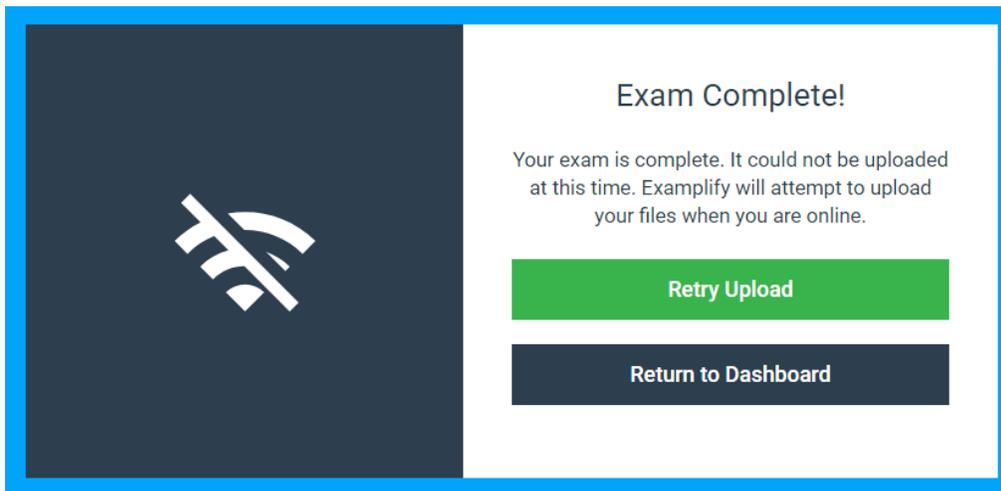
The next screen will have two progress checkboxes:

Once you receive both green checkmarks you will be taken to the familiar green upload complete page.

If you get the screen below instead, please remain calm. You have not lost any exam information and simply need to re-attempt the upload.

First click retry upload. If this doesn't work check to make sure that your computer has connected to the internet. You may need to disconnect and reconnect. Then click Retry Upload again. Remember that your exam is saved as an encrypted file on your hard drive. Your work is not lost – you are just having issues uploading the exam because of Wi-Fi issues and we will work with you to get the exam uploaded.

If you are having problems uploading during a remote exam, contact Exam Support examresponse@seattleu.edu. If you are having problems uploading during an in-person exam, ask the proctor, Office of the Registrar or Technology staff to help you.

Good luck on all your exams!