

Exemplify

About Exemplify

Exemplify is a high stakes assessment program developed and licensed by ExamSoft that enables exam takers to securely take online assessments. Students are required to download the latest version of Exemplify and ensure [compatibility](#) with their device and operating system.

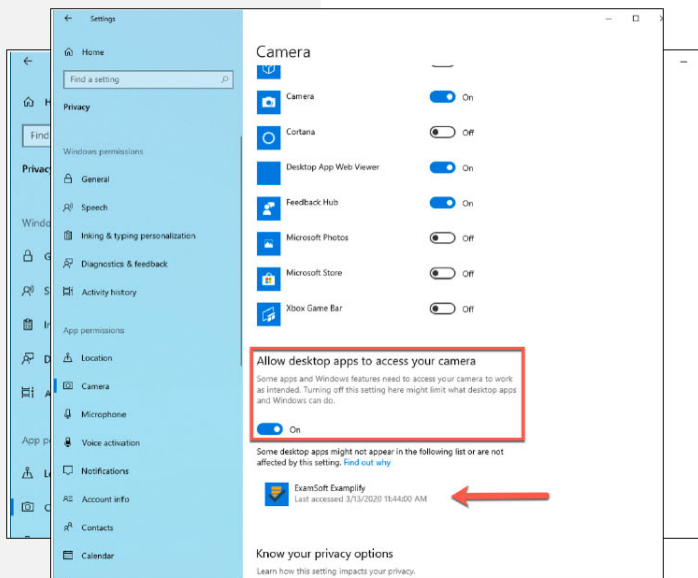
For more information, go to <https://examsoft.com/resources/exemplify-testing-application-examsoft>

After you Download Exemplify

Review your camera / microphone settings

Verify that your computer's camera is functioning properly. To do so, open your camera application on your computer and take a forward-facing picture. If you are unable to take a picture, make sure your camera drivers are up to date. Additionally, if you are on an HP device with a physical switch, make sure that is turned on as well.

Camera / Microphone Settings - Windows

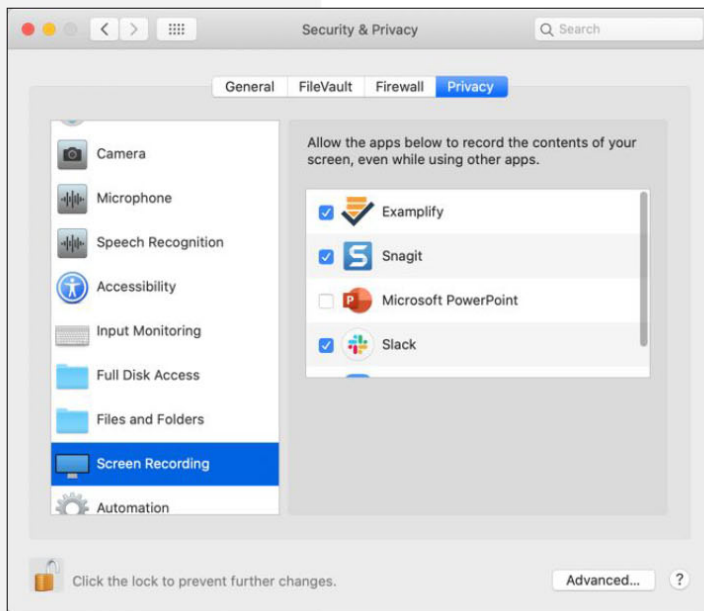


Settings > Privacy > Camera

- Allow apps to access your camera
- Allow desktop apps to access your camera

Best Practices

Camera / Microphone Settings - Mac



System Preferences > Security & Privacy

- Camera
- Microphone
- Full Disk Access
- Screen Recording

Note: If you run into any difficulty with the Camera / Microphone Settings, call ExamSoft Support at (866) 429-8889. Then if you reached out to ExamSoft support, please email Mrs. Palacios about what occurred.

Minimum System Requirements

Hardware/Software	Amount or Version	Required or Optional
Webcam	—	Required for ExamID and ExamMonitor
Microphone	—	Required for ExamMonitor
Hard Drive Space	2 GB HDD	Required
Memory	8 GB	8 GB recommended, 4 GB required
CPU	Intel i3 2+ Ghz or equivalent	Required
Mac Operating System	10.13, 10.14, or 10.15	—
Windows OS	10 (Version 1803, 1809, 1903, or 1909)	—
Internet Speed/Bandwidth	Min 2.5 Mbps Upload Speed	Required

Best Practices

What to Expect

Before you Begin your Exam

Follow these steps to minimize the risk of being flagged during your exam.

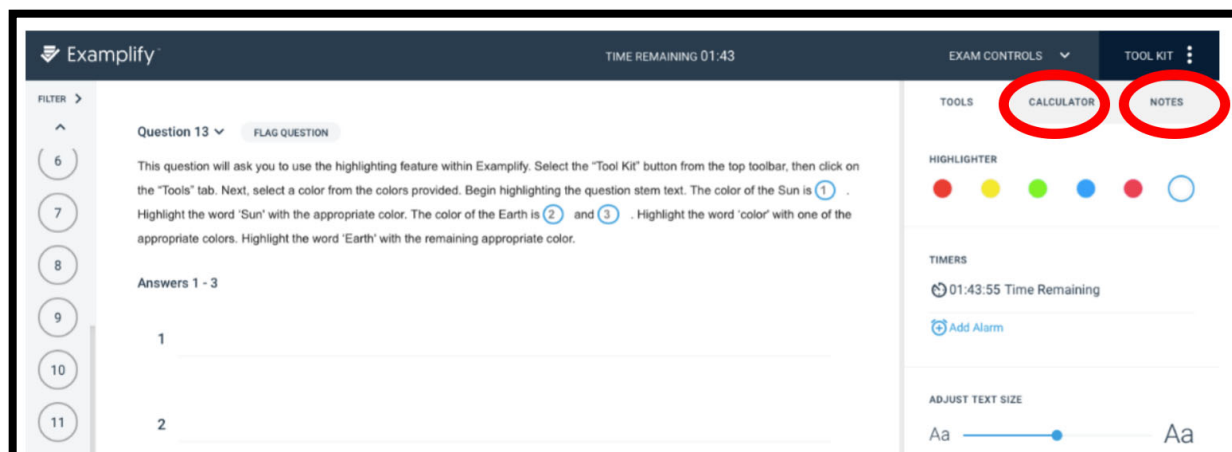
- Use only one webcam (internal or external) on your laptop.
- Remove all textbooks, notes, scratch paper, sticky notes, cell phone, or other materials from the workspace.
- Turn off cell phone.
- Remove headphones from your laptop and your person. Turn the volume all the way up on your laptop.
- Remove earbuds from your person.
- Use the bathroom before the test.

When your Exam Starts

Here is what to expect once you enter your exam password.

- **Biometric Consent** - Consent must be given to ExamSoft to capture biometric information (i.e., taking their picture). This is a requirement for the student to access the exam.
- **Webcam / Microphone Access** - Student will be asked to allow access to their webcam and microphone. This is a requirement for the student to access the exam.
- **Facial Recognition** - Smile for the camera. Exam Monitor will take the student's picture to verify their identity each time the test is taken - no photo ID is required. Bypassing this is not an option.
- Then student's will be able to begin the assessment.

*Note: In Exemplify, you will be able to use the Notes option as a scratch paper or the Calculator option by clicking on the **Tool Kit** (see red below).*



Best Practices

During your Exam

Video recording will begin automatically, including both webcam and screen capture throughout your entire assessment. Audio will also be recorded. Make sure your volume is turned up.

To avoid being flagged, be sure to follow these best practices:

- Ensure that you have privacy during each exam.
- Do not interact with other people or receive any outside assistance.
- Remain focused on the exam, without: looking around, looking at your phone, accessing textbooks/devices, or looking at notes.
- Do not read exam questions out loud.
- Do not use your mobile phone at any time. This should be turned off.
- Do not get up from your computer for any reason until your exam is complete.
- During the duration of the exam, remain in view of the webcam. Avoid slouching. **A student's whole face should be in view of the webcam.**

*Note: To verify that you are in view of the webcam during the exam, click on the **Monitor** (see red below).*



Finishing Your Exam

Once your exam is complete, click on **Exam Controls** and click **Submit Exam**. When you see a green screen, your answer file was uploaded successfully. Exmplify will upload your answer file first and then your video recording to be proctored.

- **Stay connected to the internet.** During this time keep your computer connected to the internet until your Exam is listed in the Dashboard with a checkmark. Depending on Exam Takers internet connection the complete upload can take between 3 to 15 minutes.
- If for some reason your computer turns off before the upload is complete, it will automatically resume when your computer is turned on and connected to the internet. Simply start your device and open exmplify to resume upload.

Troubleshooting

Student is unable to download or upload their exam.

- Make sure you have not lost internet connection. If you do, enable your internet connection on your laptop. Then try again to download or upload. If this does not work, restart your laptop, connect to the internet, and open Exemplify to download or upload.
- For additional assistance if the above does not work, call ExamSoft Support at (866) 429-8889. Then if you reached out to ExamSoft support, please email Mrs. Palacios about what occurred.

Student laptop shutdowns in the middle of the exam.

- Wait 5 seconds before restarting your laptop. Then open Exemplify and make sure your internet connection is enabled.
- Then call Jessica Martinez-Palacios for your resume code at (210) 619-7049. Leave a voicemail if Mrs. Palacios is assisting another student. An email will be sent to your student email shortly. *Please be patient as Mrs. Palacios will be assisting other students.