

# Exemplify™ Exam Instructions

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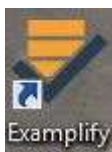
## 1) Computer Setup

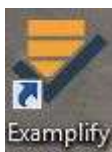


- Ensure that all cables (i.e. power cord, external mouse and/or keyboard) are securely connected to your computer.
- Make sure your power indicator light shows that your computer is receiving power.
- Turn on your computer.
- Once your computer boots up, verify it has the correct date & time set. To do so, double-click the clock in the lower-right corner of your Windows Desktop or single click the clock in the upper-right corner of your Mac Desktop.

## 2) Download/Install/Register Exemplify

- Log into [examsoft.com/shl](https://examsoft.com/shl) using your credentials: 8 digit SHU ID# as the username and shls(last 4 of your SHU ID# number) as the password (lowercase and no parentheses) and download and install the software.
- Scroll Down to the end of the License Agreement and click on "I Agree"
- You will need to register the software. At the Institution ID Screen, enter SHL.
- Login to Exemplify using your credentials: 8 digit SHU ID# as the username and shls(last 4 of your SHU ID# number) as the password (lowercase and no parentheses)
- Download your exams listed on the left hand side
- Take the Mock Exam (up to 5 times) to familiarize yourself with entering/exiting and all of the functions and formatting options available.

## 3) Launching Exemplify



- FIRST:** Double-click the  icon on your Windows Desktop. (or single-click the icon from the Applications folder or Dock on your Mac.)
- SECOND:** Select your exam from the list displayed on the left side of the screen.
- THIRD:** Click  to begin the exam
- FOURTH:** Read each Notice window carefully and click 'OK' to advance to the next window. STOP when the last Notice window with the option to enter a 4 letter code appears.
- FIFTH:** When instructed by the proctors, type the 4 letter code and click the  button.

## 4) Functions and Formatting

- Exemplify automatically creates all headers, page numbers, and margins which can be included when printed by the school. It single spaces essay responses on your screen.
- Exemplify automatically backs-up and saves to your hard drive every minute.
- Once closed, the exam file cannot be reopened.
- If your computer freezes, inform the proctor immediately.

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### 5) Miscellaneous Notices

- ExamSoft and Seton Hall University School of Law assume no responsibility for interruptions whether isolated or widespread. You assume all risks of using a computer to take your exam.
- Any examinee who continues typing or writing after the "STOP TYPING" announcement has been made will be reported to the Dean for possible disciplinary action.

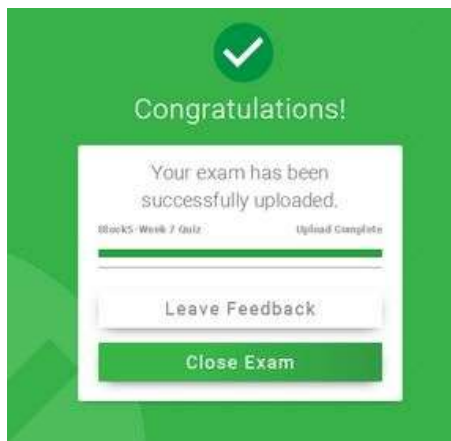
### 6) Exiting Exemplify

You may exit Exemplify whenever you are finished. However, once you are notified that there are 5 minutes remaining, please remain in your seat as a courtesy to your classmates who are finishing the exam. Follow these instructions to exit out of Exemplify.

- a. Open the **Exam Controls** option, and select to **Submit Exam**.
- b. On the blue window, confirm that you are ready to exit and click the  button.

### 7) Returning Your Answer Files

- a. Your answer file will automatically upload once you establish an Internet connection. Note that you **MUST** upload your answer file immediately after exiting your exam.
- b. You will receive a message when your file has uploaded successfully.



If you receive an error message or are unable to successfully upload your answer file, notify the proctor immediately.