

Exemplify™ Exam Instructions

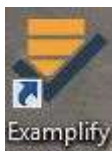
1) Computer Setup

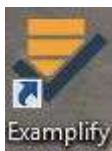
- Ensure that all cables (i.e. power cord, external mouse and/or keyboard) are securely connected to your computer.
- Make sure your power indicator light shows that your computer is receiving power.
- Turn on your computer.
- Once your computer boots up, verify it has the correct date & time set. To 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 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 Practice Exam (up to 3 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:** Download your exam(s) from the list displayed on the left side of the screen.
- THIRD:** Select an exam to take and enter the exam password provided by the proctors (Mock123 for a Practice Exam) and click on "Enter"
- FOURTH:** Once you have reached the STOP sign window with the "Do Not Start Until Instructed" message, turn your laptop screen to face the proctors to verify you are in the software and ready to start your exam.
- FIFTH:** When instructed by the proctors to start your exam, turn your laptop screen back around and click on "Continue". Then check the "I am authorized to start my exam" box and click on "Start Exam".

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. (answers are printed out double spaced)
- Exemplify automatically backs-up and saves to your hard drive every minute.
- Once closed, the exam file cannot be reopened.
- If your computer experiences any issues during an exam, inform the proctor immediately.



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 AND WRITING" announcement has been made will be reported to the Associate Dean of Academics for possible disciplinary action.

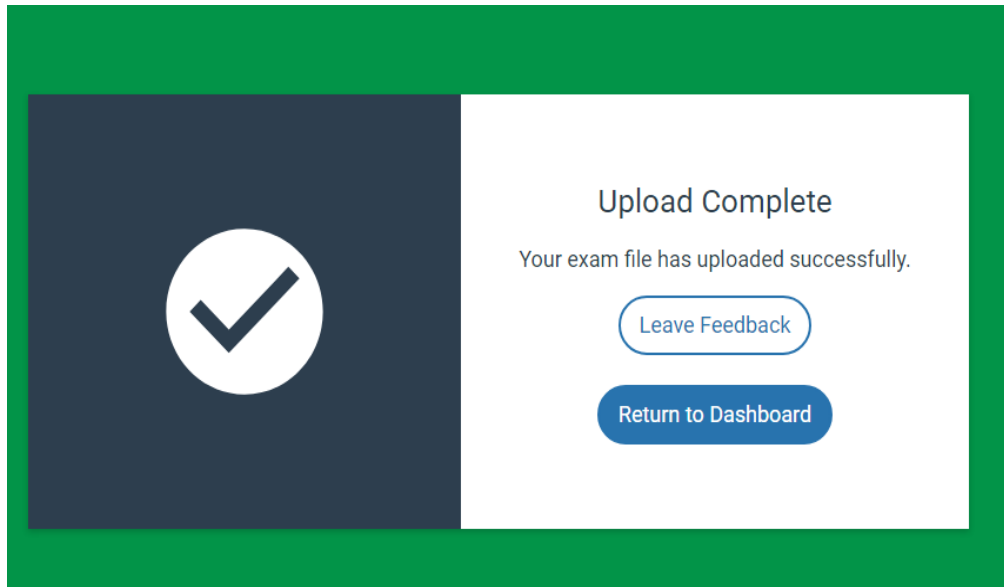
6) Exiting Exemplify

You may exit Exemplify whenever you are finished and check out of the exam room with the proctors. However, once you are notified that there are 5 minutes remaining in the exam, 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**. (or click on the "Finish" button at the bottom right of the screen).
- b. Check the "I confirm that I have completed my exam" box and then click "Submit Exam" (if you did not mean to exit DO NOT check the box and click on "Go Back" to return to your exam answers).

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.