Examplify Exam Instructions - *Please read these instructions before the exam begins*

❖ **COMPUTER SETUP**
- Ensure that your power cable is connected to your computer and that the outlet you are using has power.

❖ **COMPUTER PROBLEMS**
- If you experience ***ANY*** computer problems do the following:
  a) Turn off your computer by pressing and holding the power button. Then restart it after about 10 seconds.
  b) If the problem persists, or the computer does not reboot, contact law-help@uiowa.edu

*In case of computer malfunction the IT staff will make every possible attempt to upload/recover any answers you have already typed. **EXTRA TIME WILL NOT BE GIVEN FOR MALFUNCTIONS.***

❖ **LAUNCHING Examplify**
1. Open **Examplify**
2. Select the appropriate exam from the list (left side)
3. The four digit Exam ID, Course Name and Professor Name will be filled in automatically
4. Enter the **Exam Password** that the proctor provides
5. Click the green **Start Exam** button then the **Continue** button
6. Read through each notice then click **Next**
7. At the orange screen, follow the instructions on the screen and click the **Start Exam** button.

❖ **FORMATTING**
- Examplify automatically creates all headers, page numbers and margins when printed.
- All text formatting used in your responses will be reflected when printed.
- Answers are single spaced on the screen but they are double spaced when printed.
- The program automatically saves your exam every 60 seconds.
- Type the answer to each question in the correct screen. *Example: answer Question 1 in the Question 1 screen.*
- We recommend you use **copy & paste** *instead* of cut & paste and use care when deleting text. *(NOTE: at the discretion of faculty, your exam may not allow the copy and paste function.)*
- There is not an outline function in Examplify.
- **Spell Check**: misspelled words will be underlined in red. Right-click on the word for spelling suggestions.
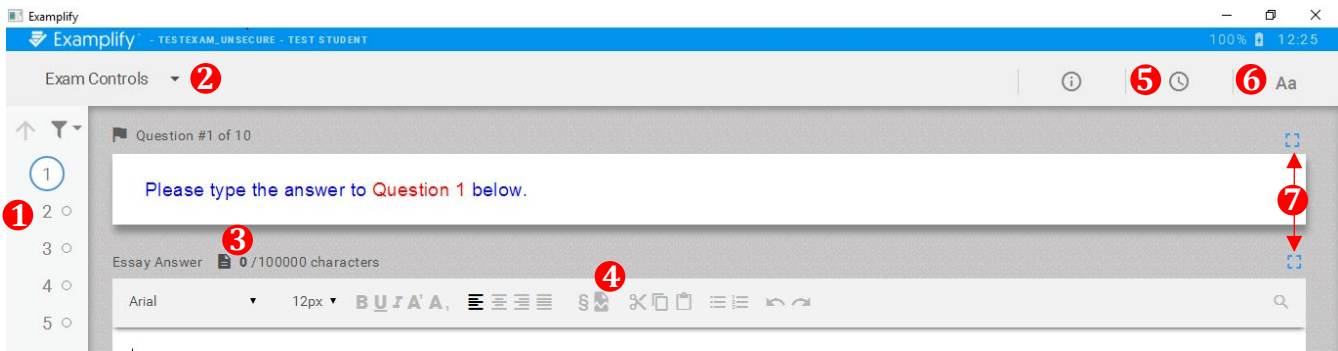
❶**Navigation** *Use arrows to go to previous/next question, or click on question number*

❷**Exam Controls** *Use to hide or submit your exam*

❸**Character Count** *Click the paper icon for word count*

❹**Page Break**

❺**Timer** *Only for personal use - the official exam time will be monitored by the proctor.*

❻**Text Size** *Adjusts the size of text on the screen - not your final printed exam*

❼**Expand** *Expands either the question or response window; when expanded, click the "x" to close*

❖ **SUBMITTING YOUR EXAM**
- Submitted exams cannot be reopened.
- When you see the time limit warning, submit your exam **accordingly**.
- Submit your exam by:
    a) Clicking on **Exam Controls** > **Submit Exam**
    b) Confirm that you are ready to submit and click **Exit**
- As soon as you submit your exam, Examplify will automatically attempt to upload the file.
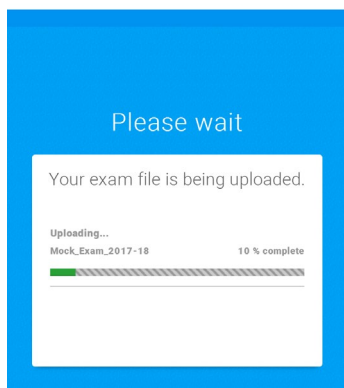
Uploading Exam
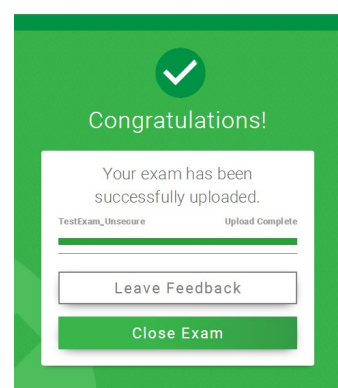
Upload Confirmation

If you have any trouble with Examplify after your exam is over, please contact law-help@uiowa.edu. If your exam ends and there is no response from ITS, call ExamSoft directly at (866) 429-8889.