

it-Down Exams: Using Exemplify Software

- “Exemplify”
 - You will be blocked from accessing any files or applications on your computer and your internet connection will be disabled while you are taking the exam.
 - You may bring hard copies of permitted materials to the exam room.

Install Exemplify & Download and Take an Exam (PC and Mac)

The following steps will guide you through installing Exemplify as well as downloading and taking an exam.

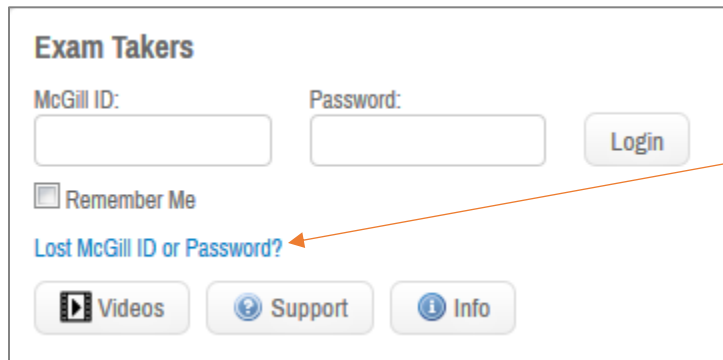
1. Close down all software applications, leaving only the desktop.
2. Go to: <http://www.examsoft.com/mcgill>
3. Check [Exemplify Minimum System Requirements](#)
4. Log In – Enter your 9 digit McGill Student ID Number and your assigned password. The password is your current Term-Specific Exam Code (previously known as exam number) prefaced by the lower case word **law** e.g. law#### (no spaces, no hyphens). If you are a graduate student your exam code is GR-AAAA, and your password is lawGRAAAA. Midterm exam codes are numeric and are used for midterm exams; final exam codes are alpha and are used for final exams.

Note: first year students will use [final exam codes](#) to identify December examinations.
Click **LOGIN**.

If you have forgotten your password, contact the [SAO](#)

****DO NOT CHANGE YOUR PASSWORD****

****DO NOT USE THE FORGOT USER ID/ PASSWORD MENU**** ExamSoft does not have McGill Law student email addresses; the email functionality is not enabled for our law school.



Exam Takers

McGill ID: Password:

☐ Remember Me

[Lost McGill ID or Password?](#)

Do not use this functionality, it is disabled for our Law School.

5. From the 2nd panel on the left, click **DOWNLOAD**



Install & Register Exemplify

1. Click "Download"
2. Click 'Run' when prompted to Run or Save the file
3. If your browser does not prompt you to 'Run' or 'Open' the file, Click Save and run the file from the location you saved it to.

***Note:** Please make sure you have an active Internet connection when you run the file.

Help?

Download

The Faculty of Law, McGill University Examination Agreement will appear; **read** and click **I ACCEPT**

Disclaimer

Faculty of Law, McGill University - Examination Agreement

The Examination Agreement involves questions designed to confirm that students agree to the terms of the laptop policy.

The following are the components of the Examination Agreement:

1. I elect to write one or more of my law examinations using a laptop with the approved McGill University software during the examination period. I recognize that this is a 3rd party application, and that neither McGill University nor the Faculty of Law is responsible for its proper functioning.
2. I confirm that I have read and understood the instructions provided on the ExamSoft website.
3. I confirm that the laptop I will use during exams meets the minimum requirements by the software and that the laptop has access to the McGill wireless network.
4. I confirm that once I have completed this agreement, I will download and install "ExamSoft" software. I will follow the tutorial and test the software in "real time" prior to use in an exam N.B. During the testing of the software, students are strongly encouraged to leave the software open for more than half an hour within the confines of NCDH.
5. I confirm that I understand that non-compliance with numbers 1 through 5 of this agreement will result in me not being permitted to use a laptop during final examinations.
6. If the laptop I am using fails during the exam, I will alert the invigilator and agree to continue and finish the exam by handwriting in an examination booklet. I understand that if I continue to use the laptop after it fails during an exam without re-launching the Exemplify software it is a violation of the examination laptop policy and may be subject to disciplinary action. I understand that no extra time will be allowed for attempts to resolve the computer problems during the exam and that at the end of the exam I must go directly to the SAO with my laptop. If the incomplete examination cannot be retrieved within two working days, the Associate Dean (Academic) will determine remedial options.
7. I understand that, should it be necessary, ICS staff is available to trouble-shoot any difficulties

encountered with the approved software (a 3rd party application). I will be asked to sign an IST Customer Services-Computer Repair Waiver acknowledging that ICS staff will not be held responsible for any theft, loss or damage (to hardware or software) occurring during the diagnosis or repair of a personal computer or laptop, or for any loss of data, regardless of when it was lost.

8. I understand that if found in violation of this Examination Agreement, I may be subject to disciplinary actions.

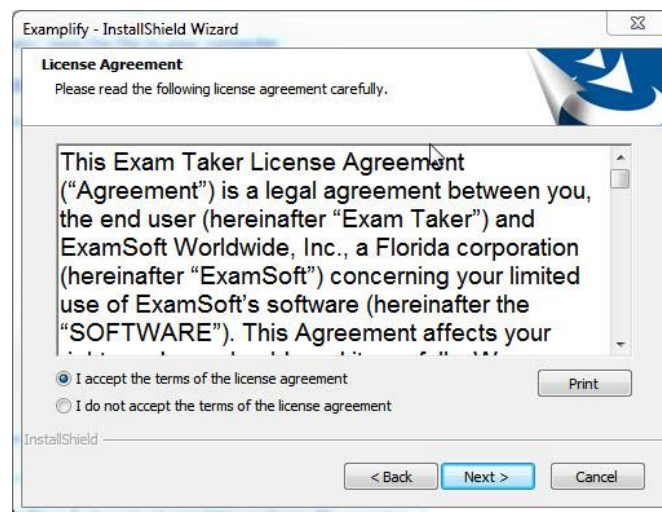
9. For students using a MacBook Pro with Touch Bar: I confirm that I have disabled the Touch Bar on my MacBook Pro before beginning an examination.

If you encounter any difficulties, contact the Student Affairs Office.

Decline

I Accept

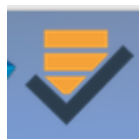
- Once the file is downloaded to your computer, run the install file. The **Exemplify Setup Instant Shield Wizard** will appear and will guide you through the installation process.
- The **LICENSE AGREEMENT** window appears. Select button to accept the terms of the license agreement. Click **NEXT**.



Launch Exemplify from your desktop:

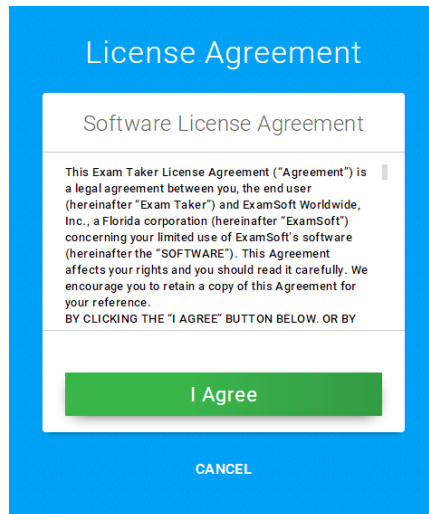


PC

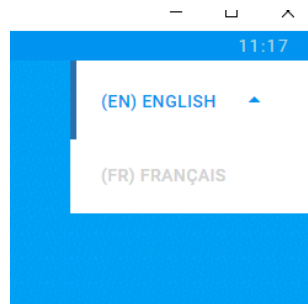


Mac

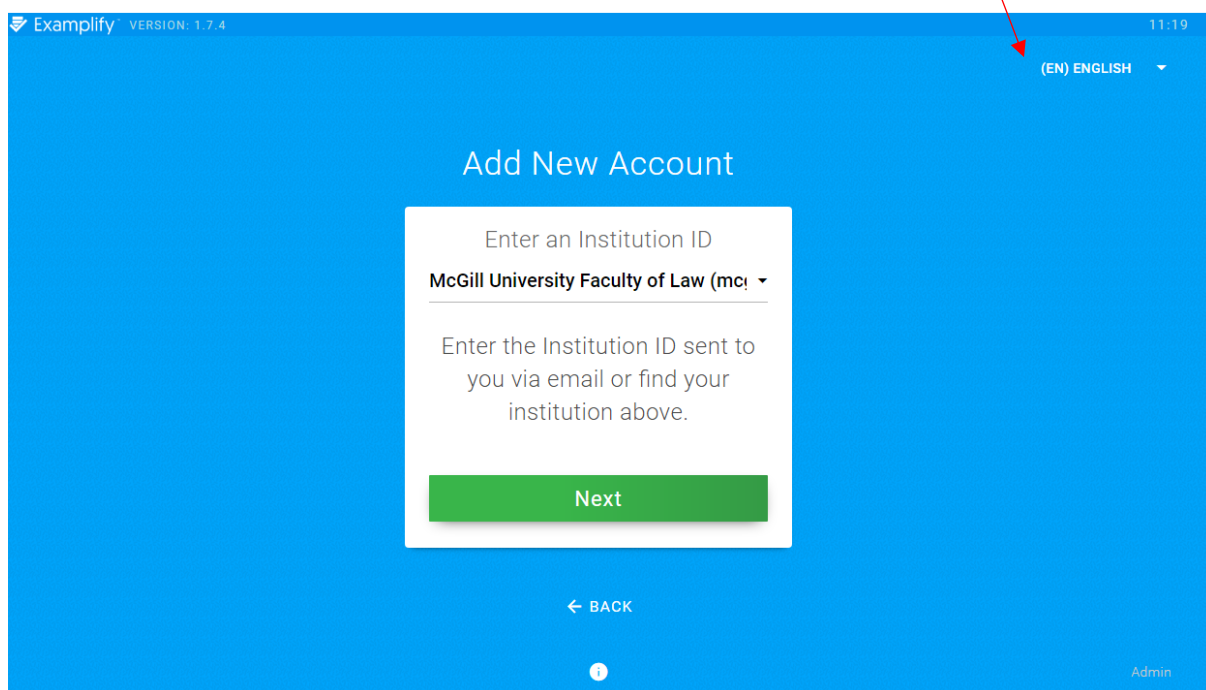
- Read/scroll through license agreement and click "I Agree"



2. Student can change the menu language from English to French, note that this will not change the content of the exam.



3. When prompted for Institution ID, type McGill and you will see "McGill University Faculty of Law (mcgill)", then Click **Next**.

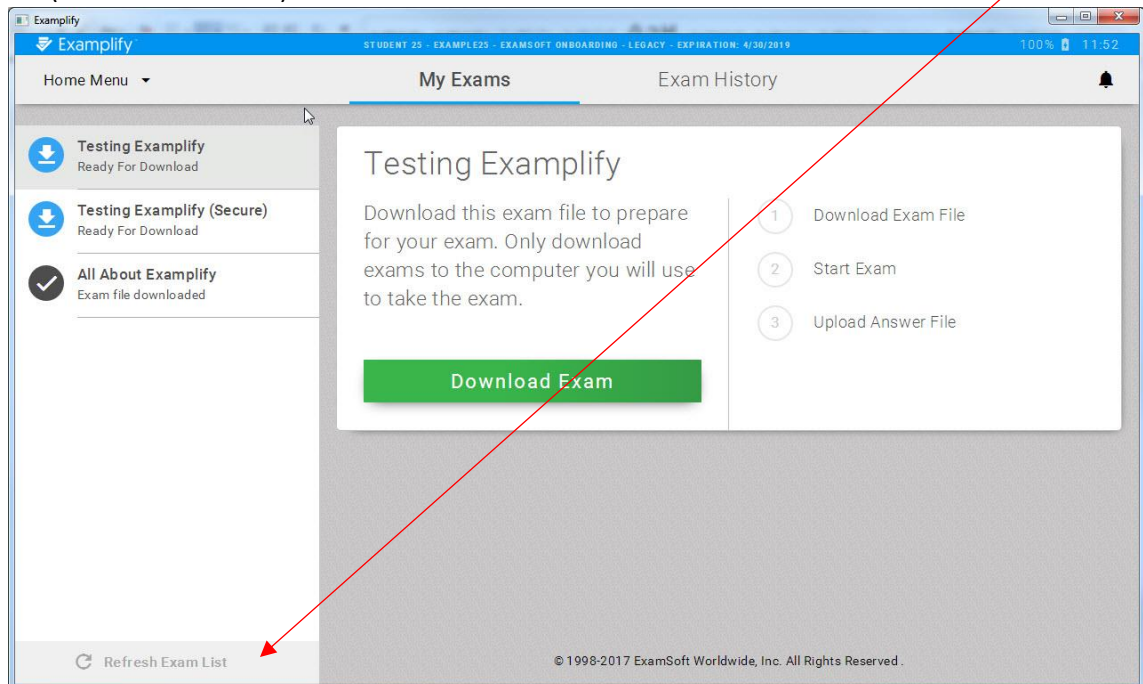


4. On the Account details page, enter in the credentials you were provided, McGill ID and exam code. Click **SIGN IN** to complete registration. You may now download exams.

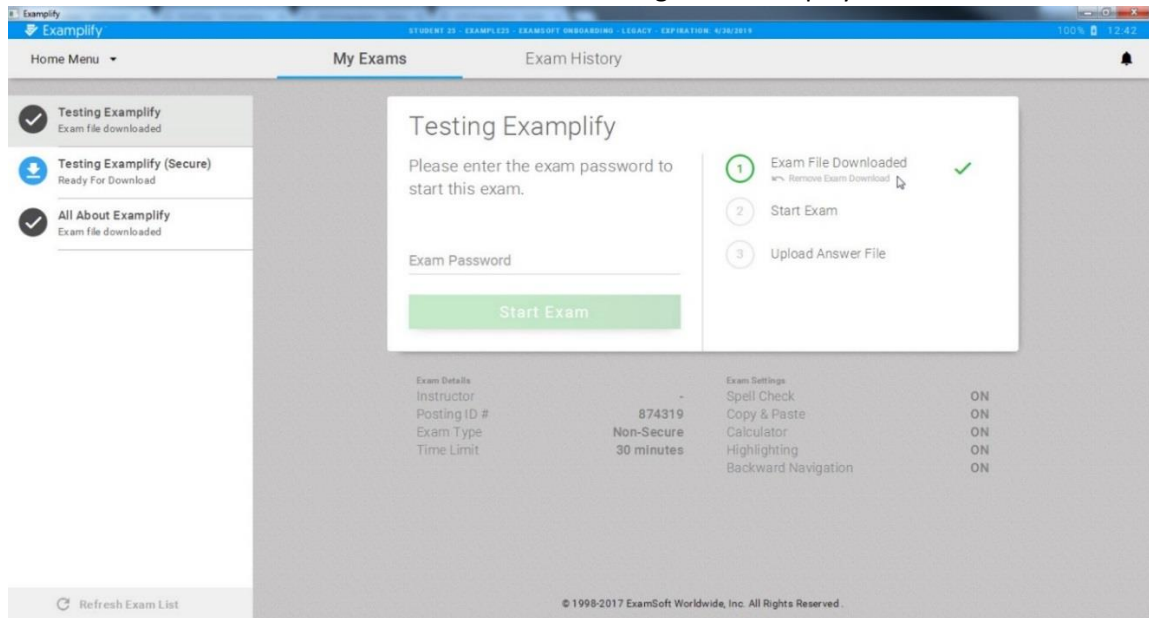
The screenshot shows a web browser window with the Exemplify logo in the top left. The page title is "McGill University Faculty Of Law - Legacy". In the center, there is a white box titled "Account details" containing two input fields: "User ID" and "Password". Below these fields is a green "Sign In" button. At the bottom of the box, there is a link "FORGOT USER ID/PASSWORD?" and a "← BACK" button. The background of the page is blue.

TO DOWNLOAD EXAMS:

5. When you launch Exemplify, you will see a list of your available exams. If not, click **REFRESH EXAM LIST** (bottom left corner)



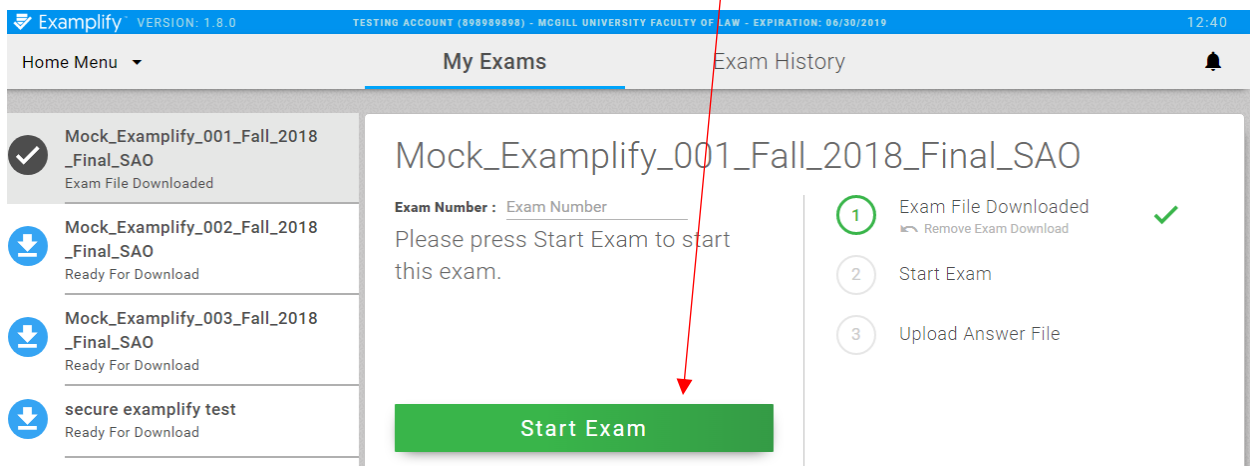
6. Select an exam from the list and click **DOWNLOAD EXAM**. You will require an active internet connection for this step. If you see a green check-mark next to step 1 (Exam File Download), the download was successful. The exam details and settings will be displayed below the window.



TAKING AN EXAM:

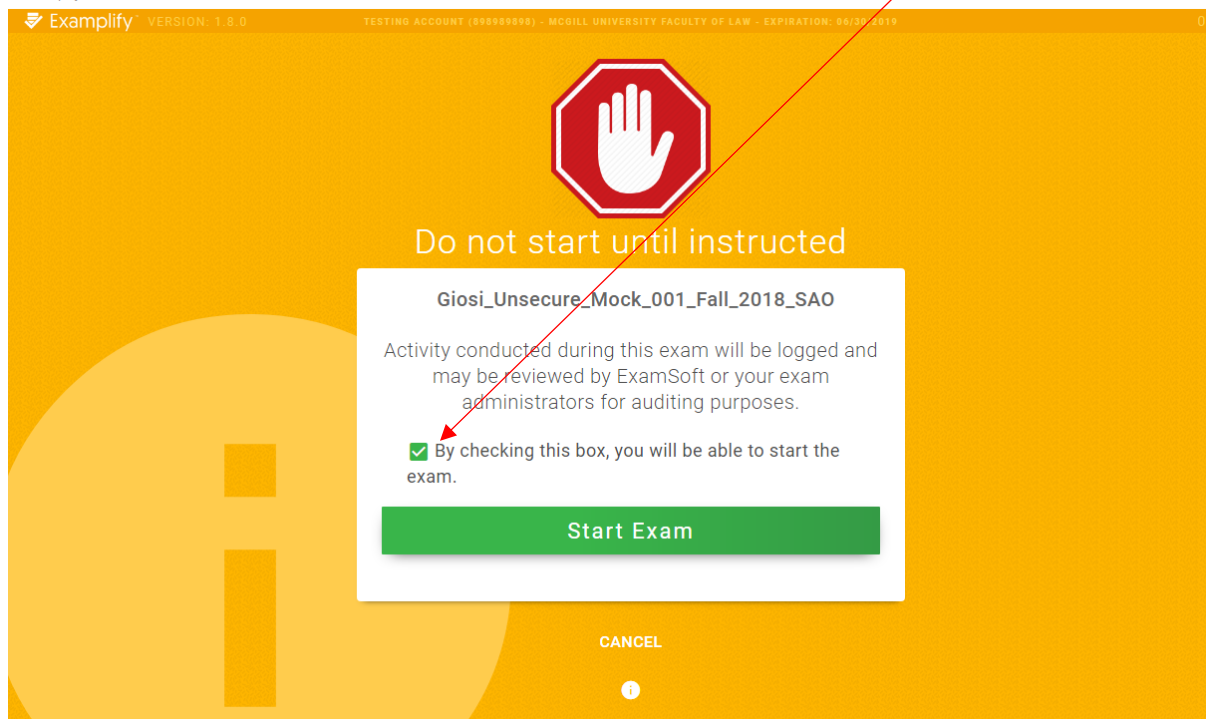
<http://university.examsoft.com/h/i/243509347-examplify-taking-an-exam/253522>

Select the exam you will be taking from the list. Click **START EXAM**.

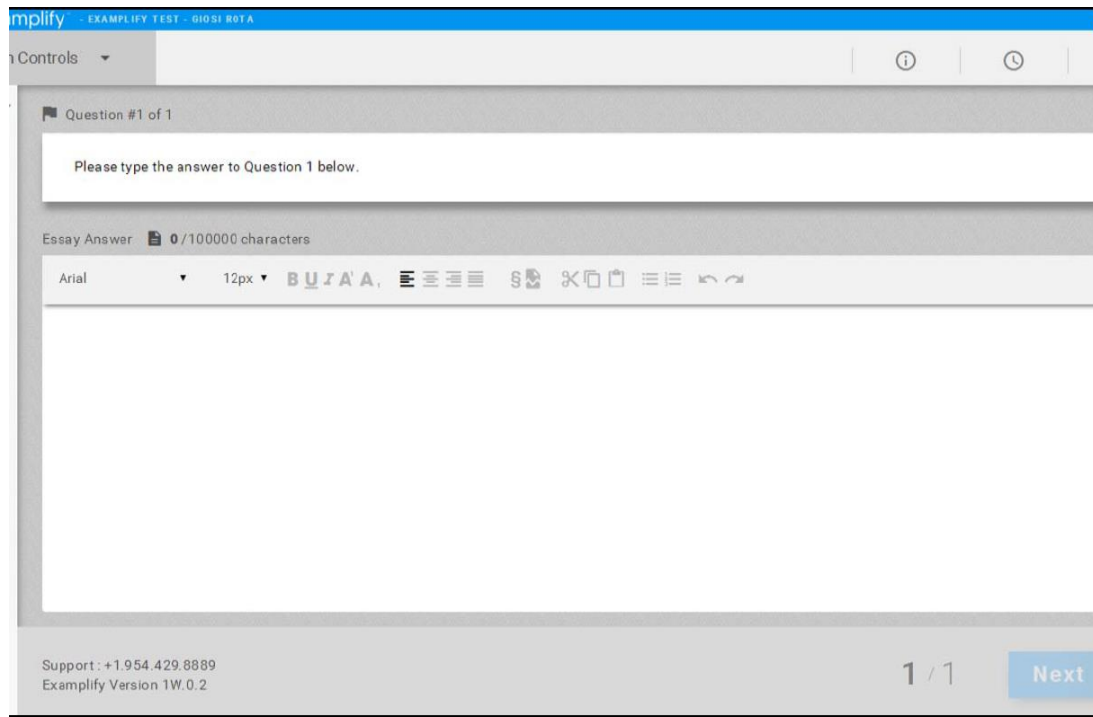


7. A warning screen lets you know that before you can proceed all programs open on your computer will be closed. Save any work you may have open. **Please disable any antivirus programs you have before continuing.** Click **CONTINUE** to proceed.

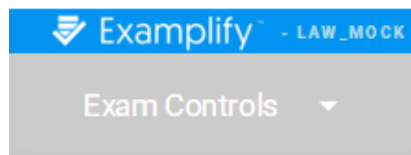
8. Only when the start of the exam is announced by the invigilator can check the box, then click **START EXAM**.



9. Start typing the answer to your exam



WHEN EXAM IS COMPLETED:

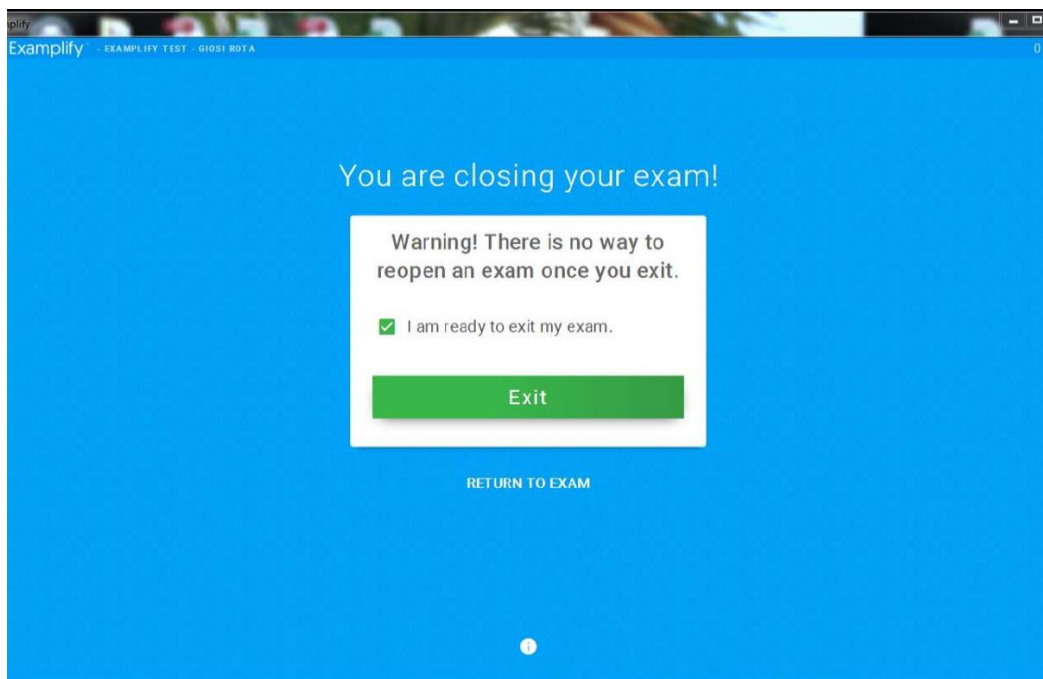


To exit your exam, you must open the **EXAM CONTROLS** in the upper left corner of the screen, and select **SUBMIT EXAM** from the drop down menu.

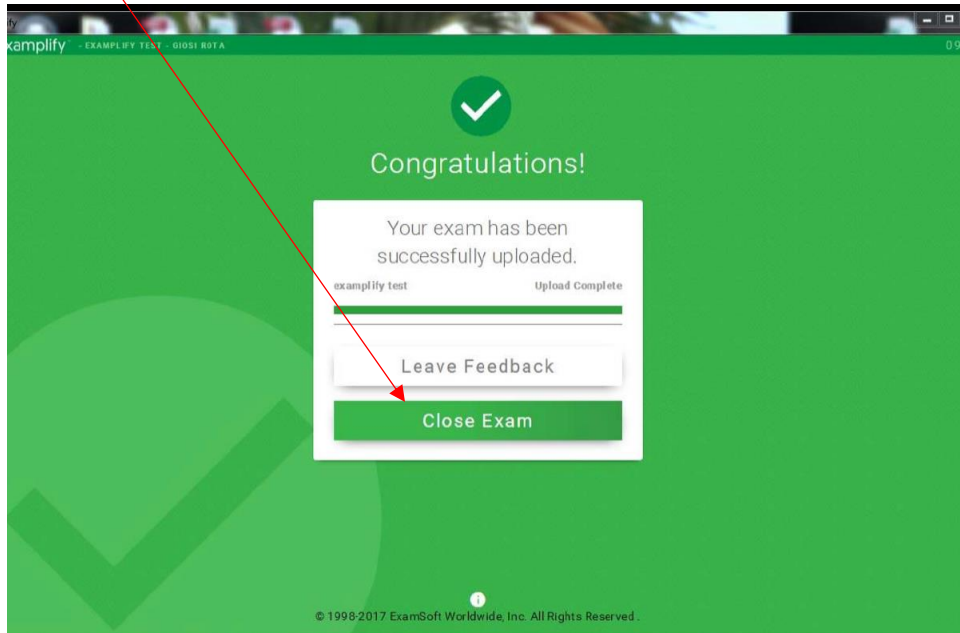
Exam Controls:

- Within the **EXAM CONTROLS** menu, you will see two possible options; **HIDE EXAM**, and **SUBMIT EXAM**. **HIDE EXAM** will hide the entire exam, but leave the Exemplify application running (used for breaks). The **SUBMIT EXAM** option will prompt the exam taker to confirm this action.

10. A message appears asking you to Exit your exam. Click **I AM READY TO EXIT MY EXAM** and then click **EXIT** to upload your exam.



11. A green congratulations message indicates that your exam was uploaded successfully. Leave this screen visible until the exam invigilator has seen it and allows you to exit the exam room. Click Close Exam to return to the main page.



12. Under the tab **My EXAMS** you can view the list of the exams that have been uploaded successfully. Within 24 hours you can verify your upload history by selecting the exam.

