



NASHVILLE SCHOOL of LAW

EDUCATING TENNESSEE'S LAWYERS SINCE 1911

INFORMATION FOR STUDENTS WHO DESIRE TO TAKE EXAMS USING EXAMSOFT'S EXAMPLIFY 2017-2018

IT IS IMPORTANT THAT YOU CAREFULLY READ ALL FOUR PAGES.

The option of using a laptop computer for exams is extended to you as a convenience and a privilege. You assume the risk of equipment and power failure. If a problem arises, and all or part of your exam cannot be recovered, the Registrar has the final decision about how to handle your case. You are responsible for the connection from your laptop to the classroom electrical outlets. Any attempt to tamper with Exemplify's security features or any related function or feature of the program will be reported to the Honor Council.

If you are uncomfortable with the Exemplify software, your laptop, or this policy, you should handwrite the exam.

PREPARING YOUR COMPUTER

Prior to the exam, you should:

- 1. Confirm that your laptop meets Exemplify's minimum specifications which may be found at <http://support.examssoft.com/h/i/348981859-what-are-the-minimum-system-requirements-for-exemplify>.
- 2. Ensure that there is plenty of hard drive space on your laptop.
- 3. Before downloading and installing the Exemplify software, instruct your personal firewall (if one is installed on your laptop) to treat www.examssoft.com as a trusted website.
- 4. Scan your laptop for viruses and spyware.
- 5. Configure your computer to be able to automatically access the School's wireless network.
- 6. Disable the "install automatic updates" feature, the hibernation feature, and Microsoft® Windows Defender if it is installed on your laptop. These features may be turned on immediately after taking an exam.
- 7. Verify that your computer is set to the correct date and time.

INSTALLING THE LATEST VERSION OF EXAMPLIFY

You must install the latest version of the Exemplify software on your laptop prior to the exam. The installation requires several steps, and you must complete all of these steps. In order to install the latest version of Exemplify, you must use the internet installation method. Log on to <http://examsoft.com/nsl> and go through the registration, download, installation, and final certification process. If you have not completed all the steps successfully, you will receive a warning notice when you launch Exemplify.

MOCK EXAM (TUTORIAL)

You are strongly advised to take a practice exam using Exemplify before taking an exam even if you have previously used Exemplify. The practice session will verify that the security features in the current software are compatible with your computer. Taking the practice exam will also enable you to familiarize yourself and become comfortable with the helpful controls and options built into Exemplify. For more information regarding these features, log on to <http://support.examsoft.com/h/c/259086-taking-an-exam>.

DOWNLOADING EXAMS

Make sure you have downloaded the Exemplify exam file before the exam. Launch Exemplify. Select the exam or exams you desire to download from the list and click “Download Exam.” If you do not see the exam you are scheduled to take, click on the “Refresh Exam List” button. Download all exams as soon as they are available.

IN-CLASS PREPARATIONS PRIOR TO THE EXAM

On the day of the exam, you should:

1. Arrive approximately 30 minutes prior to exam time.
2. Ensure that the power cable is securely connected to your laptop and that the power indicator light shows that your laptop is receiving power.
3. Turn on your computer.
4. Turn off or mute the sound on your computer. If your laptop makes noise during the exam, you will be asked to turn off your computer and to handwrite the exam.
5. Launch Exemplify and click on the scheduled exam in the list. The password to access the test will be written on the board at the front of the room where the exam will be taken.

6. Take a moment to review the exam options and settings as they populate beneath the window. Once you have started Exemplify, you are responsible for the information it contains. Read through all the screens until you reach the yellow screen requiring you to input the 4-digit code to continue. At this point, you must stop and wait for further instructions.
7. When instructed by the professor or proctor, enter the 4-digit code and click the green “Start Exam” bar.

You will not be permitted to delay the start of an exam if you are having computer problems or problems launching Exemplify.

TAKING THE EXAM

Exams will contain multiple-choice questions, essay questions, or a combination of both. More information regarding the correct way to answer multiple choice questions can be found at <http://support.examssoft.com/h/i/348974074-answering-multiple-choice-questions-in-exemplify/259086>. Essay questions must be answered in separate files using numbers that correspond to the number of the question in the exam document. Information regarding how to navigate between essay questions can be found at <http://support.examssoft.com/h/i/318002352-navigating-between-questions-in-exemplify/259086>.

COMPLETING THE EXAM AND EXITING EXAMPLIFY

You will exit Exemplify when you have completed all the exam questions to your satisfaction or when you are instructed to stop. Any student who continues after the instruction to stop has been given will be reported to the Honor Council. You must exit Exemplify **before** leaving the exam room.

Exit Exemplify by opening the “Exam Controls” option and by selecting “Submit Exam.” The software will exit out of the exam view, and you will then see a screen containing a warning that you are closing out of the exam. To confirm that you are exiting, select the check box that you are ready to upload the exam file and then select “Upload Exam.” You should upload your answer file immediately after exiting your exam. **If you experience any upload issues, you MUST report those issues immediately.**

If the upload was successful, you will see a green confirmation screen. Once you have reached this screen, your exam is finished, and you will not be able to re-enter the exam.

You should not reformat your hard drive or delete the Exemplify folder until after your grades have been posted.

COMPUTER PROBLEMS AND TECHNICAL ASSISTANCE DURING AN EXAM

It is your responsibility to be proficient in using your laptop and the Exemplify software prior to an examination. **Limited technical support will be available during an exam.** If your laptop freezes or otherwise malfunctions during an exam, the School strongly recommends that you immediately notify the instructor or proctor, shut down your laptop, and hand write the rest of the exam. The instructor will provide you a blue book for this purpose. We will recover the typed portion of the exam up to the last 60 seconds from when the malfunction occurred.

If you desire to attempt to resume typing in Exemplify, do the following:

1. Turn off your laptop (press and hold the power button for several seconds) and restart it.
2. If you are taking a secure exam, you will be returned to within the last 60 seconds from when the problem began. If this procedure fails or if you think it will take more than two minutes to restart your computer, you should ask for a blue book and begin to hand write the remainder of your exam immediately.

No additional time will be given for computer malfunctions.

ADDITIONAL INFORMATION

The Exemplify website contains a great deal of helpful information regarding the use of Exemplify. If you require additional assistance installing or using Exemplify, contact Chip Loser at Chip.Loser@NSL.com.