

Starting Your Exam Sessions

This document provides instructions to help you get started on exam day.

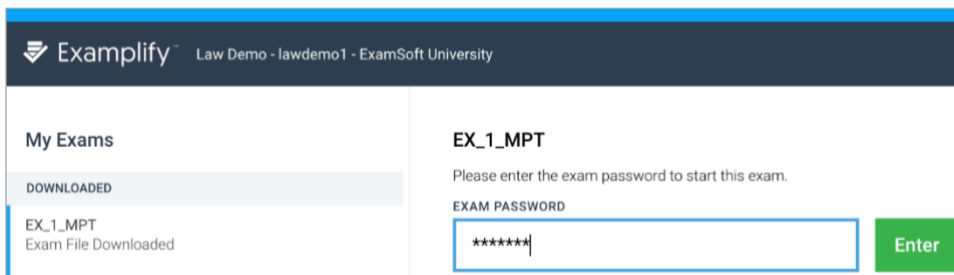
1. Click on the Exemplify icon to open Exemplify.



2. Obtain the exam password 15 minutes prior to the session start time.



3. Select the exam on the left side according to the exam schedule. Make sure you have clicked on the correct exam before typing in the exam password.



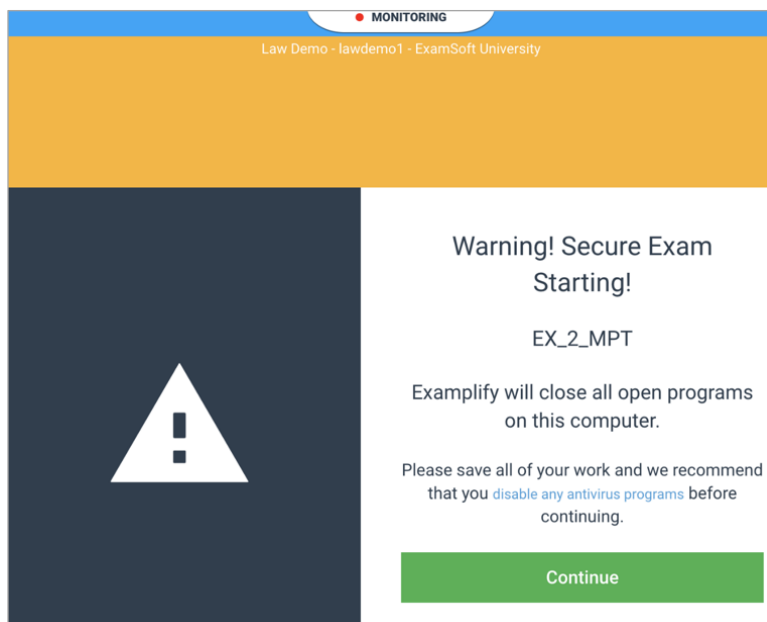
4. The password is case sensitive and must be typed into the password box. You may have the password website opened on the screen beside Exemplify to help you see the password as you type it.

Enter the exam password next to the "Enter" button, then click "Enter".

5. Once you have entered the password, you will take your photo with ExamID to verify your identity.

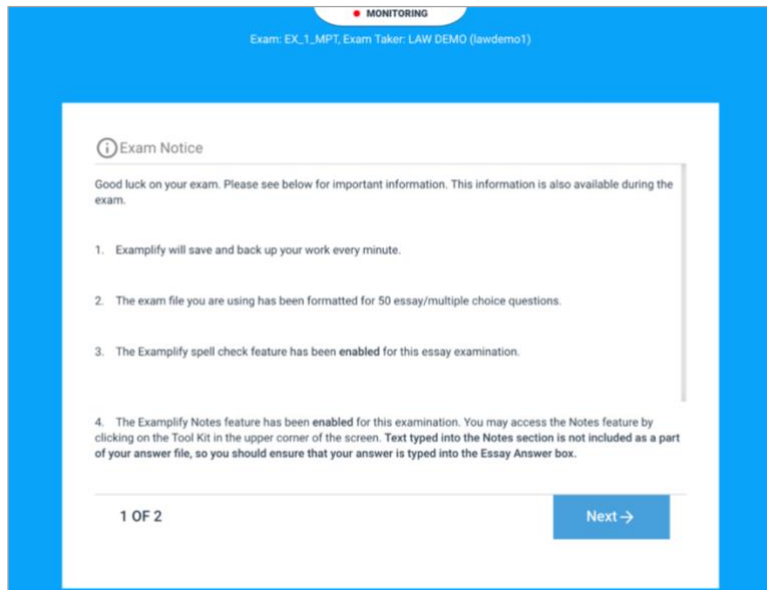


6. After your photo is taken, the next screen you will see is an orange screen notifying you that the secure exam is starting. Immediately click on the green "Continue" button.

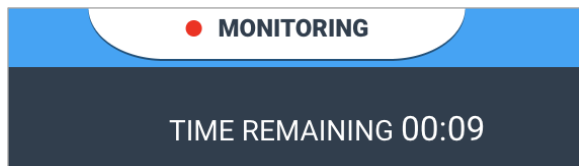


Your device will then be secured. This may take 2-3 minutes.

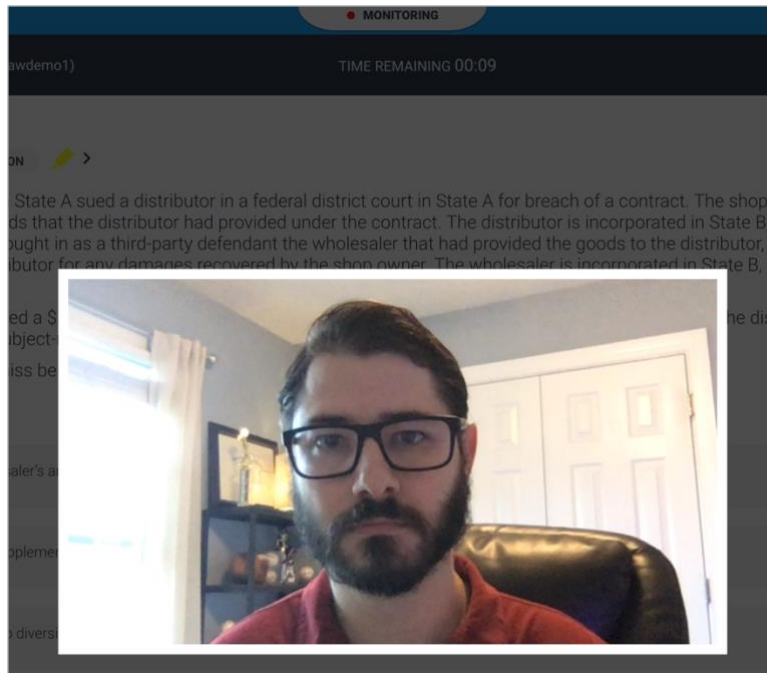
7. You will next be presented with a series of pre-exam notices. Read the notices, clicking click “Next” to navigate through these notices. On the final notice, you will click “Next” to start the exam.



The exam timer begins counting down when you see the first question. The time at the start of the exam includes an additional 59 seconds that are not visible but are included in the exam time. The exam timer is located at the top of the screen.

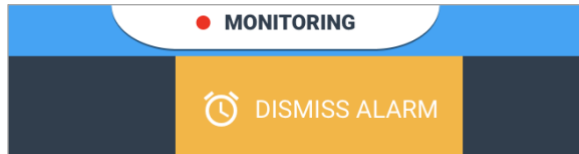


8. You should quickly verify that you are properly in the camera frame and being monitored by clicking the “Monitoring” tab at the top of the screen. You will also see the camera light.

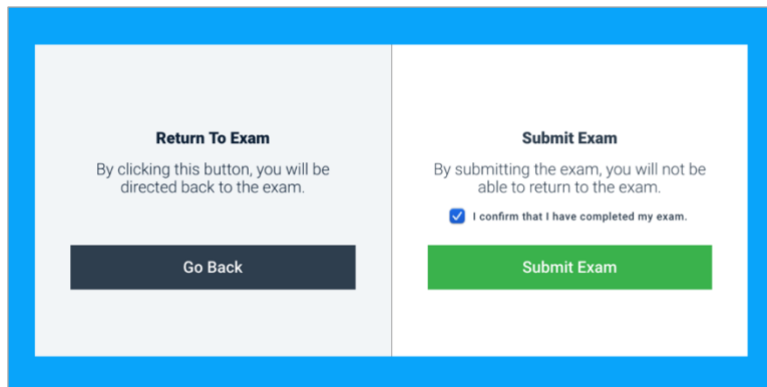


Completing and Submitting Your Exam

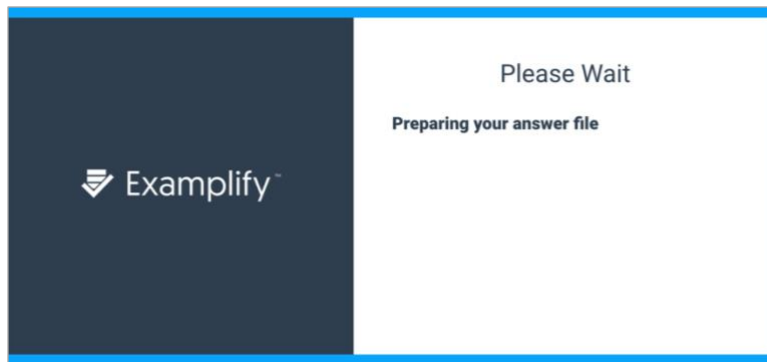
1. You will receive a silent notification at the top of the screen five minutes before the exam time is set to end.



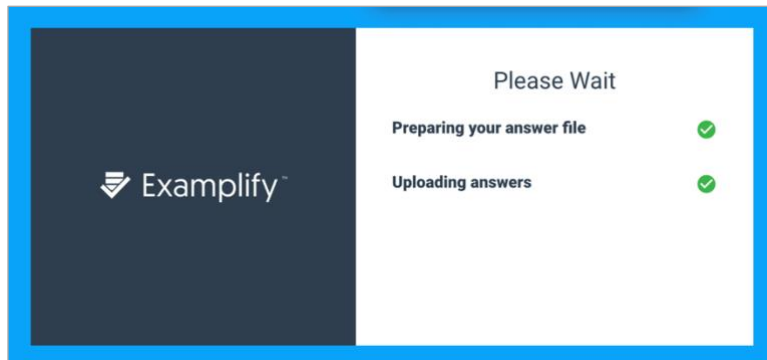
You may submit your exam before the time ends. **NOTE: You will not be able to re-enter the exam once it is submitted** so you should be certain that you have completed the exam before submitting.



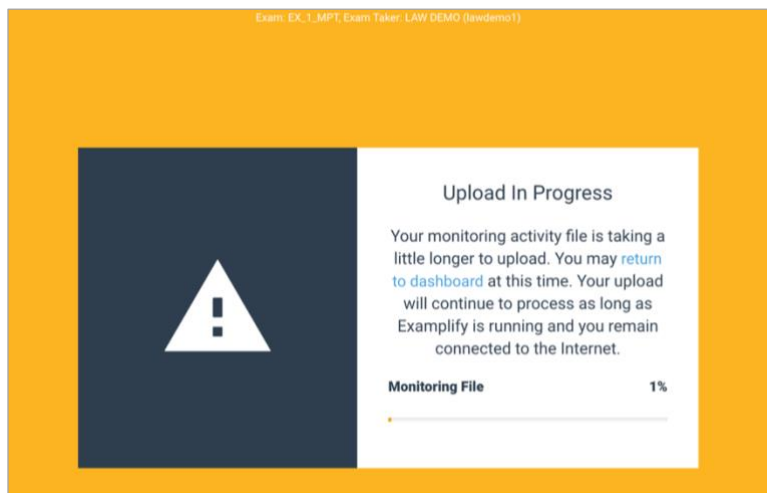
2. Once the exam time has ended (or you have submitted) you will next see a screen indicating that your answer files are being prepared.



3. Exemplify will then exit exam mode and begin uploading the answer file.



4. You will see the upload in progress as the monitoring file begins to upload. You may return to dashboard if you do not wish to wait for the monitoring file to upload. **You do not need to wait for the monitoring file to fully upload before continuing to the next exam session. If stuck on this screen for any reason, please click on the hyperlink "[return to dashboard](#)".**



My Exams	
PENDING UPLOAD	
Monitoring File EX_1_MPT Upload in Progress	<div><div></div><div>40%</div><div></div></div>

5. Once both the answer and monitoring files have uploaded fully, you will see the exam session in your Completed Exams section of your dashboard with a green checkmark.

COMPLETED	
EX_1_MPT Exam uploaded: 10/2/2020, 8:47:49 AM	✓

6. Stay connected to the internet so that all answer and monitoring files can upload. Make sure each exam session you have taken is shown with a green check in the Completed Exams section of your dashboard at the end of each exam day. Once you see the green check for all Exams you know your upload is successful. **If you see a green check next to each exam files, please do NOT call ExamSoft Support to confirm as this will infringe on other applicants trying to reach support for time sensitive technical issues.**

COMPLETED	
EX_2_MPT Exam uploaded: 10/2/2020, 8:52:35 AM	✓
EX_1_MPT Exam uploaded: 10/2/2020, 8:47:49 AM	✓