Tips for sitting
EXAMPLIFY EXAMS

We know exams can be daunting, especially when using a new platform, so here are some useful tips for sitting your Examplify exams, plus who to contact should you have any issues. Good luck!
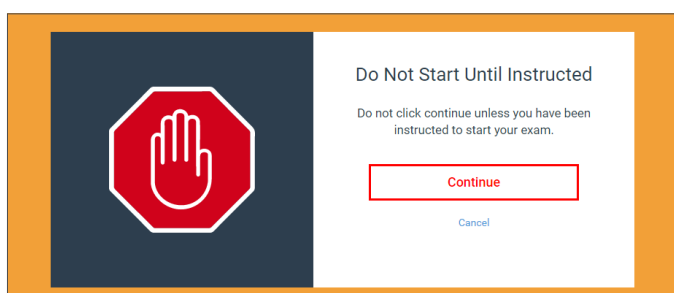
Make sure you download your exam

- Two working days before your exam you will receive an email from Exambot asking you to download your exam.
- Log into Examplify and download your exam to the device you will be using to take the exam.
- Ensure you are using the latest version of Examplify (2.4.0).

Access your Examplify exam password

- Log into your UWA student email to retrieve the password.
- Be ready to retrieve your password 15 minutes before the scheduled time of your exam.
- The password will also be visible 15 minutes before and 60 minutes after the scheduled time of your exam on the exams website **uwa.edu.au/students/my-course/exams**.
- **Having problems retrieving your password?** Call **(+61 8) 6488 1212**.

Start your exam on time

- Log into your exam in Examplify and complete your ID verification, read your Examination Notice and be ready to start your exam at the scheduled start time.
- Your exam starts at either 9.00am or 2.00pm.
- **Having problems completing your ID verification?** Call **(+61 8) 6488 1212**.
- *Remember*: when you log into your exam you will be presented with the following screen. At your scheduled start time **click Continue**.
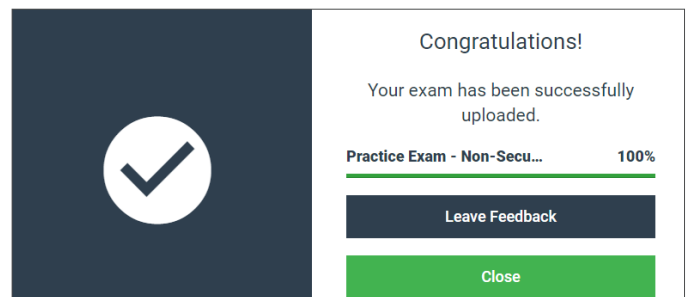
Having problems during the exam?

If you receive a notification asking you to contact your institution, call **(+61 8) 6488 1212**.

After the exam

- Make sure you see the following Green Screen, which indicates your exam has been successfully submitted.

- If you have any issues uploading your exam and/or any applicable scanned work which needs to be submitted via Blackboard, resulting in a delay in uploading by the deadline, email your Student Advising Office via askUWA and notify them. If you need to speak to someone, call **(+61 8) 6488 1212**.
- **If you submit your exam and/or documents late without a valid reason, it may not be marked.**
- Phone support is available on +61 8 6488 1212 between 8.00am and 5.00pm no 30 October and 1 to 12 November 2020.