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!
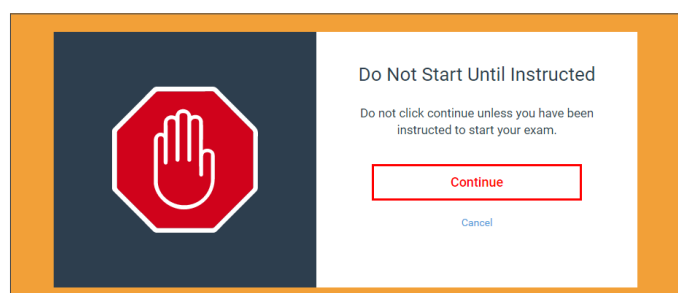
Make sure you download your exam

- 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.

Access your Examplify exam password from LMS

- Log into your unit in LMS and go to the assessment section to retrieve the password.
- Be ready to retrieve your password 15 minutes before the scheduled time of your exam.
- The password will be visible 15 minutes before and 30 minutes after the scheduled time of your exam.
- **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**.
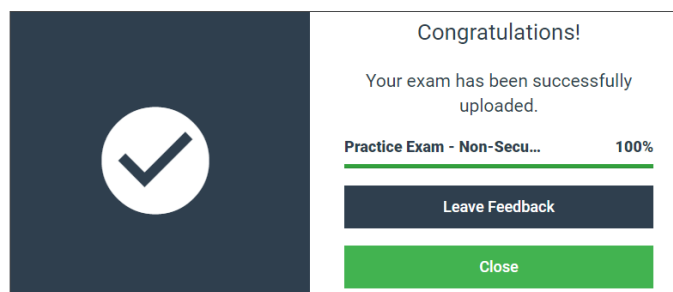

Having problems during the exam?

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.**

THE UNIVERSITY OF
WESTERN AUSTRALIA