



THE UNIVERSITY OF
**WESTERN
AUSTRALIA**

Exemplify Student Guide

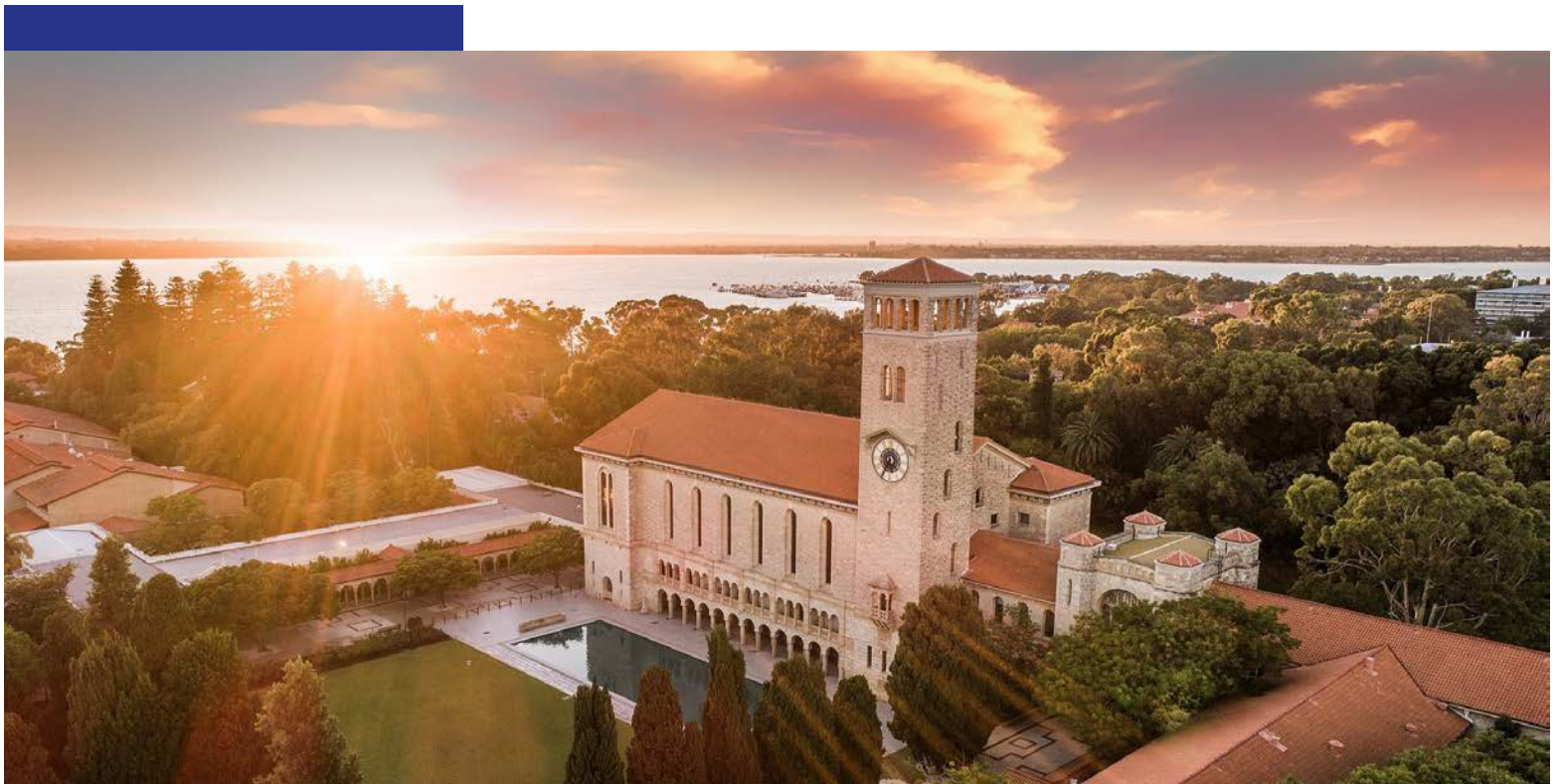


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Introduction

Examplify allows you to securely sit examinations on your Mac or Windows desktop or laptop, using a camera and microphone, by blocking access to files, programs, and the internet during your exam. You will complete your assessment in a secure, stable and offline environment.

You will be asked to download your exam prior to the exam day, be provided with a secure password to access the exam at the scheduled exam time, and upload your answers after the exam.

Access to the internet is only required to download and upload the exam. You can sit your exam without a continuous WiFi connection.

ExamID will verify your student ID prior to starting the exam; and an automated invigilation system, ExamMonitor, will observe you during the exam using video and audio monitoring where this is required. Your unit coordinator will inform you in advance of any exams that will be invigilated.

What is ExamSoft?

ExamSoft is a secure testing solution that is used for administering exams.

What is Examplify?

Examplify is the application used to download and take exams.

What is ExamID?

ExamID is the application used to verify your identity for an online exam. It takes a photo of you to form a baseline ID, and then takes a snapshot picture at the commencement of each exam to compare to your baseline image (captured during a mock exam), to allow you to move forward with the assessment.

What is ExamMonitor?

ExamMonitor is the application used to validate integrity throughout the assessment. It records you taking the exam using both video and audio and also records assessment activity such as question navigation and answering to ensure validity of assessment activity and submission.

System Requirements

You will need to use a laptop or desktop computer which meets the technical requirements noted below. Mobile devices, tablets, iPads and phones are not supported currently.

Your laptop or computer will also need to have a camera, microphone and speakers connected. Most modern laptops have all these features built in and most webcams will have working microphones.

An Internet connection is required to download Exemplify, to download the exam, to complete the ID verification and to upload the exam. If you lose your Wi-Fi connection during your exam, you will still be able to complete your exam. The exam can be uploaded when you reconnect to Wi-Fi.

Windows minimum specifications

- Windows 10
- Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported
- Only genuine U.S.-English versions of Windows operating systems are supported
- **Central processing unit (CPU)** 2.0 Ghz Intel i3 Processor or greater/equivalent
- **Random access memory (RAM)** 4GB is the minimum required amount of RAM
- **Disk space** Exemplify requires a minimum of 1GB of available disk space
- **Screen resolution** Must be at least 1024x768 or higher

Apple Mac minimum specifications

- MacOS 10.13 (High Sierra), 10.14 (Mojave) or 10.15 (Catalina)
- Only genuine versions of macOS are supported.
- Server versions of Mac OS X are not supported.
- **CPU** Intel Processor
- **RAM** 4GB RAM or higher
- **Disk space** 1GB or more of available space is required

Disabling Anti-Virus Software

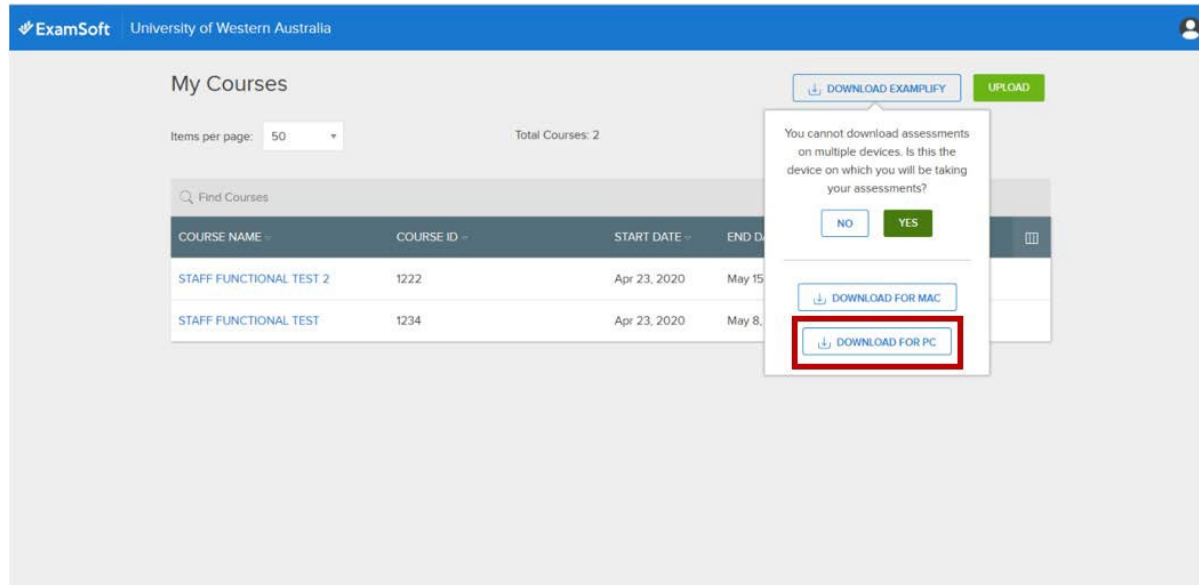
It is recommended that you disable Anti-virus software before launching any examinations. In some cases, certain anti-virus applications may block Exemplify from starting properly or can affect Exemplify's performance during an exam.

For further information see: <https://examsoft.force.com/emcommunity/s/article/Disabling-Anti-Virus-Software>

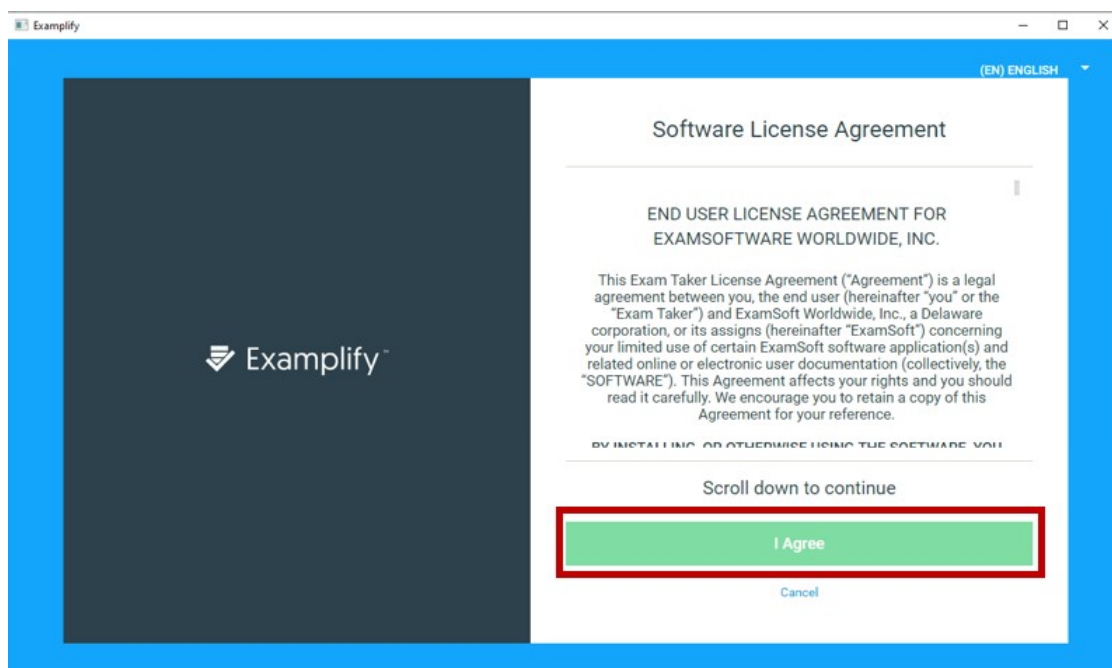
Getting started with Exemplify

Downloading Exemplify

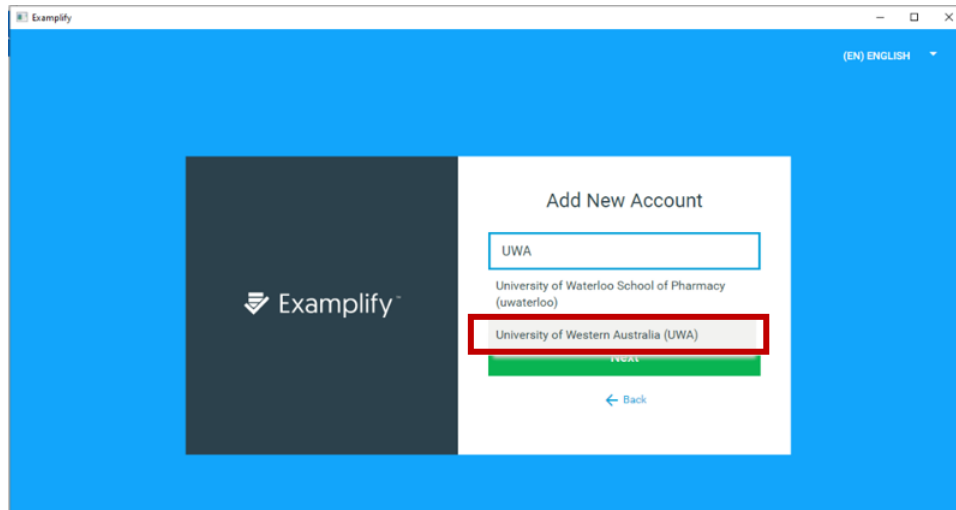
1. You will received an email to your UWA email address from exambot@examsoft.com inviting you to login to ExamSoft. (N.B Check your junk mail if you haven't received an email to your Inbox)
2. Click on the Login link and this will redirect you to a UWA login page where you will need to enter your UWA credentials (Student Number and PHEME password).
3. From here you will have the option to download Exemplify for either a Mac or PC.



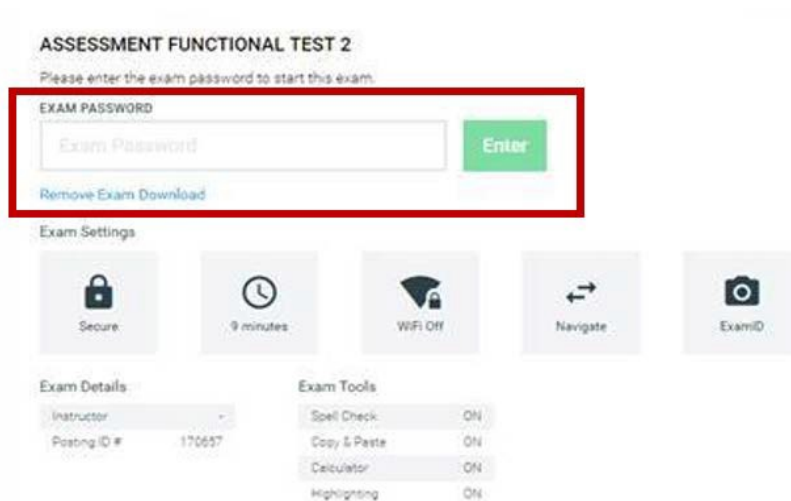
4. Download and Install Exemplify.
5. Launch the Exemplify App and accept the License Agreement.



6. You will then be prompted to create an account. Type UWA into the first keyword box or select University of Western Australia (UWA) as Institution ID, then click Next.

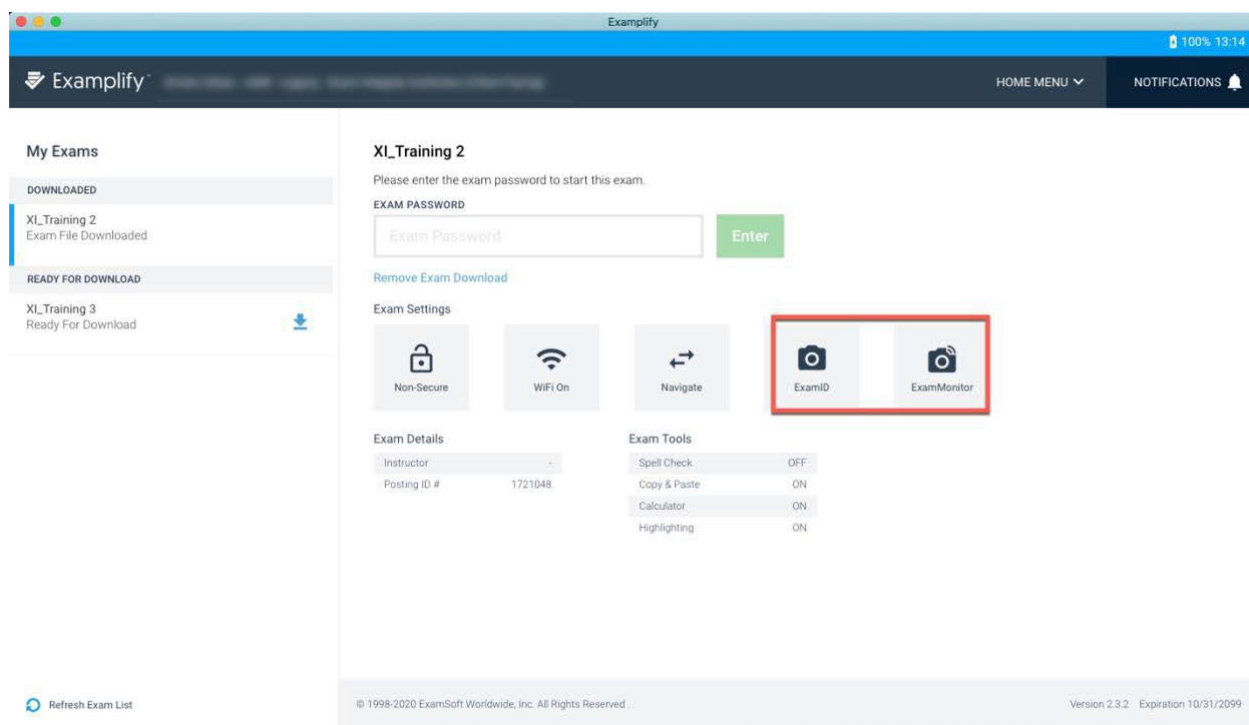


7. You will be redirected to the UWA Single Sign On page again to enter your UWA credentials (Student Number and PHEME password). When you have signed in you will see you are automatically logged in to Exemplify and your name will be displayed in the upper menu. Any of your scheduled exams will be displayed on the navigation menu to the left of screen.
8. Click on an exam to download it. You will be prompted to enter a password (this will be emailed to you prior to the commencement of your exam).

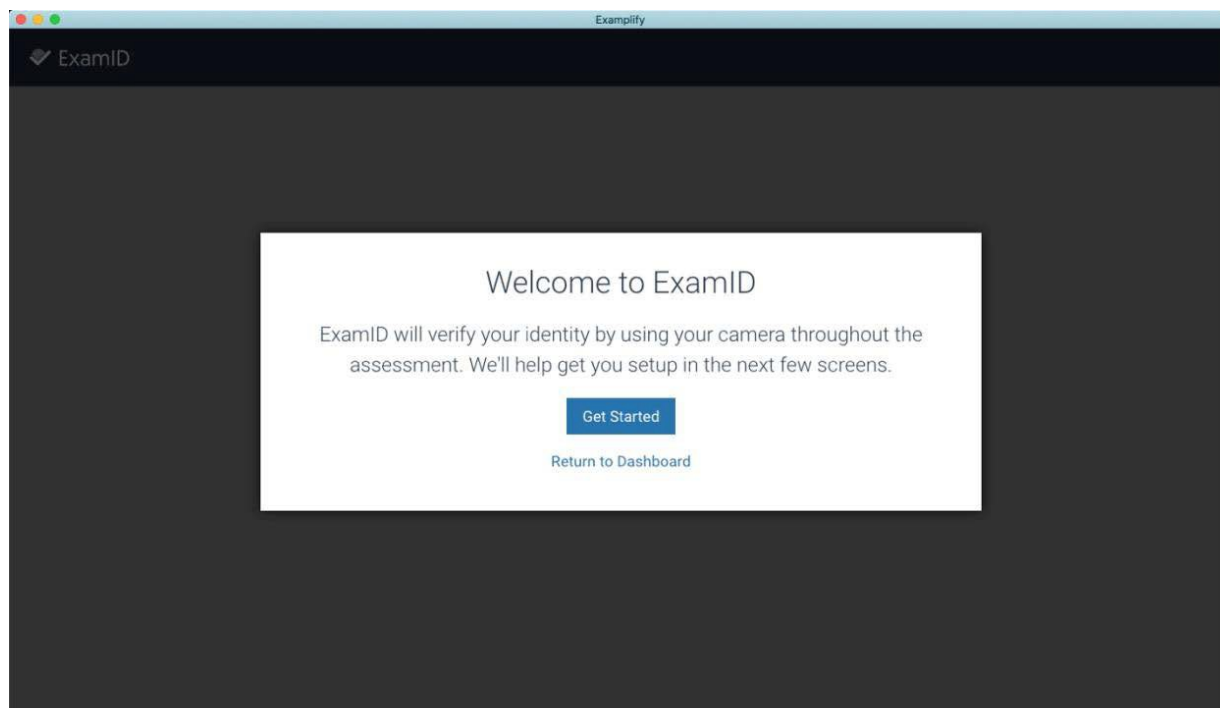


Sitting an exam with Exemplify using ExamID and ExamMonitor

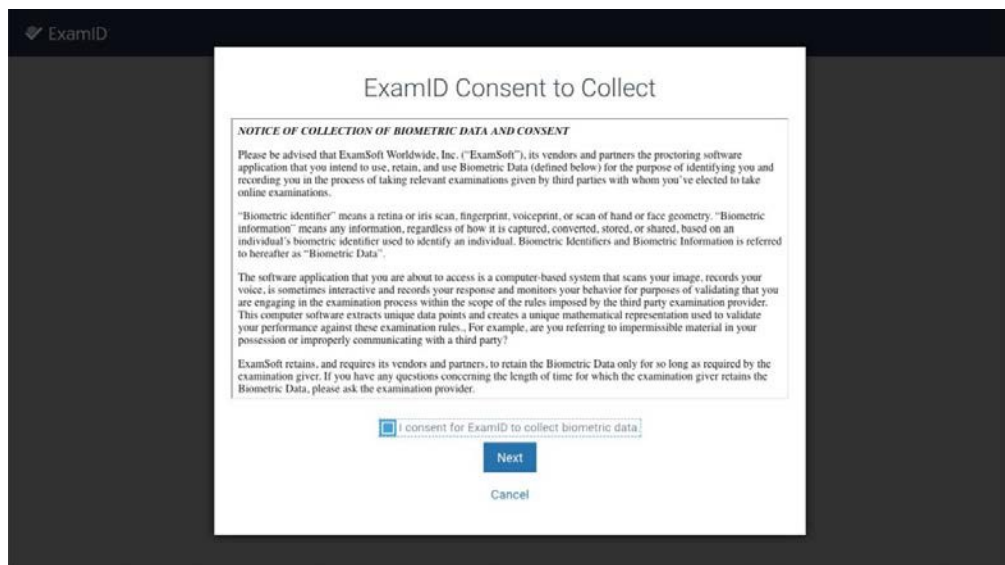
Exemplify contains additional components to allow remote validation. ExamID's role is to validate your identity as a student, whilst ExamMonitor allows invigilation of your exam.



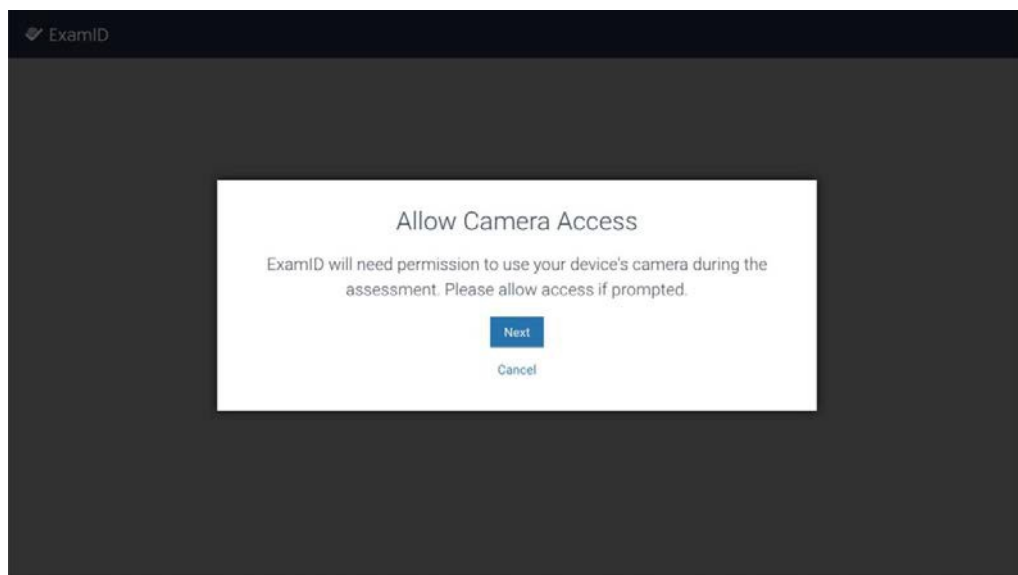
The first time you use Exemplify, and after you click Enter to begin your exam, you will see a Welcome to ExamID screen. Click on Get Started to continue.



The first time you use the software you will see the Consent to Collect screen. You will need to agree to this by clicking the checkbox and clicking Next.



You will then be asked for permissions to use the devices on your computer required for exams, including camera and microphone access.



Once permissions have been granted, Examplify will take your photo, to permit your ID to be verified by the University ahead of exams. Once Examsoft is able to successfully auto-detect your face, a circle will surround it on the screen. Click Save & Continue. You are now ready to take an exam.

The application will move into ExamMonitor. At the top of the screen, you will now notice a pull-down menu which says Monitoring. If you click on this, you can see your live video feed. Clicking anywhere else will exit this screen and return you back to Examplify. Additionally, you will notice that your camera light is on during the exam.

Downloading and Taking an Exam

During an exam, you will not be connected to the internet. You will only connect while downloading and uploading an exam. You cannot download/upload exams without an internet connection.

Taking the Mock Exam

It is **compulsory** that all students enrolled in units that are using Exemplify complete the mock exam. The mock exam is used to capture your image for ID verification during exams.

The mock exam is taken using Exemplify. You will be presented with different types of questions to allow you to become familiar with how to use Exemplify in a no-stakes environment. The mock exam is not assessed and the questions will have nothing to do with any of the units you are studying.

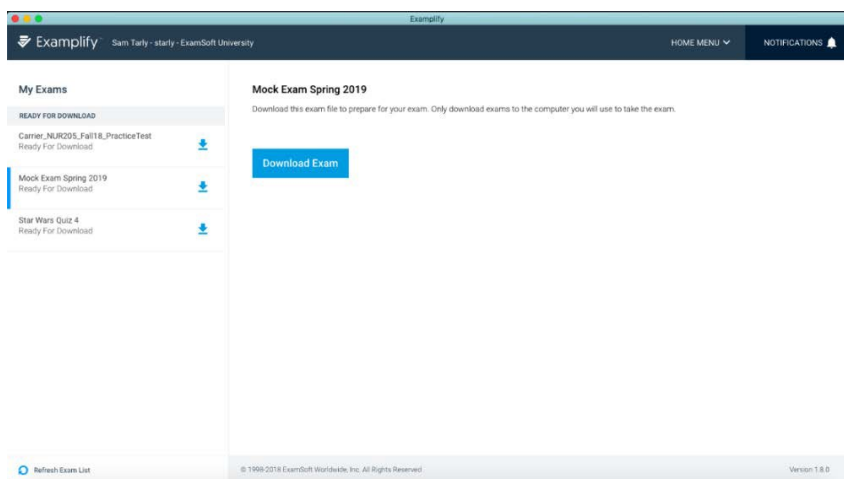
Retrieving your Exemplify exam password

Two working days before your exam you will receive an email from Exambot asking you to download your exam. Login to your unit in LMS and go 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.

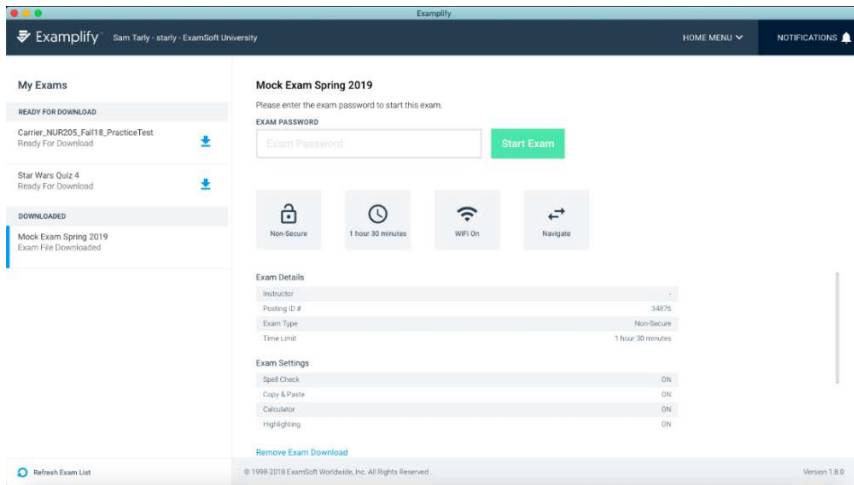
Downloading an Exam

Once successfully logged into Exemplify, there may or may not be exam(s) ready for download. If you do not see the exam you are scheduled to take, click the "refresh exam list" button.

1. Select an exam from the list, and click "download exam". Note, you must have an active internet connection in order to download. Doing so will download the exam file to your device.



2. The download progress will begin to show. If the download was successful, the exam will be listed under the section, 'DOWNLOADED'.



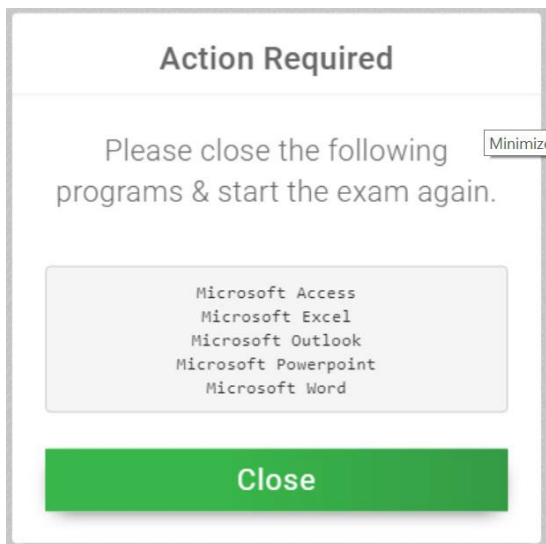
Take a moment to review the exam options and settings, as they will populate beneath the window.

Taking an Exam

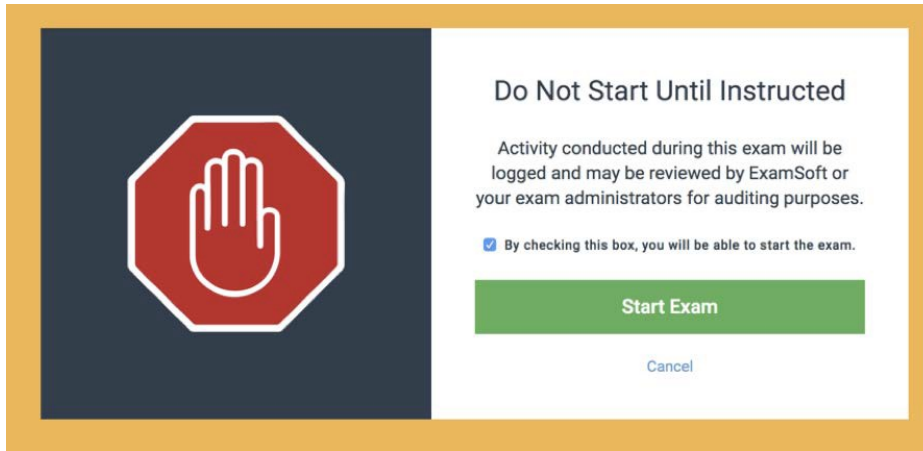
Once your exam has been downloaded to your device, you will need to select it from the left side of the dashboard.

1. Locate the scheduled exam in the list.
2. Review the details and settings enabled by your unit coordinator.
3. Enter the exam password. This password will be given prior to the exam. *(Note, this password is case-sensitive, and will need to be entered exactly as shown).* Click **Start Exam**.

If the exam is secure, and any Microsoft applications are open, you will be asked to close out of those programs before starting the exam. We recommend saving your work, then manually closing out of any Microsoft program.



4. If instructed, you will need to wait at this yellow screen.



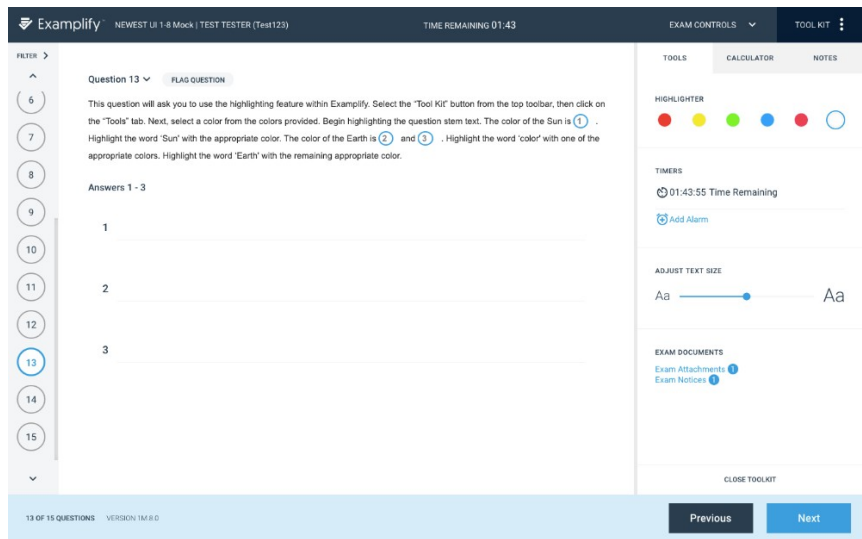
5. When instructed, check the box so that you may start the exam.

6. Once you have been instructed to begin your exam, click the green Start Exam button. Or, click Cancel to return to the list of exams if you've chosen the incorrect exam.

Navigating Your Exam

When the exam opens, you will see you have Exam Control options. Along the top row, you will have the ability to display exam level attachments, pre-assessment notices, set an alarm (if available), exam time remaining (if the time limit was set by your unit coordinator), utilise the zoom feature for question text, as well as a highlighting tool (if enabled by your unit coordinator).

The Tool Kit option will allow you to view any attachments for that question or, if enabled, clicking the Calculator icon will display the calculator, and the Notepad icon will display the option for Notes and Feedback.



Navigating Questions

On the left-hand side of the screen, you will see the numbers that correspond to each question. An answered question will be filled in, and the current question that you are on will be outlined in blue.



Flagging your Questions

To Flag a question, click on the area, 'FLAG QUESTION'. Flagging a question is useful for exam takers that wish to come back and review or complete the question before exiting the exam. Note, if backward navigation is disabled on the exam, you will not be able to return to any flagged questions.



Highlighting Text

You can use the highlight tool in Exemplify to highlight portions of question-text.

1. Navigate to the Toolbar at the top and select the Highlight feature.



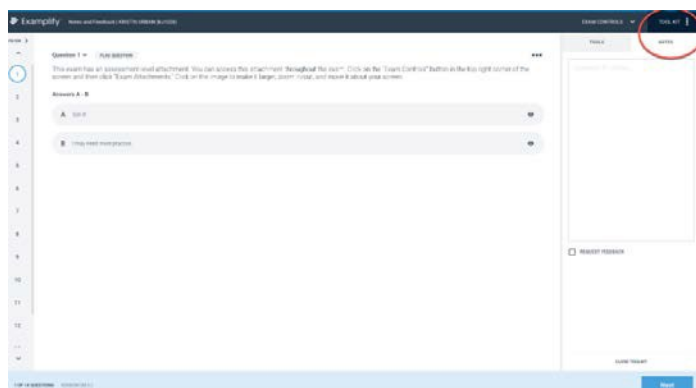
2. Click on the colour drop-down menu that appears at the top left of the screen.



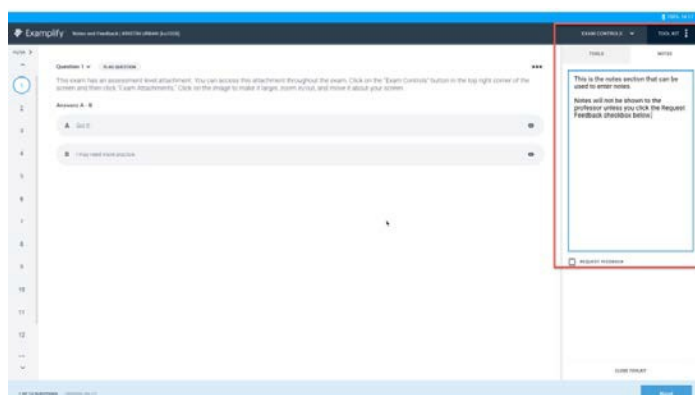
3. Select the colour you would like to highlight the text from the drop-down selection.
4. Select the text that you wish to highlight by clicking and dragging your mouse across it. The selected text should now be highlighted whichever colour you have chosen.

Using the Notes feature

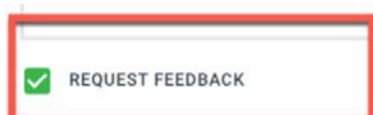
1. In order to use **Notes** click on **Tool Kit**.



2. You can type in notes for a specific question in the notes field as shown below. These notes will not carry over to the next question.



3. If you would like your unit coordinator to see the notes you put in, simply click the **Request Feedback** checkbox and navigate to the next question. These notes will submit when you upload your exam.



Answering Multiple Choice Questions

To answer a multiple choice question, click the answer choice. The circle will turn blue indicating that it has been selected. Some multiple choice questions will have multiple answers. In this case, click all the answer choices that you would like to select before proceeding.

The screenshot shows the Exemplify interface for a multiple choice question. At the top, the header includes the Exemplify logo, the unit name 'U1 1-8 Mock Immediate Review | TEST TESTER (Test123)', 'EXAM CONTROLS', and a 'TOOL KIT' button. On the left, a vertical list of question numbers from 1 to 10 is shown, with question 2 highlighted in blue. The main area displays 'Question 2' with a 'FLAG QUESTION' button. The question text states: 'Students can utilize a zooming feature to make question stem text either smaller or larger. Select the "Tool Kit" icon from the top right corner of the toolbar. Using the slider provided under the "Adjust Text Size" indicator, change the size of the question stem text.' Below the question, the section 'Answers A - B' contains two options: 'A I may need more practice.' and 'B Get it!'. Each option has a small eye icon to its right. At the bottom, a status bar shows '2 OF 14 QUESTIONS', 'VERSION 1M.8.0', and 'Previous' and 'Next' buttons.

Answering Essay Questions

For essay questions, use the box below the essay question to type your answer. You will be able to change the font size and type. If enabled by your unit coordinator, you may have the options to copy and paste text and use the spell check feature. Exemplify also provides a character count for essay questions just above the answer area.

The screenshot shows the Exemplify interface for an essay question. The header includes the Exemplify logo, the unit name 'Updated U1 1-8 Mock | TEST TESTER (Test123)', 'TIME REMAINING 00:59', 'EXAM CONTROLS', and a 'TOOL KIT' button. The question text reads: 'This is an example of an essay question. How does a student submit their assessment?'. Below the question, the section 'Essay Answer' shows a character count of '0 / 100000 characters'. A rich text editor toolbar is visible above a large text input area. The toolbar includes options for font face (Arial), font size (10pt), bold (B), italic (I), underline (U), strikethrough (ABC), text color, background color, bulleted list, numbered list, link, unlink, and other formatting tools. At the bottom, a status bar shows 'VERSION 1M.8.0' and a 'Next' button.

Matching Questions

For Matching Questions, the format will vary depending on how it was built by your unit coordinator.

Fill the Blank Questions

Answers will be displayed in the order in which they appear in the question text.

Using the Calculator

The calculator is a feature that may be enabled by your Unit Coordinator.

1. To open the calculator, click the TOOL KIT then Calculator. This will open the calculator in a right pane on the screen. To close the calculator, click 'CLOSE TOOL KIT' located at the bottom of screen.

The screenshot shows the Examplify interface. At the top, there's a header with 'Examplify', 'NEWEST UI 1-8 Mock | TEST TESTER (Test123)', 'TIME REMAINING 01:44', 'EXAM CONTROLS', and 'TOOL KIT'. On the left, a vertical list of question numbers (4-13) is shown, with question 12 selected. The main area displays 'Question 12' and a 'FLAG QUESTION' button. Below the question, it says 'In order to view the Calculator within Examplify, select the "Tool Kit" button in the top right corner. Next, select the Calculator tab. Complete the following equation: $5 + 78 + 123 + 92 + 4 + 312 =$ 1 .'. The answer '1' is entered in the 'Answers 1 - 1' field. On the right, the 'TOOL KIT' is open, showing the 'CALCULATOR' tab. The calculator interface includes a display showing 'Ans= 0', a mode selector set to 'DEG', and a grid of buttons for trigonometric functions, logarithms, arithmetic operations, and constants. At the bottom of the calculator panel, there is a 'CLOSE TOOLKIT' button. The bottom of the screen shows '12 OF 15 QUESTIONS', 'VERSION 1M.0.0', and 'Previous' and 'Next' buttons.

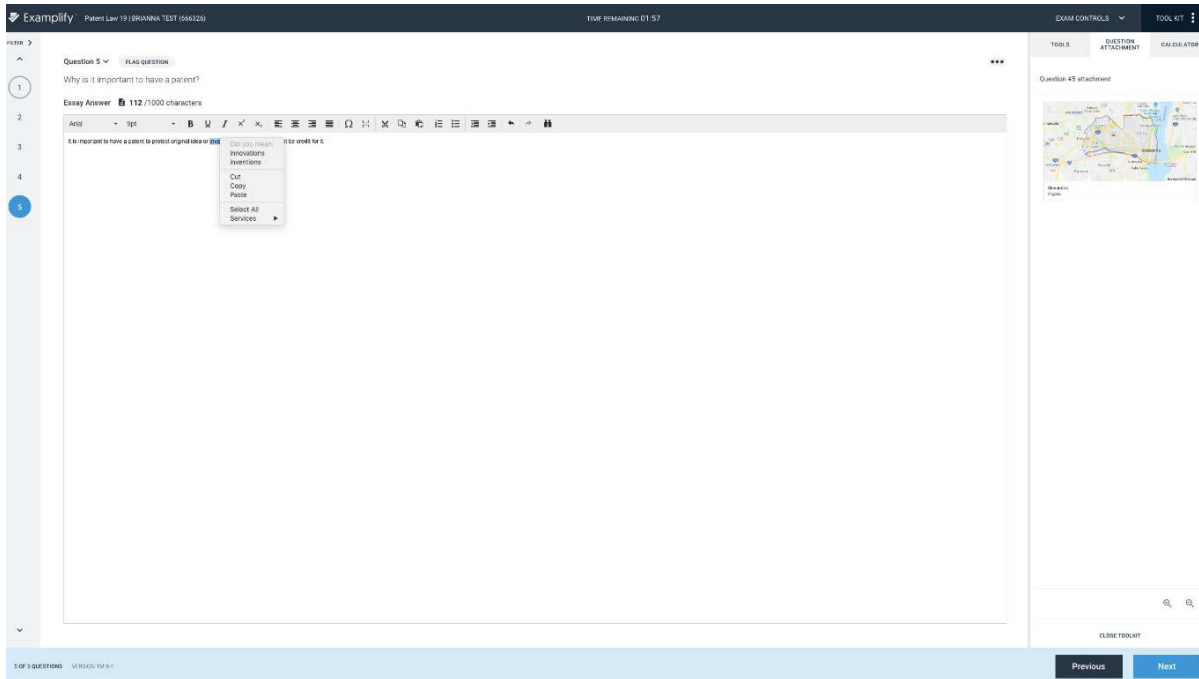
2. A screenshot of the scientific calculator is displayed below.

This is a close-up screenshot of the scientific calculator interface. It features a top bar with 'TOOLS', 'CALCULATOR', and 'NOTES' tabs. The calculator has a display area showing 'Ans= 0' and a mode selector set to 'DEG'. Below the display is a grid of buttons for various mathematical functions: 'Radian', 'INV', 'AC', 'sin', 'cos', 'tan', 'π', 'n!', 'log', 'ln', '√', '1/x', 'x²', and a numeric keypad (0-9, ., EE, Del, =). At the bottom of the calculator panel, there is a 'CLOSE TOOLKIT' button.

Using the Spell Check feature

If spell check is available, this is how it will function.

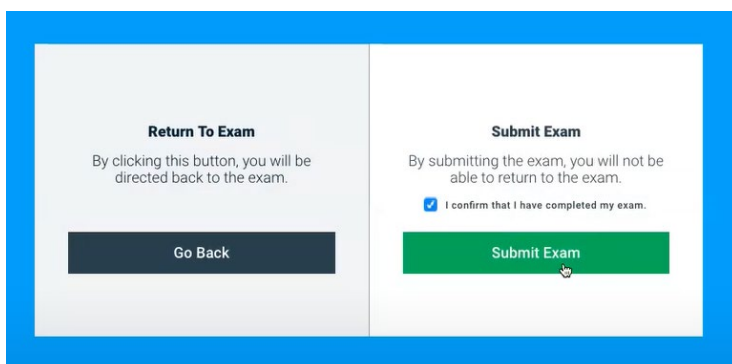
1. Type your essay as normal. There may or may not be spelling mistakes depending on typing accuracy.
2. The words that are misspelled will display a red dotted line illustrating that the word is misspelled.
3. To select the correct spelling of the misspelled word, right-click on the word and you will be provided with a list of possible correct spellings. Choose the correct spelling and your text will be updated.



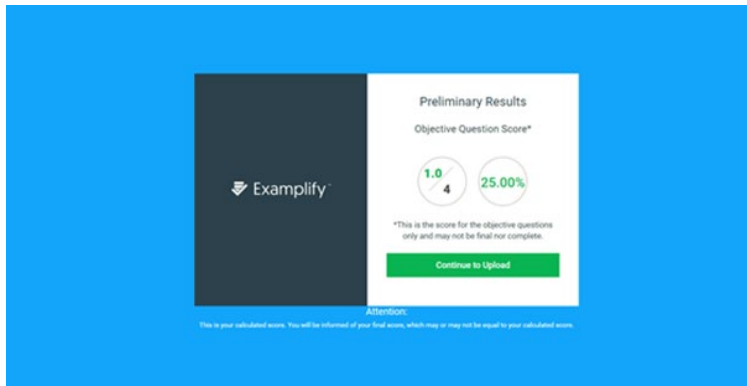
Submitting Your Exam

Once you've completed all the questions, you can exit and submit the exam. If you do not exit the exam within the time limit, Exemplify will automatically exit and submit the exam.

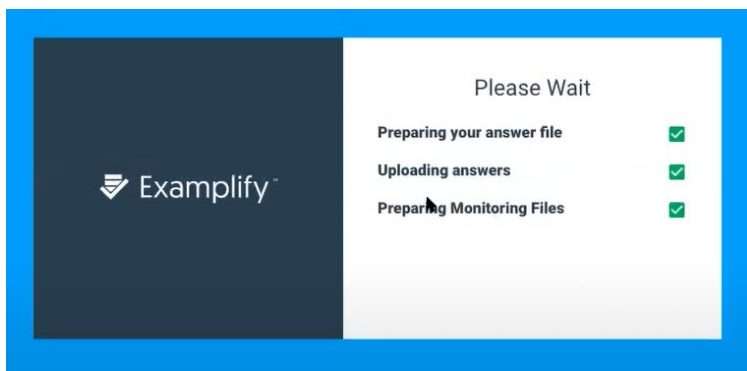
1. Open the **Exam Controls** option, and select **Submit Exam**.
2. The application will exit out of the exam view, and you will be presented with a warning that you're closing out of the exam. To confirm that you wish to submit your exam, select the checkbox and then select **Submit Exam**. If you are not yet ready to submit your exam, select **Go Back** to return to your exam.



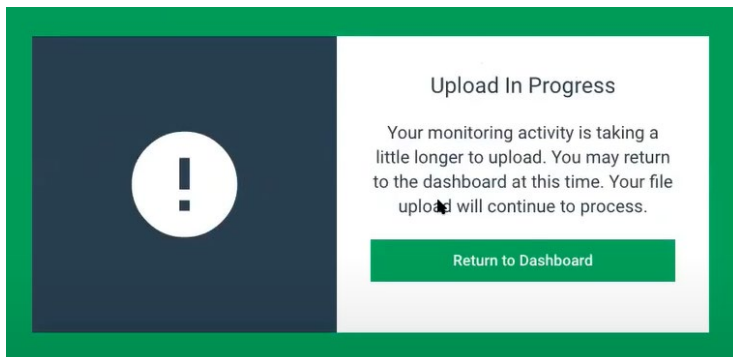
3. Your Preliminary Results will be displayed if this feature has been enabled for your exam. Select **Continue to Download**.



4. Exemplify will then prepare and upload your answer file. It will also prepare and upload the ExamMonitor file (if you are sitting a secure exam). Ticks will appear next to each process once it is complete.



5. Once the answer file uploads and ExamMonitor file preparation is successful but not yet uploaded, you will see a green confirmation screen.



You may click **Return to Dashboard**. By returning to the Exemplify dashboard, the upload will continue to be reattempted. The exam will show under a **Pending Upload** section until successfully uploaded. You can select the **Refresh Exam List** to check from time to time. It is also okay to close Exemplify if required, as the upload will still continue in the background. Do not turn off your computer until the upload is confirmed. You can check the Exemplify dashboard to confirm it is completed.

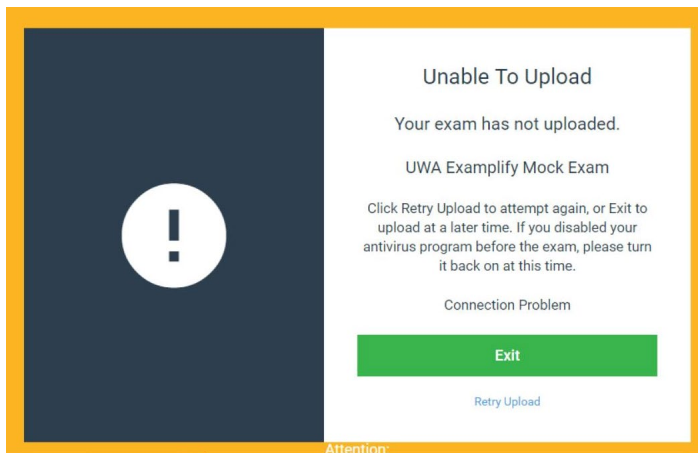
6. Once the files have been successfully uploaded you will receive a notification.



7. Click on **Return to Dashboard**.

Upload error

If you receive an upload error, check that you have a working internet connection and select Retry Upload. If this fails, you can select Exit. By returning to the Exemplify dashboard, the upload will continue to be reattempted. The exam will show under a Pending Upload section until successfully uploaded.



Support

Where can I get further help?

Before the day of your exam:

University Library
6488 1255 (8am-5pm, Monday – Saturday)

On the day of your exam and during your exam:

UWA Exam support hotline
6488 1212 (8am-5pm, Monday – Saturday)