

Baylor College of Medicine
School of Health Professions

Exemplify Student Guide

2020

Education Technology

Ed-tech@bcm.edu

The School of Health Professionals requires students to take many exams on their laptops or iPads using Exemplify, exam software provided by ExamSoft Worldwide, Inc.

Exemplify provides a secure testing environment which locks out all other applications and access to the internet.

Instructors can create essay, true/false, multiple choice, and fill in the blank questions using ExamSoft's software. Exemplify provides a simplified word processor similar to Microsoft Word for answering essay questions including cut, copy, and paste, spell checker, font size & style adjustment, as well as the ability to undo the user's last action.

All students are required to have Exemplify to complete exams on their laptops.

Minimum System Requirements

- Exemplify can be used on most modern Microsoft Windows- and macOS-based computers (i.e. purchased within the last 3- 4 years).

PC Requirements:

- Operating System: 32-bit and 64-bit versions of Windows 10.
- ***Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.***
- Only genuine, U.S.-English versions of Windows Operating Systems are supported
- ExamSoft does not support Tablet devices other than Surface Pro as detailed below
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available space
- Internet connection for Exemplify Download, Registration, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher
- ▮ This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

Surface Pro Requirements:

- Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-Pro Surface devices are NOT supported)
- Must be running a supported Operating System
- External Keyboard (USB or Bluetooth) required.
- Hard Drive: 1GB or higher available space
- Internet connection for Exemplify Download, Registration, Exam Download and Upload
- Screen Resolution must be 1920x1080

Mac Requirements:

MacOS Mojave (version 10.14) is supported on Exemplify version 1.7.4 and higher.

- Internet connection for Exemplify Download, Registration, Exam Download and Upload
- ▮ Supported Operating Systems: macOS 10.13 (High Sierra), macOS 10.14 (Mojave) and macOS 10.15 (Catalina).
- ▮ Only genuine versions of Mac Operating Systems are supported.
- Screen Resolution must be **1024 x 768** or higher
- Hard Drive = 1 GB or higher free disk space
- RAM = 2 GB
- CPU = Intel processor

Downloading Exemplify

1. Navigate to the Baylor College of Medicine ExamSoft homepage: examsoft.com/bcm.

BROWSER ALERT: EXAMPLIFY CANNOT BE DOWNLOADED USING **SAFARI**. Make sure to use Chrome or Firefox.

2. Log in as an **Exam Taker** using your BCM username and password.

Baylor College of Medicine

Exam Takers

LDAP ID:  Password:

Remember Me

3. See step #3 "Set Up Your Notifications" before clicking "Download" in step #2. You can put in your email and/or cell phone number to set up confirmation emails or texts.

4. Click **Download** under **Install & Register Exemplify** to download the installer onto your computer



Install & Register Exemplify

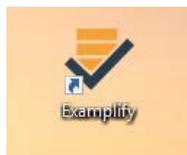
1. Click "Download"
 2. Click 'Run' when prompted to Run or Save the file
 3. If your browser does not prompt you to 'Run' or 'Open' the file, Click Save and run the file from the location you saved it to.
- *Note:** Please make sure you have an active Internet connection when you run the file.



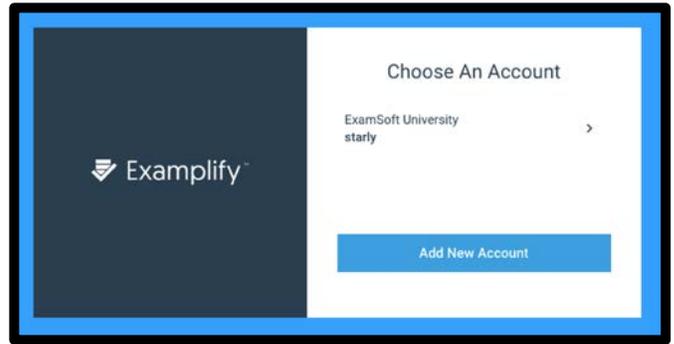
[Exemplify Registration Instructions](#) 

5. Locate the downloaded file in your Downloads folder and double click to install, following instructions in installer window

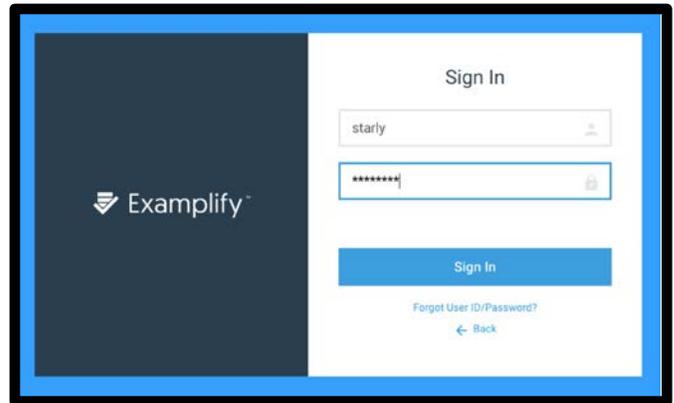
6. Locate the Exemplify icon on your desktop and launch Exemplify (you must be connected to the internet to register Exemplify)



7. When Exemplify opens, scroll through the Software License Agreement and then click **IAgree** (you will not be able to click this until scrolling all the way through the agreement)



8. To add a new account, enter "baylor college of medicine" in the **Institution ID** field. If two options appear, Then click **Next**.



9. Enter your **User ID** (your bcm username) and **Password** (same as in step 2) and click **Sign In**

You are now ready to take your exams on this laptop.

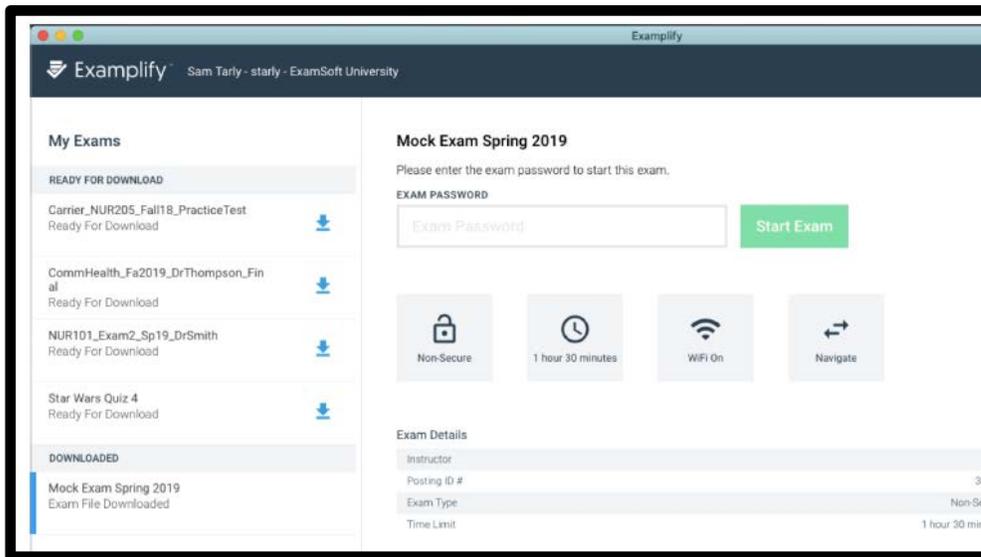
Downloading & Taking an Exam

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 internet connection.

Downloading Exams:

Exam files are usually available a day or two before the scheduled exam time. You will be notified by email when an exam file is ready to download. Please download your exam **before** the exam day. You must arrive to the exam room with the exam downloaded.

1. Sign into Exemplify



2. Available exams will appear on the left-hand side of the exam menu and will say “ready for download”

3. Click on an exam on the left-hand column to select the file. Then click the green **Download Exam** button. Once an exam is downloaded, the blue circle icon will change to a grey circle with a check mark. This indicates that the exam file was successfully downloaded.

Taking a Mock Exam

A mock exam is always available to download in Exemplify. It is good practice to take the mock exam at the beginning of each exam period to make sure your software is working correctly. It is also helpful to familiarize yourself with the features and interface of the exam software. Once downloaded, any seven-digits can be used as the exam number; the password is abc123.

Taking an Exam (once you are in the exam room):

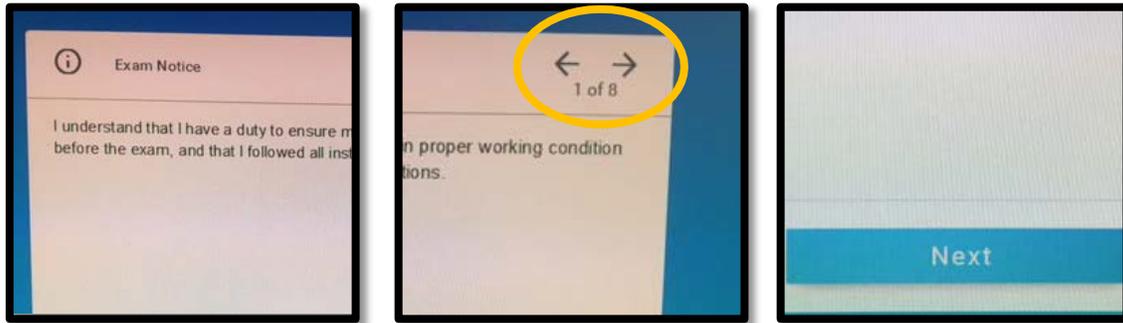
1. On the left-hand column in **My Exams**, select your exam by clicking on it. This will pull up the exam details in the center of the screen.

2. To start an exam, you will need to enter the **Exam Password**. You will NOT receive an **Exam Number**.

The **Exam Password** will be written in front of the classroom on the classroom whiteboards. Once you have entered your exam number and password, you may click the green **Start Exam** button to launch the exam.

3. Before the exam opens, a yellow screen will appear notifying you that by proceeding, Exemplify will close and block out all other programs and applications running on your computer (including internet access). Click the green **Continue** button to proceed.

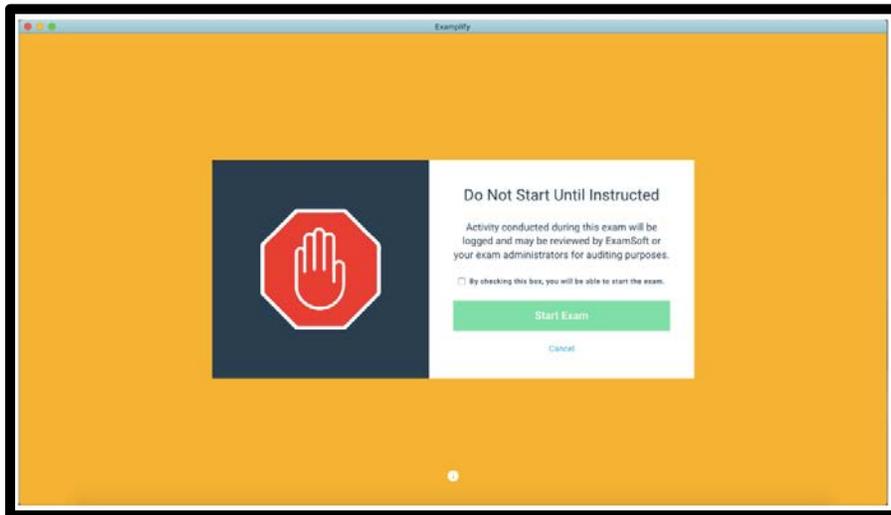
4. The next window to pop up will contain your very important exam notices. Please review those and scroll through them by clicking the **arrow at the top right of the box (not the next button)**. Once you have read all notices, click the blue **Next** button.



5. Another yellow screen will appear that requests permission to start the Exam.

DO NOT PROCEED FROM THIS SCREEN UNTIL YOU ARE INSTRUCTED BY THE EXAM ADMINISTRATOR

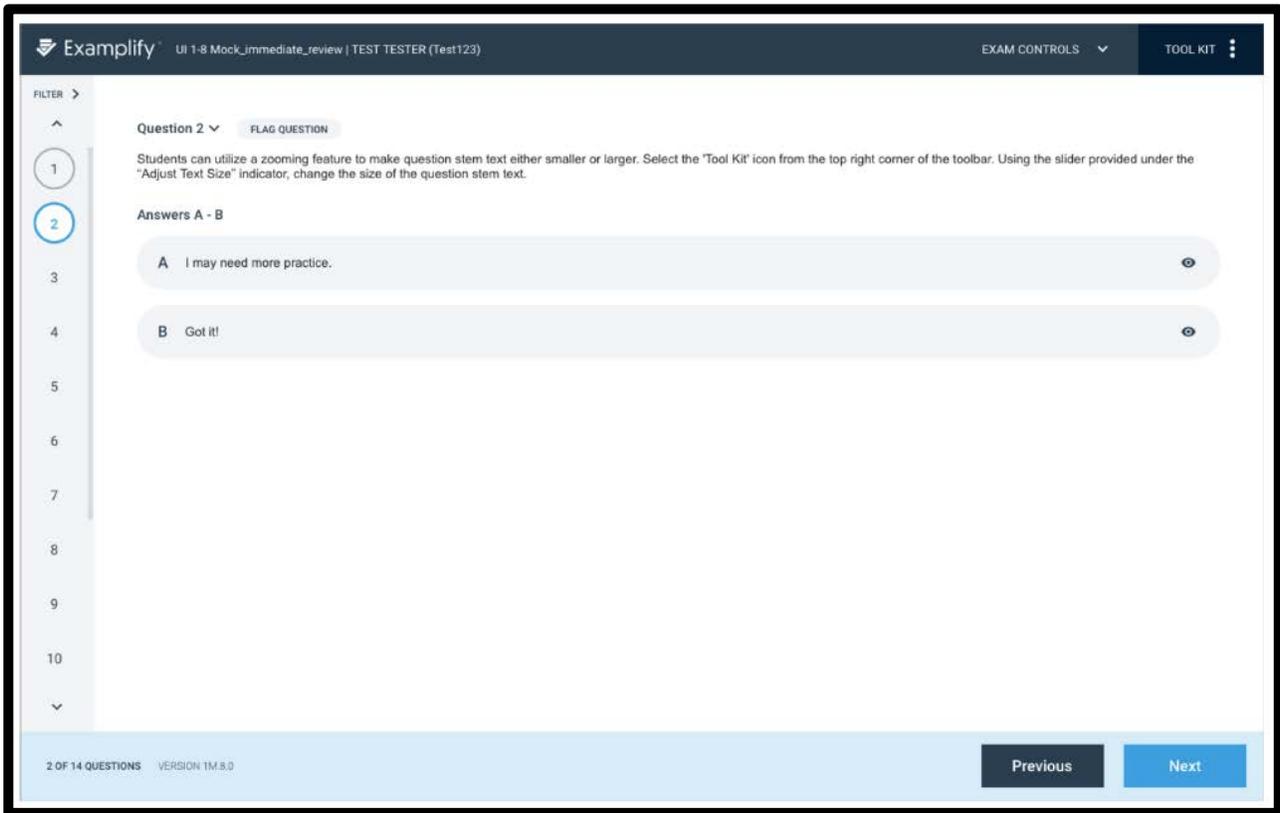
When the exam administrator gives the okay, you may check the box and click start your exam.



*The exam administrators and support staff will be able to assist you through the process of starting an exam

Navigating Your Exam

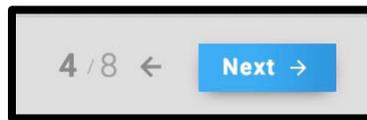
When the exam opens, there will be two main menus: options along the top of the screen for exam controls and a vertical questions navigation tab on the left-hand side of the screen. You may answer the exam questions in any order you'd like. Below are guides for different question types. It is best to practice and familiarize yourself with the exam interface by downloading and taking the Mock Exam. This may be downloaded and taken as many times as you want.



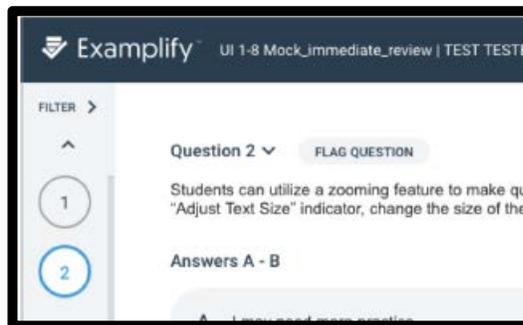
Navigating Questions:

When navigating between questions on your exam, you have three ways to move between questions.

First, by selecting the 'Next' button, to proceed to the next question, or selecting the '<--' (back arrow), to proceed to the previous question. The question number will be provided as well.



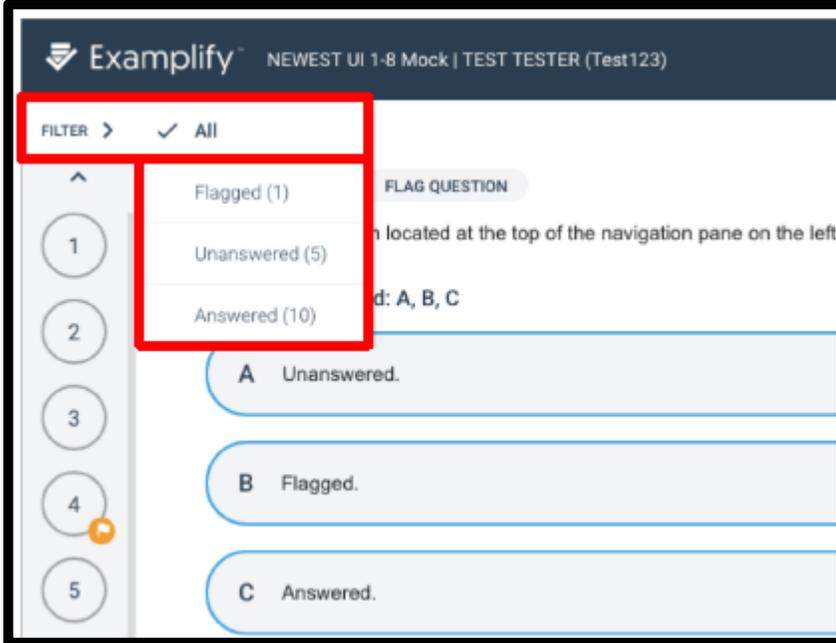
Secondly, you can toggle (switch) to the next/previous question by selecting the down arrow in the bottom left hand corner or the up arrow in the top left hand corner of the screen.



Lastly, once you have gone through each question, you can easily just select the question number you would like to navigate to within the navigation pane on the left hand side.

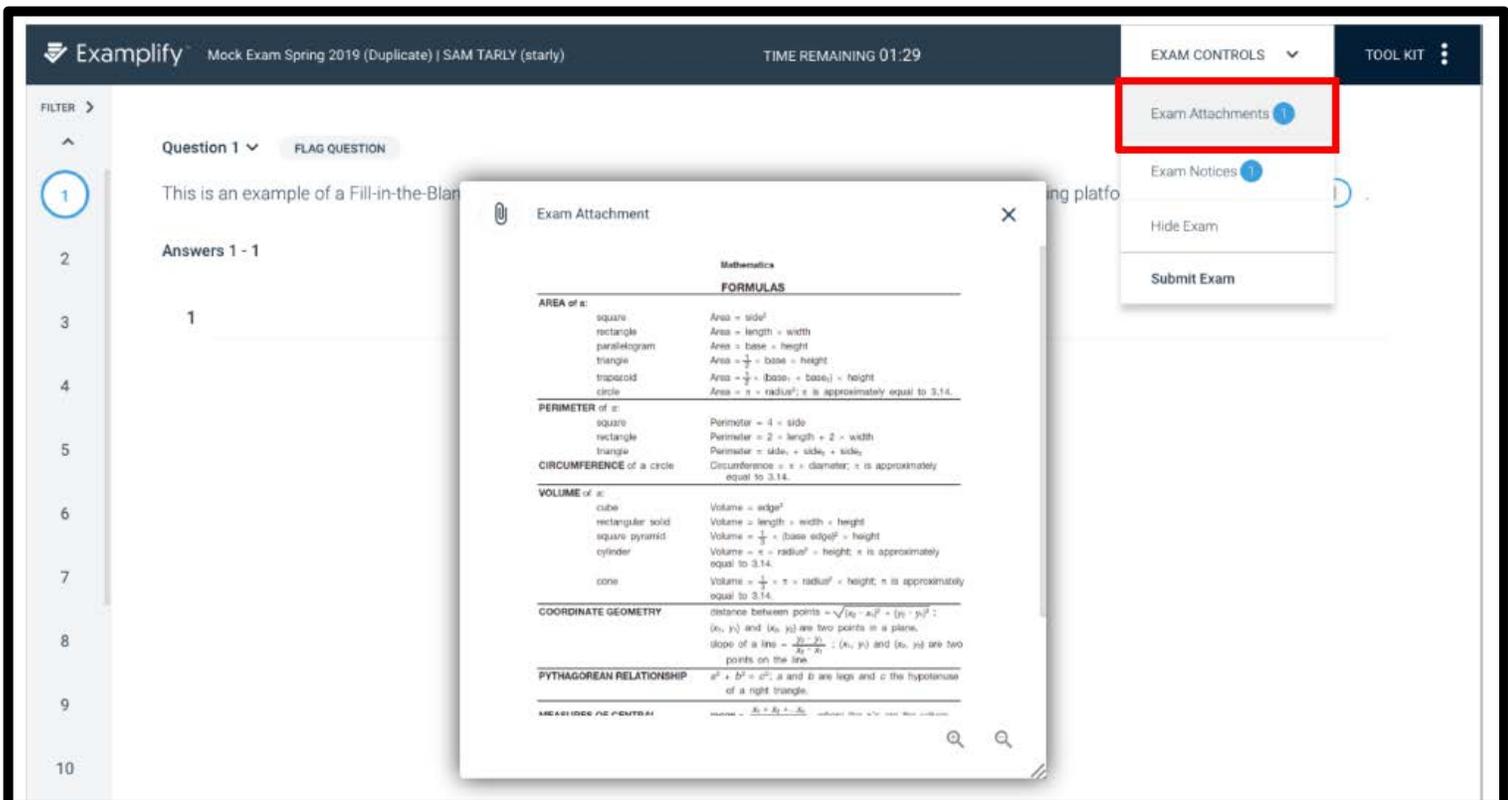
Question Filters

By clicking on the filter tab, you can quickly find all your flagged, unanswered or answered questions.



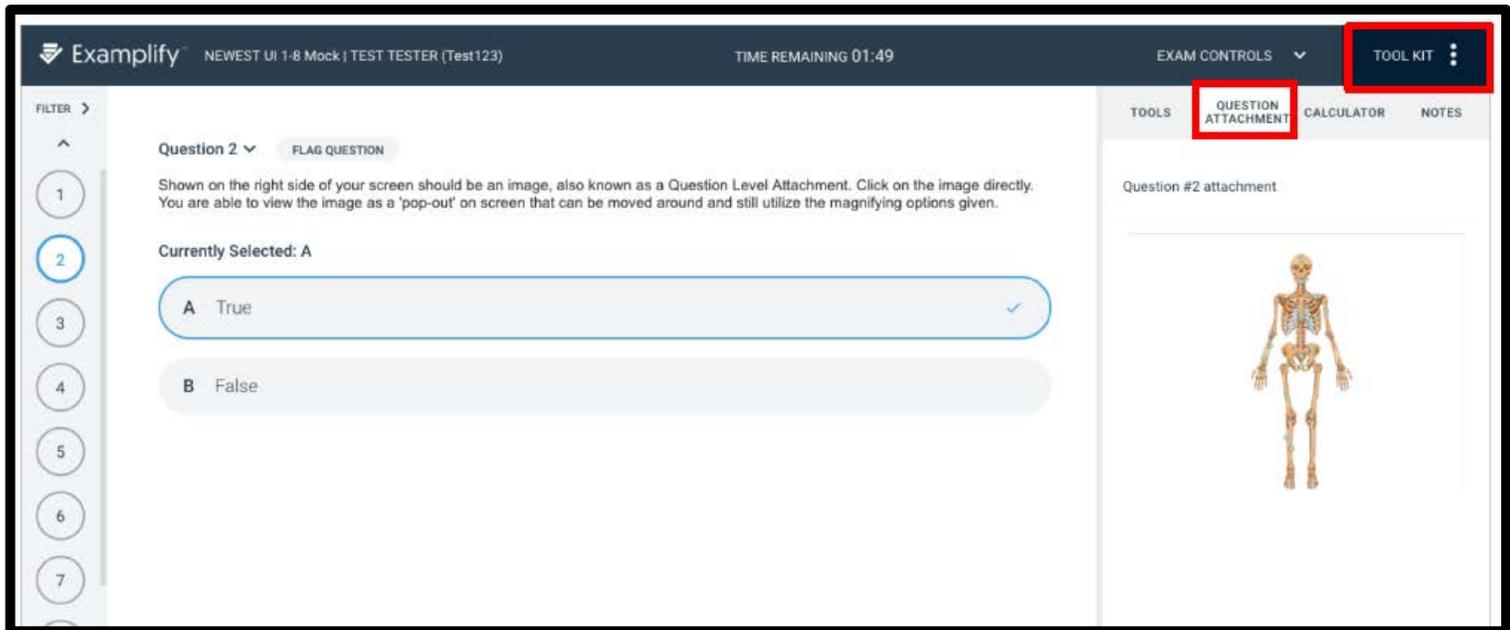
Exam Level Attachments

By clicking on the Exam Controls and Exam Attachments, you can access any exam level attachments such as a formula sheet or other document pertaining to the whole exam.



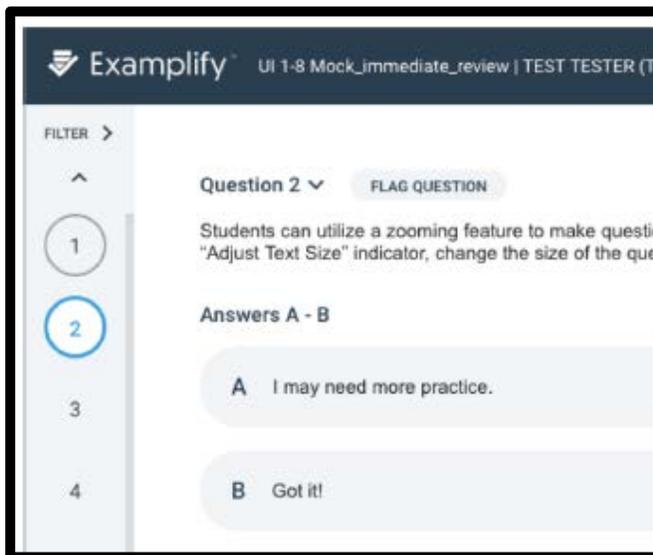
Question Level Attachments

By clicking on the Toolkit and Question Attachment, you can access any question level attachments such as images, case or other document pertaining to the question.

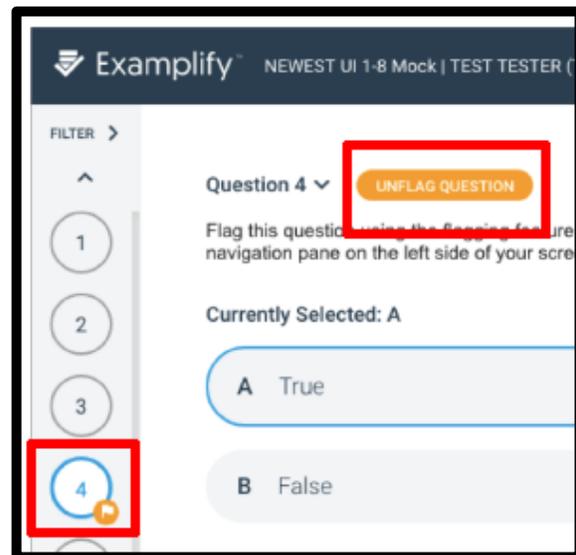


Flagging your Questions:

You can also mark questions to remind you to revisit them later. At the top where the Question number is listed, to the left you will see a small 'flag' icon. Click on the flag to highlight and mark the question within the navigation pane.



(no flag)

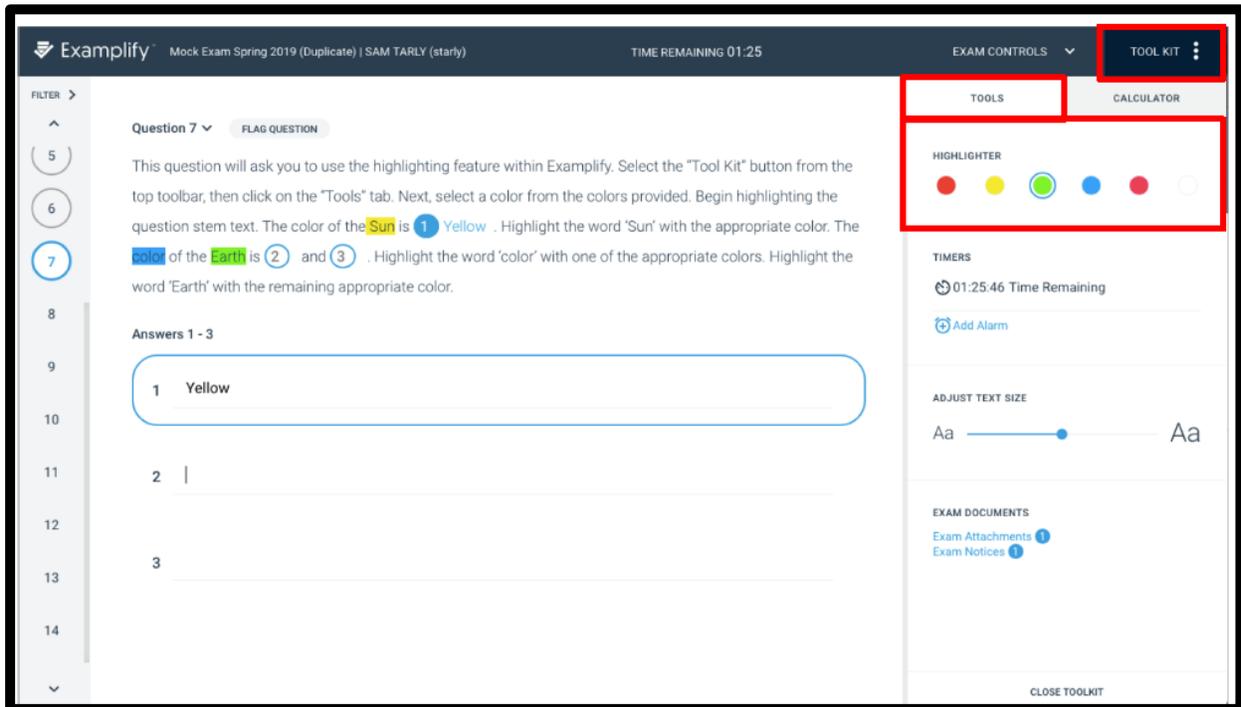


(flag enabled)

Highlighting Text:

You can use the Highlight tool in Exemplify to highlight portions of **question** text and multiple choice answers that you find important. (This tool will only be available if enabled by the instructor in the exam settings).

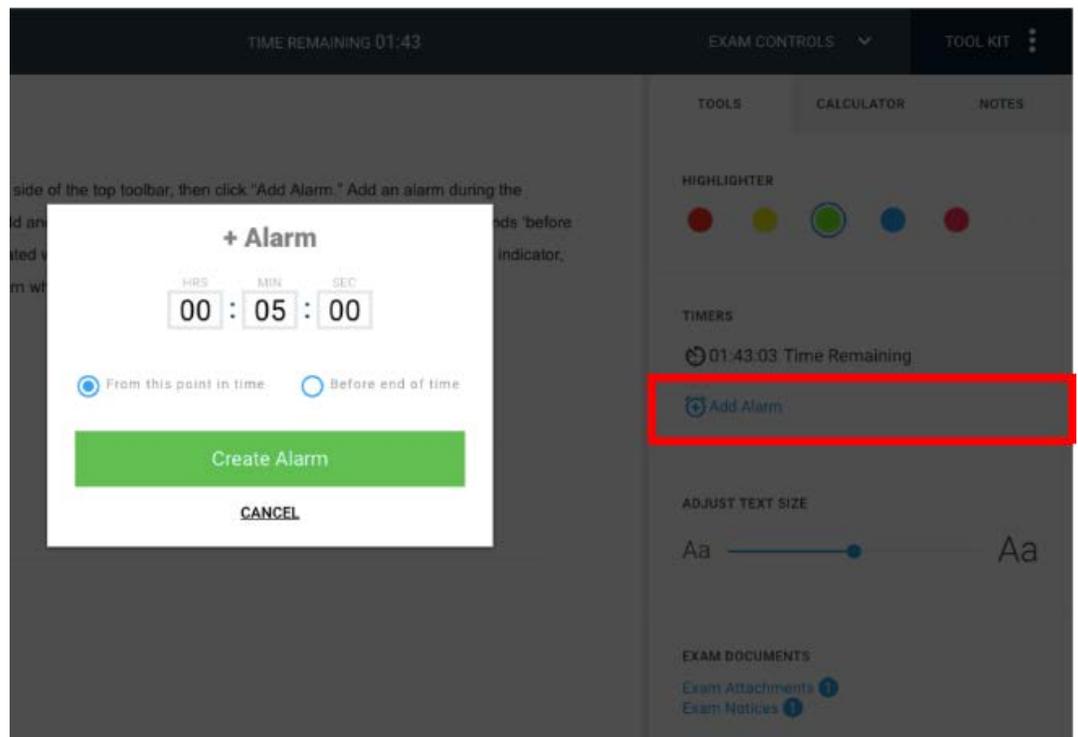
Navigate to the Toolkit at the top and select the Highlighter feature.



- Select the color you would like to highlight the text from the selection.
- Select the text that you wish to highlight by clicking and dragging your mouse across it.

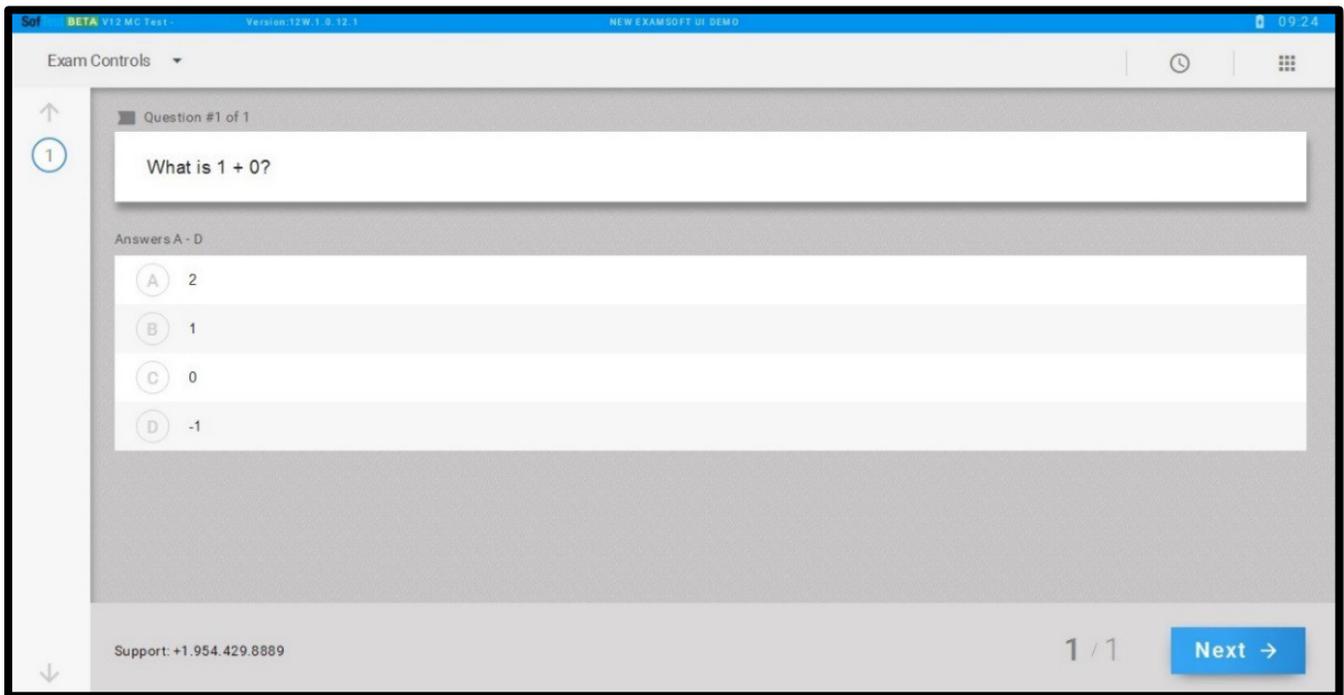
Alarm Features:

For Depending on the exam options set by your instructor, you may see a 'time remaining' alarm with a time countdown or a '5 minute warning' alarm with a time countdown. Otherwise, to set an alarm, click the "alarm" icon, and select "add alarm". Within the popup window, you will be able to set an alarm "from this point in time", or "before end of time". You may add 2 alarms to run at the same time.

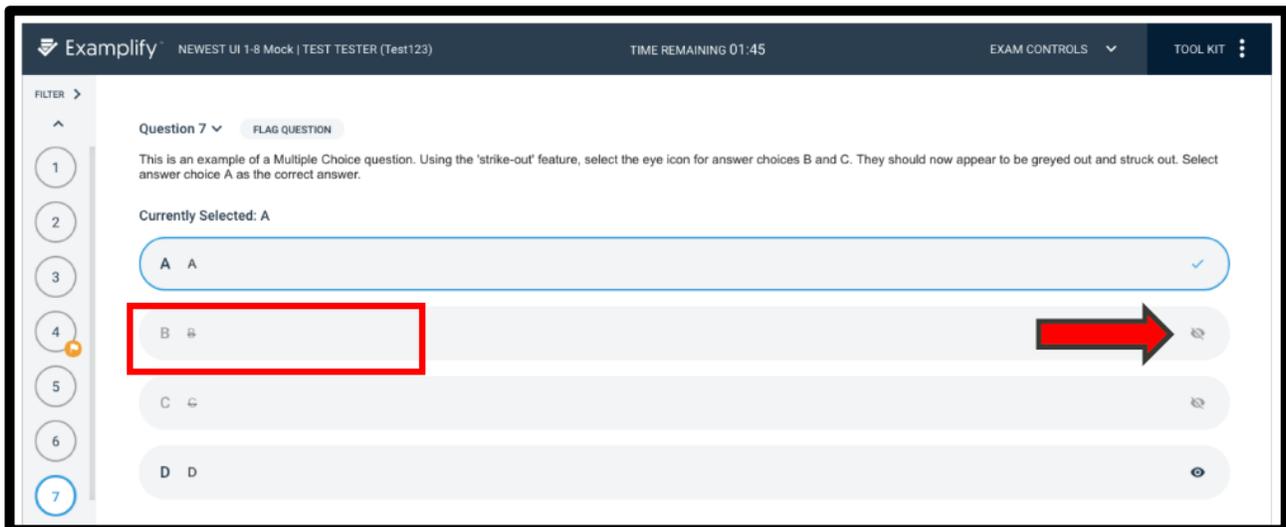


Answering Multiple Choice Questions:

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



One of the useful features of Exemplify is that you can strike-out answer choices. Simply hover over an answer choice and click the "eye" on the right. Clicking the "eye" will "cross-out" that particular choice. To undo this, click on the crossed-out text in the answer choice.

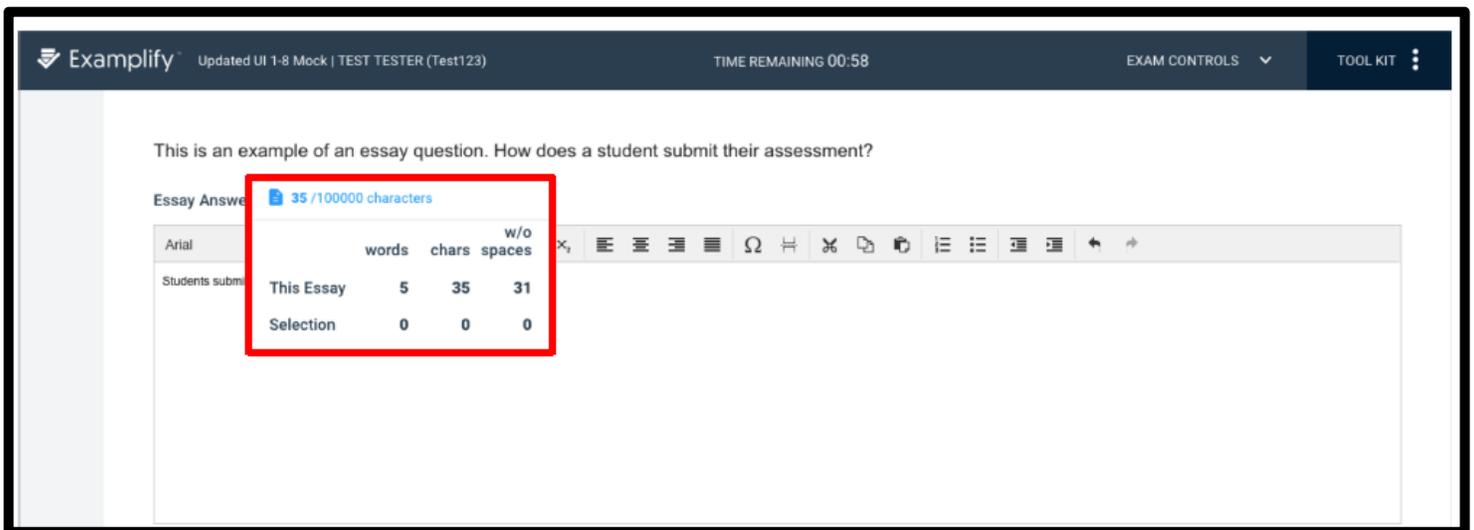
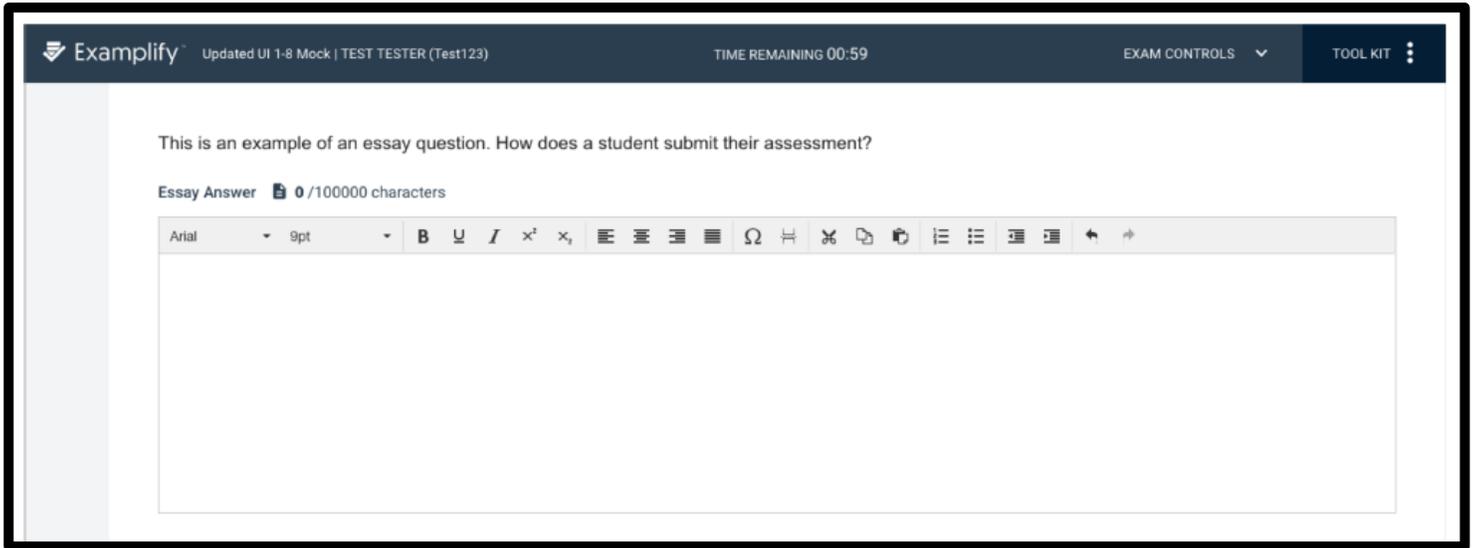


Answering Essay Questions:

For essay questions, use the box below the essay question to type your answer as you would in any word processing program such as MS Word. You will have the ability to cut, copy, and paste, as well as access to certain formatting tools. Exemplify also provides a character count for essay questions just above the answer area. **Some instructors will set a character limit to essay responses.** If there is a limit, you will not be able to exceed the indicated number of characters. You will be able to edit whatever content you have within that limit.

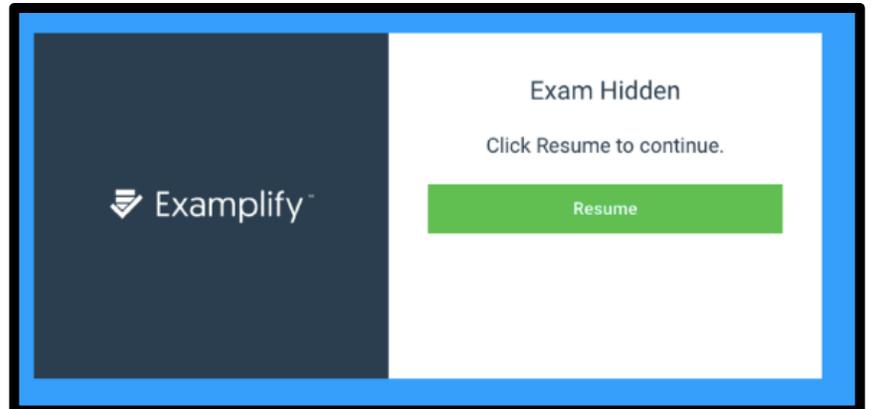
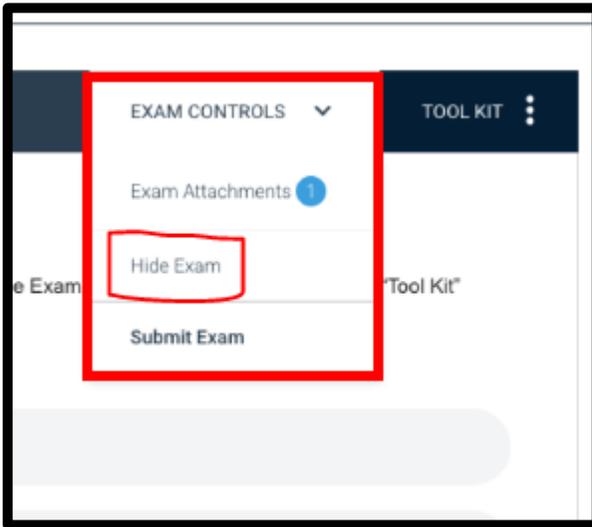
Character Count:

The character count is highlighted in the red box in the image below. Clicking the character count will expand a more detailed word/character breakdown.



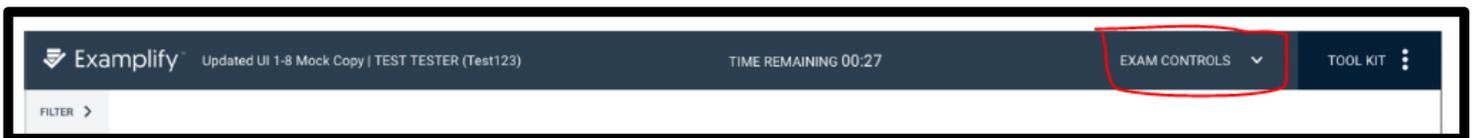
Hiding Your Exam

By clicking on Exam Controls and Hide Exam, students can hide their entire exam, but leave the Exemplify application running. The best example of hiding your exam is for rest room breaks.



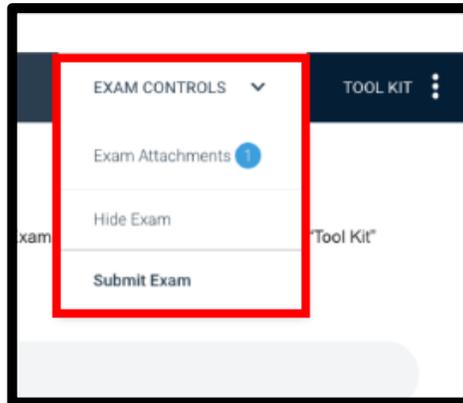
Viewing Exam Notices:

If you accidentally clicked the next button before cycling through exam notices, you can review them within the exam by clicking the Exam Control pull-down menu on the upper exam tool bar



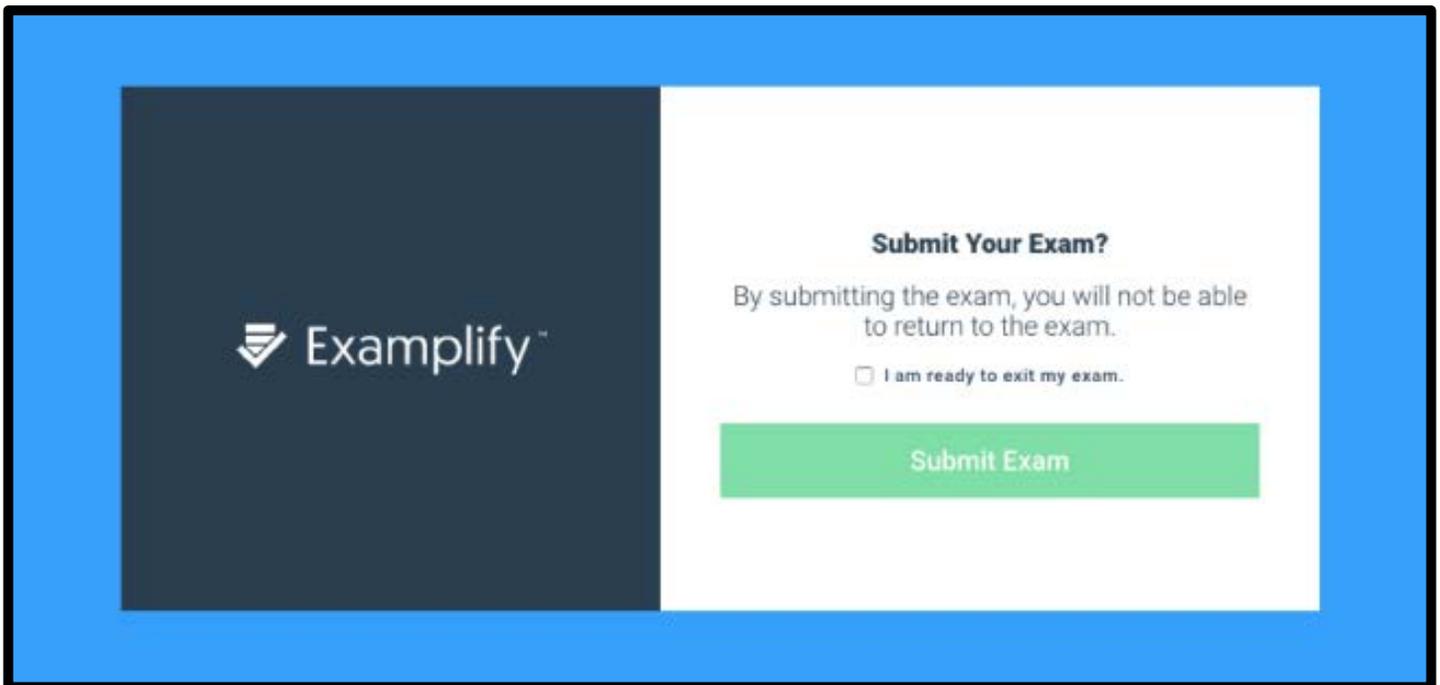
Closing and Submitting Your Exam:

When you have finished your exam, click on the **Exam Controls** button in the upper right corner of the screen. To finish and submit your exam, click the **Submit Exam** button.

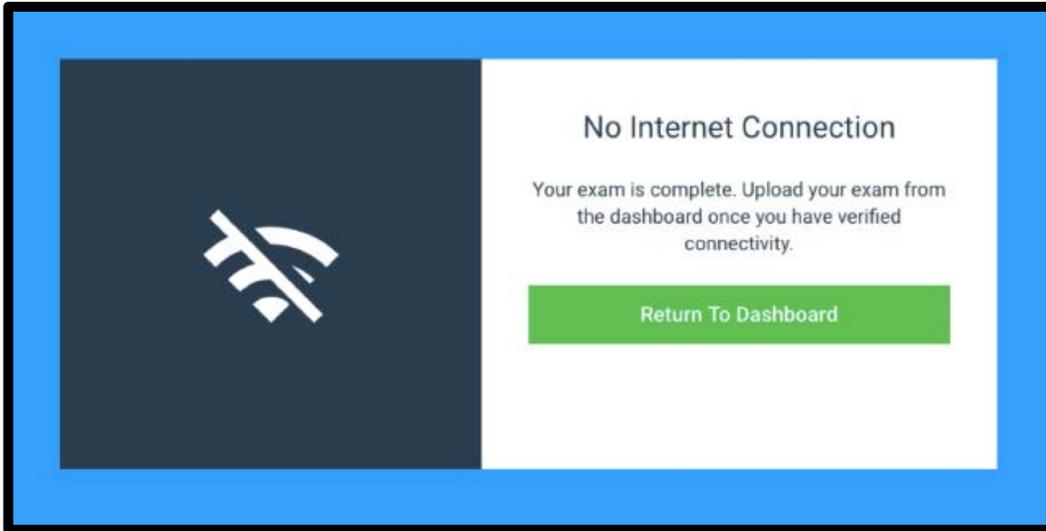


All exams are timed. Once your exam time has expired, your exam will close automatically.

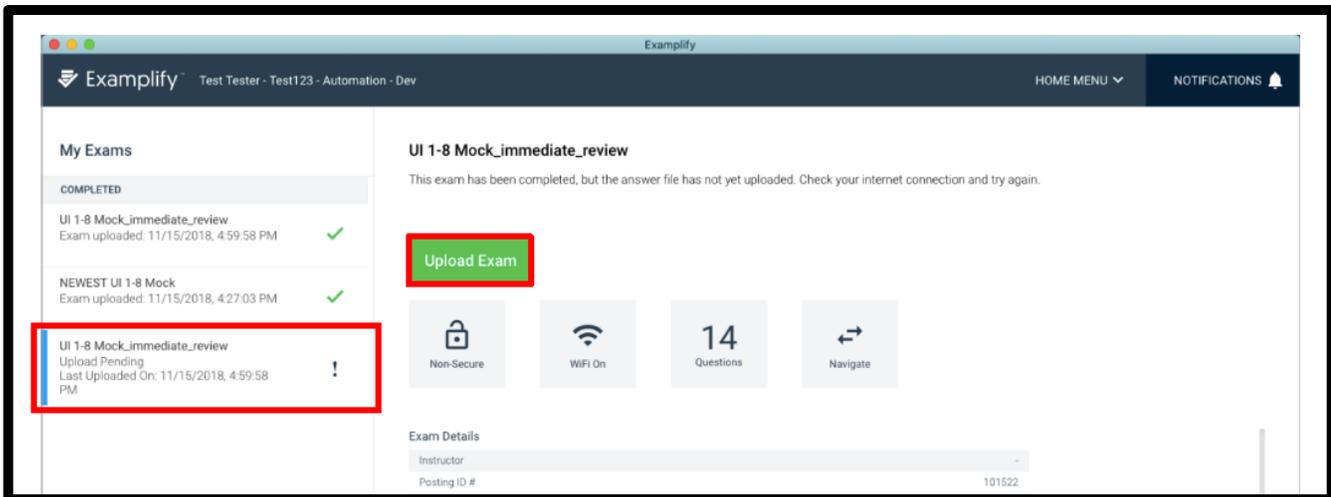
Once you click **Submit Exam**, a confirmation screen will pop up, reminding you that you cannot re-open your exam once it is closed. Click the check box that says "I am ready to exit my exam" and then click the green **Exit** button. Your exam will close and reconnect to the internet to upload the exam file. You can note the upload progress as it uploads.



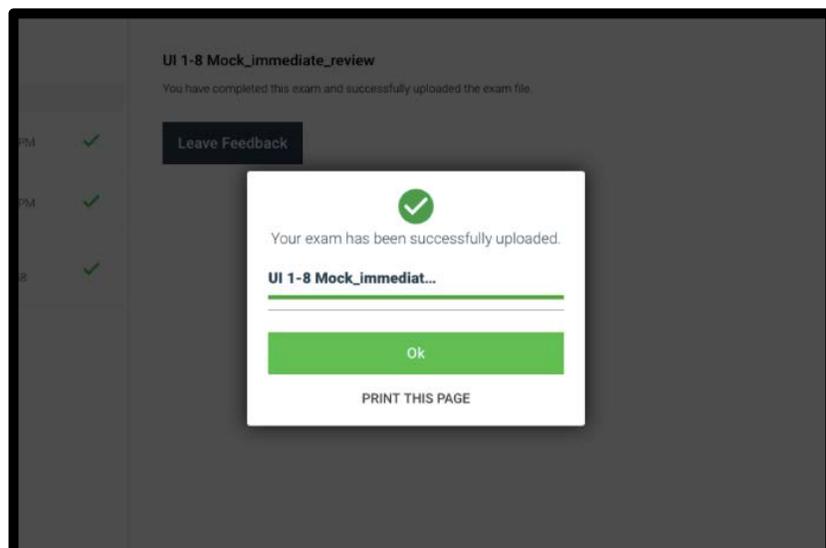
If the internet fails to reconnect on your computer or there is no internet connection, you will receive this message. No worries though, your exam is saved, it just needs to be uploaded to ExamSoft.



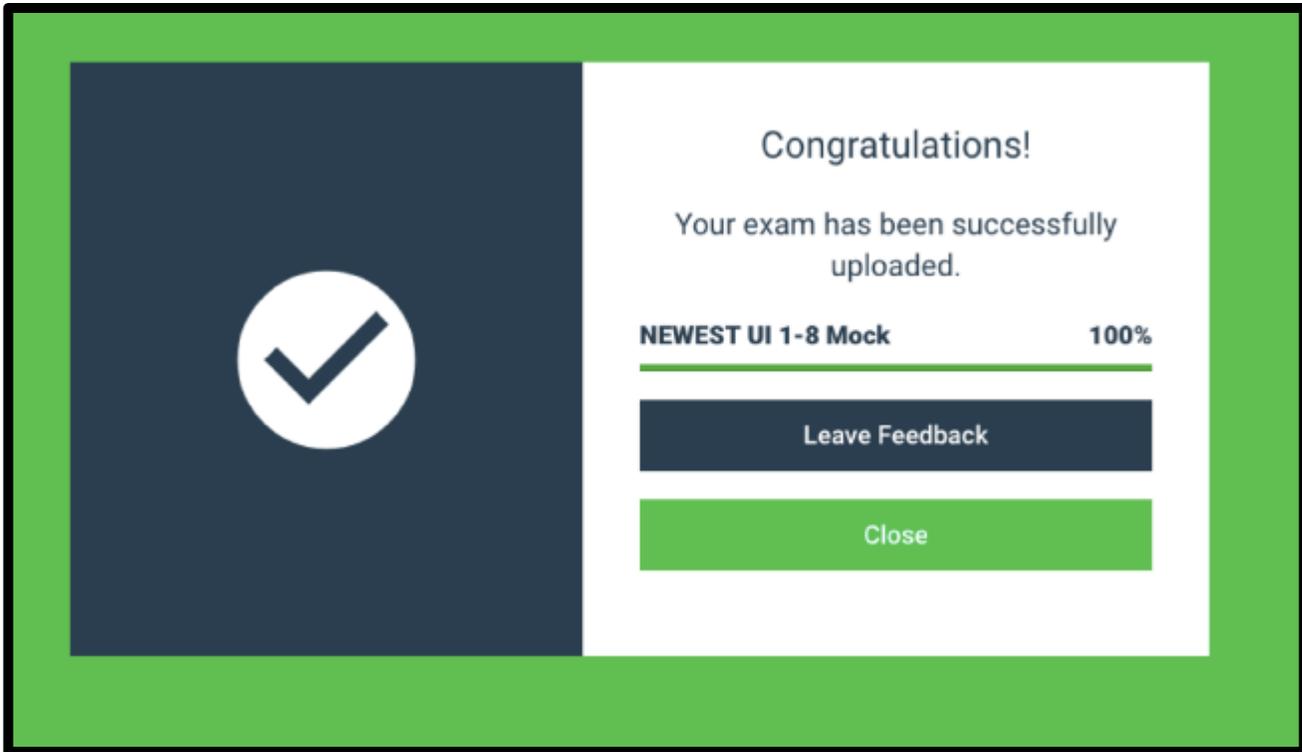
By clicking on the Return to Dashboard button, you can resubmit your exam.



Once an internet connection is established and clicking on the Upload Exam button, your exam file will submit to ExamSoft.



Once complete you will get a green screen that says "Congratulations!", your exam is now submitted.



You will **NOT** receive text or email notification from Examplify after you receive a green screen UNLESS you registered your phone number or email at the time of registration. You can add that information at <https://www.examssoft.com/bcm> . You can also log into <https://www.examssoft.com/bcm> and review your download/upload history under "Courses."

You have successfully completed your exam.

Important Things to Know

- You will need to download and register Exemplify at the start of **the academic year**.
- You should take the mock exam to be sure that your laptop is in good working condition and works correctly with Exemplify.
- The exam files you download are encrypted and password protected.
- Any attempt to disable or tamper with Exemplify's security features will be considered a violation of the Honor Code.
- It is your responsibility to become familiar with the Exemplify software and instructions provided by the school and on the ExamSoft website prior to the start of your exam.
- Exams will not be delayed, nor will extra time be given due to a problem with your laptop.
- Exam Administrators/Proctor will be in each exam room to instruct you and will provide the exam password..
- After each exam, you'll connect to BCM WiFi to upload your exams to ExamSoft. As soon as your internet reconnects when the exam closes, it will automatically push to upload.
- If you have any problems re-connecting to the internet or uploading the exam after the exam, please stop in to 271A for assistance.
- Proctors are available for assistance prior to the beginning of exam periods. Issues such as viruses, spyware, and performance problems should be addressed well before the day of your exam. **It is unrealistic to expect longstanding laptop problems to be resolved on the day of your exam.**
- Do not uninstall Exemplify until you receive your exam scores for your final (last) exam at BCM.

What Should I do on Exam Day?

- Bring your power cord with you to the exam. Schools do not have and will not provide you with a spare or replacement cord.
- You may bring an external keyboard or mouse with you to use during an exam.
- Arrive 30 minutes before the start of your exam, plug your computer in, turn it on, and follow the instructions provided by the exam administrator. Exams will not be delayed or suspended, nor will extra time be given because of computer problems or incorrect use of the software.
- Do not start the exam until instructed to do so by the exam administrator.
- Do not attempt to resolve any computer issues during an exam. Let the exam proctor know by raising your hand and he or she will contact the admin for assistance.
- Do not leave the exam room without letting the proctor know.
- Do not discuss the exam with anyone outside of the exam room.
- It is your responsibility to review the exam day rules for each school and comply.
- **PA** students are required to purchase a privacy screen for their exam day device and are strongly encouraged to use ear plugs.