Exam Software Information and Registration Procedures

During the midterm and final exam period, students will be given the option of taking their exam on their personal laptop by installing the exam software product called Examplify from ExamSoft.

Examplify allows students to take essay and multiple-choice exams for closed-computer exams while preventing access to the computer hard drive or outside sources. For open-computer exams, the software allows access to other files and programs outside Examplify including internet access. The software automatically saves the typed answers in an encrypted format and frequently backs up the entire exam file. At the completion of the exam, the Examplify program will upload the exam answer file to a secure server using the Internet.

There will be no technical support available to individual students during an exam. You assume all risk of equipment and equipment power failure. It is your responsibility to be proficient in using your laptop and familiarizing yourself with the software. You cannot delay the start of an exam if you have computer problems. You will not be given additional time if your computer malfunctions. **If your computer malfunctions, you will have two options: 1) shut down your computer and reboot; 2) shut down your computer and handwrite the remainder of your exam.** You should safeguard your laptop hard drives until grades for your courses have been issued in case a printing problem arises and we need to retrieve exam answers from the hard drive. If there is a problem with your laptop and no exam answers can be recovered, the Associate Dean for Administration and Student Affairs has the final decision about how to handle your case. Any attempt to disable or tamper with the security features of Examplify will be considered a violation of the Honor Code.

Please COMPLETE the following 3 STEPS before your exam:

1. **Download Examplify** from https://www.examsoft.com/masonlaw On the Exam Takers section, enter your Student ID and password, select the "Login" tab. After logging in, complete all steps to download and install Examplify.

2. **Register to use Examplify**

Launch Examplify and enter our institution ID (masonlaw) and your Student ID and password to register. After registering for Examplify, you will receive a registration confirmation email from **support@examsoft.com**. You may also visit **www.examsoft.com/masonlaw** and log into your account to confirm your registration is complete.

3. **Download Exam Files**

Establish an Internet connection. Double-click the Examplify icon or application and download exam files for EACH laptop exam you take. **You will not be able to open an exam until you are given the password on the day of the exam.**

Completing only some of these steps will not qualify you to take your exams on your laptop. If you do not complete ALL 3 STEPS of the registration process, you will have to hand-write your exams. If you have any questions or problems with registration, contact ExamSoft technical support at **support@examsoft.com** or call toll-free 866-429-8889.

It is in your best interest to take the practice tests: "Mock Test for Virtual Exam", "Mock Test Open", "Mock Test Secure" and "Mock Test Internet Block" to familiarize yourself with all aspects of the software prior to taking your laptop exams. You can take the mock tests up to ten times. The password for all the mock tests is 'masonlaw23'.

Examplify Features:

• Cut and Paste within document – **<u>NOTE:</u>** Students are not permitted to Cut text from outside an exam answer and Paste such text into an exam answer. Cutting and Pasting text from personal notes or files on your computer or from the internet is an Honor Code violation.

• Spell check

• Word Find

• Word Count for each essay question (click an icon next to 'Essay Answer' in the exam)

• Character Count (Automatically appears next to an icon 'Essay Answer' in the exam)

• Timer

• Undo capability (up to 50 previous actions)

• Auto-save every 60 seconds

• Upload via wired or wireless internet connection

• Calculator

• Maximize typing area

What must I do on exam day?

• Plug your computer into a power outlet, turn on the computer and launch your browser in order to make sure that you can get an Internet connection.

• Disable antivirus software on your laptop.

• Exams will not be delayed or suspended due to computer problems. No administrative relief will be granted for incorrect use of the software.

After completing the exam:

• At the completion of the examination, you exit Examplify and upload the exam answer files to a secure server through the laptop's Internet connection.

• You should receive an email confirmation from ExamSoft for each exam that you successfully upload.

• Do not uninstall Examplify until you receive your exam grades.

Examplify Technical Requirements/Features:

Examplify will not run on Chromebooks, Android, or Linux operating systems. Examplify does not support touchscreen input on Mac or Windows laptops.

The following versions of Examplify are currently supported:

Examplify for Windows:

Version 3.5.2

Version 3.4.6

Version 3.3.2

Examplify for Mac:

Version 3.5.2
Version 3.4.4
Version 3.3.2

Examplify for Windows requirements

- Operating System: 64-bit versions of Windows 10 or Windows 11.
- Alternate versions of Windows 10 and Windows 11, such as Windows RT and Windows 10 and 11 S, are NOT supported at this time.
- If you are using a Microsoft Surface device, please read this article for important instructions on Windows 10 and 11 "S mode" versus the standard Windows 10 or 11. S mode is not compatible with Examplify.
- Only genuine versions of Windows Operating Systems are supported.
- The versions of Windows certified for use are Windows 10 22H2, Windows 11 22H2, and Windows 11 23H2.
- For a better experience, we recommend that you take your exam on the same Operating System version that you have recently completed a successful mock exam.
- The English (United States) Language Pack must be installed.
- ExamSoft does not support tablet devices other than Surface Pro as detailed above.
- CPU Processor: Non-ARM-based processor supported by your operating system.
- RAM: 4GB of usable RAM or higher
- Hard drive: 4GB or higher of available space.
- For on-site support, and in order to back up the answer files to a USB drive, a working USB port is required. (Newer devices may require an adaptor.)
- For technical troubleshooting, account passwords including BitLocker keys, may be required.
- Internet connection for download, registration, exam download, upload, and some exam features.
- Using Examplify in a virtual environment is a violation of the End-User License Agreement (EULA). As such, Examplify cannot be run within virtualized environments or environments that

require persistent network connections (local or otherwise) during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc..
- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.
- Administrator-level account permissions.

Examplify for macOS requirements

- Operating System: macOS Monterey, Ventura, or Sonoma
- Only genuine versions of Mac operating systems are supported.
- For a better experience, we recommend that you take your exam on the same Operating System version that you have recently completed a successful mock exam.
- CPU: Intel or M series processor. Devices using Apple's M series processors and Apple Rosetta 2 are supported. To learn more, click here.
- Rosetta is only required for M series processors on Examplify version 3.3.2 and lower
- RAM: 4GB or higher.
- Hard Drive: 4GB or higher available space.
- For on-site support, and in order to back-up the answer files to a USB drive, a working USB port is required (Newer devices may require an adapter).
- For technical troubleshooting, account passwords including device passwords may be required.
- Server version of Mac OS X is not supported.
- Using Examplify in a virtual environment is a violation of the End-User License Agreement (EULA). As such, Examplify cannot be run within virtualized environments or environments that require persistent network connections (local or otherwise) during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc..
- Internet connection is required for download, registration, exam download and upload.
- Administrator-level account permissions.
- Screen resolution should be at least 1280 x 768. Scaling should be set to 100%.