

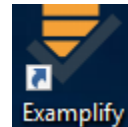
# Western New England University School of Law

## Examsoft & Exemplify FAQs

**1. Where can I find the updated Law School Final Exam schedule?** Please go to this link <https://www1.wne.edu/law/registrar/exams.cfm>

**2. What is Examsoft?** This is the company that produces the software. All emails with User ID and passwords will be sent to your WNEU email by Examsoft.

**3. What is Exemplify?** This is the software you load onto your computer to take your exams. You will see an ICON on your desktop after installing this software.



**4. Do I need internet access?** You will need internet access for the following:

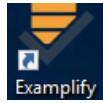
- Download software
- Download the exam
- If printable version is allowed
- Upload the answer
- You will not need internet access while completing your exam.

**5. How will I get the information needed for downloading Exemplify?** You will receive an email from Exemplify with your username and password to download your exams. The email will be sent to your WNEU email address.

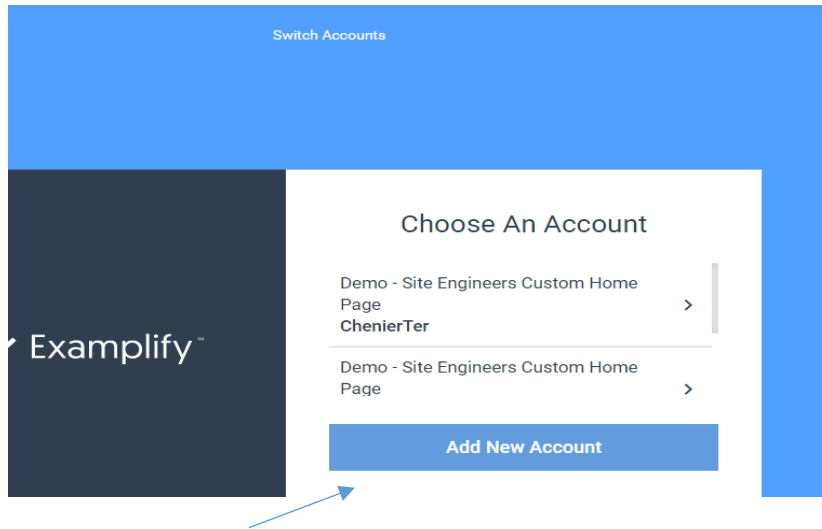
**6. To download Exemplify on your computer,** log into <https://examsoft.com/> and at the login enter your username and password. The username and password were provided in an email sent by Examsoft to your WNEU email account. On the first page are the Minimum System Requirements. Download for either Windows or MAC.

**7. How will I know my midterm or five-digit final exam number.** Your midterm and final exam numbers have been loaded into exemplify and will populate when you download your exams.

**8. If I used Exemplify for previous exams for ex: Midterms or last fall semester do I need to reinstall the software?**

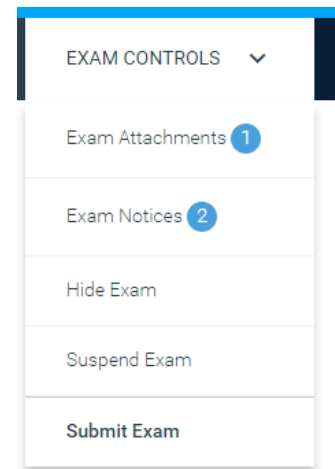


No, just click and open the Exemplify icon on your desk top and choose **Add New Account** and enter Western New England University School of Law Institutional ID which is wnelaw and click **NEXT**. Then enter the new user ID and password, which was sent to your WNEU email from Examssoft.

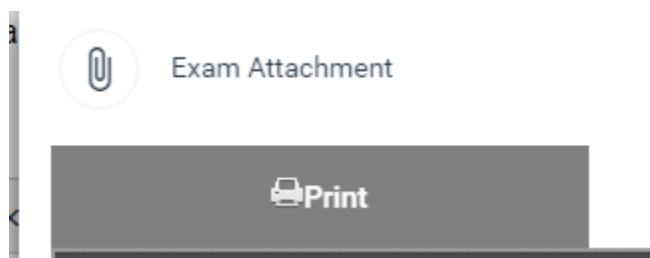


**9. Everyone should take a Mock Exam New Features before the final exam period opens. The password for the mock exam is mock123.** This will help familiarize you with examssoft.

**10. Will I have an option to print off my exam?** If the professor allows you to print off a copy of your exam, you will need to have Adobe Acrobat installed. After launching your exam, look to the top right for **Exam Controls** and select **Exam Attachment** which will open up a copy of the exam for printing.



A pop-up window will appear where you will see an option to print.



If the professor does not allow you to print, then the questions will be loaded into Exemplify and when you download your exam you will see the questions and the Essay Answer box.

**11. Will I have spell check?** No, unless you have an accommodation to use spell check.

**12. When does the clock start on Timed Exams?** The time starts as soon as you put in the password and open the exam in exemplify. **Once you open a timed exam, you cannot close it, see additional information below.**

**13. Can I close and reopen my exam if it is a timed exam?**

- **NO**, if your exam is timed for example, 90-minutes, 3-hours, etc.) **YOU Must NOT close the software - you must leave it running the entire time of your timed exam.** You will also receive a five-minute warning when there are five-minutes remaining before the timed exam closes. When the time expires, the exam will close and your exam answer will upload. If you finish before the time is up then you will need to exit the exam and upload the exam.
- **YES** for 24 hour and 48 hour exams the suspend feature will be enabled. You can find the suspend feature under the **Exam Controls** menu. In order to resume the exam you will be asked to enter the exam password.

**14. Can I close and reopen my exam if it is NOT a timed exam?** **YES**, If the exam is NOT a timed exam, once you enter the exam password you will be able to log-in and log-out as many times as you would like. This applies to all exams that are not timed and these exams will be designated as such on the exam schedule.

**15. How will I know if my exam answer saved on my computer?** Your exam answers are automatically saved to your laptop every 60 seconds and when it is uploaded to a server it will have history of when it was accessed, completed, and uploaded.

**16. Will I receive confirmation of the upload?** Yes, you will receive an email in your WNEU email that the exam was successfully uploaded.

**17. When will I be able to download my Exams?**

The exams will not show in the download until the first day that the exam is scheduled to open. For a timed exam that is scheduled for a specific date and time, the exam can be downloaded fifteen minutes prior to the exam start-time.

**18. Will I have access to my notes on my computer?**

**Yes**, if the Professor has designated it as an OPENBOOK exam then you will have access to all notes and documents on your computer.

**No**, if the Professor has designated it as a CLOSEDBOOK exam then you will NOT have access to the internet or notes on your computer.

### 19. How will Exemplify know if I have an accommodation?

If you received an accommodation letter from Dean Johnson the accommodation rule has been entered into your Exemplify account and attached to your exams. Therefore, when you download your exam, the accommodation you received from Dean Johnson will apply to that exam.

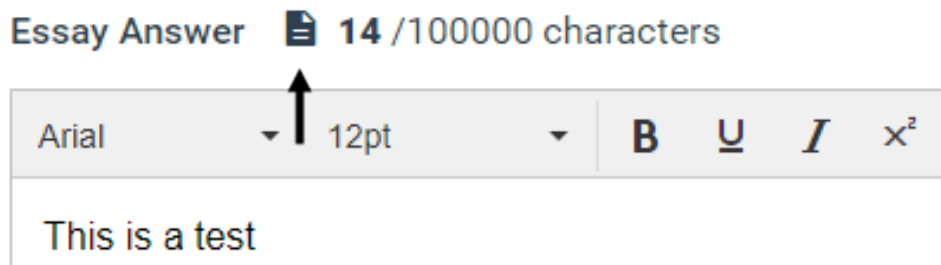
\*For additional questions about accommodations, please contact Dean Johnson  
[mjohnson@law.wne.edu](mailto:mjohnson@law.wne.edu)

### 20. Where do I find my passwords for my Exams?

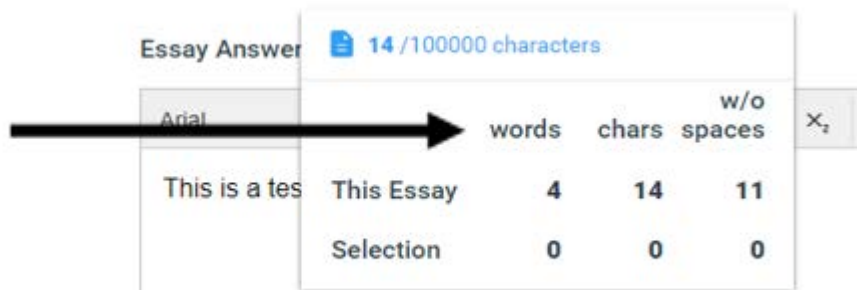
The exam passwords can be found on the exam schedule posted on the [Registrar Exam webpage](#). These passwords will not work until the date and time that the exam is to begin. For a timed exam that is scheduled for a specific date and time, the exam can be downloaded fifteen minutes prior to the exam start-time.

### 21. Where do I find word count?

Examsoft displays the character count as a default. In order to see the Word count you must click on the paper icon (see below).



This will open another box where the word count will display.



## 22. How do I complete a multiple-choice exam?

Select your answer and make sure you see the check mark on the right-hand side before going to the next question. **Do not use the eye icon.**

Currently Selected : A

A 2200 State Street ✓

### ADDITIONAL ASSISTANCE:

**Personal Issue** during exam time email Dean Buzuvis [erin.buzuvis@law.wne.edu](mailto:erin.buzuvis@law.wne.edu) or Dean Johnson [mjohnson@law.wne.edu](mailto:mjohnson@law.wne.edu)

**Trouble downloading examsoft** email Anne Houlihan [anne.houlihan@wne.edu](mailto:anne.houlihan@wne.edu) or Erin Lamica [erin.lamica@wne.edu](mailto:erin.lamica@wne.edu)

**Trouble opening or starting your exam** or uploading your exam email Terry Chenier [tchenier@law.wne.edu](mailto:tchenier@law.wne.edu)

### Examsoft Support:

U.S. and Canada: (866) 429-8889 ext. 3

International: +1 (954) 429-8889 ext. 3

Email: [support@examsoft.com](mailto:support@examsoft.com)

**4/22/2021**