

The page features two large, thick black L-shaped brackets. One is positioned in the top-left corner, and the other is in the bottom-right corner, framing the central text.

HOW TO EXAMPLIFY

The how to's for using Exemplify

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.



Do I need internet access?

- You will need internet access for the following: -Download software -Download the exam -Upload the answer -You will not need internet access while completing your exam!!

How will I get the information needed for downloading Exemplify?

- You will receive an email from tchenier@law.wne.edu with your username and password to download your exams. The email will be sent to your WNEU email address.
- Check your SPAM and JUNK MAIL folders
- If you still do not have this email tchenier@law.wne.edu

To download Exemplify on your computer,

- Google Chrome or FireFox is preferred
- Please log into examsoft.com/wnelaw
- At the log in page enter your username and password.
- The username and password were provided in an email sent by tchenier@law.wne.edu to your WNEU email account.
- On the first page are the Minimum System Requirements. Download for either Windows or MAC.

How will I know my midterm or five-digit final exam number and the password to start my final exams?

- Your midterm and final exam numbers have been loaded into exemplify and will populate when you download your exams.
- Each exam will be given a unique password in order to begin the exam. Please see next page on power point.

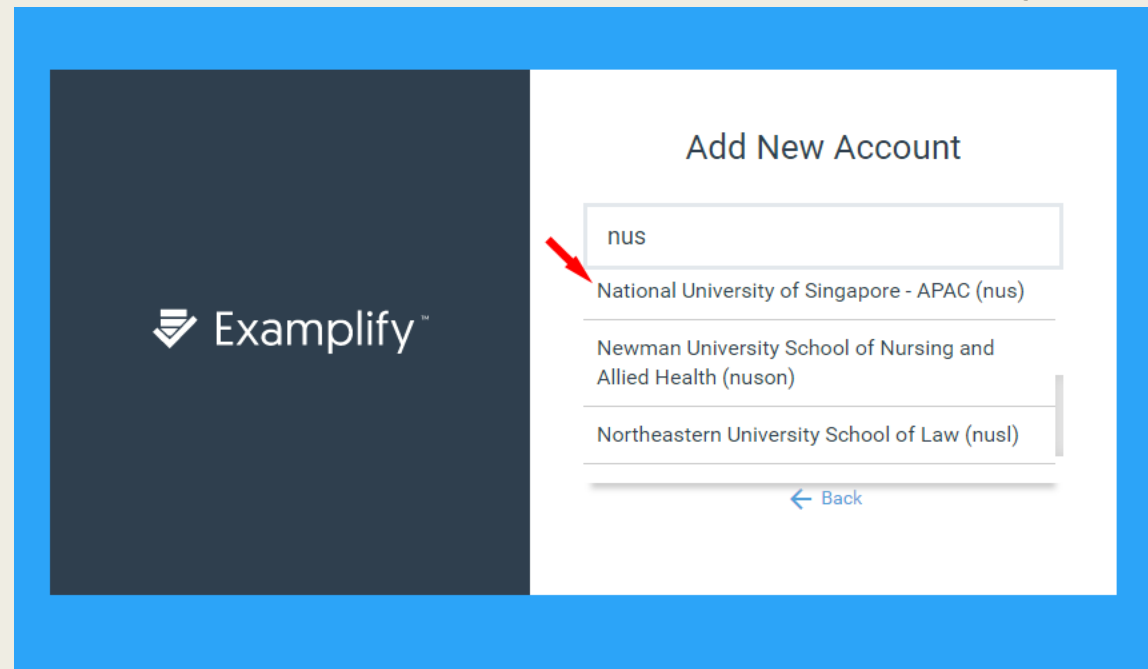
Passwords for Exams

- Where do I find my passwords for my Exams?
- The exam passwords can be found on the exam schedule. These passwords will not work until the date and time that the exam is to begin.

If I used Exemplify for Midterms or last semester do I need to reinstall the software?

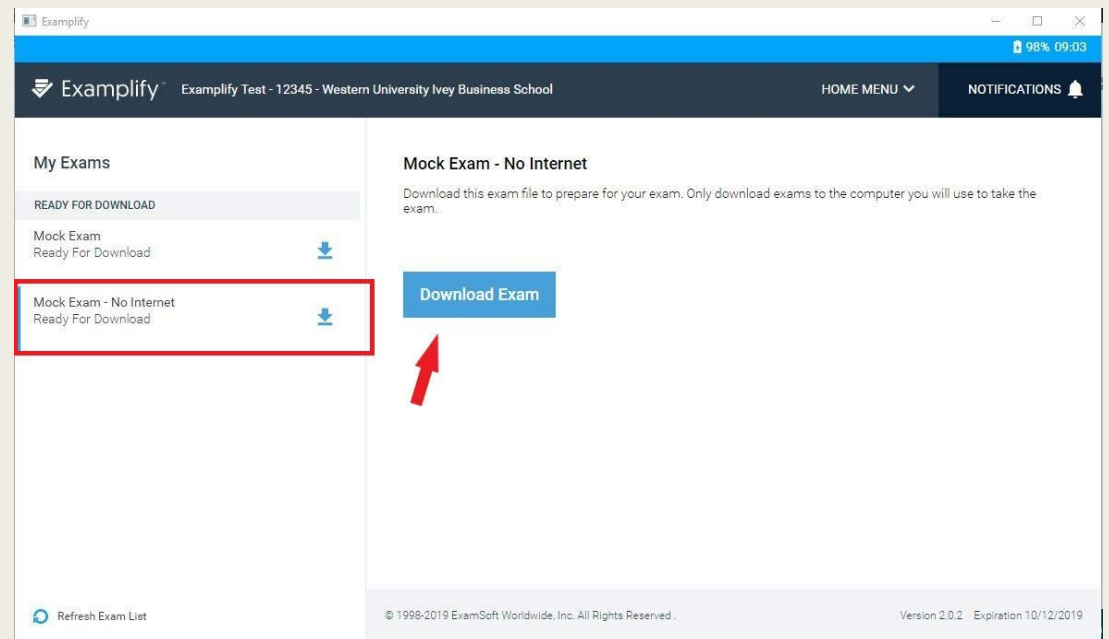
No, just click and open the Exemplify icon on your desk top and choose add a new account and enter Western New England University School of Law (wnelaw) and NEXT.

Then enter the new user ID and password, which was sent to your WNEU email from Examssoft.



Take the Mock Exam!!

- Everyone should take a Mock Exam before the final exam period opens.
- The password for the mock exam is mock123.
- This will help familiarize you with the new Question Bank and Multiple-choice portion of examsoft. Not all exams will have time restrictions and not all exams will include multiple-choice questions.
- But please test this out for yourself with the Mock exam.



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.



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. You will receive an email that your final exam answer has been successfully uploaded.
- **YES** for 24 hour and 48 hour exams the **suspend feature will be enabled.** This means you can log in and out of the exam using the password.

Can I close and reopen my exam if it is NOT a timed exam?

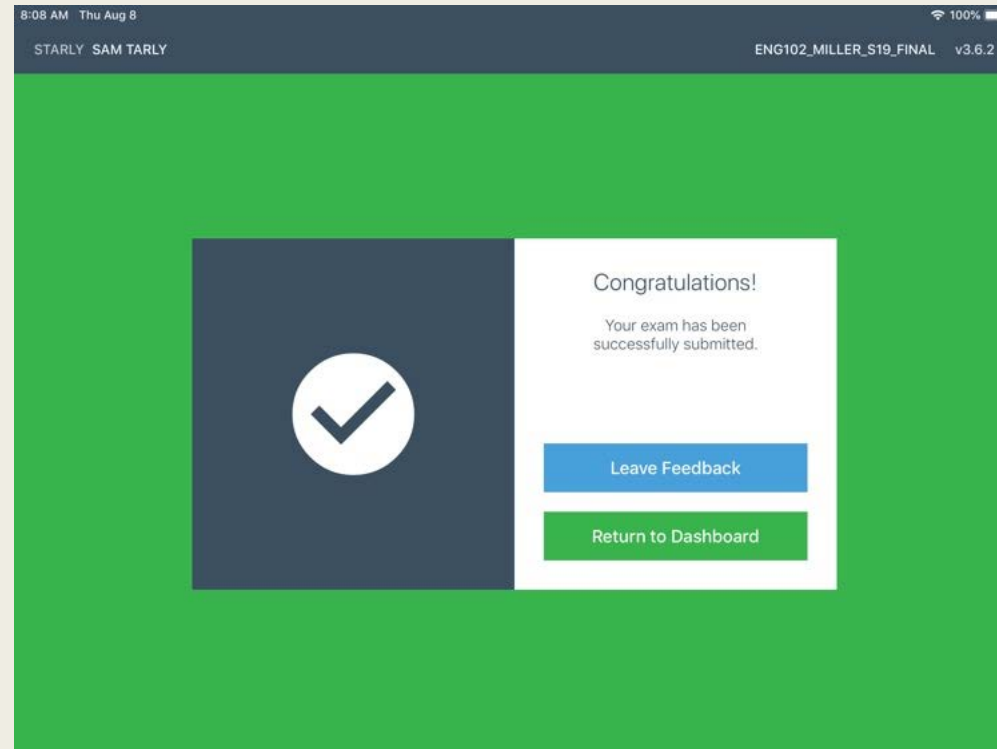
- YES, If the exam is NOT a timed exam, once you enter the exam password you will be able to log-in and log-out as many times as you would like.
- This applies to all exams that are not timed and these exams will be designated as such on the exam schedule.
- The final exam schedule is at this link:
- <https://www1.wne.edu/law/registrar/exams.cfm>

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.

Will I receive confirmation of the upload?

- Yes, you will receive an email in your WNEU email that the exam was successfully uploaded.



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

Will I have access to my notes on my computer?

- **OPEN BOOK EXAMS:** You will have access to the internet, notes and desktop.
- **CLOSED BOOK EXAMS:** You will NOT have access to the internet or your notes on computer.

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 applies to that exam.

Have more questions??

- **Personal Issue** during exam time email Dean Buzuvis erin.buzuvis@law.wne.edu
or Dean Johnson mjohnson@law.wne.edu
- **Trouble downloading examsoft** email Anne Houlihan anne.houlihan@wne.edu
or Erin Lamica erin.lamica@wne.edu
- **Trouble opening or starting your exam** or uploading your exam email Terry Chenier
tchenier@law.wne.edu

Examsoft Support:

U.S. and Canada: [\(866\) 429-8889 ext. 3](tel:(866)429-8889)

International: [+1 \(954\) 429-8889 ext. 3](tel:+1(954)429-8889)

Email: support@examsoft.com

- GOOD LUCK ON YOUR EXAMS!!!!!!! 