



ExamSoft Student Handbook

Revised: 7/15/24

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Students will take exams through an online computer-based testing system called ExamSoft. It contains two parts: ExamSoft and Exemplify.

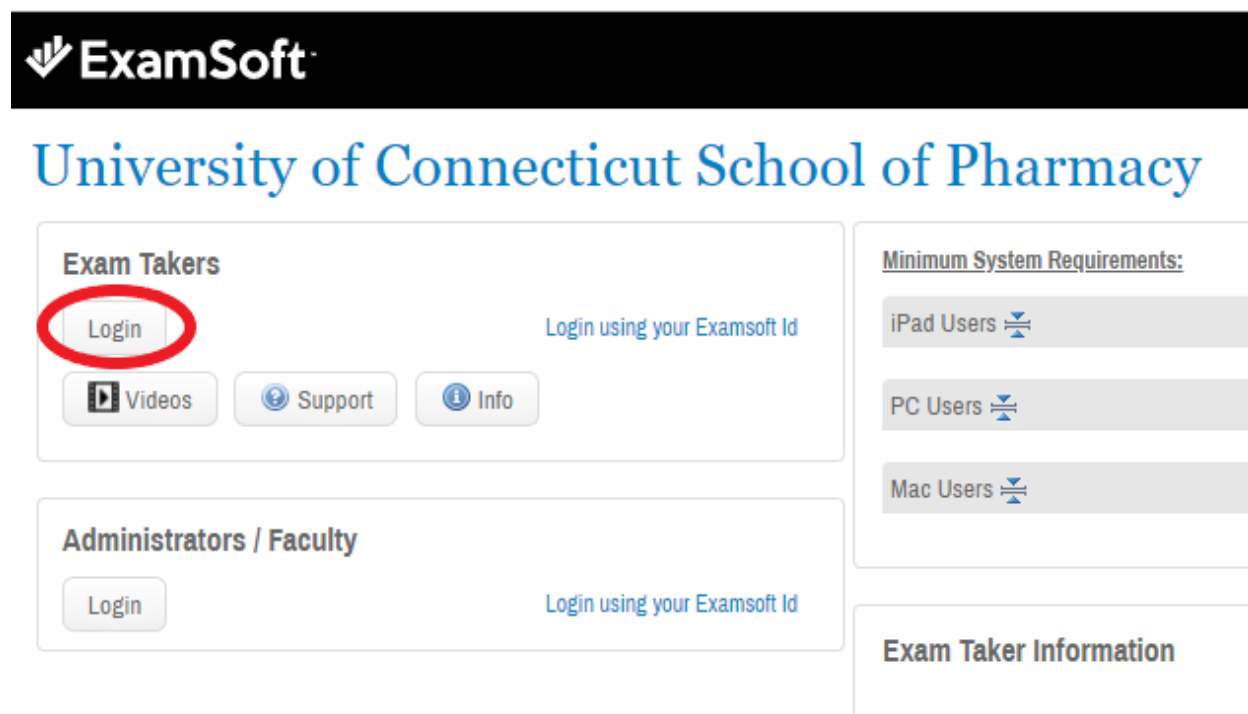
Definitions:

- **ExamSoft:** Every student is given an online student account. The online student account is to access the ExamSoft portal (website). In ExamSoft, students can view the history of uploaded exams, Strengths and Opportunities reports, and download Exemplify.
- **Exemplify:** Students take ExamSoft exams through a computer application called Exemplify. Through the application, students download the exam, take the exam, and upload answers to the ExamSoft portal.

ExamSoft Portal

Students access the ExamSoft portal using a Chrome or Firefox browser. The web address is: <http://examsoft.com/uconnpharm>

Students log in through the Exam Taker section with their university NetID and password via Single Sign-On (SSO). Once logged in, they will be able to download the testing application, Exemplify, and access their record of time and date on uploaded exams.



Minimum Device Requirements

Windows Requirements for Exemplify

- 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 Exemplify.*
- 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 Exemplify in a virtual environment is a violation of the End-User License Agreement ([EULA](#)). As such, Exemplify 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.

MacOS Requirements for Exemplify

- Operating System: macOS Monterey, Ventura, or Sonoma
- Only genuine versions of Mac operating systems are supported.

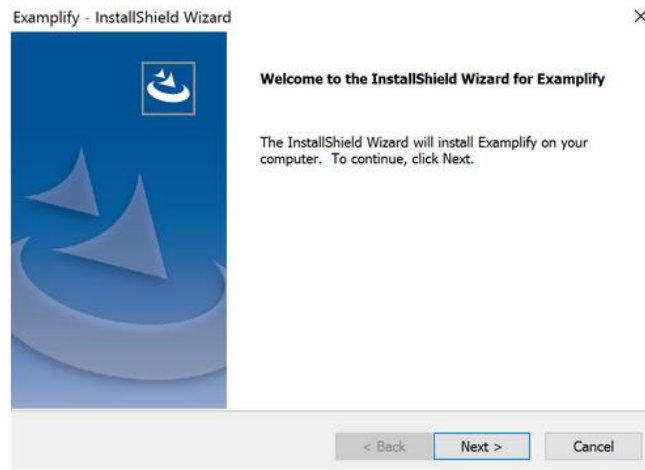
- For a better experience, we recommend that you take your exam on the same Operating System version that you have recently completed a successful mock exam.
- CPU: Intel or M series processor. Devices using Apple's M series processors and Apple Rosetta 2 are supported. [To learn more, click here.](#)
 - Rosetta is only required for M series processors on Exemplify 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 Exemplify in a virtual environment is a violation of the End-User License Agreement ([EULA](#)). As such, Exemplify 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%.

iPad Requirements for Exemplify

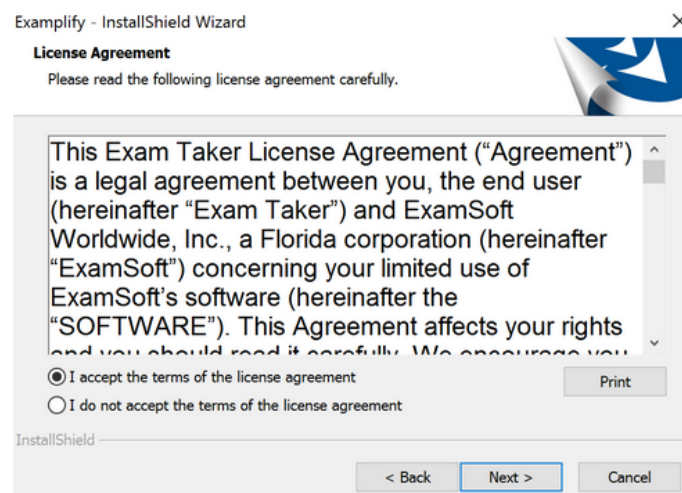
- Hardware Requirements: iPad 5+, iPad Air 2+, iPad Mini 4+, iPad Pro.
- Operating Systems: iPadOS 15, iPadOS 16, and iPadOS 17 (Only officially approved Apple versions of iPadOS are supported).
- 500 MB of free space required to commence an exam.
- iPad must not be modified (e.g. Jailbroken).
- Internet connection for download, registration, exam download and upload.

Download Exemplify

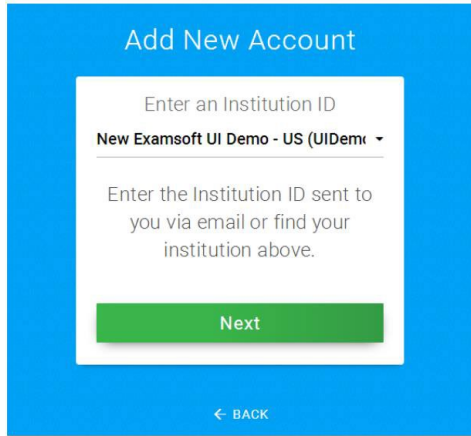
1. Go to your ExamSoft account (<http://examsoft.com/uconnpharm>)
2. Under 'Exam Takers', log-in with your university NetID and Password via Single Sign-On (SSO).
3. Once logged in, click 'Download'.
4. A pop-up box will be displayed asking to save the file. Click on 'Save File' and choose the destination as to where you would like this file to be saved.
5. Double click on the 'Exemplify.pkg' in either the 'Downloads' window or from where you chose to save the file.



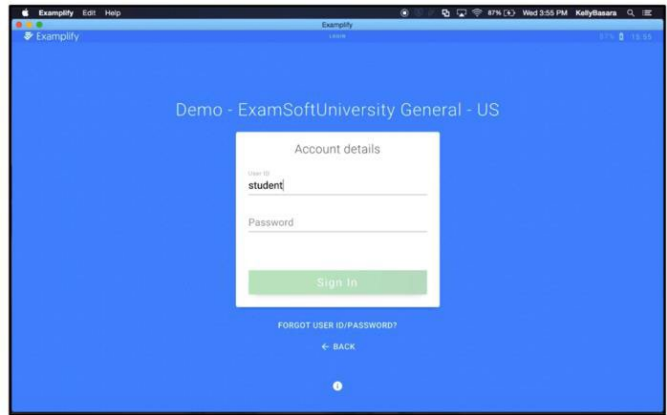
6. Follow the on-screen prompts within the Exemplify installer wizard.



7. After installation, enter your Institution ID (the institution ID is: **uconnpharm**), followed by your NetID and Password, and click on the 'Register' button to register your copy of Exemplify.



The 'Add New Account' screen has a blue background. At the top, it says 'Add New Account'. Below that is a white box with the text 'Enter an Institution ID' and a dropdown menu showing 'New Examsoft UI Demo - US (UIDemo)'. Below the dropdown is the text 'Enter the Institution ID sent to you via email or find your institution above.' At the bottom of the white box is a green 'Next' button. At the bottom of the blue screen is a '← BACK' link.




The 'Account details' screen has a blue background. At the top, it says 'Demo - ExamSoftUniversity General - US'. Below that is a white box with the text 'Account details'. Inside the white box are two input fields: 'User ID' with the text 'student' and 'Password'. Below the input fields is a green 'Sign In' button. Below the white box is the text 'FORGOT USER ID/PASSWORD?' and a '← BACK' link. At the bottom of the blue screen is a small white dot.


Download an Exam



1. Click on the Exemplify icon on your desktop.

2. Click on **Download Exam**.

 Exemplify


 **Exemplify™** Alicia Harlow - 95587 - University of Connecticut School of Pharmacy

My Exams

READY FOR DOWNLOAD

PREVIEW_ExamSoft Practice Quiz_Fall 2020

ready for download



PREVIEW_ExamSoft Practice Quiz_Fall 2020

Exam preview- Available for only 48 hours
Press download to access the exam preview.

Download Exam Preview

Before an Exam

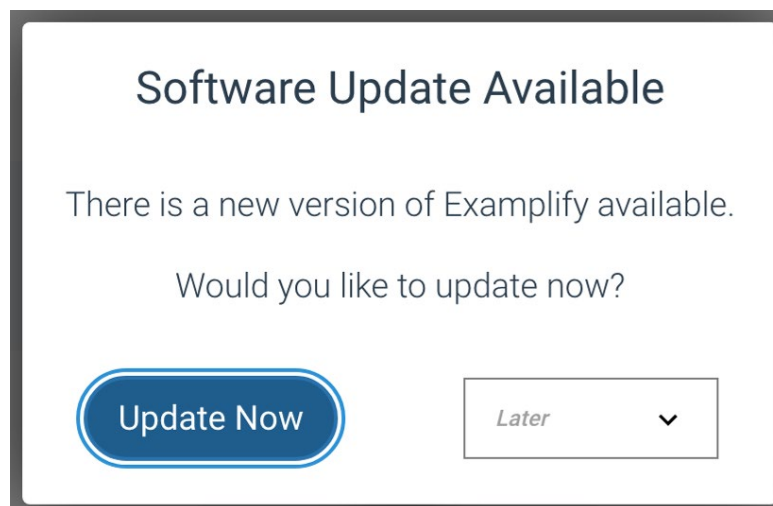
1. Watch for email notifications to download exams.
2. Download all exams as soon as they are available.
3. Take a Mock Exam (if made available to you).
4. Check that your computer's date and time are accurate.
5. Arrive at the exam site at least 15 minutes early.
6. Charge your laptop battery and bring your power cord.
7. Before upgrading your current OS, check Exemplify's current minimum system requirements to ensure compatibility with the new OS.

Make sure the application is up to date.

Optional Updates

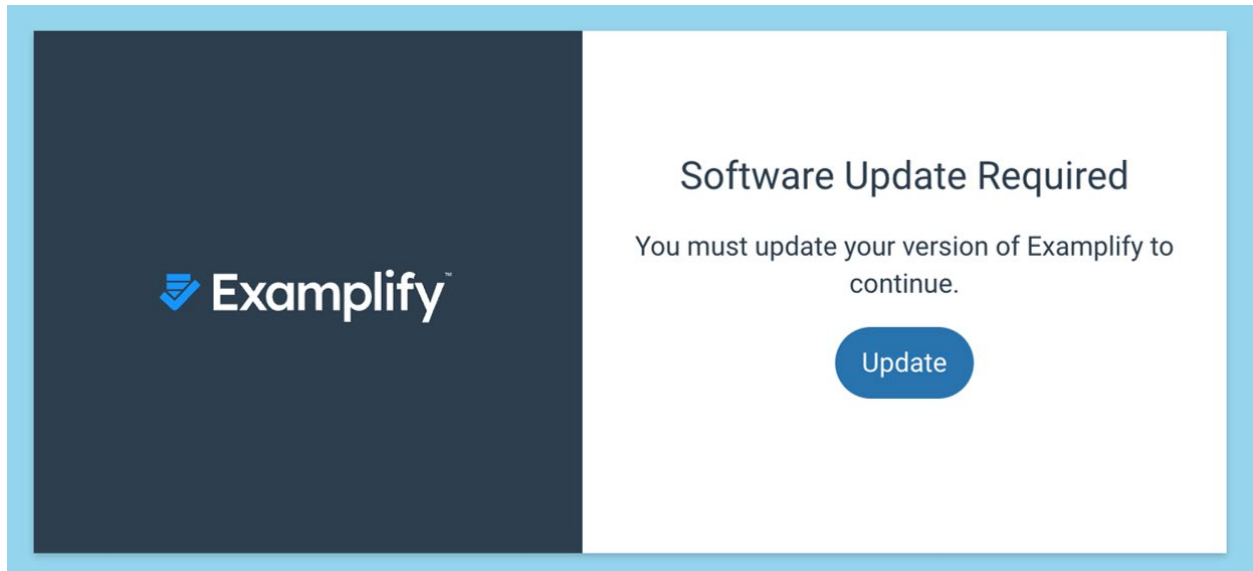
When an optional update is available, Exemplify can download and install it automatically, through the silent update process. This process can occur if an active internet connection is available and Exemplify is not currently in use.

If Exemplify cannot perform a silent update, then you'll see the Software Update Available message the next time that you start Exemplify. At that point, you can complete the update, or you can opt to be reminded later.



Forced Updates

When a forced update is required, you'll see the Software Update Required message when you start Exemplify. Select the Update button to proceed. You will be unable to complete any actions in Exemplify until the update is completed.



PC: Disable antivirus software prior to launching a secure exam.

*While it is ExamSoft's recommendation and best practice to disable your antivirus programs before each exam, please be sure to re-enable your antivirus program following each exam.

During an Exam

1. Enter the case-sensitive password provided by your instructor and click Start Exam.
2. Immediately before Exemplify launches the exam, you will be provided a warning screen with **RED STOP SIGNS** indicating that you should not begin the exam until instructed to do so. Heed this warning.
3. During your exam, you can set a **Reminder Alarm** to appear at a specific time during the exam. (See **Appendix A**, p. 28.)
4. You can toggle (or switch) between questions using the **blue navigation arrows**.
5. The **Question Navigator** or **Filter** button on the menu bar displays a list of all questions in a separate window.
 - You can view all unanswered questions.
 - If backward navigation is allowed, you can flag questions to revisit.

Question 1 ▼

FLAG QUESTION

- You can navigate to another question by clicking on the question number on the left-hand side.



6. If you encounter computer difficulty during the exam, notify a proctor for instructions.

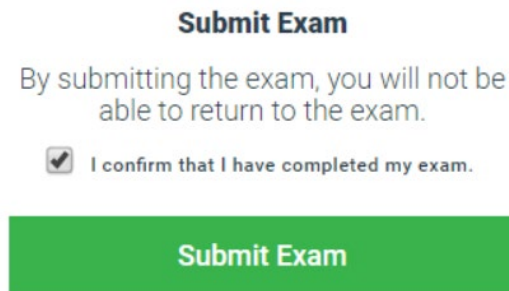
Other features your instructor may give you access to during the exam are a highlighter function, notes, find and replace, and spell check.

Upload Exams for Windows and Mac Computers

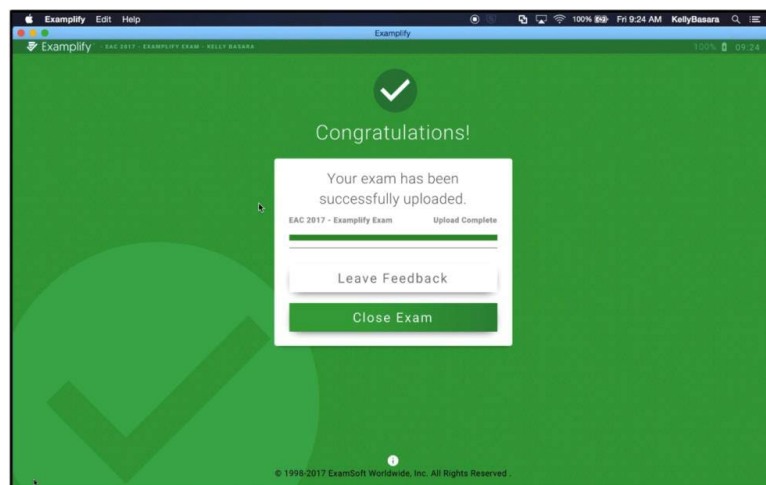
1. When done with the exam, click “Finish” at the bottom of the screen.



2. Click “Submit Exam” on the following screen.

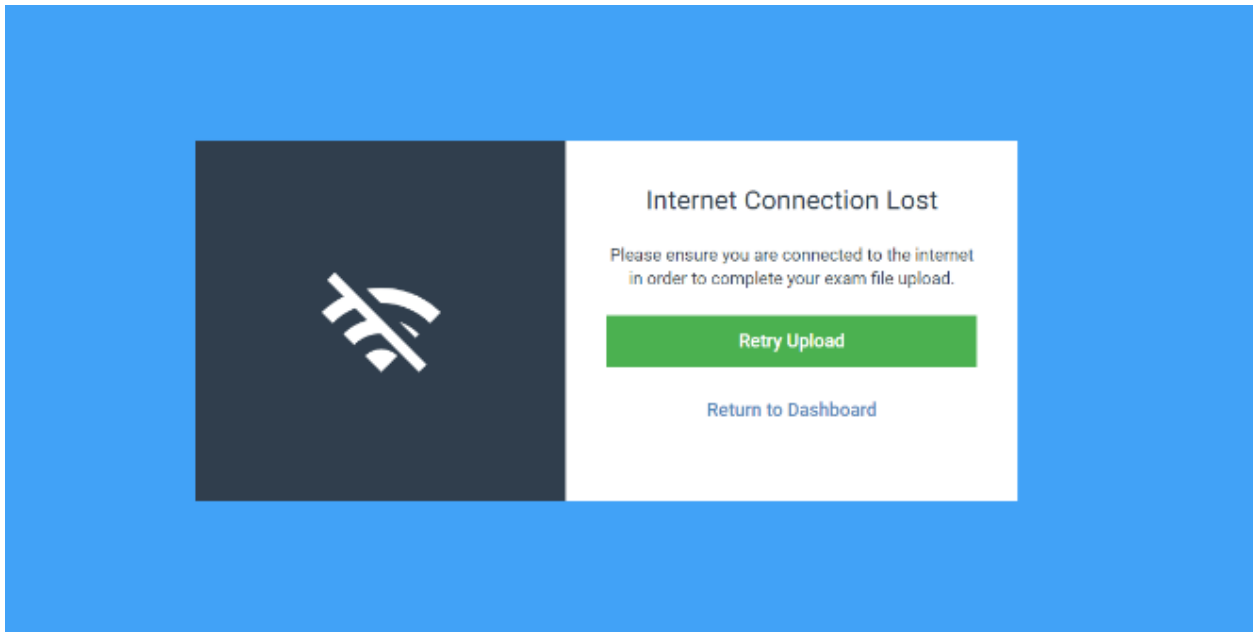


3. Click “Exit and Upload” on the yellow screen.
4. Upon exiting the exam, Exemplify will automatically upload the answer file, and present the user with a green screen after a successful upload.



***It may take up to 15 minutes after seeing the green screen for upload confirmations to send, and to confirm the upload via upload history.**

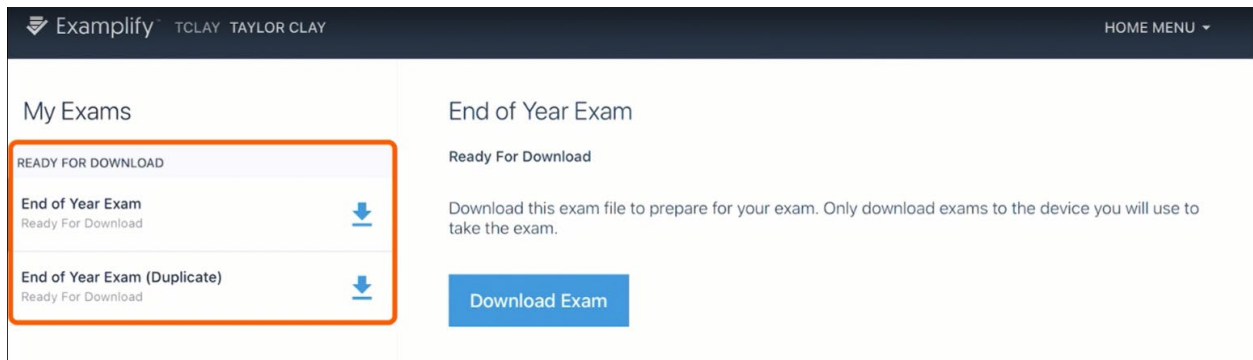
5. If the computer does not connect to the Internet in time, the following window will appear.



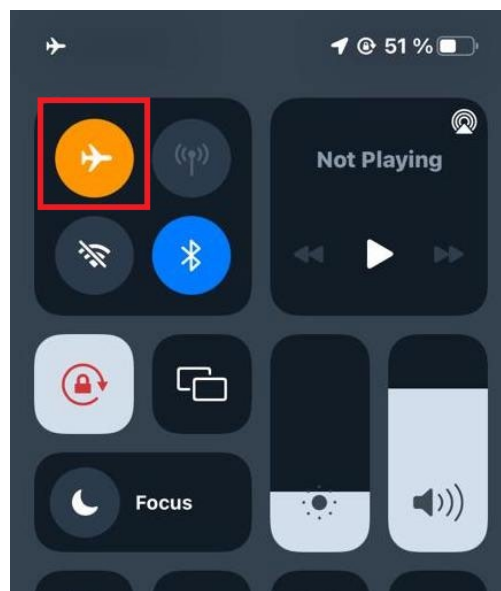
6. If the Internet is connected, click “Retry Upload,” and the file will upload successfully. Otherwise, click “Quit.” In this case, the file will attempt to upload automatically the next time Exemplify is opened.

Exemplify for iPad

- Connect to Wi-Fi.
- Download the exam.



- Enable airplane mode.
 - This can be done by swiping down at the top right corner of the iPad screen and selecting the small airplane button.



- Return to the Exemplify app and enter the case-sensitive password provided by your instructor and click Start Exam.

My Exams

EXAM FILE DOWNLOADED

End of Year Exam (Duplicate)
Exam File Downloaded

READY FOR DOWNLOAD

End of Year Exam
Ready For Download

End of Year Exam (Duplicate)

Exam File Downloaded

Please enter the exam password to start this exam

Exam Password

Enter

[Remove Exam Download](#)

Exam Settings

Secure

60 Minutes

No WiFi

Navigate

Exam Details

Instructor	-
Exam ID#	432764

Exam Tools

Spell Check	ON
Copy & Paste	ON
Calculator	ON
Highlighting	ON

- If prompted to “Confirm App Self-Lock, select “Yes”.

End of Year Exam (Duplicate)

Exam File Downloaded

Please enter the exam password to start this exam

Exam Password

[Remove Exam Download](#)

Exam Settings

Secure

60 Minutes

No WiFi

Navigate

Exam Details

Instructor	-
Exam ID#	432764

Exam Tools

Spell Check	ON
Copy & Paste	ON

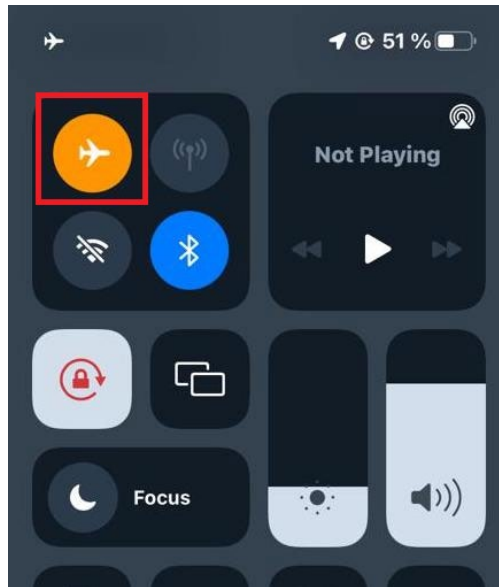
Confirm App Self-Lock

Exemplify wants to start Assessment Mode. You will be unable to use other apps on iPad until Exemplify ends Assessment Mode. Do you want to allow this?

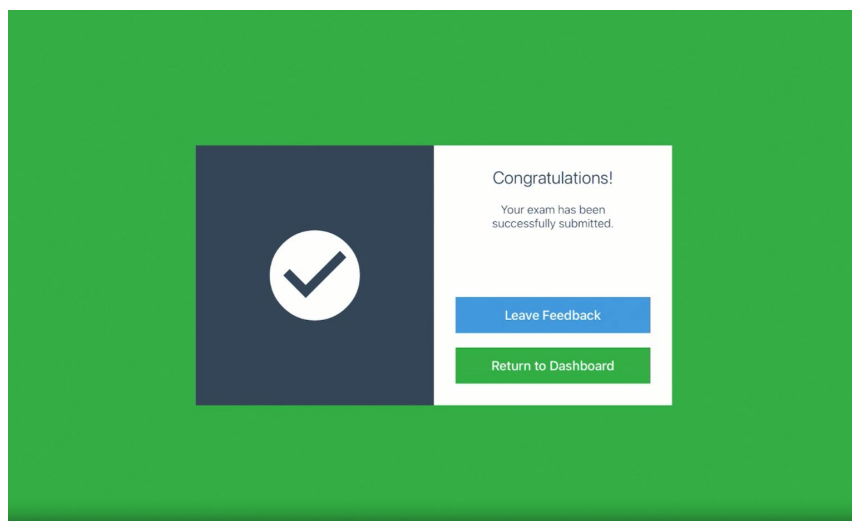
No

Yes

- Complete your exam.
- Once you have completed your exam, disable Airplane Mode to upload your answer file.



- You will receive a “green screen” confirming that your upload was successful.



Computer Troubleshoot

Unable to download an exam:

- Are you connected to the internet? Please make sure you are connected to the Internet. Open a web browser and try to go to www.examsoft.com. If you are unable to connect to the internet, check to make sure you are either plugged in to the modem/router or that your wireless connection is active. Attempt another wireless network connection.
- Check the language setting.
- Do you have a proxy server set on your computer?
- If you downloaded the exam to a different device, you will need to contact your ExamSoft administrator to request an additional exam download. (Contact information for your ExamSoft administrator is listed on p. 27)
- Ensure that the current date is within the specified start, and end date for downloading the file, which was provided by your institution.
- The exam may also take up to 15 minutes after the exam creator has posted the assessment to appear as available to download.

Examplify did not automatically upload my exam after exiting secure mode

- Double click the Examplify icon on your desktop and Examplify should open and upload your exam if you have a working internet connection. If this does not work, you will need to check your internet connection. If it is working, then attempt a manual upload of your answers.

Manual Upload

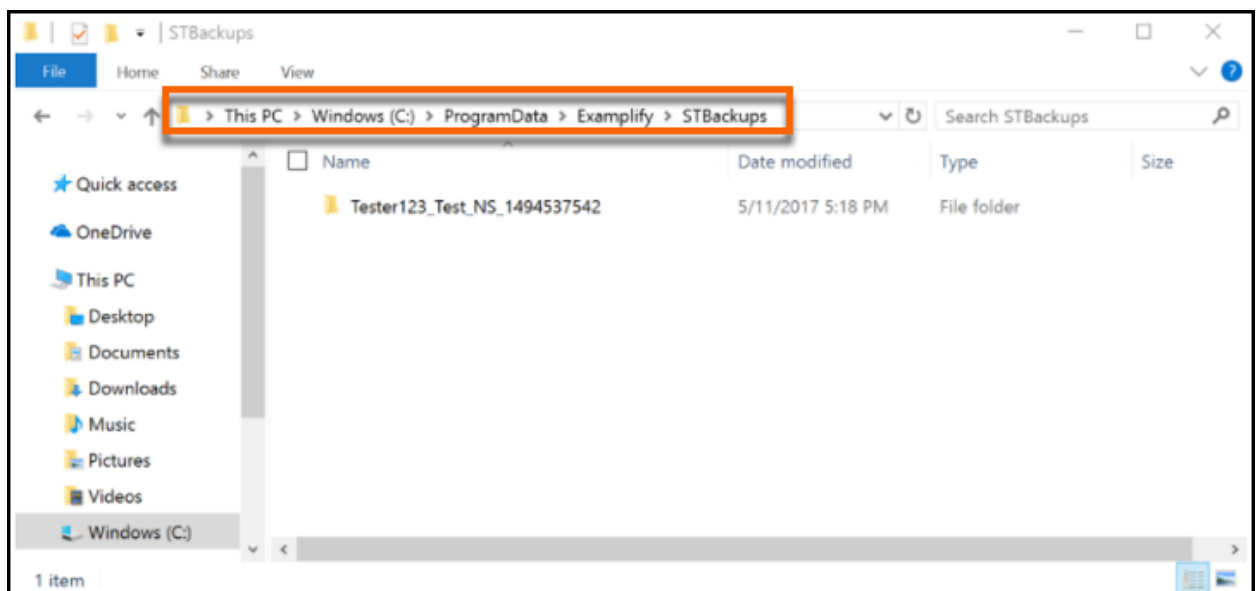
***IMPORTANT:** Use the same device that you used to complete the exam.

Windows

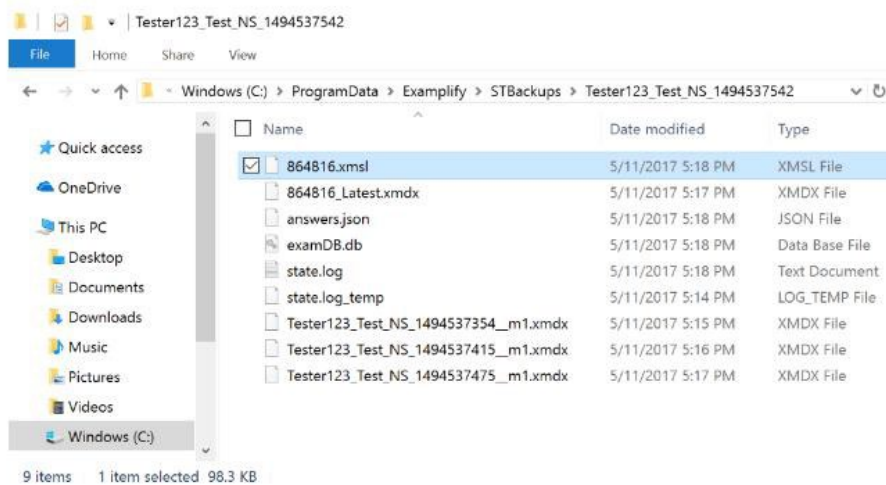
- Log in to the ExamSoft home page for your institution:
<https://examsoft.com/uconnpharm>
- Select Courses or History from the ExamSoft banner at the top of the page.
- Click the Manual Exam Upload button and click Browse.
- In the file explorer window, navigate to this folder:
C:\ProgramData\Examplify\STBackups

You can do this by copying and pasting the folder path into the address bar in the file explorer as shown below. Then, hit the Enter key or click the Go arrow.

- Select the folder labeled with your Student ID followed by the name of the exam you are trying to submit answers for.



- Select the .xmlsl file in this folder and click Open.

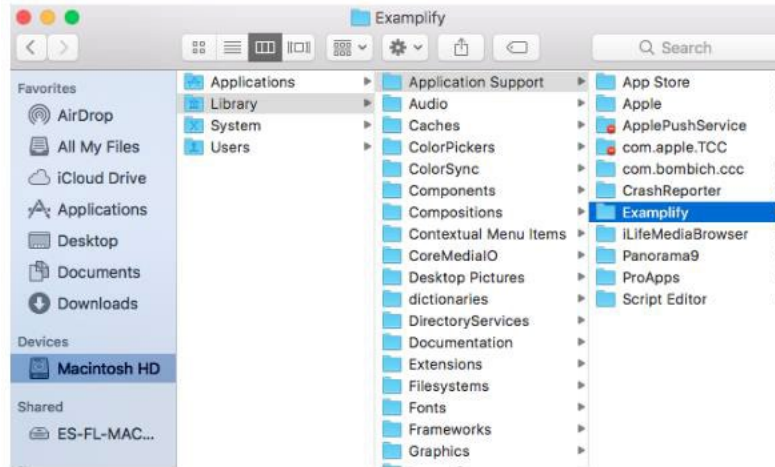


- Click the “Upload” button to submit the file.

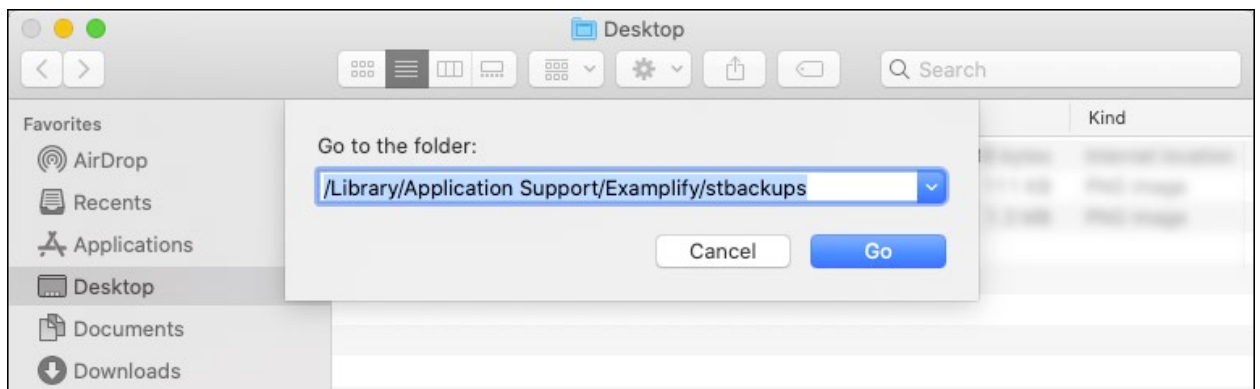
Mac OS

- Log in to the ExamSoft home page for your institution:
<https://examsoft.com/uconnpharm>
- Select Courses or History from the ExamSoft banner at the top of the page.
- Click the Manual Exam Upload button and click Browse.
- In the finder window, navigate to this folder:

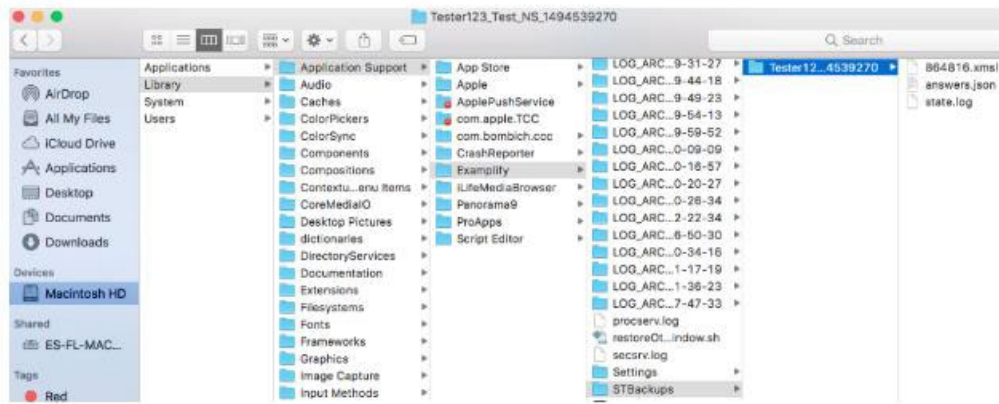
/Library/Application Support/Examplify/STBackups



- You can do this by pressing the Shift + ⌘ + G keys at the same time, and then copying and pasting the folder path into the prompt as shown below.
- Press Go.



- Find and open the folder named STBackups.
- Select the folder labeled with your Student ID followed by the name of the exam you are trying to submit answers for.
- Locate the answer file with the extension '.xmls' (without quotations) and select Open.



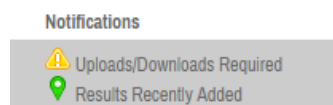
- Click the “Upload” button to submit the file.

Check Grades

- A professor makes the decision to release the exam taker results to the ExamSoft student portal. It is entirely up to the professor whether to release these results or not. The professor also has the decision to remove the results at any time. If your professor has decided to release results, please follow the directions below on how to find your exam results.
- If your professor decided to post grades to your portal, you can log into your custom home page and navigate to the tab at the top labeled 'Courses' or 'History'.

Status	Course	Notifications	Exams/Assessments
N/A	No Course	<div><div>Uploads/Downloads Required</div><div>Results Recently Added</div></div>	342

- If results have been added, you will see this message under the 'Notifications' column:



- If you have the 'Courses' tab, to view your results for your assessment, select the associated course under the 'Course' column. If you do not know the course your exam is associated with, please contact your professor for this information.
- Once you have selected the course, you will see your score displayed on the right under the 'Score' column. Please ensure you are looking at the

right assessment under the 'Title' column. *Note:* the 'History' tab will bring you directly to this page.

- If your professor has decided to release a Strengths and Opportunities report, you will see under the column labeled 'Notifications/Actions Required' a graph that you can click to download your exam results.

Title	Type	Notifications/Actions Required
Category essay test	Exam	 View Results
00Amol iPad_Sec	28th Nov Patch	 Download Exam Results


- Your Strength and Opportunities report will be downloaded as a PDF. In order to view the report, open the downloaded PDF.

Course: No Course

If you saw the green confirmation message, your assessment has been successfully uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our [Support Portal](#).

Previous 1 2 3 4 5 Next

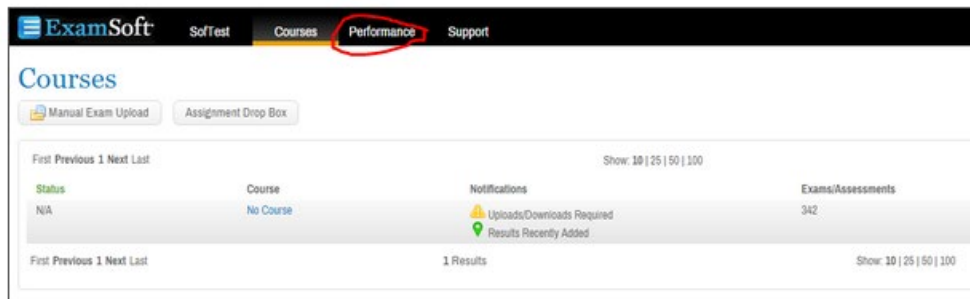
Title	Type	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Category essay test	Exam	02/15/2016 10:18 AM	-	02/15/2016 10:20 AM	menger_Category essay test_20160215101959786_final.xmidx	100%

ExamTakerAnswerRe...pdf  Show all downloads...

Note: If another exam taker has uploaded an assessment after the results have been released, this will remove the scores from the portal. Please contact your professor to re-score the assessment.

Strengths and Opportunities Report

- Your instructors have the ability to post a report on your exam performance. This report is called a strengths and opportunities report. It is up to the instructor to make this report available to you and is optional to post.
- If your instructor does make it available to you, it may be in the form of a printed report that you may look at during a specified time.
- The instructor may also potentially make these results available to you on the ExamSoft portal.
- The information will be located under the “Performance” tab.



- It may be only available for a temporary amount of time
- Please contact your instructor if they have made this available to you on the online portal and you are unable to view your results.

Contact for Questions

If you have any questions, please contact:

Alicia Harlow

Educational Program Assistant

Office: PBB, Room 338A

alicia.harlow@uconn.edu

(860) 486-8720

ExamSoft

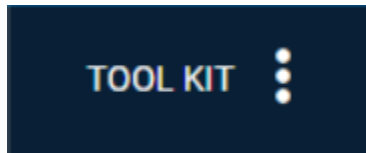
Exam Taker 24/7 Phone Support

(866) 429-8889

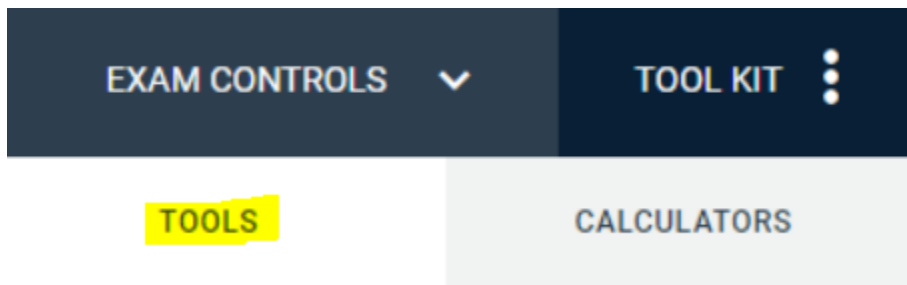
Appendix A

ExamSoft Time Alerts

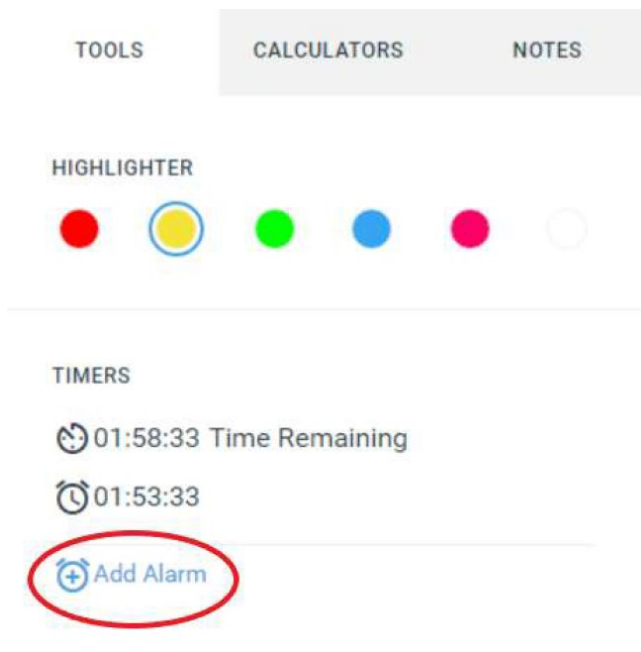
After you open your exam in Exemplify, click on “Tool Kit” in the upper right-hand corner.



Select the “Tools” tab.

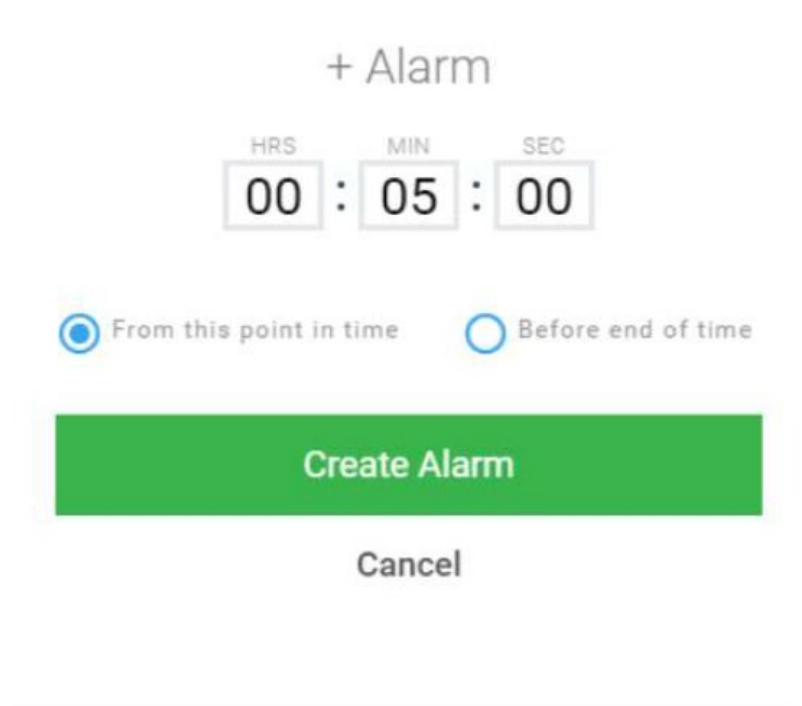


Under “Timers”, select “Add Alarm”



A pop-up will appear that says “+ Alarm” at the top where you can type in when you would like to be notified. (For example, if you type in “30 min 0 sec” and select “From this point in time”, Exemplify will notify you in 30 minutes from the time you create the alarm. If you type in “30 min 0 sec” and select “Before end of time”, Exemplify will notify you 30 minutes before your time to complete the exam is up.)

Lastly, click on “Create Alarm”.



The image shows a pop-up window titled "+ Alarm". Inside the window, there is a time selection interface. It consists of three input fields labeled "HRS", "MIN", and "SEC". The "HRS" field contains "00", the "MIN" field contains "05", and the "SEC" field contains "00". Below these fields are two radio buttons. The first radio button is selected and is labeled "From this point in time". The second radio button is unselected and is labeled "Before end of time". At the bottom of the pop-up, there are two buttons: a green button labeled "Create Alarm" and a gray button labeled "Cancel".

***Note:** You may add up to TWO alarms.