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## EXAMSOFT EXAMPLIFY® EXAM HANDBOOK

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ExamSoft® is an offline exam management solution. Examplify is the high-stakes software licensed by ExamSoft enabling student to securely take examinations downloaded to their computer. Students use Examplify for all proctored exams. All exams are encrypted keeping other software from running while taking an exam and preventing the use of shortcut keys, printing and access to files/documents stored on the computer or the Internet. Failure to follow these procedures may result in a charge of academic misconduct. It is the responsibility of the student to meet and maintain all Technology Requirements (see Appendix 1).

**What happens if I don't meet the expected Technology Requirements?** The University Technology Requirements are in place to ensure that students can optimally participate in all elements of their program. Students are expected to maintain these requirements throughout their entire enrollment. Academic consequences may result from a failure to meet technology requirements. Repeated instances of failure to meet or maintain Technology Requirements will be referred to your program's administration.

### DOWNLOADING EXAMPLIFY

**Downloading and Registering Examplify is done only once and must be completed prior to your first exam appointment.**

1. Examplify can be downloaded on any PC or Mac computer – not tablet.
2. Open Firefox, Chrome or Safari and go to
  - a. **SPAHP students:** <https://www.examssoft.com/creightonspahp>
  - b. **CoN students:** <https://www.examssoft.com/cuson>
3. Log in under **Exam Takers** with your **netID** (i.e. abc12345) and your **password**
  - a. **SPAHP students:** **spahp#####** (##### represents the digits of your netID). Example: spahp12345 - no spaces or capitals.
  - b. **CoN students:** **con#####** (##### represents the digits of your netID). Example: con12345 - no spaces or capitals.
4. Select **Download**.
5. Click **Run** if prompted to **Run** or **Save** the file. If your browser does not prompt you to Run or Open the file, click Save and run the file from the saved location.
  - a. **PCs:** Double click **ExamplifyWin.exe**. Do you want to run this file? **Run**. If Windows SmartScreen prevents an unrecognized app from starting, click 'More info'. Click Run Anyway.
  - b. **Macs:** 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. Double click on the **ExamplifyV12\_SIGNED.pkg** in either the Downloads window or from where you chose to save the file.
6. **Run** the Examplify installation wizard. If the Examplify Registration window is not open, double click the Examplify icon.
7. Scroll down to click "I Agree" to accept the License Agreement.

### REGISTERING EXAMPLIFY

1. Double click on the Examplify icon on your desktop.
2. The institution ID is
  - a. SPAHP students: **creightonspahp**
  - b. CoN students: **cuson**
3. **Click Next**.
4. Enter User ID: **Your NetID**

5. Enter Password: Default password is
  - a. SPAHP students: **spahp#####** (##### represent the digits of your netID)
  - b. CoN students: **con#####** (##### represent the digits of your netID)
6. **Click Sign In.**

## DOWNLOADING AND ACCESSING EXAMS

1. Double click on the Exemplify icon
2. Log in with your netID and spahp##### or con#####
3. Click on the exam you want to download.
4. Click on Download Exam. If you see a green check next to the exam, then exam download was successful.

## DAY BEFORE YOUR EXAM

- **Download the exam(s)** to your computer before your exam time. An email will be sent alerting you that an exam is ready for download.
- **Restart your computer** by powering off then power on to assure that all updates are installed.
- **Plug in your computer** so the battery is fully charged.

## TIME OF THE EXAM

- If power is available, plug in the computer.
- **Disable your antivirus**
  - ExamSoft offers documentation on how to disable many popular anti-virus programs. If you need instruction, please go to this web page <http://support.examsoft.com/h/i/257756289-disabling-anti-virus-software> and search for the name of your antivirus
  - **Click on the name of your antivirus software and follow the instructions.**
- **Start Exemplify** from the icon on your desktop.
- If you have more than one exam downloaded, click the exam you wish to take on the left side of the Home Screen.
  - Campus Students – Enter the starting password on the whiteboard in front of the classroom.
  - Distance Students – The proctor will enter the password.
- Exemplify will warn you that it will close all programs. Click Continue.
- Exemplify will automatically restart your computer into a secure mode.
- Notices may appear on the screen with additional information the instructor wishes to convey. After reading each notice, click 'Next'.
- Enter the displayed code. *This will be different for every exam.*
- Click the 'Start Exam' button to start. The exam clock starts when the first question appears.
- When you are finished with the exam, go to Exam Controls/Submit Exam. Click 'I am ready to exit my exam' if you are finished or 'Return to Exam' if you ended up here by accident or are not ready to exit.
  - It is up to the Instructor if the preliminary grade is shown or a review is available. Follow the direction to enter the review. Click Continue to Upload.
- After the exam, assure your answers upload before leaving the room/exiting the proctoring session.
  - Upon exiting Exemplify your computer will automatically look for an Internet connection and upload your answers. Click Return to Dashboard.
- What if I see a failure upload message?
  - This means Exemplify did not upload your answer file, but remember that your exam is saved on your computer.

- Make sure your computer is connected to the Internet then double click on the Exemplify icon again. Select the name of the exam that did not upload. Click Retry Upload.
- If it still did not upload, shut your computer off then back on and double click on the Exemplify icon. Select the name of the exam that did not upload. Click Retry Upload.
- If the exam still did not upload, contact the MyIT Service Center for assistance.

## NAVIGATING EXAMPLIFY

### Home Menu

- Preferences will allow you to adjust your exam preferences.

### Exam Controls

- **Hide Exam** hides the entire exam, but leave Exemplify open. There will be a simple message window that will allow you to resume the exam.
- **Submit Exam** turns in the exam. Selecting 'Submit Exam' prompts the exam taker to confirm this action so you don't accidentally exit the exam. If there are any unanswered questions, you will still be able to return and finish the exam. If not, you can confirm and exit.

### Navigating through the Questions

- While inside a question, select the 'Next' button to proceed to the next question or back arrow to proceed to the previous question. The question number will be provided as well.
- 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.
- Select the question number you would like to navigate to within the navigation pane on the left side of the screen.
- The navigation pane also indicates which question is displayed with a circle around the question number and which questions have been answered with dot by the question number
- To flag a question, click the flag icon next to the 'Question #' text, located directly above the question field.
  - Flagging a question is useful for exam takers that wish to come back and review or complete the question before exiting the exam.

### Alarm Alert

- Exemplify automatically warns when there are five (5) minutes left in the exam. Click on the alarm clock icon to turn off the warning. Exemplify also allows you to determine if/when you want an additional timer warning.
  - Set your own alarm alert by clicking 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 two (2) alarms to run at the same time.

### Changing Font Size

- To change the font size of the questions and answer choices, click the Aa on the toolbar.
- Slide the dot to the right to increase the font size, to the left to decrease.
- Click the # reset to the original font size.

### Built-in Calculator

- If the built-in calculator is allowed by the Instructor, click on the three little lines or the calculator icon in the upper left corner of the toolbar.

### Question Attachments

- **Attachments for the question only:** The question attachment will open automatically for questions with an attachment. You can close the attachment. Use the lines icon on the tool bar to reopen the attachment.
- Use the + or – to increase or decrease the attachment size. The expansion icon opens the attachment in a new window.
- **Attachments that apply for multiple questions:** Some exams/questions will have additional information that applies to more than one question. You can open the additional information window by clicking the ‘paperclip’ icon on the toolbar.

### Attachments in a New Window

- The popup attachment window can be moved to allow for the best possible view of both the question and answers and the attachment at the same time. Drag the corner to resize the window.

### Multiple Choice Questions

- Only one response can be chosen. If you pick an answer and then pick a different answer, only the last answer chosen remains marked. For yes/no and True/False questions, the last answer chosen remains marked.
- You can cross out answer choices. Simply hover over an answer choice and an ‘X’ will appear on the right of the answer. Clicking the X will 'cross-out' that choice. To undo this, click on the crossed-out text in the answer choice.

### Multiple Response Questions

- Pick one answer, then pick another. Notice all answers chosen remain marked. Click a checkbox a second time to deselect an answer choice.
- Some multiple response questions will indicate the correct number of answers. For these questions, partial credit is given for any correct answer.
- Other multiple response questions will not indicate the correct number of answers. For these questions, all the correct answers and only the correct answers must be selected to receive credit.

### Fill-in-the-Blank Questions

- The number in the circle in the question text corresponds with the numbered answer.

### Matching Questions

- The number in the circle in the question text corresponds with the numbered answer. Type in the appropriate letter ONLY. Use the scroll bar, if needed, to read all the question text.

### Numeric Response Questions

- Questions that require a number as the answer function like fill-in-the-blank questions. Sometimes units will be indicated in the question text. Other times you will enter the units in the second blank. The required number of decimal places may be indicated.

### Essay Questions

- The size of the box does not limit your answer. Type as much text as is necessary to answer the question. Text formatting options are available in the answer toolbar.
- The symbols icon will open a menu. Click the symbol or use the short cut key stroke to insert special characters. A character count is displayed on the answer toolbar.

## STUDENT TECHNOLOGY REQUIREMENTS FOR HARDWARE, SOFTWARE AND INTERNET: APPENDIX 1

All Creighton University students enrolled in an online/distance program or course are required to have a **laptop computer** which **meets or exceeds** the below **requirements**. Any additional program/course-specific hardware or software requirements are listed in course syllabi.

FEATURE	MINIMUM REQUIREMENTS	RECOMMENDED
Operating system	Windows: 7 Mac: Yosemite	Windows: 8, 8.1, 10 Mac: El Capitan, Sierra
Display	11.6"	12" or higher
Processor	Intel i-Series i3 or equivalent (Windows/Mac)	Intel Core i5 or higher or equivalent (Windows/Mac)
Memory (RAM)	4 GB	8 GB or higher
Hard drive	250 GB	500 GB or higher
Camera, speakers, microphone	Internal	
Headset/ear buds	With built-in microphone	
Internet speed	3 Mbps upload/3 Mbps download	
Office 365	Free for all students	
Browsers	Latest version of: <ul style="list-style-type: none"> <li>Internet Explorer/Edge (PC only)</li> <li>Safari (Mac only)</li> <li>Google Chrome: <a href="https://www.google.com/chrome">https://www.google.com/chrome</a></li> <li>Mozilla Firefox: <a href="http://www.mozilla.org/firefox">www.mozilla.org/firefox</a></li> </ul>	Students are highly encouraged to install Firefox and Chrome in addition to the installed browser.
Plug-ins	Latest version of: <ul style="list-style-type: none"> <li>Adobe Reader to view PDF files (PCs only): <a href="http://www.adobe.com">http://www.adobe.com</a></li> <li>Adobe Flash Player: <a href="http://www.adobe.com">http://www.adobe.com</a></li> <li>Java: <a href="http://java.com">http://java.com</a></li> </ul>	

### PLEASE NOTE

- The Microsoft Surface Laptop with Windows 10s and tablet devices, such as iPad, iPad Pro, Android, Amazon Fire, Chromebook, etc. are **not** sufficient to support all activities within distance/online programs.
- Virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion, Apple Boot Camp or any other virtual environments are **not** allowed.
- Only genuine U.S. English, French, Portuguese, Swedish, and British versions of Windows operating systems are supported.

### EXAMPLES OF ACCEPTABLE LAPTOP COMPUTERS



PC laptop



PC 2-in-1



Surface Pro or Book  
with required keyboard



MacBook laptop

### INTERNET REQUIREMENTS

All off-campus/distance students are required to purchase their own dedicated home high-speed Internet service at a **minimal required speed of 3 Mbps upload and 3 Mbps download** for viewing lecture captures, simultaneous screen sharing and video/audio conferencing. To test connectivity level, go to <http://speedtest.net> and run a test.

### OFFICE 365

As part of Office 365, faculty, staff, and students receive five (5) free copies of Office 365 to install on personally owned computers and devices. To access the download, sign in at <http://office365.creighton.edu> using your netID@creighton.edu (i.e. abc12345@creighton.edu) and your Blue password. Click on “Install Office 2016” button. This will locally install Word, Excel, PowerPoint, Outlook, and other Office 365 apps – a great benefit as you will not have purchase Microsoft Office.

- Office Online: The latest versions of Microsoft Word, Excel, Access, PowerPoint, Outlook, OneNote, Publisher and Skype for Business.
- Installation on up to five (5) PCs or Macs and Office apps on mobile devices including Windows tablets and iPads.
- 1 TB of OneDrive cloud storage.

### ADDITIONAL REQUIREMENTS

#### SCHOOL OF PHARMACY AND HEALTH PROFESSIONS (SPAHP)

- **All students in the SPAHP programs** are required to adhere to the student technology requirements due to the robust use of learning technologies for both distance/online and campus students.
- **Entry-level occupational therapy (OTD), pharmacy (PHA) and physical therapy (PTD) students are required to have digital inking capability.** Several models of Windows PCs have built-in inking capability; MacBooks do not. There is no requirement for an iPad. If you own an iPad, several apps are available allowing inking. Please note, you must be able to export/save the document as a .PDF or .docx to submit as an assignment.
- While Creighton endorses no particular eWriter brand over another, students have had success with the Wacom Intuos Draw (<http://www.wacom.com/en-us/products/pen-tablets/intuos>) or the Boogie Board Sync (<http://www.myboogieboard.com/ewriters/sync>) for laptops without integrated inking capability.

#### COLLEGE OF NURSING (CON)

**All students in the CoN programs** are required to adhere to the student technology requirements due to the robust use of learning technologies for both distance/online and campus students.