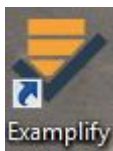





Exemplify™ Exam Instructions

1) Computer Setup


- Ensure that all cables (i.e. power cord, external mouse and/or keyboard) are securely connected to your computer.
- Make sure your power indicator light shows that your computer is receiving power.
- Turn on your computer.
- Once your computer boots up, verify it has the correct date & time set.

2) Launching Exemplify



- FIRST:** Double-click the  icon on your Windows Desktop. (or single-click the icon from the Applications folder or Dock on your Mac.)
- SECOND:** Select your exam from the list displayed on the left side of the screen. If your exam does not appear in the list, notify the proctor.
- THIRD:** Your semester Exam Number will be pre-filled. You will then enter the exam password provided by the proctor. (Record your exam number on the exam card, exam question booklet and any supplements, if applicable.)
- FOURTH:** Click  to begin the exam
- FIFTH:** Read each Notice window carefully and click 'next' to advance to the next window. STOP when the stop sign and last Notice window appears.
- SIXTH:** When instructed by the proctor, select continue. Mark the check box that you are authorized to start your exam and click the  button.

3) Functions and Formatting

- Exemplify automatically creates all headers, page numbers, and margins which can be included when printed by the school. It single spaces essay responses on your screen.
- Exemplify automatically backs-up and saves to your hard drive every minute.
- Compose your answer for each essay question in the corresponding question screen. For example, type your answer to Question 1 in the screen for Question 1. You may select the correct question from the numbered list on the left side of the screen or use the  button at the bottom of the screen to proceed to the next page or return to the previous page.
- Once closed, the exam file cannot be reopened.
- When leaving your seat (i.e. restroom break), block your screen by selecting 'Hide Exam' from the Exam Controls menu.
- If your computer freezes, inform the proctor and start hand-writing immediately (standard blue books will be available).

Continued on Page 2



4) Miscellaneous Notices

- ExamSoft and Boston University / School of Law assume no responsibility for interruptions whether isolated or widespread. You assume all risks of using a computer to take your exam.
- All examinations and computer testing materials are the property of Boston University School of Law. Their removal will be reported to the Dean for possible disciplinary action.
- Any examinee who continues typing or writing after the "STOP TYPING" announcement has been made will be reported to the Dean for possible disciplinary action.

5) Computer Freezes (Optional Self-Restart)

If Exemplify, your keyboard and/or mouse stop responding, you may opt do the following, however you will not be granted extra time to complete your exam:

- a. Turn off your computer (press & hold the power button but if that fails, pull the power cord & battery)
- b. Turn the computer back on.
- c. When the 'Exemplify Exam Restart' window appears, select RESUME/YES to return to the exam. You will be returned to within 59 seconds of where you left off.

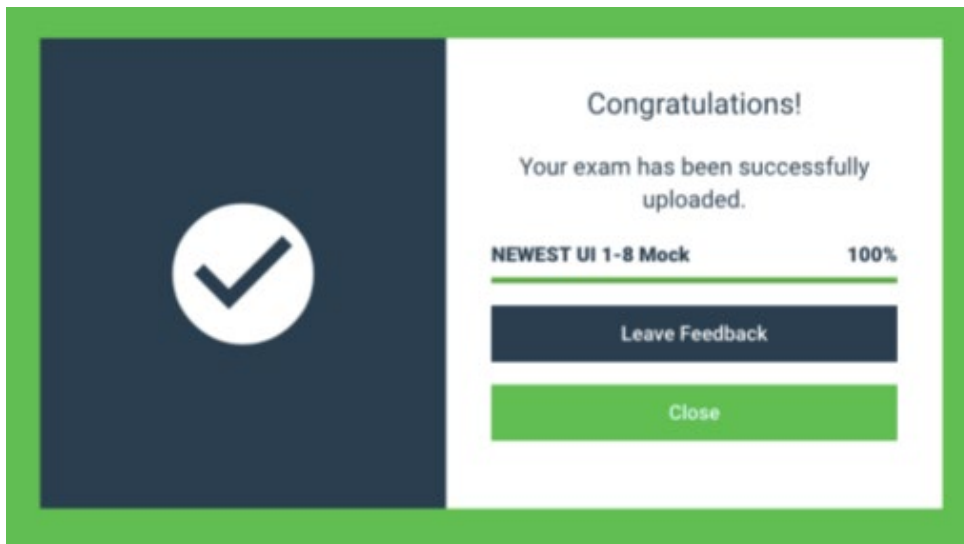
6) Exiting Exemplify

You may exit Exemplify whenever you are finished. However, once you are notified that there are 10 minutes remaining, please remain in your seat as a courtesy to your classmates who are finishing the exam. Follow these instructions to exit out of Exemplify:

- a. Click 'Finish' at the bottom right side of the screen or open the **Exam Controls** option, and select to **Submit Exam**.

7) Returning Your Answer Files

- a. Your answer file will automatically upload once you establish an Internet connection. Note that you **MUST** upload your answer file immediately after exiting your exam.
- b. You will receive a message when your file has uploaded successfully.



If you receive an error message or are unable to successfully upload your answer file, notify the proctor immediately. IS&T staff will be available to assist students with any problems. **Students may not leave the building without successfully uploading their exam.**