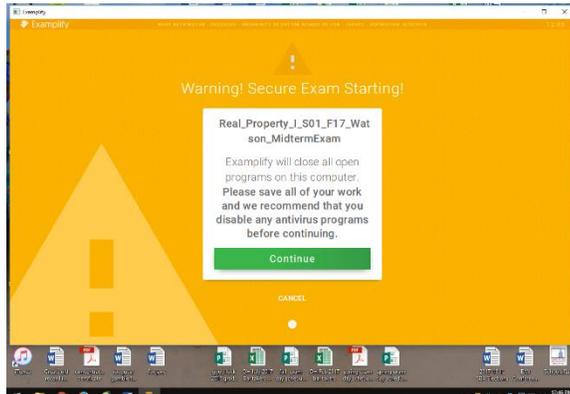




## Taking your exam (Start when you are in the exam room)



- Double-click the Exemplify icon on the desktop.
- Select your exam from the list.
- Your exam number will populate on the screen.
- Type in the password (case sensitive) found on your exam envelope.
- Click “start exam”
- Exam notice. Read and click next. (Blue screen)
- Click on the continue button on the yellow “Warning” page.

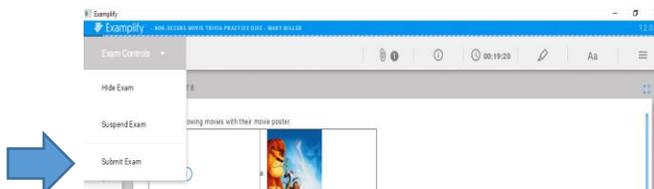


Continue until you get to the next yellow screen where you will need to put in a pass code (4 letters). **STOP! Do not type in the pass code until the proctor tells the class to begin.**

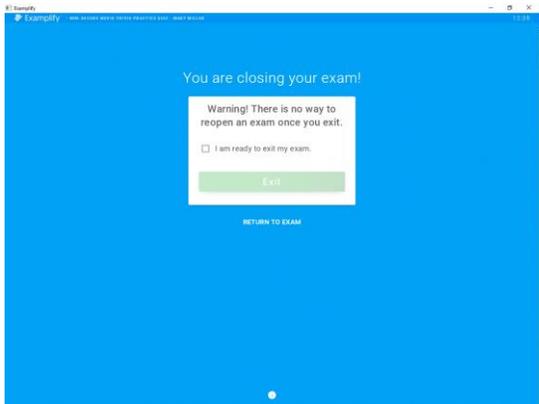
You will find Functions and Formatting on the bar above the template.

You can set an alarm under the clock on this bar. You can see the character count above the template.

To submit your exam answer. Click on Exam Controls. Select ‘Submit exam’.

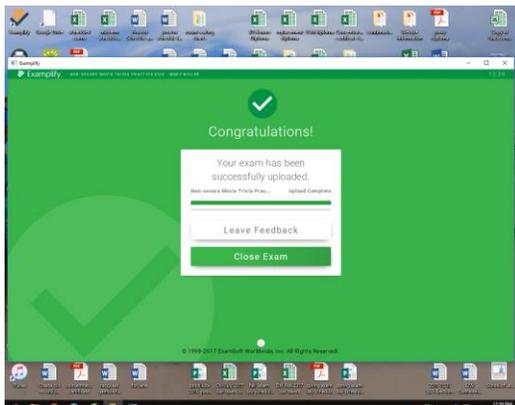


Be sure to check the box 'I am ready to exit my exam' and click on the green Exit. Don't wait for your exam to upload, put your exam materials in your exam envelope and return it to the Exam Table. You only have 5 minutes to return it.



When you return to the room you should have a green screen saying Congratulations!

If you do not get this screen you will need to see our IT person at the designated location.



## Computer Freezes

Close your computer and begin to write in a bluebook at the place you left off in your answer.

After the exam and you turn in your materials take your computer to the designated IT person to retrieve the rest of your answers.

**ExamSoft and the University of Dayton School of Law assume no responsibility for interruptions whether isolated or widespread. You assume all risk of using a computer to take your exam. If there are any issues, you must complete your exam in bluebook.**