<p align="center">McGILL UNIVERSITY – FACULTY OF LAW
REMOTE EXAMPLIFY INSTRUCTION GUIDE
FINAL EXAMS</p>

Exam Preparation:

- Download and install Adobe Acrobat reader free of charge.

- You should have access to an Internet connection.

- Download and install Examplify as described in the next paragraphs.

- Take a Mock Exam before your first scheduled exam to test the performance of your computer, internet signal, and Examplify, as well as to familiarize yourself with Examplify features.

- Prepare your desk, computer, stationery, snacks, water, etc. and be seated to take your exam 20 minutes before the exam start time. Locate your desk at a spot where Internet/WiFi signal is strong.

- Download your Exams on Examplify one hour to 30 minutes before the scheduled start of the exam.

- Wait for the SAO Email containing the exam-sheet password. It is sent by 15 minutes before the start of the exam. This password is different from your ExamSoft access password (e.g. lawABCD (undergraduate students) or lawGRABCD (graduate students)). It is different for each exam.

Examplify for Windows and Mac Version 2.5 is now available for download! You will be required to update to the 2.5 version before exams.

==Install Examplify & Download and Take an Exam (PC and Mac)==

The following steps will guide you through installing Examplify as well as downloading and taking an exam.

1. Close down all software applications, leaving only the desktop.
2. Go to: http://www.examsoft.com/mcgill
3. Check Examplify Minimum System Requirements
4. Log In – Enter your 9 digit McGill Student ID Number and your assigned password. The password is your current Term-Specific Exam Code (previously known as exam number) prefaced by the lower case word **law** e.g. law#### (no spaces, no hyphens). If you are a graduate student your exam code is GR-AAAA, and your password is lawGRAAAA. Midterm exam codes are numeric and are used for midterm exams; final exam codes are alpha and are used for final exams.
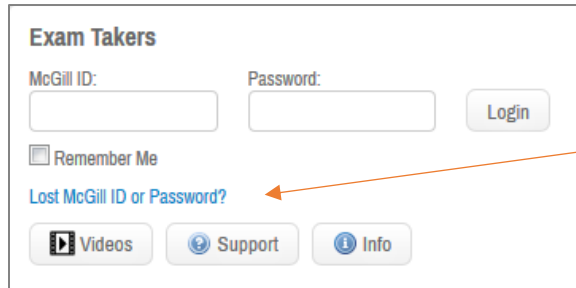
   Note: first year students will use <u>final exam codes</u> to identify December examinations.

Click **LOGIN.**

If you have forgotten your password, contact the SAO
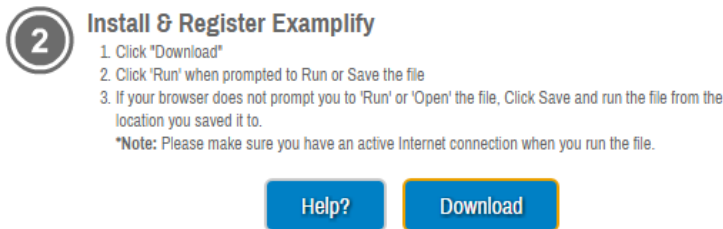****DO NOT CHANGE YOUR PASSWORD****
DO NOT USE THE FORGOT USER ID/ PASSWORD MENU ExamSoft does not have McGill
Law student email addresses; the email functionality is not enabled for our law school.

Exam Takers

McGill ID: Password:

[   ]   [   ]   [Login]

☐ Remember Me

Lost McGill ID or Password? → **Do not use this functionality; it is disabled for our Law**

[▶ Videos]   [⊙ Support]   [ⓘ Info]

5. From the 2nd panel on the left, click **DOWNLOAD**

(2) Install & Register Examplify
1. Click "Download"
2. Click 'Run' when prompted to Run or Save the file
3. If your browser does not prompt you to 'Run' or 'Open' the file, Click Save and run the file from the location you saved it to.
   *Note: Please make sure you have an active Internet connection when you run the file.

[Help?]   [Download]

The Faculty of Law, McGill University Examination Agreement will appear; **read** and
click **I ACCEPT**

Disclaimer   ✕

Faculty of Law, McGill University - Examination Agreement

The Examination Agreement involves questions designed to confirm that students agree to the terms of the laptop policy.

The following are the components of the Examination Agreement:

1. I recognize that the software in use during examinations is a 3rd party application, and that neither McGill University nor the Faculty of Law is responsible for its proper functioning.
2. I confirm that I have read and understood the instructions provided on the ExamSoft website.
3. I confirm that the laptop I will use during exams meets the minimum requirements by the software and that the laptop has access to the McGill wireless network.
4. I confirm that once I have completed this agreement, I will download and install "Examplify" software. I will follow the tutorial and test the software in "real time" prior to use in an exam N.B. During the testing of the software, students are strongly encouraged to leave the software open for more than half an hour within the confines of their home (or wherever they plan to complete the exam)
5. I confirm that I understand that non-compliance with numbers 1 through 5 of this agreement may result in technical issues which may result in the loss of time to complete the exam.
6. If the laptop I am using fails during the exam, I will alert the SAO right away and reach out to ExamSoft help line for support.
7. I understand that, should it be necessary, ICS staff is available to trouble-shoot any difficulties encountered with the approved software (a 3rd party application). I will be asked to sign an IST Customer Services-Computer Repair Waiver acknowledging that ICS staff will not be held responsible for any theft, loss or damage (to hardware or software) occurring during the diagnosis or repair of a personal computer or laptop, or for any loss of data, regardless of when it was lost.
8. I understand that if found in violation of this Examination Agreement, I may be subject to disciplinary actions.

9. For students using a MacBook Pro with Touch Bar: I confirm that I have disabled the Touch Bar on my MacBook Pro before beginning an examination.
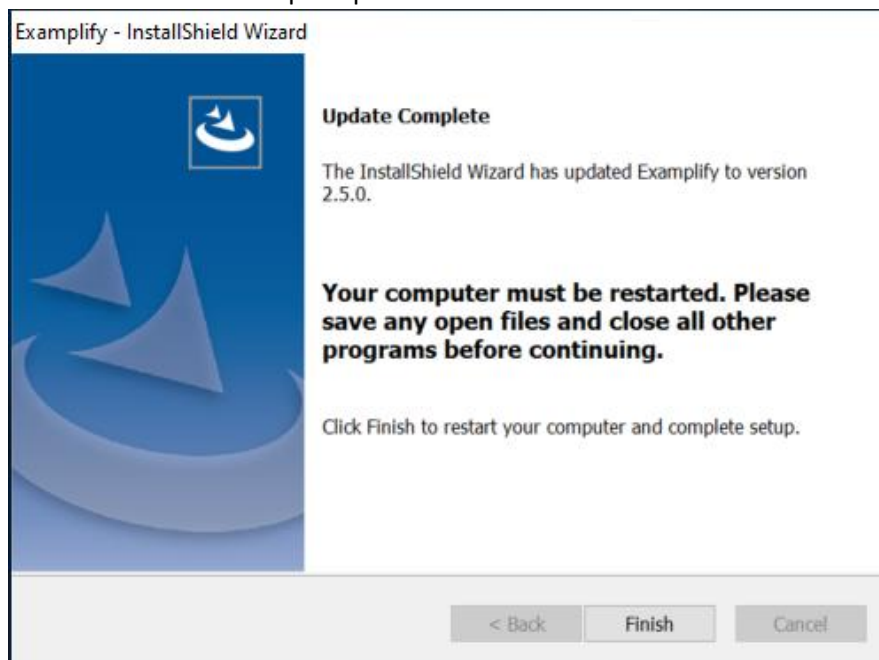
If you encounter any difficulties, contact the Student Affairs Office.

[Decline]   [I Accept]

6. Once the file is downloaded to your computer, run the install file. The **Examplify Setup Instant Shild Wizard** will appear and will guide you through the installation process.
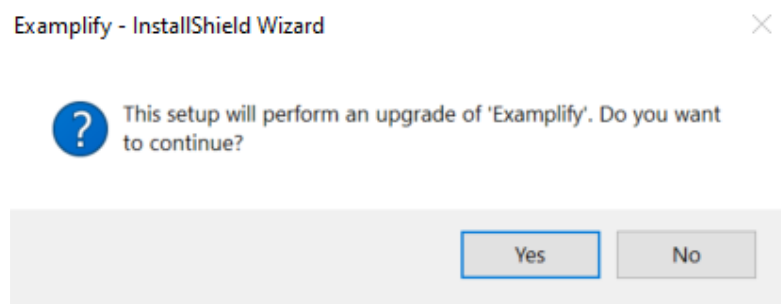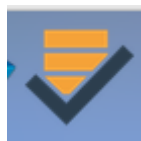

7. Examplify-InstallShield Wizard will prompt a restart.

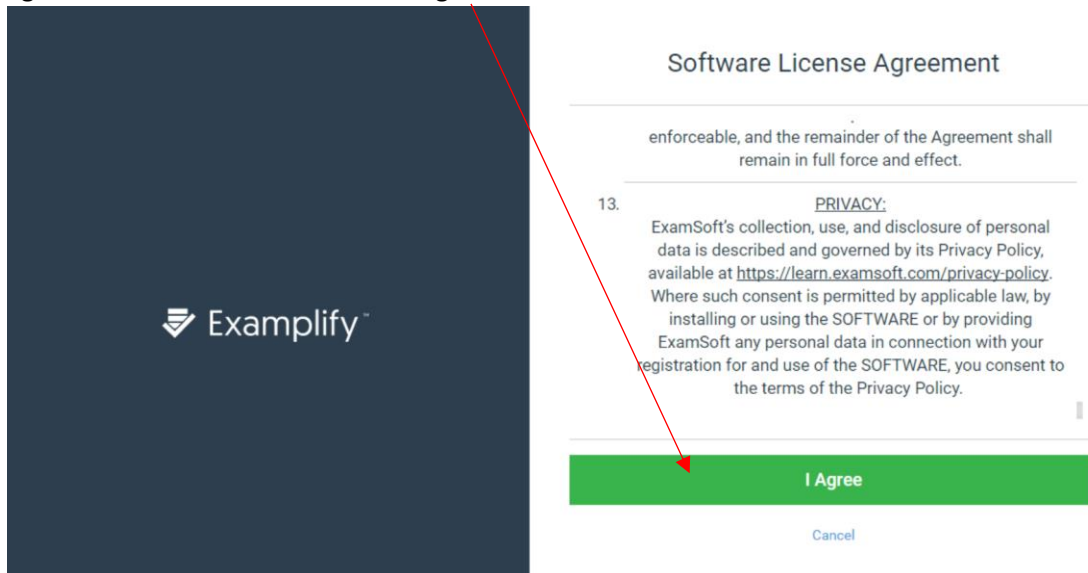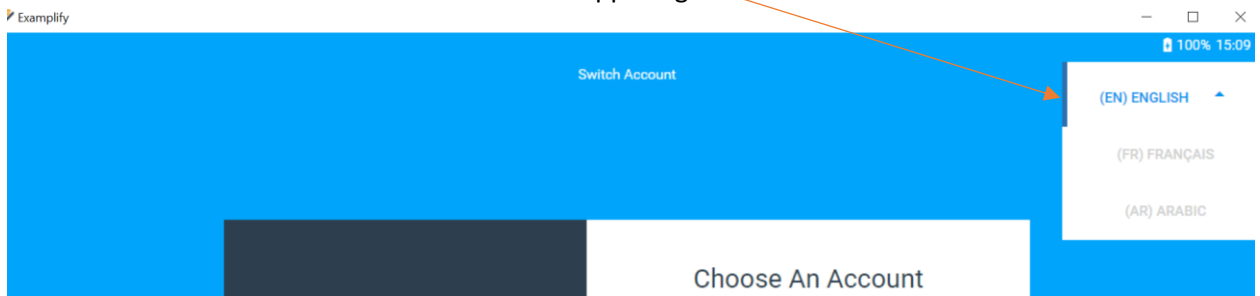**Launch Examplify from your desktop:**

PC

Mac

1. Once Examplify is launched the Software License Agreement window appears, read the agreement to the bottom. Select I Agree.
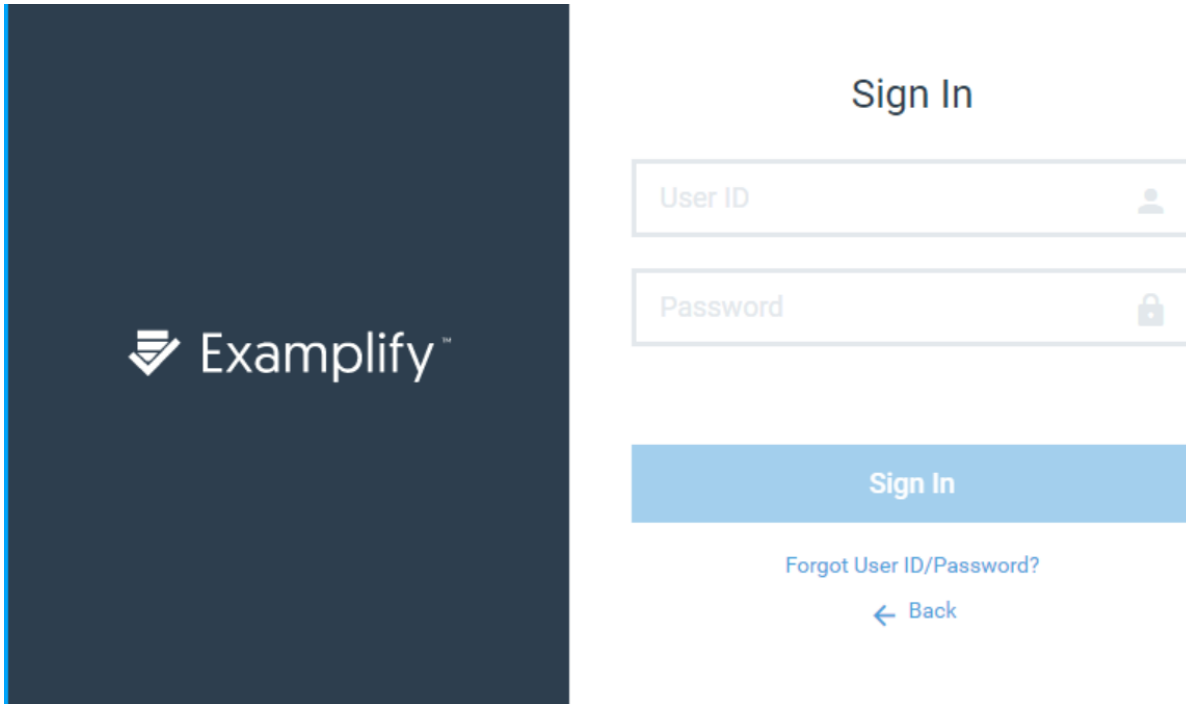

2. Student can change the menu language from English to French, note that this will not change the content of the exam. It can be found on the upper right corner.

3. When prompted for Institution ID, type McGill and you will see "McGill University Faculty of Law (mcgill)", then Click Next.
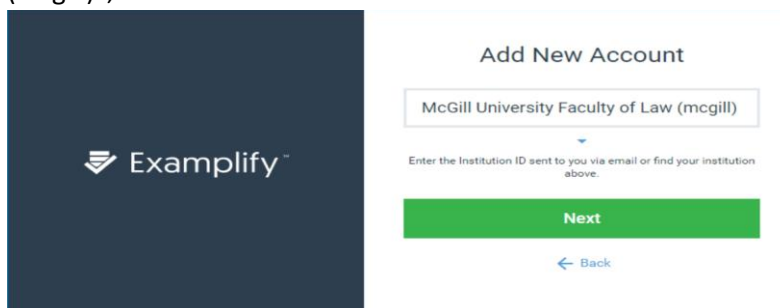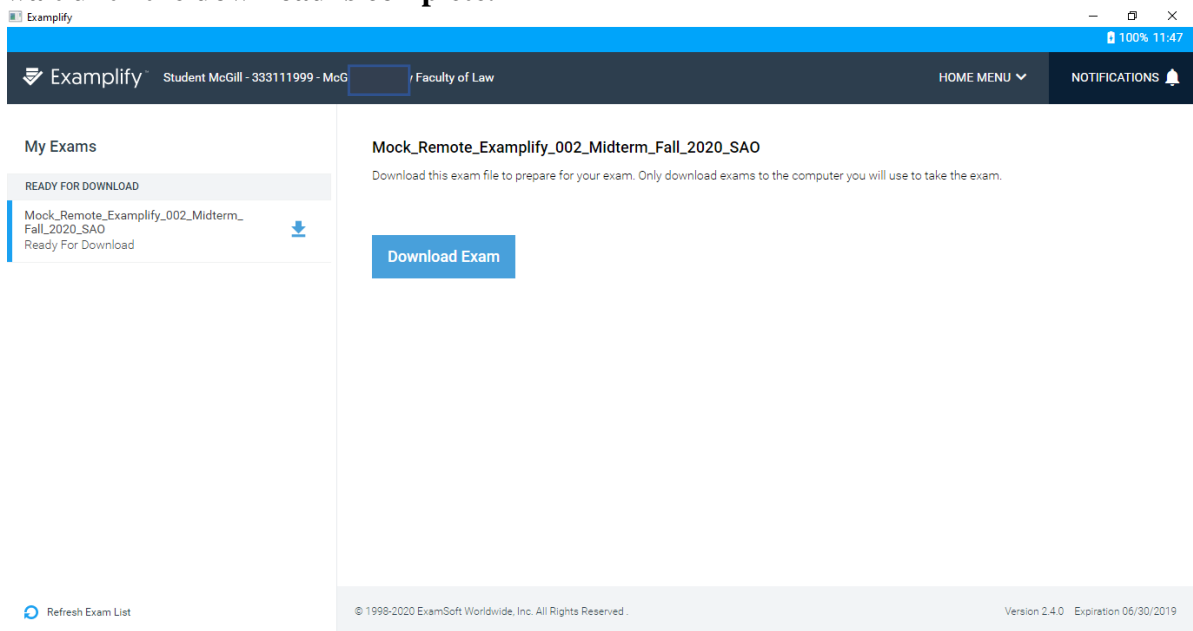
4. On the Account details page, enter in the credentials you were provided, McGill ID and exam code. Click SIGN IN to complete registration. You may now download exams.

EXAM WRITING:

- **Under "My Exams" on the left-hand side of the screen, look for the name of the exam you are taking and select it then click on it. Now, click "Download Exam" and wait until the download is complete.**

- **Enter the exam password that was e-mailed to you by the SAO 15 minutes before the start of the exam.** *(Note: this password is case-sensitive and must be entered exactly as shown).* **It is different from your ExamSoft/Examplify access password.**


- **The "Exam Controls" screen will appear, indicating that the exam includes an attachment and instructions where it can be found under the drop-down menu, "Exam Attachments". This attachment is the exam question sheet as you will see later. Click "Next".**
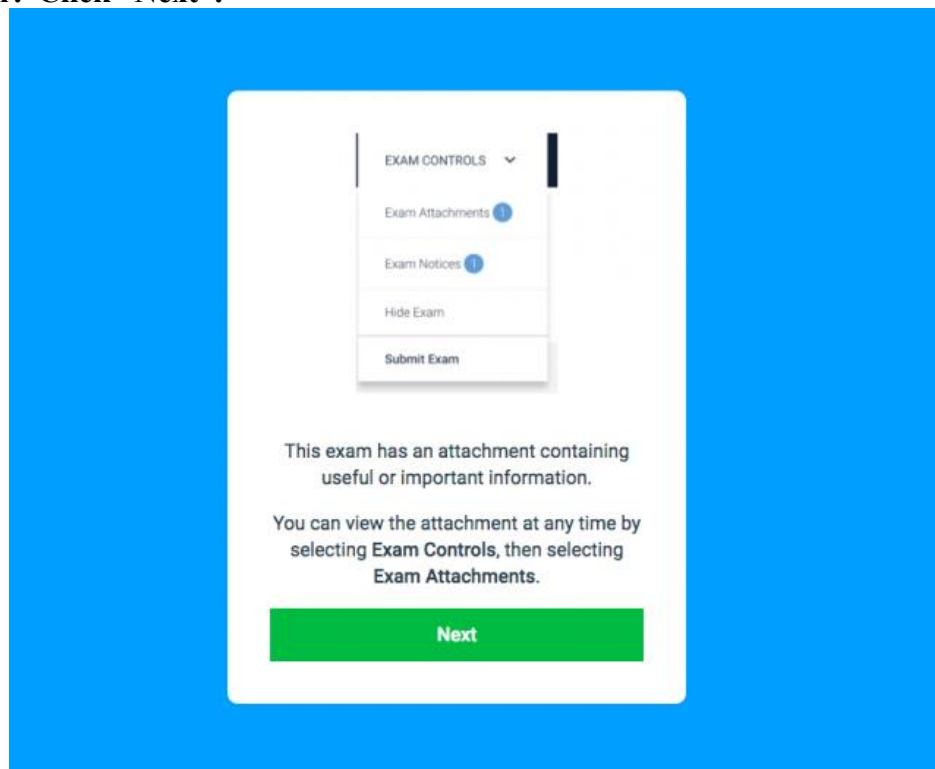
- **The screen, "Please wait until instructed to start" will appear. Please disregard this statement to start your exam by clicking "Continue."**
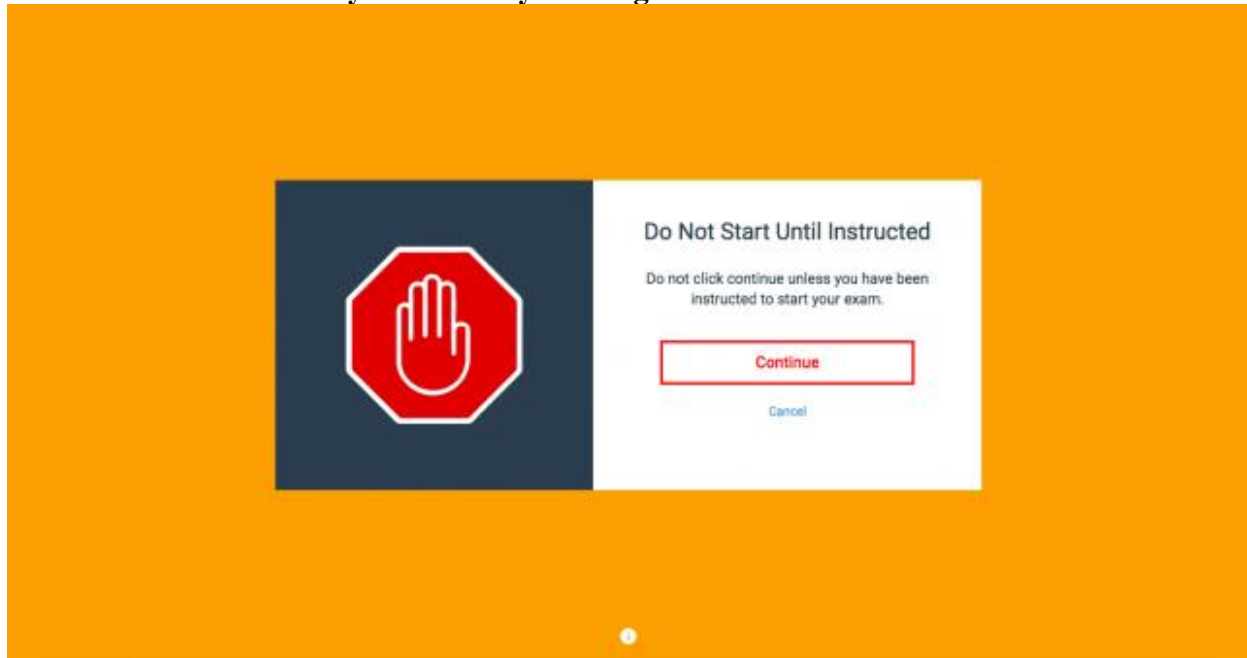
- **Next, please check the box "I am authorized to start my exam," at 09:30 for morning exams or 14:30 for afternoon exams (not before please) then click "Start Exam".**
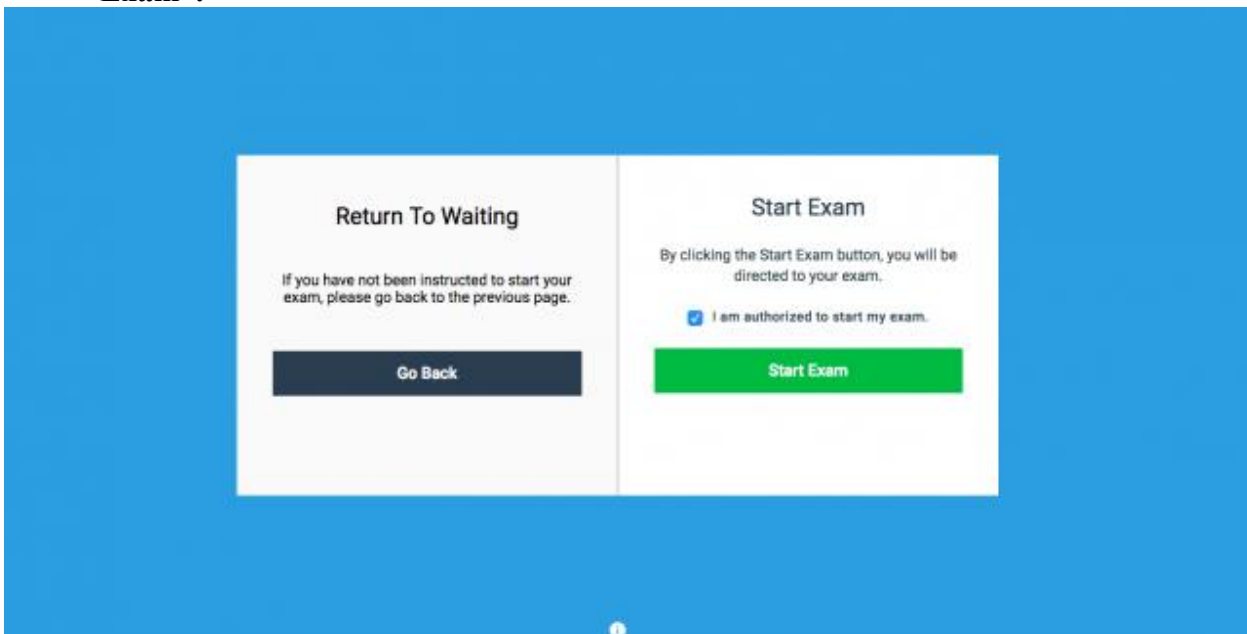
- **NOTE: Once you have entered the exam responses writing screen, you will have the ability to "toggle" between your computer notes, the exam attachment, and your response area.**
- **Now, access the exam question sheet by clicking on "Exam Controls" on the "Exam Controls" menu, then "Exam Attachments" on the drop-down menu.**

- **A post-it window of the exam will appear on your screen. Open the exam questionnaire in your PDF reader by clicking on the "Print" icon.**

- **The exam question sheet will appear in PDF format. It is advisable to save it in your computer. Your access to Internet will be blocked once the exam sheet is downloaded (i.e. effective this screen).**
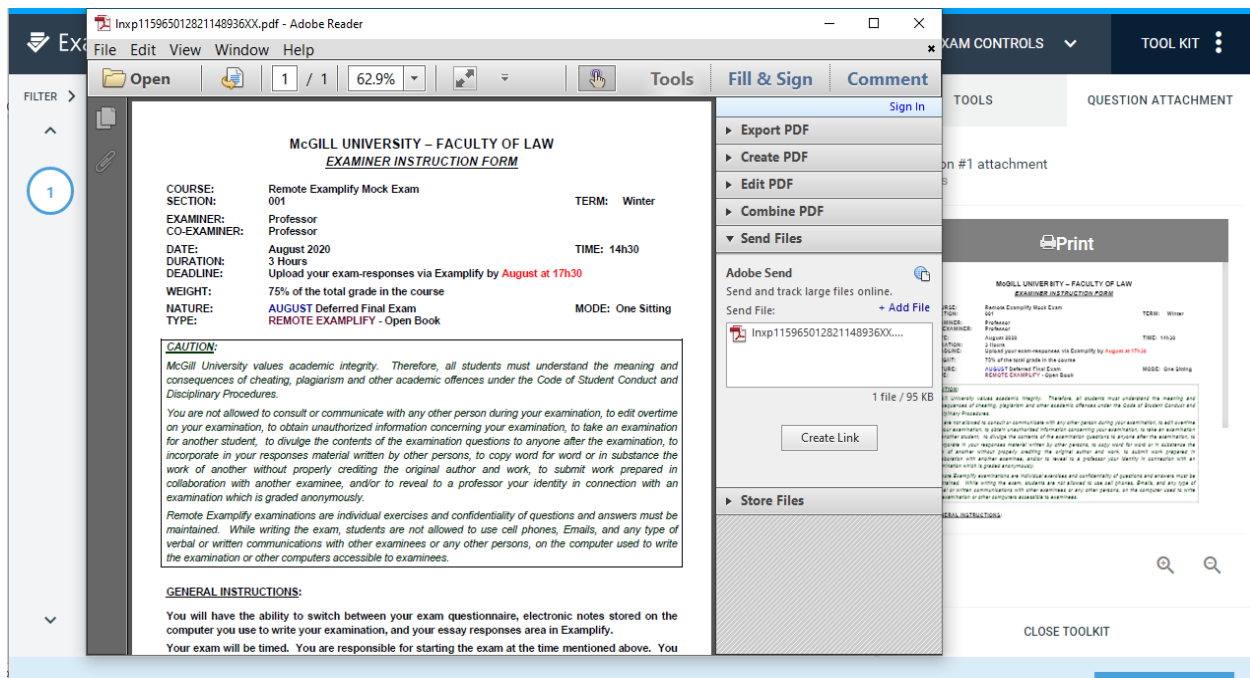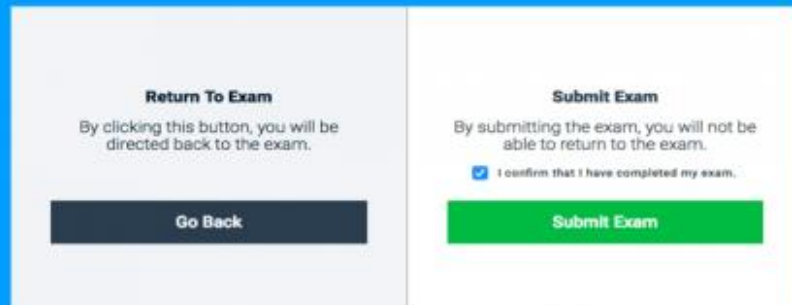
- **Please type your answers in the space provided. There is a timer at the top of your screen.** *(Please note: It is your responsibility to start and end your exams on time. Your exams must be uploaded by the exam end time and will not allow for a "late start/end time").*   **All your answers must be typed in the white responses area. Make sure to write the questions and/or parts numbers you are answering as headings before typing your responses to each question and/or part.**

- **Once you finish the exam or the exam duration has expired, submit your exam by clicking on "Exam Controls" then "Submit Exam.**

- **After that, you will be asked to confirm the completion of your exam. If you are certain that you would like to submit your exam, check the box and click "Submit Exam". You will have the chance to go back to your exam and do any editing <u>ONLY</u> if you finished your examination before the end of the exam duration. However, if the exam time is over, you must click the checking box and "Submit Exam" without any other choice.**


- **Please, be very patient here. It might take time to process this step where Examplify is formatting your response file, re-connecting your computer to the Internet, and uploading your answers.**
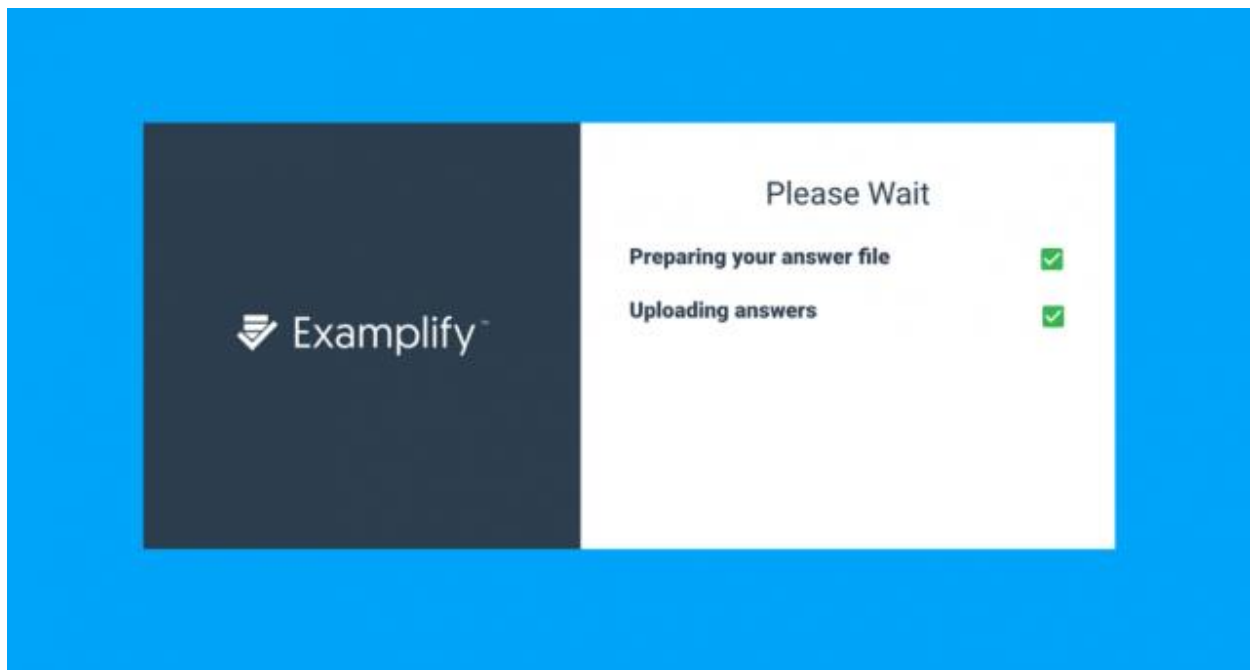
- **When the exam upload is completed, you will receive the following confirmation page. Do not close your computer or Examplify unless you receive this scree. Take a screen shot of it and save the shot until your final grades are posted on Minerva.**
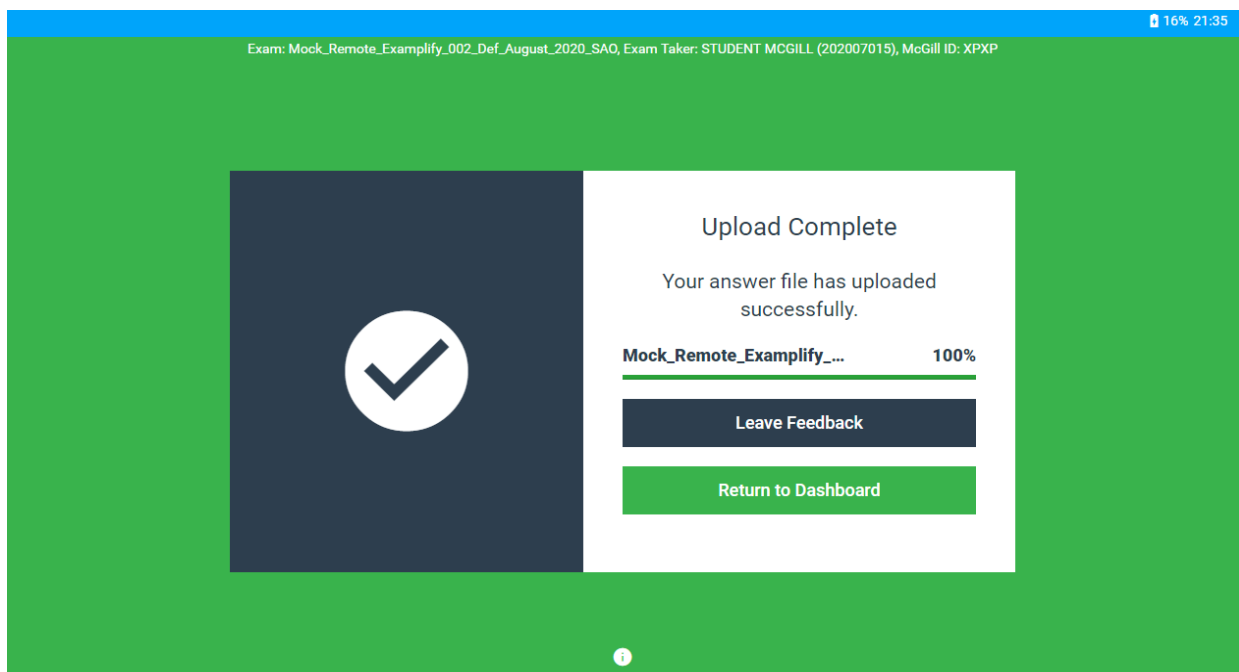
- **Finally, click "Return to Dashboard", then "Home Menu" followed by "Logout…".**

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