

McGILL UNIVERSITY – FACULTY OF LAW
REMOTE EXAMPLIFY INSTRUCTION GUIDE
FINAL EXAMS

Exam Preparation:

- Download and install Adobe Acrobat reader free of charge.
- You should have access to an Internet connection.
- Download and install Exemplify as described in the next paragraphs.
- If you wish to change your [language settings](#), you must switch the language prior to launching Exemplify.
- Take a Mock Exam before your first scheduled exam to test the performance of your computer, internet signal, and Exemplify, as well as to familiarize yourself with Exemplify 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 Exemplify 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.

Install Exemplify & Download and Take an Exam (PC and Mac)

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

1. Close down all software applications, leaving only the desktop.
2. Go to: <http://www.examssoft.com/mcgill>
3. Check [Exemplify 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.

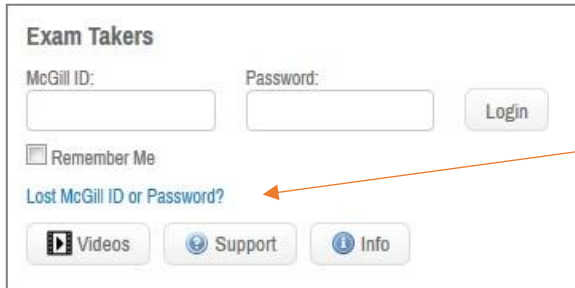
Note: first year students will use [final exam codes](#) to identify December examinations.

Click **LOGIN**.

If you have forgotten your password, contact the [SAO](#)

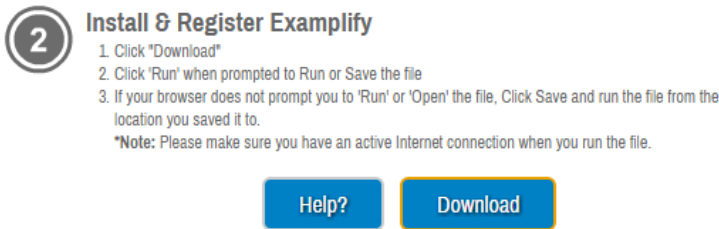
****DO NOT CHANGE YOUR PASSWORD****

****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.

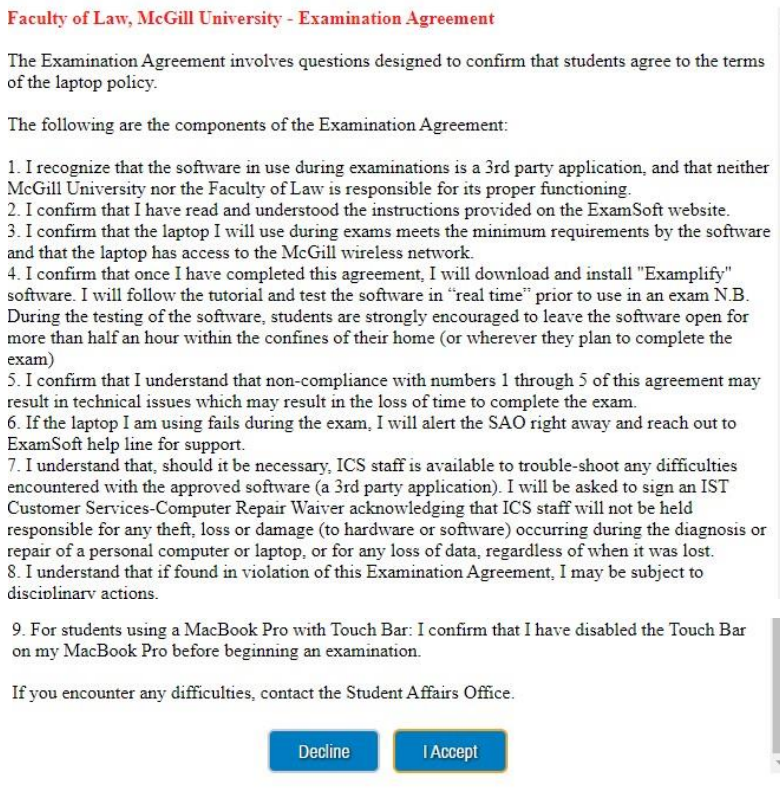


**Do not use this functionality;
it is disabled for our Law**

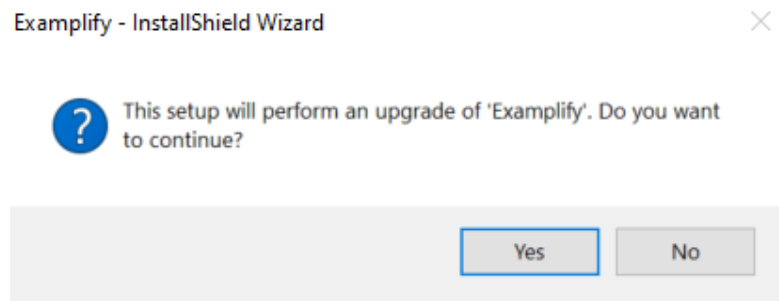
5. From the 2nd panel on the left, click **DOWNLOAD**



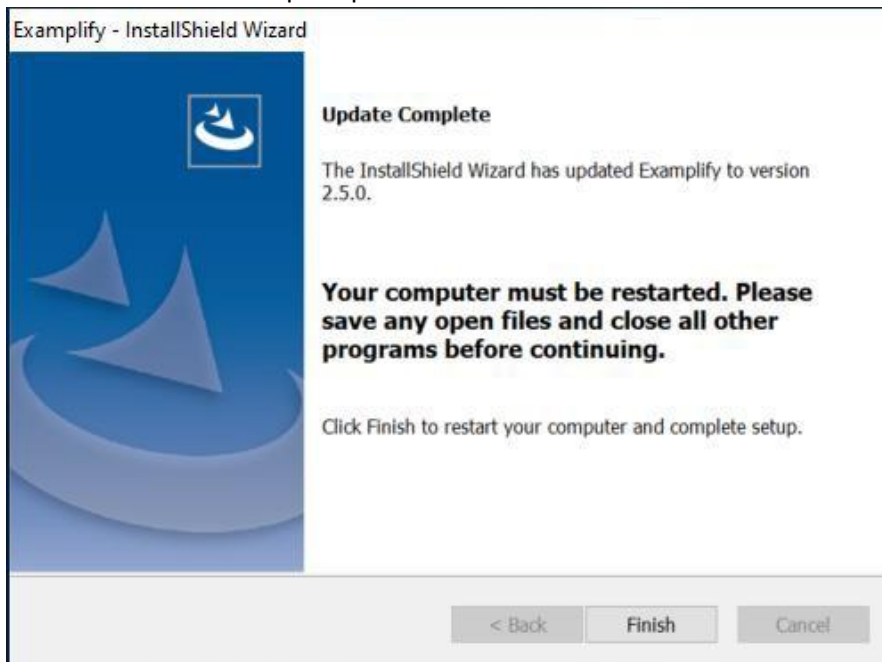
The Faculty of Law, McGill University Examination Agreement will appear; **read** and click **I ACCEPT Disclaimer**



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



- Exemplify-InstallShield Wizard will prompt a restart.



Launch Exemplify from your desktop:

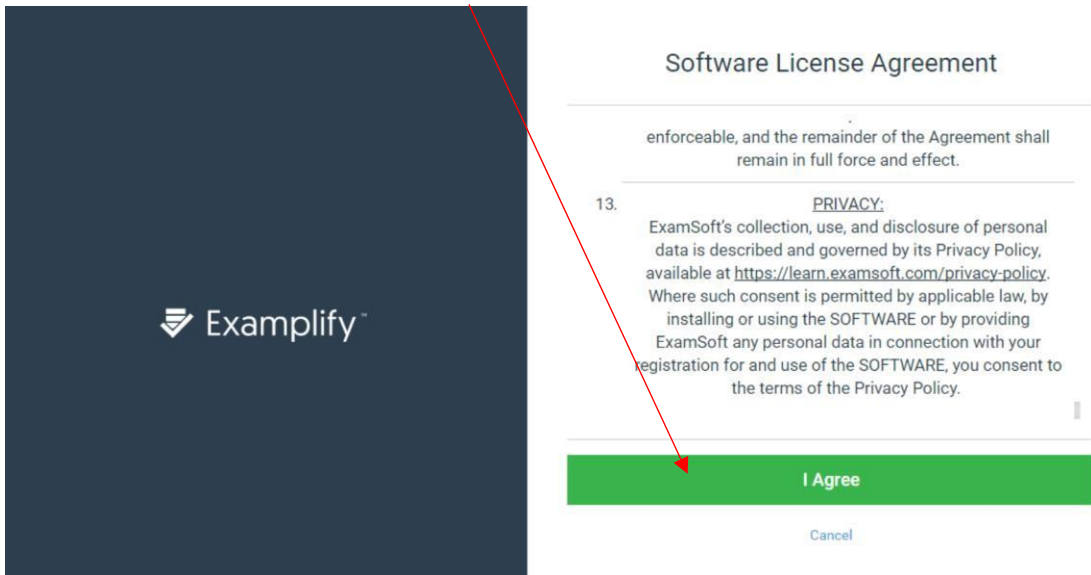


PC

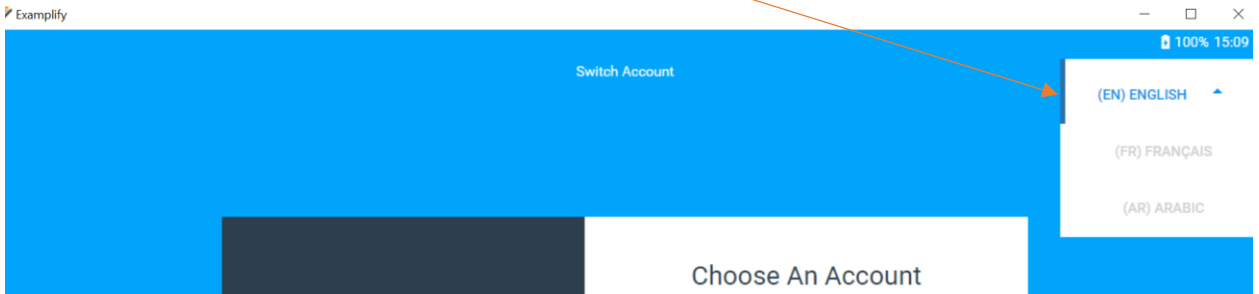


Mac

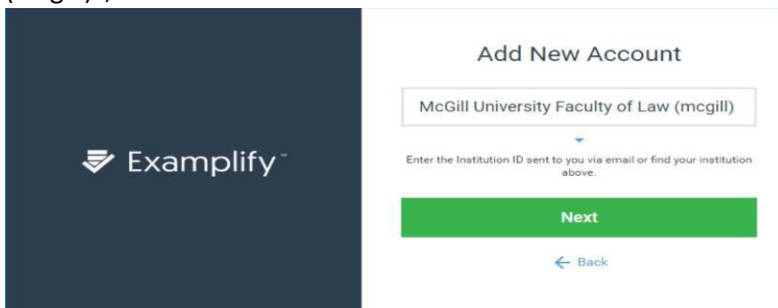
1. Once Exemplify is launched the Software License Agreement window appears, read the agreement to the bottom. Select I Agree.



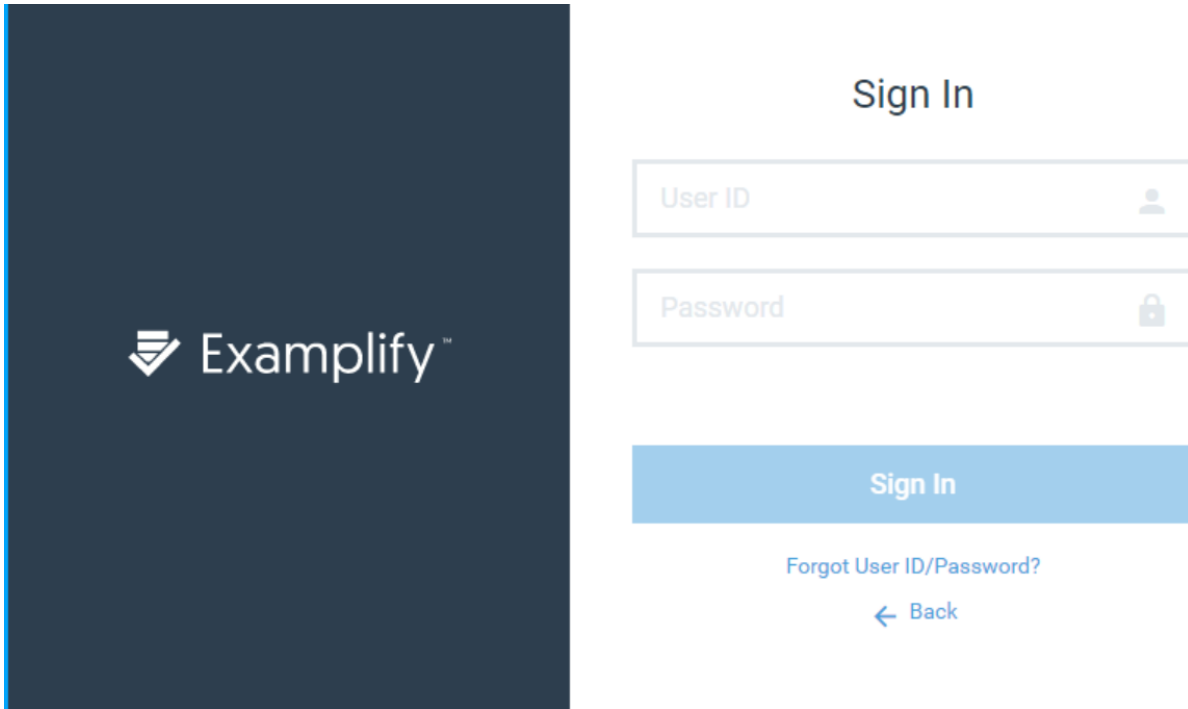
2. Student can change the menu language from English to French, note that this will not change the content of the exam. It can be found on the upper right corner.



3. When prompted for Institution ID, type McGill and you will see "McGill University Faculty of Law (mcgill)", then Click Next.

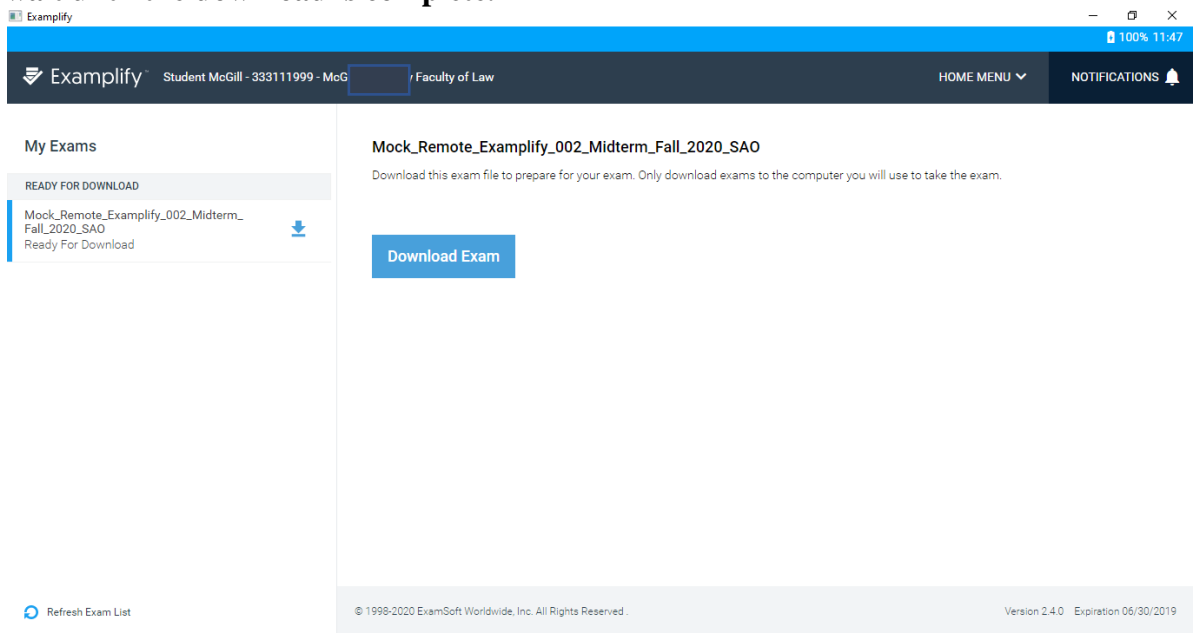


4. On the Account details page, enter in the credentials you were provided, McGill ID and exam code. Click SIGN IN to complete registration. You may now download exams.

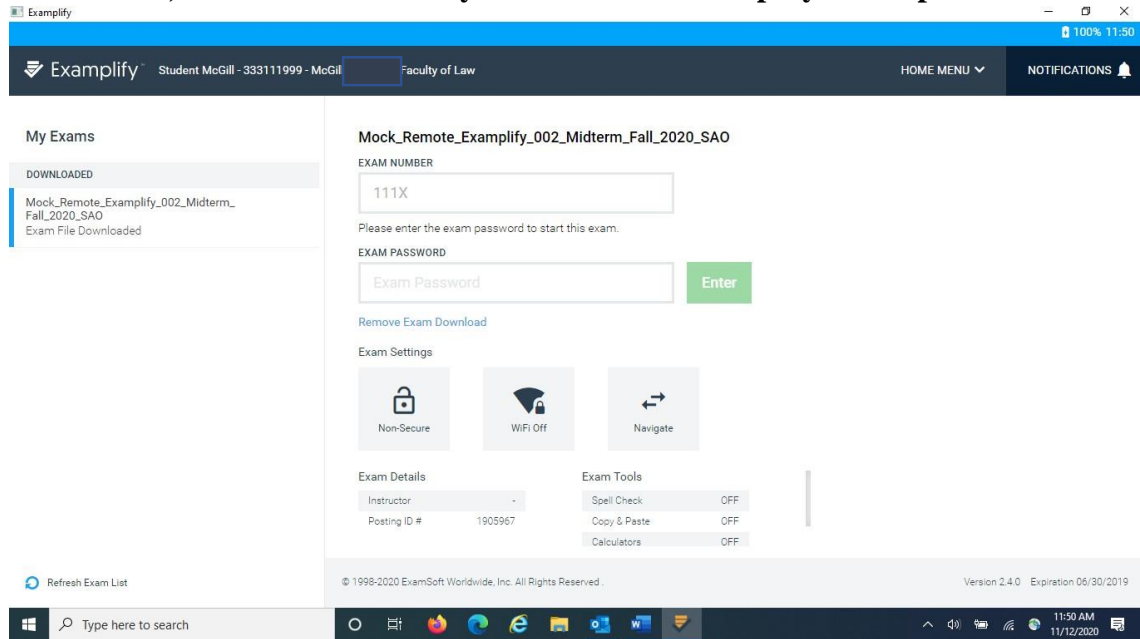


EXAM WRITING:

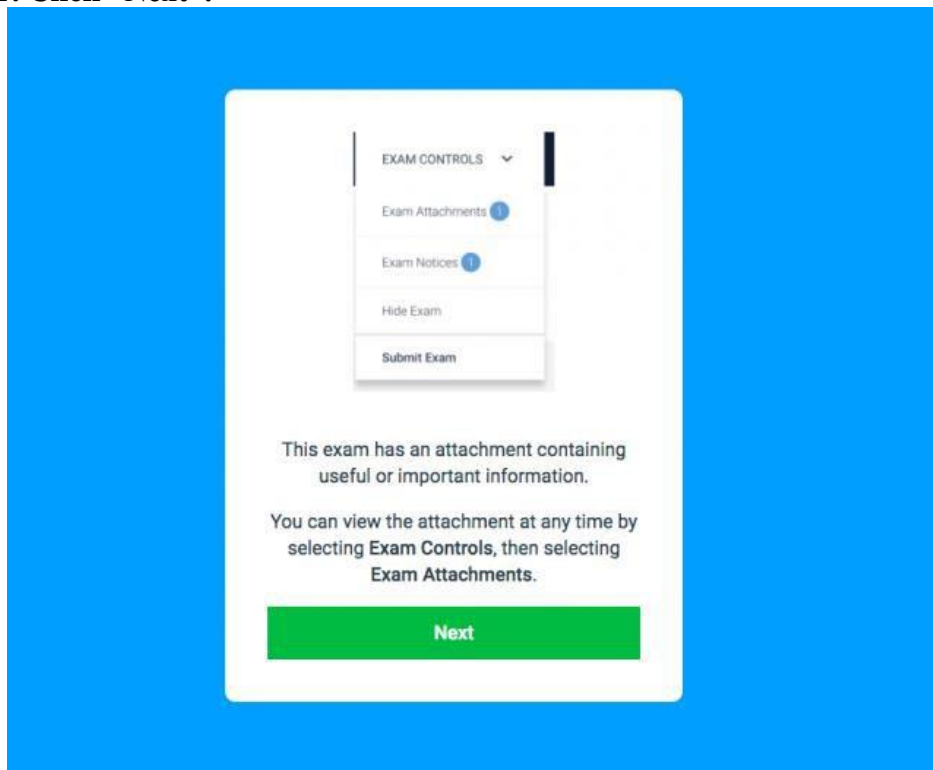
- **Under “My Exams” on the left-hand side of the screen, look for the name of the exam you are taking and select it then click on it. Now, click “Download Exam” and wait until the download is complete.**



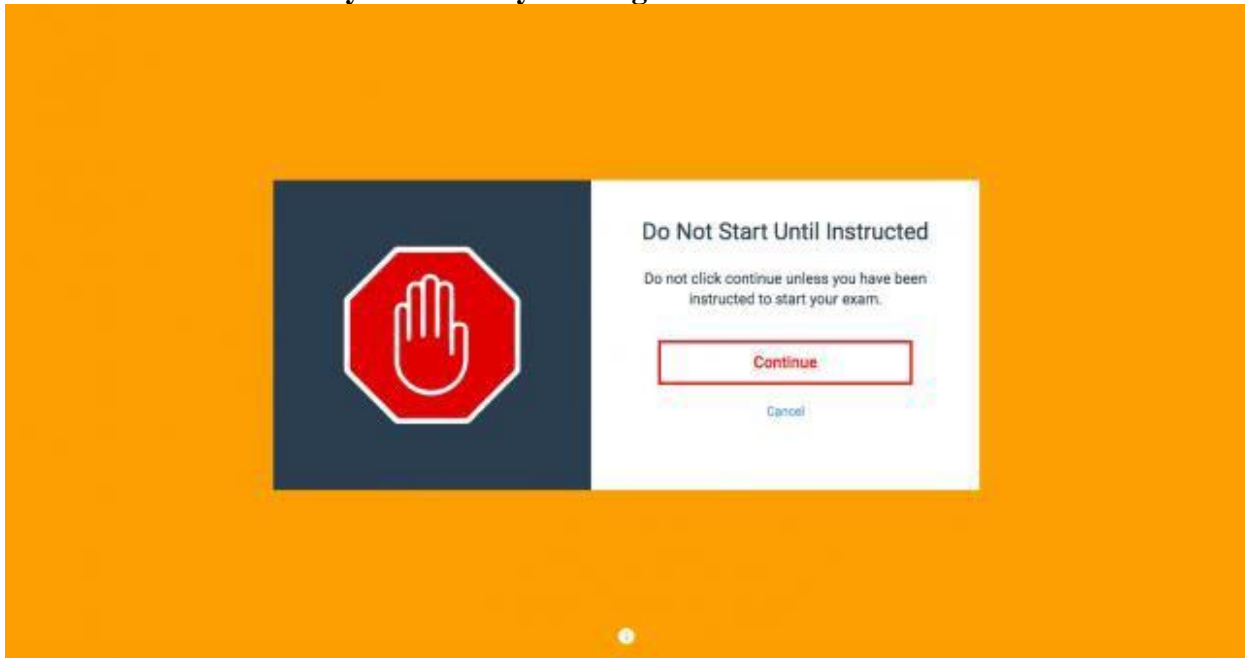
- Enter the exam password that was e-mailed to you by the SAO 15 minutes before the start of the exam. *(Note: this password is case-sensitive and must be entered exactly as shown). It is different from your ExamSoft/Examplify access password.*



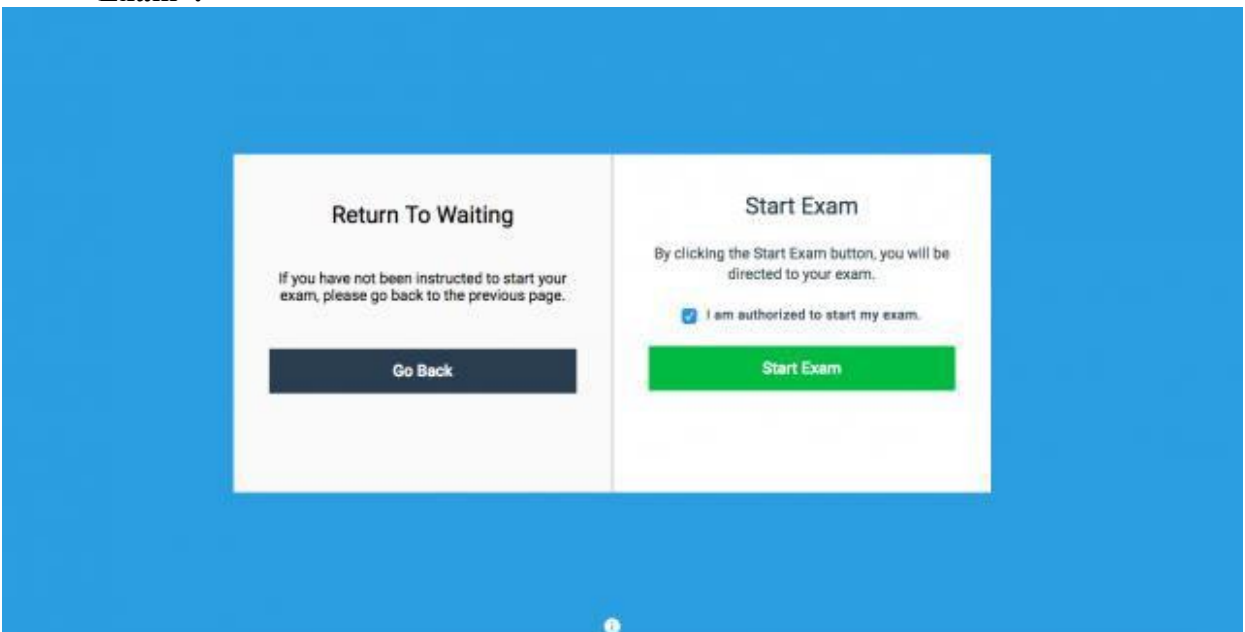
- The “Exam Controls” screen will appear, indicating that the exam includes an attachment and instructions where it can be found under the drop-down menu, “Exam Attachments”. This attachment is the exam question sheet as you will see later. Click “Next”.



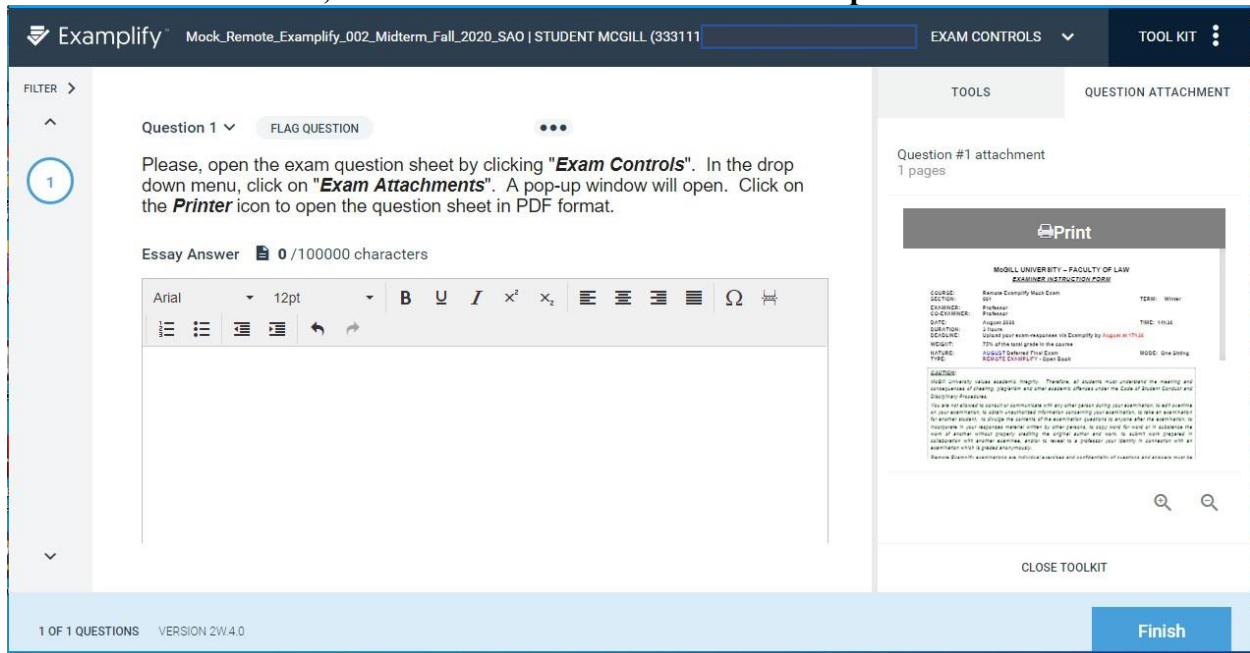
- The screen, “Please wait until instructed to start” will appear. Please disregard this statement to start your exam by clicking “Continue.”



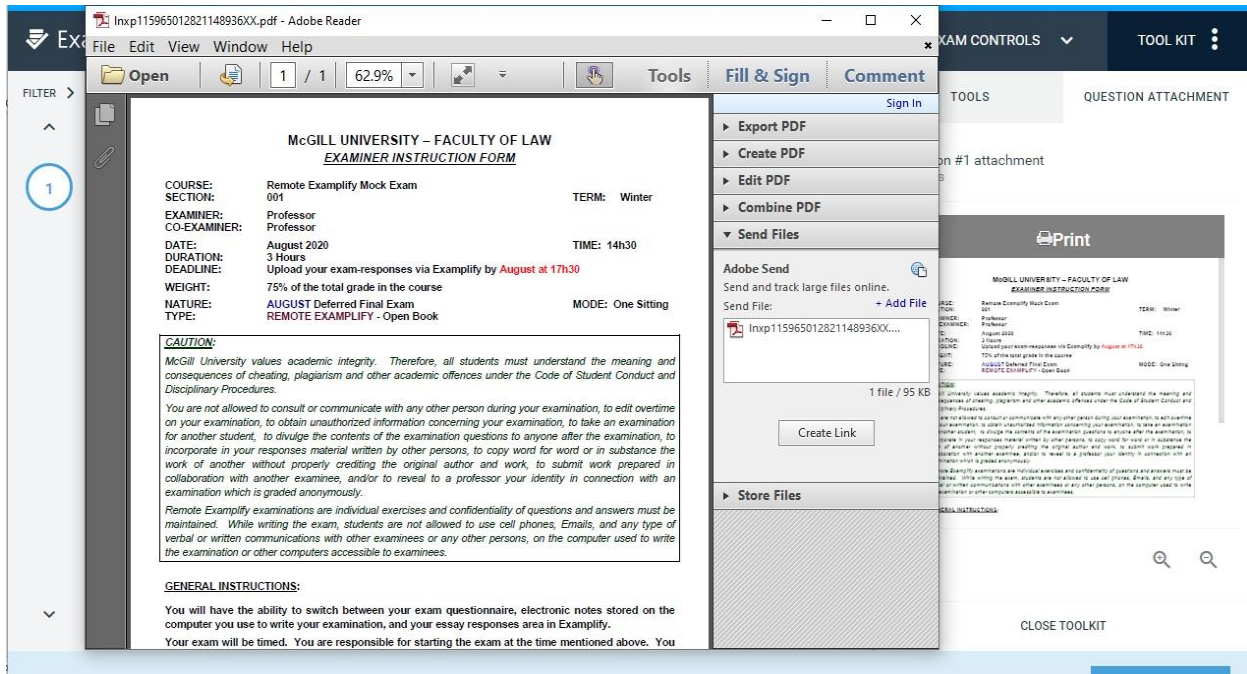
- Next, please check the box “I am authorized to start my exam,” at 09:30 for morning exams or 14:30 for afternoon exams (not before please) then click “Start Exam”.



- **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.**

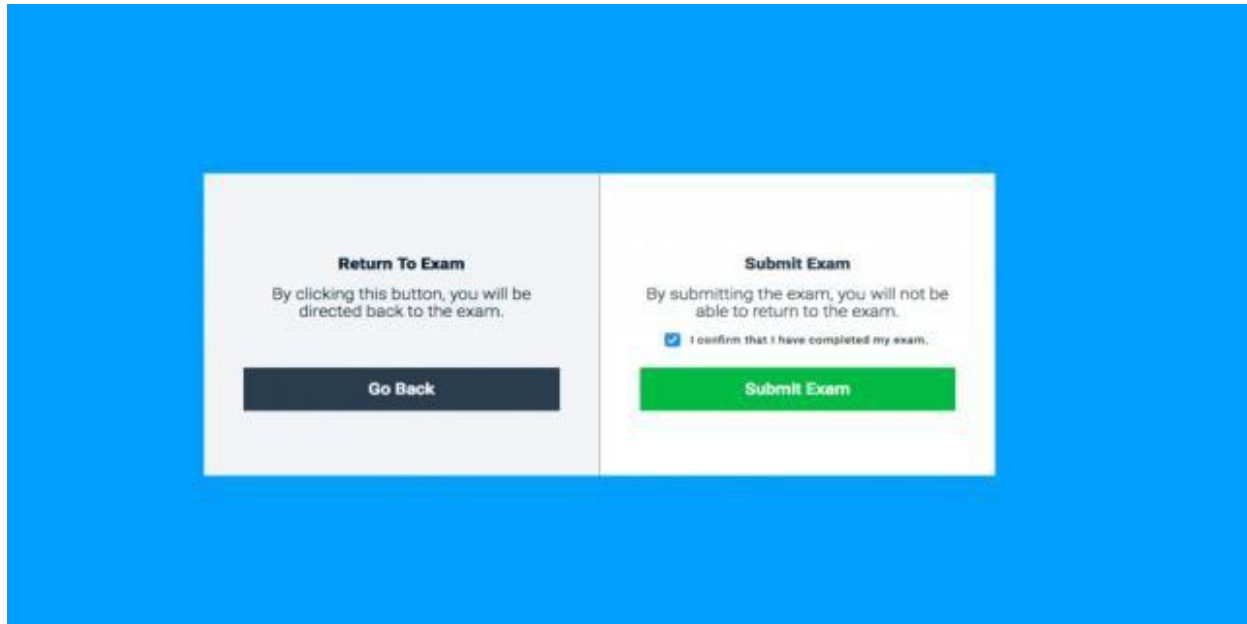


- **A post-it window of the exam will appear on your screen. Open the exam questionnaire in your PDF reader by clicking on the “Print” icon.**
- **The exam question sheet will appear in PDF format. It is advisable to save it in your computer. Your access to Internet will be blocked once the exam sheet is downloaded (i.e. effective this screen).**

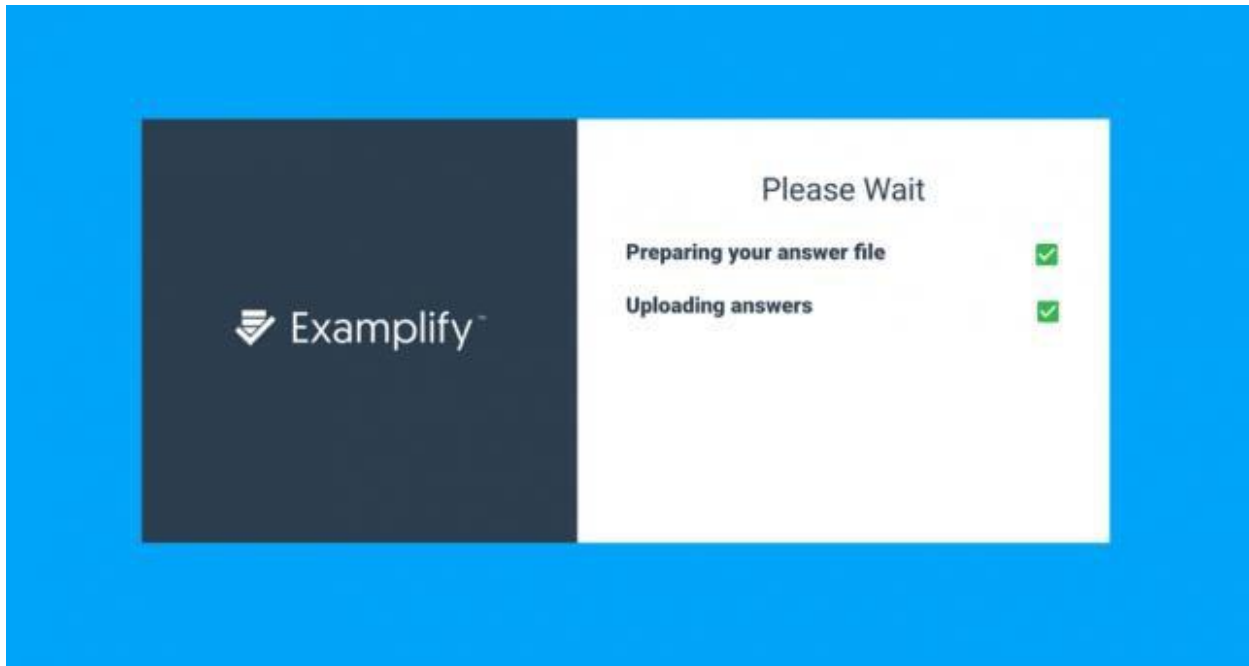


- Please type your answers in the space provided. There is a timer at the top of your screen. *(Please note: It is your responsibility to start and end your exams on time. Your exams must be uploaded by the exam end time and will not allow for a “late start/end time”). All your answers must be typed 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.*

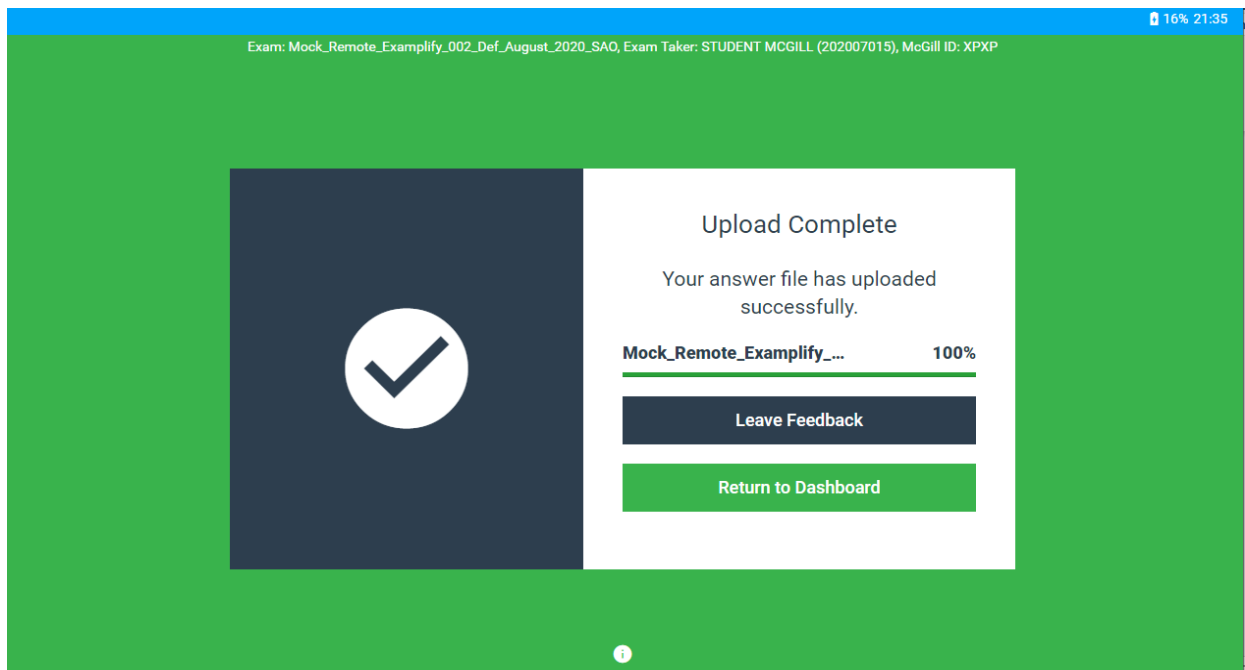
- After that, you will be asked to confirm the completion of your exam. If you are certain that you would like to submit your exam, check the box and click “Submit Exam”. You will have the chance to go back to your exam and do any editing, **ONLY** if you finished your examination before the end of the 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 Exemplify 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 Exemplify unless you receive this screen. 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...”.**