

EXAMSOFT ONLINE INVIGILATED EXAMS

The software used to deliver online exams and support invigilation is Exemplify (which is supplied by ExamSoft). The University has chosen this platform for online exam delivery to ensure high standards of academic integrity. This in turn provides students with a level playing field. ExamSoft has been used for many years by many schools, Universities and independent testing authorities, and has been proven to be robust in terms of exam security. ExamSoft allows you to securely sit examinations on your Mac or Windows desktop or laptop, using a camera and microphone, by blocking access to files, programs, and the internet during your exam. You will complete your assessment in a secure, stable and offline environment. ExamID will verify your student ID prior to starting the exam and an automated invigilation system, ExamMonitor, will observe you during the exam using video and audio monitoring. The process for using this platform is shown below:

- 1. Check that your computer is suitable for sitting online invigilated exams. You can find more information about preparing for your exam [here](#).**
 - You will need a webcam and microphone (these may already be built in).
 - Exemplify supports **Firefox and Chrome** web-browsers. Do NOT use Safari.
 - If your computer is not suitable, please contact Sydney.examinations@nd.edu.au as soon as possible so we can make alternative arrangements for your exam.
 - Check your computer meets the operating requirements
<https://examsoft.com/resources/exemplify-minimum-system-requirements/>
- 2. Download and install the exam taking software – Exemplify.**
 - Visit the UNDA ExamSoft page [here](#)
 - Click on the ‘**Login**’ button. Your username is your official student ID and the password is the same one you use for your email account. If you cannot log in, try clearing your browser cache, instructions [here](#)
 - Once you’ve logged in, you will be directed to a page to download and install Exemplify.
- 3. Launch the software, and register with Exemplify.**
 - You must be connected to the internet to register Exemplify and download exams.
 - When prompted to enter an ‘Institution ID’, enter: **UNDA**
 - Your default web-browser will launch and direct you to a University login page. Once logged-in via the webpage you will be directed to return to the Exemplify software.
- 4. Refer to the additional information about ExamSoft features and options available [here](#)**
- 5. COMPLETE THE MOCK EXAM at least two weeks before your first exam**
 - The mock exam will show you how ExamSoft works before you take a real exam and check that your device is adequate for using ExamSoft. There are instructions on how to download and take an exam the following page.
- 6. Ahead of the exam day, you will need to download the exam paper onto your computer.**
 - An announcement will be made on your course Blackboard to notify you of when you can download an exam. The exam will be available for download 48 hours prior to your scheduled exam.
 - You cannot take the exam at this time as you will need a password to activate it. By downloading in advance, you will have one less thing to worry about on exam day.
- 7. On the day of the exam, you will receive a password to unlock and start the exam about 5-15 minutes before the exam start time.**
 - An announcement will be made on your course Blackboard to notify you of the exam password.

- When you submit your exam, you will see a confirmation message that it has been received. Submission can take 10-15 minutes. If your exam has not submitted within 30 minutes, do a forced shutdown of your device and then restart, the upload should occur automatically. Your answers are auto-saved so will not be deleted if your device shuts down.

DOWNLOADING AND TAKING AN EXAM

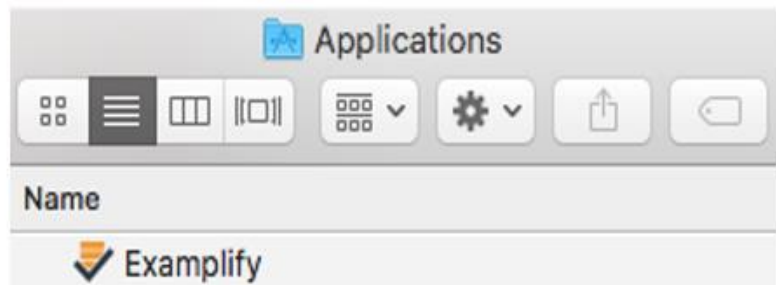
1. Open Exemplify

Click on the Exemplify icon to open Exemplify.

- On a Windows device, the icon will be on your desktop. If not, click the "Windows" button, and search for "Exemplify".
- On Mac devices; Click on "go" on the top left of your screen next to the Apple logo, then click "applications" and locate the Exemplify application. *Note: Do not move the Exemplify icon to your desktop as this may cause the software to not open properly. Once you open Exemplify and see it on your dock, you can right-click on the icon and select: "Options">"Keep in Dock"

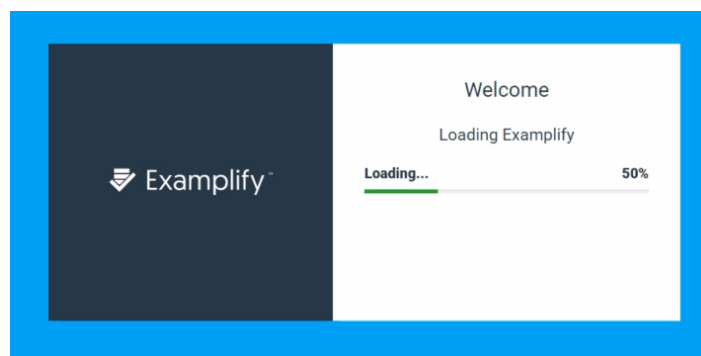


OR

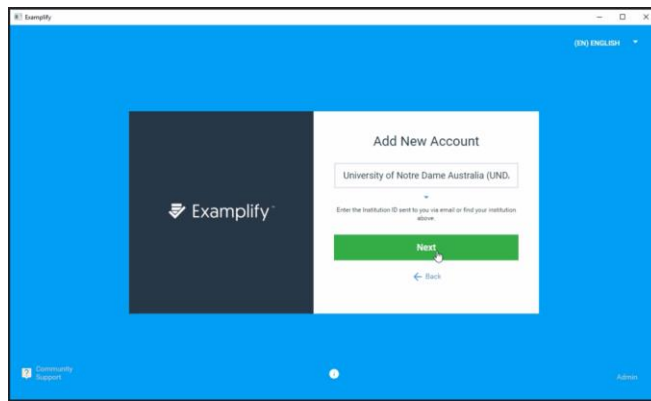


2. Register and log in

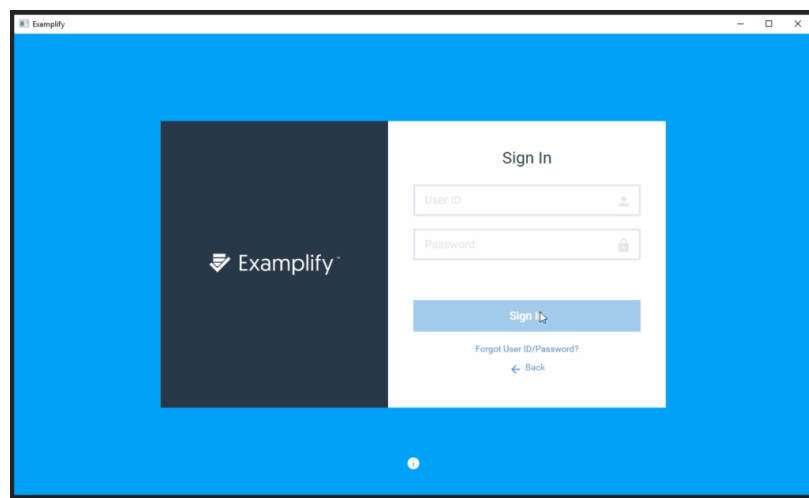
- Exemplify will load (this may take up to a minute to commence)



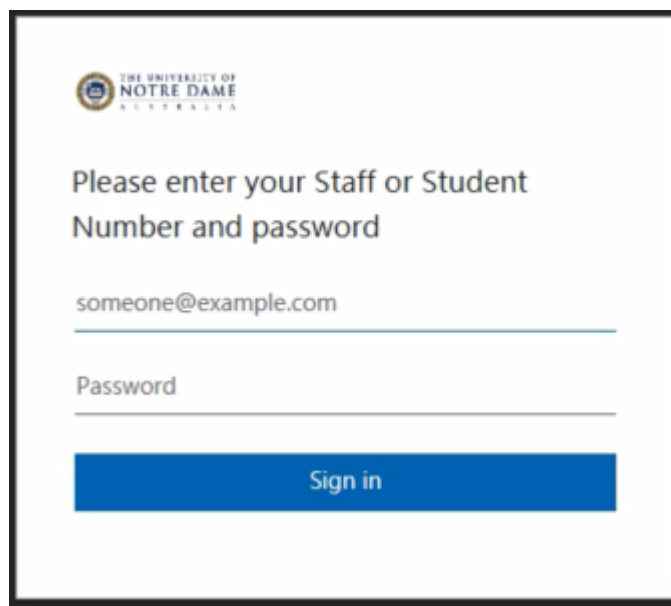
- The Add New Account page will open. Type in 'Notre', and select the relevant account ('University of Notre Dame Australia (UNDA)' and then press the [Next] button.



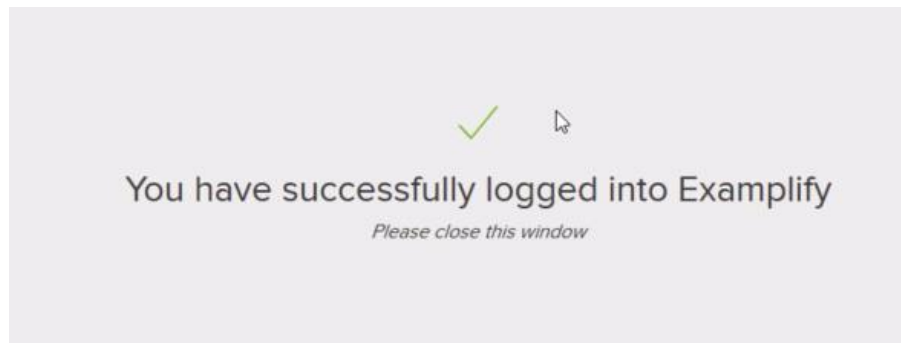
- The Sign In page will open. **Do not enter anything here.**



- This will immediately be followed by a pop up requesting your credentials:



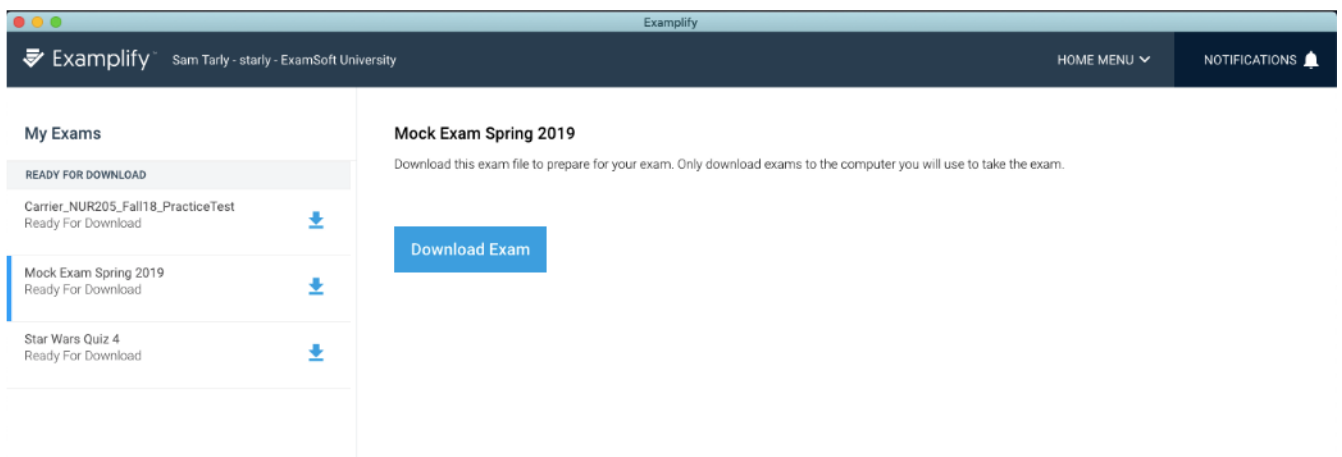
- Enter your standard Username (just your student number, not your full ND email address) and Password and press the [Sign in] button. You should then receive the following confirmation:



- Close this window

3. Download exam/s

- Once successfully logged into Exemplify, there may or may not be exam(s) ready for download. If you do not see the exam you are scheduled to take, click the "refresh exam list" button.



- Select an exam from the list, and click "download exam". Note, you must have an active internet connection in order to download. Doing so will download the exam file to your device.
- The download progress will begin to show. If the download was successful, the exam will be listed under the section, 'DOWNLOADED'.

Exemplify Sam Taryl - starly - ExamSoft University

HOME MENU NOTIFICATIONS

My Exams

READY FOR DOWNLOAD

Carrier_NUR205_Fall18_PracticeTest
Ready For Download

Star Wars Quiz 4
Ready For Download

DOWNLOADED

Mock Exam Spring 2019
Exam File Downloaded

Mock Exam Spring 2019

Please enter the exam password to start this exam.

EXAM PASSWORD

Exam Password Start Exam

Non-Secure 1 hour 30 minutes WiFi On Navigate

Exam Details

Instructor	-
Posting ID #	34876
Exam Type	Non-Secure
Time Limit	1 hour 30 minutes

Exam Settings

Spell Check	ON
Copy & Paste	ON
Calculator	ON
Highlighting	ON

Remove Exam Download

Refresh Exam List © 1998-2018 ExamSoft Worldwide, Inc. All Rights Reserved . Version 1.8.0

4. Taking your exam

- Type in the password and press Enter / Start Exam. Passwords are case sensitive.

Practice Exam

Please enter the exam password to start this exam.

EXAM PASSWORD

Exam Password Enter

Remove Exam Download

Exam Settings

Non-Secure 30 minutes WiFi On Navigate

Exam Details

Instructor	-
Posting ID #	45216

Exam Tools

Spell Check	ON
Copy & Paste	ON
Calculators	ON
Highlighting	ON

- You may be prompted to close applications / programs as the software will block access to everything else on your device while you take your exam. This can take a few minutes so don't panic if you start your exam after the scheduled start time. The timer will not start until you can see the exam.
- Occasionally students are prompted for a resume code during their exam. If this happens, please contact your School or Sydney Examinations.

Contact Sydney.examinations@nd.edu.au (02) 8204 4374 or ExamSoft Support (available 24/7) on (03) 8594 1209

- When you have finished, click 'Exam Controls' in the top right corner and select 'Submit Exam'.
- Follow the prompts and you see a green screen confirming a successful upload of your exam's answer file. For the Mock Exam this may only take a few minutes but it will take long for the actual exam because you are uploading the video file that was recorded of you taking the exam. If you are having internet connectivity issues, Exemplify will continue to automatically attempt reconnect and upload the exam. If this takes more than 20 minutes, please do a forced shutdown of your device and then restart to prompt the upload (your answers are auto saved so cannot be deleted if you do this).

