

ST. JOSEPH'S COLLEGE OF NURSING

SETTING UP YOUR EXAMSOFT ACCOUNT

Please ensure you follow all steps in the order they are presented. Failure to complete a step may impede your ability to log on. If you are unable to complete any process in this guide, please reach out to a member of the technical staff for assistance.

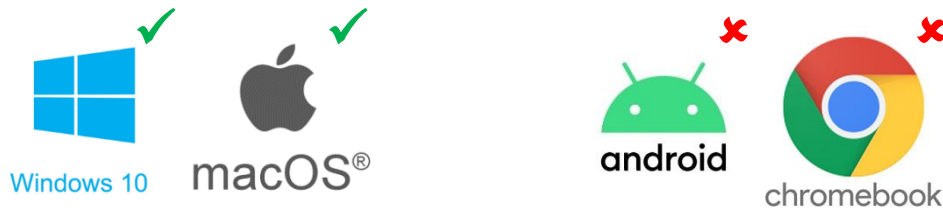
STEP 1: DOWNLOAD & INSTALL EXAMPLIFY

Exemplify® is the testing application provided by ExamSoft. This is the program you'll use to take each exam either in person or remotely. There are a few ways to download Exemplify. The easiest is directly from their support website:

Exemplify® Application Download:

<https://support.examssoft.com/hc/en-us/articles/11146797283469-Exemplify-Download-the-Installers-for-Windows-Mac>

From the above link you'll be presented with two options, 'Exemplify Windows Installer' & 'Exemplify Mac OS X Installer'. At present, Exemplify **does not** run on Chromebook or Android devices, and is not available for you through SJCON on an iPad.



Note: You must be operating Windows 10/11 on PC or at least macOS 11 (Big Sur or higher) on Mac respectively in order to install Exemplify. If you are unsure, continue through the guide; the installation will notify you if your device is incompatible.

Download the application from the link above based on the device you have (Windows / MacOS). Once complete, open and install the file by clicking through the prompts. When setup has finished, an icon for Exemplify will appear on your desktop. Alternatively, you can look for the program using the search icon (magnifying glass) on the bottom left of Windows, and top right of MacBooks respectively.

From here we'll move on to completing your account setup and revisit Exemplify once we've created our logon information. If you've already enrolled through the invitation email you can skip to 'STEP 3'. If you are unsure, continue through the guide as intended.

STEP 2: SETUP YOUR EXAMSOFT ACCOUNT

ExamSoft is directly linked to the account you hold in Canvas. For students enrolled in the Dual Degree Partnership in Nursing (DDPN, ADDPN) this means your ExamSoft credentials will reflect those of your Le Moyne (LMC) Canvas account; i.e. your LMC email, and LMC username. For all other students, your ExamSoft credentials will be connected to your St. Joseph's email and St. Joseph's username.

What this means for you?

An enrollment invitation from ExamSoft (**exambot@examsoft.com**) will be sent to the email listed on your Canvas account. If you're a Le Moyne student, check your LMC email. For all other students, check your SJCON email. If you don't see an invitation in either, reach out to a member of the technical staff here.

Once you have the invitation, open the link provided (*click 'Join your Peers'*) and you'll be taken to a brief form to complete registration. The primary purpose of this form is to create a password (**A**) and to set your time zone (**B**). We recommend setting the password to that of your Canvas account for ease of use.

Welcome! Let's set up your account.

First Name

John

Last Name

Test

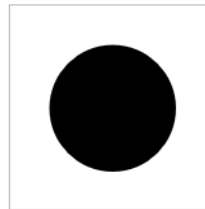
Password

Strength

- A.** Must be at least 8 characters
Must have at least 1 number

B. Time Zone *(Optional)*

US/Eastern - Eastern Time (GMT-04:00)



Update

JPG, GIF, or PNG. Max size of 800K.

CANCEL

NEXT

When you're ready and you've chosen a password, click the 'Next'. From here you'll be brought to the online ExamSoft portal. Although the courses you're enrolled in will appear on the dashboard, it will be Exemplify from 'STEP 1' where your exams will be taken, not here through the portal. Other than account management, it's unlikely you will need to return to this screen.

For now, we can close out and open the application Exemplify that was downloaded in 'STEP 1'. Next we'll take a practice exam and setup your ExamID to ensure your device is ready for ExamMonitor.

STEP 3: SETTING UP EXAMID & EXAM MONITOR

Now that we've completed our account creation we can open up Exemplify to log in and take a practice exam. From your desktop open up the Exemplify icon. If you don't see it, you can look for the program using the search icon (magnifying glass) on the bottom left of Windows, and top right of MacBooks respectively.

After accepting the user agreement you'll be asked to choose your institution (A). Our intuitional code will be "sjhcon" just as it's shown in the picture. Type in the code and click 'Next' to be prompted to log in.

The screenshot shows two side-by-side panels. The left panel is titled "Add New Account" and features a text input field containing "sjhcon" (labeled A), a dropdown menu showing "St. Joseph's College of Nursing (sjhcon)", a "Next" button, and a "Back" link. The right panel is titled "Sign In" and features a text input field for the username "Jane.Doe" (labeled B), a text input field for the password "*****" (labeled C), a "Sign In" button, and a "Forgot User ID/Password?" link with a "Back" link below it.

Next it's important to remember which username is associated with your Canvas account. For Le Moyne students, this will be your LMC Canvas username (case sensitive). For all other students, this will be your St. Joseph's Canvas username (case sensitive). Regardless, your correct username in the correct case should have been provided to you in an email by the College. Type or copy this into the logon page (B). For your password, use the password you created from the invitation in 'STEP 2' (C).

Note: Username is case sensitive in ExamSoft wherein Canvas is not. For ExamSoft, please ensure you type or copy it exactly as it appears in the email provided to you by SJCON.

When you're ready, sign in and you'll be brought to landing page in Exemplify. Here you will see all available exams for download across each course you're enrolled in. Posting of an exam is at your instructor's discretion so be sure to check with them as to how far in advanced an exam will be posted.

The screenshot shows a "My Exams" section with a "READY FOR DOWNLOAD" header. Below it is a card for a "New Student Practice Exam (ExamID) Ready For Download" with a download icon (labeled D). To the right, there is a "New Student Practice Exam (ExamID)" section with a description and a "Download Exam" button (labeled E).

For this setup, you should see a mock or practice exam ready for download immediately. Click on the exam itself (D) and then click 'Download Exam' (E). If you don't see the test available, refresh the exam list at the bottom left. If you still don't see the exam, contact a member of the technical staff for guidance.

Now that the exam is downloaded, your screen should look as follows. A few key features are outlined below to indicate what you're seeing at each exam:

New Student Practice Exam (ExamID)


Please enter the exam password to start this exam.


A. EXAM PASSWORD


Exam Password


[Remove Exam Download](#)


Exam Settings

B.  Secure

 10 minutes

 WiFi Off

 Navigate

C.  ExamID

- A.** Here you will enter the Exam Password. Each exam is set with a password to ensure you cannot access a test prior to the start time. Generally, your instructor will give this to you at the time of testing, in person. Alternatively, for remote proctoring, it will be announced via Canvas or email shortly before the start of an exam.
- B.** This area shows the amount of time a test has been allocated. Although an Instructor will set a start time for your exam, the timer only begins after you successfully are in the test. This means if you experience something such as technical difficulties, you will not be penalized and will still receive the full allotment of time.
- C.** This icon containing a camera labeled 'ExamID' will appear for remote proctoring. It indicates you will need to verify yourself as the exam taker in order to start the test.

To start the practice exam, enter the password below:

New Student Practice Exam (ExamID) – Password: **sj1234CON**

***** AS OF SPRING 2023 WE ARE NO LONGER TESTING REMOTELY *****
To continue setup without remote functions, skip the highlighted area



Continue through the prompts and user agreement to start the exam. If this is your first time configuring an ExamID at SJCON you'll immediately be asked to begin setup of your baseline picture.

In order for Exemplify to access your camera and microphone you'll need to allow it the necessary permissions. The steps need to complete this will depend entirely on the device you're using (Windows / MacOS).

Allow Media Device Access

We need access for each of the following devices so you can take your exam. Click 'Open Settings' next to each device below then enable device access under 'Allow desktop apps to access your camera/microphone'.

Please click 'Continue' below after enabling the required permissions.

Camera  Access Denied - Open Settings
Microphone  Access Denied - Open Settings

If you are unsure how to grant access from your device to Exemplify, there are a number of guides designed by the ExamSoft to assist with the exact measures you'll need to take. Please see below dependent on your system:



Exemplify Permissions (Mac)

[https://examsoft.force.com/
\(MacOS\)](https://examsoft.force.com/(MacOS))



Exemplify Permissions (Win)

[https://examsoft.force.com/
\(Windows\)](https://examsoft.force.com/(Windows))

Note: In the process of configuring permissions or starting the test, if you encounter a prompt to enter a 'Resume Code', click 'Return to Dashboard' underneath the 'Continue' button. This will allow you to re-enter the password for the practice test and start the exam or ExamID configuration again.

If you are still experiencing difficulty configuring the necessary permissions for Exemplify on your device. Please reach out to the ExamSoft technical support line (24/7): **1.866.429.8889**

Unless you encounter complications, the next step of the process is to take your baseline photo. This is the photo that will be used as a comparison each time you're prompted to use the facial recognition feature in Exemplify. For this reason, it's important to ensure the photo is clear and taken in a room with good lighting. Once you're satisfied with your baseline photo continue through to the exam.

You'll receive two notifications before being allowed to enter the test. The first instructs you to wait until you're given permission to enter; for the practice test, you can enter now (A). The second asks you to verify you are authorized to take the test. At this point, checking the box and clicking 'Start Exam' (B) will begin the test.



Do Not Start Until Instructed

Do not click continue unless you have been instructed to start your exam.

A.

Start Exam

By clicking the Start Exam button, you will be directed to your exam.

B.

I am authorized to start my exam.

From this point forward your computer will lock down. This may take a few minutes depending on the age of your device; however, the timer will not start until you are in the exam itself.

Keep in mind this will disconnect your internet access and disable certain features on your computer (background images, browsers, document editors, etc.). This is to ensure academic integrity throughout the test and access will be restored upon submission.

Now you're free to take the practice exam. We encourage you to explore the different features offered throughout the exam. Some features under the 'TOOL KIT' are set at the discretion of your instructor and may not be available during each exam. You will however always have the ability to highlight and flag questions or mark off their answers. Below is a brief overview of the common functions you may see:

The screenshot shows the Exemplify exam interface. At the top, there is a dark header with the Exemplify logo, the text 'PREVIEW_New Student Practice Exam | MATTHEW DWYER (51078)', 'TIME REMAINING 00:00:23', 'EXAM CONTROLS' with a dropdown arrow, and a 'TOOL KIT' button with a three-dot menu icon. Below the header, on the left, is a 'FILTER' sidebar with a list of question numbers (1, 2, 3) and a 'Question 1' dropdown. The main content area displays 'Question 1' with the text 'Which of these cities are not in New York'. Above the question text are two callouts: 'A.' pointing to a 'FLAG QUESTION' button and 'B.' pointing to a highlighter icon. Below the question are four answer choices: 'A Syracuse', 'B Rochester', 'C Buffalo', and 'D Scranton'. To the right of each answer choice is a 'Mark Off' icon (an eye with a slash). Callout 'C.' points to the Mark Off icon for answer A. Callout 'D.' points to the 'TOOL KIT' button in the header.

- A. Flags:** Allows you to flag a question and come back to it. Marks are placed on the question itself and the left navigator
- B. Highlighter:** Allows the ability to highlight part or parts of a question. At present you are unable to highlight answer choices.
- C. Mark Off:** You have the ability to within a question cross off answers you'd like to ignore. This places a strikeout through the answer.

- D. Tool Kit:** Contains various tools that can be turned on or off by the instructor
 - *Calculator, Notes, etc.*

Once finished with the exam you can submit either from the 'Submit' button on the last question, or at any place in the exam by going to 'Exam Controls' -> 'Submit Exam'. If you have any questions that were not answered, you will receive a warning and the ability to turn back. Once an exam is submitted, it is final.

Congratulations! After submission you will be brought back to the dashboard where Exemplify will confirm or attempt to upload your exam to the server. If you receive a failure to upload notification, ensure your computer is connected to the internet and try again. Once you receive the confirmation your exam is submitted you are ready for the real thing!