



Computer Exam Information Session

Fall 2019



ExamSoft™

Exam Information



Exam schedule is available now.



Computer exams are written using Exemplify (optional).



Installation instructions will be emailed along with your ID and password.



Deferred exam day: Tuesday December 17.



Questions?



Installing Exemplify

- Email with instructions will be sent.
- See device-specific instructions.
- Take the Mock Exam.



Before arriving on campus for your exam it is your responsibility to ensure:

- That your PC or Mac can open and run Exemplify.
- That there is adequate hard drive space available.
- That your computer is virus free.
- That all updates have been done so you are not held up on the day of an exam.
- Once you have installed and registered Exemplify, familiarize yourself with the software by utilizing the built-in Mock Exam.
- That your battery has at least 20 minutes of charge prior to the exam in the event there is a temporary power outage.

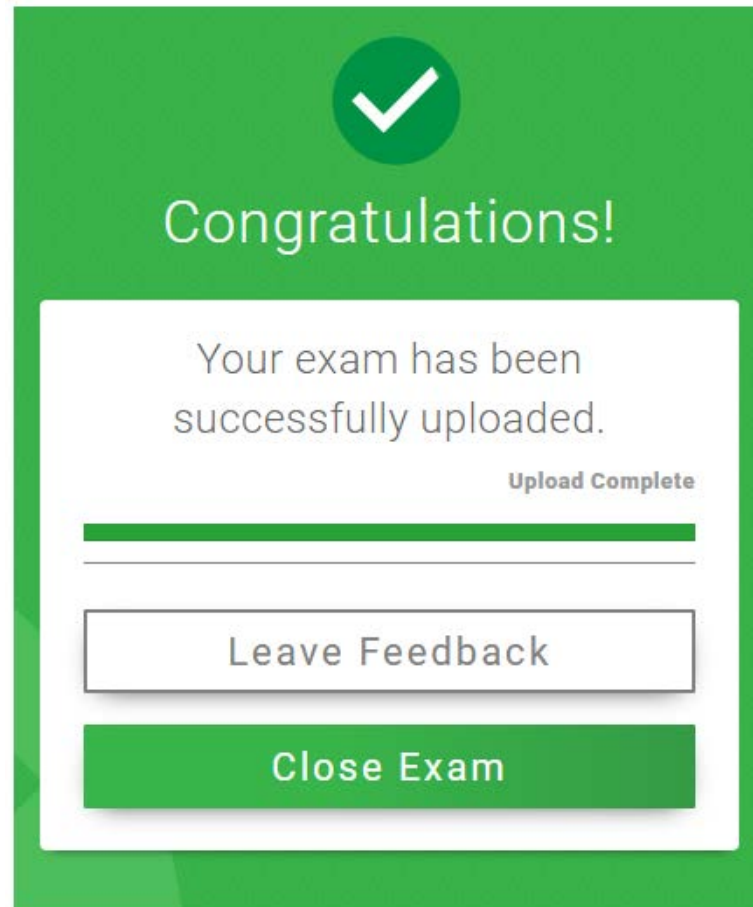


Exam Day

- Report to exam room at least 15 minutes prior to exam time. Bring the following:
 - Your Queen's Photo ID card.
 - The power cord for your laptop.
 - Your Exemplify username and password.
- When you arrive, plug your computer into a power outlet, turn on the computer, login to Exemplify and click on your exam and follow the instructions provided.
- Exemplify will lock your laptop, preventing you from accessing the internet or any other application on your hard drive.
- **Your exam is saved every 60 seconds.**
- After you have completed your exam wait for the green screen with a check mark to appear.



This is the Green Screen




Don't leave the room until you see it!




Testing Screenshot

Exemplify™ PREVIEW_Law Mock Exam | MARGIE GORDON (67450) TIME REMAINING 00:59

FILTER >

Question 7 ▾ FLAG QUESTION  >

Is a hotdog a sandwich? Why or why not?

Essay Answer  0 / 100000 characters

1

2
















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Tech Issues

- For a mid-exam freeze or crash, alert the proctor.
- Rebooting the computer without closing Exemplify usually solves the problem. Hold down the power button until the computer restarts. The clock will be paused while the computer is rebooting.
- Remember: your responses are saved and backed up automatically every 60 seconds.



Exam Accommodations

Ongoing disability accommodations.

- Queen's Student Accessibility Services (QSAS).
- Submit form by November 7th (fall), March 7th (winter)

Students who require short-term considerations due to illness, injury or a family emergency.

- Manager of Education and Equity Services, Helen Connop.



Check Out the Portal



Exam Administration in the Faculty of Law at Queen's University

The Faculty of Law at Queen's University uses a cloud-based exam software called Exemplify to administer exams. Students will install the software on their own laptop in order to take secure electronic exams. Students who choose not to use Exemplify will handwrite exams. All exams are managed by the faculty with the exception of most accommodated exams. To prepare for a smooth testing day, we ask that you read all of the information below.

Exam Dates

Exam schedules are posted [here](#).

Exam Accommodations

Accommodated exams are managed by the central exams office; please visit [their website](#) for details. If you require accommodations for exams, please ensure you have registered with [Student Wellness Services](#) no later than November 7 (Fall) and/or March 7 (Winter).

Regulations and Policies

All regulations and policies are detailed in the Queen's Law [Academic Calendar](#).





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