Computer Exam Information Session

Fall 2019

ExamSoft™

Exam Information

Exam schedule is available now.

Computer exams are written using Examplify (optional).

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

Deferred exam day: Tuesday December 17.

Questions?

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Installing Examplify

- 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 Examplify.

- 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 Examplify, 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.
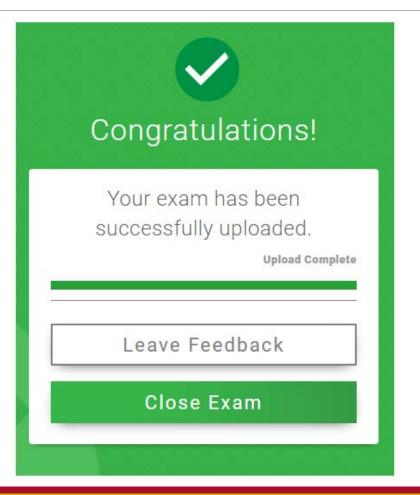
Exam Day

- Report to exam room at least 15 minutes prior to exam time. Bring the following:
  o Your Queen's Photo ID card.
  o The power cord for your laptop.
  o Your Examplify username and password.

- When you arrive, plug your computer into a power outlet, turn on the computer, login to Examplify and click on your exam and follow the instructions provided.

- Examplify 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.
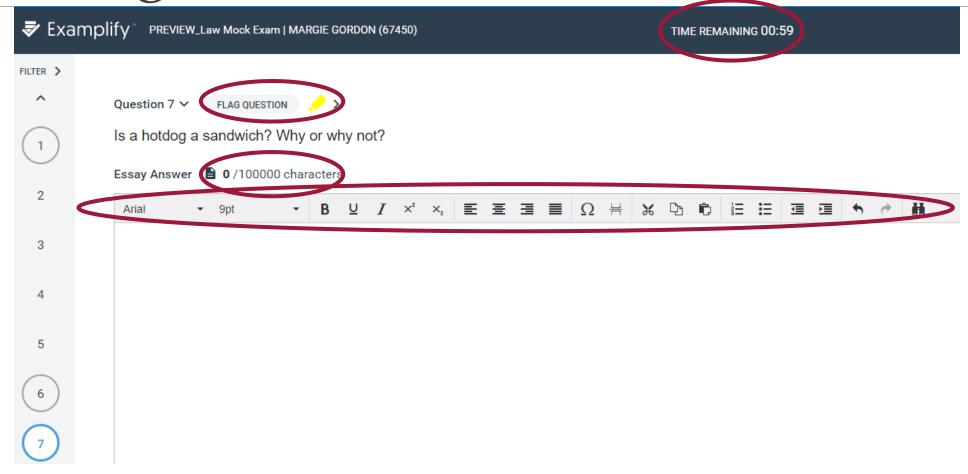
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This is the Green Screen

Don't leave the room until you see it!

Testing Screenshot

Tech Issues

- For a mid-exam freeze or crash, alert the proctor.

- Rebooting the computer without closing Examplify 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

Faculty of Law, Student Services Office

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MacDonald Hall – Room 200

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