Faculté de droit
Faculty of Law
uOttawa
Section de common law
Common Law Section

Examplify Student Guide

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The Common Law Section permits students to write computerized exams in selected courses using the ExamSoft software, Examplify. This application allows students to use their personal laptops to complete in-person exams. In the instructions below, you will find information on how to register for, install and use Examplify.

1. Registration and Setup

The use of the software is optional when offered for an exam; however, without Examplify, the use of your personal computer is prohibited.

A. **Check your laptop compatibility:** Ensure your laptop meets Examplify specifications requirements. Note that Examplify does not support Chromebooks and tablets.

B. **Download Examplify: On the laptop you will be using for your computerized exams (do not use a mobile phone):** Download and install Examplify from the Faculty's ExamSoft portal: https://ei.examsoft.com/GKWeb/login/ottawalaw using the institution ID "**uottawalaw**.". See the ExamSoft Examplify installation instruction guide.

C. **Purchase an annual license directly from ExamSoft.** Students who choose to use Examplify must purchase an annual licence directly from ExamSoft. The Faculty of Law no longer collects licensing fees or administers the licensing process.

D. **Practice with mock exams:** You can do them multiple times and you can try two different setups, a fully secured mode, and a semi-secure mode. The mock exam password is: **123Abc**

2. Be Prepared for EACH Exam

Verify	Bring	Do
✓ Hard drive space ✓ Operating system compatibility ✓ Disable automatic updates ✓ Time, time zone, and display language ✓ Ensure a virus-free computer; and learn to disable your antivirus software ✓ The conditions and settings for each exam (Secure / Semi-Secure (no internet) / Non-Secure)	✓ Laptop (with Examplify already installed) and power cord ✓ Your Eduroam Wi-Fi login and password. ✓ Student ID card ✓ Pens, pencils, erasers ✓ Hard copies of allowed materials	✓ **Mock exams** (at least one Secured). ✓ **Resolve** any technical issues in advance. ✓ **Download each exam file.** An email will be sent when exam files are available to download (usually two days prior to the exam date). ✓ **Arrive** at the exam room 15 minutes before the scheduled time. ✓ **Typists sit at the back**, hand-writers at the front of the exam room. ✓ **Plug in** your laptop. ✓ Disable your antivirus software.

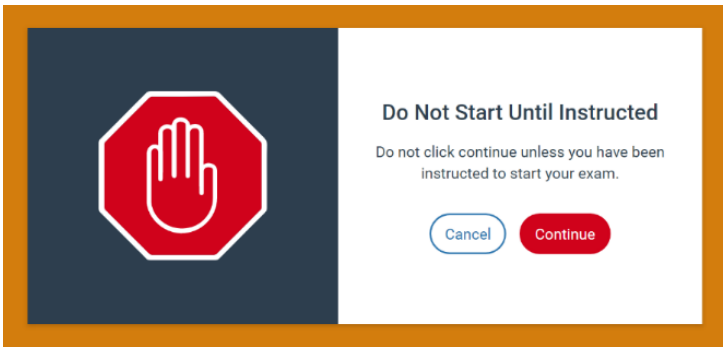
3. Launch the Exam

A. Double-click Examplify icon on Windows desktop or single-click on Mac.

B. Locate the scheduled exam, enter the announced password, which will be provided by the exam supervisor.

C. Wait at the red hand icon and only when instructed to start the exam by the exam supervisor, click on the "Continue" button.

D. Your exam questionnaire will be available in paper format.



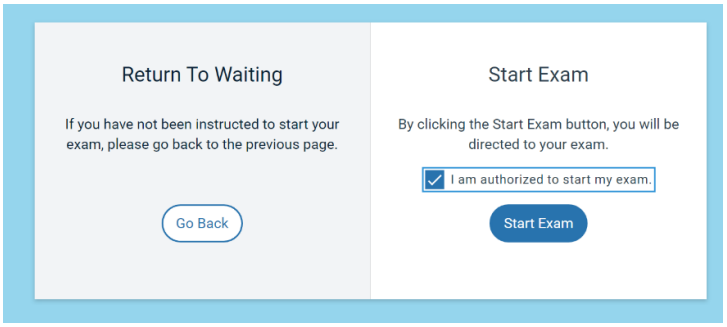
4. Start the Exam

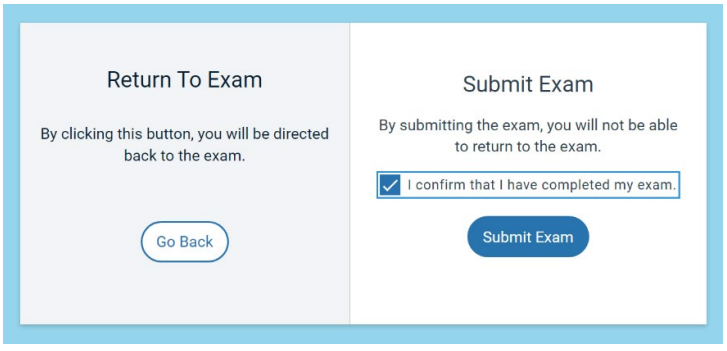
A. Navigate between the questions in Examplify to answer each of the questions in your exam questionnaire.

B. Examplify saves your work automatically every 60 seconds. Additional timely backups and snapshots occur as well to ensure that your answers are safe.

C. Technical difficulties may require switching to handwriting; no extra time will be granted in the event of technical difficulties. Inform the examination supervisor if you experience technical difficulties and ask for exam booklets.

D. Exit the exam using Exam Controls > Submit Exam.





5. After the Exam

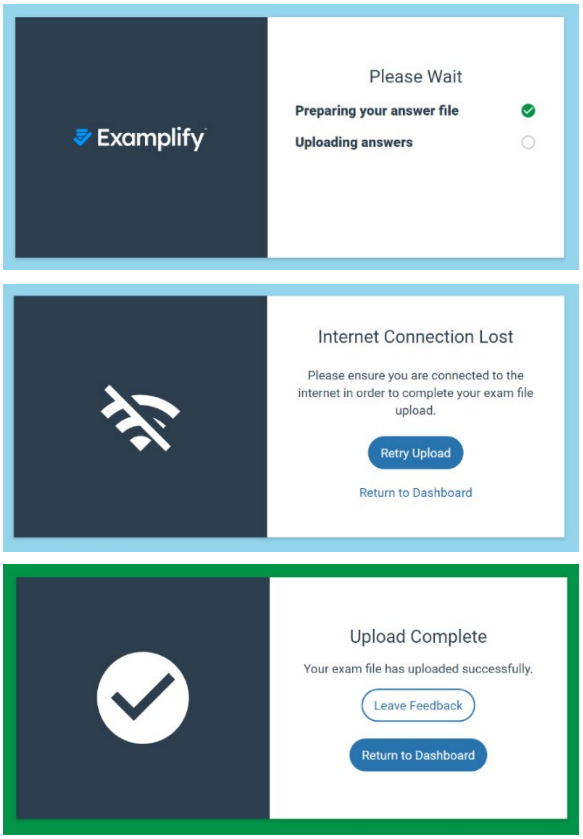
A. Confirm and upload the exam file immediately after finishing.

B. Do not leave the exam room until the upload is complete.

C. If you receive a message indicating that do not have an internet connection, please restore your internet connection, and select 'Retry upload' until successful upload of your answer file (Green screen).

D. Make sure that **you obtain a confirmation** that your exam answer file was successfully uploaded (Green screen). You can also obtain this confirmation in your Examplify account or by receiving a confirmation email.

E. **Sign out** on the attendance sheet and return the exam questionnaire before leaving the exam room.



6. Post-Exam Actions

A. Confirm uploaded files on the Exam Download/Upload History page of your Examplify application.

B. Do not delete exam answer files until the final grades are posted.

7. Support

For technical support, contact ExamSoft at 1-866-429-8889 (ext. 1) or visit Examplify support.

- ✓ Visit the Get Sarted with Examplify – Video Guide for quick answers.

Follow these guidelines to ensure a smooth computerized exam experience. For additional support, contact uOttawa's Common Law Section at clawacad@uottawa.ca.

Best of luck with your exams!