




The Common Law Section permits students to write computerized exams in selected courses using the [ExamSoft software, Exemplify](#). 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 Exemplify.

## 1. Registration and Setup

- A. uoZone Registration:** Register for administrative (course) code "**CML100 A**" on uoZone for the Fall 2023 term. An administrative fee of \$57.00 (CAD) will be applied to your uOttawa account, giving you access to Exemplify for the entire academic year.
- B. Check your laptop compatibility:** Ensure your laptop meets [Exemplify specifications requirements](#). Note that Exemplify does not support Chromebooks and tablets.
- C. Download Exemplify: On the laptop you will be using for your computerized exams (do not use a mobile phone):** Download and install Exemplify from the Faculty's ExamSoft portal: [www.examssoft.com/ottawalaw](http://www.examssoft.com/ottawalaw) using the institution ID "**uottawalaw**". See the [ExamSoft Exemplify installation instruction guide](#).
- 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**

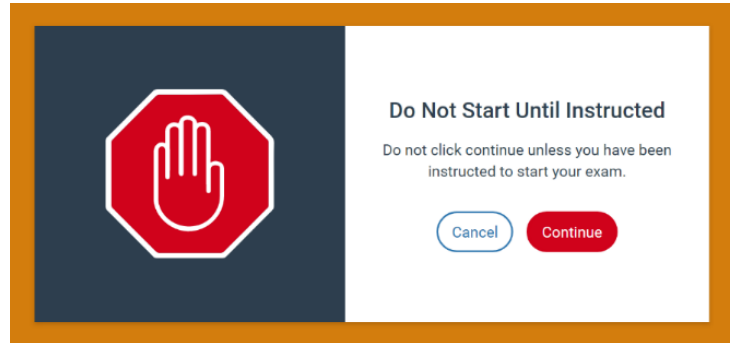
## 2. Be Prepared for EACH Exam

Verify	Bring	Do
<ul style="list-style-type: none"> <li>✓ Hard drive space</li> <li>✓ Operating system compatibility</li> <li>✓ Disable automatic updates</li> <li>✓ Time, time zone, and display language</li> <li>✓ Ensure a virus-free computer; and learn to <a href="#">disable your antivirus software</a></li> <li>✓ The conditions and settings for each exam (Secure / Semi-Secure (no internet) / Non-Secure)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Laptop (with Exemplify already installed) and power cord</li> <li>✓ Your Eduroam Wi-Fi login and password.</li> <li>✓ Student ID card</li> <li>✓ Pens, pencils, erasers</li> <li>✓ Hard copies of allowed materials</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Run mock exams</b> (at least one Secured).</li> <li>✓ <b>Resolve</b> any technical issues in advance.</li> <li>✓ <b>Download each exam file.</b> An email will be sent when exam files are available to download (usually two days prior to the exam date).</li> <li>✓ <b>Arrive</b> at the exam room 15 minutes before the scheduled time.</li> <li>✓ <b>Typists sit at the back</b>, hand-writers at the front of the exam room.</li> <li>✓ <b>Plug in</b> your laptop.</li> <li>✓ <a href="#">Disable your antivirus software.</a> </li> </ul>



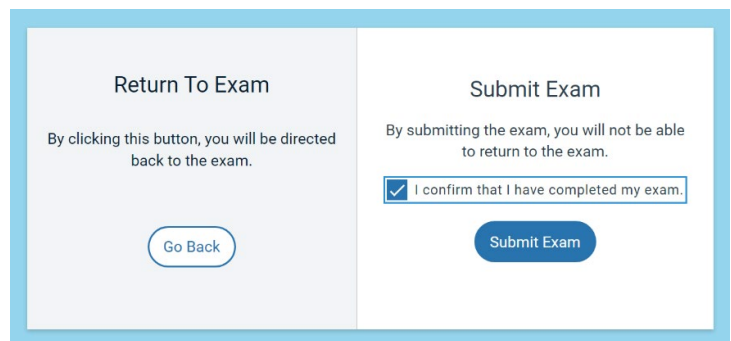
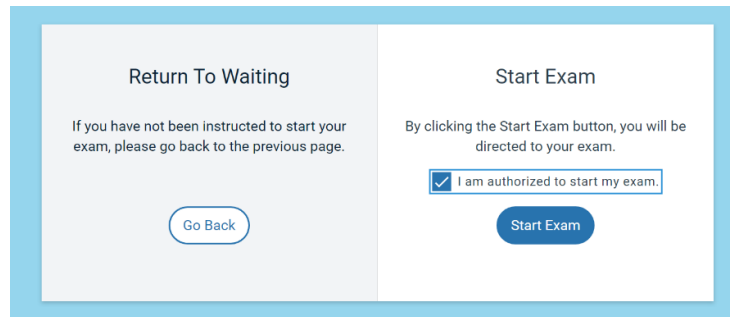
## 3. Launch the Exam

- A. Double-click Exemplify 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 Exemplify to answer each of the questions in your exam questionnaire.
- B. Exemplify 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 Exemplify 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 Exemplify 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 [Exemplify support](#).

- ✓ Visit the [Get Sartetd with Exemplify – 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](mailto:clawacad@uottawa.ca).

**Best of luck with your exams!**

