

TRAILBLAZER ADVENTURER  
INNOVATOR DEFENDER CHALLENGER  
ADVENTURER TRAILBLAZER DEFENDER VISIONARY  
VISIONARY ADVENTURER TRAILBLAZER CHALLENGER DEFENDER VISIONARY

# Introduction to ExamSoft



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# Minimum System Requirements

Windows:

- Operating system: 64-bit versions of Windows 10 and 11
  - Alternate versions of Windows 10 and 11, such as Windows RT and Windows 10 S and Windows 11 S are NOT supported at this time
  - Windows 7 & 8 are no longer supported
- Only genuine versions of Windows Operating Systems are supported
- ExamSoft does not support tablet devices other than Surface Pro (external keyboard required)
  - <https://support.examsoft.com/hc/en-us/articles/11145775442829-Disable-S-Mode-on-Your-Microsoft-Device>
- CPU processor: Non-ARM processor supported by your operating system
- RAM: 4GB or higher
- Hard drive: 4GB of available space or highest recommended for the operating system
- Internet connection for Exemplify download, registration, exam download and upload
- Screen resolution must be at least 1280 x 768 and scaling set to 100%

<https://examsoft.com/resources/exemplify-minimum-system-requirements>

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# Minimum System Requirements

Mac:

- Operating system: Mac OS (Big Sur, Monterey, and Ventura)
- Only genuine versions of Mac operating systems are supported
- CPU: Intel, M1, or M2 processor
- RAM: 4 GB or higher
- Hard drive: 4 GB or higher of free disk space
- Internet connection for Exemplify download, registration, exam download and upload
- Server versions of Mac OS X is not supported
- Exemplify is not compatible within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.
- Screen resolution must be at least 1280 x 768 and scaling set to 100%
- Currently we do not support iPads and Exemplify

<https://examsoft.com/resources/exemplify-minimum-system-requirements>



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# Exemplify: Downloading for Windows & Mac

Instructions here:

<https://support.examsoft.com/hc/en-us/articles/11167619287821-Exemplify-for-Windows-and-Mac-Download-Install-and-Register-Exemplify>

## Before You Begin

You'll need:

- An internet connection
- The device that you'll use to take your assessments
  - To ensure that your device meets the minimum requirements, see: [Exemplify Minimum System Requirements](#)
  - On the day of your exam, either connect your device to power or fully charge the battery.
  - For exams with ExamID and ExamMonitor, make sure that you have a working webcam and microphone.
- Your institution's ExamSoft ID
- Your login credentials (provided to you by your institution)
- **Important: You can't download assessments on multiple devices. Install Exemplify on the device that you'll use to take your assessments.**



## Procedure

1) Go to homepage: [www.examsoft.com](http://www.examsoft.com) and click on Login Student/ExamTaker



2) Search for University of Manitoba (keyword: Rady), click on Continue, and then select the ExamSoft User Portal Login button



Institution

Continue



USER PORTAL

Login



Real-time Audience Engagement

Login



3. Under Exam Takers, log-in with your ID and Password that was provided

## University of Manitoba Rady Faculty of Health Sciences

### Exam Takers

Student ID: ?

Password:

Login

☐ Remember Me

[Lost Student ID or Password?](#)

 Videos

 Support

 Info

### Minimum System Requirements:

iPad Users 

PC Users 

Mac Users 

### Administrators / Faculty

Email:

Password:

Login

☒ Remember Me

[Lost Password?](#)

### Exam Taker Information

Welcome to the University of Manitoba Max Rady College of Medicine ExamSoft Instance.

Before accessing ExamSoft/SofTest, please ensure that you verify your minimum system requirements.

Users should access the system only with [Firefox](#) or [Chrome](#) Browsers in order to assure full functionality.

### University of Manitoba Charter

By this charter, choosing to join the community at the University of Manitoba obligates each member:

- To practice personal and academic integrity;



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### 4) Once logged in, click **Download** for Exemplify

Where to find the Download button in the Legacy Portal:

**ExamSoft** | Exemplify | Courses | Performance | Support

## Getting Started with Exemplify

- Check Your Minimum System Requirements**
  - iPad Users
  - PC Users
  - Mac Users
- Install & Register Exemplify for iPad**
  - On your iPad device, open the App Store
  - Search for Exemplify for iPad or ExamSoft to find the application
  - Tap the button to install the app**Install & Register Exemplify**
  - Click "Download"
  - Click "Save File"
  - Navigate to your "Downloads" folder and double-click "Exemplify.dmg"
  - In the "Exemplify" device folder, click on "Install Exemplify.mpkg"
  - Follow the steps of the Exemplify Installer.

[Help?](#) [Download](#)

Where to find the Download button in the Enterprise Portal:

**ExamSoft** | Hogwarts NEW PROD

## My Courses

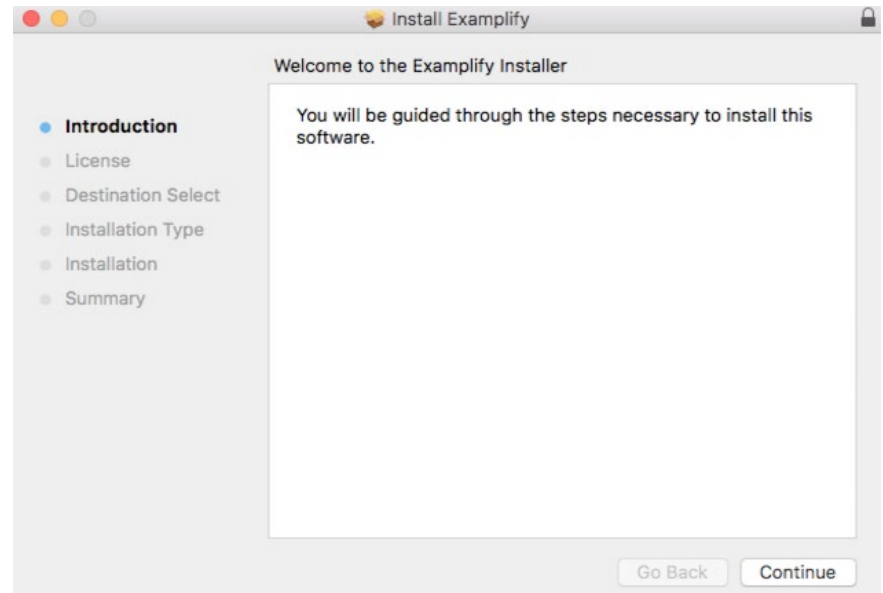
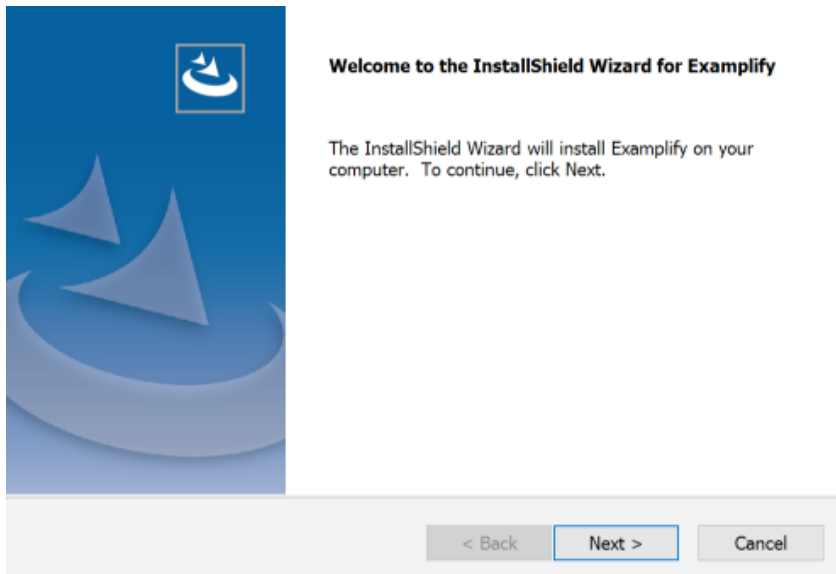
[Manual Exam Upload](#) [Download Exemplify](#)

| COURSE NAME       | DEPARTMENT          | COURSE ID | START DATE  | END DATE     |
|-------------------|---------------------|-----------|-------------|--------------|
| Imported Course 1 | Laurel's Department | LB001     | Jun 1, 2021 | Aug 31, 2021 |

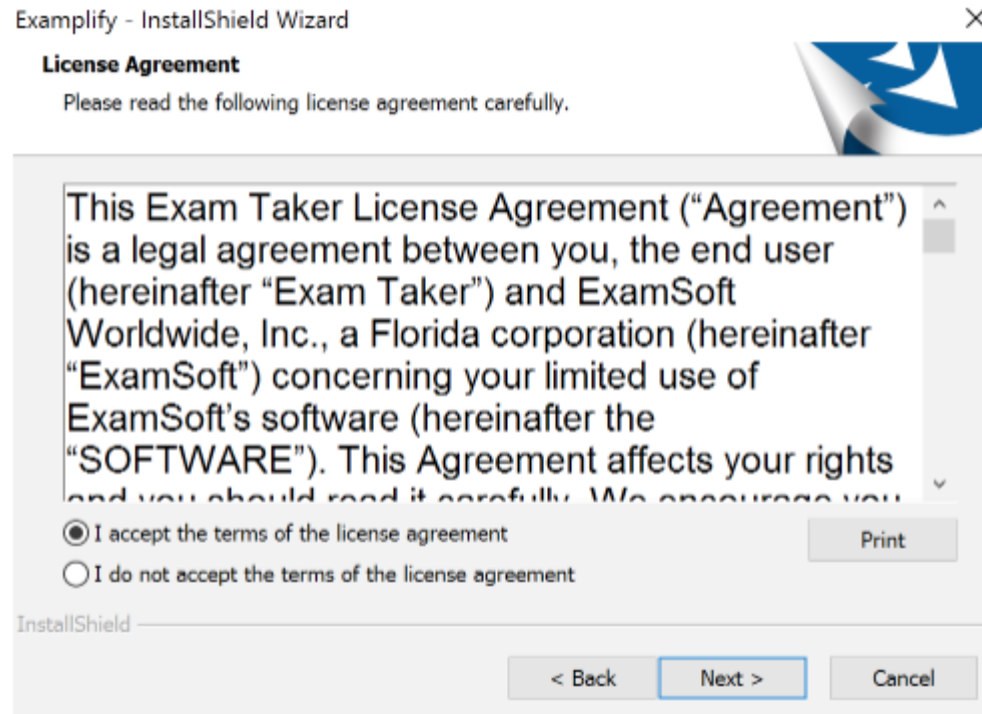
### 5) Follow the on-screen instructions to download the installer file.



6) Go to the Downloads folder on your device and run the installer file.



## 7) Follow the on-screen instructions within the Exemplify installer wizard



8) After installation, enter your institution ID (Manitoba, UGME), and then select Next.



**Add New Account**

Texas Tech University School of Law (ttu)

▼

Enter the Institution ID sent to you via email or find your institution above.

**Next**

← Back

9) Enter your login credentials.



## Downloading an exam

- You will be sent an email notice from the Evaluations team that you have an exam ready for download

 Reply  Reply All  Forward



Fri 8/23/2019 9:33 AM

Katherine Clark <Katherine.Leung@umanitoba.ca>

Reminder to download 'Class 2023 Practice Exam 26 - 28 August 2019-1515107.xmzx'

To Katherine Clark

This exam will be available for download on Monday, Aug. 26, 2019 at 9 am.

There is at least one ExamSoft exam file available for download. To download it now, do the following:

- 1) Launch your ExamSoft testing application using the icon
- 2) Locate the exam file 'Class 2023 Practice Exam 26 - 28 August 2019-1515107.xmzx' and click the 'Download' button.

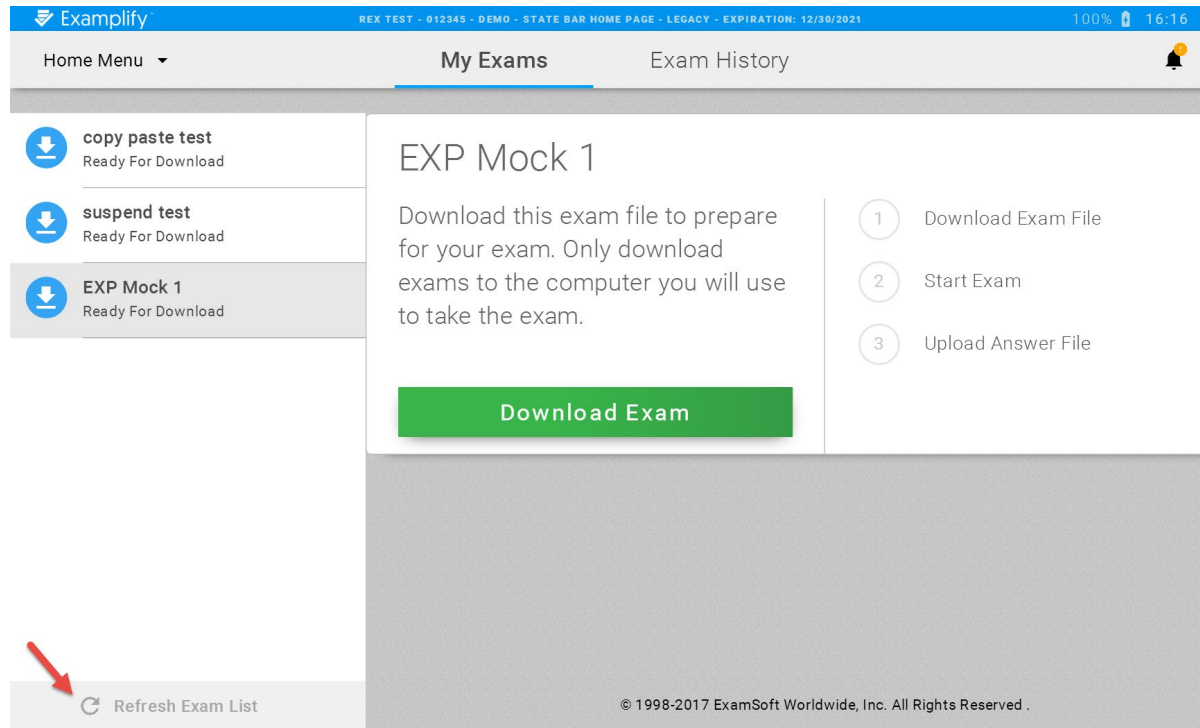
For additional help please contact ExamSoft support at 954.429.8889.

- You **MUST** download the exam before the start of the exam. Normally, the exam will be available for download the day before the exam date.
- Make sure your Examplify is up to date, as well as your OS. If not, you may have problems trying to download and/or starting the exam.



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- 1) Log in to Exemplify. You will see that there is an exam ready for download. If not, click the “refresh exam list” button



If it still does not appear, contact the Evaluations team at [PreClerkEvaluations@umanitoba.ca](mailto:PreClerkEvaluations@umanitoba.ca)



2) Select the correct exam from the list and click “download exam”. (Note, you must have an active internet connection in order to download.) Doing so will download the exam file to your device.

3) The download progress will begin to show; if you see a green check-mark next to step 1, the download was successful.

Examplify

Home Menu

My Exams

Exam History

100%

16:36

copy paste test

Ready For Download

suspend test

Ready For Download

EXP Mock 1

Exam file downloaded

EXP Mock 1

Exam Number:

Please enter the exam password to start this exam.

Exam Password

Start Exam

1 Exam File Downloaded ☒ Remove Exam Download

2 Start Exam

3 Upload Answer File

Exam Details

Instructor

-

Posting ID #

947374

Exam Type

Secure

Time Limit

No Limit

Exam Settings

Spell Check

Copy & Paste

Calculator

Highlighting

Backward Navigation

NEW EXAMS AVAILABLE

Refresh Exam List

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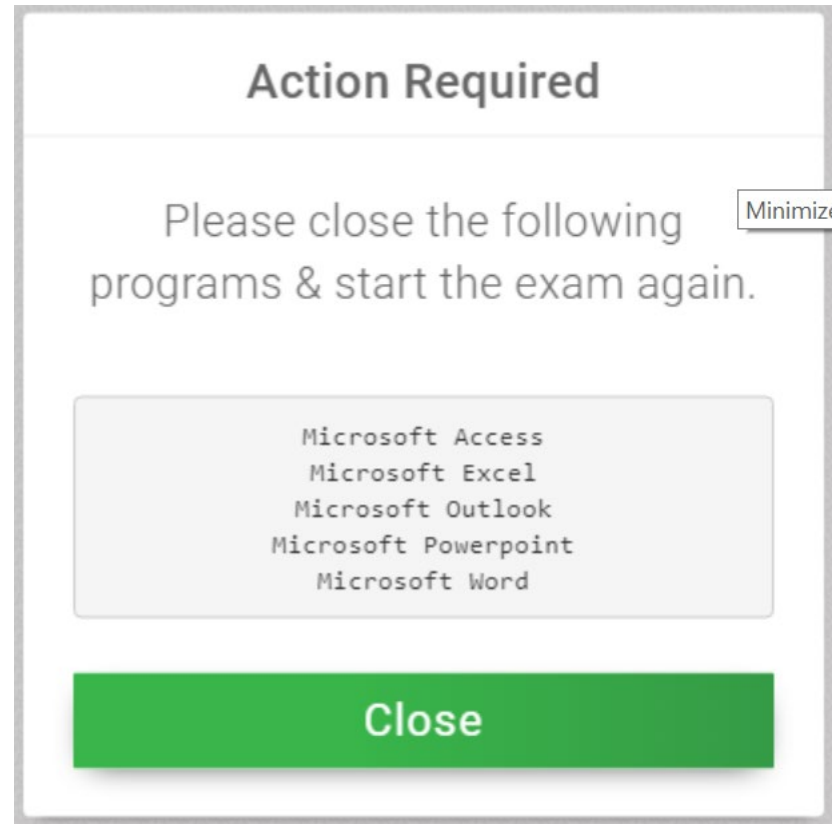
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## Writing the exam

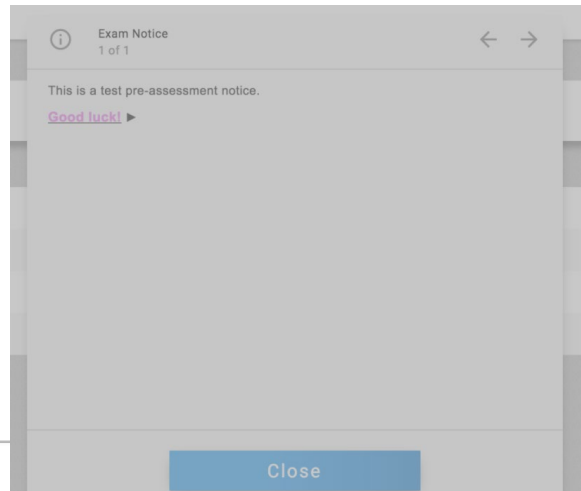
- 1) Close all other applications
- 2) Log in to Exemplify
- 3) Locate the scheduled exam in the list
- 4) Review the details and settings enabled by UGME. These settings cannot be changed.
- 5) Enter the exam password, which will be given out at the start of the exam. Password is case-sensitive!
- 6) Click “start exam”.



**Note:** The exam is secure and if any other applications are open, you will be asked to close out of those programs before starting the exam.

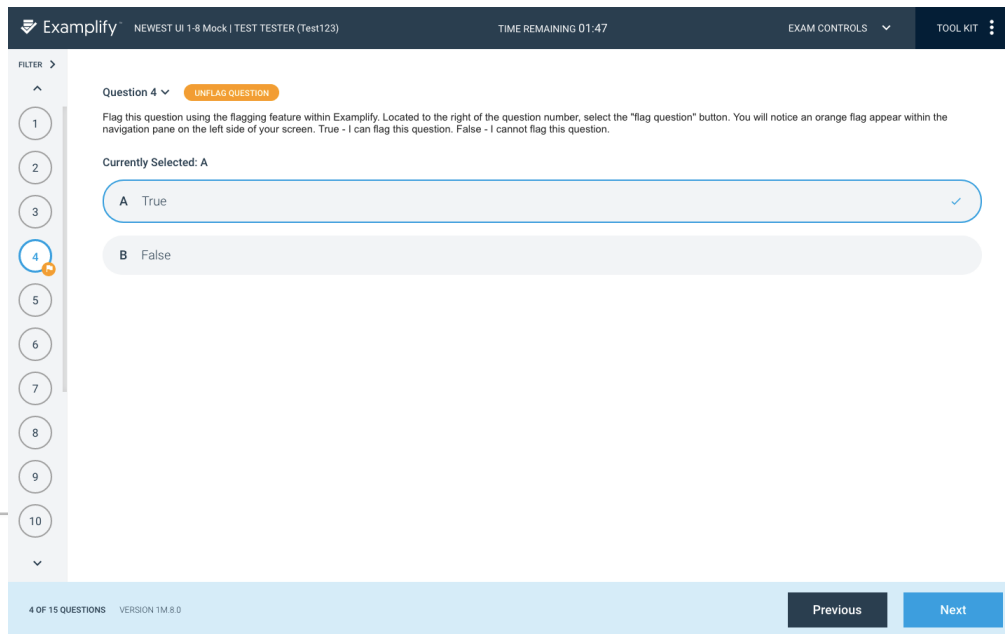


- 7) As instructed, wait at the hold screen before proceeding any further
- 8) When instructed, check the box indicating you are ready to proceed forward, and click the green “start exam” button. You may also click “cancel” to return to the list of exams if you have chosen the incorrect exam
- 9) When starting the exam (will now be referred to as assessment), the Pre-Assessment Notice that has been set up by UGME will pop up on the screen. Click Close when you are ready to begin your exam.

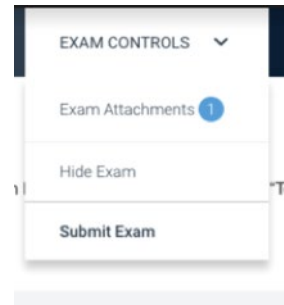


# Exam controls and options

- On the left-hand side of the screen, you will see the numbers that correspond to each question
- To “flag” a question, click on the area ‘FLAG QUESTION’. Flagging a question is useful for exam takers that wish to come back and review or complete the question before exiting the exam



- Above this list, you will see the 'exam controls' option. Within this menu, you will see two possible options: hide exam and submit exam.
- Hide exam will hide the entire exam, but leave the Exemplify application running
- Submit exam will prompt the exam taker to confirm this action



- Along the top row, you will have the ability to display the exam level attachments, pre-assessment notices, set an alarm, exam time remaining, utilize the zoom feature for question text, as well as a highlighting tool (if enabled)



- The “expand” option will allow you to view any attachments for that question or, if enabled, clicking the Calculator tab will display the calculator

The screenshot displays the Examplify application interface. At the top, the header includes the Examplify logo, the text "NEWEST UI 1-8 Mock | TEST TESTER (Test123)", and a "TIME REMAINING 01:43" indicator. On the right side of the header are "EXAM CONTROLS" and a "TOOL KIT" button.

The main content area shows "Question 13" with a "FLAG QUESTION" button. The question text is: "This question will ask you to use the highlighting feature within Examplify. Select the 'Tool Kit' button from the top toolbar, then click on the 'Tools' tab. Next, select a color from the colors provided. Begin highlighting the question stem text. The color of the Sun is ①. Highlight the word 'Sun' with the appropriate color. The color of the Earth is ② and ③. Highlight the word 'color' with one of the appropriate colors. Highlight the word 'Earth' with the remaining appropriate color." Below the question, there are three numbered input fields for answers.

On the left side, there is a "FILTER" button and a vertical list of question numbers from 6 to 15, with question 13 currently selected.

The right sidebar contains several tool sections:
 

- TOOLS**: Includes tabs for "CALCULATOR" and "NOTES".
- HIGHLIGHTER**: Shows a row of colored circles (red, yellow, green, blue, red, blue) for selection.
- TIMERS**: Displays "01:43:55 Time Remaining" and an "Add Alarm" button.
- ADJUST TEXT SIZE**: Features a slider between "Aa" and "Aa" for font size adjustment.
- EXAM DOCUMENTS**: Lists "Exam Attachments 1" and "Exam Notices 1".
- A "CLOSE TOOLKIT" button at the bottom of the sidebar.

At the bottom of the interface, a status bar shows "13 OF 15 QUESTIONS" and "VERSION 1M.8.0". Navigation buttons for "Previous" and "Next" are also present.



- Along the bottom row, you will see the Exam Taker Support phone number, as well as the Exemplify version number
- You will also see the current question number displayed out of the total number of questions on the exam
- The “left-facing arrow” will return you to the previous question. The next button will take you to the next question.



# Student exam view

- For multiple choice questions, you will be able to strike out unwanted answers

The screenshot displays the Exemplify student exam interface. At the top, a dark blue header bar contains the Exemplify logo, the text 'UI 1-8 Mock\_immediate\_review | TEST TESTER (Test123)', and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. Below the header, a vertical sidebar on the left shows a list of question numbers from 1 to 10, with question 2 highlighted in a blue circle. The main content area displays 'Question 2' with a 'FLAG QUESTION' button. The question text states: 'Students can utilize a zooming feature to make question stem text either smaller or larger. Select the "Tool Kit" icon from the top right corner of the toolbar. Using the slider provided under the "Adjust Text Size" indicator, change the size of the question stem text.' Below the question, the answers are listed as 'A I may need more practice.' and 'B Got it!'. Each answer option has a small eye icon to its right. At the bottom of the interface, a light blue bar shows '2 OF 14 QUESTIONS' and 'VERSION 1M.8.0', along with 'Previous' and 'Next' buttons.

Exemplify UI 1-8 Mock\_immediate\_review | TEST TESTER (Test123) EXAM CONTROLS TOOL KIT

FILTER

Question 2 FLAG QUESTION

Students can utilize a zooming feature to make question stem text either smaller or larger. Select the "Tool Kit" icon from the top right corner of the toolbar. Using the slider provided under the "Adjust Text Size" indicator, change the size of the question stem text.

Answers A - B

A I may need more practice.

B Got it!

2 OF 14 QUESTIONS VERSION 1M.8.0 Previous Next



- For fill in the blank questions, the answers will be displayed in the order in which they appear in the question text

Exemplify

UI 1-8 Mock\_immediate\_review | TEST TESTER (Test123)

EXAM CONTROLS

TOOL KIT

FILTER

1

2

3

4

5

6

7

8

9

10

Question 5

FLAG QUESTION

This is an example of a Fill-in-the-Blank question in Exemplify. Complete the following sentence: ExamSoft's testing platform for students is called 1 .

Answers 1 - 1

1 |

5 OF 14 QUESTIONS

VERSION 1M.8.0

Previous

Next

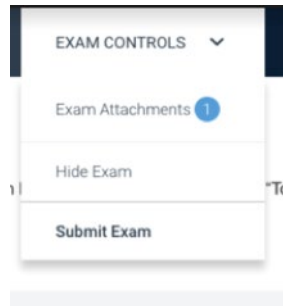




## Post exam actions

Once you have completed all the questions, you can exit the exam

- 1) Open the “exam controls” menu and select “submit exam”



- 2) The application will exit out of the exam view and you will be presented with a warning that you're closing out of the exam.



3) To confirm, select the checkbox to confirm you are ready to upload the exam and then select “upload exam”

4) If the upload was successful, you will see a green confirmation screen. Once you have reached this screen, your exam has finished, and you will not be able to enter back into this exam.

**5) Make sure you show the invigilator the green screen before exiting the room.**



# Troubleshooting

PLEASE NOTE THIS IS FOR ON CAMPUS EXAMS.

## 1) WI-FI connection problems

- Make sure connected to U of M Secure Wi-Fi
- Try to connect again
- Leave room with invigilator and see if it picks up the Wi-Fi on another hub – may have to go down the hallway
- Exit Exemplify, connect to Wi-Fi and log back in to Exemplify
  - **EXAM WILL NOT BE LOST!!**
  - Exemplify saves exam every minute automatically
- If problem persists, call Med IT at 789-3834

## 2) Computer frozen

- Do a hard re-boot of computer.
  - **EXAM WILL NOT BE LOST!!**
  - Exemplify saves exam every minute automatically
- If problem persists, go with invigilator to the computer help desk in the NJML



## Exam results

- You will receive an email from the Evaluations team once exams have been marked and results released

 Reply  Reply All  Forward



Fri 5/24/2019 6:53 PM

Katherine Clark <Katherine.Leung@umanitoba.ca>

Exam **Results** Released for the CL2022 RS2 Final 24 May 2019 exam

To Katherine Clark

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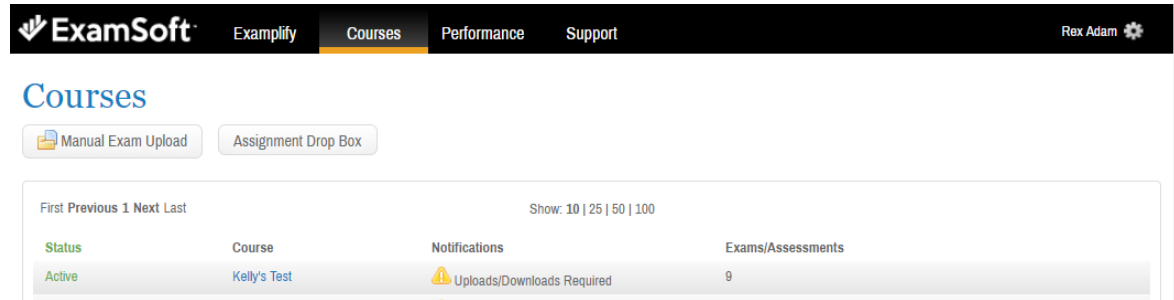
Exam **Results** for the CL2022 RS2 Final 24 May 2019 exam have been released. To view the **results**:

1. Visit [www.examsoft.com/manitobamed](http://www.examsoft.com/manitobamed)
2. Log in to the Exam Takers section
3. Click the 'Courses' button, select your course
4. Locate the exam/assessment and select 'View **Results**'

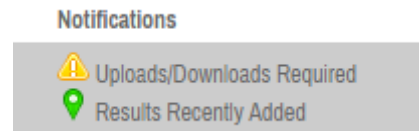


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- 1) Log in to ExamSoft (not Exemplify)
- 2) Navigate to the tab at the top labeled “Courses”



- 3) If results have been added, you will see this message within the Notifications column



- 4) Click “Courses/History” at the top.



- Once you have selected the course, you will need to locate the assessment within the list. Once located, you will see your score displayed on the right under the “Score” column. Please ensure you are looking at the right assessment under the “Title” column.
- Under the column labelled “Notifications/Actions Required”, you will see a graph that you can click on to download your exam results as a PDF. This is your Strengths and Opportunities Report. To view the report, open the downloaded PDF.

| Title               | Type     | Notifications/Actions Required                                                                          |
|---------------------|----------|---------------------------------------------------------------------------------------------------------|
| Category essay test | Exam     |  View Results          |
| 0                   | 28th Nov |  Download Exam Results |
| 0Amol_iPad_Sec      | Patch    |                                                                                                         |

### Course: No Course

If you saw the green confirmation s

Previous 1 2 3 4 5 Next

| Title               | Type |
|---------------------|------|
| Category essay test | Exam |

ExamTakerAnswerRe....pdf

Open
 Always open in Adobe Reader
 Open with system viewer
 Show in folder
 Cancel

| Download Date       | Upload Due Date | Upload Date         | Upload File Name                                        | Score |
|---------------------|-----------------|---------------------|---------------------------------------------------------|-------|
| 02/15/2016 10:18 AM | -               | 02/15/2016 10:20 AM | mengel_Category essay test_20160215101959786_final.xmdx | 100%  |

Show all downloads...

uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our [Support Portal](#).

Show: 10 | 25 | 50 | 100

1) Any problems with software, please contact ExamSoft directly:

<https://support.examsoft.com/hc/en-us>

2) Any problems with hardware, please contact the computer help desk located in the Neil John Maclean Library

3) More information can also be found here:

<https://support.examsoft.com/hc/en-us/categories/11144666860429-Exam-Takers>



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