

Introduction to ExamSoft

umanitoba.ca/healthsciences



UM | Rady Faculty of
Health Sciences

Minimum System Requirements

Windows:

- Operating system: 64-bit versions of Windows 11
 - Alternate versions of Windows 11, such as Windows RT and Windows 11 S are **NOT** supported.
 - Windows 10 is 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)
 - [How to Disable S Mode on Your Microsoft Device](#)
- CPU processor: x86 or ARM processor supported by your operating system
- RAM requirements: 4GB or higher

Minimum System Requirements – Cont'd

- Hard drive requirements: 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%
- [Exemplify Minimum System Requirements](#)

Minimum System Requirements – Cont'd

Mac:

- Operating system: Mac OS (Sonoma, Sequoia, or Tahoe)
- Only genuine versions of Mac operating systems are supported
- CPU: Intel, A18, or M series processor
- RAM: 4 GB or higher
- Hard drive requirements: 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

Minimum System Requirements – Cont'd

- 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
 - [Exemplify Minimum System Requirements](#)

Exemplify: Downloading for Windows & Mac

Instructions here:

[How to Download Exemplify, install the software and log in for the first time](#)

Before you begin, you will need:

- An internet connection
- The device that you'll use to take your assessments
- [To meet minimum system requirements](#)
- Your institution's ExamSoft ID and login credentials (provided by institution)

Exemplify: Downloading for Windows & Mac

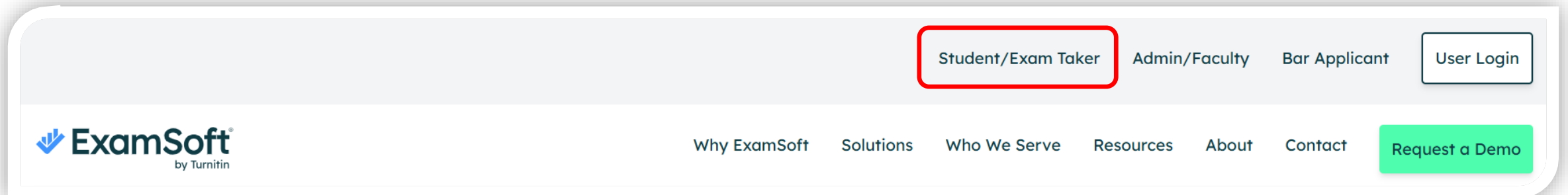
On the day of your exam:

- Be sure your battery is fully charged, or connect your device to a power source.
- For exams with ExamID and ExamMonitor, ensure you have a working webcam and microphone.

Important Note: You can't download assessments on multiple devices. Install Exemplify on the device that you'll use to take your assessments.

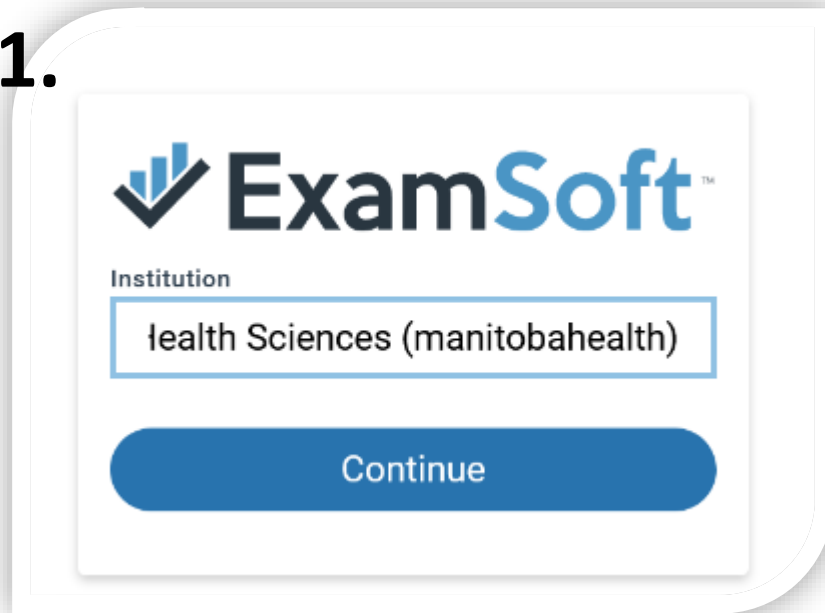
Procedure

1) Go to homepage: www.examsoft.com and click on **Login Student/Exam Taker**



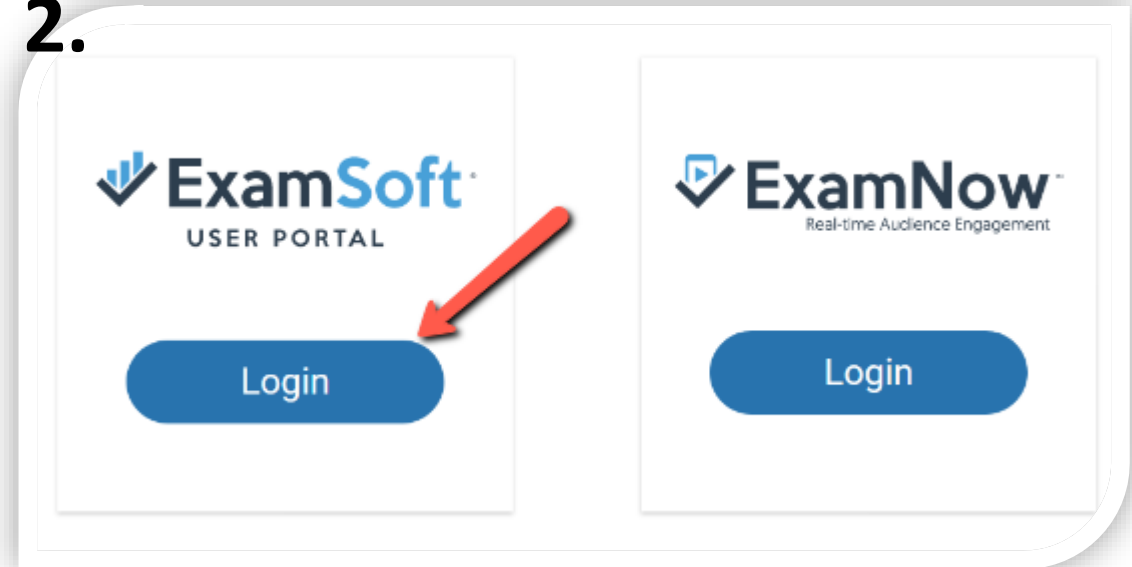
2) Search for University of Manitoba (keyword: Rady), click on Continue, and then select the ExamSoft User Portal Login button

1.



The image shows the ExamSoft search interface. At the top is the ExamSoft logo. Below it is a label 'Institution' followed by a text input field containing 'Health Sciences (manitobahealth)'. At the bottom is a blue 'Continue' button.

2.



The image shows two side-by-side login options. The left option is for 'ExamSoft USER PORTAL' and features a blue 'Login' button with a red arrow pointing to it. The right option is for 'ExamNow Real-time Audience Engagement' and also features a blue 'Login' button.

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:

☐ Remember Me

[Lost Student ID or Password?](#)

Administrators / Faculty

Email: Password:

☒ Remember Me

[Lost Password?](#)

Minimum System Requirements:

iPad Users 

PC Users 

Mac Users 

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.

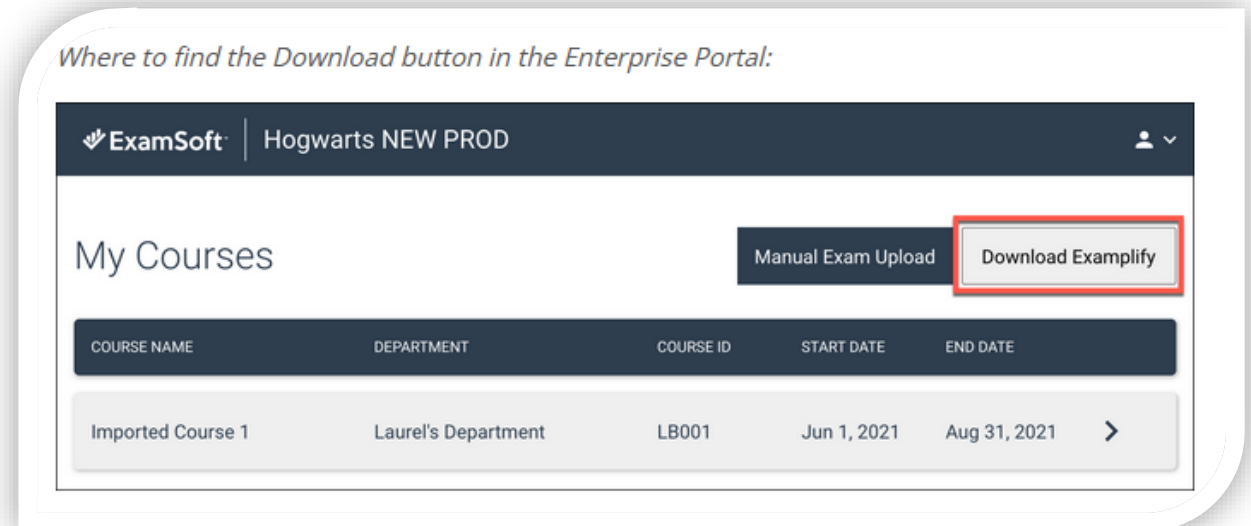
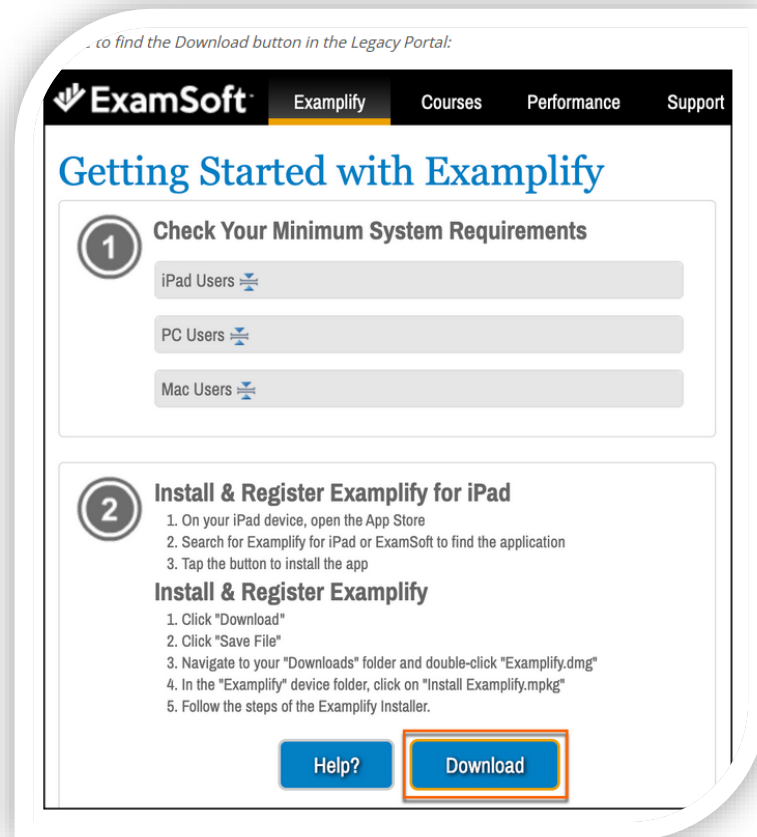
Users should access the system only with **Firefox** or **Chrome** Browsers in order to assure full functionality.

University of Manitoba Charter

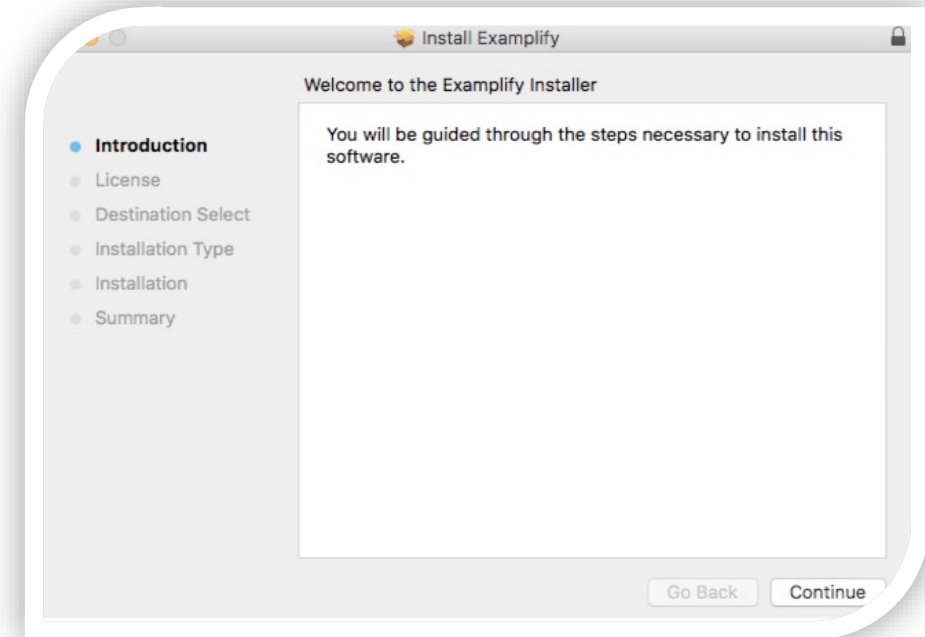
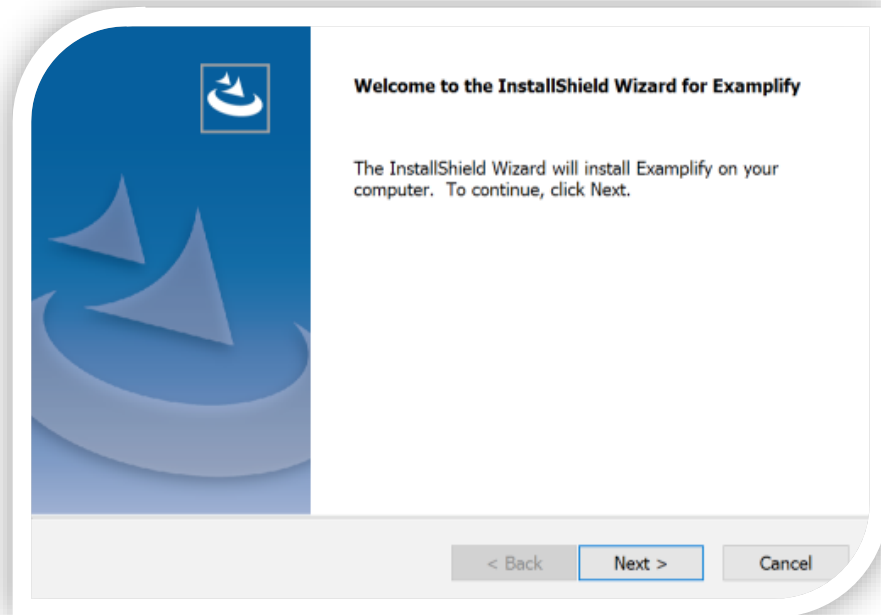
By this charter, choosing to join the community at the University of Manitoba obligates each member:

- To practice personal and academic integrity;

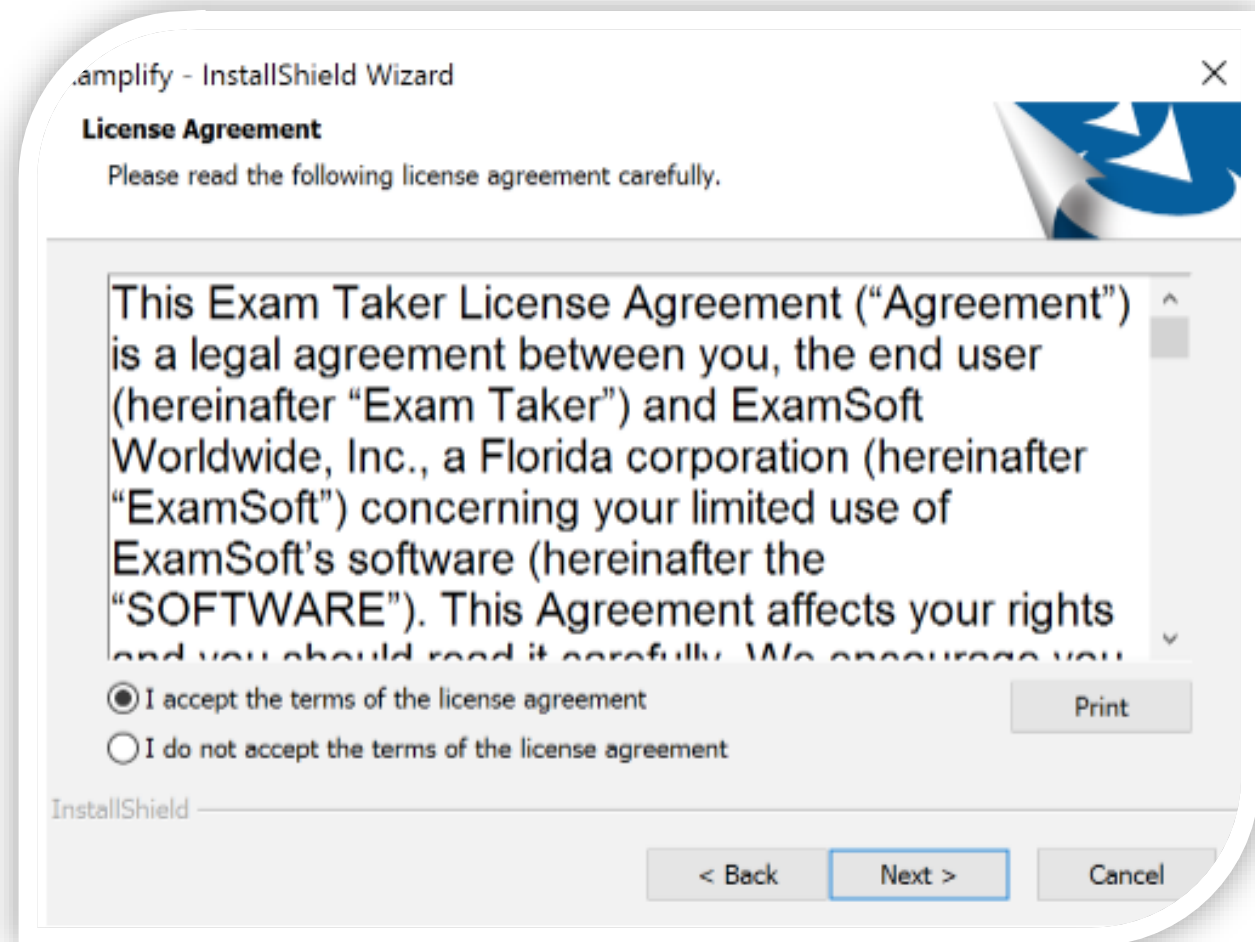
4) Once logged in, click **Download** for Exemplify

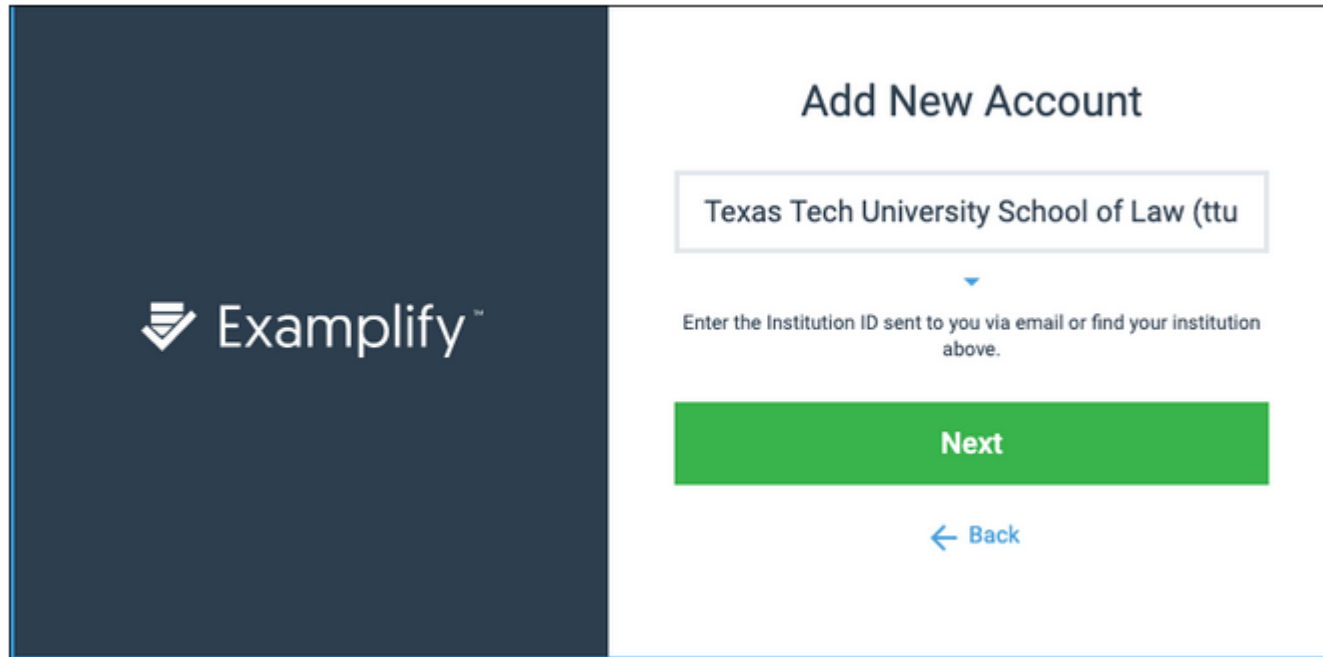


6) Go to the Downloads folder on your device and run the installer file.



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





Exemplify™

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

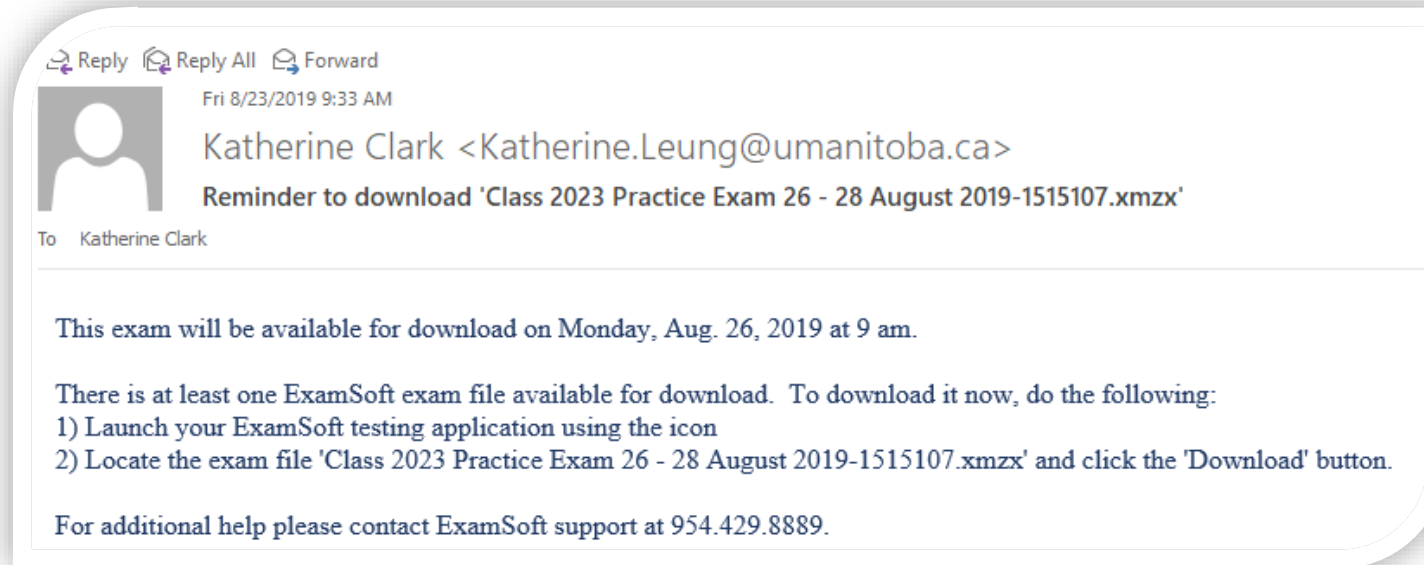
← Back

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

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.



Downloading an Exam

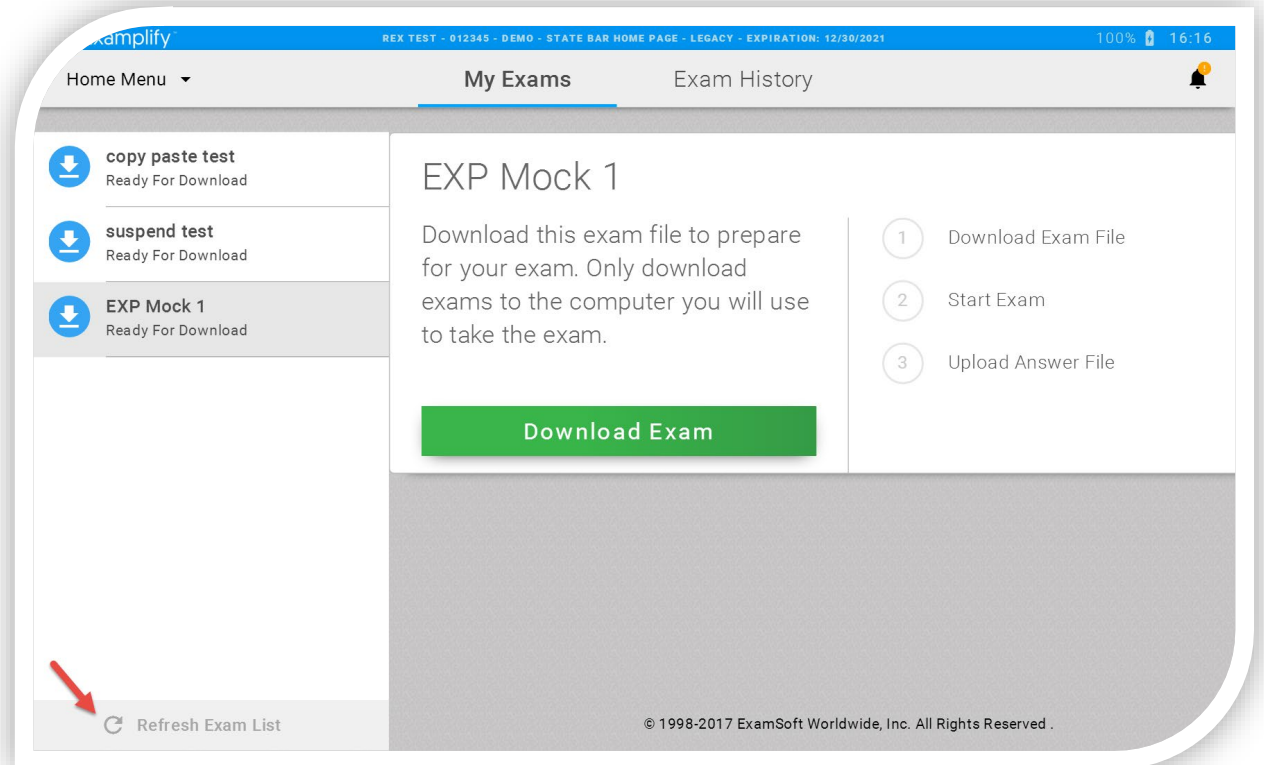
IMPORTANT INFORMATION:

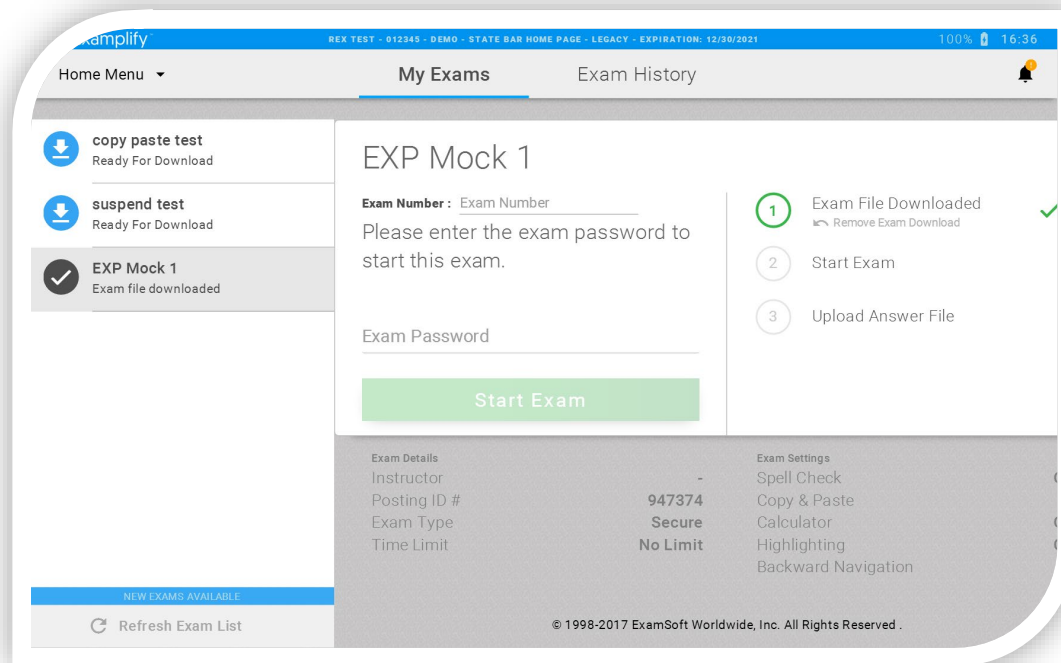
You **MUST** download the exam **BEFORE THE START OF THE EXAM.**

Normally, the exam will be available for download the day before the exam date.

Make sure your Exemplify is up to date, as well as your OS. If not, you may have problems trying to download and/or starting the exam.

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





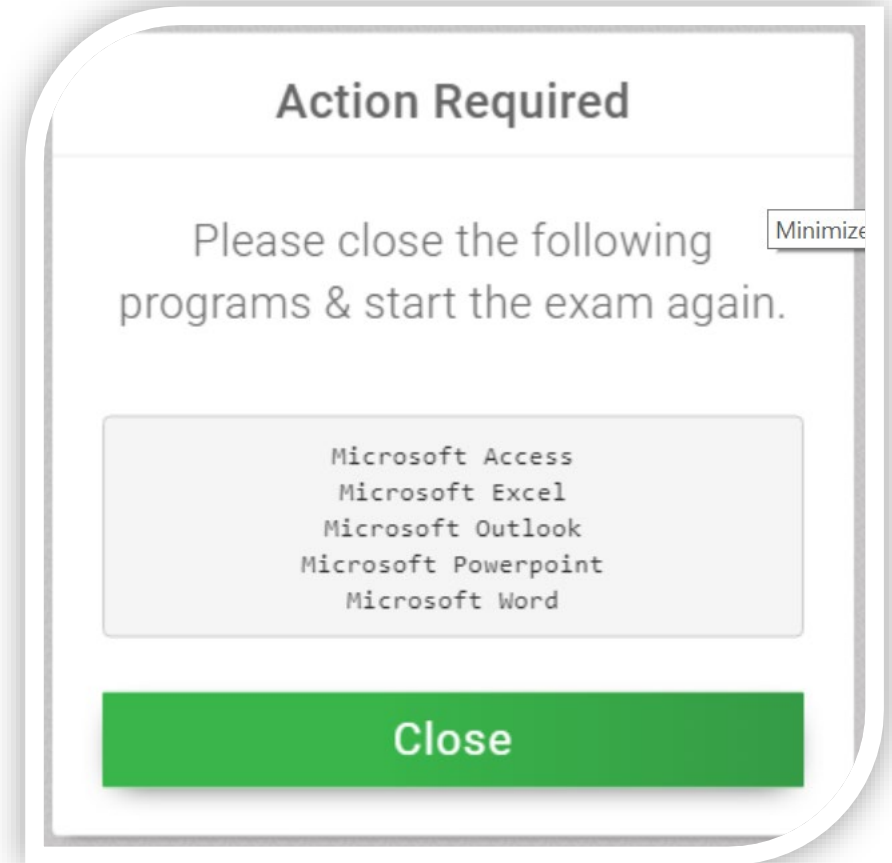
2) Select the correct exam from the list and click “download exam”. (Note, you must have an active internet connection to download.) Doing so will download the exam file to your device.

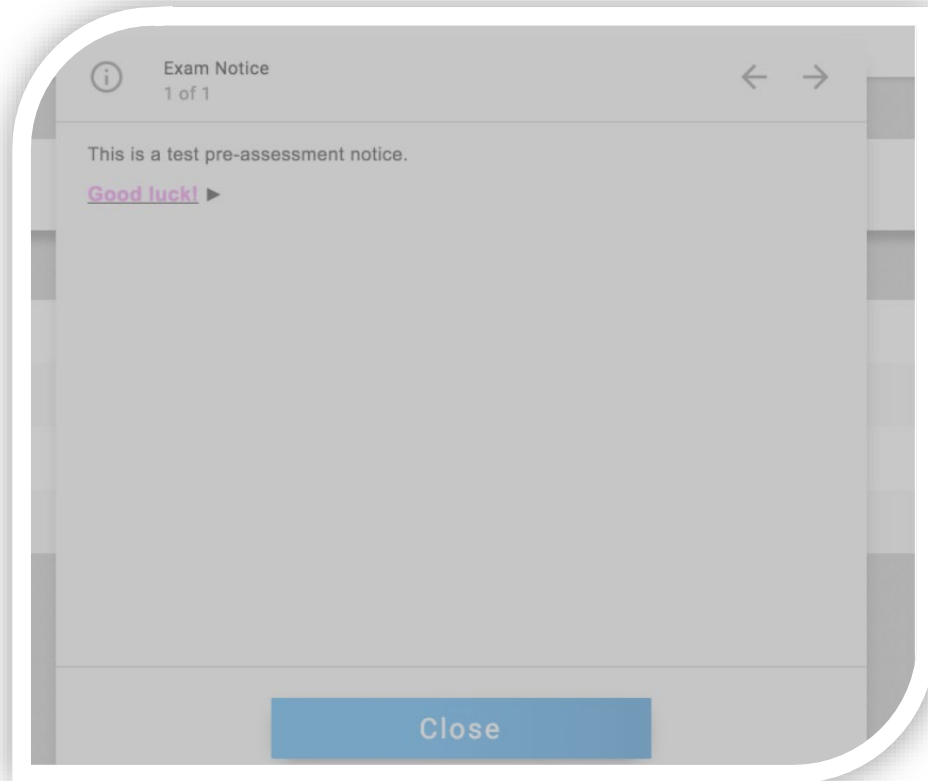
3) The download progress will begin to show; if you see a green check-mark next to step 1, the download was successful.

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.
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

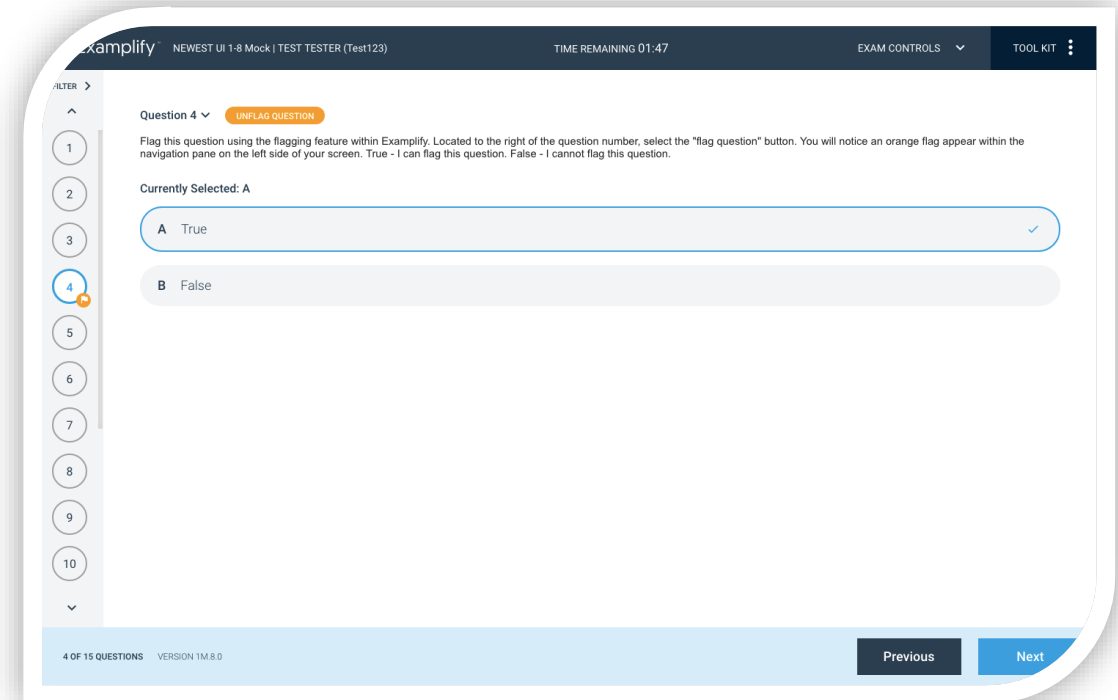
8) When instructed, check the box indicating you are ready to proceed forward, and click the green “Start Exam” button. You may also click “cancel” to return to the list of exams if you have chosen the incorrect exam

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.

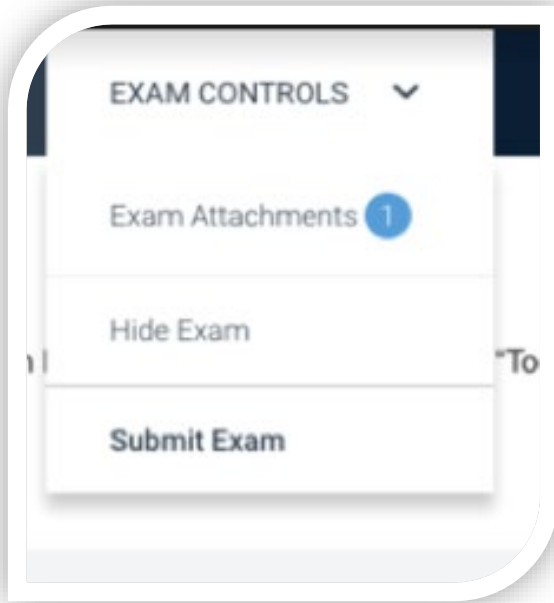
Exam Controls and Options

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



Exam Controls and Options



Above this list, you will see the '**Exam Controls**' option. Within this menu, you will see two possible options: hide exam and submit exam.

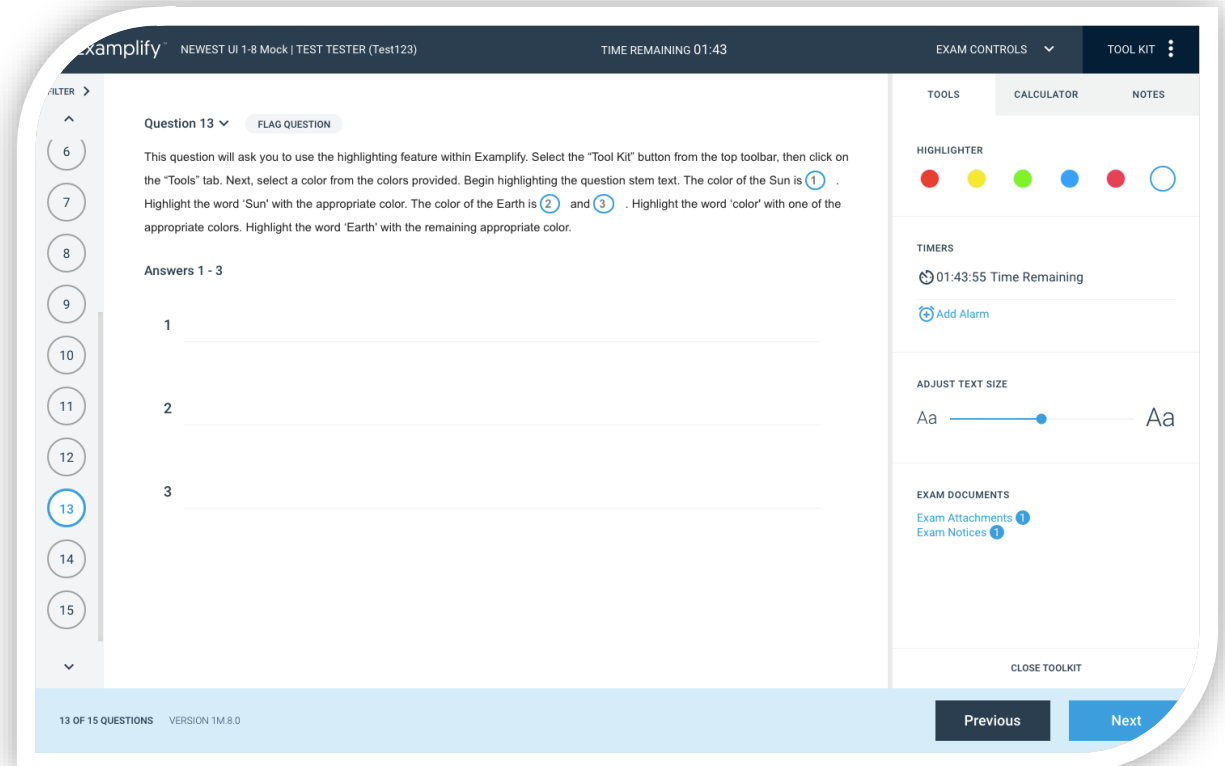
Hide exam will hide the entire exam, but leave the Exemplify application running

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).

Exam Controls and Options

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



Exam Controls and Options

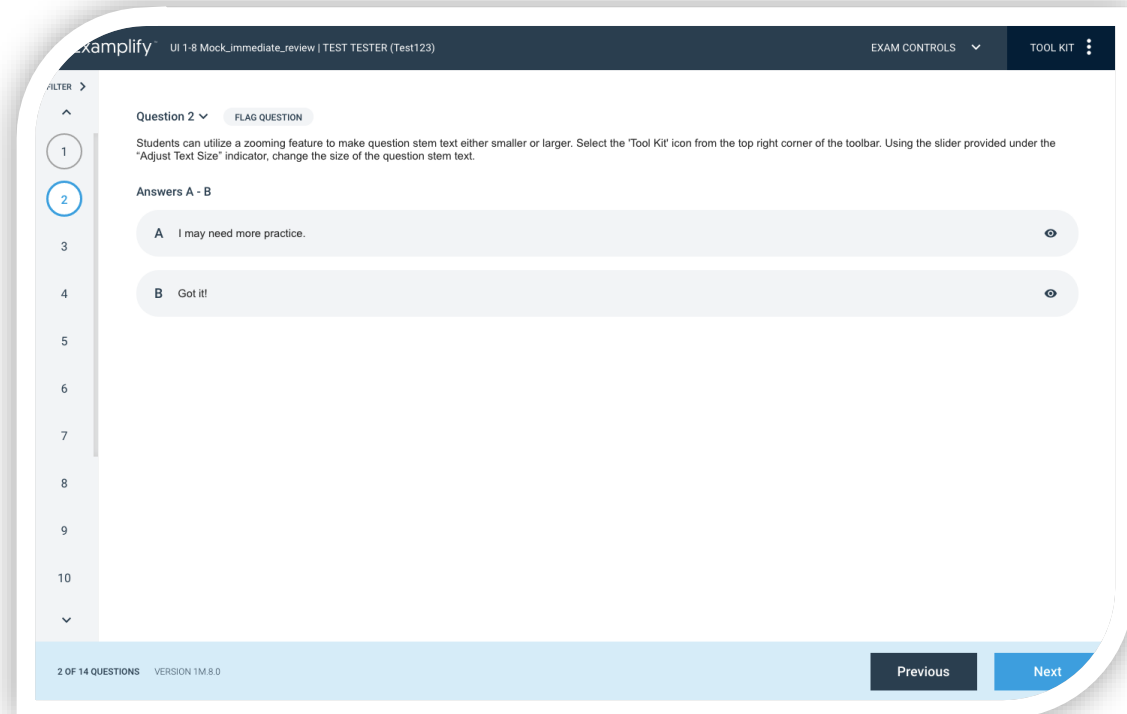
Along the bottom row, you will see the Exam Taker Support phone number, as well as the Exemplify version number

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.

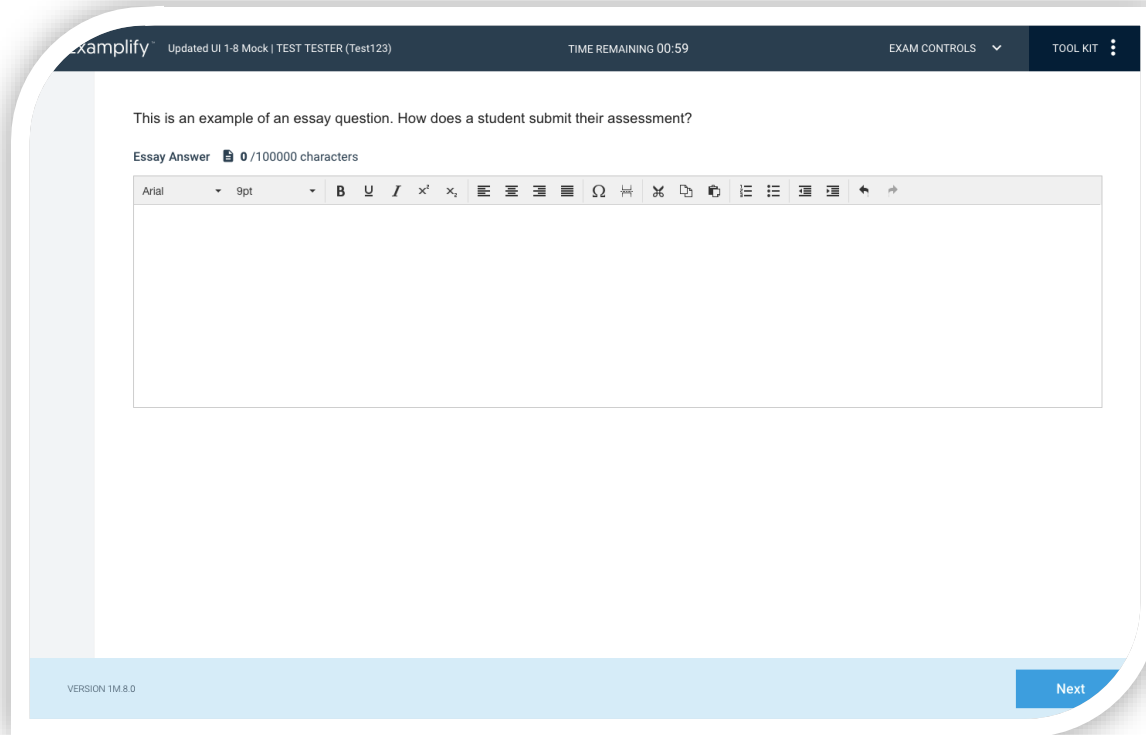


Student Exam View

The screenshot displays the Exemplify exam interface. At the top, the header includes the Exemplify logo, the text 'UI 1-8 Mock_immediate_review | TEST TESTER (Test123)', and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. On the left, a vertical sidebar shows a list of question numbers from 1 to 10, with question 5 highlighted in blue. The main content area is titled 'Question 5' and includes a 'FLAG QUESTION' button. The question text reads: '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 .'. Below the question, the label 'Answers 1 - 1' is followed by a text input field containing the number '1' and a cursor. At the bottom of the interface, a status bar shows '5 OF 14 QUESTIONS', 'VERSION 1M.8.0', and 'Previous' and 'Next' navigation buttons.

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

Student Exam View



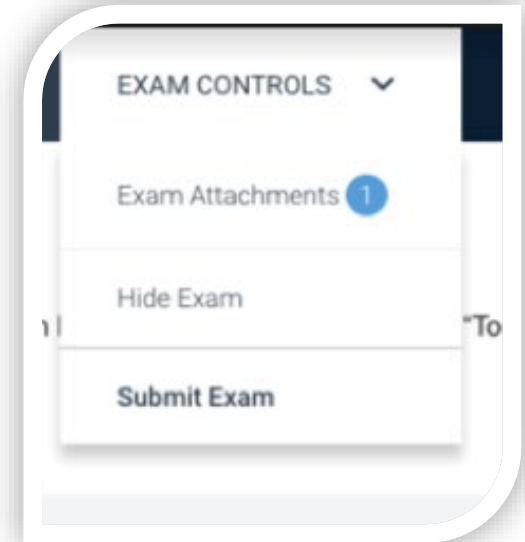
For matching questions, the format will vary depending on how it was built

For essay questions, you have the added ability to maximize the answer text using the blue square in the upper right corner. You will also be able to change the font size and type.

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.



Post-Exam Actions

- 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 - ON-CAMPUS EXAMS ONLY

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 **204-789-3834**



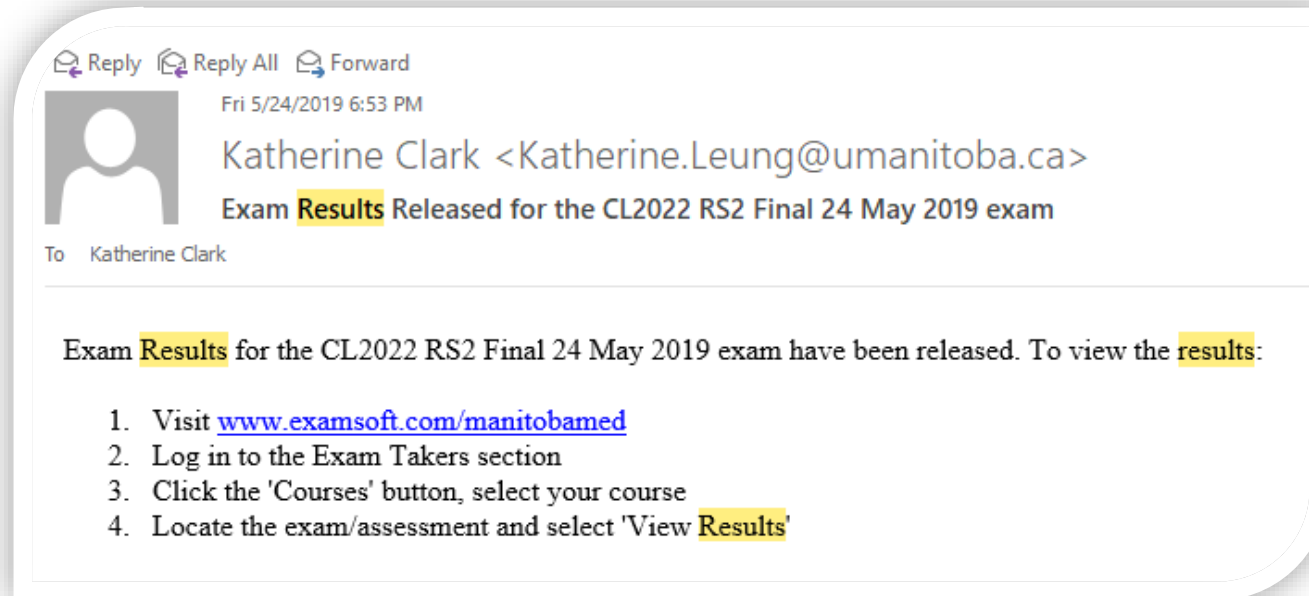
Troubleshooting - ON-CAMPUS EXAMS ONLY

2) Computer Frozen

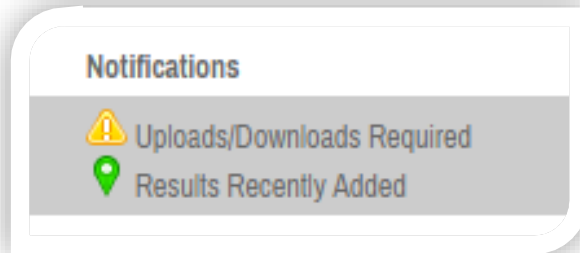
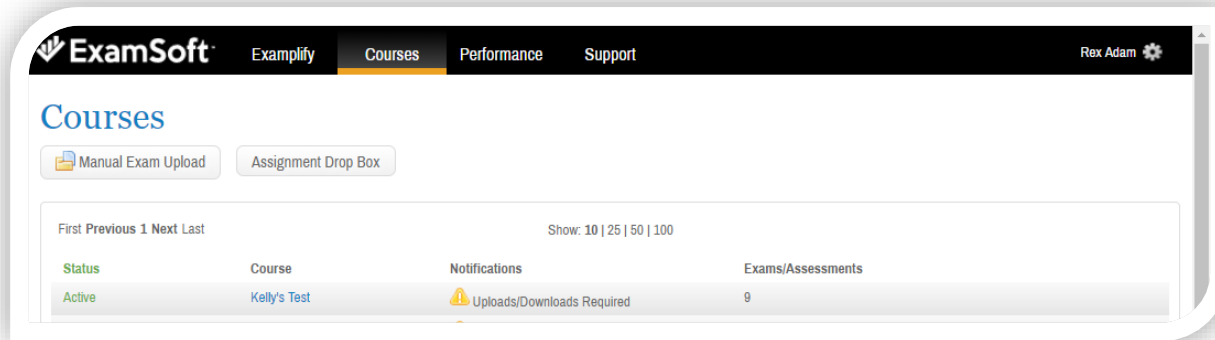
- Do a hard re-boot of computer.
 - **EXAM WILL NOT BE LOST!!**
 - Exemplify saves exam every minute automatically
- If problem persists, go with invigilator to the computer help desk in the NJML.

Exam Results

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



Exam Results



- 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.

Exam Results

- 5) 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.
- 6) 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.

Course: No Course

If you saw the green confirmation s... 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](#).

Previous 1 2 3 4 5 Next

Title	Type	Download Date	Upload Due Date	Upload Date	Upload File Name	Score	Notifications/Actions Required
Category essay test	Exam	02/15/2016 10:18 AM	-	02/15/2016 10:20 AM	mengel_Category essay test_20160215101950786_final.xmdx	100%	View Results Download Exam Results

ExamTakerAnswerRe...pdf

Show all downloads...

Other Issues

- 1) For problems with software, [please contact ExamSoft directly.](#)
- 2) [Troubleshooting Guide](#)
- 3) For hardware issues, please contact the computer help desk located in the Neil John Maclean Library
- 4) More information for [Exam Takers can be found here.](#)