



## SCHEDULED EXAMS

### INSTRUCTIONS: USING EXAMPLIFY TO TYPE YOUR ANSWERS

#### Install & Register the Latest Version of Exemplify onto your Laptop

*If you have not installed Exemplify on your laptop, follow the instructions below. If you have previously installed Exemplify onto your laptop, please skip to Step 6.*

1. With your Examsoft User ID and Password readily available, go to the Law School's Examsoft homepage at [www.examsoft.com/hawaiiilaw](http://www.examsoft.com/hawaiiilaw).
2. Locate the Exam Takers login box on the left side of the page. Enter your Examsoft User ID and password where indicated and click **Login**.

The screenshot shows a login form titled "Exam Takers". It has two input fields: "Username: ?" and "Password:". To the right of the password field is a "Login" button. Below the fields is a "Remember Me" checkbox. Underneath is a link "Lost Username or Password?". At the bottom are three buttons: "Videos", "Support", and "Info".

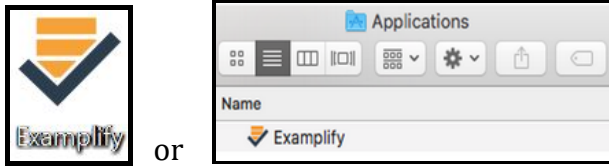
3. Click **Download** for Exemplify. (Please note that you may not use an iPad or tablet for your exams.)

The screenshot shows a section titled "2 Install & Register Exemplify". It contains three numbered steps:  
1. Click "Download"  
2. Click "Run" when prompted to Run or Save the file  
3. If your browser does not prompt you to "Run" or "Open" the file, Click Save and run the file from the location you saved it to.  
\*Note: Please make sure you have an active Internet connection when you run the file.  
At the bottom are two buttons: "Help?" and "Download". Below them is a link "Exemplify Registration Instructions" with a download icon.

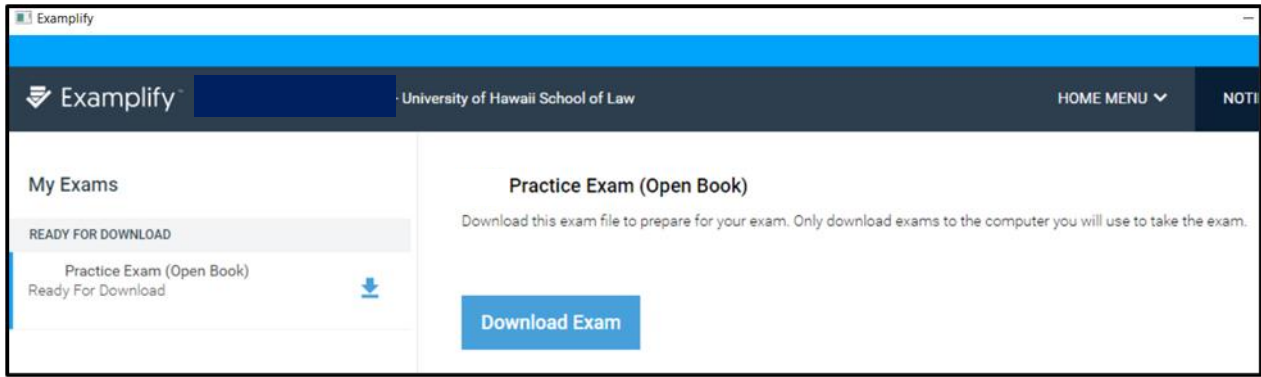
4. A pop-up box will display asking to Save the file. Click **Save File** and choose the destination to save the file. Double-click on the **Exemplify.pkg** in either the Downloads window or where you chose to save the file. Follow the instructions of the Exemplify installer wizard.
5. After installation of Exemplify, complete the registration process by entering your Examsoft User ID and password. You will be prompted to enter the Institution ID. Our Institution ID is **hawaiiilaw**.

## Download the Mandatory Practice Exam

6. Launch **Exemplify** from your desktop. If prompted, enter the Institution ID, **hawaiiilaw**. Enter your Examsoft User ID and Password when prompted and click **Next**.



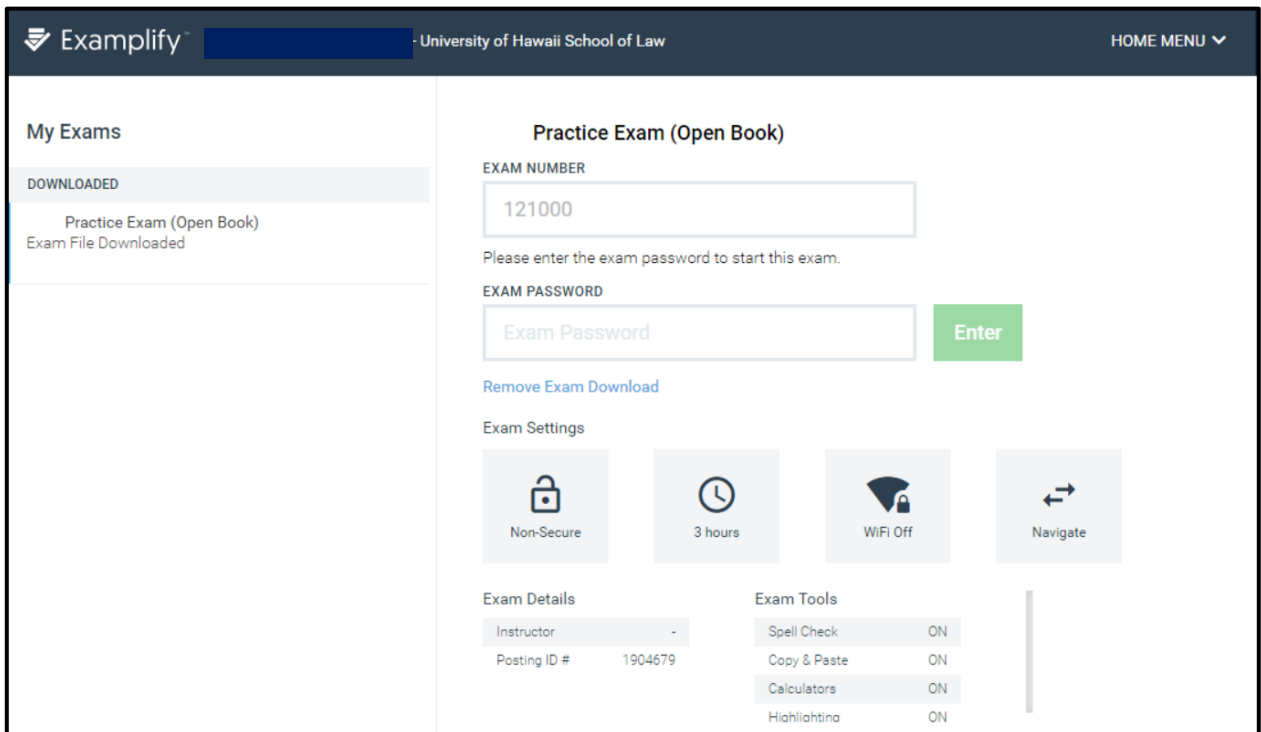
7. Click on 'Mandatory Practice Exam Fall 2022' from the Exam List section. Click **Download Exam** in the middle of the screen under the name of the exam. Once the download is complete, you will see the exam in the "downloaded" section.



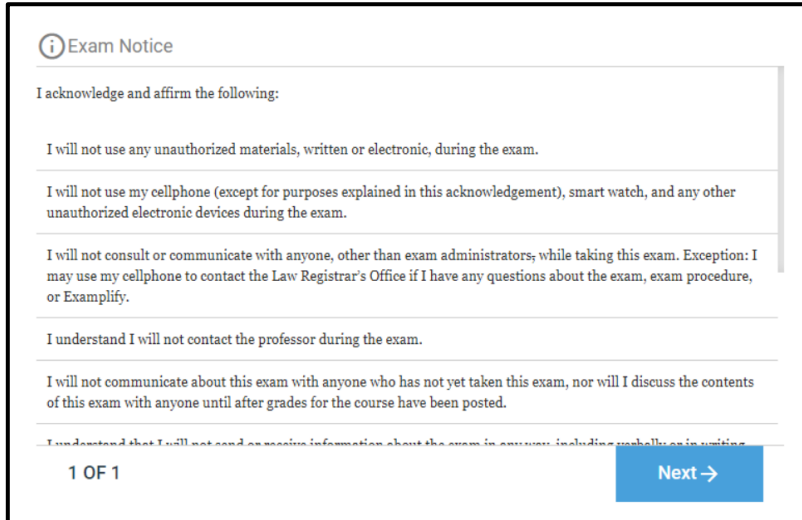
## Complete the Mandatory Practice Exam

Please read through the entire set of instructions before completing these steps.

8. Click on the Mandatory Practice Exam Fall 2022 on the left-hand column. If prompted, enter your Fall 2022 Exam Number. **The exam password is fall2022**. Click **Start Exam**.



9. After reading and reviewing the honor statement (exam notice), click **Next** to acknowledge and affirm you understand the academic misconduct policies.



The screenshot shows a form titled "Exam Notice" with an information icon. The form contains several lines of text for acknowledgment and affirmation, followed by a "Next" button with a right-pointing arrow. The page number "1 OF 1" is visible at the bottom left.

**i Exam Notice**

I acknowledge and affirm the following:

I will not use any unauthorized materials, written or electronic, during the exam.

I will not use my cellphone (except for purposes explained in this acknowledgement), smart watch, and any other unauthorized electronic devices during the exam.

I will not consult or communicate with anyone, other than exam administrators, while taking this exam. Exception: I may use my cellphone to contact the Law Registrar's Office if I have any questions about the exam, exam procedure, or Exemplify.

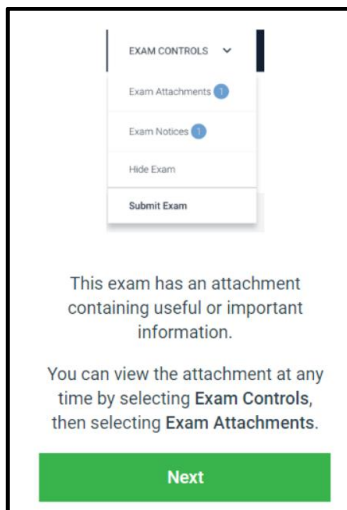
I understand I will not contact the professor during the exam.

I will not communicate about this exam with anyone who has not yet taken this exam, nor will I discuss the contents of this exam with anyone until after grades for the course have been posted.

I understand that I will not send or receive information about the exam in any way, including verbally or in writing.

1 OF 1 **Next →**

Exemplify will notify you if there are any attachments to the exam. You can view the attachment at any time by selecting **Exam Controls**, then selecting **Exam Attachments**.



The screenshot shows a dropdown menu for "EXAM CONTROLS" with "Exam Attachments" selected. Below the menu is a notification box stating that the exam has an attachment and providing instructions on how to view it. A "Next" button is at the bottom.

**EXAM CONTROLS** ▾

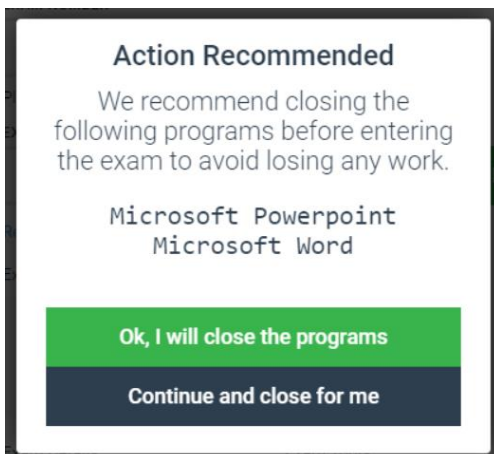
- Exam Attachments
- Exam Notices
- Hide Exam
- Submit Exam

This exam has an attachment containing useful or important information.

You can view the attachment at any time by selecting **Exam Controls**, then selecting **Exam Attachments**.

**Next**

For closed book exams, Exemplify will request you to close programs on your laptop.



The screenshot shows a dialog box titled "Action Recommended" with a list of programs to be closed and two buttons: "Ok, I will close the programs" and "Continue and close for me".

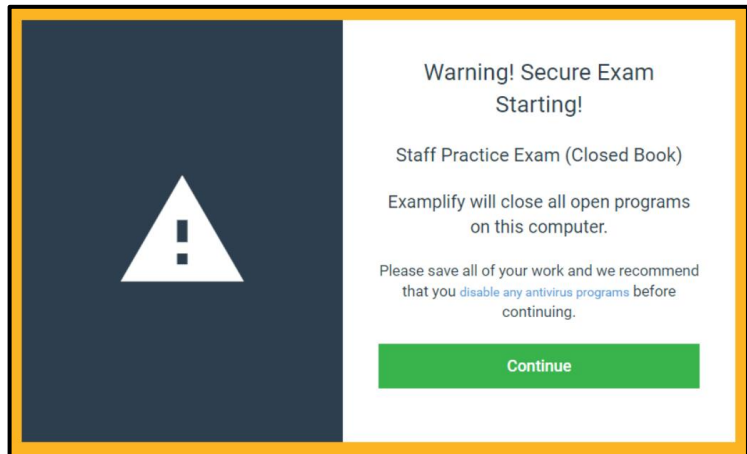
**Action Recommended**

We recommend closing the following programs before entering the exam to avoid losing any work.

- Microsoft Powerpoint
- Microsoft Word

**Ok, I will close the programs**

**Continue and close for me**



The screenshot shows a warning dialog box with a large exclamation mark icon. The text informs the user that Exemplify will close all open programs and requests that they disable any antivirus programs. A "Continue" button is at the bottom.

**Warning! Secure Exam Starting!**

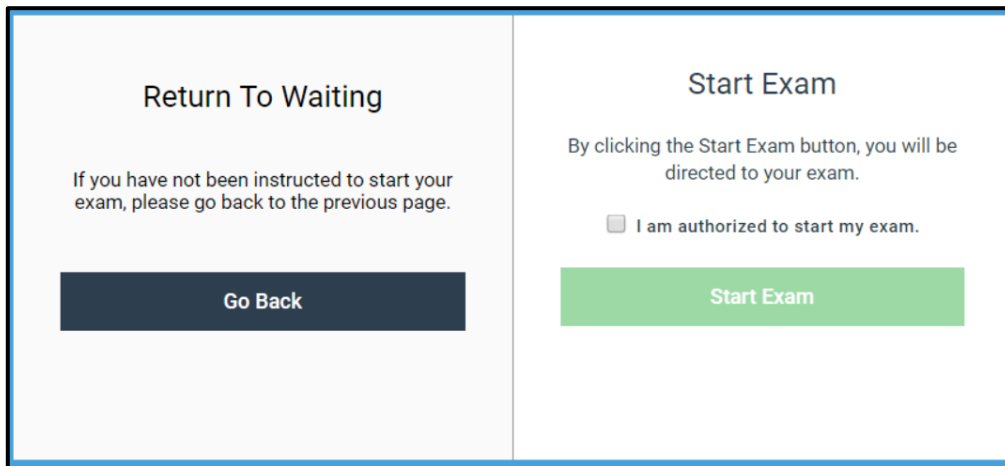
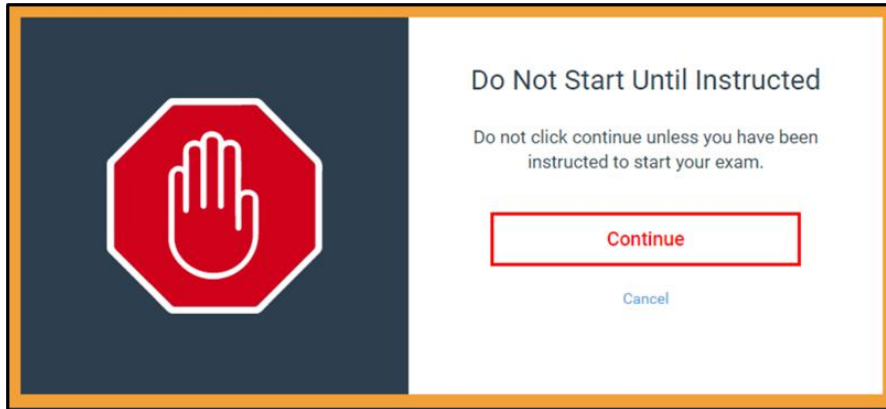
Staff Practice Exam (Closed Book)

Exemplify will close all open programs on this computer.

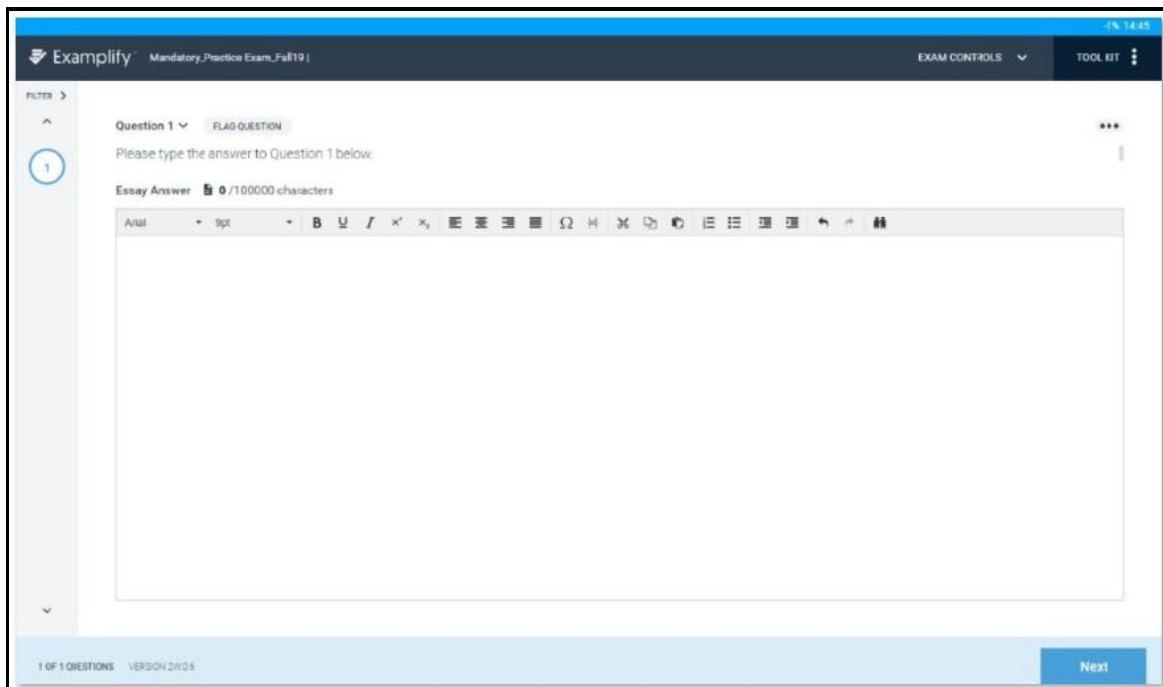
Please save all of your work and we recommend that you **disable any antivirus programs** before continuing.

**Continue**

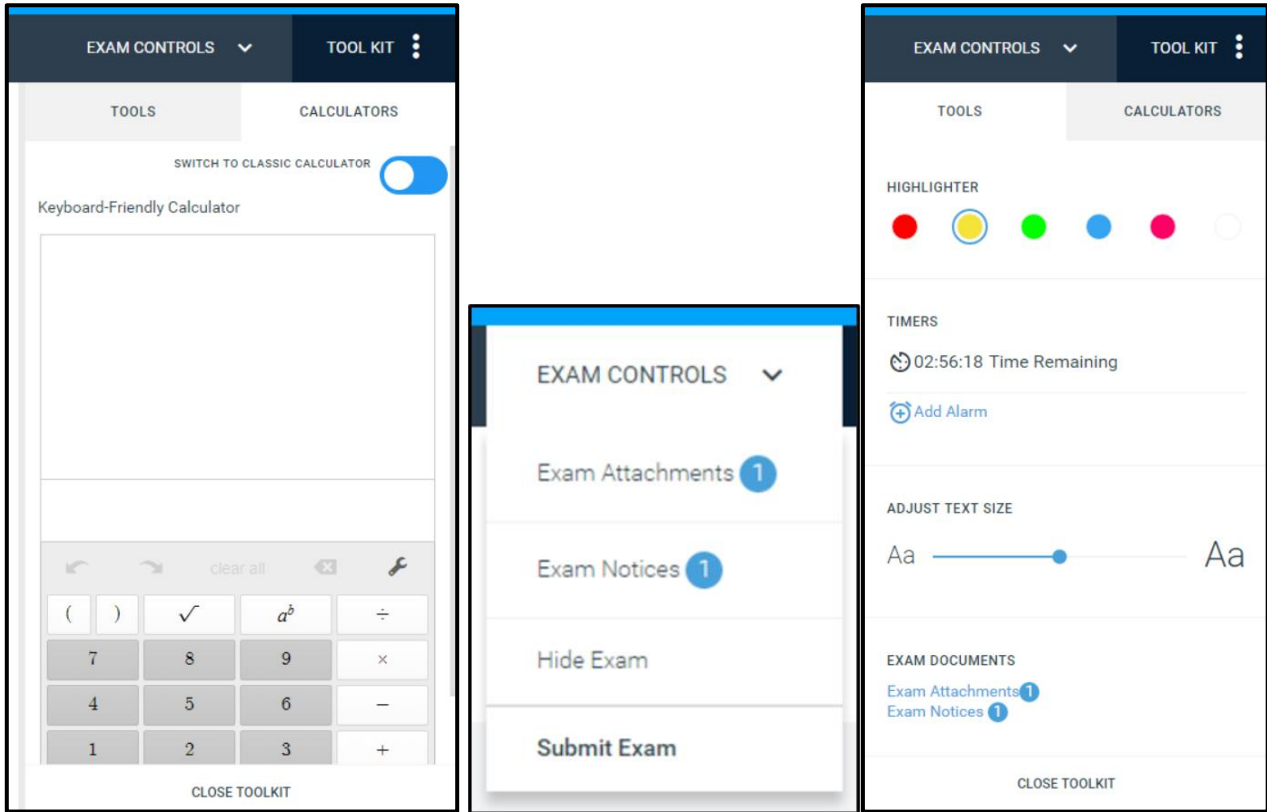
10. Check the box and click **Start Exam** to begin the exam. Once you click Start Exam, you will not have access to other programs on your laptop and will start the exam.



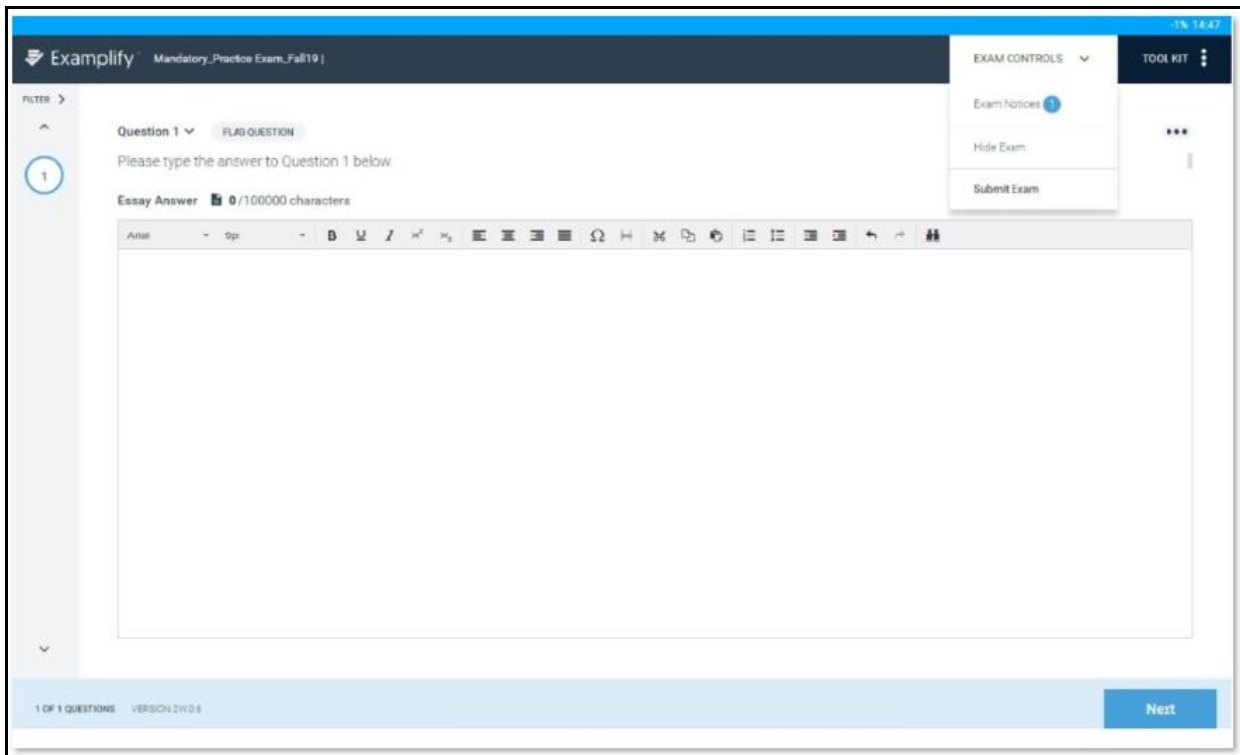
11. Complete the practice exam. Please also take this time to click on the various features to familiarize yourself with Exemplify.



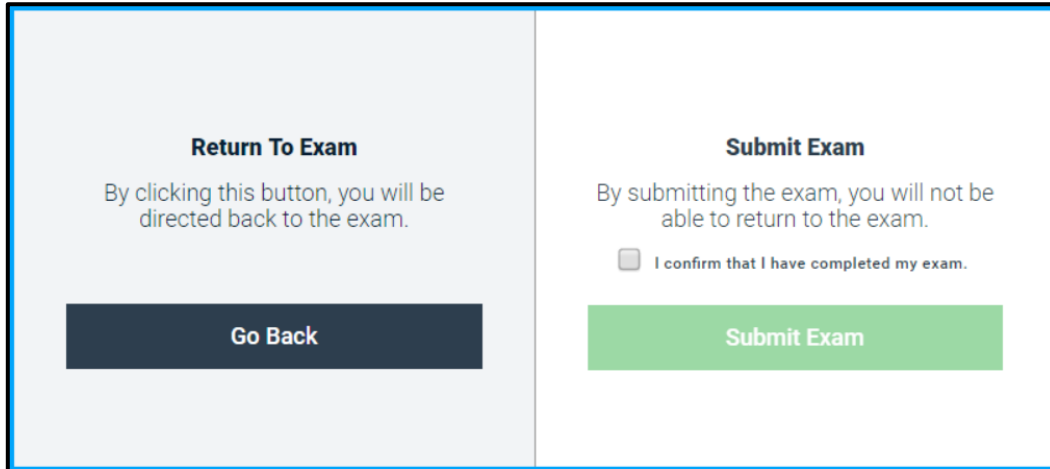
12. To add an alarm, adjust the font size, or use the calculator, go to the upper right-hand corner of Exemplify and click on **Tool Kit**. To view the exam attachment, click on **Exam Controls**.



13. To exit the exam, go to the upper right-hand corner of Exemplify and click on **Exam Controls** and choose **Submit Exam**.

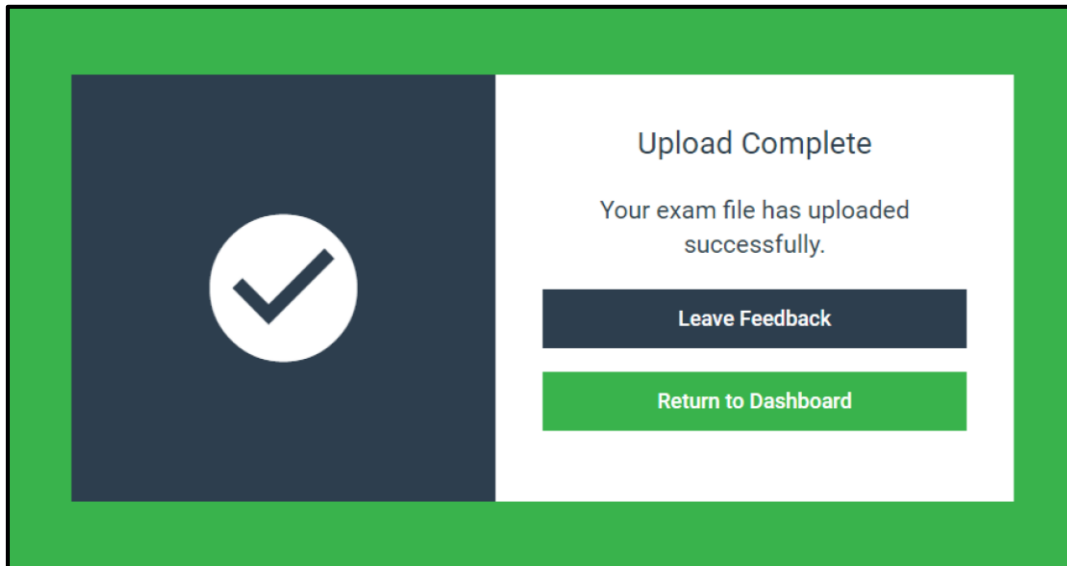


14. Check the box next to 'I confirm that I have completed my exam' and click **Submit Exam**.



The screenshot shows a two-column interface. The left column is titled "Return To Exam" and contains the text "By clicking this button, you will be directed back to the exam." and a dark blue button labeled "Go Back". The right column is titled "Submit Exam" and contains the text "By submitting the exam, you will not be able to return to the exam." followed by a checkbox and the text "I confirm that I have completed my exam." and a green button labeled "Submit Exam".

15. Your answer file will automatically upload once you establish an internet connection. A green screen will appear when the file has been successfully uploaded.



The screenshot shows a green-bordered confirmation screen. On the left is a dark blue square with a white circle containing a checkmark. On the right, the text reads "Upload Complete" followed by "Your exam file has uploaded successfully." Below this are two buttons: a dark blue "Leave Feedback" button and a green "Return to Dashboard" button.

After successfully uploading your Fall 2022 Mandatory Practice Exam answer file, the Law Registrar's Office send you an email confirmation of receipt within 3 business days. If you don't receive a confirmation email from the Law School, please contact our office.

### Questions?

If you have questions about Exemplify or questions related to the exam-taking process, please contact the Law Registrar's Office at [lawexams@hawaii.edu](mailto:lawexams@hawaii.edu).

If you have specific technical questions or issues with your laptop, you can contact the Law School IT team at [lawit@hawaii.edu](mailto:lawit@hawaii.edu).