



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.
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 blue link that says "Lost Username or Password?". At the bottom of the form are three buttons: "Videos" (with a play icon), "Support" (with a speech bubble icon), and "Info" (with an information icon).

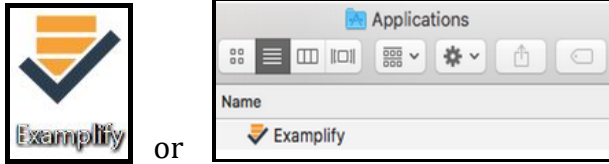
3. Click **Download** for Exemplify. (Please note that you may not use an iPad or tablet for your exams.)

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.
A note below the steps says: "*Note: Please make sure you have an active Internet connection when you run the file."
At the bottom of the section are two buttons: "Help?" and "Download". Below these is a link that says "Exemplify Registration Instructions" with a small icon.

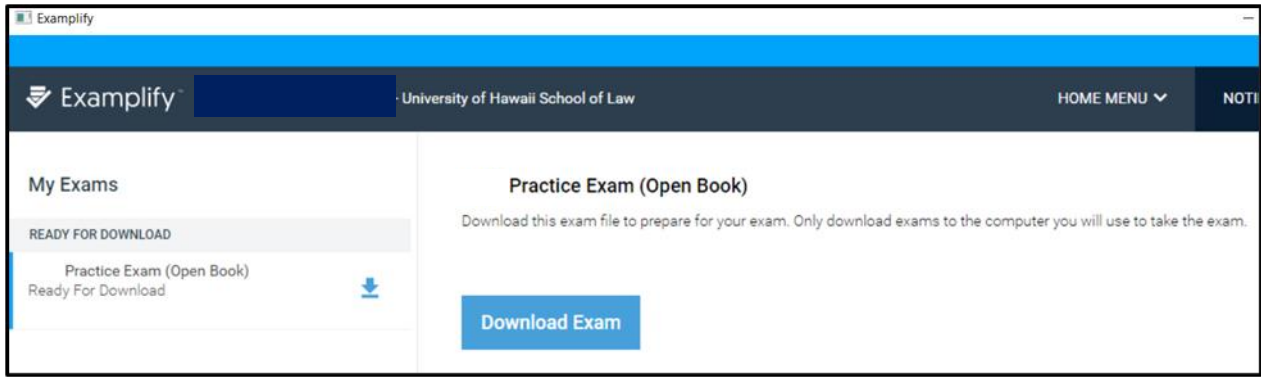
4. A pop-up box will display asking to Save the file. Click **Save File** and choose the destination to save the file. Double-click on the **Exemplify.pkg** in either the Downloads window or where you chose to save the file. Follow the instructions of the Exemplify installer wizard.
5. After installation 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, **hawaiiaw**. Enter your Examsoft User ID and Password when prompted and click **Next**.



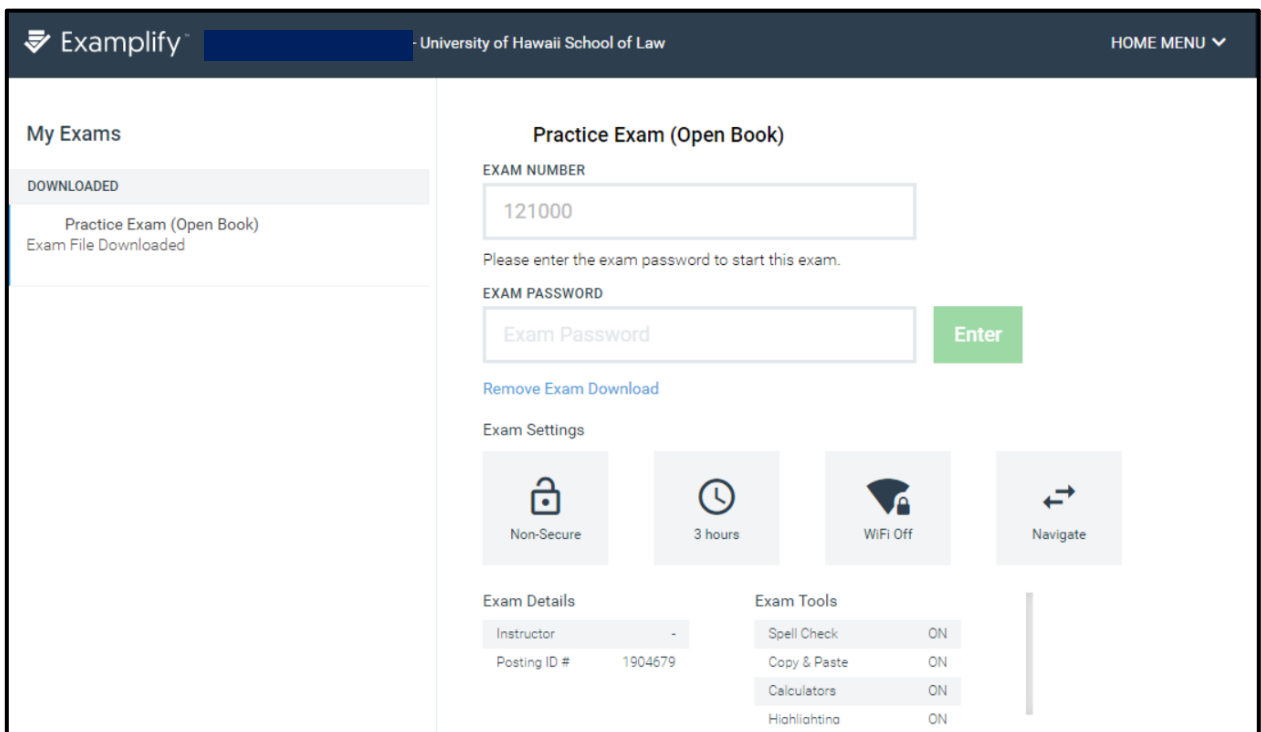
7. Click on 'Mandatory Practice Exam Spring 2021' from the Exam List section. Click **Download Exam** in the middle of the screen under the name of the exam. Once the download is complete, you will see the exam in the "downloaded" section.



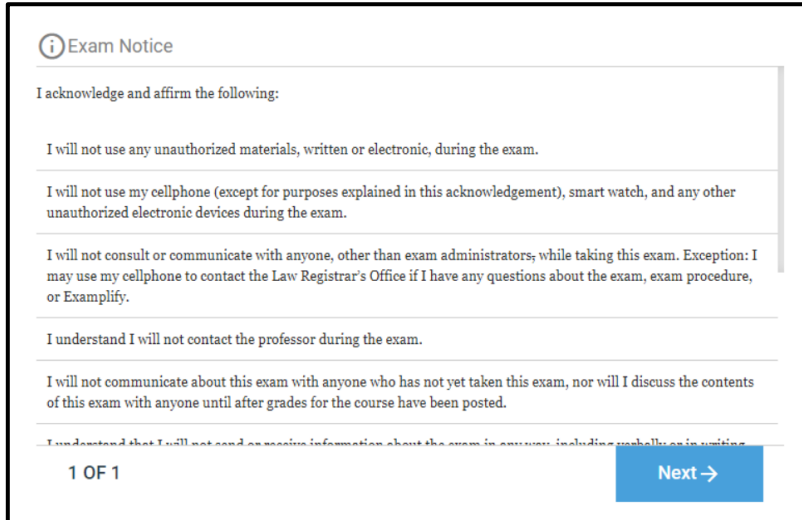
Complete the Mandatory Practice Exam

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

8. Click on the Mandatory Practice Exam Spring 2021 on the left-hand column. If prompted, enter your Spring 2021 Exam Number. **The exam password is spring2021**. Click **Start Exam**.

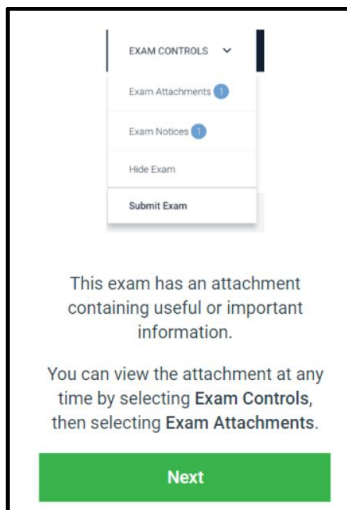


9. After reading and reviewing the honor statement (exam notice), click **Next** to acknowledge and affirm you understand the academic misconduct policies.



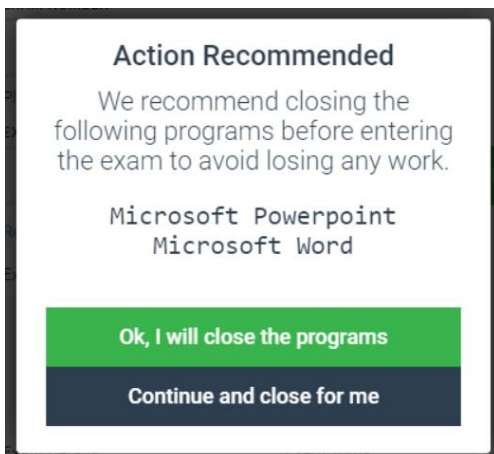
The screenshot shows a form titled "Exam Notice" with an information icon. The form contains several lines of text for acknowledgment and affirmation, each followed by a horizontal line for input. The text includes: "I acknowledge and affirm the following:", "I will not use any unauthorized materials, 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.", and "I understand that I will not send or receive information about the exam in any way, including verbally or in writing". At the bottom left, it says "1 OF 1". At the bottom right, there is a blue button labeled "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**.

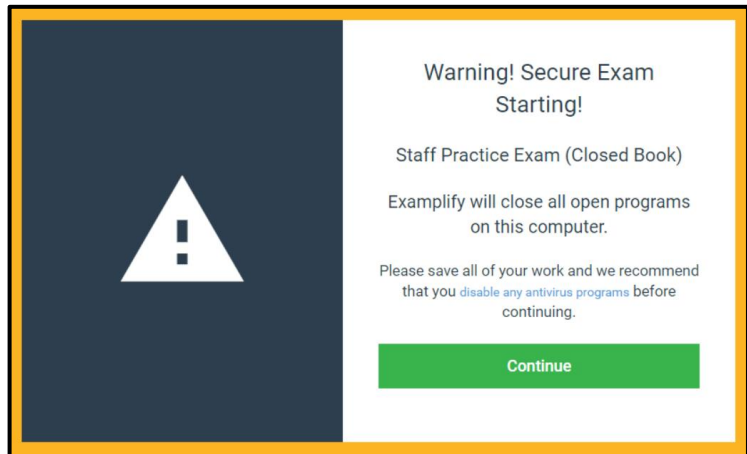


The screenshot shows a dropdown menu titled "EXAM CONTROLS" with a downward arrow. The menu items are "Exam Attachments" (with a blue dot), "Exam Notices" (with a blue dot), "Hide Exam", and "Submit Exam". Below the menu, there is a notification box that says: "This exam has an attachment containing useful or important information. You can view the attachment at any time by selecting Exam Controls, then selecting Exam Attachments." At the bottom of the notification box is a green button labeled "Next".

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

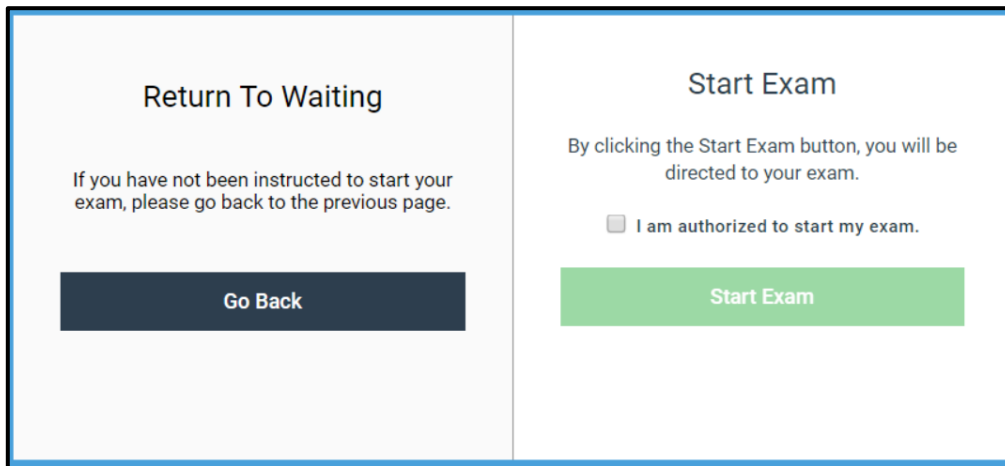
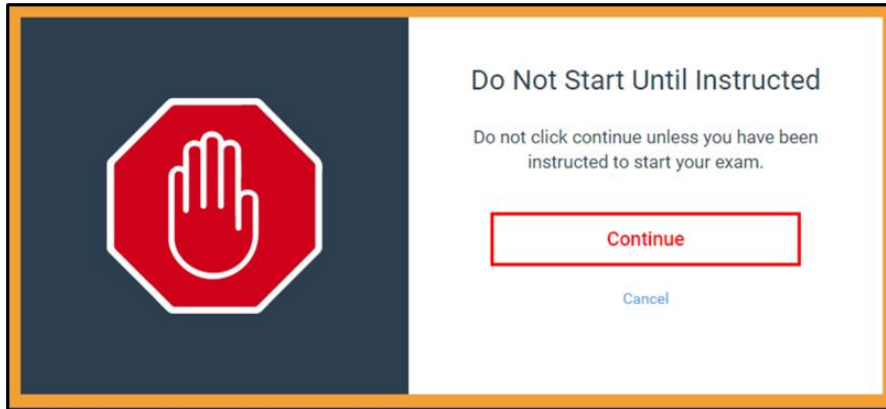


The screenshot shows a dialog box titled "Action Recommended". The text inside says: "We recommend closing the following programs before entering the exam to avoid losing any work." Below this, the programs listed are "Microsoft Powerpoint" and "Microsoft Word". At the bottom, there are two buttons: a green button labeled "Ok, I will close the programs" and a dark blue button labeled "Continue and close for me".

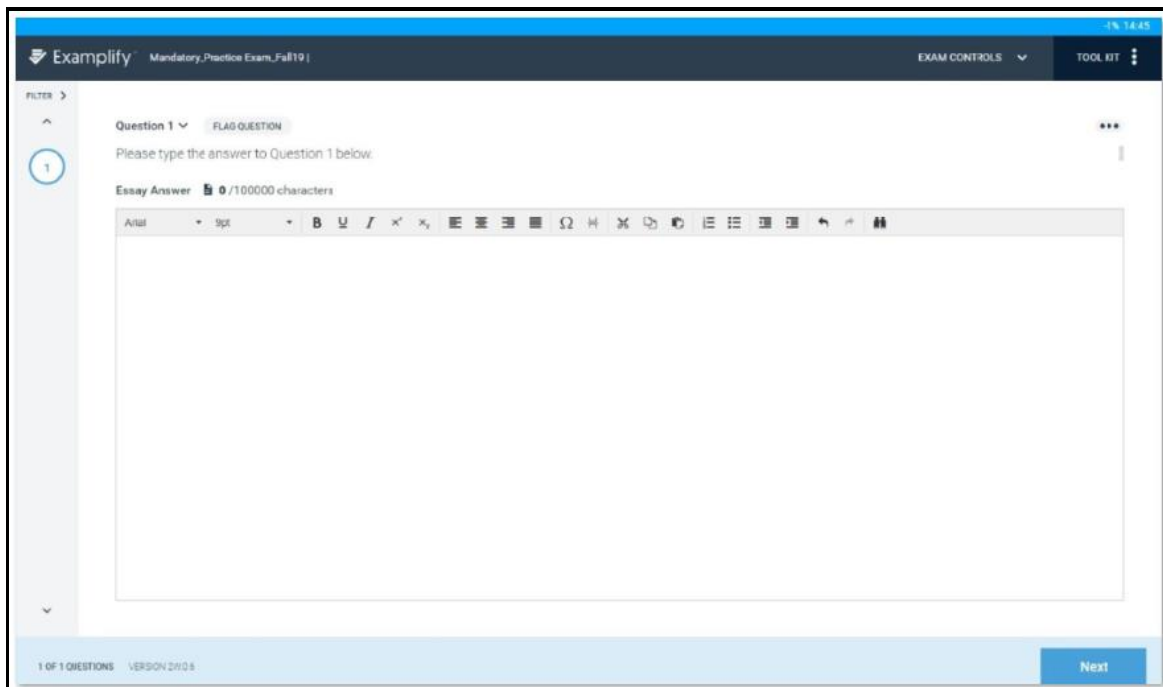


The screenshot shows a dialog box titled "Warning! Secure Exam Starting!". On the left side, there is a dark blue background with a white triangle containing a black exclamation mark. The text on the right side says: "Staff Practice Exam (Closed Book) Exemplify will close all open programs on this computer. Please save all of your work and we recommend that you disable any antivirus programs before continuing." At the bottom, there is a green button labeled "Continue".

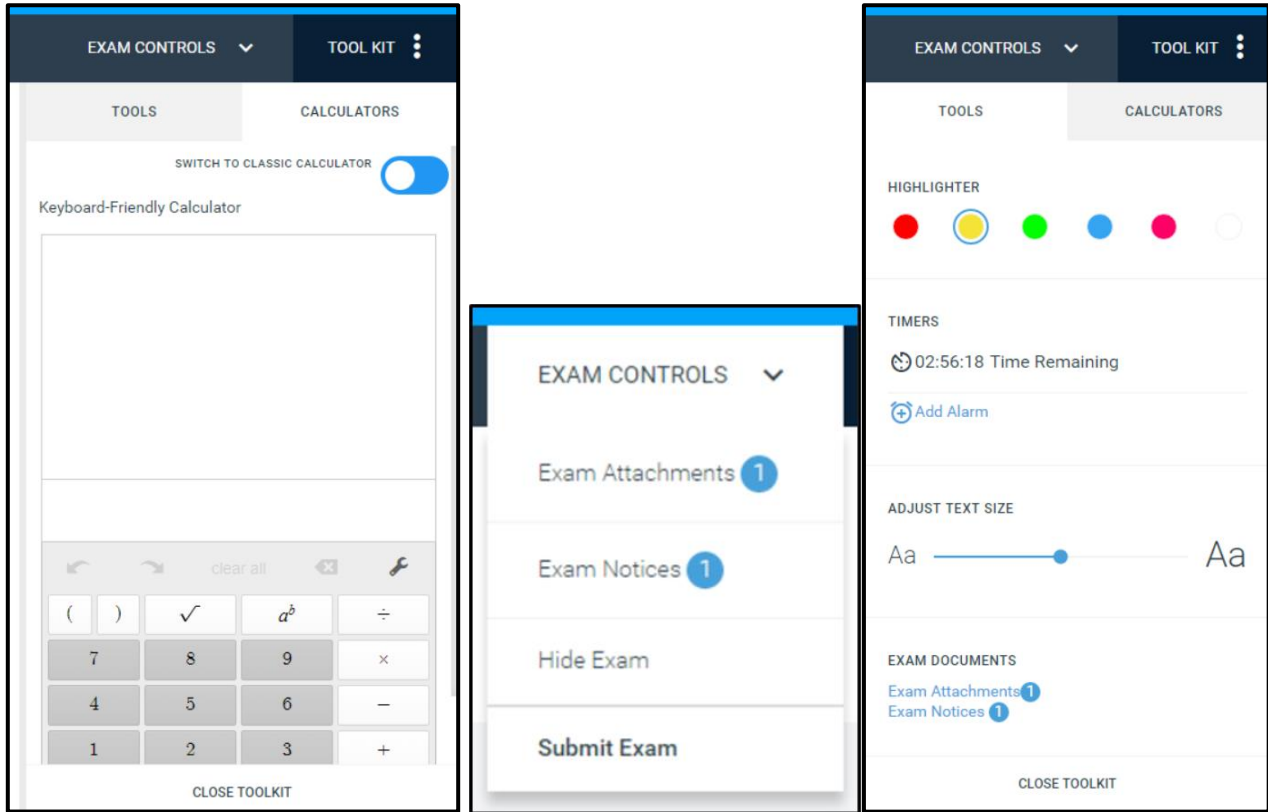
10. Check the box and click **Start Exam** to begin the exam. Once you click Start Exam, you will not have access to other programs on your laptop and will start the exam.



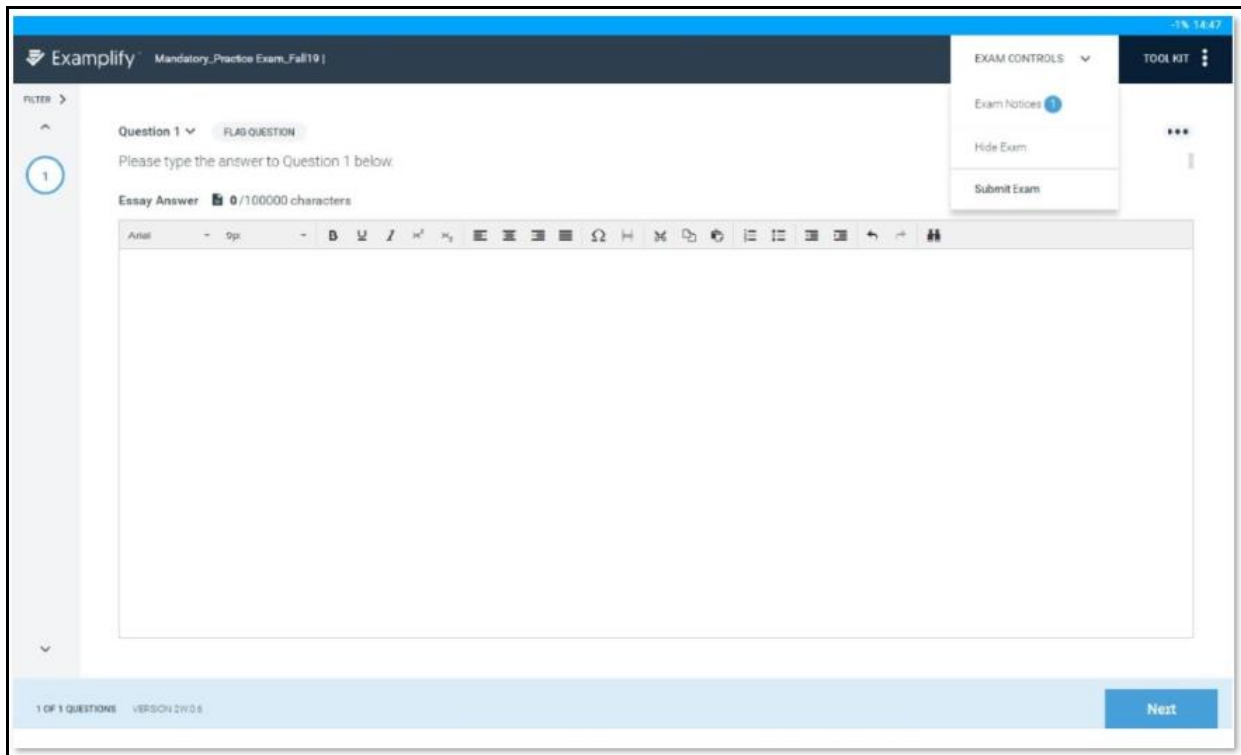
11. Complete the practice exam. Please also take this time to click on the various features to familiarize yourself with Exemplify.



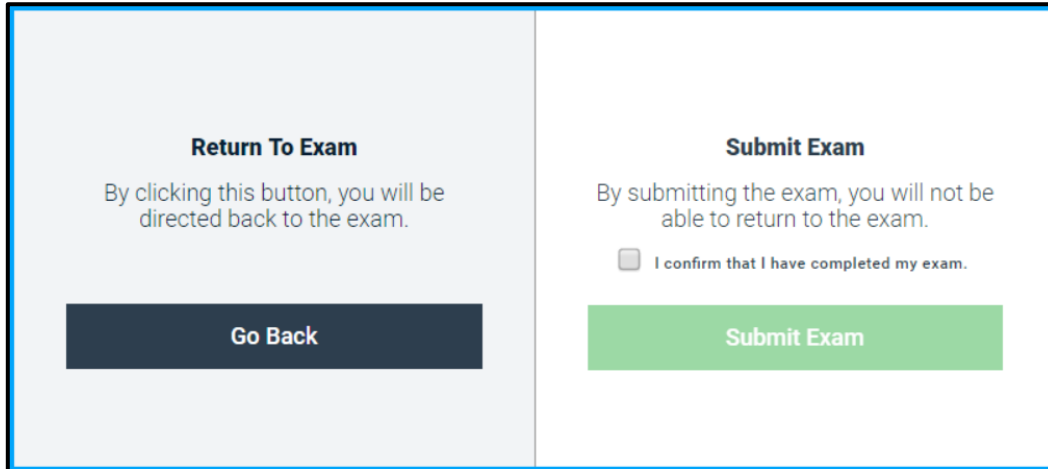
12. To add an alarm, adjust the font size, or use the calculator, go to the upper right-hand corner of Exemplify and click on **Tool Kit**. To view the exam attachment, click on **Exam Controls**.



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

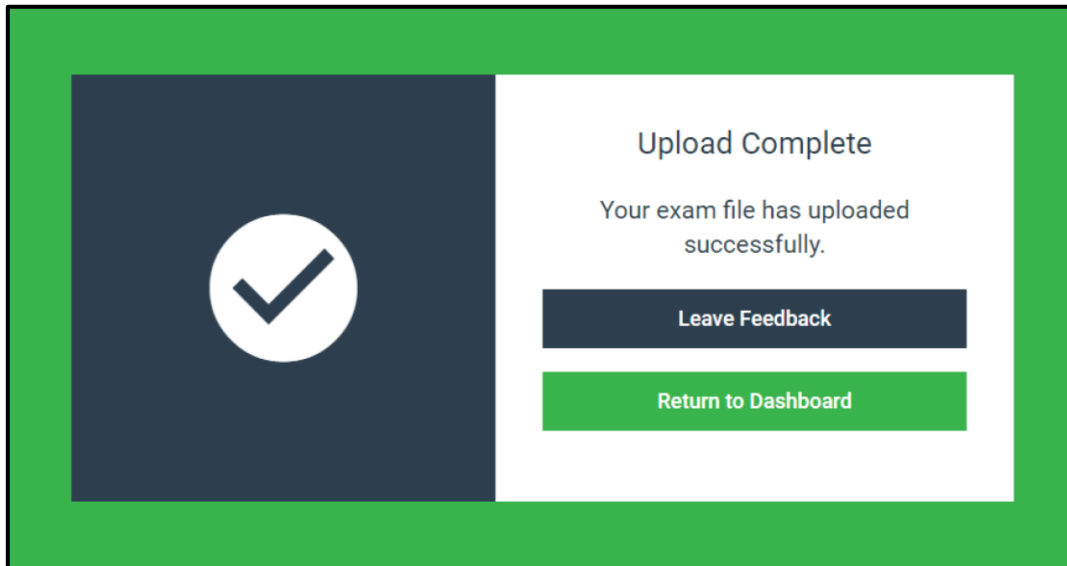


14. Check the box next to 'I confirm that I have completed my exam' and click **Submit Exam**.



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." Below this text is a checkbox with the label "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 text are two buttons: a dark blue button labeled "Leave Feedback" and a green button labeled "Return to Dashboard".

After successfully uploading your Spring 2021 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.

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