



ACADEMIC SERVICES

Exemplify ExamSoft Session

Academic Services
Fall 2022

OVERVIEW

- Exam ID
- Anonymity
- Electronic Devices & Equipment
- Exemplify
- Mock Exam
- What to Expect Exam Day
- Exam Time
- Exam Emergency Prior to Exam
- Reminders

See Student Handbook for policies related to exams.

EXAM ID NUMBER

- Blind ID numbers are available for the term
 - To access your exam number
 - Log into Gibson
 - Select blind grade option under “Law School Service” heading
 - Select the appropriate semester
 - This exam number is used for all exams for the semester

ANONYMITY

- Faculty members will not see your name until after exams are submitted and graded.
- Students who experience unexpected emergencies during the exam period, must contact the Dean of Students, Dean Gaunt immediately, agaunt1@tulane.edu.
- Prior to the posting of grades, students are not to discuss the exam with their professor.
- Do not mention your exam to your professors to maintain anonymity. Doing so could violate the honor code.



ELECTRONIC DEVICES & EQUIPMENT PROHIBITED

- Cell phones
- E-readers
- iPads
- Radios
- Smart watches
- Tablets

EXAMPLIFY

- Exam software used for exams
 - Secure exam experience
 - Allows students to be graded anonymously by their instructor


EXAMPLIFY – WORD COUNT

- Some instructors will have character counts
- You must pay attention to your word count because upon reaching your character count, the exam software does not prevent you from typing

EXAMPLIFY – THINGS TO CONSIDER

- Check word or character count for exam

I'm going to go take a nap because a nap sounds really good. Although, I'm going to turn on Netflix and watch TV until I fall asleep. Tomorrow I will finish my poem, so I am ready for the upcoming exam. Honestly, I'm not sure how the poem will turn out because I'm not a poet.


Essay Answer  312 / 100000 characters



After clicking
"Essay Answer"
then you will
see the various
word counts

tomorrow I will finish my poem, so I am ready for the upcoming exam. Honestly, I'm not sure how the poem will turn out because I'm not a poet.

	words	chars	w/o spaces
This Essay	64	312	252
Selection	0	0	0

Essay Answer  312 / 100000 characters

EXAMPLIFY – CLOSED BOOK

- Closed Book Exam
 - No internet
 - No paper notes
 - Exemplify software access only

EXAMPLIFY – OPEN BOOK

- Open Book Exam
 - With or without internet
 - Access paper notes and/or electronic notes
 - Electronic notes
 - Desktop only (no internet exam)
 - Cloud notes (with internet exam)
 - Exemplify software access only

EXAM – IN-PERSON & TAKE-HOME


- In-person
 - Can be downloaded 1 hour prior to exam time
- Take-home
 - Can be downloaded 1 hour prior to exam time
 - Password email 10 minutes before the start of the exam
 - Opens at 9:00 a.m. CST and close at 9:00 a.m. the following day
 - Password email 10 minutes before exam


EXAMPLIFY – EXAM SETTING


- Check your “Exam Settings” before starting your exam


Start Exam Preview

Exam Settings


Non-Secure


3 hours


WiFi On


Navigate

Exam Details

Instructor-

Posting ID #2390062

Exam Tools

Spell CheckON

Copy & PasteOFF

CalculatorsON

HighlightingON

EXAMPLIFY– EXAM INFORMATION

Spring 2022 Final Exam Information

EXAM LENGTH	EXAM TYPE	EXAM FORMAT	INTERNET ACCESS	PERMITTED MATERIAL	SPECIFIC DOCUMENT TYPES STUDENT CAN HAVE ACCESS TO DURING EXAM	EXAM FEATURES (e.g., cut, copy, & paste or calculator)
3 hours	Regular (timed exam)	Essay Short Answer	No	CLOSED BOOK	N/A	None
3 hours	Regular (timed exam)	Essay Short Answer	No	OPEN BOOK (printed and electric materials)	N/A	None
3.5 hours	Regular (timed exam)	Essay Short Answer	No	OPEN BOOK (printed materials and hand-written materials only)	N/A	None
3.5 hours	Regular (timed exam)	Essay Short Answer	No	OPEN BOOK (printed materials only)	N/A	None
3 hours	Regular (timed exam)	Essay	No	OPEN BOOK (printed materials only)	N/A	None
8 hours	Take-Home	Essay Short Answer	Yes	OPEN BOOK (printed and electric materials)	N/A	None
3 hours	Regular (timed exam)	Multiple Choice Short Answer	No	CLOSED BOOK	N/A	None



EXAMPLIFY – DOWNLOAD – TROUBLE-SHOOTING

Clear your
cache

Clear your
history

Close other
programs

Reboot your
computer

Does not
work on
ChromeBooks

Mock Exam
Password:
Mockexam1



EXAMPLIFY – COMPUTER CHALLENGES

1

Contact Law IT
(lawhelpdesk@tulane.edu)

2

Stop by the Law IT
table for assist (on
exam days: outside
of room 204)

3

Visit Law IT before
your exam day for
ExamSoft
challenges

4

Check-out a
laptop with Law IT

MOCK EXAM

○ Mock Exam

- Simulation of the exam
- Must be completed before your exam
- By completing the mock exam, you can ensure your computer has the appropriate system requirements
- **Mock Exam Name: 2022-23_MockExam1**
- **Mock Exam Password: Mockexam1**



WHAT TO EXPECT EXAM DAY

- Recommend arriving to your exam room 15 minutes before your exam
- **Must** have your student ID
- Need laptop
- Recommend bringing a power cord

EXAM TIME

- In-person: see the exam schedule for times
- Approved reschedules: 9:30 a.m. (room 202)
- Exchange/LLMs (who meet specific language criteria)
 - Exams Time: At the scheduled time of your exam (room 251)
 - See Student Handbook to view criteria
 - Students will also receive notification from Academic Services with exam location, time, and details

EXAM – EMERGENCY PRIOR TO EXAM

- A student who is overcome by illness in the course of an examination and is unable to complete the examination should inform Dean Gaunt (agaunt1@tulane.edu) and the Academic Services Office (dkirkpatrick@tulane.edu / lawacademicservices@tulane.edu).



REMINDERS

- Be on time for your exam to ensure you do not lose time
- **Must have your student ID**
- Complete your mock exam before exam day
- **Download your exam before your exam time**
- **Upload your exam after you finish**
- Need a laptop for exams
- Recommend bringing a power cord
- Need blind ID number

IMPORTANT LINKS

- Minimum System Requirements

<https://examsoft.com/resources/examplify-minimum-system-requirements#windows>

- ExamSoft Login/Download

<https://examsoft.com/tul>

CONTACT INFORMATION

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Academic Services

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