MBKU ExamSoft Information & Frequently Asked Questions

What is Examplify from ExamSoft?

Examplify is an assessment program developed and license by ExamSoft that enables students to securely take examinations downloaded to their own laptop computers and blocks access to files, programs, and the internet during an exam. ExamSoft's solution is an internet-based exam delivery system.

Using Examplify, you will download your exams prior to exam day and upload your answers after the exam via the internet.

You WILL NOT need internet connectivity during your exams. You WILL need internet connectivity to download your exams and upload your answers.

VIDEOS: Get Started with Examplify

Why does MBKU use Examplify for exams?

Examplify is used for exam administration for several reasons. It is designed to protect the integrity of the examination and data, as well as to enable a few exam management solutions. Examplify offers elaborate back-up systems (including frequent and redundant answer snapshots, saved files, and tracking information) to safeguard student work against potential computer problems such as lost power, lost connectivity, computer malfunction, etc. Moreover, the software has extensive security features to help promote a fair examination process.
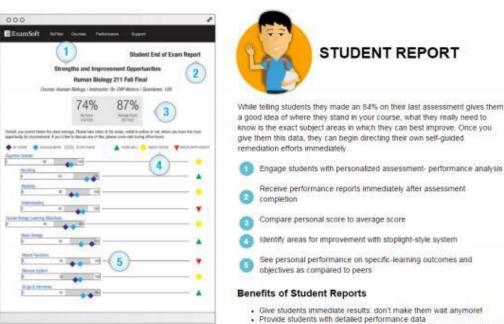
The ExamSoft system also provides an elaborate suite of faculty tools to track and manage key exam activities from pre-exam preparation to post-exam scoring and analysis.

How reliable is Examplify?

Examplify has a considerable number of safety features to ensure that typed answers cannot be lost. They include:

- ❖ Autosave features that automatically save your exam every sixty seconds.
- ❖ Multiple encrypted backup copies of saved exam answer files.

What information does ExamSoft provide to students?

STUDENT REPORT

While telling students they made an 84% on their last assessment gives them a good idea of where they stand in your course, what they really need to know is the exact subject areas in which they can best improve. Once you give them this data, they can begin directing their own self-guided remediation efforts immediately.

1. Engage students with personalized assessment- performance analysis

2. Receive performance reports immediately after assessment completion

3. Compare personal score to average score

4. Identify areas for improvement with stoplight-style system

5. See personal performance on specific-learning outcomes and objectives as compared to peers

Benefits of Student Reports

- Give students immediate results: don't make them wait anymore!
- Provide students with detailed performance data
- Give them tools to drive academic improvement with self-directed study

ExamSoft has many benefits for both students and faculty, many of which are reports students may use to better understand their test results, strengths, and weaknesses.

Viewing Your Exam Results

Can I use a tablet or mobile device for exams?

MBKU-provided iPads are the only approved tablet/hand-held devices for exam-taking purposes.

How do I download Examplify?

A step-by-step guide is provided through the link below along with easy-to-follow screenshots for either a Windows or Mac device.

How to Download Examplify, Install the Software, and Log in for the First Time

How do I access ExamSoft?

MBKU students may access ExamSoft HERE.

How do I download an exam file?

Please review and be familiar with the steps in the "Examplify: Download or Remove Exams" article prior to attempting your first exam. Easy-to-follow screenshots are included with detailed instructions.

How do I prepare to take an exam?

Prior to your first exam, please review this step-by-step guide.

Examplify Exam Best Practices

- ❖ Install the software before exam day! Verify that your device meets the minimum system requirements and then download, install, and register Examplify.
- ❖ Learn, Prepare, & Practice
    - o **Exam Basics** | Learn what to expect when taking an exam in Examplify.
    - o **Mock Exam** | If a mock exam is made available to you, take it! You'll get familiar with Examplify and the types of questions you'll face on the real exam.
    - o **Emails** | Watch for email notifications to download exams.
    - o **Exam Downloads** | Download all exams as soon as they are available. Don't wait until exam day!
    - o **Date/Time Settings** | Check that your computer's date and time settings are accurate.
    - o **Exams with ExamID & ExamMonitor** | Enable your device permissions for Windows and Mac devices and then learn what to expect from ExamID and ExamMonitor.
    - o **On-Site Exams** | Arrive at least 15 minutes early to get set up. If it's a bring-your-own device situation, charge your laptop battery and bring your power cord.
    - o **Anti-virus Software** | Before you start an exam, disable all anti-virus software (see below).
    - o **Other Programs** | Before you start an exam, close all Microsoft programs (Word, Outlook, PowerPoint, Access, etc.).

How do I disable anti-virus software temporarily to work with Examplify?

In some cases, certain anti-virus applications may block Examplify from starting properly or can affect its performance during an exam. If your computer is running any of these programs, disable them before installing Examplify and re-enable them after installation is complete. When taking any secure exam, disable the anti-virus software before taking the exam and re-enable it after exiting your exam.

If your computer contains a personal firewall (e.g., Norton Personal Firewall, McAfee Personal Firewall, Zone Alarm, etc.), you can instruct it to treat www.examsoft.com as a trusted website. If unsure how to do so, please see your manufacturer's instructions. In most cases, you can also disable your firewall temporarily by right clicking the firewall's icon in the System Tray beside the clock and selecting "disable."

Examplify: How to Disable Your Antivirus Software

A few hints to improve your exam experience with Examplify:

- ❖ **Begin Exam Alert** | You can set a timer to display a visible alert once your exam begins. Prior to launching an exam, access the "Preferences" screen in the Examplify start window to set the alert. This window can be "snoozed."
- ❖ **Exam Progress Alarm** | You can set a reminder alarm to appear at a specific time during the exam. During your exam, access the "Alarm" button located in the top right hand corner of your screen. Select "Add Alarm" and be sure to click the "Create Alarm" button to set and activate the alarm.
- ❖ **Resize Window** | To enlarge or shrink the window in which you view the question or the answer, drag the horizontal bar that appears between the question and answer areas of your screen up or down to suit your needs.
- ❖ **Hide Exam** | To block your Examplify window during an exam (i.e., during a restroom break), select "Exam Controls" then "Hide Exam."
- ❖ **Character Limit** | Some essay questions may have a character limit. You can see the character count of any essay answer in the status bar at the bottom of the Examplify window. If a limit is imposed, it will be displayed in the lower left corner next to the question number.
- ❖ **Word Count** | Examplify provides a word count for essay answers within the paper symbol just above the answer area. Click the symbol to see the total number of words and characters without spaces for the essay response.
- ❖ **Spell Check/Cut, Copy & Paste/Calculator** | The ability to use these features is controlled by MBKU.
- ❖ **Highlighting Text** | You can use the highlight tool (top right in the toolbar) in Examplify to highlight portions of question-text and multiple choice answers that you find important. Click on the color drop-down to select the highlight color you'd like to use. Select the text by clicking and dragging your mouse across it.
- ❖ **Undo** | Examplify can undo up to the last 50 actions in each essay response question.
- ❖ **Multiple Choice Questions** | For multiple choice questions, click the circled letter to the left of the desired answer. Some multiple choice questions will have multiple answers. Simply hover over an answer choice and an X will appear on the right of the answer to "cross-out" a particular choice. To undo this, click on the crossed-out text in the answer choice.
- ❖ **Question Navigation**
    - o Switch between questions by using the blue navigation arrows, the "up" and "down" arrows in the left corners of your screen, or the numbers listed on the left-hand side of the exam box.
    - o Mark questions that you want to revisit. The "Questions Navigator" button on the button bar displays a list of all question numbers.
    - o View unanswered questions through the question filters feature (drop-down list under "Exam Controls").
- ❖ **Submit Exam** | Once you've completed all the questions, open "Exam Controls" and select "Submit Exam." 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. To confirm, select the box that you're ready to upload the exam file and then select "Upload Exam." If successful, you will see a green confirmation screen and you will not be able to enter back into the exam.