Taking your exam (Start when you are in the exam room)

- Double-click the Examplify icon on the desktop.
- Select your exam from the list.
- Your exam number will populate on the screen.
- **Type in the password (case sensitive) emailed to you the day of the exam.**
- Click “start exam”

- Exam notice. Read and click next.

- Click on the continue button.
• Click on Start Exam.

On the left side of the template is a list of numbers which are your questions. You can click each number to get the question or click on the button in the bottom right corner.

You will find Functions and Formatting on the bar above the template.

The question appears above the template. You can see the character count below the question.

To submit your exam answer. Click on Exam Controls. Select ‘Submit exam’. Or in the bottom right hand corner you can click on Finish.
Be sure to check the box ‘I confirm that I have completed my exam.’ and click on the green Submit Exam. You should have a green screen saying Congratulations!

If you do not get this screen, you will need to contact/visit our IT specialists (locations will be identified during the exam period).

ExamSoft and the University of Dayton School of Law assume no responsibility for interruptions whether isolated or widespread. You assume all risk of using a computer to take your exam.

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