

# How to Use Exemplify

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## The World's Most Advanced Assessment Platform

"We felt there had to be a better way to assess students' strengths and weaknesses while reducing the potential for cheating. We found it."

Dr. Jayne Pawasauskus, University of Rhode Island College of Pharmacy

# 1) Download and Install **Exemplify**

- Ensure your device meets the minimum requirements

## [Exemplify Minimum System Requirements](#)

- Access to [examsoft](#)
- Select Student/ Exam Taker for login



Institution

Continue



Login

# 1) Download and Install Exemplify

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- Enter **The Chinese University of Hong Kong - AU (cuhk)** in the Institution blank
  
- Login with the ExamSoft User Portal by your email and password

# 1) Download and Install Exemplify

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My Courses

Manual Exam Upload

Download Exemplify

- Select **Download Exemplify** in the website
- Download the Exemplify for Mac or PC

Close X

## Download Exemplify

You cannot download assessments on multiple devices. Is this the device on which you will be taking your assessments?

Yes

No

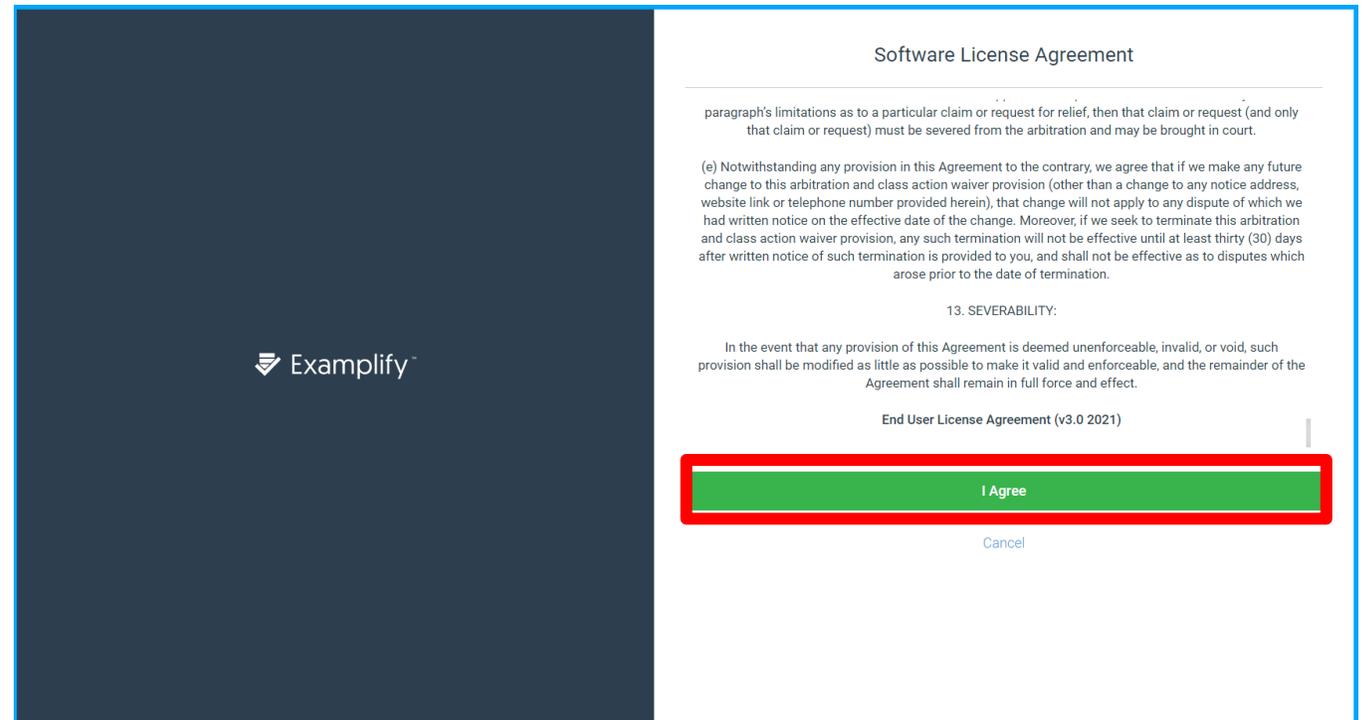
Download for MAC ↓

Download for PC ↓

# 1) Download and Install Exemplify

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- Read the “Software License Agreement” Carefully
- If you agree to the Software License Agreement, click [**I Agree**].

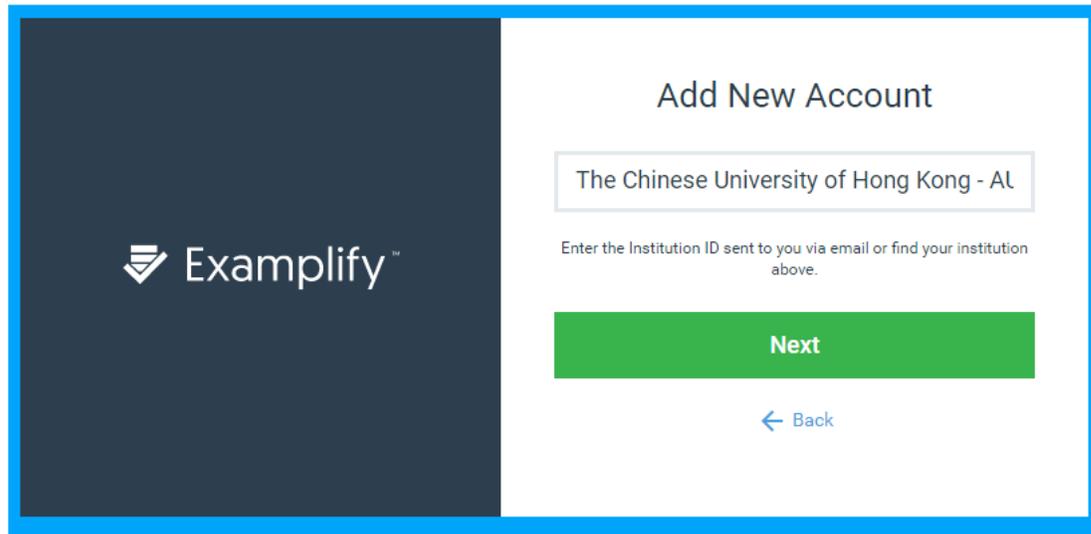


## 2) Login with your CUHK ID

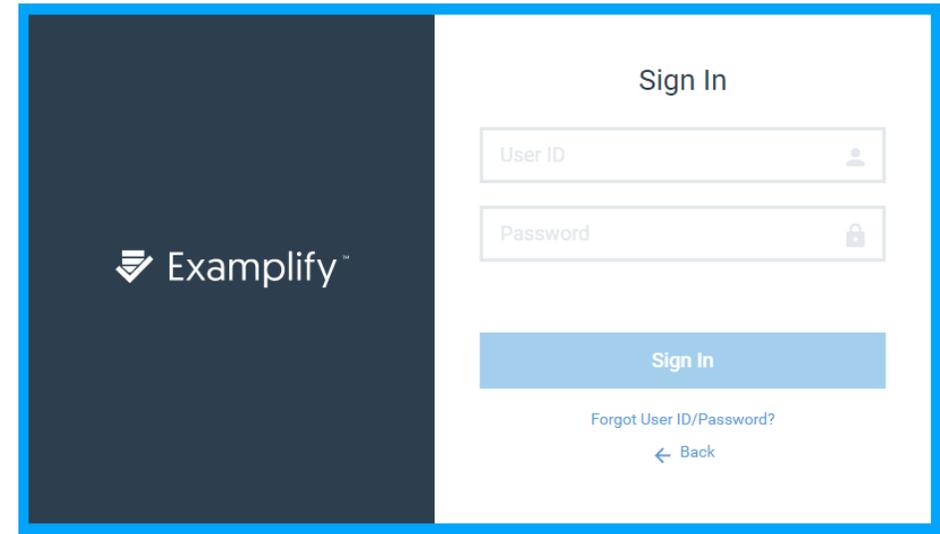
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For the institution ID, please type **“The Chinese University of Hong Kong”**

After that, you can use your User ID and Password to login



The screenshot shows the 'Add New Account' page. On the left is a dark blue sidebar with the Exemplify logo. The main content area has a white background. At the top, it says 'Add New Account'. Below that is a text input field containing 'The Chinese University of Hong Kong - AL'. Underneath the field is the instruction: 'Enter the Institution ID sent to you via email or find your institution above.' At the bottom of the form area, there is a green 'Next' button and a blue '< Back' link.



The screenshot shows the 'Sign In' page. On the left is a dark blue sidebar with the Exemplify logo. The main content area has a white background. At the top, it says 'Sign In'. Below that are two text input fields: 'User ID' with a person icon and 'Password' with a lock icon. At the bottom of the form area, there is a blue 'Sign In' button, a link for 'Forgot User ID/Password?', and a blue '< Back' link.

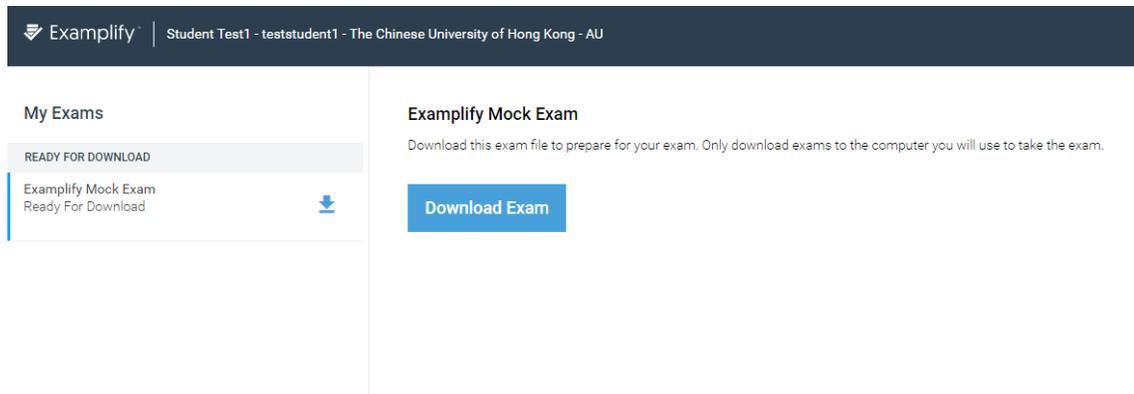
### 3) Download and open the Exam paper from Exemplify

After login with your account , there is a “**My Exams**” at the left of the website.

The exams are grouped under “Ready for download”, “ completed”.

If you want to start a new exam, you can select the exam paper in the “Ready for download”

For opening the exam paper , you will need to enter the exam password



# 3) Download and open the Exam paper from Exemplify

Before open the exam paper, please pay attention to the exam settings

E.g. the exam duration, Wi-Fi network on/off.

Also, you can check the exam tool(s) you can use in the examination

E.g. “Spell check”

“Copy& paste”

“Calculators”

”Highlighting”

The screenshot displays the Exemplify Mock Exam interface. At the top, a dark blue header contains the Exemplify logo and the text "Student Test1 - teststudent1 - The Chinese University of Hong Kong - AU".

On the left, a sidebar titled "My Exams" shows a "DOWNLOADED" section with a single entry: "Exemplify Mock Exam" with the subtext "Exam File Downloaded".

The main content area is titled "Exemplify Mock Exam" and includes the instruction "Please enter the exam password to start this exam." Below this is an "EXAM PASSWORD" section with a text input field containing "Exam Password" and a green "Enter" button. A link "Remove Exam Download" is positioned below the password field.

The "Exam Settings" section features four toggleable options, each with an icon and a label: "Secure" (lock icon), "35 minutes" (clock icon), "WiFi Off" (WiFi icon with a lock), and "Navigate" (arrows icon).

The "Exam Details" section shows a table with two rows: "Instructor" with a value of "-" and "Posting ID #" with a value of "4606".

The "Exam Tools" section is a table with four rows, each showing a tool name and its status (ON):

Tool	Status
Spell Check	ON
Copy & Paste	ON
Calculators	ON
Highlighting	ON

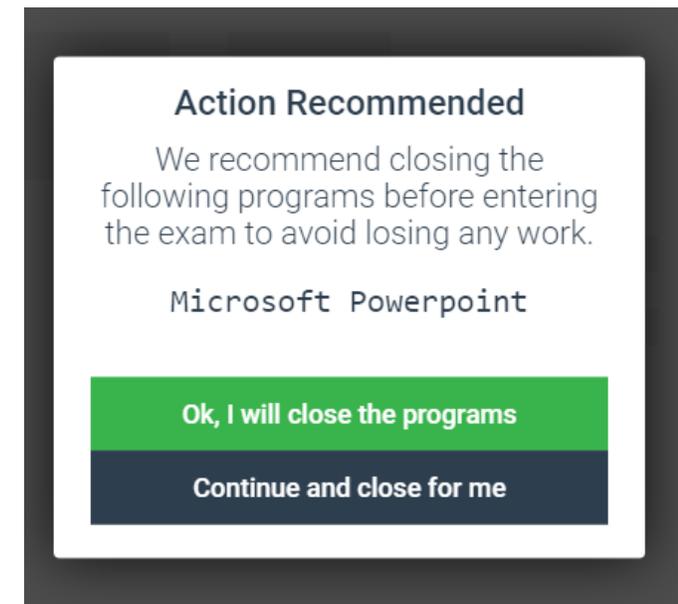
# 4) Start examination

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Before the examination, please ensure all the antivirus programmes are disabled

All open programs will be closed after the examination started

Please get ready before proceeding



## 4) Start examination

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If you have been instructed to start, please put a tick with “I am authorized to start my exam”

And start the examination if you are ready.

The screenshot shows a two-panel interface for starting an examination. The left panel, titled "Return To Waiting", contains the text "If you have not been instructed to start your exam, please go back to the previous page." and a dark blue button labeled "Go Back". The right panel, titled "Start Exam", contains the text "By clicking the Start Exam button, you will be directed to your exam." followed by a checked checkbox and the text "I am authorized to start my exam." and a green button labeled "Start Exam".

# 4) During the examination

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After you started the examination, you will enter to the examination page.

Please try the following:

## 1) Adjusting the font size

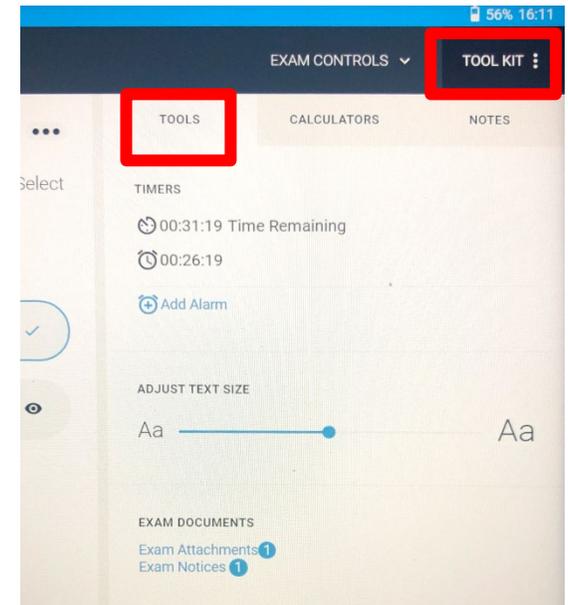
You can click the tool box and adjust the text size as needed

## 2) Skipping question

You can navigate forward or backward by clicking

“Previous” or “Next” in every question

Also, you can click on the question number to skip question



# 4) During the examination

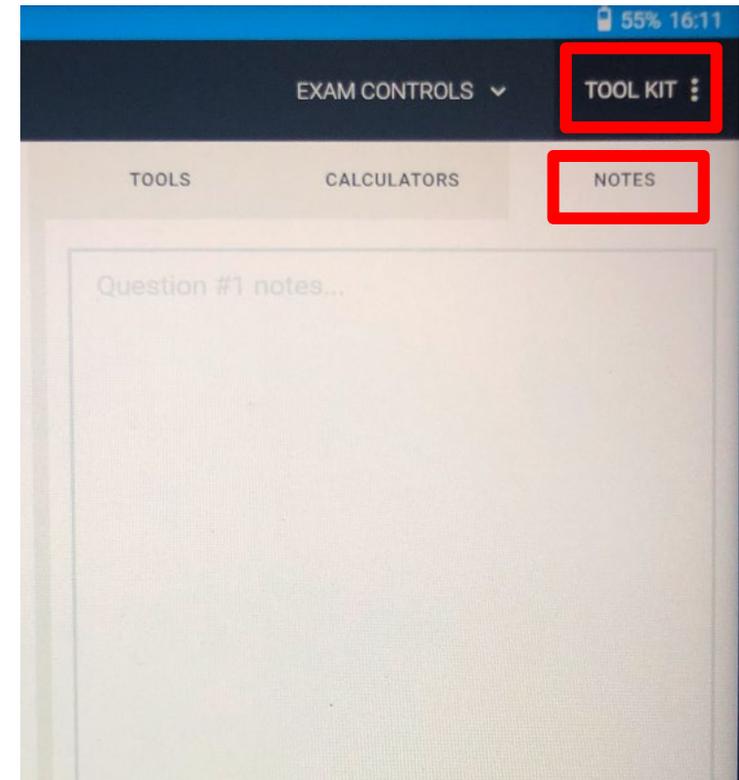
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## 3) Taking notes in different question

You can click on the tool box and select “Notes”

After that, there will be a note box for that question and you can feel free to type note inside.

- \* All the content in the notes box won't count and will not get any mark in the examination
- \* Each question will have its own note box



# 4) During the examination

## 4) Flag question

You can flag the question if they want mark down the question

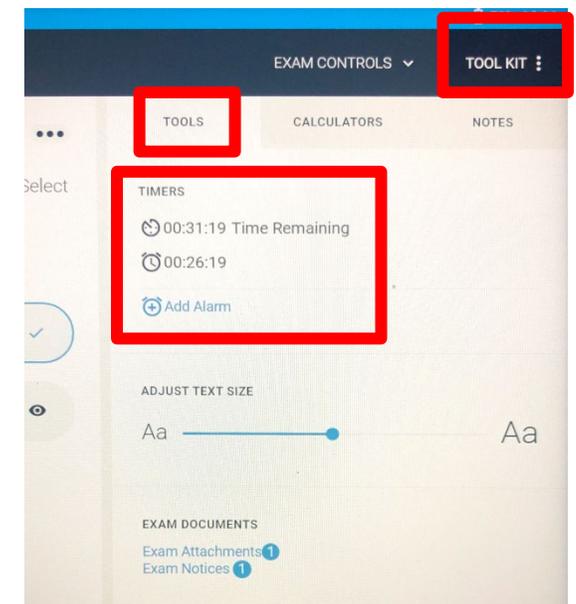
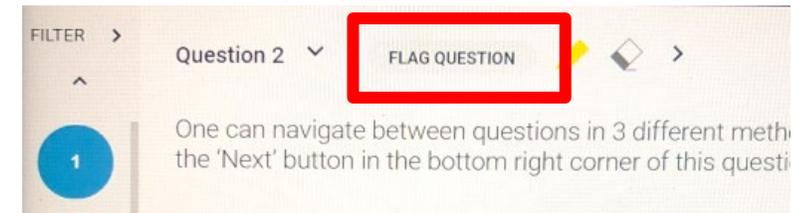
Directly click the “flag question” to mark the question

You can also click “Unflag question” to cancel the marking

## 5) Set alarm

You can click the tool box and set alarm to remind themselves

“From this point in time” and “Before end time” are the two types of alarm which can be set

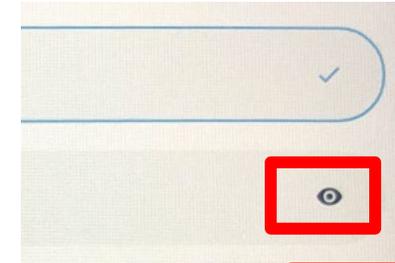


# 4) During the examination

## 6) 'Strike-out' feature

You can use the strike-out function in the MC question in order to mark down the unwanted choice

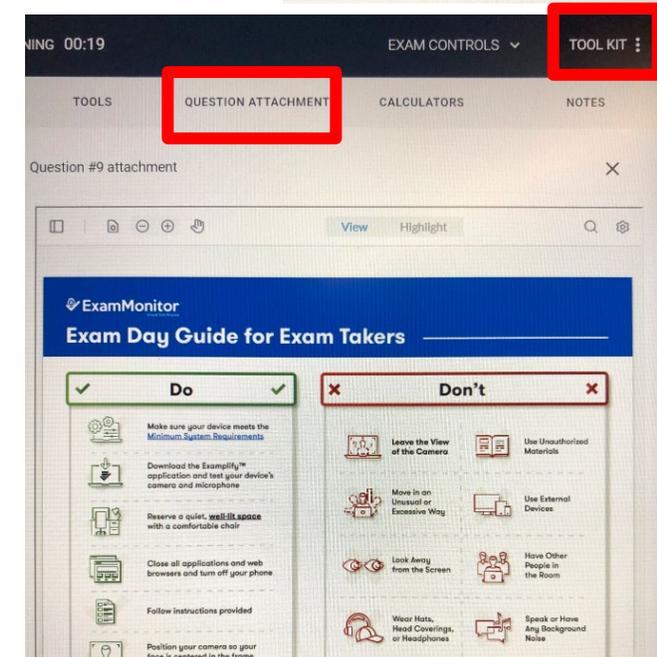
You can click on the eye icon to strike or undo it.



## 7) Attachment of the question

Some question will have attachment for providing extra information

You can click on the tool box and select question attachment to open the file.

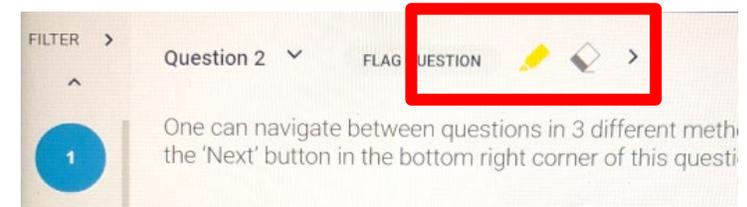


# 4) During the examination

## 8) Highlighting

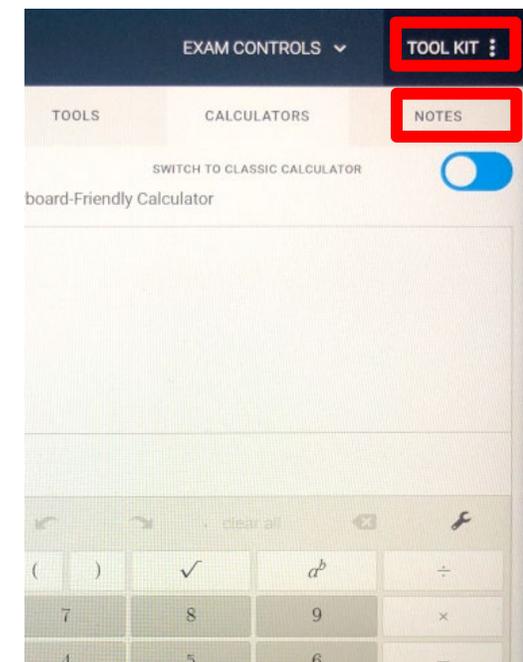
You can select the highlight option in the tool box to mark down the important point of the question.

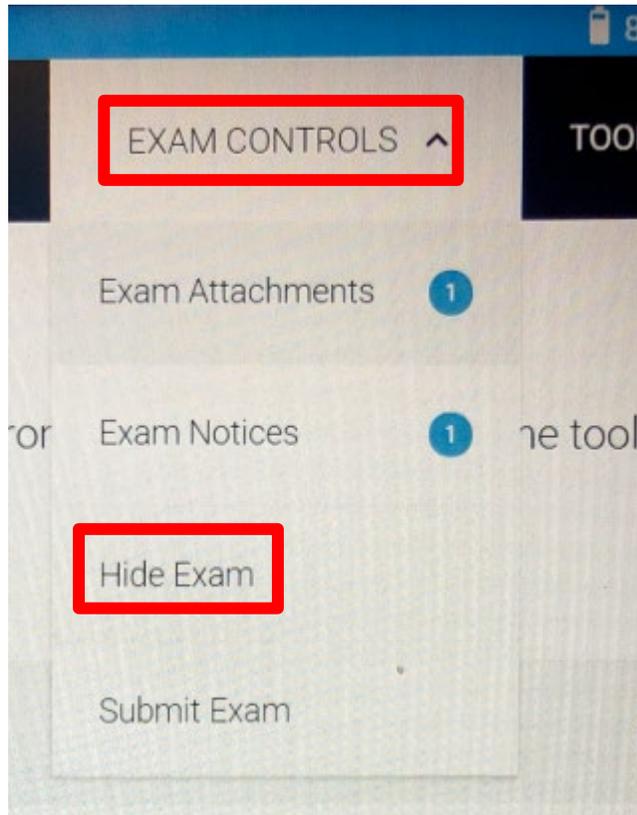
The colour of the highlighter can be changed



## 9) Calculator Function

If Calculator is allowed in the examination, you can click the tool box and choose calculator to use .





## 4) During the examination

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### 10) Hide Examination

If you want to stop or exit the exam room, student can click on the “exam control” and choose “Hide exam”

- Please remember the exam timer won't stop when you hide the exam

# 5) Finish the examination

You can click on finish at the last question and submit your work.

After confirm the submission, system will automatically update the result and answer.

