

TO: Students enrolled in College of Pharmacy Professional Year 1-3 Courses

FROM: David Foster, PharmD, FCCP, Associate Professor of Pharmacy Practice

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Students, as you know we will be using ExamSoft for exams in all of the core courses in the P1-P3 years. ExamSoft is an easy to use computerized exam platform. It contains two parts *Examsoft* and *Exemplify*.

ExamSoft: Every student is given an online student account in ExamSoft. In ExamSoft, students can view the history of uploaded exams, Strengths and Opportunities reports, and download Exemplify.

Exemplify: Students take ExamSoft exams through a computer application called Exemplify. Through the application, students download the exam, take the exam, and upload answers to the ExamSoft portal.

A couple of key things to expect:

1) Please make sure your computer meets minimum system requirements, as described here: <https://examsoft.force.com/emcommunity/s/article/Exemplify-Minimum-System-Requirements>

If you do not have a device that meets these requirements, please contact Mark Sharp, Director of Technical Services (sharpm@purdue.edu, 765-494-5026) immediately.

2) In the coming days, **please access your ExamSoft account** (this will be done using your Purdue credentials). After accessing your ExamSoft account, you will need to download “Exemplify”, the application that is used to administer exams. Please do this as soon as possible to avoid any potential problems. This absolutely needs to be done prior to the exam day.

Instructions for installing Exemplify can be found here:

<https://examsoft.force.com/emcommunity/s/article/Exemplify-Installing-Registering>

Our institution ID is purduepharm.

3) You will receive notification when an exam is ready for download. Please download exams as soon as they are available (this should be done 1-2 days prior to the scheduled exam day). Note that for actual exams a grade penalty may be applied to students who do download exams prior to entering the exam room.



4) A tutorial on using Exemplify is available here:

<https://examsoft.force.com/etcommunity/s/article/Exemplify-Getting-Started-with-Exemplify>

Additional student resources are available here (note that we use the “Legacy Portal”):
<https://examsoft.force.com/etcommunity/s/>

5) **First time users - be sure to attend a mock exam if one is offered.** This is your opportunity to **ensure that the application works on your computer and to learn how to navigate ExamSoft and Exemplify.**

6) On the day of the exam (including the mock exam) please ensure that your computer is fully charged and that you bring your power cord. Note that for actual exams a grade penalty may be applied to students who do not bring their laptop fully charged. Instructions for taking an exam can be found here:

<https://examsoft.force.com/emcommunity/s/article/Exemplify-Taking-an-Exam>

7) Exams taken remotely: if you **experience a problem while taking an exam remotely** it is critical that you immediately (i) take a **screenshot of your problem** (you can use your cell for this); (ii) **power-off your device** (this will stop the exam “clock” so you don’t lose any time); and (iii) **email your instructor** with the screenshot, an explanation of the problem, and a number you can be reached via telephone.

Please feel free to contact me or the course coordinator for any questions regarding ExamSoft.

Have a great semester!

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