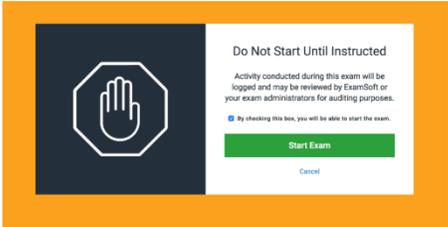
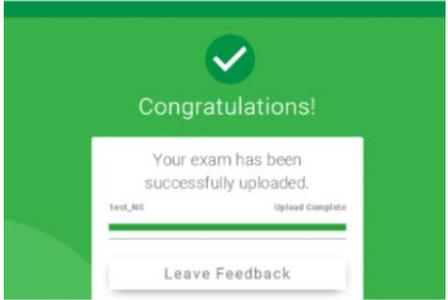


STUDENT EXAMPLIFY POLICIES AND PROCEDURES

Before the exam	<ul style="list-style-type: none"> • Ensure your device is compatible and you are using the most recent version of Examplify. • Download the correct exam to the device you will be using the day of the exam as soon as possible (at least 12 hours before the exam) <ul style="list-style-type: none"> ○ Students who come to the exam room without the exam downloaded may be assessed a grade penalty ○ If you are using a loaner device, contact Mark Sharp (sharpm@purdue.edu) at least 2 days before the exam • Bring your charged device and a power cord to the exam (depending on the room, there may or may not be outlets) • Disable anti-viral software and close all background programs prior to the exam to help the software run smoothly
Starting the exam	<ol style="list-style-type: none"> 1. Enter the room, put away all notes and belongings, open Examplify and await release of the password (for remote exams passwords may be released via email and/or Brightspace announcement as directed by your instructor). 2. Promptly enter the case-sensitive password and click "Start Exam" to begin the exam. <ul style="list-style-type: none"> ○ If instructed, you may need to wait at the yellow screen until the proctor gives permission to start the exam. 3. Read each notice window carefully and move forward if you agree to the terms. 4. If you have trouble, notify a proctor. Most issues can be resolved by waiting 2-3 minutes for the exam to load, or by restarting the device. <div style="text-align: right; margin-top: 10px;">  </div>
Tips during the exam	<p>Along the menu at the top of the screen, you will have the ability to:</p> <ul style="list-style-type: none"> • Display exam level attachments • View pre-assessment notices again • Set an alarm • View exam time remaining • Adjust font size of the questions • Access highlighting tool (if enabled by your instructor for this exam) • Use the Hide Exam option if you need to walk away from exam. Note: time does not pause. • If backward navigation is prohibited, you should not be able to move on to the next question until an answer is provided.
Finishing the exam	<ol style="list-style-type: none"> 1. Once you have completed the exam, open the Exam Controls tab at the top of the window and select Submit Exam. 2. A warning window will appear to verify you wish to exit the exam. 3. Select the checkbox to confirm you are finished and ready to upload your exam, and then select Upload Exam. 4. If the upload is successful, a green confirmation screen will appear. <i><u>You must show this screen to a proctor before exiting the exam room.</u></i> <p>If there is an issue uploading the exam, try the following steps:</p> <ul style="list-style-type: none"> • Click the Retry button • Try a different wifi connection (eduroam, PAL-rec, etc.) • Show the proctor that you have exited the exam and try to upload your exam once you leave the exam room. <i>Note that this needs to be done as soon as possible.</i> <div style="text-align: right; margin-top: 10px;">  </div>
Problems during exam	<p>If at any time you experience a problem during the exam please notify a proctor immediately:</p> <ul style="list-style-type: none"> • Many problems can be avoided by following instructions (e.g., closing other programs, disabling anti-virus, etc.) • Most problems can be solved by restarting your device <p>For problems during REMOTE EXAMS</p> <ul style="list-style-type: none"> • Immediately take a screenshot of your problem (you can use your cellphone for this) • Immediately power off (restart) your device – this will stop the exam clock (if running) so you don't lose time • Immediately email your instructor with a description of the problem and the screenshot