

# EXAM SOFTWARE

ExamSoft and Exemplify

 University at Buffalo  
School of Law



# Registering Exemplify

- Go to <https://ei.examsoft.com/GKWeb/login/buffalolaw>
- Login under the “Exam Takers” section and enter your UBIT name and password (see image below).
  - This password will be different than your UBIT password. You should receive an email from ExamSoft with your username and password, if you cannot find your password, please contact Records & Registration.
  - You do not need to put @buffalo.edu after your name to login
  - See Slides 37-38 for information about changing your password.



**SUNY Buffalo Law School**

**Exam Takers**

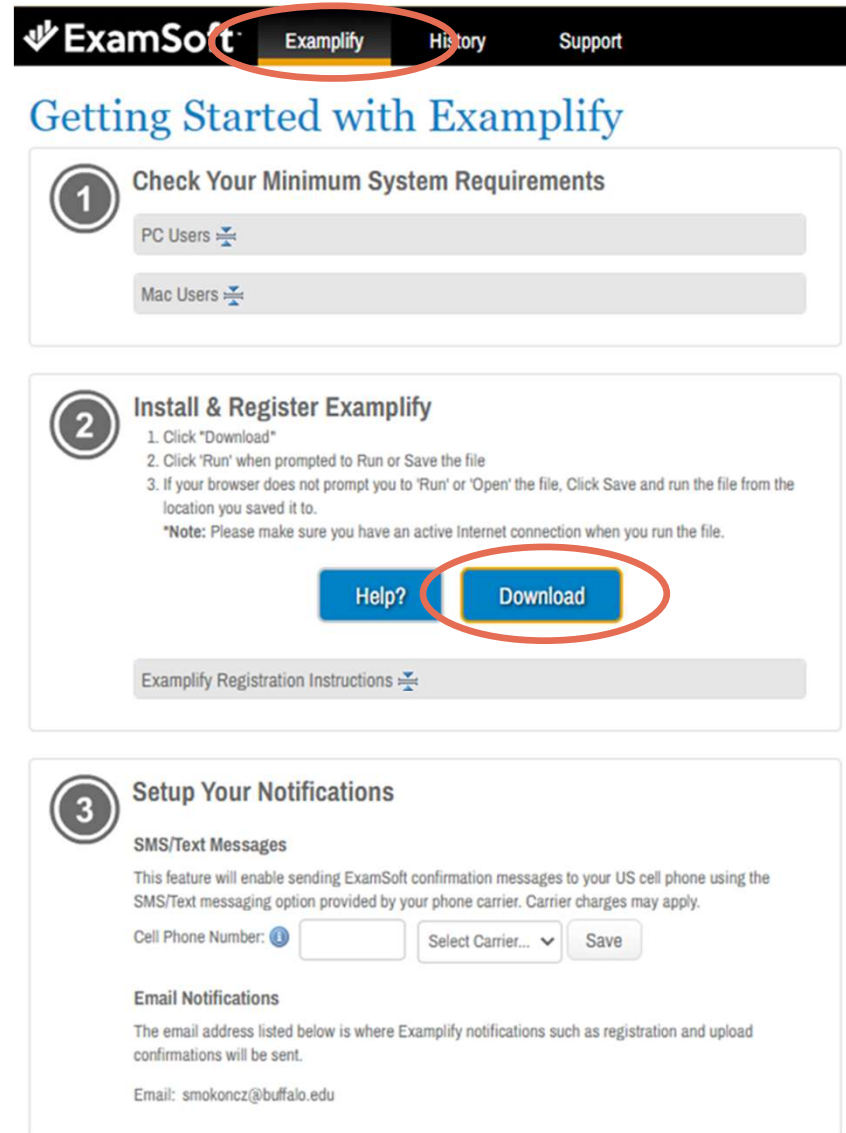
UBIT Name: ? Password:

☐ Remember Me

[Lost UBIT Name or Password?](#)



## Download Exemplify

- Click on Exemplify tab at the top of the page that populates after logging in
- Check your system requirements
- Click Download
- Exemplify software will begin installing on your computer
- After installation, launch Exemplify and you will be prompted to register.
  - Search your downloads or computer if you have any trouble finding the program after it has been downloaded.




**ExamSoft** Exemplify History Support

### Getting Started with Exemplify

- 1 Check Your Minimum System Requirements**  
PC Users   
Mac Users 
- 2 Install & Register Exemplify**
  1. Click "Download"
  2. Click "Run" when prompted to Run or Save the file
  3. If your browser does not prompt you to "Run" or "Open" the file, Click Save and run the file from the location you saved it to.



**\*Note:** Please make sure you have an active Internet connection when you run the file.

Help? **Download**

Exemplify Registration Instructions 
- 3 Setup Your Notifications**

**SMS/Text Messages**

This feature will enable sending ExamSoft confirmation messages to your US cell phone using the SMS/Text messaging option provided by your phone carrier. Carrier charges may apply.

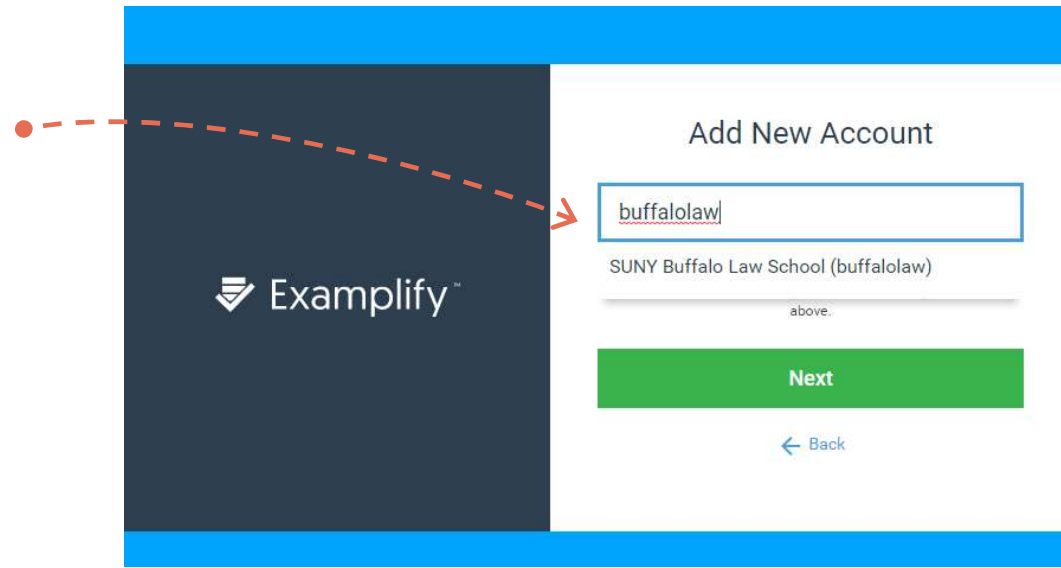
Cell Phone Number:   Select Carrier...  Save

**Email Notifications**

The email address listed below is where Exemplify notifications such as registration and upload confirmations will be sent.

Email: smokoncz@buffalo.edu

When prompted, insert the Institution ID: buffalolaw and click "Next".



The screen shows the Exemplify logo on the left. On the right, under the heading "Add New Account", there is a text input field containing "buffalolaw". Below the field, the text "SUNY Buffalo Law School (buffalolaw)" is displayed. A green "Next" button is prominent, with a blue "Back" link below it.

On the following screen, using the login ID and Password you were provided, complete the required fields then click "Sign In".

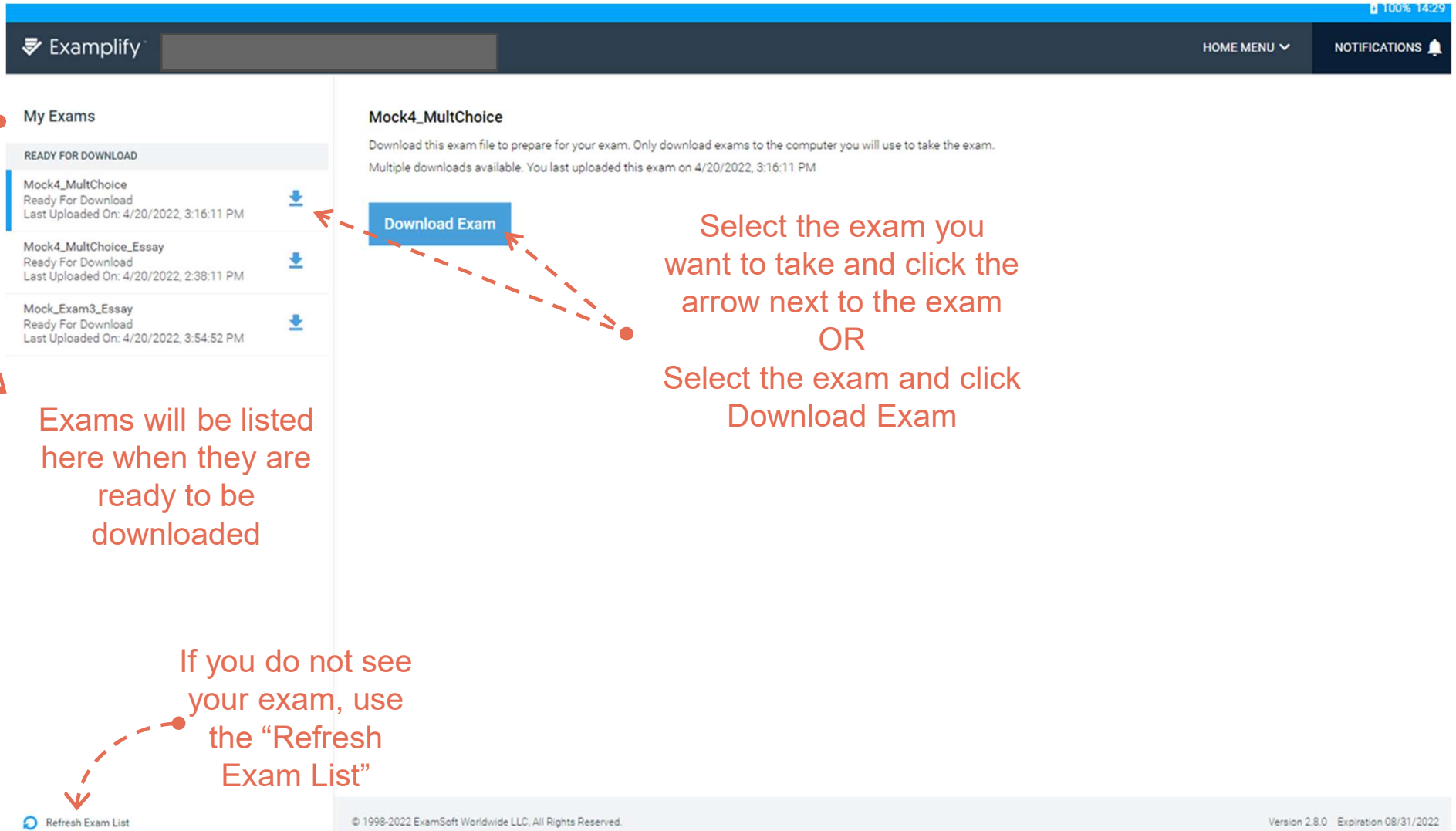
Username is your UBIT name, and the password is different from your UBIT password

You will receive an email confirming your registration.



The screen shows the Exemplify logo on the left. On the right, under the heading "Sign In", there are two input fields: the first contains "registrar" and the second contains "\*\*\*\*\*". A blue "Sign In" button is located below the fields. At the bottom, there is a link for "Forgot User ID/Password?" and a blue "Back" link.

# Navigating Exemplify



The screenshot shows the Exemplify web application interface. At the top is a navigation bar with the Exemplify logo, a search bar, and links for HOME MENU and NOTIFICATIONS. The main content area is divided into two panels. The left panel, titled "My Exams", contains a section labeled "READY FOR DOWNLOAD" with a list of three exams: "Mock4\_MultChoice", "Mock4\_MultChoice\_Essay", and "Mock\_Exam3\_Essay". Each exam entry includes its status ("Ready For Download") and the last upload time. To the right of each exam is a blue download icon. A red dashed arrow points from the "Mock4\_MultChoice" exam entry to a "Download Exam" button in the right panel. The right panel, titled "Mock4\_MultChoice", contains instructions on how to download the exam and a "Download Exam" button. A red dashed arrow points from the "Download Exam" button back to the exam entry in the left panel. Another red dashed arrow points from the "Refresh Exam List" button at the bottom left to the "My Exams" section. Red text annotations provide instructions: "Exams will be listed here when they are ready to be downloaded" points to the exam list; "Select the exam you want to take and click the arrow next to the exam OR Select the exam and click Download Exam" points to the download icon and the "Download Exam" button; and "If you do not see your exam, use the 'Refresh Exam List'" points to the "Refresh Exam List" button.

Exemplify

HOME MENU

NOTIFICATIONS

My Exams

READY FOR DOWNLOAD

Mock4\_MultChoice  
Ready For Download  
Last Uploaded On: 4/20/2022, 3:16:11 PM

Mock4\_MultChoice\_Essay  
Ready For Download  
Last Uploaded On: 4/20/2022, 2:38:11 PM

Mock\_Exam3\_Essay  
Ready For Download  
Last Uploaded On: 4/20/2022, 3:54:52 PM

Download Exam

Mock4\_MultChoice

Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam.  
Multiple downloads available. You last uploaded this exam on 4/20/2022, 3:16:11 PM

Select the exam you want to take and click the arrow next to the exam  
OR  
Select the exam and click Download Exam

Exams will be listed here when they are ready to be downloaded

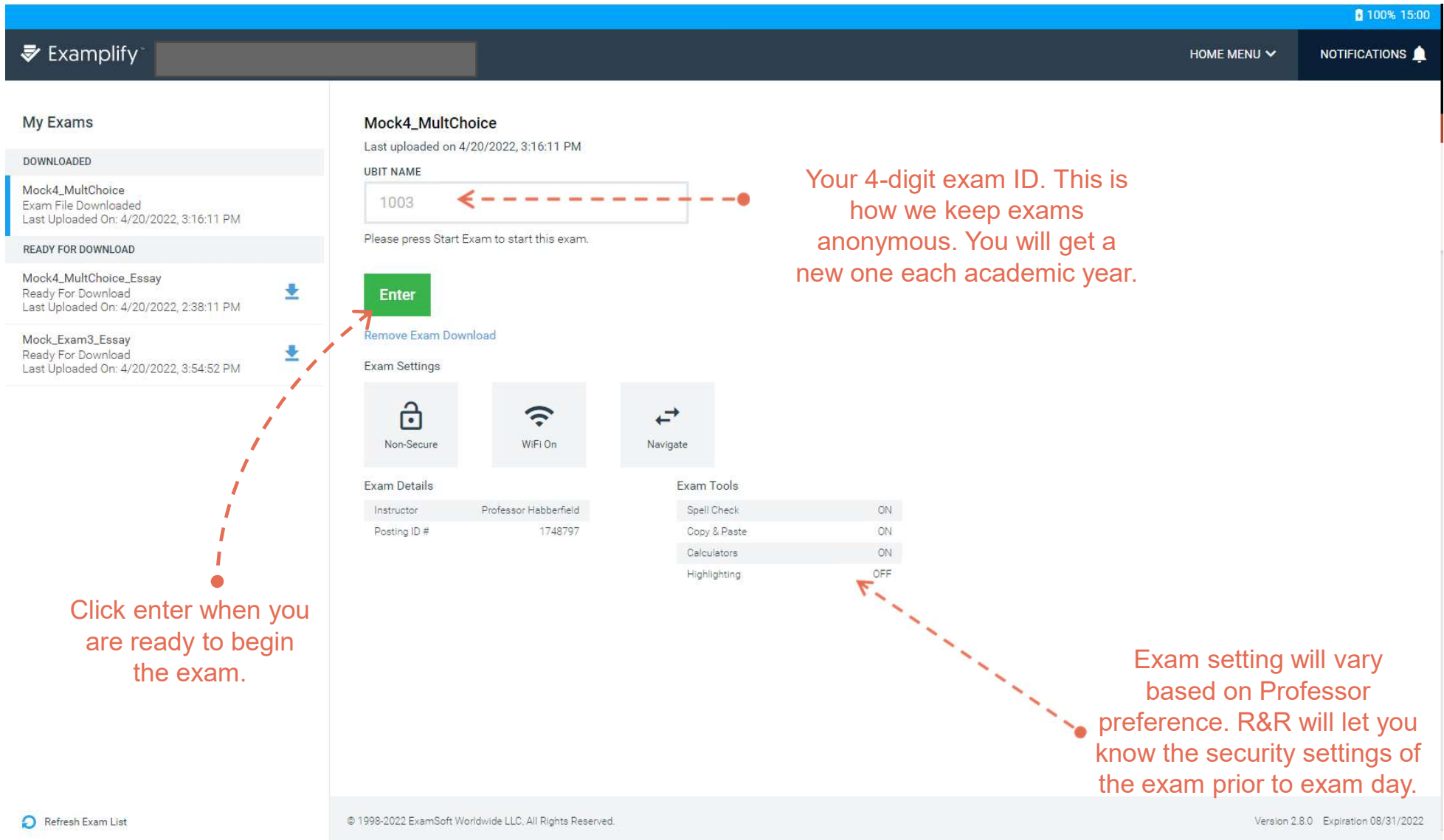
If you do not see your exam, use the "Refresh Exam List"

Refresh Exam List

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Version 2.8.0 Expiration 08/31/2022

# Navigating Exemplify



The screenshot shows the Exemplify web application interface. At the top is a blue header with the University at Buffalo School of Law logo and name. Below the header is a dark navigation bar with the Exemplify logo, a search bar, and links for HOME MENU and NOTIFICATIONS. The main content area is divided into two columns. The left column, titled 'My Exams', lists exams under 'DOWNLOADED' and 'READY FOR DOWNLOAD' sections. The right column shows details for a selected exam, 'Mock4\_MultChoice', including its upload date, a 4-digit exam ID (1003), and a green 'Enter' button. Below this are 'Exam Settings' (Non-Secure, WiFi On, Navigate) and 'Exam Details' (Instructor: Professor Habberfield, Posting ID #: 1748797). At the bottom right, 'Exam Tools' are listed with toggle switches for Spell Check, Copy & Paste, Calculators, and Highlighting. Red dashed arrows and text boxes provide instructions: one points to the 'Enter' button, another to the exam ID field, and a third to the 'Highlighting' toggle.

**My Exams**

**DOWNLOADED**

Mock4\_MultChoice  
Exam File Downloaded  
Last Uploaded On: 4/20/2022, 3:16:11 PM

**READY FOR DOWNLOAD**

Mock4\_MultChoice\_Essay  
Ready For Download  
Last Uploaded On: 4/20/2022, 2:38:11 PM

Mock\_Exam3\_Essay  
Ready For Download  
Last Uploaded On: 4/20/2022, 3:54:52 PM

**Mock4\_MultChoice**  
Last uploaded on 4/20/2022, 3:16:11 PM

**UBIT NAME**  
1003

Please press Start Exam to start this exam.

**Enter**

[Remove Exam Download](#)

**Exam Settings**

Non-Secure WiFi On Navigate

**Exam Details**

Instructor Professor Habberfield  
Posting ID # 1748797

**Exam Tools**

Spell Check ON  
Copy & Paste ON  
Calculators ON  
Highlighting OFF

Click enter when you are ready to begin the exam.

Your 4-digit exam ID. This is how we keep exams anonymous. You will get a new one each academic year.

Exam setting will vary based on Professor preference. R&R will let you know the security settings of the exam prior to exam day.

Refresh Exam List


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# Starting an Exam

Click “Enter” when you are ready to begin your exam. After clicking enter the following notices will appear; click next to navigate through each notice.

1

 Exam Notice

If you experience technical difficulties while taking this exam, or have trouble uploading contact:

**Law Records Office:** 716-645-2060

**Law IT:**

- Zoom support meeting ID 958 4549 6130 <https://buffalo.zoom.us/j/95845496130>
- Telephone support line +1 646 558 8656 Meeting ID: 958 4549 6130
- Google Hangout Text – Monday-Friday / 9am-5pm Live Support: [law.it.live@gmail.com](mailto:law.it.live@gmail.com)
- SMS Text – Monday-Friday / 9am-5pm Live Support: 716-222-9905

**ExamSoft Support:**


866-429-8889.

**DO NOT CONTACT YOUR PROFESSOR!**

1 OF 2

Next →

2

 Exam Notice

*I affirm that I will not give or receive any unauthorized help on this exam and that all work will be my own.*

*I will complete this exam in a fair, honest, respectful, responsible, and trustworthy manner. This means that I will complete the exam as if the professor was watching my every action. I will act according to the professor's instructions, and I will neither give nor receive any aid or assistance other than what is authorized. I know that the integrity of this exam and this class is up to me, and I pledge not to take any action that would break the trust of my classmates or professor, or undermine the fairness of this class.*

2 OF 2

← Previous

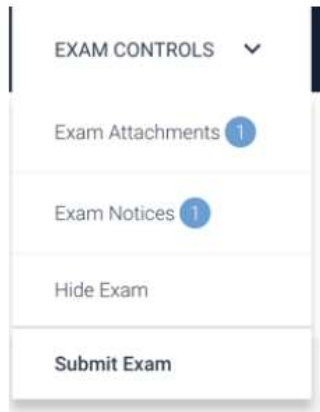
Next →

Tech Support Information

Honor Code

## Starting an Exam

3



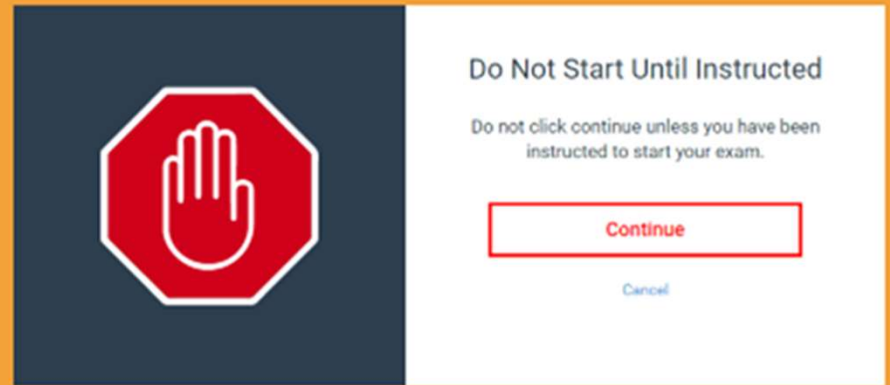
This exam has an attachment containing useful or important information.

You can view the attachment at any time by selecting **Exam Controls**, then selecting **Exam Attachments**.

Next

If your exam has an attachment, this window will appear showing you how to access the attachment and view the exam notices (shown on slides 17-19) after beginning your exam.

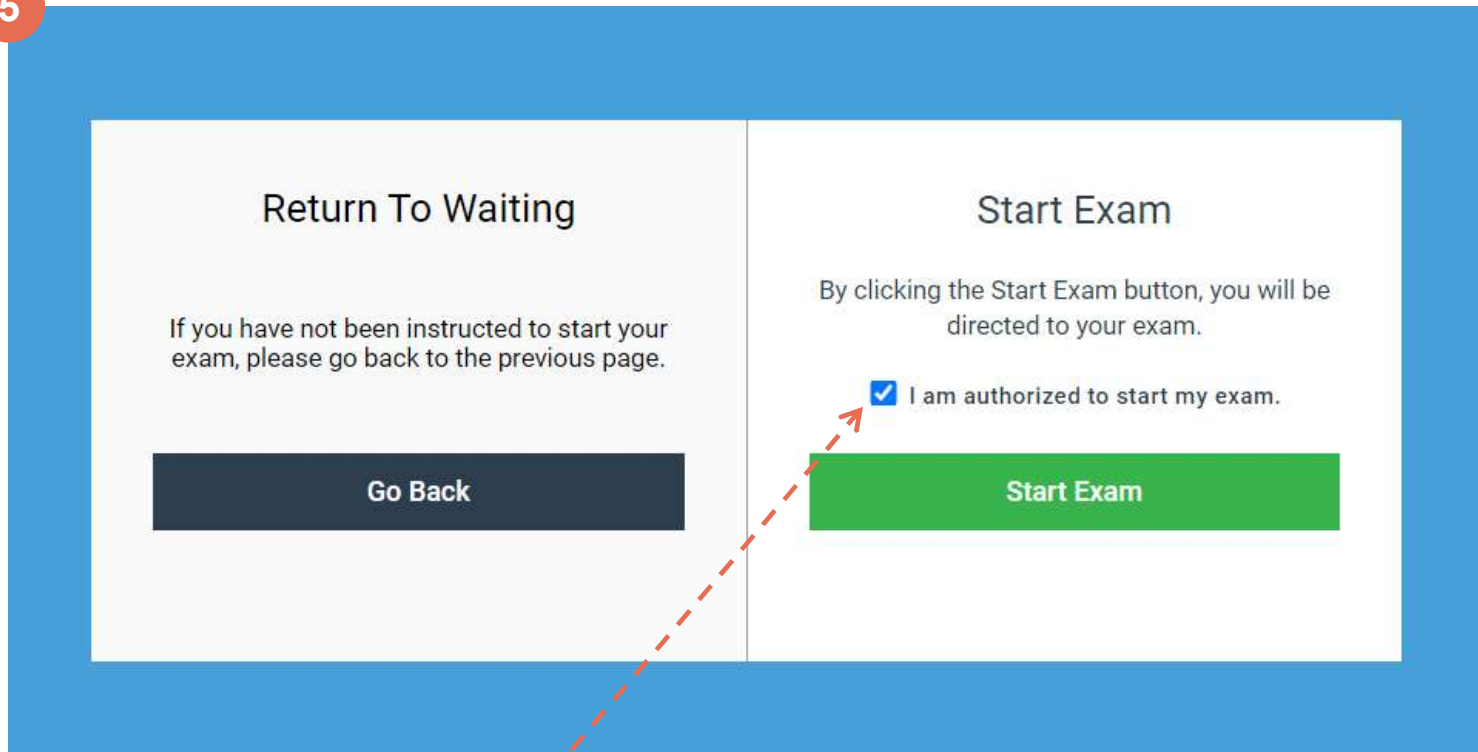
4





## Starting an Exam

5



The screenshot shows a two-panel interface for starting an exam. 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 "Go Back" button. The right panel, titled "Start Exam", contains the text "By clicking the Start Exam button, you will be directed to your exam." and a checkbox labeled "I am authorized to start my exam." which is checked. Below the checkbox is a green "Start Exam" button. A red dashed arrow originates from the bottom of the slide and points to the checked checkbox.

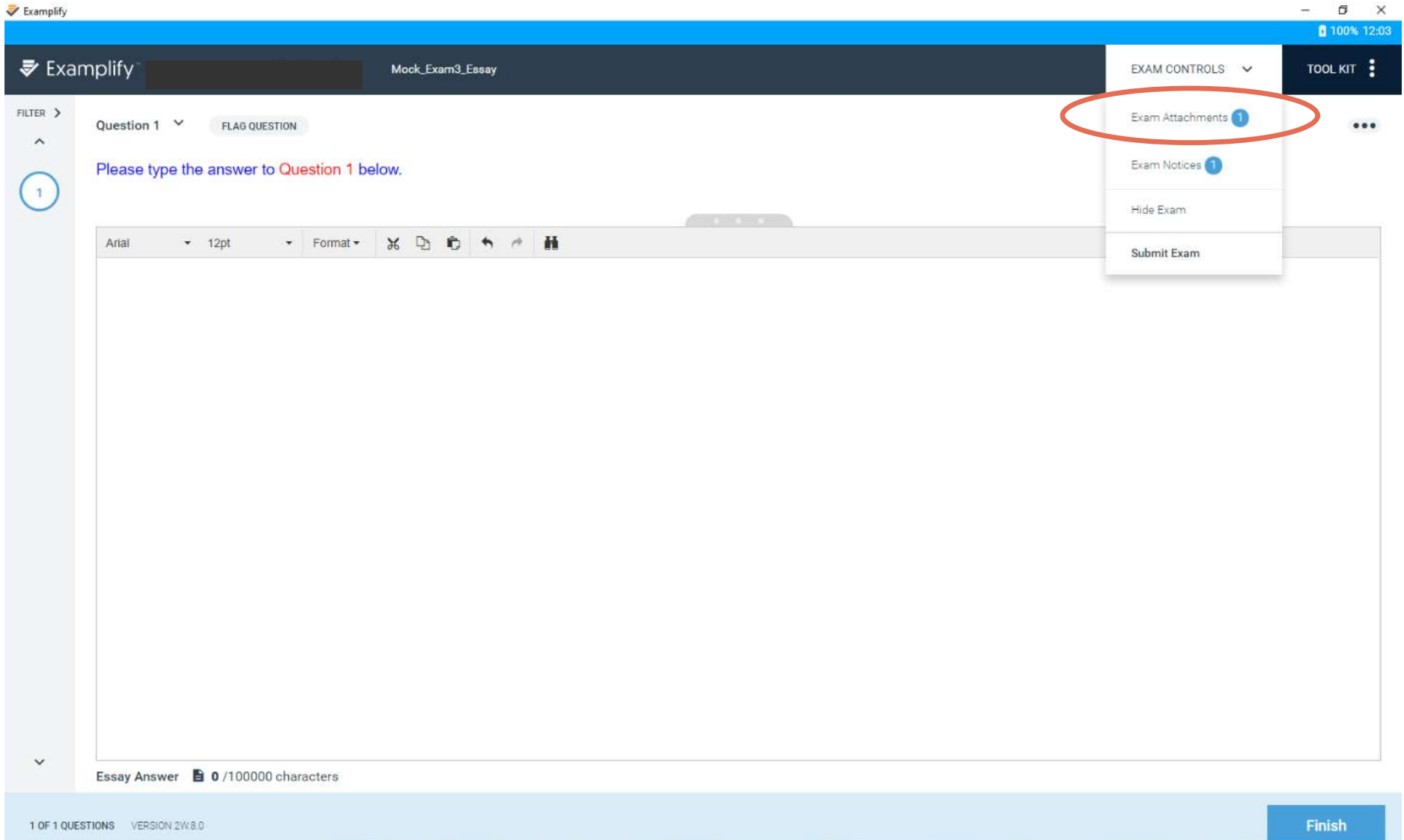
Check the box stating you are authorized to begin your exam and then click "Start Exam" and you can begin!

# Viewing Exam Questions

To see your exam and the questions, click on Exam Controls:

The screenshot displays the Exemplify exam interface. At the top, a blue header bar contains the Exemplify logo, a user profile icon, and the text 'Mock\_Exam3\_Essay'. To the right of this bar, the 'EXAM CONTROLS' button is highlighted with a red circle, and the 'TOOL KIT' button is visible next to it. Below the header, the main content area shows 'Question 1' with a 'FLAG QUESTION' button. The question text reads: 'Please type the answer to Question 1 below.' Below the text is a large text input area with a rich text editor toolbar at the top, including options for font (Arial), size (12pt), and various formatting tools. At the bottom of the input area, it says 'Essay Answer' and '0 / 100000 characters'. The bottom of the screen features a light blue footer bar with '1 OF 1 QUESTIONS', 'VERSION 2W 8.0', and a 'Finish' button.

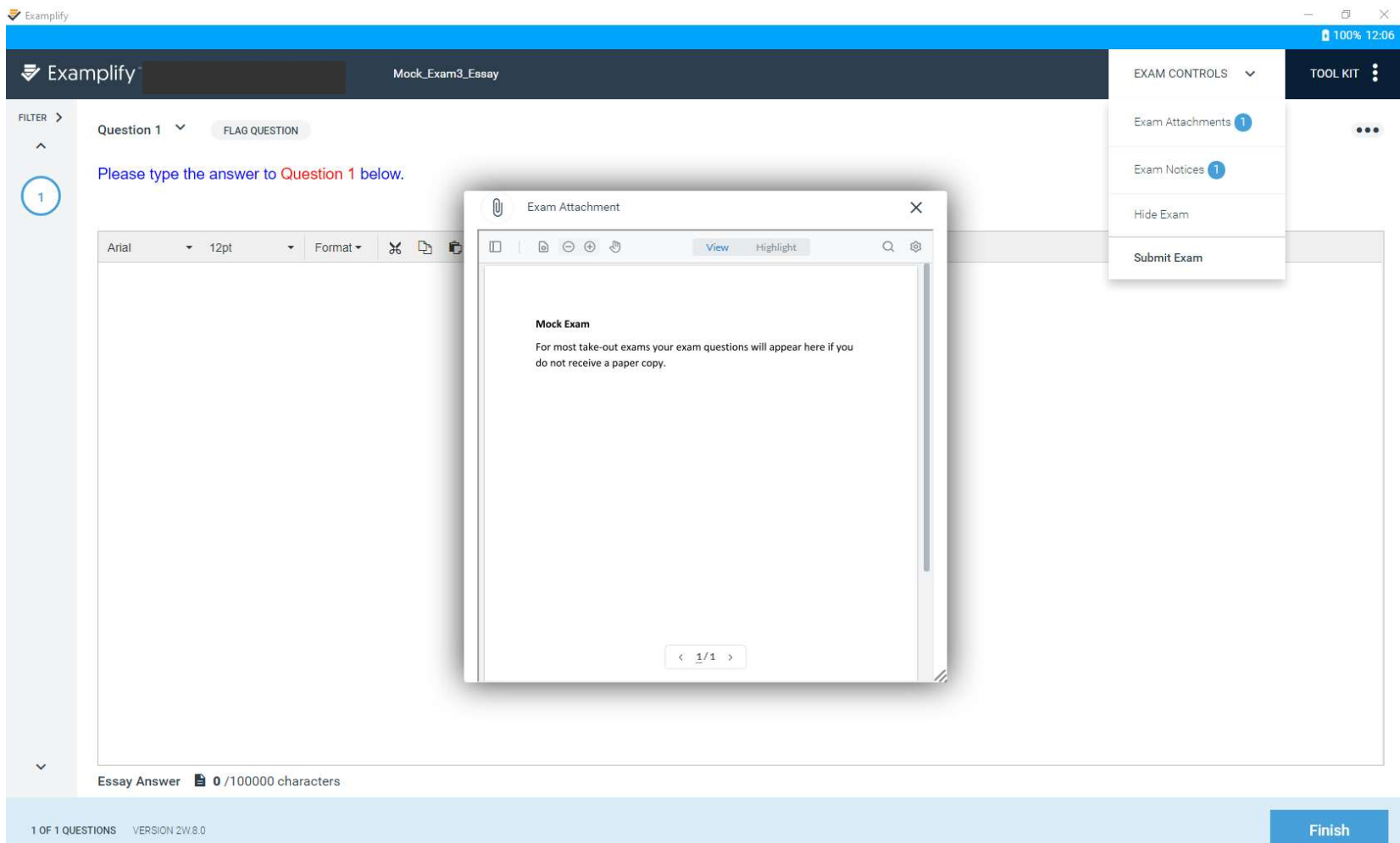
A drop down will come up once you click on Exam Controls. Click on Exam Attachments to view your exam questions.



The screenshot displays the Examplify application interface. At the top, a blue header bar contains the Examplify logo and the text 'Mock\_Exam3\_Essay'. On the right side of this bar, there is a dropdown menu labeled 'EXAM CONTROLS' and a 'TOOL KIT' button. The dropdown menu is open, showing several options: 'Exam Attachments' (which is circled in red and has a blue notification badge with the number '1'), 'Exam Notices' (also with a blue notification badge with the number '1'), 'Hide Exam', and 'Submit Exam'. Below the header, the main content area shows 'Question 1' with a 'FLAG QUESTION' button. A prompt reads 'Please type the answer to Question 1 below.' Below this is a large text input area with a rich text editor toolbar at the top. The toolbar includes options for font (Arial), size (12pt), and various formatting tools like bold, italic, and link. At the bottom left of the input area, it says 'Essay Answer' and '0 / 100000 characters'. The bottom of the screen features a light blue footer bar with '1 OF 1 QUESTIONS', 'VERSION 2W.8.0', and a 'Finish' button.

A window will pop up showing your exam questions. This window can be resized and opened and closed as often as you need.

If your exam is in person/classroom based, you will be given a hard copy of the exam questions, however, you can still view the questions via the exam attachment.

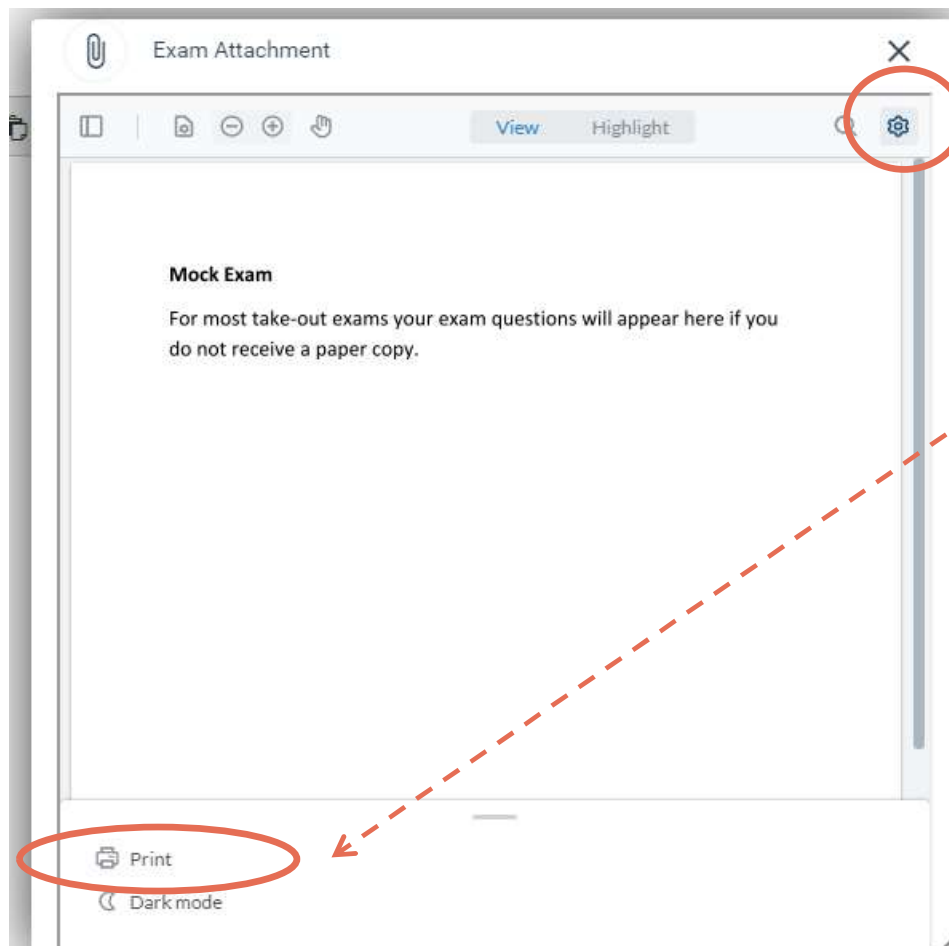


The screenshot displays the Exemplify exam interface. At the top, the header shows the Exemplify logo and the exam title "Mock\_Exam3\_Essay". The main area contains "Question 1" with a prompt: "Please type the answer to Question 1 below." Below the prompt is a large text input area for the essay answer, with a character count of "0 / 100000 characters". A floating window titled "Exam Attachment" is open in the center, displaying the text: "Mock Exam" and "For most take-out exams your exam questions will appear here if you do not receive a paper copy." The window has a "View" button and a "Highlight" button. On the right side, a dropdown menu for "EXAM CONTROLS" is open, showing options: "Exam Attachments 1", "Exam Notices 1", "Hide Exam", and "Submit Exam". The bottom of the interface shows "1 OF 1 QUESTIONS", "VERSION 2W.8.0", and a "Finish" button.

# Printing/Saving Exam Questions\*

\*For takeout exams *ONLY*

1. Follow the steps for viewing your exam questions. Slides 17-19.



2. Click on the gear shift at the top of the window that comes up after you click on Exam Attachment from the Exam Controls menu.

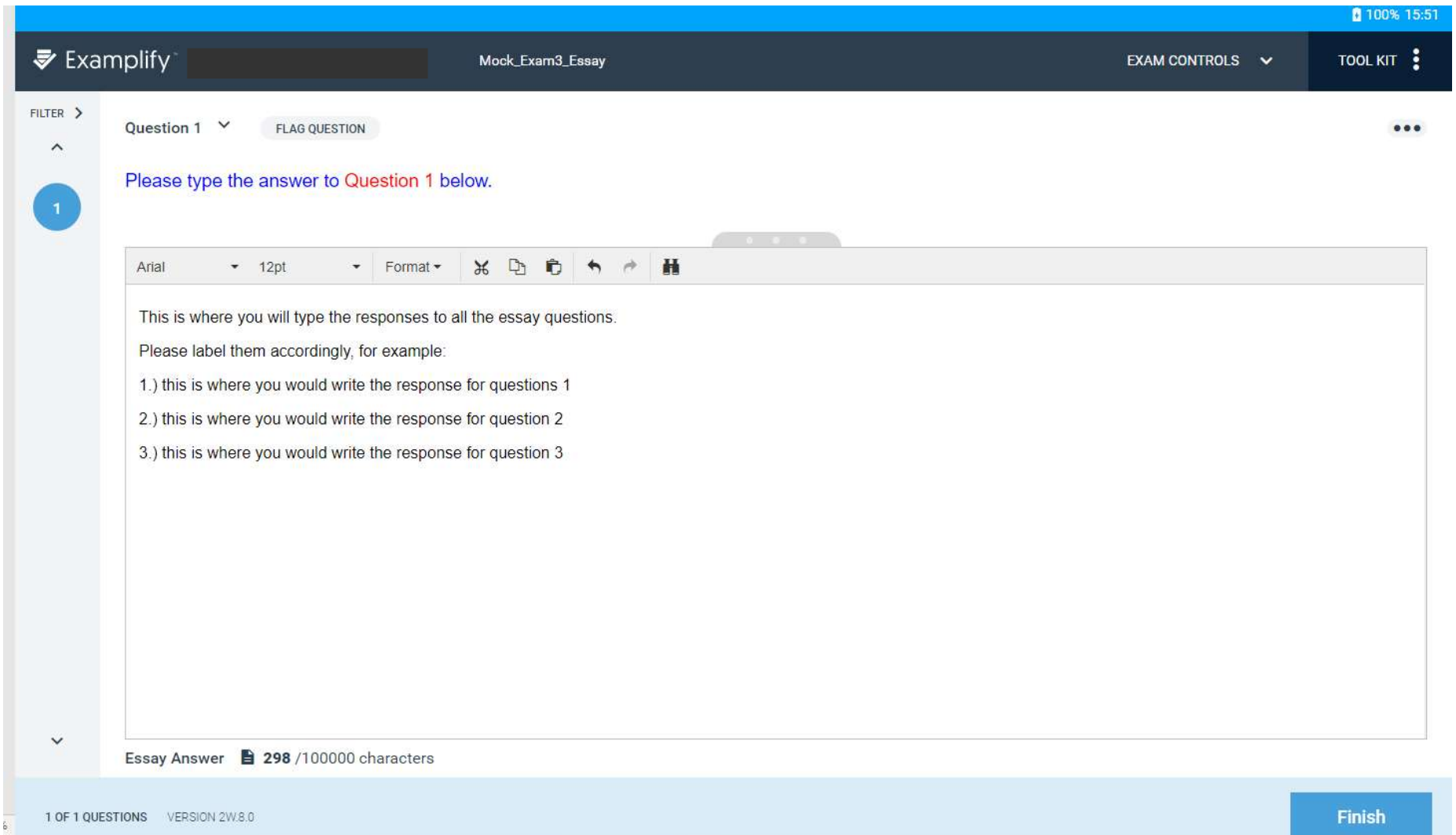
3. This will pull up the option to print. When you click print, your exam questions will be converted to a PDF and opened in a separate window. From there you can print the questions out or save them to your computer.

# Taking an Essay Exam

Below is a screen shot of what you will see when taking an essay exam. It will show that there is only one question in the exam. You will answer all the essay questions in one place. The software will show that there is only one (1) question in the exam regardless of how many essay questions are in your exam. You will answer all the essay questions in one place. *Answers are saved every 10 minutes on your computer's hard drive.*

The screenshot displays the Exemplify exam interface. At the top, the 'Exemplify' logo and 'Mock\_Exam3\_Essay' title are visible. The interface includes a 'FILTER' dropdown set to 'Question 1' and a 'FLAG QUESTION' button. A large text area for the answer is provided, with a toolbar above it containing options for font (Arial), size (12pt), and various formatting tools. The bottom status bar shows '1 OF 1 QUESTIONS' circled in red, 'VERSION 2.0/8.0', and a 'Finish' button. The character count '0 / 100000 characters' is also displayed.

For example, your exam contains 3 essay questions. You would type the responses to all 3 essay questions in the box for question 1. See example below.



The screenshot displays the Exemplify exam interface. At the top, a blue header bar contains the University at Buffalo School of Law logo and name. Below this, a dark blue navigation bar shows the 'Exemplify' logo, the exam title 'Mock\_Exam3\_Essay', and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. The main content area is titled 'Question 1' and includes a 'FLAG QUESTION' button. A large text input box is provided for the answer, with a toolbar above it showing font settings (Arial, 12pt) and various editing tools. The input box contains placeholder text: 'This is where you will type the responses to all the essay questions. Please label them accordingly, for example: 1.) this is where you would write the response for questions 1 2.) this is where you would write the response for question 2 3.) this is where you would write the response for question 3'. At the bottom of the input box, a character count shows '298 / 100000 characters'. The footer of the interface includes '1 OF 1 QUESTIONS', 'VERSION 2W.8.0', and a 'Finish' button.

100% 15:51

Exemplify Mock\_Exam3\_Essay EXAM CONTROLS TOOL KIT

FILTER Question 1 FLAG QUESTION

Please type the answer to Question 1 below.

1

Arial 12pt Format

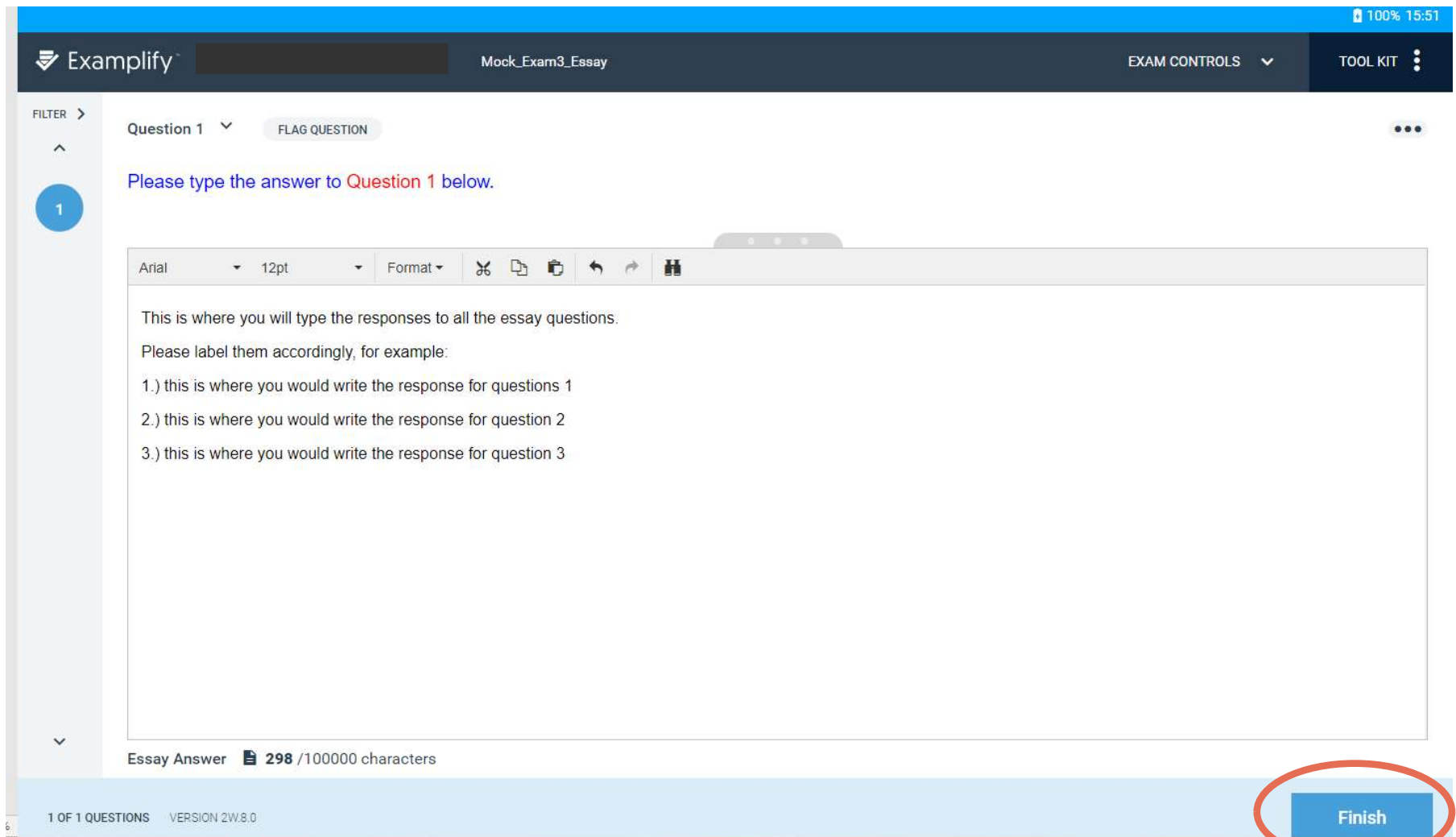
This is where you will type the responses to all the essay questions.  
Please label them accordingly, for example:  
1.) this is where you would write the response for questions 1  
2.) this is where you would write the response for question 2  
3.) this is where you would write the response for question 3

Essay Answer 298 / 100000 characters

1 OF 1 QUESTIONS VERSION 2W.8.0 Finish



When you have completed the exam and are ready to submit it, click on the Finish button. Follow the steps for Submitting your Exam, slides 31-32.



The screenshot displays the Exemplify exam interface. At the top, a blue header bar contains the University at Buffalo School of Law logo and name. Below this, a dark blue navigation bar shows the exam title 'Mock\_Exam3\_Essay' and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. The main content area is titled 'Question 1' and includes a 'FLAG QUESTION' button. A blue circle with the number '1' indicates the current question. The question text reads: 'Please type the answer to Question 1 below.' Below the text is a large text input area with a rich text editor toolbar (font, size, bold, italic, link, etc.). The input area contains the following text: 'This is where you will type the responses to all the essay questions. Please label them accordingly, for example: 1.) this is where you would write the response for questions 1 2.) this is where you would write the response for question 2 3.) this is where you would write the response for question 3'. At the bottom of the input area, it says 'Essay Answer' and '298 / 100000 characters'. The bottom of the screen features a light blue footer bar with '1 OF 1 QUESTIONS' and 'VERSION 2W.8.0'. The 'Finish' button is located in the bottom right corner of the footer bar and is circled in red.

Exemplify Mock\_Exam3\_Essay EXAM CONTROLS TOOL KIT

FILTER > Question 1 FLAG QUESTION

Please type the answer to Question 1 below.

1

Arial 12pt Format

This is where you will type the responses to all the essay questions.  
Please label them accordingly, for example:  
1.) this is where you would write the response for questions 1  
2.) this is where you would write the response for question 2  
3.) this is where you would write the response for question 3

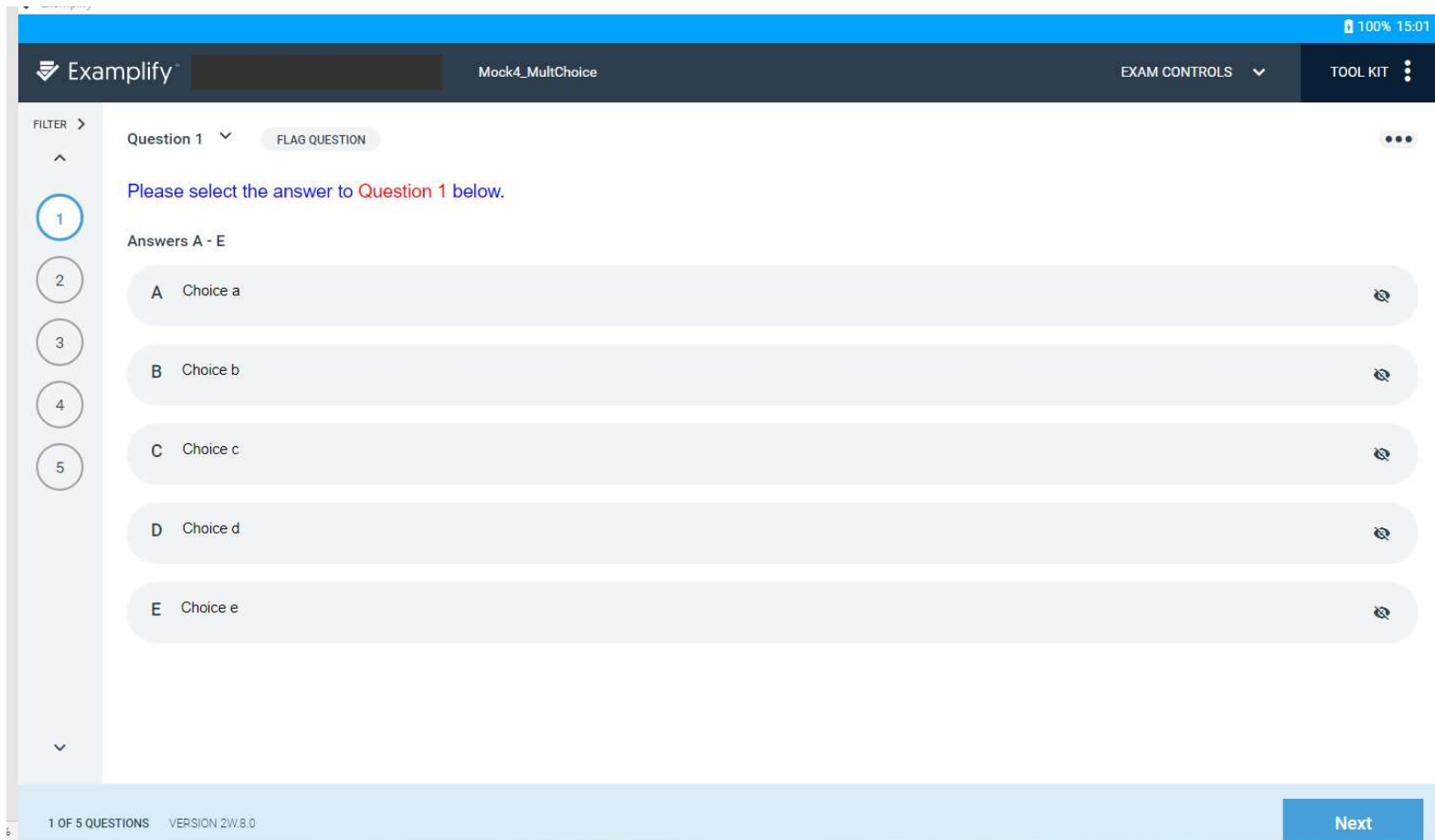
Essay Answer 298 / 100000 characters

1 OF 1 QUESTIONS VERSION 2W.8.0

Finish

# Taking a Multiple Choice Exam

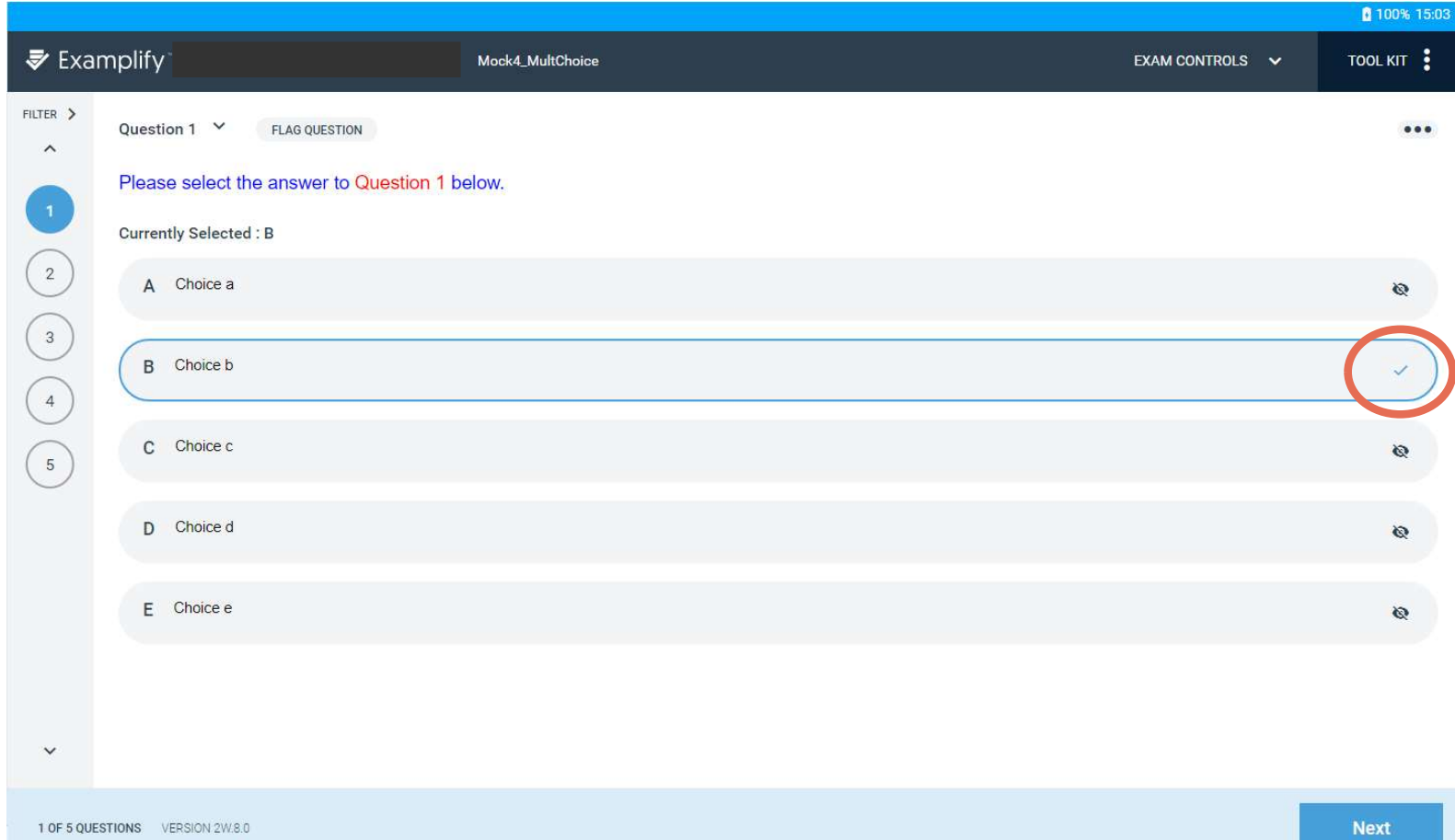
Multiple choice exams will be answered directly in Exemplify. Questions will be preloaded in the software so that you can view the questions and answer choices directly in the software. An example of what you would see is below.



The screenshot displays the Exemplify software interface for a multiple choice exam. At the top, a blue header bar shows the Exemplify logo, a dark grey bar contains the text "Mock4\_MultChoice", and a blue bar on the right shows "100% 15:01". Below the header, a dark grey bar contains "EXAM CONTROLS" and "TOOL KIT". The main area is white and shows "Question 1" with a "FLAG QUESTION" button. Below this, a blue instruction says "Please select the answer to Question 1 below." and "Answers A - E" are listed. Five answer choices are shown in light blue rounded rectangles: "A Choice a", "B Choice b", "C Choice c", "D Choice d", and "E Choice e". Each choice has a small icon on the right. On the left, a vertical sidebar shows a "FILTER" button and a list of five numbered circles (1-5), with circle 1 highlighted. At the bottom, a light blue bar shows "1 OF 5 QUESTIONS", "VERSION 2W.8.0", and a "Next" button.

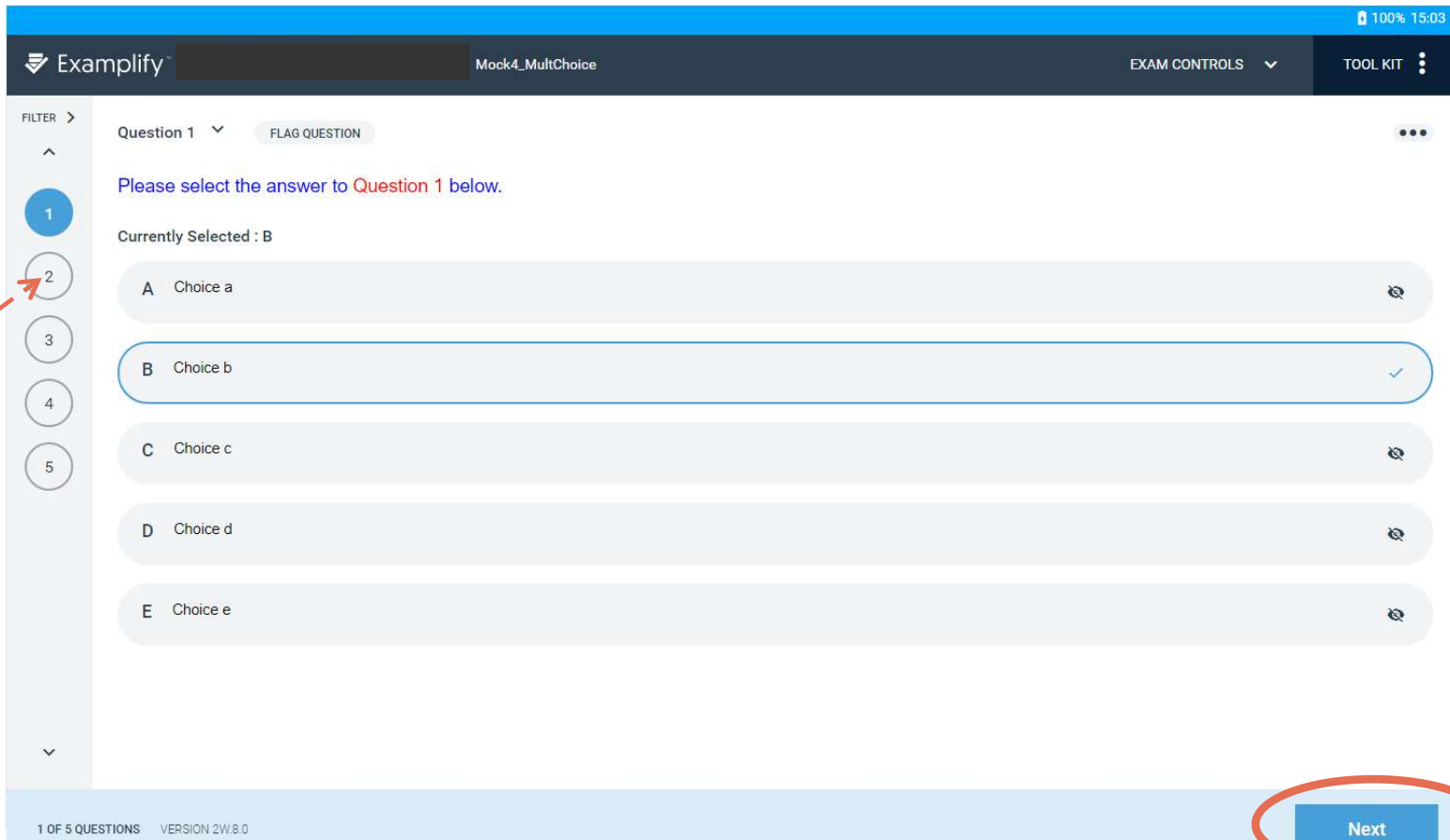
Click the answer you think is the correct answer, make sure that you see the check mark next to the answer.

For example, in the screen shot below if the answer to question 1 is choice B, select B. You will see a check mark saying you have selected choice B. Make sure you see a check mark!



The screenshot displays the Exemplify Mock4\_MultChoice interface. At the top, the status bar shows '100%' and '15:03'. The main header includes the 'Exemplify' logo, the title 'Mock4\_MultChoice', and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. On the left, a 'FILTER' sidebar shows a list of questions, with '1' selected. The main content area for 'Question 1' includes a 'FLAG QUESTION' button and the instruction 'Please select the answer to Question 1 below.' Below this, it states 'Currently Selected : B'. Five multiple-choice options are listed: 'A Choice a', 'B Choice b', 'C Choice c', 'D Choice d', and 'E Choice e'. Option B is highlighted with a blue border, and a checkmark icon next to it is circled in red. The bottom of the interface shows '1 OF 5 QUESTIONS', 'VERSION 2W.8.0', and a 'Next' button.

Using one of the two options shown below, you can skip around between questions and move through the exam however you choose. Answers are saved every 10 minutes on your computer's hard drive.

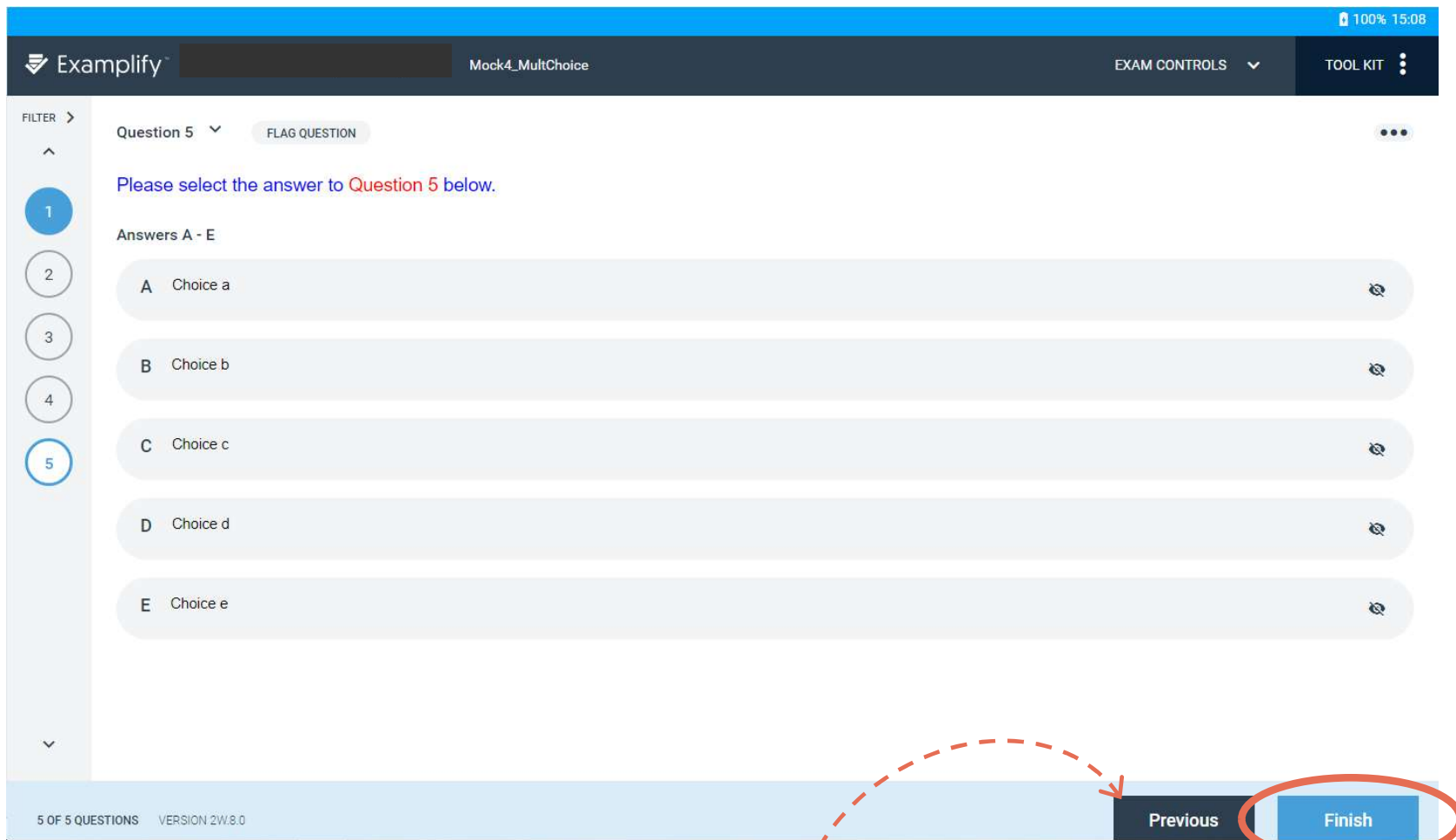


The screenshot shows the Exemplify exam interface. On the left, a vertical list of question numbers (1-5) is visible. A red arrow points from the number 2 to the 'Next' button at the bottom right. The main area displays 'Question 1' with the instruction 'Please select the answer to Question 1 below.' and 'Currently Selected : B'. Below this, five choices are listed: A Choice a, B Choice b (selected), C Choice c, D Choice d, and E Choice e. The 'Next' button is located at the bottom right of the interface.

Click on the numbers on the left side of the screen to move to a different question.

Click "Next" to go to the next question.

Once you have finished answering all the questions and are ready to turn in your exam, click on the finish button. The finish button will only show on the last question of your exam. Follow the steps for submitting your exam, slides 31-32.



The screenshot shows the Examplify interface for a mock exam. At the top, the status bar indicates 100% completion and a time of 15:08. The header includes the Examplify logo, the exam title 'Mock4\_MultChoice', and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. On the left, a vertical sidebar shows a list of question numbers 1 through 5, with question 5 currently selected. The main area displays 'Question 5' with a 'FLAG QUESTION' button. Below the question, it says 'Please select the answer to Question 5 below.' and 'Answers A - E'. There are five answer choices: A Choice a, B Choice b, C Choice c, D Choice d, and E Choice e. At the bottom of the interface, there is a navigation bar with '5 OF 5 QUESTIONS' and 'VERSION 2W/8.0' on the left, and 'Previous' and 'Finish' buttons on the right. The 'Finish' button is circled in red, and a dashed red arrow points from the 'Previous' button to it.

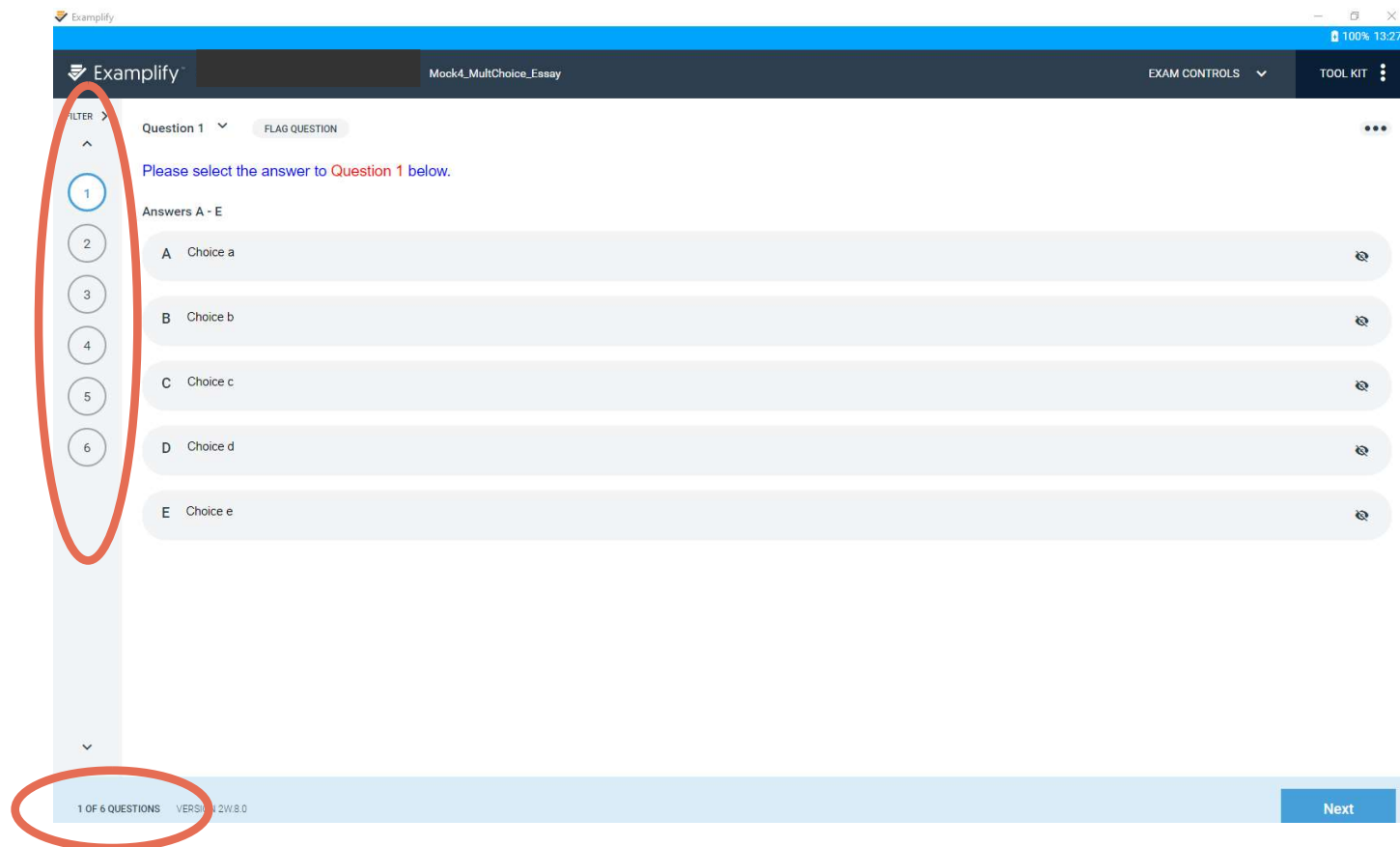
**Note:** you can navigate through questions but using the previous button as well!

# Taking a Multiple Choice and Essay Exam

Multiple Choice questions will always appear first, followed by your essay being the last question.

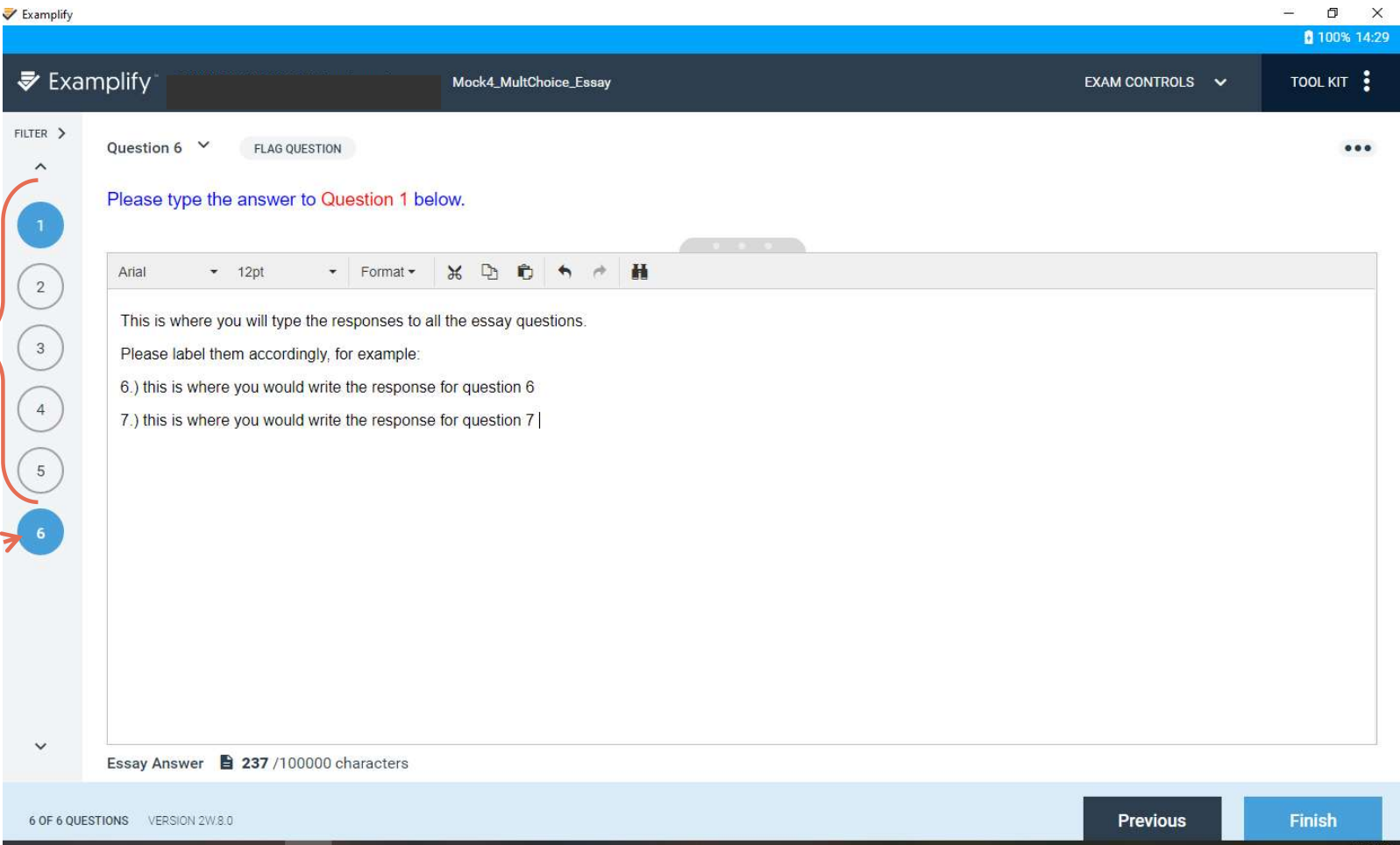
Below is an example of what you would see when taking a multiple choice and essay exam.

Example, you have an exam that consists of 7 questions **TOTAL**; 5 multiple choice questions and 2 essay questions. Exemplify will show that there are a total of 6 questions, see image below.



Using the example of the 7-question exam, questions 1-5, will be your multiple choice questions. Follow the steps for answering multiple choice questions, slides 24-27.

Question 6 in Exemplify is where you will type your essay response. Continuing with the example of a 7-question exam, the last two questions (questions 6 and 7) would be your essay responses. The answers to both questions 6 and 7 would be answered in the number 6 question spot. You will separate your answers by numbers, please see the example below.



1-5: Multiple Choice Questions

6: ALL essay responses would be typed here.

Exemplify Mock4\_MultChoice\_Essay

EXAM CONTROLS TOOL KIT

Question 6 FLAG QUESTION

Please type the answer to Question 1 below.

Arial 12pt Format

This is where you will type the responses to all the essay questions.  
 Please label them accordingly, for example:  
 6.) this is where you would write the response for question 6  
 7.) this is where you would write the response for question 7

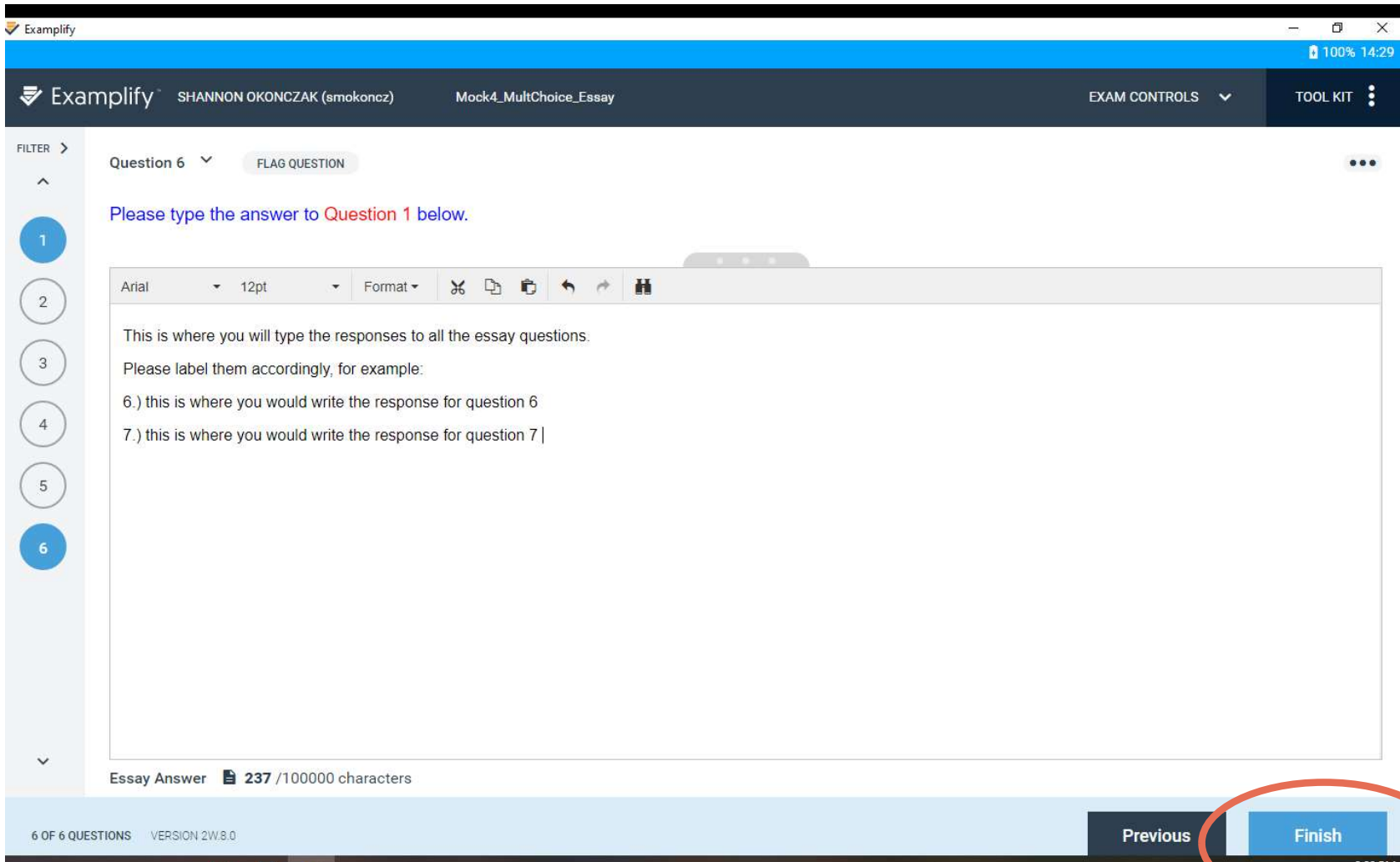
Essay Answer 237 / 100000 characters

6 OF 6 QUESTIONS VERSION 2W.8.0

Previous Finish



When you have completed the exam and are ready to submit it, click on the Finish button. The finish button will show on the very last question of your exam. Follow the steps for submitting your exam, slides 31-32.

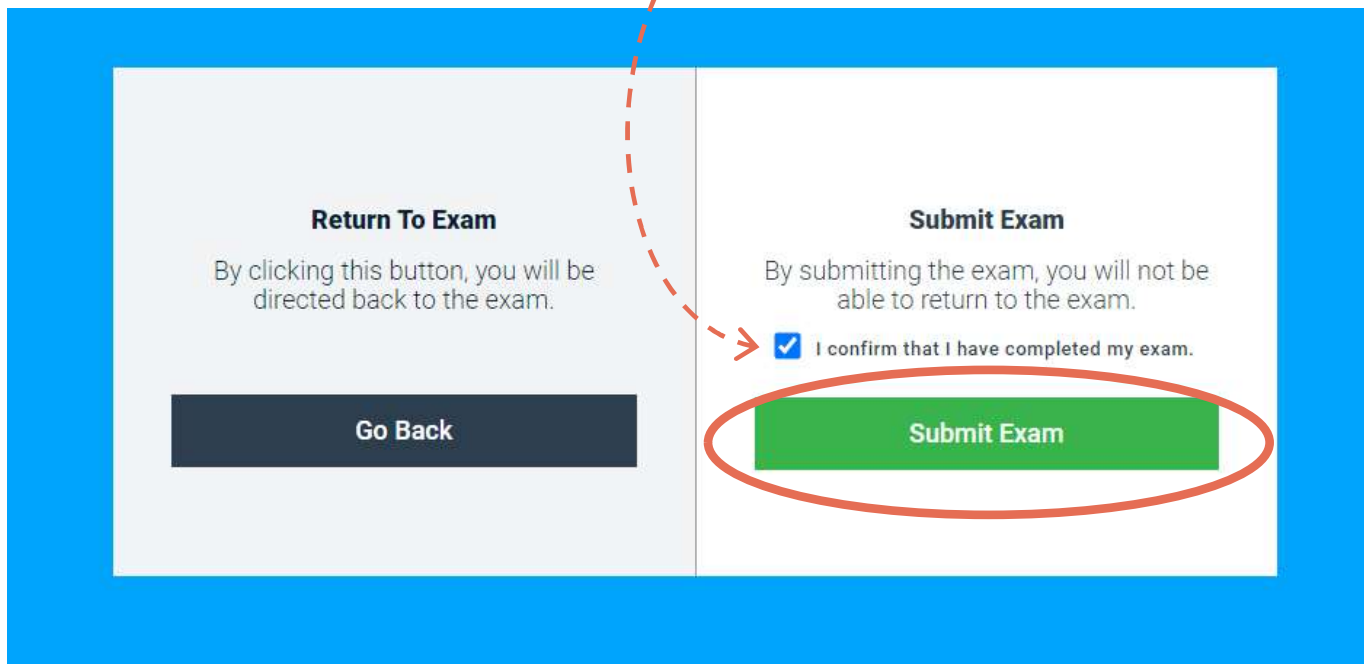


The screenshot shows the Examplify interface during an exam. At the top, the browser window title is 'Examplify'. The interface includes a header with the Examplify logo, the user name 'SHANNON OKONCZAK (smokoncz)', the exam title 'Mock4\_MultChoice\_Essay', and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. On the left, a sidebar shows a list of questions numbered 1 through 6, with question 6 selected. The main area displays 'Question 6' with a 'FLAG QUESTION' button. Below the question number, there is a text prompt: 'Please type the answer to Question 1 below.' A rich text editor is provided for the answer, with a toolbar at the top showing options for font (Arial), size (12pt), and various editing tools. The text area contains the following text: 'This is where you will type the responses to all the essay questions. Please label them accordingly, for example: 6.) this is where you would write the response for question 6 7.) this is where you would write the response for question 7 |'. At the bottom of the text area, it says 'Essay Answer' and '237 / 100000 characters'. The bottom navigation bar shows '6 OF 6 QUESTIONS' and 'VERSION 2W.8.0'. On the right side of the bottom bar, there are two buttons: 'Previous' and 'Finish'. The 'Finish' button is highlighted with a red circle.

## Submitting your Exam

You will follow these directions for all types of exams.

Once you have clicked finish, the following screen will show up. Click the box next to the statement saying, “I confirm that I have completed my exam” and then click Submit Exam.



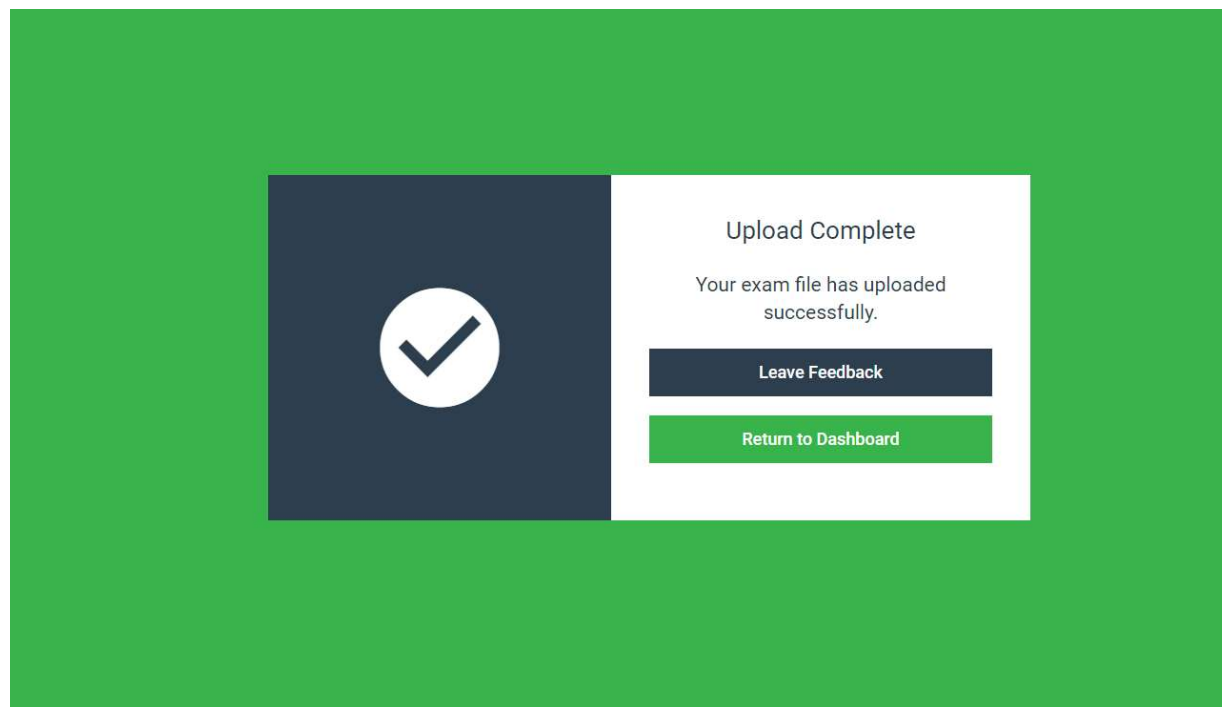
The screenshot shows a two-panel interface for exam submission. The left panel, titled "Return To Exam", contains a "Go Back" button. The right panel, titled "Submit Exam", contains a warning message and a confirmation checkbox. A red dashed arrow points from the text above to the checkbox. A red oval highlights the "Submit Exam" button.

Return To Exam	Submit Exam
By clicking this button, you will be directed back to the exam.	By submitting the exam, you will not be able to return to the exam.
<input type="button" value="Go Back"/>	<input checked="" type="checkbox"/> I confirm that I have completed my exam.
	<input type="button" value="Submit Exam"/>

You will see the screen below *IF* your exam has uploaded correctly. If you do not see the green Upload Complete screen, make sure you are connected to WiFi.

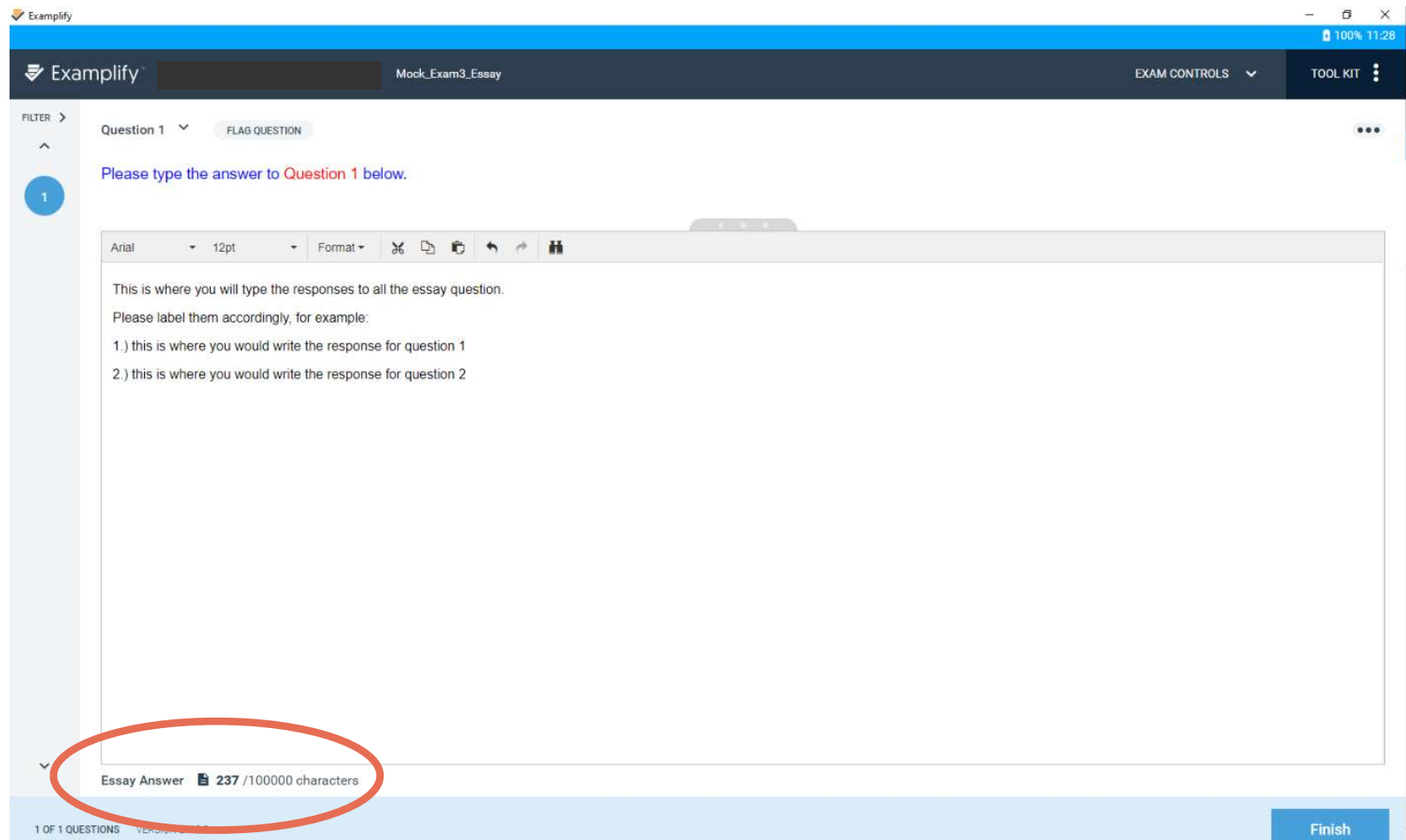
If not, please contact Records and Registration or Law IT to troubleshoot. Once the exam has uploaded, click on Return to Dashboard to exit the exam.

You should also receive an email from Exemplify stating that your exam has been uploaded.

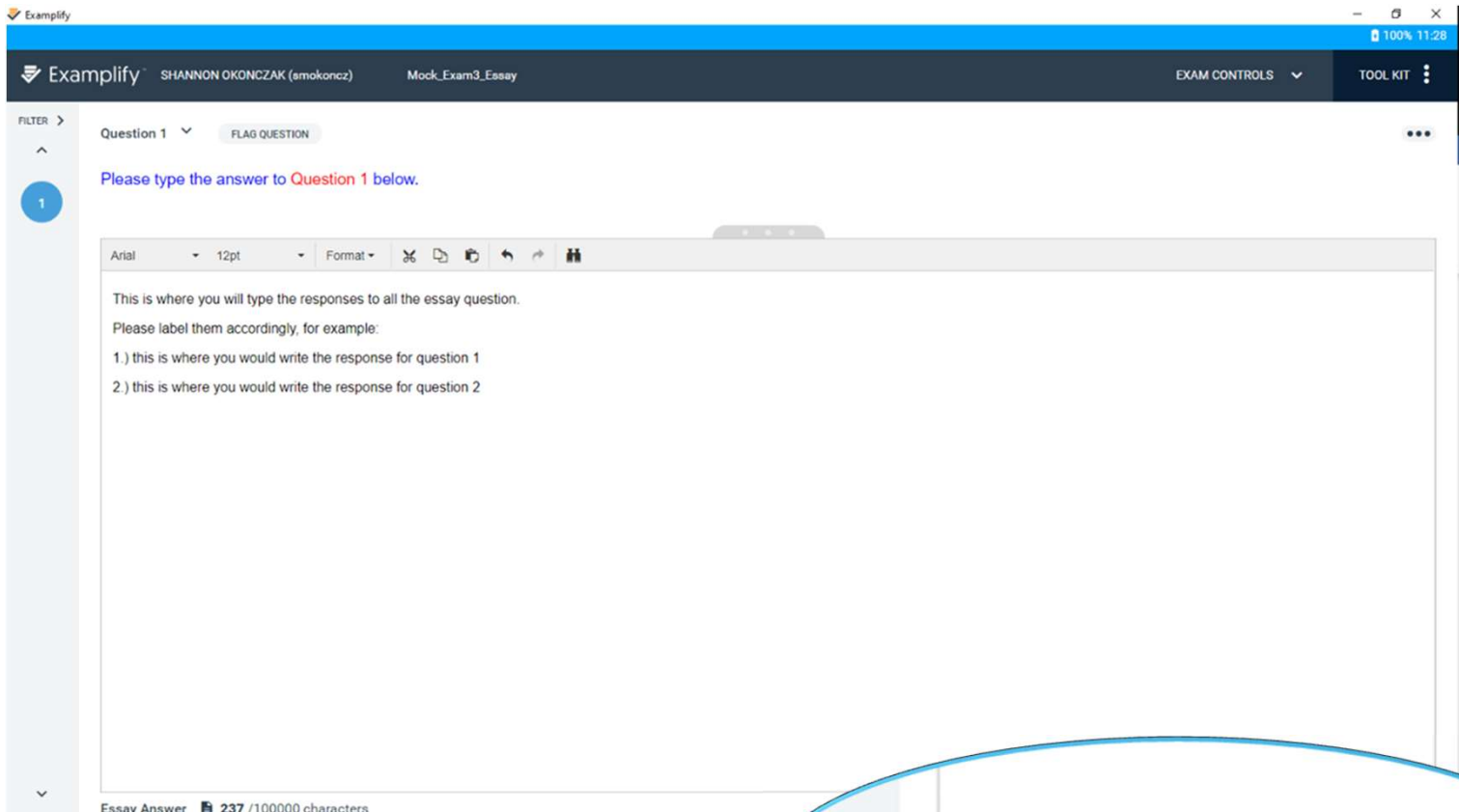


## Viewing the Word/Character Count of your Essay Exam

As you are typing your answers you will see at the bottom of the screen a character count, circled below. This is where you will see your character count for your entire essay response.



To view a breakdown of your character count and word count click on the paper icon next to “Essay Answer”



The screenshot shows the Examplify interface for a mock exam. The top bar includes the Examplify logo, the user's name (SHANNON OKONCZAK), the exam name (Mock\_Exam3\_Essay), and buttons for EXAM CONTROLS and TOOL KIT. The main area displays "Question 1" with a "FLAG QUESTION" button. Below the question, there is a text input area with a rich text editor toolbar. The text inside the input area reads: "This is where you will type the responses to all the essay question. Please label them accordingly, for example: 1.) this is where you would write the response for question 1 2.) this is where you would write the response for question 2". At the bottom of the input area, it says "Essay Answer" followed by a paper icon and "237 /100000 characters". A red dashed arrow points from this text to a magnified view of the same text. In the magnified view, the paper icon and the text "237 /100000 characters" are circled in red.

Examplify SHANNON OKONCZAK (smokoncz) Mock\_Exam3\_Essay EXAM CONTROLS TOOL KIT

Question 1 FLAG QUESTION

Please type the answer to Question 1 below.

Arial 12pt Format

This is where you will type the responses to all the essay question.  
Please label them accordingly, for example:  
1.) this is where you would write the response for question 1  
2.) this is where you would write the response for question 2

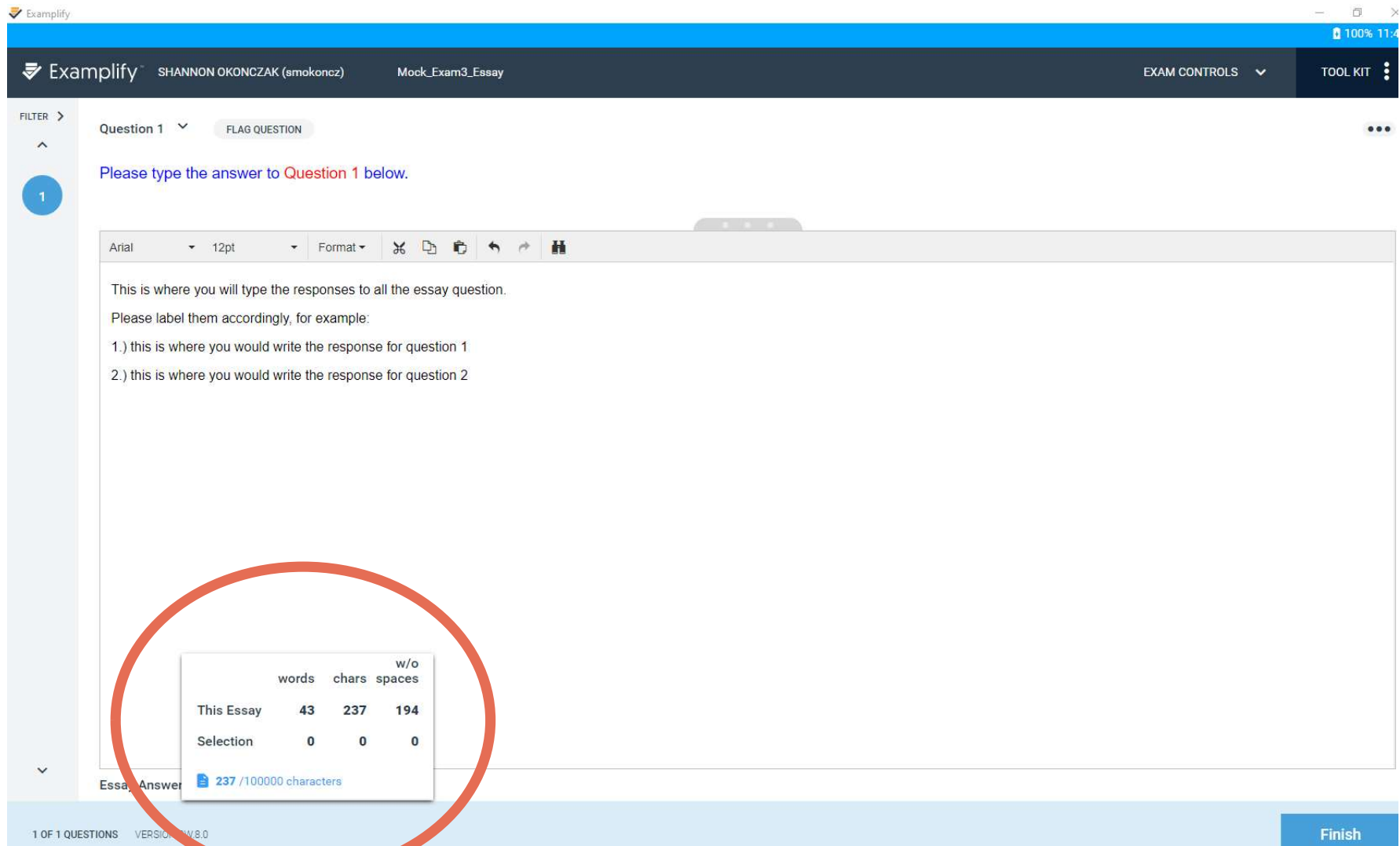
Essay Answer 237 /100000 characters

1 OF 1 QUESTIONS VERSION 2W/8.0

Essay Answer 237 /100000 characters

CTIONS VERSION 2W/8.0

Once you click the paper icon a window will come up showing your words and characters.



The screenshot shows the Exemplify exam interface. At the top, the user is logged in as SHANNON OKONCZAK (smokoncz) and is taking a Mock Exam titled Mock\_Exam3\_Essay. The interface includes a FILTER sidebar, a question list, and a main text input area. The question being answered is Question 1, which asks the user to type the answer to Question 1 below. The text input area has a toolbar with various formatting options. A red circle highlights a popup window that displays the word and character counts for the current text input.

	words	chars	w/o spaces
This Essay	43	237	194
Selection	0	0	0

Below the table, the text "237 / 100000 characters" is displayed. The bottom of the interface shows "1 OF 1 QUESTIONS", the version "VERSION 8.0", and a "Finish" button.

To view the word count for a specific question or section, simply highlight the question/section, then click on the paper icon, and in the window that pops up, look at the “Selection” row to see the word and character count for that selection.

Exemplify SHANNON OKONCZAK (smokoncz) Mock\_Exam3\_Essay EXAM CONTROLS TOOL KIT

FILTER > Question 1 FLAG QUESTION

Please type the answer to Question 1 below.

1

Arial 12pt Format

This is where you will type the responses to all the essay question.  
Please label them accordingly, for example:

1.) this is where you would write the response for question 1  
2.) this is where you would write the response for question 2

	words	chars	w/o spaces
This Essay	43	237	194
Selection	11	57	47

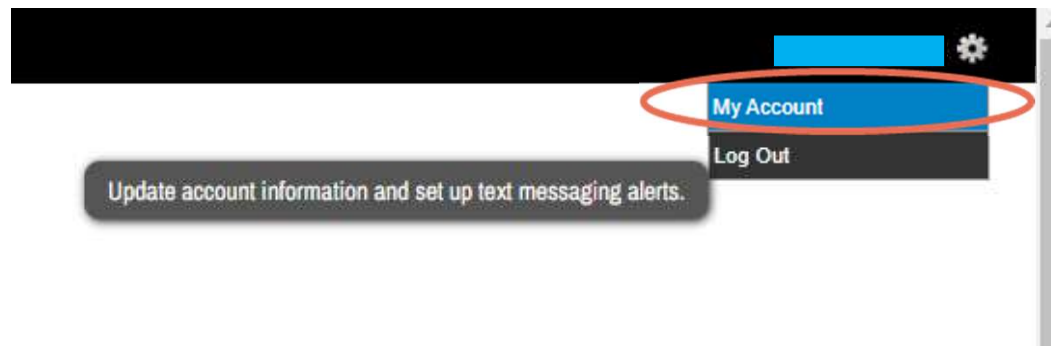
Essay Answer 237 / 100000 characters

1 OF 1 QUESTIONS VERSION 2W.8.0 Finish



# Changing your ExamSoft Password

- Go to [https://www2012.examsoft.com/ui/examtaker/et\\_softest.aspx](https://www2012.examsoft.com/ui/examtaker/et_softest.aspx)
- Login using your UBIT name, and the generated password provided
- Once logged in hover on your name in the upper right-hand corner and click My Account



## My Account Settings

### Update Account Information


UBIT Name:

Exam ID Number:

Last Name:

First Name:

Email:

New Password: 

Verify Password:

SMS:

Institution: SUNY Buffalo Law School

Registration Date:

Comments: *Registration not current. Download and register the latest copy of Exemplify.*

Exemplify Version:

Registration #:

Update Information

### SMS/Text Messages

This feature will enable sending confirmation messages from ExamSoft to your US cell phone using the SMS/Text messaging option provided by your phone carrier. Carrier charges may apply.

Cell Phone Number: 

Put in your new password here.

Note: Our office can see these so please keep them appropriate. 😊

Click Update Information when finished.

## Useful Links:

- Download Exemplify: <https://ei.examsoft.com/GKWeb/login/buffalolaw>
- Exam Policies: <https://www.law.buffalo.edu/registrar/exam-policies-procedures/policies-proceedures.html>
- Law IT Zoom: <https://buffalo.zoom.us/j/95845496130> or by phone +1 646 558 8656 (use code: 958 4549 6130)
- Exemplify FAQ: <https://www.law.buffalo.edu/registrar/exam-policies-procedures/taking-exams/exemplify-information.html>
- Accessibility Resources: <https://www.law.buffalo.edu/current/accessibility.html>
- Records & Registration page: <https://www.law.buffalo.edu/registrar.html>

