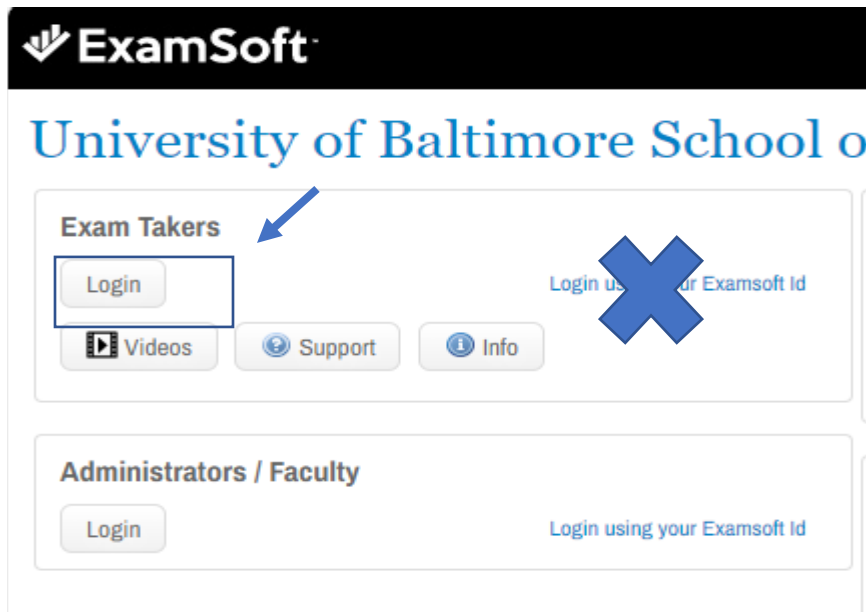
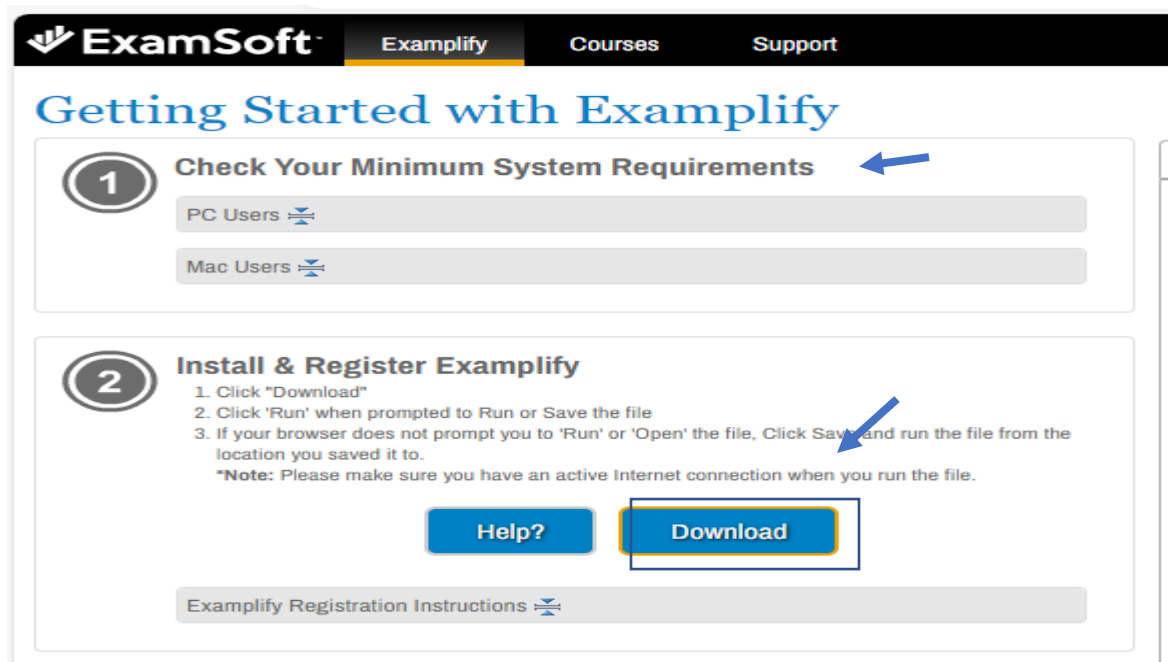


How to Take an In-Person Exam in Exemplify

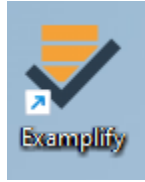
1. Sign in to examsoft.com/ubaltlaw by clicking the “Login” prompt. ***Do not select “Login using your Examsoft ID.”**



2. Ensure that your device meets the Minimum System Requirements.
3. Install & Register Exemplify.



4. Follow prompts, allowing Exemplify to be downloaded.
5. Once Exemplify has been downloaded, locate it on your desktop or in your search menu. Click on Exemplify.



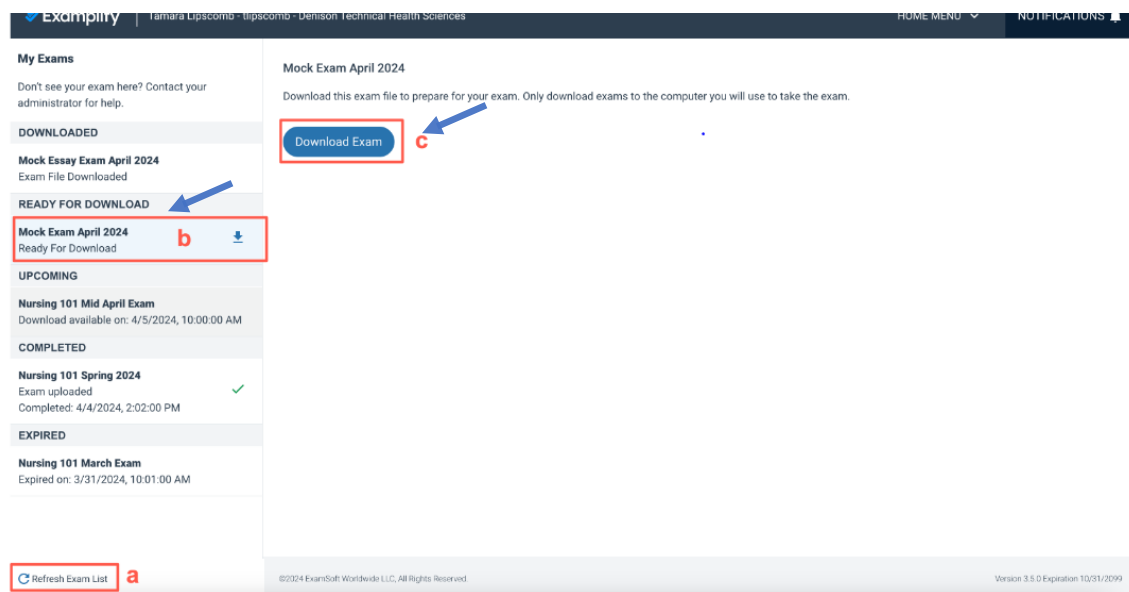
6. Exemplify will load.
7. You may be prompted to enter the Institution. If so, type in "ubalt" (at which time the University of Baltimore School of Law will come up. You will need to be connected to the internet, at this point.

The image shows the Exemplify application interface. On the left is a dark blue sidebar with the Exemplify logo. The main area is white and titled "Add New Account". It contains a dropdown menu labeled "Institution" with the placeholder text "Enter Institution ID". Below the dropdown is a note: "Enter the Institution ID sent to you via email or find your institution above." At the bottom are two buttons: "Back" with a left arrow and "Next" in a rounded rectangle.

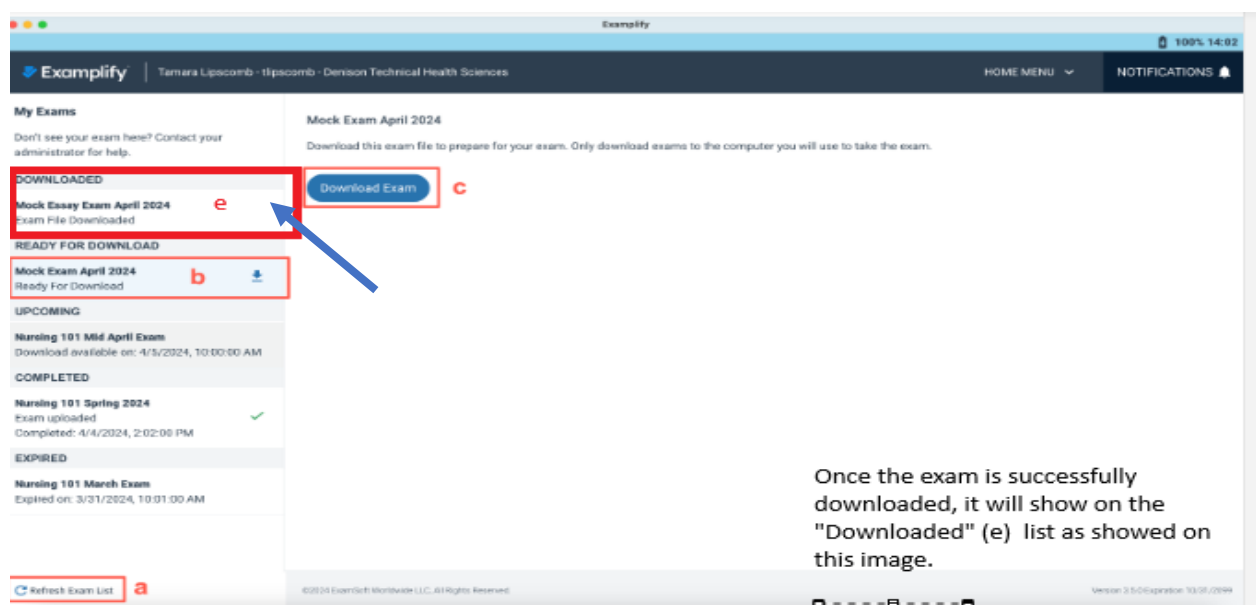
8. Click "Next."
9. You may be directed to the UBalt Single Sign-On ("SSO"). Please use the credentials that you use to login to the MyUBalt portal and Canvas.

10. You will be directed to a page with a list of exams on the left side of the screen. If you do not see an accurate list, please select “refresh list” at the bottom of the screen. If you still do not see an accurate list of exams, you can go to “Home Menu,” “Settings,” and “Clear Registration.” After clearing registration, you will need to reopen Exemplify and repeat the login process.

11. Under “Ready for Download,” download your exam.



12. Once you have downloaded your exam, you will see it listed under “Downloaded Exams.” Select the exam you are scheduled to take.



13. Enter password for exam (given to you by the proctor)

Practice Exam

Please enter the exam password to start this exam.


EXAM PASSWORD

Exam Password


Enter

[Remove Exam Download](#)


Exam Settings




Non-Secure



30 minutes



WiFi On

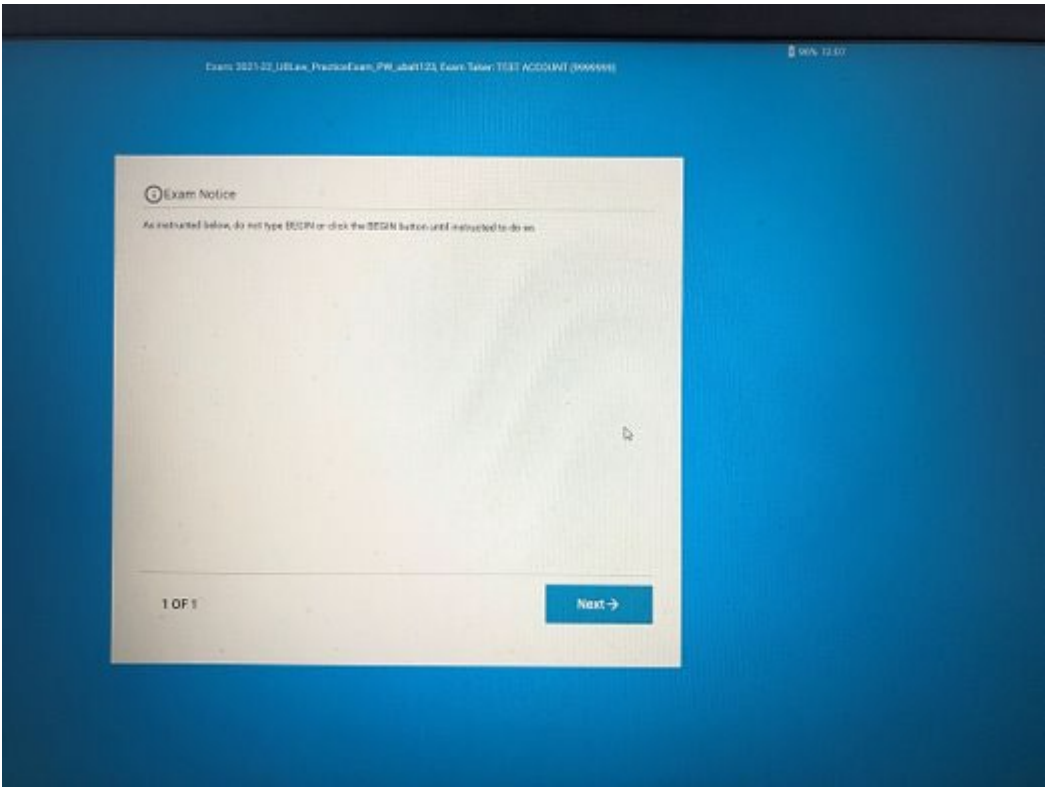


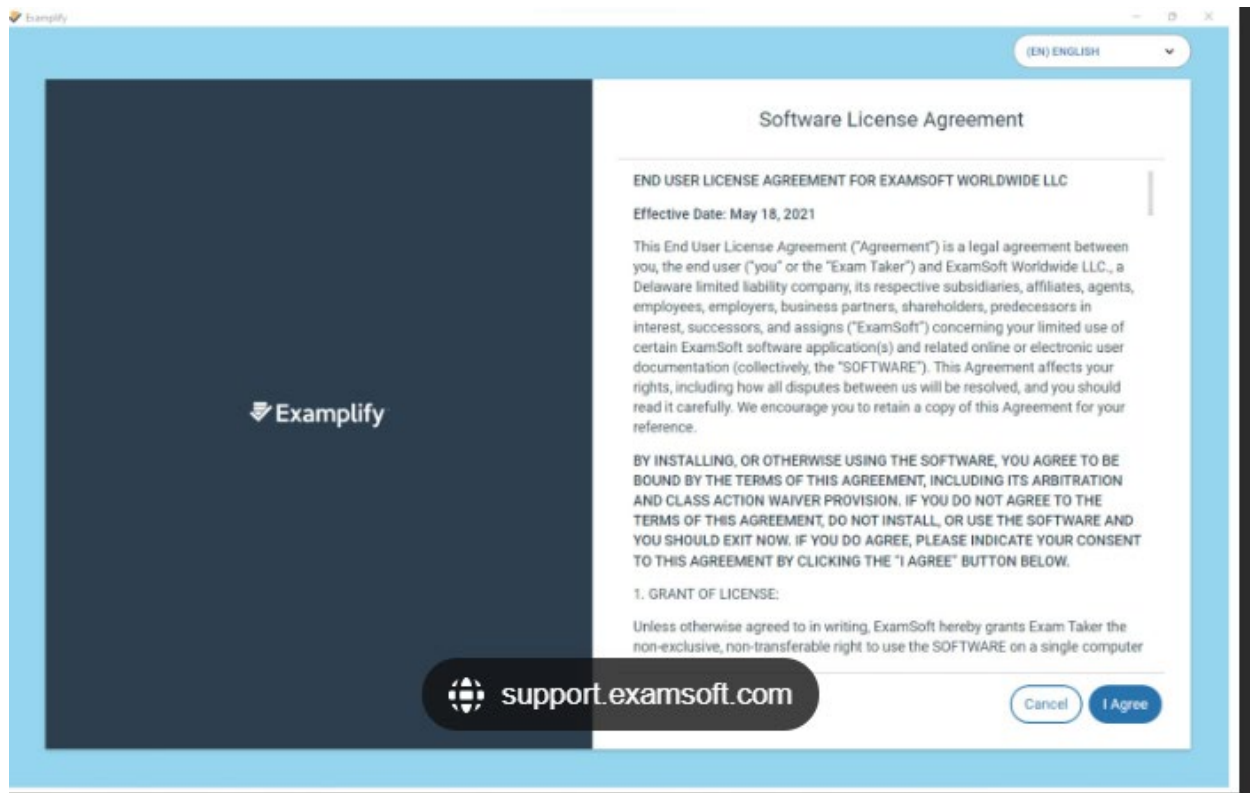
Navigate

Exam Details

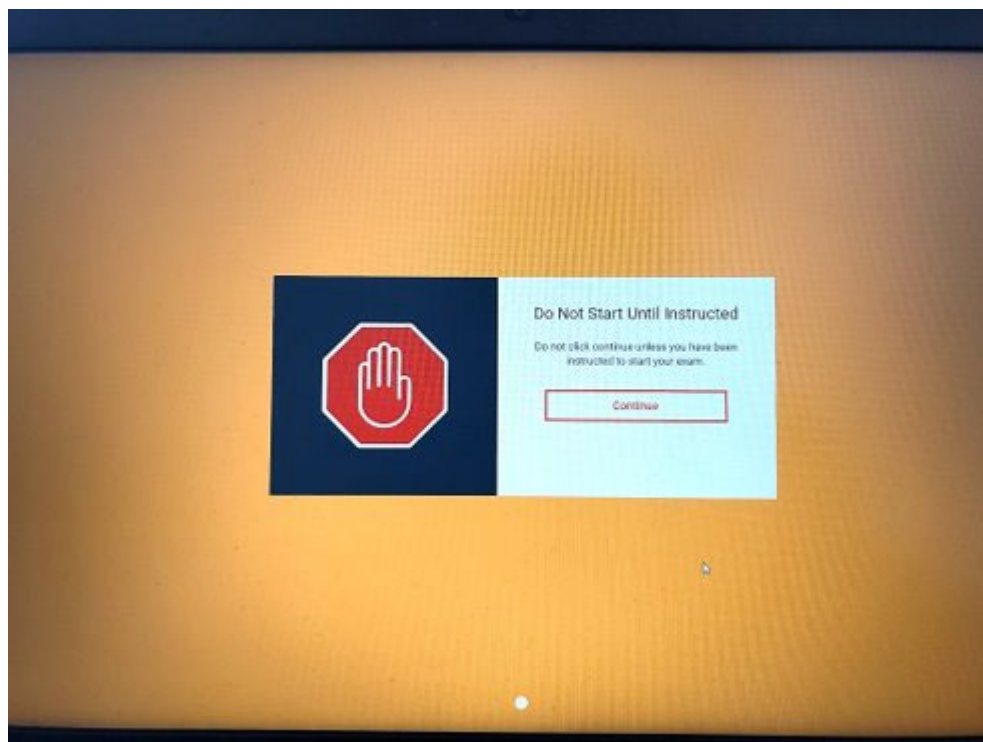
Exam Tools

14.Scroll through Exam Notices.






15.STOP at the stop sign screen and wait for further instruction from your proctor.



16. Once instructed, click “Continue.”

17. Once instructed, put check mark in box to begin your exam. Begin Exam.
This will start your time.

Return To Waiting	Start Exam
<p>If you have not been instructed to start your exam, please go back to the previous page.</p> <p>Go Back</p>	<p>By clicking the  Start Exam button, you will be directed to your exam.</p> <p><input type="checkbox"/> I am authorized to start my exam.</p> <p>Start Exam</p>

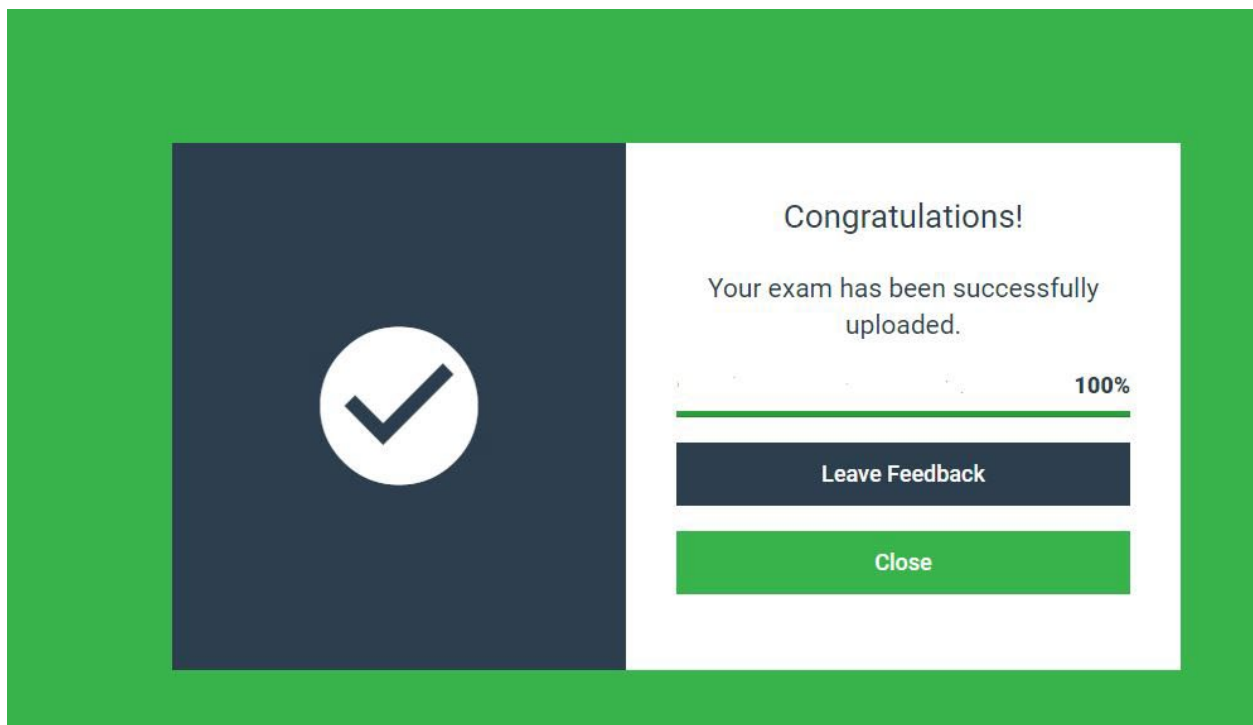
Submitting Your Exam in Exemplify

The software will submit your exam once time is up.

If you finish the exam before the time is up, you may submit your exam. You may do this by selecting “Submit” at the bottom of the screen. Or, by selecting **Exam Controls** near the top right corner of the screen, and then select **Submit Exam**.

After you submit your exam:

Follow the on-screen instructions. You'll be prompted to confirm the exam upload. Progress messages will appear. Wait for the green confirmation screen, which confirms that your exam has been uploaded successfully.



Make sure to show the green screen to your proctor before leaving the room.