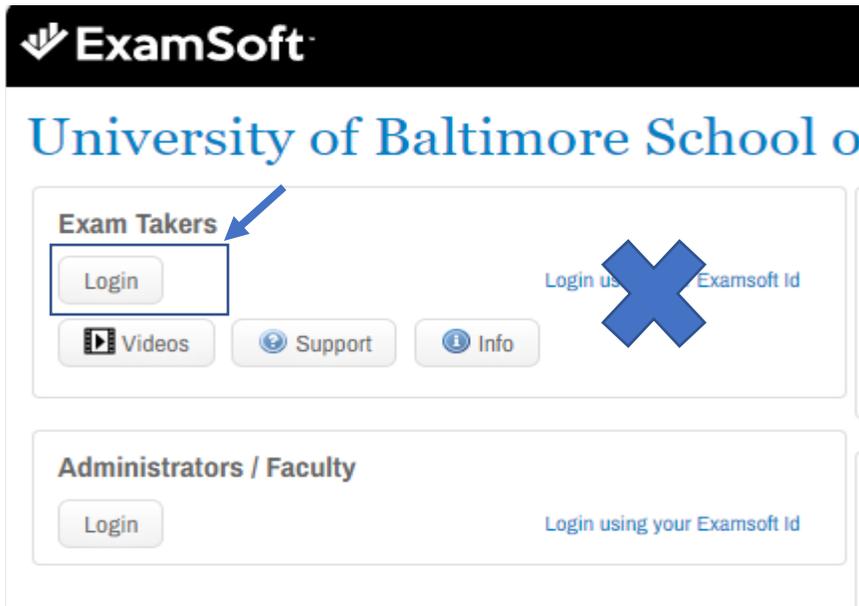


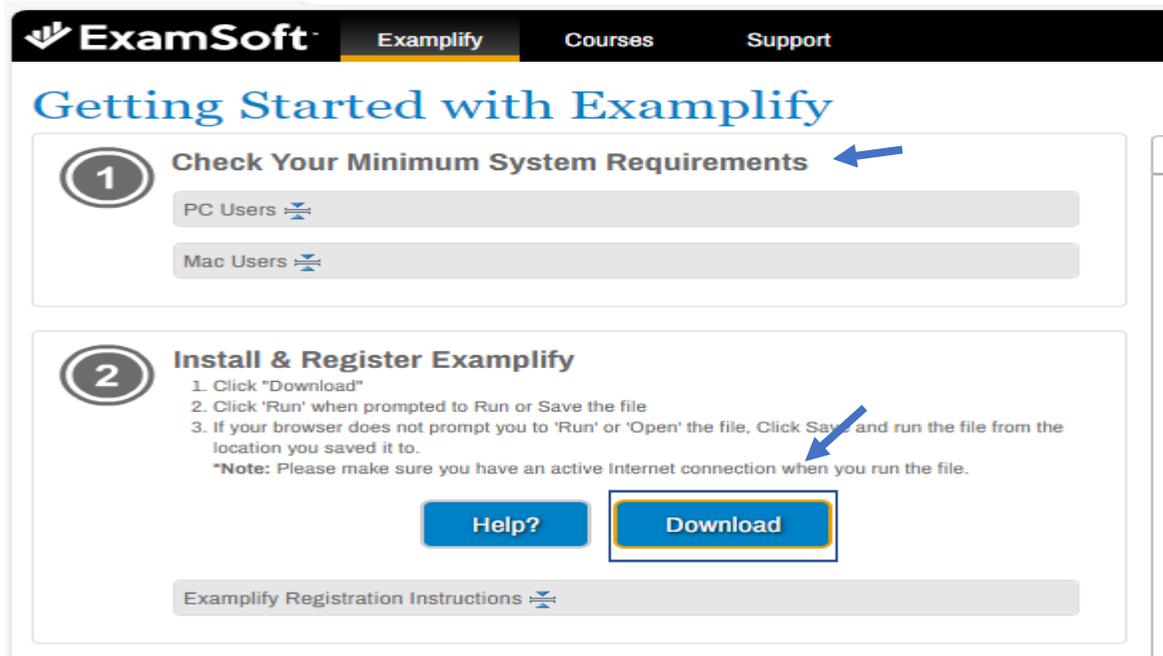
# How to Take an In-Person (paperless)

## Exam in Exemplify

1. Sign in to [examsoft.com/ubaltlaw](https://examsoft.com/ubaltlaw) by clicking the “Login” prompt. \*Do not select “Login using your Examssoft ID.”



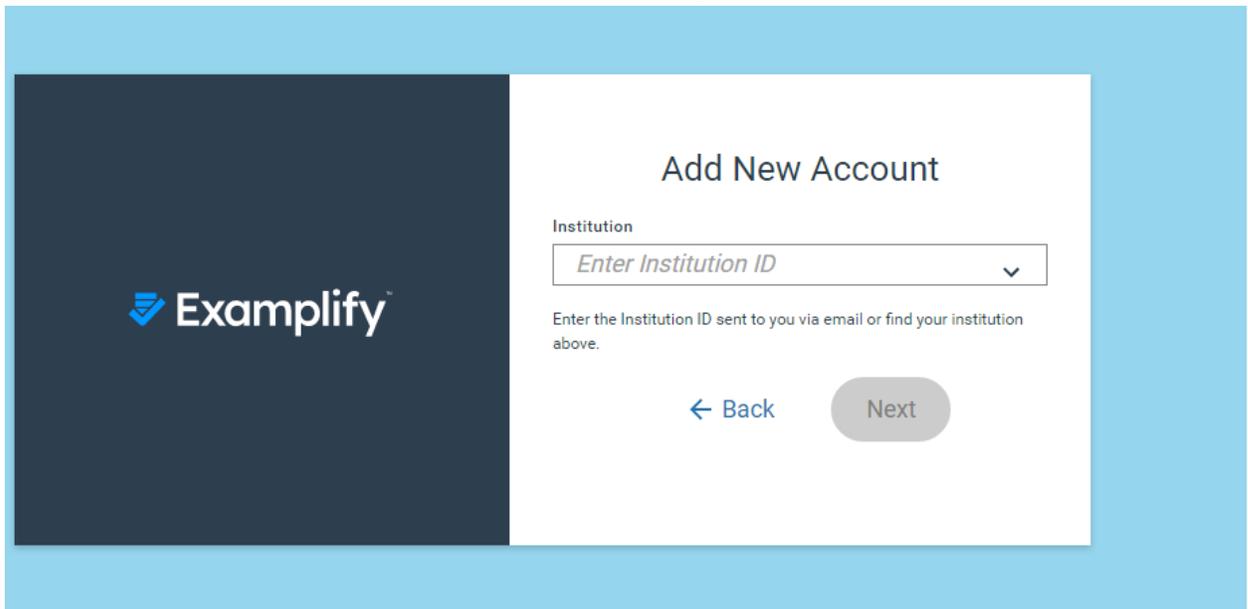
2. Ensure that your device meets the Minimum System Requirements.
3. Install & Register Exemplify.



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.



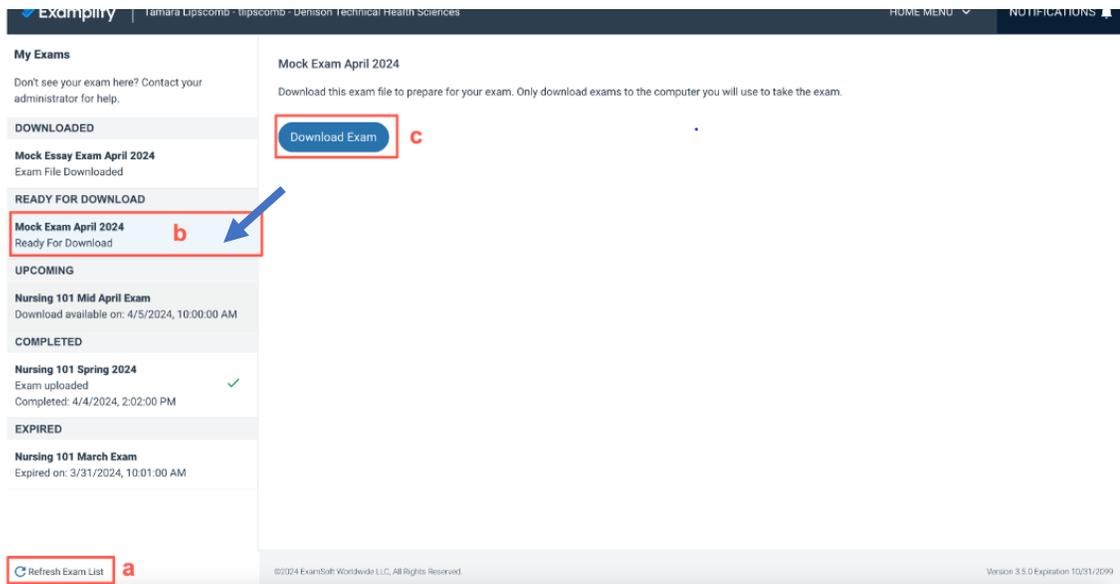
6. Exemplify will load.
7. You may be prompted to enter the Institution. If so, type in “ubalt” (at which time the University of Baltimore School of Law will come up. You will need to be connected to the internet, at this point.



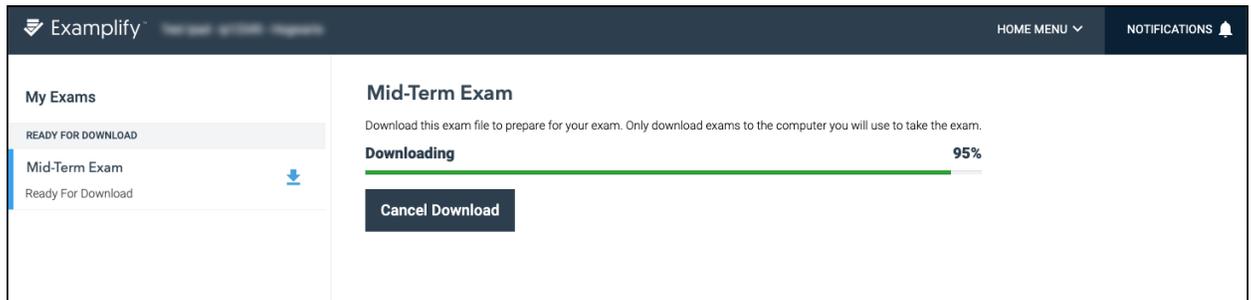
8. Click “Next.”
9. You may be directed to the UBalt Single Sign-On (“SSO”). Please use the credentials that you use to login to the MyUBalt portal and Canvas.

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.

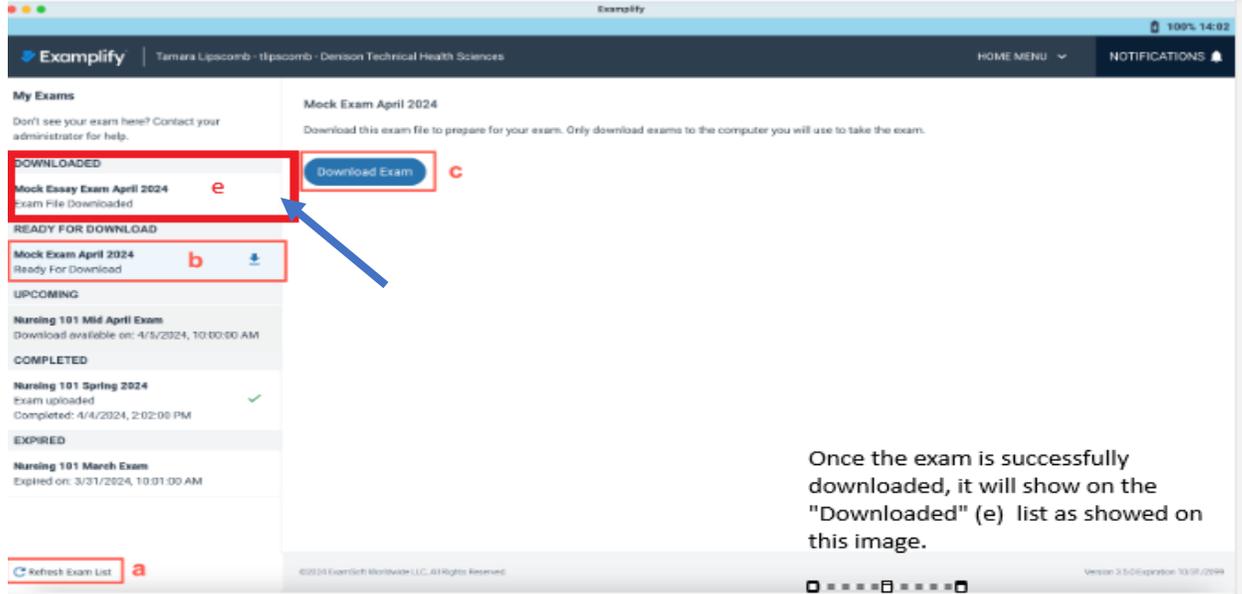
11. Under “Ready for Download,” select exam to download. Click on “Download Exam.”



12. You will see your exam downloading.

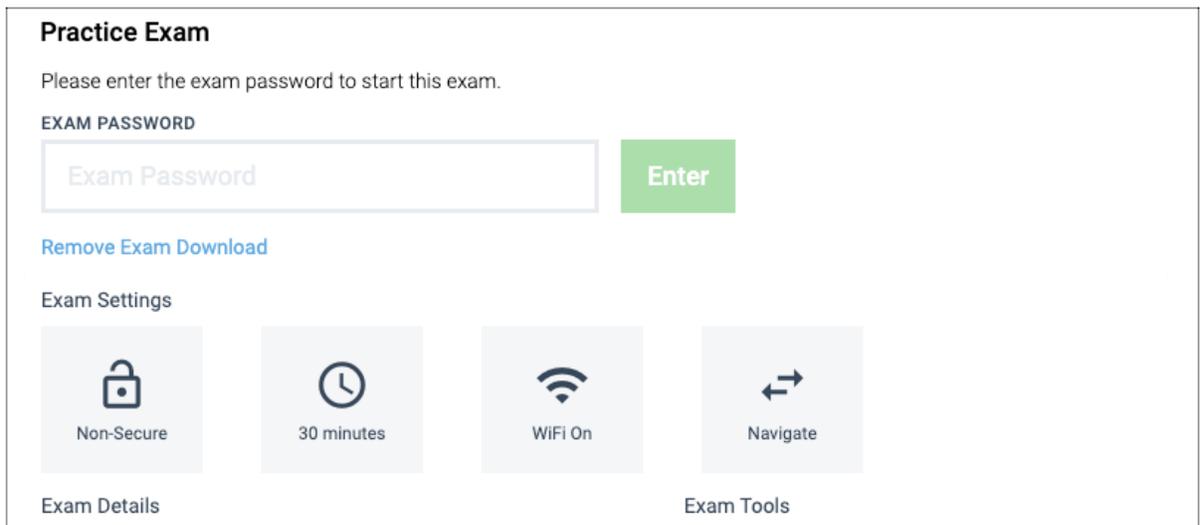


13. Once you have downloaded your exam, you will see it listed under “Downloaded Exams.” Select the exam you are scheduled to take.

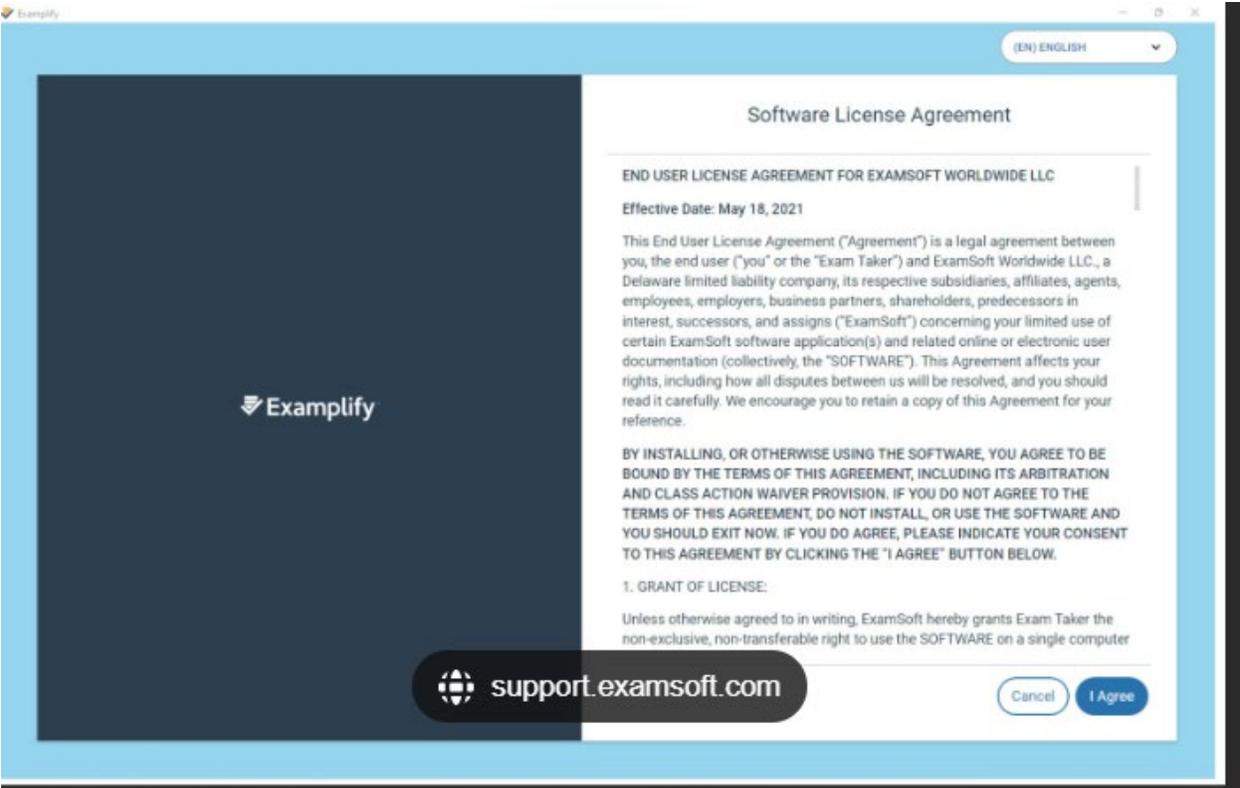
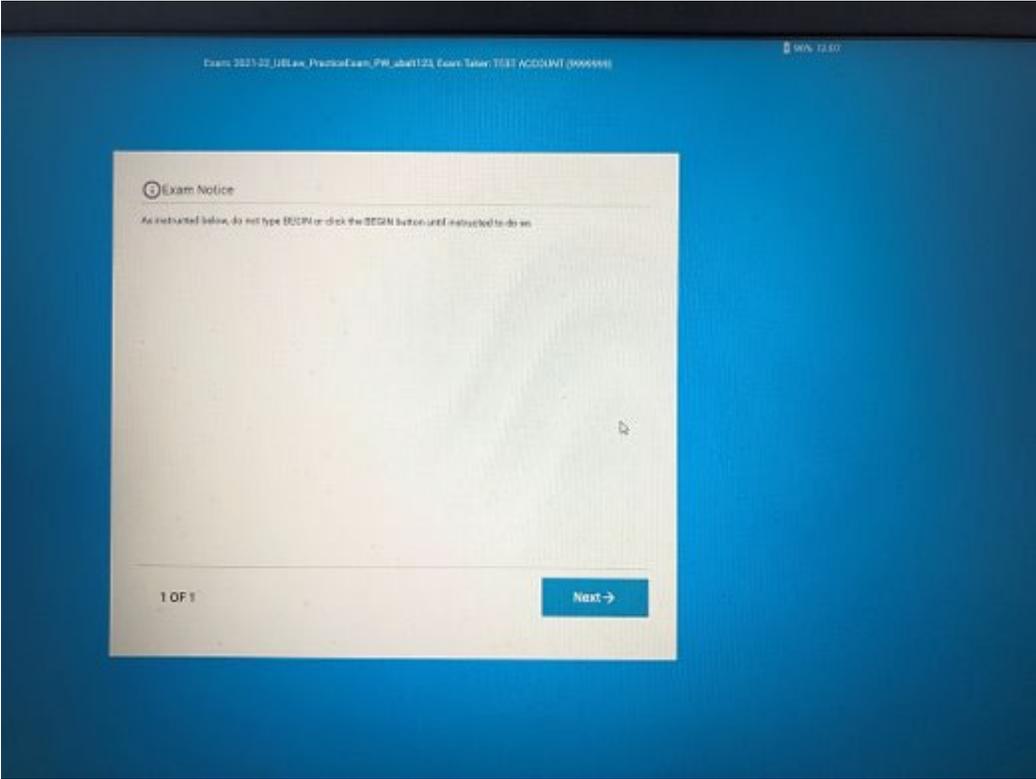


Once the exam is successfully downloaded, it will show on the "Downloaded" (e) list as showed on this image.

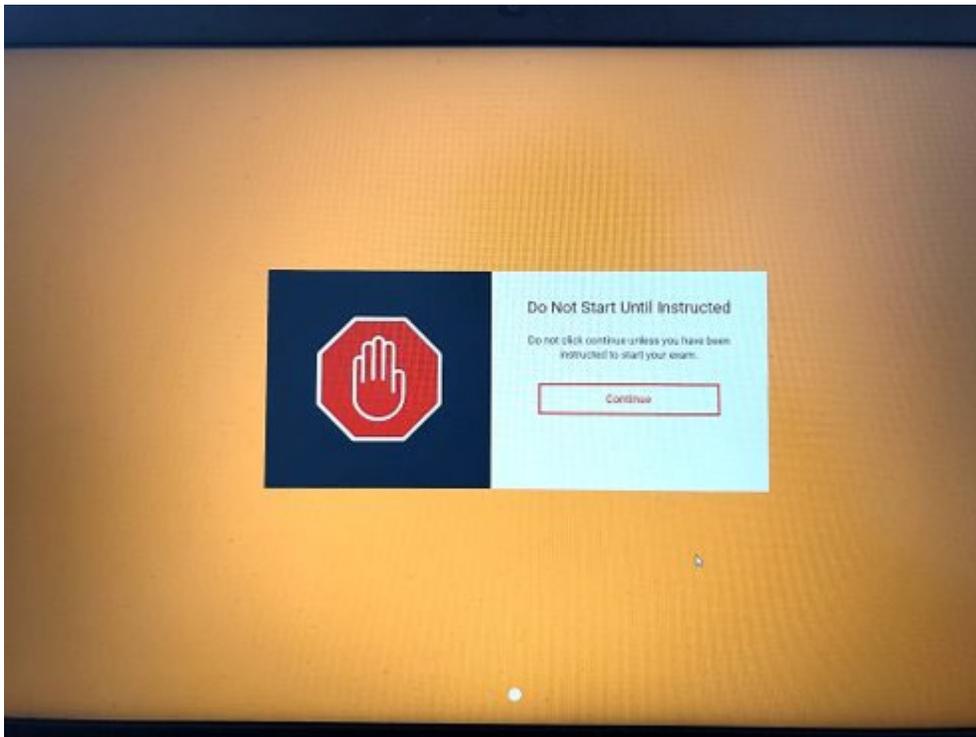
14. Enter password for exam (given to you by the proctor)



15.Scroll through Exam Notices.

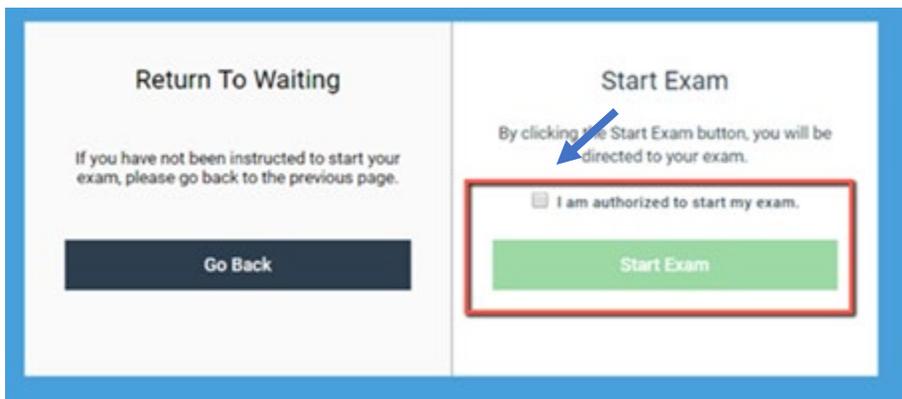


16. STOP at the stop sign screen and wait for further instruction from your proctor.

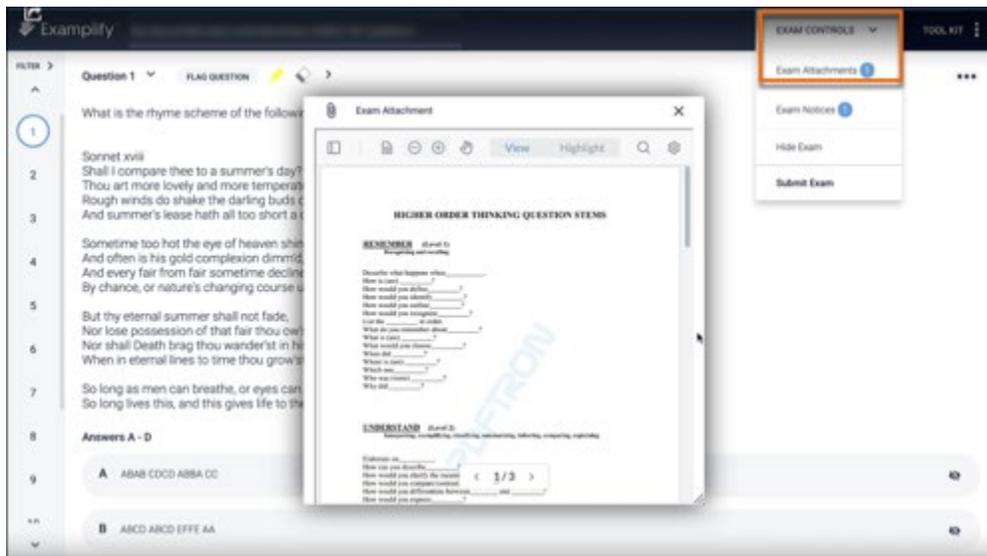


17. Once instructed, click "Continue."

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



19.To view the exam (pdf), select “Exam Controls” near the top right corner of the Exemplify screen. Then, select “Exam Attachments.”



## Useful Features

[Exemplify: Highlight Text During an Assessment – ExamSoft](#)

[Exemplify: Enter Notes and Feedback During an Assessment](#)

[Exemplify: Use the Basic Calculator During an Assessment](#)

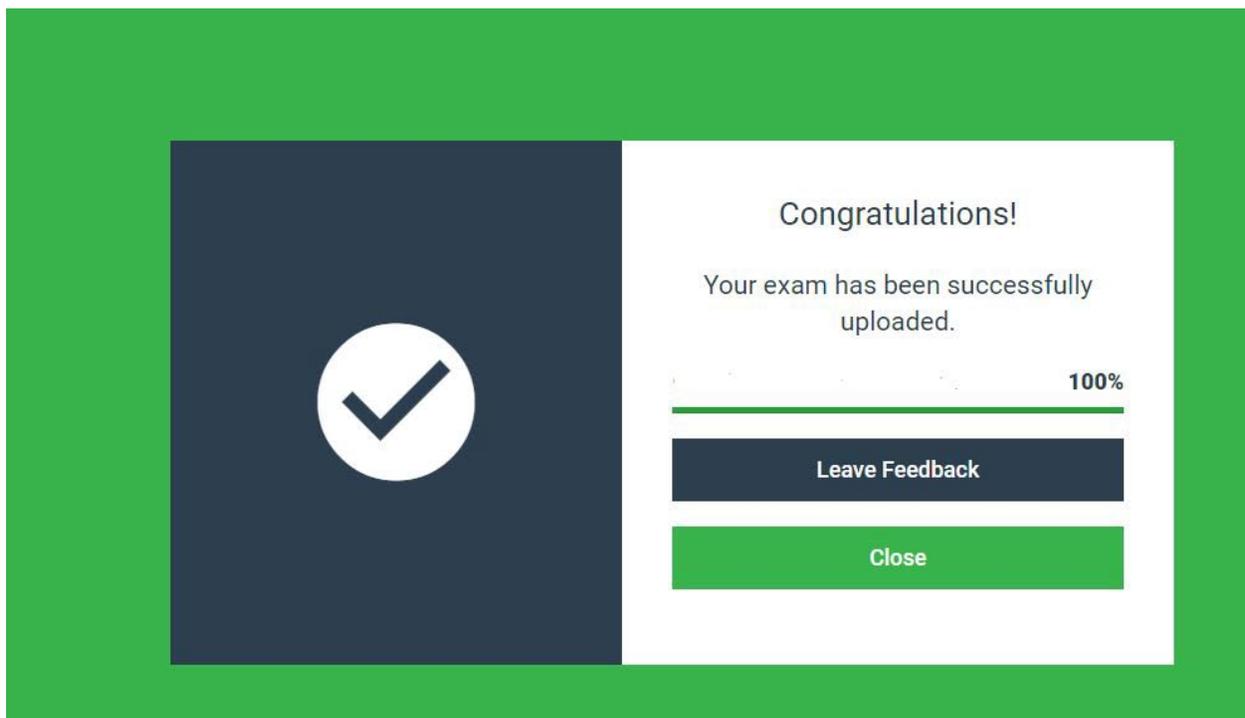
## Submitting Your Exam in Exemplify

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.