



University at Buffalo

School of Law

✓ ExamSoft™: 7 Steps to Success

Before you begin checklist:

- Install, register and update Exemplify (Institution ID: *buffalolaw*)
- Bring power supply
- Disable sleep
- Disable antivirus
- Download exam
 - In-class exams can be downloaded early
 - Take-home exams can only be downloaded when the exam starts

Open Note/Book: In-Class Exemplify exams lock your computer from opening any other program. If your test is **Open Note/Book**, but your exam is being taken **In-Class**, all materials need to be printed.

Backed-Up: Exemplify saves your work automatically every 60 seconds. If your computer crashes during an exam, do not panic, you can restart it and Exemplify will automatically resume from the latest save. Law IT has yet to lose an exam through Exemplify.

Time: In the event that you have a problem, you will be given as much extra time as it takes to resolve the issue. Do not worry; you will never lose exam time due to an Exemplify error.

Uploading: Once finished, click **Exam Controls** and choose **Submit Exam**. The green **Congratulations** screen means your exam has successfully uploaded. If you cannot upload after the exam check if your internet connection is still active.

Emergency Laptops: The Law School asks that you use your own technology for Exemplify. If you have an emergency on the day of your exam, however, Law IT has a limited number of laptops that can be signed out for use.

Let Us Help: If you have any problems prior to, during or after the exam, find the Law IT staff or proctors in the first-floor lobby for assistance.