



✓ ExamSoft™: 9 Steps to Success

Before you begin checklist:

- Install, register and update Examplify (Institution ID: **buffalolaw**)
- Practice by taking all mock exams
- Disable sleep
- Disable antivirus
- Close all Office programs
- Download exam - Exams can only be downloaded when the exam starts

Special rules for distance exam taking:

- **Unlocked Tests:** All exams this semester will be unlocked. Examplify will not lock your computer during testing, but it will function the same with back-ups, timing and uploading.
- **Questions:** All questions will be attached as a viewable/downloadable PDF within your exam.
- **Records & Registration (R&R) Emails:** **Detailed exam instructions** and the **passwords necessary to begin** will be emailed to you by Records & Registration at the **beginning of each exam**.

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

Time: In the event that you have a problem, you will be given as much extra time as required to resolve the issue. However, if you do experience a problem, **you are required to contact IT and R&R staff immediately to be issued this extra time**. Do not worry; you will never lose exam time due to an Examplify error.

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

Campus Resources: O'Brian Hall remains open for those who would like to responsibly avail themselves of UB infrastructure. Power and Wi-Fi are available throughout the building, and students have 24/7 access to the Law Library through the 5th floor, allowing for continued print services.

Emergency Laptops: Laptops are not going to be provided this exam cycle, you are expected to provide your own reliable technology. **Evaluate your computer needs as soon as possible!**

Plan Accordingly: With all the changes this exam period, devise a plan now to ensure the smoothest possible experience.

- Get access to an Examplify capable computer
- Get to a suitable place for taking an exam with: power, network and privacy
- Plan on how you will take the exam. Print questions? Separate device for R&R emails?
- Ensure you have a means for contacting support: smartphone, land line, another computer

Let Us Help: If you have any problems prior to, during or after the exam, contact the Law IT or R&R Staff via any of our **Live Support** methods.

- Zoom support meeting ID 250 546 178 <https://buffalolaw.zoom.us/j/250546178>
- Telephone support line +1 646 558 8656 Meeting ID: 250 546 178
- Google Hangout Text – Monday-Friday / 9am-5pm Live Support: law.it.live@gmail.com
- SMS Text – Monday-Friday / 9am-5pm Live Support: 716-222-9905