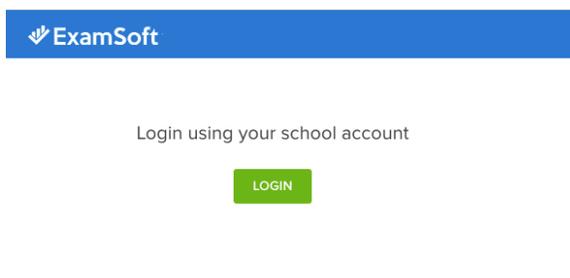


Getting Started with Exemplify

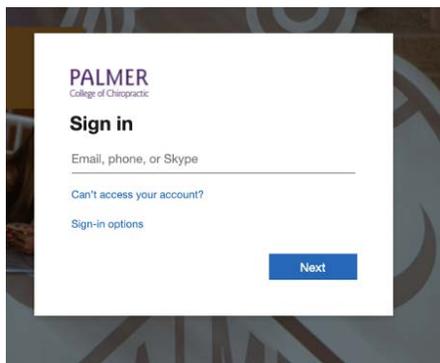
Logging in and Downloading Exemplify

If you are on an iPad, download [Exemplify from the App Store](#) and skip to step 6

1. Using Chrome or Firefox, access your ExamSoft portal by navigating to the Palmer College unique URL: <https://ui.examsoft.io/login?institutioncode=Palmer>

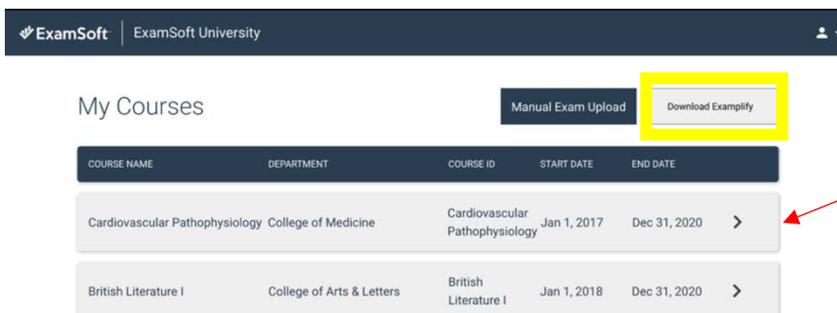


2. Log in using your Palmer College credentials.



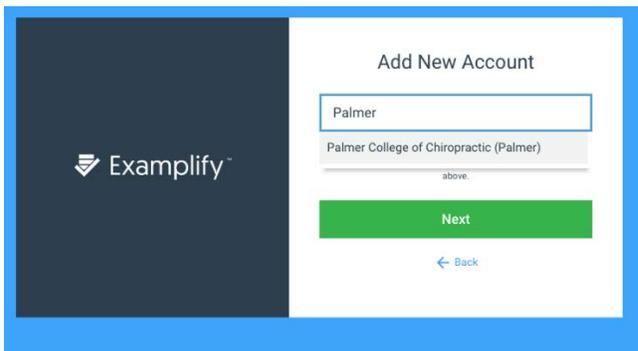
3. Within the ExamSoft portal, click to download Exemplify to your device. Before downloading Exemplify, remember to check that your device meets the [minimum system requirements](#).

NOTE: Please do not attempt to access your exam at this point. All exams are taken within Exemplify, after downloading the software to your device.

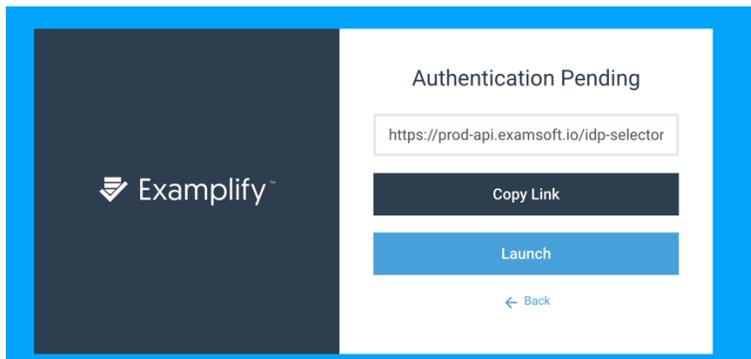


Do not try to access the exam here.

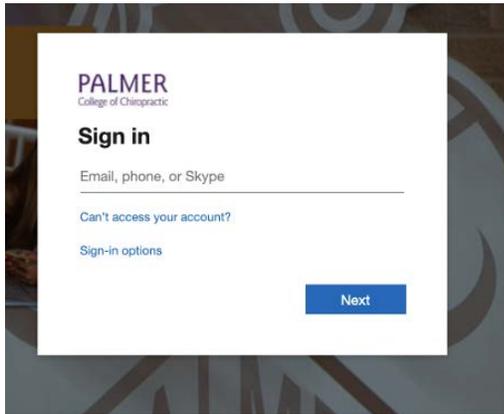
4. Once the download is complete, install Exemplify.
5. Once the installation is complete, launch Exemplify.
6. Start typing the name of your institution, Palmer, and then select from the dropdown menu. Click the green **next** button.



7. If your browser does not launch automatically, you may see this screen. Give it a moment, and if it does not launch, you may prompt it to do so by selecting Launch.

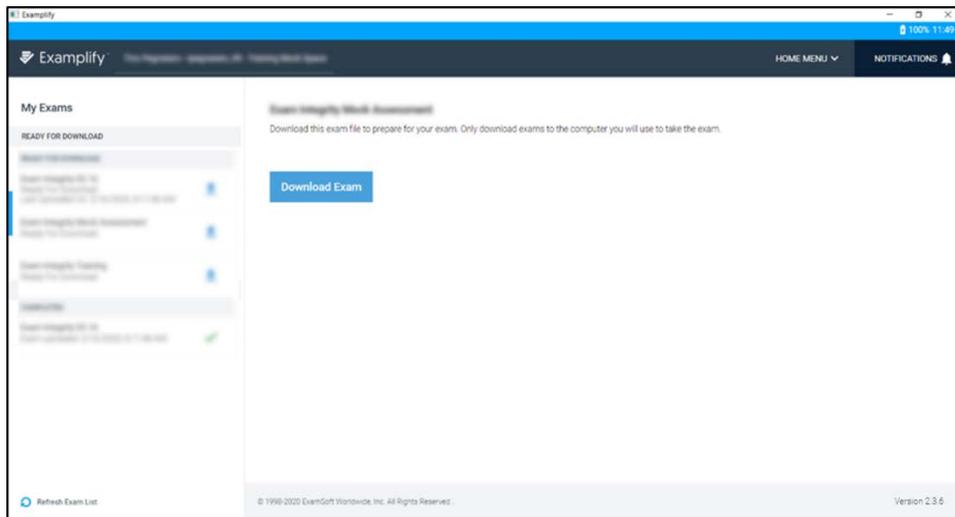


8. Selecting the Institution ID will launch an internal Palmer College page, prompting you to log in with your campus credentials.



9. Once your credentials are entered, select Sign In.

10. You may now download exams that have been available to you.



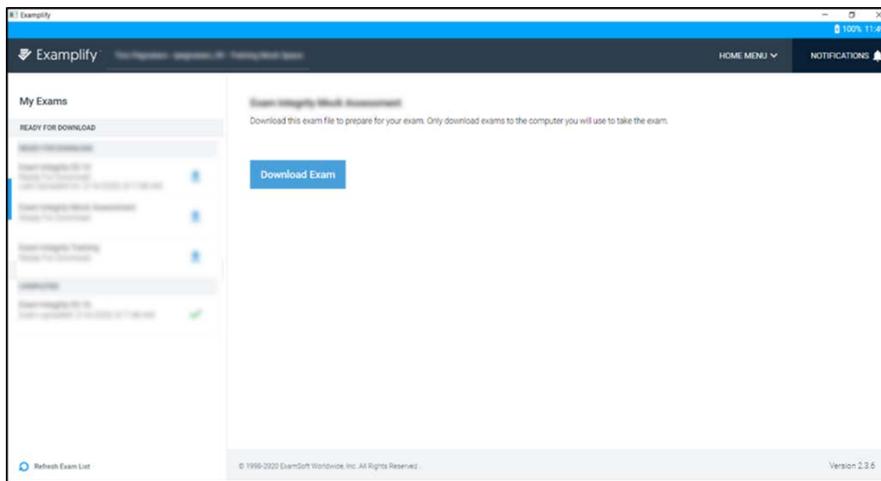
Version 2.3.12

Starting an Exam

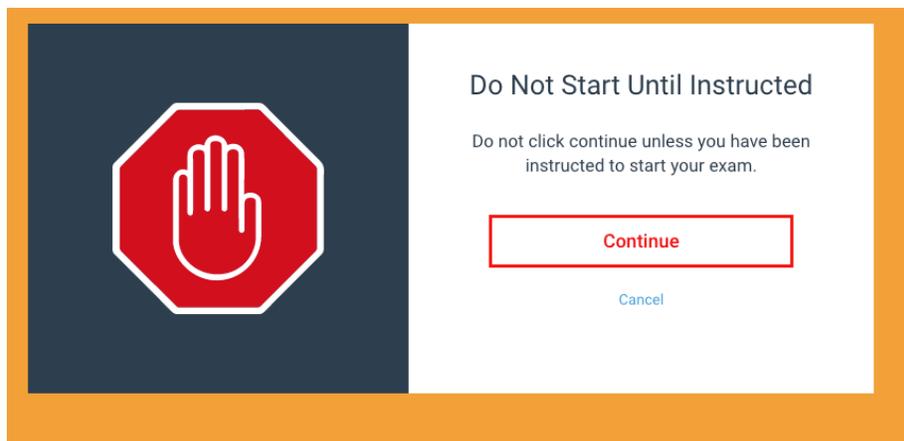
1. If you have antivirus software on your device, please remember to disable before the start of every exam. You can re-enable after you finish the exam: [How to Disable Antivirus.](#)

NOTE: Please make sure you have saved all your work and closed all other programs on your device. When you begin your exam, any open or running files and programs will be automatically closed. Failure to do so may result in lost work.

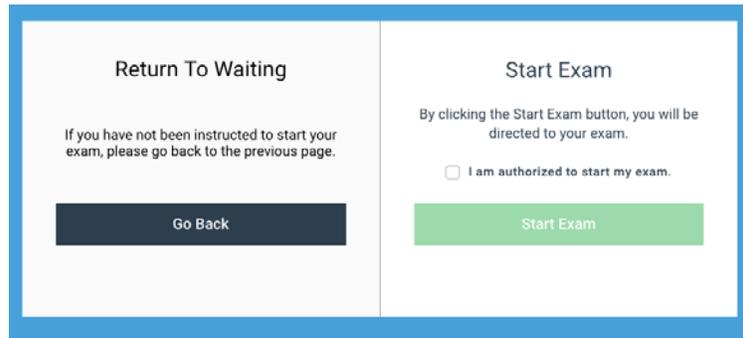
2. Download an exam by selecting the assessment. You may then click the blue download arrow or click Download Exam.



3. Once the exam has been downloaded, you may enter the Exam Password once it has been provided to you by your instructor. *Note: iPad users will need to turn off Wi-Fi and enable **Airplane Mode**. Select **Yes** when the **Confirm App Self-Lock** message appears.*
4. After entering the password, you will be asked to wait until you have been instructed to begin.

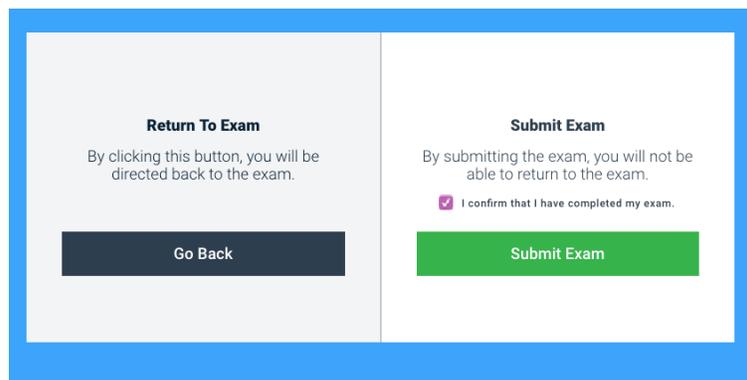


5. When ready to begin, check the box next to “I am authorized to start my exam” and select the green Start Exam button. For further information on taking an exam, click [here](#).



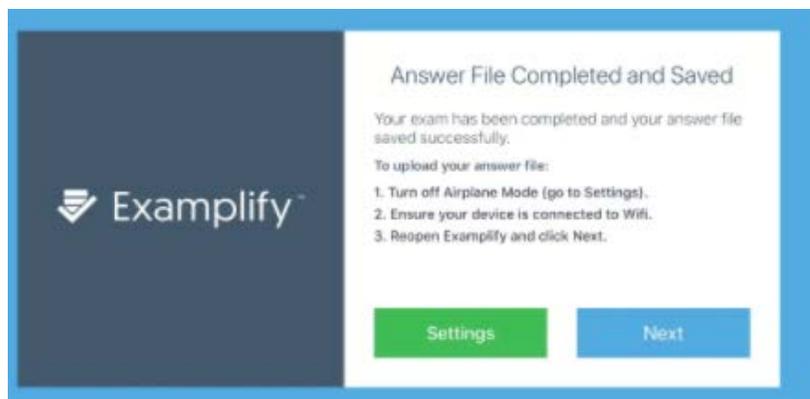
The screenshot shows a two-column interface. The left column is titled "Return To Waiting" and contains the text "If you have not been instructed to start your exam, please go back to the previous page." and a dark grey "Go Back" button. The right column is titled "Start Exam" and contains the text "By clicking the Start Exam button, you will be directed to your exam." followed by a checkbox labeled "I am authorized to start my exam." and a green "Start Exam" button.

6. Once you have answered all questions, select Finish in the bottom right-hand corner. You will then be asked to confirm that you are ready to submit your assessment.



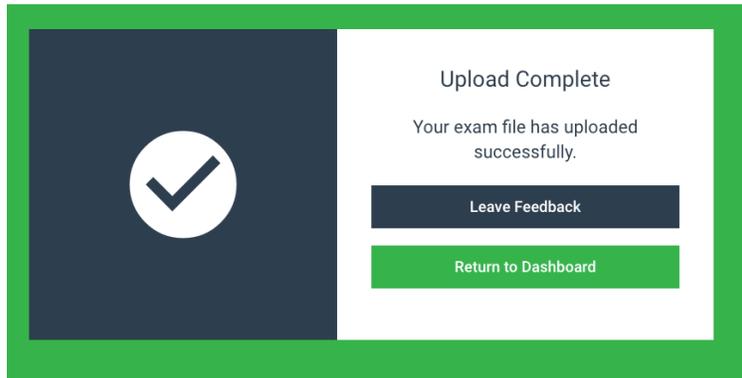
The screenshot shows a two-column interface. The left column is titled "Return To Exam" and contains the text "By clicking this button, you will be directed back to the exam." and a dark grey "Go Back" button. The right column is titled "Submit Exam" and contains the text "By submitting the exam, you will not be able to return to the exam." followed by a checked checkbox labeled "I confirm that I have completed my exam." and a green "Submit Exam" button.

*Note: On iPad, when the **Answer File Completed and Saved** message appears, follow the on-screen instructions to turn off Airplane Mode and reconnect to Wi-Fi. After your device reconnects to Wi-Fi, select **Next**, and follow any additional on-screen prompts to upload your exam. Keep Exemplify open until you see confirmation that the exam uploaded successfully.*



The screenshot shows a screen with the Exemplify logo on the left. The main content area is titled "Answer File Completed and Saved" and contains the text "Your exam has been completed and your answer file saved successfully." followed by "To upload your answer file:" and a numbered list: "1. Turn off Airplane Mode (go to Settings).", "2. Ensure your device is connected to Wifi.", and "3. Reopen Exemplify and click Next." At the bottom, there are two buttons: a green "Settings" button and a blue "Next" button.

7. Your answer file will be prepared and uploaded. You will then see a new green screen.



8. Congratulations, you have submitted your exam!

Viewing Your Exam Results

If your instructor has released the final scores in ExamSoft, follow these steps to view the results.

1. Using Chrome or Firefox, access your ExamSoft portal by navigating to the Palmer College unique URL: <https://ui.examssoft.io/login?institutioncode=Palmer> and log in using your Palmer College credentials.
2. Select the course and then click the **Completed** tab. Select the **View Results** button from the assessment to see your score. *If the button does not appear, this means that the results have not been released.*



My Courses

Manual Exam Upload

Download Exemplify

COURSE NAME	DEPARTMENT	COURSE ID	START DATE	END DATE	
Cardiovascular Pathophysiology	College of Medicine	Cardiovascular Pathophysiology	Jan 1, 2017	Dec 31, 2020	>
British Literature I	College of Arts & Letters	British Literature I	Jan 1, 2018	Dec 31, 2020	>



RockHill High Assessments

Course Id: CR145

Upcoming (4)			Completed (24)	
Assessment	Assessment Type	Uploaded On	Your Score	
Algebra 101	Exemplify	Oct 2, 2020	-	
Assessment	Assessment Type	Graded On	Your Score	
Performance Review	Performance	Oct 2, 2020	-	
Assessment	Assessment Type	Graded On	Your Score	
Student Uploads1030	Performance Assignment	Oct 2, 2020	-	
Assessment	Assessment Type	Uploaded On	Your Score	View Results
AP Algebra 101	Exemplify	Sep 23, 2020	41.67%	