

Preparation Checklist

For tests and exams using ExamSoft's application Exemplify



Know how to get help – always

☐ During your test/exam:

- Your phone must be out of reach, but you can use it if you state clearly to the camera on your laptop/desktop computer that you are calling AskOtago for technical help: 0800 80 80 98 (NZ) or 1800 46 82 46 (Australia). AskOtago logs all calls.

Note: At the start of the test/exam, if you have technical problems with Exemplify, turn off your laptop/desktop computer for 10 seconds, then turn it on again. This will resolve most issues. If the problem persists, contact AskOtago (as above).

☐ Before and after your test/exam:

- Visit [ExamSoft Digital Exams Student Support pages](#), Frequently Asked Questions (FAQ)
- Contact [AskOtago](#):
- If anything disrupts your test/exam, fill out this [form](#).

Exemplify onboarding steps

As soon as possible after getting instructions for online tests/exams using ExamSoft's application Exemplify:

- ☐ Check your laptop/desktop computer meets Exemplify's [minimum system requirements](#)

- ☐ [Install Exemplify](#)

- ☐ [Complete the Computer Compatibility Preparation Exam – this is mandatory](#)

Exemplify automatically detects whether your laptop/desktop computer is compatible. If it is not, Exemplify will stop you downloading the preparation exam then provide advice for you to follow. If you need more help, please contact [AskOtago](#)

- ☐ [Complete the Content and Features Preparation Exam](#)

Getting ready – at least two days before your test/exam

☐ Prepare the room/space you will use

- [Here](#) is a list of the things you need to do.

☐ Download your test/exam

- An email from noreply@examsoft.com to your University student email address will say it is ready to download: Download it **as soon as possible** so we can help if needed. If you cannot find these emails, check your email junk/spam.

☐ Re-start your laptop/desktop, do the Computer Compatibility Preparation Exam

- The day before your test/exam, shutdown and re-start your laptop/computer. You cannot use an iPad.
- Install updates only if required.
- Do the Computer Compatibility Preparation Exam to ensure the Exemplify still works.

☐ Check hard drive space

- Ensure your hard drive has at least 4GB of space available. See how to check it [here](#).

☐ Read the rules for online tests/exams

- Know what actions are banned: Otago's official [Academic Integrity Notice](#).
- This includes **knowing if you are allowed anything other than your laptop/desktop computer or not** by checking your paper's Blackboard page or contacting your paper if unsure: e.g., authorised resources can include a specific type of scientific calculator, rough-work-only (scratch/scrap) paper, a formulae sheet, readings, textbooks etc – you cannot have these without specific authorisation.

On the day of your test/exam

☐ Let housemates know you are sitting an online test/exam

- How long you need quiet – a sign on your door could remind them.
- When you will be uploading your completed test/exam and large supervision file, so people do not watch Netflix or download large files.

☐ Know how you will receive the password

- The password for your test/exam will arrive in an **email from noreply@examsoft.com** to your University **student email** address **5-15 minutes before** your test/exam is scheduled to start.
- The password cannot be copied and pasted, you need to enter it.

☐ Remember the rules – to avoid possible academic misconduct

- Remove your face mask, if wearing one. Never cover your mouth with your t-shirt, hoodie, or jumper.
- At the start of your test/exam, show to your laptop/desktop computer's camera:
 - . Your phone.
 - . Any authorised resources (e.g. textbooks, a formulae sheet etc).
 - . Foam noise-reducing ear plugs for inside your ears if you need them – never cover your ears.
- Turn your cell phone to “airplane/do not disturb” mode or off to avoid distractions
- Put it out of reach (e.g. on a shelf, or the floor behind you).
- **You can only use your phone for technical assistance, please state clearly to the camera on your laptop/desktop computer you are calling AskOtago for technical help.** (This is like on-campus paper-based exams, where you use your phone to scan the desk-top QR code then put the phone under your desk).
- Do not wear headphones, earbuds, a hat or cap, hoodie, or anything that hides your ears. If you wear a veil or burqa, you need to show your face for the photo, then can cover your face again.
- Check you are clearly visible on your laptop/desktop computer's camera. At your screen's top, click the word Monitoring to see the video feed. Click anywhere in Exemplify to exit the video feed.
- Check your microphone. Windows: At your screen's bottom left, beside the Windows icon, type 'sound settings,' scroll down to 'test your microphone' then speak. Mac: Open System Preferences app, go to 'sound', then 'Input', select the mic you want to test, adjust volume, then speak.
- Do not talk to anyone else in the room/space.
- Do not wear a watch, smartwatch, or any other watch-like device.
- Do not have paper, a calculator, textbooks, readings formulae etc unless authorised.
- Only a clear water bottle is allowed.
- Do not leave the room, except for a toilet break. We recommend going to the toilet beforehand but if you need to during, signal to your web camera by making a (capital) 'T' with your hands then go. (This is the process we use on campus).

☐ At the end of your test/exam

- After submitting it, keep Exemplify running in the background (keep the application open), the lid of your laptop open, and stay connected to the Internet and power supply.
- **Please note:** The files can take up to 24 hours to upload.

☐ **Note:** For more exam information: [Black Blackboard \(UNIO 101 paper\)](#), [exams](#) and [support](#).