




The Common Law Section permits students to write computerized exams in selected courses using the [ExamSoft software, Exemplify](#). This application allows students to use their personal laptops to complete in-person exams. In the instructions below, you will find information on how to register for, install and use Exemplify.

1. Registration and Setup

- A. CML100 Registration:** [This form](#) is intended to confirm your intent to use the Exemplify software for at least one exam in a course at the Faculty of Law, Common Law Section, during the 2024/2025 academic year. The use of the software is optional when offered for an exam; however, without Exemplify, the use of your personal computer is prohibited.
- B. Check your laptop compatibility:** Ensure your laptop meets [Exemplify specifications requirements](#). Note that Exemplify does not support Chromebooks and tablets.
- C. Download Exemplify: On the laptop you will be using for your computerized exams (do not use a mobile phone):** Download and install Exemplify from the Faculty's ExamSoft portal: <https://ei.examssoft.com/GKWeb/login/ottawalaw> using the institution ID "uottawalaw.". See the [ExamSoft Exemplify installation instruction guide](#).
- D. Practice with mock exams:** You can do them multiple times and you can try two different setups, a fully secured mode, and a semi-secure mode. The mock exam password is: **123Abc**

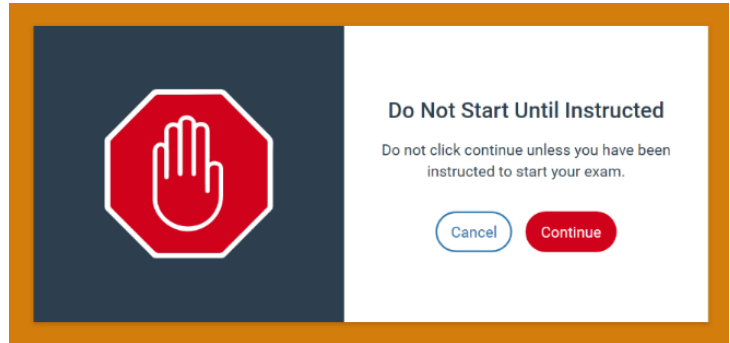
2. Be Prepared for EACH Exam

Verify	Bring	Do
<ul style="list-style-type: none"> ✓ Hard drive space ✓ Operating system compatibility ✓ Disable automatic updates ✓ Time, time zone, and display language ✓ Ensure a virus-free computer; and learn to disable your antivirus software ✓ The conditions and settings for each exam (Secure / Semi-Secure (no internet) / Non-Secure) 	<ul style="list-style-type: none"> ✓ Laptop (with Exemplify already installed) and power cord ✓ Your Eduroam Wi-Fi login and password. ✓ Student ID card ✓ Pens, pencils, erasers ✓ Hard copies of allowed materials 	<ul style="list-style-type: none"> ✓ Mock exams (at least one Secured). ✓ Resolve any technical issues in advance. ✓ Download each exam file. An email will be sent when exam files are available to download (usually two days prior to the exam date). ✓ Arrive at the exam room 15 minutes before the scheduled time. ✓ Typists sit at the back, hand-writers at the front of the exam room. ✓ Plug in your laptop. ✓ Disable your antivirus software. 



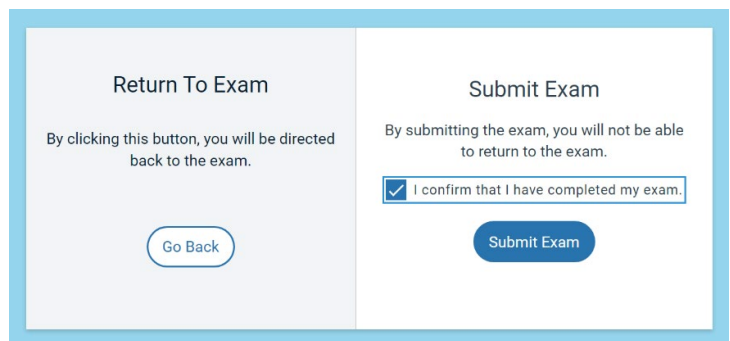
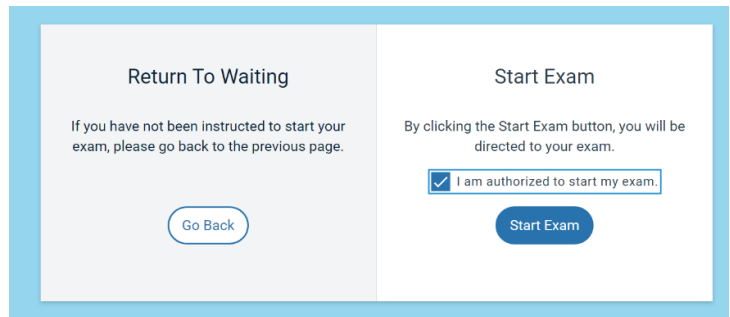
3. Launch the Exam

- A. Double-click Exemplify icon on Windows desktop or single-click on Mac.
- B. Locate the scheduled exam, enter the announced password, which will be provided by the exam supervisor.
- C. Wait at the red hand icon and only when instructed to start the exam by the exam supervisor, click on the “Continue” button.
- D. Your exam questionnaire will be available in paper format.



4. Start the Exam

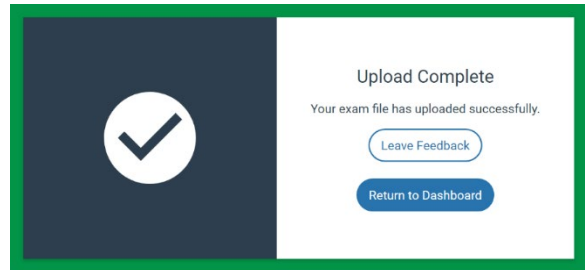
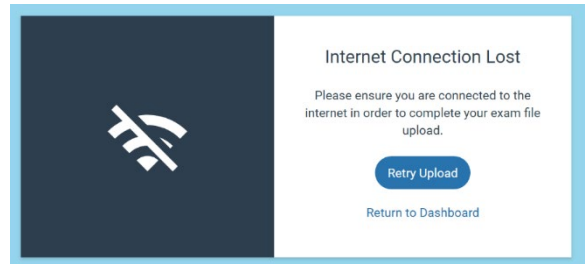
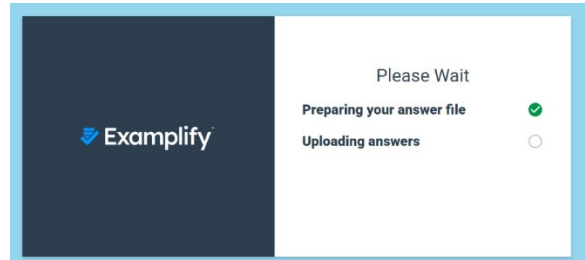
- A. Navigate between the questions in Exemplify to answer each of the questions in your exam questionnaire.
- B. Exemplify saves your work automatically every 60 seconds. Additional timely backups and snapshots occur as well to ensure that your answers are safe.
- C. Technical difficulties may require switching to handwriting; no extra time will be granted in the event of technical difficulties. Inform the examination supervisor if you experience technical difficulties and ask for exam booklets.
- D. Exit the exam using Exam Controls > Submit Exam.





5. After the Exam

- A. Confirm and upload the exam file immediately after finishing.
- B. Do not leave the exam room until the upload is complete.
- C. If you receive a message indicating that do not have an internet connection, please restore your internet connection, and select 'Retry upload' until successful upload of your answer file (Green screen).
- D. Make sure that **you obtain a confirmation** that your exam answer file was successfully uploaded (Green screen). You can also obtain this confirmation in your Exemplify account or by receiving a confirmation email.
- E. **Sign out** on the attendance sheet and return the exam questionnaire before leaving the exam room.



6. Post-Exam Actions

- A. Confirm uploaded files on the Exam Download/Upload History page of your Exemplify application.
- B. Do not delete exam answer files until the final grades are posted.

7. Support

For technical support, contact ExamSoft at 1-866-429-8889 (ext. 1) or visit [Exemplify support](#).

- ✓ Visit the [Get Sartetd with Exemplify – Video Guide](#) for quick answers.

Follow these guidelines to ensure a smooth computerized exam experience. For additional support, contact uOttawa's Common Law Section at clawacad@uottawa.ca.

Best of luck with your exams!