

# EXAMSOFT AND EXAMPLIFY WHAT YOU NEED TO KNOW

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- **Examsoft**

- The web-based portal
- Download Exemplify from Examsoft
- View exam results in Examsoft

- **EXAMPLIFY**

- App-based portal
- Take exams in Exemplify

# LOGGING IN

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- First go to <https://ei.examssoft.com/GKWeb/login/wnelaw>
- Then go to Exam Takers
- Enter your Student ID and the password you created from the reset link sent to your email from [noreply@examssoft.com](mailto:noreply@examssoft.com)
- Your login does not change between semesters

### Exam Takers

Student ID: ? Password:

123456 .....

Remember Me

[Lost Student ID or Password?](#)

[Videos](#) [Support](#) [Info](#)

Login

#### Password Requirements

To retain the current password, leave blank. Passwords must be 6-12 alphanumeric characters. These symbols are not allowed: ' (apostrophe) - (dash) \* (asterisk) + (plus) and spaces. These words are also not allowed: number, insert, drop, update, delete and select. Please note that your password will be case sensitive.

# BEFORE YOU DOWNLOAD CHECK SYSTEM REQUIREMENTS

IPADS, CHROMEBOOKS, AND LINUX ARE **NOT** SUPPORTED!

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- **Only Base Windows** Windows 11 version 23H2, 24H2, and 25H2
- Specialized Operating Systems aren't compatible
- RAM: 4GB of usable RAM or higher
- ARM Processors Supported only for Windows 11 24H2+
- Hard drive: 4GB or higher of available space.
- Must be the Administrator Account
- **For Macs:** Sonoma, Sequoia, or Tahoe
- CPU: Intel or M series processor.
- RAM: 4GB or higher.
- Hard Drive: 4GB or higher available space.
- Must be the Administrator Account

# DOWNLOADING

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- If your system meets the requirements, you may now download Exemplify
- Click download
- Open the file and begin the installation process

2


## Install & Register Exemplify

1. Click "Download"
2. Click 'Run' when prompted to Run or Save the file
3. If your browser does not prompt you to 'Run' or 'Open' the file, Click Save and run the file from the location you saved it to.

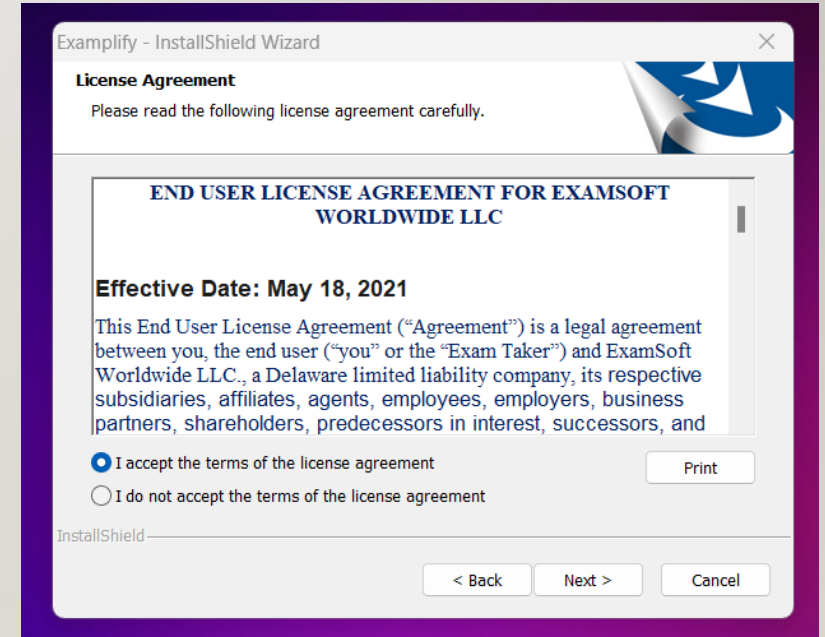
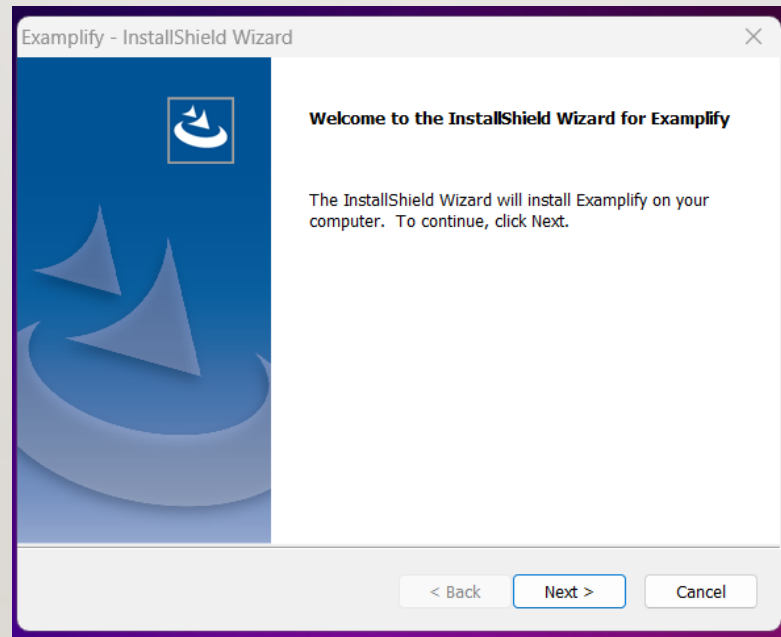
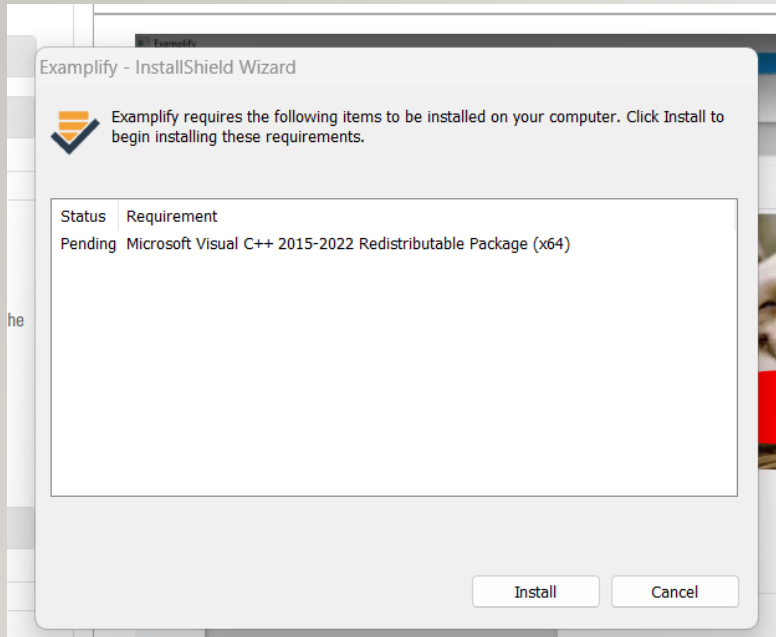
**\*Note:** Please make sure you have an active Internet connection when you run the file.

Help?

Download

Exemplify Registration Instructions 

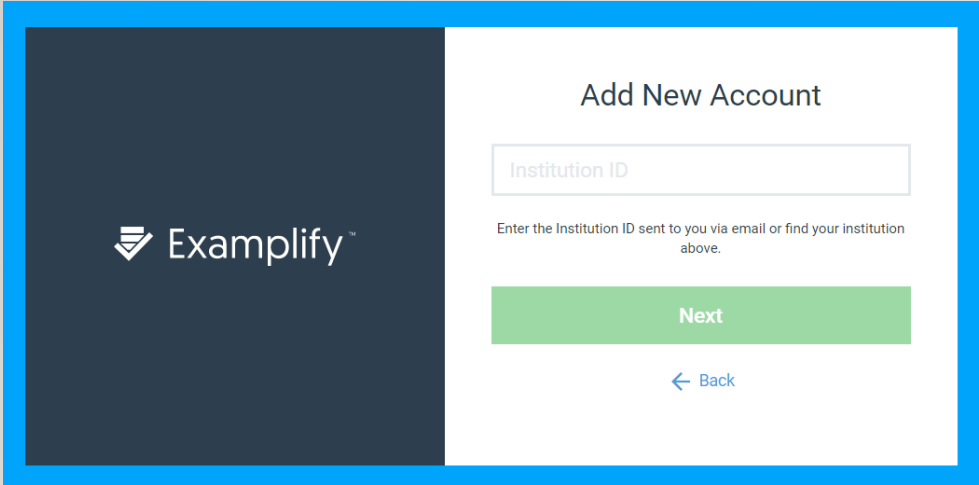
# DOWNLOADING CONTINUED



# LOGGING IN

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ENTER WNELAW



**Add New Account**

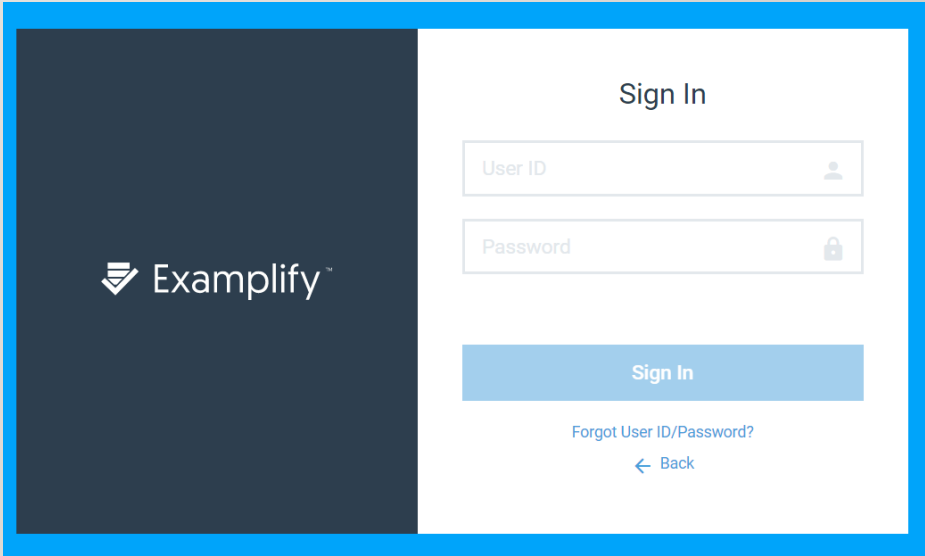
Institution ID

Enter the Institution ID sent to you via email or find your institution above.

Next

< Back

THIS INFORMATION IS THE SAME AS YOUR EXAMSOFT LOGIN



**Sign In**

User ID

Password


Sign In

Forgot User ID/Password?

< Back

ALL PROCTORED EXAMS ARE TIMED THEREFORE DO NOT GO PAST THE STOP SIGN UNTIL PROCTOR SAYS START. ONCE PROCTOR SAYS START YOU MUST PROGRESS PAST THE STOP SIGN BEFORE OPENING THE EXAM BAG

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Do Not Start Until Instructed

Do not click continue unless you have been instructed to start your exam.

[Continue](#)

[Cancel](#)

# GENERAL TIPS FOR DURING THE EXAM

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- When copy and paste is enabled only use copy and paste (ctrl+c/cmd+c and ctrl+v/cmd+v)
  - Do not use the cut function
- Undo feature is ctrl+z/cmd+z
- Tool kit has a slide bar to adjust text size
- For multiple choice, make sure you see a check mark on the right side of your selected answer
- Word count can be found by clicking the paper icon on the bottom left

Essay Answer  37 /1000 characters

# TAKING EXAMS

## IN-PERSON EXAMS

- The Proctor will say Start!
- You have a fixed amount of time to take the exam
  - This will not change
- You will receive a 5–minute warning from the software
- The Proctor will say Stop!

## ONLINE EXAMS

- You may have a fixed amount of time on a specific day at a specific time
- You may have a fixed amount of time on a day of your choosing
- You may have all exam period
  - If you do, suspend will be an option for the untimed exam
- You will receive a 5–minute warning from the software

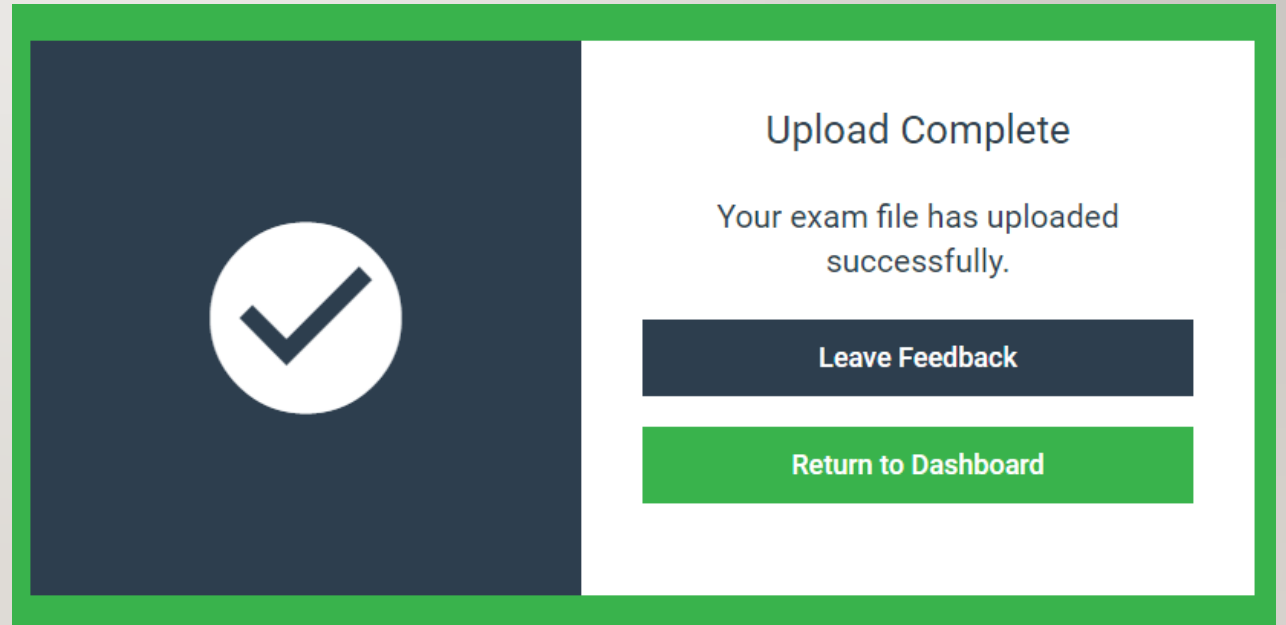
# ONLINE EXAMS

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- May be taken wherever you are most comfortable
- Downloads will appear at the exact start time
- Must be uploaded by the exam deadline listed in the exam schedule in EST
  - This does not happen automatically
- Open-Book/Note
- You will have access to the internet for the purpose of retrieving your notes, textbooks, and other class reference materials
- You will be able to print a copy of the exam
- Password can be found on the exam schedule
- For non-timed exams suspend will be an option.
  - When you select suspend from the exam tools, the exam will close, allowing you to close the application. To resume, click on the exam and re-enter the exam password

## UPLOADING YOUR EXAM

- Once you've hit submit
- You have to confirm you are finished
- Once you've hit submit again you need to wait for this screen.
- You may need to reconnect to the internet to upload your exam.  
(wneguest Wi-Fi recommended)
- Your exam responses are stored on your hard drive



# WHO TO CONTACT AND WHEN

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- For issues regarding the exam software or scheduling
  - Contact Terese Chenier @ [tchenier@law.wne.edu](mailto:tchenier@law.wne.edu)
  - Contact Brenna Andersen @ [Brenna.Andersen@law.wne.edu](mailto:Brenna.Andersen@law.wne.edu)
- For personal issues during the test
  - Contact Dean Buzuvis @ [erin.buzuvis@law.wne.edu](mailto:erin.buzuvis@law.wne.edu)
- For Accommodations
  - Contact SAS @ [accessibility@wne.edu](mailto:accessibility@wne.edu)