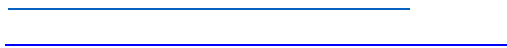
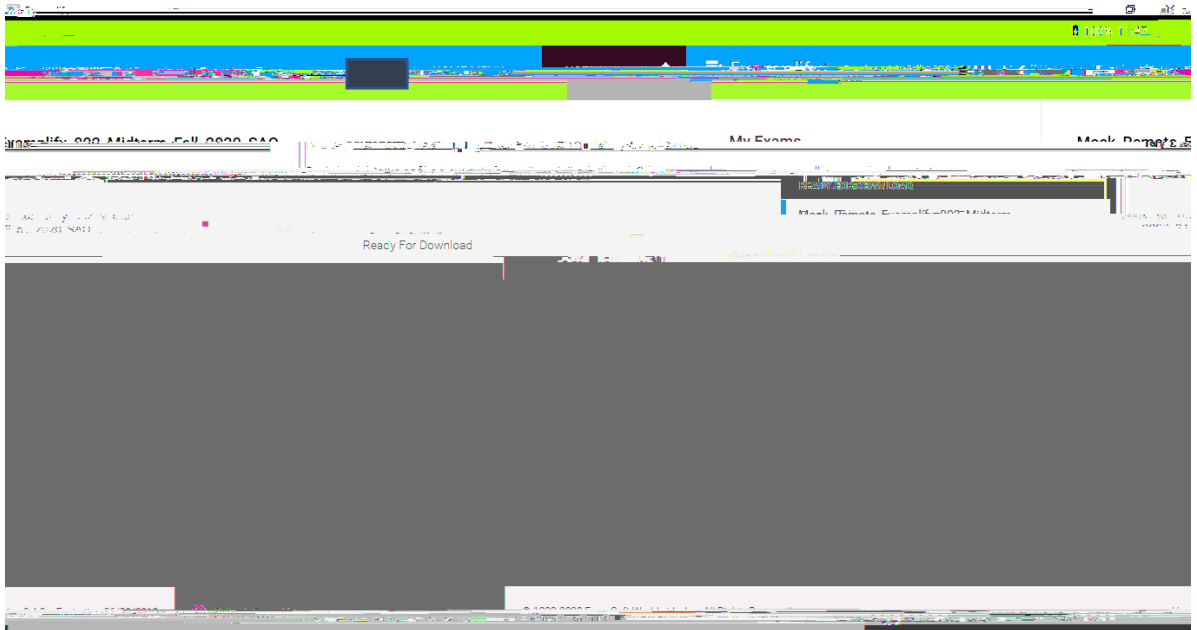


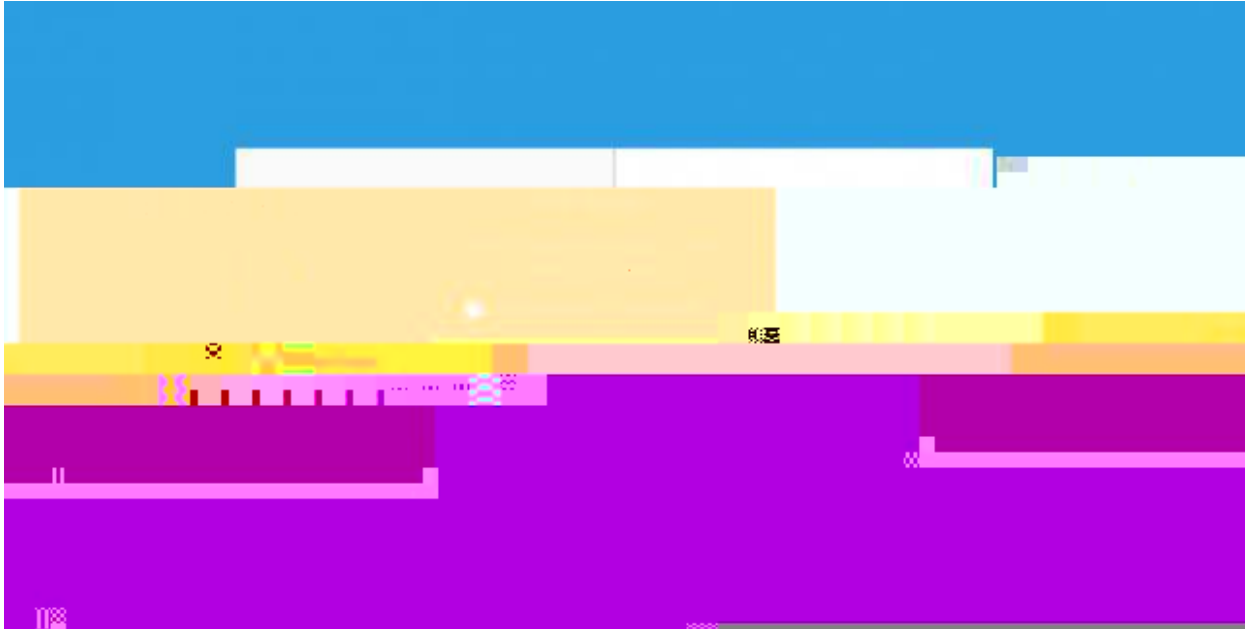
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REMOTE EXAMPLIFY INSTRUCTION GUIDE
FINAL EXAMS



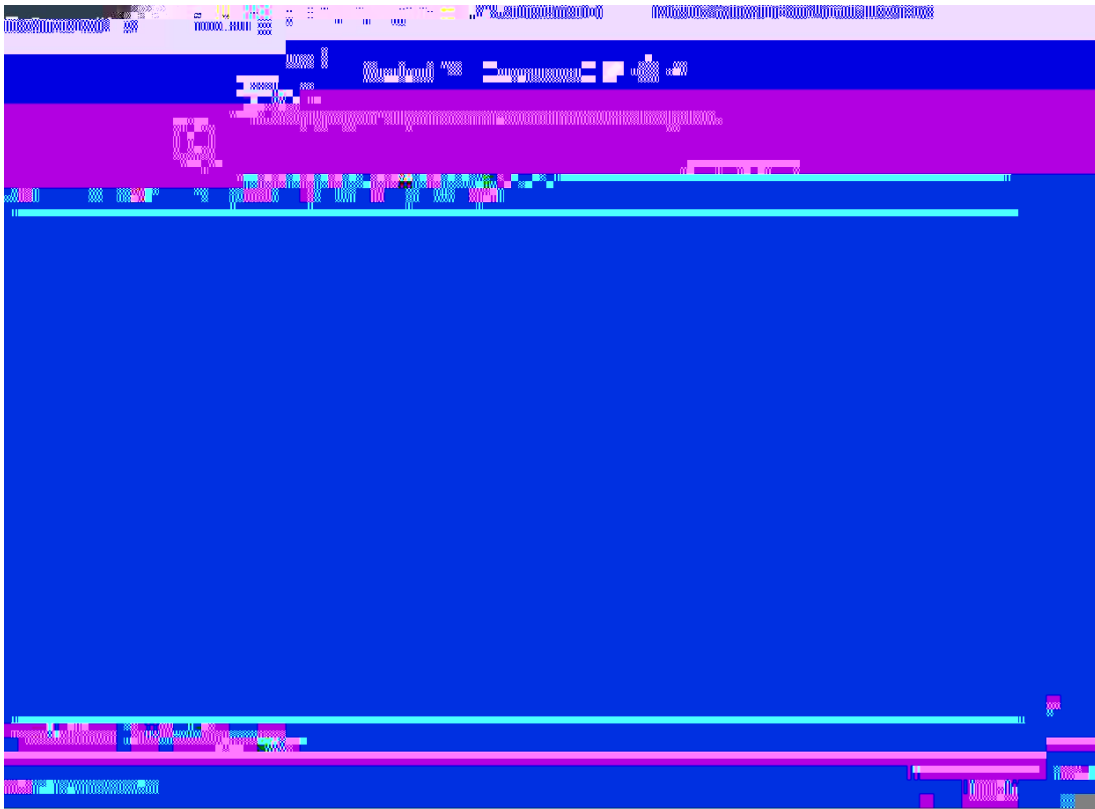
EXAM WRITING:



Next, please check the box “I am authorized to start my exam,” at 09:30 for morning exams or 14:30 for afternoon exams (not before please) then click “Start Exam”.



NOTE: Once you have entered the exam responses writing screen, you will have the ability to “toggle” between your computer notes, the exam attachment, and your response area.



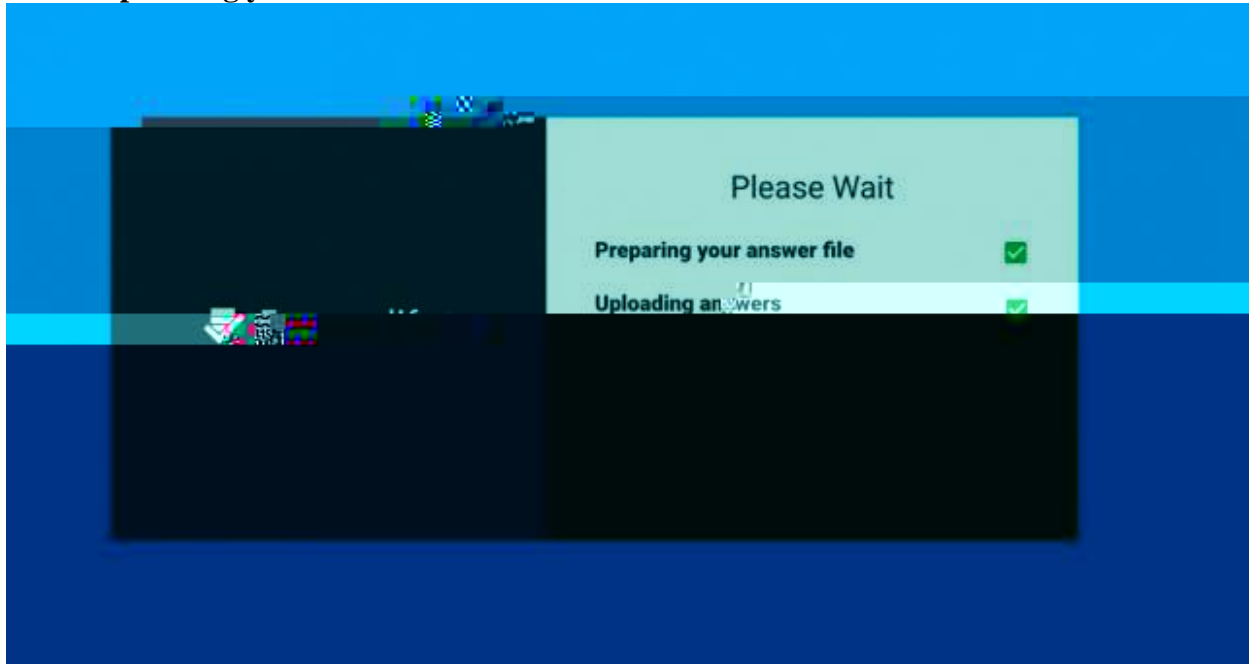
Please type your answers in the space provided. There is a timer at the top of your screen. *(Please note: It is your responsibility to start and end your exams on*

All your answers must be typed in the white responses area. Make sure to write the questions and/or parts numbers you are answering as headings before typing your responses to each question and/or part.

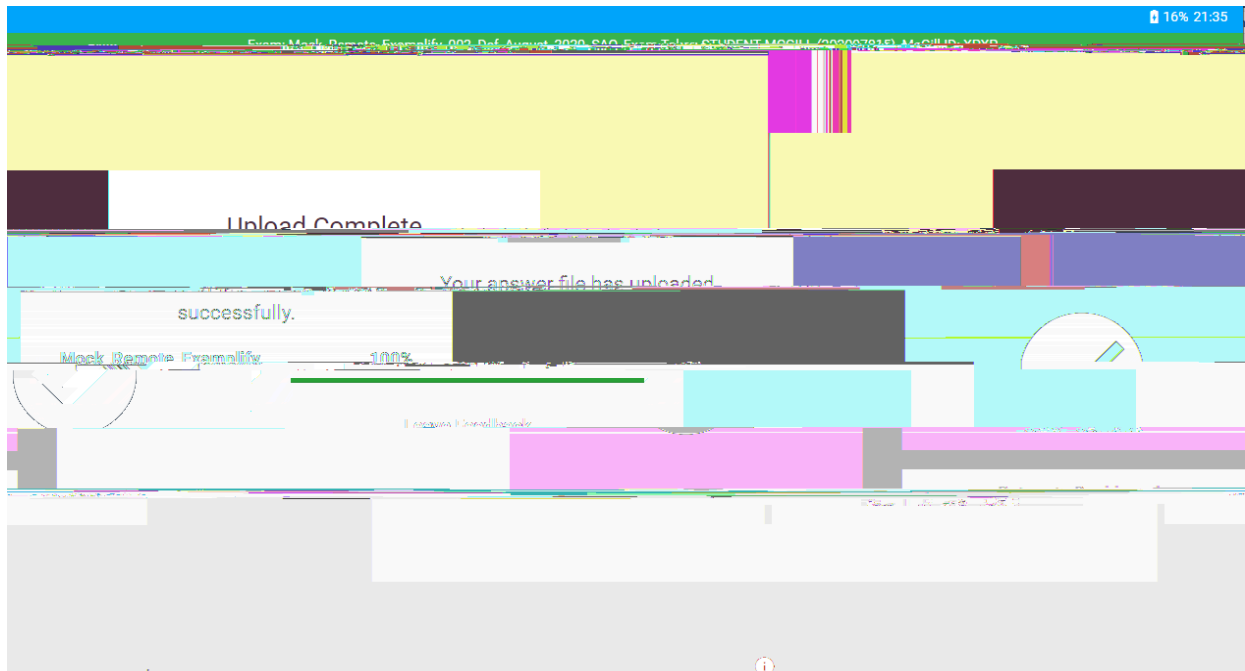
Once you finish the exam or the exam duration has expired, submit your exam by clicking on “Exam Controls” then “Submit Exam or at the bottom click finish.

After that, you will be asked to confirm the completion of your exam. If you are certain that you would like to submit your exam, check the box and click “Submit Exam”. You will have the chance to go back to your exam and do any editing ONLY if you finished your examination before the end of the exam duration.

Please, be very patient here. It might take time to process this step where Exemplify is formatting your response file, re-connecting your computer to the Internet, and uploading your answers.



When the exam upload is completed, you will receive the following confirmation page. Do not close your computer or Exemplify unless you receive this screen. Take a screen shot of it and save the shot until your final grades are posted on Minerva.



Finally, click “Return to Dashboard”, then “Home Menu” followed by “Logout...”.