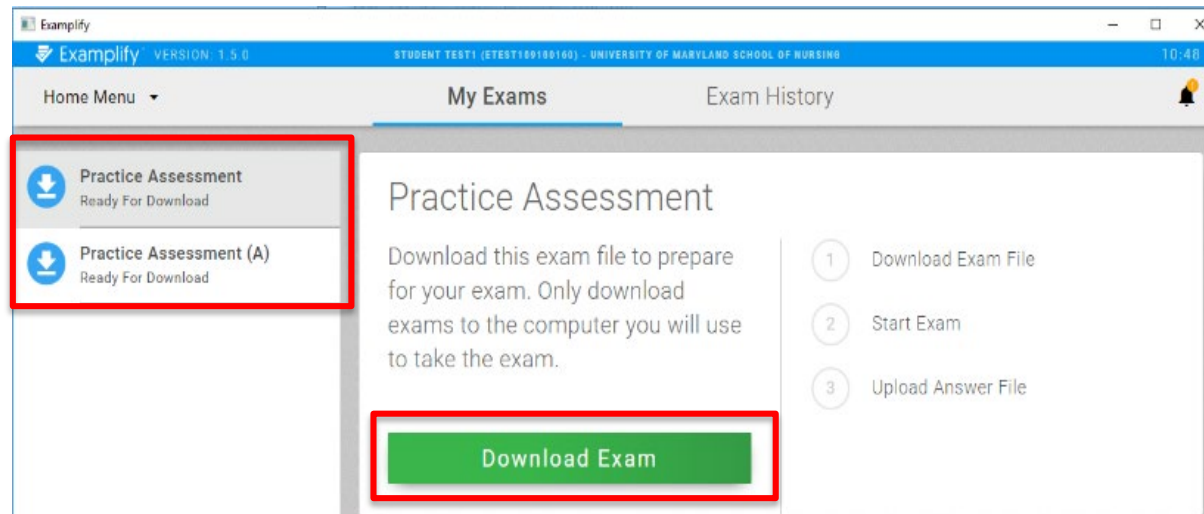


# EXAMPLIFY DOWNLOADING EXAMS

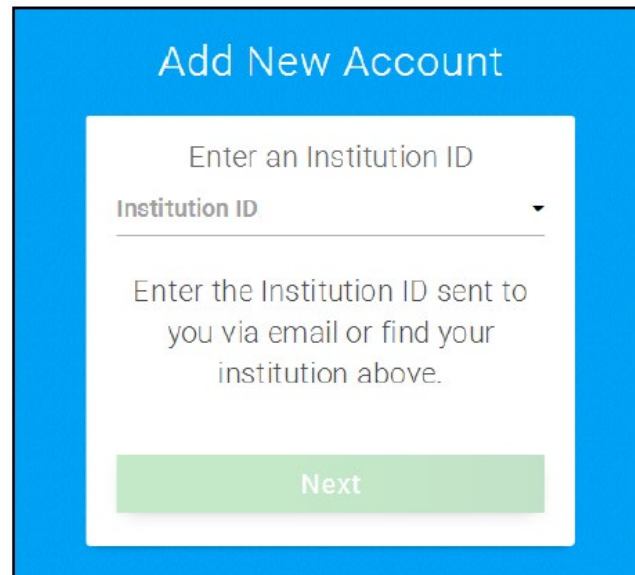
# Downloading an Exam

- You now see the Exams ready for download in the left-hand column
- If you do not see the exam you are scheduled to take, click the “Refresh Exam List” button at the bottom of the screen
- Select the Exam and then click on the green “Download Exam” button



# Downloading an Exam

- Locate your **Institution ID** within the list
- Start typing **University of Maryland School of Nursing**
- The box will start to populate as you type
- Click on the **ID** and then click **Next**



Add New Account

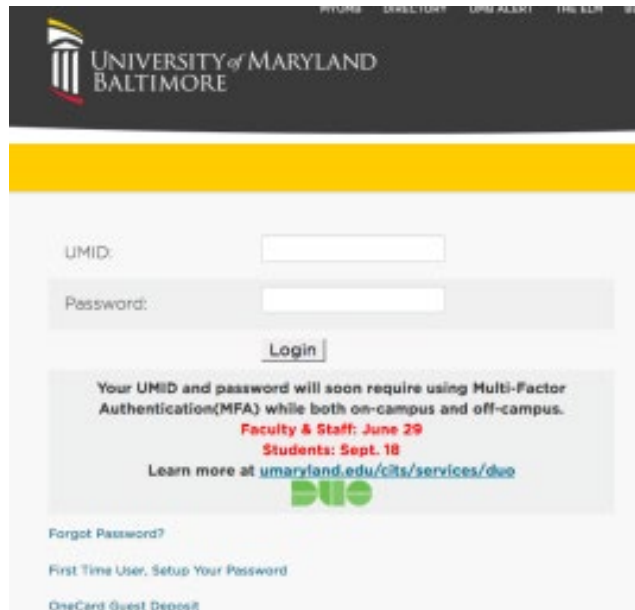
Enter an Institution ID

Institution ID

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

Next

- You will be directed to the UM login page for **DUO**
- Enter your User **UMID** and **Password**
- Choose your authentication method for **DUO**
- Click **Sign In** to complete registration



UNIVERSITY of MARYLAND  
BALTIMORE

UMID:

Password:

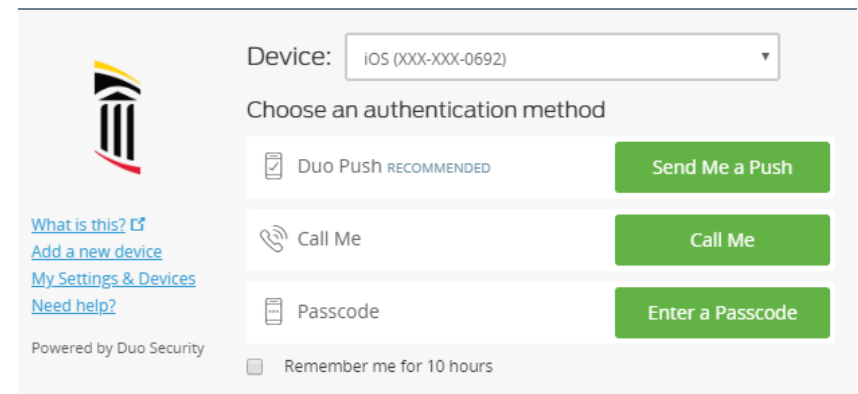
[Login](#)

Your UMID and password will soon require using Multi-Factor Authentication(MFA) while both on-campus and off-campus.  
**Faculty & Staff: June 29**  
**Students: Sept. 18**  
Learn more at [umaryland.edu/cits/services/duo](http://umaryland.edu/cits/services/duo)

[Forgot Password?](#)

[First Time User. Setup Your Password](#)

[OneCard Guest Deposit](#)



Device:

Choose an authentication method

Duo Push **RECOMMENDED** [Send Me a Push](#)

Call Me [Call Me](#)

Passcode [Enter a Passcode](#)

Remember me for 10 hours

Powered by Duo Security

[What is this? ↗](#)  
[Add a new device](#)  
[My Settings & Devices](#)  
[Need help?](#)

# Downloading an Exam

- Select the exam you will be taking from the Exam list on the left-hand side
- Review the details and settings enabled by your Instructor
- Enter the exam password. This password will be given out at the start of the exam.

The screenshot shows the Examplify interface for the 'Block5-Week 7 Quiz'. The page is titled 'Block5-Week 7 Quiz' and includes a 'Start Exam' button. A password field is present with the label 'Exam Password'. A progress indicator shows '1 Exam File Downloaded' with a green checkmark. Below the main content, there is a table of exam details and settings.

Exam Details		Exam Settings	
Instructor	-	Spell Check	OFF
Posting ID #	828557	Copy & Paste	OFF
Exam Type	Secure	Calculator	ON
Time Limit	1 hour 30 minutes	Highlighting	ON
		Backward Navigation	ON

# Starting an Exam

- If there are applications running on your computer, you will see this screen
- Please follow the instructions
- Otherwise, continue to the next slide

**Action Recommended**

We recommend closing the following programs before entering the exam to avoid losing any work.

Microsoft Outlook  
Microsoft Powerpoint  
Microsoft Word

**Ok, I will close the programs**

Continue and close for me

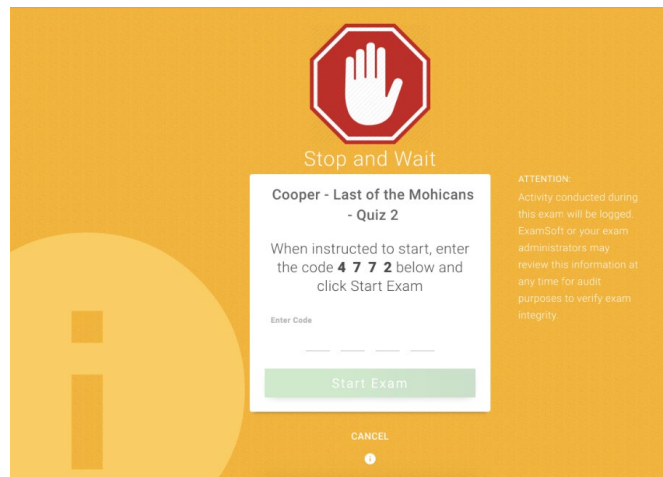
# Starting an Exam

Enter the exam password

- This password will be **given out at the start of the exam**

**NOTE:** this password is case-sensitive, and will need to be entered exactly as shown

- Stop here when instructed, enter the code to begin your exam (below is just an example code)



The screenshot shows a yellow background with a red octagonal hand icon at the top. Below it, the text reads "Stop and Wait". A white box contains the exam title "Cooper - Last of the Mohicans - Quiz 2" and instructions: "When instructed to start, enter the code 4 7 7 2 below and click Start Exam". There is an "Enter Code" label above a text input field with a dashed line. A green "Start Exam" button is at the bottom of the white box. To the right, an "ATTENTION" section states: "Activity conducted during this exam will be logged. ExamSoft or your exam administrators may review this information at any time for audit purposes to verify exam integrity." At the bottom center, there is a "CANCEL" button and a small red dot.

# Exam Day Help

- If you are taking an exam at home and have exam issues, you may contact ExamSoft Support at:

Toll Free: 866.429.8889

(ExamSoft support is 24/7)

[support@examsoft.com](mailto:support@examsoft.com)