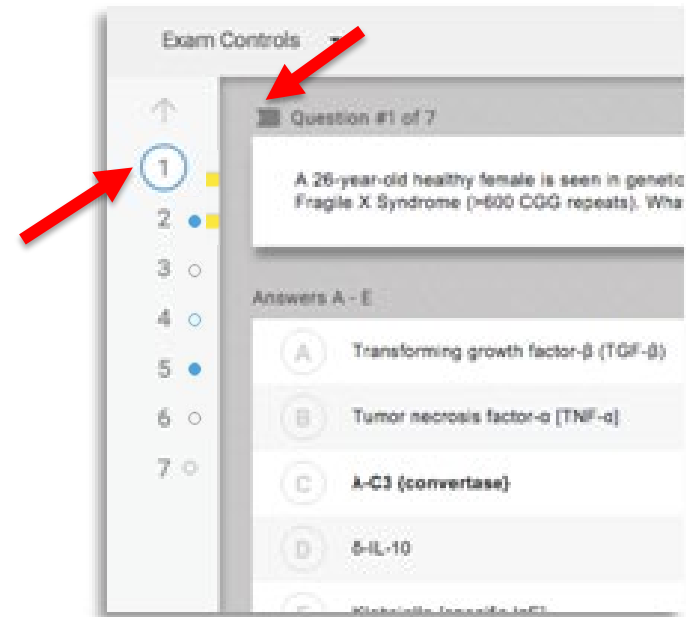


EXAMPLIFY EXAM OPTIONS

Exam Controls and Options

- On the left-hand side of the screen, **numbers** correspond to each question, as well as a small radio dial next to each number.
- The circle will remain grayed out until that question is reviewed
- To **flag** a question, click the flag icon next to the “Question #” text, located directly above the question field.



Exam Controls: Top



Along the **top row**, you will have the ability to:

- Display exam level attachments & notices
- Set an alarm
- See exam time remaining
- Highlighting tool
- Adjust question text size
- Calculator icon will display built-in calculator
- Notepad icon will display the option for Notes and Feedback

Exam Controls: Bottom



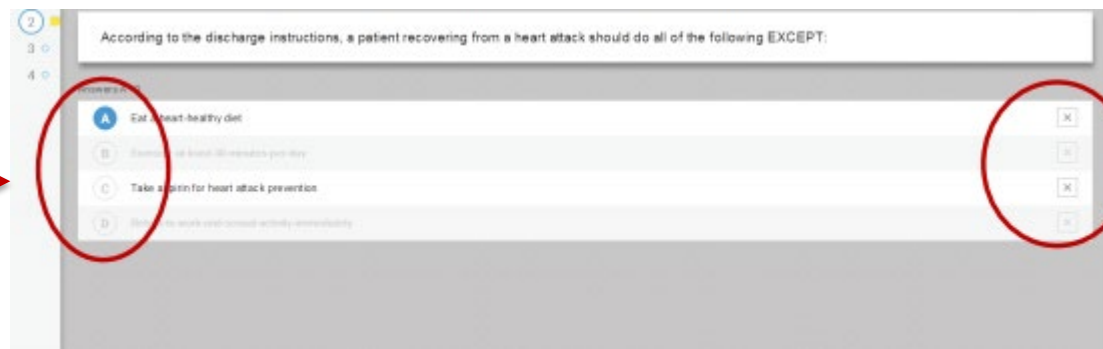
Along the **bottom row**, you will see:

- Exam Taker Support phone number
- Exemplify version number
- Current question number displayed out of the total number of questions on the exam
- The **Next** button will take you to the next question.

- You can navigate to different questions by either clicking “**Next**” OR scrolling if displayed OR selecting specific questions

Multiple Choice Choosing Answers

- If the entire question or answers are not displayed, a scroll bar will appear
- **Cross out** unwanted answers by clicking on the "X" to the right of the answer
- You must **Select** your answer by clicking on the letter to the left corresponding to your choice. The circle to the right of the answer will change color after selection has been made



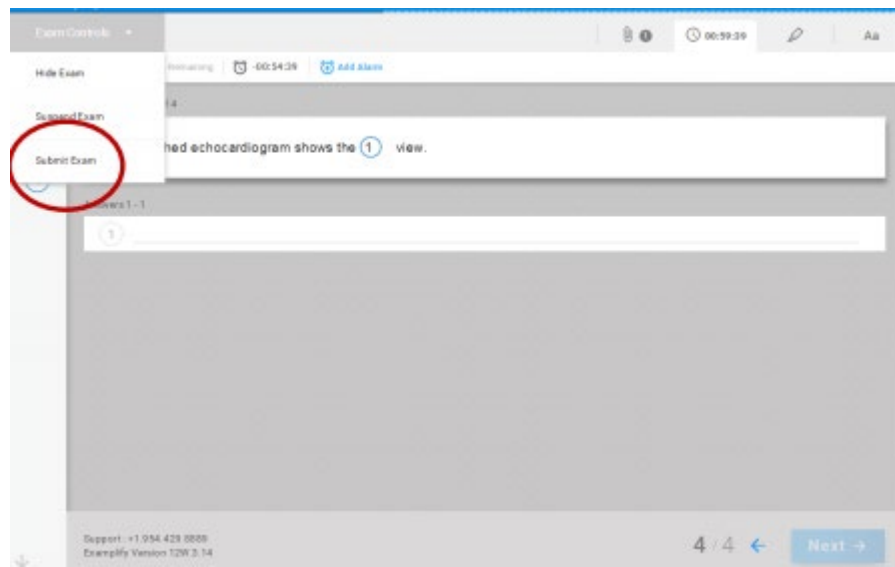
Essay Question

- A text box will appear for essay questions
- You can maximize the question text or answer text fields using the blue squares in the upper right



Exiting and Submitting your Exam

- When you have completed all questions on your exam the **Next** button will not be clickable
- Open **Exam Controls** in the top left corner
- Click **Submit Exam**
- Most exams are timed, so if you run out of time the program will exit you from the exam



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