



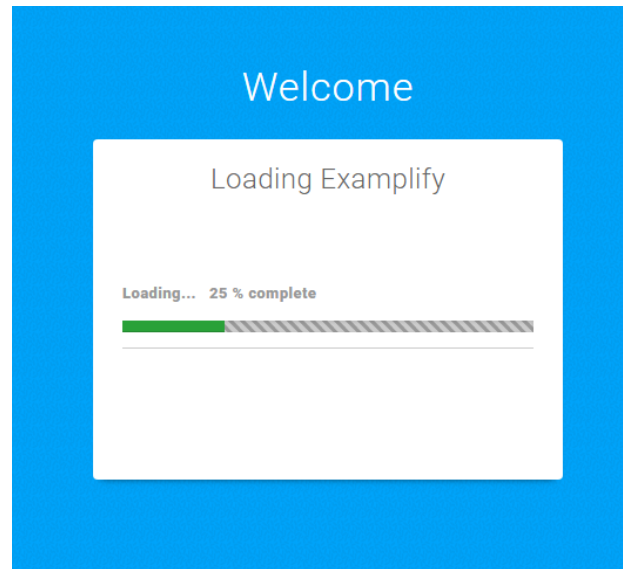
# Downloading Exams

# Minimum Requirements

- Windows
  - Operating System: 32-bit and 64-bit Versions of Windows 7 and Windows 10.
  - Support for Windows 7 devices will be discontinued on December 31st, 2018.
  - ***Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.***
  - Only genuine, U.S.-English versions of Windows Operating Systems are supported
  - CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
  - RAM: 2GB or highest recommended for the operating system
  - Hard drive: 1GB of available space or highest recommended for the operating system
  - Internet connection for Exemplify download, registration, exam download and upload
  - Screen Resolution must be 1024 x 768 or higher
- Operating system:
  - Mac OS X 10.11 El Capitan
  - Mac OS X 10.12 Sierra
  - Mac OS X 10.13 High Sierra
  - Mac OS X 10.14 Mojave

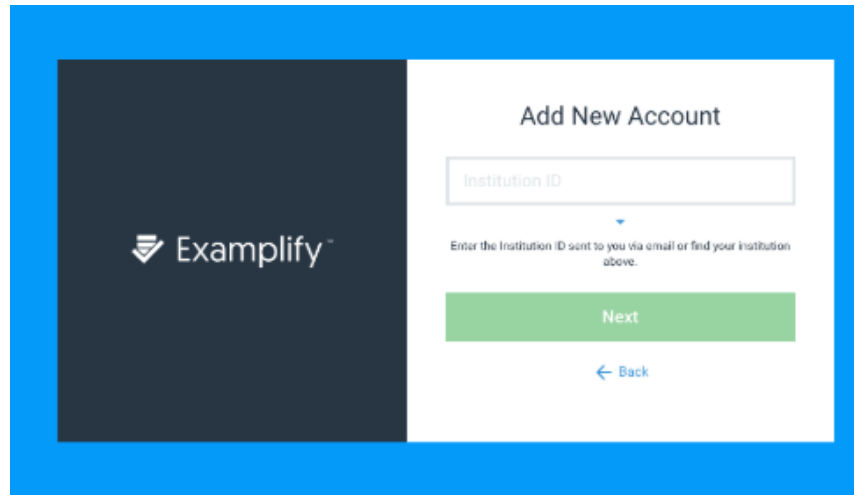
# Downloading Exams

- Click on the icon  to open Exemplify.



# Downloading Exams

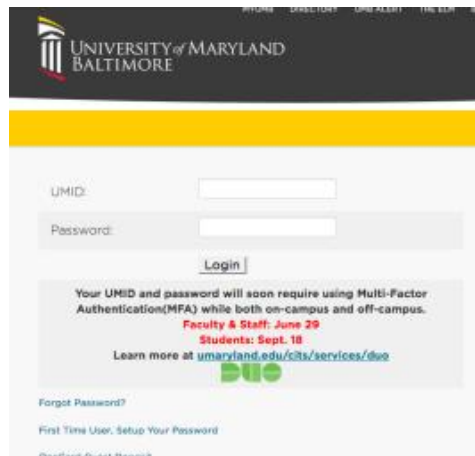
- Locate your **Institution ID** within the list
- Start typing:  
**University of Maryland School of Nursing**
- The box will start to populate as you type
- Click on the **Institution ID** and then click **Next**



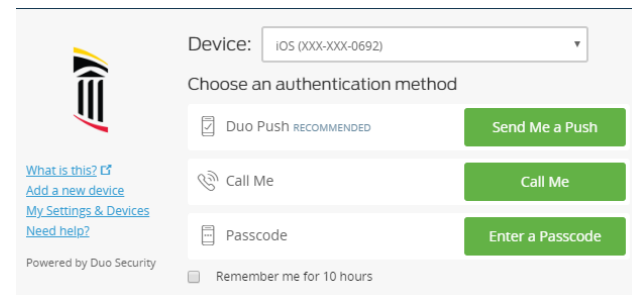
The screenshot shows a web interface for adding a new account. On the left is a dark grey sidebar with the 'Exemplify' logo. The main content area is white and titled 'Add New Account'. It features a text input field labeled 'Institution ID'. Below the field is a small downward arrow and the instruction 'Enter the Institution ID sent to you via email or find your institution above.' There are two buttons: a green 'Next' button and a blue '← Back' button.

# Downloading Exams

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



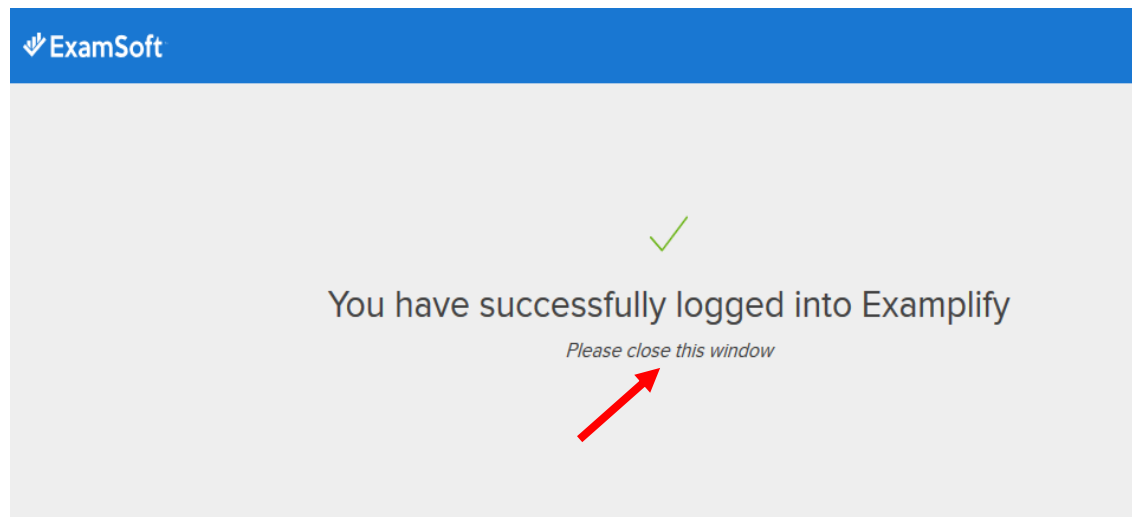
The image shows the University of Maryland Baltimore login page. At the top left is the university's logo. Below it, there are two input fields: "UMID:" and "Password:". A "Login" button is positioned below the password field. A message in the center states: "Your UMID and password will soon require 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)". At the bottom, there are links for "Forgot Password?", "First Time User, Setup Your Password", and "OneCard Guest Deposit".



The image shows the Duo authentication page. It features the Duo Security logo on the left. On the right, there is a "Device:" dropdown menu showing "IOS (XXX-XXX-0692)". Below this is the heading "Choose an authentication method" followed by three options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, "Call Me" with a "Call Me" button, and "Passcode" with an "Enter a Passcode" button. At the bottom, there is a checkbox for "Remember me for 10 hours". On the left side of the page, there are links for "What is this?", "Add a new device", "My Settings & Devices", and "Need help?".

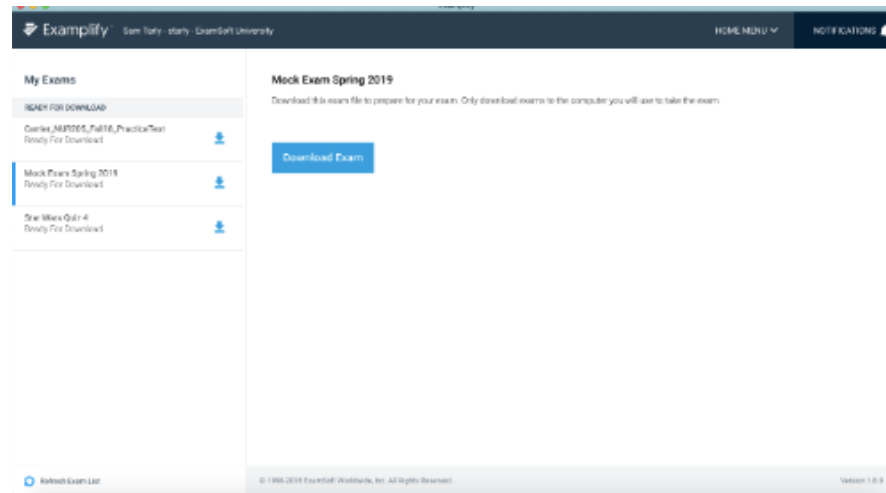
# Downloading Exams

- You will see this screen when you have a successful login.
- Close this window to display Exemplify home page.
- Please wait for the Home Page to load.



# Downloading Exams

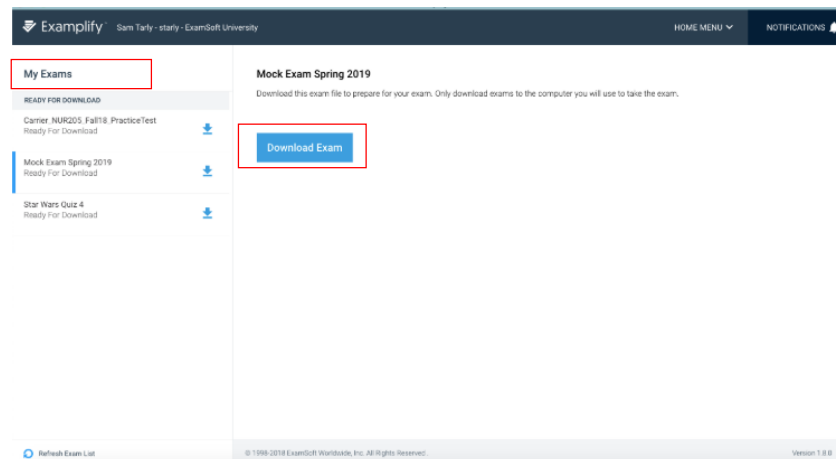
- You are now at the Home Page
- Download your exam file **48-72 hours prior** to exam day



\*(**Note:** If you are taking the exam on a SON laptop or in a computer lab you will not download the exam prior to the exam day. You will download in the classroom the day of the exam)

# Downloading Exams

- Download your exam file **48-72 hours prior** to exam day
- 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 you will be taking from the Exam list on the left-hand side that are **Ready For Download**
- Click on **Download Exam**



The screenshot displays the Examplify user interface. At the top, the header includes the Examplify logo, the user name 'Sam Talty', the institution 'stary - ExamSoft University', and navigation options for 'HOME MENU' and 'NOTIFICATIONS'. The main content area is divided into two sections. On the left, under the heading 'My Exams', there is a sub-section 'READY FOR DOWNLOAD' containing a list of exams: 'Career NUR205 Fall18 PracticeTest', 'Mock Exam Spring 2019', and 'Star Wars Quiz 4'. Each exam entry has a blue download icon. A red box highlights the 'My Exams' heading. On the right, the 'Mock Exam Spring 2019' exam is selected, showing a detailed view with a blue 'Download Exam' button, which is also highlighted with a red box. At the bottom of the interface, there is a 'Refresh Exam List' button on the left and a footer containing the copyright notice '© 1999-2018 ExamSoft Worldwide, Inc. All Rights Reserved.' and the version number 'Version 1.8.0'.



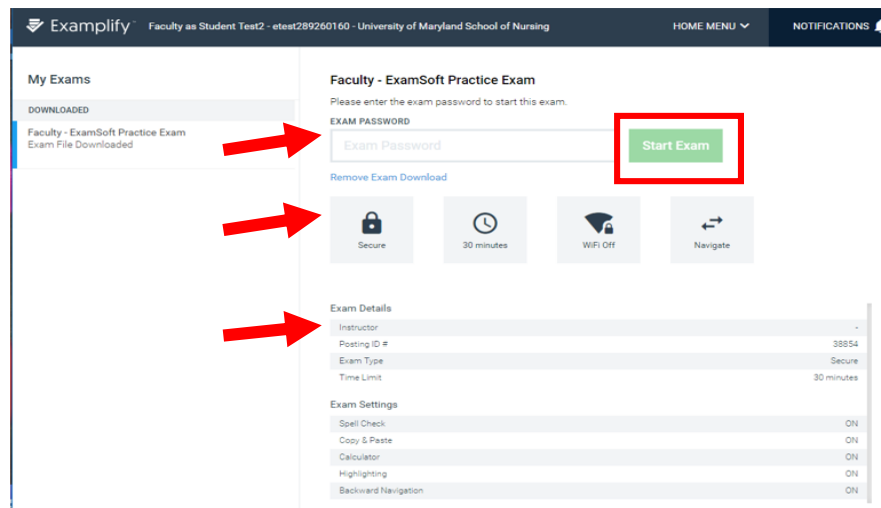
# Downloading Exams

- A successful download you will the exam listed under the “DOWNLOADED” section.

The screenshot displays the ExamSoft user interface. At the top, the header includes the ExamSoft logo, the user name 'Sam Talty - stalty - ExamSoft University', and navigation options for 'HOME MENU' and 'NOTIFICATIONS'. The main content area is divided into two sections. On the left, under 'My Exams', there are two tabs: 'READY FOR DOWNLOAD' and 'DOWNLOADED'. The 'DOWNLOADED' tab is active, and a red arrow points to the entry 'Mock Exam Spring 2019' with the status 'Exam File Downloaded'. On the right, the 'Mock Exam Spring 2019' details are shown, including a password prompt, a 'Start Exam' button, and various exam settings like 'Non-Secure', '1 hour 30 minutes' time limit, and 'WIFI On'. The footer contains a 'Refresh Exam List' button, copyright information for ExamSoft Worldwide, Inc., and the version number 'Version 1.8.0'.

# Downloading Exams

- Review the details and settings enabled by your Instructor.
- Enter the exam password and click Start Exam. This password will be given to you by your instructor.



The screenshot displays the ExamSoft interface for a 'Faculty - ExamSoft Practice Exam'. The interface includes a sidebar with 'My Exams' and a main content area. The main content area shows the exam title, a prompt to enter the exam password, a password input field, and a 'Start Exam' button. Below the password field are four settings: 'Secure', '30 minutes', 'WiFi Off', and 'Navigate'. At the bottom, there is an 'Exam Details' section with a table of exam information and an 'Exam Settings' section with a table of settings.

Exam Details	
Instructor	-
Posting ID #	38854
Exam Type	Secure
Time Limit	30 minutes

Exam Settings	
Spell Check	ON
Copy & Paste	ON
Calculator	ON
Highlighting	ON
Backward Navigation	ON

# 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)