



Exam Options

Exam Controls and Options

- On the left-hand side of the screen, you see numbers that correspond to each questions. An answered question will be filled in and the current question that you are on will be outlined in blue.
- To **flag** a question, click on “FLAG QUESTION”. Note, if backward navigation is disabled you will not be able to return to any flagged questions.



Exam Controls: Top

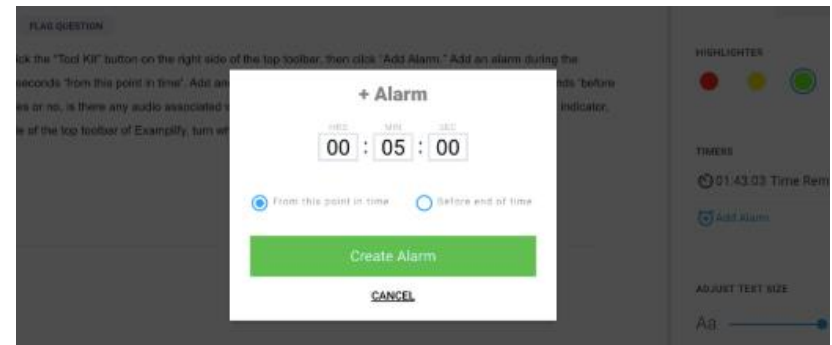
Along the **top row**, you will have the ability to:

- Display exam level attachments & notices, Set an alarm, See exam time remaining, Highlighting tool, Adjust question text size, Calculator, Notes and Feedback.

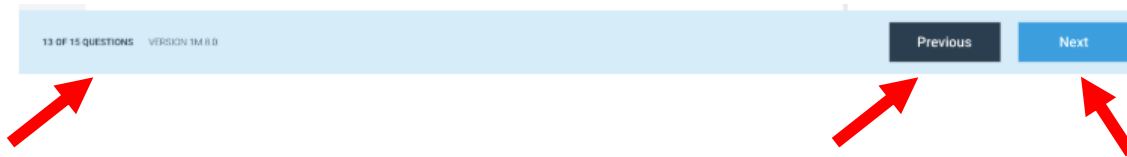
The screenshot displays the Examify interface. At the top, a dark blue navigation bar contains the Examify logo, the text 'NEWEST US 1-8 Mock | TEST TESTER (Test 123)', and 'TIME REMAINING 01:43'. On the right side of this bar, there is a dropdown menu labeled 'EXAM CONTROLS' and a 'TOOL KIT' button. A red box highlights these two elements. Below the navigation bar, the main content area shows 'Question 13' with a 'FLAG QUESTION' button. The question text is: 'This question will ask you to use the highlighting feature within Examify. Select the "Tool Kit" button from the top toolbar, then click on the "Tools" tab. Next, select a color from the colors provided. Begin highlighting the question stem text. The color of the Sun is (1) . Highlight the word "Sun" with the appropriate color. The color of the Earth is (2) and (3) . Highlight the word "color" with one of the appropriate colors. Highlight the word "Earth" with the remaining appropriate color.' Below the question, there are three answer input fields labeled '1', '2', and '3'. On the right side, there is a 'TOOL KIT' panel with a red border. It contains a 'HIGHLIGHTER' section with five colored circles (red, yellow, green, blue, red) and one white circle. Below that is a 'TIMERS' section showing '01:43:55 Time Remaining' and an 'Add Alarm' button. The 'ADJUST TEXT SIZE' section has a slider between 'Aa' and 'Aa'. At the bottom of the tool kit, there are 'EXAM DOCUMENTS' with 'Exam Attachments 1' and 'Exam Notices 1'. A 'CLOSE TOOLKIT' button is at the very bottom of the panel. At the bottom of the entire interface, there is a light blue bar with '13 OF 15 QUESTIONS', 'VERSION 1M B 0', and 'Previous' and 'Next' buttons.

Exam Alarm

- Most exams will have a **Time Remaining** alarm with a time countdown OR a **5 Minute Warning** alarm with a time countdown.
- Otherwise, to set an alarm, click the **Alarm** icon, and select “**Add Alarm**”.
- Within the popup window, you will be able to set an alarm “*From this point in time*”, or “*Before end of time*”.
- You may add up to two additional alarms .



Exam Controls: Bottom

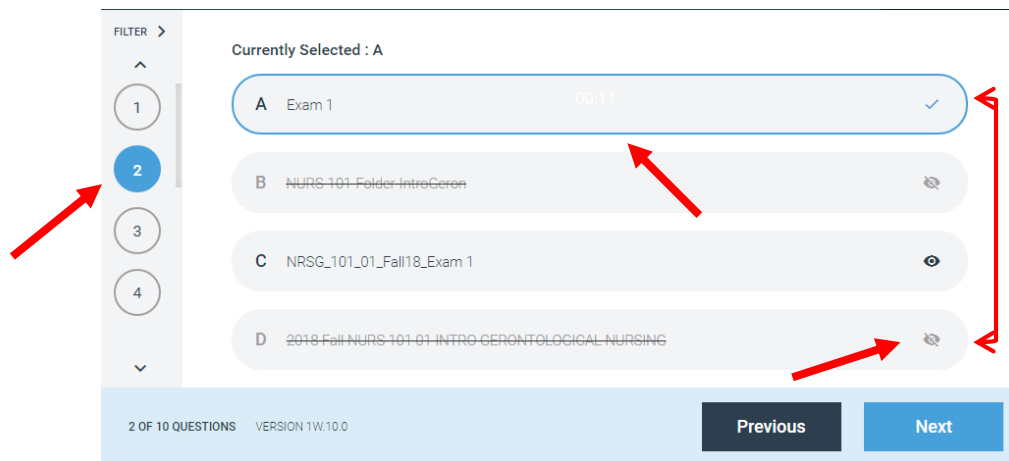


Along the **bottom row**, you will see:

- Exemplify version number
- **Current question number displayed** out of the total number of questions on the exam
- The **Previous** and **Next** buttons to navigate through questions.

Multiple Choice

- If the entire question or answers are not displayed, a scroll bar will appear.
- The strikethrough feature allows you to cross out an unwanted answer choice by clicking on the **eye icon** to the right of the answer.
- When you select an answer a blue border appears around the answer choice. When moving to the next question the question number on the left will be filled in with blue.



Essay Question

- A text box will appear for essay questions
- You can adjust the size of the text maximize the question text

The screenshot shows the Examplify interface for a preview exam. The top bar includes the Examplify logo, the exam title 'PREVIEW_testing exam | ANGELA STATEN (8385)', the time remaining '00:02:57', and options for 'EXAM CONTROLS' and 'TOOL KIT'. On the left, a vertical list of question numbers 1 through 5 is shown, with question 4 selected. The main area displays 'Question 4' with the prompt 'What is the meaning of life?'. Below the prompt is an 'Essay Answer' field with a character count of '40 / 100 characters'. A red arrow points to this character count. The answer text is 'The meaning of life is living your best.' Below the text box is a rich text editor toolbar with options for font (Arial), size (9pt), bold, italic, underline, and other formatting tools. On the right side, a 'TOOLS' panel is visible, containing a 'TIMERS' section with '00:02:57 Time Remaining' and an 'Add Alarm' button, and an 'ADJUST TEXT SIZE' section with a slider between 'Aa' and 'Aa' and a red arrow pointing to the slider handle. At the bottom, a status bar shows '4 OF 5 QUESTIONS', 'VERSION 1W.10.0', and a 'Next' button.

The screenshot shows a text analysis tool interface. At the top, it displays '40 / 100 characters'. Below this is a table with the following data:

	words	chars	w/o spaces
This Essay	8	40	33
Selection	0	0	0

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