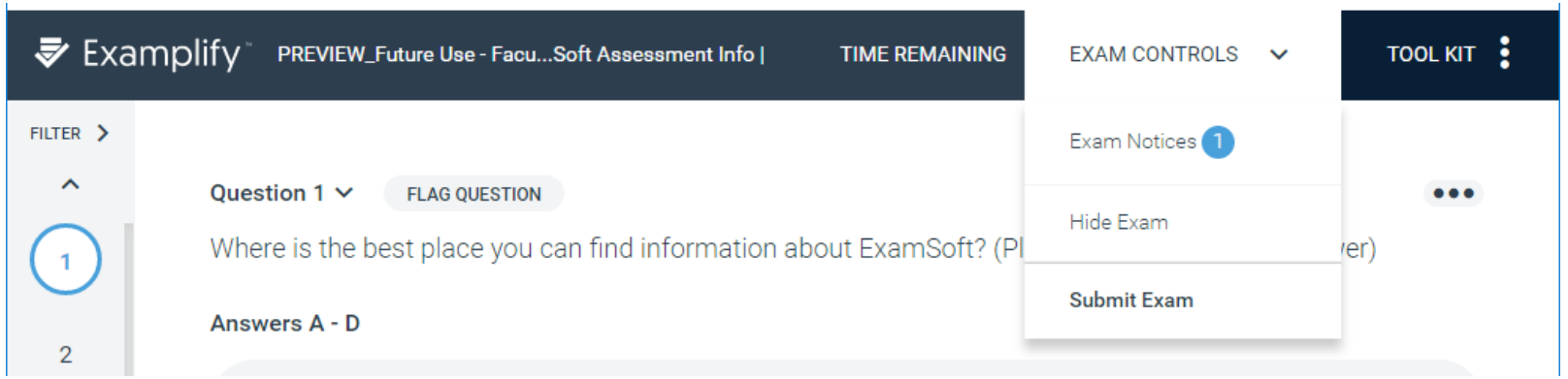
SUBMITTING EXAMS

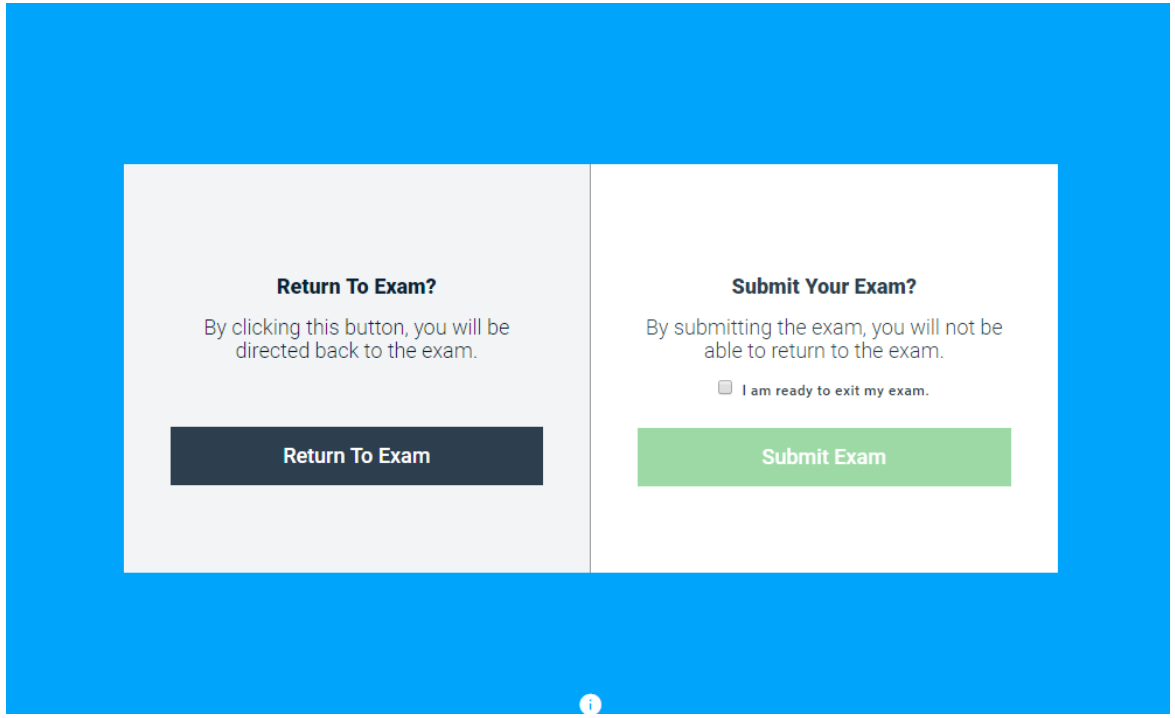
Exiting and Submitting your Exam

- When you have completed all questions on your exam click on the **Next** button or go to **Exam Controls** in the top right corner and click **Submit Exam.**
- Most exams are timed, so if you run out of time the program will exit you from the exam.



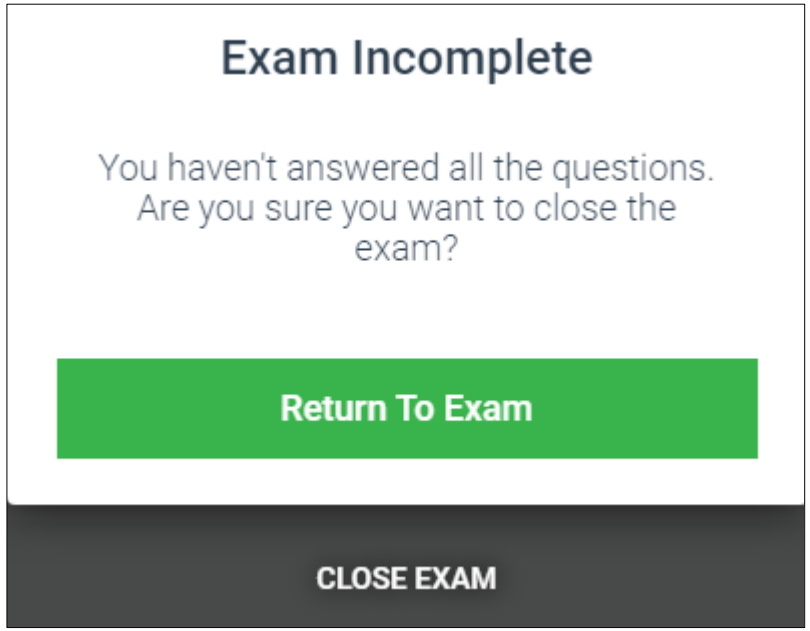
Submitting your Exam

- If your Instructor has selected Backward Navigation you will have an option to **Return to Exam**.
- If have completed the exam click on **Submit Exam.**



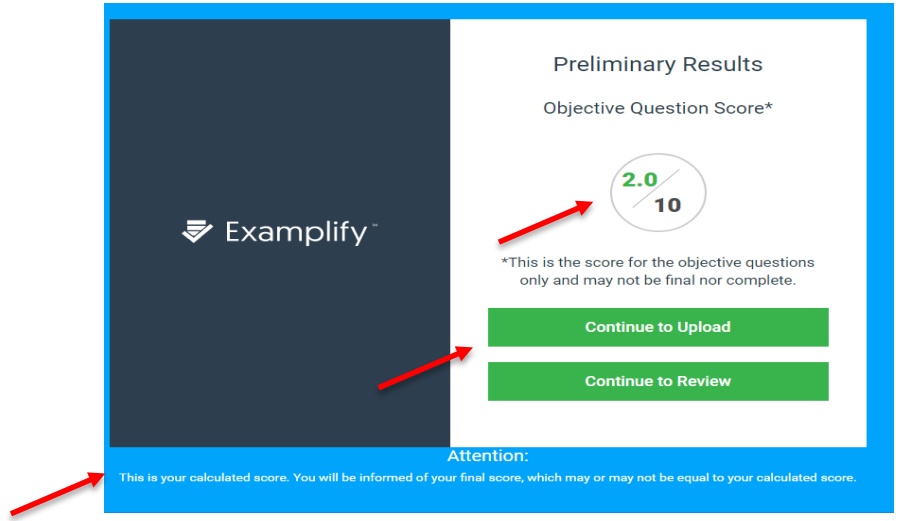
Submitting an Exam

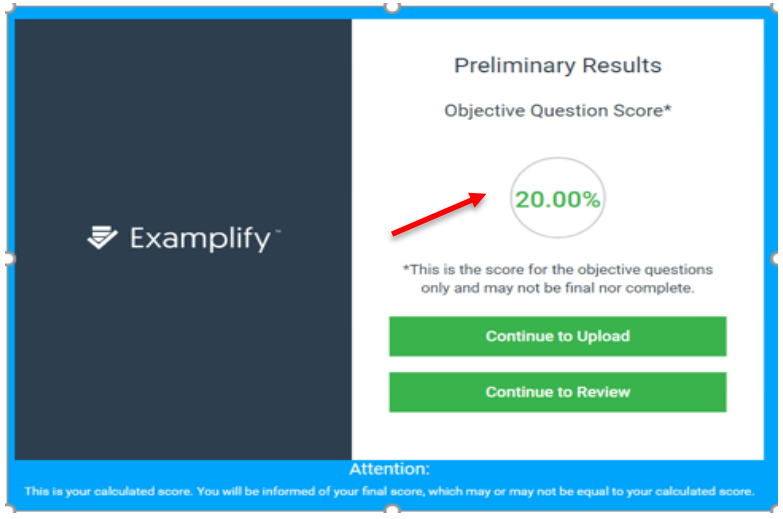
- If you have not answered all of the questions this screen will appear if you chose to submit the exam



Preliminary Results “with a Review ”

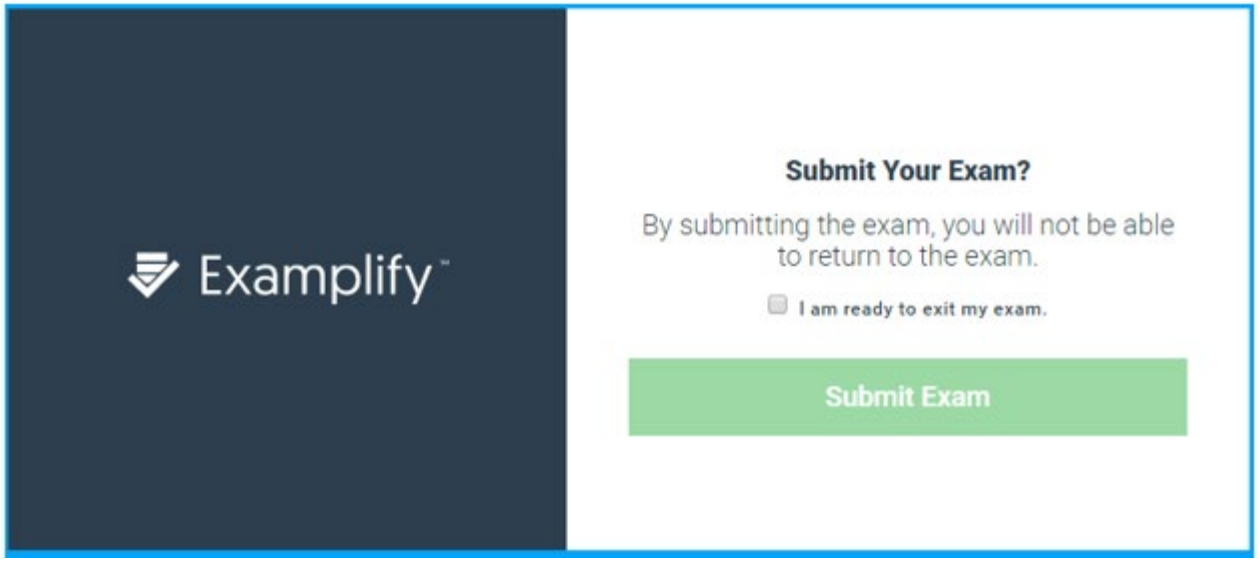
- You can see your **Preliminary Results** score for “Objective Questions Only” Raw & Percentage score shown if the Instructor has chosen this option.
- You can see an **Immediate Review** if the Instructor has chosen this option, which requires a password.
- You have the option to **Continue to Upload** your exam





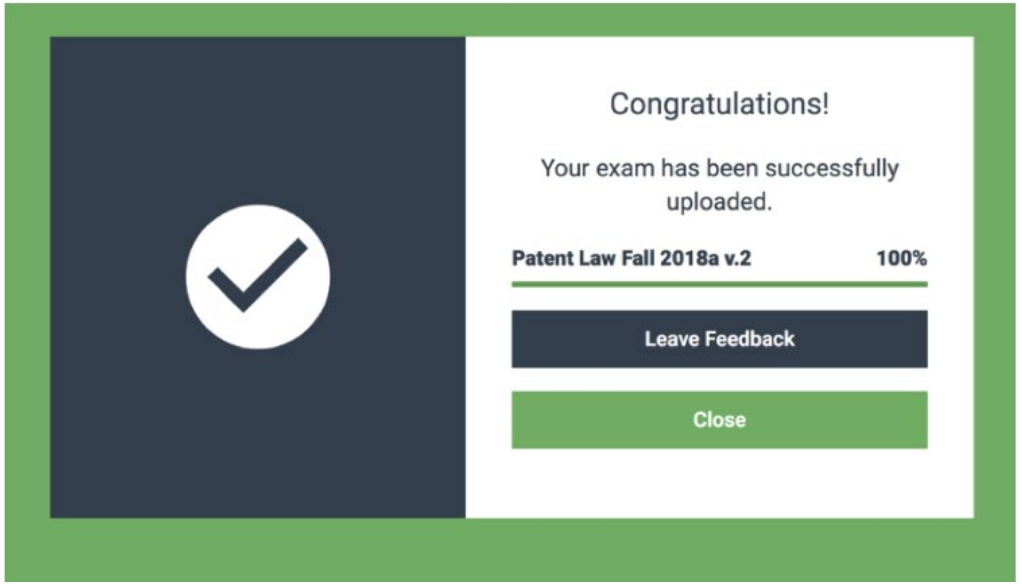
No Results and “No Review”

- If the Instructor did not choose Preliminary Results or a Review you will then follow the steps to submit your exam.



After submitting your Exam

- If the upload was successful, you will see this confirmation screen
- Once you reached this screen, your exam has finished uploading and **you will not be able to enter back into this exam.**
- **Do not** close this window the Instructor or Proctor will need to verify this confirmation.



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Post Exam

- **Exit** Examplify
- You will receive a confirmation email confirming your exam's data has been uploaded.

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