Examplify - ONLINE EXAM

Here are some steps to follow before taking an exam using "Examplify" in order to ensure you will be fully prepared come exam day!

1. Watch for **email notifications** to download exams. *(Currently the exam files are ready to be downloaded at least 24 hours prior to the scheduled exam time).*

2. **Download** all exams as soon as they are available. Bring the same gadget to the exam hall, where the exam file is downloaded.

3. Check that your computer's **date and time** are accurate.

4. **Arrive** at the exam hall at least 30 minutes early.

5. Charge your **iPad** / **laptop battery** and bring your power cord / power bank.

6. Disable any antivirus software prior to launching a secure exam.

7. Remember your **Institution ID**, **User ID** and **password** to login exemplify.

8. Carry your University ID and show to the invigilator, when asked.

9. Before upgrading your current Operating System (OS), check against Examplify's current minimum system requirements to ensure compatibility with the new OS. After downloading an exam file **DO NOT** upgrade the examplify version.

Attention iPad Users:

Turn OFF Wi-Fi and Turn Airplane Mode ON FOR iPad
(Should be DONE before entering the exam hall)
This is important to do exactly as stated below to avoid a shutdown in the middle of the exam). Despite Airplane mode turning off Wi-Fi automatically, you must specifically turn OFF Wi-Fi first, before you put your iPad into Airplane Mode.

Please do this, in this order:

   1) Go to the Settings page on your iPad. (DO NOT swipe up from bottom to do this)

   2) Turn Wi-Fi OFF. (Go to Setting page, Tap on "Wi-Fi" in the left menu; use the slider to turn Wi-Fi OFF)

   3) Turn Airplane Mode ON. (Go to Settings page; use the slider in left menu to turn Airplane Mode ON)

https://www.youtube.com/watch?v=NjD0E9X0xHU&feature=youtu.be

Uploading of Exam file:

Student must UPLOAD the exam file immediately after finishing their examination and show the screen to the invigilator before leaving the exam hall. If internet is not available in the exam hall, the student will get an uploading time till **12:00 MIDNIGHT** of the exam day to upload the exam file. **After 12:00 MIDNIGHT exam files cannot be uploaded and the student will be marked as absent for the exam.**