Student Orientation Part 1
Part 1:

Install Examplify

Download an Exam
Installing Examplify

Examplify Installation & Registration email

• Sent to your dental.ufl.edu account

• For Examplify your Student ID will be your Gatorlink username and the Password your Gatorlink password.
Installing Examplify

Check your minimum system requirements

• Microsoft Windows 10 Professional or Educational
• Mac OS Sierra (10.12)
• Mac OS High Sierra (10.13)
• Intel i3, i5, i7 processor or AMD equivalent
• 8 GB RAM
• 250GB Hard Drive
• USB port(s)
Check your minimum system requirements (cont.)

• 10/100 Ethernet Adapter and WiFi 802.11 b or g
• A USB computer headset defined as a head-worn unit containing a microphone and one or two speakers which connects to a computer via a cable that plugs into your computer’s USB port
• Access to a printer
• Windows based laptops should be purchased with a TPM (trusted platform module) – contact the manufacturer or retailer about a TPM
• A battery with the capacity to sustain at least 3 hours of use when the power adapter is unplugged OR an optional extended battery to increase the battery life to at least 3 hours
• A built-in webcam OR external after-market webcam which connects to a computer via a cable that plugs into your computer’s USB port
Installing Examplify

Log on to ExamSoft using
• Chrome or FireFox
• www.examsoft.com/ufdental
• Under “Exam Takers” click the “Login” button
• Log in using your Gatorlink username and password
• Navigate to the "Examplify” tab and left-click
Installing Examplify

• Download Examplify and save in your Downloads folder
• *If you receive a message that Windows protected your computer*
  • Expand the text by clicking “More info”
  • *Then run the .exe file by selecting “Run Anyway”*
• “Run” the installer file, and once the installation is finished, you can launch Examplify from your desktop
Installing Examplify

• Locate the Examplify icon on your desktop and double-click to launch.
• Make certain you are connected to the internet inorder register your Examplify copy.
• Enter your institution ID - ufdental
• Your username and password are your Gatorlink username and password.
Exams ready for download will appear in the left-hand column.

Select the exam and click the green “Download Exam” button.

If you do not see the exam you are scheduled to take, click the “Refresh Exam List” button at the bottom of the screen.
Adobe Acrobat Reader

- In order to view written exam attachments you will need to install or update Adobe Acrobat Reader on your laptop. (Versions 9, 11 and DC are supported for Windows and Mac, and XI for Surface.)

- The software is free and can be found here:

  https://get.adobe.com/reader/

- Pictures/ Figures/ Charts exam attachments do not require Adobe Acrobat Reader
Questions?

For ExamSoft support contact support@examsoft.com or 1-866-429-8889.
-or-
Contact the College of Dentistry’s Office of Education at 1-352-273-5950 and ask to speak with Christina Haskins (chaskins@dental.ufl.edu)
Student Orientation Part 2
Part 2:
Logging into Examplify
Taking an Exam
Before the Exam

• Exams will be in the communicore, MDLs (CG-29 and CG-24) and the Testing Center (CG-28 and CG-23).

• Communicore, MDLs and the Testing Center rooms:
  • Seating charts will be on the door / aisle by last name in which room / seat you’ll take your exam.
  • Sit every other seat in the communicore.
  • No food or drinks are permitted in any testing area.

• Belongings must be stored in the designated area of your assigned exam room.
  • Laptop covers, hats, backpacks, sunglasses, etc.
Before the Exam

• The exam’s password will be posted in the room.

• Exam Comment paper will be passed out after the exam has started.

• Power off all other Wi-Fi devices to save on bandwidth so your exam can successfully upload.

• Studying stops when you enter the exam room. All notes need to be put away.

• **Be on time!** Exam time starts and stops in accordance with your ECO schedule.
Logging into Examplify

- Click the Examplify Icon, and select the exam from the list on the left-hand side.

- Enter the exam’s case sensitive password posted in the testing room and click “Start Exam.”

Your exam queue can have several exams, so it is important to not mix them up.
Logging into Examplify

- Wait here until you are prompted by the exam proctor to type the prompted code to start your exam.
- You will not be able to access any other functions after you start the exam.

If you encounter any computer difficulty during the exam, notify a proctor for assistance.
Taking an Exam

Exam Navigation controls

- the numbers correspond to each question, as well as a small radial circle next to each number. This circle will remain greyed out until that question is answered.

- To flag a question, click the flag icon next to the “Question #” text, located directly above the question field.
Taking an Exam

• Below is an example of a Examplify multiple choice answers for a question.

• A text box will appear for essay questions.
• Examplify saves answers every 60 seconds.
Taking an Exam

At the top of the page you can:

- Open and close question and exam attachments
- See remaining exam time
Taking an Exam

• At the top of the page is the Exam Controls.

• From here you will submit your exam by selecting the “Submit Exam” option.
Taking an Exam

• If your computer freezes during the exam:
  • *Power your computer off and then back on*
  • *Raise your hand and an exam proctor will assist you*
  • *If the computer has been off for too long, the proctor will give you a resume code.*

**NOTE:** *time cannot be added back to your exam.*
Taking an Exam

• If there is a fire drill:
  • *Power your computer off. Doing this will stop the exam clock for your laptop. Then leave the testing center in an orderly fashion to your designated emergency exit.*
  • *On returning to the exam room, the proctor will provide a resume code.*

**NOTE:** *time cannot be added back to your exam.*
Taking an Exam

• To exit out of Examplify, click “Close Exam”

• Reminder: once you have exited the exam, you will not be able to re-enter it.

• Exam reviews are left to the course director’s discretion. If the course director wants a review, the next screen will give the option to review your exam.

• Enter the review password posted in the room.

• Exam Reviews will only display questions you’ve answered incorrectly.

(Note: Essay questions are not graded automatically and will display as incorrect answers. They are updated after the instructor has graded the exam.)
Taking an Exam

• Next you will see the Blue Exit Screen
• Check the box “I am ready to upload my exam file” and the “Upload Exam” button
• If you are unable to upload:
  - Check your Wi-Fi connection
  - Power your computer off and back on. *(Note: Examplify has saved your exam so no data will be lost powering down your laptop.)*
  - Raise your hand and an exam proctor will assist you
Taking an Exam

• Once the exam has been uploaded, the green Congratulations screen will appear

• Raise your hand for a proctor, show them this screen and turn in your Exam Comments / scratch paper

• The proctor will give you permission to close out your session and leave the room
• You will receive a confirmation email to your dental.ufl.edu account confirming your exam’s data has been uploaded.

• Within two weeks, the course director will upload the exam scores to ECO.
• Any attempt to disable or tamper with Examplify’s security features will be considered a **violation of the honor code**
Questions?

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