

Exemplify is the student interface for ExamSoft, the college's computer-based testing software. Students complete all block tests and many other assessments from non-block tested courses using Exemplify. Each student must have a personal laptop that meets the minimum system requirements below. Each student must then download Exemplify® on to their personal device.


The ExamSoft web portal for the WSU College of Pharmacy & Pharmaceutical Sciences is located at <https://examsoft.com/wsupharm>. The web portal is how students view their test results following the grading on a completed assessment.

Please review the minimum system requirements before starting the install of Exemplify. Tablets (iPad, Android) are not supported.

### Minimum system requirements for Windows

Windows 10 supported versions are: 2004, 20H2, and 21H1. The 1909 version of Windows 10 is not supported.

To find out which version of Windows your device is running:

Select the **Start**  button > **Settings**  > **System**  > **About** .

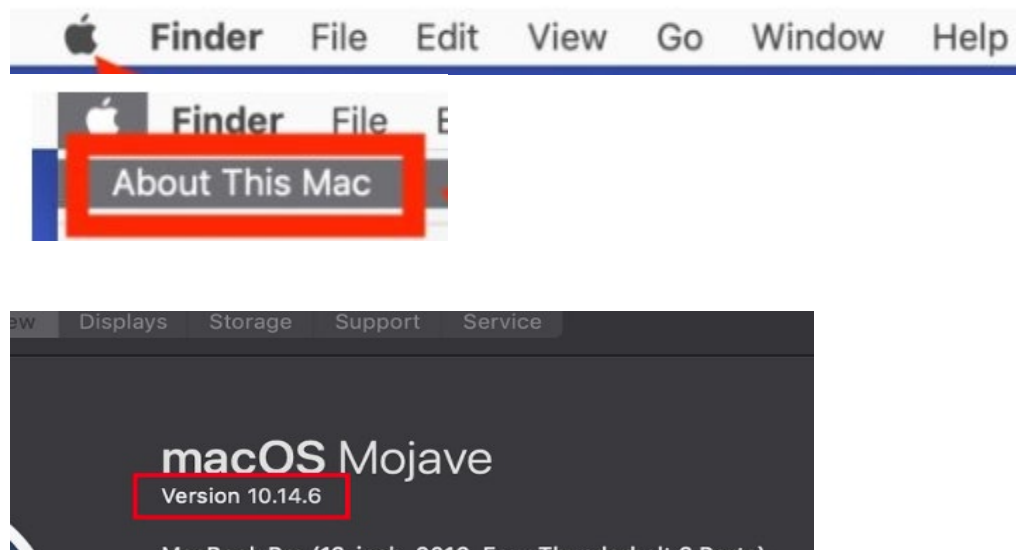
### Windows specifications

Edition	Windows 10 Enterprise
Version	<b>20H2</b>
Installed on	4/9/2021
OS build	19042.985
Experience	Windows Feature Experience Pack 12

## Minimum System Requirements for MacOS

MacOS X 10.14.6 or higher.

To check your macOS version, click the **Apple Menu**, select **“About this Mac”**.  
Verify your version is 10.14.6 or higher.



The minimum system requirements for Exemplify on Windows can be found [here](#).

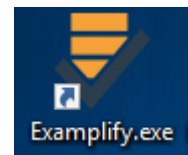
## Installing Exemplify

Please make sure you have reviewed the minimum system requirements *before* proceeding.

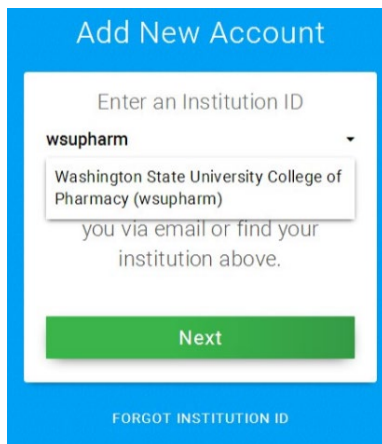
[Exemplify for Windows and Mac: Download, Install, and Register Exemplify](#)

## How to register Exemplify® on your device

1. Prior to the start of the semester, students need to register the Exemplify® application. (Exemplify icon featured to the right)



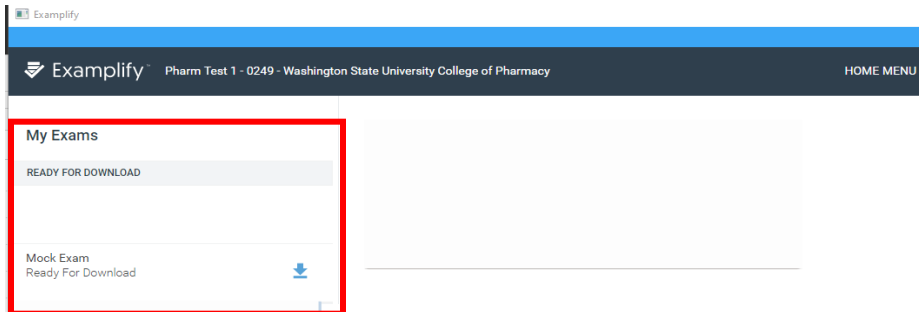
2. Students must register their Exemplify client with the institution ID.

The screenshot shows a web-based registration form titled 'Add New Account'. The form has a white background with a blue border. At the top, it says 'Enter an Institution ID'. Below this is a dropdown menu with 'wsupharm' selected. A tooltip is visible over the dropdown, showing 'Washington State University College of Pharmacy (wsupharm)' and the instruction 'you via email or find your institution above.' At the bottom of the form is a green 'Next' button. Below the form, there is a link that says 'FORGOT INSTITUTION ID'.

3. Students must enter their ExamSoft User ID and password. \*User ID is the WSU student ID number with the leading '0'. You will receive a password through your WSU email directly from Examsoft. Please make sure to reset this password.

## Downloading and Completing a Test in Exemplify

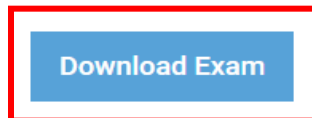
1. Log into Exemplify with your user ID and password, navigate to the left-hand side of the screen to see list of available exams for download. Click the blue download arrow button.



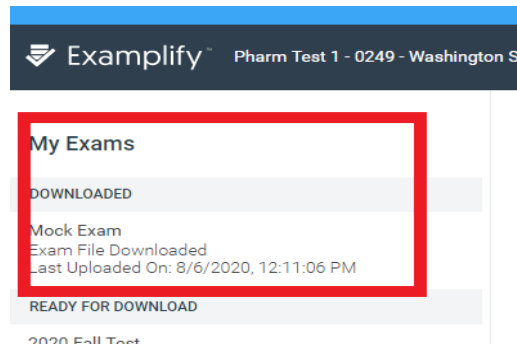
2. Click the blue 'download Exam' button.

### Mock Exam

Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam.



- a. Once the exam file has downloaded on to your device it will appear under the 'Downloaded' section.



## Exemplify®, What is it and how do I use it?





- Once exams have been downloaded to your device you may select which exam to complete.
- Exemplify will prompt you for the Exam Password – this is displayed at the start of the exam period by the proctor or emailed to your WSU email.
  - Exam password is case sensitive.

**Mock Exam**

Please enter the exam password to start this exam.

EXAM PASSWORD

**Exam Settings**

 Non-Secure	 40 minutes	 WiFi On	 No Back Button
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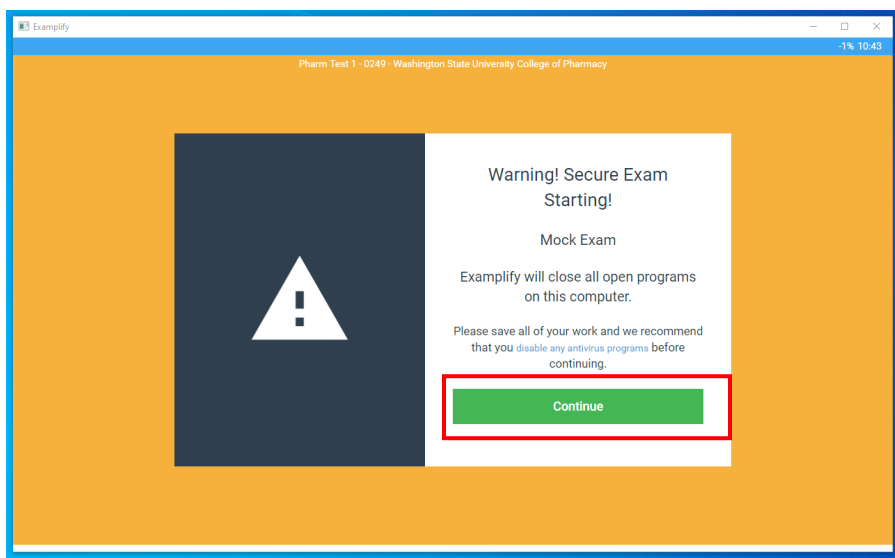
**Exam Details**

Instructor	-
Posting ID #	1831714

**Exam Tools**

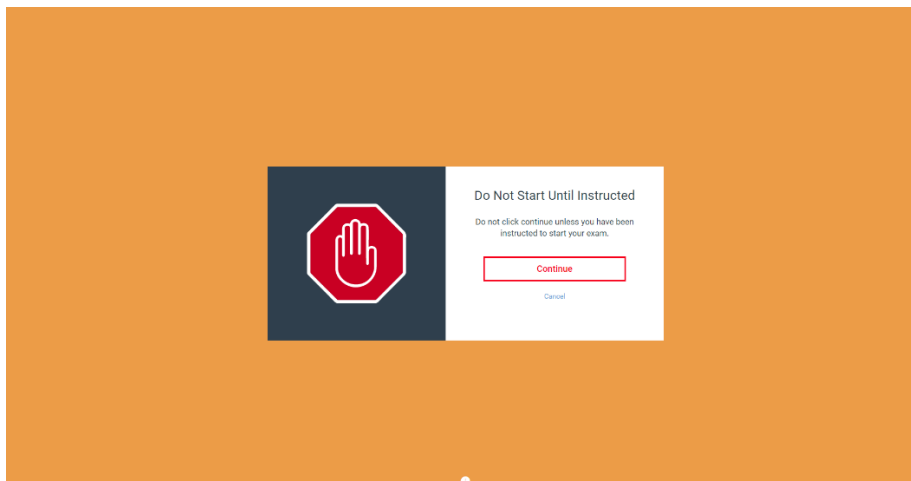
Spell Check	OFF
Copy & Paste	OFF
Calculator	ON
Highlighting	ON

- Click Start Exam
- A screen will appear prompting you to:
    - Save and close any open programs.
    - Disable antivirus programs.



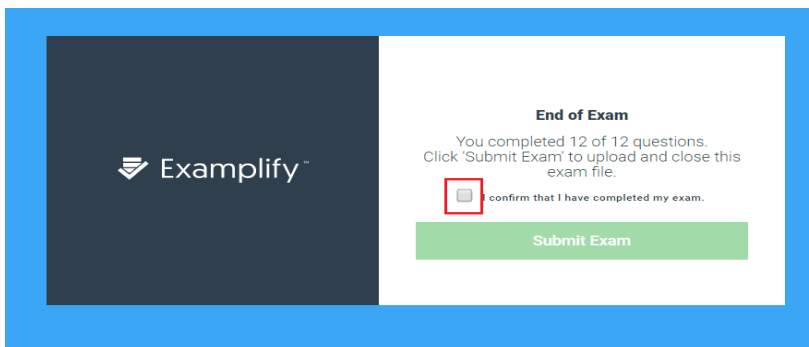
## Exemplify®, What is it and how do I use it?

6. After closing any open programs and disabling your antivirus, select the green 'Continue' button.
7. A new screen will appear that states 'Do Not Start Until Instructed'. You may proceed according to the instructions provided by the proctor or IOR.

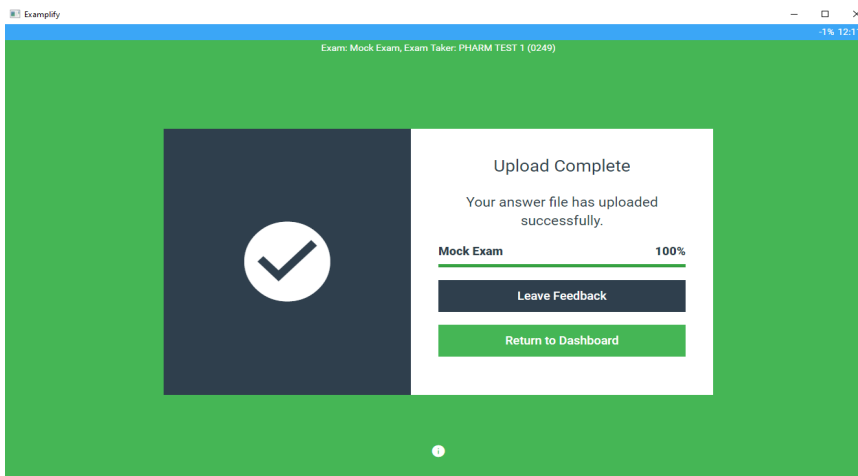


8. Complete the assessment.

9. Once all questions have been answered in the assessment, the following screen will appear. Check the box to confirm that you have completed your exam. Select the green 'Submit Exam' button to submit the exam. *\*Once you exit out of the exam you will be unable to re-enter into it.*



10. Once the exam has been submitted, you will wait for your device to re-establish its Wi-Fi connection and wait for the following green confirmation screen.



11. Complete steps 3-10 for the remaining block test assessments

## Who to contact for help related to Exemplify?

- Pharmacy Information Services ([pharmacy.its@wsu.edu](mailto:pharmacy.its@wsu.edu); 509-358-7916)
- ExamSoft® Coordinator ([pharmacy.examssoft@wsu.edu](mailto:pharmacy.examssoft@wsu.edu); 509-358-7667)
- ExamSoft® Support ([support@examssoft.com](mailto:support@examssoft.com); 1-866-429-8889)