

Exemplify is the student interface for ExamSoft, the college's computer-based testing software. Students complete assessments from multiple 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://ei.examsoft.com/GKWeb/login/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.

- *Note: Your device must be within 2 versions of the latest released operating system by the vendor. Please review the minimum OS requirements for ExamSoft at <https://examsoft.com/resources/exemplify-minimum-system-requirements/>



Tablets (iPad, Android) are not supported.

Minimum system requirements for Windows

Operating System: 64-bit versions of Windows 10 and Windows 11

The versions certified for use are Windows 10 22H2, Windows 11 21H2, and Windows 11 22H2.

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

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

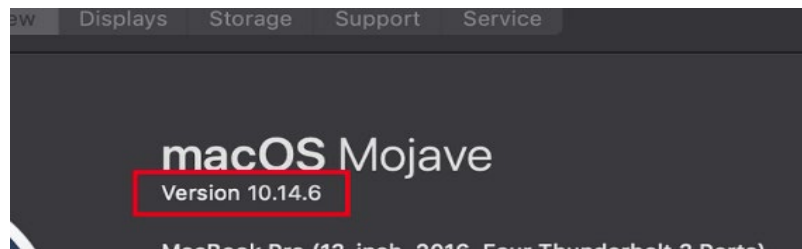
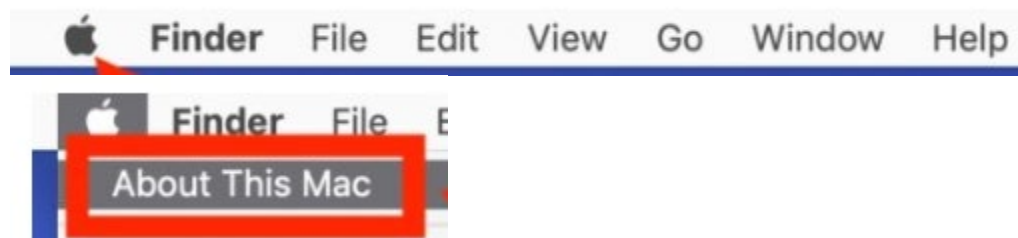
Windows specifications

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

Minimum System Requirements for MacOS

Big Sur, Monterey, and Ventura

To check your macOS version, click the **Apple Menu**, select **“About this Mac”**.



Installing Exemplify

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

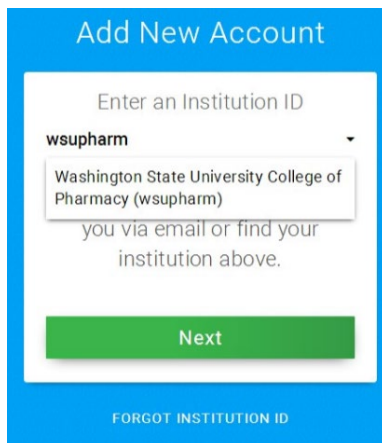
[Exemplify for Windows and Mac: Download, Install, and Register Exemplify](#)

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)



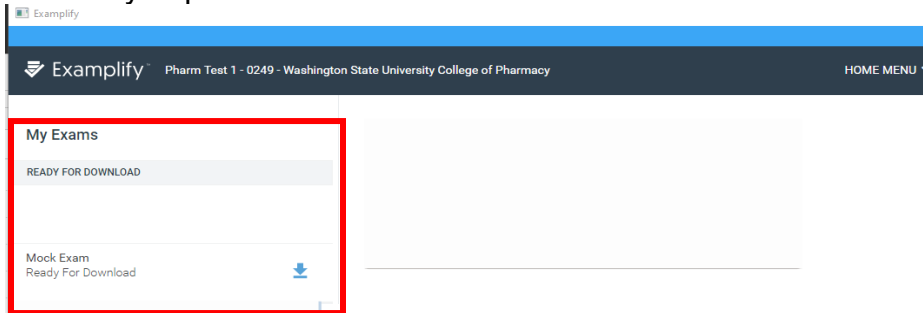
2. Students must register their Exemplify client with the institution ID. Select or type in **Washington State University College of Pharmacy (wsupharm)**.

The screenshot shows the "Add New Account" registration screen. At the top, it says "Add New Account". Below that, there is a text input field labeled "Enter an Institution ID" with the value "wsupharm" entered. A dropdown menu is open, showing "Washington State University College of Pharmacy (wsupharm)" selected. Below the dropdown, there is a note: "you via email or find your institution above." At the bottom of the form, there 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

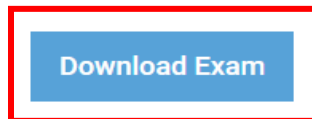
1. Log into Exemplify with your user ID and password, navigate to the left-hand side of the screen to see a list of exams available for download. Download the exams to the device you plan to take the exam on.



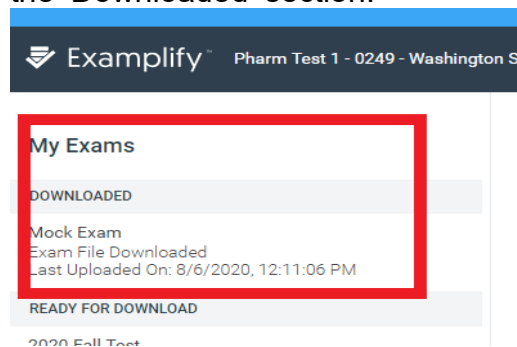
2. Click the blue 'download Exam' button.

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?

3. Once exams have been downloaded to your device you may select which exam to complete.
4. 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.edu email.
 - a. Enter the password. Exam passwords are case sensitive.





Mock Exam

Please enter the exam password to start this exam.

EXAM PASSWORD

[Remove Exam Download](#)

Exam Settings

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

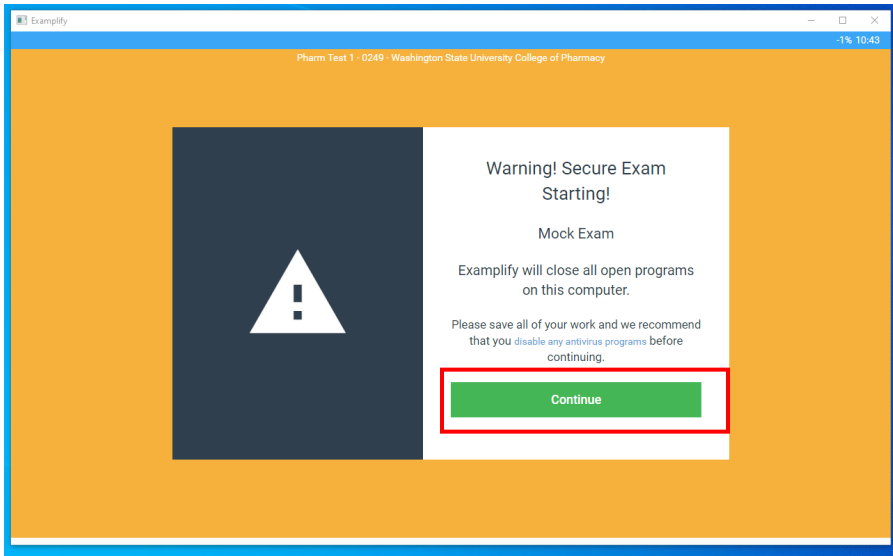
Instructor	-
Posting ID #	1831714

Exam Tools

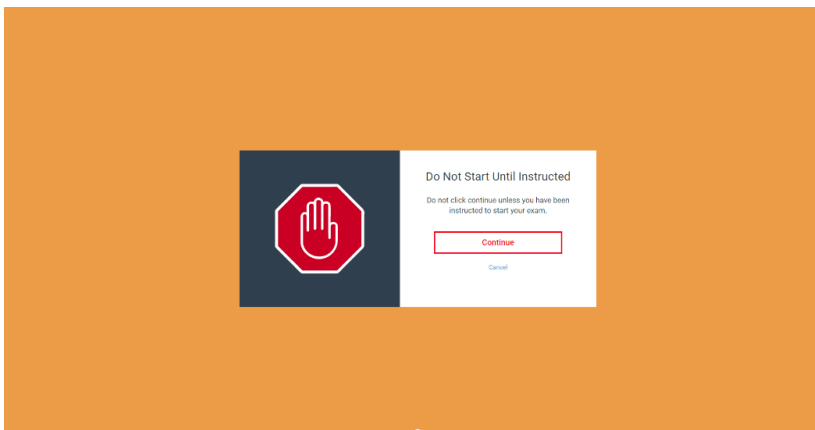
Spell Check	OFF
Copy & Paste	OFF
Calculator	ON
Highlighting	ON

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

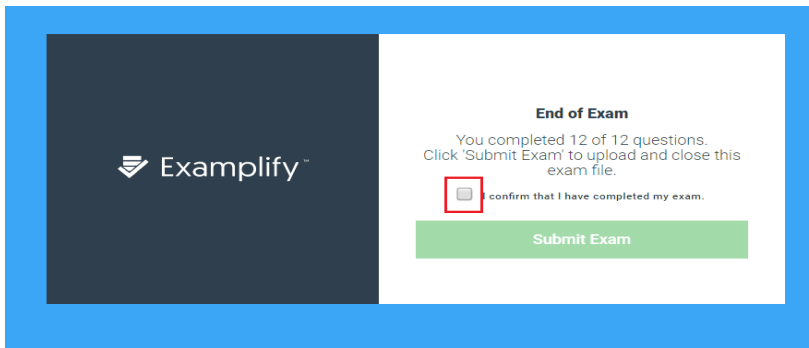
6. After closing any open programs and disabling your antivirus, select the green 'Continue' button.



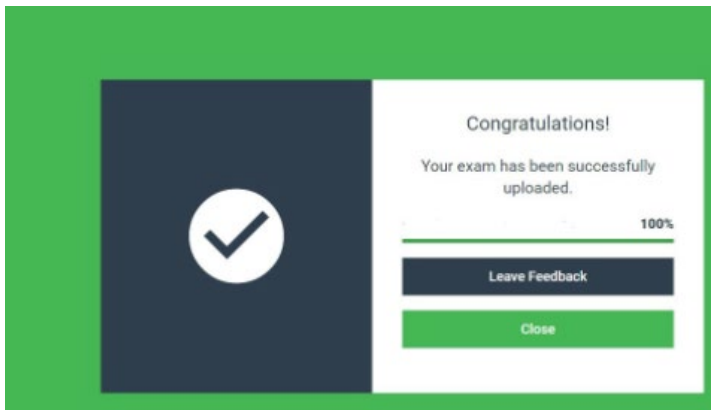
7. A new screen will appear that states 'Do Not Start Until Instructed'. Select 'Continue'.



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. Follow the on-screen instructions. You will be prompted to confirm the exam upload. Wait for the green confirmation screen, which confirms that your exam has been uploaded successfully.



11. Complete steps 3-10 for any remaining assessments.

Who to contact for help related to Examplify?

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