

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 his/her personal devices.

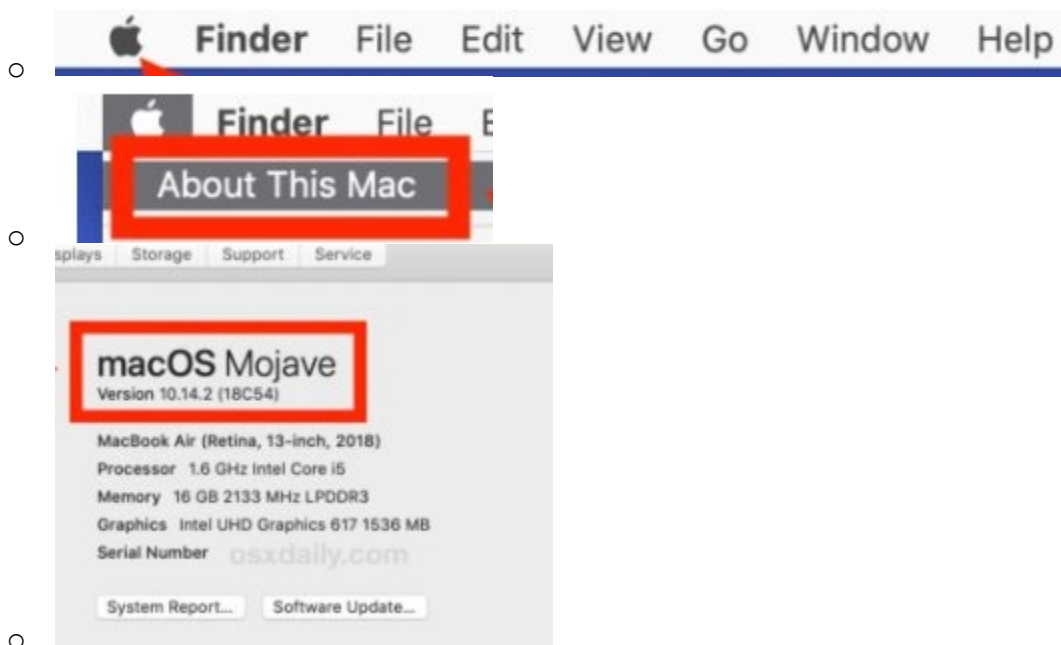
The ExamSoft® web portal for the WSU College of Pharmacy & Pharmaceutical Sciences is located at <https://examsoft.com/wsupharm>. The web portal is how students view their test results following the grading on a completed assessment.

## System Requirements

Please review the minimum system requirements before starting the install of Exemplify®.

The minimum system requirements for Exemplify®: Windows 10, or MacOS X 10.14 or higher. Tablets (iPad, Android) are not supported.

macOS User: check your macOS version click the **Apple Menu**, select “**About this Mac**”, verify your version is 10.14 or higher.



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

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

Please note that WSU CPPS does **not** support Exemplify on iPad.

### Installing Exemplify®

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

#### Installing Exemplify® for Windows

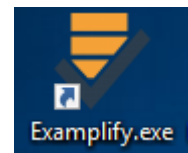
<https://examsoft.force.com/etcommunity/s/article/Exemplify-Installing-on-Windows-Devices>

#### Installing Exemplify® for Mac

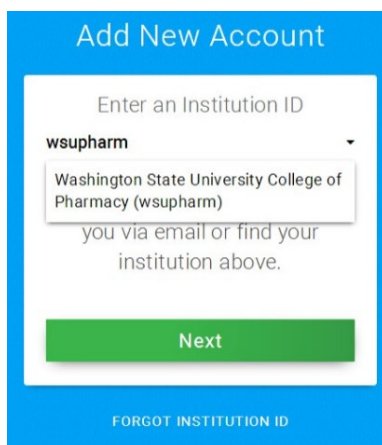
<https://examsoft.force.com/etcommunity/s/article/Exemplify-Installing-on-Mac-OS-X-Devices>

## 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)



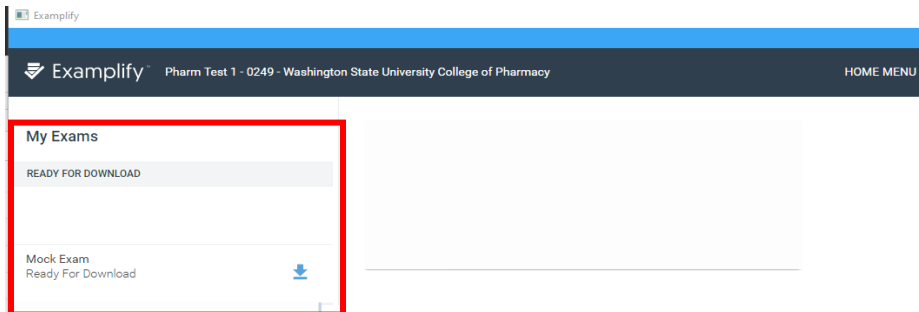
2. Students must register their Exemplify® client with the institution ID.

The screenshot shows a web-based registration form titled "Add New Account". The form has a blue header and a white body. It contains a text input field labeled "Enter an Institution ID" with the value "wsupharm" entered. Below the input field is a dropdown menu showing "Washington State University College of Pharmacy (wsupharm)". A note below the dropdown says "you via email or find your institution above." At the bottom of the form is a green "Next" button. A link "FORGOT INSTITUTION ID" is located at the very bottom of the blue header area.

3. Students must enter their ExamSoft® User ID and password. \*User ID is their 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®

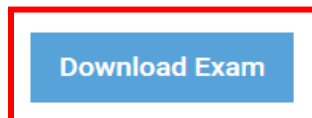
1. Log into Exemplify® with your user ID and password, navigate to the left-hand side of the screen to see list of available exams for download. Click the blue download arrow button.



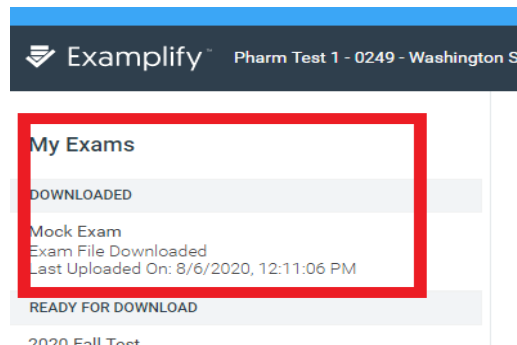
2. Click the blue 'download Exam' button.

### 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 may be emailed to your wsu.edu account and/or displayed in the content area of the blackboard course.
  - Exam Password is case sensitive.





**Mock Exam**

Please enter the exam password to start this exam.

EXAM PASSWORD

Exam Password

Exam Settings

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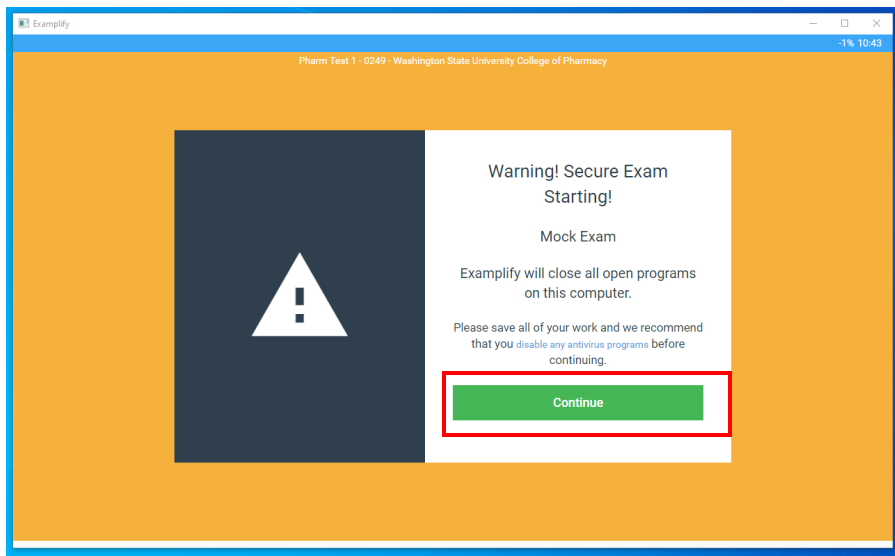
Exam Details

Instructor	-
Posting ID #	1831714

Exam Tools

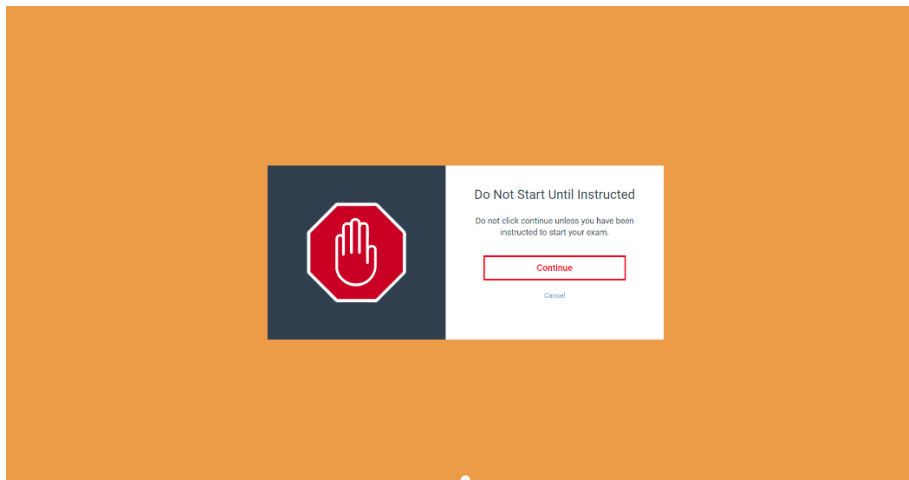
Spell Check	OFF
Copy & Paste	OFF
Calculator	ON
Highlighting	ON

- 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?

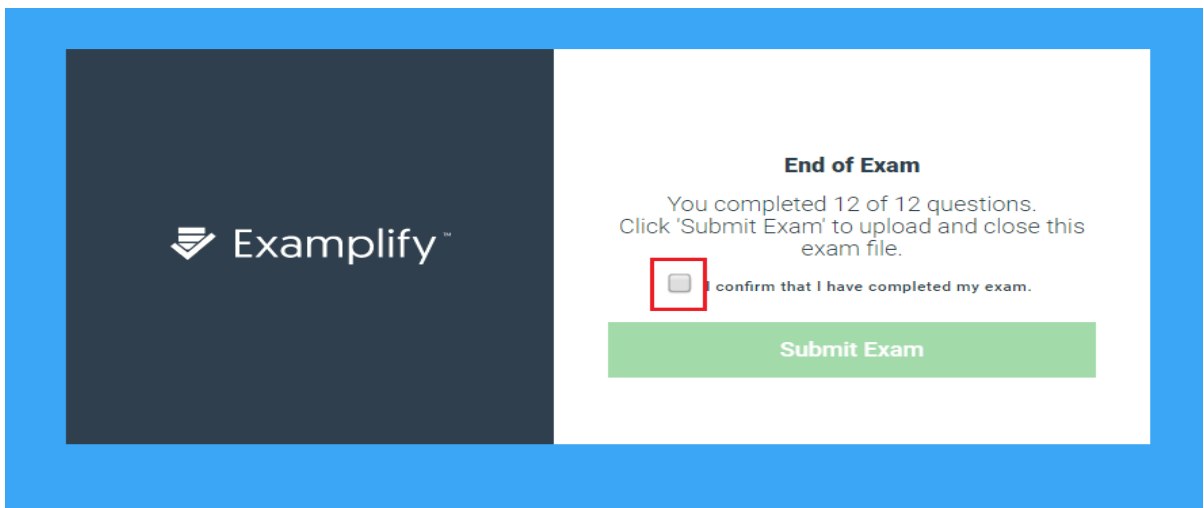
6. After closing any open programs and disabling your antivirus, select the green 'Continue' button.
7. A new screen will appear that states 'Do Not Start Until Instructed'. You may proceed according to the instructions provided by the proctor or IOR.



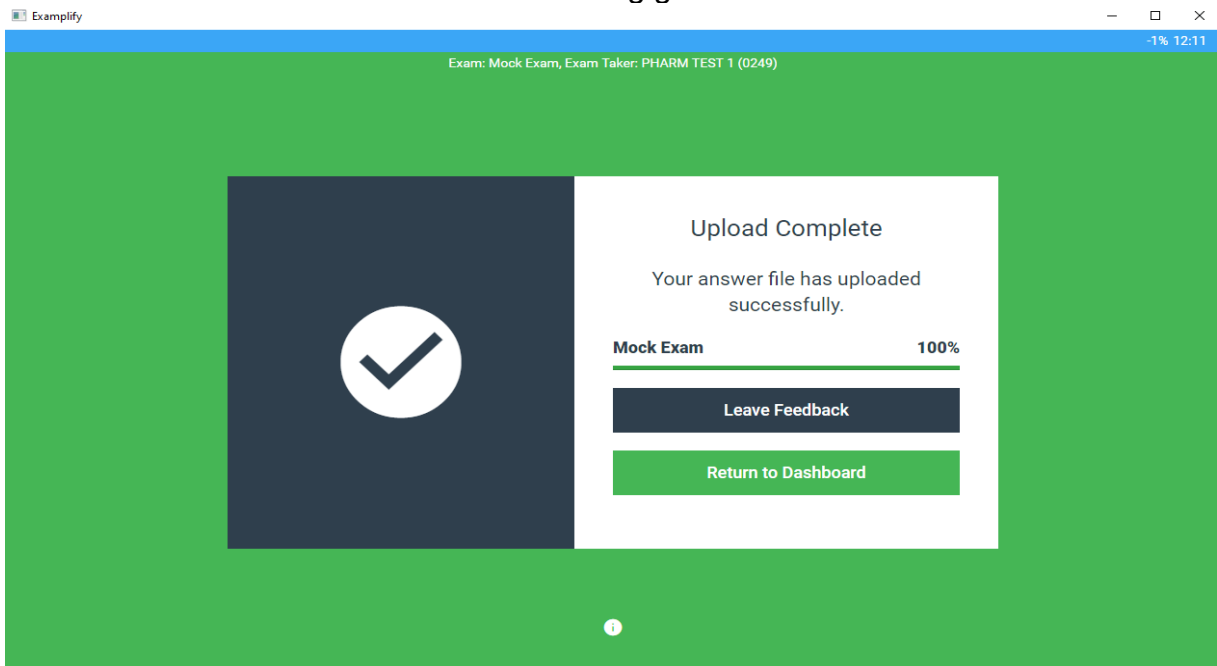
8. Complete the assessment.

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

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 ([tech@pharmacy.wsu.edu](mailto:tech@pharmacy.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)