

College of Law Fall 2020 Exam Procedure FAQ

Q: Has the Exam Schedule Changed?

A: The Exam Schedule has not changed. Your exam will be on the day and time indicated on the [Course Schedule](#).

Q: Will I need my MSU Student ID to take my exams?

A: You will not need your student ID to take your exams. Examplify will use facial recognition to take a baseline and compare that to the start of the exam.

Q: What should I do if I am disconnected from the internet during my exam?

A: You will not need to be connected to the internet while taking your exam. Examplify saves an encrypted copy of your exam to your computer. You will only need an internet connection to download the exam, for Examplify to check ID, and then to upload your exam after you have finished.

Q: What should I do if I have difficulties before my exam

A: For non-computer related emergencies reach out to exams@law.msu.edu or 517-432-6835 immediately. For computer related issues, the CoL IT can be reached at 517-432-9292. You can also contact ExamSoft technical support support.examssoft.com or call +1 954.429.8889, or you can start a live chat when you log in to ExamSoft.

Q: What should I do if I have difficulties with my computer during my exam?

A: If your computer freezes, you should be able to reboot and resume your exam.

*Note - Exam Backup - Examplify saves your work automatically every minute or so. Examplify maintains several encrypted copies of your exam on your hard drive. If your computer crashes during an exam, you can restart it and Examplify will automatically select the most current version of your exam from your hard drive.

Q: I have an open book exam, will examplify lock me out of the materials for that exam?

A: If your exam is open book, Examplify will not lock down your computer and you will have access to any notes or digital books that you might need.

Q: Will I be able to print my exam?

A: You will not be able to print self-contained exams. If your professor is giving a take home, and they have sent you a PDF of the exam, you will be able to print that document.

Q: My professor has a word limit; will I be able to see word count in Examplify?

A: Examplify provides a word count for essay answers. This count does default to character count and is displayed above your answer window. If you click the character count you will see the word count value.

Q: How Do I Upload My Exam When I am Finished?

A: Once you are finished typing your exam, click on the drop down arrow that says "Exam Controls" and choose "Submit exam". If you see the green screen that says 'Upload Complete', your exam has successfully uploaded.

Q: What should I do if my exam does not upload?

A: You should first be sure you are connected to the internet. You may need to disconnect and reconnect to your wifi source. Once you are connected, double-click the Exemplify icon again and the system should upload your exam answer automatically. If it does not upload automatically, contact the Law College Registrar's Office exams@law.msu.edu or 517-432-6835.

Q: How can I confirm ExamSoft has received my answer files?

A: You will see the green screen that says: 'Upload complete, your exam has been uploaded successfully', and receive an email confirmation.