

INSTRUCTIONS FOR USING EXAMSOFT'S EXAMPLIFY

If you are planning to utilize Exemplify exam software to take your exams, we have a few simple steps to install and register Exemplify so you can be prepared to take your upcoming exams:

1. Go to www.examsoft.com/rwu using either **Google Chrome** or **Firefox** as your browser.
2. Log in under 'Exam Takers' using:
User Name: **dpeterson123** (This is your email without domain)
Password: **0069417** (This is your seven digit Student ID number --found on your student ID card)

ExamSoft Exemplify Courses Support

Getting Started with Exemplify

- 1 Check Your Minimum System Requirements**
PC Users
Mac Users
- 2 Install & Register Exemplify**
 1. Click "Download"
 2. Click "Run" when prompted to Run or Save the file
 3. If your browser does not prompt you to "Run" or "Open" the file. Click Save and run the file from the location you saved it to.
*Note: Please make sure you have an active Internet connection when you run the file.

Help? Download

Exemplify Registration Instructions
- 3 Setup Your Notifications**

SMS/Text Messages
This feature will enable sending ExamSoft confirmation messages to your US cell phone using the SMS/Text messaging option provided by your phone carrier. Carrier charges may apply.

Cell Phone Number: Select Carrier... Save

Email Notifications
The email address listed below is where Exemplify notifications such as registration and upload confirmations will be sent.

Email: athompson@rwu.edu

3. Check your minimum system Requirements (software now supports Windows10)
4. Set up your notifications – Email is default but you can add your Cell to receive SMS/Text messaging.
5. Download Exemplify and complete the installation process.

6. The new Exemplify icon will appear like this on your desktop:



[Exemplify Registration Instructions](#)

Exemplify Registration

- After installation, launch Exemplify and you will be prompted to register.
- When prompted, insert the Institution ID: **rwu** and click “Next”. On the following screen, using the login ID and Password you were provided, complete the required fields then click “Sign In”.

Upon Registration Completion

- You will receive an email to confirm your Exemplify registration.
- You will be prompted to download your available exam files. If you would like to download your exam files at a later time, you may exit the application at this time.

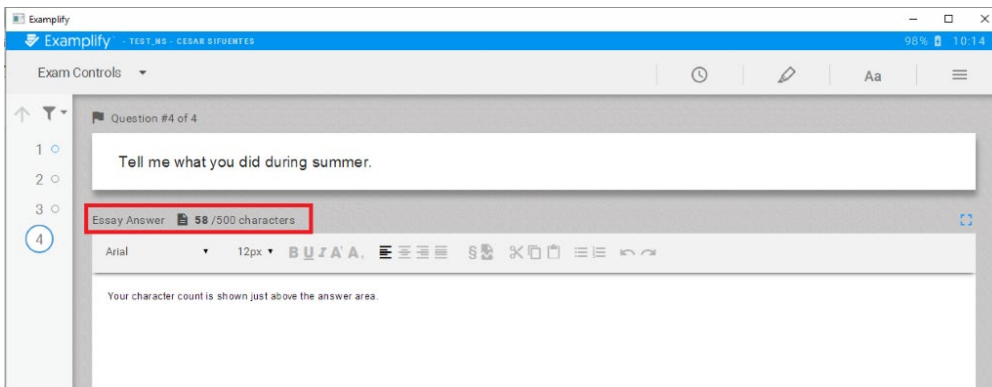
Please be sure to download and take the Mock Exam prior to using your laptop for your exams

so that you’ll have time to work out any potential issues in advance. Mock Exam is [HERE](#). Mock Exam Password: **rwu**

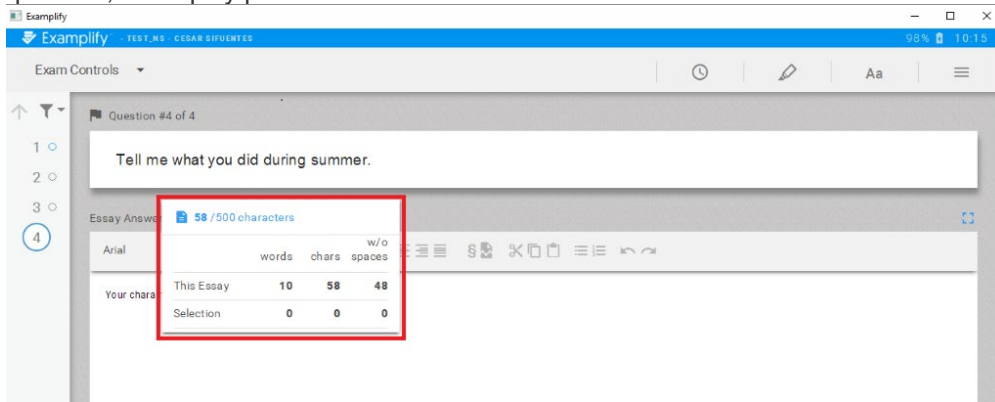
Exemplify provides a word count for essay questions just above the answer area.

It includes:

- Number of words in the current answer



To see more information, you can click on the paper symbol next to the character count. This window provides the total number of words, characters, and characters without spaces for the essay response. If text is selected in the current question, Exemplify provides the same information for the text that is selected.



The screenshot shows the Exemplify application interface. At the top, there is a blue header with the Exemplify logo and the text 'TESTING - CESAR SEPULVEDA'. Below the header is a navigation bar with 'Exam Controls' and various icons. The main content area displays 'Question #4 of 4' with the prompt 'Tell me what you did during summer.' Below the prompt is an 'Essay Answer' field. A red box highlights a popup window that appears when the paper icon is clicked. This window contains a table with character and word counts for the entire essay and for a selected portion.

	words	chars	w/o spaces
This Essay	10	58	48
Your Selection	0	0	0