DREXEL UNIVERSITY
College of Medicine

Student Guide to Using
Examplify for iPad
Updated for Version 3.6 which
has a new interface design

> **We recommend that you <u>view these videos</u> about set-up and to familiarize yourself with features available to you during an exam in *Examplify for iPad***
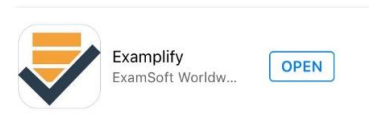
INSTALLING *Examplify for iPad*

1. Make sure your iPad has IOS version 10 or higher. If it does not, then you will not be able to use this iPad.

2. Make sure you have not jailbroken your iPad. Jailbroken iPads will not work with *Examplify*.

3. Make sure you have at least 500MB of free space on your iPad.

4. Make sure that you are able to be connected to the Drexel Dragonfly3 wireless network at Queen Lane.

   Know your DrexelOne Username and Password (needed to connect to Drexel wireless AND to log in to Examplify)

5. Make sure you have the latest version of the *Examplify* app installed on your iPad.

   a. If you already have *Examplify* installed, when you start it and there is an update you may be prompted to update. Please do this update unless otherwise indicated.
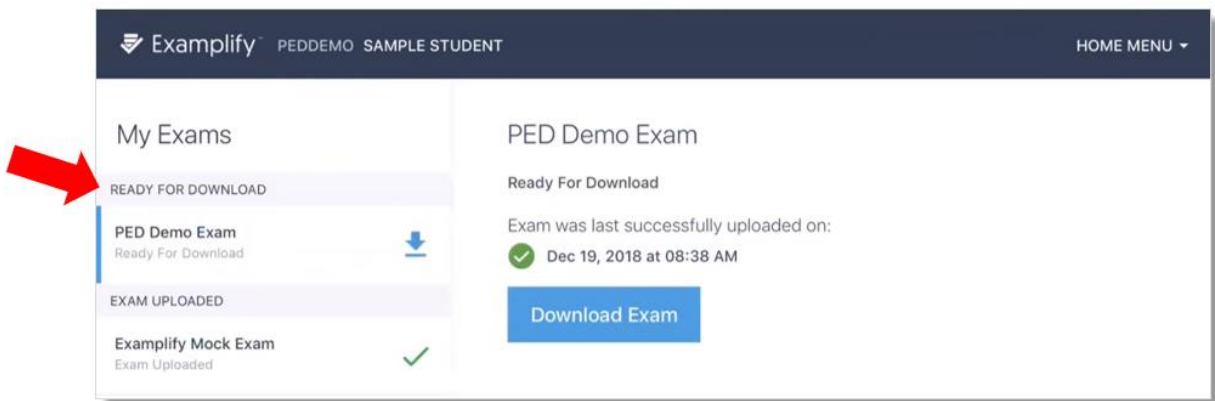
   b. If *Examplify* is not installed, then go to the App Store and search for "examplify". The app is from ExamSoft Worldwide, Inc and is free.

   c. Install *Examplify*. During installation you will be asked to allow access to your photos. You must agree to this. If you did not agree, you must manually allow this (go to iPad "Settings", then "Privacy", then "Photos", next to Examplify select "Read and Write")

6. Start the *Examplify* app and Add a new account:

   a. The Software License Agreement will be presented, you must scroll to the bottom and tap "I Agree" to continue.

   b. Type "Drexel" in the Institution ID box and then tap "Drexel University College of Medicine (DrexelMed)" to select the institution. Tap Next.

   c. Enter your DrexelOne UserID (eg: abc12)

   d. Enter your DrexelOne password

Prior to the exam you will receive an email that the exam(s) are ready to download

      a. Open the *Examplify* app (you must be connected to the internet at this time)

      b. On the left side look under "READY FOR DOWNLOAD" and tap the exam that you want to download.   Information about the selected exam appears in the main area.

      c. Tap the blue "Download Exam" button to download the exam.

         It is OK and recommended that you do this at home when you receive the email that the exam is ready to download. You will not be able to start the exam, but now you have it on your iPad and are ready to take the exam.
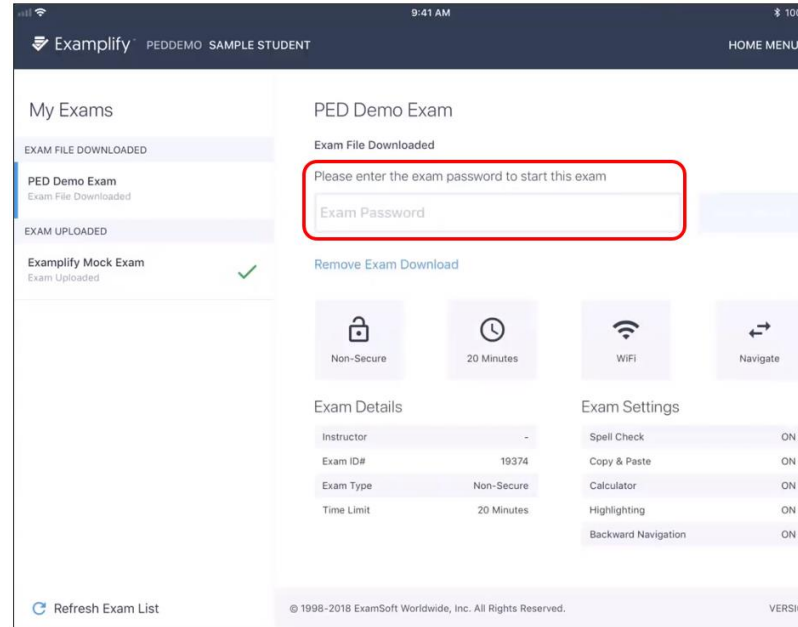
At the time of the exam, in the exam room

> In the exam room, if you need help with a technical problem before or during the exam you must bring your iPad to the Exam Administrator or Tech Person in the front of the room. Do not raise your hand at your seat since coming to you will disrupt those around you.
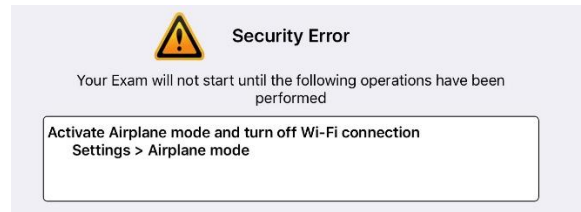
a. Start the *Examplify* app
b. You should have downloaded your exam(s) already, but if not do it now.
c. Turn Airplane Mode ON (This is important to do exactly as stated below)

    1) Go to the Settings page on your iPad. (DO NOT swipe up from bottom to do this!)
    2) Turn Airplane Mode ON. (Go to Settings page, use the slider in left menu to turn Airplane Mode ON)

    NOTE: If you are using a bluetooth keyboard, you must connect your keyboard and make sure it works now. You cannot connect a keyboard during the exam.   You may need to turn bluetooth back on since it was turned off automatically when you enabled Airplane Mode. Bluetooth keyboard support is limited so if you use a bluetooth keyboard please understand how to set this up. An iPad stylus is also allowable as the touch is enabled on the iPad.

d. When the exam administrator reveals the exam password, enter it in the exam password box (outlined in red in the image to the right).

e. Tap the blue "Start Exam" button to begin
   NOTE: If you see the Security Warning show to the right, you simply need to turn Airplane mode ON. *See Step C above.*
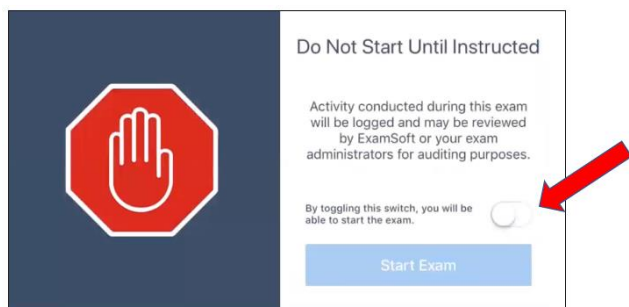

f. Next a message box will appear asking you to confirm that Single App mode will begin. Single App mode will lock out any other app from starting during the exam. You must tap "Yes" to continue with the exam.

g. You may see a pre-assessment notice. Read it, then click NEXT to continue.

h. A screen will appear telling you to not start until instructed. Despite this message, you may now continue by toggling the slider switch and then tapping the blue "Start Exam" button. Your exam time will begin when you tap this blue button.

During the Exam (Options Available)

Shows the **Time Remaining** for the exam.

Exam Controls to hide your exam when you take a restroom break AND to submit exam when finished.

Tool Kit

Set timers, see attachments or change font size is available here.

Access the calculator if allowed for this exam.

Type notes for yourself.

Use the **Question List** to indicate answered, unanswered and flagged questions.

You can tap a question number to jump directly to that question.

Use the filter at top to show only answered, unanswered or flagged questions.

Attachments

Images or video will appear here. Tap to open an attachment in a separate window. Use the features to drag, resize or zoom.

Navigate forward and backward through questions.

Question and Answer Choices Section

- SCROLL THROUGH ALL ANSWERS: Make sure to scroll up and down through all possible answers. Some answers may be off-screen and you will need to scroll to see all choices.
- HIDE AN ANSWER CHOICE: Tap the eye icon next to an answer choice to visually strike-through the text to aid in eliminating a choice. Tap the eye icon again to remove the strike-through.
- FLAG a question by selecting the "Flag Question" button.
- SELECT AN ANSWER: To choose your answer, tap on the answer choice to select it.

Ending, Submitting and Uploading the Exam

a. Tap "Exam Controls" at the top and then choose SUBMIT EXAM.

b. You may return to the exam OR continue to submit the exam.
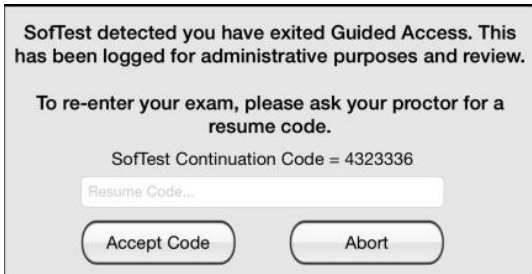   YOU MUST TOGGLE THE SLIDER ON / GREEN BEFORE CONTINUING TO SUBMIT YOUR EXAM.

c. Some preliminary statistics may appear next. If so, tap the CONTINUE TO UPLOAD button.
- Turn off Airplane mode so you can connect to the internet.
- A green screen will appear congratulating that your exam was submitted.

If you receive the message "No Internet Connection", then check that Airplane Mode is OFF and try again. Occasionally it may take a moment to connect to the WiFi/internet. If you have tried this several times, bring your iPad to an Exam Administrator at the front of the room for assistance.

When you are back at the dashboard, see the left-hand menu under EXAM UPLOADED to confirm your exam was uploaded.

During an exam, I receive an alert asking for a Resume Code.

If you receive this message as shown to the right, you must bring your iPad to the Exam Administrator in the front of the room so they can enter the code for you.
DO NOT TAP ANYTHING ELSE.

SofTest detected you have exited Guided Access. This has been logged for administrative purposes and review.

To re-enter your exam, please ask your proctor for a resume code.

SofTest Continuation Code = 4323336

Resume Code...

(Accept Code)   (Abort)