

FINAL EXAM INFORMATION SESSION

Fall 2022

HOW TO GET INFORMATION

Where to Go and Who to Ask

LAW SCHOOL WEBSITE

<https://law.temple.edu/academics/exams/>

We try to keep the website up to date with current exam information. We had to make many changes and adjustments in response to COVID. If you have any questions or concerns, please ask. We are happy to clarify and to correct information that may be old or irrelevant for this semester.

Exam Central

- Located on the 2nd Floor of Klein Hall – in the East Alcove – past the elevators
- Open
 - Monday – Thursday 8:30AM – 10PM
 - Friday – Saturday 8:30AM – 6PM
- Ask Questions
- Get Help
- Pick up Deferred Exam(s)

EXAM EMAIL & TELEPHONE

lawexams@temple.edu
215-837-8334

This email address is monitored by administrators and IT professionals to answers questions and address concerns. We will respond to emails as quickly as possible, but be mindful of *when* you send emails. Thank you for your patience. If you need help, please provide as much detail as you can about the trouble you are having.

The telephone number is monitored on the same days and times as Exam Central.

EXAMS – IN PERSON

What Do You Need and How Does It Work

COMPUTER USERS

- Laptop compatible with Exemplify
- Exemplify Software
 - Program for taking exams
 - Must be downloaded every academic year
- Notes/Outlines/Study Materials in Hard Copy
 - If exam is open book and secured
- Scratch paper is provided
- Blue books are provided for any student who wishes to hand write their exams



Before Exams Begin

- Download Exemplify
- Download your exam file(s)
- Download Mock exams
- Practice exam-taking using the mock exams
 - Secure Exam Password: tlaw1234
 - Unsecure Exam Password: LAW123

Examsoft Website – examsoft.com/templatelaw

- Download Exemplify
- Download Take Home exams



How to Log In (Website & Software)

- Student ID: 9 digit TUID number
- Password: First Initial of your first name + the first initial of your last name + the last four digits of your TUID number
 - Initials are capitalized!
 - Initials are from your preferred name

ei.examsoft.com/GKWeb/login/ X

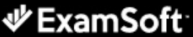
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🔒 https://ei.examsoft.com/GKWeb/login/templatelaw

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Temple University James E Beasley School of Law

Exam Takers

Student ID: ? Password:

Login

☐ Remember Me

[Lost Student ID or Password?](#)

📺 Videos

🛠️ Support

ℹ️ Info

Administrators / Faculty

Email: Password:

Login

☐ Remember Me


[Lost Password?](#)

Minimum System Requirements:

PC Users 📄

Mac Users 📄

Exam Taker Information



November 2019

Students have to download and register **Examplify** (new version of exam software) for each new academic year. Students can download the software and exam files through this site by following the instructions below. We support only **Windows 10** (32 bit or 64 bit - Only genuine, U.S.-English versions of Windows Operating Systems) and **MAC OS X** (only 10.13 High Sierra and above versions) based computers for taking exams. Instructions for both operating systems are below. Please print the instructions to help you through the process. More information is also available on the law school website at <http://www.law.temple.edu/academics/exams/examsoft>

Screenshot of Examsoft Homepage

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

▼ Exemplify

The screenshot displays the Exemplify application window. At the top, a blue header bar contains the title 'Getting Started with Exemplify' and a navigation bar with icons for home, question, timer (01:55:26), and text formatting. The main content area shows 'Question #1 of 3' with the text: 'The client exhibits confusion, decreased capillary refilling statement would the nurse choose for this client?'. Below the question, a list of four multiple-choice answers is shown: A. Ineffective Tissue Perfusion, B. Decreased Cardiac Output, C. Risk for Injury, and D. Activity Intolerance. A video player window is overlaid in the center, showing a close-up of a puppy's face in a wicker basket. To the right of the video player, a 'diagnosis problem' sidebar is visible, containing a table with columns for 'Nursing Care Plan', 'Diagnosis', 'Intervention', and 'Rationale'. The bottom of the window shows a status bar with 'Support: +1 954 420 8000' and a 'Next' button.

Screenshot of Examsoft Website Once Logged In

Temple_Law_Mock_Exam

Confirm you are taking the correct exam. The course name appears here.

EXAM NUMBER

QQQ

The system will automatically populate your exam number. Do not change this information. If you believe that this number is inaccurate, please contact the administration.

Please enter the exam password to start this exam.

EXAM PASSWORD

Exam Password

The password will be written on the board in the exam room.

Secure v. Unsecure Exams

Secure

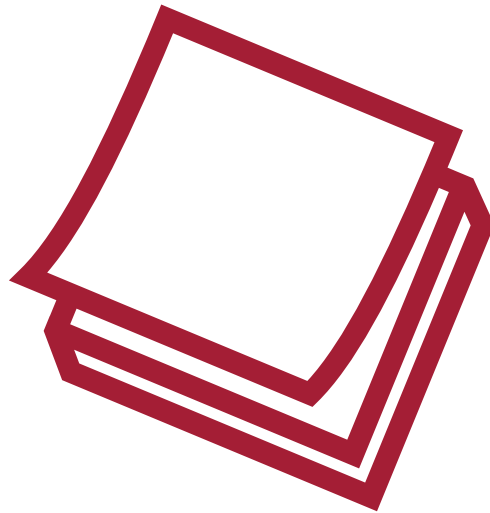
- Locked out of your computer
- Cannot access any files
- Cannot access any programs
- Cannot access the Internet
- Exemplify will close all open programs

Unsecure

- Not locked out of your computer
- Can access files
- Can access programs
- Can access the Internet
- Bound by the Law School Code of Conduct for permissible sources
- Mute your computer
- Exit out of any programs or applications not needed for the exam

Exemplify – Things to Note

- Question(s) will be provided in hard copy and will not appear on Exemplify.
- Exemplify is configured for more essay answer slots (15+) than you will have to answer.
- Exemplify defaults to character count. This setting cannot be changed. Click on the document icon to see the word count.
- Your exam number and word count are populated automatically.
- If your exam has a word count, make sure you answer in the correct area.
- The time display is in military time.
Example: 5:00PM is 1700



Before the Exam Begins

- Arrive *at least* 20 minutes early. Exams will start on time!
- Sit every other seat.
- Comply with all instructions from the exam proctor.
- Enter exam password and proceed to the screen with the big red stop sign.
- Turn off cellphones and beeping watches. Put them out of sight.
- Secondary devices (tablets, e-readers, etc) are not permitted.
- Use only the scratch paper provided.
- You have may earplugs, but headphones are not permitted.
- Only an analog watch is allowed.
- Put your exam number on the exam questions.

During the Exam

- The wall clock is the official time for the exam.
- Alert the proctor immediately of any questions, concerns, or issues.
- You may leave the room to use the restroom or take a break, but you do not get any additional time.
- You may eat and drink but be careful and mindful of your colleagues.
- You will be given warnings when you have 30 minutes and 5 minutes remaining.
- You must stop typing/writing when time is called.
- Do not leave the room until you get the green confirmation screen.
- Turn in your exam questions and any scratch paper. You may write as much as you want on the questions and scratch paper. (Doodles welcome!)
- Pack up quietly (especially if you finish early).



Upload Complete

Your exam file has uploaded successfully.

[Leave Feedback](#)

[Return to Dashboard](#)



Screenshot for successful exam upload

**What If Something
Goes Wrong?**

DO NOT PANIC!

- Tech proctors are in the room at the beginning and end of the exam
- Exam proctors coordinate with tech proctors and the exam supervisors with walkie-talkies
- Let your exam proctor know immediately that you have a problem
- You will get back any time you have lost working.

Exam Conflicts

- Two scheduled in-class exams that begin within a 30-hour period.
- Take home exams are considered when determining conflicts.
- Must submit exam conflict form.
- Must take earliest exam first.
- If you have exams on three consecutive days, only the middle exam can be moved.
- Do not have to defer exams.

Deferred Exams

- Can take at any point during the exam schedule after the original date of the exam during a "Free Slot."
- These are offered at 9AM, 1:30PM, and 6PM.
- There is **no Friday** 6PM Free Slot.
- Check in at Exam Central *at least* 20 minutes before the exam is scheduled to begin. Provide your name, the name of the course, and the professor.
- You will be given a sealed exam with the password.
- Report to the exam room listed on the exam schedule.
- The proctor will give instructions and start the exam for everyone in the room at the same time.
- Your cover sheet tells you how much time you have for the exam.
- You are responsible for keeping your own time. You will not be given time warnings.
- Return to Exam Central when you are finished/time is up to timestamp your exam and turn them in.
- You are given time just to turn in your materials.
- Do not leave campus until you get the green confirmation screen.

EXAMS – TAKE HOME

What Do You Need and How Does it Work

Do Not Use Exemplify

- Exams are online on the Examsoft website under "Courses."
- Exams are not visible until 9AM on 12/9/2022 or when your professor has specified.
- Although you have full access to your computer, programs, etc., you may only use the materials your professor permits.
- Do not contact your professor with questions or concerns. Email Dean Bretschneider, Director Walden, or lawexams@temple.edu.
- Log out of Examsoft after downloading the exam.
- Your answer must be in a single PDF file.
- Each exam download and answer upload is time-stamped, but you are responsible for keeping your own time.
- Save your answer file as [ExamNumber]_[NameofCourse]

Take Home Exam

Instructions Video [Link]

ExamSoft: Temple University Jam

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www2012.examsoft.com/ui/examtaker/et_courses.aspx

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ExamSoft

Examplify

Courses

Support

Brittne Walden⚙️

Courses

Manual Exam Upload

Assignment Drop Box

FirstPrevious1NextLast

Show: 10 | 25 | 50 | 100

Status	Course	Notifications	Exams/Assessments
Active	Test_Example_Admin	🚨 Uploads/Downloads Required	1
N/A	No Course		1

FirstPrevious1NextLast

2 Results

Show: 10 | 25 | 50 | 100

Screenshot of the Courses Screen


ExamSoft: Temple University Jam

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www2012.examsoft.com/ui/examtaker/et_exams.aspx?cid=492095

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 [Examplify](#) [Courses](#) [Support](#)


Brittne Walden ⚙️

Course: Test_Example_Admin

If you saw the green confirmation screen while exiting Examplify, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our [Support Portal](#).

Previous 1 Next

Show: 10 | 25 | 50 | 100




Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Test Example	Exam	ACTION Download Instructions/Assignment	-	-	-	-	
		ACTION Upload Assignment					

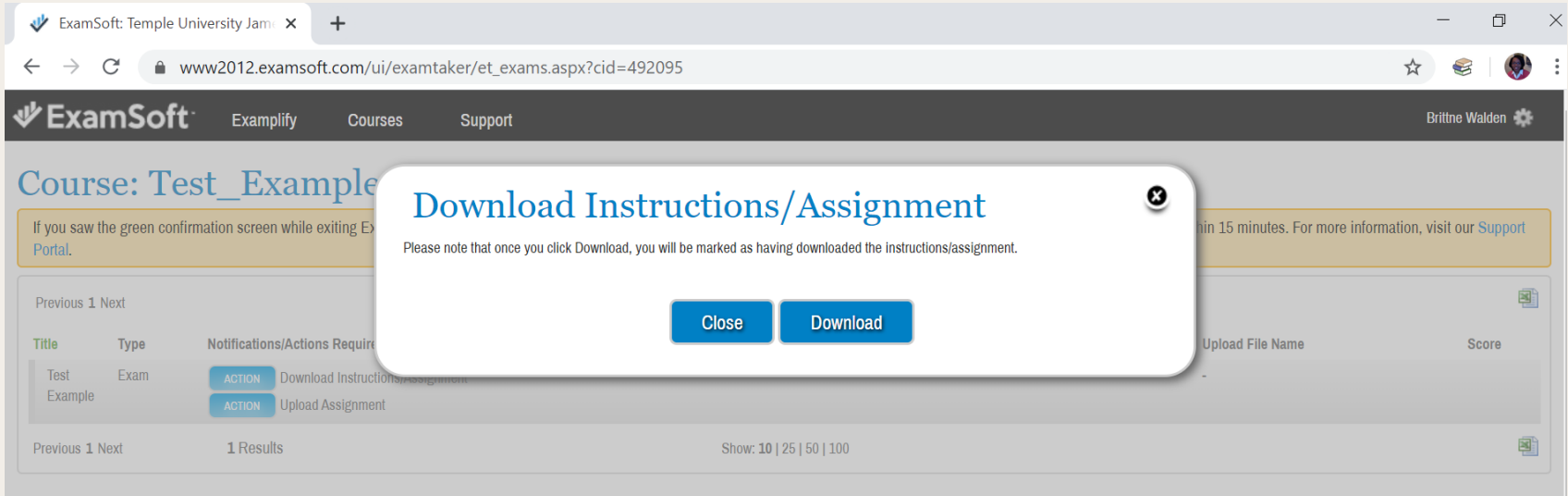
Previous 1 Next

1 Results

Show: 10 | 25 | 50 | 100



Screenshot of the Course Download Screen



Screenshot of the Course Download Confirmation Screen

Course: Sales_Harris_Midterm_F20

If you saw the green confirmation screen while exiting Exemplify, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our [Support Portal](#).

Previous 1 Next

Show: 10 | 25 | 50 | 100



Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Sales_Midterm_F20	Exam	<div><div>ACTION</div>Download Instructions/Assignment</div> <div><div>ACTION</div>Upload Assignment: 59 Minutes Remaining</div>	-	12/10/2020 11:20 AM	-	-	

Previous 1 Next

1 Results

Show: 10 | 25 | 50 | 100



Screenshot of the Course Answer Upload Screen

Upload Exam/Assignment



The deadline date for upload has passed, you can still upload your file, but you will need to check with your instructor if he/she will accept it late.

Browse



Cancel

Upload

Screenshot of the Late Assignment Screen

Upload Exam/Assignment



The deadline date for upload has passed, you can still upload your file, but you will need to check with your instructor if he/she will accept it late.



You have successfully uploaded the file, 0001_Exam Test.pdf, to the assessment: Test Example.

Browse

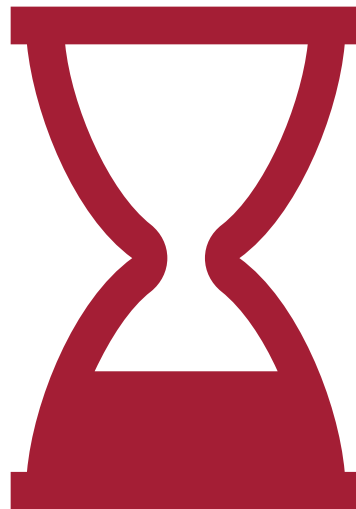


or manually answer files

Screenshot of Successful Upload Screen

Exam Timing

- Pay close attention to the timing of your take home exam.
- The exam begins once you click download.
- All exams are due by 10PM on December 21, 2022.
- Any exam turned in after 10PM on December 21, 2022 will be deemed late.
- Exams that are turned in late are subject to a grade reduction.
- Do not use the Examsoft website to keep your time. Their timer will show that you have less time than you have.
- Keep your own time.
- If you have questions, ask the administration!
- You have a 5 minute grace period **just** to upload your answer. Ignore messages that it is late.
- The administration checks every timestamp for compliance with our rules.



Troubleshooting

First, always email your answer to lawexams@temple.edu to timestamp your submission

- Log in and log out of examsoft.com/templelaw
- Use private browsing like Chrome Incognito mode
- Refresh your Internet Browser
- Use a different browser (Internet Explorer, Microsoft Edge and Safari will work. Ignore the message that says otherwise)
- Restart your computer

NOTE: You do not receive an email when take home exams are successfully uploaded.

GENERAL EXAM RULES

ACCOMMODATED STUDENTS

The Law School and the University are committed to serving the needs of a diverse population which includes students and staff members with learning differences.

Contact Associate Director Noeleen Urmson if you have questions or concerns.

Honor Code

The Law School Code of Conduct and Plagiarism rules apply to all exams.

- You may not begin before permitted.
- You may not continue working after time is called.
- You may not work on an exam for longer than you have been allowed.
- You may only use the materials your professor has permitted.
- You must cite any and all ideas that are not original to you.
- You may not speak to your professor or classmates about an exam until grades are released.
- You are not allowed to retain any copies of the exam questions.

<https://law.temple.edu/resources/policies-and-procedures/codes-of-conduct/>

Plagiarism

You should also review this [Powerpoint Presentation](#) on how to avoid plagiarism. Download the presentation and click on the speaker icon on each slide for the narration.

Exam Timing

Any exam that is turned in late will be subject to a grade reduction. Do not keep working on an in-class exam after time is called. For deferred, take home, and accommodated exams, you must keep your own time. You are responsible for making sure you do not turn your exam in late.

Anonymity

- Exams are anonymous.
- Your anonymous number will be emailed to you.
- Do not use your name.
- Do not use your TUID number.
- Do not use your AccessnetID (tu---).
- Do not contact your professor.
- Do not otherwise identify yourself on the exam or provide any identifying details:
 - "This is just like that hypo I answered in class on November 14."
 - "I know the material, I just ran out of time."
 - "You're the best professor I've ever had. This class was a joy and I hope you have a wonderful break."

If you are sick or late: **STAY CALM**

Let us know as soon as possible:

- Jennifer.bretschneider@temple.edu
- Lawexams@temple.edu
- 215-837-8334

Provide documentation if you are sick, including positive COVID-19 tests

Additional Tips & Reminders

- Back up your study materials (outlines, notes, etc).
- Keep your exam credentials (exam number & log in details) handy
 - If you forget your exam number, it is in the top while you are taking an exam on Exemplify
- Know your Resources
 - Exam Central: 215-837-8334 (lawexams@temple.edu)
 - Examsoft Exam Taker Support: 1-866-429-8889 (support@examsoft.com)
 - Lawyers Concerned for Lawyers Confidential Helpline: 1-888-999-1941
 - Tuttleman Counseling: 215-204-7276 (www.temple.edu/counseling)

Questions?



