

# FINAL EXAM INFORMATION SESSION

Fall 2023

# PLEASE SIGN IN



# 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 – 5PM
- Ask Questions
- Get Help
- Pick up Deferred Exam(s)

# EXAM EMAIL & TELEPHONE

[lawexams@temple.edu](mailto: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: TU123
  - Unsecure Exam Password: TU123
  - No Internet Exam Password: TU123

## Examsoft Website – [examsoft.com/templatelaw](https://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

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Temple University James E Beasley School of Law

Exam Takers

Student ID: ? Password:

☐ Remember Me

[Lost Student ID or Password?](#)


Administrators / Faculty


Email: Password:

☐ 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, search, and settings. Below the header, the main content area shows 'Question #1 of 3'. The question text is: 'The client exhibits confusion, decreased capillary refilling statement would the nurse choose for this client?'. Below the question, there are four multiple-choice options: A. Ineffective Tissue Perfusion, B. Decreased Cardiac Output, C. Risk for Injury, and D. Activity Intolerance. To the right of the question, there is a 'diagnosis problem' section with a table of data. In the foreground, a video player window is open, showing a video of two puppies in a basket. The video player has a play button in the center and a close button in the top right corner. The video player also has a search bar and a magnifying glass icon at the bottom right.

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. Insecure Exams

## Secure

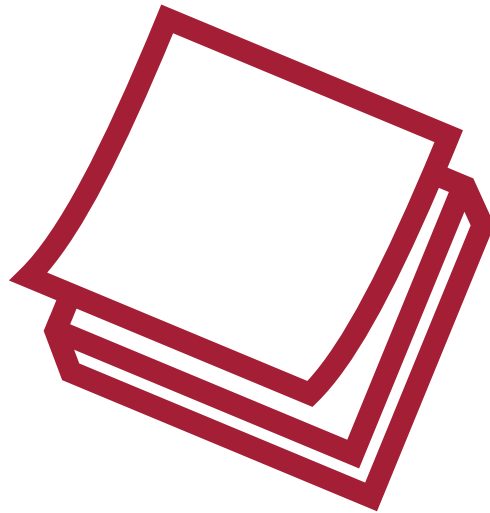
- Locked out of your computer
- Cannot access any files
- Cannot access any programs
- Cannot access the Internet
- Exemplify will close all open programs
- Study materials must be in hard copy

## Insecure

- Not locked out of your computer
- Can access files
- Can access programs
- May be able to 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
- Turn off notifications

# 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, monitors) are not permitted.
- Use only the scratch paper provided.
- You have may earplugs, but headphones, earphones and headphones are not permitted.
- Only an analog watch is allowed.
- Put your exam number on the exam questions when the proctor says start.



# 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

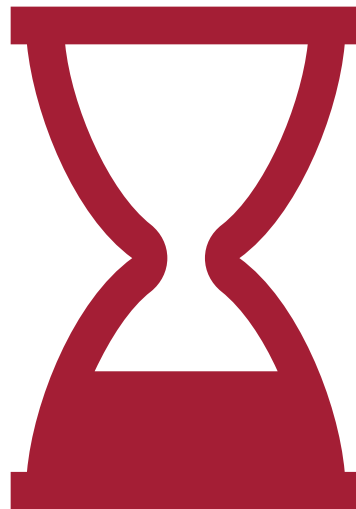
- Two scheduled in-class exams that begin within a 30-hour period.
- Take home exams are considered when determining conflicts.
- Must submit exam conflict form.
- Must take earliest exam first.
- If you have exams on three consecutive days, only the middle exam can be moved.
- Do not have to defer exams.

# 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 during the week and 9AM on Saturday
- 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.

# 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, 2023.
- Any exam turned in after 10PM on December 21, 2023 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](mailto:lawexams@temple.edu) to timestamp your submission

- Log in and log out of [examsoft.com/templelaw](https://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, provide any identifying details, or include inappropriate information:
  - "This is just like that hypo I answered in class on October 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 winter break."

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

Let us know as soon as possible:

- [Jennifer.bretschneider@temple.edu](mailto:Jennifer.bretschneider@temple.edu)
- [Lawexams@temple.edu](mailto: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](mailto:lawexams@temple.edu))
  - Examsoft Exam Taker Support: 1-866-429-8889 ([support@examsoft.com](mailto:support@examsoft.com))
  - Lawyers Concerned for Lawyers Confidential Helpline: 1-888-999-1941
  - Tuttleman Counseling: 215-204-7276 ([www.temple.edu/counseling](http://www.temple.edu/counseling))

# Questions?





