

Note: For some exams, you will need to run two different programs, **Zoom and Exemplify; instructions for each are included below.** You will enter your exam into Exemplify on your main computer. You will also need to run Zoom on a separate device (e.g., phone, tablet, or laptop) so that your exam can be monitored to ensure exam integrity. Please make sure to disable notifications on your device to ensure that you will not be distracted during your exam.

Instructions for using Zoom:

Step 1 (To be completed as soon as possible): Make sure that you have Zoom installed on your secondary device. Please make sure that this device is fully charged (and ideally connected to a charging source) and wifi enabled. Please also make sure that your secondary device has a camera enabled.

Step 2 (To be completed before the date of your exam): Make sure that your Display Name on Zoom is correctly listed.

- Click on “Participants” in your Zoom menu and confirm that your name is correctly listed
- If your name is incorrectly listed (e.g., “iPhone”), please take the following steps to change the name
 - o Hover over the incorrect listing and click on the button labeled “More”
 - o Select the option “Rename” and enter your name
 - o Click “OK”

Step 3 (To be done immediately before your exam begins): Log onto Zoom

- Enter the Zoom Meeting Number & password on your secondary device up to 10 minutes before your exam’s scheduled start time. You will be sent this information in a separate e-mail this afternoon.
- When prompted, pan your secondary device around the area in which you will be taking your exam.
- Set your exam camera so that both you and your computer are visible.
- Begin your exam when prompted.

Additional Notes:

- Please note that this Zoom session will be recorded. You must have your camera on and remove any virtual backgrounds.
- You may receive a message via Zoom chat if your proctor has a question or issue (e.g., if the proctor is unable to see you).
- If you experience a technological problem with Zoom, please contact the Technology Department immediately.

Instructions for Using Exemplify:

Step 1 (to be completed as soon as possible): Download the Exemplify Program onto your computer.

You should have received e-mail instructions on your Crimson account from the Technology Department about how to do this. If you did not receive instructions, please contact the Technology Department as soon as possible.

Step 2 (can be completed anytime before the exam): Download your exam for this class.

- You should have received an e-mail instructing you to download your exam via e-mail.
- When prompted for your Student ID, enter your CWID.
- When prompted for your password, enter the password you received in Step 1.

Step 3 (to be done at the designated time): Begin your exam

- A screen will appear asking for your anonymous number. This field should be populated automatically with your anonymous number. Make sure this number is correct.
- This screen will also ask for a password. Your proctor will give you this password immediately before your exam begins. Hit "continue" until your exam appears. You may begin typing your exam answer in the space immediately below the exam.

Step 4 (after you have completed your exam): Submit your exam

- Hit "Exit"
- Wait for the following message: "Congratulations! Your exam has been successfully uploaded"
- Hit "Close Exam"