Rules and Procedures for taking Remote April 2020 Exams

As of April 7, 2020
Table of Contents

I. INTRODUCTION ..................................................................................................... 2

II. DEFINITIONS ....................................................................................................... 2

III. ALLARD LAW COMPUTERIZED EXAM RULES AND PROCEDURES ............. 3
    THE ONLINE EXAM CONSENT FORM ................................................................. 3
    THE EXAM ............................................................................................................. 3
    BRING TO THE EXAM .......................................................................................... 4
    ACADEMIC RULES ............................................................................................... 4

IV. EXAMSOFT AND TECHNICAL REQUIREMENTS .............................................. 5

V. REGISTERING EXAMSOFT AND INSTALLING EXAMPLIFY ............................... 6

VI. DOWNLOADING EXAM ANSWER FILES ......................................................... 7

VII. WHAT TO DO PRIOR TO EXAM DAY ............................................................ 8

VIII. WHAT TO DO ON EXAM DAY ...................................................................... 9

IX. STEPS FOR WRITING REMOTE EXAMS ......................................................... 10
    Computer Setup .................................................................................................. 10
    Launching Examplify ........................................................................................... 10
    Functions and Formatting ..................................................................................... 11
    Exiting Examplify and Uploading Your Answers to ExamSoft ................................. 11

X. TECHNICAL DIFFICULTIES .............................................................................. 13
    Technical Difficulties WRITING the Exam .......................................................... 13
    Technical Difficulties EXITING and UPLOADING the Exam ............................... 13
    After Exam Day .................................................................................................. 13
I. INTRODUCTION

Canvas will be available to Allard Law students to view their April 2020 exam questions, and ExamSoft's Examplify software will be available for students to use their personal computers to type their April 2020 Law exam answers.

II. DEFINITIONS

“Campus Wide Login and Password” means the login and password that UBC students use to access the UBC wireless network, the UBC Student Service Centre (SSC), and Canvas.

“Exam Code” or “Allard Law Exam Code” means the individual student’s Allard Law anonymous grading code. A new Exam Code is assigned to each student each term by Allard Law. The Exam Code is the only student identifier that instructors will see when reading and marking student exam answers. The Exam Code will be available to students to view in the Examplify software. Students who have an approved accommodation to not use Examplify will be emailed their Exam Code. Students should make sure that their email address is up-to-date in the Student Service Centre (SSC).

“Exam Password” means the Allard Law password assigned to open an exam answer file in Examplify. All students will use the same Exam Password when accessing the same exam in Examplify. Students will be provided with the Exam Password on the cover sheet of their exam.

“ExamSoft Password” means the student’s personal ExamSoft password, created by ExamSoft, for accessing the ExamSoft secure website and the Examplify software. Students are able to change their own ExamSoft generated password. For security reasons, students should NOT change this password to their UBC Campus-wide Login (CWL) password.

“Canvas” means the UBC learning management system where students will open and download the exam questions for a course on the scheduled exam date and time.

“ExamSoft” means the vendor of the Examplify computerized exam software program.

“ID#” means the student’s UBC Student Number.

“Examplify” means the software program developed by ExamSoft into which students will type their exam answers on their personal computers.

“Word Processing Software” means any word processing software, other than Examplify, used by a student to type exam answers if the student has an approved accommodation to do so or if a student experiences technical difficulties using Examplify during an exam. Examples of Word Processing Software are Microsoft Word, Apple Pages, Corel Wordperfect.
III. ALLARD LAW REMOTE EXAM RULES AND PROCEDURES

THE ONLINE EXAM CONSENT FORM

1. To use the Examplify software to take exams on their personal computer, students must complete an online exam consent form through the Student Service Centre website at https://ssc.adm.ubc.ca/sscportal/. The consent form gives Allard Law permission to release some identifying information about the student to ExamSoft, including student name, UBC student number, e-mail address, exam code, hardware used, IP address, and the courses in which the student is registered for the term. This information is required by ExamSoft in order to create accounts for students to access the ExamSoft secure website; to identify, manage and store the exam files and exam answers for each student on the ExamSoft server; and to enforce exam security.

2. Once a student has completed an online exam consent form, the student’s consent is valid for the student’s entire Allard Law student career unless the student changes their consent status to opt out of the online testing service.

THE EXAM

3. ExamSoft and Allard Law assume no responsibility for interruptions whether isolated or widespread.

4. All examinations and computer testing materials are the property of Allard Law. Their removal will be reported to the Director, Student Academic Services.

5. Any examinee who continues typing or writing after the allocated end time of an exam will be reported to the Academic Procedures Committee, and the instructor(s) of the course. NOTE: The time that you exit Examplify will be printed on the cover page of your exam answers.

6. Exam questions will not be stored in Examplify. Students using Examplify will access the exam questions via Canvas. Only Examplify will be used by students to type their exam answers, unless otherwise approved by the Chair of the Academic Procedures Committee, or unless a student experiences technical difficulty using Examplify while an exam is in progress.

7. Students with accommodations approved by the Centre for Accessibility for extra time, private space, or a distraction reduced environment will use Examplify to type their exam answers. Allard Law will coordinate with the Centre for Accessibility with regard to other approved exam accommodations for students with disabilities on a case-by-case basis.

8. Students must take the time to become familiar with their personal computer, Canvas, Examplify, word processing functions, and any approved Word Processing Software.

9. Commencement of the exam will not be delayed due to a personal computer hardware problem.
10. Examplify will be set to unsecure mode, meaning that students will be able to toggle between Canvas, Examplify, and other applications on their personal computers. Examplify’s spell-check and cut, copy and paste functions will be enabled.

11. Allard Law will not be able to provide loaner laptops to students, so students may wish to explore borrowing a laptop or laptop rental options elsewhere.

**BRING TO THE EXAM**

12. Students have with them at their exams:
   a. their wifi-enabled computer/laptop, power cord, extension cord, fully charged laptop battery, Campus Wide Login and Password (to access Canvas, or the UBC wireless network if on campus), UBC student number, ExamSoft Password, and Allard Law Exam Code;
   b. any pens, pencils, erasers, markers, or ear plugs they may need; and
   c. hardcopies and/or electronic copies of any materials that they have permission from their professor to access during their exam.

NOTE: The Exam Password for each exam answer file on Examplify will be provided on the coversheet of the exam questions delivered through Canvas.

**ACADEMIC RULES**

13. Students writing exams using Examplify and those who have approval to write using Word Processing Software or to hand-write will be given the same amount of time to complete an exam.

14. The same grading rules and practices will be used for grading both typed and hand-written exam answers.

15. Any intentional attempt to disable or tamper with the security features on Canvas or Examplify will be considered a form of academic misconduct as defined in the UBC Academic Calendar (see UBC Policies and Regulations regarding Student Conduct and Discipline at [http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,0,0,0](http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,0,0,0)).

16. **It is your responsibility to familiarize yourself with your equipment, Canvas, the Examplify software, and instructions provided by ExamSoft on its website prior to the start of your exam. Please allow yourself sufficient time to become familiar with your computer and the applications.**
IV. EXAMSOFT AND TECHNICAL REQUIREMENTS

The vendor of the computerized exam software is ExamSoft, and the examination software is Examplify. The ExamSoft computerized exam process is the same computerized exam process being used by most Canadian law schools, as well as numerous U.S. schools and the New York bar admissions.

General information about ExamSoft and Examplify can be found at the ExamSoft website at:


The following information is shared with the permission of ExamSoft Worldwide, Inc.

Who is ExamSoft?

ExamSoft Worldwide, Inc. is a software company specializing in computerized assessment and exam administrative programs.

What is Examplify from ExamSoft?

Examplify is an assessment program developed and licensed by ExamSoft that enables exam takers to securely take examinations downloaded to their own personal computers by blocking access to files, programs and the Internet during an exam. ExamSoft’s solution is an Internet-based exam delivery option. Using Examplify, you will download your exam(s) prior to or on exam day and upload your answer(s) after the exam via the Internet. You WILL require Internet connectivity to download your exam(s) and upload your answer(s).

Will Examplify work on my computer?

For minimum system requirements for PC Users and Mac Users go to https://ei.examsoft.com/GKWeb/login/ubclaw

How reliable is Examplify?

Examplify has a considerable number of safety features to ensure that answers typed into Examplify cannot be lost. They include:

- An AutoSave feature that automatically saves your exam every sixty seconds.
- Multiple additional encrypted backups and snapshots of exam answers are saved during the exam.
V. REGISTERING AND INSTALLING EXAMPLIFY

What is the Registration Process?

Once you have completed the online exam consent form, Allard Law has uploaded your information to ExamSoft, and Allard Law staff have emailed you your ExamSoft password, you can begin the Examplify download and registration process.

The Registration Process involves the 3-steps needed to acquire Examplify. They begin on the ExamSoft Custom Home Page located at https://ei.examsoft.com/GKWeb/login/ubclaw and they are as follows:

**Log In** – Enter your Student Number (UBC Student Number) and ExamSoft Password.

**Step 1:**
- **Check your Minimum System Requirements for PC or Mac** – Minimum system requirements are listed on-screen.

**Step 2:**
- **Install and Register Examplify** – Downloading Examplify takes minutes on high-speed Internet connections. Follow the on-screen instructions to install Examplify.
- **Register Examplify** – Follow the on-screen instructions to register Examplify. You will receive an e-mail to confirm your Examplify registration.
- **Register Examplify prior to the day of your exam.** If you have any questions or issues with registration, go to http://examsoft.com/support, or email ExamSoft technical support at support@examsoft.com or call toll-free 866.429.8889.

**Step 3:**
- **Setup your Notifications** – Please keep your e-mail address up-to-date!

When you have registered Examplify, you will be asked if you want to download any exams available to you now or later. Please download all of your exams now.
VI. DOWNLOADING EXAMPLIFY AND YOUR EXAM ANSWER FILES

1. Establish an Internet connection.

2. Launch the program by double-clicking the Examplify icon on your Windows Desktop or single-click the icon in your Applications folder or Doc for Mac.

3. If this is your first time downloading Examplify, it will ask for your Institution ID. Enter “ubclaw.” You will then be asked to enter your UBC student number and Examsoft password. If you have previously downloaded Examplify you will see your UBC student number. Click on the right arrow (>) next to it. Enter your ExamSoft Password and click the “Sign in” button.

4. On the left side of the screen, under “My Exams,” click on the name of the exam that is ready to download.

5. Click the blue “Download Exam” button. Once downloaded you will see “Exam File Downloaded” under the name of the exam on the left side of the screen. You will receive an email confirmation that the exam has been downloaded.

   - You will not be able to open the exams at this time. You will only be able to open your exams when you are provided with the Exam Password on the coversheet of the exam questions on the day and time of your exam sitting.

Can I practice using Canvas and Examplify before the exam?

Yes! A mock exam questions file (Mock Exam Questions) on Canvas and a mock exam answer file (Mock_Exam_2019-20_EssayOnly_Apr_2020) in Examplify will be available for you to download. This will enable you to familiarize yourself with the Canvas and Examplify environments. The Canvas mock exam questions file can be downloaded to your computer as many times as you want; the Examplify mock exam answer file can be downloaded and uploaded up to 20 times. (Note: You must re-download the Examplify Mock Exam to use it again.)
VII. WHAT TO DO PRIOR TO EXAM DAY

What Should I do Prior to Exam Day?

1. Log into Canvas at https://faculty.canvas.ubc.ca/ using your Campus Wide Login (CWL) and password. On the right side of the screen, Click “Courses,” click on “LAW Exams – April 2020,” Click on “Mock Exam Questions.”

2. If you have not already done so, register Examplify on the computer you intend to use prior to your first exam day.

3. Ensure:
   a. that your computer meets the specifications mentioned in Part V;
   b. that there is plenty of free hard drive space;
   c. that your computer is virus free;
   d. that your computer is free of disk errors;
   e. that your computer’s internal clock has the correct date and time; and
   f. that you are able to access the internet.
   g. That the language on your computer is set to English.

4. Once you have installed and registered Examplify, familiarize yourself with and test the software by accessing the Canvas mock exam questions and Examplify mock exam answer file.

5. Prior to your first exam day, download from Examplify all of your exam answer files for the exam period.

6. If you are using a laptop, locate your A/C – battery power indicator light on your laptop to determine which light indicates you are running on A/C power (i.e. power from a wall outlet).

7. Ensure that your battery has at least 20 minutes of charge in it prior to the exam in the event there is a temporary power outage.

8. If you encounter issues in your use of Examplify prior to your exam day, visit http://examsoft.com/support.
VIII. WHAT TO DO ON EXAM DAY

What Must I do on Exam Day?

1. Have your power cord, charged battery (in the event of power loss), and an extension cord with you, if you are using a laptop. You may use multiple devices (i.e., laptop, computer, cell phone, tablet, printer, an external keyboard and mouse, however your Examplify exam answer file will only be on one device – your laptop or computer. You should also have available to you pens, pencils, markers, and ear plugs.

2. You will need your UBC Campus Wide Login and Password (for accessing Canvas, and the UBC wireless network if your are on campus), ID# (UBC Student Number), ExamSoft Password, and Exam Code (Allard Law anonymous grading code).

3. Be ready to take your exam at least 15 minutes early to plug your computer into a power outlet, turn on the computer, access Canvas, and start Examplify.

4. It is recommended that you disable the use of Anti-virus software on your personal computer prior to using Examplify (see: https://examsoft.force.com/emcommunity/s/article/Disabling-Anti-Virus-Software). You can re-enable the Anti-virus software after taking an exam.

5. Exams will not be delayed or suspended due to computer problems.

6. During the exam, use care when highlighting and deleting.

7. Students must take the time to become familiar with their personal computer or with word processing functions. No administrative relief will be granted for incorrect use of the software.
IX. STEPS FOR WRITING REMOTE EXAMS

THE EXAM QUESTIONS WILL BE PROVIDED TO YOU ON CANVAS, AND THE EXAM PASSWORD WILL BE PROVIDED TO YOU ON THE COVERSHEET OF THE EXAM QUESTIONS ON CANVAS.

Computer Setup

a. Ensure that all cables (i.e. power cord, external mouse and/or keyboard) are securely connected to your computer.
b. Turn on your computer and make sure your power indicator light shows that your computer is receiving power.
c. Once your computer boots up, verify it has the correct date & time set. To do so, double-click the clock in the lower-right corner of your Windows Desktop or single-click the clock in the upper-right corner of your Mac Desktop.

Log into Canvas

a. Log into Canvas at https://faculty.canvas.ubc.ca/ using your Campus Wide Login (CWL) and password. On the left side of the screen, click “Courses” click on “LAW Exams – April 2020,” click on the date and time for your exam, click on the exam question file for your course (the name of the file will contain the course and section number, name of the course, and instructor name).
b. The coversheet of the exam will provide you with the ExamSoft Password so that Examplify users will be able to open the exam answer file in Examplify.
c. The allocated amount of time for the exam (including reading and writing time, as applicable) will be specified on the coversheet of the exam. See a sample April 2020 exam coversheet here. Students will be given an additional 10 minutes of preparation time for every exam (as specified on the cover sheet of the exam), beginning at the start time of the exam, for downloading and printing the exam questions. That 10 minutes is in addition to the amount of any reading time (if applicable) and exam-writing time. For example, a 9:00 a.m. exam which allows for 3 hours writing time with no additional reading time will be released on Canvas at exactly 9:00 a.m. A student will have 10 minutes preparation time and 3 hours writing time, such that the exam will end at 12:10 p.m. Students are required to monitor their own time for writing exams. Please see below for more information regarding monitoring your own time.

Launch Examplify

a. Launch the Examplify program by double-clicking the Examplify icon on your Windows Desktop or single-click the icon in your Applications folder or Dock for Mac.
b. You will see your UBC student number. Click on the right arrow (>) next to it. Enter your ExamSoft Password and click the “Sign in” button.

c. Click on the name of the exam under the “My Exams.”
   - If you have not already downloaded the exam, download it by following the instructions in Part VI.

d. Your Allard Law Exam Code, which is your anonymous grading code, should appear in the “Exam Code” field. (If it is not already there, to unlock the Exam Code field, click Ctrl+F8 (Win) or Command+F8 (Mac), then enter your Allard Law Exam Code.)

e. Once the exam questions auto-release on Canvas (at 9:00 a.m. for upper years, or 1:30 p.m. for 1Ls), enter in Examplify the “Exam Password” that was provided on the cover sheet of the exam questions document delivered via Canvas, and click “Enter”;  

f. You will see an Exam Notice to not begin typing until the exam invigilator instructs you to do so. Click the "Next” button.

g. You will see a Yellow window with a Stop sign.

h. Click “Continue,” click on the box preceding “I am authorized to start my exam,” click “Start Exam,” and begin typing. You may have the exam questions file on Canvas and exam answer file on Examplify open at the same time throughout the exam.

Examplify Functions and Formatting

a. Examplify automatically creates all headers, page numbers, and margins which will be included when student exam answers are printed by the law school. It single spaces essay responses on your screen.

b. Examplify automatically backs-up and saves to your hard drive every minute.

c. Compose your answers in Examplify corresponding to the questions in the exam questions document on Canvas. For example, type your answer to Question 1 into the Examplify exam answer screen for Question 1. If the exam questions instruct you to choose to answer only a certain number of the total number of questions in the exam, proceed to the question number screen in Examplify for the question you are answering. Additionally, in order to clarify which question you are answering, you may type the number and/or letter of the question that you are answering above your answers in the Examplify screen.

d. Proceed to the next screen in Examplify to type the answer to the next question by clicking the screen number on the left or the “Next” button on the lower right of the screen. Review previous answers by clicking the screen number on the left or “Previous” button on the lower right of the screen.

e. When leaving your seat (i.e. washroom break), if you’d like to block your screen, you can do so by going to “Exam Controls” in the upper right of the screen and selecting “Hide Exam.” Click the “Resume” button to unhide your exam when you return.

f. If your computer freezes, follow the “Computer Freezes” instructions below.
   - Turn off your computer (press & hold the power button until your computer completely shuts down. If that fails, pull the power cord & battery).
   - Restart your computer.
   - When the “Examplify Exam Restart” window appears, select RESUME/YES to return to the exam. You will be returned to within 59 seconds of where you left off.
   - You may need to log back into Canvas.

Exiting Examplify and Uploading Your Answers to ExamSoft
When the allocated amount of time for the exam specified on the coversheet of the exam questions file ends, you must exit Examplify. Follow these instructions to exit out of Examplify and upload your exam answer file.

a. In the Exam Controls Menu at the upper right of the screen, select “Submit Exam.”
b. On the right, under the “Submit Exam” heading, click on the box stating, “I confirm that I have completed my exam,” and the “Submit Exam” button.
c. Your answer file should automatically upload. **Wait until the exam is completely finished uploading!** You MUST upload your answer file immediately after exiting your exam. If your exam does not immediately upload, it may be because you are not connected to the internet. In that case, connect to the internet and try uploading again.
d. If you still experience any difficulties uploading your answers, you MUST report this by email to Bernie Flinn, flinn@allard.ubc.ca, Allard IT Manager, RIGHT AFTER the allocated time for the exam has ended.
e. You will see a green window informing you that you successfully uploaded your exam answer file, and you will receive an e-mail from ExamSoft confirming that you have successfully uploaded your exam answer file and that it has been received. Click the “Return to Dashboard” button.

f. 

![Image of Examplify's upload complete screen]

g. You will see in Examplify, under "My Exams," that the exam is listed under “Completed.” This means that your exam answer file has uploaded.
h. In the Home Menu, select “Logout.” Click the "Logout” button. Close Examplify.
i. To log out of Canvas, click on “Account” in the upper left corner of the screen, then click on the “Logout” button.

Students who have Approved Accommodations to Type their Answers Using Word Processing Software or to Hand-write must Upload Your Answers to Canvas

a. All word processing file types (.doc, .pages, .wpd) should first be converted to a PDF in order to upload to Canvas. Hand-writers should scan or take a picture of each page (.jpg) of your exam and put them into one folder to upload.
b. Upload your exam answers in Canvas into the “Exam Answer File Submission (Word Processor or Hand-written ONLY)” link. Your answer file should be named, and the coversheet of your answers should be titled with:
   Your Exam Code, Course Number, Name of Course, and Instructor Name
   i.e., 9999 LAW 100.001 Law of Exam Taking - Galileo

c. If you have difficulty converting your file or uploading it to Canvas, please email your exam answers to student.services@allard.ubc.ca

X. TECHNICAL DIFFICULTIES

Technical Difficulties during the WRITING of the Exam

If you experience technical difficulties accessing the exam questions on Canvas, email studentservices@allard.ubc.ca and the exam questions will be emailed to you.

If you experience technical difficulties with Examplify at the very beginning or during an exam, you may quietly attempt to solve your problem/reboot your computer. You are STRONGLY encouraged to spend NO MORE THAN 5 minutes attempting to do so. You will NOT BE GIVEN ANY EXTRA TIME to complete the exam. If your attempt to solve the problem is unsuccessful, or if you choose not to make such an attempt, you MUST immediately begin typing your exam answers in a word processing software (i.e., MS Word).

When you have finished writing the exam, you must upload the exam answers that you completed in Examplify. Email Bernie Flinn, flinn@allard.ubc.ca, for help with this. You must also upload the exam answers that you completed in a word processing software to Canvas, into the “Exam Answer File Submission (Word Processor or Hand-written ONLY)” folder.

All word processing file types (.doc, .pages, .wpd) should first be converted to a PDF in order to upload to Canvas. Hand-writers should scan or take a picture of each page (.jpg) of your exam and put them into one folder to upload.

Your answer file should be named, and the coversheet of your answers should be titled with:
   Your Exam Code, Course Number, Name of Course, and Instructor Name
   i.e., 9999 LAW 100.001 Law of Exam Taking - Galileo

Technical Difficulties EXITING and UPLOADING the Exam

If you experience any difficulty exiting and uploading your Examplify exam answers, you must wait until the allocated time period specified on the coversheet of the exam has ended, then email Bernie Flinn, flinn@allard.ubc.ca, and he or another IT Support staff person will help you to upload your Examplify exam file. Please provide your phone number in the email.

If you had to type some or all of your answers using word processing software, and experience difficulties uploading your exam answer file to Canvas, email your exam answer file to studentservices@ubc.ca.

After Exam Day
Because Examplify’s security features save an encrypted back-up of your exam onto your hard drive, do not uninstall Examplify until you are absolutely sure that any Examplify back-ups will never be needed. It is strongly recommended that you leave Examplify installed until you have received all of your final grades for the entire academic year.