Policies and Procedures for Using the ExamSoft Computerized Exam Process on Personal Laptop Computers for Allard Law Exams

Final exams for the 2023-2024 academic year will take place **in-person**. Examinations will be run in secure mode using ExamSoft's Examplify software. **Secure mode** means that students will not be able to access the internet or applications other than Examplify on their computer while taking their exams. Material which students are permitted to reference during an exam must be in hard copy. Students who wish to handwrite will have that option for in-person exams.

As of October 18, 2023

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I.   INTRODUCTION

The Peter A. Allard School of Law is offering, as a service to our students, the ExamSoft computerized exam process for students to use their personal laptop computers to complete their exams. The ExamSoft computerized exam process is optional. Allard Law cannot guarantee that students will be able to use ExamSoft's Examplify software for any given exam. Information gathered from other Canadian law schools indicates that there is no discernible difference in grades between students who type their exam answers and students who hand-write them.

II.   DEFINITIONS

"Campus Wide Login and Password" means the login and password that UBC students use to access the UBC Student Service Centre (SSC).

"Exam Answer File" means the file in which students will type their exam answers in Examplify.

"Exam Code" ("Exam Number" in the "My Exams" screen in Examplify) means the individual student's Allard Law anonymous 4-digit grading code. A new Exam Code is assigned to each student each term by Allard Law. The student's Exam Code will appear in the Exam Code field in the Exam Download screen for an exam in Examplify. 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 use Word Processing Software or to hand-write their exams (instead of using Examplify) will be able to pickup a hardcopy of their ExamCode at the Law Reception desk, or they may email studentaffairs@allard.ubc.ca to ask that their Exam Code be emailed to them. 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 for a course in Examplify.

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

"ExamSoft" means the vendor of the Examplify computerized exam software program.

"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.

"Student ID" means the student's UBC Student Number.

"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. Examples of Word Processing Software are Microsoft Word, Apple Pages, Corel Wordperfect.

III. ALLARD LAW COMPUTERIZED EXAM RULES AND PROCEDURES

THE ONLINE EXAM CONSENT FORM

1. In order to use the Examplify software to take exams on their personal computer, students must first 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. Students who do <u>not</u> complete an online exam consent form by the deadline specified for the exam period will not be able to opt to use the ExamSoft computerized exam process for that exam period. However, those students will have the option to complete the online exam consent form to opt to use the ExamSoft computerized exam process for the next term's exam period.

3. 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.

THE EXAM

1. All examinations and computer testing materials are the property of Allard Law.

2. It will be clear to Allard Law Student Affairs staff if the examinee types or writes before or after the allocated start or end time of an exam.

3. Exam questions will not be stored in Examplify. All students, whether typing exam answers on laptop or hand-writing exam answers in exam booklets, will be provided with hard copy exam questions and exam booklets.

4. Students who opt not to use Examplify must hand-write their answers in the exam booklets. Students who have opted to use Examplify but decide on exam day to write their exam by hand instead will be allowed to do so.

5. Students may only use Examplify for typing their exam answers, unless they have an approved accommodation to do otherwise.

6. Depending on the nature of students' accommodations, students writing their exams through the Centre for Accessibility may be able to use Examplify. Allard Law will coordinate with the Centre for Accessibility with regard to the approved exam accommodations for students with disabilities on a case-by-case basis.

7. Students must take the time to become familiar with their personal computer, Examplify, and any approved word processing software.

8. Commencement of the exam will not be delayed due to a personal computer hardware or software problem.

9. The use of Examplify's spell-check option will be disabled, cut/copy/paste will be enabled, and find/replace will be disabled.

10. Examplify will be set to **Secure mode**, meaning that students will **not** be able to toggle between Examplify and other files, programs, and the internet on their personal computers.

11. Allard Law will not be able to provide loaner laptops to students for exams.

BRING TO THE EXAM

12. Students should have with them at their exam:
    a. their wifi-enabled computer/laptop, power cord, fully charged laptop battery, Campus Wide Login and Password (to access the UBC wireless network if on campus), UBC student number, UBC student card, ExamSoft Password, and Exam Code;
    b. any pens, pencils, erasers, markers, or ear plugs they may need;
    c. hardcopies of any materials that they have permission from their professor to access during their exam since the Examplify blocks access to all other applications while it is running.

ACADEMIC RULES

13. Students writing exams using Examplify and those who have approval from the Centre for Accessibility to write using word processing software or 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 attempt to disable or tamper with the security features on 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=3,54,0,0 .

16. **It is your responsibility to familiarize yourself with your equipment, 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 following information is shared with the permission of ExamSoft.

Who is ExamSoft?

ExamSoft, a TurnItIn company, is the leading provider of assessment software for on-campus and remote programs.

What is Examplify from ExamSoft?

Examplify is an assessment program developed and licensed by ExamSoft that enables exam takers to take examinations on their own personal laptop computer. ExamSoft's computerized exam process is an Internet-based exam delivery option. Using Examplify, you will *download* your exam(s) answer files prior to or on exam day and *upload* your answer(s) files after you have typed your exam answers for the exam on your exam day via the internet. You WILL require internet connectivity to download your exam(s) answer files and upload your answer(s) files.

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 at the UBC Student Service Centre at https://ssc.adm.ubc.ca/sscportal/, Allard Law has uploaded your information to ExamSoft, and Allard Law staff have emailed to 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 UBC Student Number and ExamSoft Password.

Step 1:
IMPORTANT! Check your Minimum System Requirements for PC or Mac – Minimum system requirements for PC and Mac (iPAD is not supported for Allard Law) are listed on-screen.

Step 2:
Install 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.
Note: You must register Examplify prior to the day of your exam or you must handwrite your exam.
Questions - If you have any questions or issues with registration, 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 answer file that is "Ready for Download."

5. Click the blue "Download Exam" button. Once downloaded, the exam answer file will be listed under "Downloaded," and you will see "Exam File Downloaded" under the name of the exam answer file on the left side of the screen. You will receive an email confirmation that the exam answer file has been downloaded.

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

Can I practice using Examplify before the exam?

Yes! A mock exam answer file (Mock_Exam_2023_2024_EssayOnly) in Examplify will be available for you to download so that you can practice typing and navigating in it. This will enable you to familiarize yourself with the Examplify environment. The Examplify mock exam answer file can be downloaded and uploaded up to 20 times. (Note: You must re-download the Examplify mock exam answer file again to use it again.)

VII. WHAT TO DO PRIOR TO EXAM DAY

What should I do prior to Exam Day?

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

2. 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;
   f. that you are able to access the internet; and
   g. **that the language on your computer is set to English**.

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

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

5. 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).

6. 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.

7. If you encounter issues in your use of Examplify prior to your exam day, email ExamSoft technical support at support@examsoft.com, or call toll-free 866.429.8889.

VIII. WHAT TO DO ON EXAM DAY

What must I do to be ready on Exam Day?

1. Bring your laptop, power cord, battery (in the event of power loss), and an extension cord. If you normally use an external keyboard and mouse or if you need earplugs, you may bring those. You should also bring pens, pencils, and markers.

2. You will need your UBC Campus Wide Login and Password (for accessing the UBC wireless network), Student ID (UBC Student Number), UBC student card, ExamSoft Password, and Exam Code (Allard Law anonymous grading code; called "Exam Number" in Examplify).

3. Arrive to the exam room at least 15 minutes early. Sit in a seat with at least one seat in-between you and the students next to you. Plug your computer into a power outlet, turn on the computer.

4. Put any course materials that you are allowed, your pens, pencils, and markers, on your table, and place your student card on the table. Leave your personal belongings in your locker or put them under your desk.

5. It is recommended that you disable the use of Anti-virus software on your personal computer prior to using Examplify (see: Disabling Anti-virus Software). You can re-enable the Anti-virus software after taking an exam.

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

7. During the exam, use care when highlighting and deleting text.

8. 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 INVIGILATOR (e.g., your professor, a teaching assistant, or a staff person) WILL PROVIDE YOU A HARD COPY OF THE EXAM QUESTIONS, EXAM ANSWER BOOKLETS, AND THE EXAM PASSWORD AND RESUME CODE.

DO NOT turn over the exam questions, begin reading the exam questions, or begin typing or writing exam answers until the exam invigilator informs you that you can do so!

BEFORE 9:00 A.M. – GET YOUR COMPUTER READY

Computer Setup

a. Ensure that <u>all</u> 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.

Launch Examplify

d. 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.

e. 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.
f. Click on the name of the exam answer file under the "My Exams." (The name of the file will contain the course and section number, name of the course, and instructor name.)
g. If you have not already downloaded the exam, download it by following the instructions in Part VI.
h. Your 4-digit numeric Exam Code, which is your anonymous grading code, should appear in the "Exam Number" (Exam Code) field. (If it is not already there, to unlock the field, click Ctrl+F8 (Win) or Command+F8 (Mac), then enter your Allard Law Exam Code.)

In Examplify

    a. Enter the "Exam Password" that was provided to you by the exam invigilator, and click "Enter".

    b. Click the "Start Exam" button.

    c. You will be warned that you are starting a secure exam.

    d. If you have any other programs open on your laptop, you will be instructed to close them. Disable any antivirus programs.

    e. Click the "Continue" button.

    f. You will see an Exam Notice to not begin typing until the exam invigilator instructs you to do so. Go ahead and click the "Next" button now. You will see a **Yellow window** with a **STOP SIGN**. **WAIT at the STOP SIGN until the exam invigilator tells you that you may begin typing! You are NOT ALLOWED to proceed past the STOP SIGN and begin typing until the invigilator instructs you to do so!**
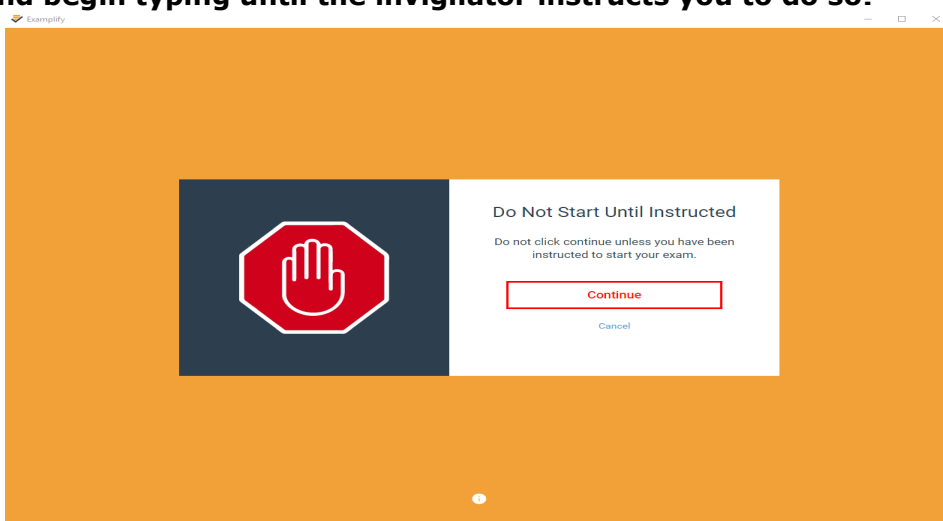
    (If you proceed past the STOP SIGN and begin typing your exam answers in Examplify before the exam invigilator tells you to do so, Allard Law Student Affairs staff will be able to see this in the exam log.)

WHEN THE EXAM INVIGILATOR TELLS YOU THAT YOU MAY BEGIN TYPING YOUR EXAM ANSWERS

    a. **When the exam invigilator instructs you to begin typing**, you may turn over the hard copy exam questions**. At the STOP Sign, click "Continue,"** click on the box preceding "I am authorized to start my exam," click "Start Exam," and **begin typing**.

Examplify Functions and Formatting

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

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

    d. Compose your answers in Examplify corresponding to the questions in the hard copy exam questions document. 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.

e. 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 your previous answers by clicking the screen number on the left or the "Previous" button on the lower right of the screen.

f. When leaving your seat (e.g. 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.

g. **If your computer freezes**, follow the instructions below.
   - **Turn off your computer (press & hold the power button for approximately 20 seconds until your computer <u>completely</u> 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. If you are prompted for a "Resume Code," the exam invigilator will have written it on the board. You will be returned to within 59 seconds of where you left off since Examplify saves your typing automatically every 60 seconds.**

h. **If this does not work, immediately begin hand-writing the rest of your exam answers in the exam booklets that were provided to you by the exam invigilator.** At the end of the exam, follow the instructions below in the Technical Difficulties section.

AT THE END OF THE EXAM

Exiting Examplify and Uploading Your Answers to ExamSoft

When you have finished writing the exam, either before or when the invigilator informs the class that it is time to stop writing, you must exit Examplify, and upload your exam answer file to ExamSoft. 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 click 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. 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 (it may take an hour or so before you receive the email). Click the "Return to Dashboard" button.
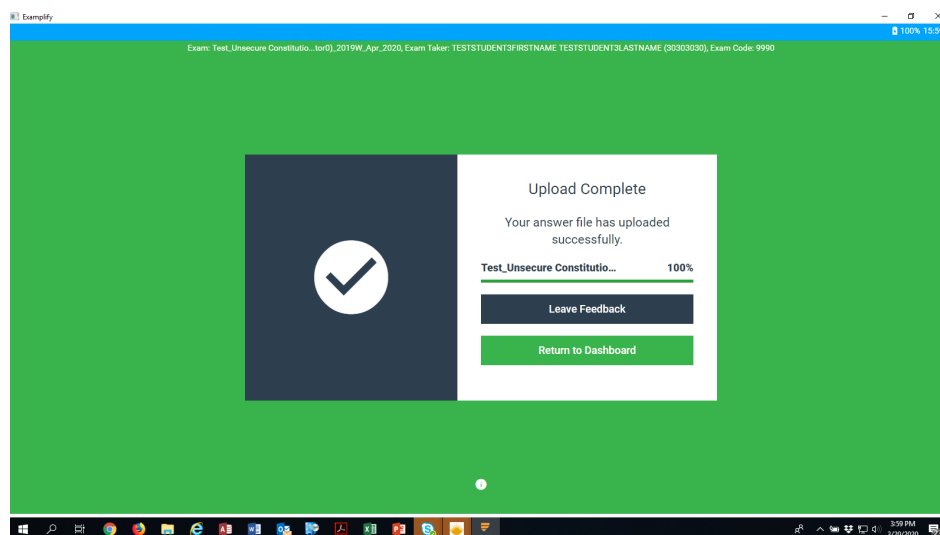
e. You will see in Examplify, under "My Exams," that the exam is listed under "Completed." This means that your exam answer file has uploaded to ExamSoft.
f. If you experience any difficulties uploading your answers, you MUST report this to the invigilator AFTER the invigilator informs the class that it is time to stop writing. **Do not leave the building until your file has successfully uploaded! The invigilator will direct you to where an IT person will assist you with uploading your exam answer file.**
g. In the Home Menu, select "Logout." Click the "Logout" button. Close Examplify.
h. **Before leaving the exam room, YOU MUST TURN IN ALL HARD COPY QUESTIONS AND EXAM ANSWER BOOKLETS, USED OR UNUSED, TO THE INVIGILATOR!**

X. TECHNICAL DIFFICULTIES

Technical Difficulties During the Exam

If you experience technical difficulties with Examplify at the very beginning or during an exam, you may attempt to solve your problem/reboot your computer **BY YOURSELF**. You are STRONGLY encouraged to spend NO MORE THAN 5 minutes attempting to do so. DO NOT INFORM THE INVIGILATOR OR DISRUPT THE OTHER STUDENTS WHILE DOING 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 hand-writing** your exam answers with pen in the exam booklets that were provided to you by the exam invigilator. **You may NOT type your exam answer in word-processing software.**

When you have finished writing the exam, you must upload the exam answers that you completed in Examplify (if you are prompted for a Resume Code, the exam invigilator will have written it on the board) and submit the hard copy answers (with your Exam Code written on the exam booklet covers) and the exam question sheets to the exam invigilator.

Technical Difficulties EXITING and UPLOADING the Exam at the End of the Exam

If you experience any difficulty exiting and uploading your Examplify exam answers, you must wait <u>quietly</u> until the allocated exam time period is over, and the invigilator has instructed students that it is time to stop typing, then inform the invigilator about the problem.

Technical support will ONLY be available in room 111 AFTER the exam has ended.

At the END of the exam ONLY: If you experienced a technical problem during the exam and had to hand-write some of the exam, or if you experienced a problem uploading the exam at the END of the exam:

- Give the exam invigilator ALL exam question sheets and hard copy exam answer booklets. Do NOT leave the room without first doing this!
- Then bring your laptop to room 111 where a technical support person will help you to upload any exam answers that you typed in Examplify.

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 on your computer until you have received all of your final grades for the entire academic year.

XI.   EXAMSOFT EXAM INVIGILATOR INSTRUCTIONS

1. Exam Commencement

a. Write the Exam Password and Resume Code on the whiteboard in the laptop user classroom(s).
b. Then go to hand-writing room, if one has been allocated. Students should place their UBC student card in front of them. Pass around the attendance sheet, place the hard copy exam questions upside down in front of the students, give the students exam answer booklets, and start their exam. (If a class is large, you can pass around the attendance sheet after the start of the exam.)
c. Go back to the laptop room. Students should place their UBC student card in front of them. Circulate the attendance sheet, place the hard copy exam questions upside down in front of the students, and give the students exam answer booklets. (All students, whether hand-writing or typing, should be given hard copy exam questions and exam answer booklets.)
d. Inform the students that if they have not already done so, to launch Examplify, select the exam, enter the Exam Password, and continue in Examplify until they come to the STOP SIGN that tells them to not start until instructed to do so.
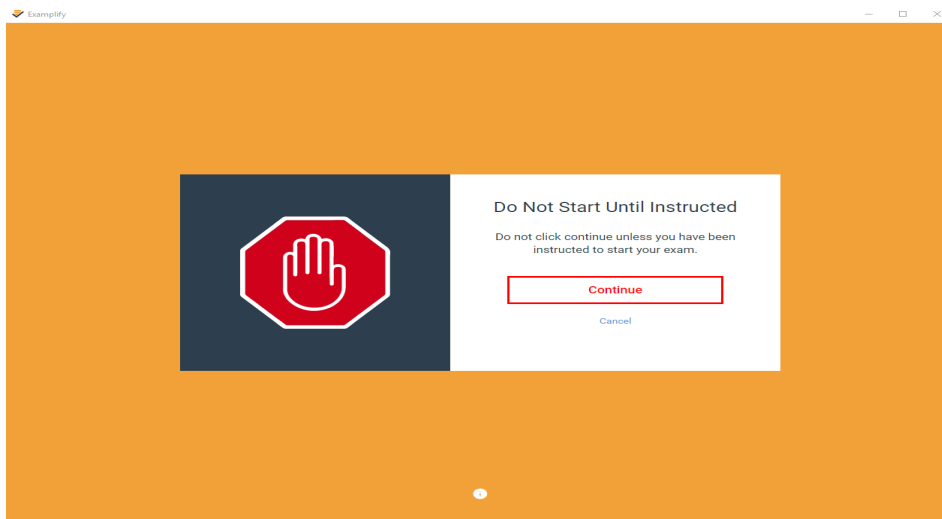
e. When you are ready to start the laptop users' exam, tell the students that they may turn over the hard copy exam questions, and **at the STOP SIGN, click "Continue,"** click on the box preceding "I am authorized to start my exam," click "Start Exam," and **begin typing**.

2. Technical Difficulties WRITING the Exam

a. There will be **NO TECHNICAL SUPPORT** available **DURING** an **EXAM**! **TECHNICAL SUPPORT** will **ONLY** be available in room 111 **AFTER** the **EXAM** has **ENDED**.

If a student experiences technical difficulties at the very beginning or during an exam, the student may quietly attempt to solve the problem/reboot the computer BY THEMSELF. Students are STRONGLY encouraged to spend NO MORE THAN 5 minutes attempting to do so. STUDENTS SHOULD **NOT** INFORM THE INVIGILATOR OR DISRUPT THE OTHER STUDENTS WHILE DOING SO. THEY SHOULD NOT MOVE TO

ANOTHER CLASSROOM ONCE THE EXAM HAS BEGUN. Students will NOT BE GIVEN ANY EXTRA TIME to complete the exam. If a student's attempt to solve the problem is unsuccessful, or if the student chooses not to make such an attempt, the student MUST begin hand-writing the exam answers in their exam answer booklets immediately.

b. When the student has finished writing the exam, the student should upload the computerized exam answers that were completed in Examplify and submit the hand-written answers in the hard copy exam booklets to you.

3. EXITING and UPLOADING the Exam File

a. Tell the students to STOP TYPING, and upload their exam answer file. (To do so, they should in the Exam Controls menu at the upper right of the screen, select "Submit Exam." On the right, under the "Submit Exam" heading, they should click on the box stating, "I confirm that I have completed my exam," and click the "Submit Exam" button.)

a. Examplify will auto-upload their answer files. They **must be connected to the internet to upload their exam answer file** to ExamSoft, so if they are not already logged into the UBC wireless network, then they will need to do so. Then they should click the "Upload Now" button in the ExamSoft message box.

b. When students see a green window informing them that they successfully uploaded their exam answer file, they will also receive an e-mail from ExamSoft confirming that they have successfully uploaded the file and that it has been received (it may take an hour or so before they receive the email).
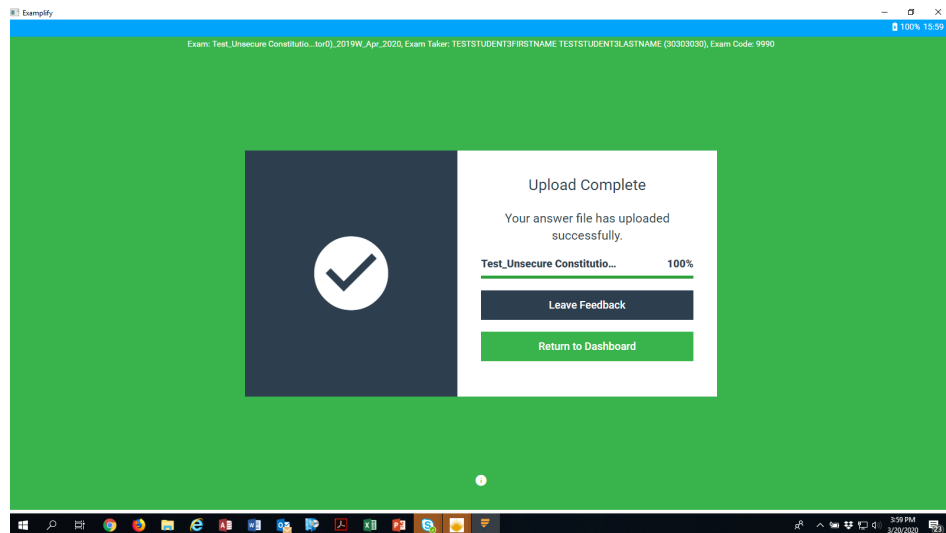
4. Technical Difficulties UPLOADING the Exam

There will be **NO TECHNICAL SUPPORT** available **DURING** an **EXAM**! **TECHNICAL SUPPORT** will **ONLY** be available in **room 111 AFTER** the **EXAM** has **ENDED**.

If any students experience difficulty uploading the exam at the end of the exam time:
   a. Instruct them to QUIETLY remain seated.
   b. Collect all of the exam questions and answer booklets from the rest of the students and ask them to leave the room. Ensure that answer booklets to be marked are kept separate from answer booklets used for scrap paper.

    c.   Instruct the remaining students with upload difficulties to note on their exam answer booklets that they typed and handwrote their exam.

    d.   Collect all exam question sheets and answer booklets from those students.

    e.   Then direct the students to bring their laptops to room 111 for technical support in uploading any typed exam answers from Examplify.

5. Before Students Leave the Classroom

MAKE SURE THAT STUDENTS RETURN ALL EXAM QUESTIONS AND ANSWER BOOKLETS (USED OR UNUSED) TO YOU BEFORE THEY LEAVE THE ROOM!

XII.   Power Outage Instructions

1. Note the time.

2. Tell the students that they may type their exam for up to 5 minutes of the power outage. Warn them that if the power fails to return within five minutes that they will have to exit Examplify and upload their exam answers collectively and begin handwriting the exam.

3. If the power does not return within five minutes:
    i.   Tell the student to stop typing. [Note the time.]
    ii. Tell them all to Exit and Upload what they have typed so far. (There should be sufficient power in their batteries to do this.)
    iii. Instruct the students that if their computer runs out of power and does not complete the exit and upload process to inform you. (After the exam is over, direct the students to bring their laptops to room 111 for technical support in uploading any exam answers from Examplify.)
    iv. Once everyone who is able to has completed the exiting and uploading process, have all of the students begin hand-writing at the same time. (Note the time.)

Appendix A – Online Exam Consent

Any student opting to use the ExamSoft computerized exam process must complete an online exam consent form at the Student Service Centre website at https://ssc.adm.ubc.ca/sscportal/.

Computerized Exam Writing

The Faculty of Law (the "Faculty") is offering you the option of using a service provided by ExamSoft (the "Service") to allow you to take your exams using your personal computer. Please read the following notice carefully.

Registration – In order to use the Service, you need to log into the ExamSoft webpage using a confidential ExamSoft student ID and password, which will be given to you several weeks before the exams. The first time you log in to the ExamSoft web site, you will be given instructions about how to download and register a copy of the testing software.

Security – The Service is a secure system and security measures are in place to prevent unauthorized access to information. If you believe that your account has been accessed without your permission, you must inform the Faculty of Law Director of Student Academic Services immediately. You are responsible for keeping your ExamSoft student ID and password confidential.

Privacy – The Service has been designed to protect your privacy. It will collect the following information about you: name, UBC student number, email address, school attended (UBC), courses/sections enrolled in or exams to be taken, hardware type owned or used, network location (IP address) and an exam code assigned to you by the Faculty (the "Personal Information"). The Faculty will have access to this Personal Information for the purpose of exam administration. By using the Service, you are consenting to the storage of your Personal Information and exam answers on the ExamSoft servers, which are located in the United States. For more information about how the Personal Information will be used and protected by ExamSoft, refer to the Privacy Policy on the ExamSoft website. The Faculty collects your Personal Information under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act*. If you have questions about how the Faculty collects, uses and discloses your Personal Information, or if you have any other questions about the Service, you may contact the Director of Student Academic Services, UBC Faculty of Law.

Opting Out – The use of the Service is optional. If you would prefer to opt out or discontinue use of the Service, the Faculty will make arrangements for you to write your exams on paper. **Please indicate below whether you want to use the Service.**

____   Yes, I want to use the Online Testing Service. I will wait for my confidential ExamSoft student ID and password.
____   No, I do not want to use the Online Testing Service. I will do my exams on paper.