

First Year Examination Information Session

Roger Williams University  
School of Law

# Exam Delivery Systems

- Bridges
- Exemplify
- Examsoft

# What is the difference?

## Exemplify

- Uses software
- May be used at home or in school building
- Locks down computer, no web access, no desktop

## Examsoft

- Use website to retrieve exam
- Login and Password required
- Take home exams normally
- Computer is not locked down
- Normally for open book exams
- Upload Word Document when done

# Exemplify and Examsoft exams

## Computer requirements

- Wifi or direct connection to router
- MAC or PC
- Power supply and fully-charged battery
- Virus free and functioning properly
- Printer access
  - Exam will be able to be printed

# Exemplify Software Overview

- Make sure device meets minimum system requirements
- Download software
- Familiarize yourself with the software
  - Contact me for further information

# Mock Exams

- Complete one per semester (5 available)
- Familiarizes students with features and functioning
- Identify any problems or concerns

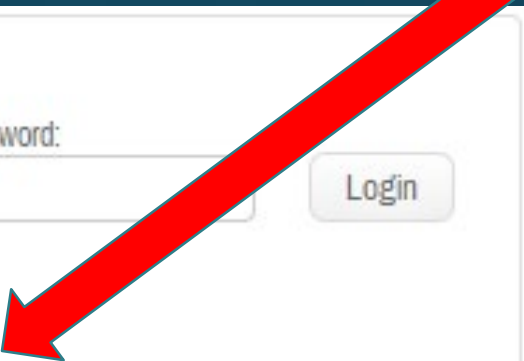
# Exemplify Continued

- How does the software work?
- Reliability
- Who uses the software . . .
  - Other law schools
  - Bar examiners



# Exemplify/Examsoft Tech Assistance

[www.examsoft.com/rwu](http://www.examsoft.com/rwu)



**Exam Takers**

User Name:  Password:

☐ Remember Me

[Lost User Name or Password?](#)

**Support Tools for Exam Takers**

**Administrators / Faculty**

Email:  Password:

☐ Remember Me

[Lost Password?](#)



# ExamSoft Technical Assistance

## Covered Topics

- Installation and Registration
- Downloading and uploading an exam
- Taking an exam
- Account settings
- Device settings
- Technical issues

# Exam Day Procedures:

## Arrival

- Arrive *at least* 15 minutes early (30 minutes recommended)
- No prohibited materials in exam room or second floor.
- Immediately launch the software. No documents, files or programs may be accessed.
- Limited technical assistance available up to 15 minutes before the exam start time.



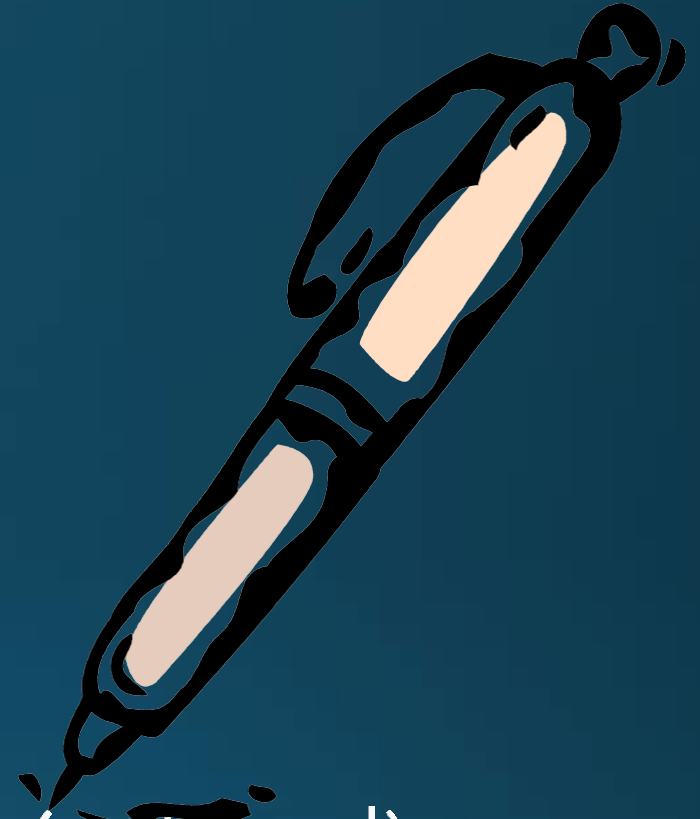
# Important!!

The start of an exam will not be delayed because of a hardware or software problem with your computer nor will you be provided additional time to take your exam.

***BE PREPARED TO WRITE YOUR EXAM!!***

# Exam Day Procedures: What to Bring

- Student ID
- Pens, pencils, highlighters
- Anonymous number
- Water in a clear, covered container (optional)
- Ear plugs (provided)



# Exam Day Procedures:

## What NOT to Bring



- NO cell phones or smart watches
- NO book bags, computer bags or purses
- NO unauthorized materials (outlines, notes, etc.)
- NO earphones or electronics
- NO food

***NO UNAUTHORIZED ITEMS ON SECOND FLOOR!!***

# Exam Day Procedures: During Your Exam

- Scrap paper included
- Only one person may leave the room at a time
  - Must sign out at the proctor table
  - May NOT leave the second floor during your exam

# Exam Day Procedures:

## Proctors

- Assigned to all exam rooms
- Oversee exam administration & monitor the activities of students
- Questions, problems and concerns should be directed to the proctor

# Exam Day Procedures:

## Ending an Exam – Finished Early

Students finished more than 15 minutes early may leave the exam room

- Save and exit the exam software
- Upload exam
- Turn in all exam materials
- Exit second floor silently

**NO ONE MAY LEAVE THE EXAM ROOM  
DURING LAST 15 MINUTES.**



# Exam Day Procedures:

## Ending an Exam – Exam Collection

Exam collection is considered part of the exam

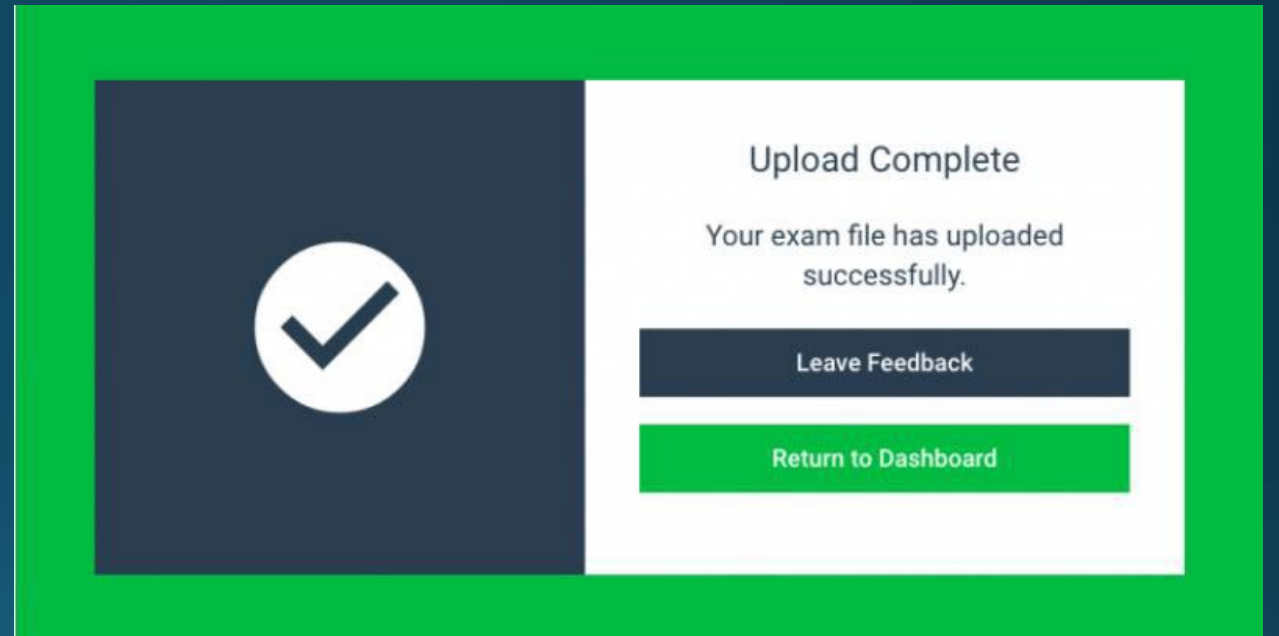
- Remain seated and quiet
- All materials will be collected, including scrap paper
- Do not leave until dismissed by the proctor
- Exit second floor silently – exams may still be in progress in other classrooms

# Uploading Your Exam

Once you exit your exam, ExamSoft will connect to the Internet and automatically upload your answer file.

# Uploading Your Exam In Exemplify

When answer file is uploaded successfully, you will receive a confirmation message screen.



# Uploading Your Exam

The Office of Student Finance and Records will be available to assist with upload problems or delays.



# Emergencies & Illness and Special Circumstances

Preserve  
Anonymity

**DO NOT CONTACT YOUR PROFESSOR**  
with any concerns about your exam or to  
request a reschedule.

# Emergencies & Illness and Special Circumstances

## Three contacts for exam questions/concerns:



Assistant Dean of  
Students

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Lorraine Lalli  
[llalli@rwu.edu](mailto:llalli@rwu.edu)

401-254-4593

Office of Student  
Finance & Records

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Douglas Peterson  
[dpeterson@rwu.edu](mailto:dpeterson@rwu.edu)

401-254-4660

Associate Dean of  
Academic Affairs

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Colleen Brown  
[cbrown@rwu.edu](mailto:cbrown@rwu.edu)

401-254-4629

# Special Circumstances – Exam Day Emergency & Illness

“If a student is unable to take an examination for good cause that arises within 24 hours immediately prior to the final examination time, the student may contact the Assistant Dean of Students or the Associate Dean for permission to reschedule the exam.”

Documentation of emergency will be required.

# Special Circumstances – Exam Reschedule Requests

- Section 506 of Student Handbook
- Do not contact your professor
- Requires Associate Dean approval
- Documentation required for all requests
- File as early as possible



# Honor Code

Students certify compliance with all requirements of the Honor Code on all examinations by sitting for and submitting such exam.

Pg 79 of Student Handbook

# Honor Code: Prohibited Conduct

## Academic Dishonesty

Includes dishonesty in any academic pursuit and the giving or obtaining of any unfair academic advantage

# Honor Code: Prohibited Conduct

## **Failure to Report**

The failure of a student with personal knowledge of Prohibited Conduct to report such conduct.

# Questions?

