Starting Your Exam Sessions

This document provides instructions to help you get started on exam day.

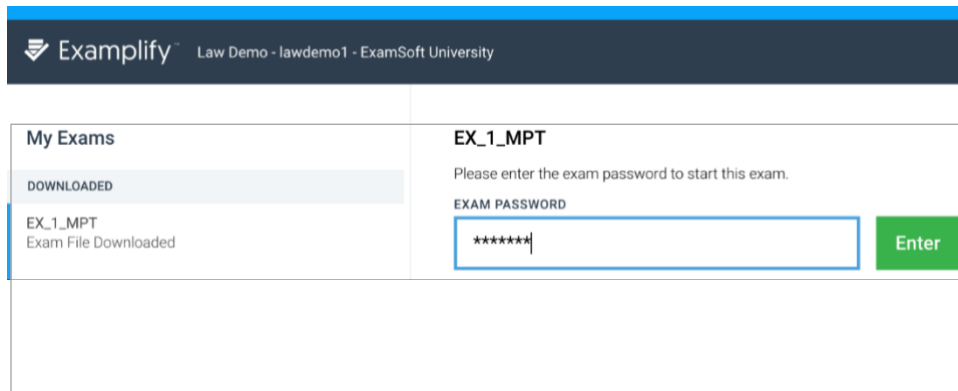1. Click on the Examplify icon to open Examplify.

2. Obtain the exam password prior to the session start time.

The password for applicants testing under the STANDARD SCHEDULE will be available on your jurisdiction password page (https://bar.examsoft.io/GAbar), and will also be sent to you via email.

Applicants who have received TESTING ACCOMMODATIONS will receive the password as instructed by their jurisdiction.

3. Select the exam on the left side according to the exam schedule. Make sure you have clicked on the correct exam before typing in the exam password.

4. The password is **case sensitive** and must be typed into the password box. You may have the password website opened on the screen beside Examplify to help you see the password as you type it. The password will contain a series of words and numbers. **Each word in the password begins with an upper case letter.** Take your time to enter the password; the exam clock does not begin until after you have entered the password and read the pre-exam notices.

Enter the exam password next to the "Enter" button, then click "Enter".

![ExamSoft logo]

5. Once you have entered the password, check to verify camera and microphone permissions.

    Click on the Settings icon, then Device Preferences to confirm that the camera and microphone are selected and that you see your image. Start speaking to verify that the green bars are moving. This indicates the selected microphone is picking up the audio signal. If you do not see the green bars moving while you talk, contact support at 888-816-3065.
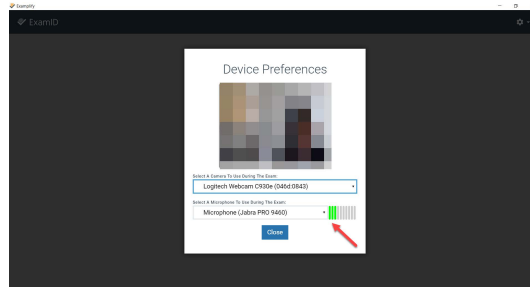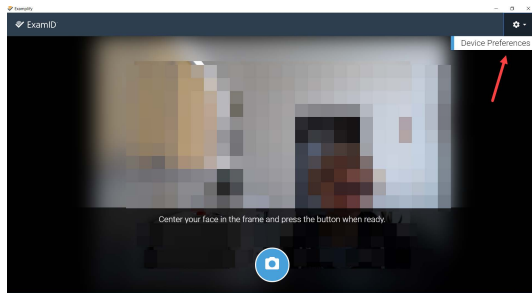
6. Next, you will take your photo with ExamID to verify your identity. You may retake the photo if needed. Once you take the photo you want to use, click the Save & Continue button.
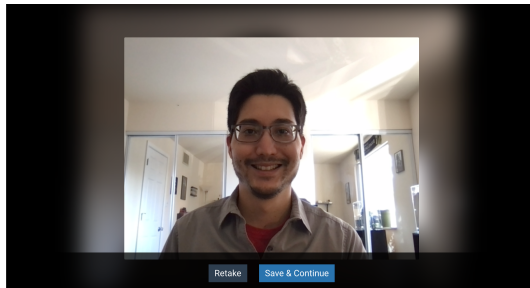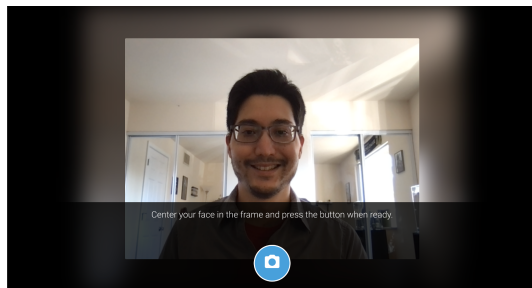

7. After your photo is taken, the next screen you will see is an orange screen notifying you that the secure exam is starting. Immediately click on the green "Continue" button.
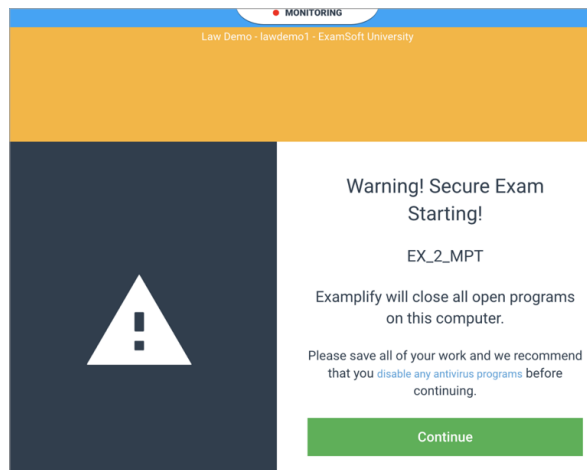

**Your device will then be secured. This may take 2-3 minutes.**

8. You will next be presented with a series of pre-exam notices. Read the notices, clicking click "Next" to navigate through these notices. On the final notice, you will click "Next" to start the exam.
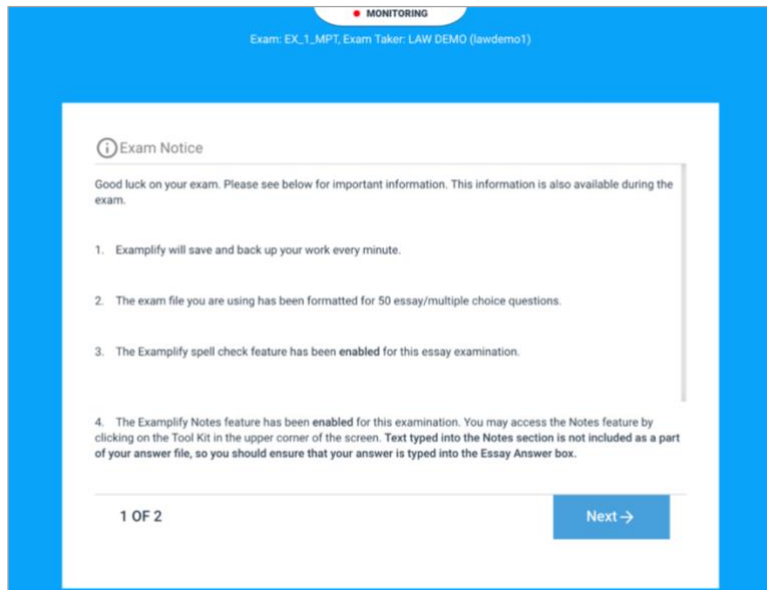
The exam timer begins counting down when you see the first question. The time at the start of the exam includes an additional 59 seconds that are not visible but are included in the exam time. The exam timer is located at the top of the screen.
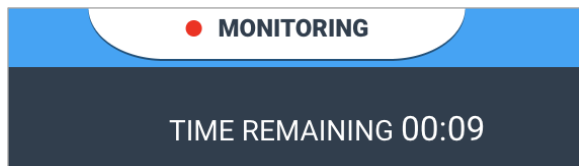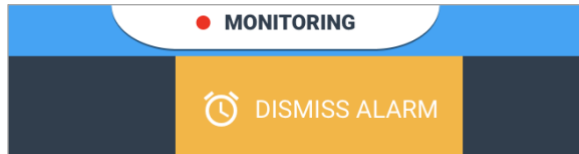
9. At the start of each exam session, you should quickly verify that you are properly in the camera frame and being monitored by clicking the "Monitoring" tab at the top of the screen. You will also see the camera light.
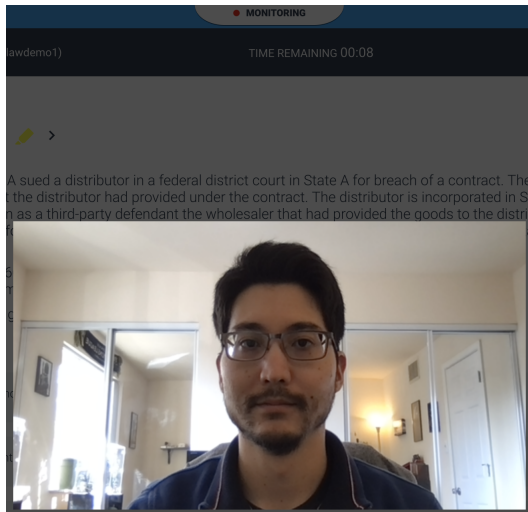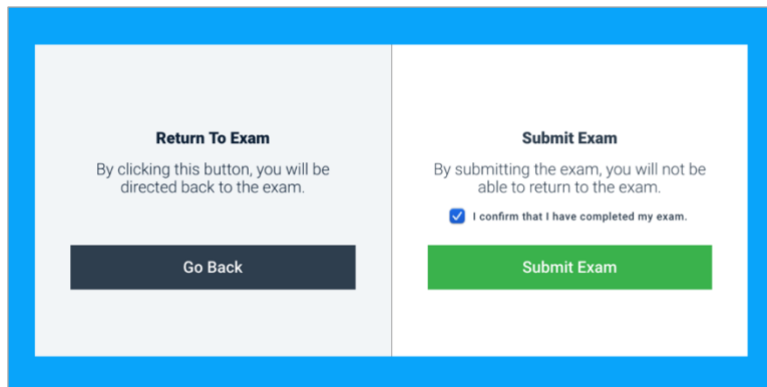
Completing and Submitting Your Exam

1. You will receive a silent notification at the top of the screen five minutes before the exam time is set to end.


You may submit your exam before the time ends. **NOTE: You will not be able to re-enter the exam once it is submitted** so you should be certain that you have completed the exam before submitting.


2. Once the exam time has ended (or you have submitted) you will next see a screen indicating that your answer files are being prepared.
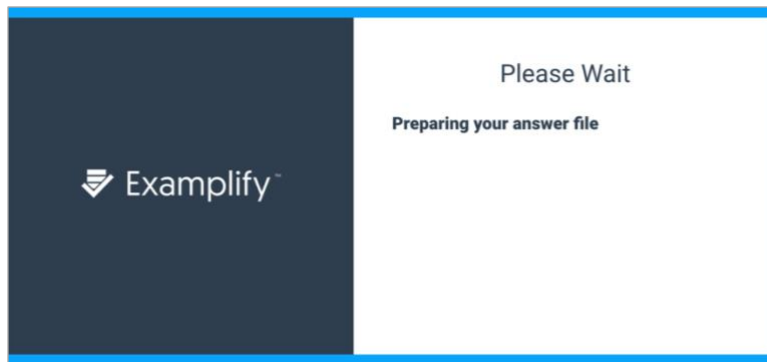
3. Examplify will then exit exam mode and begin uploading the answer file.
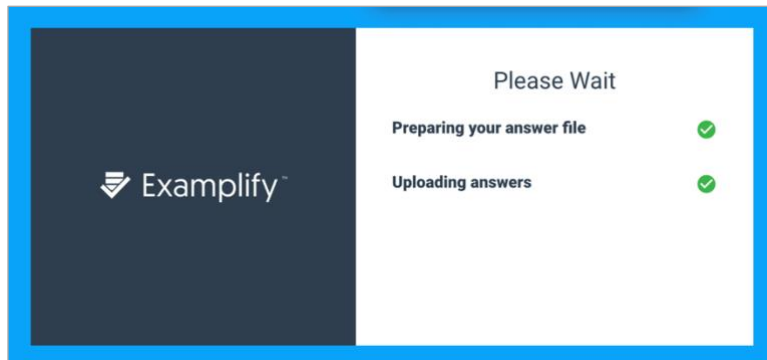
4. You will see the upload in progress as the monitoring file begins to upload. You may return to dashboard if you do not wish to wait for the monitoring file to upload. **You do not need to wait for the monitoring file to fully upload before continuing to the next exam session. If stuck on this screen for any reason, please click on the hyperlink "return to dashboard."**

ExamSoft
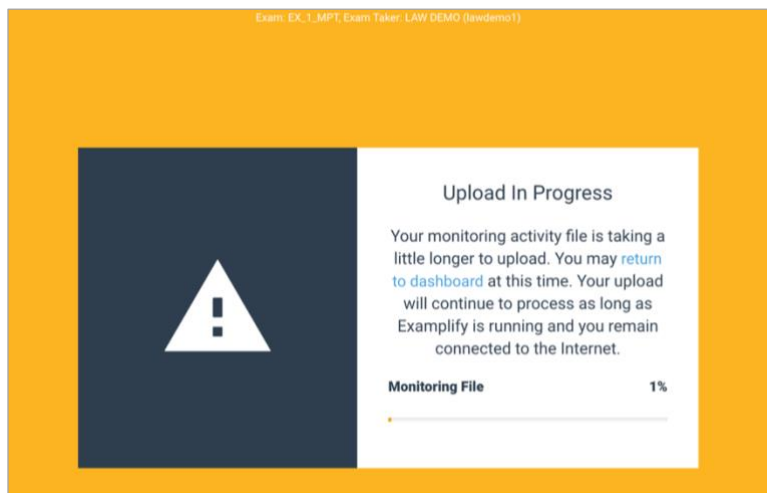
My Exams

PENDING UPLOAD

Monitoring File EX_1_MPT
Upload in Progress
40%

5. Once both the answer and monitoring files have uploaded fully, you will see the exam session in your Completed Exams section of your dashboard with a green checkmark.

COMPLETED

EX_1_MPT
Exam uploaded: 10/2/2020, 8:47:49 AM ✓

6. Stay connected to the internet so that all answer and monitoring files can upload. Make sure each exam session you have taken is shown with a green check in the Completed Exams section of your dashboard at the end of each exam day. Once you see the green check for all Exams you know your upload is successful. **If you see a green check next to each exam files, please do NOT call ExamSoft Support to confirm as this will infringe on other applicants trying to reach support for time sensitive technical issues.**

COMPLETED

EX_2_MPT
Exam uploaded: 10/2/2020, 8:52:35 AM ✓

EX_1_MPT
Exam uploaded: 10/2/2020, 8:47:49 AM ✓

You will also receive a confirmation email for each exam answer file once it is uploaded and processed and a separate email confirming each monitoring file upload.