



Exemplify Student Quick Reference Guide

For more information, access the [Exemplify Quick Start Guide](#).

Downloading Exemplify

1. **Navigate** to <https://examsoft.com/nursingua>.
2. **Click** the “Login” button under “Exam Takers.”
3. You will be redirected to WebAuth.
 - a. **Enter** your NetID and Password.
 - b. Follow the “Getting Started with Exemplify” steps.

Registering Exemplify

1. **Launch** Exemplify.
2. **Enter** nursingua as your “Institution ID” and **click** next.
3. You will be redirected to WebAuth.
 - a. **Enter** your NetID and Password.

Taking an Assessment

1. You will see any available exams in your Exam List.
 - a. Refresh your list if you do not see your exam available.
2. Download your exam within the time period your instructor designates. You will need an internet connection to download.
3. Review the Exam Details to find information about the type of exam and the time limit for the exam.
4. Review the Exam Settings to see which options, such as spell check and backward navigation, have been enabled for your exam.
5. Enter the exam password provided to you. Passwords are case sensitive.
6. You may receive a pre-assessment notice with information your instructor has decided to include for you.
7. Enter the code provided to enter the exam.
 - a. **Note:** all activity conducted during your exam will be logged and may be reviewed to verify exam integrity.
8. Enabled options, such as highlighting and alarms, will be available along the top bar.
9. Once you complete your exam, **choose** “Submit Exam” under Exam Controls.
 - a. Upon successful uploading, you receive a green screen with the word “Congratulations.”

Mock Exam

The College of Nursing has provided a Mock Exam for ExamSoft practice. Open your Exemplify client and you will see the download available for the Technology Resources Exemplify Mock Exam. The password to open the exam is **Mock123**. It is not important what you get for a score on this exam. It is provided for practice purposes only.

Exemplify Resources

- [Minimum system requirements for Exemplify](#)
- [Download Exemplify for Windows & Mac](#)
- [Exemplify: Best Practices for Students](#)
- [Exam Taker Helpful Tips](#)
- [Support Resources – Contact Us!](#)