

# EXAM INFORMATION FOR STUDENTS



**University  
of Manitoba**

**Robson Hall  
Faculty of Law**

# OVERVIEW



1. Student Accessibility Services
2. Handwriter or ExamSoft?
3. Downloading Exemplify
4. Before, Day-Of, and the End of Your Exam
5. Deferred exams

# STUDENT ACCESSIBILITY SERVICES

Student Accessibility Services (SAS) **supports** you and **provide reasonable accommodations ...**

- ...based on your documented disability

You have to **reactivate** your account with SAS every term

- Contact your Accessibility Advisor/Specialist directly, or
- Email [student\\_accessibility@umanitoba.ca](mailto:student_accessibility@umanitoba.ca), or
- Call 204-474-7423.

# STUDENT ACCESSIBILITY SERVICES

If you are eligible for test and exam accommodations:

- Book each test and exam through the SAS portal on JUMP
- Deadline is a minimum of **2 weeks (14 days) in advance of the test date.**

# HAND WRITER OR EXAMSOFT?

- Students have the **option** to hand write or use ExamSoft
- If you switch from computer to handwriting mid-test, indicate this in your ExamSoft response and report to the ExamSoft administrator

# HAND WRITER OR EXAMSOFT?

For ExamSoft, you have access to the following features...

- Time indicated in the menu bar
- Battery status
- Calculator
- Spellcheck
- Cut and Paste

# DOWNLOADING EXAMPLIFY

## Notes:

- While you can download Exemplify now, you will only be able to log in once accounts are created
- Be sure to restart your computer after installation AND open Exemplify to Agree to Terms.

## BEFORE YOUR EXAM

1. Check the **minimum system requirements** for your device (located on the ExamSoft signin page)
2. Confirm that your device meets the minimum requirements to run the ExamSoft software
3. Ensure that **ALL** updates have been applied to your device.

This will ensure that the software will run correctly on exam day





# BEFORE YOUR EXAM

1. Make sure that your device can connect to the University's **u of m-secure** wireless network.
2. In order to avoid any delays on exam day, your device should already be configured to connect.
3. If you have difficulties:

Please contact the Service Desk for assistance.

123 Fletcher Argue, Mon – Fri 8:00 AM – 8:00 PM

Email: [servicedesk@umanitoba.ca](mailto:servicedesk@umanitoba.ca)

Phone: 204-474-8600



## NIGHT BEFORE YOUR EXAM

- Make sure you have **updated your computer!**
- Download your exam file



# THE DAY OF YOUR EXAM

You must bring your student card, and have it on your desk


1. Arrive  $\frac{1}{2}$  **hour before** the start of your exam
2. The door will be closed 15 minutes prior to the exam and you will no longer be able to use your computer and will have to handwrite
3. Set up your computer in the exam room
4. When you leave the exam room you must take all your items only leaving your computer
5. You will be asked to leave the exam room **15 minutes** prior to the start of the exam. **If you are not at the “warning screen” by that time you will have to hand write your exam.**

# “WARNING SCREEN”

Exemplify VERSION: 1.7.4

VIMMY TEST (123456) - NEW EXAMSOFT UI BEND - EXPIRATION: 06/04/2022

100% 18:17



Stop and Wait

**bonus test**

When instructed to start, enter the code **5 0 8 5** below and click Start Exam


Enter Code

— — — —

Start Exam

CANCEL

**ATTENTION:**  
Activity conducted during this exam will be logged. ExamSoft or your exam administrators may review this information at any time for audit purposes to verify exam integrity.



## DURING EXAM

Generally, only a small group of items are permitted:

- Any materials permitted by instructor
- Your laptop
- Ear plugs
- Pens and highlighters
- For a complete list, see the Exam Rules, posted here:  
<http://law.robsonhall.com/student-resources/exam-information/>

## **DURING EXAM**

Exam questions are not stored in Exemplify. They are provided in hardcopy format to students.

# TECHNICAL SUPPORT FOR STUDENTS

- During Exam: If you experience technical problems at the beginning of or during your exams, please notify the Invigilator in the room.
- A support person will be called and if they are unable to correct the problem on the first try

**YOU WILL HAVE TO HAND-WRITE**

# DURING EXAM

Generally, the following items are **NOT** permitted in the exam room:

- Any materials or texts not expressly permitted by instructor
- Programmable calculators
- Computerized watches, including iWatches
- Cell phones (even ones that are turned off)
- Video monitors



# THE END OF YOUR EXAM

1. **DO NOT** leave the exam room during the last 15 minutes of the exam.
2. You must write your **student number on your exam question paper**
3. **Do not write your name on the exam booklets only use your student number**
4. **Remain seated when time is called**
5. Remain seated until all exam questions are collected and the exam administrator has given the okay to leave.

Reminder: Out of **courtesy** and **consideration** for other students, please leave the exam room quietly. Exams may be continuing for other students and our hallways echo. Please do not talk to other students until you have left the hallway.

# AT THE END OF YOUR EXAM

## ExamSoft Users:

- If you have submitted your exam electronically please remain on the “Congratulations” screen.
- Once you have received confirmation that your exam file has been received you may leave the room (unless it is the last 15 minutes of the exam)
- DO NOT: play games OR surf the internet - this is very distracting to your fellow students

## Hand Writers:

- You must write your student number, course and Professor’s name on each of the booklets.
- **Do not write your name on the booklets**

# AT THE END OF YOUR EXAM

Please put the exam materials into three piles:

1. Materials you want marked.
2. Any marked-up paper you have used as scrap, which you don't wish to be considered by your instructor.
3. Any unused answer booklets

## **DEFERRED EXAMS**

**All requests for a deferral of an examination or paper are to be made to the Associate Dean's office.**

## **DEFERRED AND MISSED EXAMS**

- **If you miss a final examination for medical or compassionate reasons, you may** be granted a deferred examination.
- Applications for a deferred examination must be filed as soon as possible and **not later than 48 hours after the beginning of the missed examination**
- A medical certificate or other appropriate documentation will be required.

**Note:** If you are unwell during an exam please ask the invigilator for permission to leave the room and come to either the Associate Dean's office or Rosa Muller's office.

# REASONS FOR DEFERRALS

**There are only two reasons that you can apply for a deferral:**

- 1. Medical-** A medical certificate will be required
- 2. Compassionate reasons**
  - Death in family (copy of obituary)
  - Religious observance

# HOW TO APPLY FOR A DEFERRAL

**Application for Deferral** form must be filled out.

<http://law.robsonhall.com/wp-content/uploads/2019/03/Application-for-Deferral.pdf>

**Verification of Student Illness form** (filled out by your Physician, Surgeon, Registered Psychologist or Dentist).

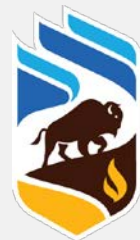
<http://law.robsonhall.com/wp-content/uploads/2019/03/Verification-of-Student-Illness-or-Injury-RH-Logo.pdf>

**\*Forms can be found on the Robson Hall website, under Current Students – Exam Information**

*\*If, due to the nature of illness or event, it is not possible to submit the forms immediately, please email the Associate Dean indicating what has happened, and provide these forms as soon as possible.*

# THANK YOU, QUESTIONS?

Any questions or concerns regarding  
ExamSoft please contact  
Rosa Muller, or  
Associate Dean Curran.



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of Manitoba

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