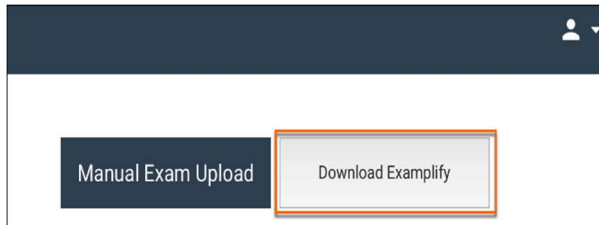


Before Exam Day:

1. Download and install Exemplify on your Windows computer (if you have not already done so) from: <https://ui.examsoft.io/login?institutioncode=ROCRegional>
2. **Where to find the Download button in the Enterprise Portal:**

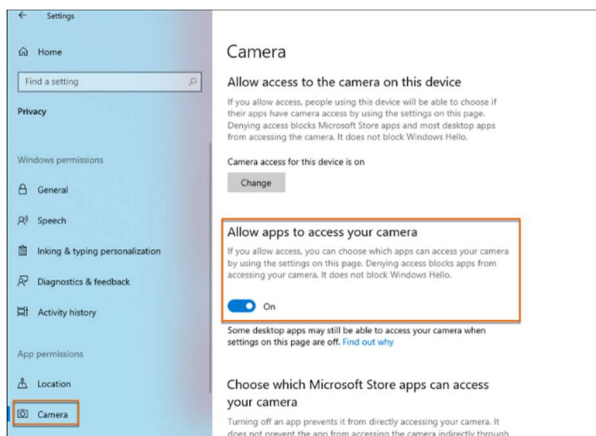


3. Follow the on-screen instructions to download the installer file.
4. After the download is finished, go to the Downloads folder on your device, and run the installer file.
5. When you see the Add New Account page, enter your institution ID (Rochester Regional Health), and then select Next.
6. Install Exemplify and log in, institution ID is Rochester Regional Health Ensure your computer is equipped with a webcam and a microphone. Note: iPads and Chromebooks are not supported.
7. Please make sure that your camera, microphone, and screen recording settings are enabled for Exemplify.

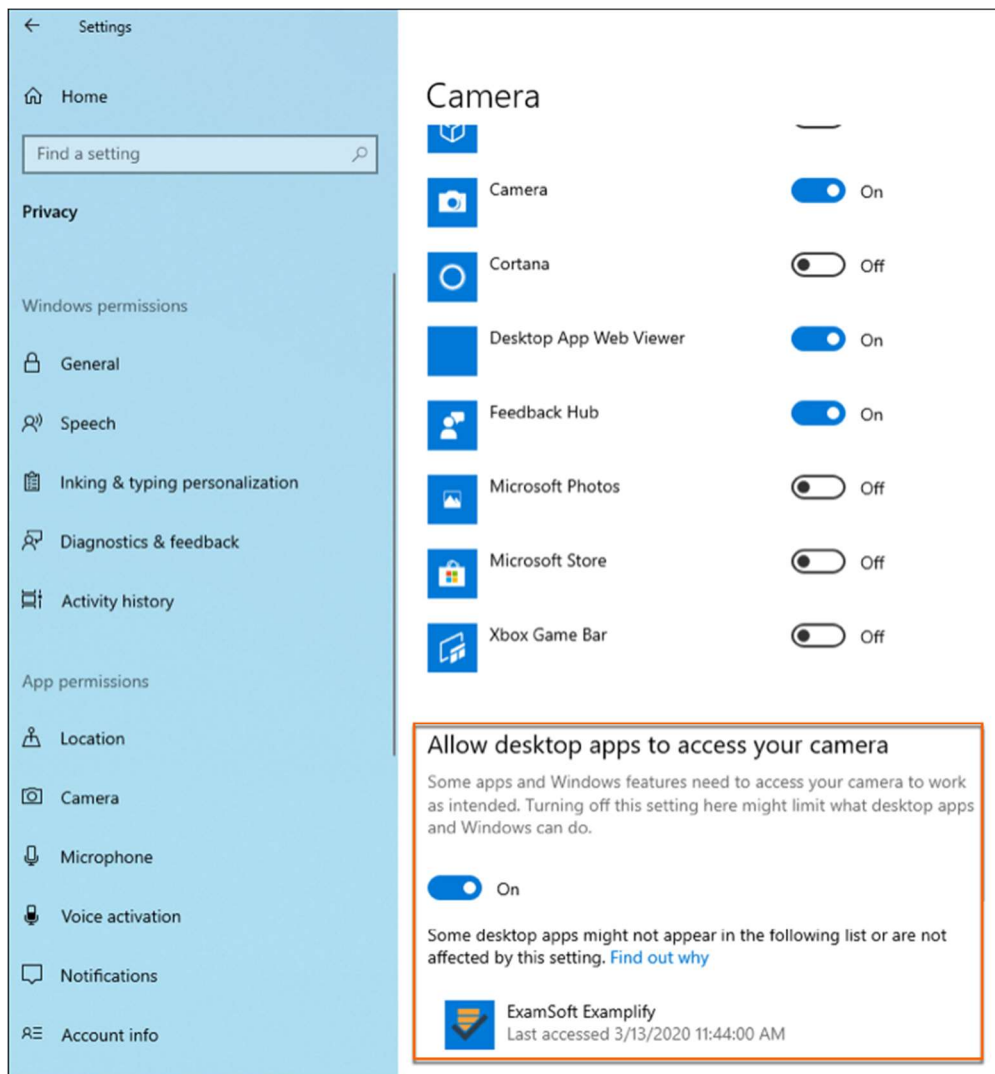
Windows 10 Settings: Detailed ([ExamSoft Link](#))

Camera Access

1. In the Windows Start bar, open the Windows Settings menu by entering: **Settings**
2. Select the **Privacy** icon.
3. In the left panel, select **Camera**.
4. Confirm that **Allow apps to access your camera** is on.



5. Scroll down to **Allow desktop apps to access your microphone** and confirm that it is enabled.
6. Below that, confirm that Exemplify is listed.

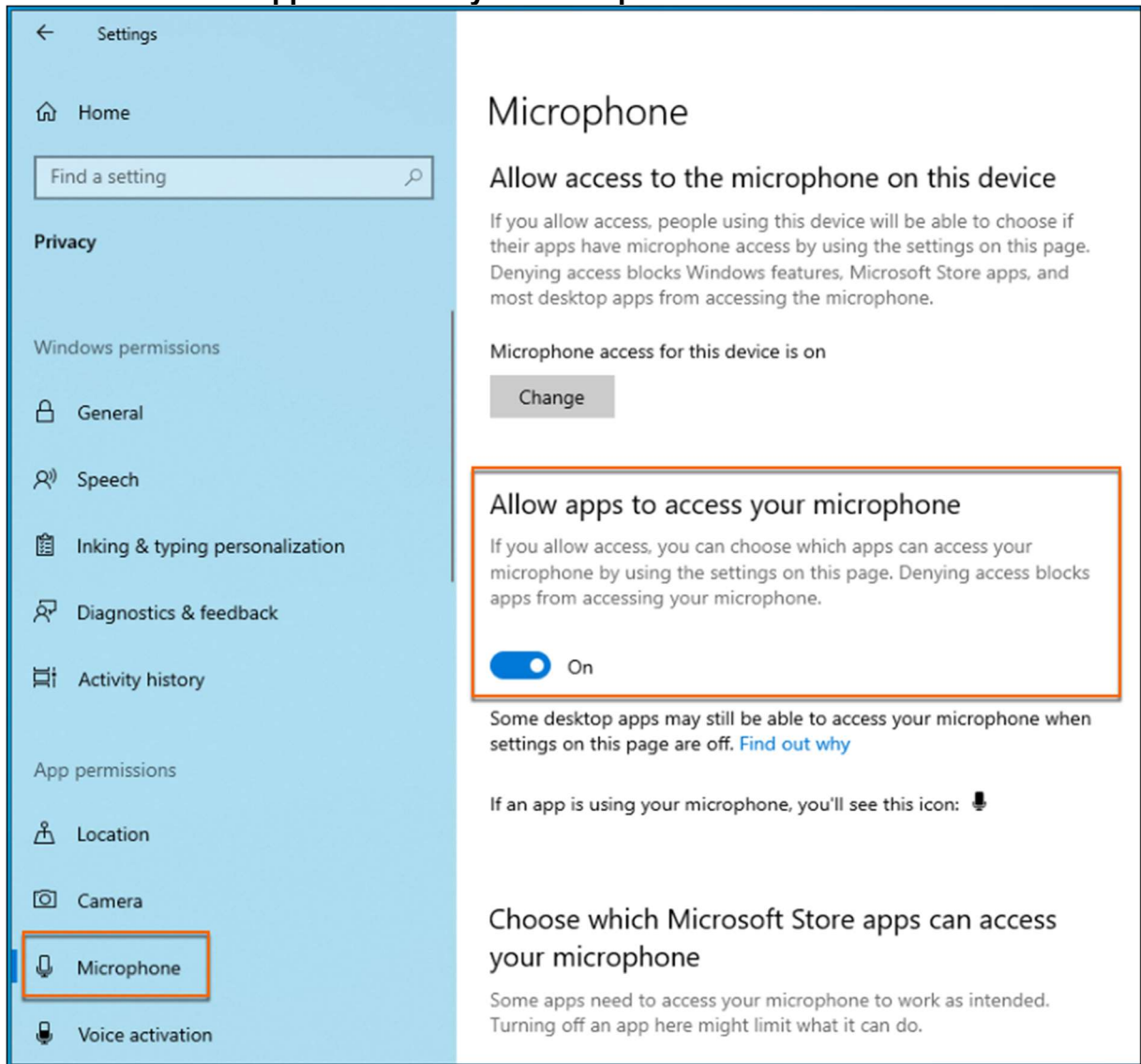


If Exemplify is not listed: Start Exemplify and begin an assessment *with ExamID enabled*. Then, take a picture. This will add Exemplify to the list. Repeat this procedure to confirm the settings.

Microphone Access

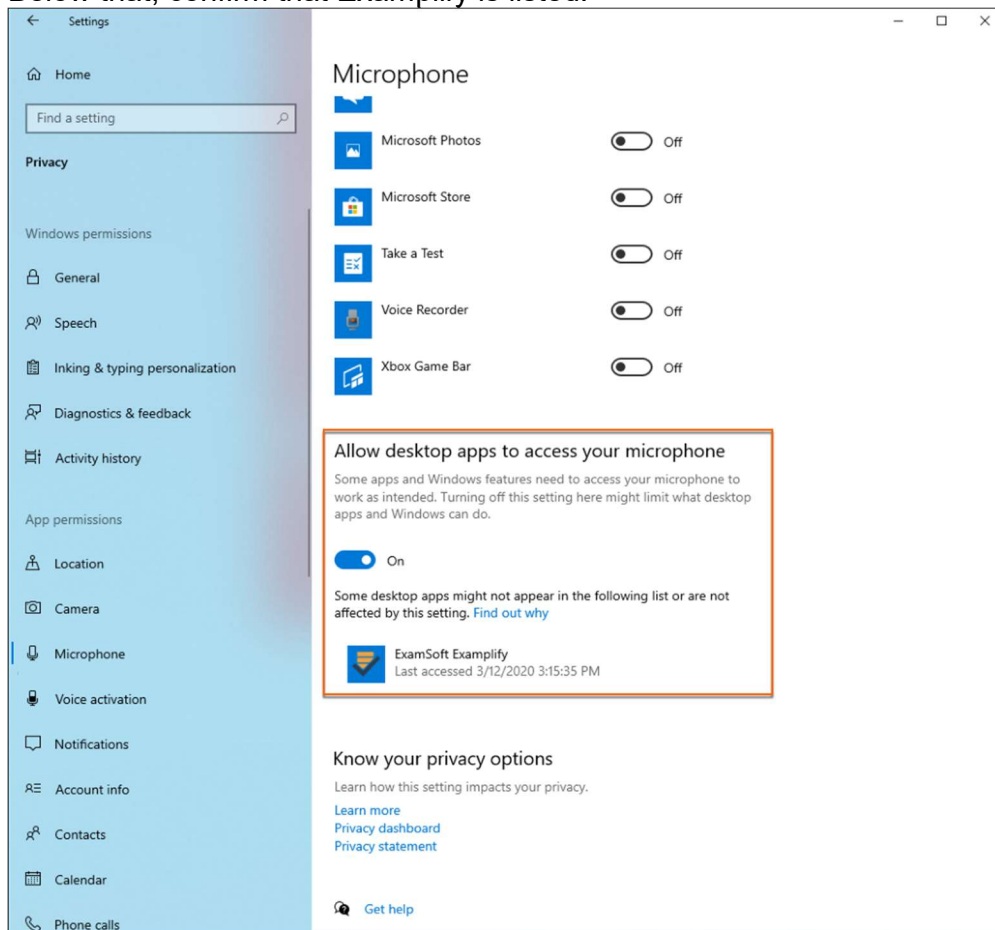
1. In the Windows Start bar, open the Windows Settings menu by entering: **Settings**
2. Select the **Privacy** icon.
3. In the left panel, select **Microphone**.

4. Confirm that **Allow apps to access your microphone** is on.



5. Scroll down to **Allow desktop apps to access your microphone** and confirm that it is enabled.

6. Below that, confirm that Exemplify is listed.



If Exemplify is not listed: Start Exemplify and begin an assessment *with ExamMonitor enabled*. This should add Exemplify to the list. Repeat the above steps to confirm the settings.

7. Return to the Windows Settings menu and select **System**.
8. On the System menu, select **Sound**.
9. Confirm that you have an **output** and **input** device selected and that they function by testing them. If they are not functioning or you can't locate a device, select **Troubleshoot**, and follow the on-screen instructions.

Please contact support directly if you have completed all of the above steps and are still experiencing issues. 1-866-429-8889 Press #1, Press #2 for a student .There is no hold time and they can resolve quickly.

Additional Information: Once you have these permissions enabled, you should restart your computer and then re-launch Exemplify.

- Exemplify should be running **Version 2.6**. If you are not on the latest version, login and download it again.
- Click [Exemplify Windows 10 Installer](#) to install again.

- When you start the exam, a webcam recording will also begin. Move your device around to show your immediate area on camera for security purposes. You will be recorded throughout the Exam.
- If the Digital Note Pad is enabled by your faculty, you'll have the ability to take digital notes during the exam. Check the option to 'Submit Feedback' to save your notes during the exam.
- Once you submit, your exam file and the webcam recording will be uploaded. This may take a few minutes to process, so please be patient.
- Due to the nature of this remote proctored exam, bathroom breaks are not allowed. If you have an emergency, just know that your exam will be flagged for suspicious activity when you move away from your computer.