# UIC JOHN MARSHALL LAW SCHOOL

**UIC**

## Examplify Policies

1.  Students must provide their own laptops with capability to run Examplify software and connect to the Law School's wireless network.

2.  Prior to your examination, you must complete the Examplify installation and registration process. The minimum system requirements for both PC and Mac, as well as download, installation, and registration instructions and test taking procedures can be found on the home page of the Law School Examplify web portal (www.examsoft.com/jmls).

3.  Any attempt to disable or tamper with the security features of Examplify will be treated as a violation of the Student Code of Conduct.

4.  The Registrar's Office, IT department, and exam proctors are prohibited from providing assistance during an equipment failure or malfunction. Examplify is used at your own risk, so please be sure your computer is in working order, and you have familiarized yourself with the software. Practice exams are available to simulate the download, testing, and upload procedure. Feel free to use these at your convenience.

5.  You have two options for proceeding following an equipment failure or malfunction:

    a.  You may begin writing and complete your exam using bluebooks. In this case, please notify the proctor and Registrar's Office of the equipment failure or malfunction immediately following the exam. Your salvageable progress before the equipment failure or malfunction will be included with your handwritten bluebook submission.

    b.  You may attempt to resolve the issue by rebooting your computer. If this does not resolve the issue, you will be required to proceed with option a.

6.  You should plan on arriving at least 30 minutes before the posted start time of your examination. You must ensure that Examplify is already be running on your computer prior to the start of the examination. Failure to do so will result in a loss of time to complete your examination. The start time of the examination will not be delayed due to a computer or electronic-device hardware or software problem.

7. This program is NOT offered for take-home exams.

8. Practice exams are not to be used to type your examination. Practice exams are to be used only to simulate the testing experience in order to gain familiarity with the software prior to taking an examination. You must submit your examination using the corresponding exam file to your examination. Failure to do so will result in the grade of "F."

9. The use of Examplify for examinations is at the professor's discretion.