

February 2021 PA Remote Exam: Overview of Exemplify Download and Mock Exams

Overview

To participate in the February 2021 remote bar exam, applicants must download Exemplify. The process involves several steps. First, applicants will register their computer and download the software and two mock exams. Before the first mock exam begins, the software will take your picture and upload it to ExamSoft. Avoid having your diploma or any other identifying information behind you for the photo or during testing. Please review [ExamSoft's suggestions](#) for lighting so that the system can properly capture your image. For best results, have a light behind the webcam, not behind you, or above you. If possible, applicants should take the mock exams in the same environment and conditions in which they will take the actual exam. The first mock exam is designed to introduce you to the software features for use during testing.

The second mock exam will be 90 minutes long and is designed to allow you to read and answer real exam questions in the software. At the start, the software will take your picture again and compare it to your baseline photo from the first mock exam. Please take note of the lighting that provided for a successful identity verification so that you can replicate it on exam days. The second mock exam will include previously administered Pennsylvania exam questions (3 essays and a performance test). **For Pennsylvania's exam, test questions are reproduced in their entirety in two places** –in a PDF attachment window and in the question stem above the answer field. Be sure to test expanding the attachment, as well as highlighting the question stem, to determine your approach for using the software to answer each type of question on the exam.

Applicants must upload their answers to mock exam 1 & 2 by January 27, 2021. This is a requirement to sit for the bar exam. The second mock exam will remain accessible for a second use and applicants may upload a second set of answers to mock exam 2 until February 21, 2021.

Deadlines

Pre-Exam Day Deadlines

1. Examsoft Registration & Mock Exam 1 & 2 Download available: **January 12, 2021**
2. Last day to register and upload both mock exams: **January 27, 2021**
3. Exam Files Download: **February 16, 2021 – February 18, 2021**

Pre-exam checklist

STEP 1: Register and download Exemplify and two mock exams. January 12-27, 2020.

- Visit www.examsoft.com/PABar from the computer you will be using on exam day and review the minimum system requirements for your laptop. Remember to complete a [request to use an external webcam/monitor/microphone](#) if appropriate.
- Login under the 'Exam Takers' section with your NCBE number and temporary password, which was sent to you by email from ExamSoft.
- Click 'Download' and follow the on-screen prompts to launch the installer. Once completed, open Exemplify.
- Enter the Institution ID 'PABar' then click 'Next'.
- Enter the same ID and password to register Exemplify. Click 'Sign In'.
 - a. RETURNING EXAMPLIFY USERS: If you previously used Exemplify for any other exams, after launching Exemplify, click on "Home Menu", select "Switch Account", click "Add New Account". Register using the credentials provided from the download reminder email from ExamSoft.
- Select Mock Exam under My Exams and click Download Exam.

STEP 2: Take and upload two mock exams by January 27, 2021.

Before starting, practice with exam conditions in place:

- **Ensure you are connected to internet and your laptop is plugged into the power and your battery is fully charged in case of power failure**
 - **Ensure there is no one else in the room**
 - **Remove all textbooks, notes, or other materials from your workspace**
 - **Turn off your music, TV**
 - **Remove headphones/earbuds**
 - **Ensure your face will be face forward to the camera with eyes in view of the camera for the duration of the exam**
1. Launch Examplify and select the Mock Exam under 'My Exams' on the left side.
 2. Enter the mock exam password, posted on www.examssoft.com/PABar and click 'Enter.'
 3. A prompt to close any open programs and disable your antivirus program may appear. (For more information about using Examplify and your anti-virus software, review [ExamSoft's and the Board's FAQs.](#))
 4. Biometric Consent - you will be asked to consent to ExamSoft capturing your biometric information (i.e., taking your picture). ***This is a requirement for you to access your exam.***
 5. Webcam / Microphone Access - Before starting a mock exam, the program will ask you to allow access to your webcam and microphone. ***This is a requirement for you to access your exam.***
 6. Facial Recognition – The software will take your picture to verify your identity before each session of your exam. Once successful, take note of the lighting and other conditions to replicate them on actual exam days.
 7. Read each Exam Notice window carefully and click the 'Next' button in the bottom right to advance.
 8. Video recording will begin automatically, including both webcam and screen capture throughout your entire exam.

Follow these practices:

- **Ensure that you have privacy for the entire exam - do not interact with other people or receive any outside assistance**
 - **Remain focused on the exam and have your face and eyes in view of the camera, do not move your computer or change position without confirming that your face is still in camera view**
 - **Do not read exam questions out loud**
 - **Do not use your mobile phone, unless you have a technical failure**
 - **Do not get up from your computer until your exam is complete, unless there is an emergency or you have an accommodation**
9. Get familiar with Examplify and its features by typing a paragraph in each question window and use available formatting options. During your actual exam, answer each question in the appropriately numbered window. Do NOT type all answers into one window. To navigate between questions, use the 'Next' button at the bottom right or click the question number on the left-hand pane.
 10. For multiple choice questions select an answer for each question by clicking the A, B, C or D answer choices on the left. Strikeouts will not be graded, you must designate an answer.
 11. TECHNICAL ISSUES - most issues during an exam (e.g. a freeze, etc.) can be resolvable by rebooting the device (do NOT attempt to repair by exiting the exam as you cannot reenter). Turn off your device (press and hold power button). Wait 5 seconds then restart your device. Once Examplify restarts, it will return to within 59 seconds of where you left off in the exam.
 12. SUBMITTING EXAM: The exam will close automatically once you reach the time limit or you may click on 'Finish' on the last question to submit your exam. On the blue screen, click the checkbox then click the 'Submit Exam' button. Examplify will automatically upload your answer file along with the video recording to be proctored. Keep your computer connected to the internet with Examplify until you verify that the upload is complete. If for some reason your computer is turned off before the upload is complete, it will automatically resume when your computer is turned on and connected to the internet. You will receive a green 'Upload Complete' screen and a confirmation email.

STEP 3: Download the files required to use on the exam day.

Standard testing will be according to the schedule below. Applicants testing with accommodations have different schedules. Each session will require a separate password to begin. Applicants testing under standard conditions will have 105 minutes to complete the performance test and 90 minutes for all other sessions.

At the start of each session, applicants will access a password for the session and complete the login process. Only upon successfully advancing to the question content will the timer set for the session (i.e. 90 minutes) begin to countdown.

Begin the login in process for all sessions as soon as the password is available. Do not wait to login. Passwords will be available online at the start times listed below. More information about the location of the passwords be available closer to the exam.

Monday	February 22
10:00 a.m.	Login and begin session 1, Performance Test (105 minutes)
	Break
1:00 p.m.	Login and begin session 2, Questions 1 & 2 (90 minutes)
Tuesday	February 23
10:00 a.m.	Login and begin session 3, Questions 3 & 4 (90 minutes)
	Break
12:45 p.m.	Login and begin session 4, Questions 5 & 6 (90 minutes)
Wednesday	February 24
8:45 a.m.	Login and begin session 5 MBE 1-50 (90 minutes)
	Break
10:45 a.m.	Login and begin session 6 MBE 51-100 (90 minutes)
	Break
1:45 p.m.	Login and begin session 7 MBE 101-150 (90 minutes)
	Break
3:45 p.m.	Login and begin session 8 MBE 151-200 (90 minutes)

Applicants must upload their files to the ExamSoft web server **by 11 p.m. (ET) each test day.**

Exam monitor files (audio/video) are larger and take more time to upload than answer files. It may take 15 minutes to upload a ninety-minute monitor file. If an internet issue or other technical problem prevents an upload each exam day, an applicant should document this with the Board via an [Incident Report form](#). In such a case, an applicant may upload all answer files and monitor files by 11 p.m. (ET) on February 26, 2020.

The window to complete this is likely to be February 16-18, 2021:

1. Launch Exemplify
2. Under 'My Exams' select each exam file from the list on the left side and click 'Download Exam' (If this exam is not showing in the list, click 'Refresh Exam List' at the bottom). The download progress will begin to show; if you see 'Exam File Downloaded' under exam name, the download was successful.
3. Confirm that the following exam files have been downloaded:

File Name	Duration
PA_1_Performance Test	105 minutes
PA_2_Essay 1-2	90 minutes
PA_3_Essays 3-4	90 minutes
PA_4_Essays 5-6	90 minutes
PA_5_MBE 1-50	90 minutes
PA_6_MBE 51-100	90 minutes
PA_7_MBE 101-150	90 minutes
PA_8_MBE 151-200	90 minutes

Need Help?

If you have any questions, visit our support resource page at www.examssoft.com/support or call the ExamSoft support team at (866) 429-8889, ext. 1. If you have issues or questions about exam setup, please review the following online resources:

[Camera and Microphone Rights](#)

[ExamID and ExamMonitor Permission Setup for Windows users](#)

[ExamID and ExamMonitor Permission Setup for MAC users](#)

[ExamID: Problems with taking a photo for your baseline](#)

[ExamID - Unable to validate](#)

[Exemplify with ExamID and ExamMonitor](#)

[ExamID: Problems with taking a photo for your baseline](#)

[ExamID - Unable to validate](#)

[ExamID and ExamMonitor: Being prompted for a resume code](#)