

# **OCTOBER 5-6, 2020 ILLINOIS REMOTE EXAM DAY**

## **TEST INSTRUCTIONS**

Exam Schedule reminder w/CENTRAL time zone reminder:

### **Monday, October 5, 2020**

11 AM - 12:30 PM:

90-minute session for one (1) Multistate Performance Test task (MPT)

30-minute break

1:00 PM - 2:30 PM:

90-minute session for three (3) Multistate Essay Examination questions (MEE)

### **Tuesday, October 6, 2020**

11 AM - 12:30 PM:

90-minute session for 50 Multiple Choice questions

30-minute break

1:00 PM - 2:30 PM:

90-minute session for 50 Multiple Choice questions

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- Read these instructions carefully and make sure you understand them. You will not have access to them during the exam.
  - To get started, please ensure that all cables are connected to your device, you are plugged in to a power source, and that your device is powered on. Make sure you have fresh batteries in all wireless devices.
  - You must have Wi-Fi to begin each test session. You do not need it during the session, but you need it to launch each test session in order to get the exam password and once Exemplify is launched, to take your identity verification photo. Once the photo step is complete, Exemplify will lock down your device and block access to the internet. Once

you have completed your exams, and internet access is restored, the upload of the answer and video monitoring files will begin.

- If you are not connected to the internet at the start of a session, you will see a blue screen indicating that a resume code will be required. Return to the dashboard, connect to the internet, and begin the process. If you get this screen and you confirm you are connected to the internet but are unable to start the exam, call ExamSoft Support at **(888) 816-3065** to get the resume code.
- You will need a password to enter each test session. **For standard testing applicants**, passwords will be available fifteen minutes before the beginning of each test session. There will be three ways to get the passwords:
  1. [www.examssoft.com/ilbar](http://www.examssoft.com/ilbar) or
  2. <https://bar.examssoft.io/ilbar> or
  3. emailed directly to you

**Passwords will be Case Sensitive. You will not be able to copy and paste the password, but you will be able to toggle back and forth and make sure you enter it correctly. Type it into the password box.**

**For nonstandard applicants, the passwords will be emailed directly to you from IBAB. You will not receive them from ExamSoft.**

Applicants are expected to be logged on and ready to begin testing by 10:30 AM. Each session includes a login period so that applicants can perform all of the needed tasks. Applicants should log in early so anyone having trouble has time to correct any issues and/or contact the **ExamSoft helpline** if assistance is needed at **(888) 816-3065**. This number is dedicated for exam takers for this exam and will allow you to jump the line ahead of other types of callers.

**For any other technical issues on the exam day, call ExamSoft Support at (888) 816-3065. International: 954-429-8889.**

If you need to call, and the camera is not on, then just go get your phone and call. If the camera is on when you need to call, tell the camera you are going to get your phone. Do so quickly, return to your seat, and contact support. Upon completion, quickly store your phone. Doing this will help us assure you are complying with the rules.

**Program the support number in your phone.**

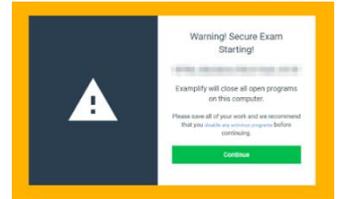
Chat: To access chat within Examplify and you have internet access, click Home Menu and then click Help. Chat will be available in the lower right corner of the screen. The chat feature will not work once you have entered the exam.

You may also Bookmark <http://bar.examsoft.com/support>.

We suggest calling first, then chat. Do not email support on exam day.

### LAUNCHING EXAMPLIFY

- Double click the Exemplify icon. 
- Select Exam Name from the left side of the Exemplify window.
- Enter the Password.
- Click the 'Enter' button.
- You may be prompted to close any open programs and disable your antivirus program. Click the green 'Continue' to proceed.
- The software will take your picture in order to verify your identity.
- Read each Exam Notice Window carefully and on the final notice, click the 'Next' button in the bottom right to advance.
- On the final Notice, click "Next" to start the exam.



### NAVIGATING EXAMPLIFY

- The timer will begin when you see the first question.
- 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.

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### SUBMITTING EXAM SESSIONS

The exam will close automatically once you:

- reach the time limit or
- click on 'Finish' on the last question.

On the blue screen, click the checkbox then click the 'Submit Exam' button.

At this point, Exemplify will begin to automatically upload your answer file along with the video recording to be proctored. In order to continue this upload, keep your computer connected to the internet with Exemplify until you verify that the upload is complete.

If your files take some time to upload, you will see a yellow screen telling you that your answer file has been uploaded and proctoring files are still uploading. You can click on **Return to Dashboard** if you need to begin the next session. If not, stay on this screen until the progress bar is at 100%.

If for some reason your computer is turned off before the upload is complete, or if you need to begin the next test session before the upload completes, please do not worry. The upload 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 when the upload is done.

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## UPLOADING YOUR ANSWER FILE

**Your Answer Files must be Uploaded by 11:59 PM Central Time on Tuesday, October 6, 2020**

### 1. How to upload your answer files after the exam if you do not have access to internet:

- Once you arrive at a location with an internet connection, turn on the computer.
- Connect to the Internet and launch Exemplify.
- Once Exemplify opens, each exam should upload automatically. If not, select each exam and click 'Retry Upload'. You will receive a confirmation 'Your answer file has uploaded successfully'. Repeat this step for all exams.
- At the home screen, you should see a green checkmark and the upload date next to each exam that was uploaded.
- If you are unable to upload your answer files via Exemplify, refer to step #3 below.

## 2. Confirming the upload of your answer files:

- Once completed you will receive a confirmation screen, and an email will be sent to the email address you used when you registered with Exemplify.
- At the home screen, you may click on the 'Home Menu' then 'Exam History' button to review your upload and download history. You will be prompted to login using your credentials.
- You may re-send yourself an Upload Confirmation email from this screen. Click on the 'Email' button.

## 3. How to manually upload your answer files:

- Navigate to your custom home page:  
[www.examsoft.com/ILbar](http://www.examsoft.com/ILbar)
- Login with your credentials.
- Select the 'History' tab.
- Click the 'Manual Exam Upload' button and follow the instructions provided.

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## TECHNICAL ISSUES

Most issues during an exam (e.g. a freeze, etc.) can be resolved 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 15 seconds then restart your device.
  - Once Exemplify restarts, it will return to within 59 seconds of where you left off in the exam. If you have been out for a short period, you will be able to continue. If, however, you have been out of the exam for a longer period of time, you will be prompted for a resume code. To re-enter, you must contact ExamSoft for the resume code. You do not need Wi-Fi to get and use the resume code.
  - Make sure you have the phone number pre-programmed into your phone before you begin the exam.
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## IMPORTANT NOTES

Review the Code of Conduct you received in your email, and the FAQs and announcements on the IBAB website, for allowed conditions, permissible items, and permitted conduct.

Remember, you do NOT need to wait for the upload confirmation of the previous session before you can start the next session. The upload will finish after the session is complete. Answer files usually upload quickly. Monitoring files may take more time.

You cannot access a session after 30 minutes from the scheduled start time. For example, 11:30AM is the latest you may begin the MPT. You will be allowed to start the next session even if you are locked out of the previous session, if you are able (for example, if the issue is not a malfunction of your laptop).

Begin the login process for all sessions as soon as you get the password. You do not need to wait until the beginning time. Advance to content and begin your exam. You will not be penalized for starting the test when the password is released, even if you are beginning before the start time of the session. You have 90 minutes from the time you start, even if it is a few minutes early, or up to thirty minutes late.

If you finish early, you may exit the exam and upload your answers.

Be aware that the clock/timer on Exemplify will say 89 minutes when you start. You have 89 minutes and 59 seconds – it just does not display seconds.

The software was not designed to include a copy and paste feature from the question into the answer or notes areas. While it is possible to do so, IBAB does not recommend you do that. Inasmuch as it was not designed to include that, doing it could have unintended consequences.

IBAB is aware of the allegations concerning Apple/Mac universal clipboards, false freezes, decryptions, configuration file changes, and the like. Be mindful that we are able to review log files and other data to identify such actions. Such things are detectable, and we will be looking.

If you experience technical problems during the exam to the extent that you are unable to enter or complete a session, do not give up. Continue to test. After the exam, contact your processor and report the problem you had. We will contact you for follow-up if needed. We will then review monitoring files and other information and complete the grading process.

Once the exam has concluded, IBAB will provide information on when you may be able to expect results.

IBAB knows how hard you worked and how stressful this is. We appreciate your patience while we all work through a new process. Good luck on the exam.