



































































See pages 31-33 for details.

# **ExamSoft: Exemplify** **&** **the Remote Proctoring Process**

1. Download and read the files in the email, ExamSoft New User Guide, Minimum System Requirements (MSRs), Secure Exam Best Practices.  
**See pages 33-35**
2. Check your email for the registration email from "noreply@examsoft".  
(check your Spam/Junk mail also)
3. **Complete these steps using Google Chrome or Firefox only!!!**
4. Click "Join Your Peers" within the registration email from noreply@examsoft.
5. You will be asked to create an **account password**.
6. Then you will be asked to select your Institution - type and select: **American Registry of Magnetic Resonance Imaging Technology ARMRIT**.
7. Then you will be directed to the **payment page**, and then to your **Student Portal** where you can download the **Exemplify** Application.
8. **Review MSRs to ensure your device can run the software.**
9. Download & install **Exemplify** on the Computer you will take the exam with.
10. After you Launch Exemplify, enter your **Institution Name: ARMRIT**  
**American Registry of Magnetic Resonance Imaging Technologists**
11. Then enter your 4-digit **User ID: XXXX** (provided by ARMRIT)  
and your **account password** (that you set up in the registration email from "noreply@examsoft.com").
12. You should now be within your **Exemplify Application Dashboard**.
13. Download both Readiness Mock Exams: "**Technical**" & "**Tutorial**", these exams are meant to teach you how to navigate the Exemplify Application and to test your device's compatibility with the secure software.

(continued on Page 32)

## ExamSoft: Exemplify & Remote Proctoring Process (contined)

14. Ensure you've [disabled any antivirus programs](#) prior to the beginning of any exam, once you've submitted your exams, [you may re-enable your antivirus program.](#)
15. Ensure your device's microphone and camera are functional.
16. Review the Secure Exam Best Practices.
17. Prepare your environment; you will be asked to take a verification photograph and you will be monitored through your device's video and audio tools.
18. Put away any unauthorized materials or device. Save and close any work, close other internet browsers, or any other application. The software will make other apps and browsers inaccessible for the duration of a secure exam. It is intended to function this way for security purposes.
19. You will reconnect back to the internet and can access other apps once an exam has been submitted.
20. The answer files and video files may continue to upload in the background, **do not close the application during this process.**
21. Select either exam to accomplish first (**Technical or Tutorial**). For both exams, enter the **exam password: ARMRITmock18**
22. Once completed submit your exams.

**Frequently Asked Questions:** about the New ARMRIT MRI Exam offered by ExamSoft.

1. Are there any changes in the test fee?

**Answer:** The Computer Based Testing fee is \$46. The Fee includes the Mock Exam, both parts (Technical & Tutorial), and the ARMRIT MRI Exam, and up to two (2) Retakes.

2. Once a student downloads the test, how long it will be available before the student can take it?

**Answer:** After the Student completes the Mock Exam, both parts (Technical & Tutorial), they will be receive an Email authorizing them to sit for the ARMRIT MRI Exam. They decide when to take the Exam but the whole process, including two (2) Retakes **must be completed within 6 months from the authorization email.**



## ExamSoft: Exemplify & Remote Proctoring Process (contined)

4. If technical difficulties out of the control of the student happen during the test and the test closes, can the students resume it later? What is the process?

**Answer:** Students must adhere to the Best Practices during the Exam, which is 3 hours & 30 minutes long. Any deviation from the Best Practices will cause them to be locked out of the system.

For Technical Issues they can call the ExamSoft Assistance number: 510-764-7570. If their Computer meets the Minimum System Requirements-MSRs, this is very unusual.

5. Once that the test is completed, how long it takes to know the score?

**Answer:** Once the Exam has been "Submitted", ExamSoft will provide a score.

The Passing Score is 75%. If the Student fails, ARMTRIT will provide them with a Score Report with a breakdown of the MRI Categories so they can see what areas they need to focus on.



## Exemplify Setup Instructions

1. Administrators will send you an email invitation to activate your ExamSoft student account. This email is from [noreply@examsoft.com](mailto:noreply@examsoft.com). It may be filtered into your spam folder.  
*Be sure to open this invitation on a computer and **not a cell phone**.*
2. Within the invitation email, you'll be prompted to create a personal account password. Then you will be asked to select your Institution. Type and select: "ARMTRIT" American Registry ofMagnetic Resonance Imaging Technology
3. You will then be asked to review the [Minimum System Requirements](#) and pay the "Exemplify usage license fee"...

A screenshot of the ExamSoft license purchase interface. At the top, there is a dark blue header with the ExamSoft logo and the text "Event Team Demo University". Below the header, the title "Exemplify License" is displayed. The main content area contains the following text: "Event Team Demo University requires that you use Exemplify in order to take assessments on your personal computer. To use Exemplify, you will need to purchase a software license from ExamSoft." Below this, it says "Before purchasing the license, please make sure your computer meets [Minimum System Requirements](#)." There is a checkbox labeled "My device meets the minimum system requirements." which is currently unchecked. Below the checkbox, there is a dropdown menu labeled "License Pay Period" with a downward arrow. At the bottom, there is a paragraph of terms: "By purchasing this license, ExamSoft grants a non-exclusive, non-transferable, fully paid limited right and license to use the software within the applicable pay period. By purchasing the software license, it is understood that the license fee is charged for the right to use the software regardless of whether the software is used or assessments have been taken. As such, this license fee is non-cancelable and non refundable."


## ExamSoft: Exemplify & Remote Proctoring Process (contined)

- Once you have paid, you will enter your “Student Portal” where you may download Exemplify to your computer using **Chrome** or **FireFox only!**  
Before downloading Exemplify, remember to check that your device meets the: [Minimum System Requirements](#).
- Once the download is complete, install Exemplify.
- Once the installation is complete, launch Exemplify.
- Start typing the name of your institution:** “ARMRIT American Registry of Magnetic Resonance Imaging Technology” and then select it from the dropdown menu. Click the green **next** button.
- Enter your 4-digit student ID and the account password you chose in the registration email from [noreply@examsoft.com](mailto:noreply@examsoft.com).
- Once you have entered your credentials, select **Sign In**.

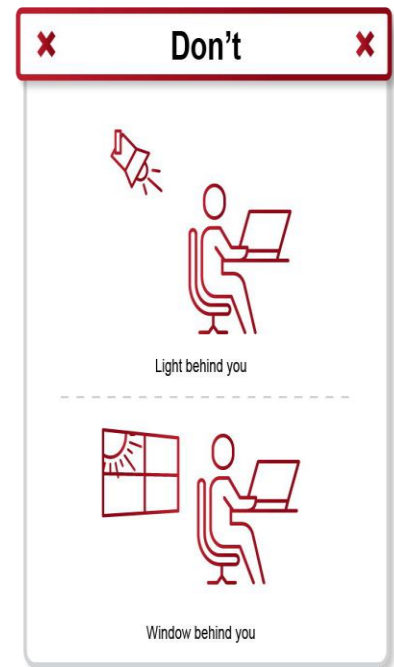
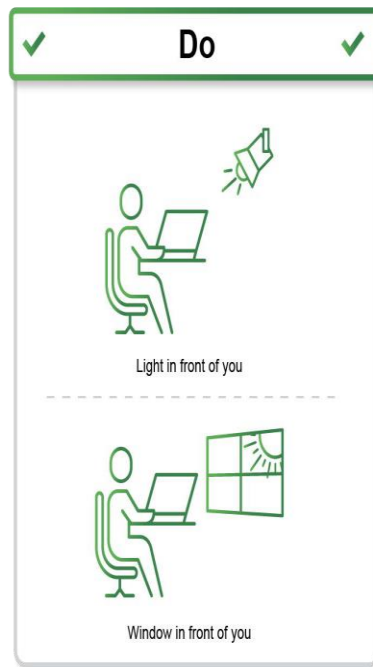
## Exemplify: Minimum System Requirements (MSRs) for Windows & Mac

Students and exam-takers downloading the test-taking software, Exemplify, should review these Minimum System Requirements (MSRs) to ensure their devices are supported. Exemplify works with most modern computers, both Mac and Windows operating systems. Exemplify **will not run on Chromebooks, Android, or Linux** operating systems.

## ExamSoft Best Practices: Camera Lighting Guide for ExamID




- Students take
- Future exams have baseline photo.
- photo verification.
- Once photo is verified, students can take the exam.
- Instructors review photo verification on Exam Integrity web app.

















## ExamSoft: Exemplify & Remote Proctoring Process (contined)

### Student Guide for ExamMonitor:



- ExamID auto-enabled with ExamMonitor
- Captures webcam, screen, and microphone recording while student is securely testing
- A.I./remote proctoring services
- Enables exam admins to review incident reports and recordings on Exam Integrity web app

✓ Do ✓	✗ Don't ✗
 <p>Make sure your device meets the <a href="#">Minimum System Requirements</a></p>	 <p>Leave the View of the Camera</p>  <p>Use Unauthorized Materials</p>
 <p>Download the Exemplify™ application and test your device's camera and microphone</p>	 <p>Move in an Unusual or Excessive Way</p>  <p>Use External Devices</p>
 <p>Reserve a quiet, <u>well-lit space</u> with a comfortable chair</p>	 <p>Look Away from the Screen</p>  <p>Have Other People in the Room</p>
 <p>Close all applications and web browsers and turn off your phone</p>	 <p>Wear Hats, Head Coverings, or Headphones</p>  <p>Speak or Have Any Background Noise</p>
 <p>Follow instructions provided</p>	
 <p>Position your camera so your face is centered in the frame</p>	

### Remote Testing Policy

#### Students need to:

- Test their microphone at the start of the exam to ensure audio will record.
- Ensure their face is in screen by selecting the “monitor” button on the top middle.
- Keep their eyes on the screen.
- Be alone in a quiet, well-lit room.

#### Students are not permitted to:

- Wear headphones or hoods.
- Read the test out loud.
- Leave the camera view.

✗ Don't ✗	
 <p>Leave the View of the Camera</p>	 <p>Use Unauthorized Materials</p>
 <p>Move in an Unusual or Excessive Way</p>	 <p>Use External Devices</p>
 <p>Look Away from the Screen</p>	 <p>Have Other People in the Room</p>
 <p>Wear Hats, Head Coverings, or Headphones</p>	 <p>Speak or Have Any Background Noise</p>



