

# Stage 1 Examsoft/Examplify Guide

Accessing and Undertaking the online exam  
via ExamSoft and Examplify

V1

# Email Communication

- After registering and payment has been processed, you will be sent an email with your student ID, password and mock exam details to log into examsoft via <https://apac.examsoft.com/GKWeb/login/aioh>

Hi,

Thanks for applying to undertake the RESP-FIT accreditation assessment process.

At the bottom of this email you will find your Student ID and password details to access Examsoft to download Exemplify (required to undertake the exam) and to submit your practical video in Stage 2. Detailed instructions on accessing Examsoft and downloading Exemplify is found in the Accreditation Application Handbook and Examsoft/Exemplify visual access guide via <https://respfit.org.au/documents/>

The following Mock Exams (with exam password) are now available to download via Exemplify Baseline Photo Mock Exam (Yu3&Kq) Practice Mock Exam (Z"aNb5)

Your exam is scheduled for [REDACTED] 1pm (NSW/ACT/VIC/TAS time). An exam password will be sent at 1pm (via this email address) for you to begin the exam. The 1 hour will begin when you enter the exam.

If you have any questions regarding Examsoft and RESP-FIT, please email [respfit@aioh.org.au](mailto:respfit@aioh.org.au)



# Accessing ExamSoft

- Visit <https://apac.examsoft.com/GKWeb/login/aioh> to access ExamSoft via Exam Takers log in. Sign in with your provided details
- Do not complete these steps with a mobile phone or tablet
- This should be completed with Mozilla Firefox or Google Chrome



**ExamSoft**

## Australian Institute of Occupational Hygienists

### Exam Takers

Student ID: ? Password:

☐ Remember Me

[Lost Student ID or Password?](#)

### Administrators / Faculty

Email: Password:

☐ Remember Me

[Lost Password?](#)

### Minimum System Requirements:

iPad Users 

PC Users 

Mac Users 

### Exam Taker Information



# Download Exemplify

- Exemplify is required to be downloaded as this is the program that the exam takes place in.
- NOTE: Exams must be undertaken on a PC or Mac. Exams will not be made available on the iPad
- You can change your password via My Account

Be sure to  
check system  
requirements

**ExamSoft** Exemplify Courses Support Mark Rogers

## Getting Started with Exemplify

**1 Check Your Minimum System Requirements**

iPad Users

PC Users

Mac Users

**2 Install & Register Exemplify for iPad**

1. On your iPad device, open the App Store

2. Search for Exemplify for iPad or ExamSoft to find the application

3. Tap the button to install the app

**Install & Register Exemplify**

1. Click "Download"

2. Click "Run" when prompted to Run or Save the file

3. If your browser does not prompt you to "Run" or "Open" the file, Click Save and run the file from the location you saved it to.

*\*Note: Please make sure you have an active Internet connection when you run the file.*

[Help?](#) [Download](#)

Please complete the Installation and Registration of Exemplify on the device which you will use to take your exams. You cannot download your exams on multiple devices.

[Exemplify for iPad Registration Instructions](#)

[Exemplify Registration Instructions](#)

**Exemplify**

Getting Started with Exemplify

Question #1 of 3

The client exhibits confusion, decreased capillary refilling, statement would the nurse choose for this client?

Answer A, B, C, D

A. Ineffective Tissue Perfusion

B. Decreased Cardiac Output

C. Risk for Injury

D. Activity Intolerance

Support: +1.954.420.8889  
Exemplify Version 120.3.14

Next

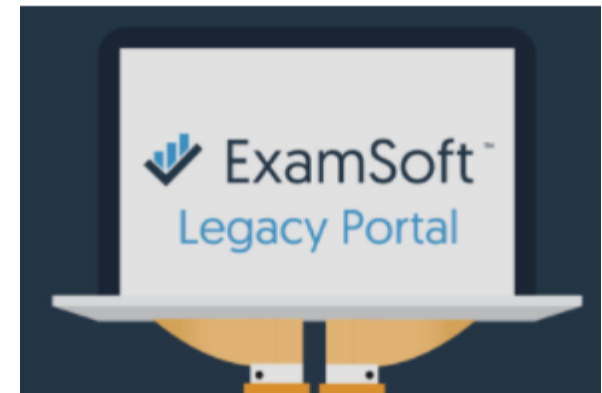
Change  
password in  
My Account

Depending on company security settings, your IT dept may be required to provide administrator rights to install



# ExamSoft/Examplify Troubleshooting

- For any system or access issues with ExamSoft and/or Examplify, there is several support options as below
- 24/7 Support Line - 03 8594 1209
- Email [support@examsoft.com](mailto:support@examsoft.com)
- Contact support via [Examsoft website](#)
- Online [ExamSoft Community Forums](#)
  - AIOH uses ExamSoft Legacy Portal



# Exemplify – PC System Requirements

- Operating System: 32-bit and 64-bit Versions of Windows 10.
- **Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time.**
- Only genuine, U.S.-English versions of Windows Operating Systems are supported.
- ExamSoft does not support Tablet devices other than Surface Pro as detailed below
- CPU Processor: 2.0 ghz Intel i3 processor or equivalent
- RAM: 4GB or higher
- Hard Drive: highest recommended for the operating system or 1GB of available space.
- Webcam and microphone
- For onsite support, and in order to backup the answer files to USB, a working USB port is required (Newer devices may require an adaptor)
- For technical troubleshooting, account passwords, including BitLocker keys, may be required.
- Internet connection for Download, Registration, Exam Download and Upload.
- Exemplify cannot be run within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, Virtual Disks, Streamed images, etc.
- Screen Resolution should be at least 1024x768 or higher.
- If your institution does not allow the use of Microsoft Surface devices, Surface Pro and Surface Books are NOT permitted. Surface laptops that come with non-detachable keyboards are permitted. Non-Pro Surface devices are not supported for ANY institution.
- For instructions on how to check your computer's specifications, click [Here!](#)
- Some institutions may not block users who are running non-supported Operating System versions. If your institution allows you to use an unsupported Operating System, ExamSoft cannot guarantee the performance of our software on your device. Please review the above minimum system requirements to ensure your device is running a supported operating system.



# Exemplify – Mac System Requirements

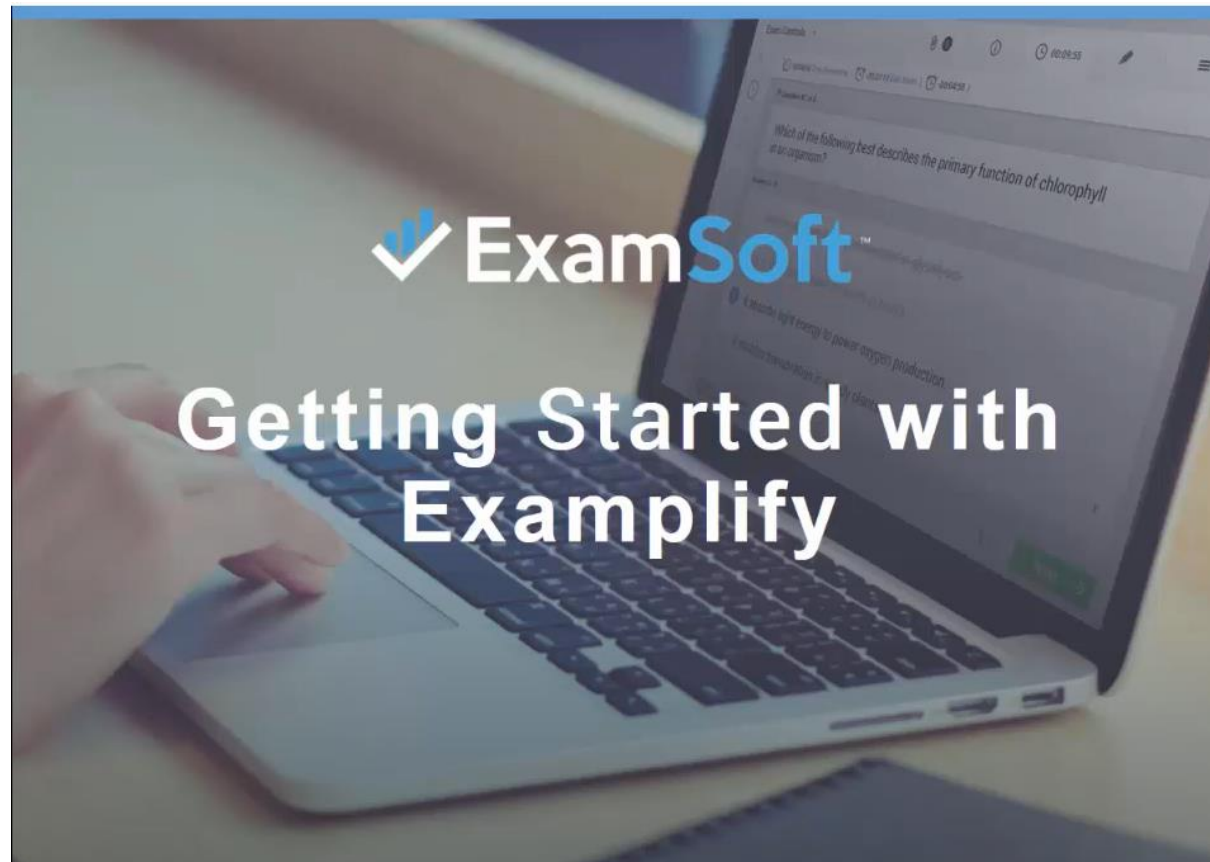
- MacOS Catalina (version 10.15) is compatible with Exemplify v.2.0.6 or greater. Previous versions of Exemplify will not work with macOS Catalina
- Supported Operating Systems: OS X 10.13 (High Sierra), OS X 10.14 (Mojave), and macOS Catalina (10.15). Only genuine versions of Mac Operating Systems are supported.
- CPU: Intel processor
- RAM: 4GB or higher
- Hard Drive: 1GB or higher available space
- Webcam and microphone
- For onsite support, and in order to backup the answer files to USB, a working USB port is required (Newer devices may require an adaptor)
- For technical troubleshooting, account passwords, including device passwords, may be required.
- Server version of Mac OS X is not supported
- This software cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.
- Internet connection for Download, Registration, Exam Download and Upload.
- Exemplify cannot be run within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, Virtual Disks, Streamed images, etc.
- For instructions on how to check your computer's specifications, click [Here!](#)
- Some institutions may not block users who are running non-supported Operating System versions. If your institution allows you to use an unsupported Operating System, ExamSoft cannot guarantee the performance of our software on your device. Please review the above minimum system requirements to ensure your device is running a supported operating system.





# Exemplify – Getting Started Video

- You can view “ExamSoft Getting started with Exemplify” [YouTube Video](#) for more information





# Exam Taker Identification

- RESP-FIT is using ExamID which is an exam integrity and exam taker authentication software. It is to help prevent exam taker impersonation and create a secure and streamlined check-in process.
- ExamID uses a two-step authentication process – username/password and biometric facial recognition
- How does it work?
  - Exam takers establish a “baseline” of authentication the first time they log in to their exam software.
  - Validated exam takers will be able to proceed with their assessments.

**For this reason, it is a requirement that exam takers have a working webcam**

Refer to “[Preparing to take exams with ExamID and Exam Monitor](#)” YouTube video

View ExamID overview and brochure – [Click Here](#)



# Invigilated Exam

- To provide a secure and reliable online exam process, RESP-FIT is using ExamMonitor. ExamMonitor is an AI-driven remote proctoring service that continuously observes exam takers with video and audio monitoring throughout the entire exam. It eliminates the need for in-person proctoring and provides confidence in the integrity of all exam taken.

**For this reason, it is a requirement that exam takers have a working webcam and microphone to monitor the exam**

- If the exam taker has multiple monitors for their PC or Mac, be sure Examplify will be displayed on the primary monitor with the camera, as all connections to additional monitors will be disabled during the exam. While testing, the exam taker should be facing front on towards the webcam.
- After the exam is completed, the recording is automatically uploaded to ExamSoft and a comprehensive report is analysed for possible anomalies and is provided to RESP-FIT to review



# Invigilated Exam

- Monitoring files are sent using encryption and remain encrypted in transit and at rest. Additionally, invigilating reports and video recordings may only be accessed by users with appropriate permissions and who are securely authenticated. Exam taker data such as institution name, applicant name, applicant contact information, other personally identifiable information, and exam grades are **not** shared as metadata with invigilators. To note, the video recordings themselves will include information visible within Examplify, such as applicant name and applicant ID, as well as any identifiable information in the exam taker's physical environment.

Refer to “[Preparing to take exams with ExamID and Exam Monitor](#)” YouTube video



View Exam Monitor video overview and brochure – [Click Here](#)




# Invigilated Exam – Do's


- What to do during the exam with ExamMonitor
  - Take the exam in a well-lit room with front-facing lighting
  - Remain seated for the entire exam
  - Always keep your eyes on the screen
  - Stay quiet throughout the exam

Refer to ExamSoft Exam Day [Guide](#)


**Do**




Make sure your device meets the [Minimum System Requirements](#)




Download the Examplify™ application and test your device's camera and microphone



Reserve a quiet, **well-lit space** with a comfortable chair



Close all applications and web browsers and turn off your phone



Follow instructions provided










# Invigilated Exam – Don'ts

- **What NOT to do during the exam**

- No Speaking, Background Noise, or Other People in the Room
- No Unusual or Excessive Movement
- No Leaving the View of the Camera
- No Unauthorized Materials
- No Using External Devices

Refer to ExamSoft Exam Day [Guide](#)

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



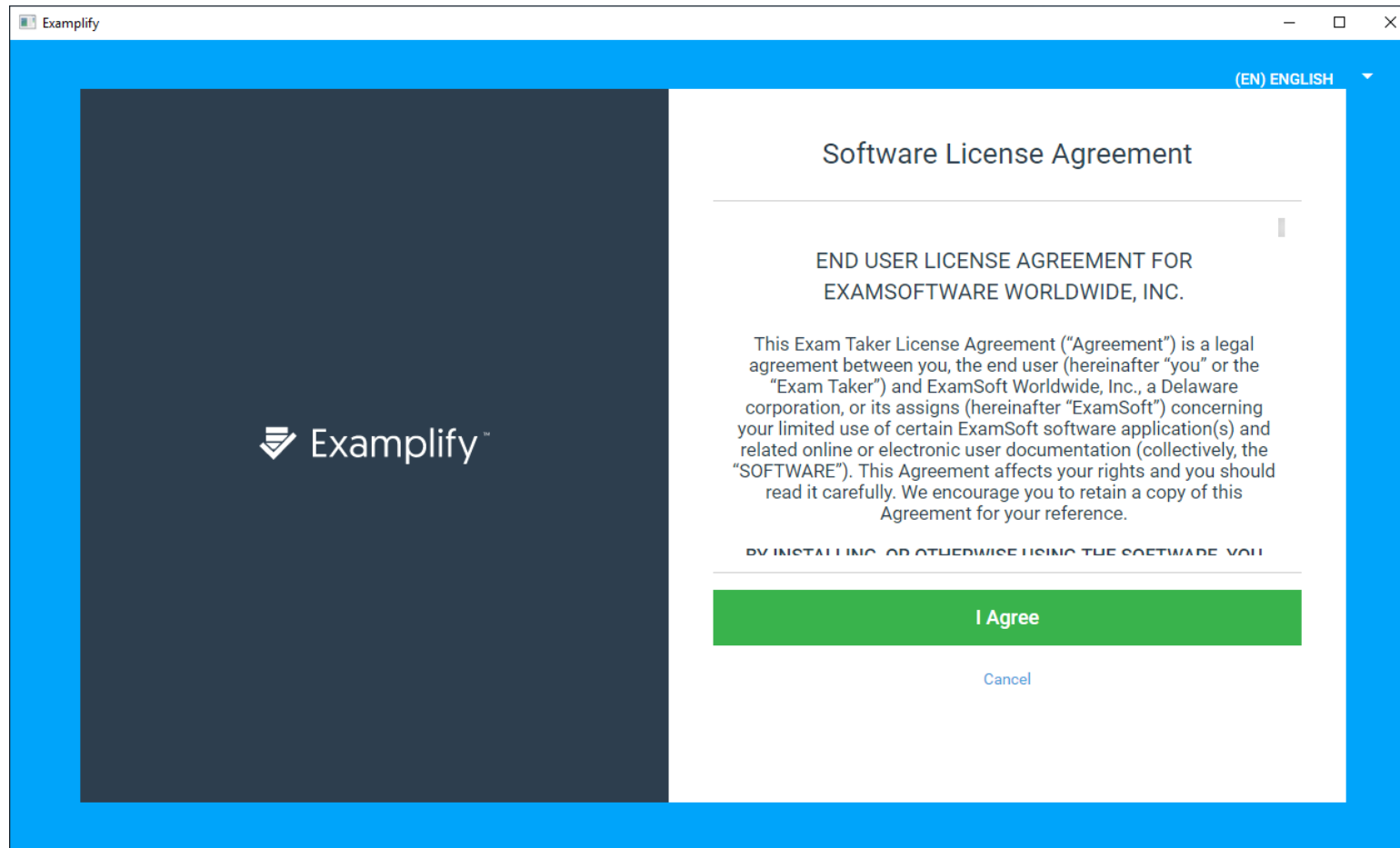
# Preparing to take exams with ExamID and ExamMonitor Video

- You can view “Preparing to take exams with ExamID and ExamMonitor” [YouTube Video](#) or [ExamSoft website](#) for more information



# Exemplify – Software License Agreement

- After installing Exemplify, open and agree to the software license agreement



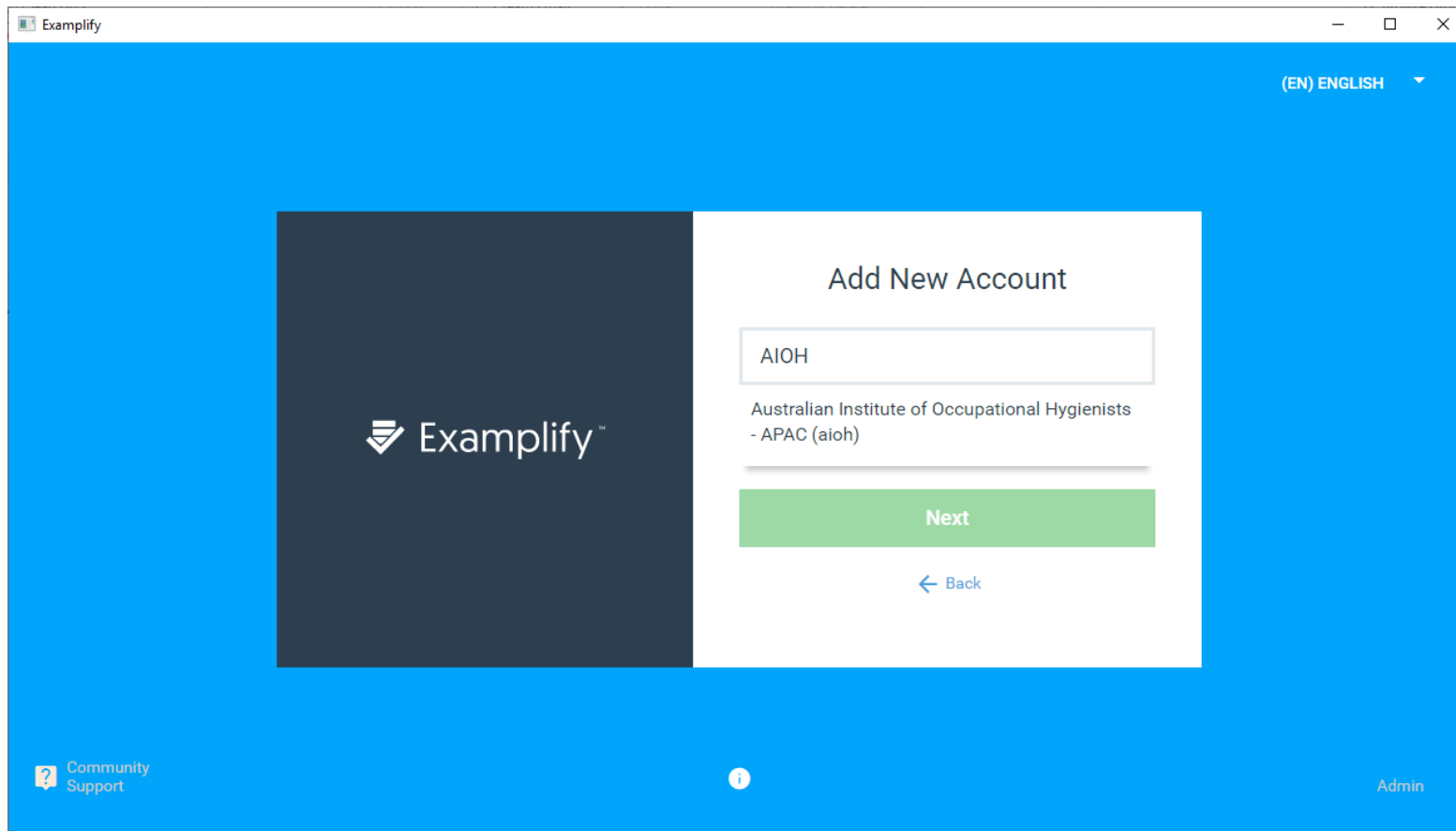
[Click here](#) for full End User License Agreement PDF





# Exemplify – Add New Account

- Type “AIOH” and select the drop down box option. Click next.

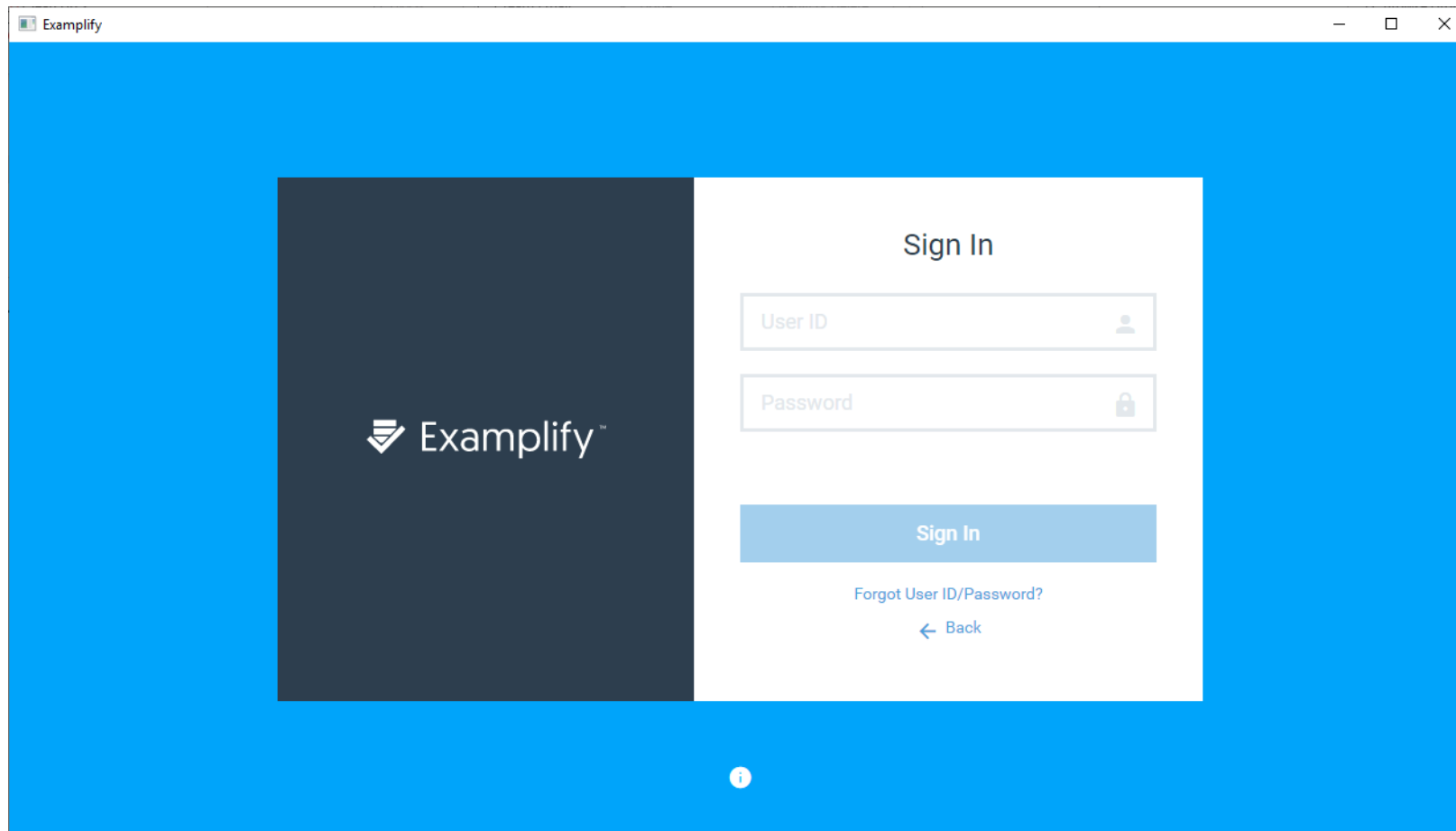


The screenshot shows a web browser window titled 'Exemplify'. The page has a blue header with a language dropdown set to '(EN) ENGLISH'. The main content area has a blue background. On the left is a dark blue square with the 'Exemplify' logo. On the right is a white box titled 'Add New Account'. Inside this box, there is a text input field containing 'AIOH'. Below the input field, the text 'Australian Institute of Occupational Hygienists - APAC (aioh)' is displayed. At the bottom of the white box are two buttons: a green 'Next' button and a blue 'Back' button with a left-pointing arrow. The footer of the page is blue and contains three links: 'Community Support' with a question mark icon, an information icon, and 'Admin'.



# Exemplify – Sign In

- Sign in with your issued User ID and password

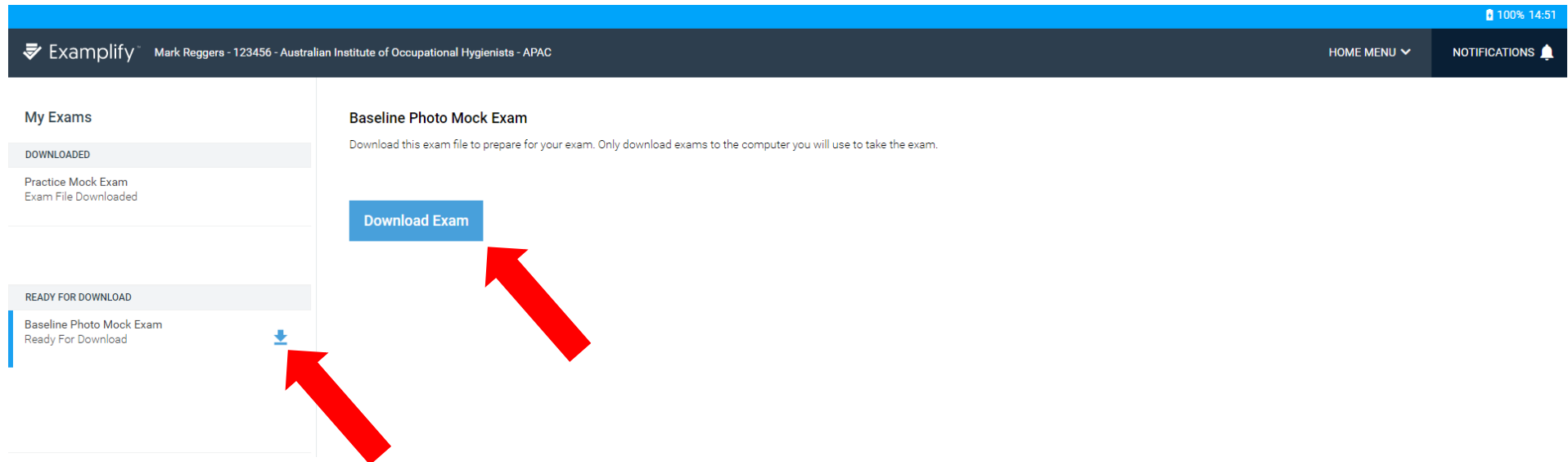


The screenshot shows a web browser window titled "Exemplify". The page has a bright blue background. On the left, there is a dark blue vertical rectangle containing the Exemplify logo, which consists of a stylized icon of three horizontal lines with a checkmark-like shape, followed by the word "Exemplify™". On the right, there is a white rectangular box titled "Sign In". Inside this box, there are two input fields: "User ID" with a person icon on the right, and "Password" with a lock icon on the right. Below these fields is a blue "Sign In" button. Under the button, there is a link "Forgot User ID/Password?" and a "← Back" link. At the bottom center of the blue background, there is a small white circle with an "i" inside.



# Baseline Photo Mock Exam

- After accessing Exemplify, you will have access to download the “Baseline Photo Mock Exam”.
- The exam password is sent via the initial email with your password
- This mock exam is to test system compatibility and to set up the baseline required for ExamID.
- There is only 1 question and has a 5 minute time limit.



# Baseline Photo Mock Exam

- Enter the Exam password (sent via initial email) to begin baseline photo process

The screenshot shows the Examplify web interface. At the top, a blue header bar contains the Examplify logo, user information (Mark Reggers - 123456 - Australian Institute of Occupational Hygienists - APAC), and navigation links (HOME MENU, NOTIFICATIONS). Below the header, the main content area is divided into sections. On the left, a 'My Exams' sidebar shows a 'DOWNLOADED' section with 'Baseline Photo Mock Exam' and 'Exam File Downloaded'. The main area is titled 'Baseline Photo Mock Exam' and contains a prompt: 'Please enter the exam password to start this exam.' Below this is an 'EXAM PASSWORD' section with a text input field labeled 'Exam Password' and a green 'Enter' button. A red arrow points to the 'Exam Password' input field. Below the password field is a 'Remove Exam Download' link. Further down, there are 'Exam Settings' (Secure, 5 minutes, WiFi Off, Navigate, ExamID, ExamMonitor) and 'Exam Details' (Instructor, Posting ID # 765684). To the right of the details is an 'Exam Tools' section with a table of settings: Spell Check (OFF), Copy & Paste (OFF), Calculators (ON), and Highlighting (ON). At the bottom, a footer bar contains a 'Refresh Exam List' link, copyright information (© 1999-2020 ExamSoft Worldwide, Inc. All Rights Reserved.), and version/expiration information (Version 2.4.0 Expiration 07/31/2021).

Examplify Mark Reggers - 123456 - Australian Institute of Occupational Hygienists - APAC HOME MENU NOTIFICATIONS

My Exams

DOWNLOADED

Baseline Photo Mock Exam  
Exam File Downloaded

Baseline Photo Mock Exam

Please enter the exam password to start this exam.

EXAM PASSWORD

Exam Password Enter

Remove Exam Download

Exam Settings

Secure 5 minutes WiFi Off Navigate ExamID ExamMonitor

Exam Details

Instructor -  
Posting ID # 765684

Exam Tools

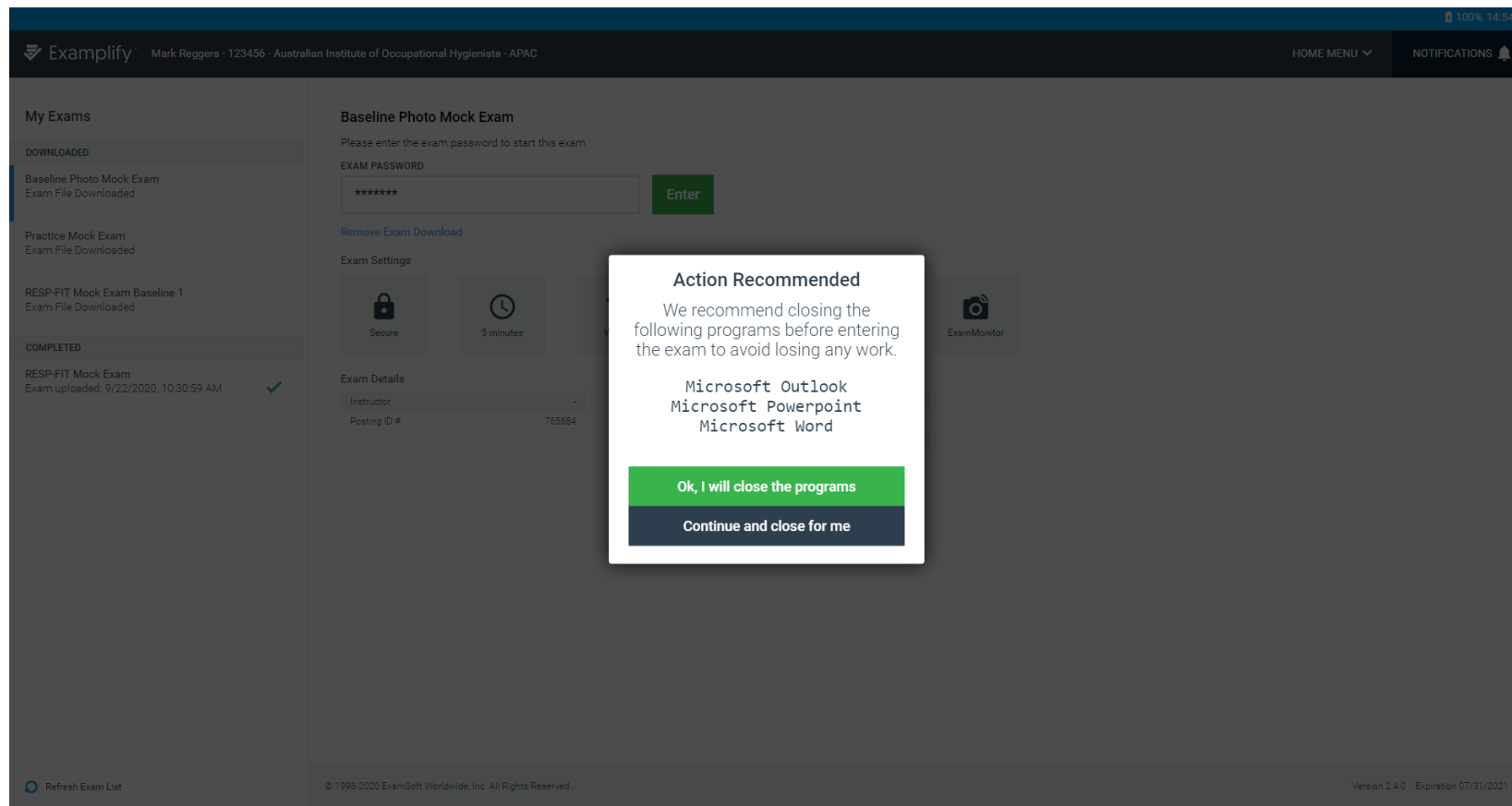
|              |     |
|--------------|-----|
| Spell Check  | OFF |
| Copy & Paste | OFF |
| Calculators  | ON  |
| Highlighting | ON  |

Refresh Exam List

© 1999-2020 ExamSoft Worldwide, Inc. All Rights Reserved. Version 2.4.0 Expiration 07/31/2021

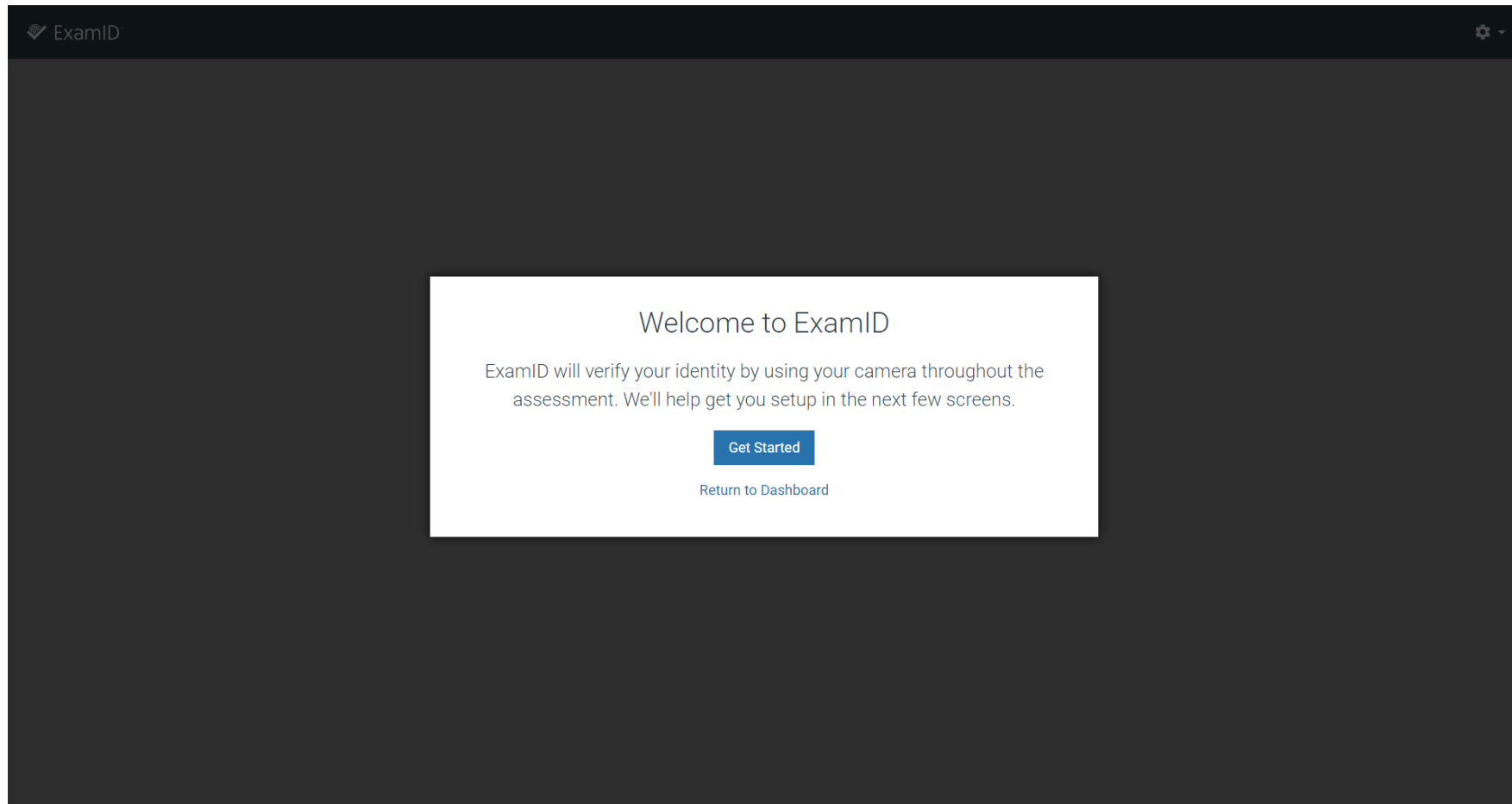
# Baseline Photo Mock Exam

- Be sure to close any other open programs you may have open or you can opt for Exemplify to shut them down for you. Be sure to save any work before this step.



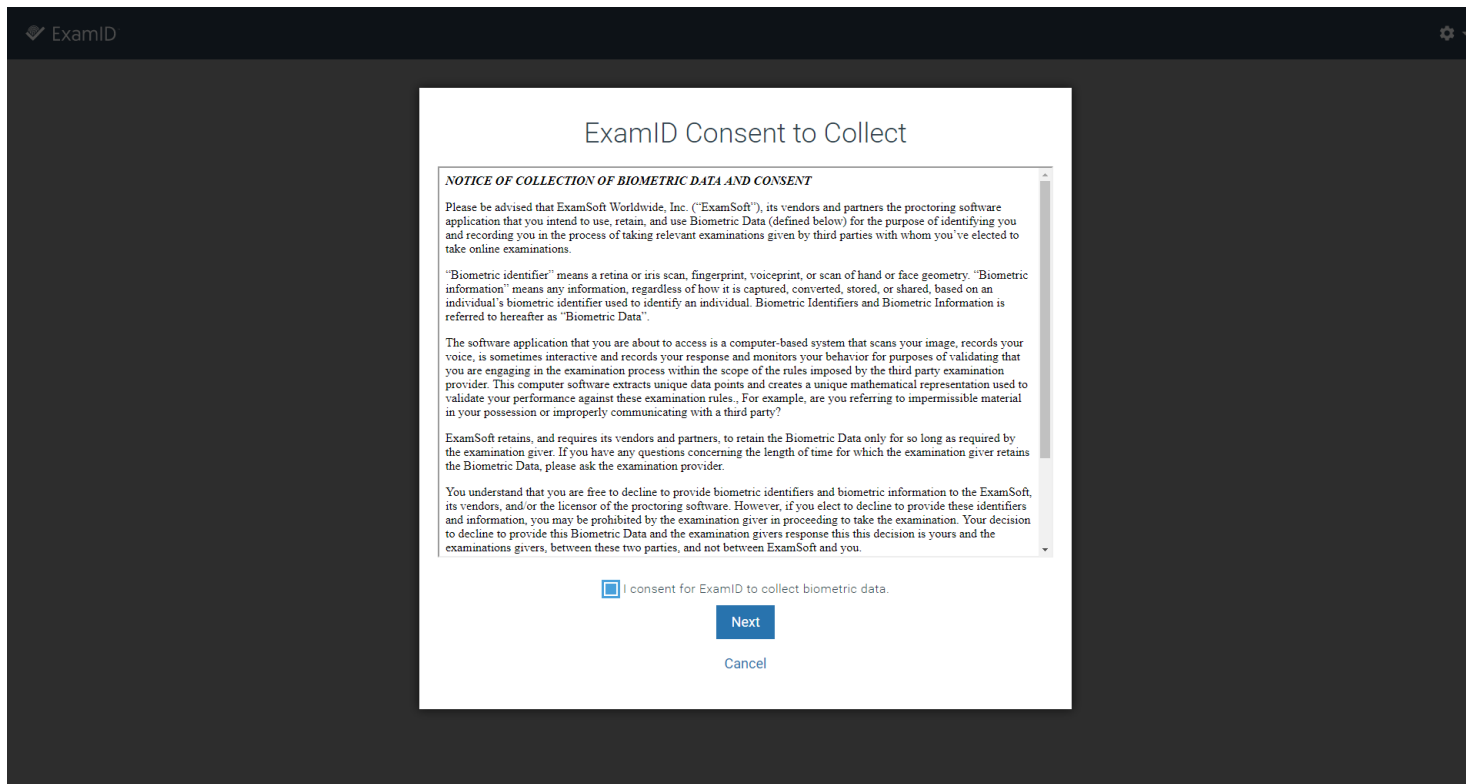
# Baseline Photo Mock Exam – Exam ID Set Up

- The process of the ExamID base line photo will begin



# Baseline Photo Mock Exam – Biometric Data Consent

- If you agree to the biometric data collection, please consent.
- If you do not agree, you will be unable to proceed with the exam process at this point in time. In person exam taking has not been set up at the time of the program launch.
- Refer to Accreditation application Handbook for full notice of collection terms



The screenshot shows a dark-themed application window with the 'ExamID' logo in the top left. A white modal dialog box is centered, titled 'ExamID Consent to Collect'. Inside the dialog, there is a section titled 'NOTICE OF COLLECTION OF BIOMETRIC DATA AND CONSENT'. The text within this section explains that ExamSoft Worldwide, Inc. and its partners use biometric data for identification and recording during examinations. It defines 'Biometric identifier' as a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry, and 'Biometric information' as any information used to identify an individual. It also states that the software application scans the user's image and voice for validation. The notice mentions that ExamSoft retains biometric data for as long as required by the examination giver. At the bottom of the dialog, there is a checkbox labeled 'I consent for ExamID to collect biometric data.' which is currently unchecked. Below the checkbox are two buttons: 'Next' (highlighted in blue) and 'Cancel'.

ExamID

### ExamID Consent to Collect

**NOTICE OF COLLECTION OF BIOMETRIC DATA AND CONSENT**

Please be advised that ExamSoft Worldwide, Inc. ("ExamSoft"), its vendors and partners the proctoring software application that you intend to use, retain, and use Biometric Data (defined below) for the purpose of identifying you and recording you in the process of taking relevant examinations given by third parties with whom you've elected to take online examinations.

"Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. Biometric Identifiers and Biometric Information is referred to hereafter as "Biometric Data".

The software application that you are about to access is a computer-based system that scans your image, records your voice, is sometimes interactive and records your response and monitors your behavior for purposes of validating that you are engaging in the examination process within the scope of the rules imposed by the third party examination provider. This computer software extracts unique data points and creates a unique mathematical representation used to validate your performance against these examination rules. For example, are you referring to impermissible material in your possession or improperly communicating with a third party?

ExamSoft retains, and requires its vendors and partners, to retain the Biometric Data only for so long as required by the examination giver. If you have any questions concerning the length of time for which the examination giver retains the Biometric Data, please ask the examination provider.

You understand that you are free to decline to provide biometric identifiers and biometric information to the ExamSoft, its vendors, and/or the licensor of the proctoring software. However, if you elect to decline to provide these identifiers and information, you may be prohibited by the examination giver in proceeding to take the examination. Your decision to decline to provide this Biometric Data and the examination givers response this decision is yours and the examinations givers, between these two parties, and not between ExamSoft and you.

☐ I consent for ExamID to collect biometric data.

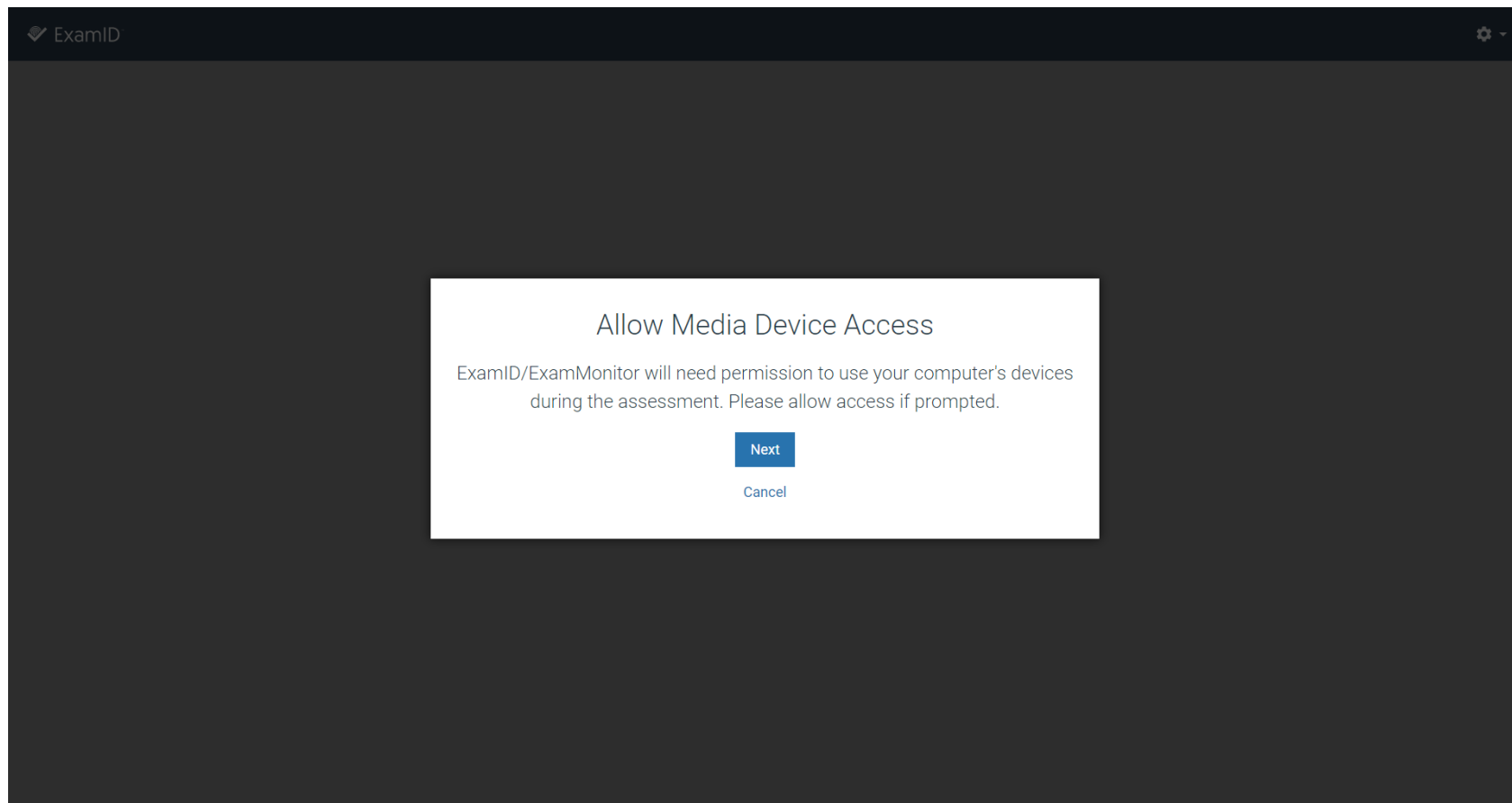
Next

Cancel



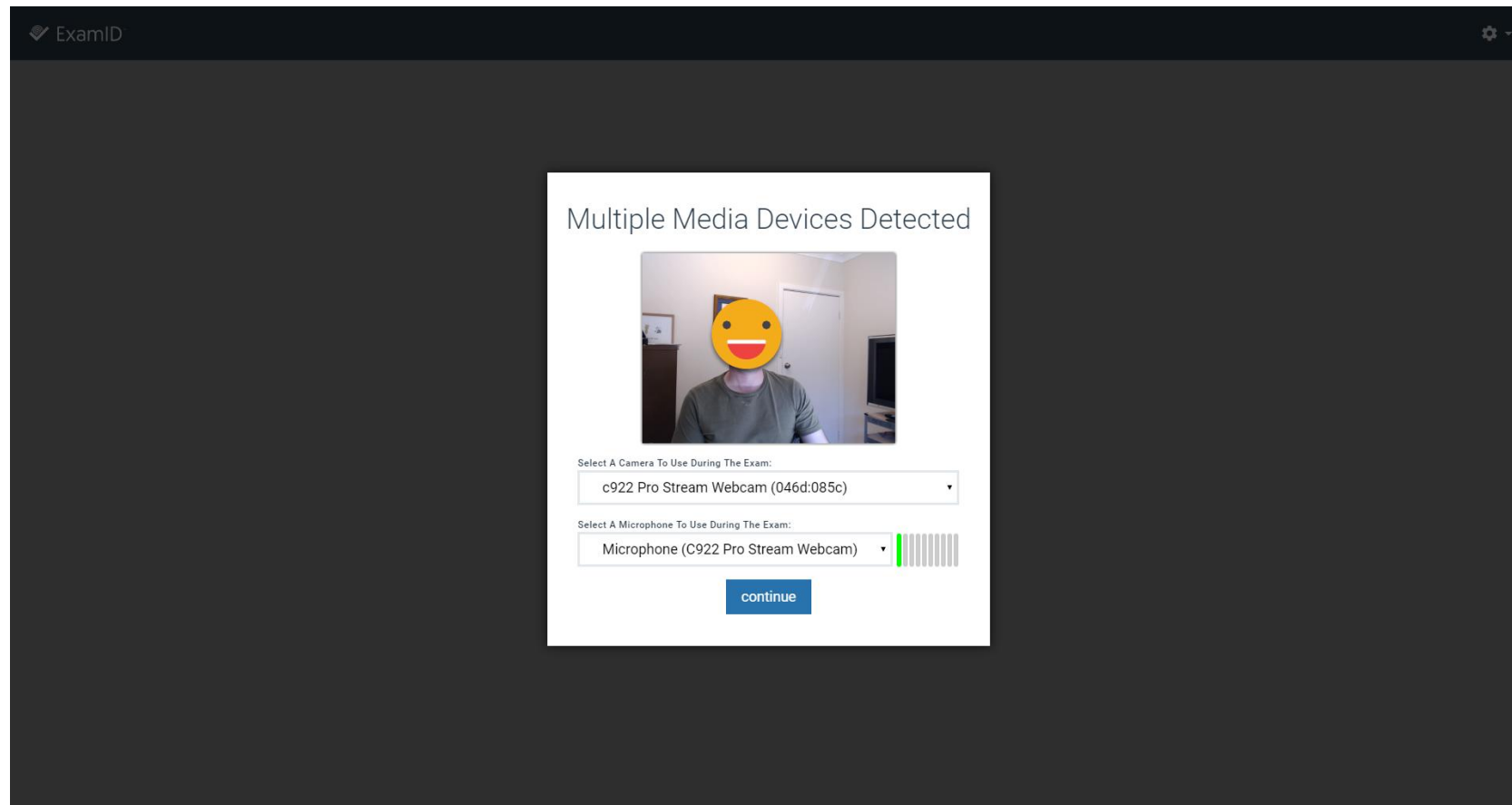
# Baseline Photo Mock Exam – Media Device Access

- Access to media devices required for ExamID and Exam Monitor is required to be given



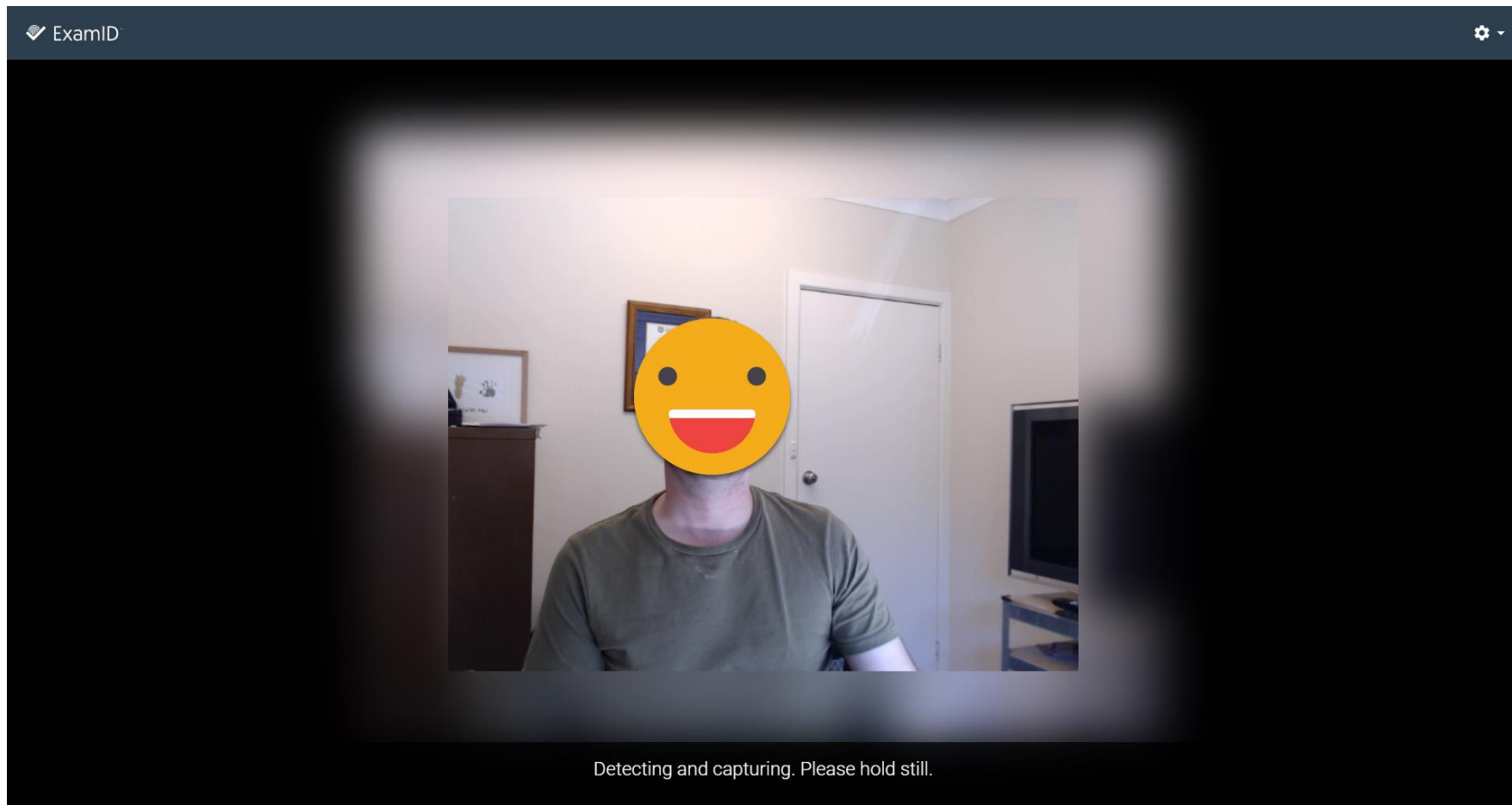
# Baseline Photo Mock Exam

- If you have multiple media devices, please select device you wish to use



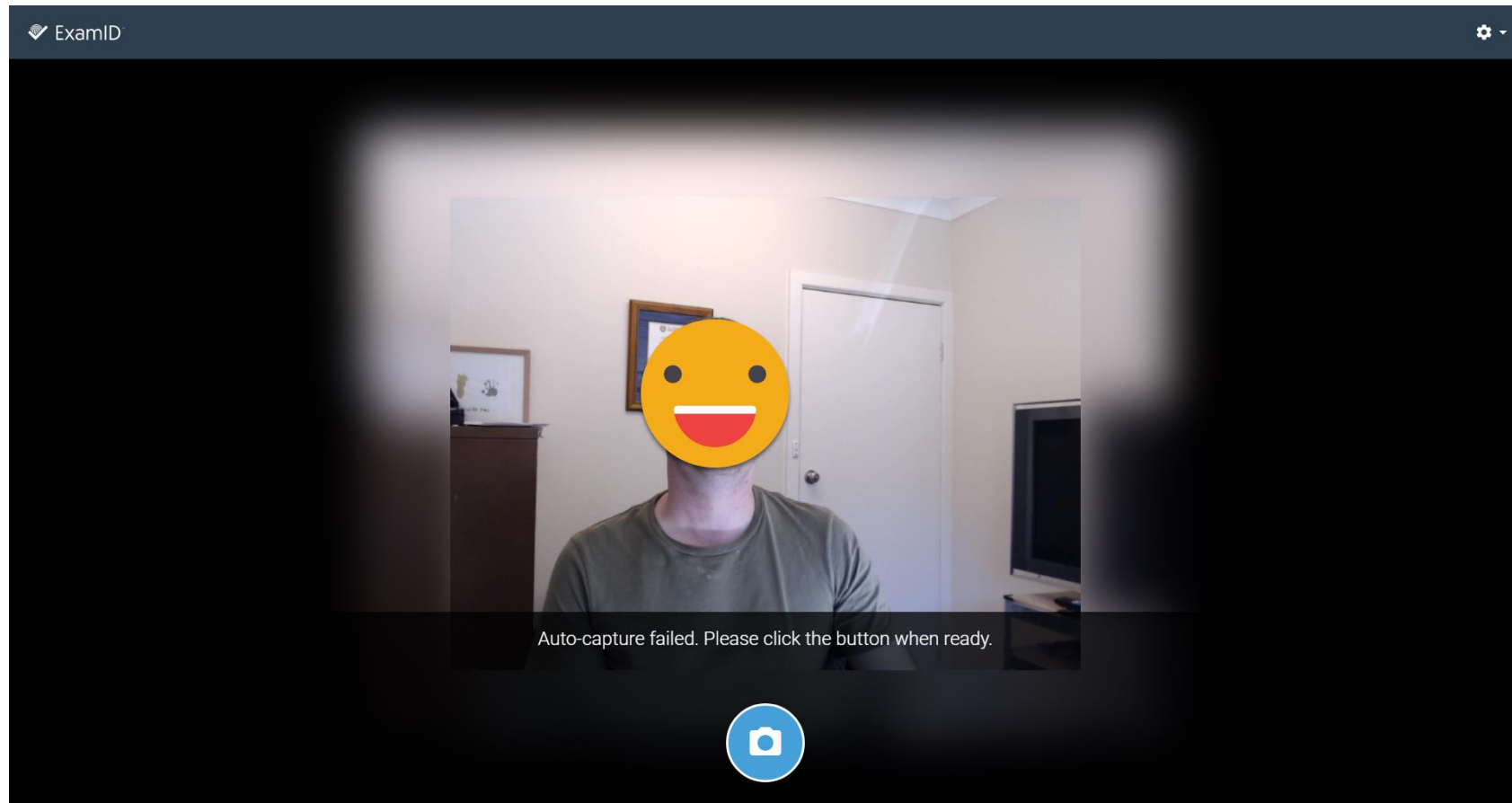
# Baseline Photo Mock Exam – Automatic Photo

- Your photo will be automatically detected and captured



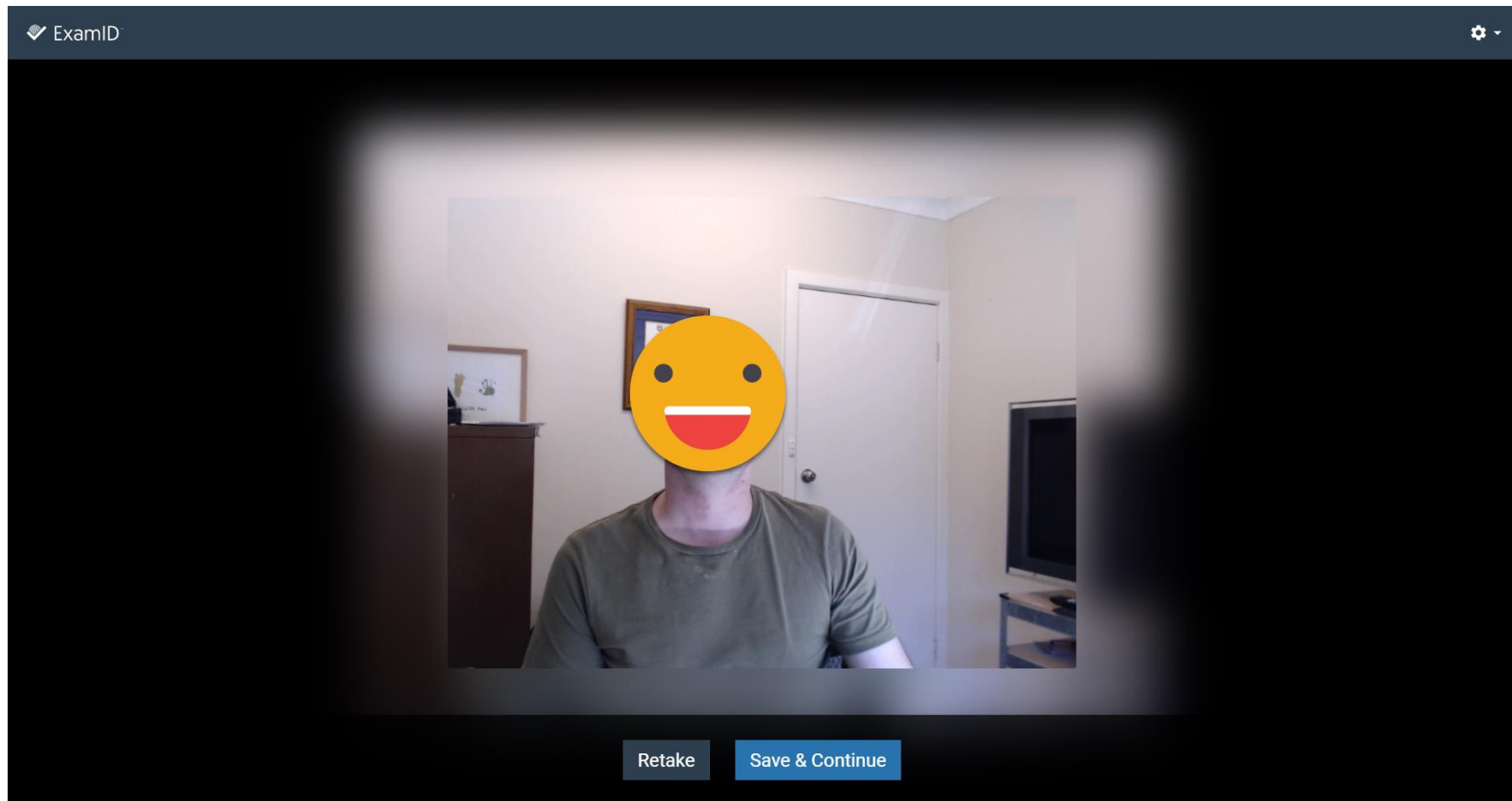
# Baseline Photo Mock Exam – Manual Capture

- If the auto capture fails, you are required manually capture you photo



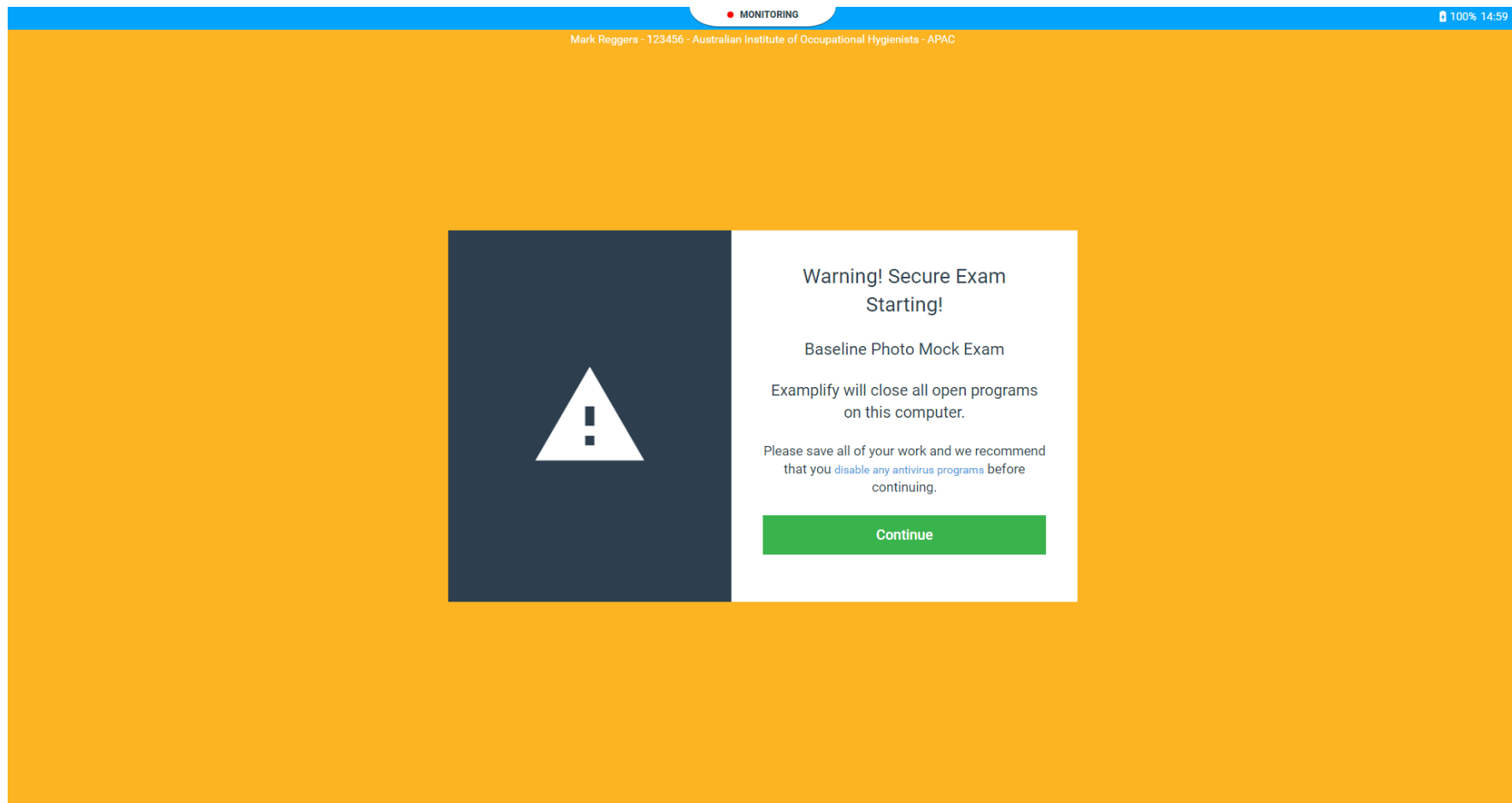
# Baseline Photo Mock Exam – Retake or Proceed

- If you are not happy with your photo you can choose to retake or proceed by clicking save & continue



# Baseline Photo Mock Exam – Entry Warning

- You will be shown a warning screen before entering the exam and Exemplify will close all other programs take you PC or Mac offline.



# Baseline Photo Mock Exam – Question & Submit

- There is only 1 question in the Baseline Photo Mock Exam.
- Select your favorite day of the week, then submit the exam via the exam controls
- This exam has a 5 minute time duration

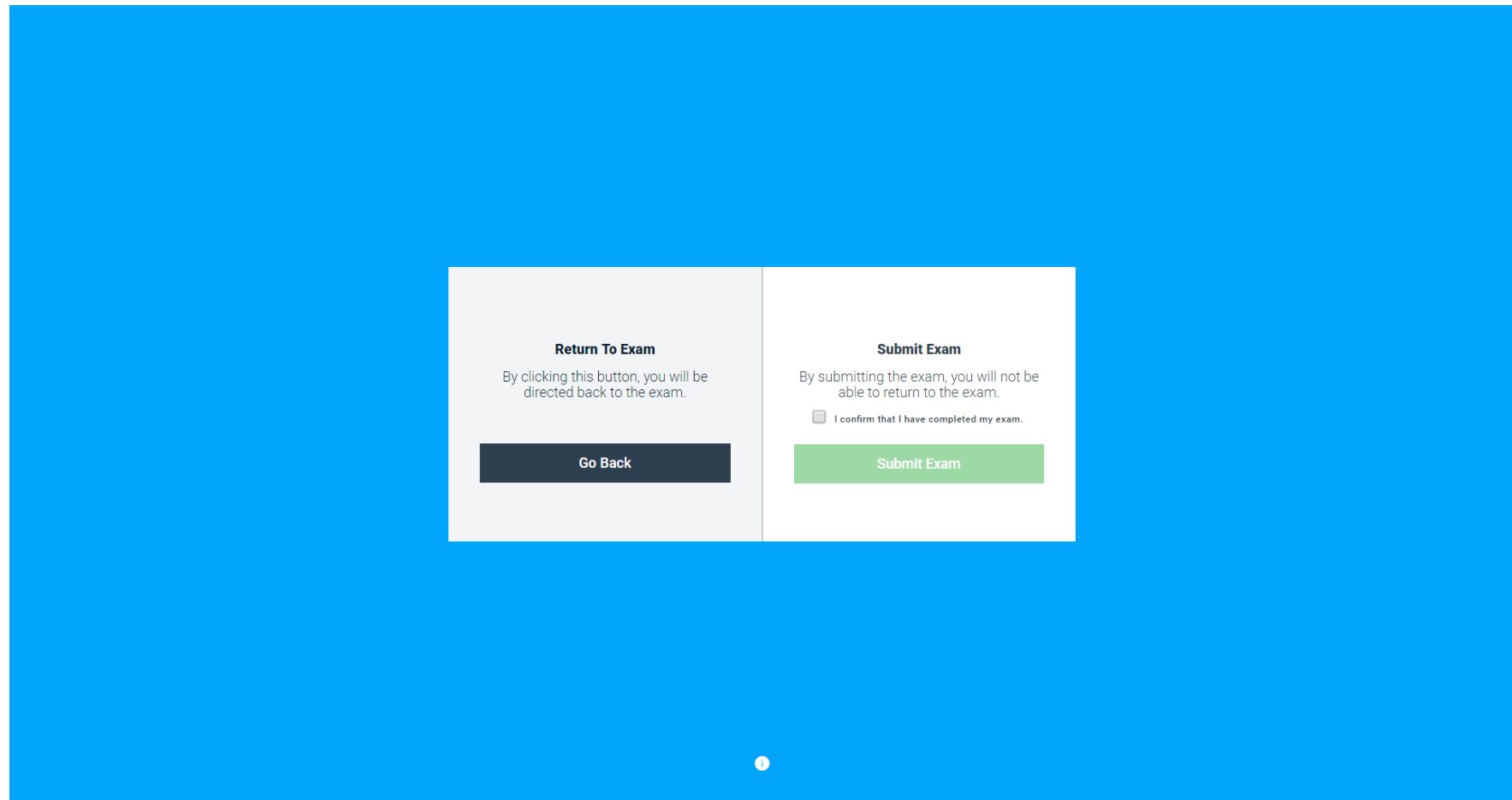
The screenshot displays the Examplify interface for a 'PREVIEW\_Baseline Photo Mock Exam' by MARK REGGERS (59539). The top navigation bar includes a 'DISMISS ALARM' button, an 'EXAM CONTROLS' dropdown menu, and a 'TOOL KIT' icon. The 'EXAM CONTROLS' menu is open, showing 'Hide Exam' and 'Submit Exam' options, with a red arrow pointing to the 'Submit Exam' button. On the left, a 'FILTER' sidebar shows a 'Question 1' filter with a red arrow pointing to it. The main content area displays 'Question 1' with the text 'Select your favourite day of the week' and a 'FLAG QUESTION' button. Below the question, the 'Answers A - G' are listed: A Monday, B Tuesday, C Wednesday, D Thursday, E Friday, F Saturday, and G Sunday. Each answer option has a radio button and an eye icon. The bottom of the interface shows '1 OF 1 QUESTIONS', 'VERSION 2W4.0', and a 'Finish' button.





# Baseline Photo Mock Exam – Submit Exam Confirmation

- You will be shown a submit exam confirmation screen to confirm or if it was accidentally clicked you can return to the exam




The screenshot displays a confirmation screen with two main options: 'Return To Exam' and 'Submit Exam'. The 'Return To Exam' section on the left has a dark grey button labeled 'Go Back'. The 'Submit Exam' section on the right includes a checkbox for confirmation and a green button labeled 'Submit Exam'. A small white circle with the number '1' is visible at the bottom center of the blue background.

| Return To Exam  | Submit Exam   |
|---|---|
| By clicking this button, you will be directed back to the exam. | By submitting the exam, you will not be able to return to the exam.   |
| <input type="button" value="Go Back"/>                          | <input type="checkbox"/> I confirm that I have completed my exam.<br><input type="button" value="Submit Exam"/> |



# Baseline Photo Mock Exam – Exam Upload

Exam: Practice Mock Exam, Exam Taker: MARK REGGERS (123456)



### Upload In Progress

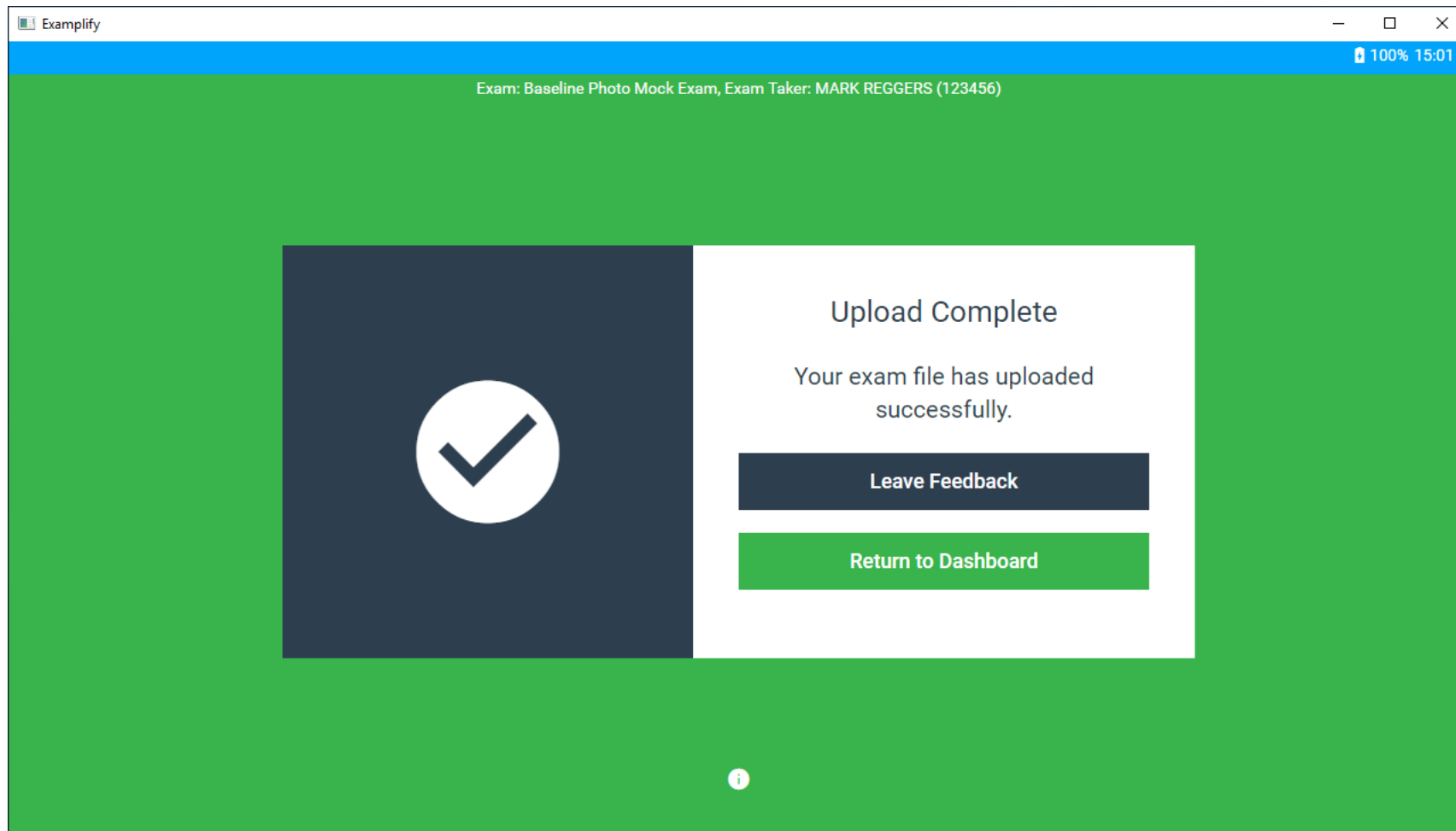
Your monitoring activity file is taking a little longer to upload. You may [return to dashboard](#) at this time. Your upload will continue to process as long as Exemplify is running and you remain connected to the Internet.

**Monitoring File** 66%



# Baseline Photo Mock Exam – Upload Complete

- Upon successful exam upload you will be shown the following screen as confirmation



# Baseline Photo Mock Exam - Feedback

- You will have the option of providing Feedback (via web browser) or return to the dashboard.



## Exemplify Feedback

\* 1. Overall, were you satisfied with your exam taking experience using Exemplify?

- ☐ Yes  
☐ No

\* 2. Please rate the following areas of your experience with Exemplify.

|                               | Excellent             | Neutral               | Needs Improvement     |
|-------------------------------|-----------------------|-----------------------|-----------------------|
| Installation/Registration     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Downloading Exams             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Starting Exam                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ease of Use During Exam       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Submitting/Uploading the Exam | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

\* 3. Would you recommend using this version of Exemplify for future exams?

- ☐ Yes  
☐ No

\* 4. Please share any feedback you have on your experience such as anything you think could be improved or new features you would find useful. These comments will assist us in continuing to develop the newest version of Exemplify.



# Baseline Photo Mock Exam - Completion

- Exemplify will show the completed exam screen
- The screens and steps in the Baseline Photo Mock Exam will be the same in the Practice Mock Exam and Exam
- If you are unsure of any steps and have any issues, please reach out to [respfitsupport@aioh.org.au](mailto:respfitsupport@aioh.org.au)

The screenshot displays the Exemplify app interface. At the top, a blue header bar contains the Exemplify logo, the user name 'Mark Reggers', and the organization '123456 - Australian Institute of Occupational Hygienists - APAC'. On the right side of the header are links for 'HOME MENU' and 'NOTIFICATIONS'. Below the header, the main content area is divided into two sections. The left section, titled 'My Exams', features a 'COMPLETED' filter and a list of exams. One exam, 'Baseline Photo Mock Exam', is listed with the upload time '9/22/2020, 3:00:44 PM' and a green checkmark icon. The right section, titled 'Baseline Photo Mock Exam', shows a confirmation message: 'You have completed this exam and successfully uploaded the exam file.' Below this message is a dark blue button labeled 'Leave Feedback'.



# Practice Mock Exam

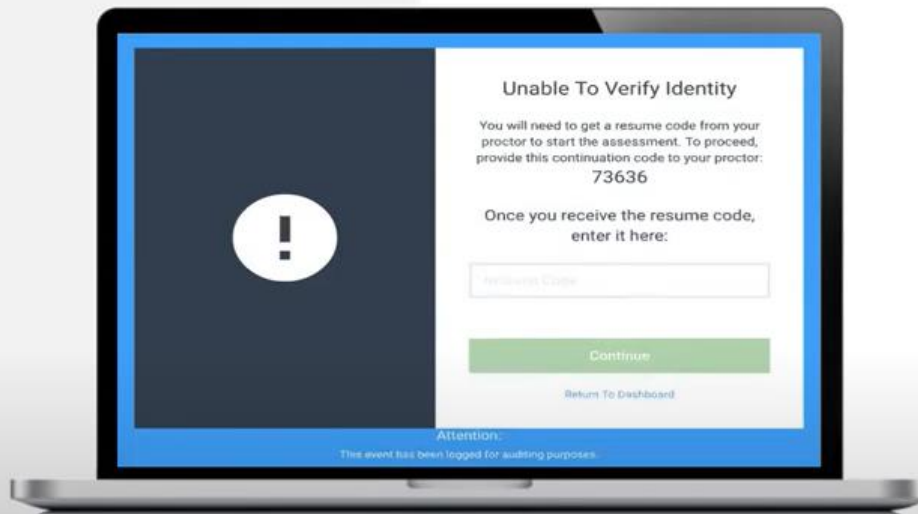
- The Practice Mock Exam is to confirm that ExamID was set up correctly in the Baseline Photo Mock Exam and provide more questions to familiarise you with the user interface prior to the exam.
- The practice mock exam will be made available at least 7 days before the exam and will be made available the same way as the Baseline Mock Exam. The Exam Password will be emailed to you.

The screenshot shows the Exemplify web interface. The top navigation bar includes the Exemplify logo, user information (Mark Reggers - 123456 - Australian Institute of Occupational Hygienists - APAC), and links for HOME MENU and NOTIFICATIONS. The main content area is divided into two sections: 'My Exams' on the left and 'Practice Mock Exam' on the right. The 'My Exams' section has two tabs: 'DOWNLOADED' and 'COMPLETED'. Under 'DOWNLOADED', there is a link for 'Practice Mock Exam' with the subtext 'Exam File Downloaded'. A red arrow points to this link. Under 'COMPLETED', there is a record for 'Baseline Photo Mock Exam' with the subtext 'Exam uploaded: 9/22/2020, 3:00:44 PM' and a green checkmark. The 'Practice Mock Exam' section on the right contains a form to enter the exam password. It includes a text input field labeled 'Exam Password' and a green 'Enter' button. A red arrow points to the input field. Below the password field is a link to 'Remove Exam Download'. Further down are 'Exam Settings' with icons for Secure, Mute, WiFi Off, Navigate, ExamID, and ExamMonitor. Below that is 'Exam Details' showing Instructor and Posting ID #. To the right of 'Exam Details' are 'Exam Tools' with a table of settings: Spell Check (OFF), Copy & Paste (OFF), Calculators (ON), and Highlighting (ON). The footer of the interface includes copyright information (© 1998-2020 ExamSoft Worldwide, Inc. All Rights Reserved.), version information (Version 2.4.0), and expiration date (Expiration 07/31/2021).

# Practice Mock Exam

- Bullet level 1

## If photo does not match your baseline:



- Reach out to your instructor and provide them with your continuation code
- Your instructor follows-up with your resume code
- Enter the resume code provided by your instructor to access the exam



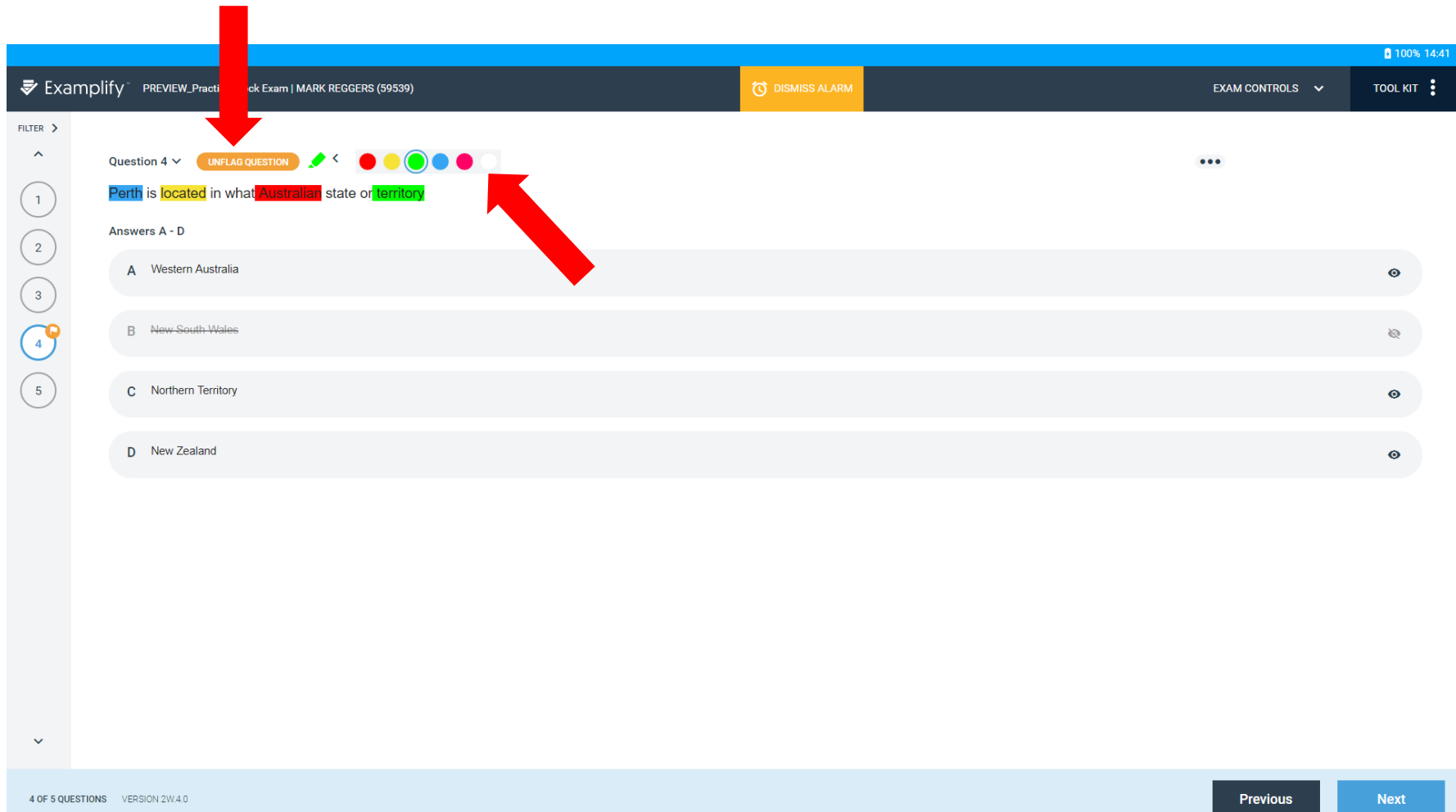


# Practice Mock Exam

| Return To Waiting   | Start Exam  |
|---|---|
| <p>If you have not been instructed to start your exam, please go back to the previous page.</p> | <p>By clicking the Start Exam button, you will be directed to your exam.</p>                        |
| <p><a href="#">Go Back</a></p>  | <p><input type="checkbox"/> I am authorized to start my exam.</p> <p><a href="#">Start Exam</a></p> |



# Practice Mock Exam – Exam Familiarisation



The screenshot displays the Exemplify mock exam interface. At the top, a blue header bar contains the Exemplify logo, the text 'PREVIEW\_Practice Mock Exam | MARK REGGERS (59539)', a 'DISMISS ALARM' button, and 'EXAM CONTROLS' and 'TOOL KIT' dropdown menus. Below the header, a left sidebar shows a list of five questions, with question 4 selected and highlighted in blue. The main content area displays 'Question 4' with a dropdown arrow, an 'UNFLAG QUESTION' button, and a row of colored circles (red, yellow, green, blue, pink, grey). The question text is 'Perth is located in what Australian state or territory'. Below the question, the answers are listed as A Western Australia, B New South Wales, C Northern Territory, and D New Zealand. Two red arrows are overlaid on the image: one pointing to the 'UNFLAG QUESTION' button and another pointing to the question text. At the bottom, a light blue footer bar shows '4 OF 5 QUESTIONS', 'VERSION 2W.4.0', and 'Previous' and 'Next' buttons.

Exemplify PREVIEW\_Practice Mock Exam | MARK REGGERS (59539) DISMISS ALARM EXAM CONTROLS TOOL KIT

Question 4 UNFLAG QUESTION

Perth is located in what Australian state or territory

Answers A - D

- A Western Australia
- B New South Wales
- C Northern Territory
- D New Zealand

4 OF 5 QUESTIONS VERSION 2W.4.0 Previous Next



# Practice Mock Exam – Exam Familiarisation

The screenshot displays the Exemplify mock exam interface. A red arrow points to the top navigation bar, which includes the Exemplify logo, the text 'PREVIEW\_Practice Mock Exam | MARK REGGERS (59539)', a timer showing 'TIME REMAINING 00:03:08', and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. Another red arrow points to the left sidebar, which contains a 'FILTER' dropdown menu with options for 'All', 'Flagged (1)', 'Unanswered (5)', and 'Answered (0)'. A third red arrow points to the question list, which shows a question about Australian states and territories. The question is highlighted with a blue circle, and the answer options are listed below it. A fourth red arrow points to the 'Next' button at the bottom right of the interface.

Exemplify™ PREVIEW\_Practice Mock Exam | MARK REGGERS (59539) TIME REMAINING 00:03:08 EXAM CONTROLS TOOL KIT

FILTER > All

Flagged (1) UNFLAG QUESTION

Unanswered (5) d in what Australian state or territory

Answered (0)

1 2 3 4 5

A Western Australia

B New South Wales

C Northern Territory

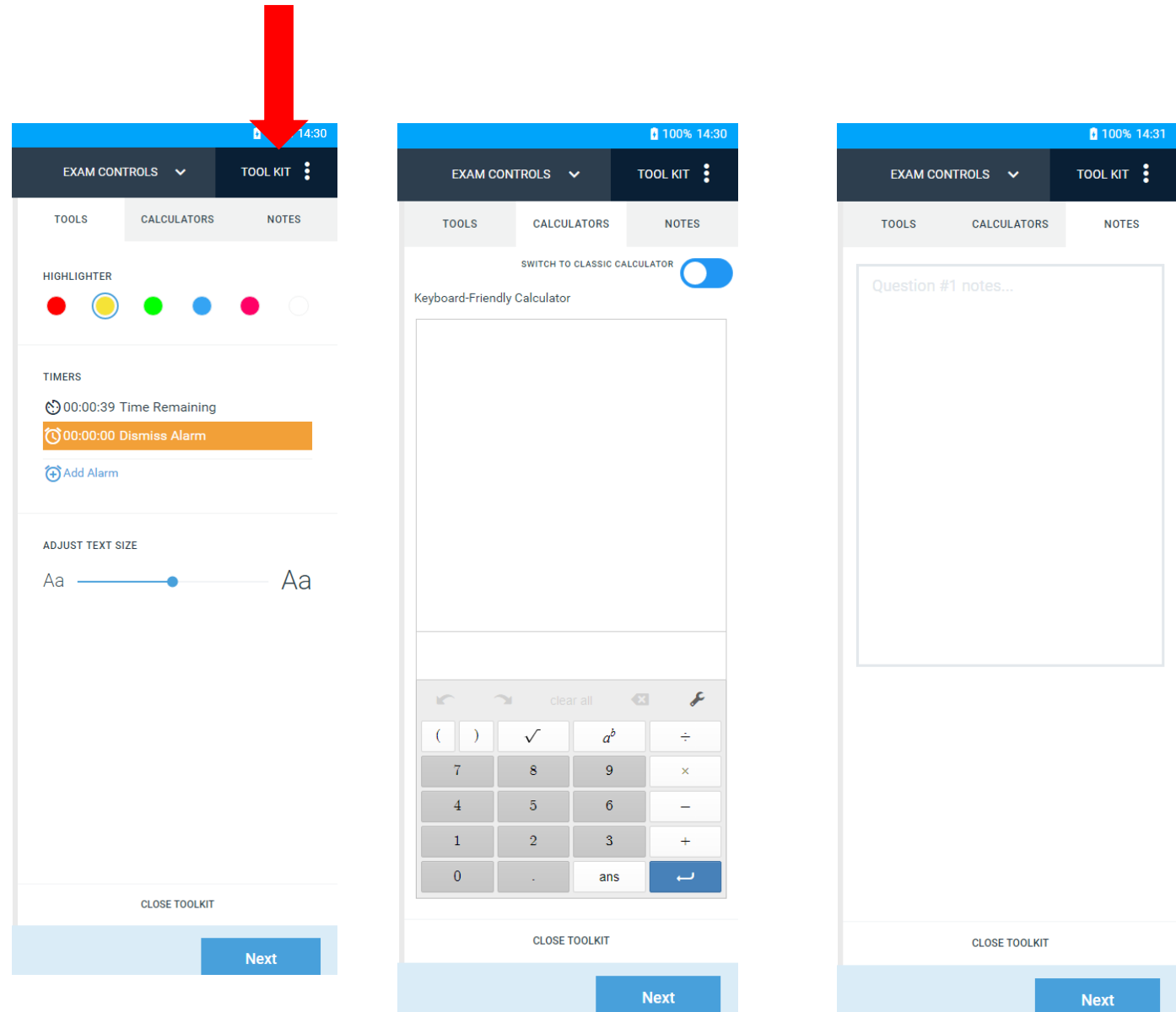
D New Zealand

4 OF 5 QUESTIONS VERSION 2W.4.0 Previous Next

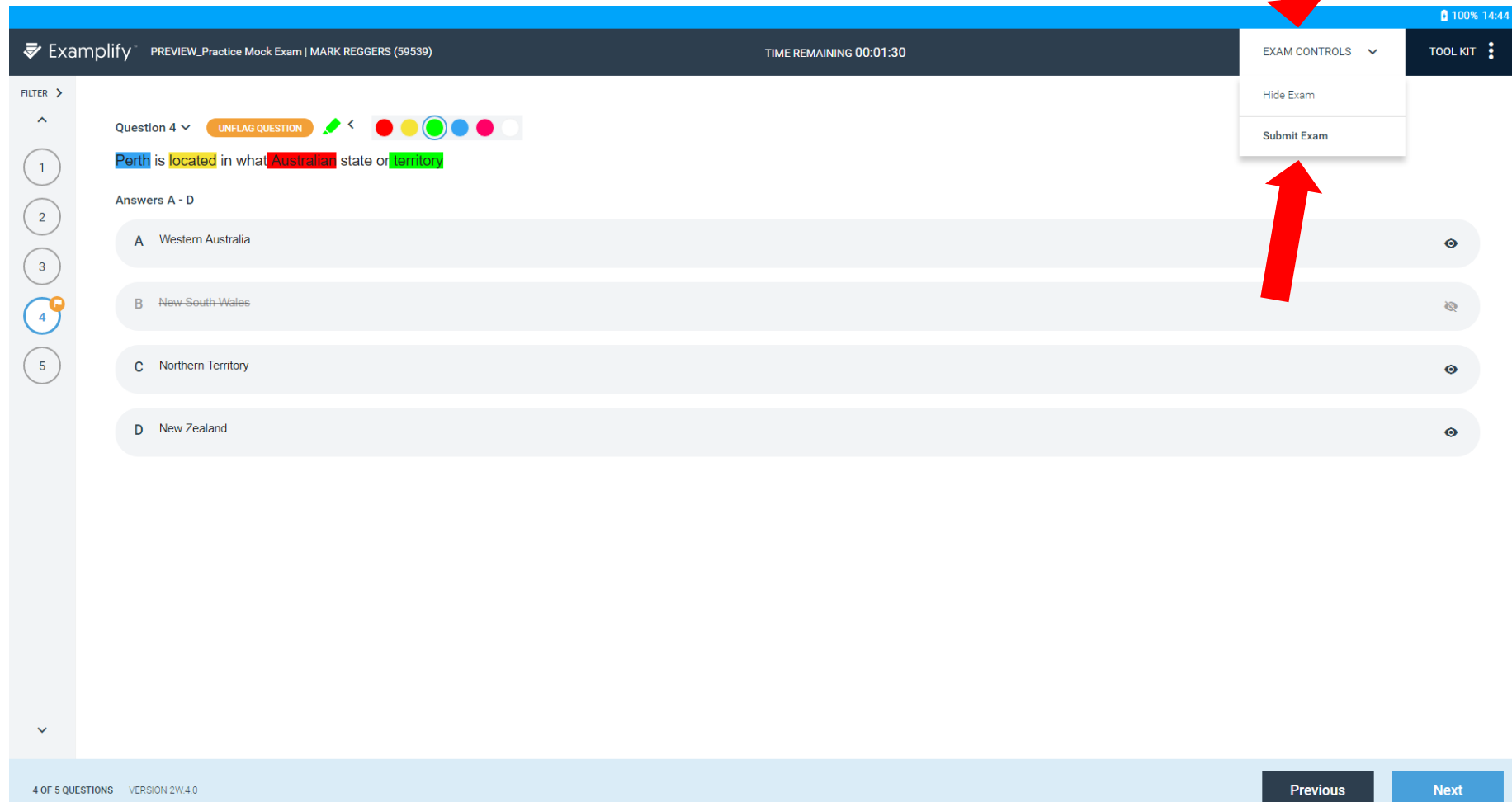


# Practice Mock Exam – Exam Familiarisation

- Exam Tool Kit
- There are a number of tools that may be useful such as
  - Highlighter
  - Timers
  - Calculator
  - Notes
- Be sure to familiarise yourself with these tools



# Practice Mock Exam – Exam Familiarisation



The screenshot displays the Examplify interface for a practice mock exam. The top header bar is blue and contains the Examplify logo, the text 'PREVIEW\_Practice Mock Exam | MARK REGGERS (59539)', and a timer showing 'TIME REMAINING 00:01:30'. On the right side of the header, there is a '100% 14:44' status indicator. Below the header, a dark blue bar contains the 'EXAM CONTROLS' dropdown menu and a 'TOOL KIT' button. The 'EXAM CONTROLS' menu is open, showing options for 'Hide Exam' and 'Submit Exam'. Two red arrows point to these elements: one to the 'EXAM CONTROLS' dropdown and another to the 'Submit Exam' button. The main content area shows 'Question 4' with a text prompt: 'Perth is located in what Australian state or territory'. Below the question, there are four answer options: 'A Western Australia', 'B New South Wales', 'C Northern Territory', and 'D New Zealand'. A sidebar on the left shows a list of questions, with question 4 highlighted. At the bottom of the interface, there is a footer bar with '4 OF 5 QUESTIONS', 'VERSION 2W.4.0', and 'Previous' and 'Next' buttons.

Examplify™ PREVIEW\_Practice Mock Exam | MARK REGGERS (59539) TIME REMAINING 00:01:30 100% 14:44

EXAM CONTROLS  
Hide Exam  
Submit Exam

Question 4 UNFLAG QUESTION  
Perth is located in what Australian state or territory

Answers A - D

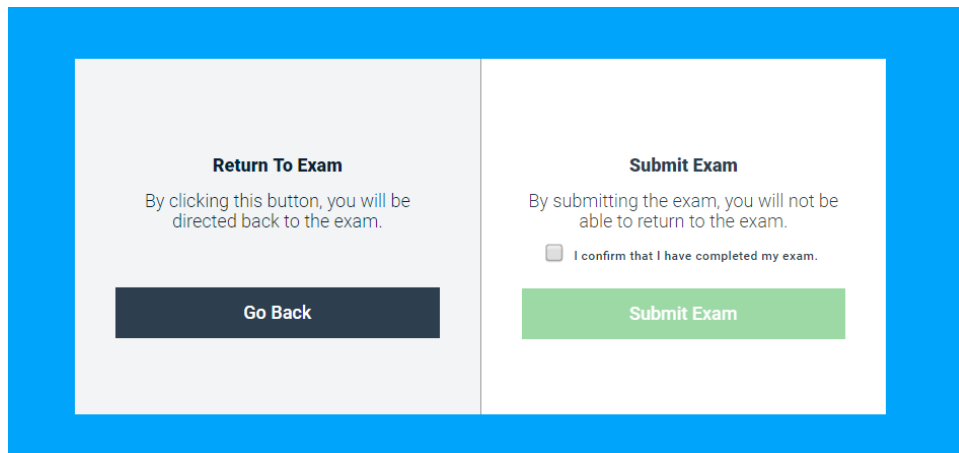
- A Western Australia
- B New South Wales
- C Northern Territory
- D New Zealand

4 OF 5 QUESTIONS VERSION 2W.4.0 Previous Next

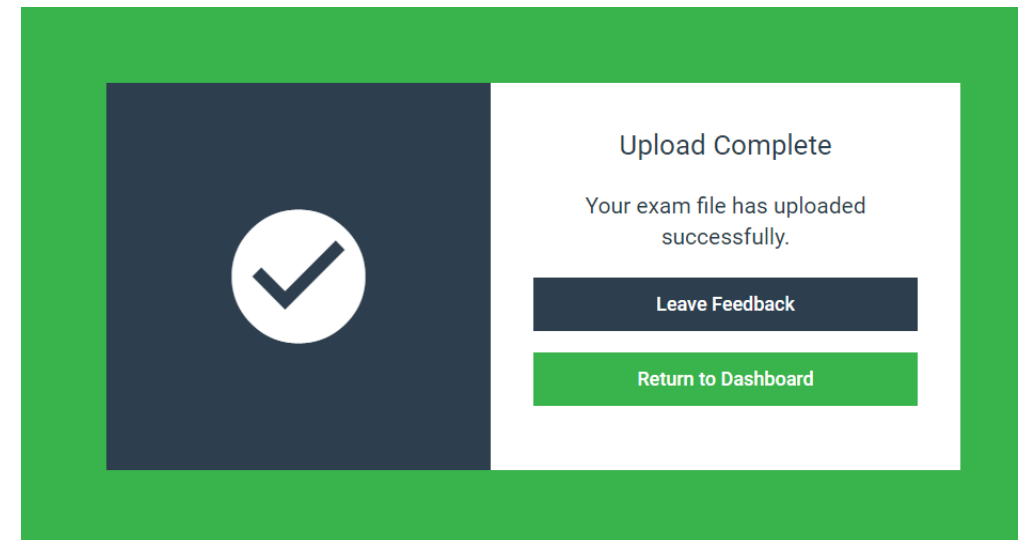


# Practice Mock Exam – Submit & Upload Exam

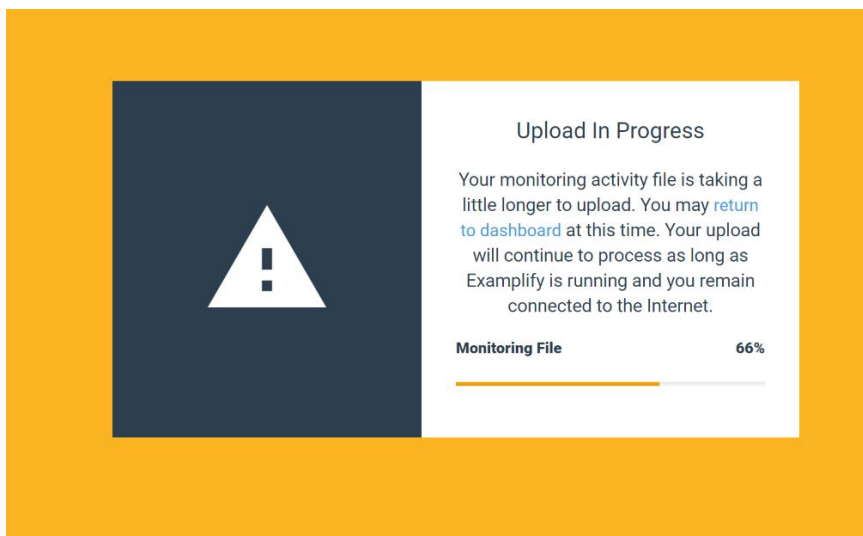
- As per the Baseline Photo Mock Exam, submit and upload your completed exam



This screenshot shows two side-by-side panels within a blue border. The left panel, titled 'Return To Exam', contains the text 'By clicking this button, you will be directed back to the exam.' and a dark blue 'Go Back' button. The right panel, titled 'Submit Exam', contains the text 'By submitting the exam, you will not be able to return to the exam.', a checkbox labeled 'I confirm that I have completed my exam.', and a green 'Submit Exam' button.



This screenshot shows a green-bordered area with a dark blue square on the left containing a white checkmark icon. To the right, the text 'Upload Complete' is displayed, followed by 'Your exam file has uploaded successfully.' Below this text are two buttons: a dark blue 'Leave Feedback' button and a green 'Return to Dashboard' button.



This screenshot shows an orange-bordered area. On the left is a dark blue square with a white warning triangle icon. To the right, the text 'Upload In Progress' is shown, followed by a message: 'Your monitoring activity file is taking a little longer to upload. You may [return to dashboard](#) at this time. Your upload will continue to process as long as Exemplify is running and you remain connected to the Internet.' Below this is a progress bar labeled 'Monitoring File' with a value of '66%'.



# Thank you

If you have any questions regarding the exam process, please email [respfit@aioh.org.au](mailto:respfit@aioh.org.au) or visit [respfit.org.au](http://respfit.org.au)

