



ExamSoft: Nursing Student Responsibilities

- It is required that all L1 and PreNurs students complete a mock quiz within Exemplify. One will be made available for students to access and practice with during the beginning of each semester.
- Students must have internet access in order to download exams administered through ExamSoft.
- Students will be given no more than 24 hours, prior to the exam day and time, to download exam to their iPad.
- Students must come to class prepared with the exam file downloaded to their iPad. Failure to do so after the first time will result in a **5% deduction off exam grade**. This means for each course that uses ExamSoft, the instructor will excuse one time for failure to download exam file prior to class. After the first time, and thereafter, 5% will be deducted off of each exam that was not downloaded on time. **This will be enforced in each course ExamSoft is used.**
- On day of exam, all personal belongings, to include backpacks, books, notebooks, phones, food, coffee, etc. will be placed in a designated area in the room (to be chosen by instructor/proctor). A clear, label free water bottle will be allowed as well as a pen or pencil.
- No other electronic devices may be used during exam or placed near exam taker. All electronic devices, except for the iPad, must be turned off.
- Cell phones are strictly prohibited during exam. If a student is found in violation of having a cell phone during an exam, he/she will be escorted out of the room and will receive a zero for that exam.
- The day before class students must come to class fully prepared to take exam. This includes having a fully charged working iPad, know the passcode and have the device already registered on the NMSU Wifi network AggieAir (or the one designated for that campus). Also, it is recommended all apps be closed to maximize memory capacity on the iPad (If your iPad is damaged or stolen, you may check out an iPad from room 132D).
- Students will be allowed to use a stylus pen on their iPad. Exemplify also has a calculator feature that can be enabled within each exam. Students do not need to bring a calculator to class.
- A notes paper will be provided to each student before the exam begins. No other notes paper or pages will be allowed during exam. Anyone found in violation of this will receive a zero for that exam.
- Before taking exam, students should be aware of how to place their iPad in secure mode (those instructions will be made available to both instructors and students)
- Upon submitting exam, before the student exits the room, they must show the instructor/proctor the bright green "Congratulations" exit screen stating their exam has been uploaded. This will confirm that the exam file has successfully uploaded to ExamSoft.
- All instructor provided notes pages, whether used or not, must be turned into instructor before exiting the room with the student's name and date on them. Failure to do so may result in a "zero".