

Guide to using Exemplify

For the DO-HNS Part 1 Examination

Contents

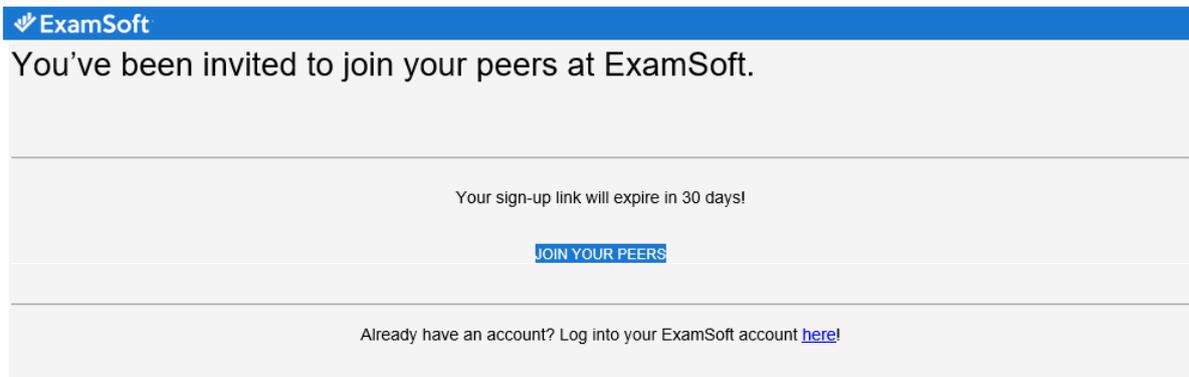
Section 1: Creating your ExamSoft Account and Downloading Exemplify*	3
Section 2: Instructions for Candidates who have already set up an ExamSoft account for a previous DO-HNS Part 1 diet	6
Section 3: Sitting the Mock Examinations	7
Section 4: DO-HNS Part 1 Examination	8
Section 5: Examination Day Guidance	10
Section 6: Support	14
Section 7: FAQs	15

** If you already successfully registered and set up an account with ExamSoft for a previous DO-HNS Part 1 examination please navigate straight to section 2 on page 6 of this guide.*

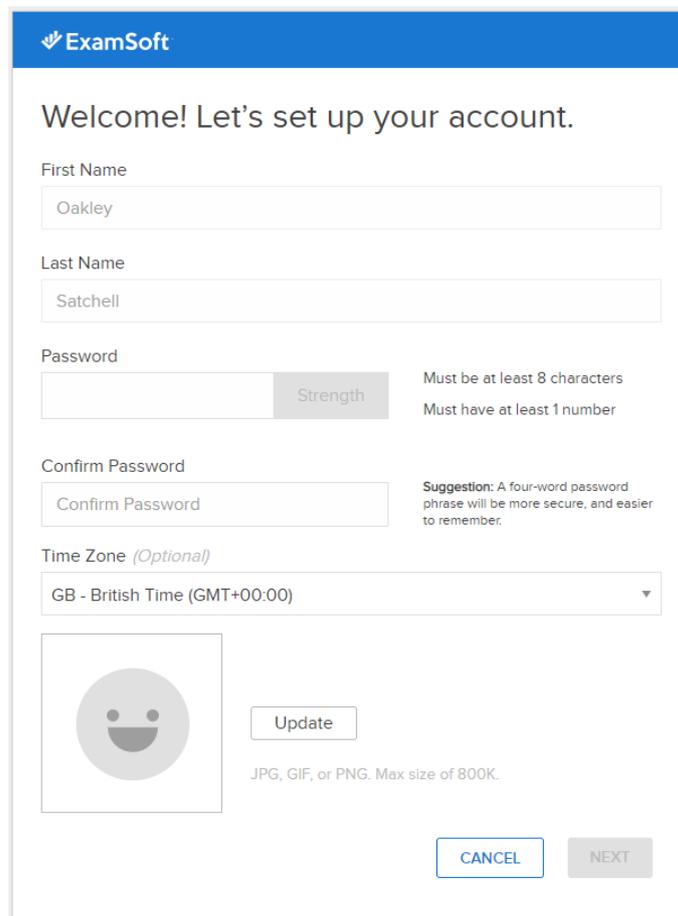
Section 1: Creating your ExamSoft Account and Downloading Exemplify

These steps should be completed on the device that you will use to take the assessments on. Please **do not use a mobile phone** to complete these steps.

1. If you have not used ExamSoft before for a DO-HNS Part 1 examination then you will receive an email invitation from noreply@examsoft.com. Please click on the 'Join your peers' button in this invite email.



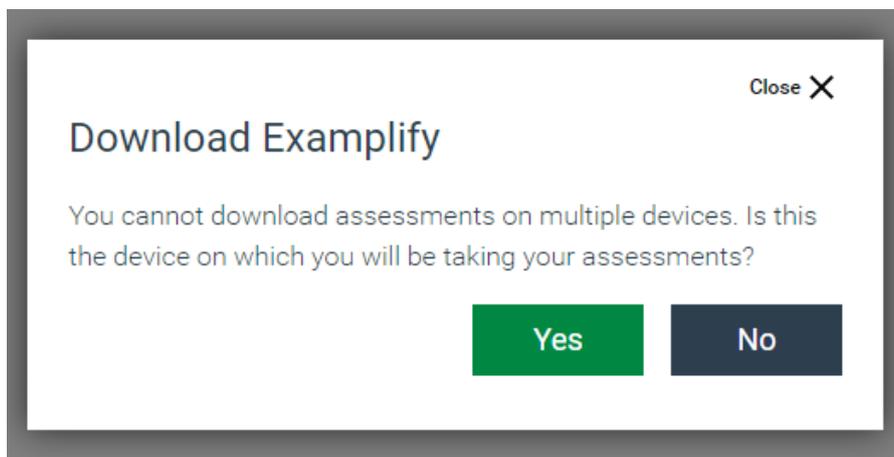
2. You will then be prompted to enter your name and select a password for your ExamSoft account. Please complete this step.

The image shows a screenshot of the ExamSoft account setup form. At the top, there is a blue header with the ExamSoft logo. Below the header, the text reads "Welcome! Let's set up your account." The form has several fields: "First Name" with the value "Oakley", "Last Name" with the value "Satchell", "Password" with a "Strength" indicator, "Confirm Password" with the value "Confirm Password", and "Time Zone (Optional)" with the value "GB - British Time (GMT+00:00)". There is also a "Profile Picture" field with a placeholder image and an "Update" button. At the bottom, there are "CANCEL" and "NEXT" buttons. The form also includes a suggestion: "Suggestion: A four-word password phrase will be more secure, and easier to remember." and a note: "JPG, GIF, or PNG. Max size of 800K."

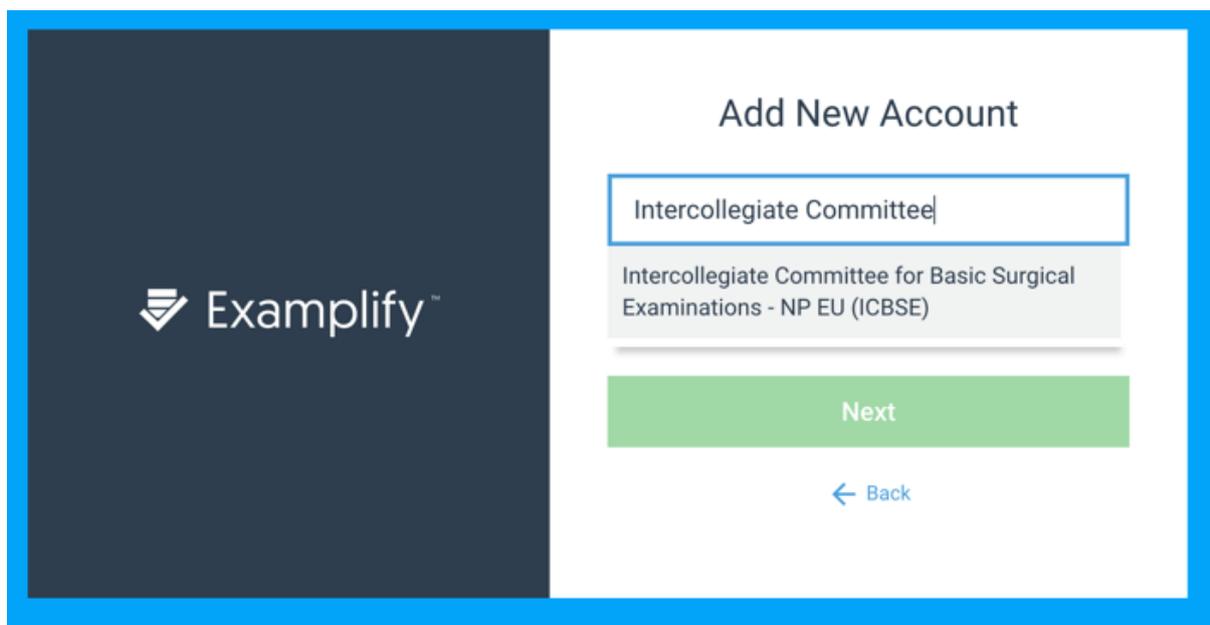
3. After creating your password and following the prompts, you'll be brought to your ExamSoft portal. Within the portal, please click on the button that says 'Download Exemplify'. Check to ensure that your device meets the [minimum system requirements](#).



4. Please ensure that you are downloading Exemplify onto the device on which you will be sitting your assessments. Then you may click yes when you receive the following prompt before downloading the Exemplify software.



5. Once the download is complete, install Exemplify. Upon completion of the download launch Exemplify.
6. Your institution ID is ICBSE. Once entered into the text field, select your institution from the dropdown menu, then click the green **next** button.



7. Next, enter your email address and password to sign in. This will be the password that you have just created for your ExamSoft account.

Trouble-shooting tips:

- The email invitation can **only be used once**. If you have clicked on the invitation but did not install Examplify at that time, you should navigate to <https://europe.examssoft.com>. If you have forgotten your password, select 'Forgot Password' to enter your email address for the password reset.
- On the following pages you will find instructions to prepare your device for invigilation during your exam paper:
[ExamID and ExamMonitor Permission Setup for MAC users](#)
[ExamID and ExamMonitor Permission Setup for Windows users](#)

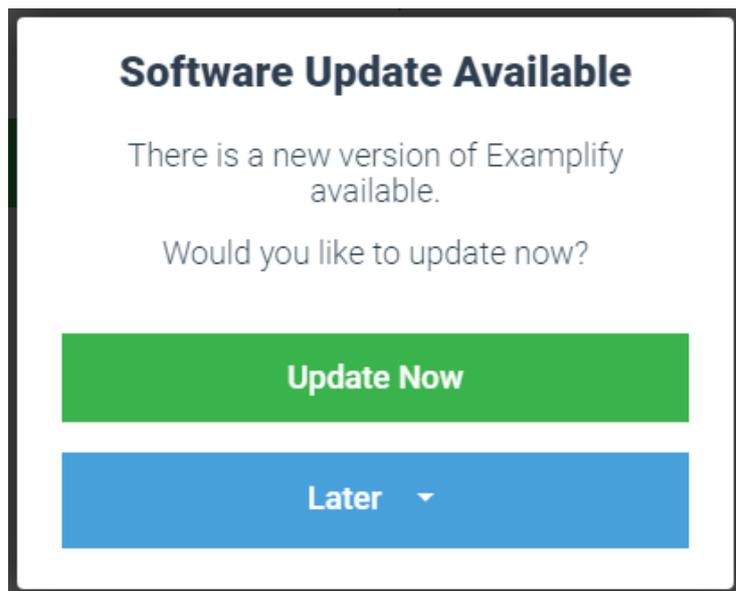
Once you have completed steps 1 – 7 of this section, please navigate to section 3 on page 7 of this guide. Section 2 is only applicable to candidates who successfully registered with ExamSoft for a previous diet.

Section 2: Instructions ONLY for Candidates who successfully set up an ExamSoft account for a previous DO-HNS Part 1 diet.

1. If you are already registered on ExamSoft you will not receive an email invite but you will need to update the software you used last time. If you have deleted the Exemplify software from your device please navigate to <https://europe.examsoft.com> and log into your account using the email address and password that you set up last time. Please use the 'Download Exemplify' button to install the software again and ensure that you complete this on the device that you will be sitting the assessments on. Alternatively use the links included here: [Downloading Exemplify](#)

Note: you must log in using the same email address that your ExamSoft account was registered with in the previous DO-HNS Part 1 sitting.

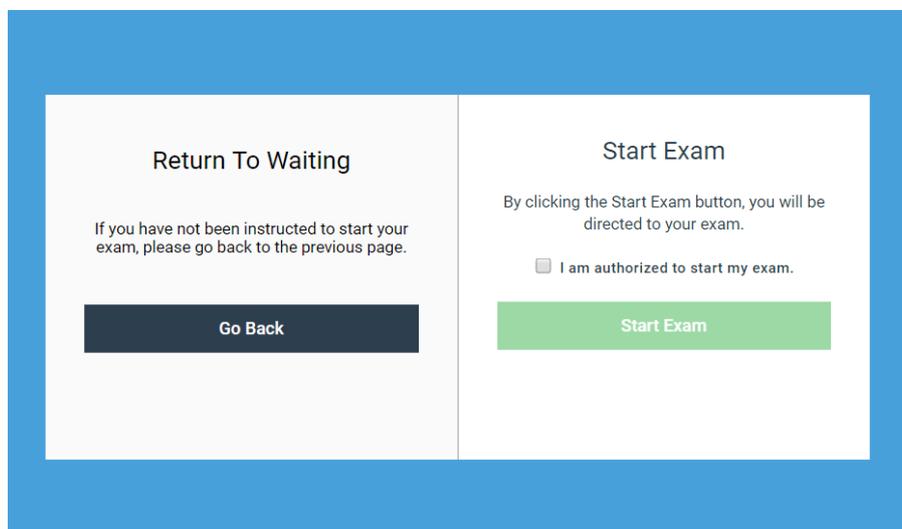
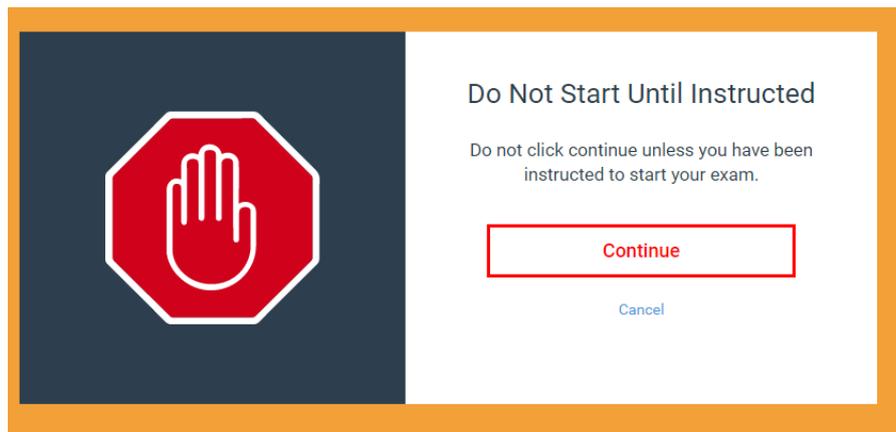
2. Open the Exemplify software on your device and log in. You should be prompted to download an updated version of the software and when you receive this message you should click 'Update now'. Once the software has updated you will then be prompted to relaunch the application and you should click to relaunch.



3. You must now proceed to sit both mock examinations as detailed on the following page in Section 3 of this guide.

Section 3: Sitting the Mock Examinations

1. Within the Exemplify application, download both DO-HNS Part 1 – Mock Exam 1 and DO-HNS Part 1 – Mock Exam 2 by selecting the blue download arrow. If you do not see the exam you are scheduled to take, click the “refresh exam list” button. Enter the password for DO-HNS Part 1 – Mock Exam 1 to enter the secure assessment. The password is **ICBSEmock123**. Please remember that the password is case-sensitive.
2. After entering the password, you will be presented with a series of two screens indicating that that you should wait to begin. **You do not have to wait.** Please choose Continue on the first screen. On the second screen, check the box stating that you are authorized to take the exam and select Start Exam.



3. If you have not used Exemplify before you will now be instructed to take a photo for ExamID. Please refer to this resource for the steps to complete this process: [Exemplify with ExamID and ExamMonitor](#)
4. After submitting your responses for Mock Exam 1, please complete Mock Exam 2. The password is also **ICBSEmock123**. The purpose of Mock Exam 2 is to ensure that your ID may be verified against the photo that you took for Mock Exam 1. If you cannot verify your photo on this second attempt, please contact the college with which you are sitting so that they may remove the first attempt. **Please note that the mock exams are not marked or invigilated.**

Section 4: DO-HNS Part 1 Examination

The DO-HNS Part 1 examination will remain a two-hour paper of multiple true/false and extended matching questions and will be delivered in one 2-hour session *with no break*. DO-HNS Part 1 candidates should be suitably prepared to be sat in their exam room for the full two hours.

As such, there will be **one examination paper file** which will become available to download from the Friday before your examination. For example, for the examination taking place on Monday 11th January 2021 your examination file will be available to download on Exemplify from Friday 8th January 2021.

Please download the examination paper file in advance of the examination day.

On the examination day the password to enter the examination will be emailed to you by the college with which you are sitting the examination 30 minutes prior to the examination start time.

General Guidance

- The DO-HNS Part 1 paper will start at 2:00pm (GMT). Please ensure you know the time difference between your location and the UK and Ireland.
- No paper, pens or pencils can be used by candidates during the examination, unless otherwise agreed as a reasonable adjustment with the examining college.
- There is a notepad function within the application that will allow candidates to make any notes they need to in order to answer particular questions.
- Candidates are also able to use functions within the application to highlight question text and change font size.

Exam Day Guide for Exam Takers

✓ 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

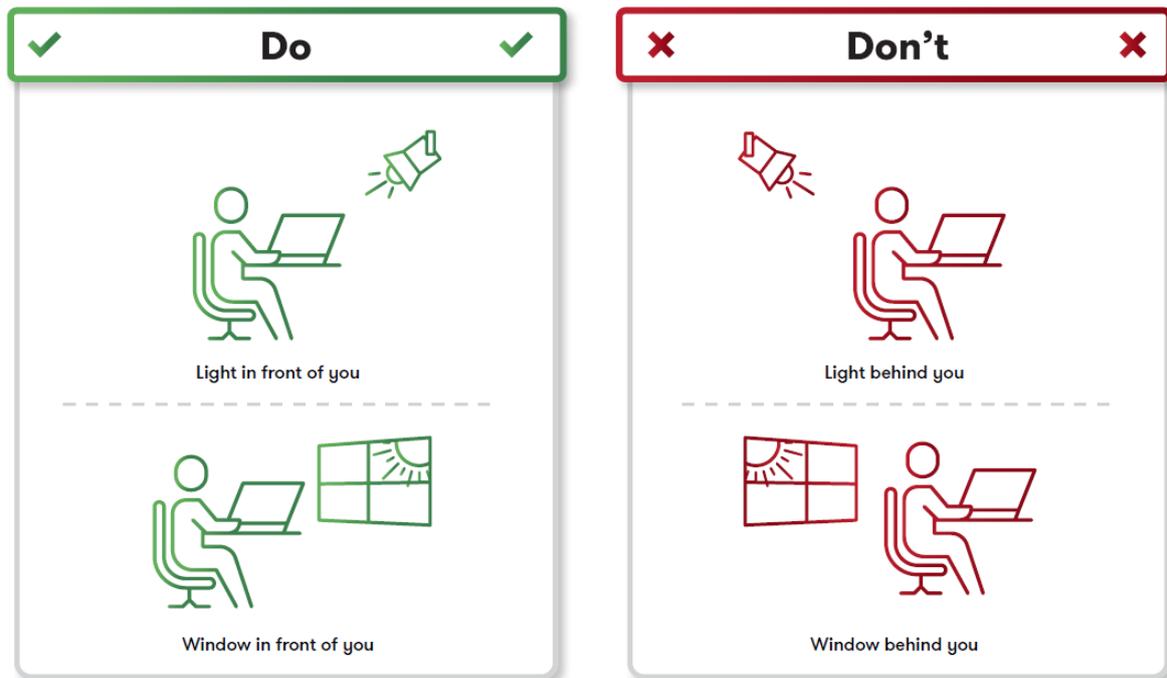
✗ Don't ✗

-  **Leave the View of the Camera**
-  **Move in an Unusual or Excessive Way**
-  **Look Away from the Screen**
-  **Wear Hats, Head Coverings, or Headphones**
-  **Use Unauthorized Materials**
-  **Use External Devices**
-  **Have Other People in the Room**
-  **Speak or Have Any Background Noise**

Section 5: Examination Day Guidance

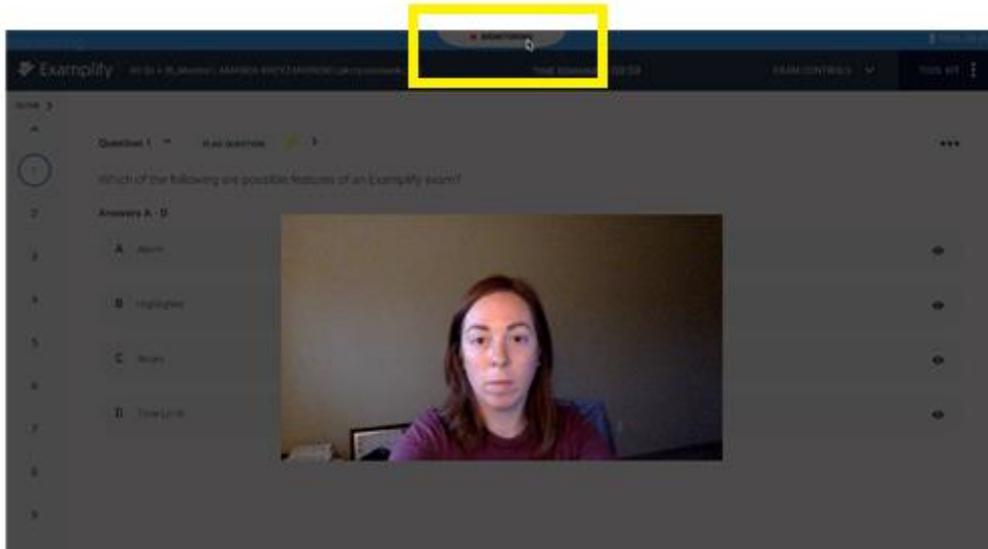
Please ensure that you have read the Exam Day Guide for Exam Takers on the previous page to ensure that you follow the regulations for this examination. **Failure for your eyes to be visible on the video or failure to adhere to the potential violations in the 'Don'ts' list could lead to your result being annulled but your attempt still counting.**

Please also use the following guidance to assist with your lighting set up.



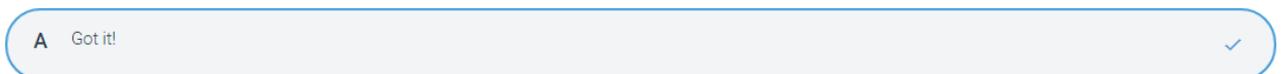
1. Once you have successfully received your examination password by email from your college you are permitted to start your examination.
2. Open the Examplify software on the device on which you will be taking the examination. Select the DO-HNS Part 1 examination file and enter the password that you have received. **You should close all other programs on your computer before starting the examination.**
3. Please read the pre-assessment notices very carefully as by clicking next on the following screens you are agreeing to the examination regulations.
4. ExamID will attempt to verify your identification against the baseline photo that you previously set up during the mocks. You will then enter the examination and your face will be recorded for the duration of the exam time.

5. Throughout the examination, you can check that your face is still visible on the video recording by clicking on the 'Monitoring' pull-down button at the top of the screen, as shown below. Please ensure that you check this view at regular intervals to ensure that your face, and most importantly your eyes are visible throughout the examination.

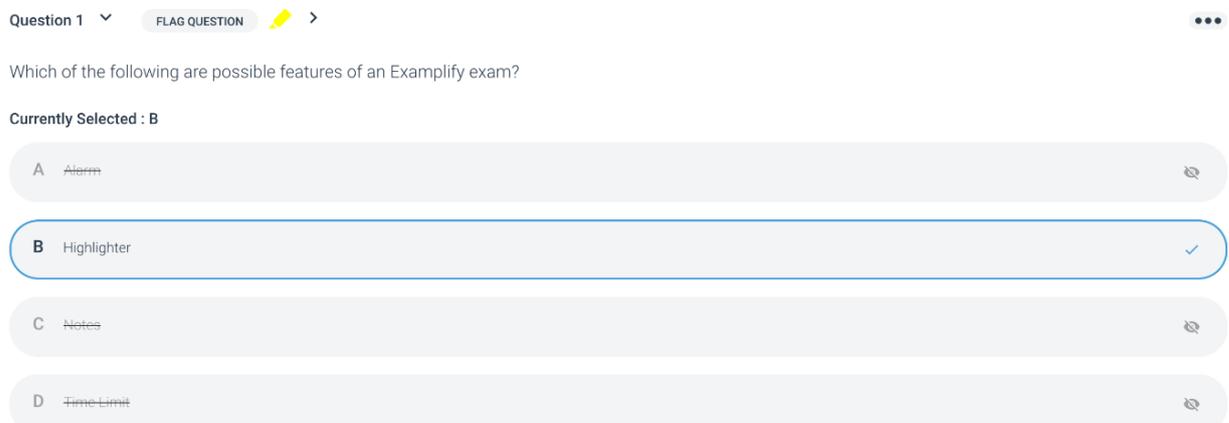


6. Please ensure that you select answers within the examination by clicking on the grey box that contains that item text, after which the box should become outlined in blue and the system should indicate that you have selected this as your answer, as pictured below.

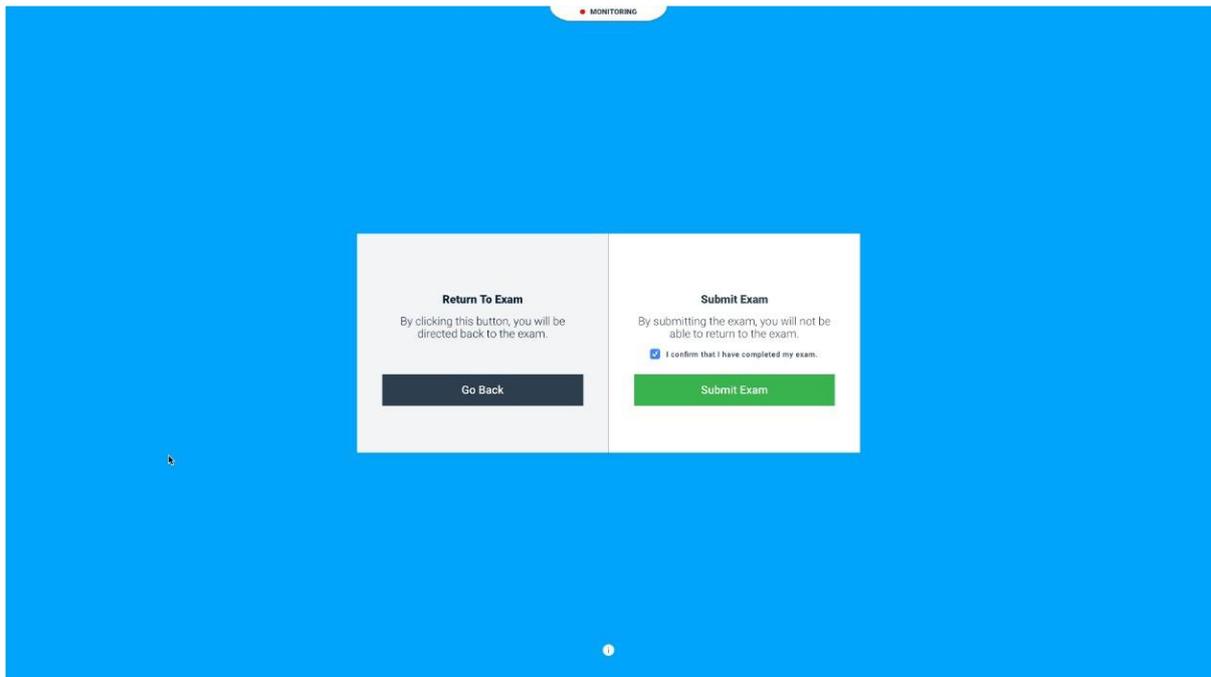
Currently Selected : A



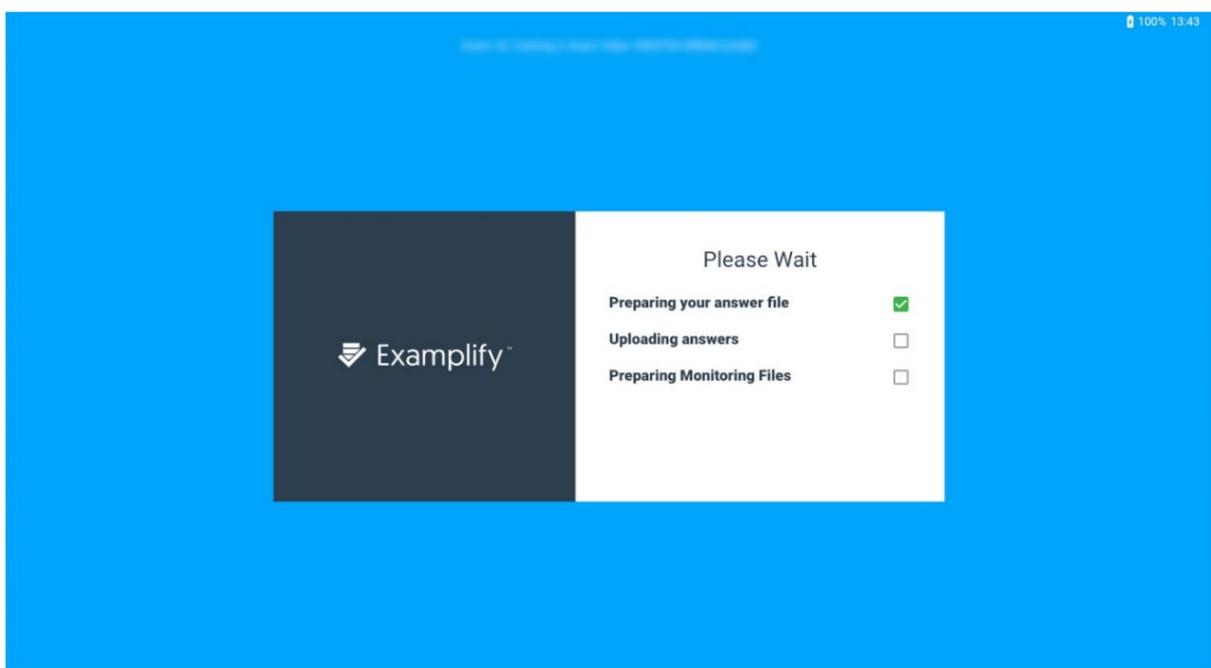
7. There is an icon at the end of each answer option that allows you to strike out any answers that you have ruled out. **Do not click this button to select your chosen answer.** This is an **optional feature** and does not need to be used. Please see the screenshot below which demonstrates the difference between the strikethrough (A, C & D) and answer selections. In this example, answer B has been selected as the chosen answer.



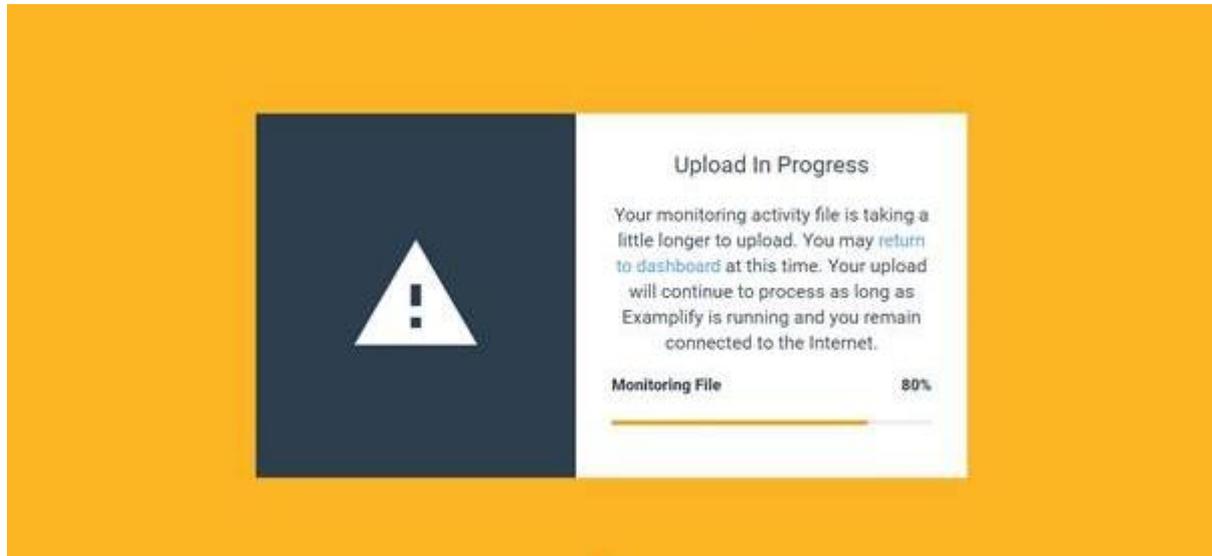
8. Within Exemplify you will be able to see the time remaining at the top of your screen throughout the examination. You can also use the tool kit on the right hand side of the system to set your own alarms to help manage your time. In the tool kit you can also utilise the notes, calculator, highlighting feature and adjust text size. These features will be available in the mock examinations to enable you to familiarise yourself with them ahead of the examination day.
9. At the end of your examination please click the 'Finish' button and tick the box to submit your examination answers.



10. You should then see a screen which indicates that your examination answer files are uploading.



11. Once the examination answer file has uploaded the ExamMonitor video file will take a little longer to upload and you may see this screen:



12. You will have until midnight (GMT) at the end of the examination day to upload both your examination answer and video files. Please leave the Exemplify software on with your device connected to the internet until both your examination answer file and ExamMonitor video file have been uploaded. You can check on the ExamMonitor Dashboard screen for any files that are still pending upload as this will be specified underneath the exam title along the left hand side.

13. You should also receive a confirmation email from ExamSoft once your ExamMonitor video file has been successfully uploaded to the system.

14. In the days following the examination please look out for emails from your college in case there have been any issues with your file uploads.

Section 6: Support

Technical support is available to candidates on the day of the examination from staff at ExamSoft who can be contacted using one of the numbers indicated on this page: <https://examsoft.com/contact>. Calling ExamSoft on one of these numbers will be the fastest way to receive help from them on the day of the examination. Alternatively you can scroll down to the Self Service section of this page and navigate to the live chat function.

College staff will also be on hand to support you on the day of the examination and if you are having problems commencing the examination you can contact the college with which you are sitting.

If you have any problems entering the examination or any technical issues during then you might be prompted to enter a resume code. An outline of the different types of resume code can be found here: <https://examsoft.force.com/emcommunity/s/article/ExamID-and-ExamMonitor-Resume-Code-Image-Chart>

If you receive the resume code request at the start of the examination or your resume code screen is blue or white then please contact the college with which you are sitting the examination and they will be able to assist you with this issue.

If you have technical problems during the examination and are prompted for a resume code against a yellow or orange screen then please contact ExamSoft for assistance on the support numbers on their webpage in the link above.

Note: *if you have problems entering the examination and start it a few minutes late you will still receive the full time permitted to answer the questions. However, it is important that you try to adhere to the outlined schedule as failure to sit the examinations within an hour of the scheduled start time will result in the examination being automatically deleted from your device.*

As detailed in the examination day steps in this guide it is the candidate's own responsibility to upload their examination answer files and ExamMonitor video files on the day of the examination before midnight (GMT). However, if severe technical issues prevent this from being completed by midnight then your examining college will work with ExamSoft to assist you in the resolution of such issues in the days following the examination.

Section 7: FAQs

Exam Location

Where can I sit the exam?

You should give serious thought to the location where you will sit your exam. You are best placed to identify a suitable location within your area where you can sit your exam. It is important that the venue is:

- Quiet;
- One in which you will not be disturbed during the whole period of the exam;
- Comfortable and well lit; and
- One with good, reliable Wi-Fi.

This might be your home or it could be your work environment. It is acceptable to choose to sit the exam in your home, but if you are doing this it is mandatory that you are alone and in a room where you can guarantee you will not be disturbed. The strict proctoring, or invigilation of the exam means that any interruptions may be reported and investigated as a security breach. It is vital that you can concentrate on the exam in the same way that you would in an exam hall. You should not attempt to sit the exam at home if you have caring responsibilities for anyone in your home, unless you have made arrangements for additional help that day.

If your home location is not going to be suitable, we recommend that you consider booking a room for use at your place of work or at a postgraduate training centre. The criteria above should apply to the chosen room. We know that it can be difficult to secure a room where you are confident you won't be disturbed and for that reason you may wish to enlist the support of a clinical supervisor to ensure that you have an appropriate venue. This individual would not have to invigilate the exam (this will happen online as explained later) but they should ensure that the booked space will be completely quiet and you won't be asked to move to another room or to be disturbed. This is simply a suggestion and it is for you to make your own arrangements and cover any costs.

You should check with your IT department if you intend to sit at a venue at work, or using a device supplied by your employer, as security measures may affect the download and running of the examination.

Can I sit the exam in a room with other candidates?

No, it is not possible to have several candidates in one room attempting the exam. You should be alone in the exam room.

Preparing for the examination

What computer equipment will I need?

In order to sit the exam you will require a laptop or personal computer with an integrated camera or attached webcam. This will enable the exam to be invigilated throughout the exam. You will be unable to sit the exam if you cannot be recorded on your device. If you are using a laptop you should ensure that this is fully charged and plugged in for the duration of the exam.

Can I use a second screen?

No, you cannot use a second screen for your laptop or PC.

Can I wear headphones/earbuds and listen to music to help me to focus?

No headphones/earbuds are permitted during the exam period. No music or noise is allowed in the exam room

Is there a mock or practice exam available?

Yes – please use the instructions provided in this guide to complete the mock exams. Both mock exams are mandatory so you can familiarise yourself with how the screen and exam paper will look on the actual exam day, and also to establish baseline identity parameters through an automatically generated image of your face.

Is there a test or any way to check my system is competent and compatible?

Yes – the minimum system requirements are included in a link on page 4 of this guide. You can also check your download speed using one of the proprietary apps available.

How will my reasonable adjustments be accommodated?

If you have already correctly registered your reasonable adjustment (for example; for visual impairment, dyslexia or other specific learning difficulties, etc.) these will be accounted for. Please contact your College if you require clarification.

When will the exam material be available to download?

The Exam will be available for download at least 48 hours prior to the start of the exam. You will be notified when the exam is available for download via email. You should download the exam(s) onto your device a minimum of 24 hours before the exam is due to commence so that there is sufficient time to address any technical queries.

Although you will have the exam on your computer, you will not be able to open the file until the password is released when you are at your seat in your exam room. This will be approximately 30 minutes before your exam start time.

Examination Day

What am I allowed to bring into the examination room?

You may bring a small transparent bottle of water into the Examination. This must remain on the exam table at all times, as any movement off screen - or if you are out of view even briefly - at any time will be noted by the proctor/invigator and referred for investigation. Mobile phones, smartwatches and other electronic devices are **not allowed** in the exam room with you.

What time should I log in to take the exam?

We recommend that you arrive in your exam room at least 30 minutes early to allow ample time to log into the ExamSoft system and go through the verification of identity process. When the examination is ready to start, you will need to enter with the examination password, which will be provided to you by email. Please note, this password is case-sensitive, and will need to be entered exactly as shown.

How does the online proctoring work?

ExamID will verify your identity when you login. At the start of the exam, ExamMonitor will begin recording video and audio files. This will happen without the need for Wi-Fi. Your device will be locked and you will not be allowed to access any files, internet, apps, or other information during the exam. It is the responsibility of the candidate to ensure that your face is in full view for the duration of the examination and this can be checked using the monitoring icon indicated at the top of page 11 in this guide. When the exam is completed, the video and audio files are automatically uploaded when your device reconnects to the internet, along with answer files and will be stored securely within ExamSoft.

What happens if I lost internet connectivity during the exam?

Don't worry if you lose Wi-Fi connection during the exam as your answers will still be recorded. Wi-Fi connection is only necessary to download the examination at the start of the paper and to upload the answer files once the examination has been completed. It is your responsibility to ensure you have sufficient working Wi-Fi to be able to download the exam and to upload answers once the exam is complete.

What if I experience a technical problem during the exam?

If you experience an issue during the exam you will need to contact either ExamSoft support via the contact details included on page 14 of this guide, or the college with which you are sitting the examination.

What happens if I need to take a comfort break?

You cannot leave the examination room during the examination. If you leave your desk at any time, this will be noted by the proctor and referred for investigation.

How will I know how much time is remaining on the exam?

There will be a clock on screen at all times and there will be a warning alert to advise you when five minutes of each section remain; candidates can set up their own further alerts through the delivery platform.

How do I submit my answers once my exam is finished?

Once the examination is complete, Examplify will automatically upload your answer file along with the video and audio recording of your exam. You will need to keep your computer connected to the internet with Examplify until you receive verification that the upload is complete. Once this is successfully completed, you will be able to log out of Examsoft. If you lose internet connection during the exam, keep your Examplify page open as your answers will be uploaded automatically on resumption of your Wi-Fi signal. It is your responsibility to ensure you have sufficient working Wi-Fi to be able to download the exam and to upload answers once the exam is complete. Please note, once the exam time limit is complete, you will not be able to get back into the exam to update or change your answers.