

FEBRUARY 2018 COLORADO BAR EXAM

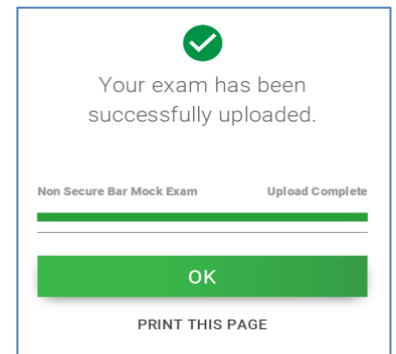
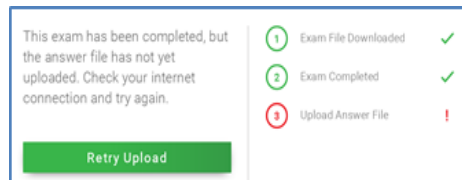
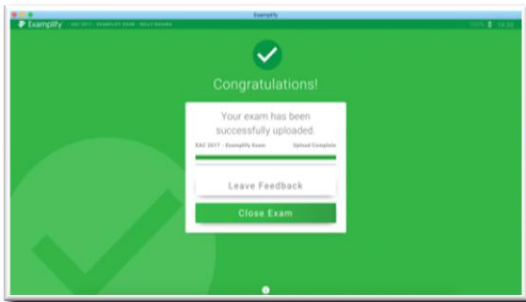
UPLOADING OF YOUR ANSWER FILES

Your Answer Files must be Uploaded no later than 6:00 AM, Wednesday, February 28, 2018

If you fail to upload your answers by the deadline, your answers from the examination will not be graded, and you will be given a score of zero (0) for each answer.

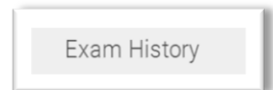
1. How to Upload Your Answer Files After the Exam

- Once you arrive at your home, hotel, or other location with Internet connectivity, turn on the computer.
- Connect to the Internet and click on the 'Exemplify' icon.
- Exemplify will auto-launch and upload your answer files.
- You can also select the exam and Click 'Retry Upload'
- If you are unable to upload your answer files via Exemplify, you will need to manually upload your answer files. Refer to step #3.



2. Confirming the Upload of Your Answer Files

- Once completed you will receive the **green Congratulations Confirmation** screen, and an email will be sent to the address you used when you registered Exemplify.
- At the home screen, you may click on the 'Exam History' button to review your upload and download history.
- Checking this history report **WILL RECONFIRM** your upload of this exam.
- You may also verify the answer file upload by opening Exemplify and selecting the 'Exam History' button.
- You may re-send yourself an **Upload Confirmation email** from this screen. Click on the 'Email' button.



3. If NEEDED: How to Manually Upload Your Answer File

- Navigate to your Custom Home Page
- Login with your credentials.
- Select the **History** tab
- Click the **Manual Exam Upload button** and follow the instructions provided

ExamSoft Exemplify Courses Support

Assessments History

If you saw the green confirmation screen while exiting Exemplify, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our [Support Portal](#).

Manual Exam Upload

Troubleshooting:

- Double check your email account that you used to register for Exemplify.
- Enable your email account to receive mail from support@examsoft.com.