

ISCA Professional Qualifications Computer-Based Exam (CBE) Exemplify User Guide

Updated as of November 2022



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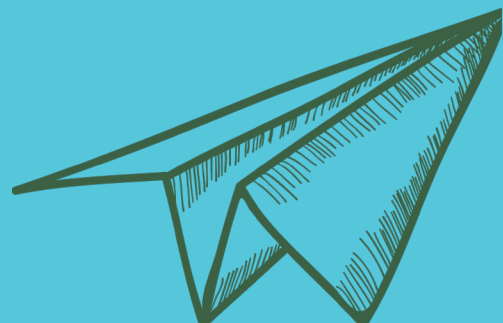


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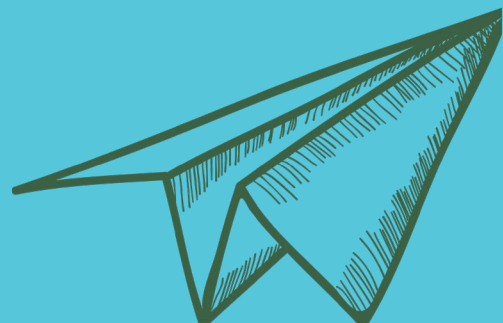
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Others

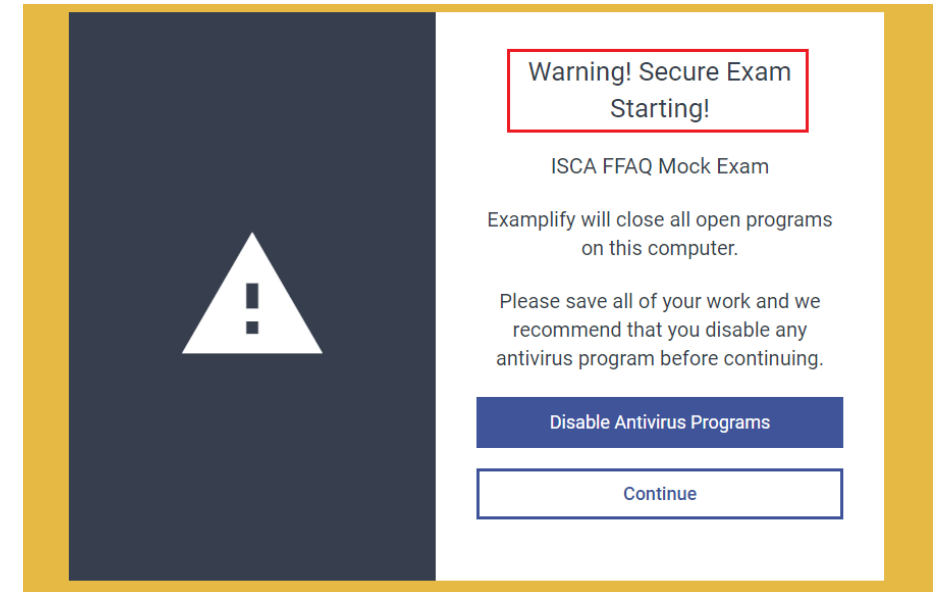
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Key features of Exemplify



Key features of Exemplify

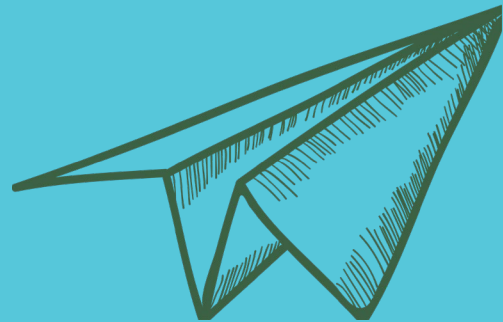
1. Secured lockdown environment – unable to access device's hard drive and internet
2. Autosave exam answers every 60 seconds in encrypted file on local drive
(*C:\ProgramData\Exemplify\STBackups*)
3. All activity conducted during the exam will be logged. We may review this information at any time for audit purposes to verify exam integrity.



Exam Settings



Minimum system requirements



Exemplify: Minimum system requirements (MSR)

Source: <https://examsoft.com/resources/exemplify-minimum-system-requirements>

1. Candidates downloading the test-taking software, Exemplify, should review these MSRs to ensure their devices are supported
2. Exemplify works with most modern computers, both Mac and Windows operating systems
3. See requirements by platform below:
 - a. [Windows](#)
 - b. [Mac](#)
 - c. [iPad¹](#)
4. For [instructions on how to check your computer's specifications, click here](#)
5. Exemplify will perform a system check when you open Exemplify and display a [warning message](#) if your device does not comply with MSR. **You are strongly encouraged to follow the instructions on the displayed message and upgrade your device**

Note

¹ iPad support is currently not enabled for our institution.

Exemplify: MSR – Windows

Source: <https://examsoft.com/resources/exemplify-minimum-system-requirements>

1. Operating System: 64-bit versions of Windows 10 and Windows 11
2. Alternate versions of Windows 10 and Windows 11, such as Windows RT and Windows 10 and 11 S, are NOT supported at this time
3. If you are using a Microsoft Surface device, please read this article for important instructions on Windows 10 and 11 “S mode” versus the standard Windows 10 or 11. S mode is not compatible with Exemplify
4. Only genuine versions of Windows Operating Systems are supported
5. The versions of Windows certified for use are Windows 10 21H2, Windows 10 22H2, Windows 11 21H2, and Windows 11 22H2
6. For a better experience, we recommend that you take your exam on the same Operating System version that you have recently completed a successful mock exam
7. The English (United States) Language Pack must be installed
8. ExamSoft does not support tablet devices other than Surface Pro as detailed above
9. CPU Processor: Non-ARM based processor supported by your operating system
10. RAM: 4GB of usable RAM or higher
11. Hard drive: 4GB or higher of available space
12. For on-site support, and in order to back up the answer files to a USB drive, a working USB port is required (Newer devices may require an adaptor.)
13. For technical troubleshooting, account passwords including BitLocker keys, may be required
14. Internet connection for download, registration, exam download, upload, and some exam features
15. Exemplify cannot be run within virtualized environments or environments that require a 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
16. Screen resolution should be at least 1280 x 768. Scaling should be set to 100%

Exemplify: MSR – Mac

Source: <https://examsoft.com/resources/exemplify-minimum-system-requirements>

1. **Catalina, Big Sur, and Monterey**
2. For a better experience, we recommend that you take your exam on the same OS version that you have completed a recent successful mock exam
3. Only **genuine versions of Mac operating systems** are supported
4. CPU: Intel or M1 processor. Devices using Apple's M1 processor and Apple Rosetta 2 are supported. To learn more, click [here](#)
5. **RAM: 4GB or higher**
6. **Hard Drive: 4GB or higher** available space
7. For on-site support, and in order to back-up the answer files to a USB drive, a working USB port is required (Newer devices may require an adapter)
8. For technical troubleshooting, account passwords including device passwords may be required
9. **Server version of Mac OS X is not supported**
10. Exemplify **is not compatible with virtual operating systems** such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments
11. Internet connection is required for download, registration, exam download and upload
12. Exemplify **is not compatible 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
13. **Screen resolution should be at least 1280 x 768. Scaling** should be set to 100%

Exemplify: MSR – iPads¹

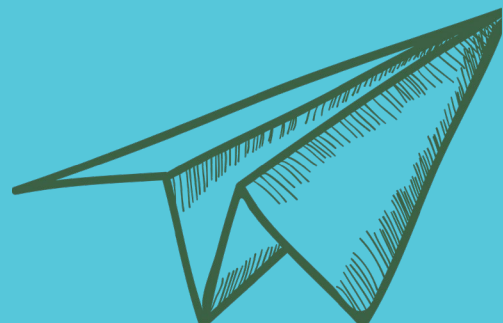
Source: <https://examsoft.com/resources/exemplify-minimum-system-requirements>

1. Hardware Requirements: iPad 5+, iPad Air 2+, iPad Mini 4+, iPad Pro
2. Operating Systems: iPadOS 14 and iPadOS 15 (Only officially approved Apple versions of iPadOS are supported)
3. 500 MB of free space required to commence an exam
4. iPad must not be modified (e.g. Jailbroken)
5. Internet connection for download, registration, exam download and upload
6. In order to take an exam using an iPad, your institution must first enable iPad support. Please contact your institution if you are unsure whether they have enabled iPad support

Note

¹ iPad support is currently not enabled for our institution.

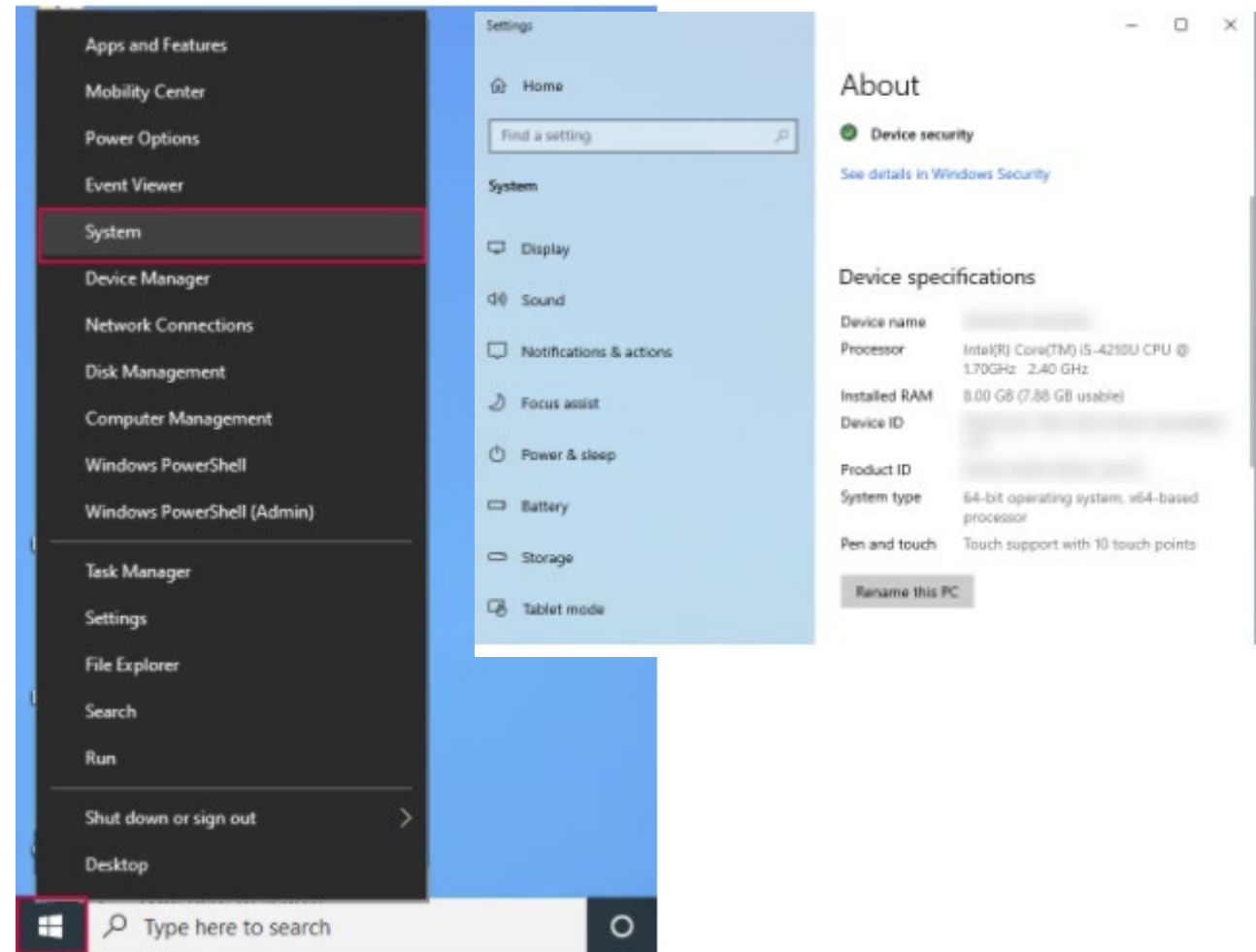
Before exam : What you should do



Check your devices' specifications

Source: <https://help.examsoft.com/s/article/Find-Information-About-Your-Windows-Computer>

1. Right-click the Windows button on the lower left corner of the screen
2. Select **“System”** for listing system information
3. Exemplify will display a warning message if your device does not comply with the MSR



Install Exemplify - one-time set up

1. Prepare your own personal device for installing Exemplify

Note: Candidates are highly recommended to use their personal devices to install Exemplify for exam as office issued devices may require administrator's rights to install new software application and perform other task such as disable the anti-virus software

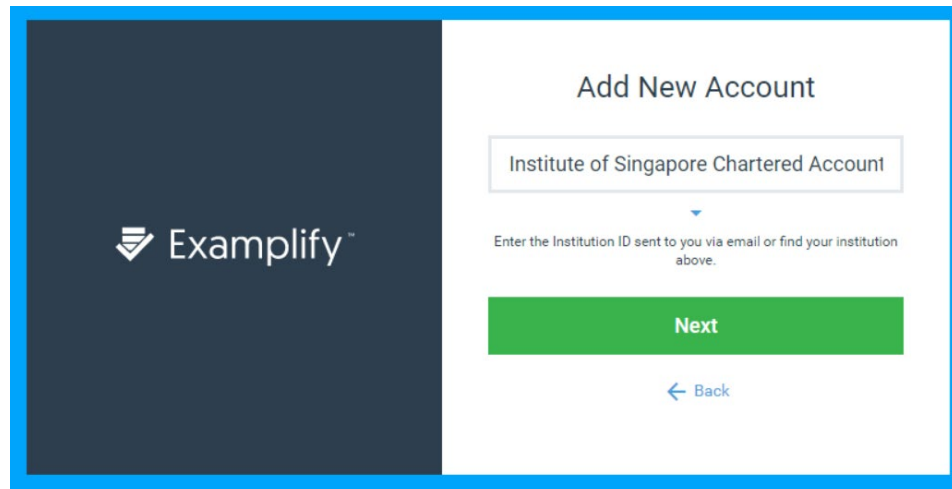
2. Check your device installed with Exemplify is set to current date and time
3. Download Exemplify via the following links:
 - a. [Exemplify Windows Installer](#)
 - b. [Exemplify Mac OS X Installer](#)
4. Double-click on the **.exe file** in either the **Downloads** folder or from where you choose to save the file
5. Follow the on-screen instructions within the Exemplify installer wizard
6. Check your version of Exemplify by following the instructions [here](#)

Register Exemplify - one-time set up

1. Connect to internet and launch the Exemplify after installation
2. Read through and accept Software License Agreement

Note: This is required for first time registration

3. Enter the following information
 - a. Institution ID: Type in "(isca)" or our Institute's name partially, and look for "Institute of Singapore Chartered Accountants - APAC (ISCA)" that will appear in the drop-down list. Select it and can click "Next"



Exemplify™

Add New Account

Institute of Singapore Chartered Account

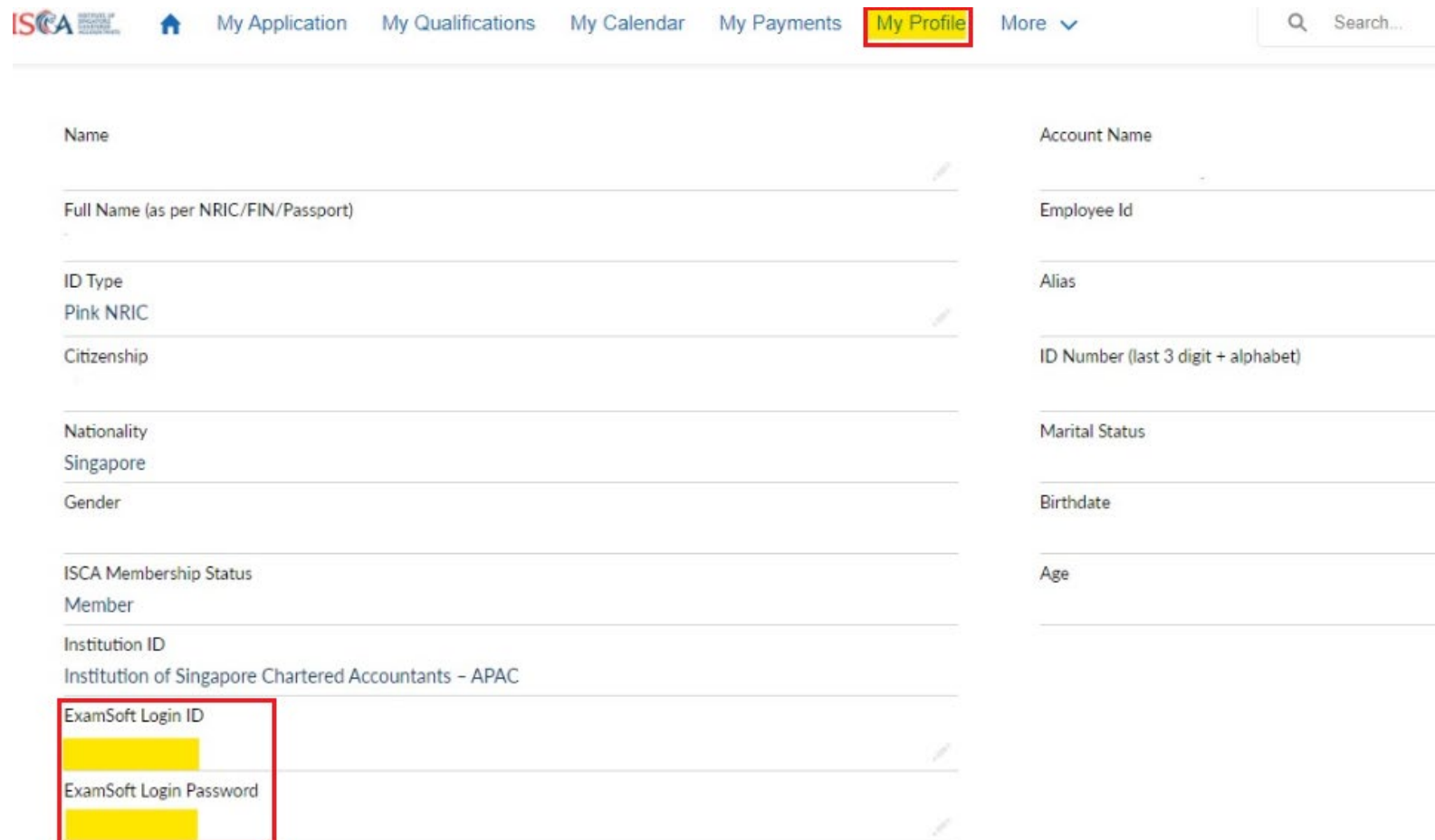
Enter the Institution ID sent to you via email or find your institution above.

Next

← Back

Exemplify registration – one-time set up

- b. ExamSoft Login ID and Password: Refer to “Your Profile” by logging into your Professional Qualifications Portal

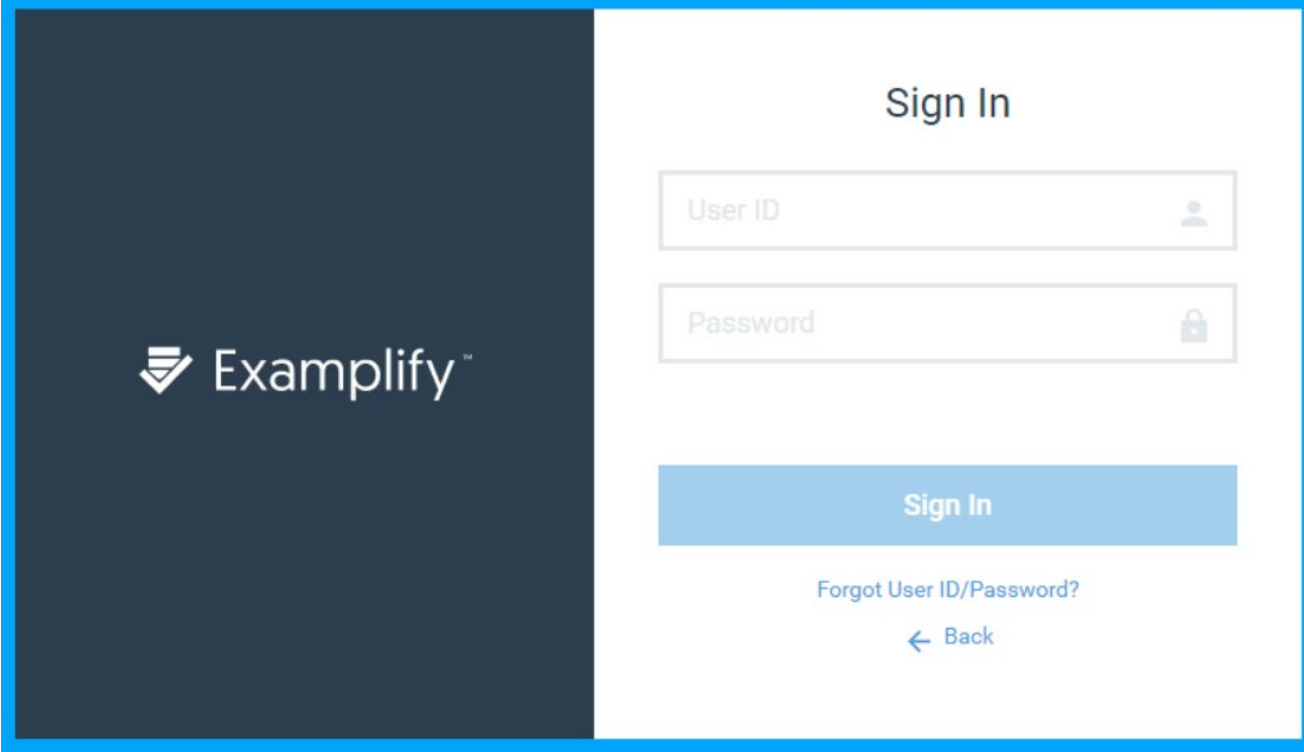


The screenshot shows the 'My Profile' page in the ISCA Professional Qualifications Portal. The page has a navigation bar at the top with the ISCA logo and several menu items: Home, My Application, My Qualifications, My Calendar, My Payments, My Profile (highlighted with a red box), and More. A search bar is located on the right side of the navigation bar. The main content area is divided into two columns of profile information. The left column includes fields for Name (Full Name), ID Type (Pink NRIC), Citizenship, Nationality (Singapore), Gender, ISCA Membership Status (Member), Institution ID (Institution of Singapore Chartered Accountants - APAC), ExamSoft Login ID, and ExamSoft Login Password. The right column includes fields for Account Name, Employee Id, Alias, ID Number (last 3 digit + alphabet), Marital Status, Birthdate, and Age. The ExamSoft Login ID and Password fields are highlighted with a red box.

Field	Value
Name	Full Name (as per NRIC/FIN/Passport)
ID Type	Pink NRIC
Citizenship	
Nationality	Singapore
Gender	
ISCA Membership Status	Member
Institution ID	Institution of Singapore Chartered Accountants - APAC
ExamSoft Login ID	[Redacted]
ExamSoft Login Password	[Redacted]
Account Name	
Employee Id	
Alias	
ID Number (last 3 digit + alphabet)	
Marital Status	
Birthdate	
Age	

Exemplify registration – one-time set up

4. Click "Sign in" to complete registration



The screenshot shows the Exemplify Sign In page. On the left, there is a dark blue vertical bar with the Exemplify logo (a stylized 'E' icon) and the text 'Exemplify™'. The main content area is white and contains the following elements:

- The title 'Sign In' centered at the top.
- A 'User ID' input field with a user icon on the right.
- A 'Password' input field with a lock icon on the right.
- A blue 'Sign In' button.
- A link for 'Forgot User ID/Password?' below the button.
- A '← Back' link at the bottom.

Change password

1. Go to <https://apac.examsoft.com/GKWeb/login/isca>
2. Log into your account under the Exam Takers section



ExamSoft

Institute of Singapore Chartered Accountants

Exam Takers

Student ID: ? Password:

Remember Me


[Lost Student ID or Password?](#)

Minimum System Requirements:

PC Users

Mac Users

Exam Taker Information

3. Click “My Account” from  that can be found on the top right corner of the “ExamSoft” bar



ExamSoft Exemplify Courses Support 2PDQ Test 

My Account Settings


Change password

4. Fill in your “New Password” and “Verify Password” fields and click

Update Information

My Account Settings

Update Account Information

StudentID:	SMS:	
Last Name:	Institution:	Instit Acco
First Name:	Registration Date:	10/06
Email:	Comments:	Exan
New Password: 	Exemplify Version:	2W.4 for dt
Verify Password:	Registration #:	0

Update Information

Download exam question file

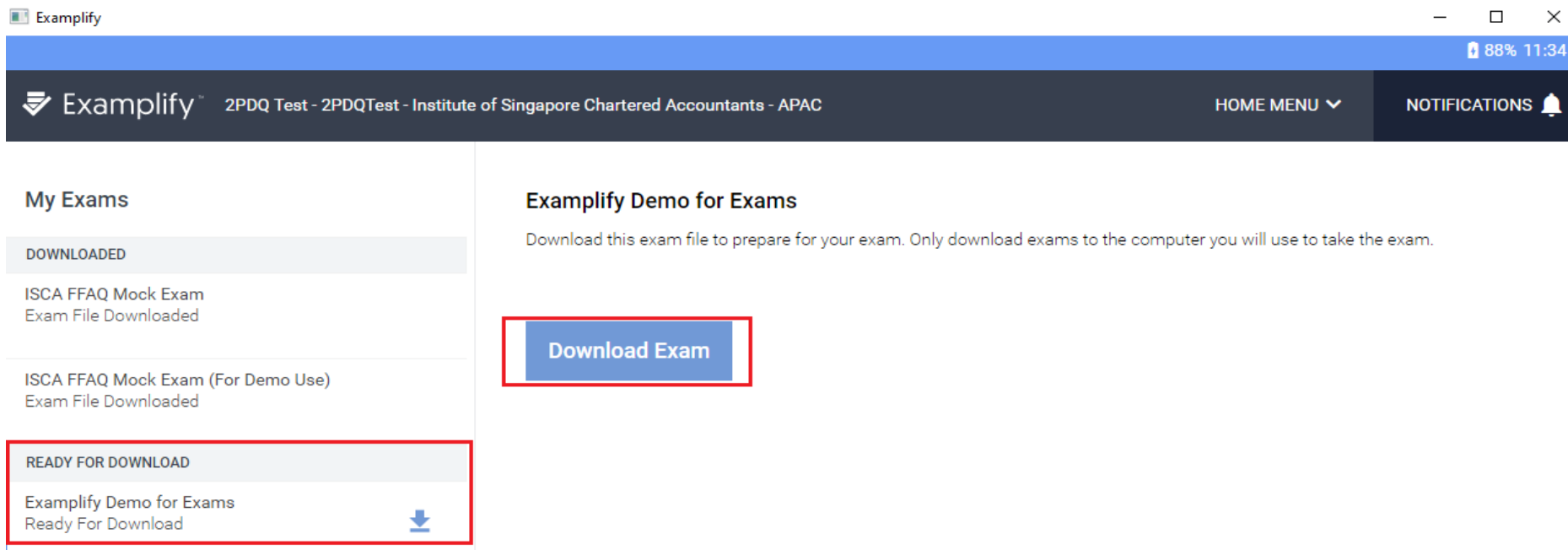
1. Connect to internet for downloading the actual exam question file that will be sent to you via your registered email before the exam day

*Note: Actual exam question is limited to only **ONE** download. The screenshot below is only an example for demo purposes. Exam venue Wi-Fi password will be provided on exam day*

2. Select exam question file from the list on the left pane and click 

Note: Candidates will receive the following type of email notification before exam:

a. When the exam question file is ready to download



The screenshot shows a web browser window titled 'Exemplify'. The browser's address bar displays '2PDQ Test - 2PDQTest - Institute of Singapore Chartered Accountants - APAC'. The page header includes 'HOME MENU' and 'NOTIFICATIONS'. On the left, a sidebar titled 'My Exams' lists two categories: 'DOWNLOADED' and 'READY FOR DOWNLOAD'. The 'READY FOR DOWNLOAD' category is highlighted with a red box and contains one item: 'Exemplify Demo for Exams Ready For Download' with a download icon. On the right, the main content area is titled 'Exemplify Demo for Exams' and contains a 'Download Exam' button, also highlighted with a red box. Below the button, it says 'Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam.'

Other best practices

1. Attempt Mock Exam and Practice questions to familiarise with Exemplify
Note: Mock Exam and Practice questions, and answers are available for multiple downloading and uploading respectively
2. Charge your device battery to full and bring your own charger to the exam hall
3. Scan your device with anti-virus software to ensure device is virus free
4. Complete Windows Update
5. Bring your device that is installed with Exemplify to the exam hall

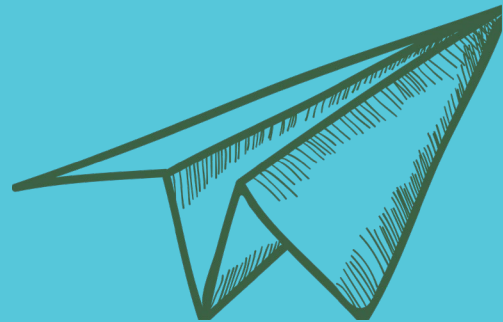
Recommend to do the following on eve of exam day:

6. Disable **ALL** antivirus software prior to launching Exemplify
Note: Certain antivirus software may block Exemplify from starting properly or can affect Exemplify's performance during exams
7. Disable "Windows Update"
8. Disable 'Auto-Sleep' mode on your devices
Note: Once the device goes into 'sleep' mode, you will be logged out from Exemplify


Recommend to do the following on exam day:

9. Arrive at the exam venue at least 30 minutes early for identity verification and admission into assigned exam hall
10. Close **ALL** Microsoft Office software applications, save and close other files

During exam : How to complete exam questions

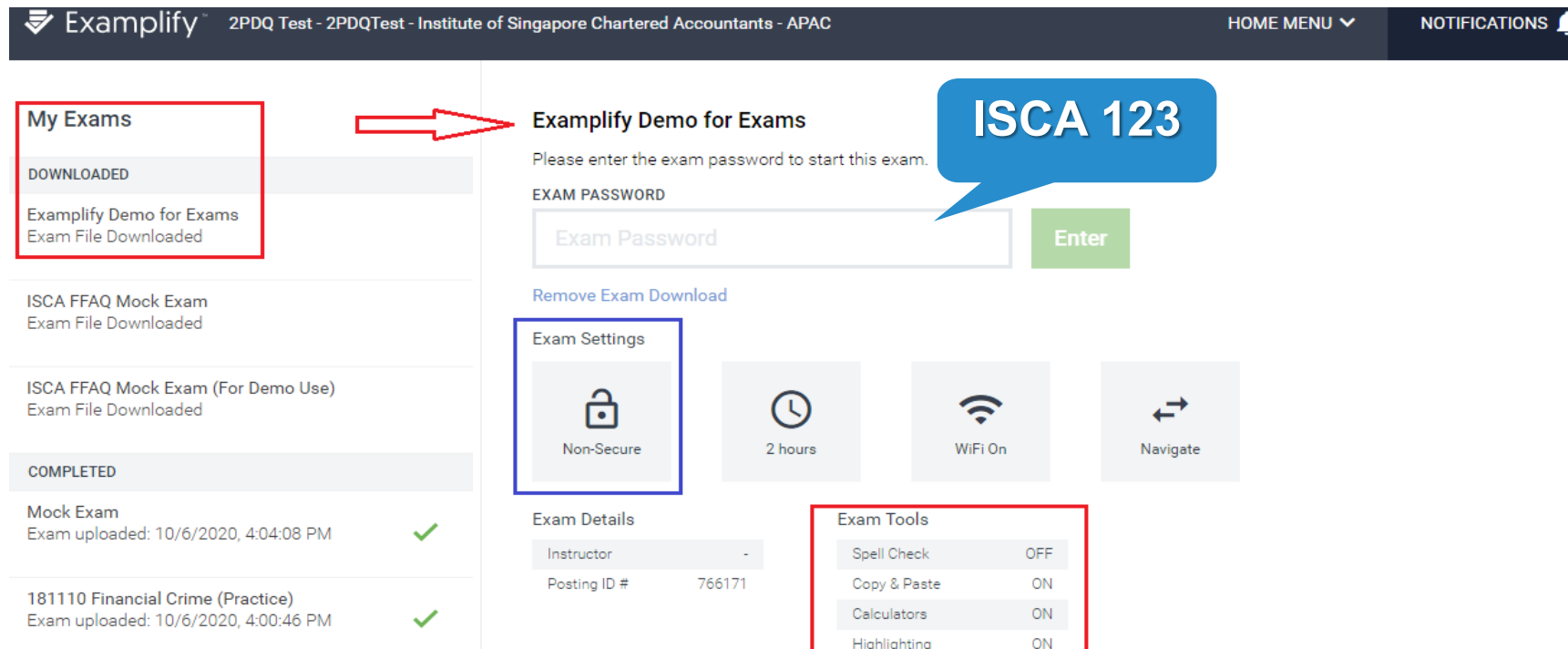


Select downloaded exam question file

1. Select the encrypted exam question file that has been downloaded early onto your device
2. Input “Exam Password” that will only be released by the invigilator when he/she announces to start the exam and click 

Note:

- a. During actual exam day, exam setting will be set as “Secure” (see blue box)
- b. Password is case-sensitive, and will need to be entered exactly as shown



The screenshot shows the Exemplify interface for a 2PDQ Test. The top navigation bar includes the Exemplify logo, the test name '2PDQ Test - 2PDQTest - Institute of Singapore Chartered Accountants - APAC', a 'HOME MENU' dropdown, and a 'NOTIFICATIONS' bell icon.


My Exams

- DOWNLOADED**
 - Exemplify Demo for Exams (Exam File Downloaded) - highlighted with a red box and a red arrow pointing to the main exam area.
 - ISCA FFAQ Mock Exam (Exam File Downloaded)
 - ISCA FFAQ Mock Exam (For Demo Use) (Exam File Downloaded)
- COMPLETED**
 - Mock Exam (Exam uploaded: 10/6/2020, 4:04:08 PM) - marked with a green checkmark.
 - 181110 Financial Crime (Practice) (Exam uploaded: 10/6/2020, 4:00:46 PM) - marked with a green checkmark.

Exemplify Demo for Exams

Please enter the exam password to start this exam.

EXAM PASSWORD

Exam Password 

[Remove Exam Download](#)

Exam Settings

- Non-Secure** (highlighted with a blue box)
- 2 hours
- WiFi On
- Navigate

Exam Details

Instructor: -
Posting ID #: 766171

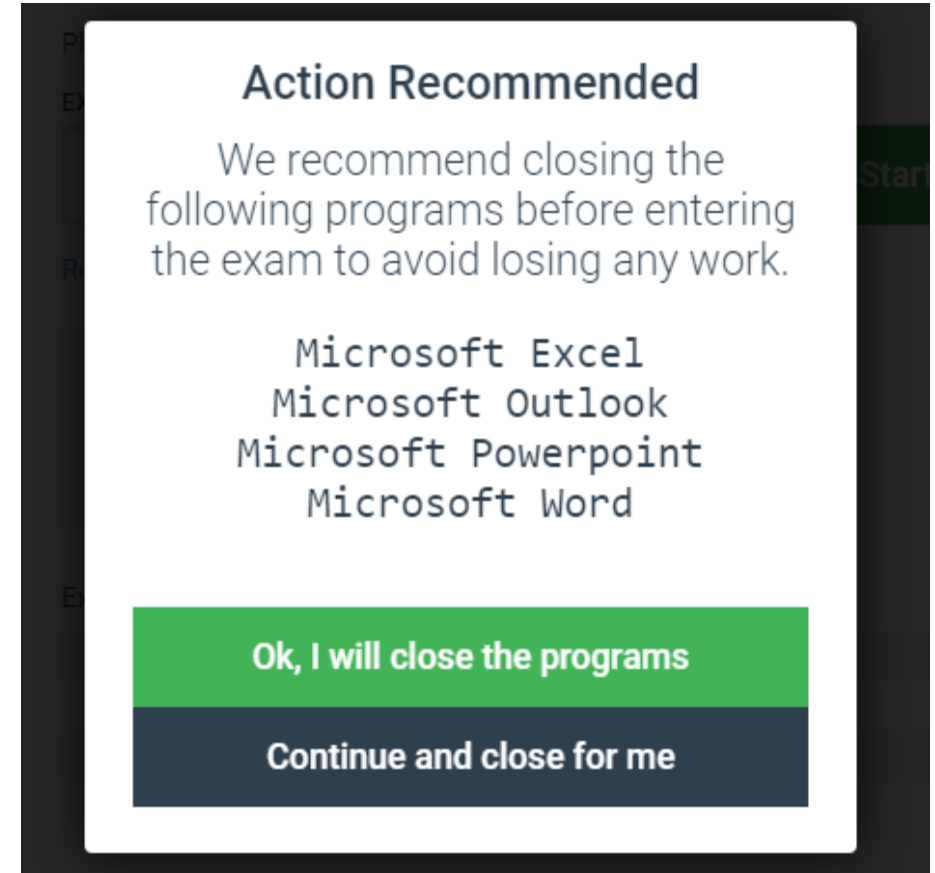
Exam Tools (highlighted with a red box)

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


ISCA 123 (shown in a blue speech bubble)

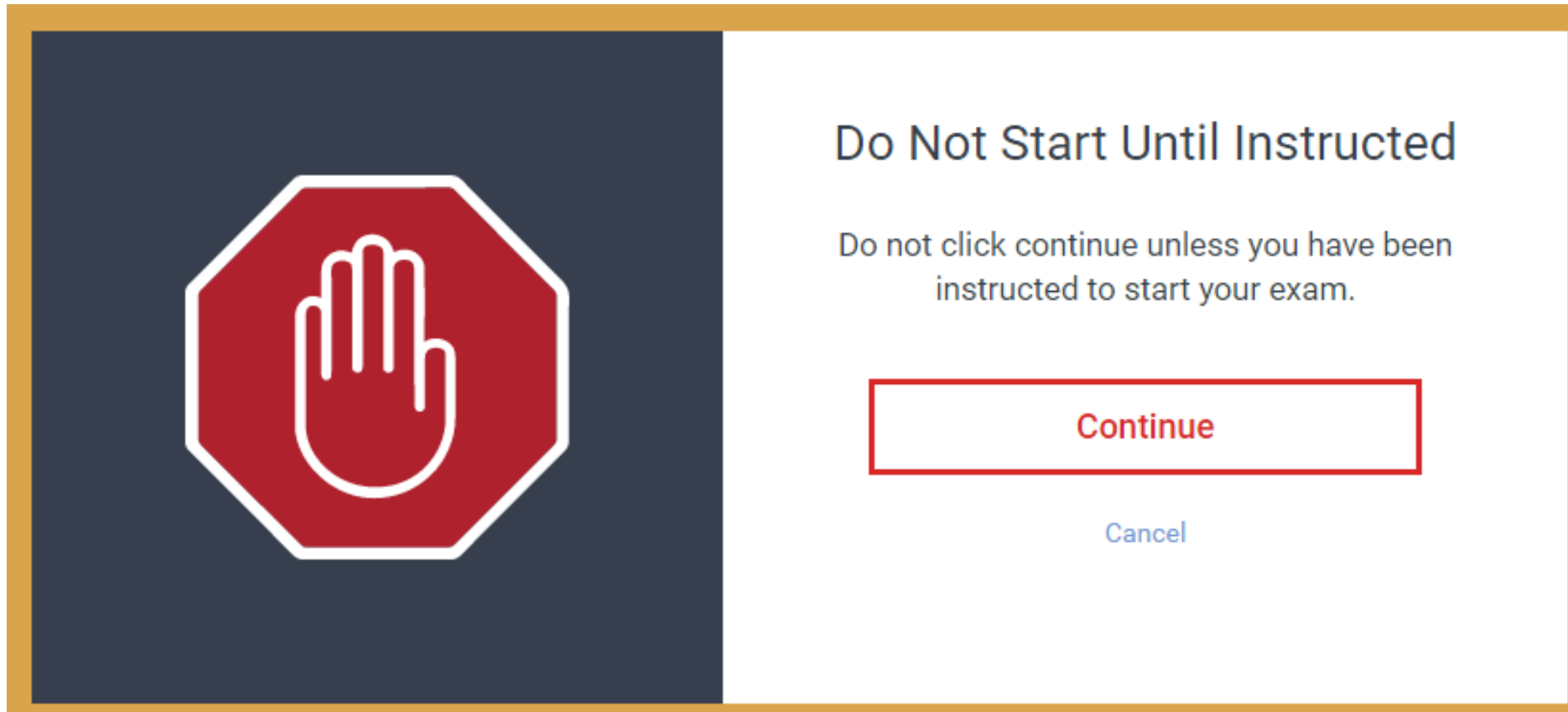
Start exam

1. After entering the “Exam Password”, you will see this screen if you have open applications and files
2. The exam is to be attempted under a secured environment (“Lockdown”) - **no access** to internet and your local drives
3. You will be asked to close any Microsoft Office and/or other applications and/or working files before starting the exam.
4. Please save any working files first and select “Ok, I will close the programs”
5. Alternatively, if you choose “Continue and close for me”, Exemplify will close the applications and files for you without saving them



Start exam

6. After entering the “Exam Password”, you will come to the following screen if you do not have any open software applications and/or files
7. Click  to proceed to attempt the exam



Start exam

8. Tick I am authorized to start my exam. and click

Start Exam

Return To Waiting

If you have not been instructed to start your exam, please go back to the previous page.

Go Back

Start Exam

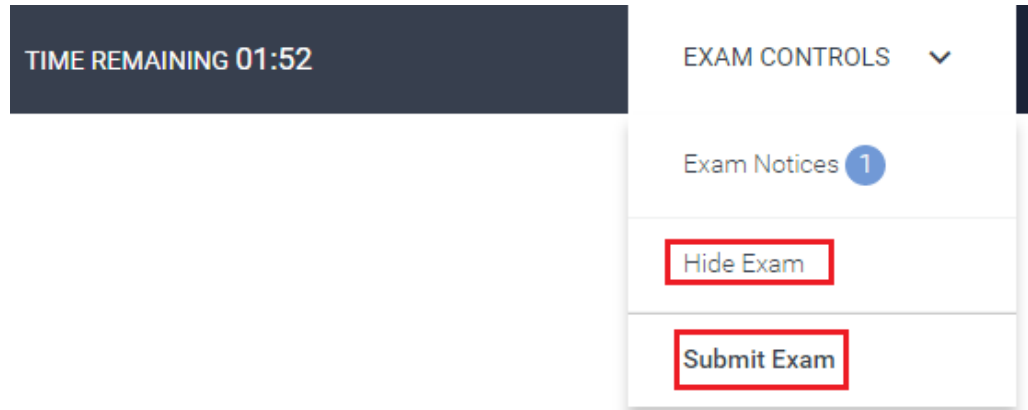
By clicking the Start Exam button, you will be directed to your exam.

I am authorized to start my exam.

Start Exam

Attempt exam question

1. At the top-right hand corner, you will see **EXAM CONTROLS** that shows the following options:



- a. Hide exam: Exam will be hidden - Select this option when you go for toilet breaks and click **Resume** when you return to your seat to continue completing the exam

Note: Exam timer will still be running, no extra timing will be given for toilet breaks



Exam Hidden

Click Resume to continue.

Resume

Attempt exam question

- b. Submit exam: Only select this when you have attempted **ALL** the questions before the exam timer is up
- c. If you see the following screen after clicking **Submit Exam** , click **Return To Exam** to continue to complete the unanswered question(s)

*Note: **DO NOT** click **CLOSE EXAM***

Do raise your hand and check with the invigilator if you are unsure of the next step when you encounter the following warning message during exam.

Exam Incomplete

You haven't answered all the questions.
Are you sure you want to close the
exam?

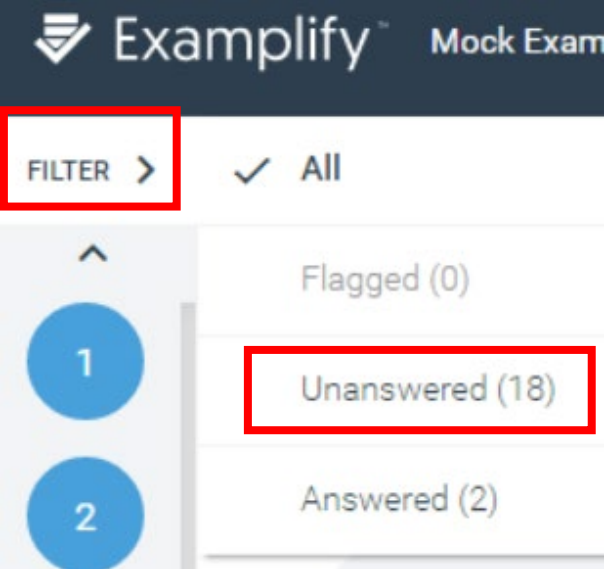
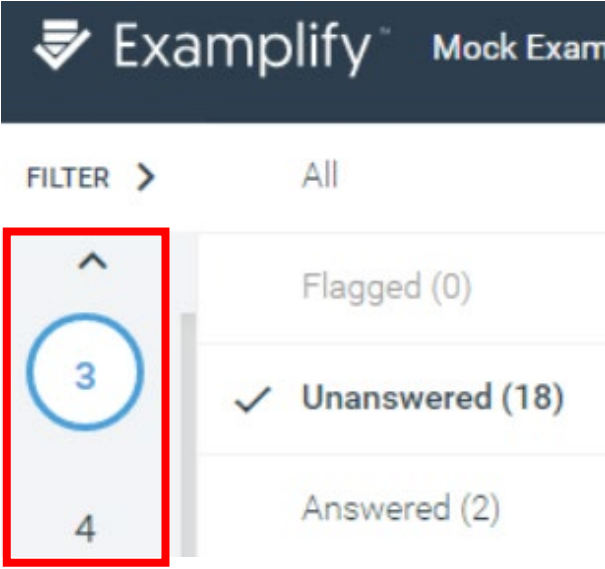
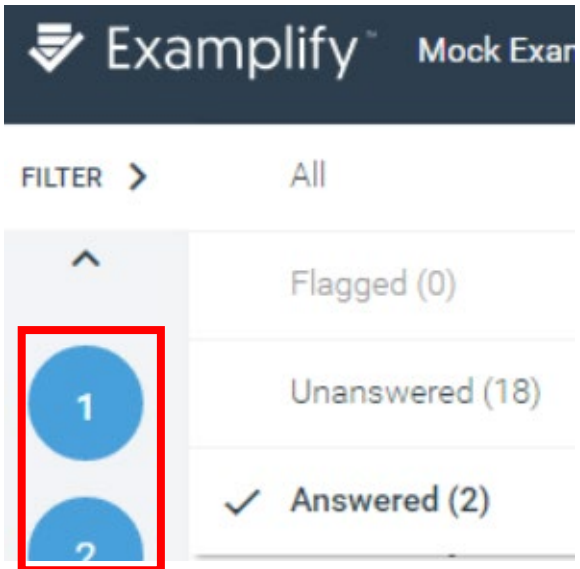
Return To Exam

CLOSE EXAM



Attempt exam question

2. On the top bar, there is a ‘Filter’ function that can help you to filter to check for answered/unanswered/flagged questions

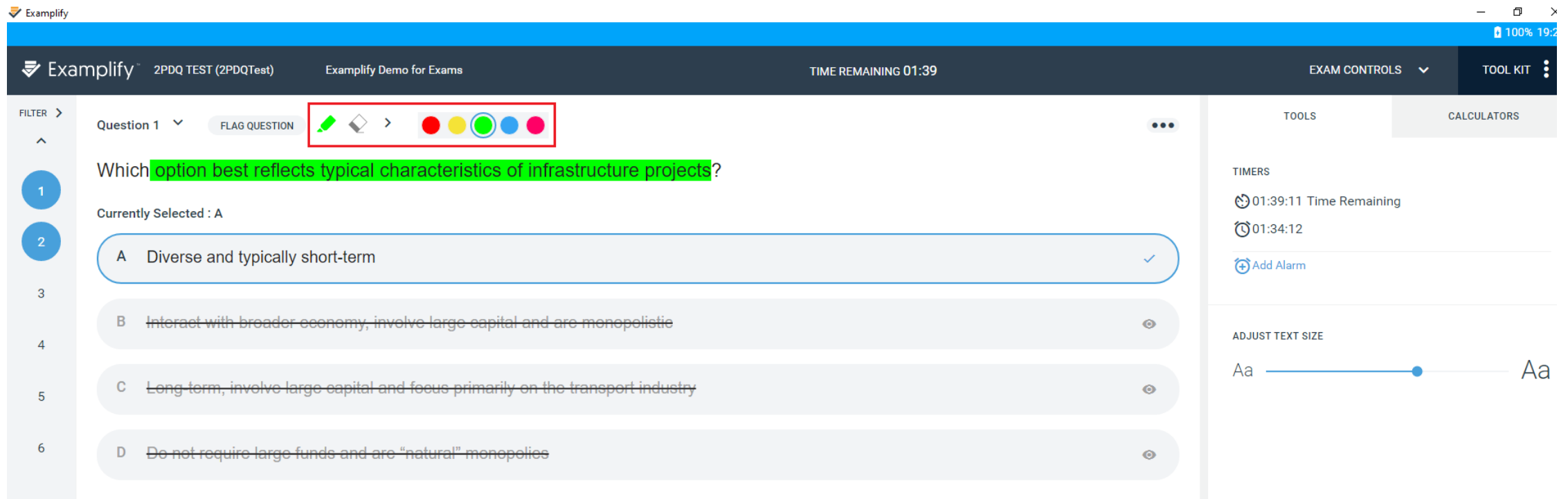
<p>Click on the top left-hand corner to filter for unanswered questions</p>	<p>Click on “Unanswered” and the unanswered questions will be listed out with unfilled circle</p>	<p>Answered questions will have blue filled circle</p>
		

Attempt exam question

3. On the top right corner, there is a **TOOL KIT** where you could use **optional** tools such as highlighter, set alarm, view remaining exam timing and adjust text size

a. Tools-Highlighter  : Select your preferred colour to highlight the question



b. Eraser ^{new}  : Use eraser to remove highlighter



The screenshot displays the Examplify exam interface. At the top, the header includes the Examplify logo, the test name '2PDQ TEST (2PDQTest)', the demo name 'Examplify Demo for Exams', and the remaining time 'TIME REMAINING 01:39'. On the right side of the header, there are 'EXAM CONTROLS' and a 'TOOL KIT' button with a three-dot menu icon. Below the header, the question area shows 'Question 1' with a 'FLAG QUESTION' button and a tool kit containing a highlighter, eraser, and color selection tools. The question text is 'Which option best reflects typical characteristics of infrastructure projects?' and is highlighted in green. Below the question, the current selection is 'A' and the options are: 'A Diverse and typically short-term', 'B Interact with broader economy, involve large capital and are monopolistic', 'C Long term, involve large capital and focus primarily on the transport industry', and 'D Do not require large funds and are "natural" monopolies'. On the right side, the 'TOOLS' panel is open, showing 'TIMERS' with '01:39:11 Time Remaining' and '01:34:12', an 'Add Alarm' button, and 'ADJUST TEXT SIZE' with a slider between 'Aa' and 'Aa'.

Attempt exam question

c. Tools-Timer: Set a reminder alarm to appear at a specific time during exam

- 1) Select  Add Alarm
- 2) Within the popup window, you will be able to set an alarm Before end of time or From this point in time . You may add 2 alarms to run at the same time.
- 3) Click  to activate the alarm.

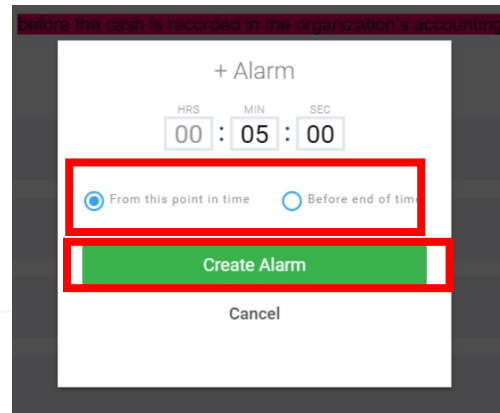
TIMERS

 00:17:37 Time Remaining

 00:03:47 Edit Alarm

 00:12:37

 Add Alarm



d. Tools-Adjust text size: Adjust the text size of the questions

ADJUST TEXT SIZE



Attempt exam question

- e. **Calculator:** Use the “Calculator” function if you need to perform any calculations during the exam

The screenshot displays an exam interface. At the top, a dark header bar contains the text 'plify' on the left, 'TIME REMAINING 00:33' in the center, and 'EXAM CONTROLS' with a dropdown arrow on the right. A 'TOOL KIT' button with a vertical ellipsis icon is highlighted with a red box. Below the header, the main content area shows 'Question 4' with a 'FLAG QUESTION' button and a three-dot menu. The question text reads: 'The CEO of a company reported that someone has logged into his laptop, most likely via Remote Desktop. As an investigator, what should you do first?'. Below the question, the text 'Answers A - D' is followed by four answer options, each in a light gray rounded rectangle with an eye icon on the right: 'A Start forensic preservation of the CEO's laptop and arrange for an interview with the CEO to obtain more information', 'B Connect the laptop to the network and perform a network capture to detect anomalous connections.', 'C Use Excel to generate statistics on the logs', and 'D None of the above'. On the right side of the interface, a 'CALCULATOR' tool is open, also highlighted with a red box. It features a display area showing 'DEG' and 'Ans= 0'. The calculator keypad includes buttons for 'Radian', 'INV', 'AC', 'sin', 'cos', 'tan', 'π', 'n!', 'log', 'ln', '√', '1/x', 'x^y', '7', '8', '9', '(', ')', '4', '5', '6', '×', '÷', '1', '2', '3', '+', '-', '0', '.', 'EE', 'Del', and '='.


Attempt exam question

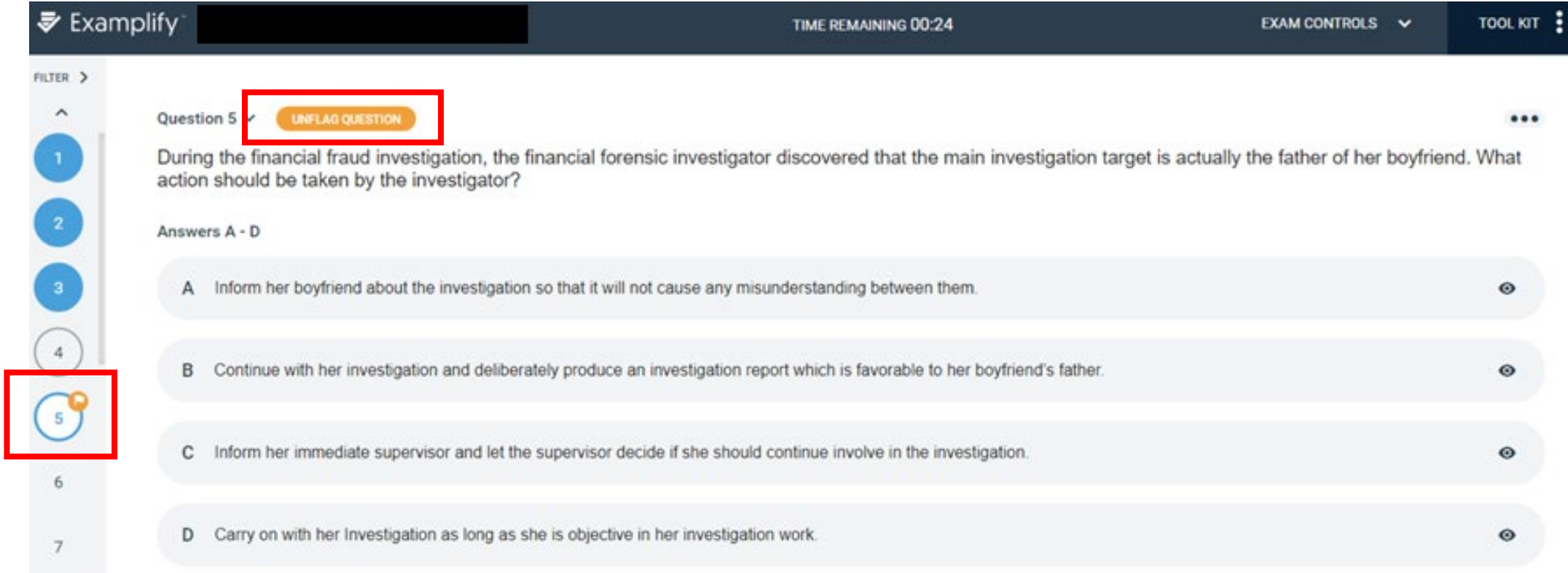
4. Click **FLAG QUESTION** beside the question number: This is useful for exam takers who wish to check and confirm the correct answer has been selected before submitting the exam

Note: On the left-hand side and bottom-left corner of the screen, you will see the question number that corresponds to each question

The screenshot displays the Exemplify exam interface. At the top, the header includes the Exemplify logo, a timer showing 'TIME REMAINING 00:28', and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. On the left side, a vertical list of question numbers (1-9) is shown, with question 5 highlighted in a red box. The main content area shows 'Question 5' with a 'FLAG QUESTION' button next to it, also highlighted in a red box. The question text reads: 'During the financial fraud investigation, the financial forensic investigator discovered that the main investigation target is actually the father of her boyfriend. What action should be taken by the investigator?'. Below the question, four multiple-choice options (A, B, C, D) are listed, each with a radio button and an eye icon. At the bottom left, a status bar shows '5 OF 20 QUESTIONS' and 'VERSION 1W.10.0', with 'Previous' and 'Next' buttons on the right.

Attempt exam question

5. The flagged question will show **UNFLAG QUESTION** with a  appears next to question number in circle
6. Click **UNFLAG QUESTION** to unflag the question



The screenshot shows the Exemplify exam interface. At the top, there is a dark blue header with the Exemplify logo, a timer showing 'TIME REMAINING 00:24', and buttons for 'EXAM CONTROLS' and 'TOOL KIT'. On the left side, there is a vertical navigation bar with question numbers 1 through 7. Question 5 is highlighted with a red box and has a small orange flag icon next to it. The main content area displays 'Question 5' with a checkmark and a red-bordered 'UNFLAG QUESTION' button. The question text reads: 'During the financial fraud investigation, the financial forensic investigator discovered that the main investigation target is actually the father of her boyfriend. What action should be taken by the investigator?'. Below the question, it says 'Answers A - D' and lists four multiple-choice options (A, B, C, D) with eye icons to the right of each option.

Attempt exam question

7. Click **Previous** or **Next** to navigate through different questions

The screenshot displays the Examplyfy exam interface. At the top, there is a dark header bar with the Examplyfy logo on the left, 'TIME REMAINING 00:28' in the center, and 'EXAM CONTROLS' and 'TOOL KIT' on the right. Below the header, a sidebar on the left shows a list of question numbers from 1 to 9, with question 5 highlighted. The main content area shows 'Question 5' with a 'FLAG QUESTION' button and a three-dot menu. The question text reads: 'During the financial fraud investigation, the financial forensic investigator discovered that the main investigation target is actually the father of her boyfriend. What action should be taken by the investigator?'. Below the question, it says 'Answers A - D' and lists four options: A. Inform her boyfriend about the investigation so that it will not cause any misunderstanding between them. B. Continue with her investigation and deliberately produce an investigation report which is favorable to her boyfriend's father. C. Inform her immediate supervisor and let the supervisor decide if she should continue involve in the investigation. D. Carry on with her investigation as long as she is objective in her investigation work. At the bottom of the interface, there is a light blue bar containing '5 OF 20 QUESTIONS' and 'VERSION 1W.10.0'. A red box highlights the 'Previous' and 'Next' navigation buttons.

Attempt exam question

Multiple-Choice Question (MCQ)

8. Select the correct answer by clicking on the answer choice itself **IMPORTANT**

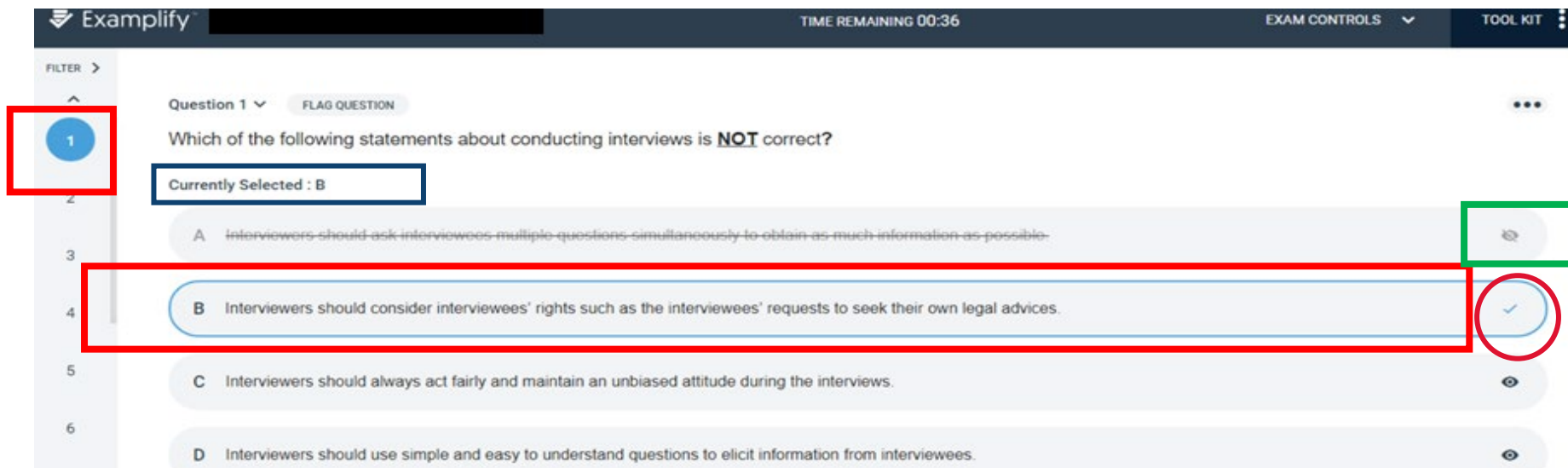
Note: Once you have selected the answer, a BLUE TICK ✓ on the right-hand side will be shown. and the question number in circle will turn into BLUE. Your selected answer will also be indicated above the answer choices. E.g. Currently Selected: B

9. Click  on each answer choice if you want to strike-off the choices to help you arrive at a correct answer.

Note: This feature is optional. Please note that by clicking  does not mean you have selected an answer choice

10. Click  again to remove the strike off

Note: An answer that is struck off cannot be selected as an answer



The screenshot shows an exam interface for 'Exemplify'. At the top, there is a 'TIME REMAINING 00:36' and 'EXAM CONTROLS' and 'TOOL KIT' buttons. The question is 'Question 1' and asks 'Which of the following statements about conducting interviews is **NOT** correct?'. The 'Currently Selected' answer is 'B'. The answer choices are:

- A Interviewers should ask interviewees multiple questions simultaneously to obtain as much information as possible.
- B Interviewers should consider interviewees' rights such as the interviewees' requests to seek their own legal advices.
- C Interviewers should always act fairly and maintain an unbiased attitude during the interviews.
- D Interviewers should use simple and easy to understand questions to elicit information from interviewees.

Annotations in the screenshot include a red box around the question number '1', a blue box around 'Currently Selected : B', a green box around the strike-off icon for option A, and a red circle around the blue tick mark for option B.

Attempt exam question

Multiple-response question (MRQ)

11. Select **more than ONE correct** answer if you decided there could be more than one correct answer

Note: The question will state “There may be more than one answer for this question”. Similarly, you will also see a blue tick ✓ on the correct answer choices that you have selected, and these will be reflected above the answer choices. E.g. Currently Selected: A, C

Examplify [REDACTED] TIME REMAINING 00:28 EXAM CONTROLS TOOL KIT

FILTER >

1 2 3 4 5 6

Question 3 FLAG QUESTION

Tim, an investigator, is reviewing call backs of a Financial Institution. Which of the following scenarios is a red flag Tim has to take note of?
There may be more than one answer for this question. Select all that apply.

Currently Selected : A, C

A The Relationship Manager confirmed with the customer that a trade is to be executed, without any details of the trade ✓

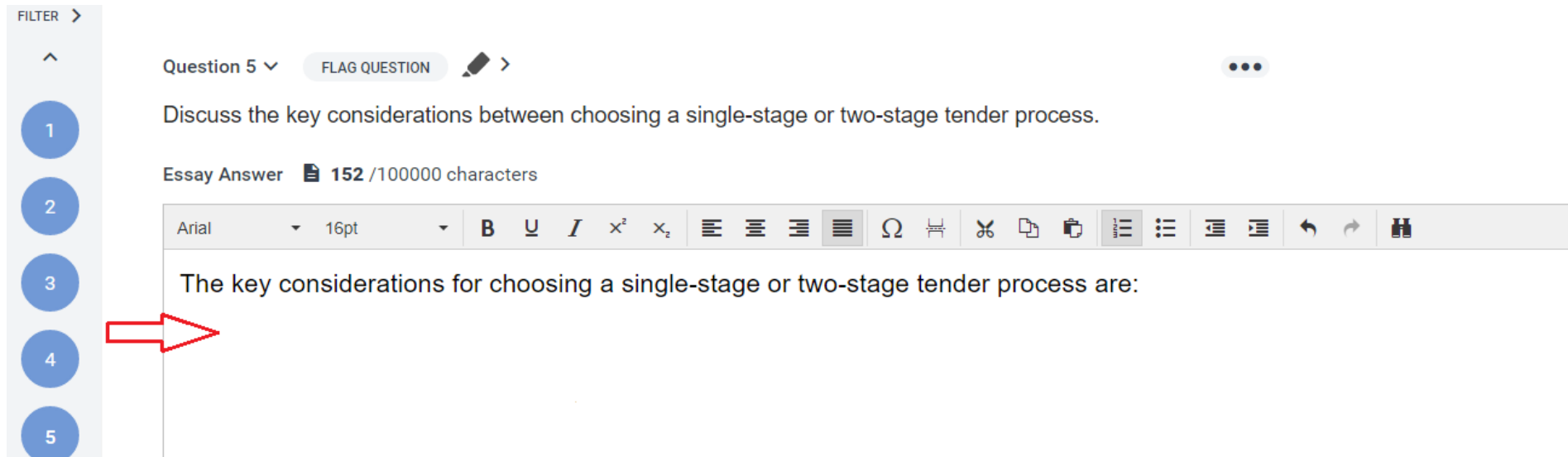
B The call back is performed using the contact number from the Relationship Manager's personal records

C The customer is referred to by his nickname during the call back ✓

Attempt exam question

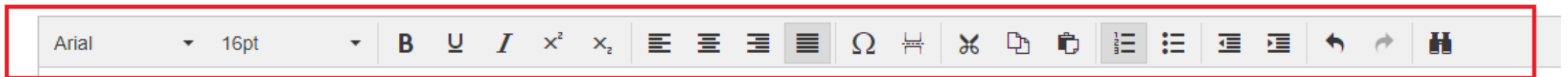
Short answer question

12. Type your answer in the space provided (see )



Note: Please take of the maximum character =100,000 and character counter shown above the formatting command buttons Essay Answer 152 /100000 characters

13. Format your text if you want to (optional). You are strongly encouraged to use **font size 12 point** for the exam




Attempt exam question

Short answer question

14. There is **NO** feature for insertion of tables


15. If you need to include a table, type the data and insert necessary spaces in between the words so that it will show in a table format

 Exemplify TIME REMAINING 00:40

FILTER >

Question 3 FLAG QUESTION

Discuss the key considerations between choosing a single-stage or two-stage tender process.

Essay Answer  158 / 100000 characters


	<u>Column A</u>	<u>Column B</u>
1111	TTTT	UUUU
2222	ZZZZ	WWWW
3333	XXXXX	YYYY

End of exam : How to submit completed exam answer file



Submit exam answer file

Option 1: Before the exam timer ends

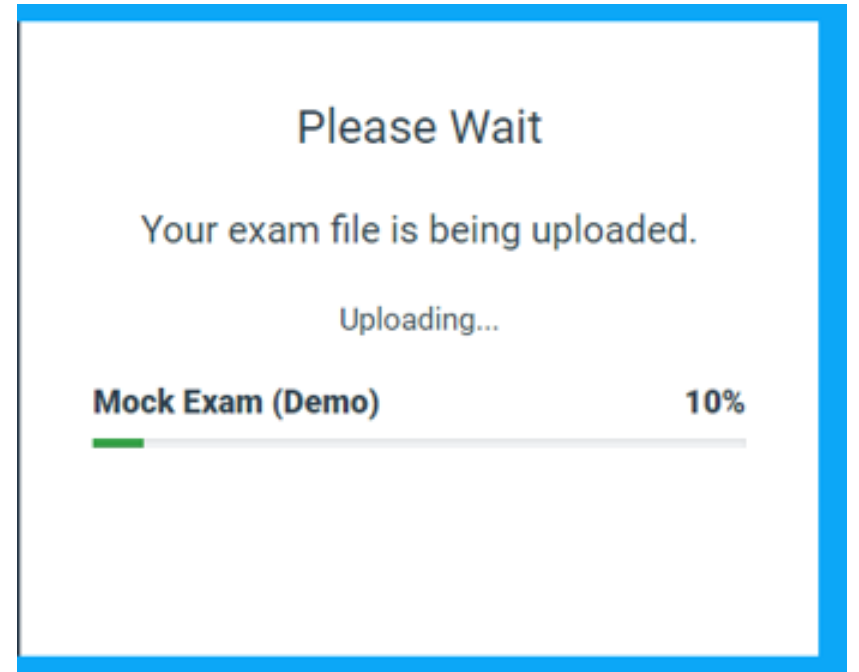
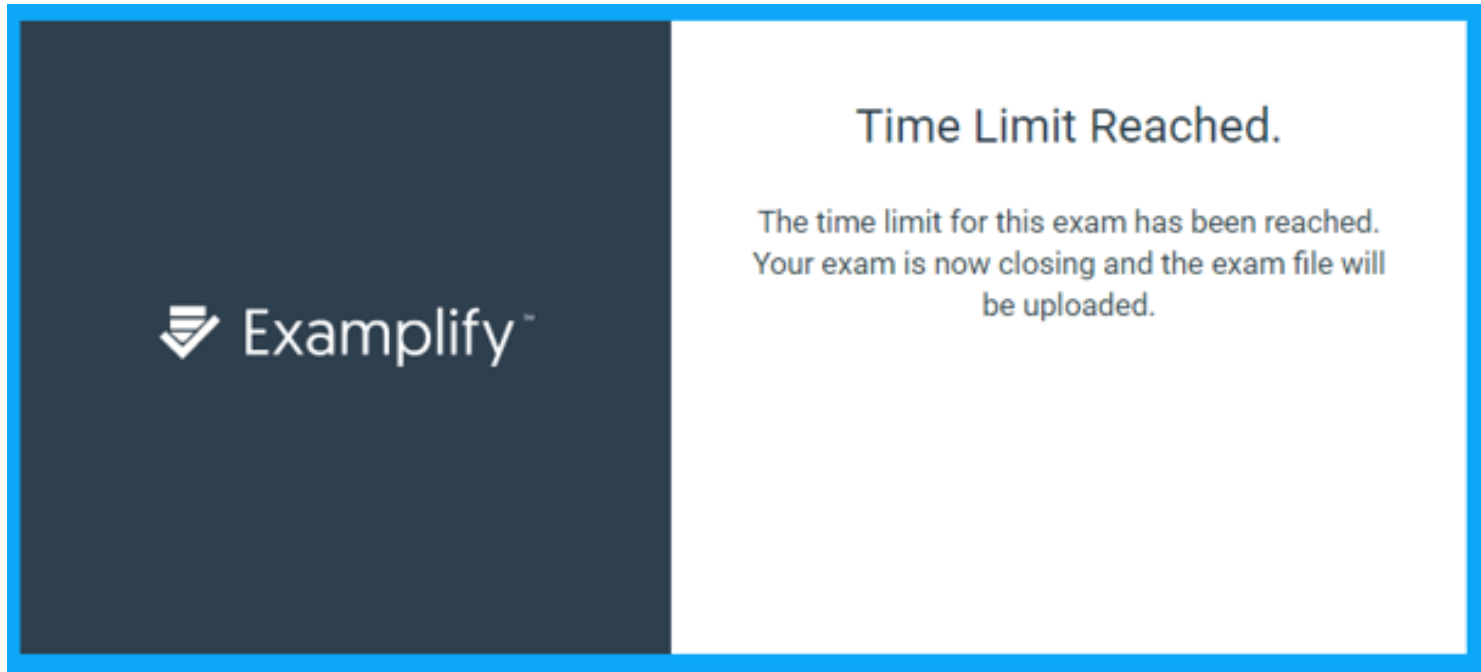
1. Check by clicking **FILTER >** to ensure you have completed all the questions, there is no unanswered questions
2. Click **EXAM CONTROLS** , and select **Submit Exam** **or** click **Finish** that can be found at the end of last question if you have checked and answered all questions
3. Click **Go Back** if you wish to return to the questions to check and make changes to your answers
4. Tick **I confirm that I have completed my exam.** and click **Submit Exam** if you confirm that you are ready to submit the answer

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

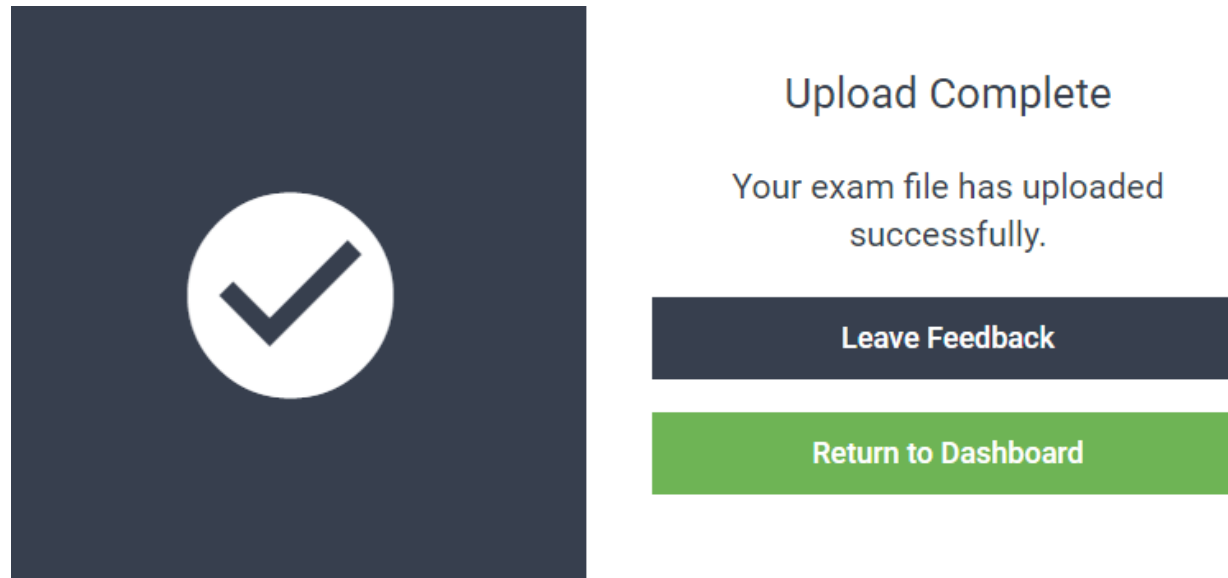
Option 2: When exam timer ends

1. Exemplify will automatically start saving your answer file and begin to upload it to the server



Submit exam answer file

1. For both options on submitting exam answer file, if the exam answer file is uploaded successfully to the server, the following confirmation screen will appear



2. Once you have reached this screen, your exam has been completed and you will not be able to go back to this exam
3. Candidates will receive an email notification on a successful upload of an exam answer file as well

Note: This email may take up to 15 minutes to be generated and it will also confirm the upload of your answer file.

No internet connection

Internet Connection Lost message appears while you are trying to upload your exam answer file. Please perform the following steps to upload your exam answer file again if your device has been disconnected from Wi-Fi:

1. Click **Return to Dashboard** and re-connect to the designated Wi-Fi that is announced before exam begins
2. Click **Retry Upload** to upload your exam answer file again once your device is successfully reconnected to Wi-Fi

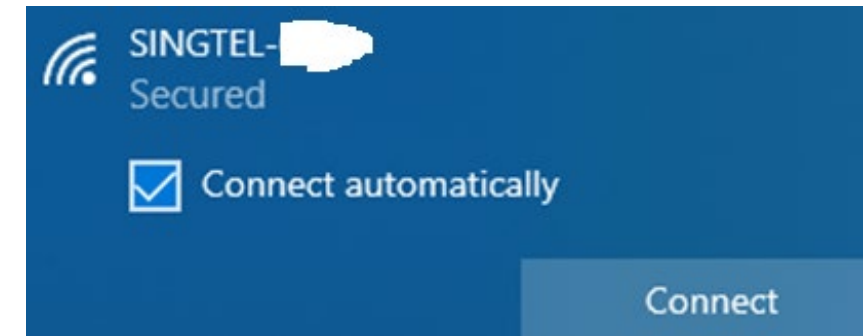


Internet Connection Lost

Please ensure you are connected to the internet in order to complete your exam file upload.

Retry Upload

[Return to Dashboard](#)



Upload Complete

Your exam file has uploaded successfully.

Leave Feedback

Return to Dashboard

Exemplify features videos

Please watch ExamSoft's [video guide](#) for the following assessment features :

1. [Registration - Legacy Portal](#)
2. [Registration - Enterprise Portal](#)
3. [Download an Exam](#)
4. [Start an Exam](#)
5. [Navigate Through Questions](#)
6. [View Attachments](#)
7. [Set a Reminder/Alarm](#)
8. [Use the Strike-Out Feature](#)
9. [Highlight Text in a Question or a PDF Attachment](#)
10. [Flag a Question](#)
11. [Resize the Writing Area](#)
12. [Copy and Paste](#)
13. [Submit an Exam](#)
14. [Review Exam Results](#)

Contact Us

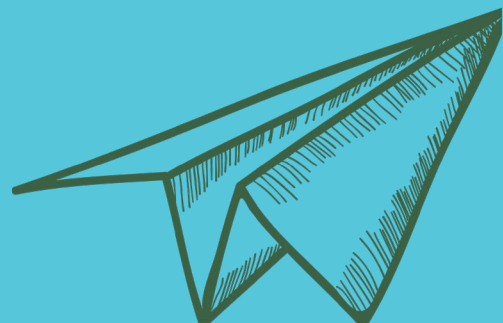


Should you have any further enquiry, please do not hesitate to email us at qualifications@isca.org.sg

Note: Our staff, who serve you with patience and respect, are committed to attend to your requests to the best of their abilities. In return, we request that you treat our staff with respect.

ISCA reserves the right to protect our staff against any verbal or other forms of abuse. We appreciate your understanding and will always strive to do better.

Frequently Asked Questions (FAQs)



Frequently Asked Questions (FAQ)

1. Is there any individual power outlet beneath my allocated seat in exam hall?
There is no individual power outlet for each seat. However, ISCA will provide extension power chord for sharing. Hence, please charge your device's battery to full bar before going for your exam.
2. Will there be any back up devices on loan on exam day?
ISCA will prepare a few laptops installed with Exemplify for emergency use. Please check your device including the battery to ensure it is in working condition as there are not enough laptops for loan to every candidate on exam day.
3. Will my exam answer file be lost if there is internet and/or power outage in *the middle of exam*?
Please connect to internet and download the exam question file on the **eve** of exam once you have received it. During exam, your exam answers are saved every 60 seconds in encrypted file on local drive (*C:\ProgramData\Exemplify\STBackups*)
You do not need:
 - a. internet during exam as it is a secure and closed-book exam.
 - b. to connect your device to the power outlet if your device's battery is fully charged.

Frequently Asked Questions (FAQ)

4. How do I submit my exam answer file if there is internet and/or power outage at the *end of exam*?

You can submit your exam answer file once the internet connection is restored. You do not need the power to submit your file if your device has sufficient battery. Otherwise, please charge your battery once the power is restored for submitting your file.

5. What should I do if my device is crashed during exam? How am I going to continue with my exam?

Please reboot your device. If it can be rebooted, click on Exemplify which will require you to enter a Universal Resume code to be provided by the invigilator. Thereafter, you can continue with your exam as all content prior to 60 seconds before shut down will be saved on your device.

However, if your device cannot be rebooted after several attempts, it is likely that your exam answer file **CANNOT** be retrieved, and you will be arranged to re-attempt the exam on another day. Hence, please check and ensure your device that is installed with Exemplify is in working condition.

Frequently Asked Questions (FAQ)

6. What should I do if there is an emergency evacuation during exam?

Please shut down your device immediately or force shut down the power. **DO NOT** submit exam. Once you return to the exam hall, turn on your device and click on Exemplify which will require you to enter an Universal Resume Code to be provided by the invigilator.

You can continue with your exam as all content prior to 60 seconds before shut down will be saved on your device.

7. How to disable anti-virus software from my device before exam?

Please refer to the instructions [here](#).

THANK YOU!

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