

ECAR ANNUAL EXAMINATION



ExamSoft and Exemplify Guide

A practical guide for residents of the
European College of Animal Reproduction

Your essential sequence

ABOUT 2 WEEKS BEFORE	DAY BEFORE	EXAM DAY	AFTER EACH SESSION
Activate and install	Download and prepare	Start only when told	Upload and verify

Read this before you begin

ExamSoft is the web portal used for account and course access. Exemplify is the application used to download, take, submit, and upload the exams. Bring the computer on which you installed Exemplify.

Start here

You will be enrolled in the ECAR examination in ExamSoft about two weeks before the exam. Complete the setup early so there is time to resolve access or installation problems.

Three checks to complete early

1. Your ExamSoft account works.
2. You see both ECAR courses: Day 1 general part and Day 2 subspecialty part.
3. Exemplify is installed and you can sign in.

Who to contact

If you cannot download Exemplify, cannot see both exams, or are not enrolled in both courses, contact the Chair of the EC immediately.

What to bring

- Your own computer with Exemplify already installed.
- Access to the email address and password associated with your ExamSoft account.
- Laptop charger, and power adaptors if needed

Important timing

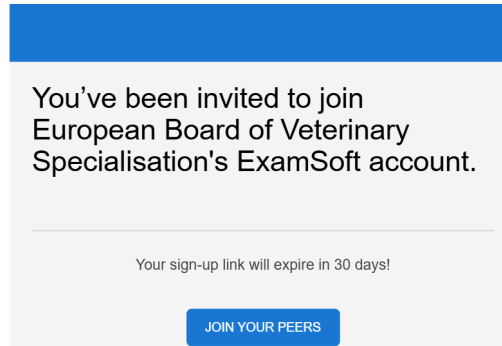
The exam files become available only on the day before the exam. Download them at the exam location during the organized afternoon or evening session - not beforehand or elsewhere.

1 Activate your ExamSoft account

1

Open the invitation

Use Chrome or Firefox. In the invitation email, select Join Your Peers.



The invitation email includes the Join Your Peers button.

2

Create your password

Follow the on-screen instructions to create and confirm a password. If you already have an ExamSoft account, use that existing account.

3

Open the login page

Go to login.examsoft.com or ui.examsoft.io/login.

4

Choose the correct institution

Sign in with your email address and password. Confirm that EBVS is selected as the institution.

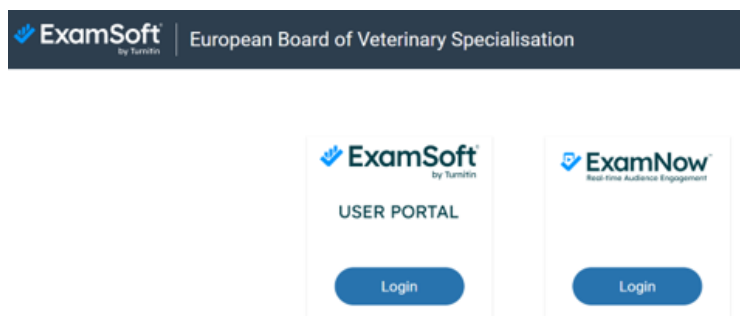
Confirm that European Board of Veterinary Specialisation (EBVS) is shown. Use Switch Institution if needed.

2 Confirm enrollment and install Exemplify

1

Enter ExamSoft

After login, choose ExamSoft, then log in again.



Choose ExamSoft from the user portal.

2

Check both ECAR courses

Your dashboard must show two enrollments: Day 1 - general part and Day 2 - subspecialty part. Contact the Chair of the EC as soon as possible if either is missing.



Confirm that both Day 1 and Day 2 are listed.

3

Download Exemplify

On the dashboard, choose Download Exemplify. You may also use the direct installer link below.

[Exemplify installers for Windows and Mac](#)

[Exemplify minimum system requirements](#)

3 Download the exams at the venue

Attend the introduction session at the time stated in the exam schedule, usually late afternoon on the day before the exam.

1

Open Exemplify

Log in and monitor each exam on the Exemplify dashboard.

2

Wait for Ready for Download

The exam is available only on the day before the examination. Download it only at the exam location during the organized session.

My Exams Don't see your exam here? Contact your administrator for help. READY FOR DOWNLOAD TEST Mock 2 Ready For Download	TEST Mock 2 Download this exam file to prepare for your exam. Only download exams to the computer you will use to take the exam. Download Exam
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Select the exam and choose the download icon or Download Exam.

3

Confirm the download

When the status changes from Ready for Download to Downloaded, ask the proctor to confirm that both exams downloaded successfully.

My Exams Don't see your exam here? Contact your administrator for help. DOWNLOADED TEST Mock 2 Exam File Downloaded	TEST Mock 2 Please enter the exam password to start this exam. Exam Password Show Enter Exam Password Remove Exam Download
--	--

Downloaded status confirms that the exam file is on your computer.

4 Review settings and prepare your computer

After downloading an exam, review Exam Settings and Exam Tools.

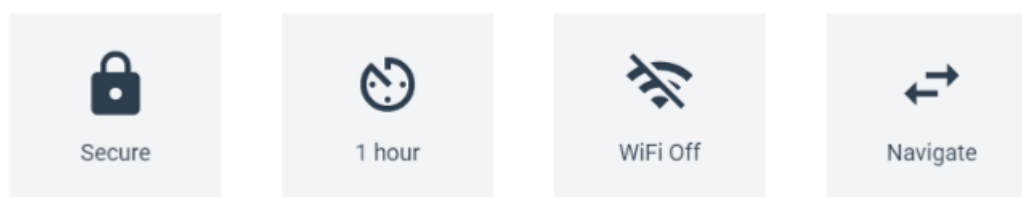
Secure exam and navigation

When the assessment begins, your computer enters lockdown mode. Only Exemplify will be available; you cannot access hard-drive files, background applications, or the internet. Backward navigation is enabled, so you may move freely between questions. Exemplify warns you if you attempt to submit with unanswered questions.

Tools available

You will have a standard calculator and highlighter. For essay questions, you can cut, copy, and paste text and use a spell checker.

Exam Settings



Exam Settings show the secure mode, time limit, Wi-Fi restriction, and navigation setting.

Exam Details

Instructor	-
Posting ID #	45216

Exam Tools

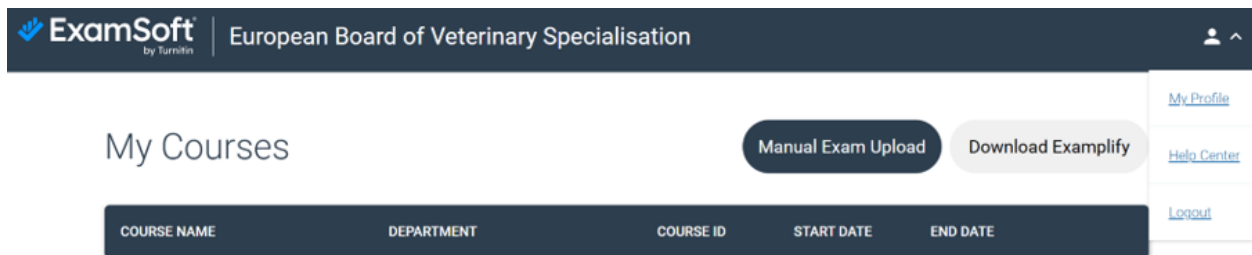
Spell Check	ON
Copy & Paste	ON
Calculators	ON
Highlighting	ON

Exam Tools show whether spell check, copy and paste, calculator, and highlighting are enabled.

4 Prepare your computer and profile

Complete these steps during the introduction session before the examination.

- Download both exams in Exemplify.
- Disable antivirus software before exam day. [View ExamSoft antivirus instructions.](#)
- Receive a random candidate name from the proctor, for example Resident One (First Name: Resident; Last Name: One).
- In ExamSoft, open My Profile, replace your name with the assigned random name, and select Save.
- Log out of ExamSoft, then log in to Exemplify.



A downloaded exam displays its status and the password entry area.

My Profile

cancel

save

First Name

Resident

Last Name

One

> Change Password

Update My Profile with the anonymous name assigned by the proctor, then select Save.

5 Start each exam session

Wait for the proctor

Every examination session has a unique password. Do not begin until the proctor instructs you to start.

1

Enter the session password

At the scheduled start time, enter the unique Exam Password supplied by the proctor.

Practice Exam

Please enter the exam password to start this exam.

EXAM PASSWORD

[Remove Exam Download](#)

Enter the unique password provided for that examination session.

2

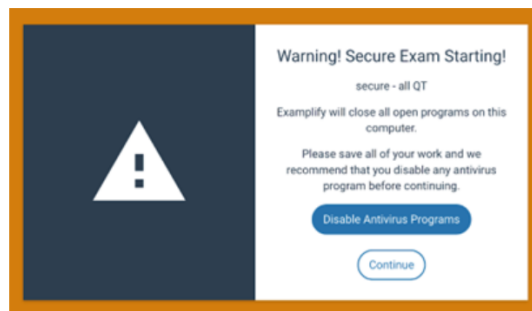
Allow Exemplify to close programs

When prompted, confirm that all open programs may close, then select Continue.

3

Handle any antivirus warning

Antivirus should already be disabled. If a warning still appears, dismiss it and select Continue. Disabling antivirus at this point may delay your start.



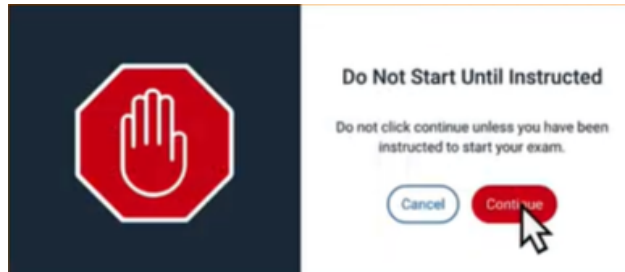
If antivirus is already handled, dismiss the warning and continue.

5 Start when instructed

4

Pause at the instruction screen

When Exemplify says not to start until instructed, select Continue but wait for authorization.

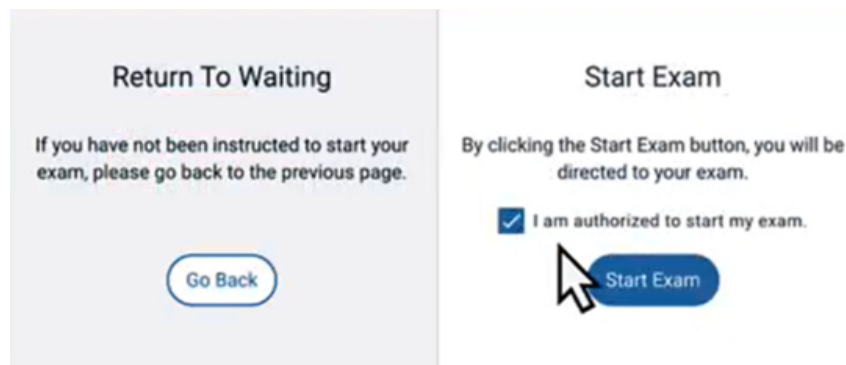


Do not start until instructed by the proctor.

5

Start when authorized

Check the box confirming that you are authorized, then choose Start Exam when ready.



Confirm authorization, then choose Start Exam when instructed.

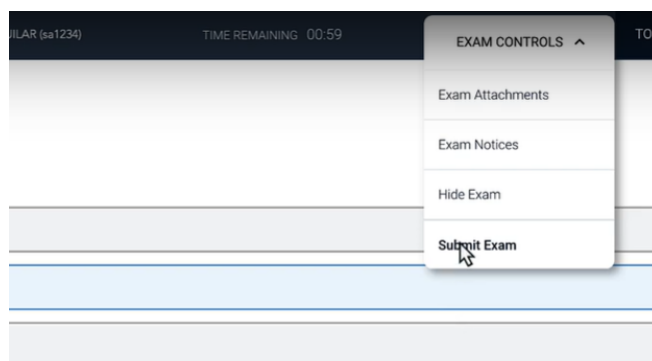
6 Submit upload and verify

The exam submits automatically when the session time ends. To submit early, follow the sequence below.

1

Open submission controls

Select Exam Controls in the top-right corner, then choose Submit Exam.

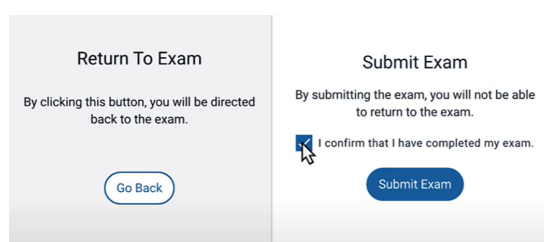


Open Exam Controls and select Submit Exam.

2

Confirm closure and completion

Select Close Exam. Then confirm that you completed the exam and select Submit Exam to finalize.

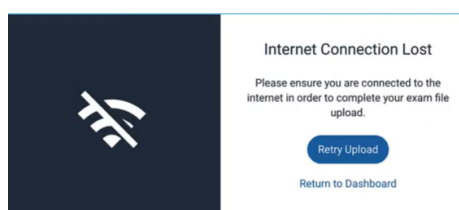


Confirm completion, then submit the exam.

3

Upload the exam

When prompted, confirm the upload. If Internet Connection Lost appears, stay calm and choose Retry Upload.



Use Retry Upload if the connection is interrupted.

4

Wait for Upload Complete

Do not leave until Exemplify confirms that the upload is complete.

Final check before leaving

1

Return to Dashboard

Confirm that the exam status has changed to Completed. Completed exams are those you have taken and successfully uploaded.

My Exams

Don't see your exam here? Contact your administrator for help.

COMPLETED

TEST Mock 2

Exam uploaded

Completed: 8/22/2025, 6:41:22 PM



TEST Mock 2

You have completed this exam and successfully uploaded the exam file.

[Leave Feedback](#)

A completed exam appears in the Completed section of the dashboard.

2

Show the proctor

Show the proctor your dashboard and the successful upload status. After confirmation, you may leave the room for the break.

Quick troubleshooting

ISSUE	ACTION
One of the two courses is missing	Contact the Chair of the EC immediately.
Exemplify will not install or an exam is not visible	Contact the Chair of the EC immediately.
Internet Connection Lost during upload	Stay calm and select Retry Upload. Wait for Upload Complete.
Exam is not marked Completed	Do not leave. Confirm the upload with the proctor.

Learn more before the examination

Familiarize yourself with the software using the [Exemplify Get Started video guide](#).

This guide summarizes the ECAR candidate instructions supplied for the annual examination. Follow any additional directions given in the official exam schedule or by the proctor.