

UPLOADING YOUR ANSWER FILE

Your Answer Files must be UPLOADED by **9:00 PM local time on Wednesday, July 31, 2019**

1. How to Upload Your Answer Files After the Exam

- Once you arrive at a location with an Internet connection, turn on the computer.
- Connect to the Internet and click the Exemplify icon.
- If Exemplify is already running, you may select the answer file 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 below.

2. Confirming the Upload of Your Answer Files

- Once uploaded, you will receive an on-screen and email confirmation sent to the address you used for Exemplify registration.
- At the home screen, you may click the **Exam History** button to review your download/upload history.
- Then you will be prompted to login using your credentials.
- You may re-send yourself an upload confirmation email from this screen by clicking the **Email** icon.

3. How to Manually Upload Your Answer File

- Navigate to your custom home page: www.examsoft.com/TNbar
- Login with your credentials.
- Select the **History** tab.
- Click the **Manual Exam Upload** button and follow the instructions provided.

