

Welcome to the National Examination for Admission as a Fellow to the American Academy of Matrimonial Lawyers.

Length: The exam starts at 2:00 PM ET and goes until 4:30 PM ET (2.5 hours total)

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About the National Exam

The exam will be taken virtually through Exemplify, a remote proctoring application.

The test contains 160 questions:

- Bankruptcy (10 questions)
- Business Valuation (25 questions)
- COBRA, Social Security, Medicare (10 questions)
- Custody Evaluation Standards (5 questions)
- Ethics (15 questions)
- Evidence (10 questions)
- Hague Convention on the Civil Aspects of International Child Abduction (5 questions)
- Pensions (10 questions)
- Standards of Conduct pursuant to the Bounds of Advocacy (15 questions)
- Taxes (25 questions)
- UCCJEA or UCCJA (depending on which statute your jurisdiction follows - 20 questions)
- UIFSA (10 questions)

Before the Exam

Activate Your ExamSoft Account

First, you must activate your account using the ExamSoft portal.

1. AAML will send you an email invitation to activate your ExamSoft account through ExamSoft. This email is from noreply@examsoft.com.
 - a. It may be filtered into your spam folder.
 - b. Open this invitation on a computer, not a cell phone.
2. The invitation email prompts you to create a personal account password.
3. Once logged in, you should also see the exam you are scheduled to take in addition to the mock exam.

After your account is activated, you will be prompted to download Exemplify. All tasks related to completing the exam will occur within the Exemplify application, not on the ExamSoft website.

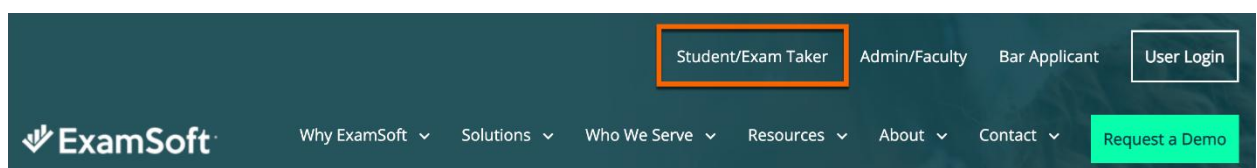
Download Exemplify

To prepare to take exams on your device, you must download, install, and register Exemplify. You will need:

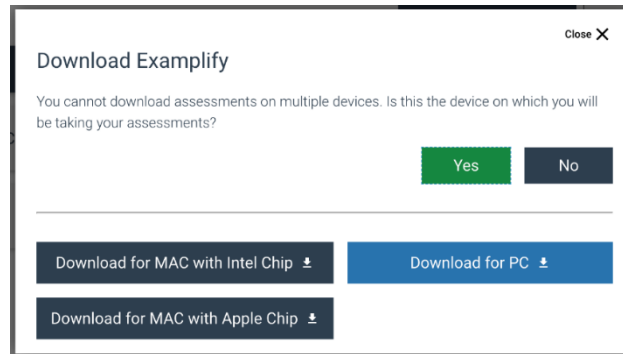
- A secure internet connection
- The device that you will use to take the Exam. We strongly recommend that you use a computer.
 - **Important:** You can't download assessments on multiple devices. Install Exemplify on the device that you'll use to take your assessments.
- **IMPORTANT!** To ensure that your device meets the minimum requirements, see [Exemplify Minimum System Requirements](#)
 - To ensure the integrity of the Exam, AAML National Exam utilizes ExamID and ExamMonitor features of Exemplify which require your device to have a working webcam and microphone.
 - **ExamID** is the software that will authenticate your identity by using your camera at the start of the exam.
 - **ExamMonitor** is the software that will proctor your exam using your screen recorder, camera, and microphone throughout the exam.
- Your institution's ExamSoft ID: **American Academy of Matrimonial Lawyers (AAML)**
- Your ExamSoft credentials (see section above)

Download Instructions

1. Using Chrome or Firefox, go to: <https://examsoft.com>
2. Select Exam-Taker (at the top of the page).



3. Enter AAML into the **Institution** field, and then select it from the dropdown menu when it appears.
4. Select the **Continue** button.
5. Select the **ExamSoft User Portal Login** button.
6. Enter your login credentials.
7. Select the **Download** button.



8. Follow the on-screen instructions to download the installer file.
9. Go to the **Downloads** folder on your device and run the installer file.
 - *Note:* If your device is a Mac with the M1 processor, you'll be prompted to install Rosetta. You must select **Install** to continue the Exemplify installation.
 - For more information, see [Exemplify: Tips for Installation on a Mac with an M series processor](#)
10. Start Exemplify.
11. On the **Add New Account** page, enter AAML and select **Next**.
12. Enter your **login credentials**.

Best Practices for Taking the Exam

What to Do During the Exam

Exam-takers should follow these ExamMonitor guidelines for a smooth and successful assessment experience.

- Take the exam in a well-lit room with front-facing lighting so that your face can be clearly seen
- Ensure you are in a distraction-free environment
- Make sure your webcam lens is clear and free of dirt or debris
- Remain seated for the entire exam
- Keep your eyes on the screen
- Stay quiet throughout the exam
- Keep your laptop active (not in sleep mode or with lid closed) throughout the exam

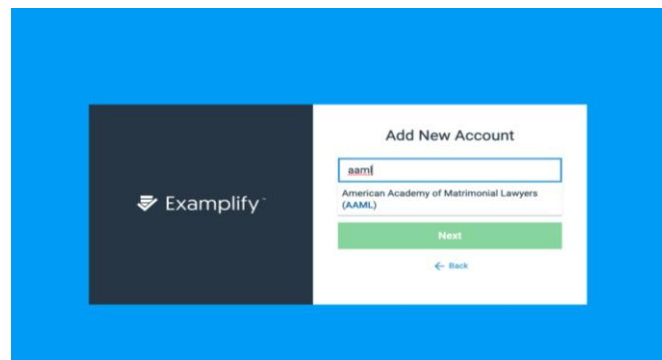
What NOT to Do During the Exam

To prevent being flagged for unusual behavior, exam-takers should avoid this list of “suspicious activities” the system may report:

- **No Speaking, Background Noise, or Other People in the Room**
Do not talk, read out loud, or have any devices turned on in the background (e.g., TV, radio, music, etc.). No one else should be in the room with you during the exam.
- **No Unusual or Excessive Movement**
The system monitors your baseline movement patterns. Avoid any unnecessary or excessive movement and gestures.
- **No Leaving the View of the Camera**
Do not move from your seat or leave the view of the device's camera. Do not attempt to block the view of the camera.
- **No Unauthorized Materials**
External resources are strictly prohibited during an exam. Looking away from the screen to read anything or write notes will be flagged as an anomaly.
- **No Using External Devices**
Turn off all external devices before an exam. No mobile phones, tablets, or other electronics are permitted.
- **No Wearing Hats or Headphones**
Do not use earphones/headphones; ensure your ears are always uncovered.

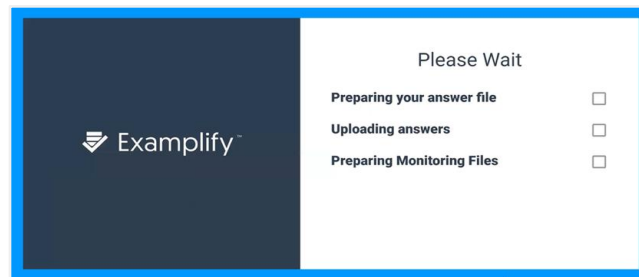
Take the Required Mock Exam

1. Before you begin your exam:
 - a. Select a well-lit, quiet, distraction-free space to take your mock exam.
 - b. If your device has antivirus software, please disable it at the start of every exam. You can re-enable it after you finish the exam. [How to Disable Antivirus.](#)
2. Locate the Exemplify application and **launch** the application.
3. In the field **Add New Account**, begin typing "AAML" and then select it from the dropdown menu. Click the green **Next** button. Use the username and password created in the instructions above to log in.

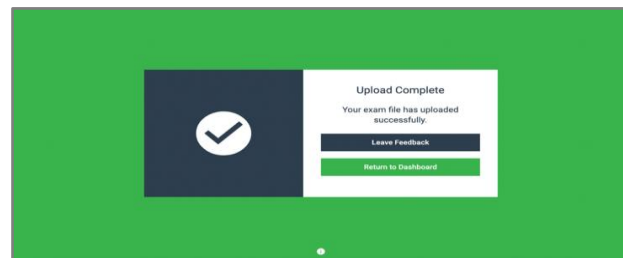


4. You may now download the exams available by selecting from the **"Ready for Download"** list within the left-hand menu. Download the Mock Exam.
5. During the mock exam, you will be introduced to how to take an exam in Exemplify and the tools available to you, including:

- a. **Text Highlighting** – The ability to highlight the text of a question.
 - b. **Question Flag** – The ability to flag a question you may want to return to before submitting a section.
 - c. **Tool Kit** (Upper right-hand side of Exemplify portal)
 - i. **Timers and Alarms** – See the time remaining in the exam and set optional alarms.
 - ii. **Adjust Text Size** – Increase or decrease the exam font size.
 - iii. **Review the Exam Notice** – Review the notice provided before the exam with additional exam information.
 - iv. **Notes** – The Exam comprises objective questions, i.e., multiple choice or true and false. There is an accurate answer to each question. You may write your reasoning on the test using the "Notes" tool within the "Tool Kit." Ensure that you select the "Request Feedback" box to provide that rationale if necessary. If this box is not checked, your rationale will not be saved. This tool is optional.
 - d. Exemplify provides several accessibility features; more information can be found [here](#).
6. When you've completed the exam and clicked **Submit**, you'll see an upload screen with checkboxes; green check marks should appear as the answer file uploads.



7. You'll see a green screen When your answer file is prepared and successfully uploaded.
8. Congratulations! You have submitted your mock exam!



Exam Day

Accessing the Test on Exam Day

1. Connect your device to power or fully charge the battery on exam day.
2. Launch the **Exemplify Application** downloaded previously on your device.
 - a. Follow the directions you followed for the Mock Exam above, but at Step 3, download the National Exam.

- i. **The download will be accessible at 10:00 AM ET on the exam day.** You will not be able to start the exam until the exam time, 2:00 PM ET.
3. **You can begin the exam at 2:00 PM ET.** You will be prompted to enter a password, which will be emailed to you shortly before 2:00 PM ET. You will then be prompted to complete the ExamID verification.
 - a. If you don't receive your password by 1:50 PM ET, please check your junk or spam folders first, then contact AAML Staff at memberships@aaml.org or call 312-321-5137.
4. Review any pre-exam notices.
 - a. Note: While using the Exemplify application to take the exam, your computer will disconnect from the internet. It will reconnect once you submit your exam so it can be uploaded to AAML for scoring.
5. Start the exam.
 - a. **You have 2.5 hours to complete the exam. No breaks are built into the 2.5 hours, so please plan accordingly.**
6. Once your exam is completed or 2.5 hours have elapsed, you must upload your exam the same way you submitted your mock exam.
 - a. You'll see a green screen when your answer file is prepared and successfully uploaded.
7. Congratulations, you have completed the AAML National Exam!
 - a. Note: You will not receive your score or pass/fail notification through Exemplify at the end of the exam.

Technology Troubleshooting

If you run into any issues regarding ExamSoft or Exemplify before or during the test, contact the ExamSoft support team directly:

- U.S. & Canada 866-429-8889, ext. 2
International +1-954-429-8889, ext. 2

Find additional support documents on the Exam-Taker [Community site](#).