

# SofTest™ Exam Instructions

## 1) Computer Setup

- Ensure that all cables (i.e. power cord, external mouse and/or keyboard) are securely connected to your computer.
- Make sure your power indicator light shows that your computer is receiving power.
- Turn on your computer.
- Once your computer boots up, verify it has the correct date & time set. To do so, double-click the clock in the lower-right corner of your Windows Desktop.

## 2) Launching SofTest


- a. **FIRST:** Double-click the  icon on your Windows Desktop.

- b. **SECOND:** Click the  **Launch SofTest**  
(Take an Exam or Practice) button.

- c. **THIRD:** Select your exam from the \*Exam File drop-down list.  
Text should appear in the "Exam Name" field. If it does *not*, notify the proctor.



- d. **FOURTH:** If not already there, enter your Exam Number in the **ID (Customized by each school...Contact ExamSoft if unsure)** field and enter the password provided by the proctor.

- e. **FIFTH:** Click . The computer will reboot into SofTest's secure mode.

- f. **SIXTH:** Read each Notice window carefully and click 'OK' to advance to the next window. STOP when the last Notice window with RED  SIGNS appears.

- g. **SEVENTH:** When instructed, type 'begin' and click the  button.

## 3) Functions and Formatting

- SofTest automatically creates all headers, page numbers, and margins which can be included when printed by the school. It single spaces essay responses on your screen.
- SofTest automatically backs-up and saves to your hard drive every minute.
- Compose your answer for each question in the corresponding question screen. For example, type your answer to Question 1 in the screen for Question 1.
- Proceed to the next screen by clicking the blue forward arrow  at the top left corner of the screen. Review previous answers by clicking the blue back arrow .
- Once closed, the exam file cannot be reopened.
- When leaving your seat (i.e. restroom break), block your screen by selecting 'View' then 'Hide Exam' in the SofTest menu.
- If your computer freezes, follow the "Computer Freezes" instructions below.

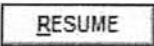
## 4) Miscellaneous Notices

- ExamSoft and the Humphreys College Laurence Drivon School of Law assume no responsibility for interruptions whether isolated or widespread. You assume all risks of using a computer to take your exam.
- All examinations and computer testing materials are the property of the Humphreys College Laurence Drivon School of Law. Their removal will be reported to the Dean.

- Any examinee who continues typing or writing after the "STOP TYPING" announcement has been made will be reported to the Dean.




## 5) Computer Freezes

If SofTest, your keyboard and/or mouse stop responding, do the following:

- Turn off your computer (press & hold the power button but if that fails, pull the power cord & battery)
- Restart computer.
- When the 'SofTest Exam Restart' window appears, select the  button. You will be returned to within 59 seconds of where you left off.

## 6) Exiting SofTest

You may exit SofTest whenever you are finished. However, once you are notified that there are 5 minutes remaining, you may not leave your seat. Follow these instructions to exit out of SofTest...

- Select 'File' then 'Save and Exit' or click the  button.
- Click the  button.
- On the yellow window, click the  button.
- Follow the instructions to reboot your computer back into Windows.

## 7) Returning Your Answer Files

- FlexSite Exams (Internet connection @ exam site):** When your computer reboots into Windows, your answer file will automatically upload once you establish an Internet connection. Note that you **MUST** upload your answer file immediately after exiting your exam. If you experience *any* upload issues, you **MUST** report those issues immediately.
- FlexSite Exams (NO Internet connection @ exam site):** When you arrive home:
  - Turn on your computer and connect to the Internet.
  - Double click the "SofTest" icon on your Desktop. Your answer file(s) will be automatically uploaded.