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Note to Administrators

This document contains sample language to communicate to your exam takers explaining ExamSoft and SofTest. ExamSoft provides this document for your review to assist in drafting the information you wish to convey to your exam takers. All text in red represents a message to you and should be addressed prior to distribution.

Who is ExamSoft?

ExamSoft Worldwide, Inc. is a software developer specializing in computerized assessment and assessment administration programs.

What is SofTest from ExamSoft?

SofTest is a high stakes assessment program developed and licensed by **ExamSoft** that enables exam takers to securely take examinations downloaded to their own laptop computers by blocking access to files, programs and the Internet during an exam.

What is FlexSite?

FlexSite is **ExamSoft's** Internet-based exam delivery option. Using **SofTest,** you will *download* your exam(s) prior to or on exam day and *upload* your answer(s) after the exam via the Internet. You WILL NOT require Internet connectivity during your exam(s). You WILL require Internet connectivity to download your exam(s) and upload your answers(s).

Will SofTest work on my computer?

SofTest operates on any PC running Windows 2000, XP & Vista. SofTest also operates on Mac OSX running Windows XP or Vista. SofTest is not compatible with any virtual machine software. The minimum recommended system requirements are:

- CPU = 450 MHz Pentium III or Industry Equivalent
- RAM = 256 MB
- Hard Drive = 50 MB of free space
- Operating System = Windows 2000 (Pro), XP & Vista (including Tablet PC)
- Software = Internet Explorer 6.0 or greater
- Minimum Screen Resolution = 1024x768
- Internet Connection: An Internet connection is required to download SofTest

How reliable is SofTest?

SofTest has a considerable number of safety features to ensure that answers typed into SofTest cannot be lost. They include:

- An AutoSave feature that automatically saves your exam every sixty seconds.
- Multiple encrypted backup copies of the exam answer file are saved.
- The ability to undo up to 50 of the previous actions per essay question window.

What is the Registration Process (non-Lab Users)?

The Registration Process involves the 3-steps needed to acquire SofTest. They begin on our ExamSoft Custom Home Page located at www.examsoft.com/_____ and they are as follows:

Step 1: Log In – (30 seconds) Enter your Student ID# and password

Step 2: Download SofTest – Downloading SofTest takes minutes on high-speed Internet connections and 30 – 60 minutes on dial-up connections

Step 3: Register SofTest – (30 seconds) Once registered, you will be notified on-screen that you have completed the process and you will also receive email confirmation. Note that you must register SofTest by _____ [*Enter Date*] or you must hand write your exam. If you have any questions or issues with registration, contact ExamSoft technical support at support@examsoft.com or call toll-free 866.429.8889.

Can I practice using SofTest before the exam?

Yes. After registering SofTest, launch the program by double-clicking the SofTest icon on your Windows Desktop. Click the "Take an Exam" button. On the SofTest Start Window, select the "Practice Exam" button. This enables you to familiarize yourself with the SofTest exam environment. You may use the Practice Exam as many times as you wish. Note that the Practice Exam *cannot* be saved, cannot be used until SofTest is registered, but can be printed *during* the exam.

If I used SofTest last year, do I have to perform all steps again?

You will need to return to the school's ExamSoft Custom Home Page to download and register the latest version of SofTest.

What Should I do Prior to Exam Day?

- Register SofTest on the computer you intend to use on exam day by the deadline.
- Ensure: (1) that your PC meets the specifications listed above, (2) that there is plenty of free hard drive space, (3) that your PC is virus free, and (4) that your PC is free of disk errors by running SCANDISK (click Start Button, Programs, Accessories, System Tools, Scandisk *or* Disk Cleanup).
- Once you have installed and registered SofTest, familiarize yourself with the software by utilizing the built-in Practice Exam.
- SofTest's opening screen asks for an ID#. Be sure to acquire this number prior to exam day. You will need to use your _____ [Exam Numbers, anonymous grading number, etc.] in this ID field.
- Locate your A/C – battery power indicator light on your laptop to determine which light indicates you are running on A/C power (i.e. power from a wall outlet).
- Ensure that your battery has at least 20 minutes of charge in it prior to the exam in the event there is a temporary power outage.

- If you encounter issues in your use of SofTest, visit www.examsoft.com/faq

What Must I do on Exam Day?

- Bring your power cord, battery (in the event of power loss), and an extension cord. If you normally use an external keyboard and mouse or if you need earplugs, you may bring those as well.
- To download exams users must have the Student ID *and* password used to register SofTest. The password can be changed on ExamSoft's website.
- Arrive to the exam room at least 15 minutes early, plug your computer into a power outlet, turn on the computer and follow the instructions provided.
- Do not uninstall SofTest until you receive your exam scores at the end of the academic year.
- Immediately before SofTest launches the exam, you will be provided a warning screen with RED STOP SIGNS indicating that you should not begin the exam until instructed to do so. Heed this warning.
- Exams will not be delayed or suspended due to computer problems.
- During the exam, use care when highlighting and deleting.
- Students who do not take the time to become familiar with their laptop computer or with word processing functions, should consider handwriting their exams. No administrative relief will be granted for incorrect use of the software.
- Once you register your copy of SofTest, the school will be charged the license fee.
- DO NOT ATTEMPT TO RESOLVE COMPUTER ISSUES ON YOUR OWN. ASK FOR THE ASSISTANCE OF A PROCTOR IMMEDIATELY.
- ANY ATTEMPT TO DISABLE OR TAMPER WITH SOFTEST'S SECURITY FEATURES WILL BE CONSIDERED A VIOLATION OF THE STUDENT HONOR CODE. IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH YOUR EQUIPMENT AND THE SOFTEST SOFTWARE AND INSTRUCTIONS PROVIDED BY EXAMSOFT ON ITS WEBSITE PRIOR TO THE START OF YOUR EXAM. PLEASE ALLOW YOURSELF SUFFICIENT TIME TO BECOME FAMILIAR WITH YOUR LAPTOP AND THE APPLICATION. COMMENCEMENT OF THE EXAM WILL NOT BE DELAYED DUE TO A HARDWARE PROBLEM WITH YOUR LAPTOP.