

SofTest™ Exam Instructions – Lab Version

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.

2) Download An Exam File



- a. Double-click the SofTest icon on your Windows Desktop.



Download Exam Files
(Requires Internet Connection)

- b. Click the button
- c. Enter your Student ID and Password then click Next.
- d. Select the appropriate exam(s) and click the Download button.




3) Launching SofTest





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



Launch SofTest
(Take an Exam or Practice)

- f. **SECOND:** Click the button.
- g. **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.
- h. **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.
- i. **FIFTH:** Click . The computer will reboot into SofTest's secure mode.
- j. **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.
- k. **SEVENTH:** When instructed, type 'begin' and click the  button.

4) 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.

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- If your computer freezes, follow the "Computer Freezes" instructions below.

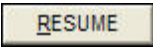
5) Miscellaneous Notices

- ExamSoft and the **School's name** 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 **School's name**. Their removal will be reported to the **Student Honor Court**.
- Any examinee who continues typing or writing after the "STOP TYPING" announcement has been made will be reported to the **Student Honor Court**.


6) Computer Freezes




Administrators: You have the option of permitting students to recover from a computer freeze on their own or instructing them to request the assistance of a Site Engineer. If you permit them to recover on their own, include this section. If not, delete it.

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

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

7) Exiting SofTest

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

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

8) Returning Your Answer Files

Be sure to log back in to Windows on your computer. Once you do so, your answer file will be automatically uploaded.