SofTest v11™ Exam Instructions

1) Introduction

SofTest is a program designed to allow students the use of their personal laptop computer when taking exams.

SofTest gives the student the ability to answer multiple essay and/or multiple choice questions. Each essay answer and any multiple choice sections are given their own unique space, defined by tabs, in order to allow the student the ability to work on each section independently.

SofTest program also ensures that the student's answers are saved to both the laptop and to a secure server. The program saves the answer file to the user's laptop every minute, to protect against loss of data in the event of a computer malfunction. SofTest also encrypts the answer files, to ensure that the files cannot be opened or altered in any way except by authorized school personnel for grading purposes.
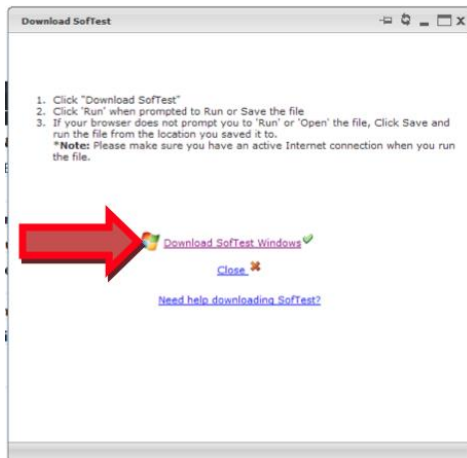
2) Computer Setup

- Ensure that <u>all</u> 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 or single click the clock in the upper-right corner of your Mac Desktop.
- If you have a firewall or security software installed on your computer, please ensure that it is either disabled, or an exception has been added for SofTest to ensure that it doesn't interfere with SofTest.

3) Installation

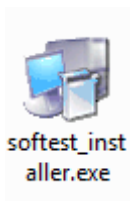a. Establish an Internet connection, and logon to your custom home page ExamSoft website at: http://www.examsoft.com/ajmls

b. At the logon section marked as "Exam Takers," enter your ExamSoft username and password issued to you by IT via ExamSoft.

c. When you have entered the secure site, click "Download SofTest" to start downloading the software.

d. In the box that appears on the page, click the link that says "Download SofTest Windows" to begin downloading.

e. You may get another prompt to save the file as shown below. Simply click "Save" from this prompt, and select an area to save the file on your computer.

f. When the download is complete, you should double click the file you downloaded from the previous step. The file should be named similarly as to what is shown below.
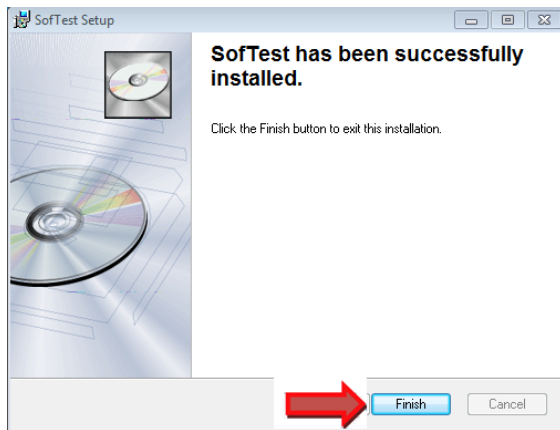

        or 'SoftTestMac.dmg' for Mac

g. When the initial download completes, you may get a security warning message Click "Run" on this prompt. Mac users, Click on 'Install SofTest' and follow the on-screen instructions.

h. A wizard will initiate which will continue the installation process, as shown below. Simply accept the default selections, and click "Next" throughout the installation wizard.

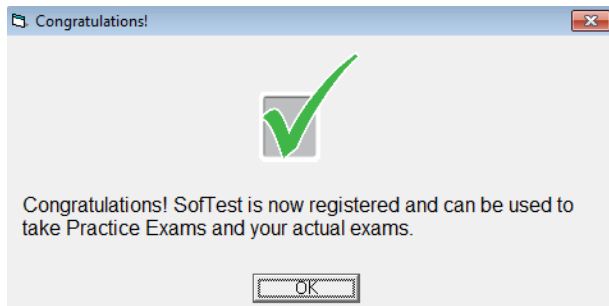i. When you reach the final part of the installation wizard, click "Finish" to exit the installation, as shown below.

j. SofTest should automatically load, and try to register your completion of the software install with the server, as shown below. When SofTest has loaded, the registration window will appear as shown below. Enter your Username and password as prompted. Your exam taker's ID is provided on the email you received from Examsoft.
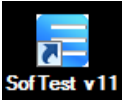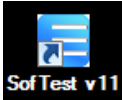
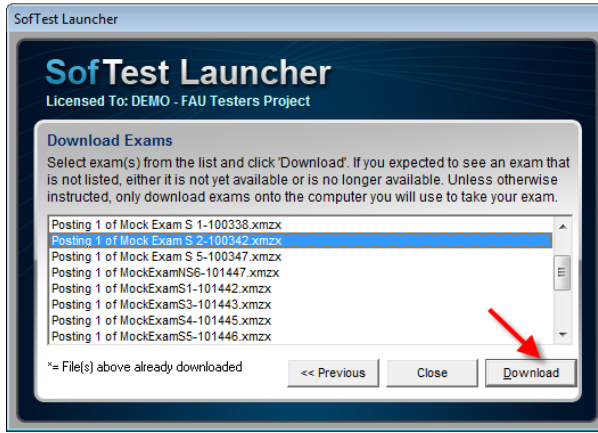k. When registration is complete, you should see a prompt like the one shown below.

4) Launching SofTest

a. Double-click the icon on your Windows Desktop. (or single-click the icon from the Applications folder or Dock on your Mac.)

b. Click 'Download Exam Files' to download all of the exams for the classes you are enrolled in for the semester.
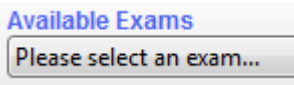
c. Generally, your exam should be listed at least 24-48hrs before the time of your exam. Select the exam(s) you wish to download. If there is an exam missing that should be in your list, please contact ITSupport@johnmarshall.edu

d. Click the **TAKE AN EXAM** button.

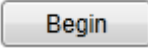e. Select your exam from the **Available Exams / Please select an exam...** drop-down list.

Text should appear in the 'Exam Name' field. If it does *not*, notify ITSupport@johnmarshall.edu.

f. If not already there, enter your **blind grade number** (assigned by the registrar) in the **Exam Taker ID** field and enter the password provided by the proctor. To unlock the ID field in SofTest Launcher click Ctrl+F8 (Win) or Command+F8 (Mac).

g. Click **START** to begin the exam.

h. Read each Notice window carefully and click 'OK' to advance to the next window. STOP when the last Notice window with RED **STOP** SIGN appears.

i. When instructed, type 'begin' and click the **Begin** button.

5) 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, but the final printout delivered to the professor defaults to double space, or whatever the professor prefers

- SofTest automatically backs-up and saves to your hard drive every minute.

- Compose your answer for each essay question in the corresponding question screen. For example, type your answer to Question 1 in the screen for Question 1. Select the correct answer for the multiple choice questions by clicking on the checkbox next to the answer.

Please note you may change your answer choice at any time while the exam remains open.

- For multiple choice questions you have an option to strikethrough any choices that you want to eliminate or do not wish to consider for your final answer. You can strikethrough the choice as such by simply right-clicking on it.

- Proceed to the next screen by clicking the <u>blue forward arrow</u> at the top left of the screen. Review previous answers by clicking the <u>blue back arrow</u> .

- Once closed, the exam file cannot be reopened.

- If your computer freezes, follow the 'Computer Freezes' instructions below.
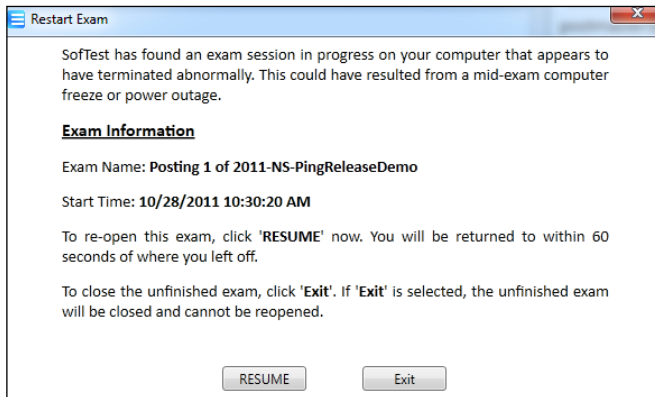
6) Mock Exam

The Mock Exam confirms your laptop is compatible with SofTest and enables users to familiarize themselves with how to open, write and upload answer files. Do not wait until the last minute to try the software for the first time. If your laptop is not ready at the designated time, you must begin the examination by handwriting. No extra time will be allowed to ensure that a laptop is ready to be used.

One copy of the Mock Exam will be automatically downloaded after you have registered your copy of SofTest. You will receive email confirmation the download has occurred along with instructions on how to complete the Mock Exam.
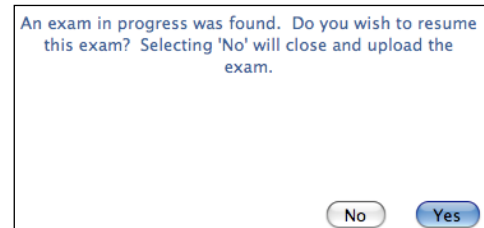
7) Computer Freezes

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. Turn the computer back on.

c. When the 'SofTest Exam Restart' window appears, select RESUME/YES to return to the exam. You will be returned to within 59 seconds of where you left off.
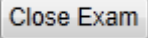

SofTest Windows

SofTest Mac

8) Exiting SofTest

a. Select '**Actions**' then '**Exit and Save**' or click the button.

b. Click the button.

YOU ARE CLOSING YOUR EXAM

You are about to close your exam.
If you wish to make changes to your exam, you must press Return to SofTest now.

Return to SofTest

Warning: There is no way to reopen your exam after it is closed.

Close Exam

YOU ARE CLOSING YOUR EXAM

c. On the yellow window, click the Exit button.

CONGRATULATIONS!

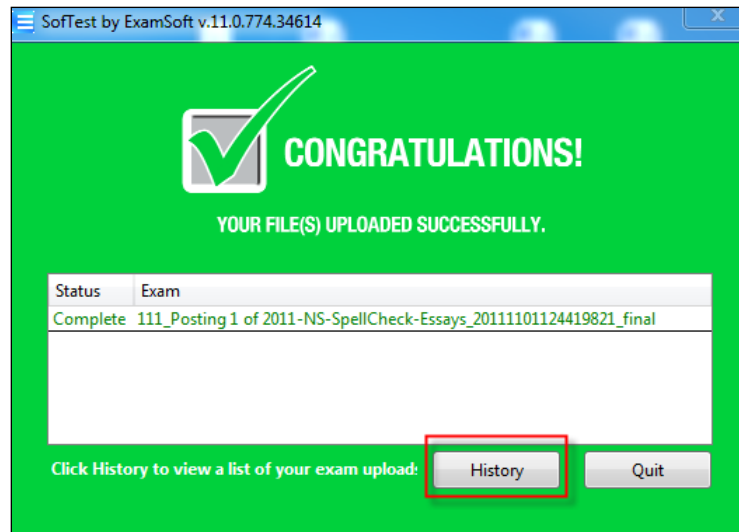Your exam is now complete and your answer file saved successfully.

To upload your answer file :
1) Click 'Exit'
2) Connect to the Internet when possible
3) Launch SofTest so that it can auto-upload your answer file.

Exit

9) Saving Your Answer Files

Your answer file will automatically upload once you establish an Internet connection. Once your exam is uploaded, you should receive a green confirmation window below. 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 so IT can assist you.

Click 'History' to view a list of your exam upload. Download/Upload History page provides a history of all exam downloads & uploads. You can also send the upload confirmation for any exam that was uploaded by simply clicking the envelope icon next to the exam name or selecting multiple exams and clicking the envelope icon at the top of the screen. You will receive an email confirmation for the selected exams.