

# EXAMSOFT PROCEDURES

## ALL TYPISTS

### Examsoft (SoftTest) – General Information

#### Please Read ALL of the Instructions

All students who are planning on typing their midterm/final exam(s) for Summer 2010 must complete registration with Examsoft and Download SoftTest prior to the day(s) of your exam(s). **You will not be given any additional time to download the software in the exam room.**

You will receive a separate email letting you know when Examsoft is ACTIVE. This email will also include your student ID number and a password to install and register SoftTest.

To register, go to the school's Examsoft website [www.examsoft.com/cwsl](http://www.examsoft.com/cwsl), then click **Exam Takers** link.

There is a \$30.00 Examsoft registration fee per academic year. You will be prompted to pay this fee when registering online with Examsoft.

***\*\*Please note you will need a wireless internet connection to type your exam(s)\*\****



## 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 answer(s).

## Will SofTest work on my computer?

SofTest operates on any PC running Windows XP, Windows Vista and Windows 7. SofTest also operates on Apple computers running Bootcamp and Windows X, Vista or 7. SofTest is not compatible with any virtual machine software such as VMware Fusion or Parallels. The minimum recommended system requirements are:

- CPU = 1 GHz Pentium III or Industry Equivalent
- RAM = 1 GB MB
- Hard Drive = 50 MB of free space
- Operating System = 32-bit Versions of Windows XP, Windows Vista and Windows 7 and 64-bit Versions of Windows Vista and Windows 7
- Software = Internet Browser
- 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?

The Registration Process involves the 3-steps needed to acquire SofTest. They begin on our ExamSoft Custom Home Page located at [www.examssoft.com/cwsl](http://www.examssoft.com/cwsl), then click on **Exam Takers Link**:

**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.

**Step 3: Reboot & register SofTest** – Once rebooted you will be prompted to register, 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 deadline provide to you by CWSL or you must hand write your exam. If you have any questions or issues with registration, contact ExamSoft technical support at [support@examssoft.com](mailto:support@examssoft.com) or call toll-free 866.429.8889 ext 114.

## 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 "LAUNCH SOFTEST" button. On the SofTest Start Window, select the "Practice Exam" button. Click "Yes" to take the Practice Exam and then "Yes" again to take it in secure mode. 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?**

Yes! 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.
- 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 is charged 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](http://www.examsoft.com/faq)

## **What Must I do on Exam Day?**

- Bring your power cord, battery (in the event of power loss).
- 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 are finished typing your exam, you will save and exit the exam, your computer will automatically reboot, it will then take 90 seconds for your exam to automatically upload. This is to ensure your wireless connectivity is enabled first. Do not leave the exam room until you have uploaded your exam and receive a message saying **"your exam has been successfully uploaded"**. **Failure to upload your exam before leaving the exam room may result in your exam not being graded.**

## **What should I do if there is a computer or software problem during the exam?**

- **At times, some computers freeze during an examination. Please note: do not attempt to resolve computer issues on your own no matter how much computer experience you possess. Notify a Proctor as soon as you encounter a problem.**
- **While CWSL personnel will try to assist you in resolving a computer or software problem during the exam, there is no guarantee they will succeed. If you are unable to resolve a computer or software problem, you must finish writing the exam by hand. Please note: you will not receive additional time to take your exam if you experience computer or software problems. It is your responsibility to keep track of the time and to complete the exam in the allotted time.**

- **Even if you are unable to reenter an exam for the purpose of allowing you to complete taking it on your computer, the portion of the exam that was completed prior to the freeze will likely be recoverable for grading purposes.**

**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.**