

University of Dayton School of Law
SofTest v11™ Exam Day Instructions for Laptops


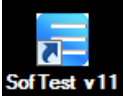
1) Downloading Exams (DO THIS PRIOR TO EXAM DAY)

- Establish an Internet connection.
- Double-click the SofTest icon on the desktop for Windows users or single-click the icon in your Applications folder or Dock for Mac users to launch SofTest.
- Click the 'Download Exam Files' button.
- Enter your Student ID and Password. Then click 'Next.'
- Select your exam from the list. Click the 'Download' button.

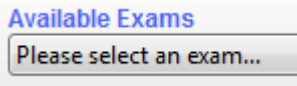
2) Computer Setup

- 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 or single click the clock in the upper-right corner of your Mac Desktop.

3) Launching SofTest


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

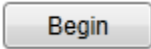
- b. **SECOND:** Click the  button.

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

- d. **FOURTH:** If not already there, enter your Exam Taker ID in the ID field and enter the password provided by the Registrar that is located on your exam folder. You might need to enter your Exam Number if your institution uses exam numbers for anonymous grading. To unlock the ID field in SofTest Launcher click Ctrl+F8 (Win) or Command+F8 (Mac).



- e. **FIFTH:** Click  to begin the exam.

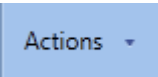
- f. **SIXTH:** Read each Notice window carefully and click 'OK' to advance to the next window. **STOP when the last Notice window with RED SIGN appears.** 

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

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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 essay question in the corresponding question screen. For example, type your answer to Question 1 in the screen for Question 1. Make sure you number your answers. Even if you skip a page, ExamSoft will only print what you have typed. For example, if you answer number 2 on page 3 in ExamSoft, you will not be penalized. Again, it will only print what you have typed.
- Proceed to the next screen by clicking the blue forward arrow  at the top left 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  then 'Hide Exam'.
- If your computer freezes, follow the 'Computer Freezes' instructions below.

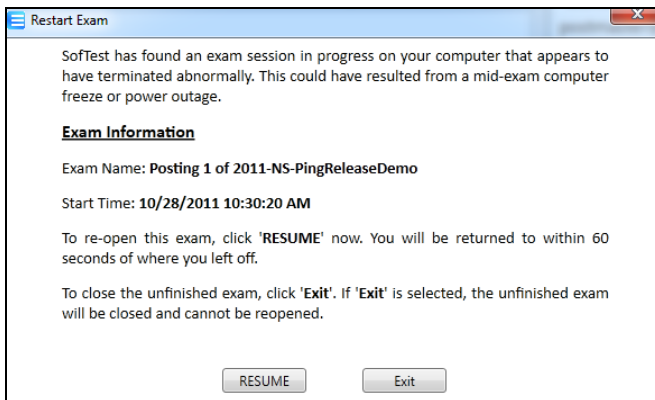
5) Miscellaneous Notices

- **ExamSoft and the University of Dayton 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 University of Dayton School of Law. Their removal will be reported to the Honor Council.
- Any examinee who continues typing or writing after the proctor announces, 'TIME IS UP,' will be reported to the Honor Council.

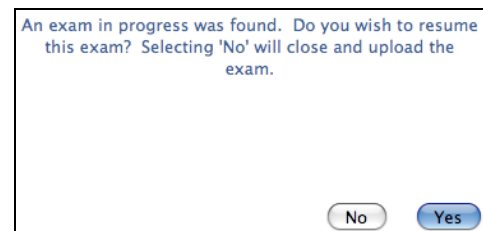
6) Computer Freezes

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)
- Turn the computer back on.
- 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


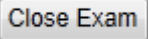


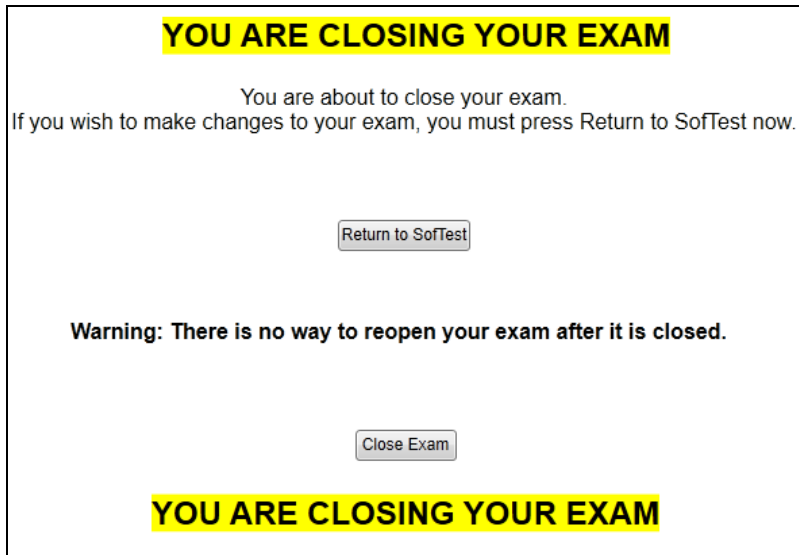
SofTest Mac

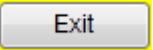
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7) Exiting SofTest & Uploading Exam File

You may exit SofTest when your time is up or if you finish sooner. Follow these instructions to exit out of SofTest & upload your exam file:

- a. Select '**Actions**' then '**Exit and Save**' or click the  button.
- b. Click the  button to close out of your exam.



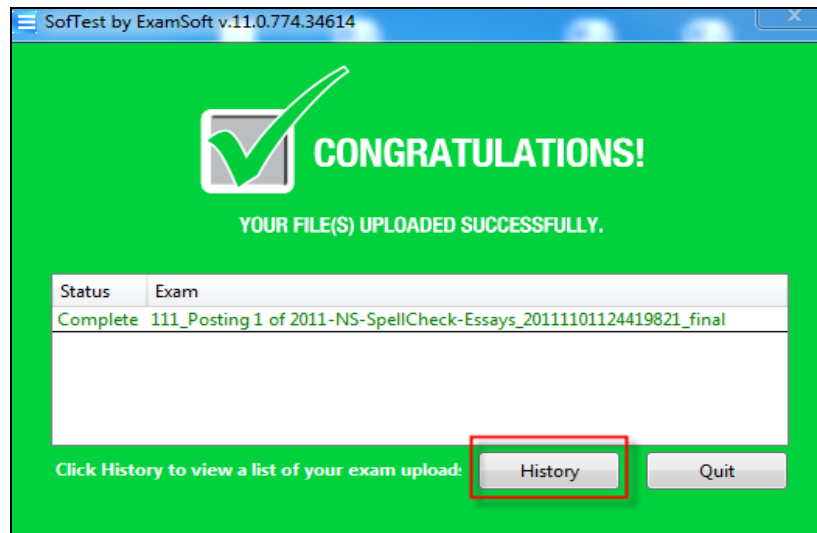
- c. On the yellow window, click the  button to upload your exam file.



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8) Returning Your Answer Files

- a. **Internet connection @ exam site:** 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. While the exam is uploading, do not sit and wait for this process to finish. You are to immediately put your exam materials back in your exam envelope and return that envelope back to where you picked up your exam (Exam Distribution Table). Once you get back to the classroom, you should receive the message on your laptop that your file has uploaded successfully. This confirmation is indicated by a green screen that looks like this:



If you experience any upload issues and do not receive this message, DO NOT LEAVE THE BUILDING. You are to report to the designated area where our IT specialist is located (you will be notified of that location on exam day) and they will assist you. Again, you are not to leave the building until you receive this message.

You can Click 'History' to view a list of your exam uploads. 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.

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<input type="checkbox"/>		<u>Downloaded Exam File</u>	<u>Download Date</u>
<input type="checkbox"/>		Posting 1 of Chris-NS-PointValues-104095.xmzx	10/19/2011 5:47 PM
<input checked="" type="checkbox"/>		Posting 1 of 2011-NS-SpellCheck-Essays-106946.xmzx	10/19/2011 5:46 PM
<input type="checkbox"/>		Posting 1 of 2011-NS-ampersand_in_comments-106829.xmzx	10/19/2011 5:46 PM
<input checked="" type="checkbox"/>		Posting 1 of 2011-NS-PingReleaseDemo-104292.xmzx	10/19/2011 5:46 PM
<input type="checkbox"/>		Posting 1 of Chris-NS-MCs-Randomized-103845.xmzx	10/19/2011 5:46 PM

Remember, you are responsible for understanding this software and will be held to the Honor Code standards associated with taking an exam on laptop. To avoid further anxiety, complete your laptop registration, downloading of exam files and Mock Exam **BEFORE** exam day so you are comfortable with the process.

9) Keeping Track of Word Counts

In order to view the Word Count Statistics, you may first have to click on the 'Show Sidebar' button. SofTest provides a word count for essay answers under the 'Stats' tab. You will see three (3) different word counts:

- Number of words totaled for all essay questions.
- Number of words in the current essay question.
- If text is selected in the current question, SofTest provides a word count for the selection.

To update word count, click the 'Recount Essay Statistic' tab.

The screenshot shows the SofTest v11.0.315.2490 interface. The 'Stats' sidebar is visible on the right, containing a 'Recount Essay Statistics' button and a table with the following data:

	Words	Chars	No Spaces
All Essays	5	25	21
This Essay	5	25	21
Selection	2	14	13

At the bottom of the interface, the status bar displays: Question 1: Essay: Limit 2000 characters, 421365, CAPS, IWS, Character count: 25, Elapsed time: 23 minutes, Time left: 37 minutes, 11:17 AM.