
UDSL STUDENT NOTICE



University of Dayton School of Law

School of Law Registrar's Office • 203 Keller Hall • 937-229-4187

USING YOUR LAPTOP FOR EXAMS 2015-16 Academic Year

The University of Dayton School of Law offers you the ability to take your exams using your laptop computer. The following is an explanation of the software you will be required to use and the process necessary to prepare your laptop.

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.

SofTest provides a word processing format similar to

Microsoft Word or Corel WordPerfect for your essay exam responses. Explained briefly, a generic exam format will be used for all essay exams. You will be downloading individual exam files for each exam at the appropriate time--before each scheduled midterm exam and again before the final exam period begins each term. The exam files are password protected to ensure that the exam file can be opened only at the time of the exam. The generic format will not contain the exam questions. All questions will be in hard copy.

What is FlexSite?

FlexSite is **ExamSoft's** Internet-based exam delivery option. Using **SofTest**, you will *download* your exam(s) prior to 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), and will be using the University of Dayton School of Law wireless access.

Will SofTest work on my computer?

FOR THE PC USER

- SofTest operates on any PC running Windows 7 & Windows 8. SofTest is not compatible with any virtual machine software such as VMware Fusion or Parallels. The minimum recommended system requirements are:
- CPU = 1.86 GHz Intel Core 2 Duo or greater
- RAM = Highest recommended for the operating system or 2GB
- Hard Drive = Highest recommended for the operating system or 1GB of available space
- Software = Internet Browser
- Minimum Screen Resolution = 1024x768

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- Internet Connection: An Internet connection is required for registration, SofTest download/installation, exam download & upload.

OR FOR MAC USERS

In order to use SofTest on your Apple Macbook or Macbook Pro natively, you must have:

- CPU = Intel processor
- RAM = 2 GB
- Drives = 1 GB or higher available space
- Operating System = Mac OS X 10.7. (Lion), OS X 10.8 (Mountain Lion), 10.9 (Mavericks), and 10.10 (Yosemite). Only genuine versions of Mac Operating Systems are supported.
- Software = Internet connection for registration, SofTest download/installation, exam download and upload.

It is not possible to take secure exams through a virtual operating system such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual operating system environment.

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?

All University of Dayton School of Law Students are pre-registered to use SofTest for the 2015-16 Academic Year. **You must complete the registration process detailed below.**

The Registration Process involves the 4-steps needed to acquire SofTest. They begin on our ExamSoft Custom Home Page located at <http://www.examssoft.com/udaytonlaw> and are as follows:

Step 1: Enter Institution ID: udaytonlaw

Step 2: Log In – (30 seconds) Enter your Student ID# and password. (Your ID and password will be emailed to you).

Step 3: Download SofTest – Downloading SofTest takes minutes on high-speed Internet connections.

Step 4: 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 and download your exam files by the published deadlines for midterm and final exams or you must hand write your exams. Deadlines must be met. If you have any questions or issues with registration, contact ExamSoft technical support at support@examssoft.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 **"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

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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. The University of Dayton School of Law uses SofTest for essay exams only. Exam questions will be provided in hard copy and will not appear in the exam template.

After you have completed the registration process you will be notified to download your exam files for any applicable exam when they are available. You will also download the exam file for the "2013-14 MOCK EXAM." This exam file is the exact format you will be using for all of your midterm and final exams. Watch for email notification regarding the availability of the exam files. Instructions for taking an exam are available at the Registrar's Office and will be provided in the exam room. Use the instructions to practice taking the Mock Exam. (Note—The Mock Exam is not password protected—your real exam files will be password protected.)

If I used SofTest last year (Fall 2014, Spring 2015, and/or Summer 2015), 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 Mock Exam provided by UDSL.
- SofTest's opening screen asks for an Anonymous Exam #. One anonymous exam number will be assigned to you for all midterm exam(s) and one number to be used for all your final exams. Numbers will be placed in student mailboxes before midterm and final exam period begin. (Note: Your final exam number will be set to import into your final exam files. You will manually enter midterm exam numbers as applicable.)
- 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.
- **ALWAYS MAKE SURE YOU HAVE YOUR POWER CORD.**
- If you encounter issues in your use of SofTest, visit www.examssoft.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, or, the law school will provide some for you 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 30 minutes early, plug your computer into a power outlet, turn on the computer and follow the instructions provided. General exam instructions may vary for midterms and finals.
- Do not uninstall SofTest until you receive your exam scores at the end of the academic year.

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- 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 by Law School staff. Heed this warning.
- Exams will not be delayed or suspended due to computer problems.
- During the exam, use care when highlighting, deleting, and copying and pasting.
- **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 University of Dayton School of Law will be charged the license fee.
- **ANY ATTEMPT TO DISABLE OR TAMPER WITH SOFTEST'S SECURITY FEATURES WILL BE CONSIDERED A VIOLATION OF THE HONOR CODE. IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH YOUR EQUIPMENT, 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.**