

Exam Instructions

Download Exam Files

1. Connect to the Internet
2. Double-click the "SofTest" icon on your Windows Desktop or the "SofTest" icon in your Mac Applications folder or on your Mac dock. The "SofTest Launcher" window should appear.
3. Click the "**Download Exam Files**" button
4. Enter your "ID" and "Password" or select your ID from the dropdown list for SofTest Mac then click "Next".
5. If the "Download Password" screen appears, enter a download password and click "Next". If a password is not required, leave it blank and click "Next".
6. Select each exam (if there is more than one) from the list and click "Download". When you have downloaded your exam file(s), click "Close" for Windows and "Done" on Mac.
7. To take an exam now, go to [step 2](#) below. Otherwise, click the 'Exit' button.

Take an Exam

1. Double-click the "SofTest" icon on your Windows Desktop or the "SofTest" icon in your Mac Applications folder or on your Mac dock.
2. Click the "**Launch SofTest**" button. SofTest will load.
3. Select your exam from the **Exam File** drop-down list.
4. Complete all required fields (marked with a green asterisk) and click the 'Start' button to start the exam.
5. Your computer will reboot into Secure Mode. (Note that your computer will *not* reboot if it is a non-secure exam). When the notice screens appear, click "OK" to advance to the next one. Type "Begin" or click "Type 'Begin'/ for me" then click the 'Begin' button. If your exam is timed, this is when the countdown begins.
6. To exit the exam, click 'Exit & Save'. Click "Close Exam" when prompted and on the yellow screen, click "Exit".
7. If you took a secure exam, your computer will reboot into normal mode. If you took a non-secure exam, SofTest will close.

Upload Answer Files

SofTest will auto-upload your answer file(s). To do so, turn on your computer, connect to the Internet and SofTest will open and upload your answer file.

Upload Confirmation

ExamSoft provides three methods for verifying that your answer file uploaded.

The first two options will display the Exam Download/Upload History page, which is a detailed report of your account activity; it includes the date and time every exam is downloaded and uploaded. You may print a copy of this page if you need a confirmation of the upload:

Option 1: Launch SofTest, click 'Exam History' and enter your login information. This will display your Exam Download/Upload History on your Internet web browser.

Option 2: Visit your Institution's Custom Home Page (CHP) and enter your login information. Once logged in, click the 'Exam History' button.

Option 3: You will be emailed confirmation that your answer file uploaded.

Instructions may be downloaded from <http://www.examssoft.com/confirmations>

****You can reach ExamSoft Support at support@examssoft.com or 866-429-8889. Note that support personnel cannot provide exam file passwords nor can they extend download periods.**