


Exam Day Information





Congratulations. You have successfully registered to take your exam on your laptop using **SofTest**. 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).

How do I download an exam?

Exam(s) are automatically downloaded during SofTest registration and a confirming email(s) is sent. Some email providers delay or block emails they believe are spam. If you fail to receive your email confirmation, it could be due to your email server. As such, please visit your Jurisdiction's ExamSoft portal, log in to the Exam Takers section and click 'History'. This will display your Exam Download/Upload History 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 download.

Download/Upload History

The following provides a history of all exam downloads & uploads. If you have been unable to upload your answer file via SofTest, you may do so now by clicking Manual Upload. [Manual Upload](#). If you wish to re-send yourself an Upload Confirmation Email for any successful uploads, click the Email  button beside the exam. To Refresh this list, [Click Here](#)

Downloaded Exam File	Download Date	Uploaded Answer File	Upload Date
 Mock Exam 07-13.xmzx	5/10/2013 12:07 PM	123_Mock Exam 07-13_20130404144237051_final.xmdx	5/10/2013 12:09 PM
 IDBar_7-30-13_MPT_PM.xmzx	5/9/2013 11:49 AM	123_IDBar_7-30-13_MPT_PM_20130404182332346_final.xmdx	4/4/2013 4:22 PM
 IDBar_7-30-13_MPT_PM.xmzx	4/4/2013 3:00 PM	marz_IDBar_7-30-13_MPT_PM_20130404170015411_final.xmdx	4/4/2013 2:59 PM
 IDBar_7-30-13_Essays_AM.xmzx	5/9/2013 11:49 AM	marz_IDBar_7-30-13_Essays_AM_20130404165354625_final.xmdx	4/4/2013 2:53 PM

If the page DOES NOT display your exam downloads and you DID NOT receive the confirmation email, contact ExamSoft Client Support via email at BarSupport@examsoft.com or by phone 866-429-8889. Failure to do so may result in your having to handwrite the exam.

How do I upload my answer file(s)?

Once you have exited the exam, SofTest will auto-upload your answer file(s). If you do not have internet access at this time, then SofTest will inform you that the upload has failed and you can either try to upload again or upload later. If you need to upload later, then when you get to an area with an internet connection and open SofTest, your answer file(s) will try to upload again.


When do I upload my answer file(s)?

You are **required** to upload your answers by the deadline imposed by your jurisdiction.


Will there be Internet Connectivity at the Test Site?

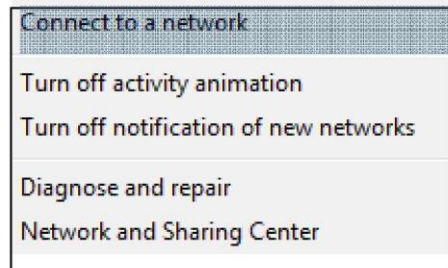
Some exam sites will have wireless Internet connectivity. If your laptop has wireless capability, you may upload your answers at the exam site.


How do I connect to the wireless network?

For **Windows XP** user's right-click the wireless icon located in the system tray  , select 'View Available Wireless Networks' as shown below and follow the on screen instructions.



For **Windows Vista** users, right-click the wireless icon located on the system tray  , select 'Connect to a network' and follow the on screen instructions.



For **Windows 7** users, left-click the wireless icon located on the system tray  , then left-click the desired available wireless connection and select 'Connect'.



For **Windows 8** users, you can configure a wireless connection from the Charms Bar.

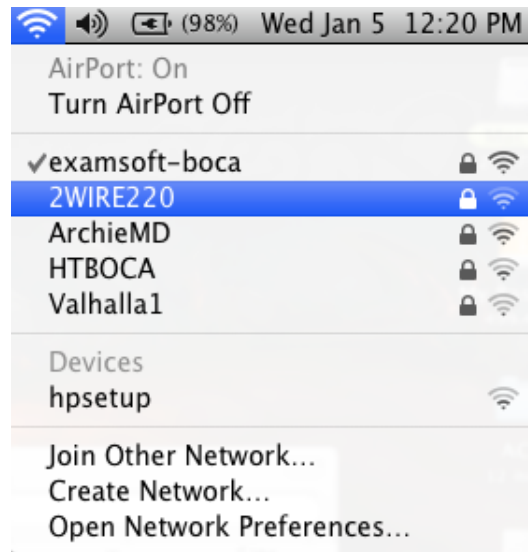
Move the mouse cursor to the upper right corner of the screen until the Charms Bar appears, select 'Settings' and then select WiFi.



You can then select the wireless connection you desire and enter the password, if one is needed. Once you have selected the desired wireless network you wish to connect to, select 'Connect.'



For **Mac** users, click the wireless/AirPort icon on your system menu, and then select the desired, available network from the list displayed.



What if my laptop does not have wireless capability OR there is no wireless network at my exam site?

You may upload from any location where Internet connectivity is available (Home; Office; Hotel; Internet Cafés; etc). You are still **required** to upload your answers by the deadline so we suggest determining in advance where Internet connectivity is available close to the test site.

How can I confirm ExamSoft has received my answer files?

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 ExamSoft portal, enter your login information on the Exam Taker page. Once logged in, click the 'History' button.

Option 3: Visit the ExamSoft portal for your jurisdiction, www.examssoft.com/*** enter your login information on the login page. Once logged in, navigate to the "Setup Your Notifications" section. Type in your cell phone number and select your service provider and click "Save". This will send you a confirmation that your answer file(s) have uploaded to your cell phone.

Both options 1 & 2 will display the Assessment 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.

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

What if I have a problem uploading my answers?

Contact ExamSoft Technical support via email at BarSupport@examssoft.com or by phone toll-free at 866.429.8889.

May I practice with the software?

Yes. We **STRONGLY** urge you to take at least one Mock Exam.

Internet Delivered Mock Exam – Internet connectivity is **only** required to download an additional copy of the exam file and upload the answer file. **NO** Internet connectivity is required while taking the exam. Instructions for downloading additional copies of the Mock Exam, taking it and uploading the answer file may be found at <http://www.examssoft.com/fsei>

What should I do prior to Exam Day?

- Ensure: (1) that there is plenty of free hard drive space, (2) that your PC is virus free, and (3) that you read the PC preparation tips provided at <http://www.examssoft.com/estips>.
- Read the Exam Information sent to you.
- 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 just in case there is a temporary power outage.
- Ensure that your computer's internal clock has the correct date.
- If you have SofTest use or install questions, click [here](#).

What should I do on Exam Day?

- Bring your registered laptop, a fully charged battery, and an electrical extension cord (6 feet). If you use an external mouse and full-size keyboard, you may bring those as well.
- Use the instructions that will be provided to you on exam day to launch SofTest.
- 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.
- Follow the Exam Information received for Internet Connectivity and uploading your answers.
- Bar applicants who do not take the time to become familiar with their laptop computer or SofTest's features, should consider handwriting their exams. No administrative relief will be granted in the event that an exam file is deleted or otherwise altered.
- If you encounter computer difficulty during the exam notify a proctor for instructions.
- ANY ATTEMPT TO DISABLE OR TAMPER WITH SOFTEST'S SECURITY FEATURES WILL BE CONSIDERED A VIOLATION OF THE APPLICANT **HONOR CODE**.
- IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH YOUR EQUIPMENT AND THE SOFTEST SOFTWARE AND INSTRUCTIONS PROVIDED BY EXAMSOFT ON ITS WEB SITE 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 OR SOFTWARE PROBLEM WITH YOUR LAPTOP NOR WILL YOU BE PROVIDED ADDITIONAL TIME TO TAKE YOUR EXAM.
- **DO NOT UNINSTALL SOFTEST UNTIL YOU RECEIVE YOUR RESULTS.**