

FlexSite Exam Instructions

Take an Exam

1. Double-click the "SofTest" icon on your Windows Desktop.
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 red asterisk)
5. Click "Begin Exam" to start the exam.
6. Your computer will reboot into Secure Mode. When the notice screens appear, click "OK" to advance to the next one. Type "Begin" then click the 'begin'. If your exam is timed, this is when the countdown begins.
7. Exit the exam by clicking on the 'X' in the upper right hand corner of the screen, or by selecting 'Exit Exam' or by selecting 'File' then 'Save and Exit'.
8. Click "Close Exam" when prompted and on the yellow screen, click "Exit".
9. Your computer will reboot into Windows.

Upload Answer Files

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

Upload Confirmation

ExamSoft provides three methods of verifying that your answer file uploaded:

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

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

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

Manual Upload

If auto uploading your answer file fails you may use the Manual Upload option. To use the Manual Upload connect to the Internet and click on or copy and paste the following link into your Web Browser.

www.examssoft.com/manup

When the Manual Upload Login appears enter your ID and password and follow the instructions as displayed in Figure 1 and Figure 2 below.

Manual Upload Login

User Login

Applicant ID:

Password: [Forgot Password?](#)

Figure 1

Upload Answer File

Perform the following steps to upload an answer file to the server:

1. Click the "Browse" button
2. Browse to **C:\Program Files\ExamSoft\SofTest\Archive**
Note 1: If not there, browse to **\SofTest\Exams**
Note 2: Do NOT upload a .bak file from the bak folder
3. Double-click the answer file (.xmd) you want to upload
4. Click the "Upload Answer File" button to begin uploading the answer file

Figure 2

Download Additional Copies of the Mock Exam

1. Connect to the Internet
2. Double-click the "SofTest" icon on your Windows Desktop. The "SofTest Launcher" window should appear.
3. Click the "**Download Exam Files**" button
4. Enter your "ID" and "Password" then click "Next".
5. Select the exam from the list and click "Download". When you have downloaded your exam file, click "Close".

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