

# ExamSoft

## What is SofTest™ from ExamSoft?

The William S. Boyd School of Law offers students the ability to take an exam using their laptop computer. ExamSoft Worldwide, Inc., through its SofTest product, provides students the ability to take an examination on a computer. ExamSoft may be used on any Laptop that is running Windows XP, Windows Vista, or Windows 2000 software.

SofTest serves as a simplified word processor similar to Microsoft Word or Corel WordPerfect for essay responses including cut, copy & paste features, font size & style adjustment, as well as the ability to undo up to 50 previous actions per essay question window.

## Will SofTest work on my computer?

SofTest will run on any Laptop that can run Windows 2000, Windows XP and Windows Vista.

SofTest will work with Mac Books or Mac Book Pro's but they must be the Intel chip versions. SofTest will not run with Macintosh operating system nor may it be used with PC emulation software.

Macintosh users must install Boot Camp from Apple (which is free at this time) and install a valid copy of Windows XP or Microsoft Windows Vista.

The minimum recommended system requirements are:

- CPU = 450 MHz Pentium IV or Industry Equal
- RAM = 512 MB
- Drives = 100 MB of free space and one floppy drive
- Operating System = English versions of Windows 2000 (Pro), XP (Home, Pro & Tablet PC) Microsoft Vista (Home, Premium, Business or Ultimate)
- Software = Internet Explorer 6.0 or greater
- Internet Connection: An Internet connection is required to download SofTest and to use it to upload your exams upon completion.

## 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.
- At times, just as computers freeze/lock for no apparent reason while using any Windows-based software programs, some computers freeze during an examination.

You can restart the computer and re-enter the exam in the amount of time it normally takes to reboot Windows. Simply power off your computer and when you restart it, you will be given the opportunity to "RESTART" your exam or "Exit" into Windows. Choose "RESTART" and you will return to within 59 seconds of where you left off.

- Even if you are unable to reenter an exam for the purpose of allowing you to complete taking it on your computer, the portion of the exam that was completed prior to the freeze will almost certainly be recoverable for grading purposes. You will be provided an opportunity to complete your exam by hand.

### What is the Registration Process?

The Registration Process involves the 4-steps needed to sign up to use and register SofTest. They begin on our ExamSoft Custom Home Page located at [www.examsoft.com/unlvlaw](http://www.examsoft.com/unlvlaw) and they are as follows:

**Step 1: Log In** – (30 seconds) Enter your Student ID# and password (You will be emailed this information early in the Fall Semester)

**Step 2: Download** – Downloading SofTest takes minutes on high-speed Internet connections and 30 – 60 minutes on dial-up connections

**Step 3: Qualification Exam** – (5-10 minutes) To familiarize yourself with the software prior to exam day, you will take a mock exam

**Step 4: Register SofTest** – (1 minute) Once registered, you will be notified on-screen that you have completed the process and you will also receive a confirmation email to the address you provided in Step 1.

If you have any questions or issues with registration, contact ExamSoft technical support at [support@examsoft.com](mailto:support@examsoft.com) or call toll-free 866.429.8889.

### What Student ID number do I use in Step 1?

Sign up with ExamSoft in Step 1 using your L# as your Student ID number. The password will be sent to you via email early in the Fall semester

### Will I need this number after I register?

Yes. You will need your ID number and password to register SofTest and to download exam files.

### What if I don't take the Qualification Exam?

Then your computer will not allow you to take your exams, you will not receive a confirming email and your name will not appear on the completed Registration list reviewed by the school.

### How do I know the software has been properly installed and registered?

After registering SofTest, you will receive a registration confirmation email from [support@examsoft.com](mailto:support@examsoft.com) and the Registration number along with the registration date will be

recorded. Additionally, when SofTest is launched, the Start Window will indicate that your "Registration" is "Complete".

### **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 "Take an Exam" button. On the SofTest Start Window, select the "Practice Exam" button. This enables you to familiarize yourself with the SofTest exam environment. You may use the Practice Exam 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.

### **If I used SofTest last year, do I have to perform all steps again?**

You will need to return to the school's ExamSoft Custom Home Page to sign up and download SofTest. If you recall your ID & password from last year, you can log in instead as this will reactivate last year's account, you will be immediately prompted to register SofTest.

### **What Should I do Prior to Exam Day?**

- Register SofTest by the signup deadline. Note that you can redownload SofTest on additional computers for use as backups, however, you can typically only download exam files once so only do so on the computer you intend to use on exam day.
- 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 Practice Exam feature.
- SofTest's opening screen asks for an ID#. Be sure to acquire this number prior to exam day. You will need to use your anonymous number given to you at the time of each exam. This number will be different for each exam.
- 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.
- If you encounter issues in your use of SofTest, visit [www.examsoft.com/faq](http://www.examsoft.com/faq)

### **What Must I do on Exam Day?**

- Bring your power cord, battery (in the event of power loss), a floppy drive, and an extension cord. If you normally use an external keyboard and mouse or if you need earplugs, you may bring those as well.
- To download exams, SofTest FlexSite users (i.e. students who download their exams from the Internet) must have the Student ID number *and* password submitted during Step 1 of the registration process. The password can be changed on ExamSoft's website.

- Arrive to the exam room at least 15 minutes early, plug your computer into a power outlet, turn on the computer and follow the instructions provided.
- Do not uninstall SofTest until you receive your exam scores at the end of the academic year.
- 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.
- Exams will not be delayed or suspended due to computer problems.
- During the exam, use care when highlighting and deleting.
- 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 school will be charged the license fee.
- DO NOT ATTEMPT TO RESOLVE COMPUTER ISSUES ON YOUR OWN. ASK FOR THE ASSISTANCE OF A PROCTOR IMMEDIATELY.
- ANY ATTEMPT TO DISABLE OR TAMPER WITH SOFTEST'S SECURITY FEATURES WILL BE CONSIDERED A VIOLATION OF THE STUDENT HONOR CODE. IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH YOUR EQUIPMENT AND 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.