

TO START YOUR EXAM

- ❶ Read & sign the Rules & Risk Agreement, then PRINT the other info on your WIFI Card.

Computer Exam Agreement	I'm using Mac <input type="checkbox"/> PC <input type="checkbox"/>
	Name
General Conditions	Exam #
	Cse Name
Voluntary consent	Professor
I accept ...by signing _____	Cell/Phone #

- ❷ Check Your Computer Setup .

Securely connect all computer cables (i.e. power cord, external mouse and/or keyboard) & check that power indicator light is on. Remove any CDs etc from your computer.

Turn on/log in as usual. Open your browser & log in to the WIFI network using your HASTINGS email name and password.



- ❸ Double-click the SofTest v11 icon on your Windows Desktop (or single-click the icon from the Applications folder or Dock on your Mac).

You should already have downloaded the exam file. If you did, go to "TAKE AN EXAM" below.

If you didn't download the exam, follow instructions in box:

Click on "DOWNLOAD EXAM FILES" (upper button).

Enter your Hastings email name .

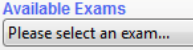
and your "Password" .

Click past Password screen – no password is required to download the file.

Highlight the exam you are taking and click "Download."

After downloading, click "OK", then PCs: "Close"/ Macs: "Done." Go to "TAKE AN EXAM."

Click the  TAKE AN EXAM button.

Select exam from the  drop-down list. (Text should appear in the 'Exam Name' field. If not, notify the proctor.)


Enter the "Password" with the .

Click the green  Start button.

Click "Yes" for secure mode.

Read each Notice screen & click "OK."

STOP AT THE RED  SIGN.

WAIT until exam start time. When instructed by the proctor, TYPE "begin" and click the  Begin button.

TO END YOUR EXAM

To EXIT SofTest and UPLOAD your exam

You may exit SofTest whenever you are finished. But once you are given the 5-minute warning, you may not leave your seat. Please complete all the steps below (waiting for each of these steps to take place before going to the next step).

When time is called, click the "Exit & Save" button.

Click the "Close Exam" button.

Click "OK" at "SofTest will now exit."

Yellow window will say "Exam is saved."

Click the "Exit" button to upload the answer file.

You will see "Uploading Exam."

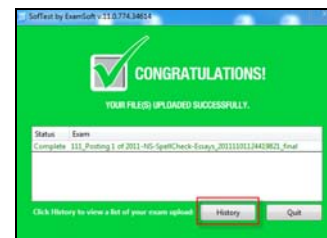
Internet connection will be checked for 75 seconds.

(IF your computer does not connect to the Internet automatically, open your browser and log in to the Hastings Wireless network.

Minimize your browser after login.

Click to "upload now.")

You will see "Your file uploaded successfully."



Click Upload History to see that the exam successfully uploaded. If no upload is shown, click on "Manual Upload."

If you have ANY PROBLEM exiting the exam, talk to the proctor AFTER the other students have checked out.

WIFI SOFTEST INSTRUCTIONS

SofTest automatically SAVES to your hard drive every minute &

FORMATS for you (it double-spaces and creates a cover sheet, headers, and page numbers.)

You must run SPELLCHECK before "Exam End" is called. Please remember that SofTest reviews one question at a time.

You may use a NEW QUESTION for each answer; if you choose to write in just 1 question, please number your answers.

(details on the reverse side)

DURING THE EXAM – If Your Computer (SofTest, the keyboard, &/or mouse) Freezes

SUMMON THE PROCTOR. Note that no additional time will be given for efforts to resolve those problems, including rebooting. You may wish to switch to writing your answers in a bluebook immediately to finish the exam.

◆ Risk Notices

It is your duty to ensure that your computer is in proper working condition and that all installation instructions were followed. In case of computer failure, you may be required to handwrite the exam.* ExamSoft and Hastings assume no responsibility for power interruptions whether isolated or widespread. You assume all risks of using a computer to take your exam.

* You may choose to handwrite the exam in a bluebook at any time.

◆ SofTest Features - On the exam start-up screen

By clicking PREFERENCES you can change font & viewing size for the entire exam and/or set an alarm.

◆ SofTest Features - During the Exam

SofTest **blocks** access to all other applications on your computer.

SofTest saves and backs up your work to the hard drive **each** minute.

If your computer freezes during the exam, notify the proctor at once. Do **NOT** shut off your computer without a proctor present. You cannot lose more than a minute of work. **NO** extra time will be given.

Formatting

SofTest single spaces essay responses on your screen. You may change that or choose a viewing font question by question during the exam. BUT SofTest AUTOMATICALLY does ALL appropriate formatting when printing out your exam: margins, line spacing, headers, and page numbers.

Your text style options are: bold, italic, underline, sub- and superscript, special characters & symbols. Special characters & symbols are in the sidebar.

Screen View Use the “divider bar” if you want to change the space showing your answer on the screen. If you wish, click to hide the sidebar.

Questions

The Exam Questions are printed on the paper copy of the exam and will not appear on the SofTest screen. SofTest has twenty (20) blank Question screens for your answers. If you choose to type all your answers in the first Question screen, be sure to label each answer, for example, Question 1, Question 2, etc). If you choose to use the separate SofTest Question screens, type your answer to Question 1 in the screen labeled Question 1, your answer for Question 2 in the space for Question 2, etc.. If there are fewer than 20 questions in your exam, ignore the extra Question spaces.

The arrow keys (above the Question box) navigate forward and back through the exam questions.

You can also use the “Nav” in the sidebar to move between questions.

Spellcheck – SofTest will only review 1 question at a time. Watch for any problems that may occur. Mac users: spellcheck can be found in the sidebar.

Use Copy & Paste (rather than Cut & Paste), then delete after you are sure moved material copied.

Word and Character Count - SofTest will tally both Exam & Question Totals.

Corrections – SofTest has 50 Levels of “Undo” and “Redo” per essay question

Timing & Reminders

SofTest has a built-in clock and shows elapsed time. Choose the “Alarm” tab for multiple time warnings.

Hide your screen when leaving your seat (i.e. restroom break) by selecting “Actions” then “Hide Exam.”

◆ At the End of the Exam

If you continue typing after time is called, you will be reported to the Office of the Academic Dean.

Once closed, the exam file cannot be reopened. If you have a problem saving or exiting, wait for the proctor to finish checking others out. Your exam is safely stored on the hard drive and can be retrieved.

All examinations and computer testing materials are the property of Hastings. They must be handed in to the proctor. Their removal will be reported to the Office of the Academic Dean.