




# SofTest™ MAC Exam Instructions

## 1) Computer Setup

- Make sure you have your AC adapter plugged in. Students can not run on battery power.
- Make Sure you are connected to the **HU PREFERRED** wireless network.

## 2) Launching SofTest Exam Software

- **Double-click the  icon on your Apple Computer.**
- Click the **Take an Exam** button.
- Select your exam from the Available Exams drop-down list.
- Once you select your exam, all the fields will be populated, including exam number, exam name and instructor. **DO NOT change the exam number.**
- **Please note: There may be an exam password for your exam. We will give you the password the day of the exam.**
- Click **START**.
- Click **Yes** on the "Warning Warning Warning" screen.
- Click **Next** until the Notice window with RED  SIGNS appears. Wait for instruction.
- **When instructed, type 'begin' and click the  button.**

## 3) Functions and Formatting



- **If you have a midterm, first type MIDTERM NUMBER then your midterm exam number on the answer screen at the top.**
- **Type ALL your question answers on the Question 1 screen unless special screen instructions are given.**
- SofTest automatically backs-up and saves to your hard drive every minute.
- Type single spaced on the screen. We print the exams double spaced.
- Once you exit the exam software, the exam file cannot be reopened.
- When leaving your seat (i.e. restroom break), block your screen by clicking on "**Actions**" then "**Hide Exam**" in the SofTest menu.

## 4) Computer Freezes

If your computer freezes during the exam, please raise your hand. The proctor will notify a computer support person and they will help you reboot your computer back into the exam software. **As per NY State Bar regulations, you will not receive any extra time for your computer freezing.**

## 5) Exiting SofTest

You may exit SofTest whenever you are finished. Follow these instructions to exit out of SofTest...

- a. Click the "**Exit and Save**" button.
- b. Click the  button. On the yellow window, click the  button.

## 6) Uploading Your Exam File

Your exam will automatically be uploaded, once you establish your Internet connection. You will receive a green "**CONGRATULATIONS**" screen when it has successfully uploaded the exam file.

**DO NOT LEAVE THE EXAMROOM UNTIL YOU SEE THE GREEN SCREEN**