

## SofTest™ Exam Instructions (PC users only)

### 1) Computer Setup

- Make sure you have your AC adapter plugged in. Students can not run on battery power.
- Once your computer boots up, verify it has the correct date & time set. To do so, double-click the clock in the lower-right corner of your Windows Desktop.
- Make sure you are connected to Hunet and **not** HuGuest. If you are connected to HuGuest you will not be able to upload your exam.

### 2) Launching SofTest Exam Software




- a. Double-click the SofTest icon on your Windows Desktop.





- b. Click the Launch SofTest button.

- c. Select your exam from the \*Exam File drop-down list.

Once you select your exam, all the fields will be populated, including exam number, exam name and instructor. If it does *not*, notify the computer support staff.

**Please note: There will be an exam password that we will give you the day of the exam that you need to fill in. Once you type that in, then you can click . The computer will reboot into SofTest's secure mode.**

- d. Read each Notice window carefully and click 'OK' to advance to the next window. STOP when the last Notice window with RED  SIGNS appears.

- e. When instructed, type 'begin' and click the  button.

### 3) Functions and Formatting

- SofTest automatically backs-up and saves to your hard drive every minute.
- **Type ALL your question answers on the Question 1 screen.**
- Type single spaced on the screen. We print the exams double spaced.
- Once closed, the exam file cannot be reopened.
- When leaving your seat (i.e. restroom break), block your screen by selecting 'View' then 'Hide Exam' in the SofTest menu.

### 4) Computer Freezes

If the exam software, or your computer freezes, 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. **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. Select 'File' then 'Save and Exit' or click the  button.

- b. Click the  button.

- c. On the yellow window, click the  button.

- d. Follow the instructions to reboot your computer back into Windows.

## 6) Uploading Your Exam File

Your exam should automatically be uploaded when the computer reboots into Windows once you establish your Internet connection. If it does not upload, a window will appear noting that it did not upload. Make sure your computer has an internet connection, then click on the **Upload Now** button.



When your exam successfully uploads you will see the following screen. You can now go to the front of the room and sign out.



You can reassure that your file was successfully uploaded by checking your email. When you successfully upload your exam you will receive a confirmation email.