




SofTest™ PC Exam Instructions

1) Computer Setup

- Make sure you have your AC adapter plugged in. Students cannot run on battery power.
- Make sure you are connected to the **EDUROAM** wireless network.
- Make sure you have downloaded the appropriate exam file in SofTest.

2) Launching SofTest Exam Software

- **Double-click the  icon on your PC.**
- Select 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. **You CANNOT change the exam number.**
- **Password: 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 your 5-digit MIDTERM NUMBER on the top of the answer screen**
- **Type ALL of your answers on the Question 1 screen unless special screen instructions are given.**
- SofTest automatically backs-up and saves to your hard drive every 60 seconds.
- 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 "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. **As per NY State Bar regulations, you will not receive any extra time for your computer freezing.**

5) Exiting SofTest

You may exit SofTest when the exam has 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