

# SOFTTEST EXAM INSTRUCTIONS

## COMPUTER SETUP

- Ensure that all cables (i.e., power cord, external mouse and/or keyboard) are securely connected to your computer.
- Make sure your power indicator light shows that your computer is receiving power.
- Any and all 'Removable Media' from your computer must be placed in the designated box in the back of the room, before the session begins.
- Turn on your computer.

## SEEKING HELP






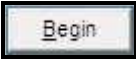
### EITHER

- Technical help will not be available. If your computer freezes, you may attempt to fix it by going through the process described later in these instructions, but no extra time will be given for that purpose. You must begin or continue taking the examination by handwriting if your computer is not working.



### OR

- **ExamSoft Site Engineer** --- raise two fingers (i.e. like a peace sign)
- **Exam Proctor** -- raise one hand.

## LAUNCHING SOFTTEST

- **FIRST:** Double-click the 'SofTest - Bar Edition'  icon on your Windows Desktop or Mac's Dock.
- **SECOND:** Click the  button.
- **THIRD:** Select your exam from the  drop-down list.
  - Select **(EXAM NAME)**. Enter **(PASSWORD)** as the password.
  - If not pre-filled, enter your Exam Number in the requested field.
- **FOURTH:** Click . Windows: Your computer will reboot into SofTest's secure mode. **Mac Users: No reboot is required, continue to the next step.**
- **FIFTH:** Read each Notice window carefully and click 'OK' to advance to the next window.  
**STOP** when the last Notice window with RED  SIGN appears.
- **SIXTH:** When instructed, type 'begin' and click the  button.

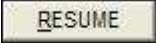
## FUNCTIONS AND FORMATTING

- SofTest automatically creates all headers, page numbers, and margins which can be included when printed by the Bar Examiners. It single spaces essay responses on your screen.
- SofTest automatically backs-up and saves to your hard drive every minute.
- Compose your answer for each question in the corresponding question screen. For example, type your answer to Question 1 in the screen for Question 1.
- Proceed to the next screen by clicking the blue forward arrow  at the top left of the screen. Review previous answers by clicking the blue back arrow .
- 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 in Windows or in Mac, click the 'Actions' menu, then 'Hide Exam'.



## COMPUTER FREEZES

If your keyboard and/or mouse stop responding, do the following:

- Turn off your computer (press and hold the power button) then restart it after 5 seconds.
- When the 'SofTest Exam Restart' window appears, select the  button. You will be returned to within 59 seconds of where you left off. If the problem persists, raise your hand and ask the proctor for a lined answer booklet and start handwriting.
- No extra time will be provided if your computer freezes. Nor will extra time be given if there is some other type of equipment failure or if the software malfunctions.
  - NOTE: If you are out of your exam for over a specified time, you will be asked for a Continuation Code. If this happens, please notify a proctor so you can begin handwriting the remainder of your session.

## EXITING SOFTEST

You may exit SofTest whenever finished. Once notified that  (  ) minutes remain in the session, however, you may not leave your seat. Follow these instructions to exit SofTest:

- Click the  button.
- Click the  button.
- On the yellow window, click the  button.
- PC:** Your laptop will reboot back into Windows. **Mac:** You will return to your desktop. In either case, if you are connected to a wireless connection, the upload process will begin immediately.

## MISCELLANEOUS NOTICES

- All examinations and computer testing materials are the property of the Committee of Bar Examiners. Their removal will be reported to the Committee of Bar Examiners.
- Any examinee who continues typing or writing after the "STOP TYPING" announcement has been made will be reported to the Committee.

## UPLOADING YOUR ANSWER FILE

- When you arrive at your home, hotel or other location with Internet connectivity, turn on your computer, connect to the Internet and follow SofTest's on-screen instructions. SofTest will auto-launch and upload your answer file. If SofTest does not auto-launch, double-click the **SofTest-Bar Edition** icon on your Windows desktop or single-click **SofTest** on your Dock.
- Your answer file must be uploaded by (TIME AND DATE).** If you fail to upload your answers by the deadline, your answers from the examination will not be graded, and you will be given a score of zero (0) for each answer.
- You will receive an on-screen message and a confirming e-mail that the answer file has been uploaded successfully.

**NOTE: You may verify the answer file upload by opening SofTest and selecting the Exam History button.**

- If you require technical support, go to <http://support.examsoft.com>.
- If auto uploading your answer file fails, you may use the Manual Upload option explained below.

## MANUAL UPLOAD OF YOUR ANSWER FILE(s)

- Using your Web Browser go to <http://www.examsoft.com/manup>
- When the Manual Upload Login appears enter your ID and password and follow the instructions on the page.