Uploading of Your Answer File

Your Answer Files must be Uploaded by <mark>9:00 PM on Thursday, Feb. 27th</mark>

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.

1. **How to Upload Your Answer Files After the Exam**
   a) Once you arrive at your home, hotel or other location with Internet connectivity, turn on the computer.
   b) Connect to the Internet and click on the '**SofTest**' icon.
   c) SofTest will auto-launch and upload your answer files.
   d) If you are unable to upload your answer files via SofTest, you will need to manually upload your answer files. Refer to step #3.

2. **Confirming the Upload of Your Answer Files**
   a) Once completed you will receive the **green Congratulations Confirmation** screen, and an email will be sent to the email address you used when you registered with SofTest.
   b) At this screen, you may click on the '**History**' button to review your upload and download history.
   c) Checking this history report **WILL RECONFIRM** your upload of this exam.
   d) You may also verify the answer file upload by opening SofTest and selecting the '**Exam History**' button.
   e) You may re-send yourself an **Upload Confirmation email** from this screen. Click on the '**Email**' button.

3. **If NEEDED: How to Manually Upload Your Answer File**
   a) Using your Web Browser to access http://www.examsoft.com/manup
   b) When the Manual Upload Login appears enter your ID and password.
   c) This is the same information you use to login to your institution's ExamSoft homepage.
   d) Follow the onscreen instructions to upload your answer file.

Troubleshooting:
1. Double check your email account that you used to register for SofTest.
2. Enable your email account to receive mail from support@examsoft.com