

POLICY DOCUMENT**IN-CLASS ASSESSMENT POLICY**

The guidelines listed in this document have been implemented to ensure that all students have fair experiences on testing days.

- Students must download the exam no less than four hours before the exam and disable all antivirus and spyware protection programs before opening SofTest to complete the exam. If a student needs assistance downloading the test, they can contact Academic Technologies at acadtech@pace.edu or 914-773-3664, refer to the tutorial [here](#), or contact ES Support here: customersuccess@examsoft.com / 866-429-8889.
- Students are not permitted to have anything open on their iPads/laptops in the exam room except the testing software (SofTest). They may only bring their iPad/laptop, charger, ear plugs, and pencil. Cell phones are strictly prohibited. If a student is discovered with a cell phone, he/she will be escorted out of the room and receive a zero for that assignment.
- Students must upload their exam file prior to leaving the assessment area. If students are unsure if their file is uploaded, they may go to examsoft.com/pace and check the exam history for confirmation. If a student leaves the assessment area without uploading or loses their exam file for any reason, they will receive a zero for that assessment.
- To ensure security, the instructor should review results with exam takers in person or use the delayed secure exam review feature which has been made available by Exam Soft. Please access the tutorial on reviewing results with exam takers [here](#).

My Notes: