TUTORIAL
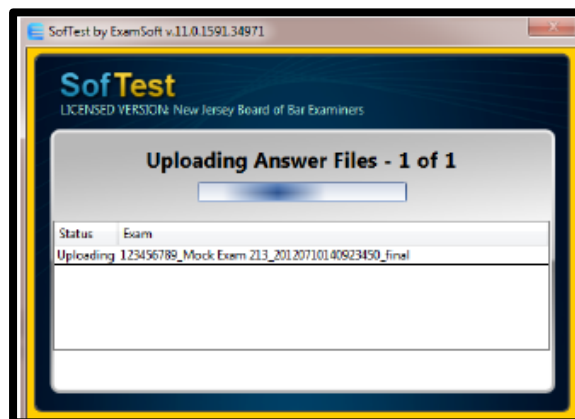
CONFIRMING SUCCESSFUL UPLOAD OF AN ANSWER FILE
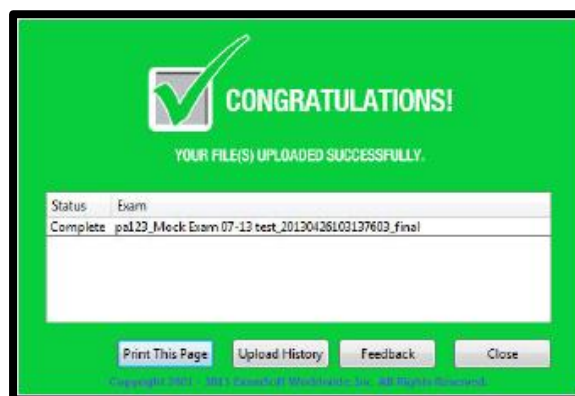
This tutorial explains how to confirm that your answer file uploaded successfully

Option 1: SofTest Upload Confirmation Message

1. Once you exit your exam, SofTest will search for an Internet connection. If an internet connection is available, SofTest will automatically upload your answer file.
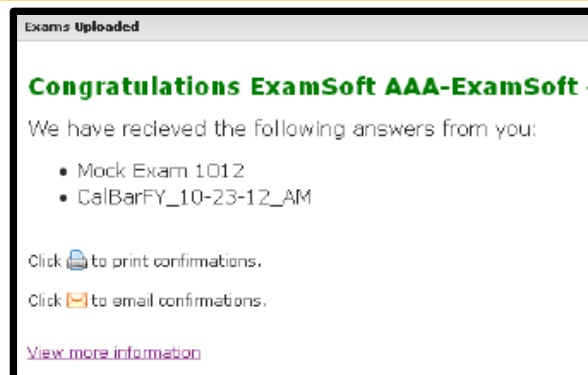

2. If your answer file is uploaded successfully, you will see a confirmation message screen.

3. To view your upload/download history select the **Upload History** button and then select the 'view more information' link.

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4. The exam upload/download history page is a detailed report of your account activity and includes the dates and time for each exam that is download & uploaded. You may print a copy of this page.

Option 2: Accessing the exam Upload/Download history page using SofTest

1. You can also access the exam upload/download history page through SofTest. To do this, double-click the SofTest icon on your desktop, click the **Exam History** button and enter your login information. Then click on the **Exam History** button on the bottom-left corner of the application.

Option 3: Accessing the exam Upload/Download history from Pace's ExamSoft site

1. You can also access the exam upload/download history page from any computer by logging in as a student here. Once logged in, click the **Exam History** button. The exam upload/download history page will be displayed.

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Option 4: Email Confirmation

1. You will receive a confirmation email for each answer file that you upload. Some email providers may delay or block email they believe are spam. If you fail to receive an email confirmation, please check your spam folder or go to the exam upload/download history page on Pace's ExamSoft site (see option 3 for instructions).

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