

## TUTORIAL

VIEW EXAMSOFT EXAM TAKER  
ACTIVITY

Students must download an exam no less than four hours before the exam. Instructors can check to see if the students have complied with this before getting to class. If the students have not yet downloaded the exam, you may wish to email them a reminder.

1. Log into ExamSoft and open the assessment in question. To do this, click **Assessments** and then click on the **assessment name**.

ExamSoft Questions Rubrics **Assessments** Categories Reports Exam Takers Admin

Home > Assessments

### Assessments

Create New Assessment

Search Folders... x # ⚙

- EXAMS 0 ⚙
- Archive 0 ⚙
- Program A | College A 4 ⚙
- Program B | College B 1 ⚙

Refresh Tree

Filter: My Most Recently Revised Assessments

Previous 1 Next

Assessment	Type	Course	Status
Day of the week test	Exam /	-	Posted
Financial Accounting and Reporting	Exam /	-	Draft
Mock Exam	Exam /	-	Draft
<b>Copy of Financial Ch 1-3 Test</b>	Exam /	-	Posted
Financial Ch 1-3 Test	Exam /	-	Posted

2. Click **Exam Taker Activity** and view the results.

## Copy of Financial Ch 1-3 Test

If the exam taker saw the green confirmation screen while exiting SofTest/SofTest-M, their file has been upl

Contents **Exam Taker Activity** Adjust Scoring Grade Essays Reporting/Sc

Continuation Code:  Submit

## TUTORIAL

If there is a date under Last D/L, the student has successfully downloaded the assessment.

Exam Taker	StudentID	D/Ls	Max D/Ls	Last D/L	Upload Date
Burke, MegStudent	megstudent	1	1	06/15/2015 11:09 AM	06/15/2015 11:18 AM

Exam Taker Bulk Options...

- If there is no date next to Last D/L, you may wish to email the student and remind them to download the assessment. You can do that by checking off all students you wish to email and clicking the **Email** icon.

File Name	Imported	Exam Version	Exam OS	Score	Actions
megstudent_Financial Ch 1-3 Test Summer I_20150615111540409_final.xmdx		11.0.4472.36225	Win	<input checked="" type="checkbox"/>	   

## TUTORIAL

- Use the dropdown menu to select **Sample Download Reminder** and click **Add**. Click **Send** to email the reminder to the student.

## Email Exam Taker

Type the information requested below and click the 'Send' button. The email will be sent to the **1** Exam Taker(s) where you selected the 'Email' link.

Undeliverable Notifications:  Receive ⓘ  Do Not Receive ⓘ

Subject:

Content: 

There is at least one SofTest exam file available for download. To download it now, do the following:

- 1) Launch SofTest using the icon
- 2) Click 'Download Exam Files'
- 3) Enter your ID & Password (included at the bottom of this email)
- 4) Do not enter a download password
- 5) Select exam file 'Financial Ch 1-3 Test Summer I-416812.xmzx' and click the 'Download' button.

Email Template: Sample Download Reminder

BCC: ⓘ

Include Exam Taker ID  Include Exam Taker Password

**My Notes:**