

## POLICY DOCUMENT

# IN-CLASS ASSESSMENT POLICY

The guidelines listed in this document have been implemented to ensure that all students have fair experiences on days when tests are administered.

- Students should download the exam prior to coming in to class to take it (the Office of Academic Technologies suggests that it be downloaded four hours beforehand).
- Antivirus programs can sometimes interfere with SofTest due to their security features. Because of this it is necessary to disable certain features provided by the antivirus and in some cases disabling the antivirus altogether; temporarily of course. Please see Examsoft's website ([here](#)) for details on how to disable particular antivirus programs.
- If a student needs assistance downloading the test, they can contact Academic Technologies at [acadtech@pace.edu](mailto:acadtech@pace.edu) or 914-773-3664, refer to the tutorial [here](#), or contact ES Support here: [customersuccess@examsoft.com](mailto:customersuccess@examsoft.com) / 866-429-8889.
- These are recommendations from the Office of Academic Technologies, however please ask your instructor for clarification:
  - Students should not have anything open on their iPads/laptops in the exam room except the testing software (SofTest). Also, students should only bring their iPad/laptop, charger, ear plugs, and pencil to the exam. Cell phones should not be used and should be stored away.
- After taking an exam, students will need to upload their exam file prior to leaving the assessment area. If students are unsure if their file is uploaded, they may go to [www.examsoft.com/pace](http://www.examsoft.com/pace) and check the exam history for confirmation. Student should consult with their instructor, if they leave the assessment area without uploading their exam or lose their exam file for any reason.
- 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 ExamSoft. Please access the tutorial on reviewing results with exam takers [here](#).

### My Notes: