

## Downloading and Registering

You will receive detailed instructions in the **Welcome Email** from your institution.

Your ExamSoft® account is now active. Follow these steps to install and register SofTest®.

- Visit [www.examsoftuniversity.com](http://www.examsoftuniversity.com)
- Log in under 'Exam Takers' using your Student ID and Password.

Windows PC Users

- Click 'Download SofTest Windows'
- Click 'Run' when prompted to do so and follow the on-screen instructions
- Download and take the Mock exam and upload the answer file to ensure that your laptop is working properly

Before downloading SofTest® double check:

- ✓ A/C – Battery power indicator light
- ✓ Computer is virus free and has all updates
- ✓ Computer meets minimum system requirements

## Minimum System Requirements

Click any item below to view the requirements for that device.

- [PC Requirements](#)
- [Mac Requirements](#)
- [iPad Requirements](#)

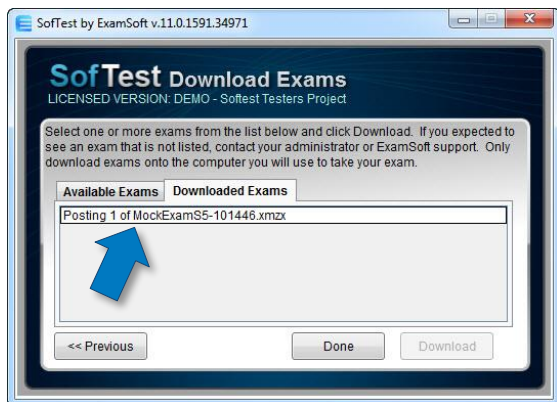
- Download and install SofTest® on the **computer you will use for testing.**
- Enter Institution ID.
- Register using Login ID and Password.



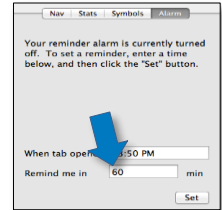
- **Do it early!**  
Do not wait until the exam day to download and install SofTest® on your laptop.

## Preparation Before the Exam

- Take a **Mock Exam** (if made available to you).
- Watch for **email notifications** to download exams.
- Download** all exams as soon as they are available.



- Check that your computer's **date and time** are accurate.
  - Arrive** at the exam site at least 15 minutes early.
  - Charge your **laptop battery** and bring your power cord.
  - [Disable any antivirus software](#) prior to launching a secure exam.
- Before upgrading your current OS, check against SofTest's [current minimum system requirements](#) to ensure compatibility with the new OS.



## Taking Your Exam

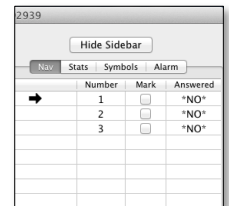
During your exam, you can set a **reminder alarm** to appear at a specific time during the exam. First, access the **Tools** and then the **Reminder Alarm** menu. Be sure to click the **Set** button to activate the alarm.

**SofTest® will automatically save your answers in the exam every 60 seconds.**

## How to Navigate through Question Items

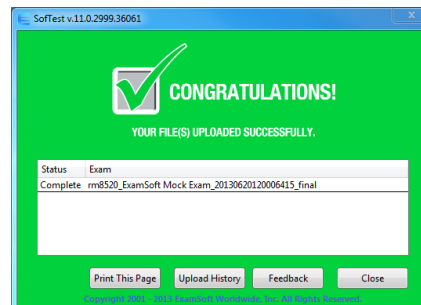
(Note: This feature may not be enabled for all exams.)

- You can toggle (or switch) between questions using the **blue navigation arrows**.
- The **Question Navigator** button on the menu bar displays a list of all questions in a separate window.
- You can view all unanswered questions.
- If backward navigation is allowed, you can mark questions to revisit.
- You can navigate to another question by clicking on the question number.



## After the Exam

After completing the exam, wait until you see the GREEN confirmation screen. An email will be sent to the address you used when you registered SofTest®. This email may take up to 15 minutes to be generated. The email will confirm the upload of your answer file.



On the green screen, you can click the **History** button to review your upload and



download history. Checking this history report will **RECONFIRM** the uploading of your answer file.



**Do not uninstall SofTest** until you receive your results or your grades have been released.

If your location does not have Internet connectivity:

- 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.

If you are unable to upload your answer files via SofTest, you will need to manually upload your answer files.

