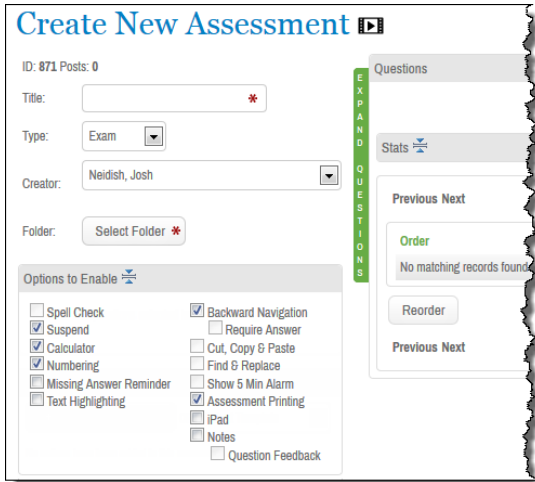


Users have access to enable an array of options to enable in SofTest for Exam Takers. These options can modify various permissions Exam Takers have during an assessment.

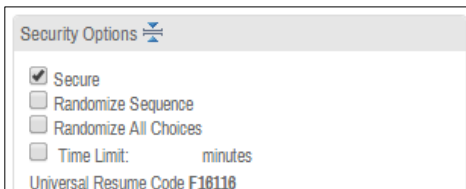
## Accessing Options

1. Navigate to the **Assessments** tab.
2. Create a new assessment or select a draft.
3. At the bottom left of the screen, **Security Options** and **Options to Enable** can be found.



## Security Options

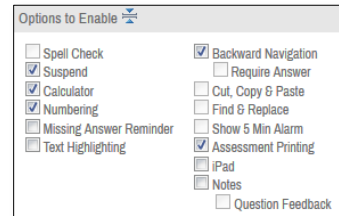
1. **Secure:** locks down the Exam Taker's device when an assessment starts (preventing access to Internet and other applications on the device).
2. **Random Sequence:** uniquely scrambles the sequence of all questions on every Exam Taker's assessment.
3. **Randomize All Choices:** uniquely scrambles the sequence of all answers on every Exam Taker's assessment.
4. **Time Limit:** sets an assessment time limit (the assessment will close and upload the answers whether or not the Exam Taker has finished the assessment).
5. **Universal Resume Code:** always available and cannot be changed – gives the proctor a universal resume code for re-entering a secure exam if an assessment has been interrupted.



**Security Options** give you control over how assessments are delivered. One should consider the testing environment, number of students, and possible accommodation needs when setting up the security parameters.

## Options to Enable

1. **Spell Check:** enables spell check for essay questions.
2. **Suspend:** allows Exam Takers to stop the assessment and return to it later.
3. **Calculator:** provides Exam Takers with a calculator with scientific functions for the entire assessment.
4. **Numbering:** displays the question number on the SofTest screen for this Exam Taker on their assessment.
5. **Missing Answer Reminder:** alerts Exam Takers to unanswered questions when exiting the assessment.
6. **Text Highlighting:** allows Exam Takers to highlight text in the questions.
7. **Backward Navigation:** allows Exam Takers to return to questions after navigating away (enabled by default)
8. **Require Answer:** requires Exam Takers to answer a question before moving onto the next one.
9. **Cut, Copy, & Paste:** enables cut, copy, and paste functions.
10. **Find & Replace:** enables the find and replace functions.
11. **Show 5 Min Alarm:** provides a 5 minutes remaining alarm during the assessment when there is a time limit imposed.
12. **Assessment Printing:** allows exam takers to print the assessment and their answers. This is only allowed on non-secure assessments.
13. **iPad:** makes the assessment compatible with SofTest-M on iPad. (*account needs to be iPad enabled*)
14. **Notes:** gives students the ability to leave notes on questions. When **Question Feedback** is selected, students can request feedback from the instructor.



These options provide tools to Exam Takers during an assessment. Options can be enabled to mimic certification exams or to set up specific test

## Softest View of Options Enabled

These options enabled for Exam Takers will be presented at the start of each assessment on the launch page.

