

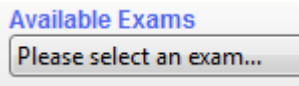
## 1) Computer Setup

- Ensure that all cables (i.e. power cord, external mouse and/or keyboard) are securely connected to your computer.
- Make sure your power indicator light shows that your computer is receiving power.
- Turn on your computer.
- Once your computer boots up, verify it has the correct date & time set. To do so, double-click the clock in the lower-right corner of your Windows Desktop or single click the clock in the upper-right corner of your Mac Desktop.

## 2) Launching SofTest

- a. **FIRST:** Double-click the  icon on your Windows Desktop. (or single-click the icon from the Applications folder or Dock on your Mac.)


- b. **SECOND:** Click the  button.

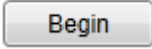
- c. **THIRD:** Select your exam from the  drop-down list. Text should appear in the 'Exam Name' field. If it does *not*, notify the proctor.

- d. **FOURTH:** If not already there, enter your Semester Exam Number in the **ID** field and enter the password provided by the proctor. (Record your exam number on the exam card, questions and scantron sheet, if applicable). To unlock the ID field in SofTest Launcher click Ctrl+F8 (Win) or Command+F8 (Mac).

- e. **FIFTH:** Click  to begin the exam.

- f. **SIXTH:** Read each Notice window carefully and click 'OK' to advance to the next window.

STOP when the last Notice window with RED  SIGN appears.

- g. **SEVENTH:** When instructed, type 'begin' and click the  button.

## 3) Functions and Formatting

- SofTest automatically creates all headers, page numbers, and margins which can be included when printed by the school. It single spaces essay responses on your screen.
- SofTest automatically backs-up and saves to your hard drive every minute.
- Compose your answer for each question in the text box.
- Use the '**blue arrow keys**' at the top of the exam window to navigate between questions.



- Once closed, the exam file cannot be reopened.
- When leaving your seat (i.e. restroom break), block your screen by selecting 'Actions' then 'Hide Exam'.
- If your computer freezes, inform the proctor and start hand-writing immediately (standard blue books will be available).



## 4) Miscellaneous Notices

- ExamSoft and Boston University School of Law assume no responsibility for interruptions whether isolated or widespread. You assume all risks of using a computer to take your exam.
- All examinations and computer testing materials are the property of Boston University School of Law. Their removal will be reported to the Dean for possible disciplinary action.
- Any examinee who continues typing or writing after the "STOP TYPING" announcement has been made will be reported to the Dean for possible disciplinary action.


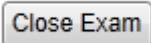

## 5) Computer Freezes (Optional Self-Restart)

If SofTest, your keyboard and/or mouse stop responding, you may opt do the following, however you will not be granted extra time to complete your exam:

- a. Turn off your computer (press & hold the power button but if that fails, pull the power cord & battery)
- b. Turn the computer back on.
- c. When the 'SofTest Exam Restart' window appears, select 'Return to Exam'. Within 59 seconds, it will return to where you left off in the exam.

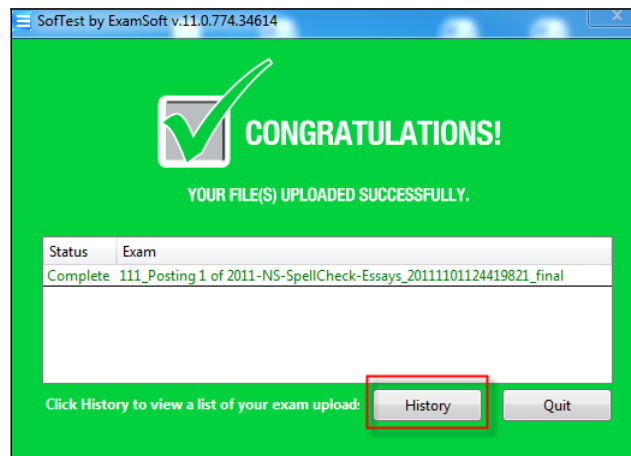
## 6) Exiting SofTest

You may exit SofTest whenever you are finished. However, once you are notified that there are 10 minutes remaining, please remain in your seat as a courtesy to your classmates who are finishing the exam. Follow these instructions to exit out of SofTest.

- a. Select 'Actions' then 'Exit and Save' or click the  button.
- b. Click the  button.
- c. On the yellow window, click the  button.

## 7) Returning Your Answer Files

- a. Your answer file will automatically upload once you establish an Internet connection. Note that you MUST upload your answer file immediately after exiting your exam.
- b. You will receive a message when your file has uploaded successfully.



- c. If you receive an error message or are unable to successfully upload your answer file, notify the proctor immediately. SysTech staff will be available to assist students with any problems. **Students may not leave the building without successfully uploading their exam.**