



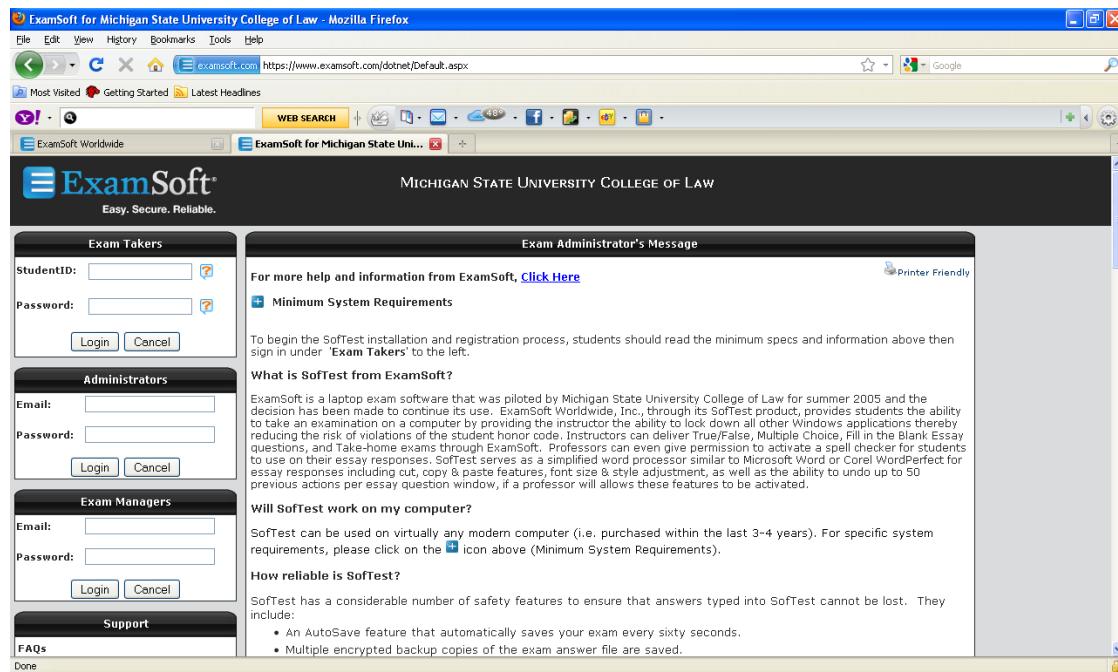
**MICHIGAN STATE**  
**UNIVERSITY**  
**COLLEGE OF LAW**

# **Student In-Class Exam Instructions for Windows Users**

## ExamSoft Student In-Class Instructions

## SofTest Use Instructions

Students who experience technical difficulties with SofTest should contact ExamSoft technical support at 1-866-429-8889 or refer to the frequently asked questions by going to [www.examsoft.com/msulaw](http://www.examsoft.com/msulaw) and clicking "Support" as shown below. Limited assistance is provided by MSU Law's Technology Services Department in room 208 at 517-432-9292 or [helpdesk@law.msu.edu](mailto:helpdesk@law.msu.edu).



ExamSoft for Michigan State University College of Law - Mozilla Firefox

File Edit View History Bookmarks Tools Help

examsoft.com https://www.examsoft.com/dotnet/Default.aspx

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WEB SEARCH

ExamSoft Worldwide ExamSoft for Michigan State Uni...

**ExamSoft** Easy. Secure. Reliable.

MICHIGAN STATE UNIVERSITY COLLEGE OF LAW

**Exam Takers**

StudentID:

Password:

**Administrators**

Email:

Password:

**Exam Managers**

Email:

Password:

**Support**

FAQs

Done

**Exam Administrator's Message**

For more help and information from ExamSoft, [Click Here](#)

**Minimum System Requirements**

To begin the SofTest installation and registration process, students should read the minimum specs and information above then sign in under 'Exam Takers' to the left.

**What is SofTest?**

ExamSoft is a laptop exam software that was piloted by Michigan State University College of Law for summer 2005 and the decision has been made to continue its use. ExamSoft Worldwide, Inc., through its SofTest product, provides students the ability to take an examination on a computer by providing the instructor the ability to lock down all other Windows applications thereby preventing the student from using the computer for any other purpose during the exam. SofTest can be used for In-class, Essay questions, and Take-home exams through ExamSoft. Professors can even give permission to activate a spell checker for students to use on their essay responses. SofTest serves as a simplified word processor similar to Microsoft Word or Corel WordPerfect for essay responses including cut, copy & paste features, font size & style adjustment, as well as the ability to undo up to 50 previous actions per essay question window, if a professor will allows these features to be activated.

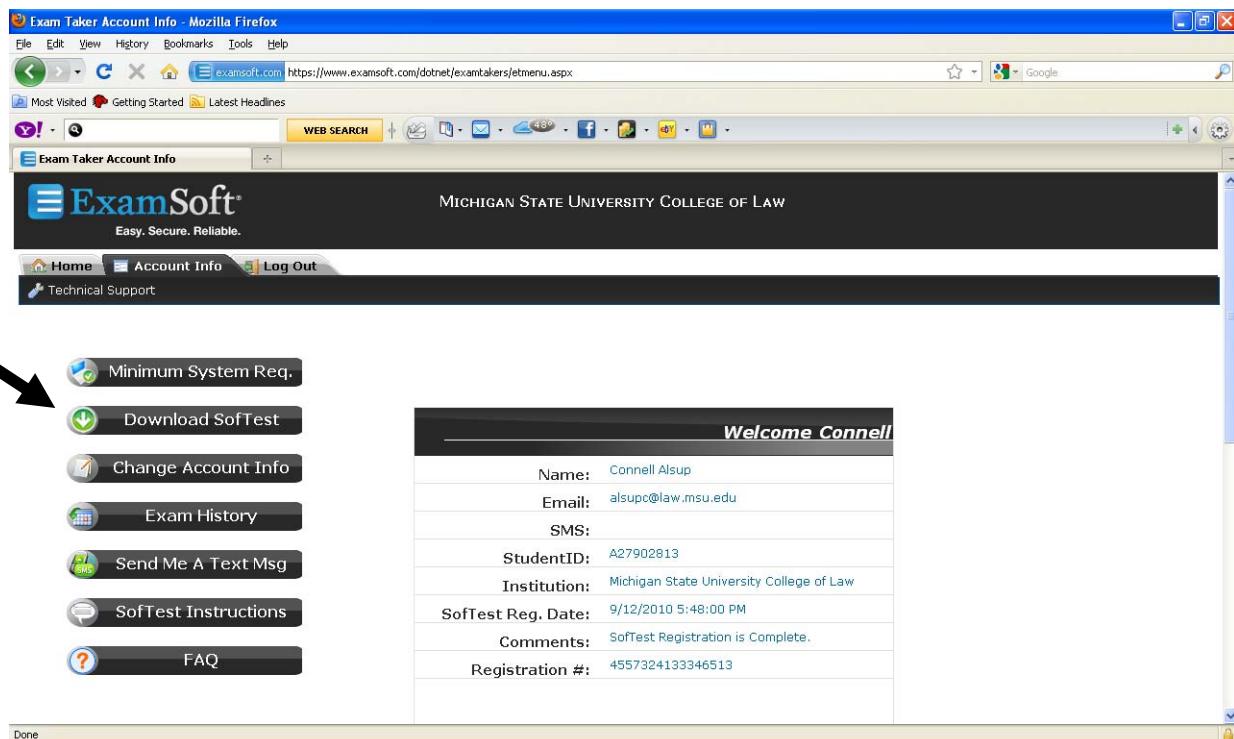
**Will SofTest work on my computer?**

SofTest can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). For specific system requirements, please click on the icon above (Minimum System Requirements).

**How reliable is SofTest?**

SofTest has a considerable number of safety features to ensure that answers typed into SofTest cannot be lost. They include:

- An AutoSave feature that automatically saves your exam every sixty seconds.
- Multiple encrypted backup copies of the exam answer file are saved.



Exam Taker Account Info - Mozilla Firefox

File Edit View History Bookmarks Tools Help

examsoft.com https://www.examsoft.com/dotnet/examtakers/etmenu.aspx

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Exam Taker Account Info

**ExamSoft** Easy. Secure. Reliable.

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**Home** **Account Info** **Log Out**

**Technical Support**

**Minimum System Req.**

**Download SofTest**

**Change Account Info**

**Exam History**

**Send Me A Text Msg**

**SofTest Instructions**

**FAQ**

**Welcome Connell**

Name:	Connell Alsup
Email:	alsupc@law.msu.edu
SMS:	
StudentID:	A27902813
Institution:	Michigan State University College of Law
SoftTest Reg. Date:	9/12/2010 5:48:00 PM
Comments:	SofTest Registration is Complete.
Registration #:	4557324133346513

Done

## Section 1: Downloading the Exam File

**Step 1** – An exam file may be downloaded prior to the day of the exam. If you have already downloaded the exam file, proceed to Section 2 on Page 7. Otherwise, proceed to Step 2.

**Step 2** - Launch SofTest by clicking the SofTest shortcut icon on your Desktop as shown in Figure 1 below. (If you have not installed SofTest, go to [www.examsoft.com/msulaw](http://www.examsoft.com/msulaw) and click “Exam Taker”. You will be asked to provide your Student ID (PID Number) and password (MSU Net ID).



Figure 1

**Step 3** – When SofTest Launcher displays, select ‘Download Exam Files’ as shown in Figure 2 below.



Figure 2

**Step 4** – Enter your Exam Taker ID number (PID) and Password (MSU NetID) and click ‘Next’ as shown in Figure 3 below.



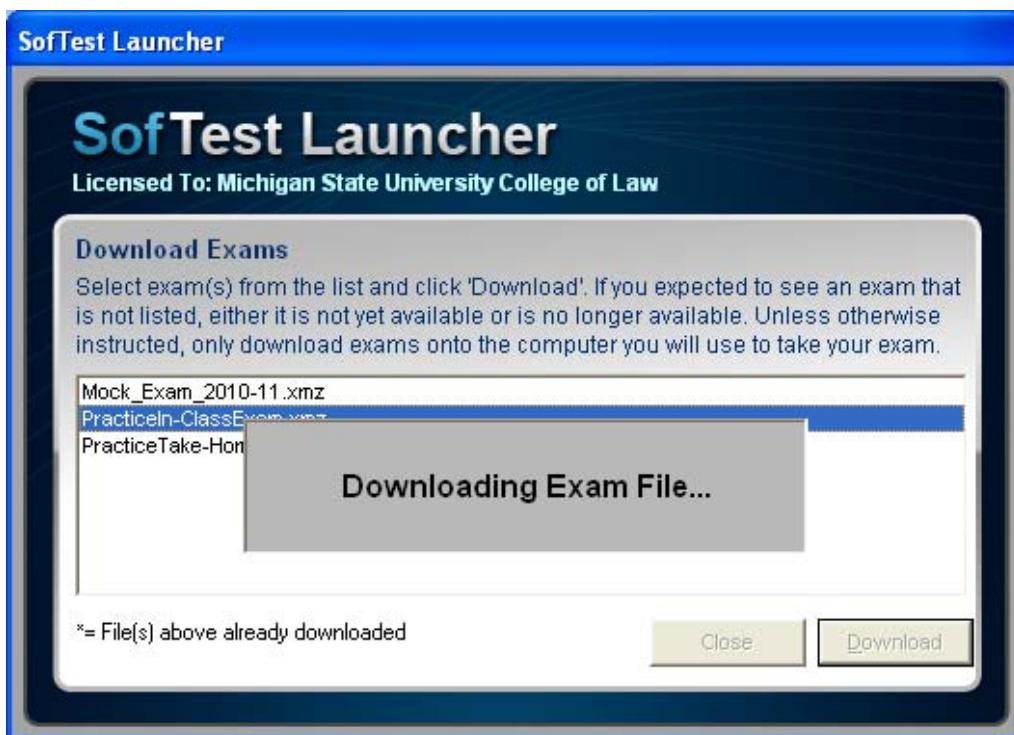
**Figure 3**

**Step 5** – After clicking “Next” available exam files are displayed. Highlight the Exam File and click ‘Download’ as shown in Figure 4 below. (Note: The “Download” button can only be used if you have highlighted the exam file.)



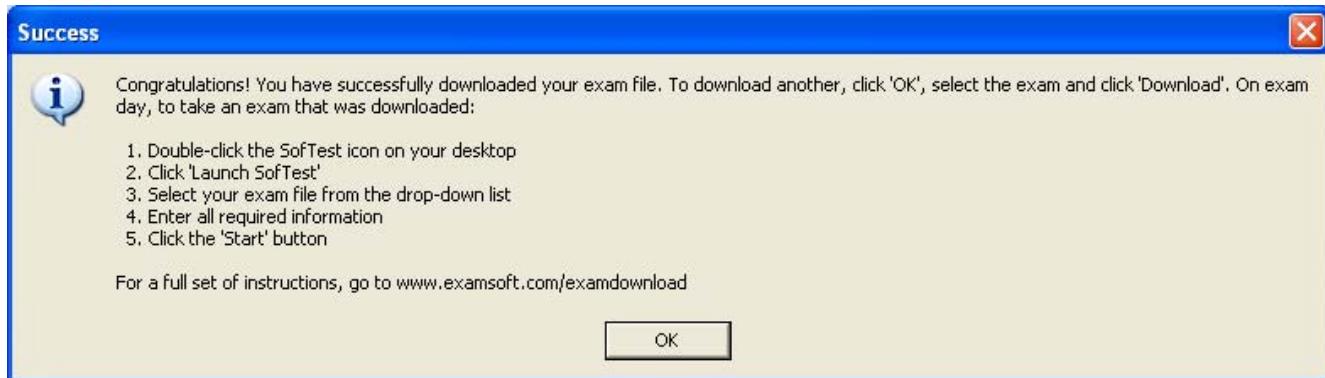
**Figure 4**

**Step 6 – As a file is being downloaded, the response shown in Figure 5 will appear:**



**Figure 5**

**Step 7 – When the Exam File has finished downloading, a ‘Success’ message window is displayed as shown in Figure 6 below. Click “OK.”**



**Figure 6**

**Step 8 – The Exam File has been downloaded and now resides locally on the testing computer inside the ‘Exams’ folder in the SofTest program directory. Click ‘Close’ as shown in Figure 7 below to exit SofTest Launcher. Note: You will not need to be connected to Internet again until you have completed the exam and are ready to exit.**

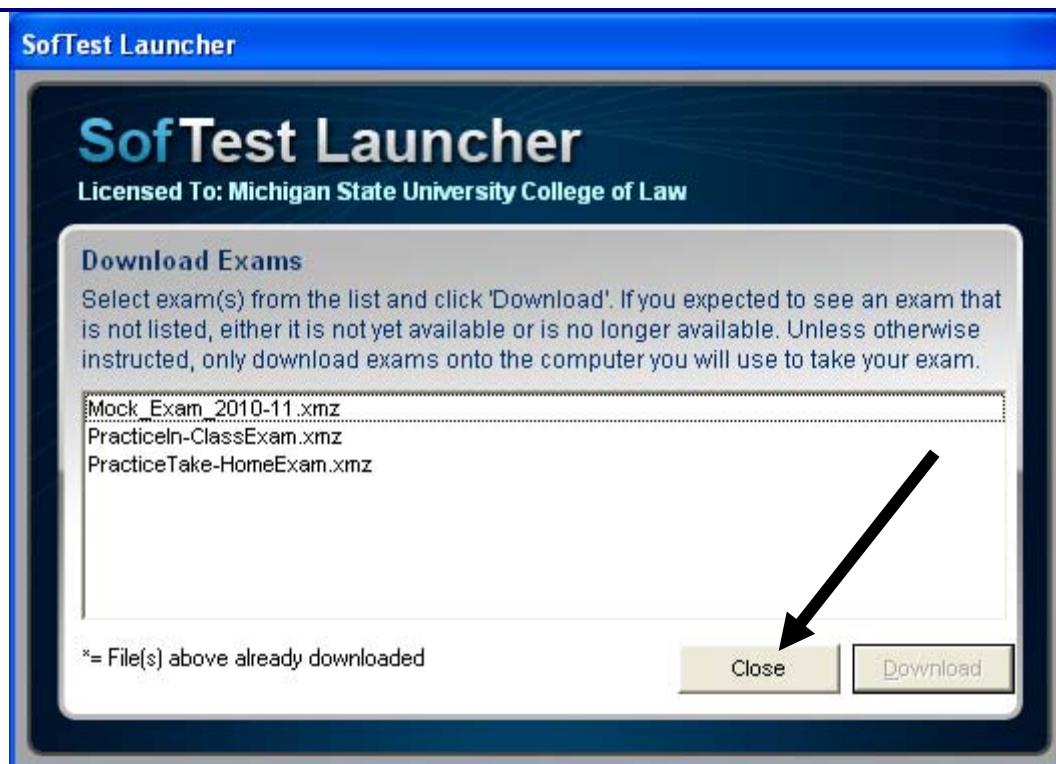


Figure 7

## Section 2: Opening the Exam File

**Step 1** – Launch SofTest by clicking the SofTest shortcut icon.



**Step 2** - From SofTest Launcher, select 'Launch SofTest' as shown in Figure 8 below.

**Note:** If your exam was successfully downloaded, as noted in Section 1, Internet access is not required to take your exam. However, you will need Internet access to upload the exam after it is completed.



Figure 8

## ExamSoft Student In-Class Instructions

## SofTest Use Instructions

Step 3 – SofTest is now open. Use the drop down menu under “Exam File Location”, as shown in Figure 9, and select the appropriate exam, as shown in Figure 10.

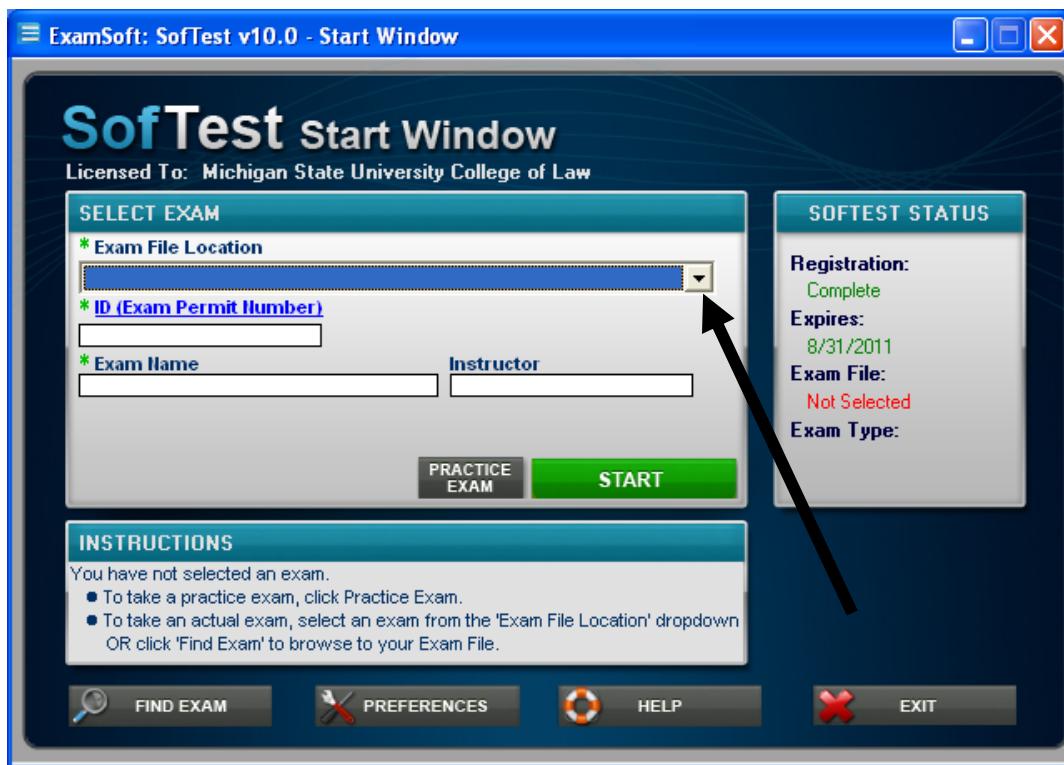


Figure 9

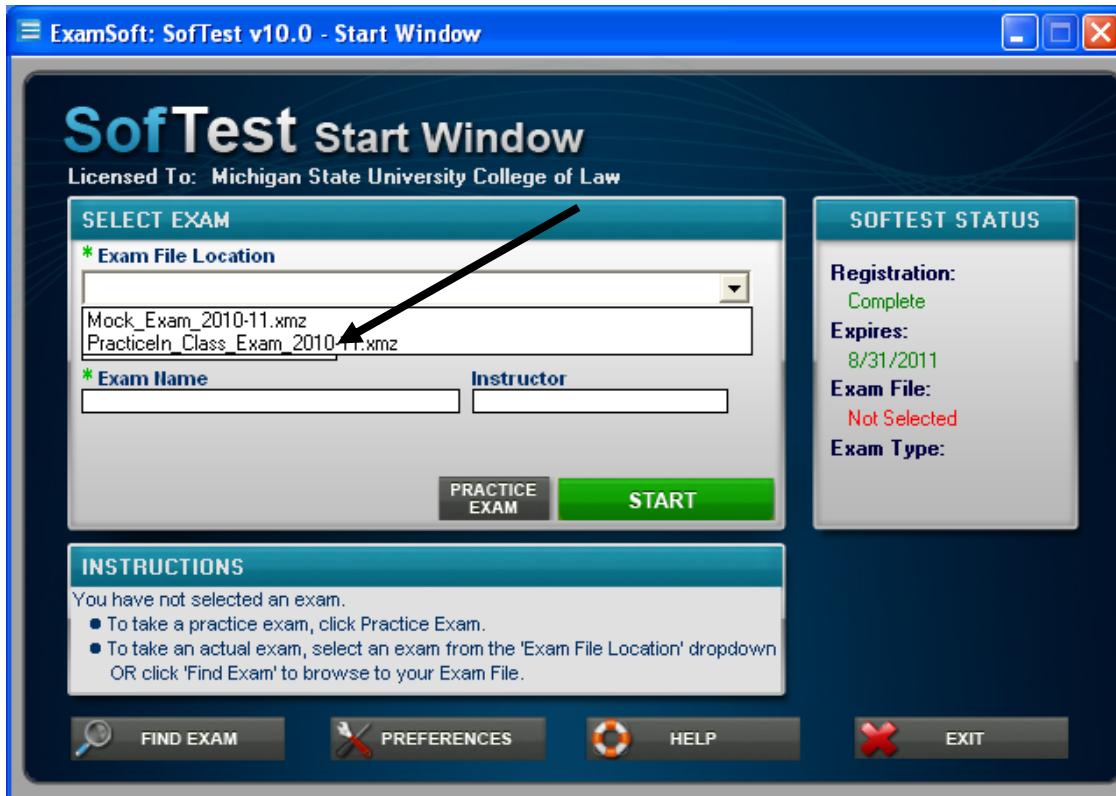


Figure 10

Step 4 – The Exam File is now loaded into SofTest. Your Exam Permit Number, Exam Name, Instructor and Exam File Location text fields are automatically updated once the Exam File has been loaded, as shown in Figure 11. Note: The Proctor will provide the "Exam Password" when it is time to begin the exam. (The password for the Practice In-Class Exam is MSULAW)

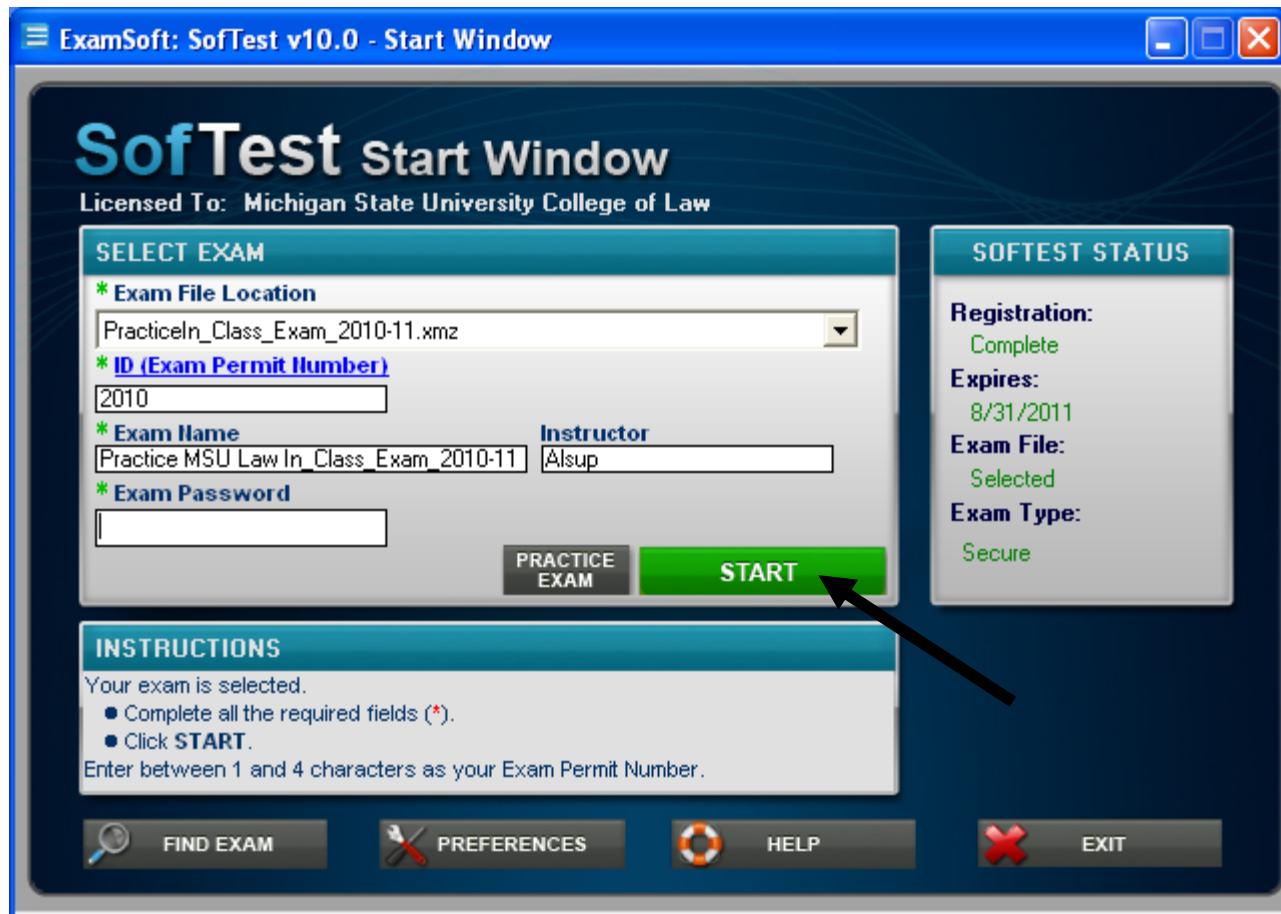


Figure 11

Step 5: - Although your exam permit number automatically appears, it is important to confirm that it matches the permit number on your downloaded printout. If not, you should type your correct exam permit number in the box and report the discrepancy to the Registrar's Office in room 309 IMMEDIATELY AFTER the exam has ended.

Step 6 – When instructed to do so, type and click “Start”. Your computer will reboot. Once it has rebooted, the SofTest Notice shown in Figure 12 will appear.

**Do not proceed beyond Figure 12 until instructed to do so by the proctor!!!!!!**

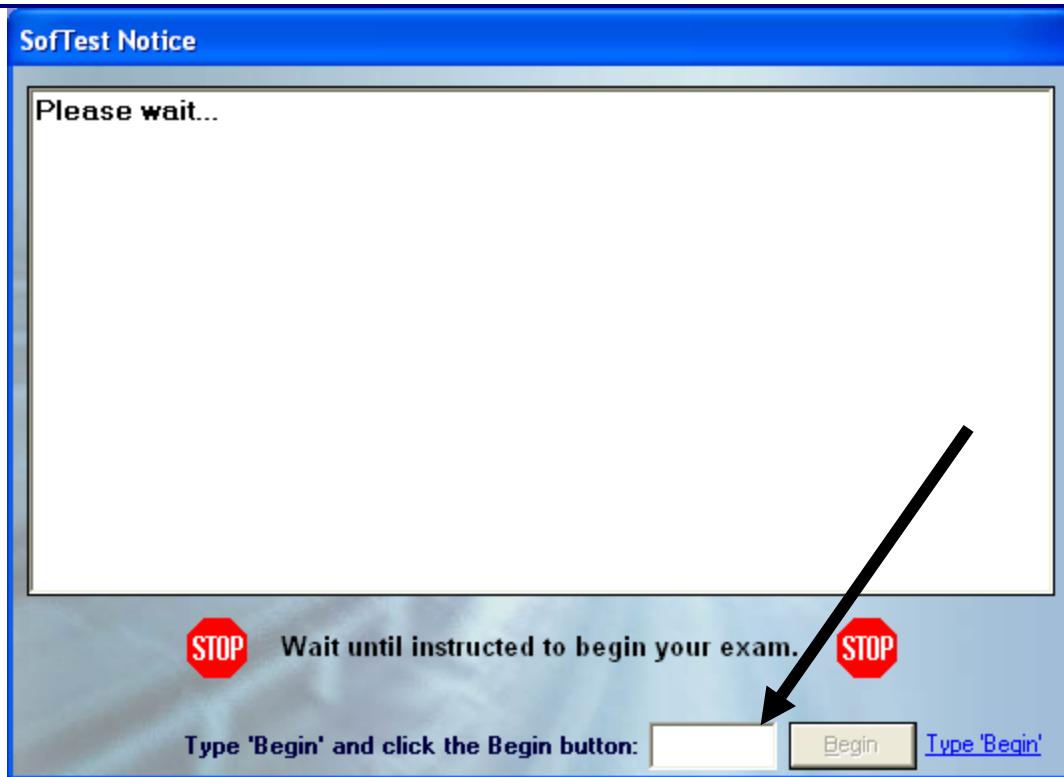


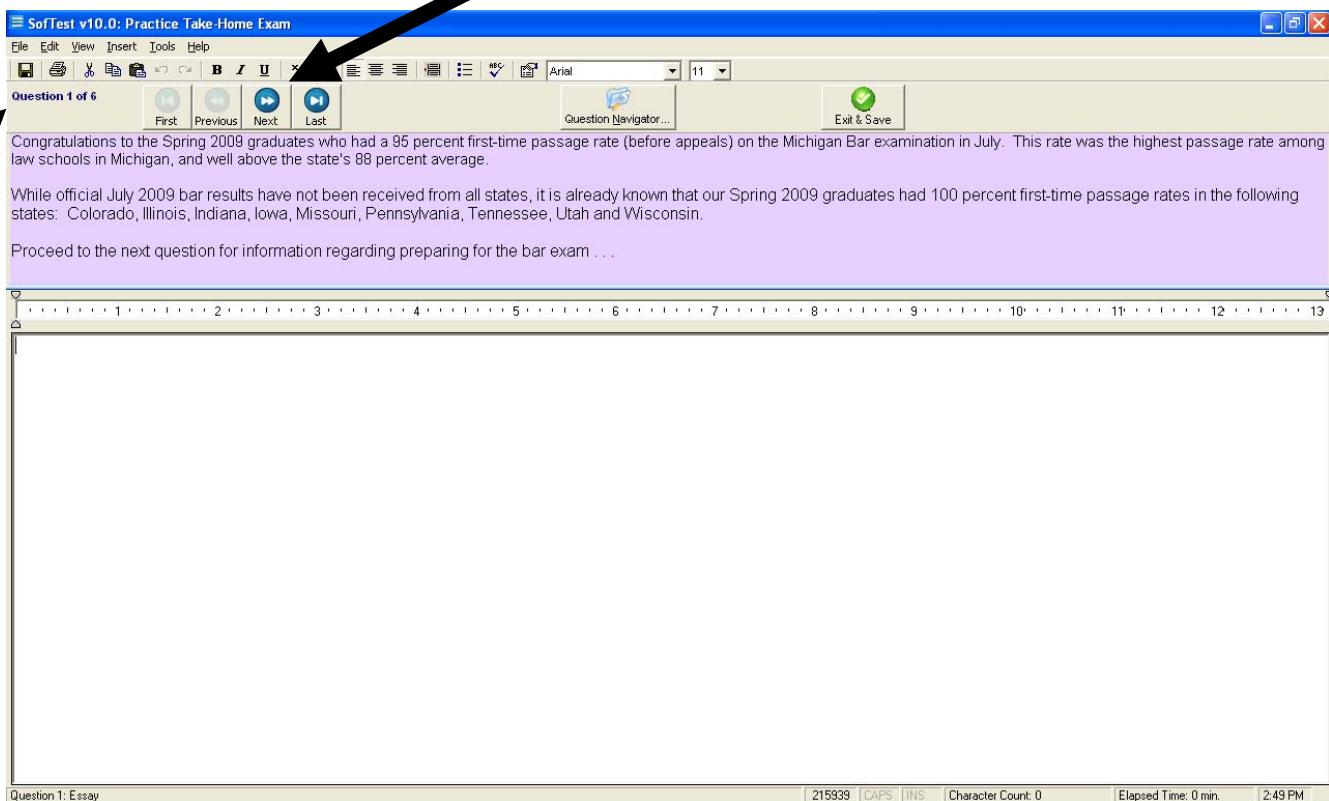
Figure 12

**Step 7 - Students are to IMMEDIATELY switch to a bluebook if they experience any technical difficulty!!!!!!!**

## NOTE

**Your computer will now place you into secure mode and block you from using any other programs or software on your computer.**

**Step 8 – Type the answer to each question in a separate screen. To move back and forth between questions, click the arrows that are located near the top left hand side of the screen, as shown in Figure 13.**



**Figure 13**

## ExamSoft Student In-Class Instructions

## SofTest Use Instructions

**Step 9 - Determining Word/Character Count:** To find the number of words that have been typed in a question, click on the “Tools” menu at the top of the screen, and then click “Word/Character Count,” as shown in Figure 14.

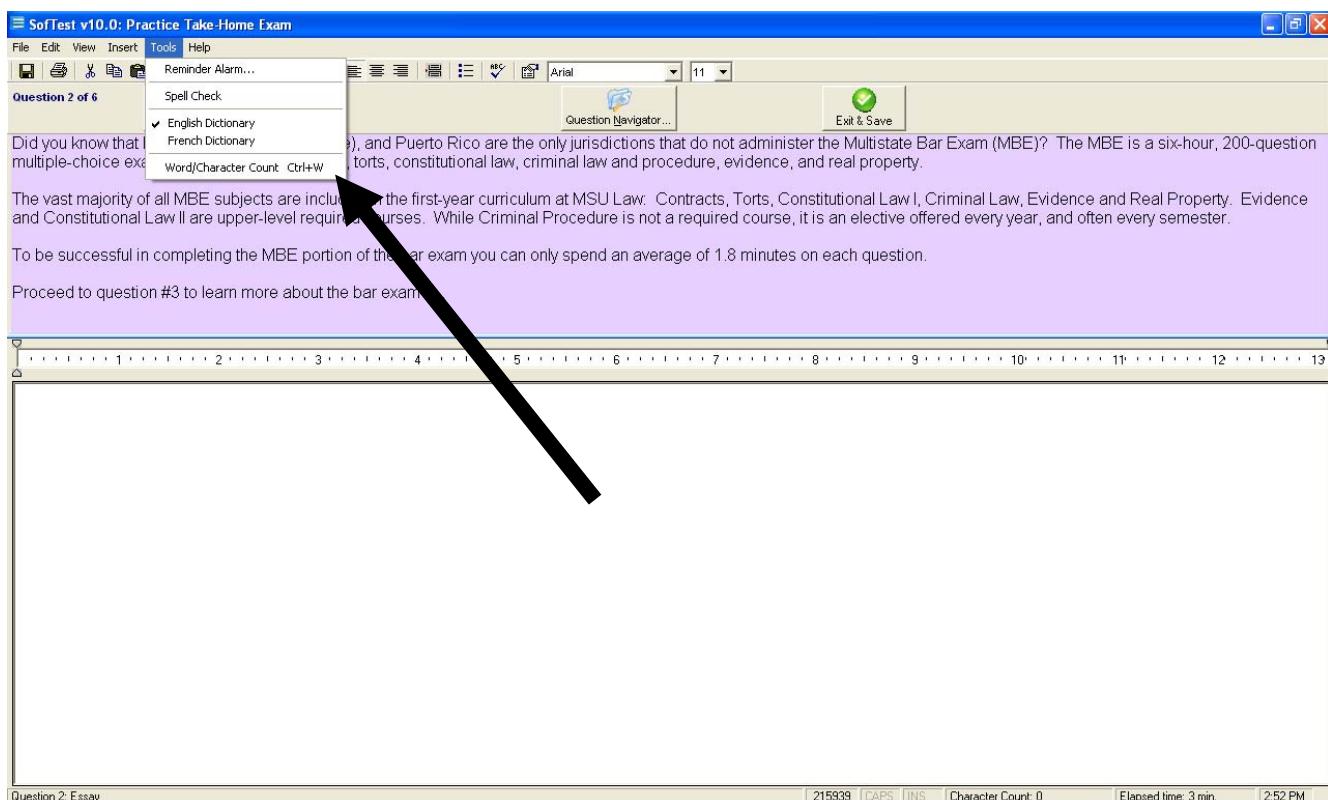


Figure 14

**Step 10 - Figure 15 shows the pop-up screen that displays the number of words contained in an answer.**

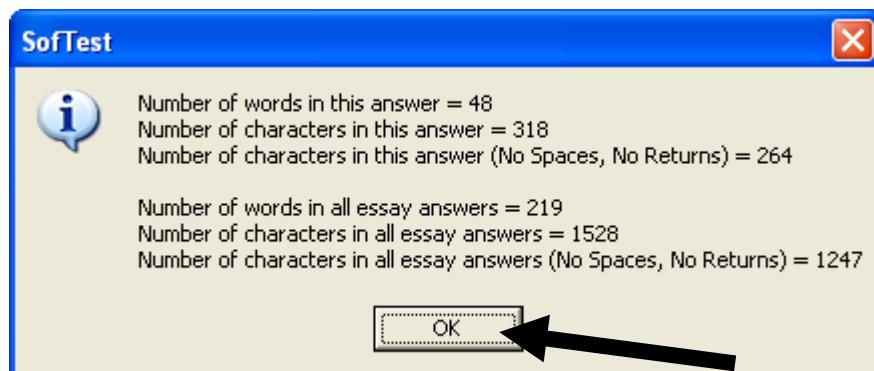


Figure 15

**Step 11 – To have a separate word count calculated for each answer, it is important to place each answer in a separate screen, by clicking the arrow located near the top left hand side of the screen, as shown in Figure 16.**

## ExamSoft Student In-Class Instructions

## SofTest Use Instructions

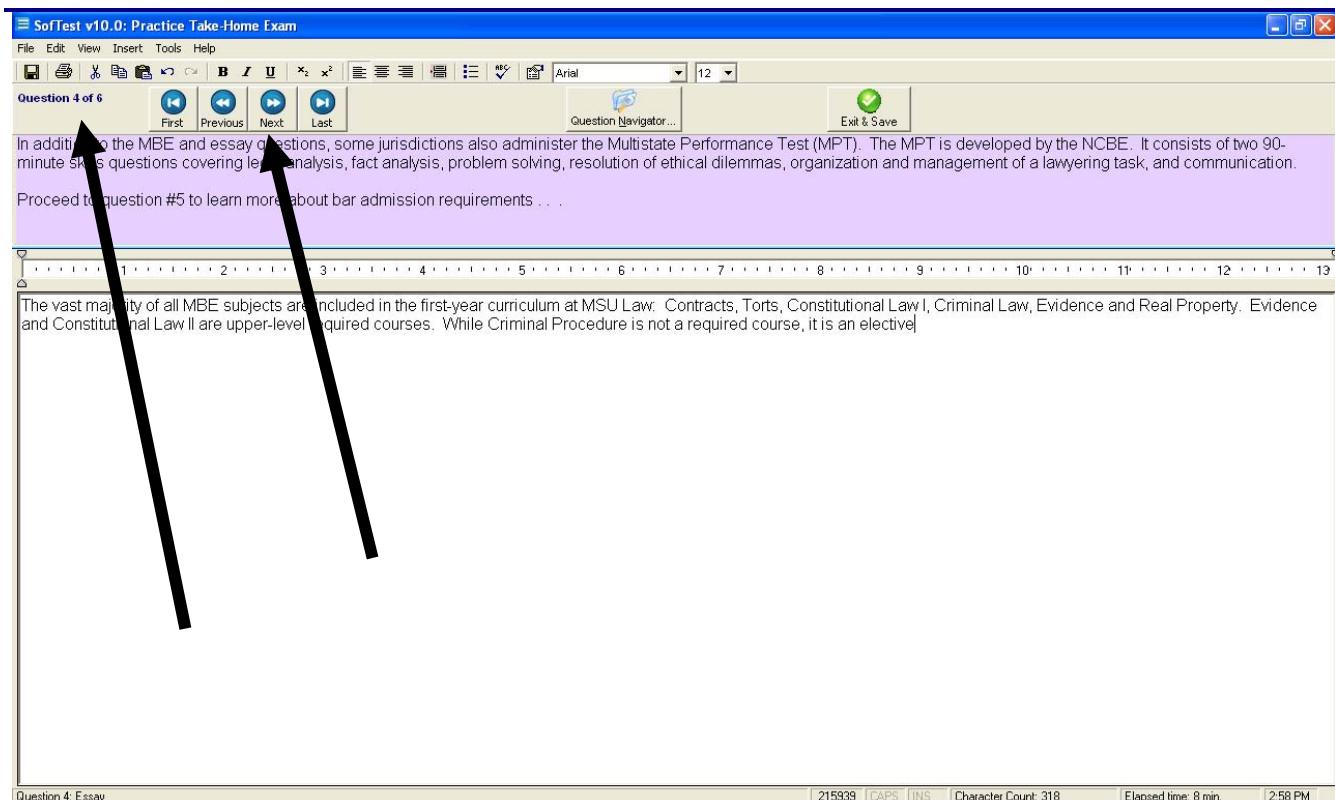


Figure 16

**Step 12 – When answers are placed in separate screens, the “Word/Character Count” pop-up screen will provide information regarding word count for the current answer and the total word count for all exam answers, as shown in Figure 17.**

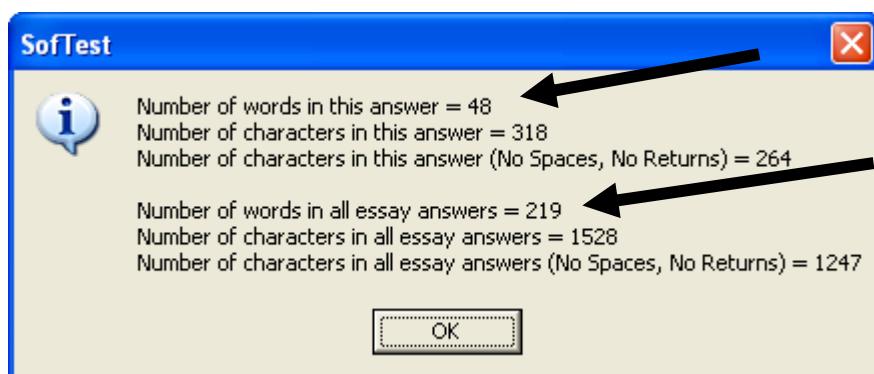
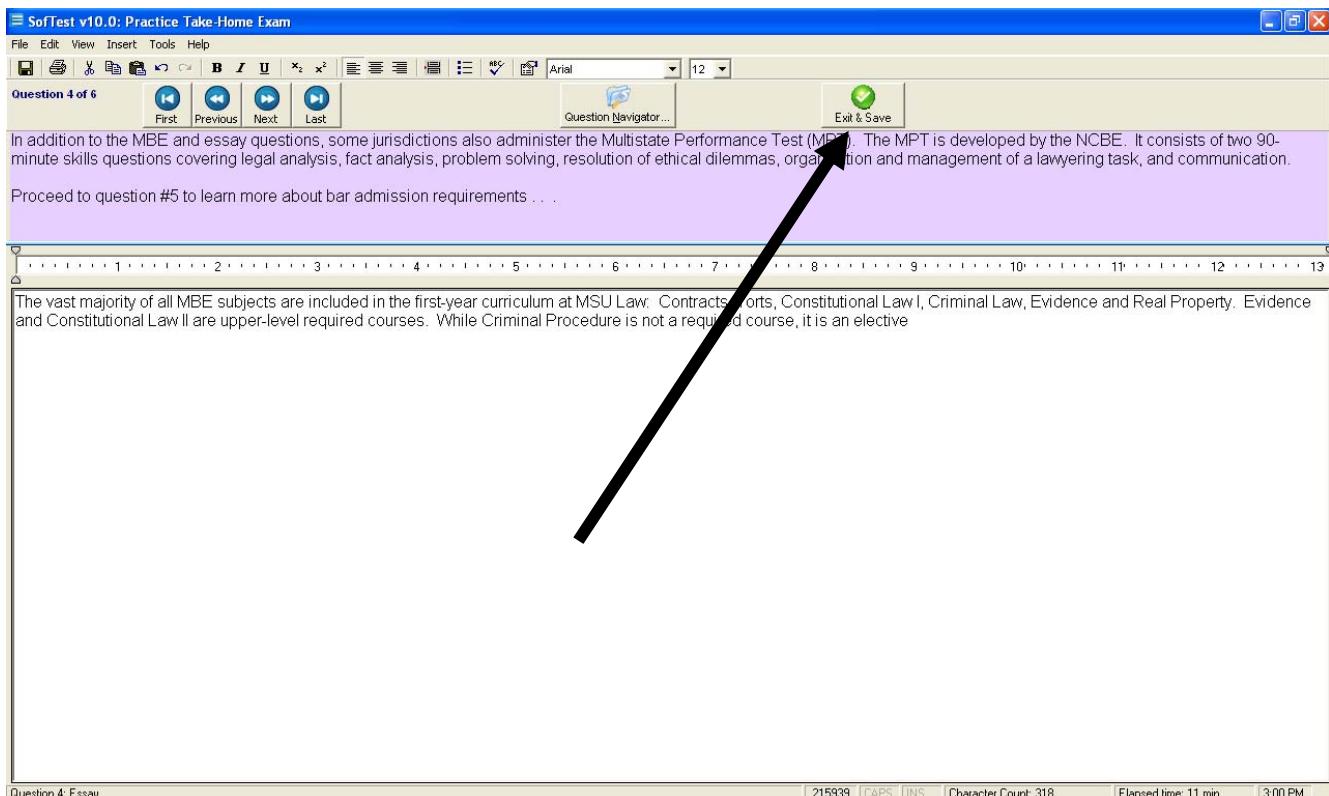


Figure 17

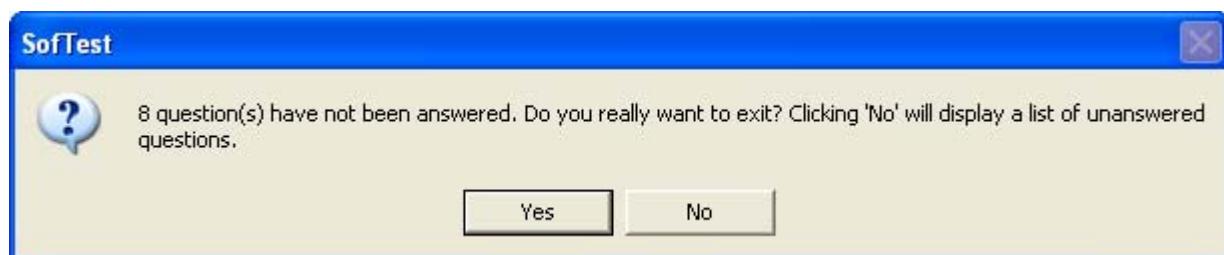
### Section 3: Closing the Exam File/Uploading the Answer File/Verifying Upload

**Step 1 – Exit the exam by clicking the ‘Exit & Save’, as shown in Figure 18 below.**



**Figure 18**

**If you exit the exam without answering all questions in the exam, the following notice will appear as a reminder. Note: The template for classroom exams may have more questions than is needed to complete the exam.**



**Step 2 – At the conclusion of the exam, click “Close Exam” when this box appears. (Note: If you are done before time is called, you have the option of re-entering the exam by clicking on the “Return to SofTest” button.) CAUTION: Once “Close Exam” is selected, the Exam File CANNOT be re-opened.**

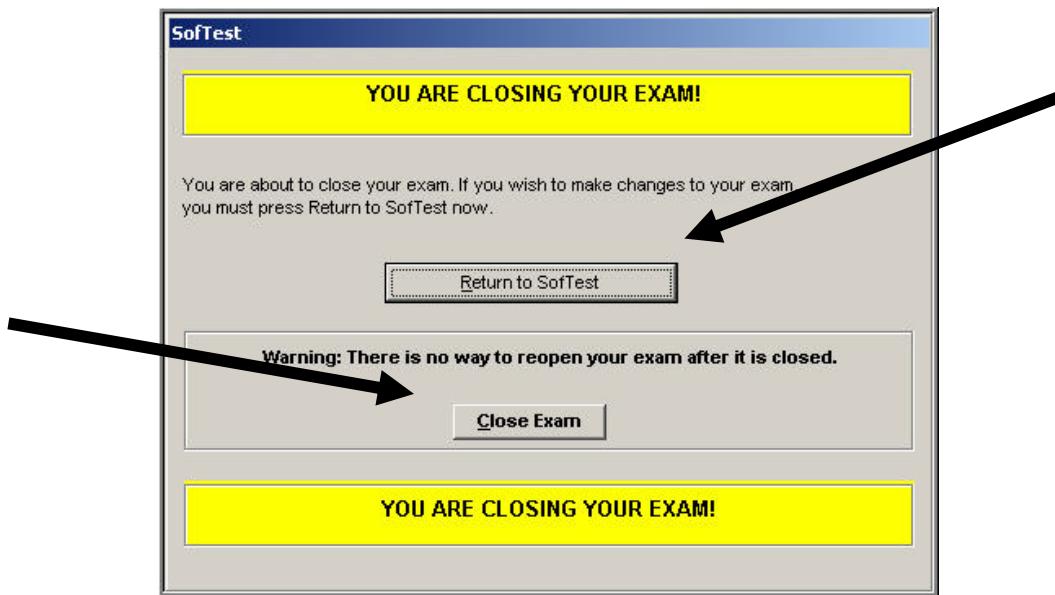


Figure 19

**Step 3 – When ‘Close Exam’ is selected, the screen shown in Figure 20 below is displayed. Select ‘Exit’ to close SofTest and upload the completed exam (Answer File).**

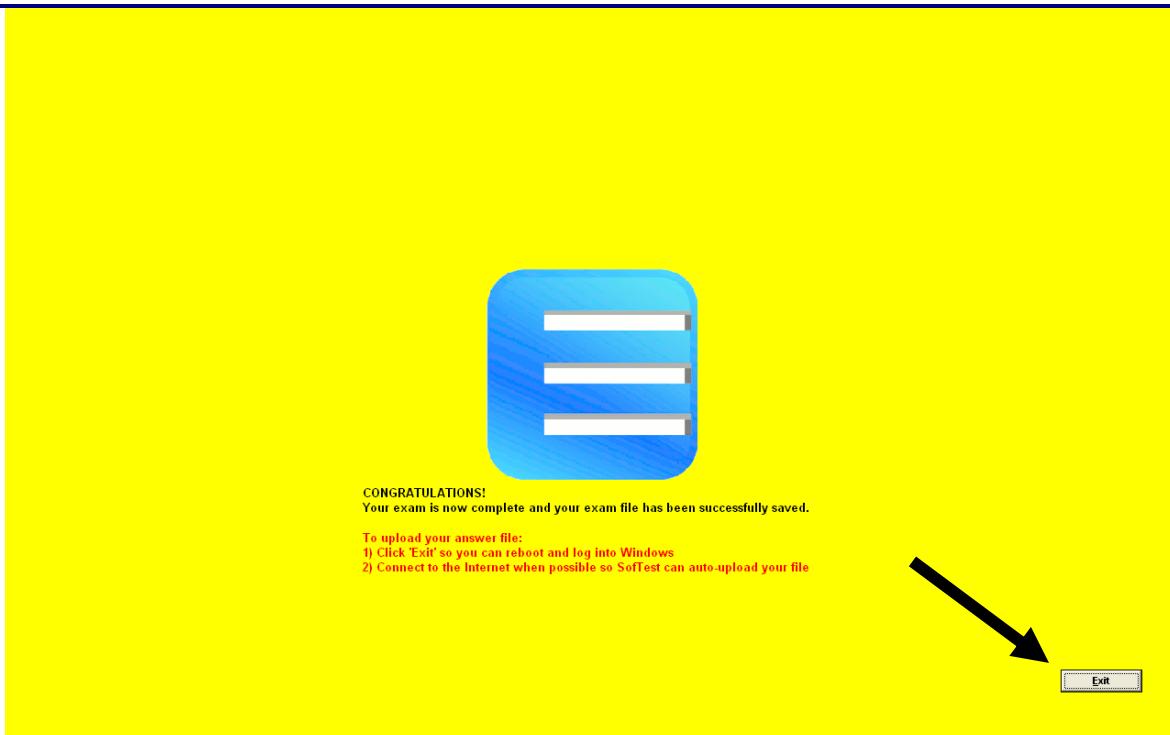


Figure 20

**Step 5 - If connected to the Internet, SofTest automatically uploads your answer file. If not connected to the Internet, connect and click "Yes" when prompted as shown in Figure 21 below.**



Figure 21

**Step 6 – Upload 'status' messages are displayed as shown in Figure 24 below.**

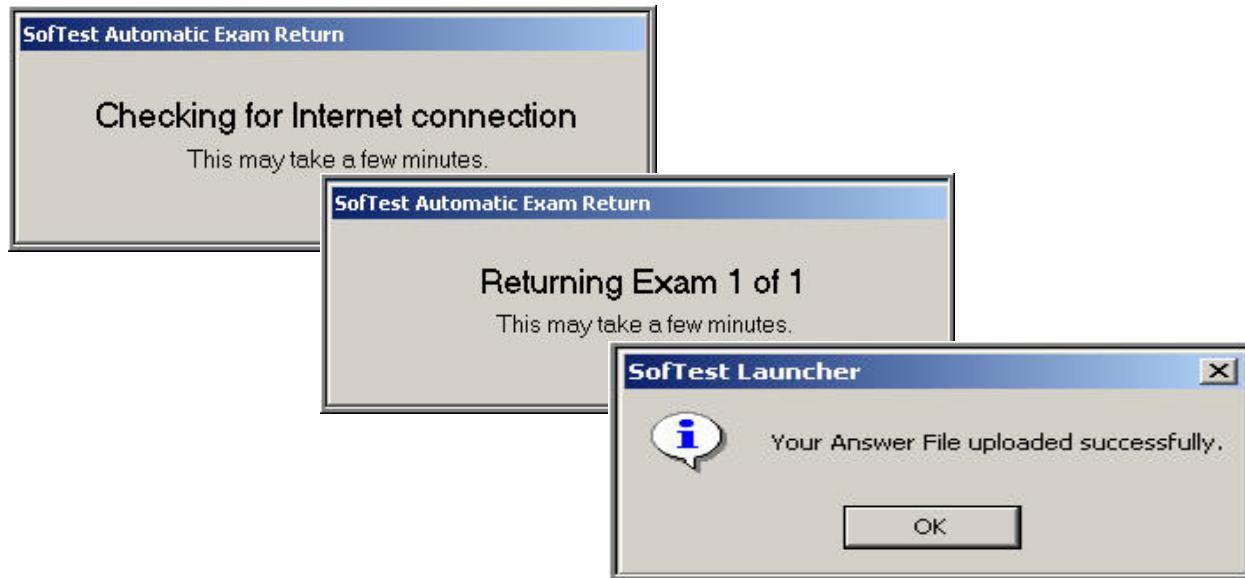


Figure 22

**Step 7: After your answer file has been successfully uploaded the SofTest Launcher panel (Figure 23) will reappear to allow you to verify that the upload by clicking "Exam History".**

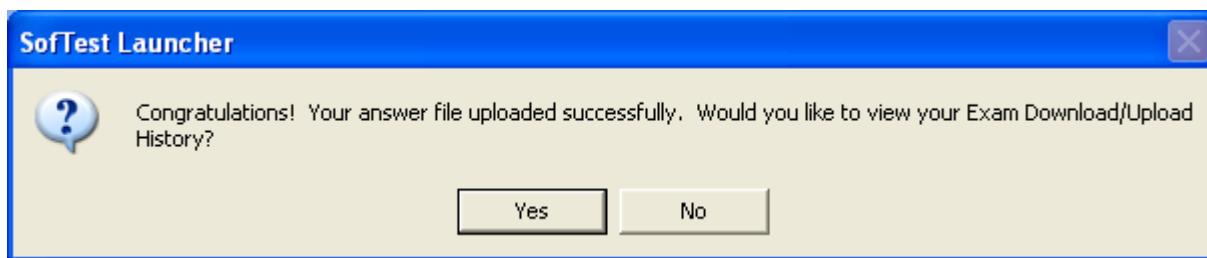
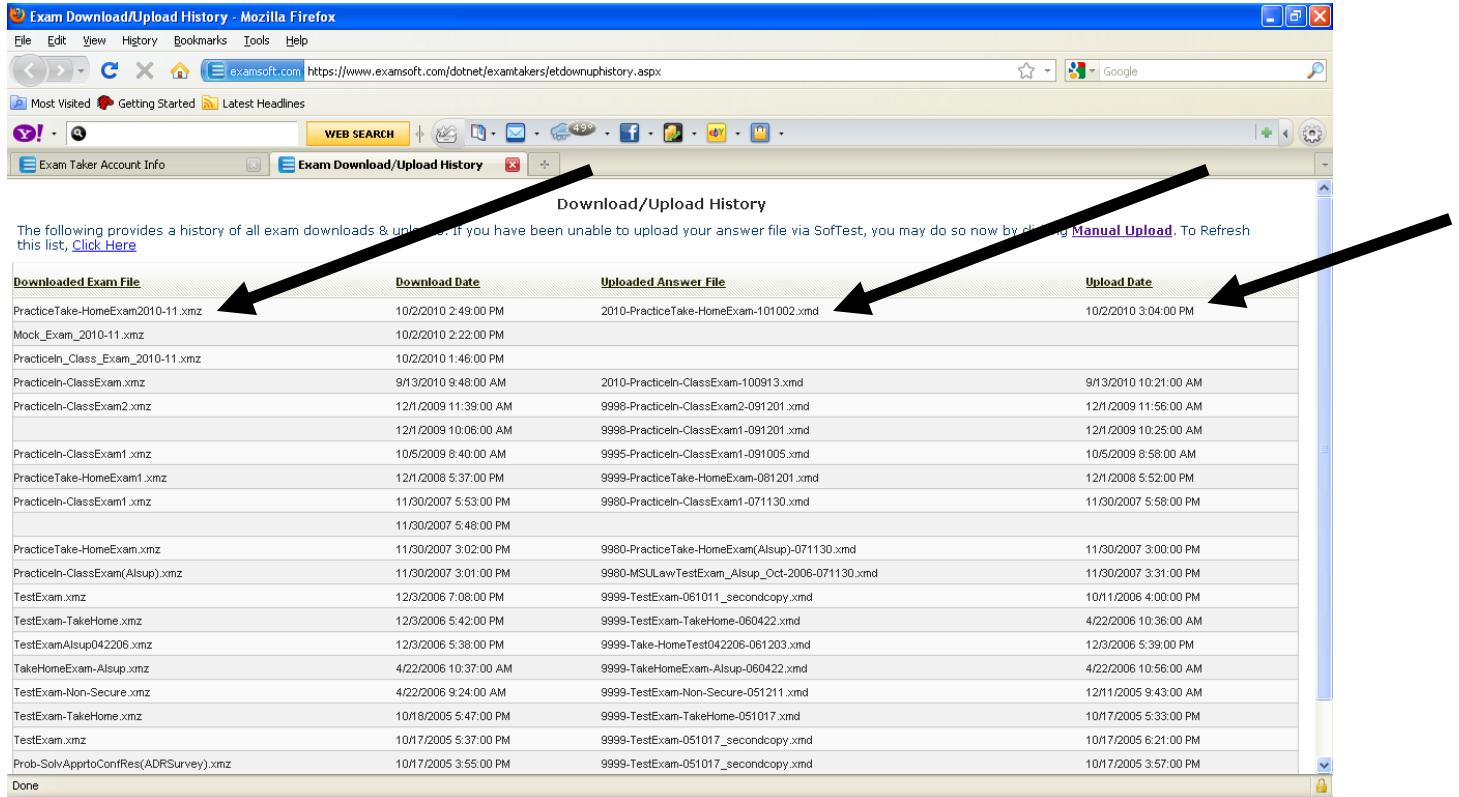


Figure 23

**Step 9 – Verify that the Download/Upload History contains an “Uploaded Answer File” and “Upload Date”, as shown in Figure 24, for the exam you have just completed. Please note that during the exam period the upload may be delayed, so you may need to wait a few minutes before upload history is updated.**

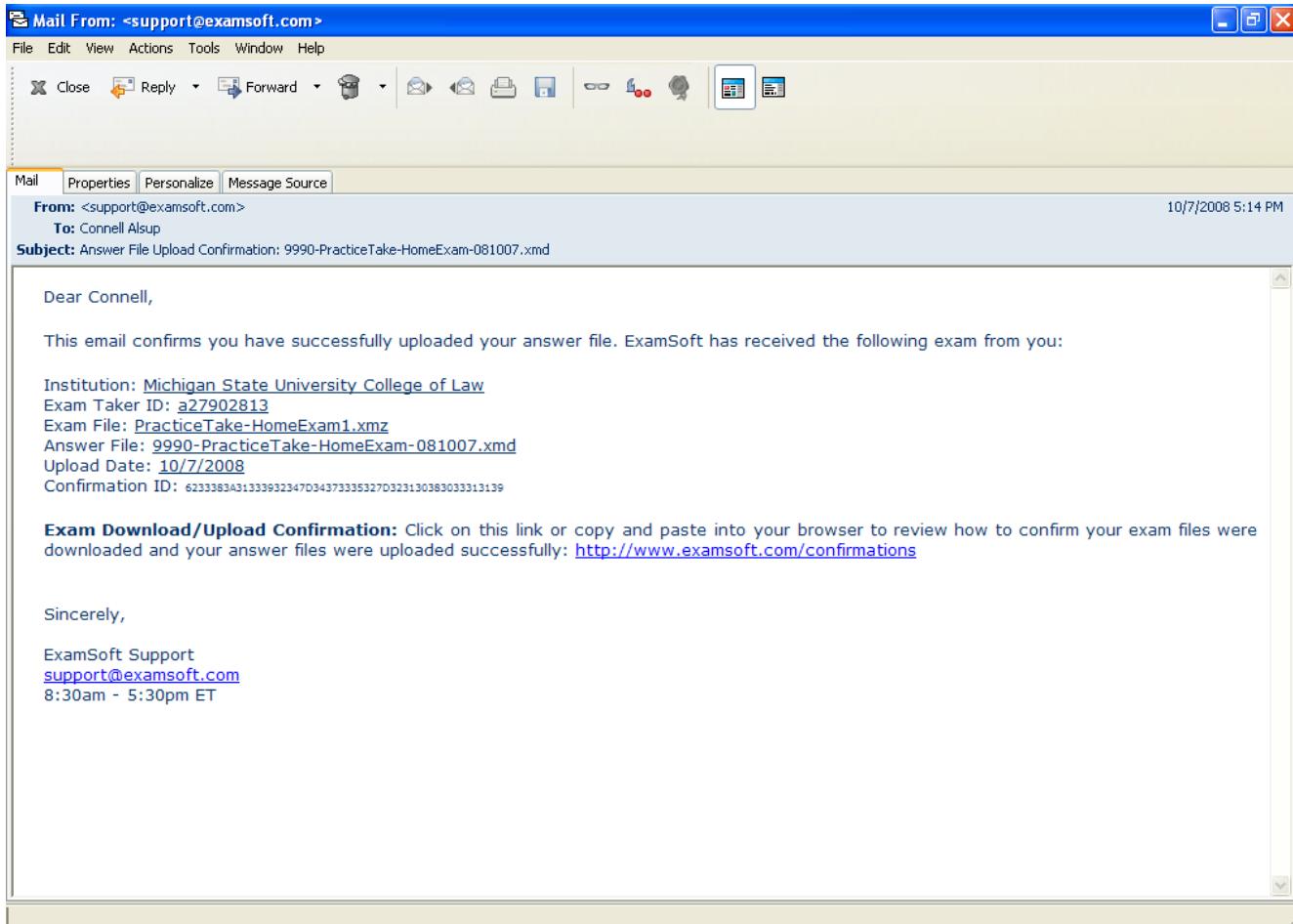


The following provides a history of all exam downloads & uploads. If you have been unable to upload your answer file via SofTest, you may do so now by clicking [Manual Upload](#). To Refresh this list, [Click Here](#)

Downloaded Exam File	Download Date	Uploaded Answer File	Upload Date
PracticeTake-HomeExam2010-11.xmz	10/2/2010 2:49:00 PM	2010-PracticeTake-HomeExam-101002.xmd	10/2/2010 3:04:00 PM
Mock_Exam_2010-11.xmz	10/2/2010 2:22:00 PM		
Practiceln_Class_Exam_2010-11.xmz	10/2/2010 1:46:00 PM		
Practiceln-ClassExam.xmz	9/13/2010 9:48:00 AM	2010-Practiceln-ClassExam-100913.xmd	9/13/2010 10:21:00 AM
Practiceln-ClassExam2.xmz	12/1/2009 11:39:00 AM	9998-Practiceln-ClassExam2-091201.xmd	12/1/2009 11:56:00 AM
	12/1/2009 10:06:00 AM	9998-Practiceln-ClassExam1-091201.xmd	12/1/2009 10:25:00 AM
Practiceln-ClassExam1.xmz	10/5/2009 8:40:00 AM	9995-Practiceln-ClassExam1-091005.xmd	10/5/2009 8:58:00 AM
PracticeTake-HomeExam1.xmz	12/1/2008 5:37:00 PM	9999-PracticeTake-HomeExam-081201.xmd	12/1/2008 5:52:00 PM
Practiceln-ClassExam1.xmz	11/30/2007 5:53:00 PM	9980-Practiceln-ClassExam1-071130.xmd	11/30/2007 5:58:00 PM
	11/30/2007 5:48:00 PM		
PracticeTake-HomeExam.xmz	11/30/2007 3:02:00 PM	9980-PracticeTake-HomeExam(Alsup)-071130.xmd	11/30/2007 3:00:00 PM
Practiceln-ClassExam(Alsup).xmz	11/30/2007 3:01:00 PM	9980-MSULawTestExam_Alsup_Oct-2006-071130.xmd	11/30/2007 3:31:00 PM
TestExam.xmz	12/3/2006 7:08:00 PM	9999-TestExam-061011_secondcopy.xmd	10/11/2006 4:00:00 PM
TestExam-TakeHome.xmz	12/3/2006 5:42:00 PM	9999-TestExam-TakeHome-060422.xmd	4/22/2006 10:36:00 AM
TestExamAlsup042206.xmz	12/3/2006 5:38:00 PM	9999-Take-HomeTest042206-061203.xmd	4/23/2006 5:39:00 PM
TakeHomeExam-Alsup.xmz	4/22/2006 10:37:00 AM	9999-TakeHomeExam-Alsup-060422.xmd	4/22/2006 10:56:00 AM
TestExam-Non-Secure.xmz	4/22/2006 9:24:00 AM	9999-TestExam-Non-Secure-051211.xmd	12/11/2005 9:43:00 AM
TestExam-TakeHome.xmz	10/18/2005 5:47:00 PM	9999-TestExam-TakeHome-051017.xmd	10/17/2005 5:33:00 PM
TestExam.xmz	10/17/2005 5:37:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 6:21:00 PM
Prob-SolvAppttoConfRes(ADRSurvey).xmz	10/17/2005 3:55:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 3:57:00 PM

**Figure 24**

**Step 10 - Confirmation will automatically be emailed to you in approximately 10 minutes after you have successfully uploaded your answer file, as shown in Figure 25.**

**Figure 25**



IF YOU CANNOT VERIFY THAT YOUR ANSWER FILE UPLOADED EITHER BY REVIEWING THE "DOWNLOAD/UPLOAD HISTORY", AS SHOWN IN FIGURE 24, OR A CONFIRMATION IS NOT RECEIVED WITHIN 10 MINUTES AFTER LEAVING THE EXAM ROOM, AS SHOWN IN FIGURE 25, YOU SHOULD PROCEED TO SECTION 4: MANUAL UPLOAD OF THE ANSWER FILE.

## Section 4: Manual Upload of the Answer File

If you are connected to the Internet and your answer file does not automatically upload, follow the following steps.

Step 1 – Open up SofTest and click “Download History”, as shown in Figure 26.



Figure 26

Step 2 – Type in your User Login information, as instructed in Figure 27, and hit “Enter” or click “Next.” Note: You must be connected to the Internet at this point.

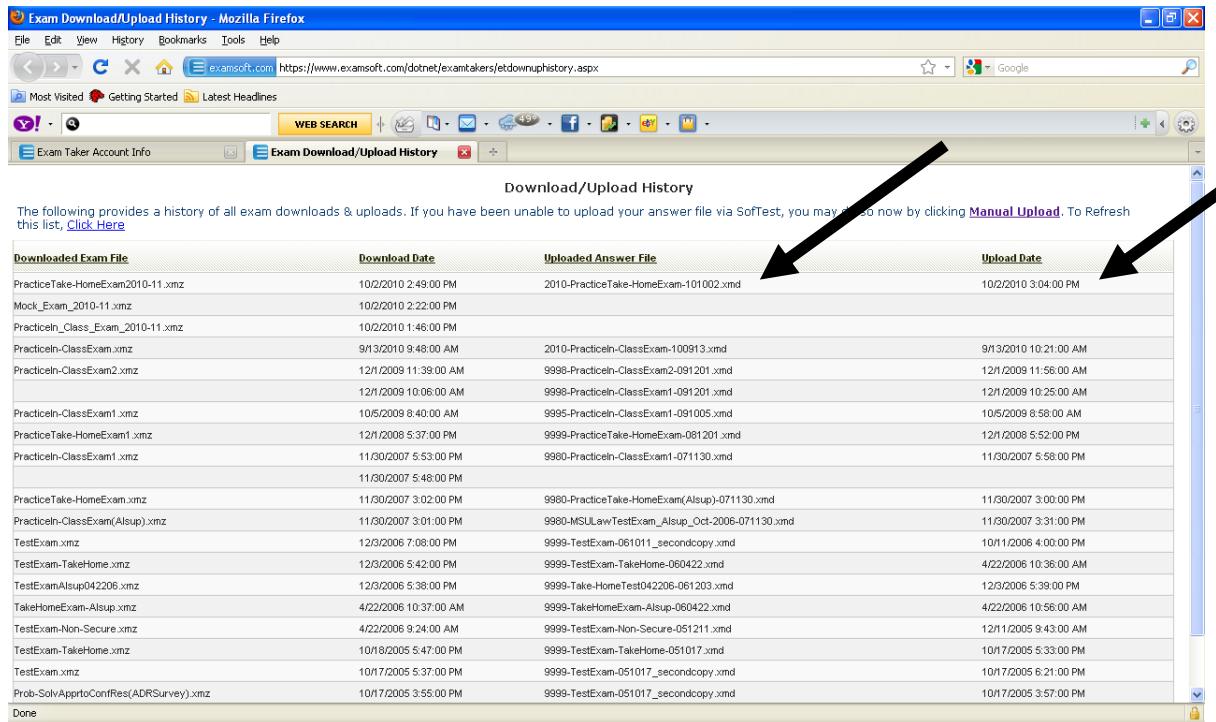


Figure 27

## ExamSoft Student In-Class Instructions

## SofTest Use Instructions

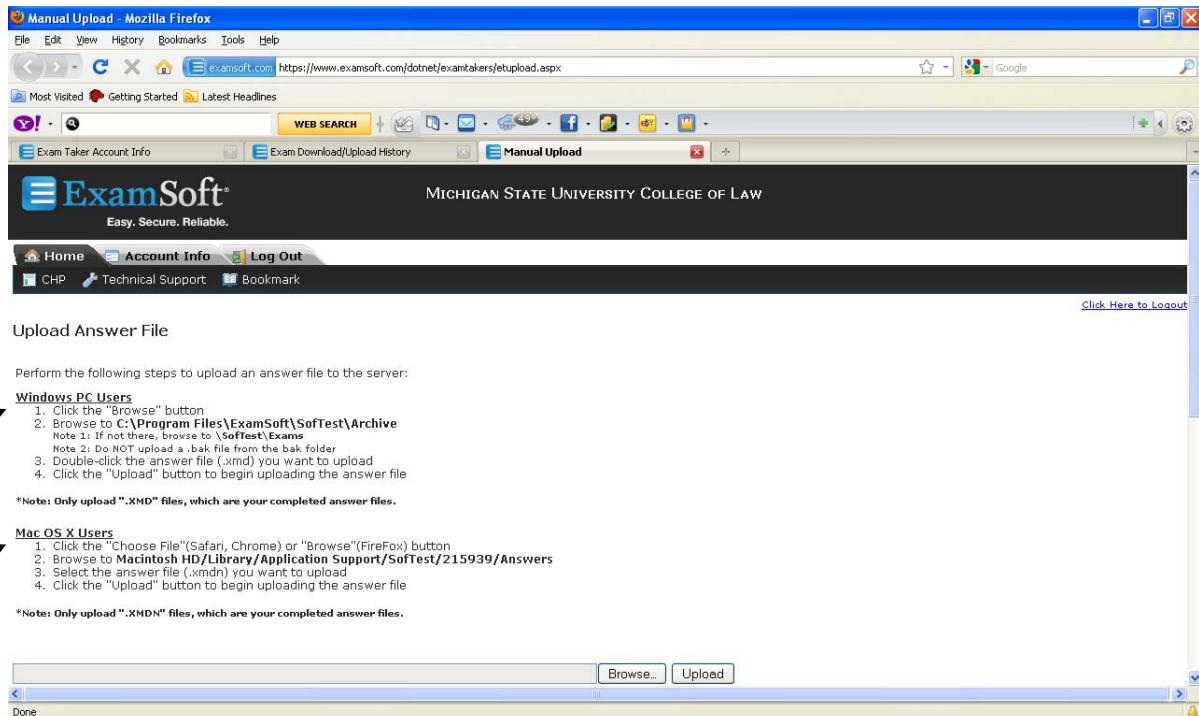
**Step 3 – If you are connected to the Internet a history of your exam download and upload history will appear. Confirm that there is an “Upload Date” for the exam in question is showing. If the “Upload Date” is blank, click “Manual Upload”, as shown in Figure 28.**



Downloaded Exam File	Download Date	Uploaded Answer File	Upload Date
PracticeTake-HomeExam2010-11.xmz	10/2/2010 2:49:00 PM	2010-PracticeTake-HomeExam-101002.xmd	10/2/2010 3:04:00 PM
Mock_Exam_2010-11.xmz	10/2/2010 2:22:00 PM		
PracticeIn-Class_Exam_2010-11.xmz	10/2/2010 1:46:00 PM		
PracticeIn-ClassExam.xmz	9/13/2010 9:48:00 AM	2010-PracticeIn-ClassExam-100913.xmd	9/13/2010 10:21:00 AM
PracticeIn-ClassExam2.xmz	12/1/2009 11:39:00 AM	9998-PracticeIn-ClassExam2-091201.xmd	12/1/2009 11:56:00 AM
	12/1/2009 10:06:00 AM	9998-PracticeIn-ClassExam1-091201.xmd	12/1/2009 10:25:00 AM
PracticeIn-ClassExam1.xmz	10/5/2009 8:40:00 AM	9995-PracticeIn-ClassExam1-091005.xmd	10/5/2009 8:58:00 AM
PracticeTake-HomeExam1.xmz	12/1/2008 5:37:00 PM	9999-PracticeTake-HomeExam-091201.xmd	12/1/2008 5:52:00 PM
PracticeIn-ClassExam1.xmz	11/30/2007 5:53:00 PM	9980-PracticeIn-ClassExam1-071130.xmd	11/30/2007 5:58:00 PM
	11/30/2007 5:48:00 PM		
PracticeTake-HomeExam.xmz	11/30/2007 3:02:00 PM	9980-PracticeTake-HomeExam(Alsup)-071130.xmd	11/30/2007 3:00:00 PM
PracticeIn-ClassExam(Alsup).xmz	11/30/2007 3:01:00 PM	9980-MSULawTestExam_Alsup_Oct-2006-071130.xmd	11/30/2007 3:31:00 PM
TestExam.xmz	12/3/2006 7:08:00 PM	9999-TestExam-061011_secondcopy.xmd	10/11/2006 4:00:00 PM
TestExam-TakeHome.xmz	12/3/2006 5:42:00 PM	9999-TestExam-TakeHome-060422.xmd	4/22/2006 10:36:00 AM
TestExam.xmz	12/3/2006 5:38:00 PM	9999-TestExam-TakeHomeTest042206-061203.xmd	12/3/2006 5:39:00 PM
TakeHomeExam-Alsup.xmz	4/22/2006 10:37:00 AM	9999-TakeHomeExam-Alsup-060422.xmd	4/22/2006 10:56:00 AM
TestExam-Non-Secure.xmz	4/22/2006 9:24:00 AM	9999-TestExam-Non-Secure-051211.xmd	12/11/2005 9:43:00 AM
TestExam-TakeHome.xmz	10/18/2005 5:47:00 PM	9999-TestExam-TakeHome-051017.xmd	10/17/2005 5:33:00 PM
TestExam.xmz	10/17/2005 5:37:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 6:21:00 PM
Prob-SolvApproConfRes(ADRSurvey).xmz	10/17/2005 3:55:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 3:57:00 PM
Done			

Figure 28

**Step 4 – Follow the instructions that are found on the “Upload Answer File” screen, as shown in Figure 29.**



**Upload Answer File**

Perform the following steps to upload an answer file to the server:

**Windows PC Users**

1. Click the "Browse" button
2. Browse to C:\Program Files\ExamSoft\SoftTest\Archive  
Note 1: If not there, browse to \SoftTest\Exams  
Note 2: Do NOT upload a .bak file from the bak folder
3. Double-click the answer file (.xmd) you want to upload
4. Click the "Upload" button to begin uploading the answer file

**Note: Only upload ".XMD" files, which are your completed answer files.**

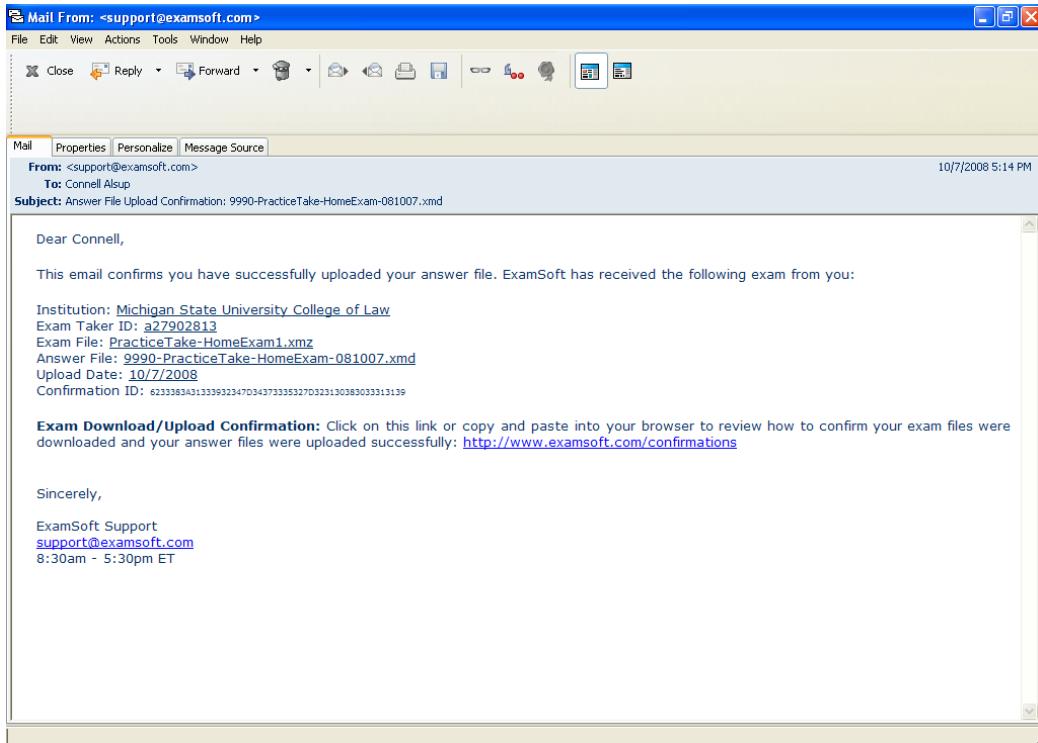
**Mac OS X Users**

1. Click the "Choose File"(Safari, Chrome) or "Browse"(FireFox) button
2. Browse to Macintosh HD/Library/Application Support/SofTest/215939/Answers
3. Select the answer file (.xmd) you want to upload
4. Click the "Upload" button to begin uploading the answer file

**Note: Only upload ".XMD" files, which are your completed answer files.**

Figure 29

**Step 5 – After leaving the exam room, wait about 10 minutes or so and you will be able to confirm whether the exam file in question was successfully uploaded by repeating steps 1 through 3 in Section 4. You will also receive a confirmation email from ExamSoft, as shown in Figure 30.**



**Figure 30**

**Step 6 - If the answer file does not either automatically or manually upload, your laptop is to be brought to the Registrar's Office in room 309.**



UNLESS YOU HAVE CLOSELY FOLLOWED STEPS  
5 AND 6 ABOVE, YOU ARE NOT DONE!!!!!!!