

SOFTEST EXAM DAY INSTRUCTIONS



PM Session Essay Portion

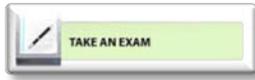
COMPUTER SETUP

- Ensure that **all cables** (i.e., power cord, external mouse and/or keyboard) are securely connected to your computer.
- Remove any CD's, flash drives or other external memory devices from your computer and signal your proctor to collect them now.
- **Turn on** your computer. Make sure your power indicator light is **ON**.

Launching SofTest

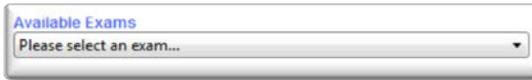


1. Click 'SofTest v11' icon.



2. Click the 'Take An Exam' button.

3. Select exam from the dropdown menu.



4. Select Exam Name: **MABar_7-28-16_PM_596109**

5. Enter Exam Password: **To be provided on exam day.**

6. Click the 'START' button.



7. Read each **Notice Window** carefully and click 'Next' to advance to each window.

8. **STOP** when the **STOP sign** appears.



9. **DO NOT TYPE** "Begin" until instructed. Click the 'Begin' button to start the test.



Functions and Formatting

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**.
- Type your answer to **Question 6** in the screen for **Question 6**, your answer to **Question 7** in the screen for **Question 7**, your answer to **Question 8** in the screen for **Question 8** etc. **DO NOT TYPE ALL 5 ANSWERS IN THE SCREEN FOR QUESTION 6.**
- SofTest automatically backs-up and saves to your hard drive every minute.
- SofTest automatically creates all headers, page numbers, and margins that can be included when printed by the Bar Examiners. It will single space the essay responses on your screen.
- When leaving your seat (i.e. restroom break), **block your screen** by clicking the 'Actions' menu, then **Hide Exam**. When you return click 'OK' to continue.
- **Once closed, the exam file cannot be reopened.**

Technical Issues



If your computer/mouse/keyboard malfunctions (e.g., **freezes**, any type of slow behavior or unresponsiveness, **DO NOT Exit or Close Exam Window**, do the following:

1. **Turn off** computer (*press & hold power button*)
2. **Restart** computer (after 5 sec)
3. The **Restart Exam Window** will appear. Select '**Return to Exam**'. Within 59 seconds, it will return to where you left off in the exam.

*If the problem persists, raise your hand and ask the proctor for a **lined essay answer booklet** and start handwriting.*

- **No extra time** will be provided if your computer freezes. Nor will extra time be given if there is some other type of equipment failure or software malfunction.
- If you are prompted for a **Resume Code** you have been out of your exam for a lengthy period of time and **will be required to handwrite the remainder of the session**. If this happens raise your hand **immediately** to notify a proctor to give you an **essay answer booklet**.

Notices

ExamSoft and the Board of Bar Examiners assume no responsibility for interruptions whether isolated or widespread. You assume all risks of using a computer to take your examination.

Technical help will **not** be available while the exam is in progress. If your computer freezes, you may attempt to fix it by going through the process described above, but no extra time will be given for that purpose. You must begin handwriting your answers if your computer is not working properly.

All examinations and computer testing materials are the property of the Board of Bar Examiners. Their removal will be reported to the Board of Bar Examiners and may result in the invalidation of your exam.

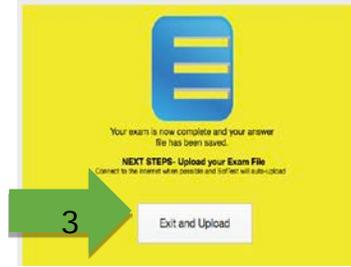
Any examinee who continues typing or writing after the "STOP TYPING" announcement has been made will be reported to the Board of Bar Examiners and may result in the possible invalidation of their exam.

To EXIT Your SofTest Exam

- You may exit SofTest whenever finished.
- Once notified that **fifteen (15) minutes** remain in the session, you may **NOT** leave your seat.

Follow these instructions to exit SofTest:

- Click 'Exit and Save' button.
- Click the 'Close Exam' button.
- On the final yellow screen, click the 'Exit and Upload' button.
 - You will be returned to your desktop.
- If you are connected to a wireless connection, the **upload of your answer file begins immediately.**
- If not, you will receive an **ALERT** screen. You will need to click on the 'Quit' button.



Follow the directions below for: [Uploading your Answer File](#)

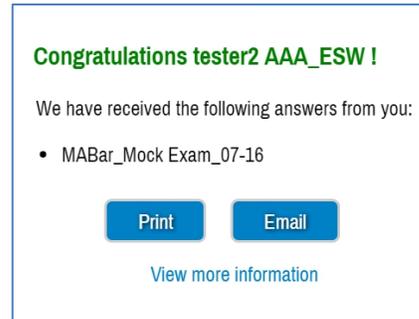
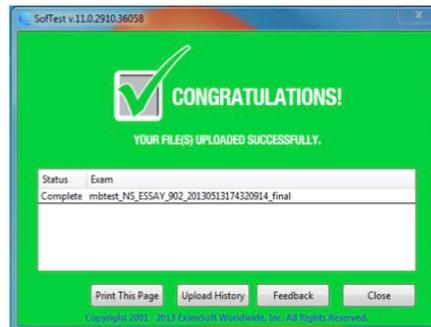
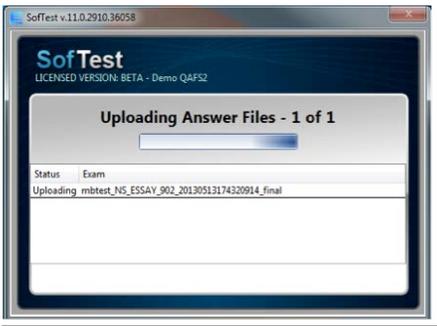
Uploading of Your Answer File

Your Answer Files must be uploaded **before you leave the examination testing room** at the end of the afternoon session.

If you fail to upload your answers by the deadline, your answers from the examination will not be graded, and you will be given a score of zero (0) for each answer. **Examinees must agree to NOT remove, delete, or uninstall SofTest or any SofTest program files until results have been published.**

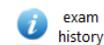
1. How to Upload Your Answer Files (if the upload of your answer files does not begin immediately after the final yellow "Exit and Upload" screen):

- At the examination testing site connect to the Internet and click on the 'SofTest' icon.
- 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. Refer to step #3.



2. Confirming the Upload of Your Answer Files

- Once completed you will receive the **green Congratulations Confirmation** screen, and an email will be sent within 15 minutes to the email address you used when you registered with SofTest.
- At this screen, you may click on the 'History' button to review your upload and download history.
- Checking this history report **WILL RECONFIRM** your upload of this exam.
- You may also verify the answer file upload by opening SofTest and selecting the 'Exam History' button.
- You may re-send yourself an **Upload Confirmation email** from this screen. Click on the 'Email' button.



3. If NEEDED: How to Manually Upload of Your Answer File

- Using your Web Browser to access <http://www.examssoft.com/manup>
- When the Manual Upload Login appears enter your ID and password.
- This is the same information you use to login to your institution's ExamSoft homepage.
- Follow the onscreen instructions to upload your answer file.

Troubleshooting:

- Double check your email account that you used to register for SofTest.
- Enable your email account to receive mail from support@examssoft.com.

