

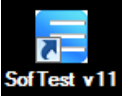
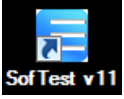


Student Laptop In-Class Exam Instructions (SofTest)

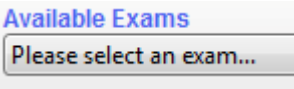
1) Computer Setup

- 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:** Enter the password provided by the proctor.

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



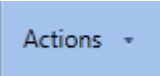
- f. **SIXTH** STOP when the Notice window with RED  SIGN appears.

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

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 essay question in the corresponding question screen. For example, type your answer to Question 1 in the screen for Question 1. Select the correct answer for the multiple choice questions by clicking on the checkbox next to the answer. Please note you may change your answer choice at any time while the exam remains open.
- For multiple choice questions you have an option to strikethrough any choices that you want to eliminate or do not wish to consider for your final answer. You can strikethrough the choice as such by simply right-clicking on it.

SofTest v11™ In-class Exam Instructions

- Proceed to the next screen by clicking the blue forward arrow  at the top left of the screen. Review previous answers by clicking the blue back arrow .
- Once closed, the exam file cannot be reopened.
- When leaving your seat (i.e. restroom break), block your screen by selecting  then 'Hide Exam'.
- If your computer freezes, follow the 'Computer Freezes' instructions below.

4) Miscellaneous Notices

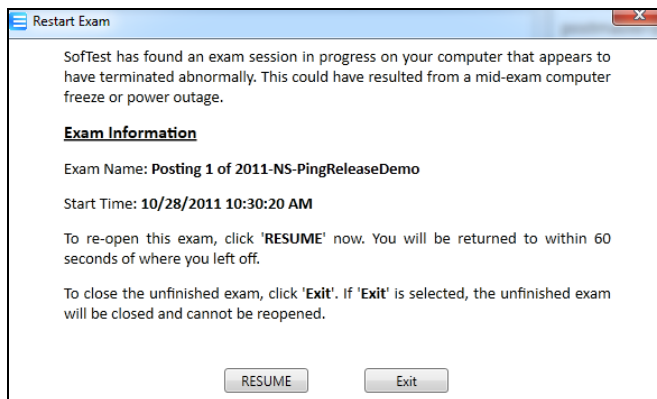
- ExamSoft and the Michigan State University College of Law assume no responsibility for interruptions whether isolated or widespread. You assume all risks of using a computer to take your exam.
- All examinations and computer testing materials are the property of the MSU College of Law. Their removal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

5) Computer Freezes

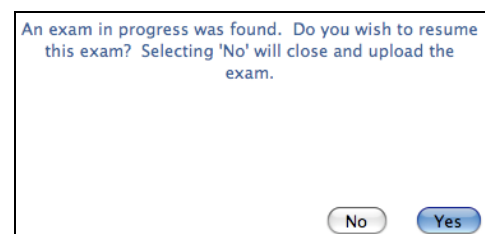
If you encounter a computer freeze or other hardware/software issue MSU College of Law strongly encourages you to complete your exam in a bluebook. If you choose to proceed with the following instructions you do so at your own risk and will NOT be allowed *any* extra time.

If SofTest, your keyboard and/or mouse stop responding, do the following:

- 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 RESUME/YES to return to the exam. You will be returned to within 59 seconds of where you left off.



SofTest Windows


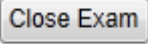


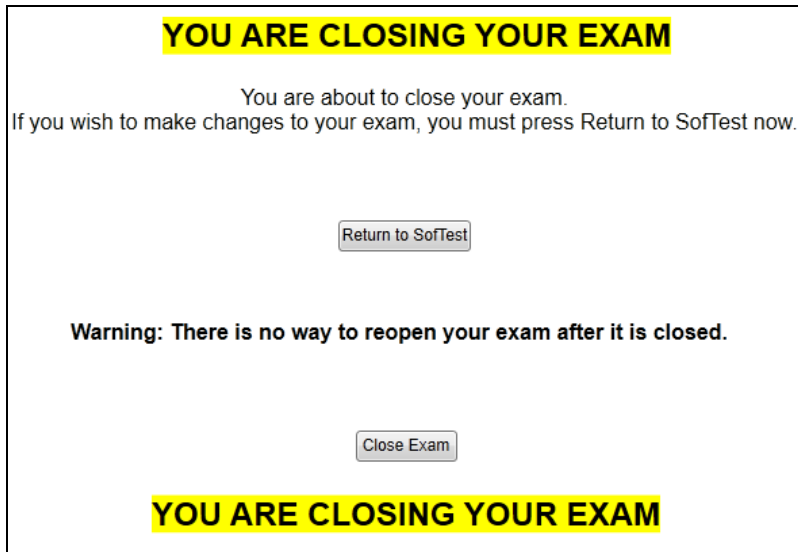
SofTest Mac

6) Exiting SofTest

You may exit SofTest whenever you are finished. Follow these instructions to exit out of SofTest. (If you are done before time is called, you have the option of re-entering the exam by clicking on the 'Return to SofTest')

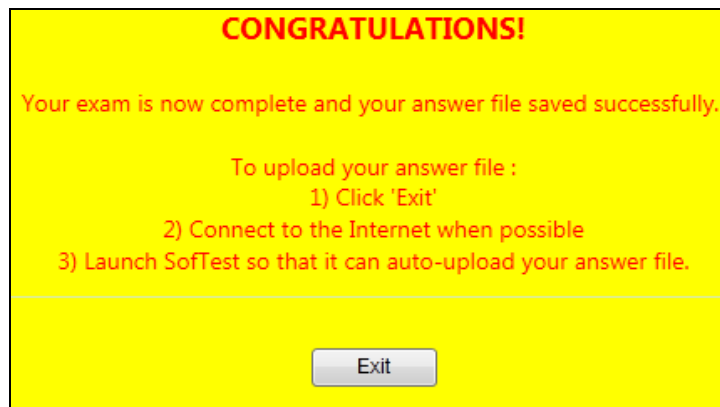
SofTest v11™ In-class Exam Instructions

- a. Select '**Actions**' then '**Exit and Save**' or click the  button.
- b. Click the  button.



Caution: Once "Close Exam" is selected, the exam file **CANNOT** be re-opened.

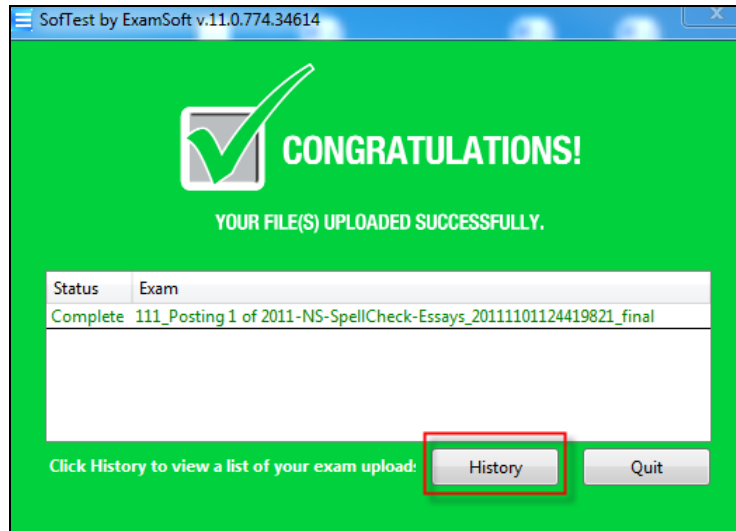
- c. On the yellow window, click the  button. **Do not turn off your computer until you see the green confirmation window in the next step.**



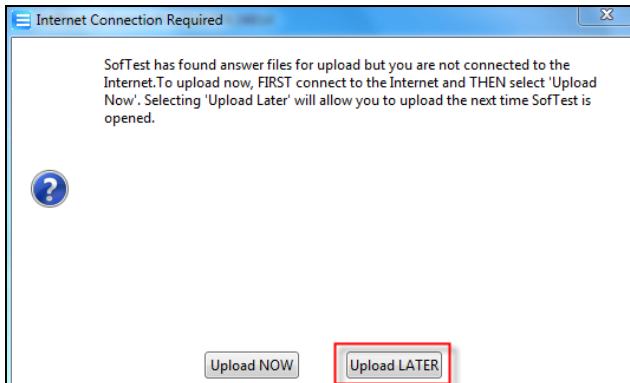
7) Returning Your Answer Files

- a. **Internet connection @ exam site:** Your answer file will automatically upload once you establish an Internet connection. You should receive the green confirmation window. Note that you **MUST** upload your answer file immediately after exiting your exam. If you experience *any* upload issues, you **MUST** report those issues immediately to the Registrar's Office.

SofTest v11™ In-class Exam Instructions



- b. **NO Internet connection @ exam site:** Once you exit the exam SofTest will try to upload your answer file. Please select 'Upload LATER' option and you can now turn off your computer.



SofTets Windows

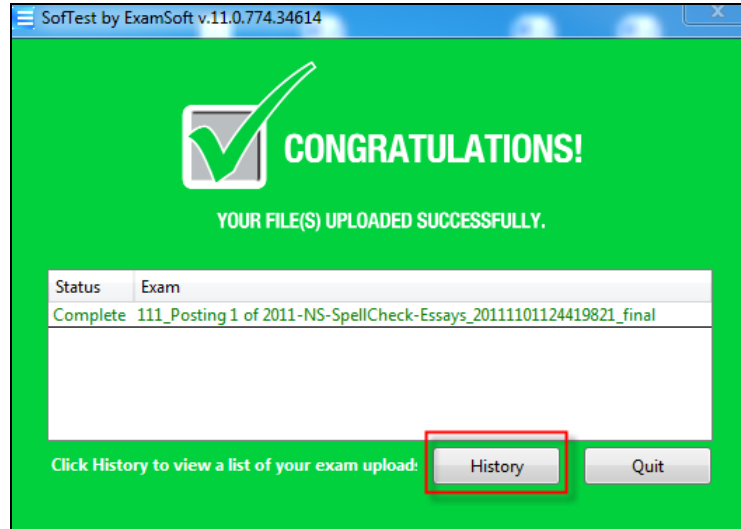


SofTest Mac

Once you establish an internet connection:

- i. Turn on your computer and connect to the Internet.
- ii. Double-click SofTest icon on the desktop for Windows users or single-click the icon in your Applications folder or Dock for Mac users to launch SofTest. Your answer file(s) will be automatically uploaded and you should receive a green confirmation window:

SofTest v11™ In-class Exam Instructions



Click 'History' to view a list of your exam upload. Download/Upload History page provides a history of all exam downloads & uploads. You can also send the upload confirmation for any exam that was uploaded by simply clicking the envelope icon next to the exam name or selecting multiple exams and clicking the envelope icon at the top of the screen. You will receive an email confirmation for the selected exams.

<input type="checkbox"/>	<input type="checkbox"/>	<u>Downloaded Exam File</u>	<u>Download Date</u>
<input type="checkbox"/>	<input type="checkbox"/>	Posting 1 of Chris-NS-PointValues-104095.xmzx	10/19/2011 5:47 PM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posting 1 of 2011-NS-SpellCheck-Essays-106946.xmzx	10/19/2011 5:46 PM
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posting 1 of 2011-NS-PingReleaseDemo-104292.xmzx	10/19/2011 5:46 PM
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