

1. Downloading and Registering

You will receive detailed instructions in the **Welcome Email** from your institution.

Your ExamSoft® account is now active. Follow these steps to install and register SofTest®.

- Visit www.examsoftuniversity.com
- Log in under 'Exam Takers' using your Student ID and Password.

Windows PC Users

- Click 'Download SofTest Windows'
- Click 'Run' when prompted to do so and follow the on-screen instructions
- Download and take the Mock exam and upload the answer file to ensure that your laptop is working properly

Before downloading SofTest® double check:

- ✓ A/C – Battery power indicator light
- ✓ Computer is virus free and has all updates
- ✓ Computer meets minimum system requirements

Minimum System Requirements

Click on any item below to view the requirements for that device.

[PC Requirements](#)

[Mac Requirements](#)

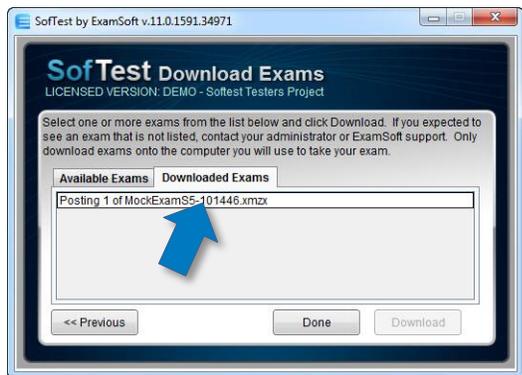
[iPad Requirements](#)

- Download and install SofTest® on the **computer you will use for testing.**
- Register using Login ID and Password.
- Do it **early!** Do not wait until the exam day to download and install SofTest® on your laptop.



2. Preparation Before the Exam

- Take a **Mock Exam** (if made available to you).
- Watch for **email notifications** to download exams.
- Download** all exams as soon as they are available.



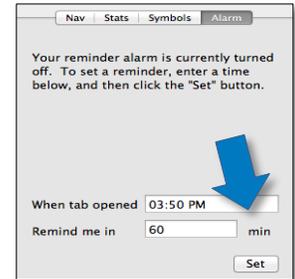
- Check that your computer's **date and time** are accurate.
- Arrive** at the exam site at least 15 minutes early.
- Charge your **laptop battery** and bring your power cord.
- [Disable any antivirus software](#) prior to launching a secure exam.

- Before upgrading your current OS, check against SofTest's [current minimum system requirements](#) to ensure compatibility with the new OS.

3. Taking Your Exam

During your exam, you can set a **reminder alarm** to appear at a specific time during the exam. First, access the **Tools** and then the **Reminder Alarm** menu. Be sure to click the **Set** button to activate the alarm.

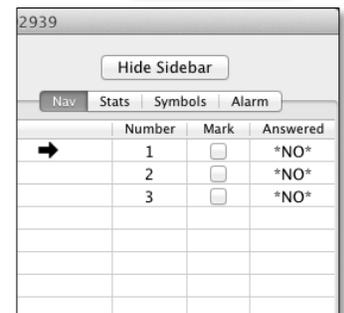
SofTest® will automatically save your answers in the exam every 60 seconds.



How to Navigate through Question Items

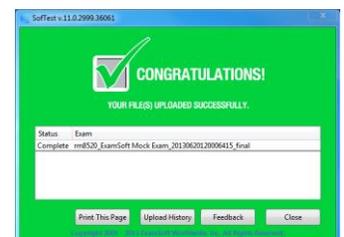
(Note: This feature may not be enabled for all exams.)

- You can toggle (or switch) between questions using the **blue navigation arrows**.
- The **Question Navigator** button on the menu bar displays a list of all questions in a separate window.
- You can view all unanswered questions.
- If backward navigation is allowed, you can mark questions to revisit.
- You can navigate to another question by clicking on the question number.



4. After the Exam

After completing the exam, wait until you see the GREEN confirmation screen. An email will be sent to the address you used when you registered SofTest®. The email will confirm the upload of your answer file.



On the green screen, you can click the **History** button to review your upload and download history. Checking this history report will **RECONFIRM** the uploading of your answer file.

Do not uninstall SofTest until you receive your results or your grades have been released.

If your location does not have Internet connectivity:

- Once you arrive at your home, hotel or other location with Internet connectivity, turn on the computer.
- 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.