

IMPORTANT EXAMSOFT EXAM DAY REMINDERS

ON EXAM DAY

1. Arrive to your exams early!
2. Bring to your exam: laptop, power cord, battery, extension cord, Campus Wide Login and password, UBC Student Number, Exam Code, ExamSoft password, pen, and earplugs (if you think the noise of typing will disturb you).
3. All students will be given hardcopy Exam Questions and Exam Answer Booklets in the examination room. Put your Exam Code on any answer booklets that you use.
4. As soon as you arrive to the classroom allocated for your course section's laptop users: plug-in and boot up your computer, establish an internet connection (if you establish an internet connection prior to opening your exam, at the end of the exam when you exit SofTest the upload process will be automatic), launch SofTest, select your Exam, enter the Exam Password that the Exam Invigilator will give to you, and STOP at the screen with the STOP signs. WAIT until the exam invigilator tells you to: type "Begin", press the Begin button, and start typing.
5. Once you begin your exam, SofTest will lock your computer so that you will not be able to access the internet or anything else on your laptop, AND YOU ARE NOT ALLOWED TO ACCESS ANYTHING ON YOUR LAPTOP EXCEPT SOFTEST ONCE THE EXAM INVIGILATOR TELLS YOU TO BEGIN THE EXAM AND START TYPING AND UNTIL THE INVIGILATOR TELLS YOU TO STOP TYPING AND EXIT EXAMSOFT, so bring all materials allowed (books, CANS) in hardcopy format.
6. IF, AFTER YOU HAVE ALREADY OPENED THE EXAM IN SOFTEST, you start hand-writing your exam answers instead of typing for whatever reason, DO NOT EXIT SOFTEST UNTIL THE END OF THE EXAMINATION PERIOD WHEN THE PROFESSOR TELLS ALL STUDENTS THAT IT IS TIME TO STOP TYPING AND EXIT SOFTEST!
7. The default Font set in SofTest is Arial, 11 pt. Please do NOT change this, unless you have problems reading a font of that size. However, it is fine to italicize, bold or underline within the text.
8. When the invigilator tells you to STOP TYPING, EXIT SofTest and UPLOAD your exam answers, DO IT IMMEDIATELY! Student Academic Services staff will print the exam answers and give them to your professor. When your professor receives your printed exam answers, the cover page of the exam will show: Your Exam Code, the name of the exam, the date and time you pressed the Begin button, the date and time you pressed the Exit button, the date and time you uploaded your exam answers. This means that your professor will know if you did not exit SofTest when instructed to do so!
9. Do NOT leave the classroom until your exam answer file has been uploaded. (The Director of Student Academic Services is able to monitor this on the UBC Law ExamSoft system.)
10. Turn in all exam answer booklets, used and unused, to the invigilator before leaving the room.

KEY POINTS

1. Exam questions are NOT stored in SofTest. They are provided in hardcopy format to students.
2. The amount of time allocated for an exam will NOT be set in SofTest. The invigilator of the exam will control when you are allowed to start typing and when you must stop typing and exit SofTest.
3. Spellcheck will NOT be turned on in SofTest.
4. You CANNOT open the typing screen for an exam without the Exam Password.
5. You do NOT need internet access established prior to opening your exam, but the upload process at the end will be automatic if you established an internet connection prior to starting your exam.
6. You DO need internet access established to upload the exam answer file.

TECHNICAL SUPPORT FOR STUDENTS

1. Prior to Exam Day: ExamSoft is your technical support prior to exam day: support@examsoft.com, 866-429-8889.
2. During Exam: If you experience technical problems at the beginning of or during your exams, **hand-write!**
3. During Upload Process: If you experience problems uploading your exam answers on exam day, after all students in the room have completed uploading their exam answers, the exam invigilator will walk you to the Director, Student Academic Services, who will contact Faculty of Law IT support for help.

SECURITY & FUNCTIONALITY

1. Each course section exam has an Exam Password and each individual student has a Student Exam Code.
2. Your answers will be saved automatically every 60 seconds into an encrypted file on your laptop. You can also manually save.
3. You can undo up to 50 previous actions.
4. If you Delete/Cut/Overwrite > 500 characters, you will receive a warning.
5. Uploaded files are saved on the ExamSoft server. Student Academic Services staff have access to and will print the exam answers for the professors.
6. You should not delete exam answer files from your laptop until all grades are posted at the end of the year.