

### **Set up your laptop.**

- Once you are seated in your assigned seat, plug in your laptop and turn it on. Ensure that your laptop is receiving power.
- Mute all speakers. Your laptop must be silent.

### **Launch SofTest as soon as your laptop is set up.**

Once you are in the Secure Area, you cannot access anything but SofTest on your laptop.

1. Double-click the **SofTest v11** icon on your desktop or dock.



2. Click the **Take An Exam** button.
3. From the **Available Exams** drop-down list, select **File name will be printed here.**
4. Enter this **Password: Will be printed here.**
5. Click the green **Start** button.
6. Read each Notice. Click **Next** to advance.
7. When you reach the **STOP** sign, you must stop.



**Passing the STOP sign before being instructed to do violates the honor pledge.**

### **When you are instructed to begin:**

- Type "begin"
- Click the **Begin** button

### **If you leave your seat, block your screen.**

- Select **Actions** menu
- Select **Hide Exam**
- Click **OK** to return to your exam.

### **Exit SofTest when you finish the testing session.**

1. Select **Actions**, then **Exit and Save**. (Or click the **Exit & Save** button.)
2. Click the **Close Exam** button. (Once you close an exam file, you cannot reopen it.)
3. On the yellow window, click **Exit and Upload** button.
  - If you receive a message that no internet connection is available, select **QUIT**. You may upload later, in a place where you can connect to the internet.
4. Close your laptop and place it on the floor.

### **If you finish before the 15-minute warning:**

- Exit SofTest. (See above.)
- Give your booklet and scratch paper to your Proctor.
- Do not leave the Secure Area.
- Once the 15-minute warning is given, you must remain seated.

### **If your laptop freezes, you may reboot.**

- Power down the laptop (press and hold the power button). Wait 5 seconds. Turn the laptop on.
- When the **Restart Exam** window appears, select **Return to Exam**. You will be returned to within 59 seconds of where you left off.
- If SofTest asks you to enter a Resume Code, you must handwrite for the rest of the testing session.

### **If you want to handwrite during a testing session, ask a Proctor for an answer booklet.**

### **Upload your answers by 7/28/15 at 4:30 p.m.**

1. Connect your laptop to the internet.
2. Click the **SofTest v11** icon. SofTest will auto-launch and upload your answers. An on-screen message will indicate that your upload is complete.
3. If SofTest does not auto-launch, you can manually upload your answers.
  - a. Go to <http://www.examsoft.com/manup>
  - b. When the **Manual Upload Login** appears, enter the ID and password you used to register SofTest.
  - c. Follow the instructions on the web page.

### **After uploading, you will receive e-mail confirmation.**

- You will receive one e-mail confirming that you uploaded your MPT answer.
- If you do not receive a confirmation e-mail, contact ExamSoft.

### **You can verify your upload.**

1. Launch **SofTest v11**
2. Click **Exam History**

### **For technical support, contact ExamSoft:**

- 866-429-8889
- <http://examsoft.com/barexam>
- <http://support.examsoft.com>

### **Do not bring these instructions or your laptop to the Secure Area tomorrow.**

- Laptops will not be used for the MBE tomorrow.
- Laptops will be used on Thursday for the Texas Essays. We will distribute new laptop instructions to you on Thursday.

### **Set up your laptop.**

- Once you are seated in your assigned seat, plug in your laptop and turn it on. Ensure that your laptop is receiving power.
- Mute all speakers. Your laptop must be silent.

### **Launch SofTest as soon as your laptop is set up.**

Once you are in the Secure Area, you cannot access anything but SofTest on your laptop.

1. Double-click the **SofTest v11** icon on your desktop or dock.



2. Click the **Take An Exam** button.
3. From the **Available Exams** drop-down list, select **File name will be printed here.**
4. Enter this **Password: Will be printed here.**
5. Click the green **Start** button.
6. Read each Notice. Click **Next** to advance.
7. When you reach the **STOP** sign, you must stop.



**Passing the STOP sign before being instructed to do violates the honor pledge.**

### **When you are instructed to begin:**

- Type “begin”
- Click the **Begin** button

### **Answer each question in the correct screen.**

Type your answer to Question 1 in the screen for Question 1. Then use the **blue arrow buttons** to navigate to the screen for Question 2, and answer Question 2. Etc.



### **Block your screen if you leave your seat.**

- Select **Actions** menu
- Select **Hide Exam**
- Click **OK** to return to your exam.

### **Exit SofTest when you finish the testing session.**

1. Select **Actions**, then **Exit and Save**.  
Or click the **Exit & Save** button.



2. Click the **Close Exam** button.
3. On the yellow window, click **Exit and Upload**.
  - If you receive a message that no internet connection is available, select **QUIT**. You may upload later, in a place where you can connect to the internet.
  - More information about uploading will be provided at the afternoon session.
4. Close your laptop.

### **If you finish before the 15-minute warning:**

1. Exit Softest (see above)
2. You may leave the Secure Area. Take your Admission Ticket and photo ID with you.
3. **Leave your laptop at your seat.** You cannot take it with you or access it during the lunch break.
4. You may take your copy of the Essay questions with you.

### **If your laptop freezes, you may try to reboot.**

- Power down the laptop (press and hold the power button). Wait 5 seconds. Turn the laptop on.
- When the **Restart Exam** window appears, select **Return to Exam**. You will be returned to within 59 seconds of where you left off.
- If SofTest asks you to enter a **Resume Code**, you must handwrite for the rest of the testing session.

### **If you want to handwrite during a testing session, raise your hand and ask a Proctor for an answer booklet.**

### **Do not bring these instructions to the afternoon session.**

- New instructions will be distributed to you at the afternoon session.

# SofTest™ Exam Instructions – Thursday, July 30, 2015 – Afternoon Essays

## Launch SofTest as soon as you are seated.

1. Double-click the **SofTest v11** icon.
2. Click the **Take An Exam** button.
3. From the **Available Exams** drop-down list, select **File name will be printed here.**
4. Enter this **Password: Will be printed here.**
5. Click the green **Start** button.
6. Read each Notice. Click **Next** to advance.
7. When you reach the **STOP** sign, you must stop.



Passing the **STOP** sign before being instructed to do violates the honor pledge.

## When you are instructed to begin:

- Type “begin”
- Click the **Begin** button

## Answer each question in the correct screen.

Type your answer to Question 1 in the screen for Question

1. Use the **blue arrow buttons** to navigate to the screen for Question 2, and answer Question 2. Etc.



## If you leave your seat, block your screen.

- Select **Actions** menu
- Select **Hide Exam**
- Click **OK** to return to your exam.


## Exit SofTest when you finish the testing session.

1. Select **Actions**, then **Exit and Save**. (Or click the **Exit & Save** button.)
2. Click the **Close Exam** button. (Once you close an exam file, you cannot reopen it.)
3. On the yellow window, click **Exit and Upload**.
  - If you receive a message that no internet connection is available, select **QUIT**. You may upload later, in a place where you can connect to the internet.
  - See below for more information about uploading.
4. Close your laptop and place it on the floor.

## If you finish before the 15-minute warning:

1. Exit SofTest. (See above.)
2. Perform a **mandatory backup**. (See below).
3. Complete the pledge sheet.
4. If you received a **blue card**,
  - Give your pledge sheet to the Proctor. Take your flash drive, test materials, these instructions, and all your belongings to the Collection Site in the Secure Area.
5. If you did *not* receive a blue card,
  - Give your flash drive and pledge sheet to the Proctor. You may keep your question booklet.
  - Leave the Secure Area. Take all your belongings and these instructions.
6. You may take your question booklet with you.

## Mandatory Back-Up.

1. After you finish the testing session and exit SofTest, insert the flash drive that was issued to you at the beginning of this session into your laptop's USB port.
2. If you are prompted to scan the flash drive, click **Continue without scanning**.
3. Double click the **SofTest v11** icon.
4. On your keyboard, press **CTRL + B**  
 + **B** on Mac)
5. The SofTest Exam Retriever Wizard will open.
6. Click **Copy All Recommended Files**. A message will notify you the files were successfully copied.
7. Click **OK** (Or **Done** on Mac).
8. Properly eject the flash drive.

## If your laptop freezes, you may try to reboot.

- Power down the laptop (press and hold the power button). Wait 5 seconds. Turn the laptop on.
- When the **Restart Exam** window appears, select **Return to Exam**. You will be returned to within 59 seconds of where you left off.
- If SofTest asks you to enter a **Resume Code**, you must handwrite for the rest of the testing session.

## If you want to handwrite during a testing session, ask a Proctor for an answer booklet.

## Upload your answers by 7/30/15 at 10:00 p.m.

1. Connect your laptop to the internet.
2. Click the **SofTest v11** icon. SofTest will auto-launch and upload your answers. An on-screen message will indicate that your upload is complete.
3. If needed, you can manually upload your answers.
  - Go to <http://www.examssoft.com/manup>
  - When the **Manual Upload Login** appears, enter the ID and password you used to register SofTest.
  - Follow the directions on the web page.

## You will receive e-mail confirmation of your upload.

- You will receive one e-mail confirming that you uploaded your morning answers.
- You will receive a second e-mail confirming that you uploaded your afternoon answers
- If you do not receive both e-mails, contact ExamSoft.

## You can verify your upload.

1. Launch **SofTest v11**
2. Click **Exam History**

## For technical support, contact ExamSoft.

- 866-429-8889
- <http://support.examssoft.com>
- <http://examssoft.com/barexam>