

Key SofTest Features and Tips

The following is a quick guide to installing and using SofTest¹. In order to make your exam experience as smooth as possible, please be familiar with these functions/rules. For a complete set of SofTest training materials, please visit: <http://support.examssoft.com>

1) Installing SofTest

Please go to www.examssoft.com/cualaw and within the Exam Takers section, enter your username and password (please see tip #2 for details on your username and password). Within the Install and Register SofTest section, click “Download” and follow the instructions for installing this software.

Mac Users – Some students using a Mac have reported receiving an error message when attempting to install SofTest (software unfamiliar to your operating system). To get around this error, please navigate to the System Preferences area. Click on “Security & Privacy”. Click on the lock/unlock button at the bottom of the window and enter your laptop’s name and password. Select the ‘Anywhere’ option under “Allow applications downloaded from”. Press “Allow from Anywhere” when the message box appears. This should allow you to download and install SofTest.

2) Logging into SofTest

Your SofTest username is the first portion of your CardinalMail e-mail address (everything before “@cardinalmail.cua.edu”) and your individual password is your seven digit Student ID number (found on your Cardinal Card). Once you login, please first download your available exams. For normal exams, you can do this days or weeks prior to arriving on exam day or just before the exam begins. We recommend the former. Please do not worry; you cannot start an exam without first being given the exam password (other than for the mock exam, we give you the exam password when you arrive in your exam classroom). Once you have download an exam, please click on “Take an Exam” to begin taking your exam. As mentioned above, you will need an exam password to get to the point where you can start typing your answers.

3) Mock exam

The mock exam password is ‘cuamock’. We highly recommend all students complete a mock exam prior to the start of the exam season.

4) Answering multiple choice questions

Unless otherwise specified within your question booklet, all multiple choice questions will be answered within SofTest. You have the option of completing these questions at any point during the exam. In other words, you can skip to the essay portion and then come back to the multiple choice section. There is space for 200 multiple choice answers, although your exam is likely to have significantly fewer multiple choice questions. If you have, for example, 15 multiple choice questions, please answer these questions within the first 15 multiple choice answer spaces. You will use the “First” “Previous”, “Next” and “Last” buttons to navigate between questions. Or you can click on the specific question within the right hand side bar to go directly to that question. You can answer some multiple choice questions, go to the essay area and then come back to the multiple choice questions. You can also flag certain questions to remind yourself to come back to this question later in the exam. Your multiple choice answers are not final until you submit your SofTest exam.

¹ A portion of the text used in this document is taken directly from the ExamSoft support website.

ID: 996 Exam Name: Fall_14_Registrar_Test_Quiz1 SofTest v.11.0.4232.36194 Support: 866-429-8889

Question 2 of 201 Show PDF First Previous Next Last Actions Exit/Save Larger Smaller Reset Hide Side Bar 2

Please select the answer to Question 2 below:

Please provide your answer below, and click 'Next' to move to the next question.

a. Choice a
 b. Choice b
 c. Choice c
 d. Choice d
 e. Choice e

Number	Flag	Answer
1	<input type="checkbox"/>	YES
2	<input type="checkbox"/>	NO
3	<input checked="" type="checkbox"/>	NO
4	<input type="checkbox"/>	NO
5	<input type="checkbox"/>	NO
6	<input type="checkbox"/>	NO
7	<input type="checkbox"/>	NO
8	<input type="checkbox"/>	NO
9	<input type="checkbox"/>	NO
10	<input type="checkbox"/>	NO
11	<input type="checkbox"/>	NO
12	<input type="checkbox"/>	NO
13	<input type="checkbox"/>	NO
14	<input type="checkbox"/>	NO
15	<input type="checkbox"/>	NO
16	<input type="checkbox"/>	NO
17	<input type="checkbox"/>	NO
18	<input type="checkbox"/>	NO
19	<input type="checkbox"/>	NO
20	<input type="checkbox"/>	NO
21	<input type="checkbox"/>	NO
22	<input type="checkbox"/>	NO
23	<input type="checkbox"/>	NO
24	<input type="checkbox"/>	NO
25	<input type="checkbox"/>	NO
26	<input type="checkbox"/>	NO
27	<input type="checkbox"/>	NO
28	<input type="checkbox"/>	NO
29	<input type="checkbox"/>	NO
30	<input type="checkbox"/>	NO
31	<input type="checkbox"/>	NO
32	<input type="checkbox"/>	NO
33	<input type="checkbox"/>	NO
34	<input type="checkbox"/>	NO
35	<input type="checkbox"/>	NO
36	<input type="checkbox"/>	NO
37	<input type="checkbox"/>	NO
38	<input type="checkbox"/>	NO
39	<input type="checkbox"/>	NO
40	<input type="checkbox"/>	NO
41	<input type="checkbox"/>	NO
42	<input type="checkbox"/>	NO
43	<input type="checkbox"/>	NO
44	<input type="checkbox"/>	NO
45	<input type="checkbox"/>	NO
46	<input type="checkbox"/>	NO
47	<input type="checkbox"/>	NO
48	<input type="checkbox"/>	NO

Question 2 : Multiple Choice: 5 choices. Elapsed time: 21 minutes (not timed) 01:01 PM On AC Power Last Saved :01:00 PM

5) Answering essay questions

****IMPORTANT**** When you first begin your exam within SofTest, the first area you will encounter is the multiple choice question area (200 multiple choice questions). Regardless of whether your exam has multiple choice questions or does not, you can choose to bypass the multiple choice questions and get to the essay area by clicking on the "Last" button at the top of the window. This will get you to Question 201.

Question 201 of 201

Please type the answer to Question 1 below.

Please provide your answer below, and click 'Exit/Save' to submit your exam.

This is where you type your short answer and essay answers.]

Number	Flag	Answer
1	<input type="checkbox"/>	YES
2	<input type="checkbox"/>	NO
3	<input checked="" type="checkbox"/>	NO
4	<input type="checkbox"/>	NO
5	<input type="checkbox"/>	NO
6	<input type="checkbox"/>	NO
7	<input type="checkbox"/>	NO
8	<input type="checkbox"/>	NO
9	<input type="checkbox"/>	NO
10	<input type="checkbox"/>	NO
11	<input type="checkbox"/>	NO
12	<input type="checkbox"/>	NO
13	<input type="checkbox"/>	NO
14	<input type="checkbox"/>	NO
15	<input type="checkbox"/>	NO
16	<input type="checkbox"/>	NO
17	<input type="checkbox"/>	NO
18	<input type="checkbox"/>	NO
19	<input type="checkbox"/>	NO
20	<input type="checkbox"/>	NO
21	<input type="checkbox"/>	NO
22	<input type="checkbox"/>	NO
23	<input type="checkbox"/>	NO
24	<input type="checkbox"/>	NO
25	<input type="checkbox"/>	NO
26	<input type="checkbox"/>	NO
27	<input type="checkbox"/>	NO
28	<input type="checkbox"/>	NO
29	<input type="checkbox"/>	NO
30	<input type="checkbox"/>	NO
31	<input type="checkbox"/>	NO
32	<input type="checkbox"/>	NO
33	<input type="checkbox"/>	NO
34	<input type="checkbox"/>	NO
35	<input type="checkbox"/>	NO
36	<input type="checkbox"/>	NO
37	<input type="checkbox"/>	NO
38	<input type="checkbox"/>	NO
39	<input type="checkbox"/>	NO
40	<input type="checkbox"/>	NO
41	<input type="checkbox"/>	NO
42	<input type="checkbox"/>	NO
43	<input type="checkbox"/>	NO
44	<input type="checkbox"/>	NO
45	<input type="checkbox"/>	NO
46	<input type="checkbox"/>	NO
47	<input type="checkbox"/>	NO
48	<input type="checkbox"/>	NO
49	<input type="checkbox"/>	NO

Question 201 : Essay | Character count: 59 | Elapsed time: 27 minutes (not timed) | 01:07 PM | On AC Power | Last Saved :01:06 PM

You will answer your essay questions in the following area:

****IMPORTANT**** Please note: You will only have one “question area” (labeled “Question 201 of 201”) to answer all of your essay questions. Your exam will likely have multiple essay or short answer questions. All of these questions will be answered in the Question 201 area. You will want to be sure to clearly label the answer you are providing. For example, “Question 4, part B” and then write your answer underneath the label. **Again, all of your essay or short-answer answers, regardless of the question, will be written in the SofTest “Question 201” area.**

6) Spell-check

Spell-check is automatically available for all of your exams. To have SofTest check your essay or essays for misspelled words, you will want to do the following:

PC users: Click on the “ABC” (checkmark) button just above where you are typing your essay. This will start the spellcheck function on your essay(s).

Mac users: Click on the spell tab at the top of the right-hand side-bar. This will give you the option to begin the spellcheck function on your essay(s).

7) Word Counts

Keeping track of word counts

In order to view the word count statistics, you may first have to click on the “Show Sidebar” button. SofTest provides a word count for essay answers under the ‘Stats’ tab. You will see three different word counts (1) Number of words totaled for all essay questions (2) Number of words in “this” essay question (3) If text is highlighted, SofTest provides a word count for the selection. Due to the fact that our exams use only one question area (Question 201), the word count for “All Essays” and “This Essay” should be the same. The ‘Selection’ option becomes very valuable when you need a word count for one essay among say three or four essay answers. Just highlight the words you want counted, click on the “Recount Essay Statistics” button and within the ‘Selection’ area, you will have a word count for this portion of your essay.

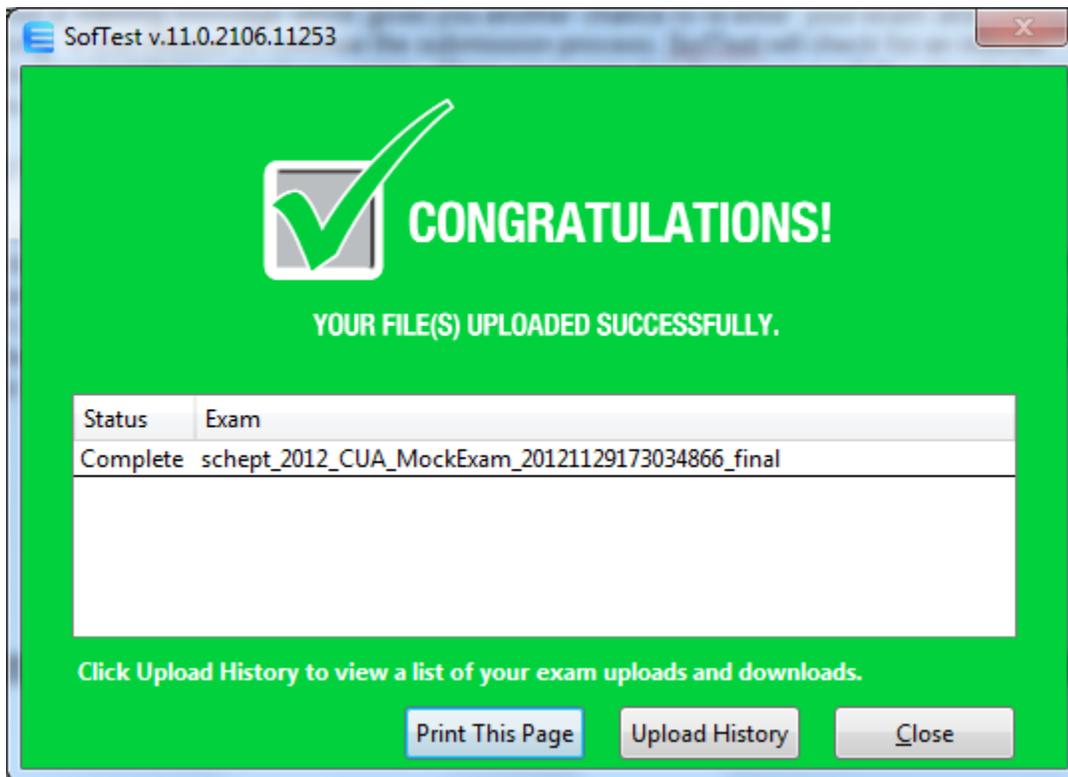
The screenshot displays the SofTest application interface. At the top, the status bar shows: ID: 996, Exam Name: Fall_14_Registrar_Test_Quiz1, SofTest v.11.0.4232.36194, Support: 866-429-8889. Below this is a navigation bar with buttons for 'Question 201 of 201', 'Show PDF', 'First', 'Previous', 'Next', 'Last', 'Actions', 'Exit/Save', 'Larger', 'Smaller', 'Reset', 'Hide Question', and 'Hide Side Bar'. The main content area contains the instruction: 'Please type the answer to Question 1 below.' Below this is a text input area with the placeholder text: 'Please provide your answer below, and click 'Exit/Save' to submit your exam.' A rich text editor is visible with a toolbar and the text: 'This is where you type your short answer and essay answers.' On the right side, a sidebar is open with the 'Stats' tab selected. It features a 'Recount Essay Statistics' button and a table with the following data:

	Words	Chars	No Spaces
All Essays	11	61	49
This Essay	11	61	49
Selection	4	24	21

At the bottom of the application, the status bar displays: Question 201 : Essay, Character count: 61, Elapsed time: 36 minutes (not timed), 01:16 PM, On AC Power, Last Saved :01:15 PM.

8) Ensuring your exam has been successfully submitted.

Your exam is automatically saved every 60 seconds. Of course, in addition to this, you may save your own exam anytime using the save symbol. Once you have completed your exam, you will click on the "Exit and Save" button (in green). This will begin the process of uploading your exam. You will see a warning message which gives you another chance to re-enter your exam and continue working. If you choose to continue the submission process, SofTest will check for an internet connection and then upload your exam. Once your exam has been successfully uploaded, you will receive the following message:



Successful submission of your exam will also result in you receiving a confirmation e-mail.