

EXAMSOFT PROCEDURES

THE LAST DAY TO COMPLETE THE ABSOLUTELY NECESSARY PROCEDURES LISTED BELOW IS JULY 11, 2008. PLEASE BE AWARE THAT REGISTRATION WILL CLOSE AND YOU WILL NOT BE ABLE TO USE THE PROGRAM AFTER JULY 11, 2008.

In an effort to help prepare you for using ExamSoft during the exam period, please remember the absolute necessity of completing and adhering to the following:

1. You must pay the Law Records Department a registration fee of \$20.00 for the present academic year (this period includes: Fall 2007, Spring 2008, Summer 2008).
2. You must complete the installation instructions (for instructions, please follow steps A – E)
 - A. Visit: <http://www.examssoft.com/loyolalaw>,
 - B. Click the “Exam Takers” tab at the bottom of the page,
 - C. Log in using the Student ID and Password provided by Paul H. Hickey,
 - D. Download and install the SofTest application,
 - E. Register the SofTest application,
 1. If your computer prompts you to reboot:
 - a. Click “Cancel”,
 - b. On the “Complete Registration” window, enter your Student ID and password then click “Register”,
 - c. Reboot your computer once you are notified that registration is complete.
 2. If your computer DOES NOT prompt you to reboot:
 - a. On the “Complete Registration” window, enter your Student ID and password then click “Register”,
 - b. You will be notified that registration is complete.
3. You must download your exam template files to your computer (for instructions, please visit: <http://www.examssoft.com/generic/frame.asp?faq>).
4. **Important:** It is absolutely necessary that you become very familiar with the use of ExamSoft prior to the exam period. This process can be achieved by taking as many practice exams as necessary within ExamSoft.
5. **Important:** On exam day, all students using ExamSoft must report to the assigned room 30 minutes prior to the start time and have their computer at the start point prior to the scheduled start of the exam. All exams will start on time and no extended time will be given to anyone who fails to comply.

Please be advised we will be using the wireless network implemented within the law school to automatically collect and upload your answer files. Please know that you will

not be required to have an Internet connection during your exam. However, once you have finished your taking your exam, it is **absolutely necessary** that you connect to the Internet (within one hour of completing your exam) so that your answer file can be automatically uploaded to an off site redundant server system **(for instructions, please visit: <http://www.examssoft.com/generic/frame.asp?faq>).**

6. **Important:** On exam day, all students using ExamSoft **must have their exam number.** If necessary, please login to your LORA account to obtain a duplicate copy of your exam numbers.

7. There will not be a single dedicated technical support person in each classroom, but instead we will have an IT support help desk located outside the elevators on the fourth floor to support all ExamSoft issues in all classrooms; **if you require technical assistance while taking your exam, you must go to the IT support help desk.**

8. Please let us not forget the obvious; if you are presently experiencing computer problems, it is **absolutely necessary** that you have your computer serviced well before the exam period.

For all students using ExamSoft, please know that **failure to comply** with the aforementioned procedures **will result in a delay** with the grading of your exam.