

Getting Started with SofTest-M



SofTest-M provides an easy and secure way for faculty to deliver exams and for students to take them on the iPad.



SofTest-M restricts access to the other apps and the Internet while taking exams.

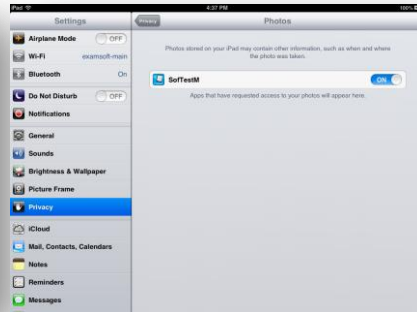


After completing an exam and reconnecting to Wi-Fi, answers are automatically uploaded for teacher review.

1

Setting up your iPad to take exams:

1. Navigate to **Settings** on iPad.
2. Select **General** and then **Accessibility**.
3. Turn on **Guided Access**, and set passcode.
4. Navigate to **Privacy**.
5. Select **Photos**, and turn on **SofTest-M**.



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What's needed?

- ✓ Photo access in settings
- ✓ WiFi to download exams and to upload answers
- ✓ 50% battery charge to start an exam
- ✓ Airplane Mode and Guided Access for secure exams

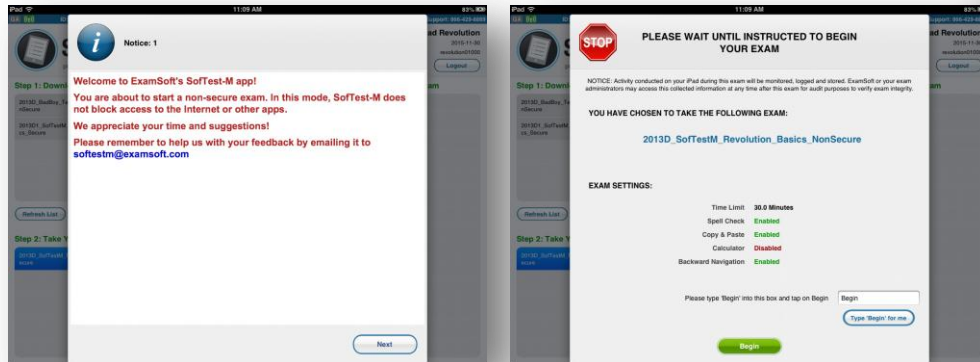
Cool Features:

- ✓ Calculator
- ✓ Spell check
- ✓ Alarms
- ✓ Question flagging
- ✓ Eliminate answer choices
- ✓ Reference materials
- ✓ Hide exam screen

2

Starting your exam:

- Go to **Step 1: Download exams** and tap arrows to download your exams.
- Go to **Step 2: Take your exam** and tap on an exam name.
- If taking a secure exam, enable both:
 - Airplane Mode** (in your iPad's Settings)
 - Guided Access** (triple click home button to select start)
- Enter **Exam Password** (if required).
- An **Alarm Reminder** can be set before starting your exam.
 - Five more alarms can be set simultaneously during the exam.
- Select **Start** when ready to begin exam.

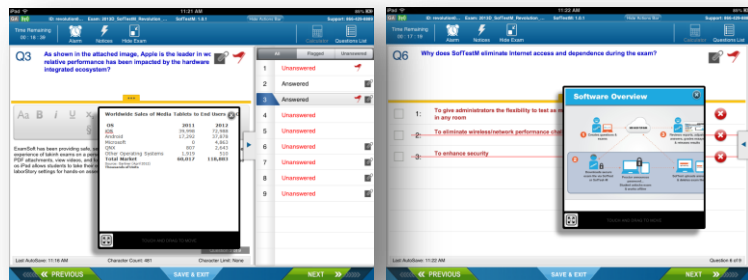


- Read through the exam notices and tap **Next**.
- Enabled features are displayed in the **Exam Settings**.
- Type the word 'begin' and select **Begin** to start exam time and answer questions.

3

Taking your exam:

1. The blue action bar displays the exam settings including **Guided Access (GA)**, and **WiFi** (both turn green when enabled).
2. To navigate from question to question, slide the green **Next** and **Previous** buttons, or use the **Question List**.
3. Select **Save & Exit** when you have completed your exam.



4

After your exam:

If Internet is available, your answers will upload automatically.

If there is no Internet access, your exams will appear in **Step 3: Upload Exam**.

1. If needed, end **Guided Access** (triple click home button to select end).
2. Go to **Settings** on your iPad; turn off **Airplane Mode**.
3. Launch **Softest-M**, and your exam will upload automatically.

