Downloading and Registering

You will receive detailed instructions in the Welcome Email from your institution.

Your ExamSoft® account is now active. Follow these steps to install and register SoftTest®:

- Visit www.examsofthelp.com
- Log in under “Exam Takers” using your Student ID and Password.

Windows PC Users:
- Click ‘Download SoftTest® Windows’.
- Click ‘Next’ when prompted to do so and follow the on-screen instructions.
- Download and take the block exams and upload the answer file to ensure that your laptop is working properly.

Before downloading SoftTest® double check:
- A/C – Battery power indicator light
- Computer is virus free and has all updates
- Computer meets minimum system requirements

Minimum System Requirements

Click any item below to view the requirements for that device.

PC Requirements
Mac Requirements
iPad Requirements

- Download and install SoftTest® on the computer you will use for testing.
- Enter InstitutionID.
- Register using Login ID and Password.

Preparation Before the Exam

- Take a Mock Exam (if made available to you).
- Watch for email notifications to download exams.
- Download all exams as soon as they are available.

Taking Your Exam

During your exam, you can set a reminder alarm to appear at a specific time during the exam. First, access the Tools and then the Reminder Alarm menu. Be sure to click the Set button to activate the alarm.

How to Navigate through Question Items

(Note: This feature may not be enabled for all exams.)

- You can toggle (or switch) between questions using the blue navigation arrows.
- The Question Navigator button on the menu bar displays a list of all questions in a separate window.
- You can view all unanswered questions.
- If backward navigation is allowed, you can mark questions to revisit.
- You can navigate to another question by clicking on the question number.

After the Exam

After completing the exam, wait until you see the GREEN confirmation screen. An email will be sent to the address you used when you registered SoftTest®. This email may take up to 15 minutes to be generated. The email will confirm the upload of your answer file.

On the green screen, you can click the History button to review your upload and
download history. Checking this history report will 
RECONFIRM the uploading of your answer file.

Do not uninstall SofTest until you receive your 
results or your grades have been released.

If your location does not have Internet connectivity:

a. Once you arrive at your home, hotel or other 
location with Internet connectivity, turn on the 
computer.

b. Connect to the Internet and click on the 
SofTest icon.

c. SofTest® will auto-launch and upload your answer 
files.

If you are unable to upload your answer files via SofTest, 
you will need to manually upload your answer files.