

# MEMO

TO: All Upper Level Students  
FROM: Beth Thomas, Student Services Program Coordinator  
Office of the Law Registrar/Academic Services  
Law School, Suite 137  
DATE: October 25, 2007

## **SofTest**

### Exam Software Information

Listed below are the courses that will be giving you the option to write the exam or type using softest. If you plan to type your exam, you must download the software. If you are not planning on typing your exam, please do not download the software.

<b>COURSE</b>	<b>PROFESSOR</b>	
ADMINISTRATIVE LAW	POWELL	write or type using SofTest
ALTERNATIVE DISPUTE RESOLUTION	BURKE	write or type using SofTest
CIVIL PROCEDURE II § 1	SAMUELS	write or type using SofTest
CIVIL PROCEDURE II § 3	HOLLEY-WALKER	write or type using SofTest
CONFLICT OF LAWS	KUO	write or type using SofTest
CONSTITUTIONAL LAW II § 1	CROCKER	write or type using SofTest
CONSTITUTIONAL LAW II § 2	BROWN	write or type using SofTest
CRIMINAL PROCEDURE	CROCKER	write or type using SofTest
DOMESTIC RELATIONS § 1	MONTGOMERY	write or type using SofTest
DOMESTIC RELATIONS § 2	ZUG	write or type using SofTest
EMPLOYMENT DISCRIMINATION	SEINER	write or type using SofTest
FEDERAL ENVIRONMENTAL LAW	CUMBERLAND & MABRY	write or type using SofTest
HEALTH LAW & POLICY	FOX	write or type using SofTest
INDIVIDUAL EMPLOYMENT LAW	NOLAN	write or type using SofTest
INSURANCE	DAVIS	write or type using SofTest
LABOR LAW	NOLAN	write or type using SofTest
PROBLEMS IN PROFESSIONAL RESPONSIBILITY	POWELL	write or type using SofTest
TRANSNATIONAL LAW § 2	SAMUELS	write or type using SofTest

### **If you plan to use SofTest**

1. Go to-  
Your webmail.sc.edu mailbox account  
Look for an email regarding SofTest Installation and Registration from the Law Registrar.
2. In the email-  
The website has your university network username/student ID and password.

### **Important note for all Mac owners**

To use SofTest you must be running Windows XP or Vista under Bootcamp. Bootcamp can be downloaded for free at Apple.com. For those of you who do not have Windows OS on your Mac computer, or can not purchase this software, we may have computers available in the computer lab for you to use. Please see us immediately.

### **Important note for all students**

#### **Downloading Fall 2007 Course Exam Files**

If you are using SofTest, you must download each course exam file separately. These files will be available November 12, 2007. For now, you are just downloading the software and Mock Exam USC.

Attached you will find the following:

1. Instructions for downloading software
2. Instructions for downloading Mock Exam USC.

**It is mandatory for all students to take the Mock Exam USC by November 9, 2007.**

**Download software- you will need your username and password.  
Don't remember username and password?  
Log into webmail.sc.edu.**

\*Mac users- Make sure you are in Windows OS, not Mac OS

1. Access website, [www.examssoft.com/sclaw](http://www.examssoft.com/sclaw). This will take you to the USC School of Law- Custom Home Page screen.
2. Choose Exam Takers at the bottom of your screen.
3. Enter your university network username/student ID and password that was emailed to you.
4. Go to change account information- change password, if you like. You can also change your email address as well.
5. You can not change your username. This is your university username for the next 3 years, it will not change!
6. After making these changes- click submit changes- click return to menu.
7. Whenever you have time, please take a minute to look over the FAQ part of the homepage.
8. Click- Download Softest.
9. Click- Download and install
10. Save file- Choose save; make sure it goes to the hard drive.
11. Once download is complete, click run.
12. Follow the steps of the wizard, you must accept everything.
13. If you get a files in use message, click ignore.
14. After installation runs, it will prompt you to enter your university network username/student id and password, please note if you changed your password, you will be entering your new password- Click register.
15. Message appears- you have successfully installed softest, click ok.
16. Message appears- one exam file is available for download- Click yes to download.
17. Download exam files
18. Enter your university network username/student id and password
19. Click- Next
20. A mock exam file will appear in the window, click onto it- then click download.
21. A message will appear saying you have successfully downloaded your exam file. Click- OK.
22. After download is complete- Exit out of program, close Softest launcher.
23. Click- Exit
24. Choose- Finish from the wizard.
25. Choose -No you do not want your computer to restart.
26. You will find an E (softest) icon on desktop.
29. **You will receive an email with instructions for the Mock Exam USC, it is mandatory for all students to take the Mock Exam USC by November 9, 2007.**






This will insure you that your computer is working properly with the Softest software and will help to find any problems that may occur during the exams.

# SofTest™ Exam Instructions



## Computer Setup

- Ensure that all cables (i.e. power cord, external mouse and/or keyboard) are securely connected to your computer.
  - **If you have a wireless network card remove or disable it.**
  - Make sure your power indicator light shows that your computer is receiving power.
  - Turn on your computer.
- Once your computer boots up, verify it has the correct date & time set. To do so, double-click the clock in the lower-right corner of your Windows Desktop.

## Launching SofTest

- FIRST:** Double-click the  icon on your Windows Desktop.
- SECOND:** Click the  button.
- THIRD:** Select your exam from the **\*Exam File** drop-down list.  
Text should appear in the "Exam Name" field. If it does *not*, notify the proctor.
- FOURTH:** If not already there, enter your Exam Number in the **AEGS #** field and enter the password provided by the proctor (NOT AVAILABLE FOR MOCK EXAM).
- FIFTH:** Click . The computer will reboot into SofTest's secure mode.
- SIXTH:** Read each Notice window carefully and click 'OK' to advance to the next window. STOP when the last Notice window with RED  SIGNS appears.
- SEVENTH:** When instructed, type 'begin' and click the  button.

## Functions and Formatting

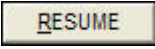
- SofTest automatically creates all headers, page numbers, and margins which can be included when printed by the school. It single spaces essay responses on your screen.
- SofTest automatically backs-up and saves to your hard drive every minute.
- Compose your answer for each question in the corresponding question screen. For example, type your answer to Question 1 in the screen for Question 1.
- Proceed to the next screen by clicking the blue forward arrow  at the top left corner of the screen. Review previous answers by clicking the blue back arrow .
- Once closed, the exam file cannot be reopened.
- When leaving your seat (i.e. restroom break), block your screen by selecting 'View' then 'Hide Exam' in the SofTest menu.
- If your computer freezes, follow the "Computer Freezes" instructions below.

## Miscellaneous Notices

- ExamSoft and the University of South Carolina School of Law assume no responsibility for interruptions whether isolated or widespread. You assume all risks of using a computer to take your exam.
- All examinations and computer testing materials are the property of the University of South Carolina School of Law. Their removal will be reported to the Associate Dean for Academic Affairs.
- Any examinee who continues typing or writing after the "STOP TYPING" announcement has been made will be reported to the Associate Dean for Academic Affairs.

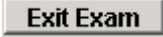


## Computer Freezes

If SofTest, your keyboard and/or mouse stop responding, do the following:

- a. Turn off your computer (press & hold the power button but if that fails, pull the power cord & battery)
- b. Restart computer.
- c. When the 'SofTest Exam Restart' window appears, select the  button. You will be returned to within 59 seconds of where you left off.

## Exiting SofTest

You may exit SofTest whenever you are finished. Follow these instructions to exit out of SofTest...

- a. Select '**File**' then '**Save and Exit**' or click the  button.
- b. Click the  button.
- c. On the yellow window, click the  button.
- d. Follow the instructions to reboot your computer back into Windows.

## Uploading Your Answer Files

- a. Once you exit the exam, your computer reboots into Windows.
- b. SofTest finds an exam to upload. You will receive the message that you are not connected to the internet.
- c. Connect to the internet, then upload exam.