ExamSoft Student Installation and Procedures

In preparation for exams, you need to be familiar with policies and procedures related to assessments.

All exams scheduled within the College program are posted to your Entrada calendars. Exams rooms will be posted in Entrada so make sure you check to see which room you are assigned to.

Photo identification is required for sign-in for all exams.

All exams are conducted using an online examination management system known as ExamSoft. Your access to ExamSoft, and the Examplify exam installation information have previously been emailed to you.

To support online exams, all students need to have a Windows or Macintosh computer **with sufficient battery capacity** to last up to **three hours**.

The **minimum** system requirements to support ExamSoft are available by going to the following website:
https://resources.examsoft.com/blog/examplify-minimum-requirements

Best Practices for Exam Takers is available at:
https://customered.s3.amazonaws.com/QRGs/BestPractices/Q_SFT101_BestPracticesforExamTakers.pdf

Of particular note, please familiarize yourself with the following site, which gives you information on
Examplify Quick Start Guide: Using Examplify
https://examsoft.force.com/emcommunity/s/article/Examplify-Quick-Start-Guide-Using-Examplify

Support
If you need additional help with Examplify, there are a number of options for you contact their support team:

> **How to contact ExamSoft**
> Toll- Free Phone: 866-429-8889
> Email: **support@examsoft.com**
>
> **When to contact ExamSoft**
> Monday - Friday 7:30 AM ET to 8:30 PM ET
> Saturday - 8:30 AM ET to 6:30 PM ET
> Sundays - Closed

Other Instructions

Please ensure that you arrive at the exam location at least 15 minutes before the times noted in your Entrada calendar and bring your photo ID.

Your computer needs to be fully charged and you need to have downloaded the exam. We do not have spare power cords or adapters. Further, clear plastic water bottles (no labels) are the only containers permitted for access during an exam; no food please. Please leave all cell phones, smart watches, coats, hats, backpacks, briefcases, etc. in your lockers. Invigilators will assist if you have questions.