

It's the most exciting time of the year...a palpable buzz and electricity is filling the air.
No, not for the Game of Thrones Season 6 premiere... but yes, you guessed it, Law School Finals! :)

Once again, it is time to go over with you the exam procedures for your upcoming Spring 2016 exams.

As always, **PLEASE READ CAREFULLY AND THOROUGHLY.**

EVERYONE MUST UPDATE THEIR EXAM SOFTWARE (MAC AND PC) TO THE LATEST VERSION OF SOFTEST!!!

The website to login and download the exam software, SofTest, (and to also download/upload your Take Home Exams) is <http://www.examsoft.com/shl>

Please use a supported browser (Chrome or Firefox) to access this site on your PC or MAC.

IMPORTANT NOTE!!!!

EVERYONE'S EXAMSOFT ACCOUNT HAS BEEN SET TO YOUR 8 DIGIT STUDENT ID# FOR YOUR USERNAME AND IN ALL CAPS SHLS(LAST 4 DIGITS OF YOUR SHU ID#) FOR YOUR PASSWORD.

USE THESE TO LOGIN INTO YOUR EXAMSOFT ACCOUNT AND DOWNLOAD THE LATEST SOFTEST EXAM SOFTWARE!!!!

As always, both PC and MAC are supported, but please click/see below **for the important software requirements:**

PC Version

MAC version

For those students who have Take Home Exams, YOU MUST READ the following:

Take Home Exam User Guide

<http://law.shu.edu/Students/academics/Take-Home-Exams.cfm>

Okay, so everybody take a deep breath and read on!

PLEASE READ CAREFULLY AND THOROUGHLY!!!! I have organized all of the exam information you need in one handy landing page on our website!

All of the information, forms, user guides, web links and latest tech news and notes you need for the exam period are located in the [Exam Center](#).

Please note: Any questions regarding the Self Scheduling exam process should be answered by the following link: [Self Scheduled Exams Policy](#)

Any further questions about Self Scheduled exams not answered by the above link should be directed towards the Registrar.

The rest of this email contains the instructions/procedures for those students using the exam software for In Class Exams (scheduled and self-scheduled).

PRE EXAM DAY CHECKLIST (MAC and PC):

1. **PLEASE FILL OUT THE REGISTRATION FORM!!!** There are some minor changes to it and you have to make sure your laptop meets the specifications listed!

Please do so before May 2nd.

2. Make sure that you can access our wireless network.
3. Login to [ExamSoft](#) (using Chrome or Firefox) to download and install the software, register the software, and download your exams (including the mock exam) for the semester. Please read the [SofTest User Guide](#) to assist you.
4. Conduct a practice/mock exam to familiarize yourself with the software. Again, a comprehensive guide on how to do so can be found via the [SofTest User Guide](#) located in the Exam Center.
5. (For PC users) Keep your computers clean by updating and running scans with Microsoft Forefront Protection (or other reputable Anti-Virus program). Also keep doing your Windows Updates.

EXAM DAY CHECKLIST (MAC and PC)

1. Make sure you go to your assigned exam room. Room assignments are posted approximately 1 hour prior to exam time on the pillar for the ramps nearest the Security Desk, the main elevators, and the Registrar's Office.
2. **REMEMBER YOUR POWER CORDS!!!** As per our [Laptop Policy](#), if you do not have your power cord with you the proctor will ask you to handwrite your exam due to the technical difficulty of retrieving the exam and the disruption it will cause other students during the exam when your battery runs out.
3. Remember to authenticate on our Wireless Network **PRIOR** to entering the exam software. This will ensure that you upload successfully without needing technical assistance.
4. Once in the exam room, initialize SofTest, select the appropriate exam, and get to the STOP SIGN screen where you are prompted to type "Begin". That is where you should be waiting on your laptop for the proctors to enter the room. When the proctor starts the exam you simply type "BEGIN" and start typing in the software.
5. If you have any laptop issues prior to, during, or upon exit of an exam, notify the proctor immediately as per our [Laptop Policy](#) and [Code of Conduct During an Exam](#).

6. Make sure that you successfully upload your exam. The big yellow exit screen IS NOT the end of the process. You need to click exit on that screen, let the Transfer Utility run, and you will get a green "Congratulations" message on a successful upload.

Best of luck to everyone on your upcoming finals and please email me back with any questions.

Regards,

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Class of '00