Taking Exams with SofTestM®

1. One time iPad setup after registering SofTestM:
   1. Navigate to **Settings** on iPad.
   2. Select **Privacy** and **Photos**.
   3. Turn on **SofTestM** (records if screenshots are taken during exams).
   4. Select **General** from **Settings**.
   5. Select **Accessibility**.
   6. Turn on **Guided Access**, and set passcode to ‘1234’.
   7. Launch **SofTestM**.
   8. Tap **Options** and download needed dictionaries.

*Complete before exam day. This download takes a few minutes.*

**What’s needed?**
- Photo access in settings
- WiFi to download exams and to upload answers
- 30% 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

**SofTestM** provides an easy and secure way for students to take exams on an iPad.

**SofTestM** restricts access to other apps and the Internet while taking exams.

After completing an exam and reconnecting to WiFi, answers will auto-upload once **SofTestM** is relaunched.
2 Starting your exam:

1. Launch **SofTest-M**.
2. Go to **Step 1: Download exams**. Tap arrow to download your exam.
3. Go to **Step 2: Take your exam**. Tap an exam name.

4. If taking a secure exam, enable both:
   a. **Airplane Mode** (in your iPad’s Settings)
   b. **Guided Access** (triple click home button to select start)
5. Enter **Exam Password** (if required).
6. An **Alarm Reminder** can be set before starting your exam.
   *Five more alarms can be set simultaneously during the exam.
7. Select **Start** when ready to begin exam.

8. Read through any pre-exam notices and tap **Next**.
9. Enabled features are displayed in the **Exam Settings**.
10. When instructed, type the word ‘**begin**’ and select **Begin** to launch your exam.
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:**

Unless your answer file uploads immediately (open book exams only), follow these steps:

1. End **Guided Access**. Triple click home button, select **End**, and enter the passcode ‘1234’.
2. Click home button once, select **Settings**, and turn off **Airplane Mode**.
3. Click home button once, launch **SofTestM**, and your answer file will upload automatically.