

ExamSoft Notification Letter

AADEP has chosen to partner with ExamSoft to deliver the CEDIR exam via computer based testing. In order to enjoy the convenience of taking the exam on your own laptop, you will need to download and register a software application named SofTest in advance.

Who is ExamSoft?

ExamSoft offers a market-leading, turnkey solution for mid- and high-stakes computer-based testing. Further information is available at www.examsoft.com

What is SofTest?

***SofTest** is a program developed and licensed by **ExamSoft** that enables exam takers to securely take examinations downloaded to their own laptop computers.*

We recognize that as an Exam Taker, you may have a choice as to whether to use **SofTest**, our exam taking software. You may be considering handwriting your exam, for example. If you are concerned about the possibility of losing your answer data while taking your exam, you may find the following information helpful.

ExamSoft has successfully administered millions of computer-based exams, and has been reliable for a long time. That said, we want exam sessions to be flawless, so we offer a number of safeguards to protect against the unexpected. **SofTest** makes very frequent backups and snapshots of answer records during the exam, to mitigate risks from anything that could cause a computer failure or power outage. Computer problems are inconvenient at any time, but we don't want them to challenge you during an important time—exam time. Moreover, **SofTest** works offline specifically to eliminate the risks that come with Internet connectivity dependence. So, if the Internet goes down during the exam, it's not an issue.

Click here to access a demo of SofTest:

http://www.examsoft.com/main/index.php?option=com_content&view=article&id=10&Itemid=25

Will SofTest work on my laptop?

SofTest can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). Specific system requirements are noted below:

PC Requirements:

- CPU = 1 GHz Pentium III or Industry Equivalent
- RAM = 1 GB
- Drives = 50 MB of free space
- Operating System = English 32-bit Versions of Windows XP, 32-bit and 64-bit Versions of Windows Vista and Windows 7. **SofTest** may not be used in virtual operating systems.
- Software = Internet Explorer 7.0 or later
- Internet Access for **SofTest** Installation, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher.

Mac Requirements

When you attempt to download **SofTest**, the native Mac version will appear. In order to use **SofTest** on your Apple MacBook or MacBook Pro natively, you must have:

- CPU = Intel processor
- RAM = 512 MB
- Drives = 50 MB or higher free disk space
- Operating System = MAC OS X 10.5.8 or higher (Leopard or Snow Leopard)
- Software = Internet connection for downloading/uploading exams
- Administrator account ([Instructions](#))

It is not possible to take secure exams through a virtual operating system such as Microsoft's Virtual Machine, Parallels or VMware, VMware Fusion or any other virtual operating system environment. Although SofTest can be installed and registered on virtual platforms, it will only be enabled for non-secure Practice Exams.

How do I register my laptop?

The Registration Process involves the 2-steps needed to acquire **SofTest**.

You must register the laptop on which you will take the actual exam. Registration should take place in advance, prior to exam day, and Internet connectivity is required during this process.

Go to our ExamSoft Custom Home Page located at www.examssoft.com/aadep.

Step 1: Log In - Enter your Student ID# and password emailed to you by ExamSoft. The CEDIR Exam file will be downloaded, along with the AADEP Mock Exam.

Step 2: Reboot & register SofTest – Once rebooted you will be prompted to register, you will be notified on-screen that you have completed the process and you will also receive email confirmation. **Note that you must register SofTest on your laptop BEFORE YOUR EXAM DATE.**

If you have any questions or issues with registration, contact ExamSoft technical support at support@examssoft.com or call toll-free 866.429.8889.

What Should I do Prior to Exam Day?

- Register **SofTest** on the computer you intend to use on exam day.
- Ensure: (1) that your PC meets the specifications listed [above](#), (2) that there is plenty of free hard drive space, (3) that your PC is virus free, and (4) that your PC is free of disk errors by running SCANDISK (click Start Button, Programs, Accessories, System Tools, Scandisk or Disk Cleanup).
- **SofTest's opening screen asks for an ID#. Be sure to write this number down prior to exam day.**
- Locate your A/C – battery power indicator light on your laptop - to determine which light indicates you are running on A/C power (i.e. power from a wall outlet).
- Ensure that your battery has at least 20 minutes of charge in it prior to the exam in the event there is a temporary power outage.
- If you encounter issues in your use of **SofTest**, visit www.examssoft.com/faq

What Must I do on Exam Day?

- Bring your power cord, battery (in the event of power loss), and an extension cord. If you normally use an external keyboard and mouse or if you need earplugs, you may bring those as well.
- Bring AADEP approved reference materials for the exam including the *AMA Guides to the Evaluation of Permanent Impairment, Fourth Edition*.
- Arrive to the exam room at least 15 minutes early, plug your computer into a power outlet, turn on the computer and follow the instructions provided.
- Immediately before **SofTest** launches the exam, you will be provided a warning screen with RED STOP SIGNS indicating that you should not begin the exam until instructed to do so. Heed this warning.
- After the exam, after your computer reboots, do access the Internet with the laptop, and ExamSoft will automatically upload your answer file.
- Do not uninstall **SofTest** until you receive your exam scores.
- ANY ATTEMPT TO DISABLE OR TAMPER WITH SOFTEST'S SECURITY FEATURES WILL BE CONSIDERED A VIOLATION OF THE EXAM TAKER HONOR CODE. IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH YOUR EQUIPMENT AND THE SOFTEST SOFTWARE AND INSTRUCTIONS PROVIDED BY EXAMSOFT ON ITS WEBSITE PRIOR TO THE START OF YOUR EXAM. PLEASE ALLOW YOURSELF SUFFICIENT TIME TO BECOME FAMILIAR WITH YOUR LAPTOP AND THE APPLICATION. COMMENCEMENT OF THE EXAM WILL NOT BE DELAYED DUE TO A HARDWARE PROBLEM WITH YOUR LAPTOP.