

## Exam Soft Take Home Exam Instructions

**IMPORTANT: DO NOT launch EXAMPLIFY USED FOR IN-CLASS FINAL EXAMS LOCATED ON YOUR DESKTOP.**

It is very important that you read the following Instructions before uploading your answer, with specific attention paid to the following:

**Log on to the Exam Soft Website:** <http://examsoft.com/rwu>

Use Firefox or Google Chrome browser

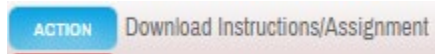
### Log in through “Exam Takers”

- Username: jbrown288 (your email WITHOUT domain)
- Password: 0000000 (7 digit Student ID #)

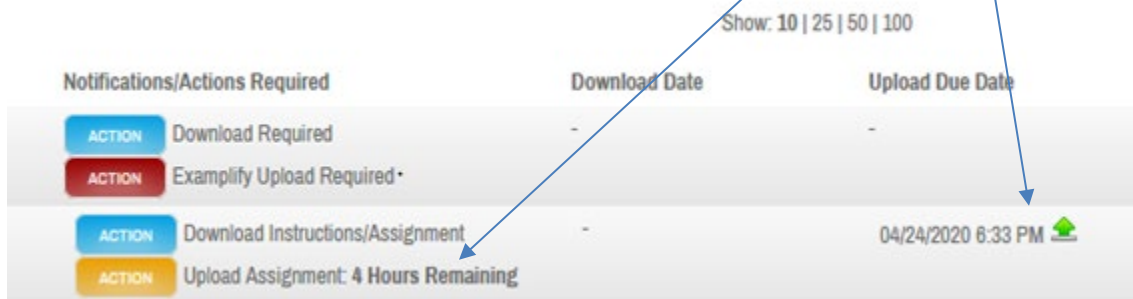
### TO DOWNLOAD YOUR TAKE-HOME EXAM:


Click “COURSES” Tab at the top of the screen. You will only see the take-home exam at the time it is available. The course will have “TAKEHOME” in the title. Click the course that your take-home exam is for. You will **NOT** be able to see it available or be able to download it before that time.

Click on the “ACTION” Button to Download Instructions/Assignment. Timed exams begin when assessment is downloaded.



You will notice that Exam Soft will assign an Upload Due Date and Time. This is based on the time allotted for the exam. You will also notice that Exam Soft will tell you how many hours remaining. This is a little misleading since Exam Soft does not have the capability of recording minutes. It will record the next hour. For example if you download an exam at 9:00am and you have 4 hours to complete it. Exam Soft will tell you that your exam upload time will be 1:00pm but time remaining will be 3 hours because it not able to record 3 hours and 59 minutes,



Notifications/Actions Required	Download Date	Upload Due Date
<b>ACTION</b> Download Required	-	-
<b>ACTION</b> Exemplify Upload Required	-	-
<b>ACTION</b> Download Instructions/Assignment	-	04/24/2020 6:33 PM 
<b>ACTION</b> Upload Assignment: 4 Hours Remaining	-	-

After you download the exam you can either print it or save it to your computer. After you have done that **LOGOUT** of Examssoft. If you do not logout of Examssoft you could potentially have a problem when you try to upload your answer file.

Your answer document should be saved on your computer using either a Word or a PDF. Preferably a PDF. Do not use any symbols, such as # when naming your document. Do not put your name on your answer file or in the title of your file.

**Sample File Name:** Course Title \_ Anon. Number \_ Professor \_ Semester

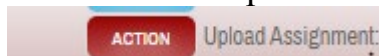
This Exam is being graded anonymously – **DO NOT** put your name on the exam. Please remember to put your assigned Spring 2020 anonymous number in the header of your document and it is always a good idea to number your pages. **DO NOT** send your exam answers to the professor.

## TO UPLOAD ANSWER FILE:

Log back into Exam Soft <http://examssoft.com/rwu>

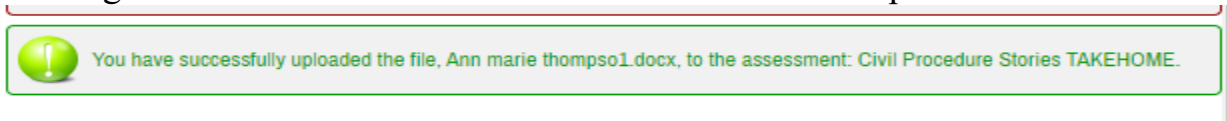
Follow previous instructions to access “Courses”

Click on the “ACTION” Button to Upload Assignment



Upload Exam/Assignment Box will appear.....using the browse feature locate your answer file on your computer and then click the “Upload” Button

You will get almost an instant notice that the exam has been uploaded.



You will **NOT** receive an email message that your document has been uploaded.

If you have any questions or issues, Contact [studentfinancerecords@rwu.edu](mailto:studentfinancerecords@rwu.edu) or call 401-254-4682 during office hours (8:30am – 4:30pm, Mon-Fri).

**PLEASE DO NOT CONTACT YOUR PROFESSOR WITH TECHNICAL ISSUES.**