

ExamSoft Take Home Exam Instructions

It is **very important** that you read the following Instructions before UPLOADING YOUR ANSWER with specific attention paid to the following:

ACCESS TO TAKE HOME EXAM IS THROUGH THE **EXAMSOFT WEBSITE HERE**
www.examsoft.com/rwu

IMPORTANT: Please use Firefox or Google Chrome browser. DO NOT LAUNCH EXAM SOFTWARE (EXAMPLIFY or SOFTEST) USED FOR IN-CLASS FINAL EXAMS LOCATED ON YOUR DESKTOP.

You only need internet access to the Examsoft website.

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 TOP. YOU WILL SEE YOUR COURSE LISTED.**
- **CLICK ON THE “ACTION” BUTTON TO DOWNLOAD THE ASSESSMENT. (Timed exams begin when assessment is downloaded.)**
- **YOU MAY SAVE TO YOUR DESKTOP OR PRINT FOR EASY REFERENCE, THEN LOG OUT OF EXAMSOFT.**
 - o Answer document should be saved on your computer using Word or pdf., preferably pdf. Please do not use any symbols, such as # when saving your document. For instance, save as **Anon. Number 1005** or **Anon. No. 1005**.
 - o While answering, save frequently as a precaution.

THIS EXAM IS BEING GRADED ANONYMOUSLY – DO NOT PUT YOUR NAME ON THE EXAM, BUT PLEASE REMEMBER TO PUT YOUR ASSIGNED FALL 17 ANON. NUMBER in the header of your document and it is always a good idea to number your pages. **DO NOT SEND EXAM ANSWER TO PROFESSOR.**

TO UPLOAD YOUR ANSWER:

Follow previous instructions to access Courses

- **AGAIN, CLICK ON THE “ACTION” BUTTON TO UPLOAD THE ASSIGNMENT.**
- **UPLOAD BOX WILL APPEAR.....USING THE BROWSER, FIND AND CLICK ON YOUR EXAM DOCUMENT TO POPULATE.**
- **CLICK “UPLOAD.”**

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 OR CALL [401-254-4656](tel:401-254-4656) during office hours (8:30am – 4:30pm, Mon-Fri).

PLEASE DO NOT CONTACT YOUR PROFESSOR WITH TECHNICAL ISSUES.