

# 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:

Use Firefox or Google Chrome browser to ACCESS THE **EXAMSOFT WEBSITE**: <http://examsoft.com/rwu>

**IMPORTANT: DO NOT** launch EXAM SOFTWARE (EXAMPLIFY) USED FOR IN-CLASS FINAL EXAMS LOCATED ON YOUR DESKTOP. Only internet access is needed.

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.**

Answer document should be saved on your computer using Word or pdf., preferably pdf.

Do not use any symbols, such as # when naming your document.

For instance, save as **Anon. Number 1005** or **Anon. No. 1005**.

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 SUMMER 18 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](mailto:studentfinancerecords@rwu.edu) OR CALL 401-254-4656 during office hours (8:30am – 4:30pm, Mon-Fri).

PLEASE DO NOT CONTACT YOUR PROFESSOR WITH TECHNICAL ISSUES.