TAKING AN EXAM
ON A LAPTOP

PROCTOR INFORMATION
IMPORTANT GENERAL NOTES FOR PROCTOR (please read carefully)

There will be NO technical support at the beginning of an exam. If a student has a problem, she/he has must write the exam in a Blue Book.

Every student has to bring and use a power adapter for their laptop, otherwise they will have to write their exam in a Blue Book.

ExamSoft/Examplify program has to be up and running from the beginning to the end of the exam period, regardless of the exam format. If the exam consists of two different types of questions (i.e., essay and Scantron), the student CANNOT exit the Examplify program if she/he finishes the essay first. If a student were to do that, they would be deemed to have failed the exam.

If there is a problem with a laptop during an exam, the student MUST inform you about it immediately. The student may try to restart their computer ONCE and go back into the exam. If this does not resolve the problem, the student should continue the rest of the exam by writing in a Blue Book. The files are backed up every 60 seconds and the recovery file will be matched with the students other test materials in the Registrar’s office. The student should be directed to Room 304 immediately following the end of the exam period for technical support.

Clearly make a note of any irregularity on the Proctor Check-In/Out sheet regarding laptop problems.

At the end of the exam, students have to upload their finished exam to ExamSoft. The students have practiced this upload procedure and they should know how to do it. They should not leave the test area before receiving the GREEN CONFIRMATION screen.
PRE EXAM:

As the students are checking in and setting up their laptops please announce:

“Students, please make sure you are starting your computer from a cold boot, not just lifting the laptop lid.”

“Students using laptops should remember to set their Power Management to Never let the computer sleep or hibernate.”

“Login and Select the correct exam and STOP at the Please Wait Screen with the Code. **DO NOT TYPE THE CODE UNTIL INSTRUCTED.**”

Note: If the laptop user doesn’t have any exams listed, she/he didn’t complete the Practice Exam and **has been informed** that they must take all exams by Blue Book.
VERY IMPORTANT!

BEGINNING OF EXAM:

Go around the room to check that everyone is using a power adapter.

Everyone should now be looking at the last notice window which contains spaces for a 4 letter code in the middle of the screen.

When you want the exam to begin, announce:

1. “Remember that your laptop will be making a backup of your exam every 60 seconds. If you have a problem during the exam, please raise your hand. WAIT ONE MINUTE so that a backup is made and then use the power button to shut down and wait 10-15 seconds and restart the computer. If this does not resolve the problem you will finish the exam by writing in a Blue Book. At the end of the exam period, you will go to Room 304 for technical assistance.”

2. “Do not exit the Examplify program before the end of the exam period even if you have finished typing.”

3. “Please type the CODE and Start the Exam.”
DURING AN EXAM:

If a student experiences a problem during the exam, they MUST inform you about the problem by raising their hand. The student should WAIT 1 MINUTE for the automatic backup and then try to resolve the problem by powering down the laptop using the power button and turning it on after 10-15 sec. Examlify will resume the exam upon restart.

If this does not solve the problem, the student should immediately finish the rest of the exam by writing in a Blue Book.

Clearly mark the Proctor Check-In sheet next to their student ID if that student had a computer issue/problem.

END OF EXAM:

1. “TIME…STOP TYPING IMMEDIATELY. Laptop users should click the Exam Controls dropdown box in the upper left corner and click Submit Exam.

Your answer file will automatically upload once you re-establish an Internet connection. Do not leave the exam area before receiving the green Congratulations Screen. You should also receive an e-mail notice for a successful upload.”

If you are having problems, please take your laptop to Room 304 for technical assistance.