

# **TAKING AN EXAM ON A LAPTOP**



## **PROCTOR INFORMATION**

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

There will be NO technical support after 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. (closing the software enables internet connections) 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 student's 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 and a confirmation email.

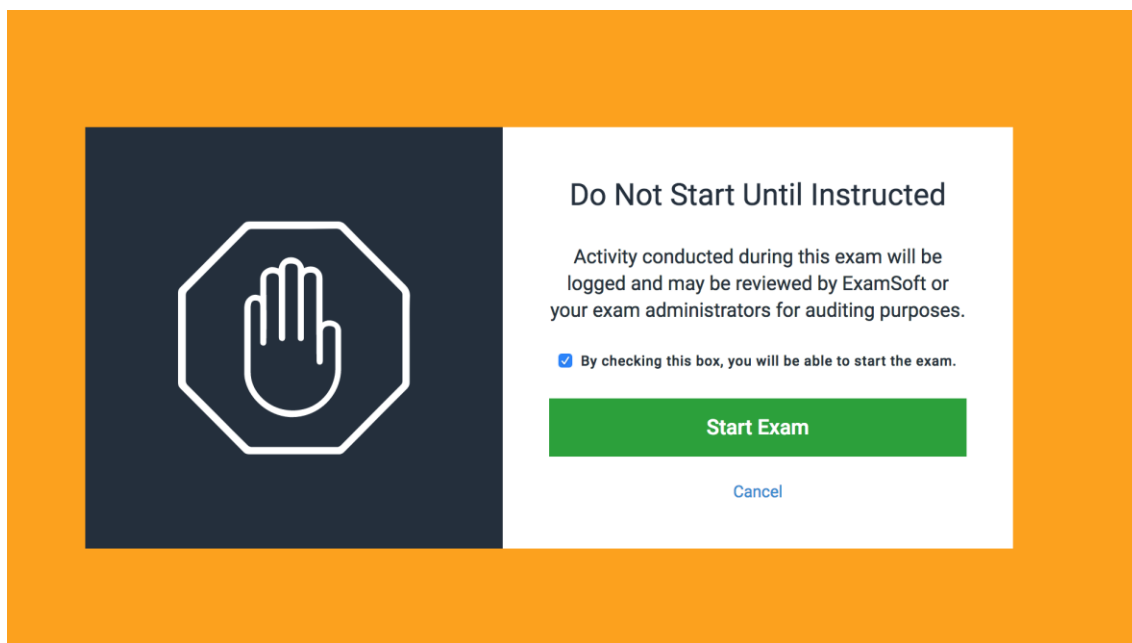
## PRE EXAM:

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 yellow warning screen. DO NOT Check the Box or start exam UNTIL INSTRUCTED.”**



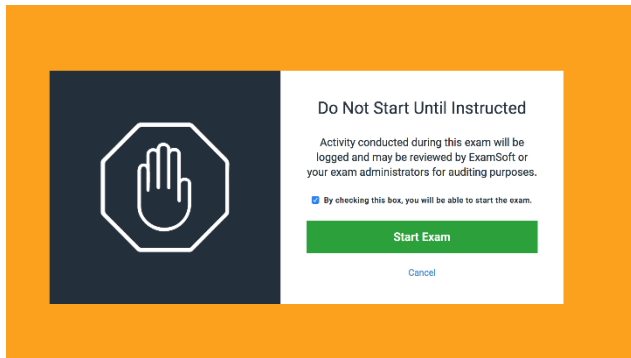
Note: If the laptop user doesn't have any exams listed, she/he didn't complete the Practice Exam and **has been informed** that they must take all exams by Blue Book.

## 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.



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 check the box and Start the Exam.”**

