



**TOURO UNIVERSITY CALIFORNIA COLLEGE OF PHARMACY  
EXAMSOFT FOR STUDENTS**

For the 2017-18 term, Touro University California College of Pharmacy (TUCA-COP) will be using SofTest v11 by ExamSoft as our testing application. P1 and P2 PharmD students will use SofTest to take exams -and- use the portal ([www.examsoft.com/tupharma](http://www.examsoft.com/tupharma)) to upload projects for grading.

<i>Use SofTest v11</i>	<i>Use the ExamSoft student portal</i>
<i>Formative exams -</i> <ul style="list-style-type: none"> <li>• Block A, B and C exams</li> <li>• Triple Jump exams (open &amp; closed book)</li> </ul> <i>Practice Triple Jump exams</i> <i>Observational Screening exams</i> <i>Quizzes</i> <i>Take home exams</i>	<i>Projects (ie. Life of the Pill)</i>

In order to be prepared to take your exams, please complete the following before Fall Orientation:

✓	Before Fall orientation, all admitted students will receive their credentials from ExamSoft with instructions on downloading, installing & registering SofTest.
✓	Download, install & register SofTest.  If you encounter any problems, contact <b>ExamSoft Support (for students)</b> at <ul style="list-style-type: none"> <li>• <b>1-866-429-8889</b> or via email at <a href="mailto:support@examsoft.com">support@examsoft.com</a></li> <li>• <b>Monday-Friday, 7:30am to 8:30pm (EST)</b></li> </ul>
✓	Familiarize yourself with our ExamSoft portal - <a href="http://www.examsoft.com/tupharma">www.examsoft.com/tupharma</a> <ul style="list-style-type: none"> <li>• <u>SofTest tab</u> (check computer requirements, install &amp; register SofTest, set up notifications)</li> <li>• <u>Courses tab</u> (view ExamSoft courses)</li> <li>• <u>Support tab</u> (access to online resources - <a href="http://support.examsoft.com/h/">http://support.examsoft.com/h/</a>)</li> <li>• <u>My account</u> - To <b>change your password</b>, mouse over your name on the upper right hand corner and click on <u>My account</u> )</li> </ul>
✓	Watch the YouTube <b>video - Introduction to ExamSoft</b> - <a href="https://www.youtube.com/watch?v=DipS6L9Kcl8">https://www.youtube.com/watch?v=DipS6L9Kcl8</a>
✓	Prior to orientation, TUCA-COP will administer two exams via SofTest -a <b>mock exam</b> (to familiarize yourself with SofTest) & a <b>pre-assessment exam (P1 students only)</b> .

**On Friday, August 4, 2017** - Dr. Tara Jenkins and Dr. Gordon McCarter will be administering a calculations quiz via SofTest to the **PharmD P1 students/Class of 2021**.



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Use the **mock exam** to make sure you are familiar with the features of SofTest using the following **checklist** -

- Download and open an exam.
- Enter the download and/or exam password.
- Read the pre-assessment notices.
- Question types -
  - Multiple choice
  - True/False
  - Essay
  - Fill in the blank (FITB)
- Exam options (*not all options will be enabled on your exams*)
  - Images - within a question or as an attachment
  - Spell Check
  - Suspend
  - Calculator (Try using the calculator with your track pad & a mouse)
  - Numbering
  - Missing Answer Reminder, Flagging questions
  - Text Highlighting
  - Backward Navigation
  - Cut, Copy & Paste
  - Find & Replace
  - Show 5 Min Alarm
  - Notes (used like scratch paper, notes to self during an exam)
- Familiarize yourself with the SofTest interface -
  - Navigation
    - [ First, previous, next, last ]
    - Highlight Text
    - Font (larger, smaller, reset)
    - Hide sidebar
  - Actions drop down menu
    - Exit/Save
    - Suspend SofTest
    - Save
    - Hide Exam
    - Show Exam Notices
  - Tabs (Missing Answer Reminder, Calculator, Alarm)
  - Resize windows by mousing over the “three dots”
  - Use the vertical scroll bars to view a question and/or answer selectors
  - Practice using the calculator.
- Save and Exit.
- Upload an exam.
- Display score on exit. (*Some departments choose this option*).
- Show green screen to a proctor before existing an exam. (*During an actual on site, secure exam*)