

**IMPORTANT INFORMATION REGARDING THE APRIL EXAM PERIOD**  
**FEBRUARY 23, 2016**

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This memo sets out information for the **April 2016** examination period.

**\*\*\*\*\*Monday, March 7 at 5:00 pm** is the deadline to change your handwriting/typing preference from last semester. If you handwrote your December exams and want to type your April exams (or vice versa) you need to advise the Records Office by email no later than March 7.

### **EXAM WRITING OPTIONS**

- A.** Write exams on your own laptop using ExamSoft;
- or
- B.** Write exams by hand.

### **Overview of Requirements for Each Option**

#### **Option A: Writing exams on a laptop**

This requires having a laptop that meets the minimum requirements for the ExamSoft software (see below).

#### **Windows:**

- SofTest *cannot* be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments. Only genuine versions of Windows Operating Systems are supported.
- CPU = 1.86Ghz Intel Core 2 Duo or
- RAM = highest recommended for the operating system or 2GB
- Hard Drive = highest recommended for the operating system or 1 GB of free space
- Operating System = English editions of 32-bit and 64-bit Versions of Windows Vista, Windows 7, Windows 8, and Windows 10
- Software = Internet connection for SofTest Installation, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher

#### **MAC:**

- CPU = Intel processor
- RAM = 2 GB
- Hard Drive = 1 GB of free disk space
- Operating System = OS X 10.7 (Lion), OS X 10.8 (Mountain Lion), 10.9 (Mavericks), 10.10 (Yosemite), and OS X 10.11 (El Capitan). Only genuine versions of Mac Operating Systems are supported.
- SofTest may not be used in virtual operating systems
- Software = Internet connection for SofTest installations, Exam Download and Upload
- Administrator level account permissions

If you are choosing **Option A**:

No registration is required. Students planning to type their exams on their laptops need not do anything further—all students are automatically registered to use ExamSoft. By selecting Option A students acknowledge the following points: 1) it is their responsibility to ensure ExamSoft is compatible with their laptop, 2) they have tested the software using the Mock Exam, and 3) that in the event of computer failure during an exam they are required to switch immediately to handwriting.

If you are choosing **Option B**, please follow these directions:

Students who wish to write by hand must opt out of the automatic ExamSoft registration. If you did not register to handwrite for the December 2015 exams, please fill out the [Opt Out Form](#) and submit it to the Records Office by March 7. Report to the pre-assigned room as indicated on the final exam schedules which will be posted in mid-March.

**Important notes:**

1. **Students who require special accommodation** (*i.e.* students with a physical, sensory, or learning disability, broken dominant arm, etc.) must request accommodation through the [Office of Accessibility Services](#).

It is important that you make an appointment with Accessibility Services as soon as possible in order to put accommodations in place.

The **deadline** to [register with Test and Exam Services](#) to write April exams is **Monday, March 7, 2016**.

2. Students who do not have a laptop or who have a concern about using their laptop for exams must contact the Records Office by **March 7, 2016**. Alternate arrangements will be made for these students on a case-by-case basis.