

# How to upload SSC and Library Project Assessments

Your lead/supervisor will tell you  
exactly what and how to submit  
your assessments

You will all have at least one  
piece of written work to upload

You will be asked to submit the file(s) to TurnItIn first for a plagiarism check.

Then you will submit them to examsoft for marking.



You must work through  
either firefox or chrome



Your username is your 7 digit ID number: e.g. 1234567

Your password is “examsoft” lowercase without the inverted commas.

The files must be named using the following protocol: [SSC name] [Assessment type] [Your ID number] e.g. **Medical Humanities Critical Analysis 1234567**.

The library project must be the [Title of the project] [Assessment type] [Your ID Number] e.g. **Diabetes a ticking timebomb Poster 1234567**

You may upload any of the common file types

You must keep a copy.

https://ei.examssoft.com/GKWeb/login/buckinghammed

ExamSoft

## University of Buckingham Medical School

**Exam Takers**

Student ID:  Password:

Remember Me


[Lost Student ID or Password?](#)

**Administrators / Faculty**

Email:  Password:

Remember Me

[Lost Password?](#)

 **THE UNIVERSITY OF BUCKINGHAM**  
**MEDICAL SCHOOL**

© 2016 ExamSoft Worldwide, Inc. All Rights Reserved. | Last Revision: 04/21/2016 | [Privacy Policy](#) [Support: support@examssoft.com or \(866\) 429-8889](#)

# Select courses from the black bar near the top of the page

The screenshot shows the ExamSoft website interface. At the top, there is a black navigation bar with the ExamSoft logo on the left and the text 'SofTest', 'Courses', and 'Support' in the center. The 'Courses' link is circled in red. On the right side of the navigation bar, there is a 'Student Test' link with a gear icon. Below the navigation bar, the main content area is titled 'Getting Started with SofTest'. It contains three numbered steps: 1. Check Your Minimum System Requirements, 2. Install & Register SofTest-M, and 3. Setup Your Notifications. Step 2 includes a 'Get SofTest-M' button. To the right of the main content, there is a video player titled 'SofTest for iPad' showing a tablet screen with a test question.

ExamSoft: University of Buckingham Medical School - Google Chrome  
https://www2012.examssoft.com/ufb/ExamSoft/et\_softtest.aspx

ExamSoft SofTest Courses Support Student Test

## Getting Started with SofTest

- 1 Check Your Minimum System Requirements**  
iPad Users
- 2 Install & Register SofTest-M**
  1. On your iPad device, open the App Store
  2. Search for SofTest-M or ExamSoft to find the application
  3. Tap the button to install the app

Help? Get SofTest-M

Please complete the Installation and Registration of SofTest on the device which you will use to take your exams. You cannot download your exams on multiple devices.

SofTest-M Registration Instructions
- 3 Setup Your Notifications**

**SMS/Text Messages**  
This feature will enable sending ExamSoft confirmation messages to your US cell phone using the SMS/Text messaging option provided by your phone carrier. Carrier charges may apply.  
Cell Phone Number:  Select Carrier... Save

**Email Notifications**  
The email address listed below is where SofTest notifications such as registration and upload confirmations will be sent.  
Email: tim.heaton@buckingham.ac.uk

SofTest for iPad

SofTest-M

Q4 Is this ExamSoft's first secure testing application?

15 years

Request review of feedback:

PREVIOUS SAVE & EXIT NEXT

© 2016 ExamSoft Worldwide, Inc. All Rights Reserved. | Last Revision: 04/21/2016 | Privacy Policy Support: Support@examssoft.com or (866) 429-8889



# Click on your SSC or Library project

The screenshot shows the ExamSoft 'Courses' page. The browser address bar displays 'https://www2012.examssoft.com/ui/examtaker/et\_courses.aspx'. The page header includes the ExamSoft logo and navigation tabs for 'Softest', 'Courses', and 'Support'. A 'Manual Exam Upload' button is visible. The main content area features a table of courses with columns for 'Status', 'Course', 'Notifications', and 'Exams/Assessments'. The 'Med15 SSC Test Course' is circled in red. Below the table, there are pagination controls and a '2 Results' indicator.

Status	Course	Notifications	Exams/Assessments
Active	<a href="#">Training Course 101</a>	Uploads/Downloads Required	8
Active	<a href="#">Med15 SSC Test Course</a>	Uploads/Downloads Required	2

© 2016 ExamSoft Worldwide, Inc. All Rights Reserved. | Last Revision: 04/21/2016 | Privacy Policy

Support: Support@examssoft.com or (866) 429-8889

Click on the blue action button. After you have uploaded files you will be able to see them here.

ExamSoft: University of Buckingham Medical School - Google Chrome  
https://www2012.examssoft.com/ui/examtaker/et\_exams.aspx?cid=225901

ExamSoft SofTest Courses Support Student Test

### Course: Med15 SSC Test Course

If you saw the green confirmation screen while exiting SofTest, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our [Support Portal](#).

Previous 1 Next Show: 10 | 25 | 50 | 100

Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Med15 SSC Test Course	Exam	<a href="#">ACTION</a> Upload Assignment: 175 Days Remaining <a href="#">Grading Rubric</a>	-	12/30/2016 11:20 AM	06/29/2016 12:32 PM	Med15 ssc case study test.docx Med15 ssc review article test.docx Med15 ssc viva test.docx Med15 ssc written essay test.docx	
Med15 SSC Test Course 2	Exam	<a href="#">ACTION</a> Upload Assignment: 175 Days Remaining	-	12/30/2016 2:30 PM	07/07/2016 2:49 PM	SSC Test upload.docx	

Previous 1 Next 2 Results Show: 10 | 25 | 50 | 100

© 2016 ExamSoft Worldwide, Inc. All Rights Reserved. | Last Revision: 04/21/2016 | Privacy Policy Support: Support@examssoft.com or (866) 429-8889

# Upload the file from this window.

The screenshot shows a web browser window with the ExamSoft interface. The browser address bar shows the URL: [https://www2012.examssoft.com/ui/examtaker/et\\_exams.aspx?cid=225901](https://www2012.examssoft.com/ui/examtaker/et_exams.aspx?cid=225901). The page title is "Course: Med15 SSC Test Course". A modal window titled "Upload Exam/Assignment" is open in the center. The modal contains a "Browse" button, a "File Uploaded" table, and "Cancel" and "Upload" buttons. The "File Uploaded" table has the following content:

File Uploaded	Actions
SSC Test upload.docx	

The background page shows a table of course items with columns for Title, Type, Notifications/Actions Required, and Download. The table lists "Med15 SSC Test Course" and "Med15 SSC Test Course 2".

© 2016 ExamSoft Worldwide, Inc. All Rights Reserved. | Last Revision: 04/21/2016 | Privacy Policy

Support: [Support@examssoft.com](mailto:Support@examssoft.com) or (866) 429-8889

Prior to the deadline, you are able to delete files by using this red cross.

The screenshot shows the ExamSoft interface for a 'Med15 SSC Test Course'. A modal dialog titled 'Upload Exam/Assignment' is open, allowing file management. The dialog includes a 'Browse' button, a table of uploaded files, and 'Cancel' and 'Upload' buttons. A red circle highlights the delete icon (a red cross) in the 'Actions' column of the file table.

File Uploaded	Actions
SSC Test upload.docx	

Background interface details:

- Course: Med15 SSC Test Course
- Notifications/Actions Required: Upload Assignment: 175 Days Remaining, Grading Rubric
- Table with columns: Title, Type, Notifications/Actions Required, Download
- Footer: © 2016 ExamSoft Worldwide, Inc. All Rights Reserved. | Last Revision: 04/21/2016 | Privacy Policy
- Support: Support@examsoft.com or (866) 429-8889

If you need to resubmit a piece of work, then you can add it to your uploads. Please make sure it is easily identifiable from the file name e.g. RESUBMISSION Medical Humanities Critical Analysis 1234567

The instructions are on the  
assessment page on  
moodle

Any questions?