

# How to upload SSC Assessments

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

(Ignore any dates on auto generated emails from Examsoft)

You will have at least one piece of written work to upload unless you have created a video.

In this case store it elsewhere and submit a link.

You may have a transcript of your video that you can submit to Turnitin.

You will be asked to submit the file(s) to TurnItIn first for a plagiarism check. The link is on the SSC moodle page.

Then you will submit them to Examsoft for marking. This guidance is about Examsoft.



You must work through  
either firefox or chrome



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

Your password is issued to you in an email when you are setup in Examsoft by the assessment team.

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

You may upload any of the common file types

You must keep a copy.

# https://ei.examsoft.com/GKWeb/login/buckinghammed

https://ei.examsoft.com/GKWeb/login/buckinghammed - Google Chrome

https://ei.examsoft.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?](#)

**Minimum System Requirements:**

IP Address:

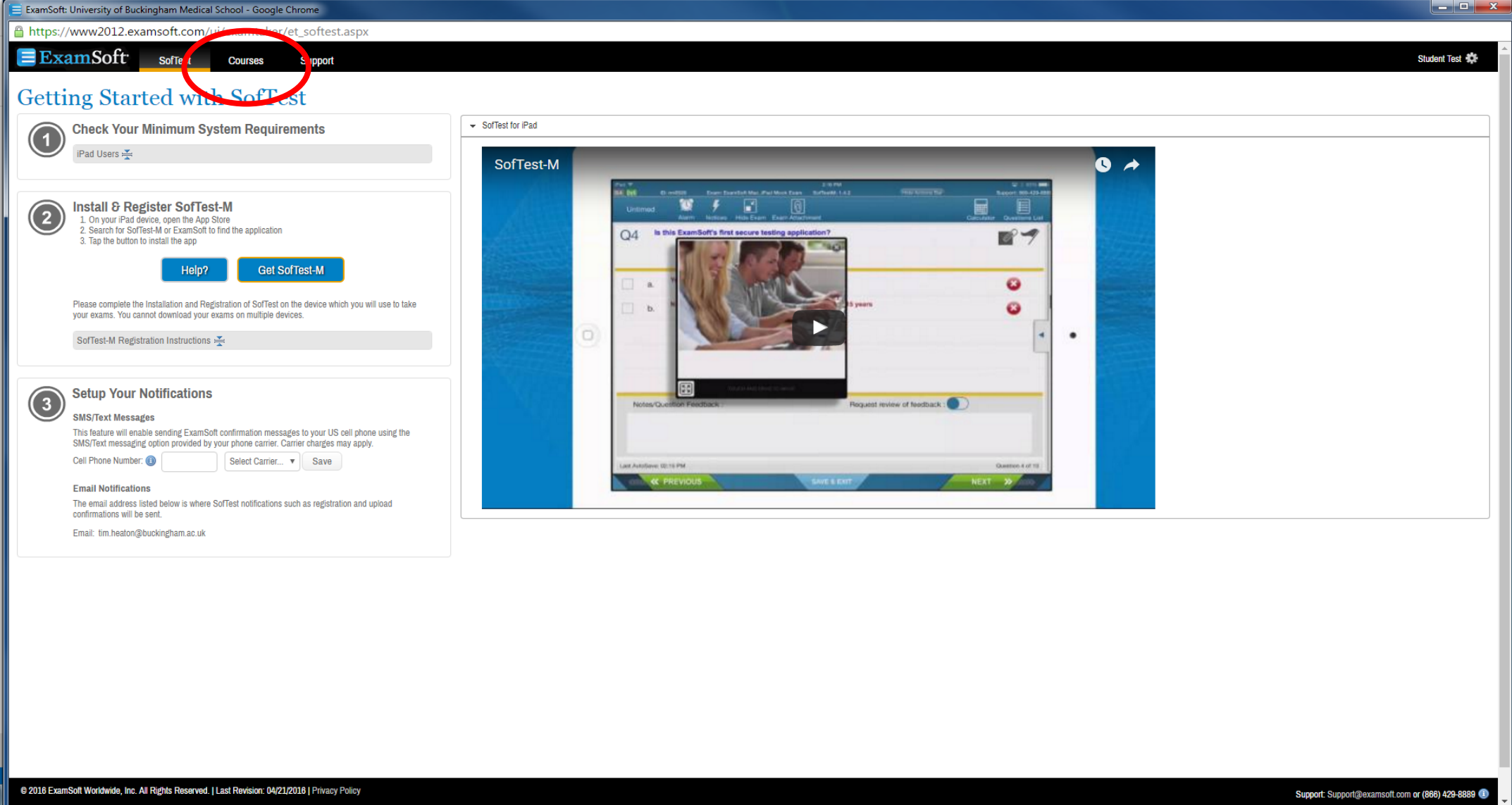
**Exam Taker Information**

 **THE UNIVERSITY OF  
BUCKINGHAM  
MEDICAL SCHOOL**

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Support: [support@examsoft.com](mailto:support@examsoft.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 and three menu items: 'Software', 'Courses', and 'Support'. The 'Courses' menu item is circled in red. Below the navigation bar, the page title is 'Getting Started with SofTest'. The main content area is divided into three numbered steps:

- 1 Check Your Minimum System Requirements**  
iPad Users: [Link]
- 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: [Input] Select Carrier: [Dropdown] [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

On the right side of the page, there is a video player titled 'SofTest for iPad'. The video shows the SofTest-M application interface on an iPad, displaying a question 'Q4 Is this ExamSoft's first secure testing application?' and a play button overlay.

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# Click on your SSC

ExamSoft: University of Buckingham Medical School - Google Chrome  
https://www2012.examsoft.com/ui/examtaker/et\_courses.aspx

ExamSoft SofTest Courses Support Student Test

## Courses

Manual Exam Upload

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

| 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                 |

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

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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.examsoft.com/ui/examtaker/et\\_exams.aspx?cid=225901](https://www2012.examsoft.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 | <div><div>ACTION</div>Upload Assignment: 175 Days Remaining</div> <div>Grading Rubric</div> | -             | 12/30/2016 11:20 AM | 06/29/2016 12:32 PM | Med15 ssc case study test.docx<br>Med15 ssc review article test.docx<br>Med15 ssc viva test.docx<br>Med15 ssc written essay test.docx |       |
| Med15 SSC Test Course 2 | Exam | <div><div>ACTION</div>Upload Assignment: 175 Days Remaining</div>                           | -             | 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

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# Upload the file from this window.

ExamSoft: University of Buckingham Medical School - Google Chrome

https://www2012.examsoft.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

Previous 1 Next

| Title                   | Type | Notifications/Actions Required   | Download |
|-------------------------|------|--|----------|
| Med15 SSC Test Course   | Exam | <a href="#">ACTION</a> Upload Assignment: 175 Days Remaining<br><a href="#">Grading Rubric</a> | -        |
| Med15 SSC Test Course 2 | Exam | <a href="#">ACTION</a> Upload Assignment: 175 Days Remaining                                   | -        |

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

### Upload Exam/Assignment

or manage answer files

File Uploaded

|                      |                         |
|----------------------|-------------------------|
| SSC Test upload.docx | <a href="#">Actions</a> |
|----------------------|-------------------------|

[Cancel](#) [Upload](#)

| Upload File Name                   | Score |
|------------------------------------|-------|
| Med15 ssc case study test.docx     |       |
| Med15 ssc review article test.docx |       |
| Med15 ssc viva test.docx           |       |
| Med15 ssc written essay test.docx  |       |
| SSC Test upload.docx               |       |

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

ExamSoft: University of Buckingham Medical School - Google Chrome

https://www2012.examsoft.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

Previous 1 Next


| Title                   | Type | Notifications/Actions Required   | Download |
|-------------------------|------|--|----------|
| Med15 SSC Test Course   | Exam | <a href="#">ACTION</a> Upload Assignment: 175 Days Remaining<br><a href="#">Grading Rubric</a> | -        |
| Med15 SSC Test Course 2 | Exam | <a href="#">ACTION</a> Upload Assignment: 175 Days Remaining                                   | -        |

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

#### Upload Exam/Assignment

or manage answer files

[Browse](#)

| File Uploaded        | Actions   |
|----------------------|---|
| SSC Test upload.docx |  |

[Cancel](#) [Upload](#)

| Upload File Name                   | Score |
|------------------------------------|-------|
| Med15 ssc case study test.docx     |       |
| Med15 ssc review article test.docx |       |
| Med15 ssc viva test.docx           |       |
| Med15 ssc written essay test.docx  |       |
| SSC Test upload.docx               |       |

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## Files

- Nearly all file types are supported
- There is a 10mb manual upload file limit for all file types
- For larger files, such as videos, contact the assessment team to allow a link.
- Students then upload the video file to google drive or some other storage software (s3, youtube etc.)
- Please note that the UoB network blocks Dropbox
- Students can then link the video of whatever size there and it'll be viewable in the grading window just like a normal uploaded file is.

If you need to resubmit a piece of work, there will be a new link posted. Please make sure your file is easily identifiable from the file name e.g. 1234567 RESUBMISSION SSC [name of part being resubmitted]

The instructions are on the  
assessment page on  
moodle