

# 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:  Login

Remember Me

[Lost Student ID or Password?](#)

[Videos](#) [Support](#) [Info](#)

Administrators / Faculty

Email:  Password:  Login

Remember Me

[Lost Password?](#)

Minimum System Requirements:

IPad Users

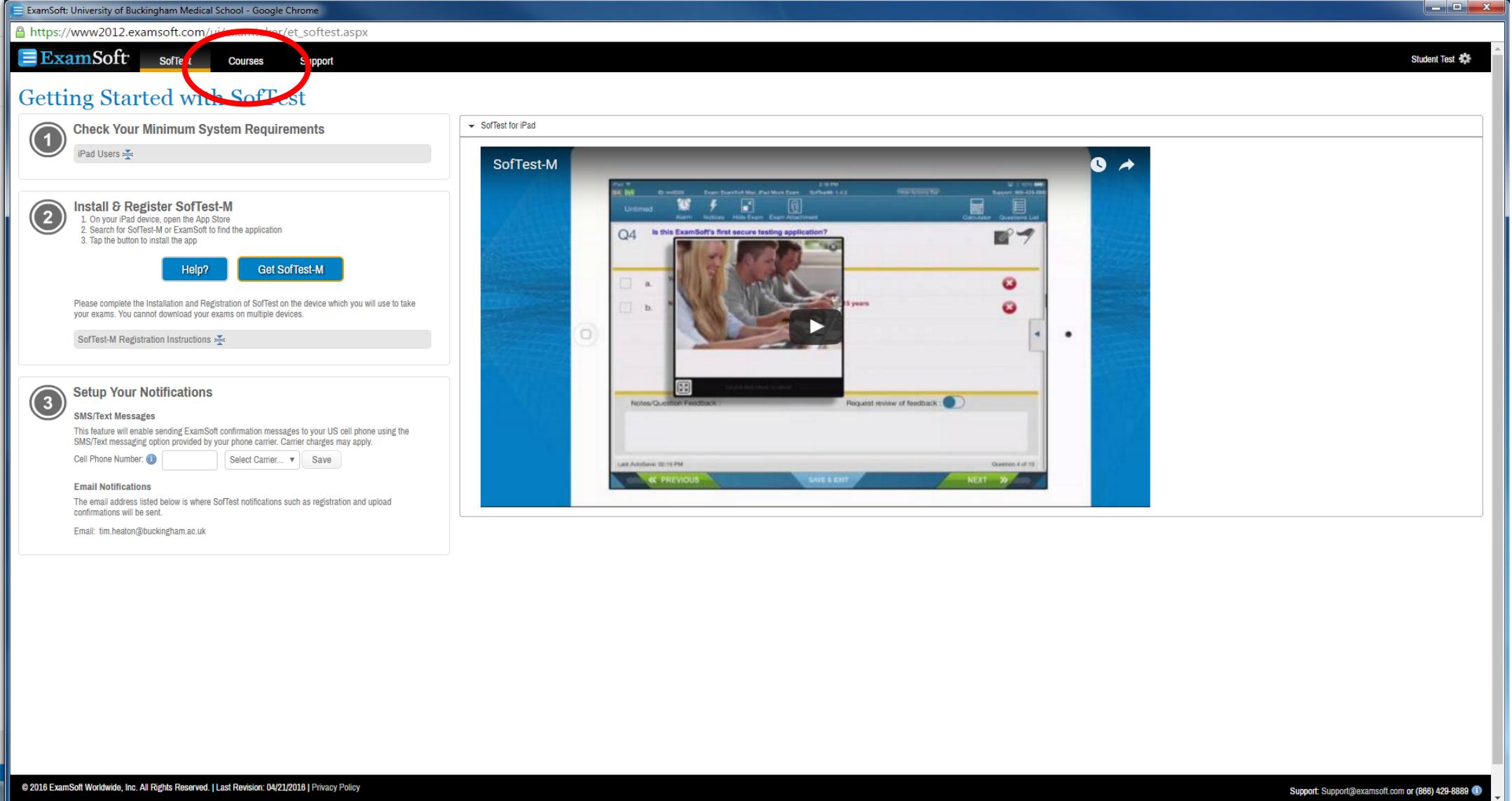
Exam Taker Information

 THE UNIVERSITY OF  
BUCKINGHAM  
MEDICAL SCHOOL

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

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



The screenshot shows a web browser window for ExamSoft: University of Buckingham Medical School - Google Chrome. The URL is [https://www2012.examsoft.com/ui/et\\_main\\_bar/et\\_softest.aspx](https://www2012.examsoft.com/ui/et_main_bar/et_softest.aspx). The page is titled "Getting Started with SofTest". It contains three main sections: 1. Check Your Minimum System Requirements (with a sub-section for iPad Users), 2. Install & Register SofTest-M (with a "Get SofTest-M" button), and 3. Setup Your Notifications (with sections for SMS/Text Messages and Email Notifications). A red circle highlights the "Courses" button in the top navigation bar. To the right of the navigation bar, there is a "Student Test" button with a gear icon. The main content area shows a screenshot of the SofTest for iPad application interface, displaying a question about ExamSoft's first secure testing application. The bottom of the page includes a footer with copyright information and a support email address.

ExamSoft: University of Buckingham Medical School - Google Chrome

[https://www2012.examsoft.com/ui/et\\_main\\_bar/et\\_softest.aspx](https://www2012.examsoft.com/ui/et_main_bar/et_softest.aspx)

ExamSoft Student Test

Getting Started with SofTest

1 Check Your Minimum System Requirements

1 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](mailto:tim.heaton@buckingham.ac.uk)

SofTest for iPad

SofTest-M

Q4 Is this ExamSoft's first secure testing application?

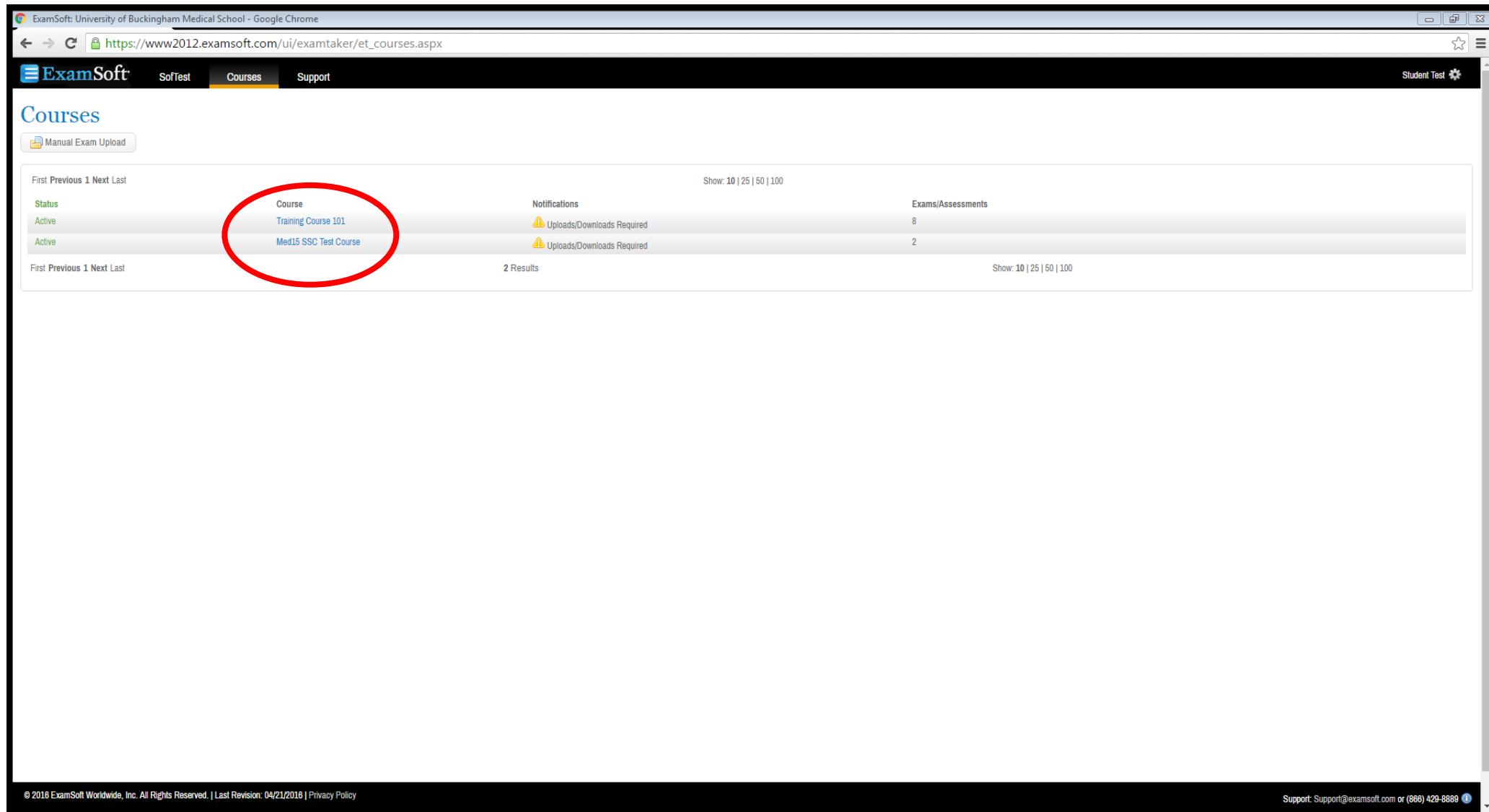
Notes/Question Feedback Request review of feedback

PREVIOUS SAVE & EXIT NEXT

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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** Courses Student Test 

**Courses**



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

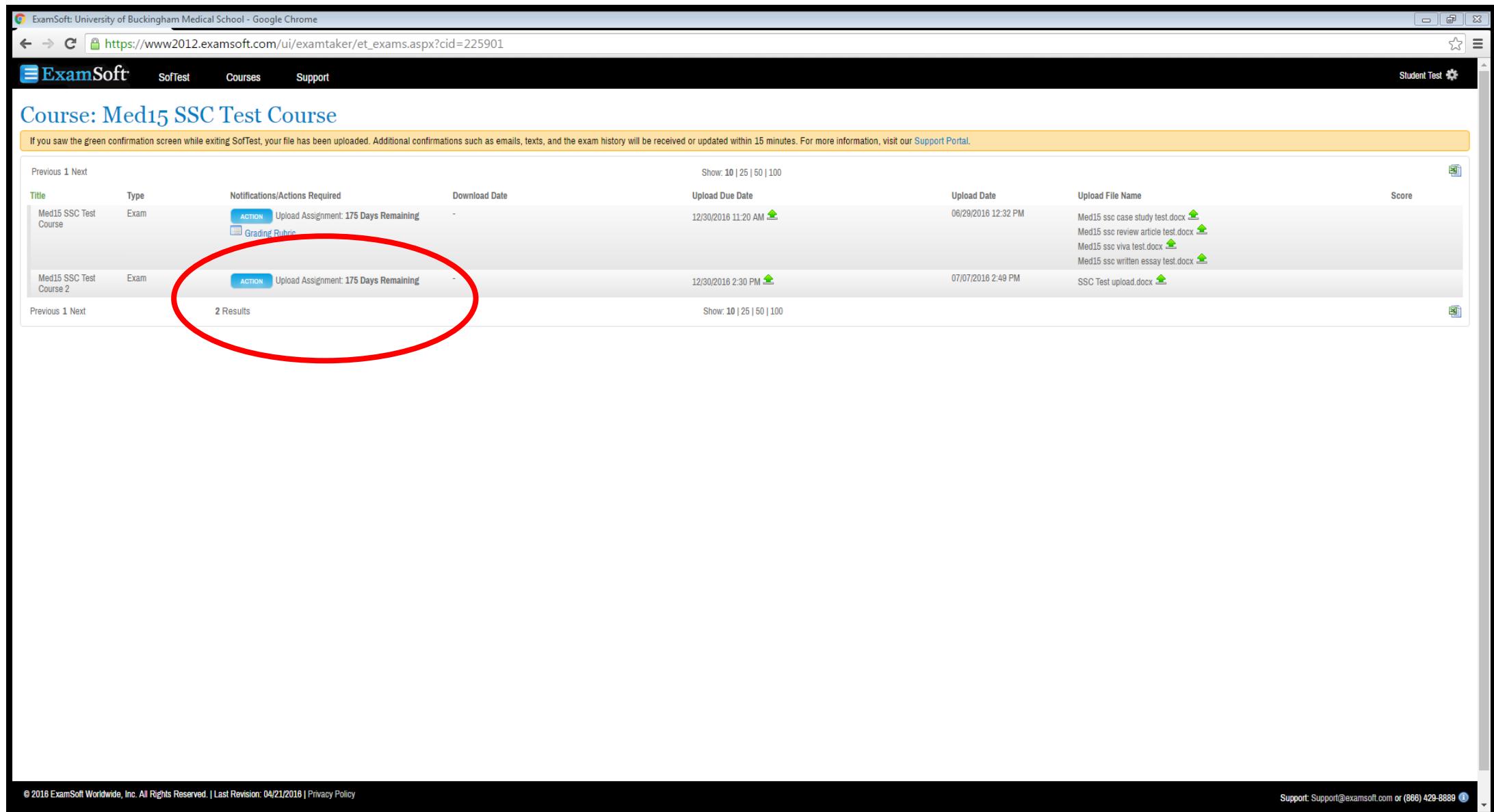
Status	Course	Notifications	Exams/Assessments
Active	<a href="#">Training Course 101</a>	 Uploads/Downloads Required	8
Active	<a href="#">Med15 SSC Test Course</a>	 Uploads/Downloads Required	2

First Previous 1 Next Last 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

**ExamSoft** SoftTest Courses Support Student Test

## Course: Med15 SSC Test Course

If you saw the green confirmation screen while exiting SoftTest, 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](#).

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	

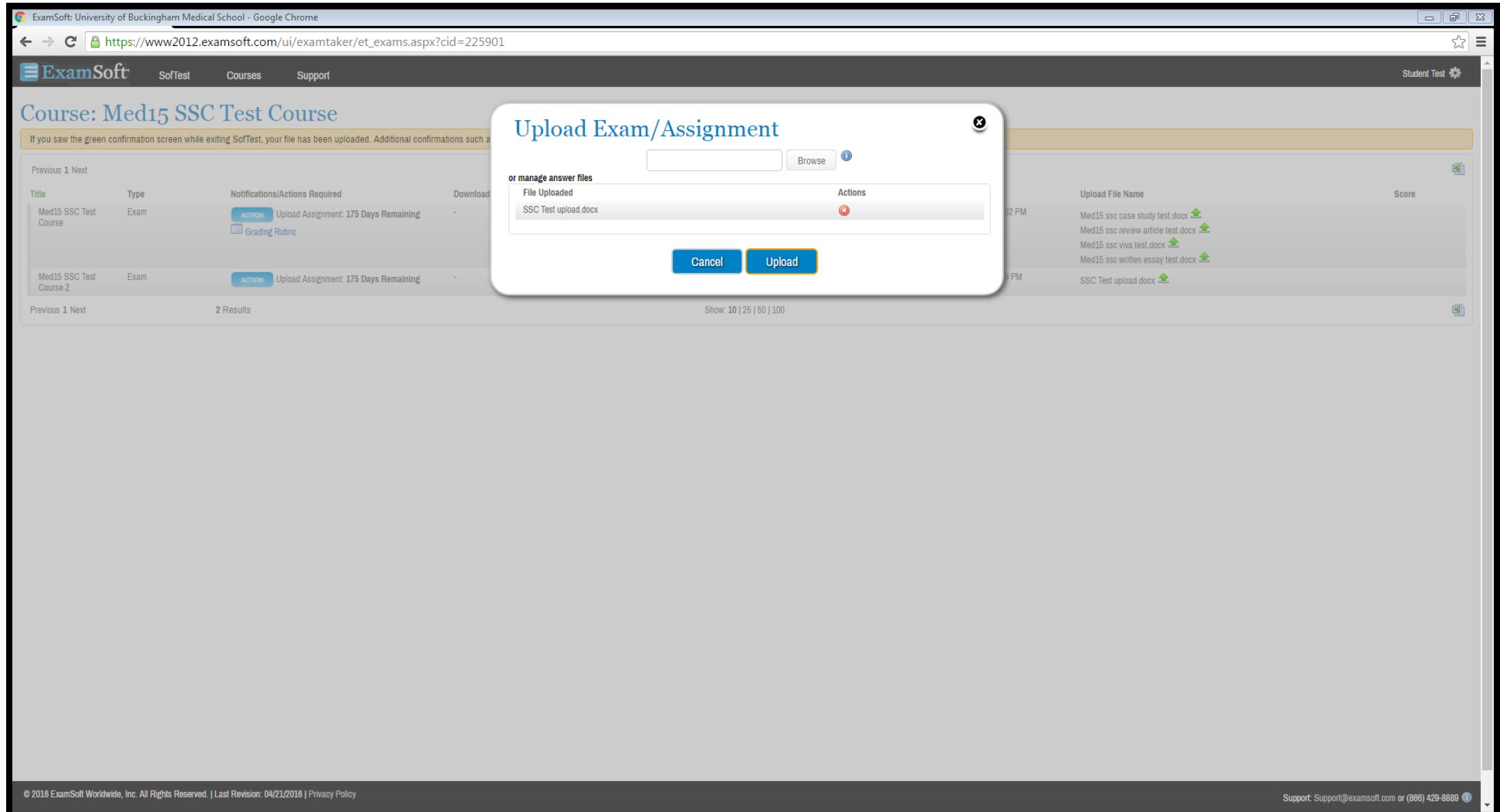
Previous 1 Next Show: 10 | 25 | 50 | 100

2 Results

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# Upload the file from this window.



The screenshot shows a web browser window for ExamSoft, displaying a course list and an 'Upload Exam/Assignment' dialog box.

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

**Page Title:** Course: Med15 SSC Test Course

**Message Bar:** If you saw the green confirmation screen while exiting SofTest, your file has been uploaded. Additional confirmations such as...

**Table Headers:** Previous 1 Next  
Title, Type, Notifications/Actions Required, Download

**Table Data:**

Title	Type	Notifications/Actions Required	Download
Med15 SSC Test Course	Exam	<b>ACTION</b> Upload Assignment: 175 Days Remaining Grading Rubric	-
Med15 SSC Test Course 2	Exam	<b>ACTION</b> Upload Assignment: 175 Days Remaining	-

**Message Bar:** Show: 10 | 25 | 50 | 100

**Dialog Box:** Upload Exam/Assignment

**Dialog Content:**

- File Uploaded: SSC Test upload.docx
- Actions: X

**Buttons:** Cancel, Upload

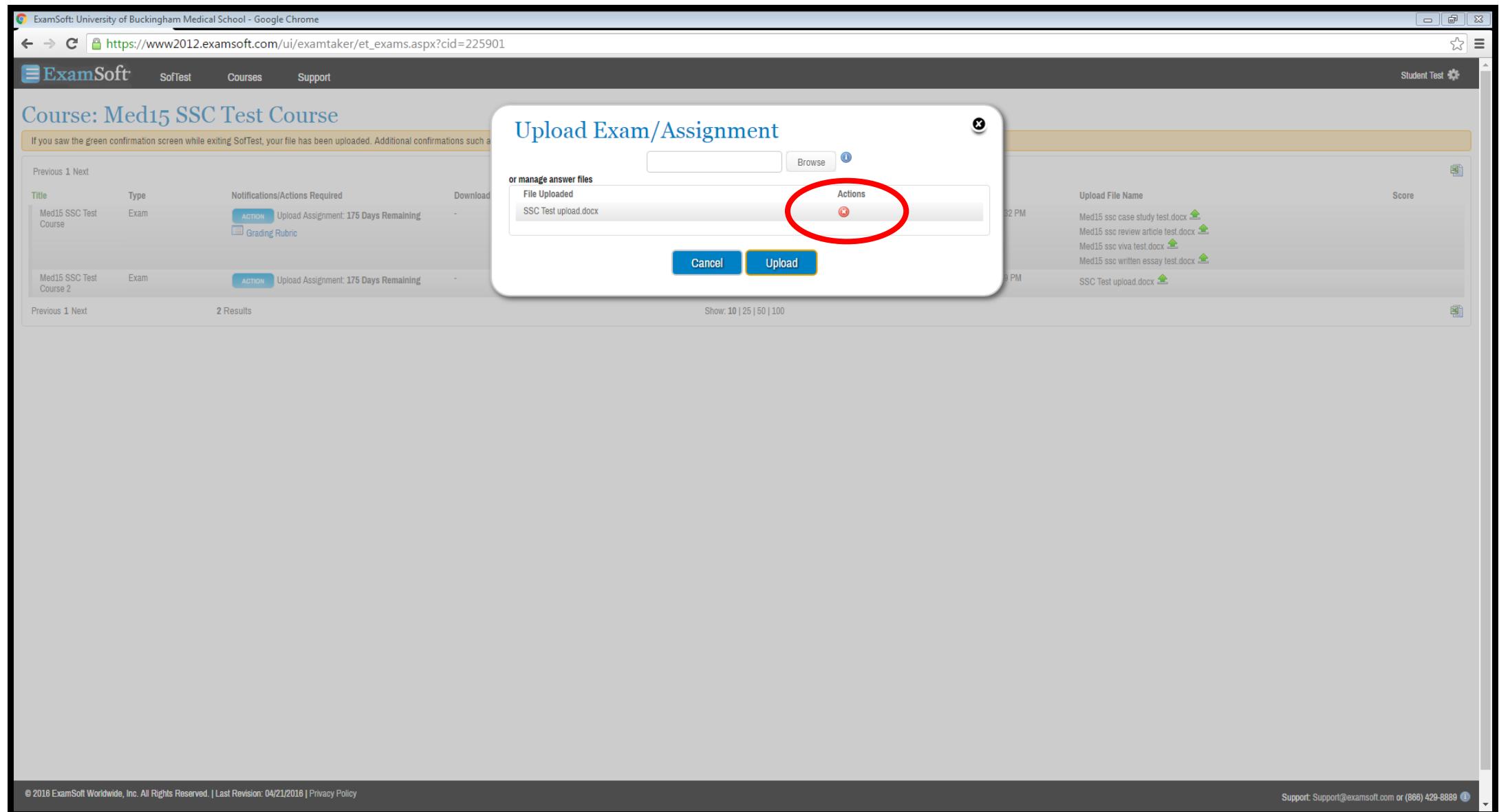
**Table Headers:** Upload File Name, Score

**Table Data:**

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

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



## 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