

Examsoft Emergency Procedure

In case of emergency evacuation (i.e. Fire, weather):

1. Instruct the students to COMPLETELY power down computers:
 - a. Hold the power button down for 10 seconds. (This is very important because if the student doesn't shut the computer down completely, the exam timer will keep running)
 - b. Once it's powered down have the students close the lids to the computers.
 - c. Ask them to evacuate the area

2. Once the students have returned back to the testing area, do the following:
 - a. Power computer back on (Students will see a prompt for a **Resume Code**)
 - b. You can provide the students with the **Universal Resume Code** (This can be found in the exams setting for the exam)

* If the **Universal Resume Code** doesn't allow the student to continue the exams, do the following:

 - a. Log in to the ExamSoft Portal, select **Assessments** and then select the exam and go to the **Exam Taker Activity** page.
 - b. Follow the online instructions, which require you to enter the **Continuation Code** displayed on the Exam Taker's computer screen.
 - c. This will generate a **Response Code**. Enter this code on the Exam Taker's computer and click **Ok**.

3. Once all is well, you can relax and wait for the exam to be over.