

# Workflow for an internal examination using SofTest®

## As you come in

1

At the Main Gate:

Sign in  
Get classroom  
assignment

At the Exam Center:

Collect seating chart  
with student logins

## At the door

3

Let the students into  
the room after  
verifying their ID and  
implementing the  
enhanced security  
policies

## In the exam room

2

Open SoftTest

Switch user

New Registration

Type **auamed**

Login as student

Download the exam

On completion click OK  
and then Done

Select Take Exam,  
leave exam window  
open

Cross check on-screen  
name with chart

4

## In the exam room

After the doors are locked, go  
around the room with the  
seating chart and verify, at each  
workstation, that the information  
matches the following:

Student ID card

Name On-screen

Seat number

Distribute marker  
boards after the exam  
password is released