

## PC Securexam Download Instructions

For those of you taking your exams on your Laptop (not take-home), please make sure you follow the steps below: Those of you with a Securexam version from past semesters already on your laptop will need to delete the icon from your desktop. MAC users will need to drag their Securexam icon/file to the trash bin.

### System Requirements

- 384 MB of RAM
- 100 MB free hard drive space
- Internet access (for downloading software and exams, and uploading completed exam files)
- Microsoft Windows Operating Systems XP or Vista (Software Secure does not support Non-North American versions)
- Microsoft .NET 2.0 Framework
- Microsoft Internet Explorer 6.0 or 7.0

**NOTE: Securexam Student for Windows cannot be used on an Apple computer. Mac users will have their own version of Securexam available to download.**

### Pre-Installation Maintenance

Students are strongly encouraged to perform the following maintenance on their computer prior to installing the Securexam Student software.

- Ensure that the computer meets the minimum requirements.
- Ensure that the latest virus software updates and definitions are installed and have been run.
- Ensure that the latest High Priority updates for Microsoft Windows have been installed. Updates can be found at: <http://windowsupdate.microsoft.com>
- Ensure that the computer's hard disk is working properly by performing hard disk optimization or defragmentation.

The maintenance outlined above will help ensure that the computer is in good general working order.

\*\*\*\*Make sure you get your SPRING exam number from <http://gsulaw2.gsu.edu/registrar/examnums/law/index.pl>

## Install Secureexam Student

- 1) Go to <http://www.planetssi.com/planetssi/>
- 2) Enter your student email address and your password which is also your student email address. Please do not reset your password. You will need to type the **whole** email address for your username and password.

FOR EXAMPLE: username: [lmartin14@student.gsu.edu](mailto:lmartin14@student.gsu.edu)  
Password: [lmartin14@student.gsu.edu](mailto:lmartin14@student.gsu.edu)

- 3) Click the Download tab on the left of the web-page and download the Secureexam software. Choose the PC version.
- 4) Save the Secureexam installer to your desktop. When the download is complete, locate the zip file on your desktop and double-click it. Click "Extract All Files". Click "Next", Click "Next", Click "Finish". The installation application will appear. Click SecureexamStudentInsatller.exe. Click "Run", Click "Next", Click box "I accept the terms of the license agreement." Click "Next", Click "Next", and Click Finish.
- 5) You are now ready to use Secureexam.

### 7) SECUREXAM QUICK GUIDE

- a. Close down ALL software applications, leaving only your Desktop.
- b. Verify that you are connected to the Internet.
- c. Double-click on the Secureexam Student icon from the desktop.
- d. Click the "Get Exams and Licenses" button.
- e. At the next screen, enter your login and password (student email address) and click the "Update" button to download your license and exams. This is the same login and password (student email address) that you used to access the PlanetSSI web site where you downloaded the Secureexam software. After the updates have been completed, click the "Close" button.
- f. Click the "Login and Take an Exam" button.
- g. At the next screen, enter your login and password. Verify that your student email address appears in the box underneath "Available Exam Licenses". Click "OK".
- h. Click on BLUE BOOK to take the practice exam. DO NOT click on the exam list. If you click on the exams, then your exam will no longer be available for you to take when the exam period begins.**

i. At the next screen, click the drop down menu of teachers and choose “Practice Exam” and click OK.

j. At this point your exam is created and loaded.

k. Type “START” in the dialog box, and press the enter key. You will see that the header already has your exam number loaded automatically. It is a five digit number because Securexam requires this, so we put two 1’s at the beginning of your exam number.

### **8). Type the following:**

#### SecurExam Agreement

I have installed the SecurExam software and I am typing this agreement as a test exam.

If I have doubts about my laptop’s reliability or the use of SecurExam, I will plan to handwrite my exam.

I understand that if I am not in the assigned room at least 30 minutes before the exam, no matter the reason, I will not be eligible to take my exam on laptop and will handwrite my exam.

If I experience a problem with SecurExam while taking my exam, I know that I should contact the proctor, and with the proctor in attendance, reboot my computer and, when prompted, enter the “proctor password” that will be provided on the day of the exam. This process will bring back my typed material from the time of the last save (no more than 60 seconds earlier).

If my computer fails to reboot or the problem persists, I know that I must begin handwriting my answer IMMEDIATELY, from the point that I left off in my typing. I understand that I will be given the amount of time lost due to the computer issue at the end of the exam.

I will not notify my professor directly about any problems I experienced, as this may cause a breach of anonymity.

Agreed to by: [type your name here]

Date:

9). Your work will be saved automatically every 60 seconds. You may also use the “Save” function icon on the toolbar.

If you have to reboot your computer during a practice test, input any password you choose when you are prompted for a required re-entry password.

10) .When you are finished using Securexam Practice Test, you may exit by clicking on “End Securexam Exam Session” in the “File” pull-down menu.

11). After Securexam has exited, the Exam Transfer utility will automatically appear. Wait until the “Network Status” indicates that you are “Connected”. Then click the “Start Transfer” button in the lower right hand corner.

12) Once your practice exams transfers, you will get a “success” prompt that it was sent to the PlanetSSI network.

Now wasn't that easy???? If you have any problems email the guys at Securexam. The email is [support@softwaresecure.com](mailto:support@softwaresecure.com)