



# Securexam Student PC

## Quick Guide

## SECUREXAM STUDENT QUICK GUIDE

1. Close down ALL software applications, leaving only your Desktop.
  2. Verify that you are connected to the Internet.
  3. Double-click on the Securexam Student icon on your desktop.
  4. Click the “Get Exams and Licenses” button. The Updates window will appear.
  5. Enter your login and password and click the “Update” button in order to download your license and exams. This is the same login and password that you used to log into the Planet SSI web site and download the Securexam software.
- After the updates have been completed, click the “Close” button. The Updates window will close.
6. Click the “Login and take an exam” button. The Login window will appear.
  7. Enter your login and password. Verify that your email address appears in the box underneath “Available Exam Licenses”. Click OK.
  8. Click the “Take Bluebook Exam” button. The Blue Book Exam window will appear.
  9. Select the “User Name” option under “User Identification”.
  10. Select the “\_\_\_Practice\_Exam\_\_\_” entry in the Teacher dropdown. Click OK.

11. As the Practice Exam begins to appear, you will receive a message instructing you to stop until the proctor has indicated that the Securexam Session has begun.
12. Type “START” in the Exam Start window and then press the Enter key on your keyboard.
13. You may type anything you want into the Practice Exam. Your work will be saved automatically every 60 seconds. You may also use the “Save” button on the toolbar.

*There are no questions to answer in the Practice Exam. You may type as much as you want.*

If you need to reboot your computer during a Practice Exam, you will be prompted for a password to re-enter the exam. Enter the word “Practice”.

14. When you have finished using the Practice Exam, you may exit by clicking on the “End Exam / Session” command in the “File” menu.
15. When you are asked if you are finished with the exam, click Yes.
16. When you are asked to confirm that you wish to end the exam, click OK.
17. After Securexam Student has exited, the Securexam Transfer Utility will automatically appear. Wait until the “Network Status” indicates that you are “Connected”. Then click the “Start Transfer” button.
18. After the file transfer has completed successfully, click the “Exit Transfer Utility” button.

