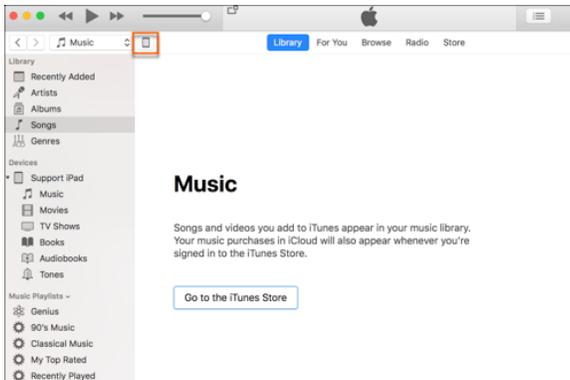


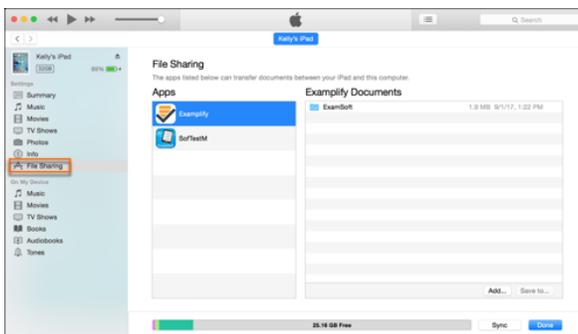
Manually Upload Exams From iPads to ExamSoft for Students

FIND AND SAVE THE FILES

1. On your computer, open iTunes.
2. Connect the iPad to the computer and let the iPad fully sync.
3. Select the **iPad** icon (near the top of the screen).



4. Select **File Sharing** (on the left side of the screen).

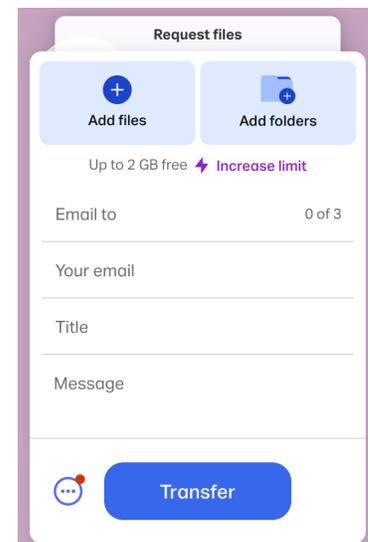


5. Select **Examplify** (in the main area of the screen).
6. Under Examplify Documents, select the **ExamSoft** folder.
7. Select **Save to** (near the lower right corner), and then select a location on your device.
8. On your computer, open the **ExamSoft** folder.
9. Follow the folder path to access the non-uploaded answer file:
ExamSoft > {BCM ECA (username)} > {your Exam Taker ID} > AnswerBundle > Exam Posting ID
10. Open the **Exam Posting ID** folder and find the ***.xml** file.

UPLOAD THE FILES TO EXAMSOFT

The most efficient method is for students to log into their portal and upload their answer file. However, if that's not possible, the following process outlines how to submit files directly to ExamSoft. Please note that this method may take an additional day, as it requires processing by ExamSoft's Tier 2 support.

1. Contact ExamSoft Support (888-792-3926) to get a support ticket number.
2. Go to <https://wetransfer.com/> (this is the file transfer service for ExamSoft and the parent company, Turnitin) and submit the files in the little window on the left side of the screen.



3. Click on **Send File**
4. **Email To:** examsoft-support@turnitin.com
5. **Your Email:** BCM email (sender)
6. **Title:** ExamSoft Ticket Number
7. **Message:** ExamSoft Ticket Number
8. Browse to find the files and upload.
9. **Click Transfer**
10. A verification code will be sent to your BCM email and will need to be input into the next window to submit the files.
11. Updates will be sent to Ed-Tech and we will let you know what the status is.