ExamSoft™

New Portal Training Handbook

Welcome to ExamSoft!

::confetti toss::

Welcome to the ExamSoft family! We are so excited that you and your program are taking this first (and huge!) step into computer-based testing. Our mission is to make sure that you reach your assessment goals—and ultimately help you positively impact your students, your faculty, and your institution as a whole.

First, introductions: ExamSoft is an embedded assessment and secure testing software that helps educators ease the logistics of testing while also tracking and reporting on student performance. Our online portal allows you to bank your exam items, tag them to learning outcomes or course/program objectives, create assessments, and then run detailed reports on everything from item performance to student achievement. Our testing application, Examplify, provides the secure exam environment for students to utilize in an offline setting.

We hope you're as excited as we are to begin this assessment journey together. The ExamSoft team will be here every step of the way to make sure you have the resources you need to make your assessment process as successful as possible. Ready to start geeking out on assessment? Let's get going!

Table of Contents

The ExamSoft Portal - Your Institution's Hub

The ExamSoft Portal was created with educators in mind—to make testing an easier, streamlined process for everyone involved and to help your program make the most out of assessments.

The ExamSoft Portal in 5 Easy Steps:

1. Bank your questions No more searching for exam items—store them all in your program's portal and organize them how you want.

2. Tag to learning outcomes Help the reporting magic happen by tagging your items to course and program objectives, or even accreditation standards.

3. Deliver secure exams Exams are downloaded onto student devices, and once opened, the device is locked down with no access to the Internet or other applications.

4. Immediate grading Objective-style questions are scored immediately, and results delivered to both faculty and students as quickly as you would like.

5. Robust reporting Provide the feedback both students and faculty need to help with remediation and self-directed learning.
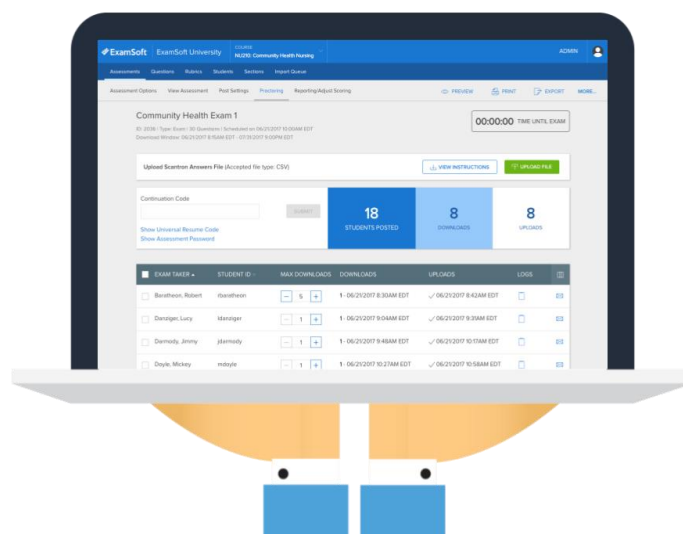
Examplify - Your Student's Testing Application

Examplify provides the secure, offline testing platform your educational program needs to keep the exam environment secure and stable.

Key Benefits:

- Available on most device types: Mac/PC laptops, iPads, and Surface Pros.
- A completely locked down testing application keeps students off the Internet or other programs on their device.
- Stop worrying about broadband issues—Examplify exams are delivered offline, with no need for Wi-Fi connectivity.
- Robust exam features: If permitted, students have access to a plethora of features, including alarms, question flagging, a scientific calculator, and highlighting capabilities.
- Picture-perfect attachments: Images, PDFs, and even video attachments never looked so good! It's easy for students to zoom in and out, rotate, or manipulate graphics how they would like.
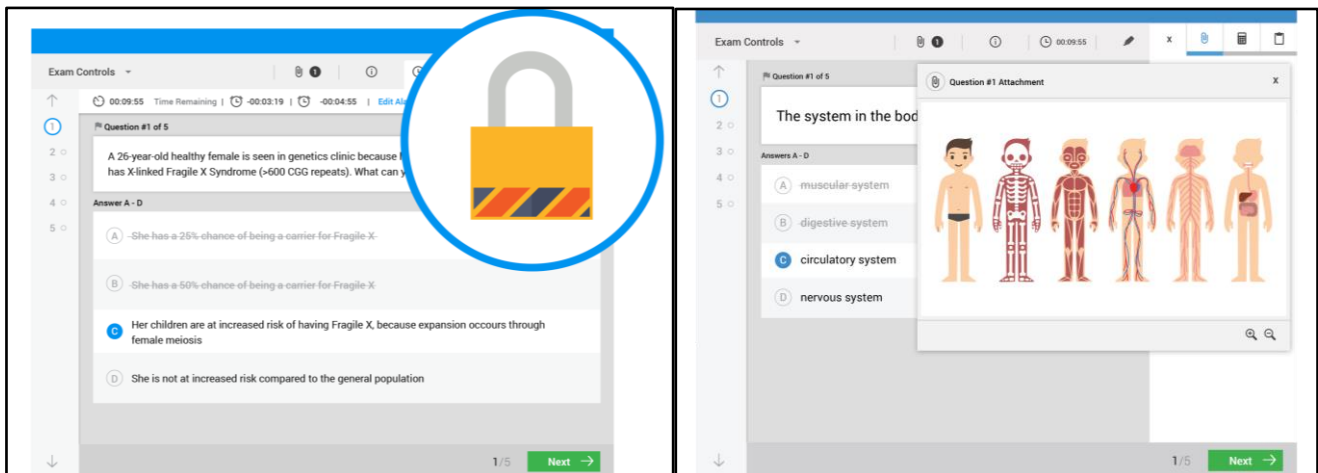
Contact Us: We're Here to Help!

With our support package, you'll have access to our Support Team (aka our in-house experts) to answer your everyday questions and assist with technical troubleshooting. Faculty and students can reach out via phone, email, or even live chat assistance. Prefer a self-service approach? We offer a multitude of resource articles, guides, and videos available for faculty on our ExamSoft University and ExamSoft Support knowledge bases.

TIP: Save these numbers in your mobile phone and encourage faculty and students to do the same so they can find us quickly when they need us!

24/7/363 Support

support@examsoft.com	Toll-free: 866.429.8889 International: 1.954.429.8889
ExamSoft University examsoft.com/admins	ExamSoft Support examsoft.com/support

Set-up: Foundation Training

The **Set-up: Foundation Training** section is geared towards users that will have access and responsibilities related to setting up your institution. Setting the foundation includes creating Departments, Courses, Admin Users, Student Users, and Categories.
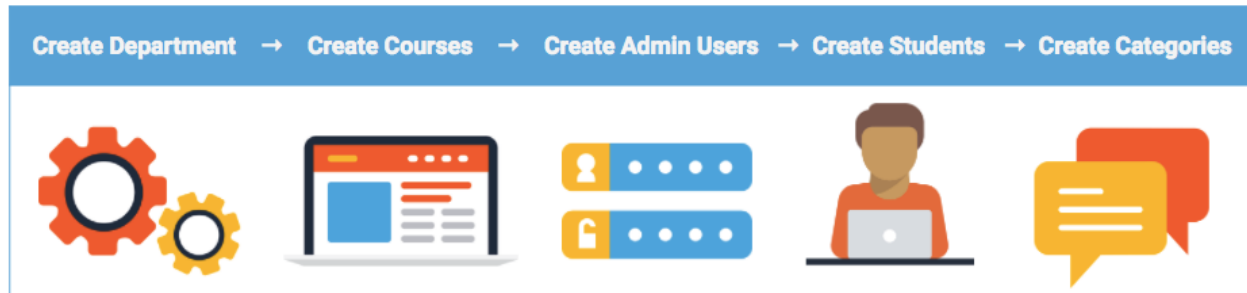
Departments

Departments represent sections of your institution, sometimes organized by program. Departments are created by an Institution Administrator.

Creating Departments

As an Institution Administrator for your institution, it is your duty to create all appropriate departments for your colleagues.

1. Upon logging in, the page will display any Departments within the list. Click **Create Department**.
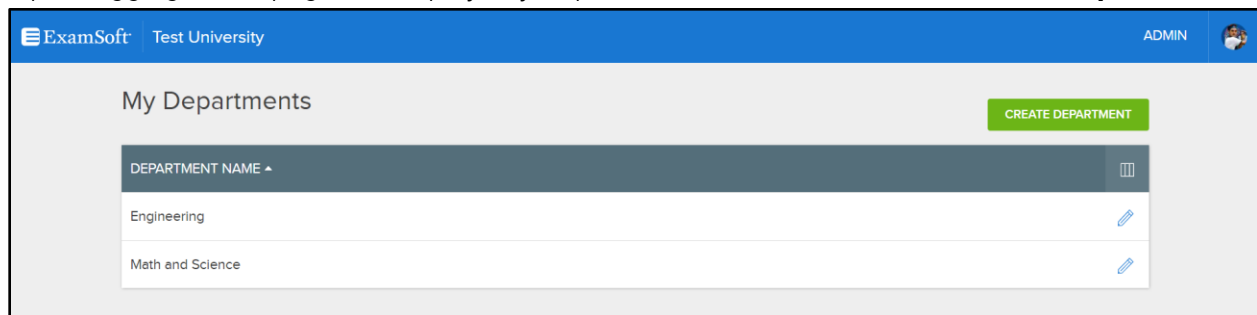
2. Begin by assigning a Department Name. You may also wish to assign the Department Administrators at this time that will have access to this new department.
   - Department Administrators must already be active within the system to assign them to a department.

3. To add a department admin, begin by typing in the name of the department administrator into the field, and selecting their name from the list.

4. Once selected, the department administrator's name(s) will appear within the box.

Editing Departments

As an Institution administrator for your institution, it will be your duty to edit the departments for your colleagues.
1. Begin by logging in. You will be brought to the 'My Departments' list.
2. Click the **Pencil** icon to edit a department.

3. Make any additions or other changes as necessary. Click **Save**.

Warning: Deleting a department will also erase all relations of questions, assessments, and courses. All questions, assessments, and courses can no longer be accessed after a department has been deleted.

Courses

Courses are created by Institution or Department administrators for their faculty. These administrators will also be responsible for editing and removing courses when necessary.

Creating Courses

Upon logging in, you will be brought to either the My Departments page, or the My Courses page. To navigate to your courses, select the appropriate Department from the list to display all courses within that department. From here, you may create a new course.

1. Click the **Create Course** button.
2. Enter in the necessary course Information.
   - **Department** - Select which department of your Institution that will have access to this course.
   - **Course ID** - Unique identifier for the course.
   - **Course Name** - Name that will appear when selecting course.
   - **Course Admin** (optional) - All Course Admins selected in this field will have access to view this course in the new portal.
   - **Department Admin** - Once the department is selected, all Department Admins, with access to this course, will be listed.
   - **Institution Admin** - Once the department is selected, all Institution Admins, with access to this course, will be listed.
   - **Start Date/End Date** - Assessments can only be delivered to this course in the date range provided.
   - **Course Threshold** - This slider bar will allow the user to set custom-defined thresholds for the course. This threshold can be set to indicate students that need improvement per assessment, course, and department. Scores below the first percentage will mark the students as "Need Review". Scores below the second percentage will mark students as " Need Improvement / At Risk". By default, the ranges are set to 70% / 60%. Note, setting these ranges is required to create the course.
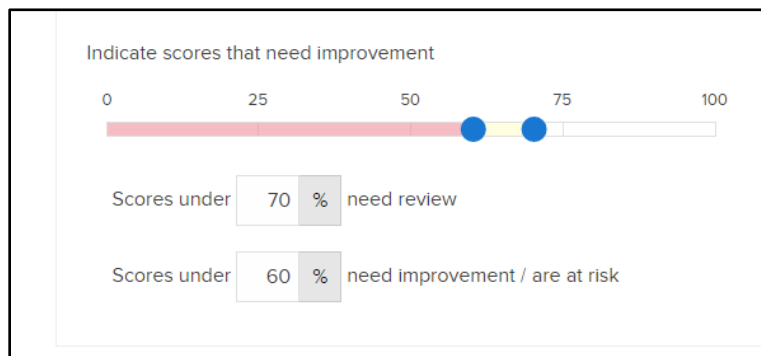
3. Click **Save** to finalize.
4. A green confirmation popup will appear letting you know your Course was successfully created.

Importing Courses

As an Institution or Department administrator, you can import a list of course or courses to a department. Use the provided template to enter your course list.

Upon opening the template, you will see the header row containing mandatory columns, and optional columns.
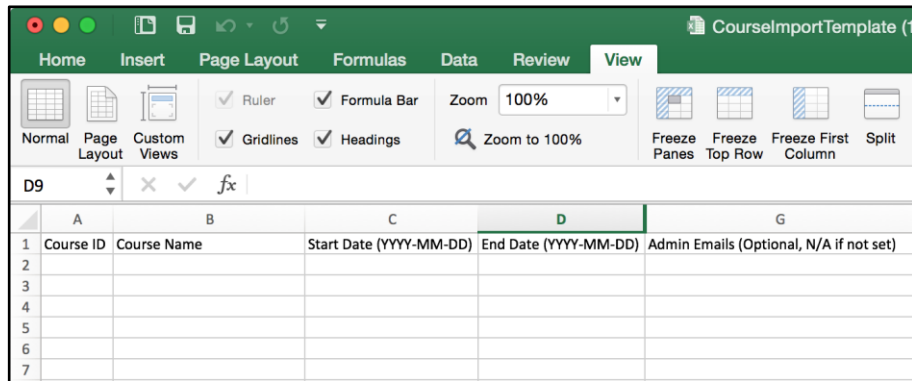
- **Course ID** - This field will define the course ID. You may enter letters, numbers, or special characters. There is no character limit for this field. <u>This field is required</u>.
- **Course Name** - This field will define what the name of the course will be. You may enter letters, numbers, or special characters. There is no character limit for this field. <u>This field is required</u>.
- **Start Date** - This field will define when the course will start. Note, the date must be formatted exactly as shown in the header row. <u>This field is required</u>.
- **End Date** - This field will define when the course will end. Note, the date must be formatted exactly as shown in the header row. <u>This field is required</u>.
- **Admin emails** - This optional field will allow you to list the email address(es) of the admin(s) that will need to have edit rights for this course. If none will be entered, type N/A in this field.

1. Begin by navigating to the department you wish to import the courses to. Fill in the appropriate rows for each course and section you wish to import. Once complete, name the file whatever you wish, and save as ***.xls** or ***.xlsx** file type. These file types are more commonly referred to as Excel (97-2003) Workbook and Excel Workbook.
2. All cells in the spreadsheet need to be formatted as **Text**. Select all cells, and right click to choose **Format Cells**. Select the **Text** category and click **Ok**.
   - As shown below, we will be importing 4 different courses.

3. Returning to the portal, click the **Import** button.

4. Drag and drop your file into the browser to import it, or, click **Choose Files** to browse for the file. If your import was successful, you will see a green confirmation message near the top of the page. You will now see the new courses and all related information listed on this page.

If any information was not accepted by the system, you will see a red error message at the top of the page. Clicking the link provided will download an error file to your device. If some of the information was accepted, you will see the green confirmation message as well.

Editing Courses

As an Institution or Department administrator, you may need to edit Course information within the portal. Editing a course will allow you to add or remove Course Admins (or Instructors), change Departments, and more.

1. Click the **Pencil** Icon in the Actions column from the My Courses page to edit any course information.
2. From the Edit Course page, you can edit the following information:
   ● Course ID

- **Course Name**
- **Course Admin** - Within the Course Admin field, you can add any Course Admins, or Instructors, within your Institution.
- **Start Date/End Date** - This information can be changed for both Active and Inactive Courses.
  - Once an Inactive Course has present dates selected, this will change the Course back to being Active, and allow assessments to be posted.
- **Course Threshold** - This slider bar will allow the user to set custom-defined thresholds for the course. This threshold can be set to indicate students that need improvement per assessment, course, and department. Scores below the first percentage will mark the students as "Need Review" on reports. Scores below the second percentage will mark students as " Need Improvement / At Risk" on reports. Both Admin users and students will be able to clearly see whether they need to review material, and whether students need improvement on their Individual Strengths and Opportunities report, or from their Released Results. By default, the ranges are set to 70% / 60%. Note, if you choose to edit the threshold(s), they must not be in conflict before saving.

3. Click **Save** to finalize any changes.

Deleting Courses

An Institution or Department administrator may delete courses. Keep in mind, deleting a course will delete ALL information attached to it; This includes created questions, posted assessments, and enrolled students.

1. From 'My Courses' page, click the **Pencil** icon in the Actions column.
2. Click **Delete**.
3. A warning message will appear about the effects that deleting a course has within the portal.

4. Once confirmed, choose Delete again.
5. The course will no longer appear within the portal.

Course Management

From the My Courses page, Institution and Department administrators can add new courses and manage all created courses. It's easy to view all questions created, posted exams, and enrolled students with the click of a button, and can quickly add or remove students from courses during the add/drop period.

Navigating Courses
1. From the 'My Courses' page, a list of courses you have access to will be displayed, including Active and Inactive courses (Active courses will appear at the top and Inactive courses will be marked as '"Inactive" before the course name and the course will be unclickable).
   > *For more information on making Courses "active" or "inactive" please refer to the* **Editing Courses** *section.*

2. The search tool will find courses by either Course Name or Course ID.
3. Click on the Course name to open it. With the proper Admin user rights, you may edit a course as well. Click the **Pencil** icon to edit the course. Please refer to the section on **Editing a Course**.

Managing Courses
1. From the 'My Courses' page, click on the Course Name.
2. Once a course is selected, Users will be provided sub-tabs to view different information pertaining to that Course.
   - **Assessments** - A list of all drafted and posted assessments to the course, as well as the ability to create new assessments.
   - **Questions** - A list of all approved questions to the course, as well as the ability to create new questions.
   - **Students** - A list of enrolled students to the Course, as well as the ability to create new students, manage existing students, and adding/removing students to the selected course.
   - **Sections** - A list of all possible sections of a particular course that students can be added to.
   - **Import Queue** - Users can import their questions that were manually created or exported from an LMS.

Students can be manually added to courses when initially creating or when editing a student account. If courses weren't added in the creation process, students can also be assigned directly to one through the course itself. Just like adding, students can be removed from courses as well.

Adding Students to a Course
1. Select the **Course** through the main **My Courses** page.
2. Choose the **Students** sub-tab.

3. 3. Click on **Add Students**.
4. 4. A new window will appear, listing all available students. Students that have already been enrolled in the course will be shown with a check mark, and students who are not yet enrolled will be shown with a plus sign, which gives the ability to add them to the course (if needed).
5. The **Add Students to Course** page allows students to be searched by first name, last name, or Student ID. This page also keeps track of the number of students previously enrolled and the number of new students that are selected to be enrolled.
6. When finished, click **Save**. A green confirmation popup will appear letting you know your changes were successfully saved.
7. Any newly added students will now be shown in the **Students** sub-tab of the course being managed.

Removing Students from a Course
1. From the same **Add Students to Course** window hover over the checkmark for any student already enrolled in the course until a blue X appears. Once the blue X is selected, you will now see the default plus sign, which gives the ability to re-add them to the course (if needed).
2. The status bar will track and update the number of students previously enrolled and the number of students that are selected to be removed from the course.
3. When finished, click **Save**. A green confirmation popup will appear letting you know your changes were successfully saved.

Creating Course Sections
Course Sections are used for various reasons, depending on the institution. You may wish to create course sections for the different times a class is offered throughout the week in order to easily pull linked or un-linked reports for your cohorts of students.
1. To create a course-section, you must have Course Administrator privileges or higher. Log-in using your credentials and navigate to the course you wish to create course sections for. Click the **Sections** sub-tab.
2. From this page, you may click either the **Create Section** button.
3. Begin by filling in the **Section Name**. The section name will serve as a descriptor for the cohort of students (e.g. class location, time, instructor, etc.)
   > *Note, \ / : * ? " < > are not allowed in the section name. By default, the **Course ID** will be included as a prefix to uniquely define the Course-Section ID. If you wish for it not to be included, simply click the checkbox.*

4. Lastly, you can click **Select Students** to choose which students will be assigned to this question. This step is optional and may be completed at a later date. Clicking this button will open a slide-out window where you can choose from the list of students assigned to the course.
5. Click **Save** to finalize.

Editing Course Sections

To edit a course section, you must have Course administrator rights or higher. If any courses are rolling over from the previous semester or term, editing the section will allow you to Rename it, change the Section ID, and assign or remove any students from the section.

1. Log-in using your credentials and navigate to the course you wish to edit the. Click the **Sections** sub-tab. To edit a course section, click the **Pencil** icon.

2. On the next screen, you may edit any field or toggle switch or change the students assigned to the section.

   > *Note, \ / : * ? " < > are not allowed in the section name. By default, the **Course ID** will be included as a prefix to uniquely define the Course-Section ID. If you wish for it not to be included, simply click the checkbox.*

Deleting Course Sections

To delete a course section, you must have Course administrator rights or higher. If a section is no longer applicable to the course, you may remove it from the list of available course sections.

1. Log-in using your credentials and navigate to the course where you wish to delete a section. Click the **Sections** sub-tab. To edit a course section, click the **Pencil** icon.

2. Click **Delete** to confirm this action. *Note, this deletion is permanent and cannot be undone.*

Users

User Permissions

There are four key user types within the new portal: Institution Admin, Department Admin, Course Admin, and Assessment Admin. Below is a breakdown of the capabilities of each permissions level within various areas of the portal. Please note, this is subject to change during development.

User Types
- **Institution Admins** have the highest level of user permissions.
- **Department Admins** only have the following permissions for departments they are assigned. They are automatically assigned to all courses that are under their department(s).
- **Course Admins** only have the following permissions for courses they are assigned. They are automatically assigned to all assessments that are under their course(s).
- **Assessment Admins** only have the following permissions for assessments they are assigned. They are automatically assigned to all postings under assigned assessments.

Department Level Permissions

User Type	Create Department	Edit Department	Remove Department	View Department
Institution Admin	X	X	X	X
Department Admin				X

Category Type Permissions

By default, Category Types can be viewed (for tagging) by all users within their assigned departments. Users with permissions to create category types are able to limit tagging privileges to specific departments and/or courses. In addition, Admin users with those permissions can also grant edit permissions to any user type. Lastly, category types can be made "internal only" to prevent any Categories within that Category Type to appear on student reports (when releasing results).

User Type	Create Category Types	Edit Category Types	Remove Category Types	View Category Types
Institution Admin	X	X	X	X
Department Admin	X	X	X	X
Course Admin				X*
Assessment Admin				X*

*Course/Assessment admins can view category types within their departments.

- Some categories that you might want to keep internal may include: faculty name or accreditation standards.

Categories/Subcategories Permissions

User Type	Create Categories*	Edit Categories*	Remove Categories*	View Categories*
Institution Admin	X	X	X	X
Department Admin	X	X	X	X
Course Admin	X	X	X	X
Assessment Admin	X	X	X	X

*This permission type is only available to a user if the user has been assigned to the entity (i.e. department, course, etc.).

Course Level Permissions

User Type	Create Course	Edit Course	Remove Course	View Course
Institution Admin	X	X	X	X
Department Admin	X	X	X	X
Course Admin				X

Course Student Permissions

For permissions associated with managing students on the course level.

User Type	Create/Import Students	Edit Students	Remove Students	View Students	Add Students to Assessments*
Institution Admin	X	X	X	X	X
Department Admin	X	X	X	X	X
Course Admin			X	X	X

*Includes adding Student Groups to Assessments

Course Section Permissions

For permissions associated with creating and managing course sections.

User Type	Create Section	Delete Section	Edit Section	Add Students to Section
Institution Admin	X	X	X	X
Department Admin	X	X	X	X
Course Admin	X	X	X	X

Questions Level Permissions

User Type	Create Questions	Edit Questions	Remove Questions	View Questions	Adjust Questions	Add Questions to Assessment
Institution Admin	X	X	X	X	X	X
Department Admin	X	X	X	X	X	X

Course Admin	X	X	X	X	X	X
Assessment Admin	X*			X	X	X

*Assessment admins can only create questions within the assessment builder.

Assessment Level Permissions

User Type	Create Assessment	Edit Assessment	Remove Assessment	View Assessment
Institution Admin	X	X	X	X
Department Admin	X	X	X	X
Course Admin	X	X	X	X
Assessment Admin		X		X

Assessment Posting Level Permissions

User Type	Create Duplicate Posting	Edit Posting	Remove Posting	View Posting	Grade Posting	Adjust Scoring
Institution Admin	X	X	X	X	X	X

Department Admin	X	X	X	X	X	X
Course Admin	X	X	X	X	X	X
Assessment Admin		X		X	X	X

Creating Users

Both Institution and Department Administrators can create other Users within the portal. Follow the steps below to create new users.

Creating Users

1. Once logged into the new portal, click on the **Admin** tab in the top right corner.
2. Select Users from the drop-down menu.
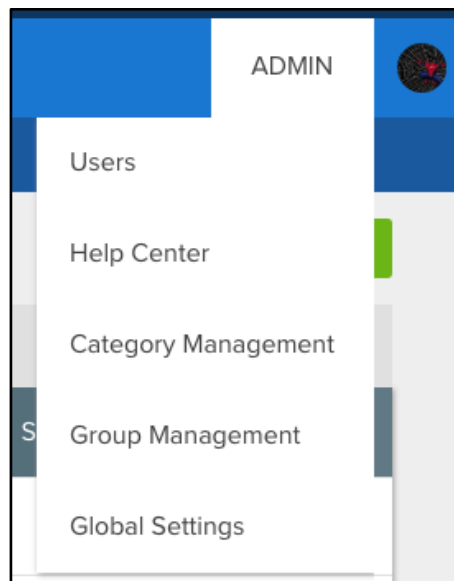
3. Ensure the Admins sub-tab has been selected.
4. Click **Create Admin**.
5. Depending on your user permissions, you will only be able to create specific types of Users, as outlined below.

As an Institution Administrator, you can create:

- Other Institution Level Admins
- Department Level Admins
- Course Admins, or Instructors
- Assessment Admins

As a Department Administrator, you are able to create:

- Other Department Level Admins
- Course Admins, or Instructors
- Assessment Admins

6. Fill in the new User's information:

- **First Name –** Type in the User's first name.
- **Last Name –** Type in the User's last name.
- **Email Address** - Type in the User's email address that will be used to login to the portal.
- **Institution Level Administration*** - Toggle this option to create a User with Institution Level Rights; The Courses field will then disappear. **Only visible to institution administrators.*
- **Department Level Administration** - Toggle this option to create a User with Department Level Rights.
- **Courses** *(if applicable)* - Start typing in the name of the Course that this User will be assigned to. You can also click the Browse All link to see all courses within the institution. If neither the Institution or Department Level toggle options are selected, this User will now be considered a Course Admin.
- **Time Zone** - Select the Users current time zone. Initially, the time zone will default to the 'Institutions Default' time zone.

7. With all the new user's information filled in, click **Create** to generate the email invite. The new User will receive the invite and must complete the form within 30 days to finalize their account. If they do not complete this form, they will need to have their invite re-sent to them. To do so, click to Edit their profile, and click the Re-send Invite button.

<u>Editing Users</u>

Once a User account has been created, you will have the option to edit their account information. The information you have the ability to edit will be determined based on your user permissions.
Once logged into the portal, click **Admin** tab. Select Users from the drop-down menu.
1. Ensure the Admins sub-tab has been selected.
2. From the actions column, select the **Pencil** icon for the User account you wish to edit. Depending on your user rights, the editing functionality will differ, as outlined below.

Editing a User as an Institution Admin
1. A new window will come up to manage the user account you have chosen.
    - **First Name**
    - **Last Name**
    - **Email Address** - As an Institution administrator, you can edit the email address of any User account. Note, there cannot be duplicate email addresses within your Institution.
    - **Institution Level Administration** - Toggling this option on will change this User to an Institution administrator, if not previously selected.
    - **Add Department(s)** - Simply add Department access by typing in the department name within the provided field or remove Department access by clicking the 'X' next to the Department name. You may also click the <u>Browse All</u> link to view all departments within the institution. Note, adding a new department will change this user to a department level admin.
    - **Add Course(s)** - Simply add Courses by typing in the Course Name within the provided field or remove Courses by clicking the 'X' next to the Course Name. You may also click the Browse All link to view all courses within the institution. Note, adding a course will assign this user to be a course admin.
    - **Time Zone** - You can change the Users current time zone.
    - **Active** - Only Institution Admins may activate / deactivate other users. To deactivate a User, simply click the toggle switch. Please note that you may not deactivate fellow Institution Admins.

2. Click **Save** to finalize your changes.

Editing a User as a Department Administrator
1. A new window will be presented to manage the User account you have chosen.
    - **First Name**
    - **Last Name**
    - **Email Address** - As a Department Administrator, <u>you are unable to change email addresses for User accounts.</u>
    - **Add Department(s)** - Add Department access by typing in the Department Name within the provided field or remove Department access by clicking the 'X' next to the department name. You may also click the <u>Browse All</u> link to view all departments within the institution. Note, adding a new department will change this user to a department level admin.

- **Add Course(s)** - Add Courses by typing in the Course Name within the provided field or remove Courses by clicking the 'X' next to the Course Name. You may also click the Browse All link to view all courses within the institution. Note, adding a course will assign this user to be a course admin.
- **Time Zone** - As a Department Level Admin, you are unable to change the User's time zone.

2. Click **Save** to finalize your changes.

Student Accounts

<u>Creating Student Accounts</u>
Student accounts allow students at your Institution to use Examplify to take posted assessments, as well as allow access to the Student Portal to view exam results. A student account can be created in two separate methods within the portal, depending on your Administration rights.

<u>Creating a Student account within a Course</u>
Whether you are a Institution or Department Admin, or just simply a Course Admin (also known as an Instructor), you can create a student account within your course.

1. Select your course from the My Courses page.
2. Choose the Students sub-tab.
3. Click **Create Student**.
4. Enter the student's information.
   - **First/Last Name** - Student's first and last name.
   - **Student ID** - A student's unique ID used to login to their student portal or the Examplify application.
   - **Email Address** - Student's institution email address where any emails, including reminders, will be sent to.
   - **Courses** *(optional)* - Start typing in the name of other courses that this student will be assigned to; This field can be completed at a later time.
   - **Lab User** - When selected, the student can only use a lab device. Leave this option unchecked if allowing the student to use a personal device.
   - **Accommodations** - Listed below are certain accommodations that students may have attached to their account.
     - **Non-Secure** - This will provide the student with a non-secure version of all assessments (enabling access to other applications during the exam).
     - **Extra Time** - This will provide the student with extra time during all assessments (depending on the % increase chosen).
   - **Time Zone** - Select the student's current time zone.

5. Once all information is filled in, click Create.
6. An email will be sent to the provided email address for this student.

7. The Students list will refresh to show the new student (The Status column will show a Pending status. The Date Invited column will be stamped with the date on which they were invited).

	Granger	Hermione	hgranger	● Pending	Jan 30, 2017

A student **must** accept their invitation in order to be active within the portal and take their exams.

Creating a Student Account within Users

If you are a user with Institution or Department Admin level access, you can create a student account within Users.

1. Once logged into the portal, click on the Admin tab. Select Users from the drop-down.
2. Select the Students sub-tab.
3. Click the **Create Student** button.
4. Enter in the necessary student information.
5. Once all information is filled in, click **Create**.
6. An email will be sent to the provided email address for this student. Students will receive the invite and must complete the form *within 72 hours* to finalize their account. If they do not complete this form, Users will need to edit the student's profile and click **Re-send Invite**. All status information still applies when creating a student account using this method.

Importing Student Accounts

Importing allows Administrators to add multiple students to courses at once. This is important as assessments are assigned to courses, which can then be assigned to individual students within that course. Note, courses must be created within the portal before attempting to import students.

Users can import all pertinent information about each student. Students may be assigned to accommodation groups for special assessment requirements (i.e. extended time, non-secure mode for all exams). Within this import file, Users can match students to their courses. Note, the courses must already have been created within the portal. All information can be edited later as needed.

Please note, the process

To Import Student Data

1. Open the Admin drop-down menu and choose Users.
2. Select the Students sub-tab.
3. Click **Import**.
4. Review the XLS Template to create a data file. Note, column headers must remain on each import file
5. Enter student information into the appropriate column fields.
   a. **ExamTakerID** - The Alphanumeric Identifier for the student.

b. **LName** - Student's last name.
c. **FName** - Student's first name.
d. **Email** - The email address for the student where all email notifications will be sent.
e. **LabEquip** - n = Personal computer, y = lab user (If student is using both a lab device and a personal computer, input n).
f. **NonSecure** - n = Secure, y = Non-Secure, for all assessments.
g. **ExtraTime** - 0 = no extra time, 150 = 150% extra time, 200 = 200% extra time, for all assessments.
h. **CourseID** - Unique identifier for the Course(s).
   i. If you do NOT have a SAML or LDAP integration with your ExamSoft portal and you're attempting to import students to multiple courses:
      1. Any courses with matching start and end dates may be entered within one cell, separating each CourseID by a comma and a single space.
      2. For any courses that do not have matching start and end dates, the CourseID may be entered in the rows below.
   ii. If you DO have a SAML or LDAP integration with your ExamSoft portal and you're attempting to import students to multiple courses, each course will need to be entered in its own row.
i. **Course Start Date** – Formatted as YYYY-MM-DD. Must match the course start date <u>exactly</u>.
j. **Course End Date** – Formatted as YYYY-MM-DD. Must match the course end date <u>exactly</u>.
k. **External ID** - This value must match the ID for the student within your SAML or LDAP database. If this does not apply, you may leave this column blank.

6. All cells in the spreadsheet need to be formatted as Text. Doing so will remove the hyperlink encoding of email addresses. To format your cells, select the cells, click the **Eraser** icon (within the "Editing" tab, and select **Clear Formats**.
7. Save the file as either an **.XLS** or **.XLSX** file.
8. Within the portal, click Choose Files, locate the file, and click **Open**. The file will begin importing.

<u>Editing a Student Account</u>

Once an account has been created for a student, Users can edit some information associated with the student account. Editing theses accounts allows for changes to the Student ID, Email Address, Courses, and more, for any student.

1. When viewing the list of Students within the portal, click the **Pencil** icon.
2. A prompt will appear at the top of the page, stating which student account is currently being edited.

3. If a student has not yet registered the account created for them and the 72-hour invite has expired, you can simply choose the Resend Invite option at the top of the screen to send another invite.

4. From the Edit Student page, you can edit the following information:
   - First/Last Name
   - Student ID
   - Email Address
   - Add to Course - Simply start typing the course names that this student will be assigned to.
   - Lab User - Will only allow the student to download exams on lab equipment.
   - Student Accommodation Settings:
   - Non-Secure - Provides a non-secure version of all exams for a student (enabling access to other applications).
   - Extra Time - Increases the time limit for each exam, either by 150% or 200%.
   - Time Zone
5. Click **Save** to finalize any changes.

Deleting a Student Account

Only Institution or Department administrators can delete student accounts.

Keep in mind, deleting a student account will remove their results from any assessments they may have taken, but question statistics <u>will</u> be affected.

Deleting a Student Account within a Course
1. Select the appropriate course from the 'My Courses' page.
2. Navigate to the Students sub-tab.
3. Select the **Pencil** icon for the student.
4. Click **Delete**.
5. You will be notified of the number of courses and taken assessments for the associated student account that are being deleted.

Deleting a Student Account within Users
1. From the Admin drop-down, choose Users.
2. Navigate to the Students sub-tab.
3. Select the **Pencil** icon for the necessary student account.
4. Click **Delete**. Users will be notified of the number of courses and taken assessments for the student account that is being deleted.

Student Groups

Creating Student Groups

As an Institution or Department Admin, you have the ability to create student groups. Student groups can be used to group a number of students for various situations, including; remediation, accommodations, honors, etc.

TIP: Student groups are a great way to run report comparisons between the groups. Also, student groups will come in handy when you want to post an exam to a smaller cohort of the class.

1. To create a student group, begin by logging into your portal. Open the Admin drop-down menu and select Group Management.
2. Here you will be shown a list of any existing student groups. Click **Create Student Group**.
3. Give the new student group a Name. This first field is required. If desired, you may also provide a description for the student group.
4. Beneath the group name and description, you can choose other administrators from your Institution to have edit permissions to this new student group. You may wish to extend edit permissions to other administrators if that is their role within your Institution. Note, extending edit permissions is not required.
5. To extend edit privileges, begin by typing in the administrator's name in the field provided. Alternatively, you may click to Browse More. Doing so will display all administrators within your Institution.

6. To finalize, click **Save**.

Adding Students to Groups

Depending on your user permissions, there are two ways that students can be added to groups within the new portal.

Adding Students to a Group as an Institution/Department Administrator

As an Institution or Department Admin, you can add any students enrolled at your institution into Student Groups from the Group Management page.

2. From the Group Management home page, click on the Group Name
3. Click **Add Students**.
4. A new modal window will appear with a list of all students enrolled at your institution. You can easily search for students using the Search bar above the list, using student's first / last name, StudentID, or email address on file.

To add students, click the blue **plus sign** to the left of the student's name; the symbol will change to a blue checkmark.

- In order to remove students, click the **blue checkmark** to the left of the student's name; the symbol will change back to a blue plus sign.

4. Click **Save** to finalize.

Adding Students to a Group as a Course Admin

As a Course Admin, you can only add students enrolled to your course to certain student groups created for your institution.

1. Navigate to the appropriate course located on the 'My Courses' page.
2. Select the Students sub-tab.
3. Ensure the "Student Groups" column is visible.
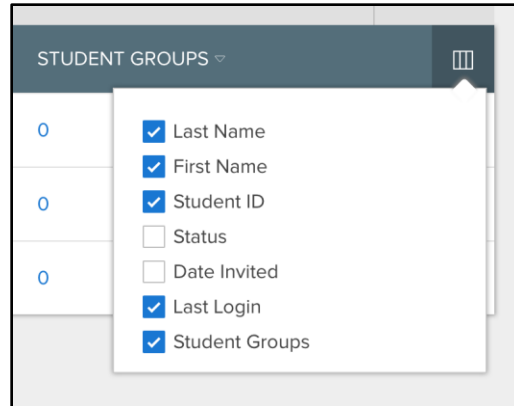
4. Click on the number listed within the Student Groups column.
5. From the drop-down, click **Add to Student Group**.
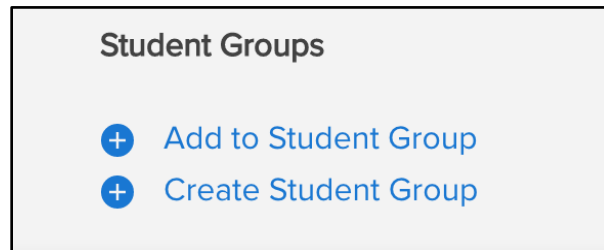
6. A new modal window will appear listing all Student Groups that the student(s) may be added to. Select the necessary groups by utilizing the checkbox.
7. When finished, click **Save**. The selected groups will now be listed under that student's account.
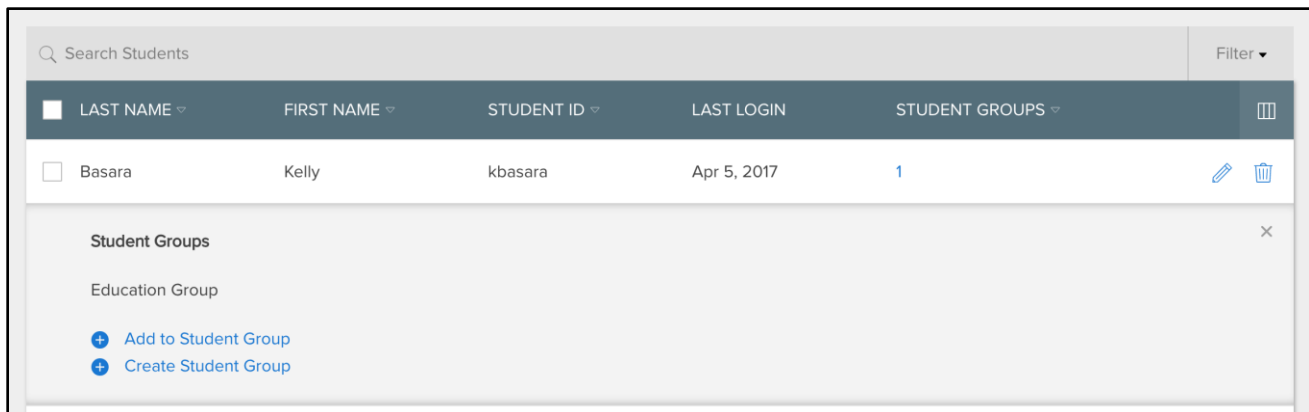
Categories

Creating Categories

With the proper user permissions, you will be able to create new Category types, and any parent / sub-categories as well. Category types can be thought of as buckets containing the parent / sub-categories within each

category type. The key difference between types and parent / sub-categories is that category types do NOT have learning objectives or outcomes related to them.

1. Once logged in, click the Admin tab. Select **Category Management**.
2. You may or may not see a number of category types already in the system. Click the **Create Category** button to create a new category type.
3. Begin by filling in the category type name. You may also fill in a description for this new category type.

Category Type Name   Characters Remaining 272

Foundations of Public Health

Category Type Description *(Optional)*

Category Type Description

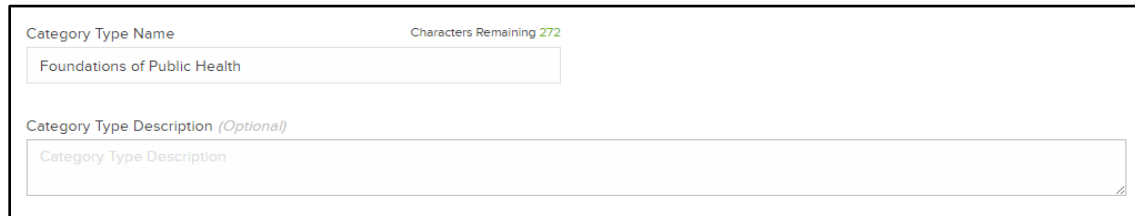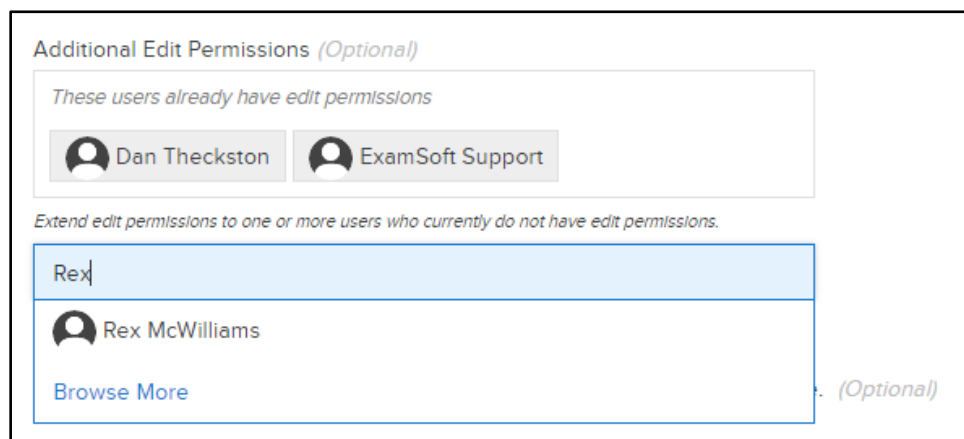4. If applicable, you can extend Edit Permissions to other Users. Begin by typing their name and select the appropriate User from the window. Alternatively, you may click the Browse More link to open a list of all Admin users.

Additional Edit Permissions *(Optional)*

These users already have edit permissions

Dan Theckston   ExamSoft Support

Extend edit permissions to one or more users who currently do not have edit permissions.

Rex

Rex McWilliams

Browse More   *(Optional)*

5. Choose whether to Lock this category. Doing so will prohibit Course Administrators from tagging questions with this category type. This feature is best used with internal category types, and not for your learning objectives.
6. When creating a new category type, you have the option to limit the departments and courses within departments that can tag questions with this category type and any categories associated with it. To do so, type the name of the department within the list and either toggle on or off that departments privilege to tag questions with this category type. You can even choose to limit privileges to specific courses within a department; to do so, begin typing the name of the courses.

7. Lastly, you can choose whether this category type will be used for "Internal Use Only". If you would like to create categories for use of tracking purposes within your institution and not show these internal categories to students in the Category Performance section when releasing results, select this option.

☐ This category is for internal use only. Students will not be able to see it when results are released.

TIP: When deciding which categories to use, consider the following:
- *Which categories will provide the best feedback to my students?*
- *Which categories will provide the instructor the most insight to their course?*
- *Which categories will provide the curriculum with valuable data on student outcomes?*
- *Which categories are required for accreditation purposes?*

Saving and Adding Another Category

Adding another category creates a sub-category under the selected category type.

1. From the Category Management page, select the category type where you wish to create a new category.
2. A new page will populate containing all of the selected category type's subcategories. To create a new category, click the green plus symbol to the left of the screen.

3. The Create Category window will populate to the right. Begin by typing in the Category Name and adding a Description if necessary. The description field will not appear on any reporting.
4. Once complete, click **Save** to finalize the creation of categories for this category type. Alternatively, you may click **Save & Add Another** to continue creating more categories for this category type.

5. Clicking either button will save the category into the system, and will present a green confirmation message within the upper-right hand corner of the page.
6. Clicking the Cancel button will return you to the list of categories under that category type. To create sub-categories, click on the category name or Gear icon.
7. From this point, you can create any number of new subcategories in the same fashion by which new categories were created.
8. When new sub-categories are created and saved under a category, the list will update to reflect the number of subcategories beneath each category.

Importing Categories

Creating your category import file is very simple. There is no limit to the number of parent or sub-categories that can be created. Note, you will not need to use column headers.

- Column A - This column will identify the category type to be created. A new category type will only need to be entered once in column A. Category types contain your parent and sub categories.
- Column B - This column will identify all of the parent categories to be created.
- Column C - This column will identify all of the sub-categories to be created.
- Column D (and so on) - Putting a sub-category in this column will create a new sub-category inside the sub-category above.

Once you're finished building your category tree, save it as .XLS or .XLSX.

Importing your File

1. Login with your credentials. Open the **Admin** tab and select "Category Management".
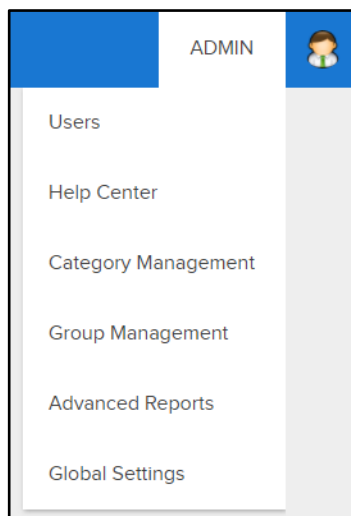
2. Click **Import**.
3. Next, simply drag & drop your import file into the browser or choose to browse your computer for the file.
4. Your file will be processed and imported at this time. If you had a successful import, you will see a message indicating a successful import, along with any new category type(s) you imported. Consider consulting with a committee to determine which categories should be required to gain valuable curricular assessment data.

Questions & Exam Settings

<u>Searching for Questions</u>

Your questions are stored within the Questions tab of their respective course and you may search for questions within your question bank in multiple ways. You may perform a standard search with the **Find Questions** search bar or use the **Filter** feature. By using the filter feature, you may search for questions outside of the course you are currently working in, granted you are at least a Course Administrator for that outside course.

1. Select your course from the **My Courses** page.
2. Select the **Questions** tab.
3. Within the **Find Questions** search bar, you may type in characters or keywords.
4. Once keywords are entered, you may select from the following options:
   - **Question Title Containing** - when selected, will display all the questions in your course that contain the characters or keywords that were searched within the question title.
   - **Question Stem Containing** - when selected, will display all the questions in your course that contain the characters or keywords that were searched within the question stem.
   - **Question ID** - when selected, will display all the questions in your course that contain the numbers that were searched within the question ID.
   - **Answer Choice Containing** - when selected, will display all the questions in your course that contain the characters or keywords within the answer choice text.

5. To perform a more advanced search, select the **Filter** option to the right of the **Find Questions** search box.

6. The following filters will be displayed:

- **Owners** - Search for questions created by a specific user. Click **Browse More** to show more Admin users.

- **Question Type** - Select the question type(s) you would like to search for.

- **Date Created** - Select an option in the drop-down list or choose "Select Date Created Range" to search when questions were created.

- **Category** - Search characters or keywords to search for questions that have a specific category tagged to them.

Clicking the **Browse More** link opens a slide-out pane from the right, which will list all the categories of that category type that contain matches to the characters or keywords typed within the search bar. Clicking **Browse All** will display all the categories you have access to that match the characters or keywords in the search box.

- **Used on Assessment** - Select an option in the dropdown list or choose "Select Date Used Range" to search when questions were used on an assessment.

- **Course** - Selecting this toggle will allow you to search for questions outside of the course you are currently working in. *Note: you must be at least a Course Administrator for the outside course to access its questions.*

You may clear filtering options by selecting **Clear** to the top-right of that option, or select **Clear All Filters**, which will clear all the filtering options.

7. Clicking on the **Question Performance Stats** link will expand the Filter section to display the advanced question filter options.

These advanced filter options include:
- *Difficulty Index Range*
- *Point Biserial Range*
- *Average Answer Time*
- *Upper 27% Range*
- *Lower 27% Range*
- *Discrimination Index Range*

You may input numerical values into the textboxes of the corresponding advanced filter option or click and drag the circles across the slide bar to refine your search.

You may clear advanced filtering options by selecting **Clear** to the top-right of that option, or select **Clear All Filters**, which will clear all the filtering options.

8. Click the **Apply Filters** button to search for questions based on the filter specifications.
9. All questions that meet the filter criteria will be displayed. The **Filters Applied** area displays which filters were used for the current search.

Creating Questions

All question types can be created either within the Questions tab of a Course, or when building an Assessment. When creating questions within an Assessment, they will be added to the Assessment and also saved within the Questions tab for that Course. Since the creation process is the same for both, we'll show the process once a Course has been selected.

<u>Multiple-Choice Question Creation</u>:
1. From the **My Courses** screen, select the Course.
2. Select the **Questions** tab.
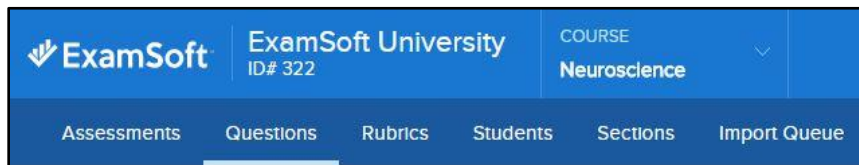
3. Click the green plus sign to the left. Select **Multiple Choice**.
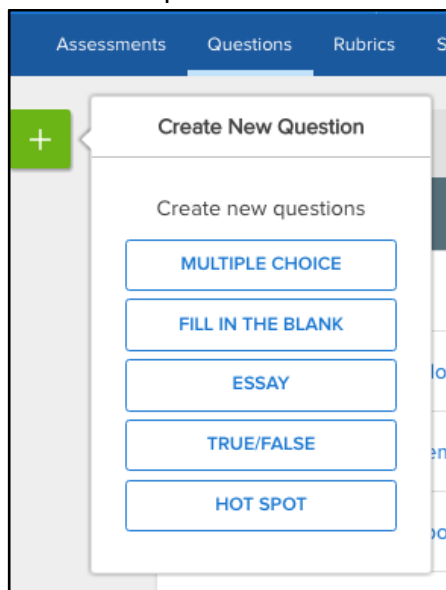
4. The new Multiple-Choice Question creation window will appear to the right. You may begin by entering the **Question Title** and **Question** stem.
5. In the provided boxes below, enter your **Answer Choices**.
   - Utilize the **Add Answer Choice** button to add more than the default four (4) answer choices.
   - Utilize the **Camera** button to attach an inline image for the question or an answer choice.
   - Utilize the **Table** button to add a table to the question stem or an answer choice.
   - Utilize the **Formula** button to open the formula editor.
   - Utilize the **Check mark** button to signify the correct answer choice(s).
   - Utilize the **Lock** button to the right of an answer choice to lock that answer choice in place for instances where Randomize Choices is enabled as an Assessment Option.
   - Utilize the **Trash** button on the right-hand side of an answer choice to remove it.

6. If there are multiple correct answer choices, commonly referred to as a **Multiple Answer Question**, the following two options will appear:
   - **Allow Partial Credit** - This option will give the student partial credit for selecting at least one of the correct answers.

   - **Allow Unlimited Selections** - Functions as Select All That Apply. This option requires the student to select all the correct answers to receive points for the question.

7. Add **Rationale** to provide feedback on a question during a Secure Exam Review, or when releasing results to students. TIP: Even though this is extra work for the instructor, the return on your investment to help students understand your expert thought process will be well worth it!

8. Add **Categories** by clicking the green plus button. This will display a list of all the Category Types you have access to. Next, you may start tagging categories of the selected Category Type(s) to this question. For more information regarding Categories, please refer to our guide on page XX.
9. Add **Attachments** by dragging files into the window, or by clicking the link to browse your computer. There may only be one question attachment per question. Within Examplify, the question attachment will be displayed to a student when they navigate to the question and can be closed / reopened while on that question.

10. Lastly, **Save** the question.

<u>True / False Question Creation</u>:

1. From the **My Courses** screen, select the Course.
2. Select the **Questions** tab.
3. Click the green plus sign to the left. Select **True / False**.
4. The new True or False question creation window will open to the right. You may begin by entering the **Question Title** and **Question** text.
5. Below the **Question** field, you may select whether the statement is **True** or **False** by clicking the appropriate answer choice option.
   - Utilize the **Camera** button to attach an inline image into the question stem.
   - Utilize the **Table** button to add a table to the question stem.
   - Utilize the **Formula** button to open the formula editor.

6. Add **Rationale** to provide feedback on a question during a Secure Exam Review, or when releasing results to students.
7. Add **Categories** by clicking the green plus button. This will display a list of all the Category Types you have access to. Next, you may start tagging categories of the selected Category Type(s) to this question. Please refer to our section on **Tagging Categories to Questions**.
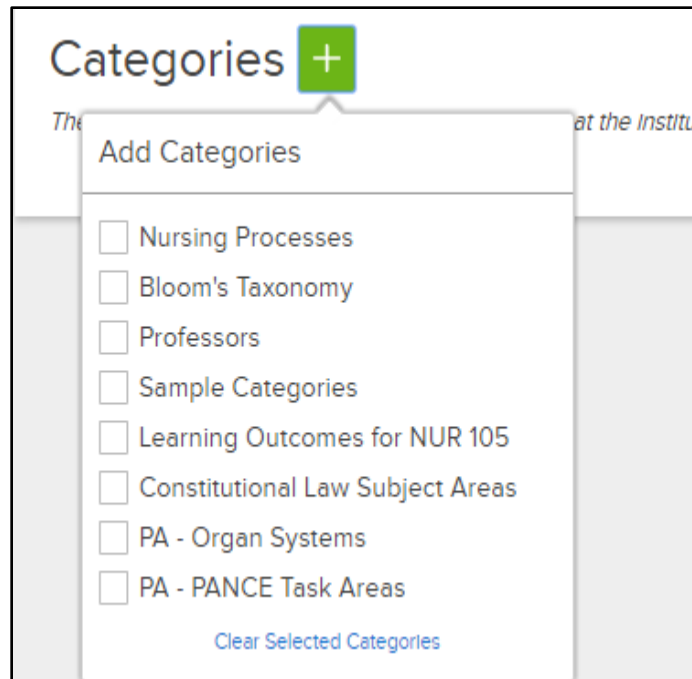
8. Add **Attachments** by dragging files into the window, or by clicking the link to browse your computer. There may only be one question attachment per question. Within Examplify, the question attachment will be displayed to a student when they navigate to the question and can be closed / reopened while on that question.

9. Lastly, **Save** the question.

Fill in the Blank Question Creation

1. From the **My Courses** screen, select the Course.
2. Select the **Questions** tab.
3. Click the green plus sign to the left. Select **Fill in the Blank**.
4. The new Fill in the Blank question creation window will open to the right. You can type the **Question Title** or **Question**. You may also begin your question with a blank.

5. At any point during the question creation process, you can click the **Create Blank** button to insert a **Blank**.
6. Enter an answer within the blank field. To add any number of accepted alternative answers, click the **Add alternative answer** button.

7. Continue typing within the **Question** field to complete the question, adding any more blanks along the way, if needed. If you include more than one blank, you will have the option to enable **Partial Credit**.

- ○ Utilize the **Camera** button to attach an inline image into the question stem.
- ○ Utilize the **Table** button to add a table to the question stem.
- ○ Utilize the **Formula** button to open the formula editor.

8. Add **Rationale** to provide feedback on a question during a Secure Exam Review, or when releasing results to students.

9. Add **Categories** by clicking the green plus button. This will display a list of all the Category Types you have access to. Next, you may start tagging categories of the selected Category Type(s) to this question. There is more information to assist with tagging categories to questions here.

10. Add **Attachments** by dragging files into the window, or by clicking the link to browse your computer. There may only be one question attachment per question. Within Examplify, the question attachment will be displayed to a student when they navigate to the question and can be closed / reopened while on that question.
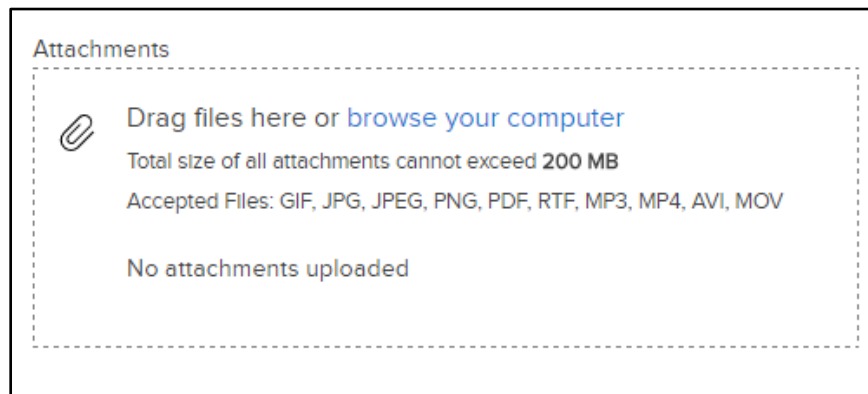
11. Lastly, **Save** the question.

Essay Question Creation

1. From the **My Courses** screen, select the Course.
2. Select the **Questions** tab.
3. Click the green plus sign to the left. Select **Essay**.
4. The new essay question creation window will open to the right. You may begin by entering the **Question Title** and **Question** text.

5. Below the **Question** field, you may enter the **Essay Character Limit**, if you choose to enforce a limit. If this field is left blank, there will be no character limit.
   ○ Utilize the **Camera** button to attach an inline image into the question stem.
   ○ Utilize the **Table** button to add a table to the question stem.
   ○ Utilize the **Formula** button to open the formula editor.

6. Add **Rationale** to provide feedback on a question during a Secure Exam Review, or when releasing results to Exam Takers.
7. Add **Categories** by clicking the green plus button. This will display a list of all the Category Types you have access to. Next, you may start tagging categories of the selected Category Type(s) to this question. There is more information to assist with tagging categories to questions here.
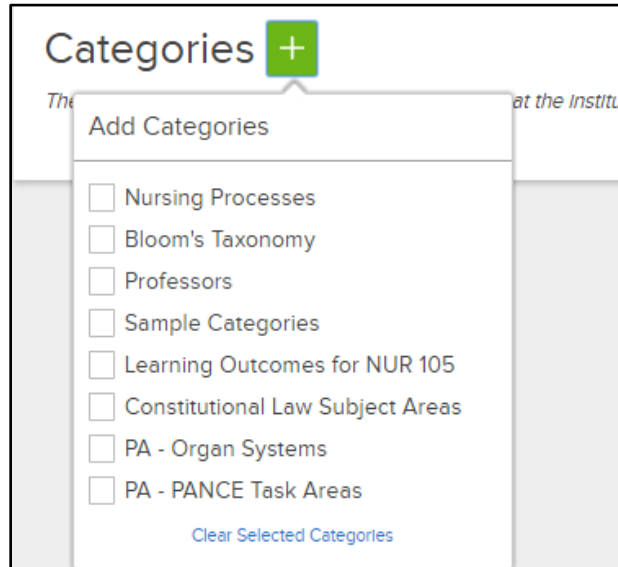
8. Add **Attachments** by dragging files into the window, or by clicking the link to browse your computer. There may only be one question attachment per question. Within Examplify, the question attachment will be displayed to a student when they navigate to the question and can be closed / reopened while on that question.

9. Lastly, **Save** the question.

Hot Spot Question Creation

1. From the **My Courses** screen, select the Course.
2. Select the **Questions** tab.
3. Click the green plus sign to the left. Select **Hot Spot**.
4. The new Hot Spot creation window will appear to the right. Begin by entering the **Question Title** and **Question Text**.

- ○ Utilize the **Camera** button to attach an inline image into the question stem.
- ○ Utilize the **Table** button to add a table to the question stem.
- ○ Utilize the **Formula** button to open the formula editor.

5. Next, choose to upload an image, which will serve as a "map." Within Examplify, students will click on the image to select the correct location, item, portion, or area to correctly answer the question. We will refer to these as "hot spots".
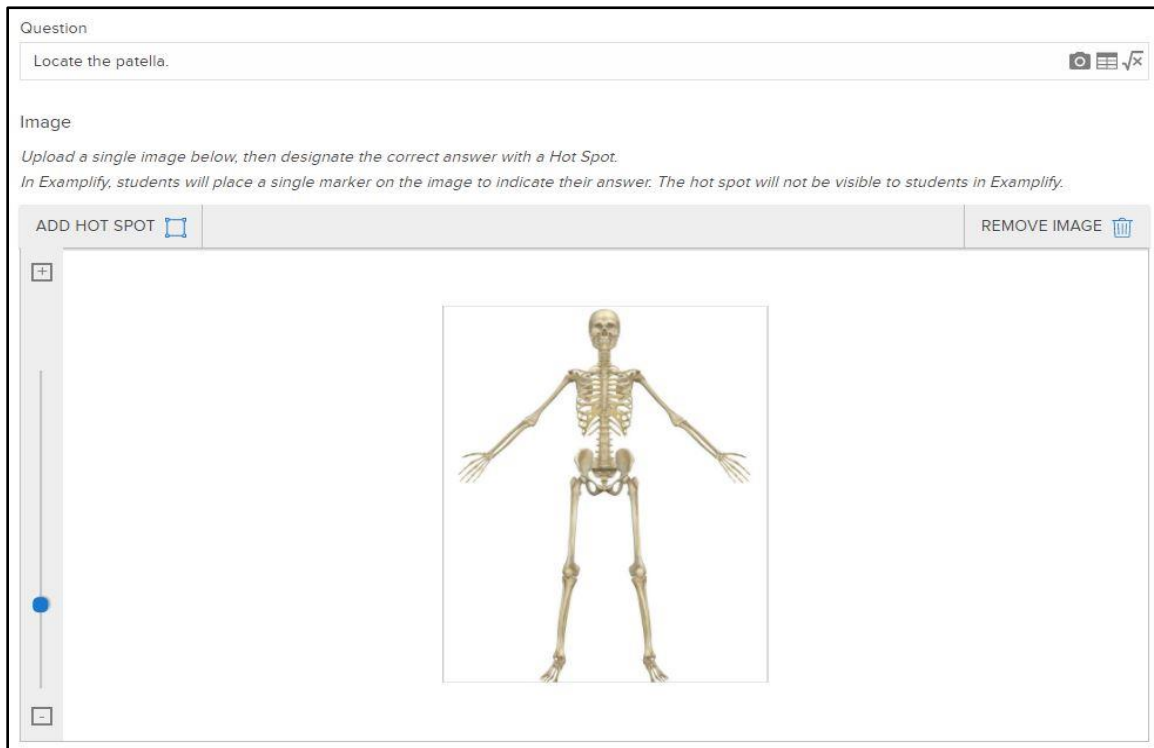
6. Click **Add Hot Spot**. This button will give you a tool to draw a rectangular hot spot answer location on the image. You may add more than one hot spot for the image, however, students will only be able to indicate one answer choice. Within Examplify, there is no indication of where the hot spot(s) are located and a student will click on the image to select their answer choice. If a student's answer choice is within a hot spot, they will receive full credit for the question. *Currently partial credit is not available for Hot Spot question types.*
7. When creating a hot spot, you may make it as big or small as you wish. You can also zoom into the image to create even smaller hot spots. To zoom in or out, use the **+** or **-** keys to the left of the image, or drag the blue circle across the slide bar.
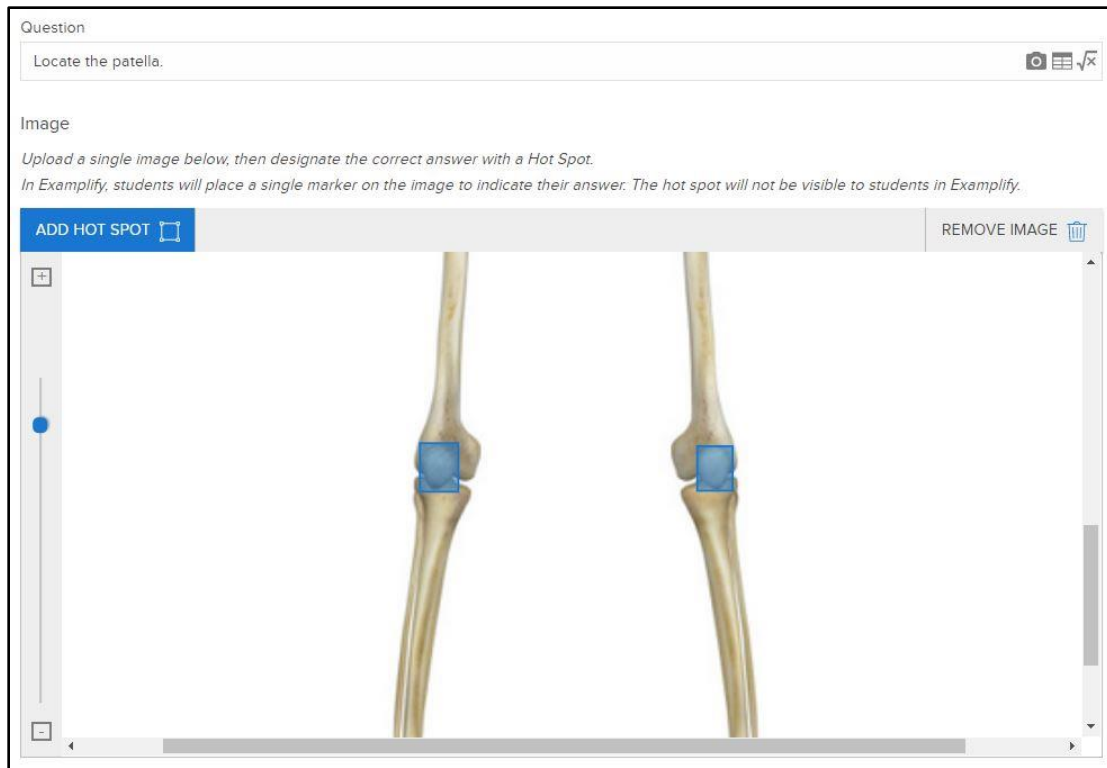
8. Once a hot spot has been created, you may edit its size and location, or delete it entirely. Click the **Add Hot Spot** button again to deselect it, then click the hot spot you wish to edit or remove. Click and drag in the middle of the hot spot to relocate it. Click and drag on a corner square to resize the hot spot from that corner. Click **Delete** to remove it.
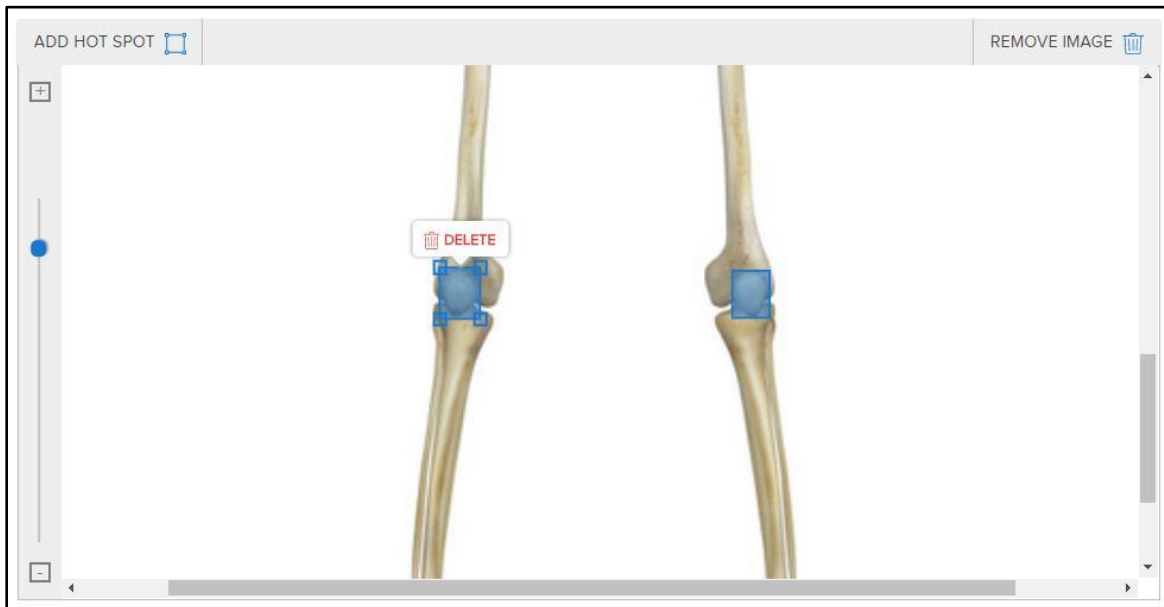
7. Add **Rationale** to provide feedback on a question during a Secure Exam Review, or when releasing results to students
8. Add **Categories** by clicking the green plus button. This will display a list of all the Category Types you have access to. Next, you may start tagging categories of the selected Category Type(s) to this question. There is more information to assist with tagging categories to questions on pg 147
9. Add **Attachments** by dragging files into the window, or by clicking the link to browse your computer. There may only be one question attachment per question. Within Examplify, the question attachment will be displayed to a student when they navigate to the question and can be closed / reopened while on that question.
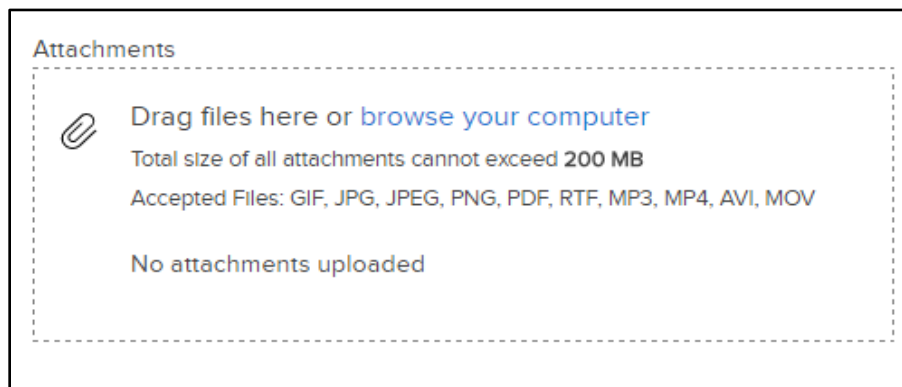10. Lastly, **Save** the question.


Importing Questions

Within the portal, you may import questions directly into your course using a variety of formats. When the file containing your questions is being imported, it is automatically processed through all of the available filters in the system for you. You may export questions from your LMS and import that file right into the portal. If your questions are within Word files, you can import them with ease. You may also manually create files that meet the question import formatting requirements for importing. Question importing is accessible to Institution, Department, and Course Administrators.

1. Select your course from the **My Courses** page.
2. Select the **Import Queue** tab.
3. Within the Import Queue tab, it will display the file names of previously imported files. If no files have been imported yet, the list will be blank. Click the **Upload** button to begin importing questions.
4. A pop-up modal window will appear. Currently, the accepted file types are .doc, .docx, .rtf, .txt, .xls, .xml, and .dat. You may **Drag & Drop** the file from its location on your computer into the pop-up window or click the **Or Choose Files** button to select your file.
5. Once the file has been submitted through the pop-up window, you will see the file name and its **Status** will change from Processing to **Ready for Review**.

6. Once the status is Ready for Review, click the **File Name** to expand the dropdown filter options. For manually created Word files, you'll click the pencil icon within the Legacy Template box. For files that were exported from your LMS, you'll choose the pencil icon within the corresponding LMS box. Clicking the **pencil icon** will take you to the page to begin validating questions.

Validating Questions

The list on the left will display all the imported questions. Each box on the left represents a different question, which displays the question number, question title, and question type. *Note: the question title will default to the first 40 characters of the question stem.* Selecting a question from list will display the full question to the right where you can validate each question and make any changes before finalizing the import.

1. To navigate through the questions, you can select an individual question from the list on the left or utilize the **Previous** and **Next** buttons.

2. When a question is selected, you can edit every field as if you were creating or editing a question. *Note: when importing a multiple answer question, it will default to Allow Unlimited Selections and you can switch it to Allow Partial Credit.* Below the answer choices, you can check the **Original Highlighted Text** box to verify what was brought over from the file into the Import Queue.
3. Below the Original Highlighted Text section, you can add a Question Attachment, Rationale, and tag Categories.

Adding Imported Images to the Question or Answer Choices

If there were images within your question import file, you can add them as inline images within the question stem or answer choice(s). To the right of the question stem or an answer choice, you will see a **Camera Icon** with a number beside it. This number indicates the number of images included in the question import file.

To insert an inline image into the Question stem or Answer Choices text, click the camera icon. This will open a side pane window which will display all the images that were included in the file you imported. From here, you can click the image you would like to add, then click the **Select** button.
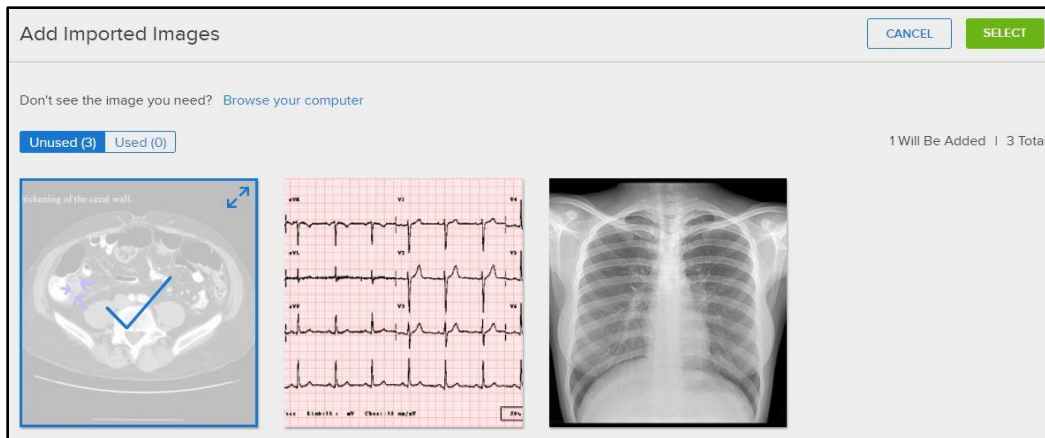
Remove a Question from the Import Queue

To remove a question from the Import Queue's validation page, locate that question within the list and click the **X** button. Next, click the **Remove** button to remove that question from the list.
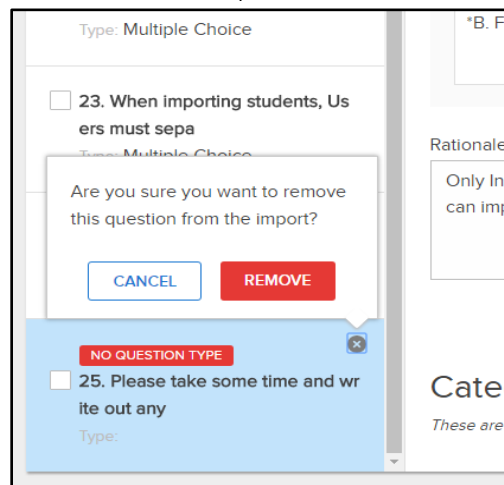
Importing Selected Questions

If you would like to only import certain questions into the course's question bank, select the check box for those questions. Next, click the **Import** button at the bottom of the page and proceed to import only the selected questions. Clicking **Unselect All** will de-select the questions that are checked.

Click the **Save** button to save all modifications that you made on the Import Queue's validation page. *Note: it is recommended to save your work if you are going to return to the validation page to continue later or if another Admin is going to edit questions in the validation page.*

Once you have validated all the questions at the validation page, click the **Import** button. From here, you can choose to import all the valid questions into your course's question bank by selecting **Save to Question Bank**, or, choose **Create New Assessment** to create a brand-new exam that will automatically add the questions to that exam. *Note: selecting Create New Assessment will automatically save the questions to your course's question bank as well.*
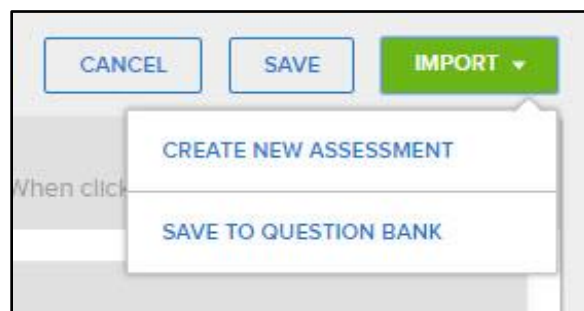
<u>Invalid Questions</u>

If there are any questions with errors, they are considered invalid. If there are any invalid questions remaining at the validation page, when you click the Import button, you can choose **Import Remaining** to import all the valid questions or click **Cancel** to go back to the validation page, review any invalid questions, and proceed to import once all the questions are valid.
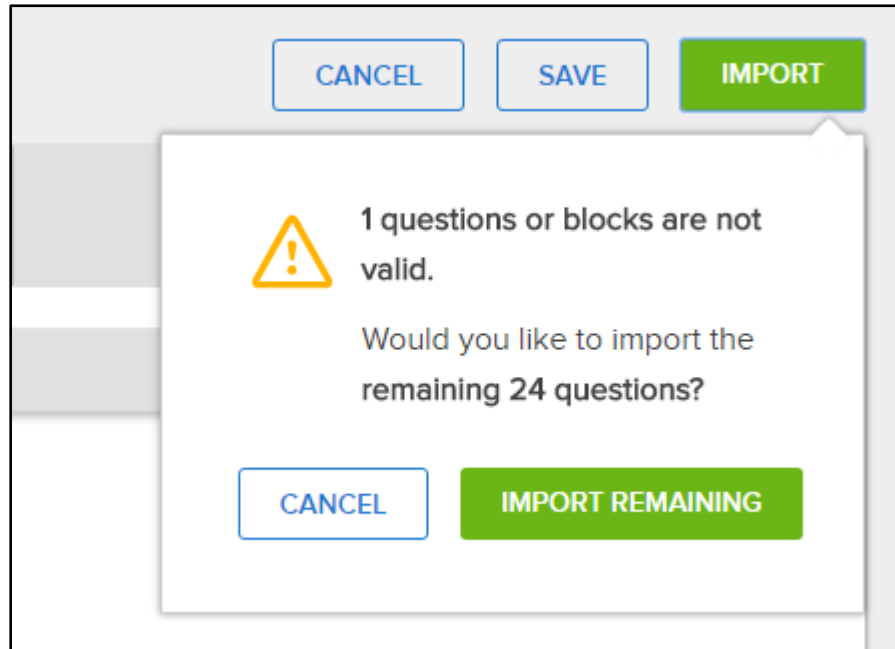
Once your questions are imported, the page will refresh to show an **Import Success** notification towards the top-right of your screen and your questions will then be available in your question bank.

Tagging Categories to Questions

Categories can be tagged to questions individually or by bulk editing within the Questions tab of your course. The process of individually tagging categories to questions is similar when creating any question type. *Note: Tagging categories to questions can be done retroactively. ExamSoft gives you flexibility to add categories years after an exam has been administered and still leverage the reporting and analytics.*

1. When creating a question, click the Categories green plus button. You may tag categories to existing questions as well. First, click the pencil icon associated to the question you would like to modify. Next, click the Categories green plus button. Clicking the Categories **green plus button** will display the category types that you have access to.
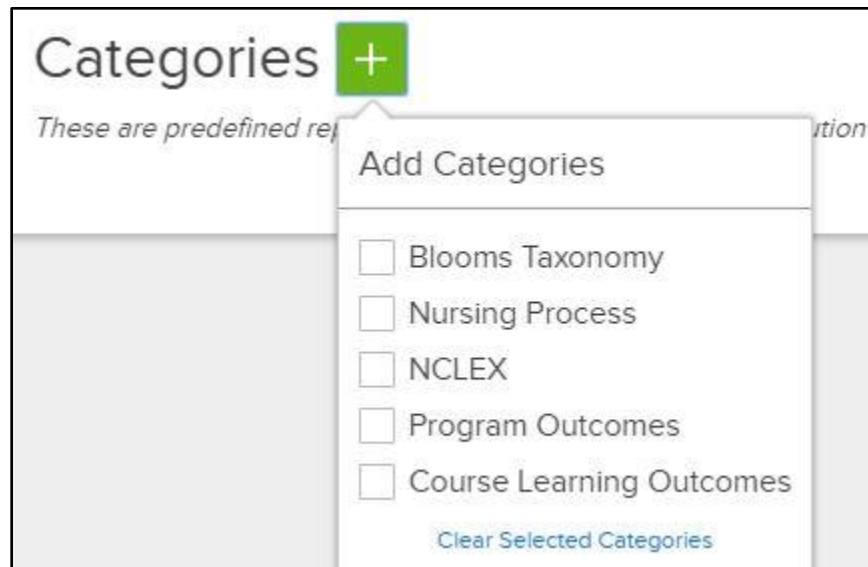
2. Choose the appropriate category type(s) from the drop-down list.
3. To select a category of the category type, you may type the name of the category in the search bar and it will automatically filter the list of displayed categories. Next, click the appropriate category from the list.
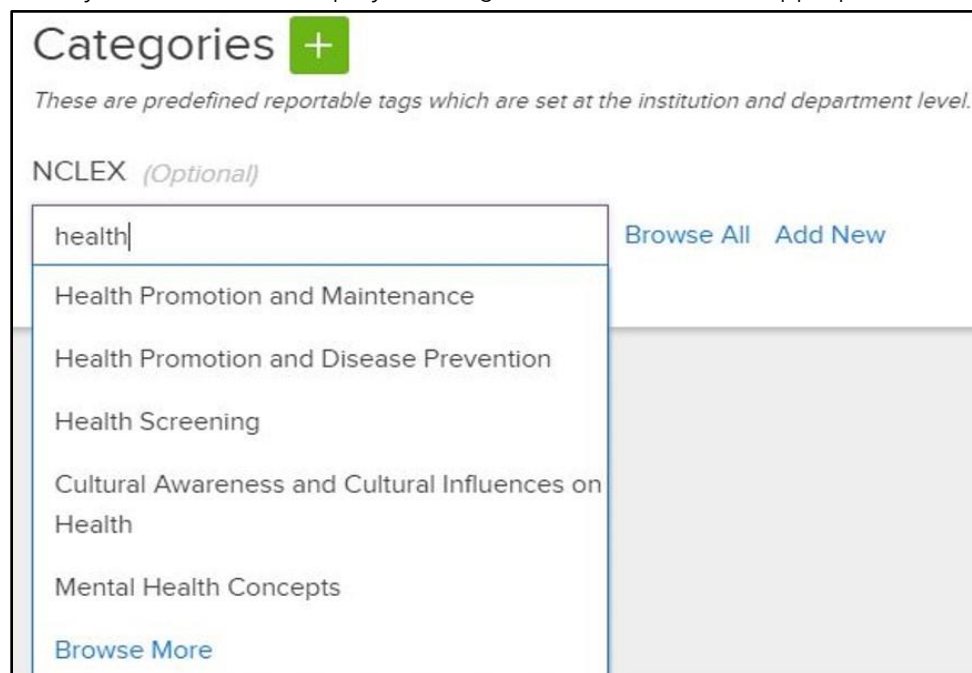
4. Clicking the **Browse More** link opens a slide-out pane from the right, which will list all the categories of that category type that contain matches to the characters or keywords typed within the search bar.

Clicking the **Browse All** link will open a slide-out pane from the right, listing all categories under that category type.

5. Click the **blue plus button** next to the category name within the list to tag that category. To tag a sub-category, click the category name, then the list will refresh to display all of its sub-categories.

As shown above, the **blue plus button** has been replaced with a **check-mark** and the categories are highlighted in blue, indicating these categories will be tagged to the question.

6. Click **Save** to finalize.

Bulk Tagging Categories to Questions

1. To tag categories to multiple questions, navigate to the Questions tab and select the questions you would like to tag. Next, click **Add Categories** at the bottom of the page.
2. Click the Categories **green plus button** to display the category types that you have access to, then choose the appropriate category type(s) from the drop-down list.

3. You may search within each category type and proceed to select the categories that will be bulk tagged to the initially selected questions.
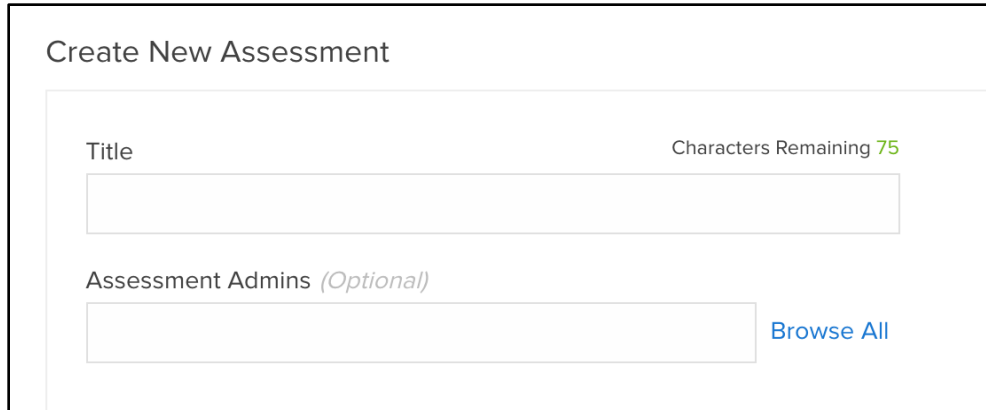
4. Click the **Done** to bulk tag all selected categories to the selected questions.

Creating an Assessment

1. From the **My Courses** screen, select the Course.
2. Select the **Assessments** tab.

The Assessments page will list all posted and drafted exams in your course. A **Posted** exam has been made available to students within your course and a **Draft** exam has not yet been made available to students. Drafted exams can be edited before being posted.

3. Click the **Create** button to create a new assessment.
4. From this page, you can enter the **Assessment Title**, which is a required field. *Note: we recommend having at least 2-3 unique identifiers in the naming convention of your exams. For example, "NUR 110_S18_Exam 1".* You can assign an already existing Admin user to be an **Assessment Admin** for this exam.
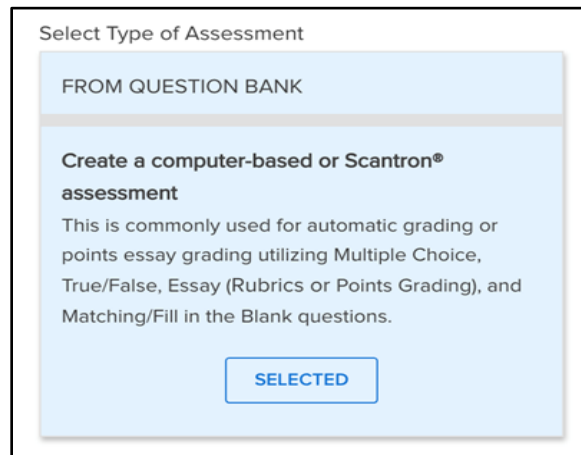
Create New Assessment

Title   Characters Remaining 75

Assessment Admins *(Optional)*

                                                              Browse All

5. The **Type of Assessment** will be defaulted to "From Question Bank". These types of exams can be taken by students using Examplify for Windows, Mac, or iPad if your institution allows students to use iPads. Additional assessment types will be released in the future.

Select Type of Assessment
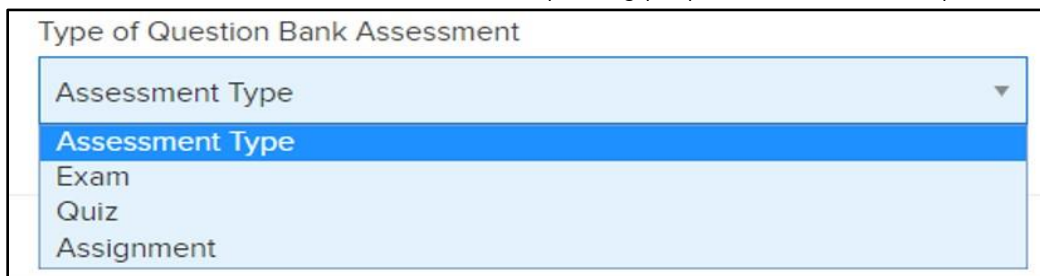
FROM QUESTION BANK

Create a computer-based or Scantron® assessment
This is commonly used for automatic grading or points essay grading utilizing Multiple Choice, True/False, Essay (Rubrics or Points Grading), and Matching/Fill in the Blank questions.

SELECTED

6. From the **Type of Question Bank Assessment** dropdown menu, you can choose either Exam, Quiz, or Assignment. These are used for internal Admin reporting purposes and to not impact students.

Type of Question Bank Assessment

Assessment Type ▼

Assessment Type
Exam
Quiz
Assignment

7. Click the **Next** button to continue building your exam or click the **Cancel** button to go back.
8. Within the **Assessment Options** tab, you can enable or disable certain features and security settings for the exam. *Note: newly created exams have default settings and you can edit the options to your preference.*

NUR 110_S18_Exam 1 ✎

ID: 7221 | Type: Exam | 50 Questions

SAVE & CONTINUE

ASSESSMENT OPTIONS

SCORING

Total Assessment Points   100

Display Scores on Exit *(Optional)*

☐ Percentage

☐ Raw Score

OPTIONS TO ENABLE

Assessment Flow *(Optional)*

☑ Backward Navigation

  ☐ Missing Answer Reminder

☐ Require Answer

Optional Features *(Optional)*

☐ Calculator

☐ Text Highlighting

☐ Show 5 Min Alarm

PRE - ASSESSMENT NOTICES

Notices will appear at the start of the assessment. *(Optional)*

Notices

Type a Notice Title   Browse All

Manage Notices

SECURITY OPTIONS

◉ Secure

○ Non-Secure

  ☐ Block Internet

  ☐ Suspend

☐ Randomize Question Sequence *(Optional)*

☐ Randomize Answer Choices *(Optional)*

☐ Time Limit   Minutes *(Optional)*

Universal Resume Code: BFNQOO

ATTACHMENTS

Attach assessment reference materials *(Optional)*

📎 Drag files here or browse your computer
   Total size of all attachments cannot exceed **200 MB**
   Accepted Files: GIF, JPG, JPEG, PNG, PDF, RTF, MP3, MP4, AVI, MOV
   No attachments uploaded

You can click the **pencil icon** to edit the assessment title before the exam is posted.

NUR 110_S18_Exam 1 ✎

9. Within the **Scoring** section, you can adjust the **Total Assessment Points** or choose to **Display Scores on Exit**.

- **Total Assessment Points** determines the maximum score a student can earn for the exam.
- **Display Scores on Exit** settings are optional and will display the student's percentage and/or raw score when they submit their exam. *Note: when displaying scores on exit, it only displays the objective grading and students are notified that the grade displayed may not be their final score.*

10. Within the **Options to Enable** section, you can choose **Assessment Flow** options and **Optional Features** to change the behavior of Examplify during the exam.

- **Backward Navigation** allows students to navigate back and forth between previously answered questions.

- **Missing Answer Reminder** is only available if Backward Navigation is enabled and will warn students at the end of their exam if they have left any questions unanswered.
- **Require Answer** is only available if Backward Navigation is disabled. With this feature enabled, students will not be able to navigate to the next question without first answering the current question. *Note: this option is recommended if Backward Navigation is disabled to prevent students from accidentally navigating through questions and then not being able to go back.*
- The **Calculator** will allow students to utilize a calculator throughout their exam. *Note: this feature will enable both the basic and scientific calculator functions within Examplify.*
- **Text Highlighting** allows students to highlight any text within the question or answer text fields with many different highlighting colors.
- **Show 5 Min Alarm** enables an alarm to alert the student when five minutes remain for the assessment. *Note: there must be a Time Limit to enable this option and there is no audio associated with the Examplify alarms.*

11. Within the **Pre-Assessment Notices** section, you can add a notice to your exam that students will see and agree to before the exam content is visible. These notices can contain information such as: Institution honor code, policies, exam day reminders, instructions, or any other relevant information that would be useful to students.

If you need to create pre-assessment notices that will show up in Examplify before students enter their exam, you must have at least <u>Department Administration rights</u>. Before an exam is administered, Admin users may add as many pre-assessment notices as necessary.

Once the pre-assessment notices have been created, they may be used by other Admin users when building or editing a drafted assessment. Once the download window opens for an assessment, pre-assessment notices may **not** be added or removed.

Note, pre-assessment notices are created in Departments; any Admin user in the department may use it on an assessment.

Exam Postings

As a best practice, we suggest that faculty post their assessment 48 to 72 hours prior to the date of the exam. By doing this, faculty will have ample time to review and edit if necessary.

Before Download Time Starts	After Download Time Starts	After a Student has Downloaded
CAN	**CAN**	**CAN**
• CHANGE ANYTHING!!!!	• Add / Remove students • Adjust scheduled on date, download end time, upload deadline (if enforced) • Setup email reminders • Add / Change assessment review options • Create, manage, or delete course sections • Create, manage, or delete student groups	• Add more students to the posting, remove students that have not yet downloaded the assessment • Add assessment admins
CANNOT	**CANNOT**	**CANNOT**
	• Change assessment password • Change the assessment title • Add / Remove questions • Add / Edit RAD • Select to send a reminder for the upload deadline.	• Remove the student that downloaded the assessment from the posting • Edit the download start time

Download Window

For students using personal devices, faculty should instruct them to download their assessment at least 24 hours prior to the date of the actual exam. Lab users will need to download their assessment on the day of the exam.

Creating an Assessment Blueprint

Assessment Blueprints create a free-form or category-based framework by which the assessment creator must fulfill when creating an assessment. If you are interested in creating an exam that utilizes a blueprint, you must enable this feature when creating a new assessment. Click **Yes** to begin the process.

When using the assessment blueprint, you will only be able to add questions from the Blueprint view; however, you will still be able to access the List View, which displays the questions you've added to the assessment. Click **Continue** to proceed.

The next page will display assessment level statistics including: total points, estimated completion time, average point biserial, upper 27%, lower 27% discrimination index, and difficulty. Additionally, as you add questions to the blueprint, a bar graph will populate with the top 10 categories in the assessment, and the number of questions affiliated with each category.
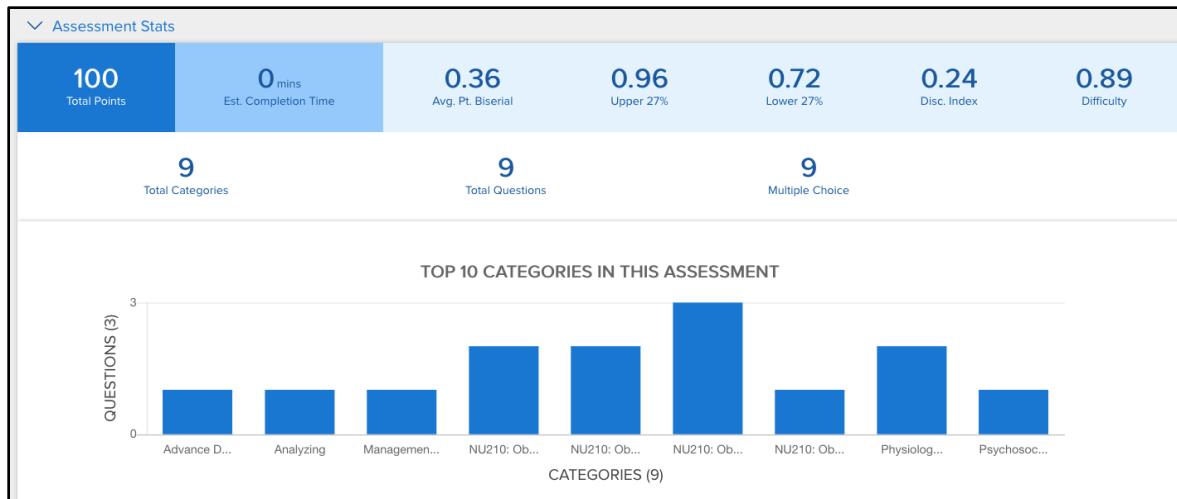
Select **Create New Content Area** to begin.
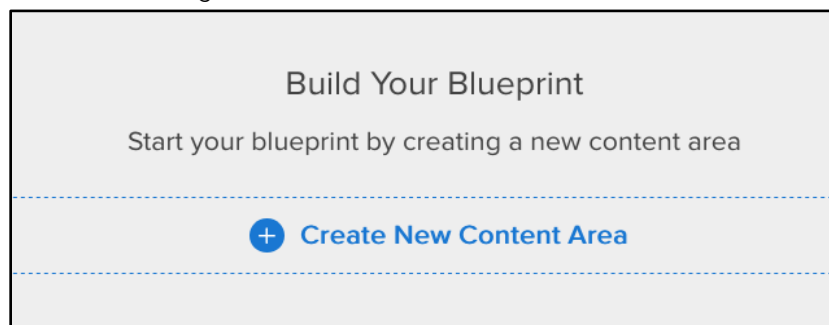
Creating a Free-Form Content Area

Free-form assessment blueprints allow for the department or course administrator to create a blueprint with requirements that must be fulfilled to post the exam. These may include, a certain number of question types, questions from faculty, etc. By default, you will be able to create a free-form content area. Note: you cannot utilize a category-based blueprint within a section once you begin creating a free-form blueprint. Enter the Content Area Name in the text box and select **Create** to continue.

Once the content area is created, you will have the opportunity to to create a section or sections with a requires number of questions that you or the assessment creator(s) will need to fulfill to post the assessment. Add and name sections as desired, select the number of questions per section, and click **Create**.

1. Use the **green plus sign** to add questions to the designated sections. A modal window will appear prompting you to find questions or create a new question type.
2. From this window, you can search your question bank for desired questions. Select the **blue plus sign** to add desired questions to your blueprint. Select **Save** when finished adding questions to that section.

As you add questions to the blueprint, the number of items will populate indicating if you have met the requirement for the section. When a section has not fulfilled the requirements, a warning sign ⚠ will appear. You will not be permitted to save the posting without fulfilling the requirements of each section.

Creating a Category Content Area

To create a category content area, **Toggle** Categories and **Select** the category type from the dropdown menu. Once you've selected the category type, click **Create**. Note, this list will only show the category type that you have access to see.

To add the category, begin by typing the category name into the **Add a Category** text field, or click **Browse All** to show all categories within the selected category type.

Pharmacy - CAPE Outcomes	0
	Total Questions

Add a Category

1.1. Learner (Learner) - Develop integrate and apply knc   Browse All

Number of Questions

3

CREATE

By selecting Browse All, a modal window will appear to select categories within the category type. Select the appropriate category and click **Save**. Note, you may only select one category for each content area.

As you add questions to the blueprint, the number of items will populate indicating if you have met the requirement for the section. When a section has not fulfilled the requirements, a warning sign will appear. You will not be permitted to save the posting without fulfilling the requirements of each section.

Creating or Revising Questions on a New or Draft Assessment

While building your assessment, you may need to create new questions during this process. While building an assessment, can create any new question type. These new questions will be saved alongside the other questions in the course and may be used on future assessments.

Creating a New Question while Building an Assessment
1. Login to your Portal and navigate to the course.
2. Open the Draft assessment.
3. Navigate to the **Build Assessment** sub-tab.
4. Click the green **+** (plus) symbol on the left-hand side of the screen.

From here, you can choose to create and add the question to the assessment.

Revising Questions on an Assessment
At times, you may need to revise questions before they are posted to your students. Other times, your colleagues may need to revise questions before they are used in your assessment. In either event, you will be alerted to new question versions available for any questions.

We will first explain the process of revising a question. In our example, we will need to add an attachment to our True/False question.
1. Open the drafted assessment.
2. Navigate to the **Build Assessment** sub-tab.
3. Click the **Pencil** icon in line with the question you would like to revise.

☐	5	Attachment	MC	0	✐
☐	6	This is a ___ question.a. Multiple Choic	FITB	0	✐
☐	7	tf1	TF	0	✐
☐	8	Is there post game content in The Legend	TF		✐
☐	9	Assessment DIY FITB	FITB	0	✐
☐	10	b	MC	0	✐
☐	11	Simple Test Question	MC		✐

67

5. Make any necessary revisions and click **Save**.
6. Now that the question has been updated, you will see a message above the list of question. A message will display here for every question that was revised by you or another Admin user working on *this* assessment.

7. Click **Review**. The question's version history will appear, and from here you can review the edits that were made to the question stem, answer choices, rationale, or attachments.

8. To select a revision, click **Accept this Version**. A popup will appear asking you to confirm this change. You may **Accept & Save** or **Cancel**.

Posting an Assessment

Once you're ready to finalize your assessment, you will select the appropriate post assessment settings within step three before posting.

- The Assessment Password will be entered by students to begin their assessment. This password must contain at least 6 and no more than 60 alphanumeric characters, with at least one letter and one letter.

You may also randomly generate an assessment password, which will generate a password that meets the minimum password requirements (6 characters alphanumeric). Note, the assessment password is case-sensitive.

- The Select Students button will allow you to see the list of students enrolled in the course. You can select to post the assessment to a select number of students within the course, or you can post to the entire course. To post the assessment to the entire course, click the plus sign [+] at the top of the column header to select all students. Click **Save** to continue.
- The **Assessment Admin(s)** field will allow you to select any Admin Users that will administer the assessment. All course and assessment admins will have the ability to preview their assessment through Examplify. Any department or Institution Administrators must be added as Assessment Administrators to preview the assessment.
- The **Schedule Date** will indicate when you plan to administer the assessment to students. The schedule date will dictate time frames for the following reports: Category Performance, Course Performance, and appears on the Strength and Opportunity Report.

Schedule Date

07/22/2018 4:00 pm

- The **Download Start and End** date and time will indicate the window when students will be able to download the assessment.

Download Start

07/22/2018 12:00 pm

Download End

07/22/2018 4:30 pm

- The **Upload Deadline** date and time indicated when a student must upload their assessment. Once the deadline passes, they will not be able to upload their exam unless the time and date are modified.

Upload Deadline *(Optional)*

07/22/2018 6:30 pm

- The **Remote Assessment Deletion** checkbox will allow you to set a date and time which a downloaded assessment will be removed from the student's computer. Note, the Remote Deletion data *must* occur after the **Schedule Date, Download End, and Upload Deadline.**

Remote Assessment Deletion *(Optional)*

☑ Delete all assessment downloads

07/22/2018 6:35 pm

- The **Email Reminders** will send emails to all students selected to take the exam that the Download Start and End date is approaching, in addition to an **Upload Reminder.** Note, e-mails will default to 24-hours before the applicable end dates/deadlines

Email Reminders *(Optional)*
☑ Send a reminder for the download end   ☑ Send a reminder for the upload deadline
07/21/2018 4:30 pm   📅   07/21/2018 6:30 pm   📅

- The **Assessment Review Settings** allow you to enable an immediate or delayed review for secure exams. Use the drop down to indicate if you wish to include an **Immediate** or **Delayed Secure Review.**

Immediate Review Settings

If you opt to include an Immediate Review, students can enter the review upon submitting their exam through Examplify. The following settings are required:

- The Assessment Review Password is required. The assessment review password must be between 6 and 60 characters. Additionally, you can click **Generate** to produce a 4-word password.
- The **Time Limit** will dictate how long a student can spend in the secure review.
- The **Incorrect Answers Only** and **Rationale** are optional settings you can include to enhance the review.

ASSESSMENT REVIEW SETTINGS *(Optional)*

Immediate Review   ▼

Assessment Review Password

pipe-nimble-mindless-preserve   **GENERATE**

Time Limit   15   Minutes

☐ Incorrect Answers   ☑ Show Rationale *(Optional)*
Only *(Optional)*

Delayed Review Settings

If you opt to include a Delayed Review, students can enter the review at a certain time and date set by the assessment administrator. The following settings are required:

- The **Review Start** and **End Time** will allow the students to access the review. This date must be after the Download End Date and the Upload Deadline. Note, students must have internet connection to begin the review.

- The Assessment Review Password is required. The assessment review password must be between 6 and 60 characters. Additionally, you can click **Generate** to produce a 4-word password.
- The **Time Limit** will dictate how long a student can spend in the secure review.
- The **Incorrect Answers Only** and **Rationale** are optional settings you can include to enhance the review.

Printing your Assessment

As a backup plan, you should always have a few paper copies of your assessment handy on exam day. This way, if a student forgot their device or is unable to use a loaner machine to take their exam, they may complete their exam alongside their peers.

If this feature is enabled for your department, and a student is unable to complete their exam on their personal or lab machine, you can provide them with Scantron® forms to complete their assessment. Answer files can be easily imported into the system and will be included in all analytical reports.

For students to take their assessment using Scantron® forms, you must first print the assessment. Log into your portal and navigate to the assessment. Within any sub-tab, you will see the **Print** button.
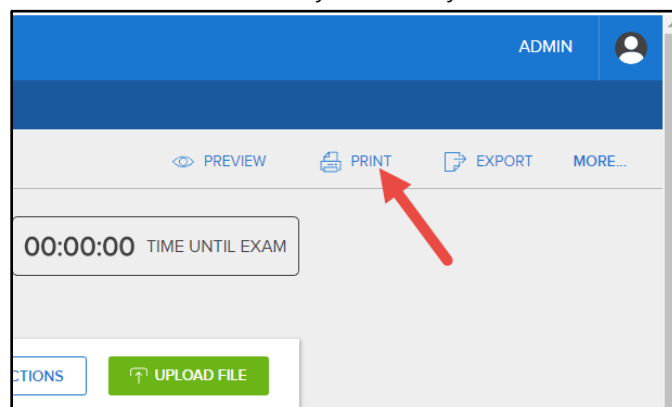
After selecting the **Print** Button, a window will appear on the screen. From here, you can choose to print your assessment in two different views:

Print Assessment

- Student View
  - Question Level Attachments
  - Assessment Level Attachments
- Faculty View
  - Psychometrics
  - Answer Key
  - Rationale
  - Question Level Attachments
  - Assessment Level Attachments
  - Question ID
  - Categories

CANCEL   PRINT

- **Student View** - Recommended when printing an assessment for a student who needs a paper copy of the assessment. This view prints the assessment's questions and answer choices without indicating the correct answer choices. This can also be printed with any attachments in the assessment.
- **Faculty View** - Recommended for internal use. This view prints the psychometrics, answer key, rationale, any attachments, the question ID, and any included categories.

Once you have decided what view you wish to print, select the green **Print** button on the bottom right-hand corner of the window.

A print window will now appear on-screen. Scroll through the document to confirm all questions are displayed. Print as many copies as needed for the number of students that need to complete their assessment using Scantron® forms. Note, any Attachments or Inline images will not be included in the printed version of the exam.

Creating a Pre-Assessment Notice

Login to your portal, and either open a drafted assessment or choose to create a new assessment. On the **Assessment Options** page (Step 1), users can manage and add any available pre-assessment notices. If none are available, Admin users with proper permissions may create new pre-assessment notices at any time.

1. Click **Manage Notices** near the bottom of the page.

2. Doing so will open a roll-out window to the right. From here, you can search for a notice, or create a new notice. Click the green **Create Notice** button.

3. A new window will appear from the right. Here, you can title the notice, and enter the body. Once done, click **Save**.

Using Pre-Assessment Notices on an Exam

When editing or creating a new assessment, Admin users may add pre-assessment notices to an exam. To add a notice or multiple notices to the exam, login with your Admin user account, and navigate to the "View Assessment" page of a Draft assessment. From the Pre-Assessment Notices section on this page, users may type in the notice's title to show a list of matching results, or, click the **Browse All** link to open a roll-out window containing all pre-assessment notices created in the Department.

4. From this window, you can bulk select all notices, preview a notice, or select each notice individually. Once finished, click **Save** to add them. Pre-assessment notices will display to students on the exam in the order in which they are added.
5. Each pre-assessment notice that was selected will appear in small blue boxes on the Assessment Options page. To remove a notice, simply click the **X** within its box.

If at any point you need to add more notices, simply start typing in the notice's title or click **Browse All** to open a window with all notices that have not yet been added to the assessment.

Managing Pre-Assessment Notices

Throughout the semester, Institution or Department administrators may need to edit or delete pre-assessment notices. When editing or deleting a pre-assessment notice:

- Editing or deleting a pre-assessment notice will affect drafted assessments or assessments that cannot yet be downloaded.

- Editing or deleting a pre-assessment notice will **not** be reflected on assessments that have been downloaded by students.

6. To edit a pre-assessment notice, click **Manage Notices** from the Assessment Options page. From the roll-out window, click the **Pencil** icon in line with the notice you wish to edit.
7. To delete a pre-assessment notice, click **Manage Notices** from the Assessment Options page. From the roll-out window, click the **Trash** icon in line with the notice you wish to delete. A warning message will appear and will report how many assessments will be affected by this deletion.

8. Within the **Security Options** section, you can choose certain exam security features that determine how Examplify will interact with the student's device on exam day.

- The **Secure** option will completely lock down the student's machine once the assessment has begun. They will not be able to access any information stored on their hard drive, nor will they be able to run any programs in the background or access the Internet. If the student attempts to circumvent the secure assessment by forcefully rebooting their machine, they will be returned to their exam upon successfully rebooting, and all actions will be logged for review and audit purposes.
- The **Non-Secure** option will allow students to access any information stored on their hard drive and run any programs in the background. By default, **Non-Secure** assessments do not block a student's access to the Internet.
- The **Block Internet** option is only available for a **Non-Secure** exam and will disable the student's access to the Internet or other Wi-Fi capabilities for the length of their assessment. *Note: the student can still access any information stored on their hard drive and run any programs in the background.*
- The **Suspend** option is only available for a **Non-Secure** exam and allows students to suspend the exam timer to resume their exam later.
- **Randomize Question Sequence** randomizes the order of the questions for each student.
- **Randomize Answer Choices** randomizes the multiple-choice answer choices. *Note: you have the option to lock answer choices in place when creating or editing a multiple-choice question.*
- The **Time Limit** option will allow you to set a time limit in minutes for the assessment.
- The **Universal Resume Code** is a randomly-generated alphanumeric code unique to each assessment. For all students the exam is posted to, this code will allow them to resume their exam if their device is powered down. *Note: these codes should not be released to students unless you experience an event that requires many students to power their computer back on, such as a fire drill.*

9. The **Attachments** section, you can drag and drop a file or click **browse your computer** to locate the file you would like students to have access to at any point during the exam. You can only have one assessment attachment for an exam and this can be an image, short video, or audio clip. *Note: it is recommended to include a formula sheet as an assessment attachment if you implement a paperless environment.*
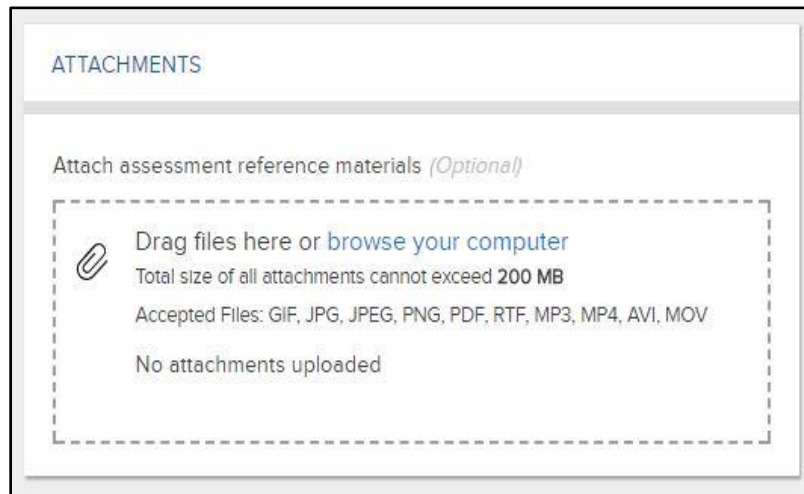
10. Click the **Save & Continue** button towards the top-right or bottom-right once you have specified your Assessment Options.
11. Within the **Build Assessment** sub-tab, you can add questions to your exam. From here, you can choose to build an exam as a **Blueprint** or from the **List View**.
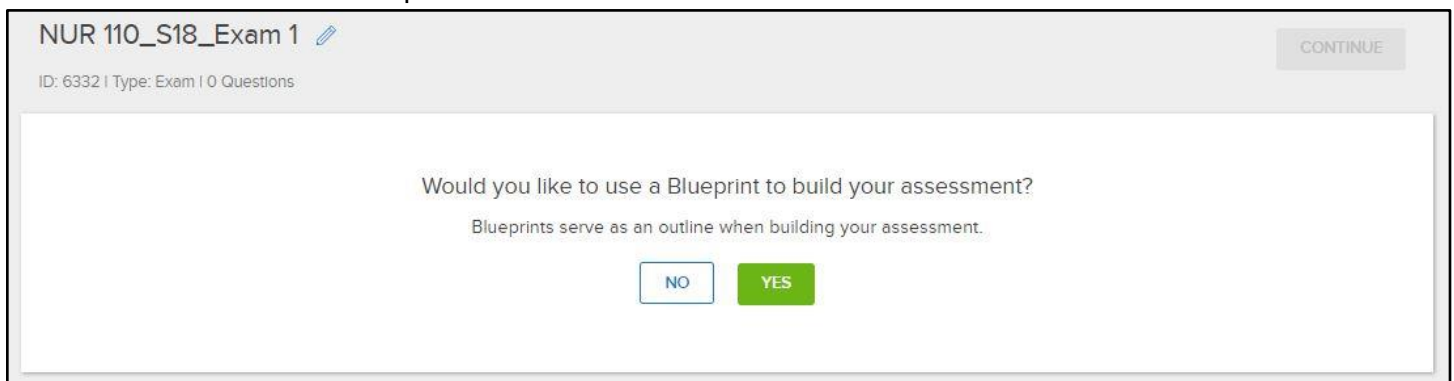
- If you would like to build the exam with a Blueprint, click the green **Yes** button. The next message will confirm your decision of choosing **Blueprint View** rather than **List View**. For more information on **Creating an Assessment Blueprint**, see the handbook section covering that feature.
- If you would like to begin building an assessment through either manually creating questions or utilizing questions from your question bank, click the **No** button. A new message will appear to confirm your decision of choosing **List View** rather than **Blueprint View**.

NUR 110_S18_Exam 1 ✎

ID: 6332 | Type: Exam | 0 Questions

CONTINUE

You will not be able to access Blueprint View for this assessment.

Are you sure you want to continue to List View only?

CANCEL   CONTINUE
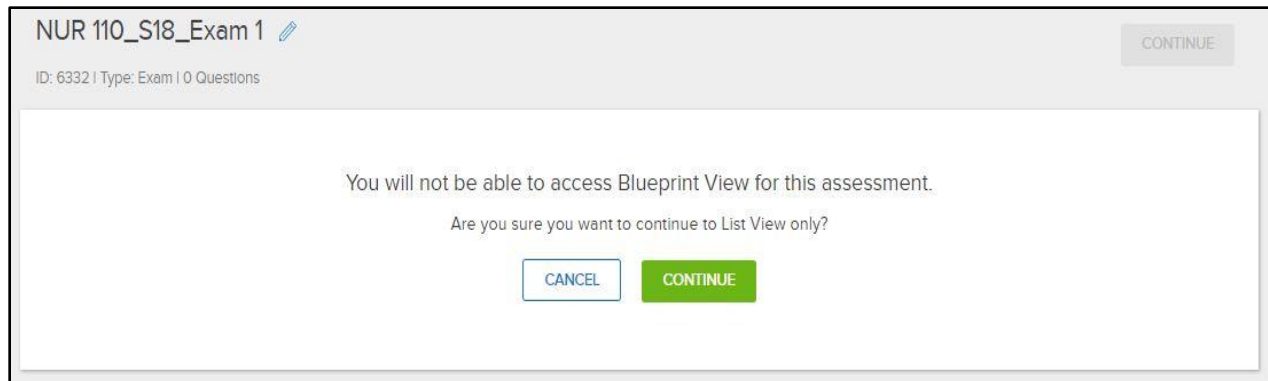
12. Click the **green plus button** to add questions to your exam. This brings up a menu where you can choose to find questions or create new questions. Click the **Find Questions** button to search for questions within your question bank.

13. A side-pane window will appear for you to bulk add questions or add each question individually. To add a question, simply click its blue plus symbol. Once selected, it will change to a blue checkmark. If you need to remove a question, simply hover your cursor over the blue checkmark of that question. The blue checkmark will change to a blue X, then click the blue X. The confirmation message will update with each successful addition or removal.

Add Questions to Assessment

NUR 110_S18_Exam 1

ID: 6332 | Type: Exam | 0 Questions in Assessment | 194 Total Questions in Course

CANCEL   SAVE

Search Questions   Filter ▾   ✓ 3 Questions will be Added | 0 Questions will be Removed

+	QUESTION TITLE	TYPE	LAST MODIFIED	QUESTION ID	CATEGORIES	▥
✓	Which statement by a client who is sc...	MC	Dec 6, 2017	3441	0	👁
✓	Which statement reflects appropriate t...	MC	Dec 6, 2017	3463	0	👁
+	When discussing major warning signs ...	MC	Dec 6, 2017	3462	0	👁
✓	Which interventions are important to inc	MC	Dec 6, 2017	3461	0	👁
+	What would be important for the client t	MC	Dec 6, 2017	3460	0	👁
+	Which of the following actions indicates	MC	Dec 6, 2017	3459	0	👁

Within this list, you can display up to six columns of the following information:
- **Question Title**
- **Question Type**
- **Last Modified** date
- **Owner** - the user who created the question
- **Question ID**
- **Pt. Biserial**
- **Difficulty** Index
- **Categories** - the number of categories tagged to the question

Once you have added all the questions to the exam, click the **Save** button to continue.

By default, each question's weight is set to 1 when added to an assessment. If you need to adjust a question's weight, navigate to the **Build Assessment** sub-tab, and click the **pencil icon** for the questions that need to have weight changed. Within the slide-out window, you may enter the new weight.

Now the **Build Assessment** page will contain all the questions added to the exam so far and you can preview the **Assessment Stats**. These stats include the following:
- **Total Points** - the total number of assessment points set in the Assessment Options sub-tab
- **Est. Completion Time** - this will auto-populate once the exam has been taken by students
- **Avg. Pt. Biserial** - this will auto-populate once the exam has been taken by students
- **Upper 27%** - this will auto-populate once the exam has been taken by students
- **Lower 27%** - this will auto-populate once the exam has been taken by students
- **Disc. Index** - this will auto-populate once the exam has been taken by students
- **Difficulty Index** - this will auto-populate once the exam has been taken by students
- **Total Categories** - the amount of unique categories tagged to questions in the exam
- **Total Questions** - the amount of questions included in the exam
- The total amount of each question type is displayed as well.

If there are categories tagged to your questions, there is a bar graph displaying the top 10 categories used in the assessment.
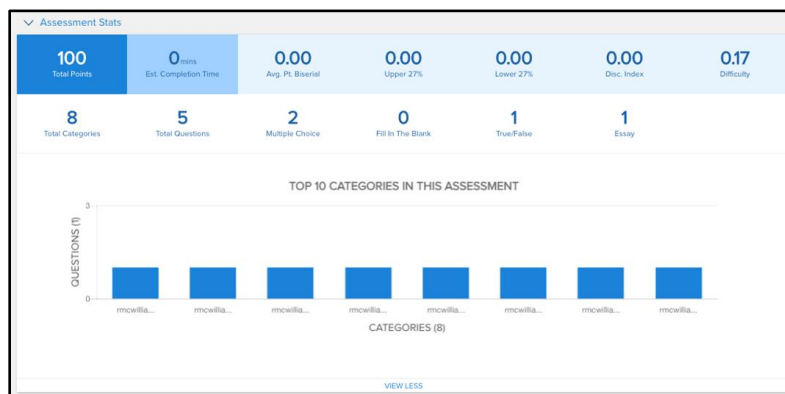
14. Click the **Continue** button to continue and you'll be taken to the Post Settings sub-tab.
15. Within the **Post Settings** sub-tab, you can finalize the settings of the exam and post it to students.

At the top of the screen, you will see the total number of points available for this assessment, a brief overview of assessment settings and options, the number of questions included, estimated time to complete versus the time limit (if imposed), and average point biserial and item difficulty.

16. To finalize your assessment, you will need to set the **Post Assessment Settings**. To learn more about the Post Assessment Settings, review the handbook section covering **Posting an Assessment**.
17. Once all your Post Assessment Settings have been specified, click the **Finalize** button to post the exam to the selected student(s).
18. A pop-up window will appear where you can confirm the posting specifications. Click the **Post** button to post the exam or click the **Make Changes** button to return to the Post Settings page.

<u>Linking Assessments</u>

A linked assessment allows you to repost the same exam to another section, or for administering make-up exams Linked assessments will retain all statistical data, and results can be viewed in combined reports. When creating a linked assessment, you're unable to modify the assessment options or the question content.

1. To begin, navigate to the assessment (draft or posted) you wish to re-post and click on the title of the assessment. In the upper right-hand corner, click **More**.

① Assessment Options	② Build Assessment	③ Post Settings	👁 PREVIEW	🖶 PRINT	**MORE...**

NUR1110_F17_Exam 1 ✎   CONTINUE

ID: 3985 | Type: Exam | 0 Questions

2. From the drop-down menu, select **Duplicate** option.
3. A pop-up window will appear; you can choose between a linked or un-linked assessment. Select **Linked Assessment** and click **Continue**. Note, the newly linked assessment will create as a **Draft**.

Duplicate **NUR1110_F17_Exam 1**   ✕

○ **Linked Assessment**

   Combined reports available
   Must be assigned to the **same course**
   Cannot edit assessment options on existing or new assessment
   Cannot add or remove questions on existing or new assessment

○ **Unlinked Assessment**

   No combined reports
   Can be assigned to **any of your courses**
   Can edit assessment options on existing and new assessment
   Can add or remove questions on existing and new assessment

                              CANCEL   CONTINUE

You will be directed to the **Assessment Options** sub-tab of the linked assessment. At the top of the page, you can change the assessment name. Note, if you opt to change the assessment options, you will need to select enabled editing. Enabling editing will un-link the assessment, preventing you from aggregating the data across the linked assessments. You may change the name of the linked assessment by selecting the **Pencil** icon.

Clicking on the **View Assessment** sub-tab will generate the same message. Clicking the **Post Settings** will allow you to adjust the posting settings as you would when posting a **Draft** assessment.

Once you've finalized the posting, you will be brought back to the list of assessments within the course. The icon next to the **Scheduled-On** column indicates there are related assessments. Clicking this icon will open a list of all linked assessments in a slide-out panel to the right.

Duplicating Assessments

We recommend **Duplicating an Assessment** when there are changes that need to be applied the exam (i.e., changing assessment settings, question content).

1. To begin, navigate to the assessment (draft or posted) you wish to re-post and click on the title of the assessment. In the upper right-hand corner, click **More**.
2. From the drop-down menu, select **Duplicate** option.

3. A pop-up window will appear; you can choose between a linked or un-linked assessment. Select **Unlinked Assessment**. You will have the option to assign the Unlinked Assessment to a different course by typing in the course name in the text field. Note, you can only select courses that you have been assigned as a Course Owner.

4. Clicking on the **View Assessment** sub-tab will generate the same message. Clicking the **Post Settings** will allow you to adjust the posting settings as you would when posting a **Draft** assessment.
5. Once you've finalized the posting, you will be brought back to the list of assessments within the course. The icon next to the **Scheduled-On** column indicates there are related assessments. Clicking this icon will open a **list of all linked assessments in a slide-out pane to the right.**

Building a Sample Mock Exam

If you're new to using ExamSoft, we recommend that you become familiar with the student exam experience. Taking a practice exam will allow you to understand what your students will see, understand the various assessment options when building an exam, and help you provide support and guidance to your students on exam day.

> *TIP: This is also a great way to get Faculty excited about using ExamSoft. Create a fun quiz with random trivia on the school, your faculty, or pop culture and let the faculty experience the platform as students.*

Please ensure that you are using Google Chrome or Mozilla Firefox to access the New Portal.
1. If you haven't already, create a practice course (i.e. ExamSoft101) for creating and/or posting mock assessments as you learn the ins and outs of ExamSoft.
2. Create a student account for yourself using a different e-mail from your admin account (you'll use this for logging into Examplify to take your mock exam!).
3. Add your student account to your practice course.
4. Download and import this sample practice quiz file into your practice course.
5. Add a question level attachment to Question #5.
6. Create a new assessment using the questions imported from the above file.
7. Add an exam level attachment to your assessment.
8. Review all Assessment Options and select the options that will reflect your desired exam settings for the upcoming semester.
9. Review all Post Assessment Settings and select the options that will reflect your desired exam settings for the upcoming semester. *You can increase your Max Downloads in the Proctoring tab to keep practicing!*
10. Post the practice assessment to yourself. *Don't forget your exam password!*
11. Download Examplify (student testing application) to your device.
12. Login to Examplify using the student account you created. download and take your practice quiz!

Examplify, Proctoring & Delivery

Proctoring

Tracking downloads and uploads is a great way to monitor which students have successfully downloaded and uploaded their exam files. The **Proctoring** tab, listed within each assessment on new portal, will allow also Users

the ability to increase downloads, generate specific continuation/resume codes to allow students re-entry back into their exam should a student experience any exam complications.

<u>Resume Codes</u>

The **Resume Code** is a number that needs to be entered into Examplify in the event when a computer is turned off mid-exam. If a computer is turned off and it remains off for a period longer than the **Rebooter Time Limit**, then the student will be prompted to enter a resume code to re-enter the exam. This prevents students from shutting off their devices for long periods of time without direction from a proctor.

There are two options when providing a resume code. You may provide a resume code that can only be used by that individual student for that exam or you can provide a **Universal Resume Code** which can be used by all students for that assessment.

To Generate an Individual Resume Code
1. Log into your ExamSoft portal
2. Choose your course from the **My Courses** page and select the **Assessments** sub-tab. Select the desired assessment and navigate to the **Proctoring** tab.
3. Enter the continuation code from the student's Examplify Screen (in this example: **342230**) in the **Continuation Code** box in the User's portal.
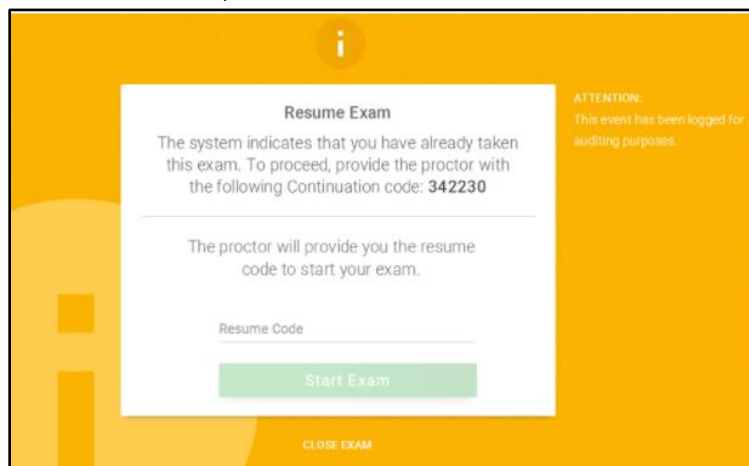
4. Click the **SUBMIT** button and receive the **Individual Resume Code** in a new pop-out window (for this example: **43A38**).

*Keep in mind, the code displayed on the student's Examplify screen is unique! If the wrong code is entered, the portal's **Continuation Code** window will signify an incorrect continuation code.*

5. Enter the **Individual Resume Code** in the blank provided in Examplify. The student will now be able to continue into the assessment.

To Retrieve the Universal Resume Code

This code is unique to each assessment and can be used for any student that the assessment has been posted to. It will be provided when initially creating the assessment and can also be retrieved after the assessment has been posted.

1. The **Universal Resume Code** is automatically generated under the **Security Options** dialog within the **Assessment Options** tab and cannot be edited. This code can be viewed in this location during the assessment creation process and after the exam has been posted.

2. This code can also be viewed under the **Proctoring** tab within the assessment; simply click the link to **Show Universal Resume Code** to view the code.

Exam Proctoring

1. From the **Assessments** tab within a course, select the appropriate assessment.

2. Select the **Proctoring** sub-tab.
   - Once selected, all assessment information will be displayed on the **Exam Proctoring** page.
   - **Owner** - The User designated as the owner of this assessment when created
   - **Type** - The assessment type selected when assessment was created
   - **Scheduled On Date** - Denotes when exam is intended to be taken by students
   - **Download Window** - Denotes time window when students will be able to download the assessment
   - **Time Until Exam** - An easy to see countdown until the time of the exam

Tracking Student Activity

1. Tracking totals for the assessment will be shown at the top of the **Proctoring** screen.
   - **Students Posted** - The number of students the assessment has been posted to
   - **Downloads** - The number of students who have successfully downloaded the exam to their computer
   - **Uploads** - The number of students who have successfully taken assessment and uploaded their answer files
   - **Upload Deadline** (*if applicable*) - Date & time of when answer files need to be submitted

2. Under the assessment totals, there will be a list of the students that the assessment was posted to. Clicking the expand icon will allow you to add additional columns to the grid if there are others not being displayed. Using the filters, you can view the following information:

   - **Exam Taker** - The student's name used during account creation
   - **Student ID** - The student's unique ID
   - **Max Downloads** - The number of times a student may download this assessment (will always default to one)
   - **Downloads** - Shows the number of times the assessment has been downloaded along with the date and time stamp of the initial download
   - **Upload Status** - The date and time when answer files were successfully uploaded per student in green text

3. To increase the number of exam downloads for an individual student, select the plus sign within the **Max Downloads** column. To decrease the number of exam downloads for an individual student, select the

~

minus sign within the **Max Downloads** column. Either may also be adjusted by typing in the number of allowed downloads in the window.

4. On the **Proctoring** tab, a User can produce a **Continuation Code** in the event an individual student's computer is turned off mid-exam. This code will only work for this student and is specific to this exam only.

5. Alternatively, a User can also display the **Universal Resume Code** or **Assessment Password**, if needed.

Show:

Hide:

Viewing a Student's Exam Snapshot

After a student uploads an answer file, an Admin user with access to the Proctoring page of the assessment may view a student's exam snapshot. This snapshot will allow the Admin user to see exam information, such as: When the student opened the exam, when they answered a question and what that answer choice was, when a student navigated to another item on their exam, as well as when the student submitted their answer file.

How to View Student Exam Snapshots

If a student has downloaded and uploaded an answer file for an assessment delivered on the New Portal, their exam snapshots will be available to view from the assessment Proctoring page. Note, however, if a student submitted their answer file via Scantron or other paper format, their exam snapshots will not be available.

1. Login with your Admin user account and navigate to the assessment.
2. Click on the **Proctoring** sub-tab.

3. To view a student's snapshot, locate their name within the list, and click on their **Uploads** timestamp.

	EXAM TAKER ▽	STUDENT ID ▽	MAX DOWNLOADS	DOWNLOADS	UPLOADS	⊞
☐	Anderson, Andre	aanderson	— 1 +	1 - 10/24/2017 12:44AM CDT	✓ 10/24/2017 12:45AM CDT	✉

4. Click the **Snapshot** icon.
5. A new roll-out window will appear. Within the list, all results are automatically sorted by their "Activity #". Each action will be assigned to its own activity.

MAX DOWNLOADS	DOWNLOADS	UPLOADS
— 1 +	1 - 10/24/2017 12:44AM CDT	✓ 10/24/2017 12:45AM CDT

DATE	SCORE	SOURCE	SNAPSHOT
10/24/2017 12:45AM CDT	75 / 100	Electronic	📄
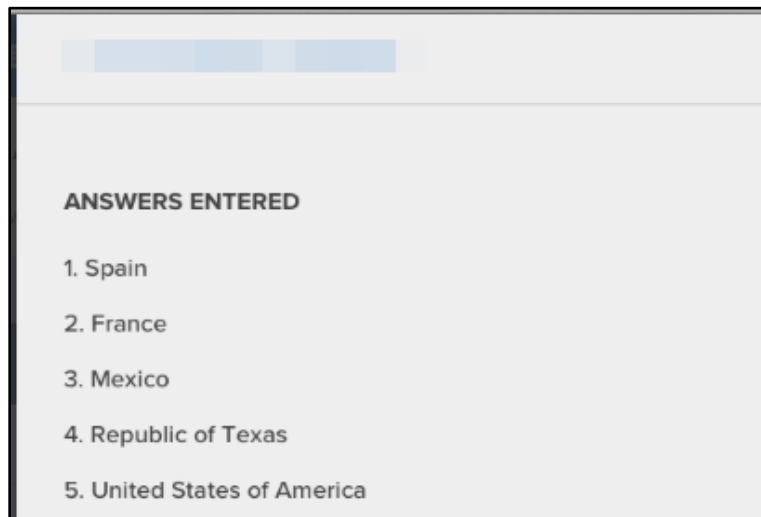
6. When viewing a student snapshot, there are some items within the list that are clickable. When clicking one of the items below, the information will be displayed in a new roll-out window.
   ● Assessment start

Snapshot - Anderson Andre
Uploaded image assessment
Uploaded on 10/24/2017 12:45AM CDT

☐ OPEN ORIGINAL LOG   CANCEL

ACTIVITY # ▲	QUESTION # ▽	ID	QUESTION TYPE	ACTIVITY	TIMESTAMP
1	--	--	--	Application Launched	Oct 24, 2017 12:34:55 AM
2	--	--	--	Assessment Opened	Oct 24, 2017 12:44:11 AM
3	--	--	--	Assessment Started	Oct 24, 2017 12:44:12 AM
4	--	--	--	Question Ordering	Oct 24, 2017 12:44:12 AM
5	1	368	MC	Question Entered	Oct 24, 2017 12:44:17 AM
6	1	368	MC	Choice: A	Oct 24, 2017 12:44:25 AM
7	1	368	MC	Choice: A	Oct 24, 2017 12:44:27 AM
8	1	368	MC	Question Exited	Oct 24, 2017 12:44:27 AM
9	2	369	MC	Question Entered	Oct 24, 2017 12:44:27 AM

   ● Selecting an answer choice for a Multiple-choice question. The roll-out window will display the answer choice chosen by the student, as well as its answer choice text.
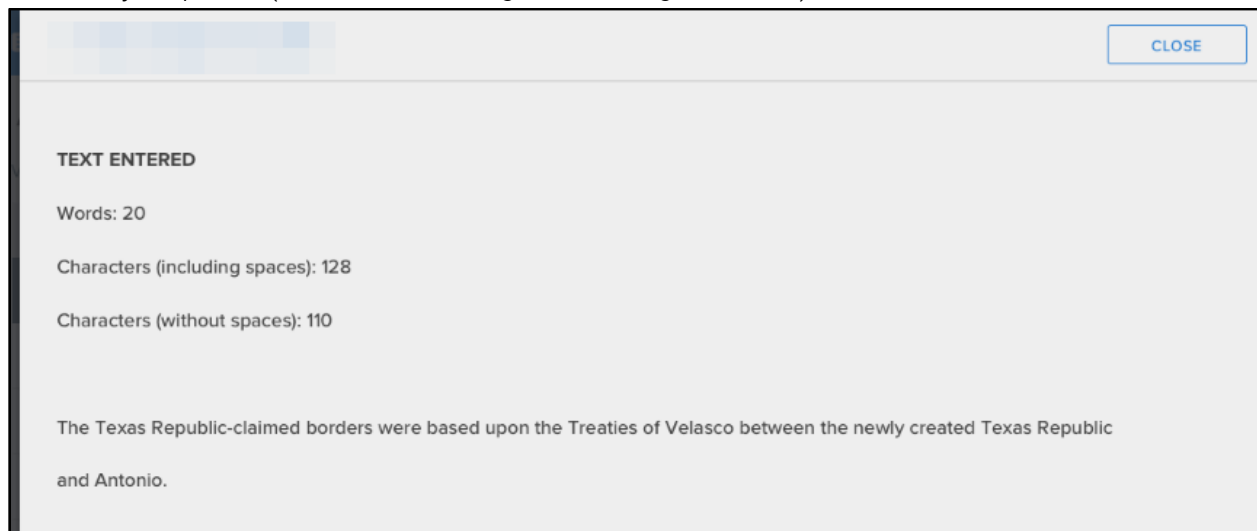
← BACK TO SNAPSHOT - ANDERSON ANDRE   CLOSE

Answers Entered
Timestamp: Oct 24, 2017 12:44:29 AM
A
Monitoring the patient closely and administering antipyretics

- Fill in the blank response(s).
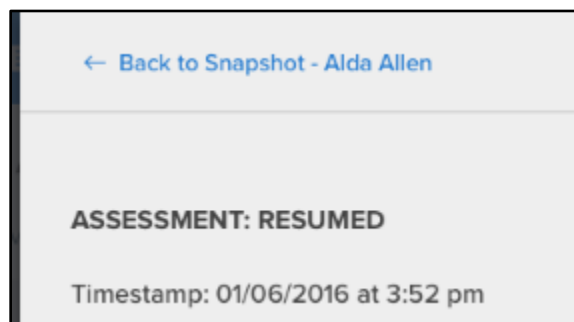
ANSWERS ENTERED

1. Spain

2. France

3. Mexico

4. Republic of Texas

5. United States of America

- Essay response (without formatting used during the exam)

CLOSE

TEXT ENTERED

Words: 20

Characters (including spaces): 128

Characters (without spaces): 110

The Texas Republic-claimed borders were based upon the Treaties of Velasco between the newly created Texas Republic

and Antonio.

- Resuming an assessment

← Back to Snapshot - Alda Allen

ASSESSMENT: RESUMED

Timestamp: 01/06/2016 at 3:52 pm

- Screenshot of characters entered during essay questions, or any large deletion of text
- Final Snapshot

← BACK TO SNAPSHOT - ANDERSON ANDRE   CLOSE

Final Snapshot
Timestamp: Oct 24, 2017 12:44:55 AM

ACTIVITY # ▲	QUESTION # ▽	ID	QUESTION TYPE	ACTIVITY	TIMESTAMP
1	1	368	MC	Choice: A	Oct 24, 2017 12:44:55 AM
2	2	369	MC	Choice: A	Oct 24, 2017 12:44:55 AM
3	4	371	MC	Choice: B	Oct 24, 2017 12:44:55 AM
4	3	370	MC	Choice: A	Oct 24, 2017 12:44:55 AM

Make-Up Assessments

If a student is not able to sit for an assessment at the scheduled time, you may elect to give that student an opportunity to make up the missed exam. This document outlines two different methods for setting up and administering make-up assessments.

Remove the Missing Students

When a student is going to miss, or has missed, an assessment on the originally scheduled exam date, it is considered best practice to remove the assessment from the student's computer. This can be done automatically using the Remote Assessment Deletion feature, or manually by instructing the student(s) to reverse download the exam. Afterward, you can choose to have the student re-download the same assessment later.

1. If the student had already downloaded the assessment within Examplify and Remote Assessment Deletion was not enabled on the exam, instruct the student to **Remove the Exam Download** within Examplify.
2. Within the portal, navigate to the assessment, and select the **Post Settings** sub-tab.
3. Click the **# Selected** button.

POST ASSESSMENT SETTINGS

Assessment Password

123examsoft   ☐ Randomly Generate

Students   Assessment Admin(s) *(Optional)*

10 SELECTED   Start typing a name

Schedule Date

03/22/2017 1:55 pm   📅

4. Remove the student(s) that did not show up to take their exam. Click **Save**. These students will now no longer see the exam available for download within Examplify.

Option 1: Create a Linked Assessment

Creating a linked assessment will not allow you to edit any of the question content, nor options to enable. You will be able to create a new password and select the group of students that will see the exam available for download.

1. Begin by navigating to the appropriate course.
2. Open the assessment.
3. Create a **Linked Assessment**.
4. Create a new assessment password, select the students to post to, as well as other posting settings. We recommend utilizing the remote assessment deletion option, as well as strict download start and end times for this make-up exam. Post the assessment and notify the students that need to take the make-up exam of the new posting and its assessment password.

   * You will not be able to edit any of the question content or assessment settings when creating a Linked assessment. Note, this method <u>will</u> allow you to run a Combined report with the original posting and the Linked assessment.

Option 2: Create an Unlinked Assessment

1. Begin by navigating to the appropriate course.
2. Open the assessment.
3. Create an **Unlinked Assessment**.
4. If required, alter the questions on the assessment, and change any assessment options. Create a new assessment password, select the students to post to, as well as other posting settings. We recommend utilizing the remote assessment deletion option, as well as strict download start and end times for this make-up exam. Post the assessment and notify the students that need to take the make-up exam of the new posting and its assessment password.

* You will be able to edit all of the assessment options, content, and post settings.
Note, this method <u>will not</u> allow you to run a Combined report for the original posting, and the Unlinked assessment.

Examplify for Windows & Mac: Student Guide

Intro to ExamSoft

ExamSoft Worldwide, Inc. is a software developer specializing in computerized assessment and assessment administration programs. Over 25 million exams have been successfully administered using its testing applications. Examplify is the latest testing application developed and licensed by ExamSoft that enables students to securely take exams downloaded to their own laptop computers by blocking access to files,

programs and the Internet during their exam. Examplify also enables students to take examinations in a non-secure environment with or without Internet, depending on the exam's settings.

<u>Download, Install, and Register</u>
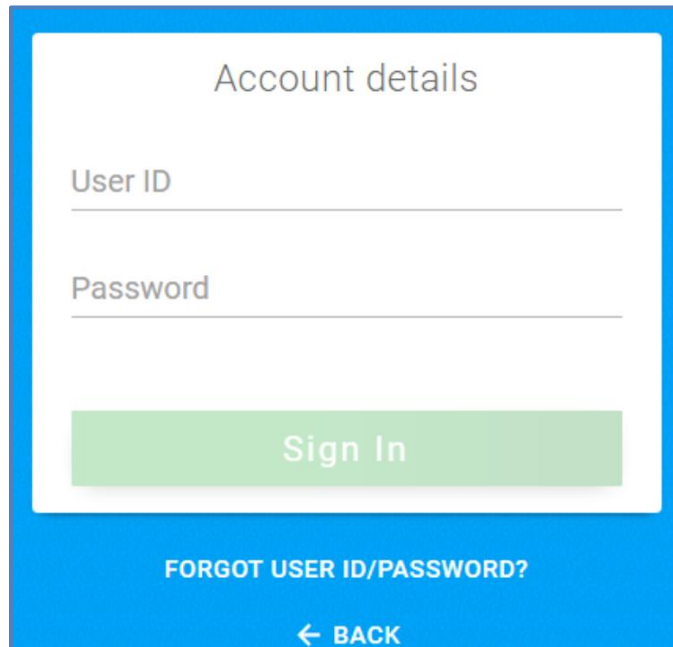
1. In order for students to download Examplify, they will need to navigate to the New Portal login page - https://ui.examsoft.io/login - and enter their Email and Password to login.
2. In the right-hand corner of the screen, click **Download Examplify**.
3. A message will appear prompting them to confirm that this device will be the one used to download exams. Click **Yes** to confirm.
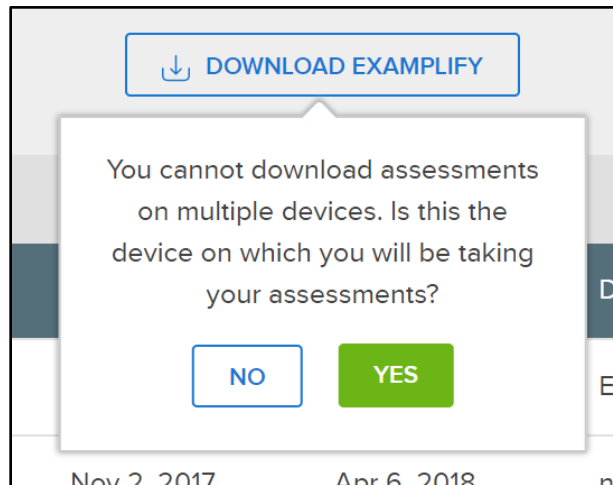
4. Depending on the student's browser, Examplify will download in one of 3 places. If they do not see it on their screen, open the browser's Download tab, and locate the Examplify download.
5. **Run** the installer file. Once the installation is finished, they will be able to launch the application from the Desktop or App tray. Next, launch the application. **The student must be connected to the internet to register their copy of Examplify and/or download exams.**
6. Enter the **Institution ID** or open the drop-down menu to locate it within the list.
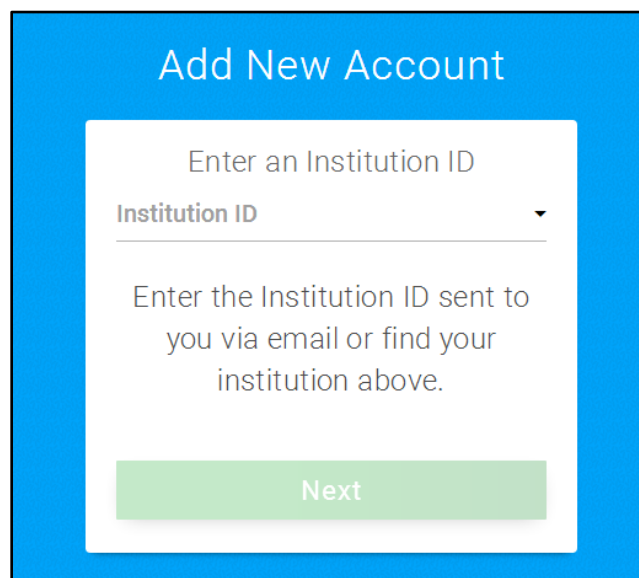
7. Next, enter the **User ID** and **Password**.

8. Lastly, click **Sign** In to complete registration.

Switching Users

There are many instances where switching users is necessary. For example, test accounts, previewing an assessment when logged in as an Exam Manager, using Examplify for multiple registrations (loaner devices), and sharing computers are just a few of the scenarios where the ability to switch users is invaluable.

1. Open Examplify on the device or student's computer.
2. From the application home screen, open the **Home Menu**, and select **Switch Account**.
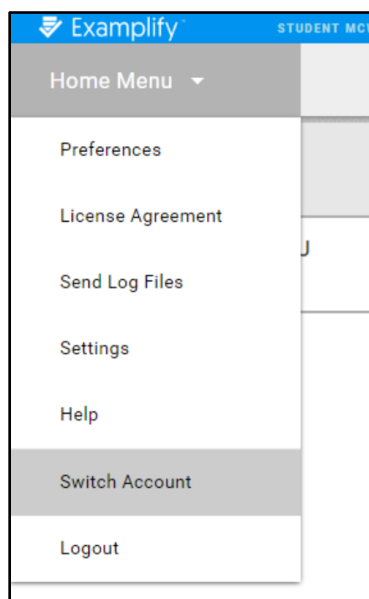
3. From the next screen, students will see a list of all registrations on the machine. To add a new user, click the **Add New Account**.

4. Select the Institution from the list.

5. Enter the **User ID** and **Password** for the new user account. Click **Sign In**. Note, if signing in with your Administrator account to preview an exam, you will need to use your email address as User ID.

Starting an Exam

Once the exam or exams have been downloaded to your machine, the next step will be to select the exam you will be taking.

1. Locate the scheduled exam in the exam list. The exam list can be found on the left-hand side of the application. Review the details and settings enabled by your Instructor. *(Note, these settings cannot be edited by students)*.

2. Enter the exam password. This password will be given out at the start of the exam. *(Note, this password is case-sensitive, and will need to be entered exactly as shown)*. Click Start Exam.
3. When instructed, enter the code provided to begin your exam.

4. Once students have been instructed to begin the exam, they will enter the code displayed onscreen and click the green **Start Exam** button. Or, click Cancel to return to the list of exams if the student opened the incorrect exam.

Exam Controls and Options

1. On the left-hand side of the screen, students will see the numbers that correspond to each question, as well as a small circle next to each number.
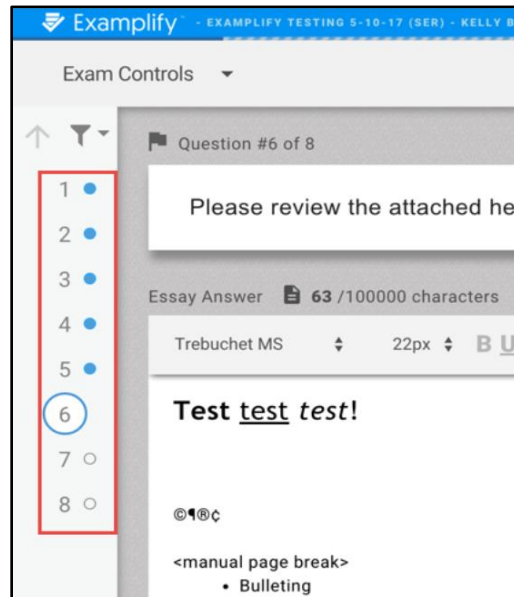
2. To flag a question, click the **Flag** icon next to the "Question # of ..." text, located above the left-hand corner of the question textbox. Flagging a question is useful for students that wish to come back and review or complete the question before exiting the exam. Note, if backwards navigation is disabled on the exam, students will not be able to return to any flagged questions.
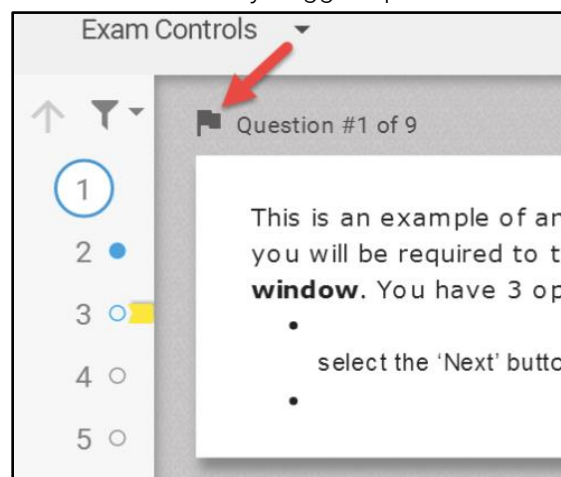
3. Above this list, you will see the Exam Controls option. Within this menu, you will see three possible options; **Hide Exam**, **Suspend Exam** *(For non-secure exams only)* and **Submit Exam**. Hide exam will hide the entire exam but leave the Examplify application running. The Suspend Exam option will stop the exam, exam timer, and any alarms to allow the student to return to the exam at any time to complete. The Submit Exam option will prompt the student to confirm this action.
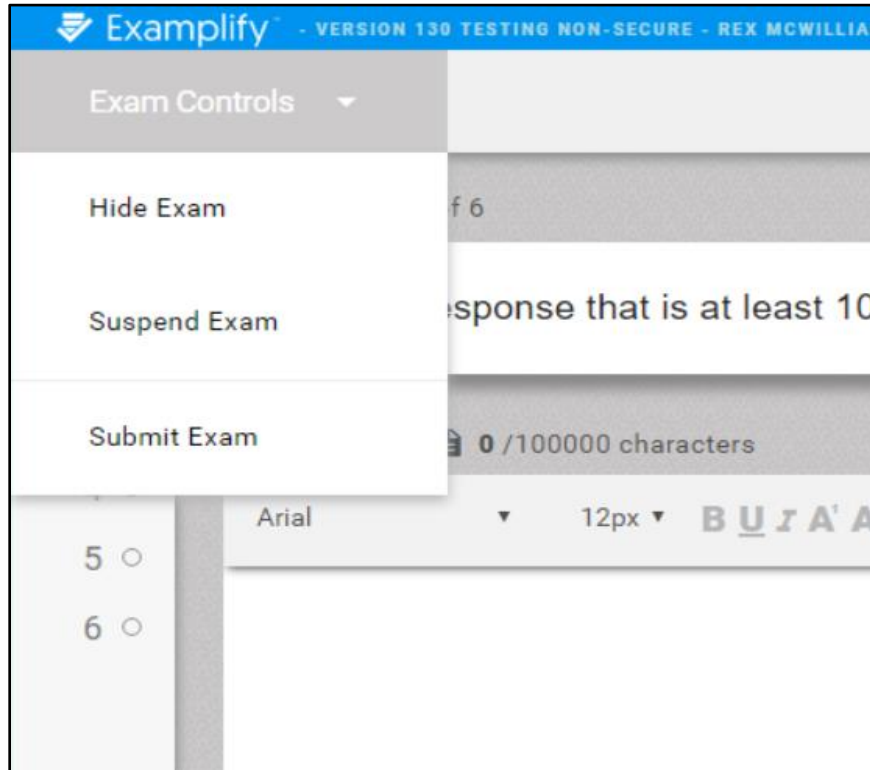
4. Along the top row, students will have the ability to display exam level attachments, pre-assessment notices, set an alarm, view the time remaining in the exam (if a time limit was set), utilize the zoom feature for question text, as well as a highlighting tool (if enabled for the exam).
    a. The Expand option will allow students to view any attachments for that question or, if enabled, clicking the Calculator icon will display the calculator.
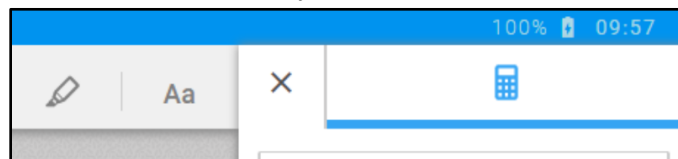
5. Depending on the exam options set by your instructor, you may see a Time Remaining alarm with a time countdown or a 5 Minute Warning alarm with a time countdown. To set an alarm, click the Alarm icon, and select "Add Alarm". Within the popup window, you may be able to set an alarm "From this point in time", or "Before end of time". You may add 2 alarms to run at the same time. Note, these options will only show during timed exams.
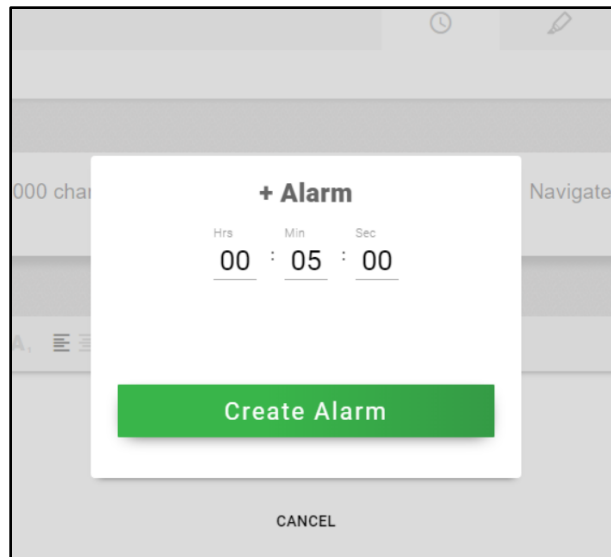
6. Along the bottom row, you will see the Support phone number, as well as the Examplify version number. You will also see the current question number displayed out of the total number of questions on the exam. The left-facing arrow will return you to the previous question. *Note, if backwards navigation is not enabled on your exam, you will not be able to use this function.* The Next button will take you to the next question.

Support : +1.954.429.8889
Examplify Version 1W.2.0

1 / 6

Next →
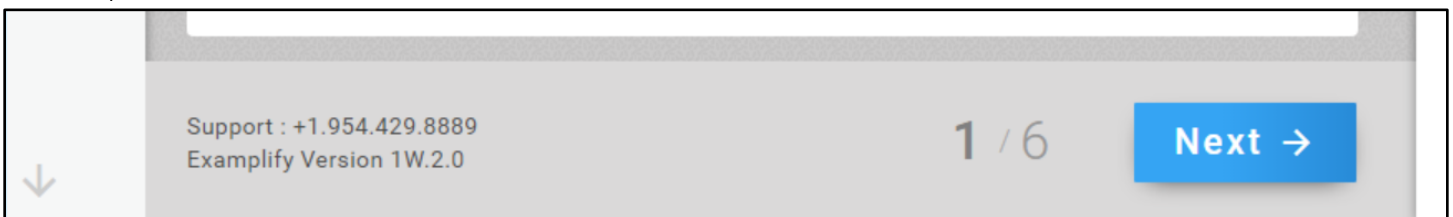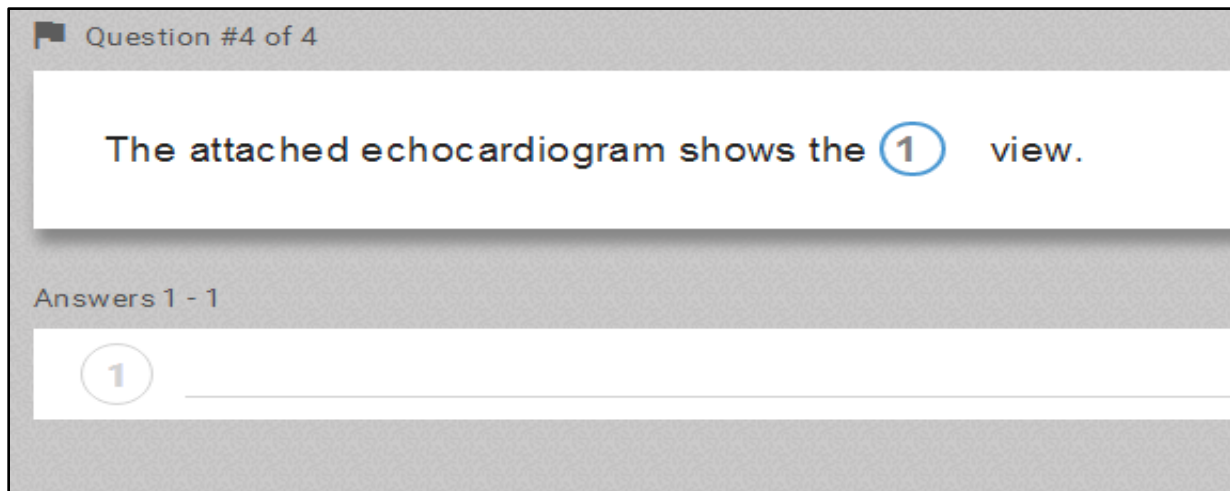
Student Exam View

1. For Multiple Choice questions students may choose their answers to the left, or strike out unwanted answers with the X.
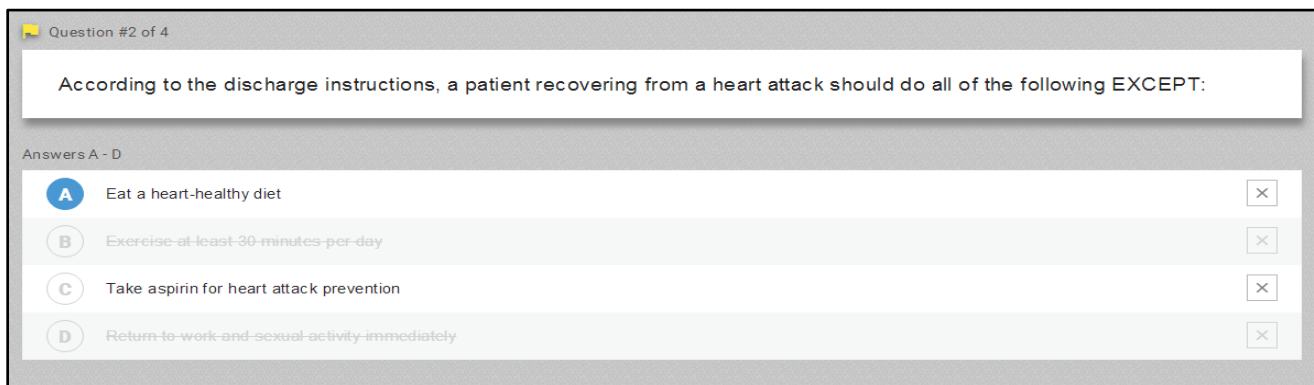
Question #2 of 4

According to the discharge instructions, a patient recovering from a heart attack should do all of the following EXCEPT:

Answers A - D

A   Eat a heart-healthy diet   ☒

B   Exercise at least 30 minutes per day   ☒

C   Take aspirin for heart attack prevention   ☒

D   Return to work and sexual activity immediately   ☒

2. For Fill in the Blank questions, the answers will be displayed in the order in which they appear in the question text.
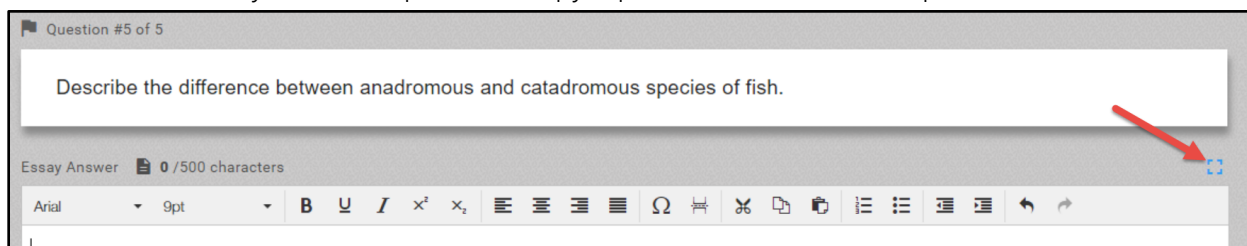
3. For Matching questions, the format will vary depending on how it was built by the instructor.
4. For Essay questions, students have the added ability to maximize the answer text fields using the blue square in the upper right corner. They will also be able to change the font size and type. If enabled for the exam, students may have the options to copy & paste text and use the spell check feature.
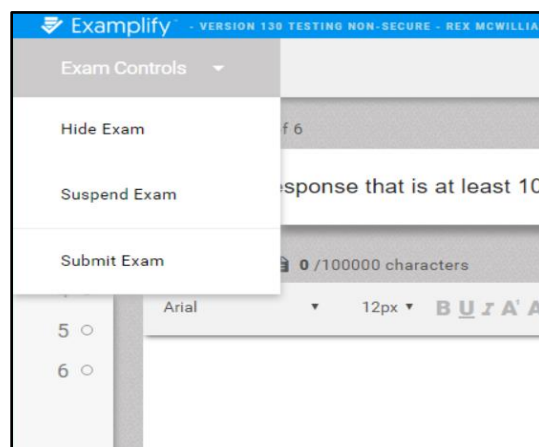
Post Exam Actions

In this section, we will discuss the process for submitting an exam.

1. Instruct the student to open the **Exam Controls** menu and select **Submit Exam**.

2. The application will exit out of the exam, and students will be presented with a warning that they will be unable to return to the exam after this point. If they wish to return to the exam, select **Return to Exam**.
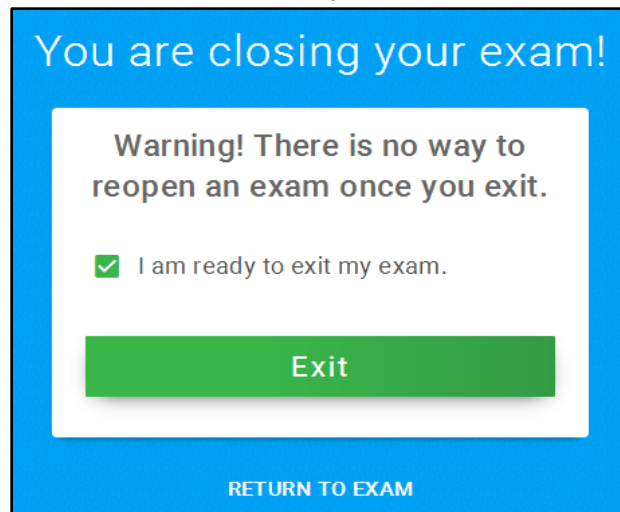
3. To confirm, instruct the student to click the checkbox that they're ready to upload the exam file, and select **Exit**.
4. If the upload was successful, students will see a green confirmation screen. Once they've reached this screen, the exam is now finished, and they will not be able to get back into the exam.
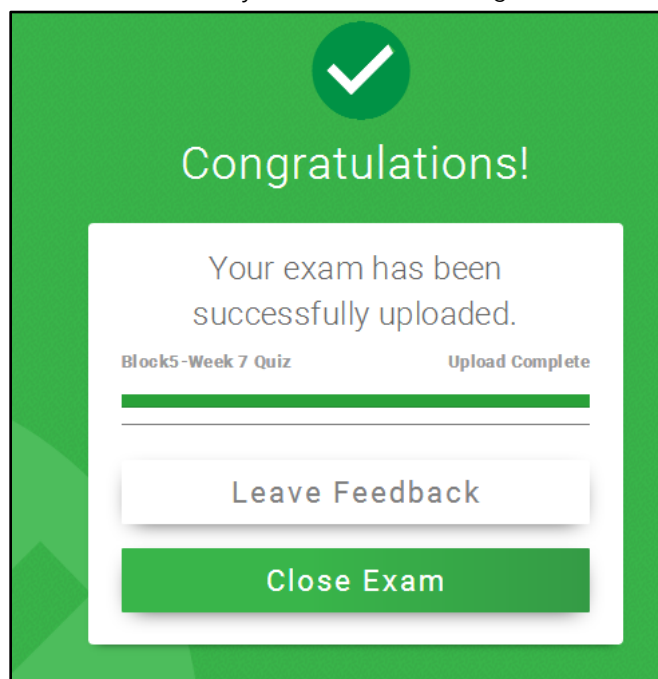
Secure Reviews

Secure Exam Review allows students to review completed assessments in a controlled environment with access to the questions and their responses. Users can choose to have students view all questions and answers, or only the items that were answered incorrectly. Additionally, the instructor's rationale can be displayed for each question. TIP: Include rationales if possible, because this insight will be valuable to students as they review their exams.

Secure exam review is only available on secure exams. This option is enabled within the security options when building the assessment. Additionally, a review password is required in order to prevent students from accessing the review until the password is provided by a proctor or exam manager.

Note: Displayed scores <u>will not</u> reflect any scoring required for subjective responses like FITB or Essay or scoring adjustments made to the exam.

Immediately Secure Exam Review
The first option for setting up Secure Exam Review is to start the review immediately after they close their exam. Once a student opts to Submit their exam, they will be prompted to enter the Secure Review.

Delayed Review
The second option for setting up Secure Exam Review is to set up a separate time when the Exam Review can begin. Once a student closes their exam and uploads it, Examplify will create a review file for that exam on the device that the exam was taken on. There can only be <u>one</u> Delayed Review per exam. Students will start the review from the home screen of Examplify.

Secure Exam Reviews with Examplify
If an Immediate Secure Exam Review was selected, students will be prompted to enter their review immediately after submitting their exam.

If a Delayed Secure Exam Review was selected, students will see the review within their exam list. When scheduled to start, students will select the review from the list. They will then need to enter the exam password first, followed by the review password.

When prompted to enter the review password, students will need to enter it at the Exam Review Password screen. All students are allowed <u>3 attempts</u> to enter the review password. When the exam review password is accepted, the student will now be in their Exam Review. If the student flagged any questions, they will be able to see this during the review; however, they will not be able to flag any questions within the review.
1.   If the student chose a correct answer choice, the review will display as shown below. The correct answer choice is clearly show. Within the navigation pane to the left, you can also see that this question is correct, as indicated by the green circle around the question number.
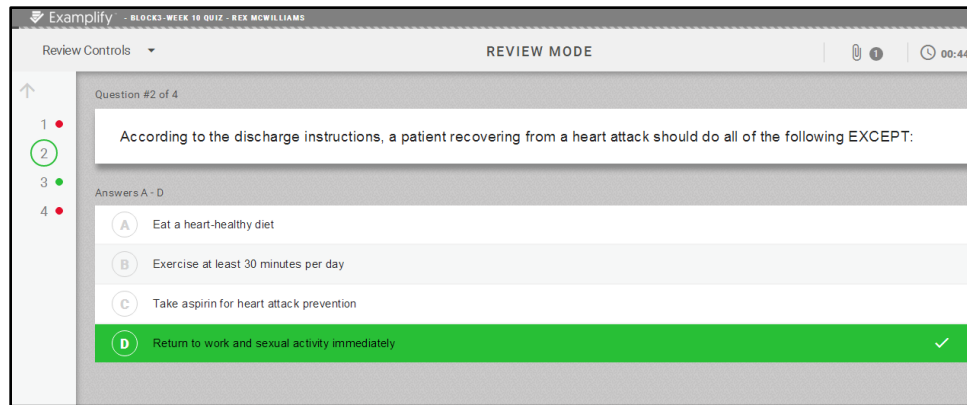
2.   If the student selected an incorrect answer choice, the review will display as shown below. The incorrect answer choice is clearly shown, while the correct answer choice selection and text is colored green. Within the navigation pane to the left, you can also see that this question is incorrect, as indicated by the red circle around the question number.
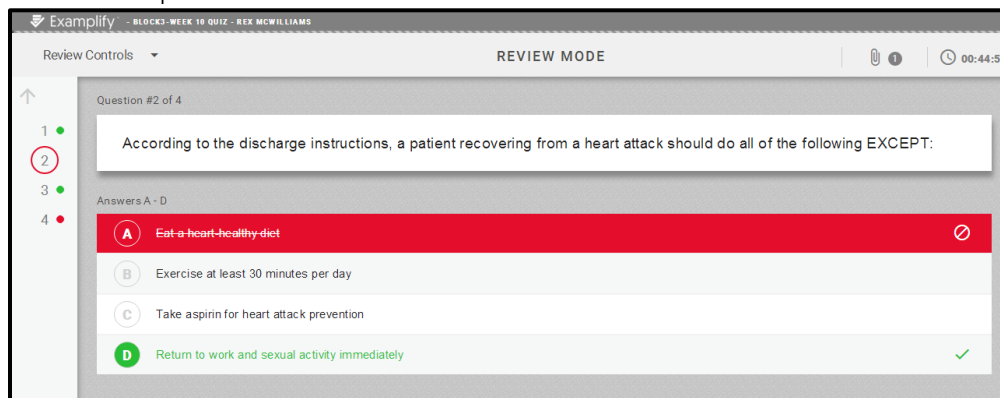
3.   If there was a Multiple-Choice question with Unlimited Selections enabled, the review will display as shown below. The correct answer choices are marked with a checkmark to the right, and incorrect answers are marked with a "no" symbol in line with the answer choice.

1.   If the student did not select a correct answer choice, the answer choice letter and answer text will display in green against a red background for that answer choice. In the example image shown below, answer choice A is correct but was not chosen by the student.

2.   If a student chose one or more correct answers, they will be indicated with a green background for each correct answer chosen, as shown for answer choices B and C.

3.   If a student chose an incorrect answer choice, the answer choice text will be struck out as shown in answer choice D.

4.   If a student did not choose an incorrect answer choice, the answer choice text will be struck out, as well as a "no" symbol in line with the answer choice as can be seen for choice E.
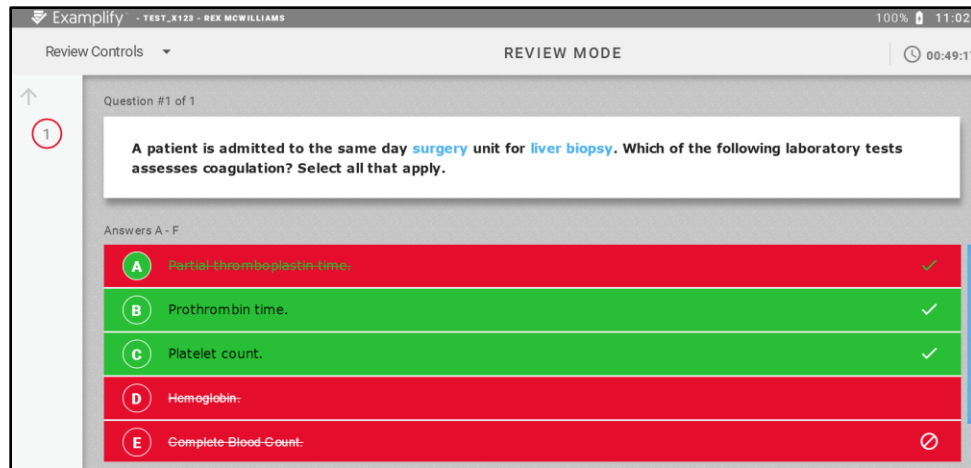
4.   If a student did not answer a question, the review will display as shown below. The correct answer choice selection and text is colored green. Within the navigation pane to the left, you can also see that this question is incorrect, as indicated by the red circle around the question number.
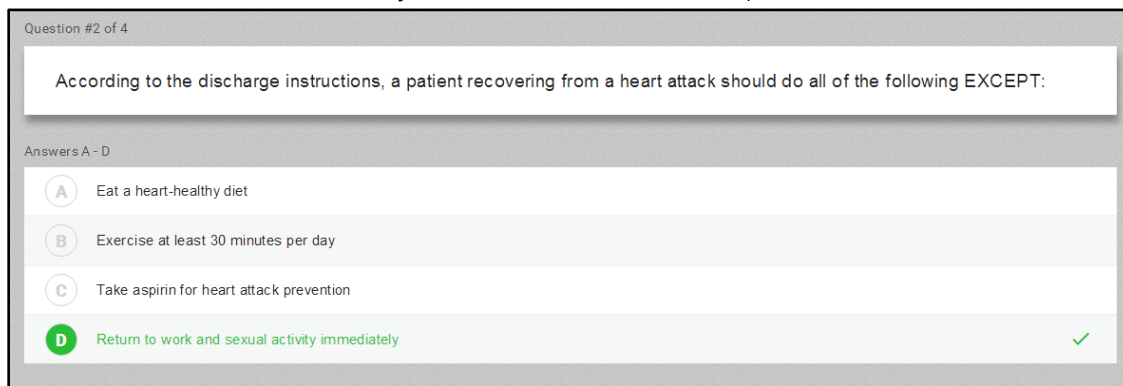
To exit the review, open the **Review Controls** drop-down menu, and select **Exit Review**.

Examplify for iPad Student Guide

Student Exam Day Activities

Students are expected to attend the exam with the iPad used to download, install, and register their copy of Examplify. Students must download the exam files to the iPad they plan to use to take their exams. Students will be provided with the exam password by the instructor or proctor.

Upon exiting the exam, Examplify attempts to automatically upload the student's answer file. If an exam upload fails, ensure that the student has an active internet connection before troubleshooting further.

Download and Install Examplify for iPad

1. From the student's iPad, open Examplify from the App Store.
2. Tap to download the app, then tap Open.
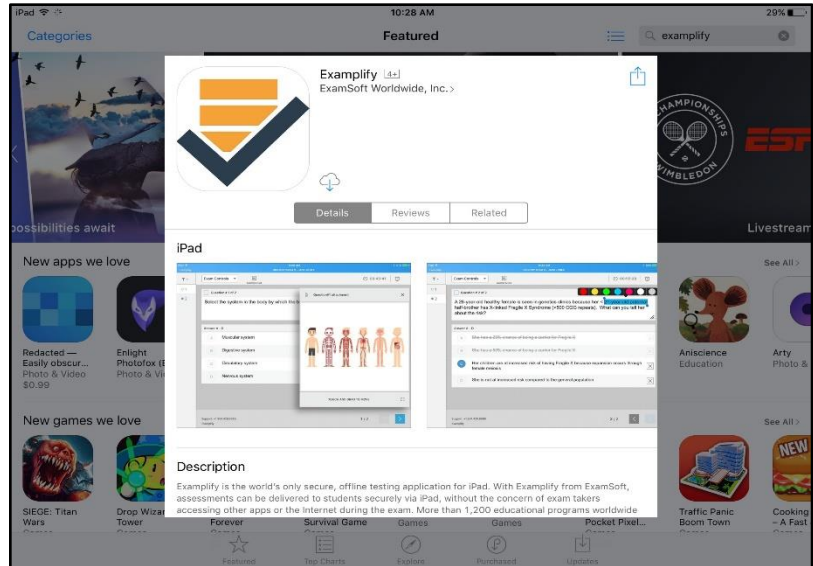
3. Locate Examplify on the student's device and tap once to open.
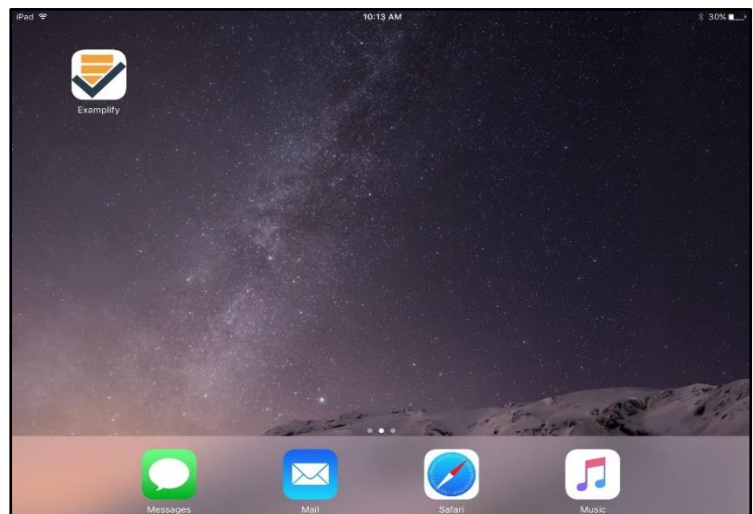
4. Tap **OK** to allow access to the student's photos.

Congratulations! The student has completed the installation. Next, they may need to authenticate their user account to use this device for their exams.

Before an Exam

Authenticating the student's Account with Examplify

With Examplify installed, they can register their copy of Examplify. Locate the icon on the home screen and tap once to open.

1. The first step will be to locate the institution which the student belongs to. You may instruct the students to open the drop-down menu, or, they may simply begin typing within the text field to find the institution name. Tap **Next**.

2. Have the student enter their ID and Password. Tap **Next**.

If the student does not remember the name of their Institution or ID/Password, they may click the *Forgot* link. Once a student is logged in, they will no longer need to enter their ID and Password each time they use Examplify for iPad.

Downloading & Removing an Exam

Once a student has successfully registered their copy of Examplify, they will be brought to the application's home screen. Students can download any available exams from the left-hand side of the application. To download, they will need to first tap the name of the exam to be downloaded. If they do not see the exam they are scheduled to take, they may tap the **Refresh Exam List** button to refresh the list of available exams.
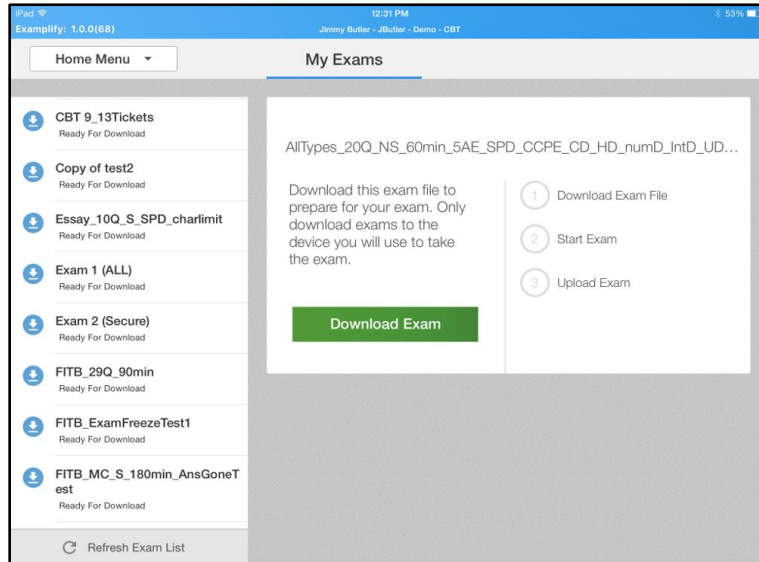
1. Tap the **Download Exam** button to download the exam to the device.
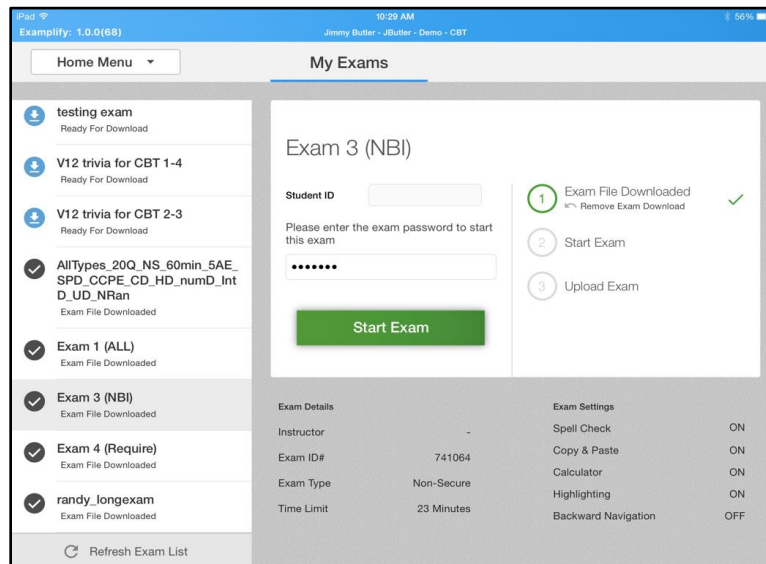
2. If the download was successful, a green check mark will appear next to *Step 1 Exam File Downloaded*. Underneath the main window, students can review the exam details and settings for their exam.

Removing a Downloaded Exam

1. Instruct the student to select the exam they wish to remove from the list of exams on the left-hand side.
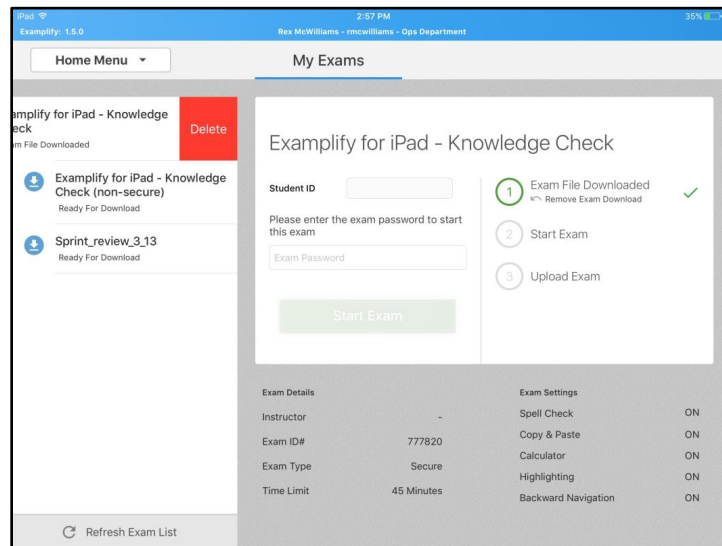
2. **Swipe** the tile to the left, and tap the red **Delete** button.

3. Follow the on-screen prompts to remove the downloaded exam from the device. Depending on the exam's download period, this exam may not be available to re-download once it is removed.
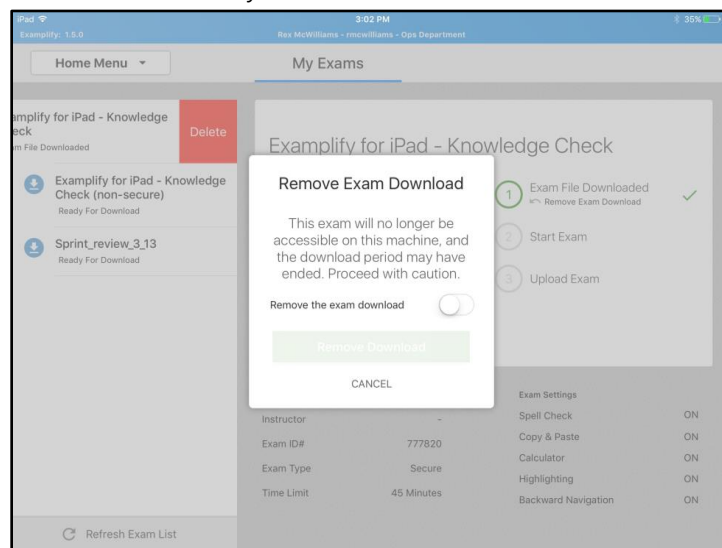
Preparing your iPad for a Secure Exam running iOS 9.3.2 & Higher

The steps students must take to prepare their iPad for a secure exam will differ if they're running a more recent version of iOS, or an older version.

1. Instruct the student to open **Settings**. Next, turn off **Wi-Fi** and enable **Airplane Mode**. Note, we do not recommend disabling WiFi from the **Control Center**

2. Select a downloaded exam within the exam list and tap **Download**. Enter the case-sensitive password provided by your instructor and tap **Start Exam**.
3. Tap **Yes** to confirm **Single App Mode**.
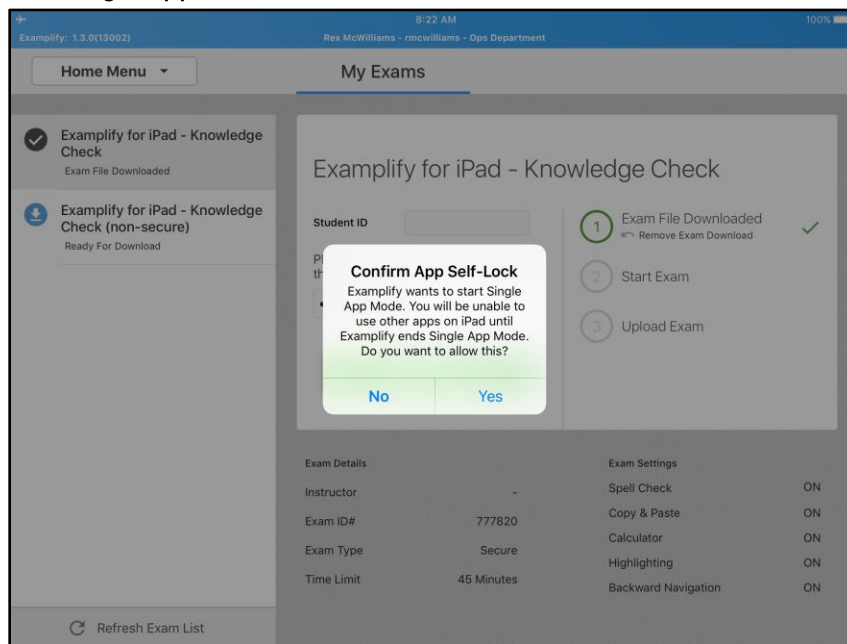
<u>Closing your Exam</u>
1. When exiting a Secure exam, Single App Mode will end automatically.
2. Disable **Airplane Mode** to upload your answer file.
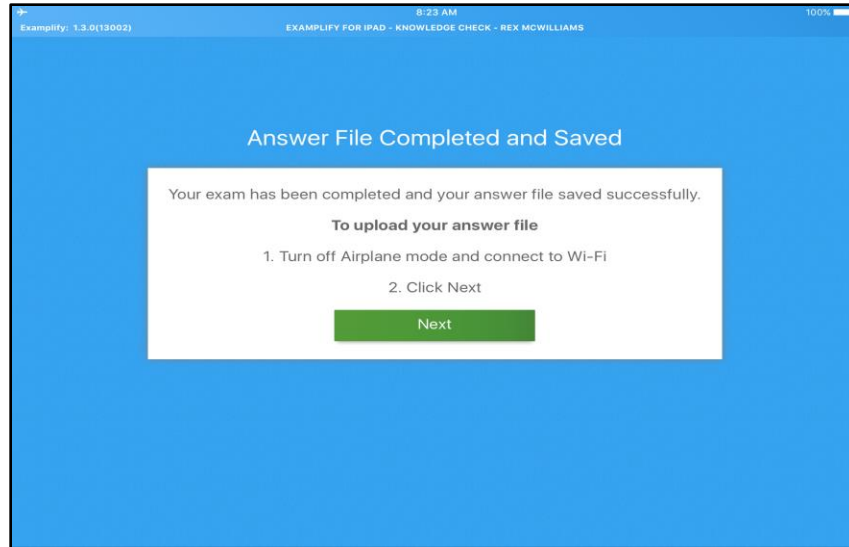
3. Tap **Next** once WiFi has successfully reconnected, and your file will be uploaded.

Preparing your iPad for a Secure Exam running iOS 9.3.1 & Lower

1. **Tap** settings, then General, then Accessibility.
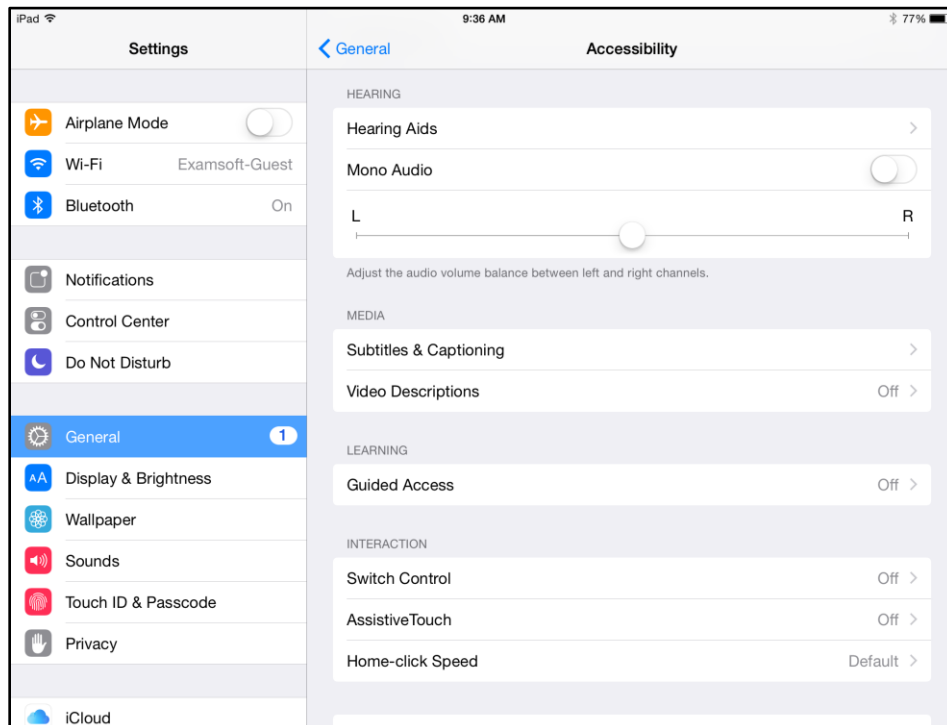
2. Tap to **Toggle ON Guided Access.**
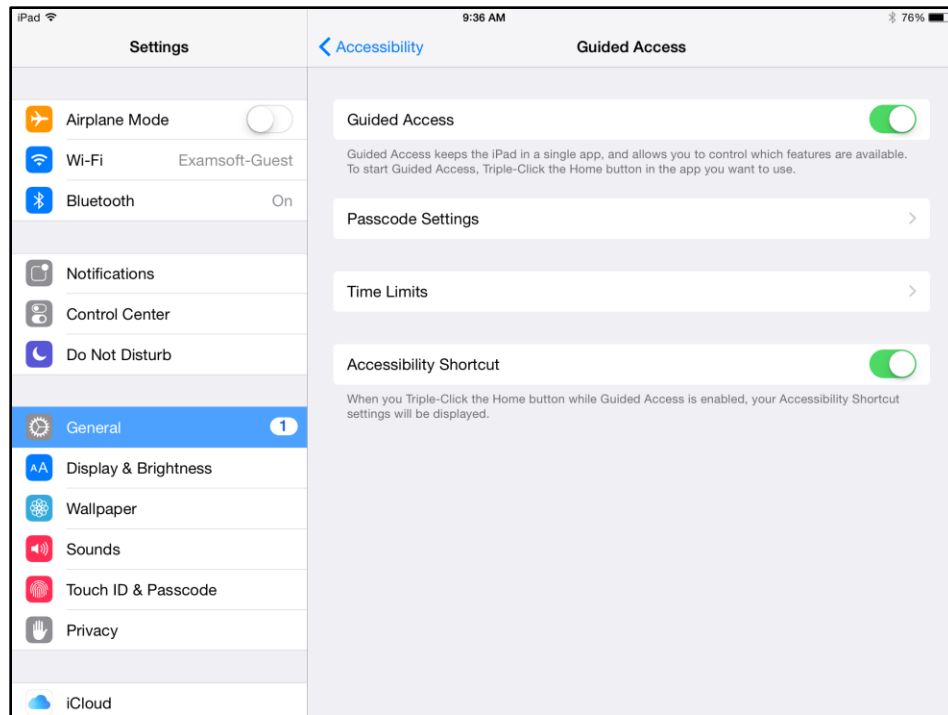
3. Tap **Set Guided Access Passcode**.
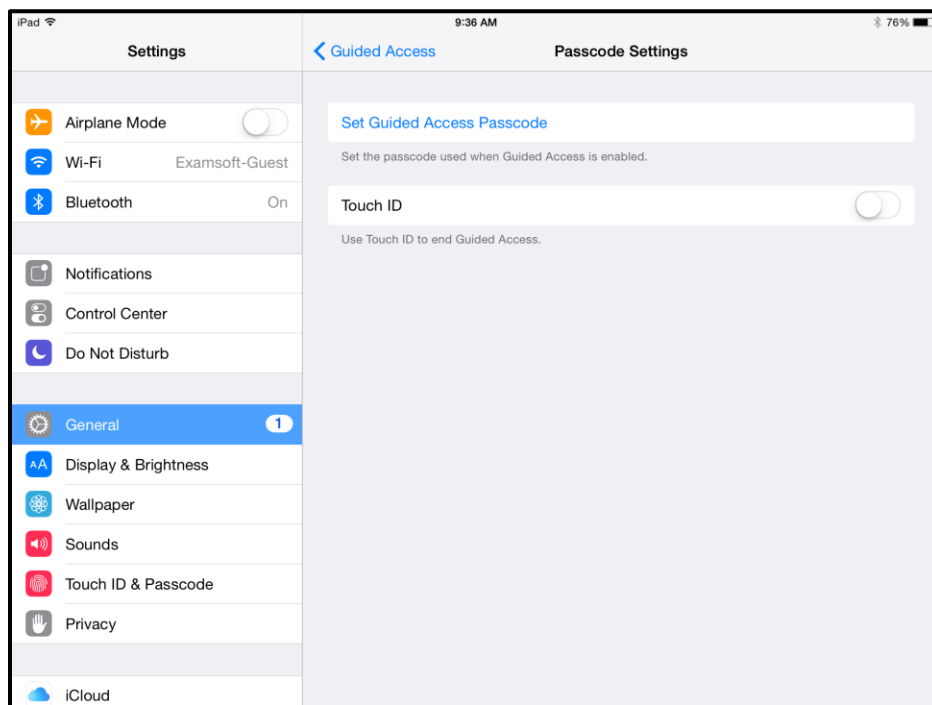
4. Enter a passcode which will be used to disable Guided Access mode.

Beginning your Secure Exam

1. Select a downloaded Exam from the exam list.

2. Enable **Airplane Mode**. Swipe up from the bottom portion of the screen and **Tap** the Airplane icon.
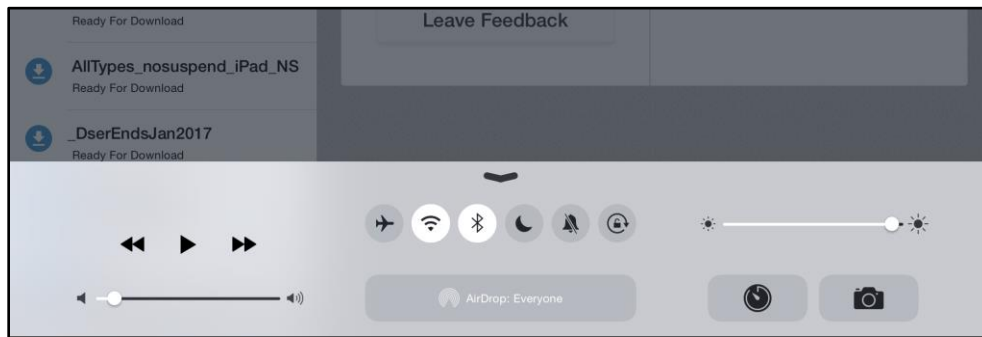
3. Enable Guided Access. **Triple tap** the Home button and select **Start** to enable **Guided Acces**s.
4. Enter your case-sensitive password by the instructor and click **Start Exam**.

Closing your Exam

1. Once your exam is complete, you will first need to disable Guided Access. To do so, **Triple-tap** the Home button. Then, tap **End**, and enter your Passcode.
2. Swipe up from the bottom portion of the screen and **Tap** the Airplane icon.
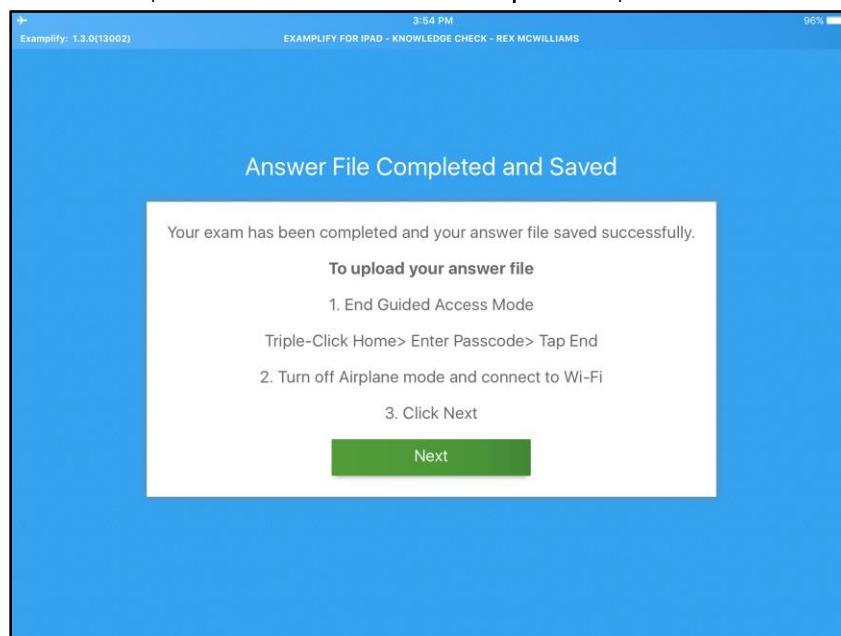
Taking an Exam

1. Have the student select the downloaded exam needed to start.
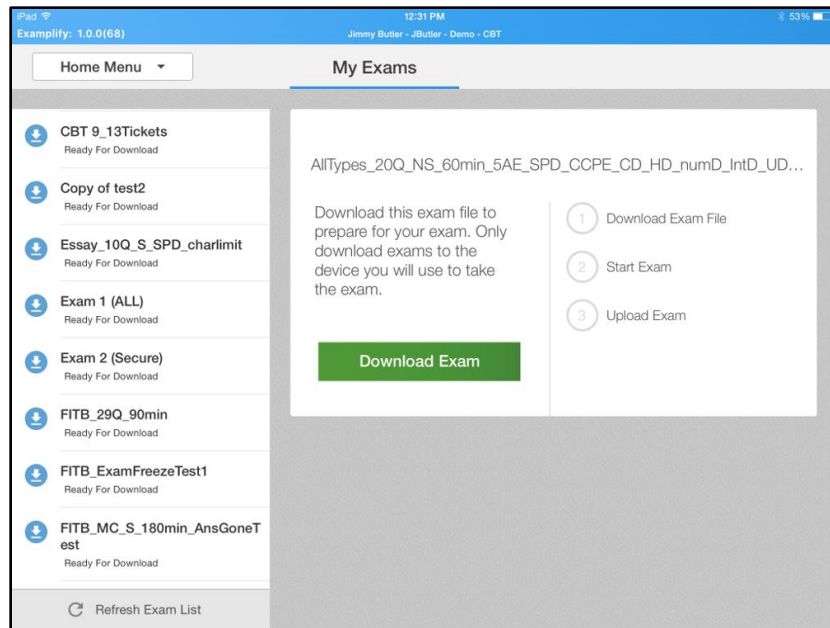
2. Review the details and exam settings.
3. Enter the case-sensitive exam password provided and tap **Start Exam**.
4. Per your instruction, have the student enter the randomly-generated code and tap **Start Exam**.
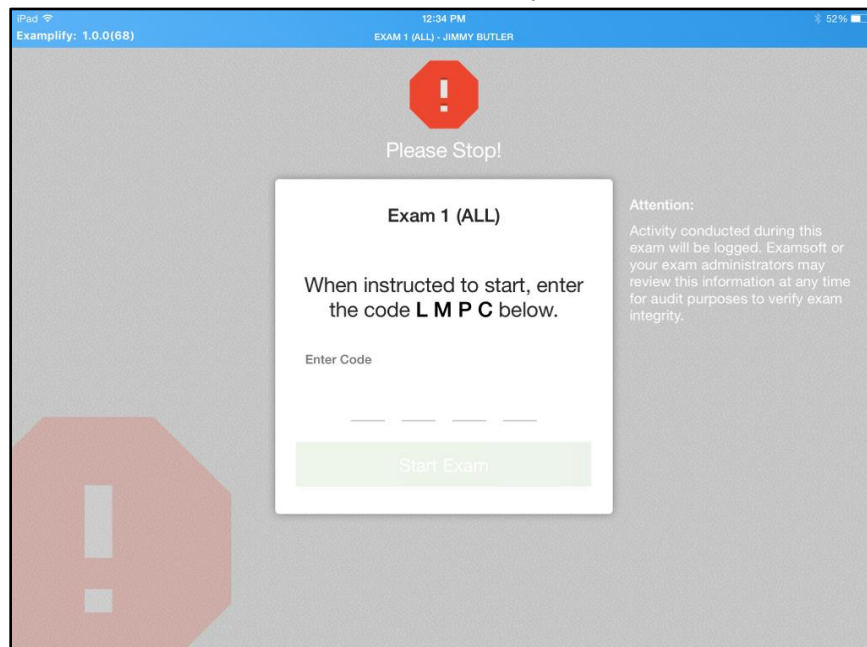
Answering Questions within Examplify for iPad

Answering a Multiple Choice/True False:
For Multiple Choice or True / False questions, select the circle(s) to indicate the answer(s).

Answering a Fill in the Blank Question

For Fill in the Blank and Essay, type the response in the text field.

Answering an Essay Question

<u>Closing your Exam</u>

1. Tap Submit Exam or **Submit & Exit** button to close the exam.
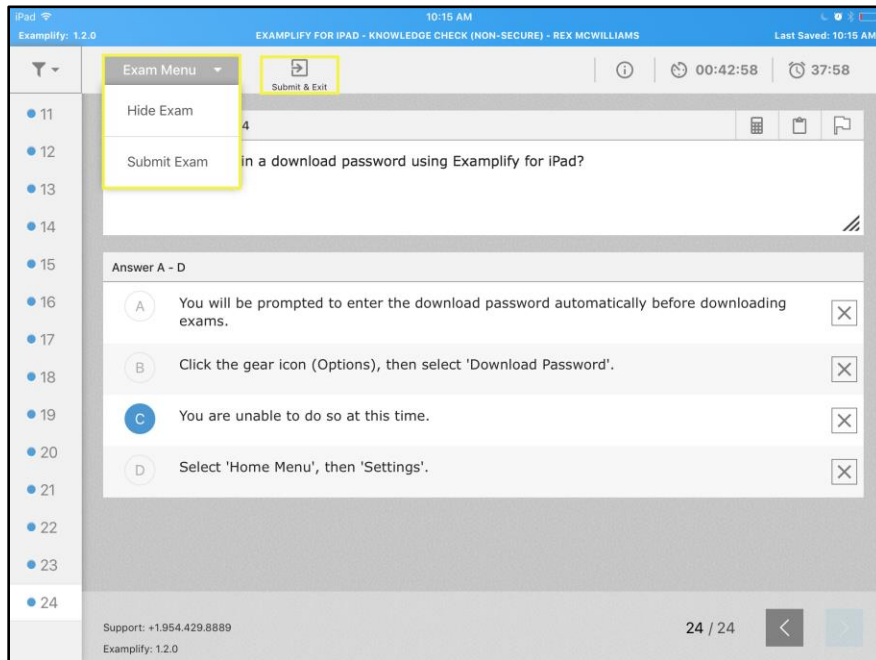
2. Confirm exit. The exam may not be re-entered after exiting this screen. If a student needs to return to the exam, tap **Return to Exam**.
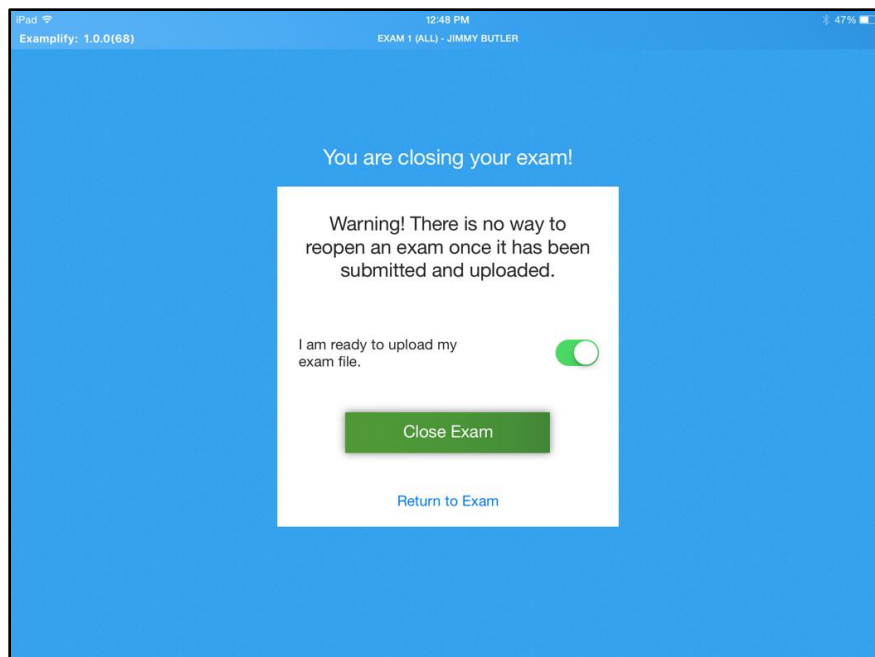
3. A green confirmation screen indicates the upload was successful. An upload confirmation email will also be sent to the student.
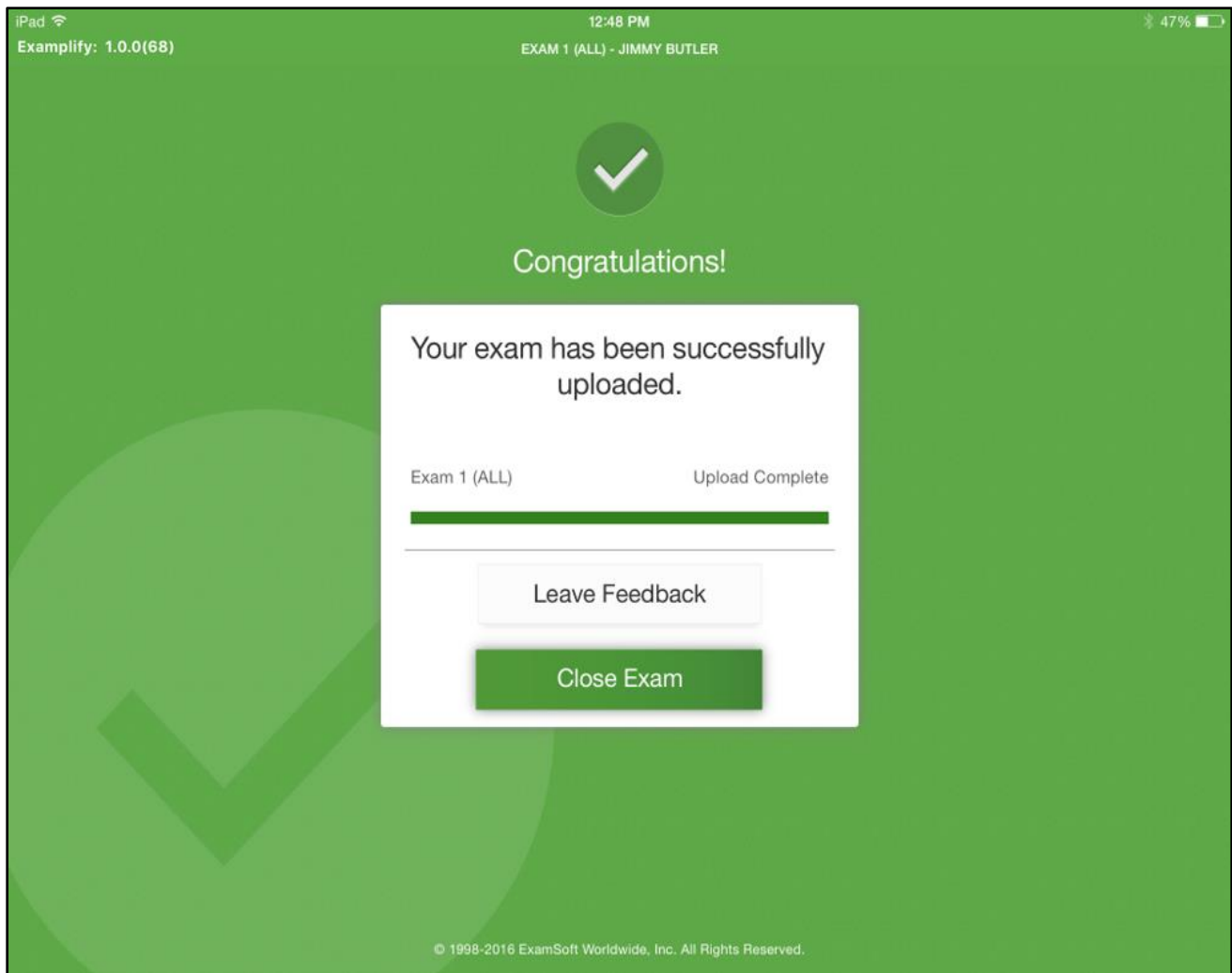
4. Tapping **Leave Feedback** allows students to share their experience with us! We'd love to hear from you!

Removing exams

1. Select the exam you wish to remove on the left-hand side.
2. Swipe the tile to the left and tap the red **Delete** button.
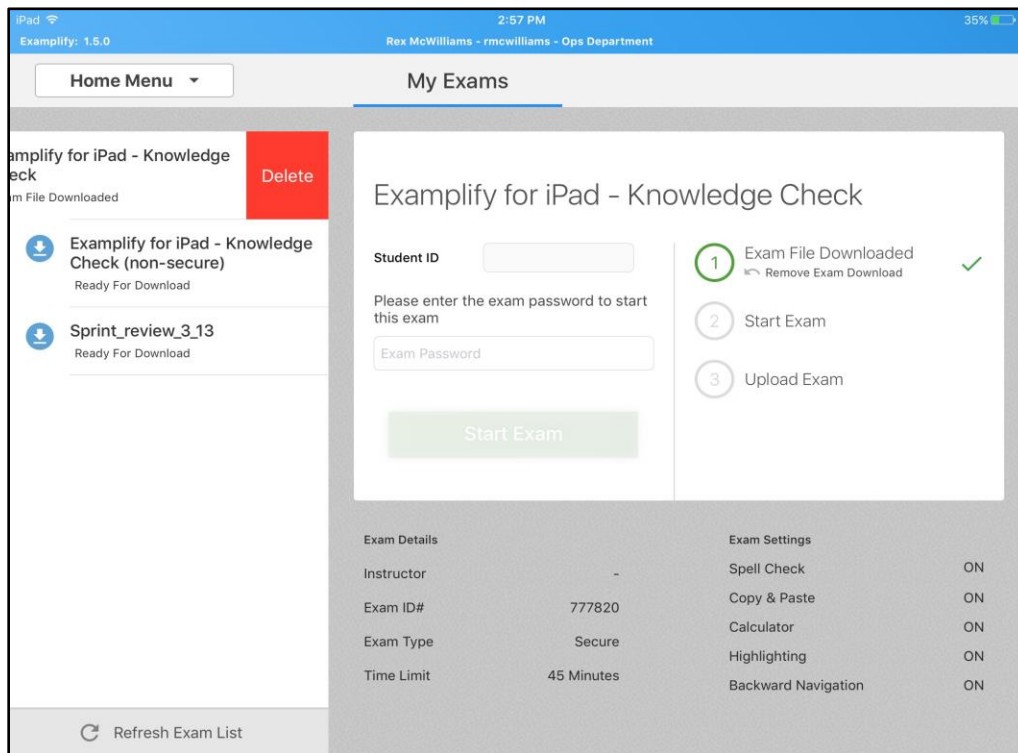
3. Follow the on-screen prompts to remove the downloaded exam from the device. Depending on the exam's download period, this exam may not be available to re-download once removed.
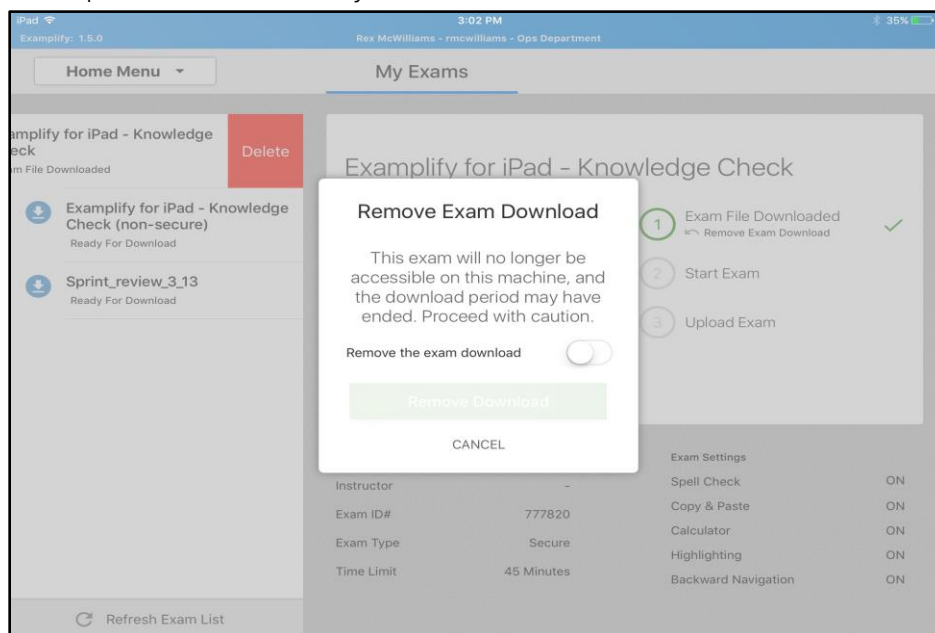
4. Alternatively, underneath Step 1, you will see the text-option to **Remove Exam Download**. Before proceeding, double-check to make sure you wish to remove this exam from your machine.
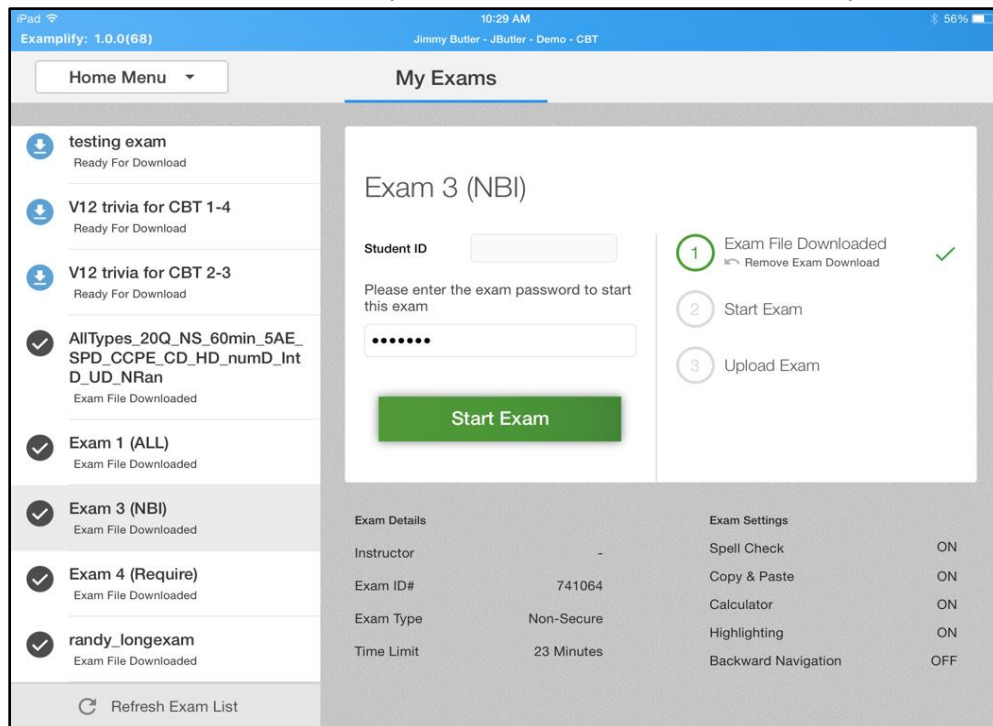
5. Tapping this option will prompt the student with a warning. To proceed, check the box and tap to Remove Download. Depending on the exam's download period, this exam may not be available to re-download once removed.
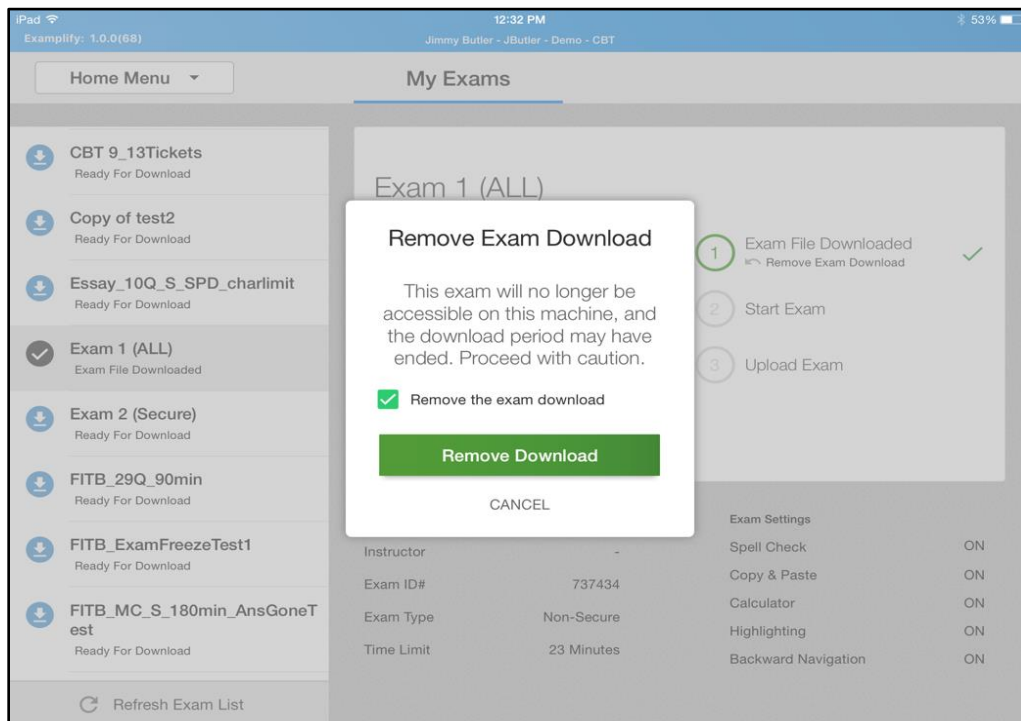
Secure Reviews with Examplify for iPad

Examplify for iPad: Secure Exam Review

There are two types of secure reviews an exam creator can set up with Examplify; immediate and delayed. When an immediate secure review is enabled, the student is directly prompted to enter their review password for the secure review. When a delayed secure review is enabled, after a student has completed and uploaded their assessment, the Delayed Review is saved to their iPad. The instructions below detail how to enter a delayed review.

1. Open Examplify for iPad and choose the Exam Review from the list.
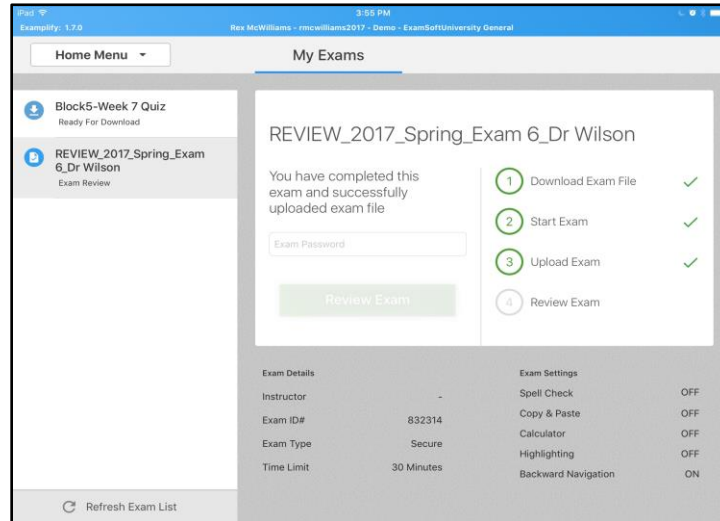
2. When a student's review is scheduled, enter the original exam password, and tap **Review Exam**. *Note, a student will be unable to enter the delayed review before the scheduled review period.*
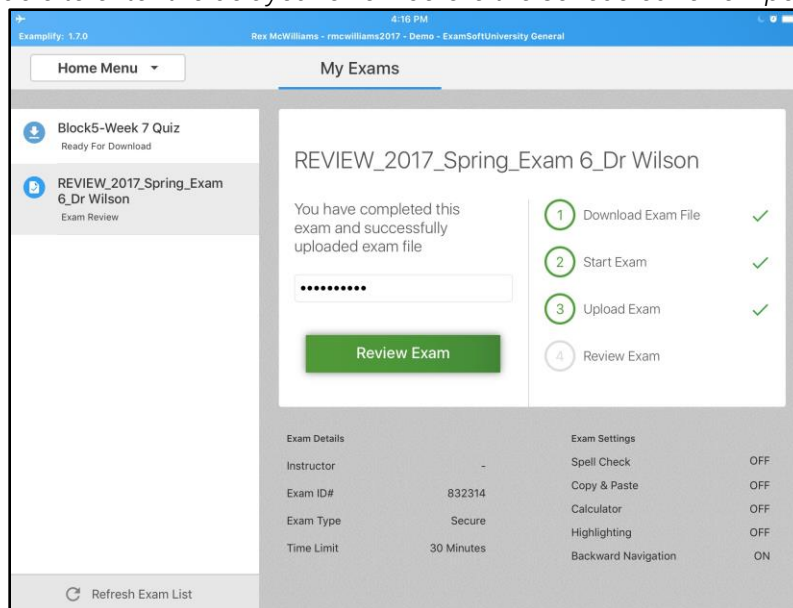
3. Enter the Review Password. Tap **Start Review** when ready.
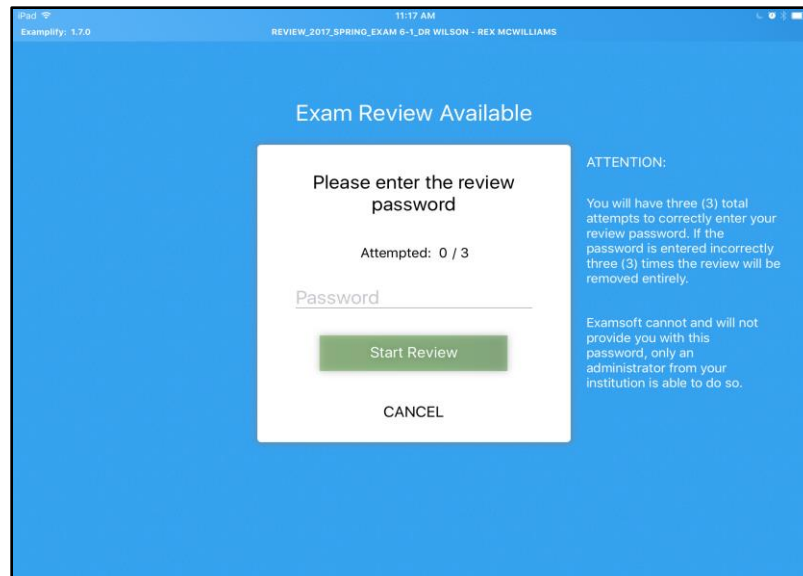
4. While in the Review, a student may or may not see all questions on the exam, as well as the rationale. Objective questions that were answered correctly will show with a green circle in the list of questions to the left. With a correct question selected, the answer choice will be highlighted green.
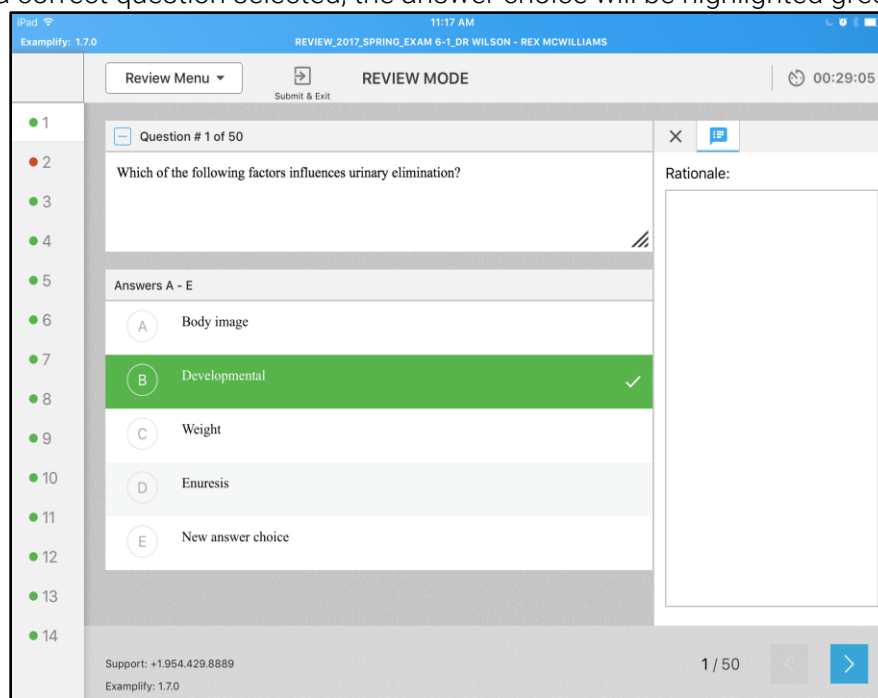
5. If a student only selected one answer choice where there was more than one correct answer, the question number within the list to the left will have a red circle next to it. Scoring for such questions will depend on the instructor's settings. Within the answer choices, the student's correct selection will show with green highlighting. Any correct answer choices that weren't selected will show as green, with green text.
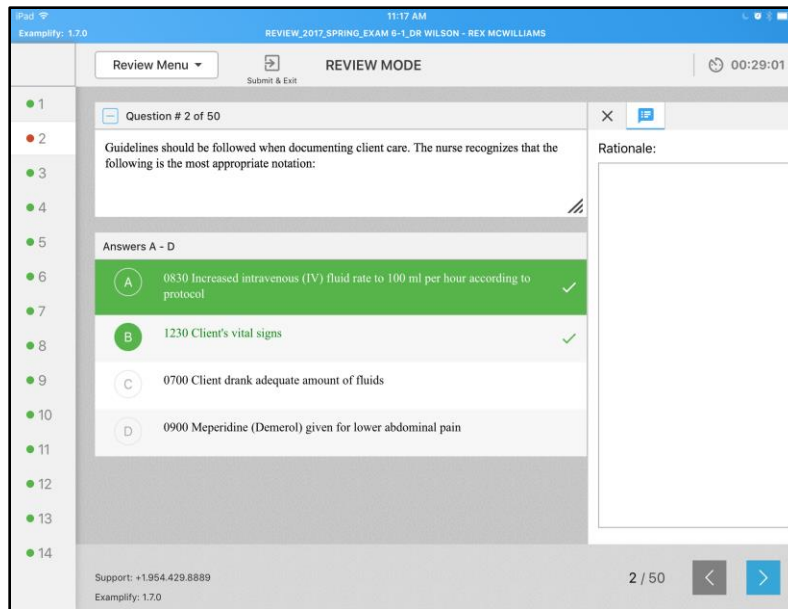
6. If a student answered a question incorrectly, the question number within the list to the left will have a red circle next to it. Within the answer choices, the student's incorrect selection will be highlighted red. The correct answer choice will appear as green. Once completed, tap **Submit & Exit** at the top.
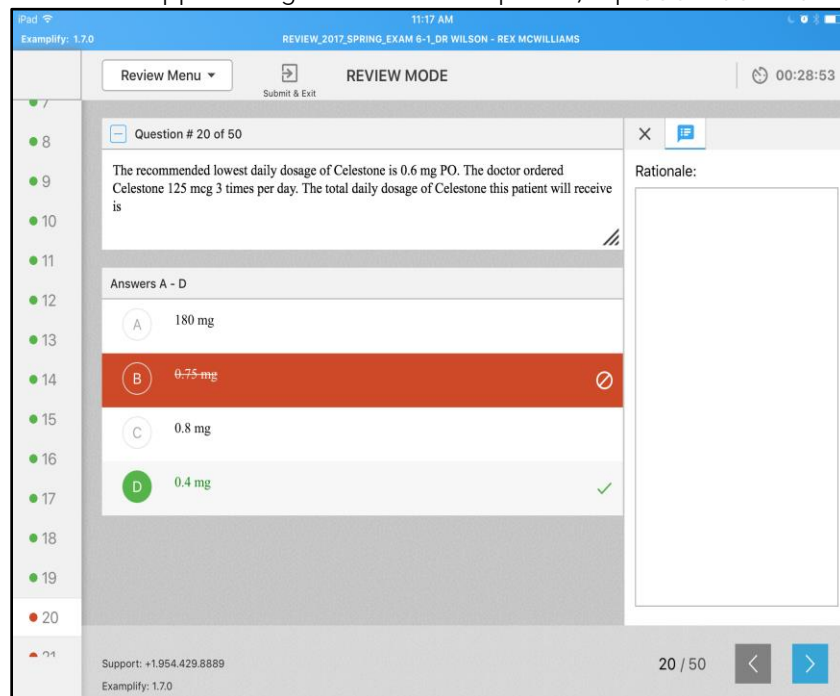
7. On this screen, tap the toggle to exit the review. Tap **Exit** to finalize.

General Troubleshooting with Examplify for iPad

Most pre-exam and mid-exam software issues can be resolved by restarting the iPad.
1. Press and hold the top (or side) button until the slider appears.
2. Drag the slider to turn the student's device off completely.
3. After the device turns off, press and hold the top (or side) button again until you see the Apple logo.

If the iPad appears to be frozen or the screen is black, we recommend force-restarting the device. Press and hold both the **Home** button and the top (or side) button for at least 10 seconds until you see the Apple logo.

<u>Uninstall and Re-Install Examplify</u>

If restarting the device does not resolve the issue the student is experiencing, it may be necessary to uninstall and re-install Examplify. *Caution: Deleting the app will remove **ALL** data associated with it. This includes downloaded exams, as well as any answer files <u>that have not yet been uploaded</u>. We recommend backing up the ExamSoft folder by following the steps in the* **Manual Upload Instructions** *section BEFORE uninstalling Examplify from the student's iPad.*
1. Lightly touch and hold the Examplify application until it jiggles.

123
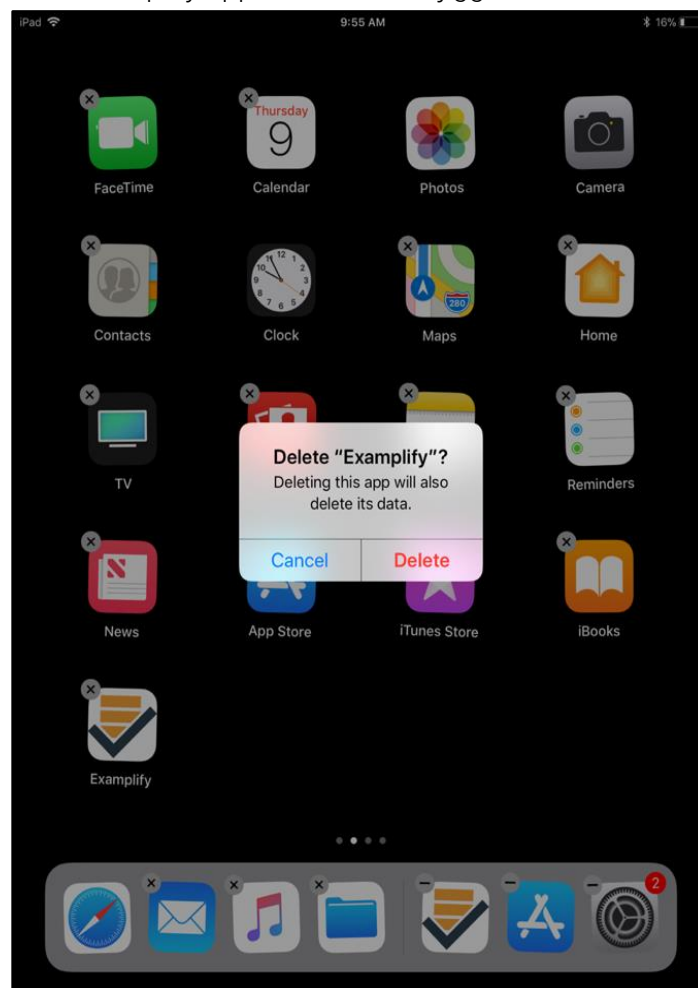
1. Tap '**X**' in the upper-left corner of the application icon. Tap '**Delete**'.
2. Open the App Store.
3. Search for Examplify and tap the cloud icon to download and install Examplify.

WiFi Detected and Examplify Exits Exam

We recommend enabling **Airplane Mode** and **Disabling** WiFi within Settings on student's iPads. Ensuring that WiFi is disabled and Airplane Mode is enabled will prevent a student from involuntarily being exited out of their exam. While enabling Airplane mode alone should automatically disable WiFi, we have had reports where WiFi access is detected even with Airplane Mode enabled. Disabling WiFi manually will resolve this.
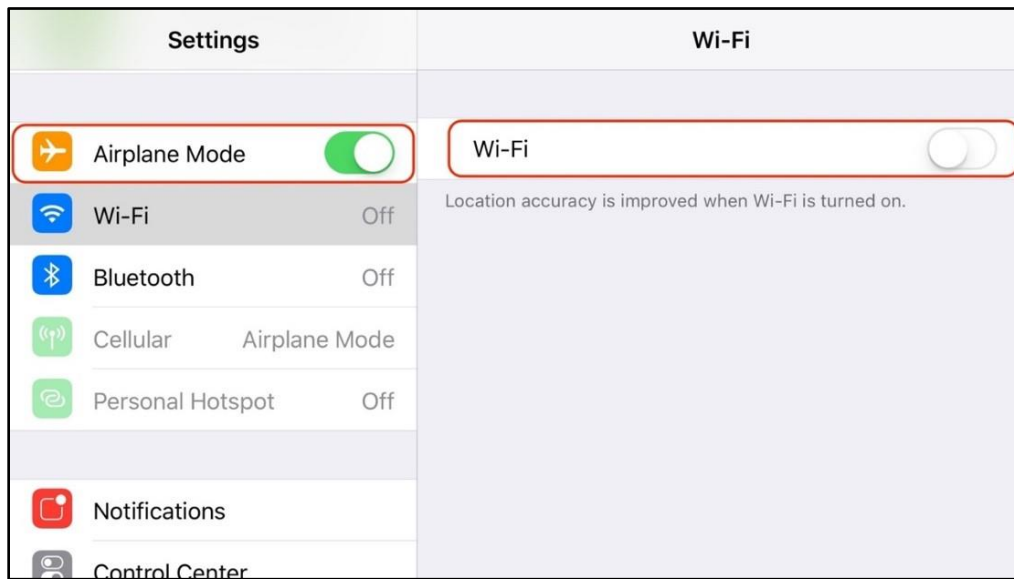
Resume Codes for Examplify with iPad

The Resume Code is a number that needs to be entered into Examplify in the event the device is turned off and remains off for a time longer than the Rebooter Time Limit 7 minutes, then the student will be prompted to enter a resume code prior to being able to reenter the exam. This prevents students from shutting off their iPad for long periods of time without the direction of the proctor. There are two available options when providing a resume code. Students can be provided a resume code that can only be used by a single student on the assessment, or, you can provide the Universal Resume Code which can be used by all students on the assessment.

<u>Generate a Resume Code</u>
1. Login to the ExamSoft Portal.
2. Choose your course from the My Courses page, and navigate to the Assessments tab.
3. Select the Proctoring sub-tab.

4. Enter the code from the student's Examplify screen (in this example: **342230**) in the **Continuation Code** on the Proctoring page.

5. Hit **Submit,** and the Resume code will appear in a pop-up window. Note, the code printed on the student's Examplify screen is unique. If the wrong code is entered, the **Continuation Code** box will alert you.
6. Enter the Resume Code on the student's device and instruct them to click **Start Exam**. The student will now be able to continue with the assessment.

Retrieve the Universal Resume Code
This code is unique to an assessment and can be used for any student it has been posted to.

1. The Universal Resume Code will be automatically generated under the Security Options dialog within the Assessment Options tab.

2. This code can also be viewed from the Proctoring tab within the assessment. Click Show Universal Resume Code to view the code.

3. Enter the code onto the student's device. **DO NOT** announce the code to the entire group.

Examplify for iPad: Best Practices for Students

Downloading and Registering

Ensure that the invitation email was sent to the students by navigating to the admin>users tab, then selecting "students". Once done, the student should have "Pending" next to their account
Please review and verify that the student's iPad meets the minimum system requirements displayed on page XXX

- Install and register Examplify on the iPad that the student intends on using throughout the testing experience. Refer to our **Downloading and Installing Examplify** section and **Authenticating Users Accounts** section.
- **Do it early!** Students should not wait until the day of the exam to download and install Examplify on their iPad.

Administering a mock exam

TIP: Make the content of your Mock Exam fun. Consider topics like pop culture or random facts about your school/program/faculty.

It's recommended to administer a mock exam to every student. This allows the student to not only get familiar with Examplify, but also ensures that their device is compatible with Examplify. Be sure to include questions with attachments and multiple question types (Fill in the Blank, Multiple Choice with Unlimited Selections enabled, Matching, etc.).
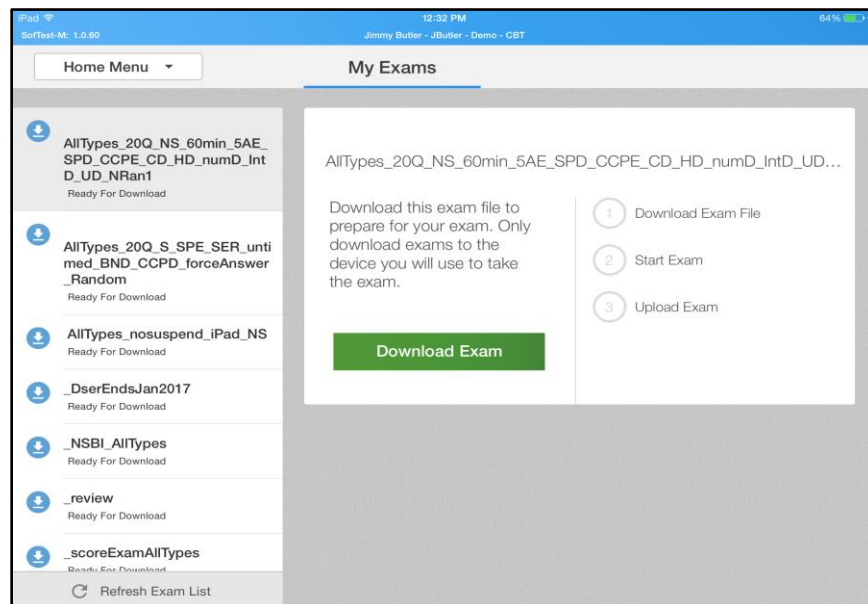
1. Have the student download and take a Mock Exam if available.
2. Students should **arrive** at the exam site at least 15 minutes early.
3. **Charge your iPad** and bring your power supply for backup.
4. **Before upgrading your current iOS,** check Examplify's current **Minimum System Requirements** to ensure compatibility with the new iOS.
5. **Taking a Secure Exam?** Review our guide on **Preparing your iPad for a Secure Exam**.
6. **Review** our guide on **Taking an Exam.**

Troubleshooting Upload Failures

If an exam answer file fails to upload, ensure the device is connected to an active internet connection before trying other troubleshooting steps. If you are unable to obtain an internet connection after completing an exam, restart the device. After restarting the device, open Examplify, and the student will be prompted to retry uploading the answer file.

Certain networks may be preventing a student from uploading an exam through Examplify. In these cases, it would be best to connect to a different network (including mobile hotspots) or perform a manual upload of the answer file using the instructions listed in the next section. If there is a specific error message displayed when attempting to upload your answer file, such as "Something unexpected happened", or "Answer bundle does not adhere to the correct format", please contact ExamSoft Support.

Examplify for iPad: Manually Uploading Answer Files

If students are unable to upload your answer file from your iPad after taking an exam using Examplify, use the steps below to locate the answer file.
1. From the student's computer, download, install, and open iTunes.
2. Connect the iPad to the computer.
3. Click allow to trust this device, letting the iPad fully sync.
4. Navigate to the **Apps** section within iTunes and scroll down to **File Sharing**.
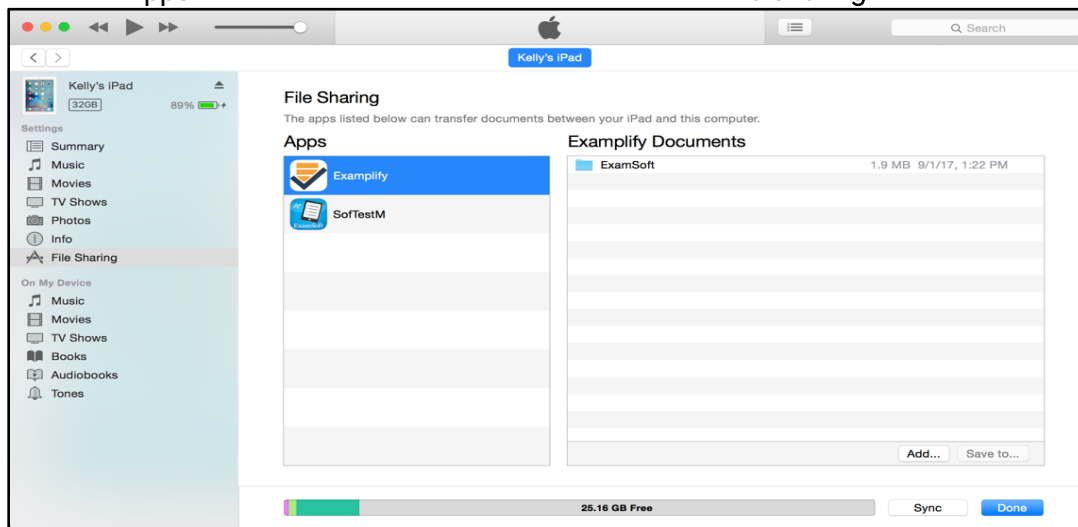
5. Select **Examplify** from the File Sharing options.
6. Select the folder labeled **ExamSoft**.
7. Click **Save to** and save to the Desktop or location of your choice.
8. From the student's computer, open the **ExamSoft** folder.
9. Follow the folder path to access the non-uploaded answer file.
   ● ExamSoft > {School ID} > {Exam Taker ID} > AnswerBundle > Exam Posting ID
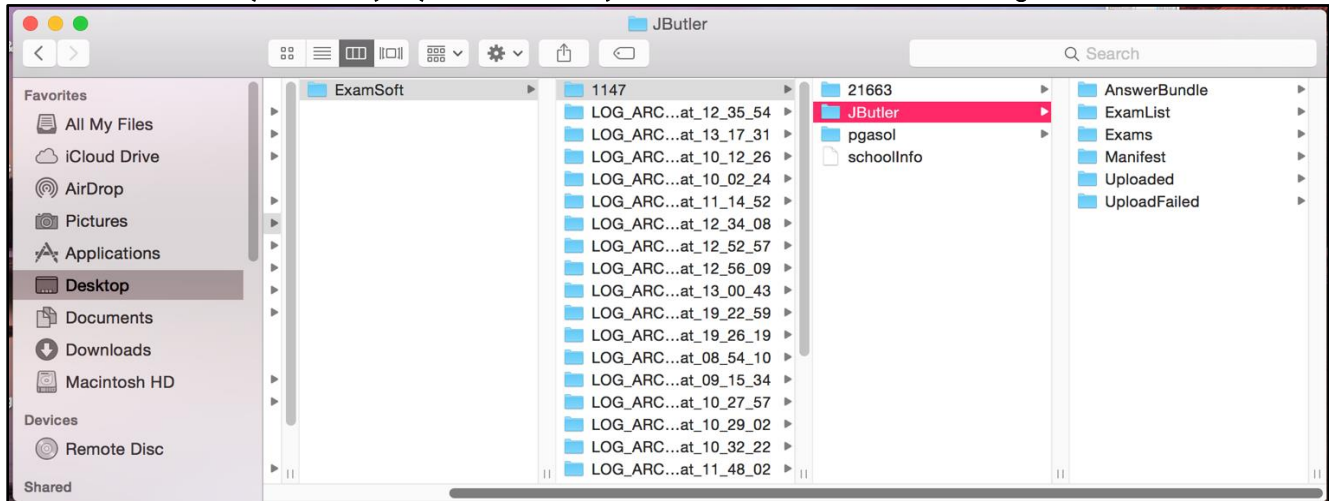
10. Within the **Exam Posting ID** folder, look for the ***.xmsl** file, and proceed with the manual upload.
11. If a student is having any issues locating their exam **Answer File** to upload, please have them contact our Support team.

Frequently Asked Questions with Examplify for iPad

The exam is not appearing in the list for some students. What should they do? Click on 'Refresh Exam List'. (An internet connection is required to refresh the exam list). If the students are reporting that they still cannot see the exam available for download, check to ensure that the exam was posted to them. Login to the portal with your Admin user account and navigate to the Course -> Assessment -> Post Settings and click "**# Selected**".

A student arrived at the testing location without their device. How can they take the exam alongside their peers? If a student arrives at the testing location without their device, there are a number of options available. If loaner devices are available, follow the steps below:
   ● Login with your Admin user credentials
   ● Navigate to the Course -> Assessment -> Proctoring page
   ● Locate the student on this page
   ● Increase their **Max Downloads** by '1' IF they already downloaded the assessment to their device.
   ● Instruct the student to register their credentials with Examplify on the loaner device
   ● Ensure that the student can download and take the exam alongside their peers

If a loaner device is not available, but a lab computer or device is available to use, you may follow the same steps listed above for a loaner device. Please note, you may need to adjust the dowload / upload window for the student so that they may complete the exam. If a loaner device is not available, and a lab computer or device is not available to use, follow the steps below to administer a paper exam:

- Login with your Admin user credentials
- Navigate to the Course -> Assessment -> View Assessment
- Click **Print**
- Be sure to provide the student with any exam level attachments, question attachments, or pre-assessment notices
- Provide the student with a Scantron form
- Once the student finishes the exam, upload their answers via your preferred Scantron import application
- Save the student's answer file as a **CSV** file. If necessary, separate each student record by row.
- Switching back to your portal, navigate to the Course -> Assessment -> Proctoring
- Click **Upload File**, and locate the **CSV** file created earlier
- For more information regarding importing Scantron answers, please refer to the ### guide on page XX.

<u>Students are not receiving the green screen after an exam. What should I do</u>? If students are not seeing the green screen after an exam, not to worry. Their answer files are saved and encrypted on their device.

- Ask the students to check and see if their internet connection has been restored. When leaving a secure exam, it may take a few seconds to re-enable.
- If the students have confirmed that they can access a website, ask the students to Retry the exam upload.
  - Ensure the Students are listed for the exam posting
  - Ensure the Upload Deadline has not passed
  - Ensure the Course is Active
- If the students have confirmed that they cannot access a Website:
  - Contact your IT Department and ask if the WiFi access is down
  - If it is NOT down, ensure that the students have disabled Airplane Mode
    - Ensure that students are attempting to access the correct WiFi connection.

<u>I have a visually impaired student. How can I set up VoiceOver on their iPad</u>? The Accessibility feature is a tool included with iPad's operating system that allows visual and auditory impaired users to use the device. By default, the Accessibility features are disabled and must be set up to meet the student's needs.

- Currently, we do not support the use of third-party devices to assist with hearing-impaired students. All functions of VoiceOver will assist visually impaired students and may be used during secure or non-secure exams.

<u>One of my student's is visually impaired; how can I setup VoiceOver</u>?
Enabling the **VoiceOver** option on an iPad is very simple!

To get started:

1. Launch **Settings** from the Home Screen.
2. Tap **General**.
3. Tap **Accessibility**.
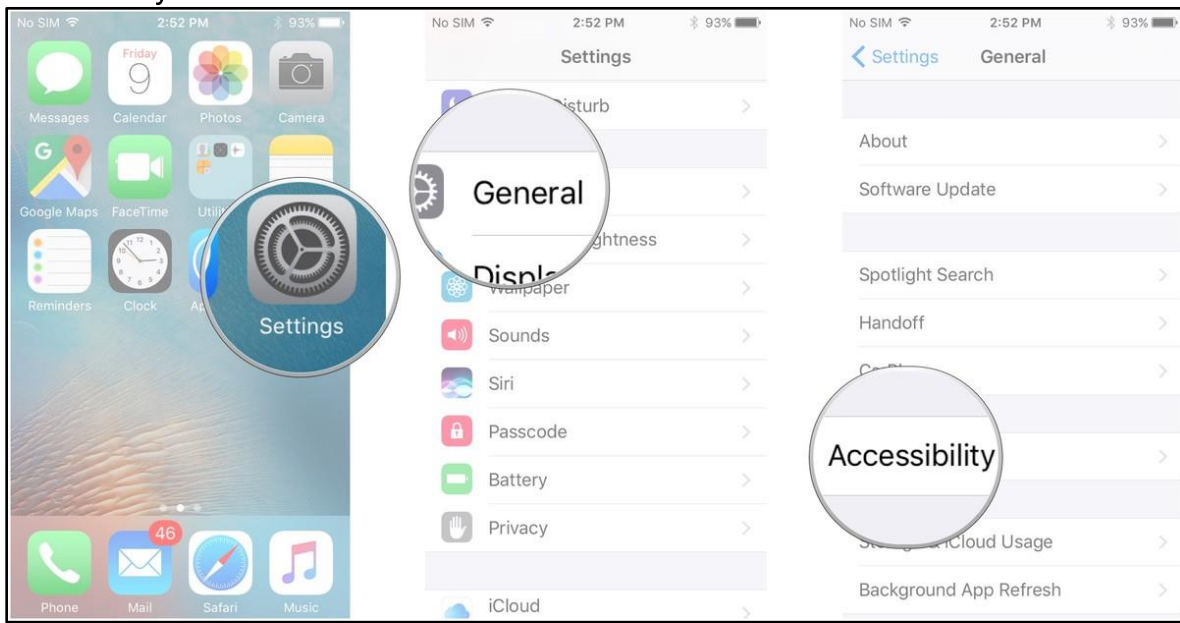
4. Within the <u>Vision</u> category, tap **VoiceOver**.
5. Toggle **VoiceOver** to enable it.
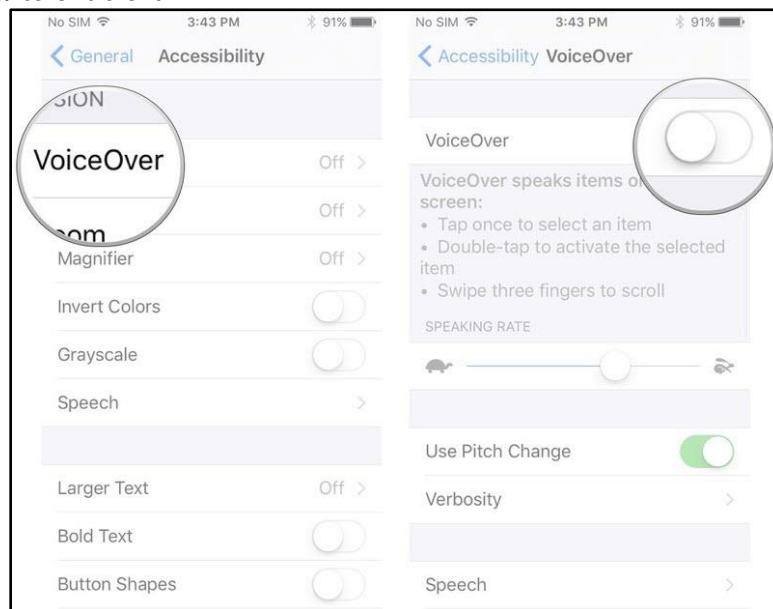
With **VoiceOver** enabled, the default gestures will change. **VoiceOver** changes the way gestures function in the iOS so that visual and auditory impaired users know what they are tapping before they select it. Listed below is the gesture with **VoiceOver** enabled, followed by its action.

- **Single-tap** anywhere on the screen to have the action or text read aloud.
- **Double-tap** an item to select it.
- To scroll, use **three fingers**.

What are the other Accessibility features to consider?

Change the speaking rate of VoiceOver:

1. Open **Settings**.
2. Tap **General**.
3. Tap **Accessibility**.
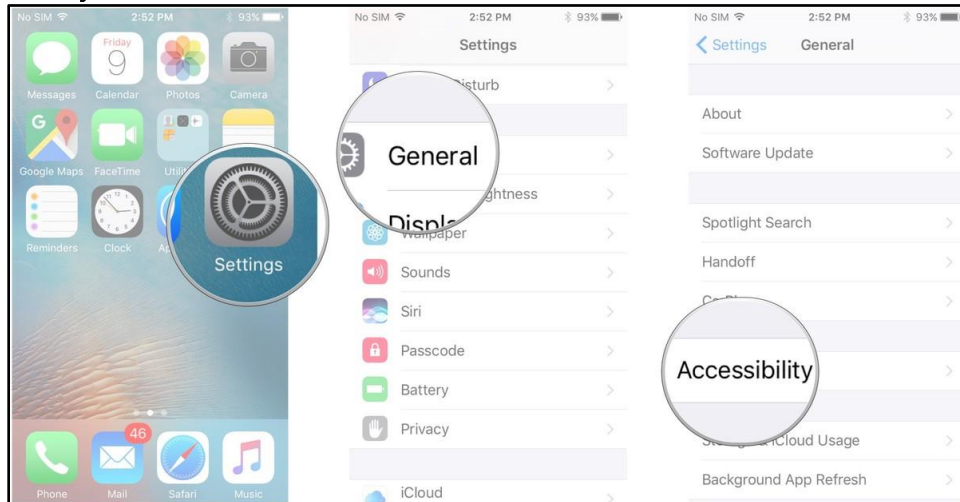
4. Tap **VoiceOver**.
5. **Tap** and drag the slider under **Speaking Rate** to change the rate of speech.
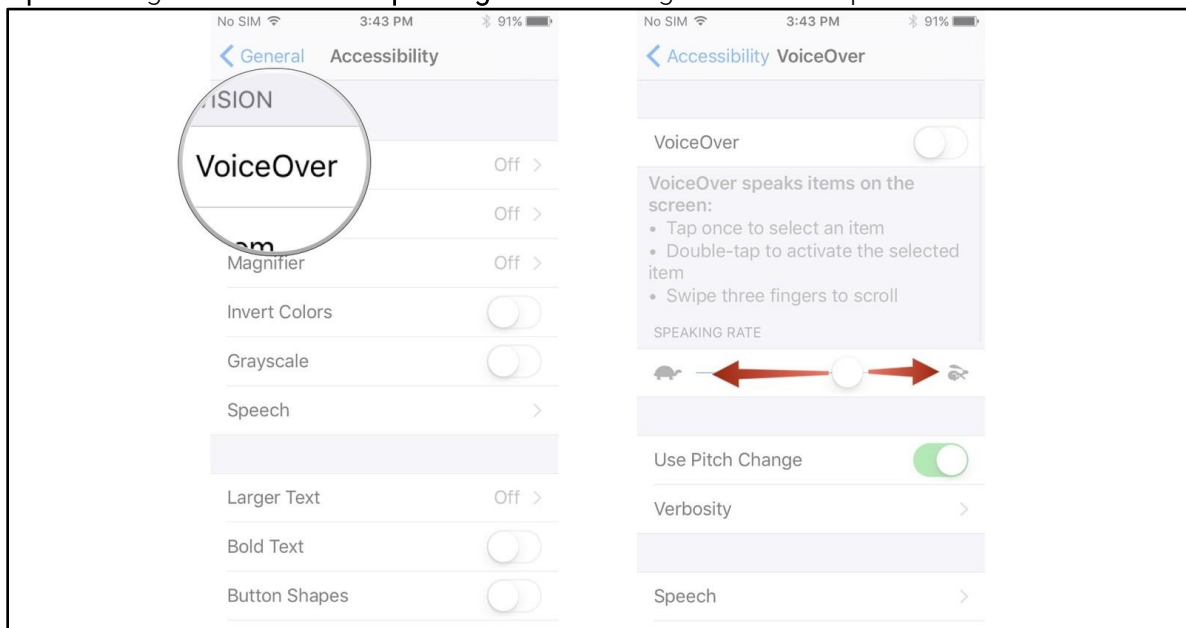
Enable Pitch Change:

Enabling Pitch Change will change how VoiceOver functions slightly. With Pitch Change enabled, VoiceOver will speak at a higher pitch at the beginning of a sentence and speak with a lower pitch at the end of a sentence.

1. Open **Settings**.
2. Tap **General**.
3. Tap **Accessibility**.
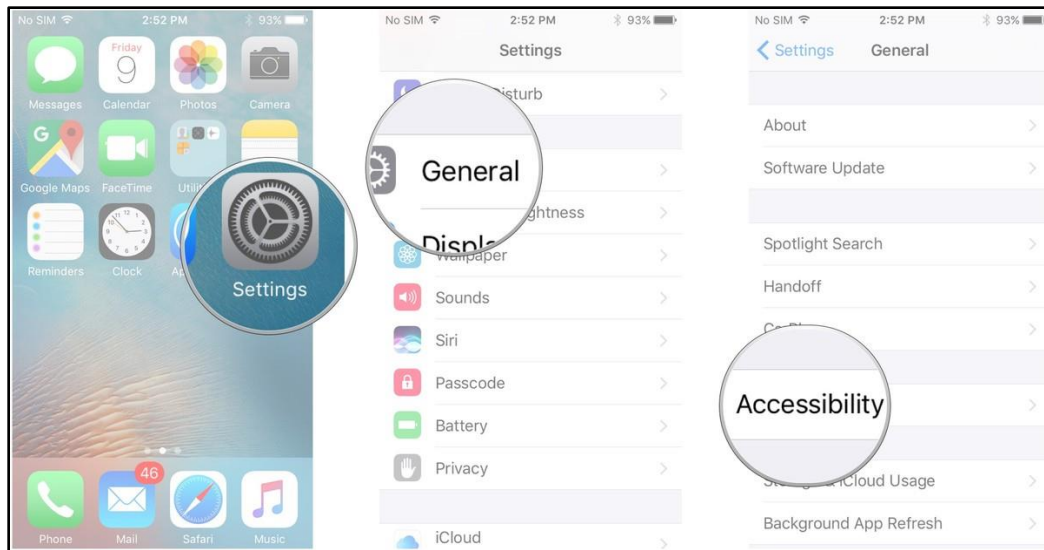
4. Tap **VoiceOver**.
5. Toggle **Pitch Change** to turn it on.

Best Practices – Be Prepared for Exam Day

Downloading Examplify

To download Examplify, please refer to our Downloading and Installing section on page XX

Before installing Examplify, double check:
- A/C – Battery power indicator light
- Computer is virus free and has all updates
- Computer meets minimum system requirements
- Download and install Examplify® on the computer you will use for testing.
- Enter the Institution ID.
- Register the device using your ID and Password.
- Do it early! Do not wait until the exam day to download and install Examplify on the device.

Preparing for an Upcoming Exam

To ensure students have a smooth exam taking experience, instruct them to do the following:
1. Take a Mock Exam (if available).
2. Watch for email notifications to download exams.
3. Download all exams as soon as they are available.
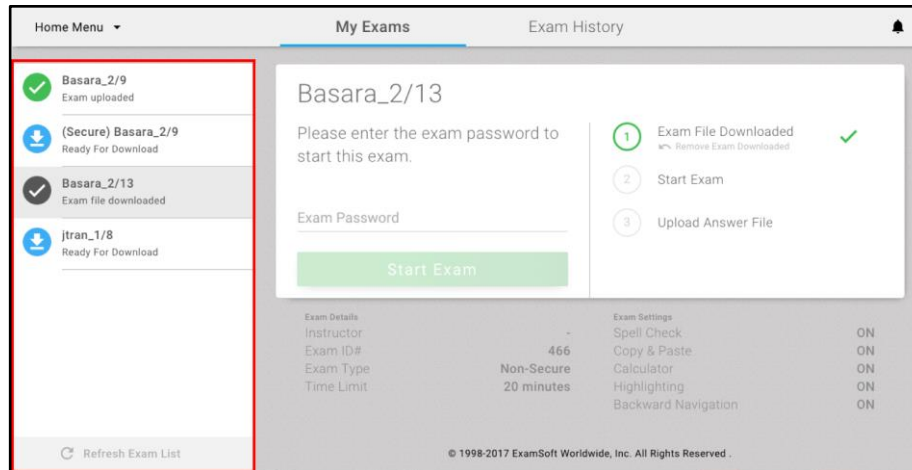
4. Check that your computer's date and time are accurate.
5. Arrive at the exam site at least 15 minutes early.
6. Charge your laptop battery and bring your power cord.
7. Temporarily disable ALL antivirus software prior to launching a secure exam. Please refer to the section above for instructions specific to the student's antivirus product.

Quick Fixes

Restart

If a student encounters an issue during their exam that prohibits them from continuing, the best quick fix is a simple restart of the machine. Remember, student's answer files are saved to their devices every 60 seconds.

- Windows devices
  - From the student's machine, strike **CTRL+ALT+DEL**
  - Click **Power**. Select **Restart.**
- Mac devices
  - From the student's machine, strike **Control+Eject**. If after some time the device is not responding:
  - Strike **Control+Command+Eject**.

Upon rebooting, Examplify will re-open at the point where the student left off.

Resolve a Black Screen, Missing Task Manager, or Missing Power Options on Windows 8 & 10

1. Reboot the computer completely by striking **Ctrl+Alt+Del**.
2. Hold down **Shift**, click the power symbol on the bottom right of the screen, and then click "**Restart**" (do not release Shift until after you click Restart.) This will boot the computer into a new menu.

3. Click **Troubleshoot**.
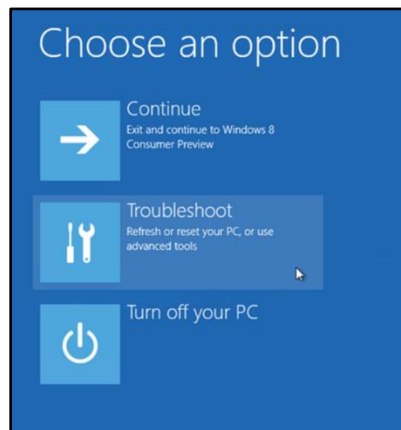
4. Click **Advanced Options**.
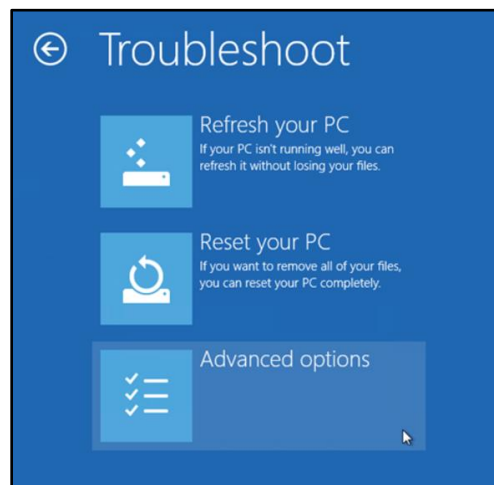
5. Click **Startup Settings**.
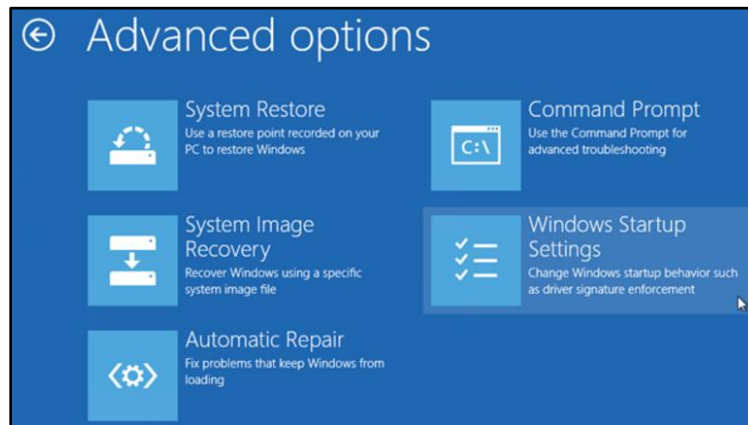
6. On this page, click **Restart** and the computer will boot into another menu giving more boot-options.

7. Select **Safe Mode with Command Prompt** from the menu. This will reboot your computer.
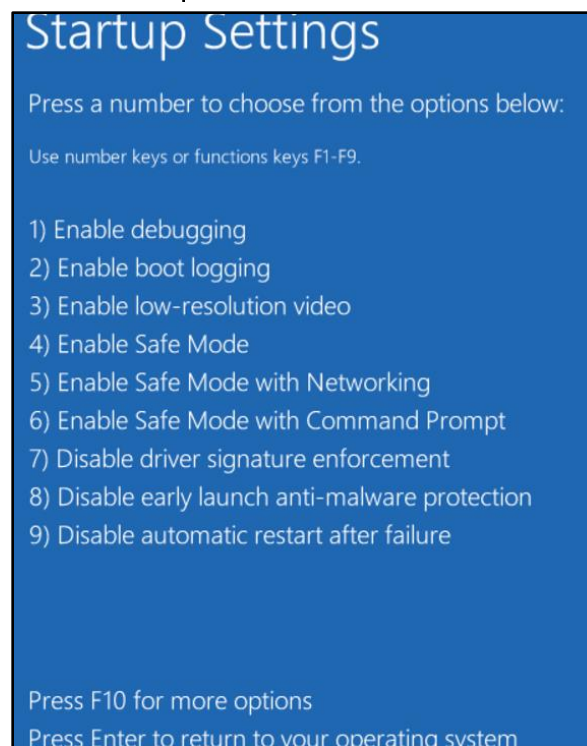
8. You will now need to log in. Please ensure that you are logging into your Windows account with administrator privileges. If the student took the exam on an account without administrator privileges, it is likely that you will need to seek Microsoft Support as this is part of our minimum system requirements to run Examplify. Please refer to our Windows section within our Minimum System Requirements.

9. From the Command Prompt, type '**explorer.exe**' without the quotes to bring up the File Explorer. Strike **Enter**.
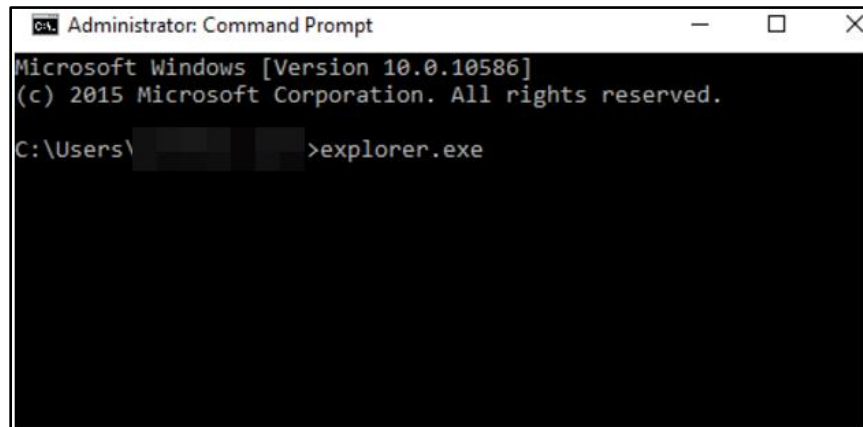
10. Navigate to this folder:

    <C:\Program Files (x86)\ExamSoft\Examplify\Services>

11. Scroll down until you see an application file named **EsWinsr**.

12. Left-click on the file to highlight it, then right-click this file, and select to **Run as an Administrator**. This will bring up another command prompt window that will revert the security settings of Examplify. You may press any key to exit.
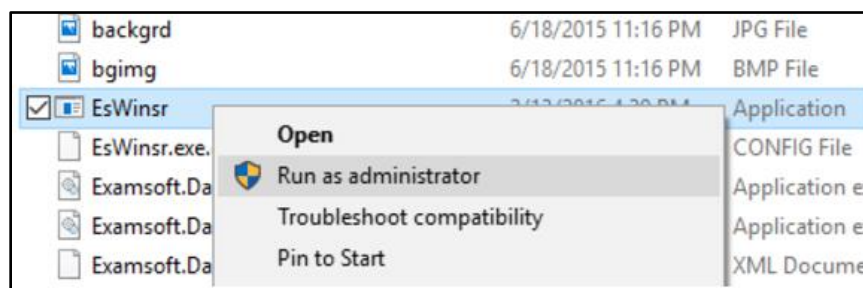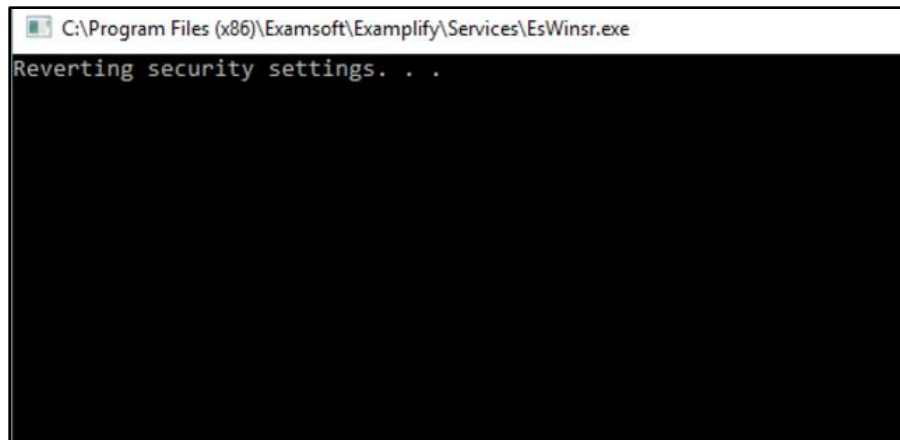
13. Return to the original command prompt window. Type **shutdown -r**. This will trigger a native reboot of the device and may take longer than normal. Windows will reboot into Windows having successfully force-closed Examplify.
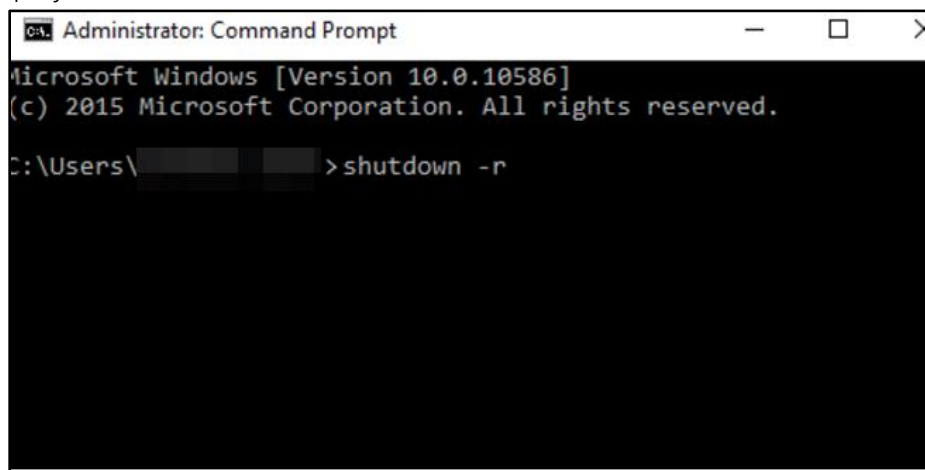
If the student still encounters a black screen, missing task manager, or missing power options on Windows 8 & 10, please have the student contact ExamSoft Support at their earliest convenience.

Bouncing App Icon (Mac)

If the student opens Examplify (from the dock or by directly opening the application) and it bounces for a few moments and does not respond any further, the application was most likely moved from the **Applications** folder. To resolve this, simply click and drag the application back into the **Applications** folder.

To create an alias (shortcut), right-click on the app and select **Create Alias**. Next, drag the alias onto the desktop or move it to the dock.

If Examplify is located in your **Applications** folder but the issue persists, you may need to perform the following permissions fix:
- Navigate to the "/**Library/Application Support**" folder.

- Right-click the Examplify folder and select "**Get Info**". A new window will appear, and here you will need to change the permissions to the folder.
- Look for the Sharing & Permissions settings at the bottom of the window, then click the **Lock** icon on the bottom-right to make changes.
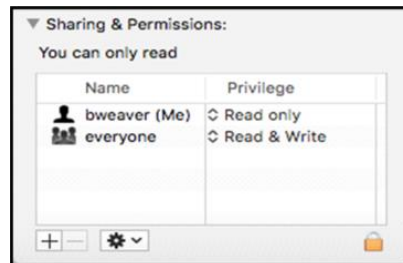
- Select the plus sign (**+**), and then add your account, and make sure the Privilege level is set to **Read & Write**.
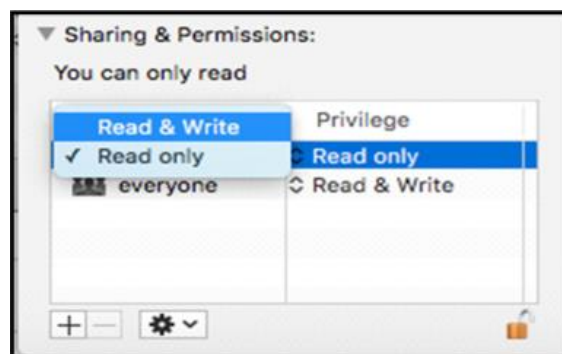
- Click the gear icon, and choose the option to "**Apply to All Enclosed Items**"

Service is Unavailable (Windows)

In certain circumstances, upon starting Examplify students may encounter this error indicating that the service is not running. If students encounter this issue, instruct them to close the application first.
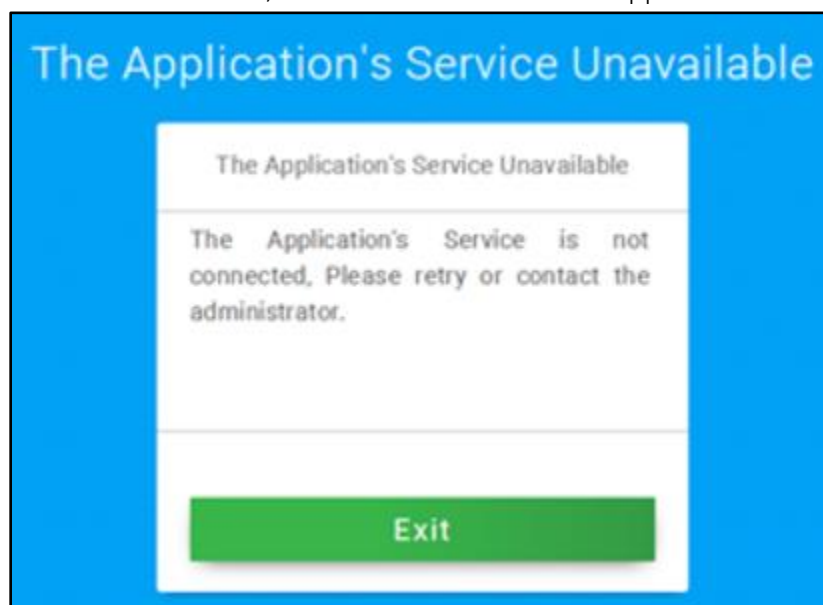
1. Navigate to the **Services** console.
    a. Click the **Start** button or Cortana, and type 'Services' to search for the local services application.
    b. Click to launch the application.
2. Restart the **ExamplifyService.**
    a. Within the Services application, locate the item named **ExamplifyService**.
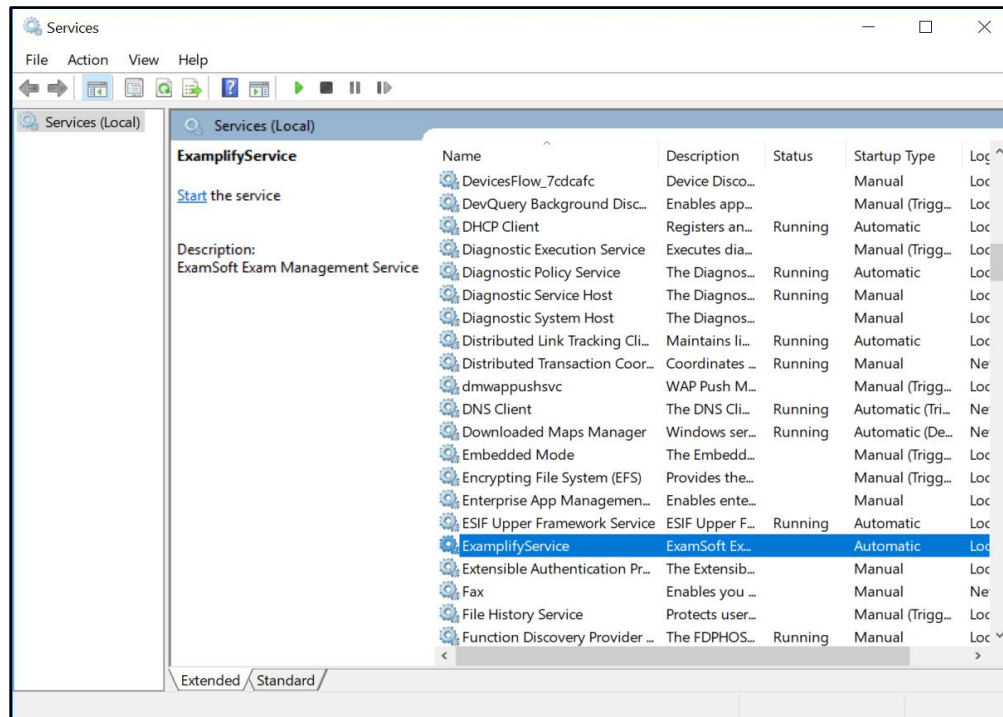
3. Double click the **ExamplifyService** entry. Ensure that the **Startup Type** is set to **Automatic**.

4. Click the **Start** button on the left.
   a. Click **Apply**.
   b. Click **OK** to return to the list of services. The **ExamplifyService** will have been restored, and the student may now reopen the Examplify application.
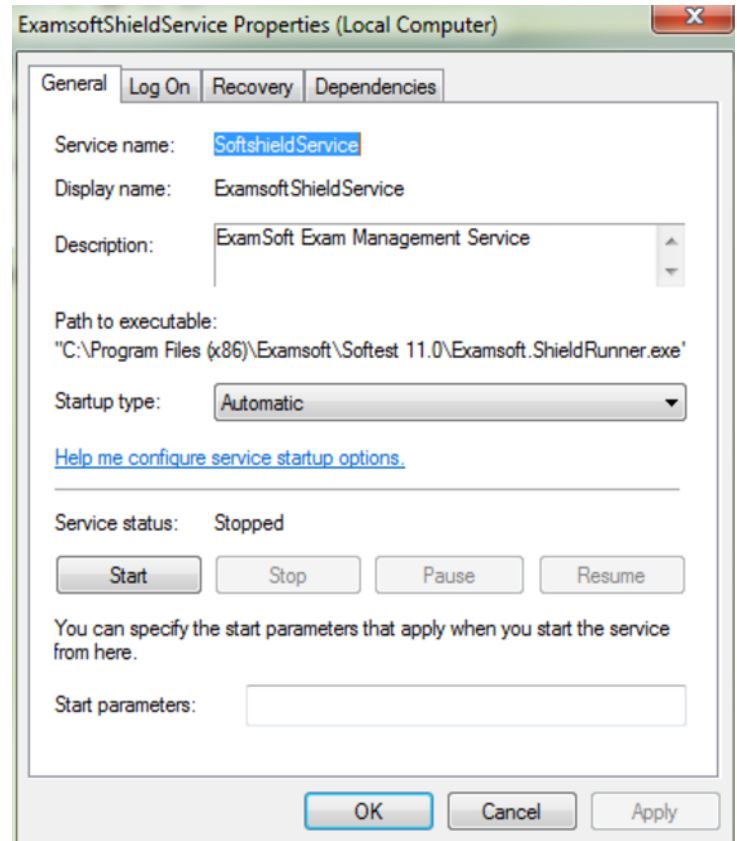
Manual Upload

If Examplify is unable to upload the student's answer file automatically after an exam, it can be found and uploaded using our website instead. Please note that the student will need to use the same computer that was used to complete the exam. See the instructions below for Windows and Mac.

1. Instruct the student to log in to the portal using their email and password associated with your institution.
2. Next, have them click the green **Upload** button.
3. Have the student follow the instructions displayed within the window to locate their answer files. Note, these instructions are specific to the operating system they're currently using.
4. Either drag and drop the files into the window or click the green **'Or Choose Files'** button to open the File Explorer.

Frequently Asked Questions with Examplify

How can I ensure that students devices are compatible with the MSRs? We recommend giving students a mock exam with multiple downloads. Using mock exams, students can verify that their machine will operate properly during a real exam.

Where can students download Examplify from? Once you've setup your account after receiving the invitation to join your colleagues at your school, you can download Examplify from the main page within the portal.

What if student's exams won't upload? After an exam, Examplify will automatically attempt to upload a student's answer file. If it is unable to upload, students will be presented with this yellow-gold screen.

Exam uploads most often fail because an active internet connection cannot be found, or because the WiFi signal is not strong enough. Do not worry, as the answer files are securely saved on each student's device. Have the students retry the upload after a minute or two has passed.

If the upload fails again, you may instruct the students to retry their upload from another location on campus, or from their home. Students are free to **Exit** out of Examplify and even shut down their

machines. Once their internet connection is restored, have the students re-open Examplify. They may now retry their upload from the yellow-gold screen, or from the Examplify home screen.
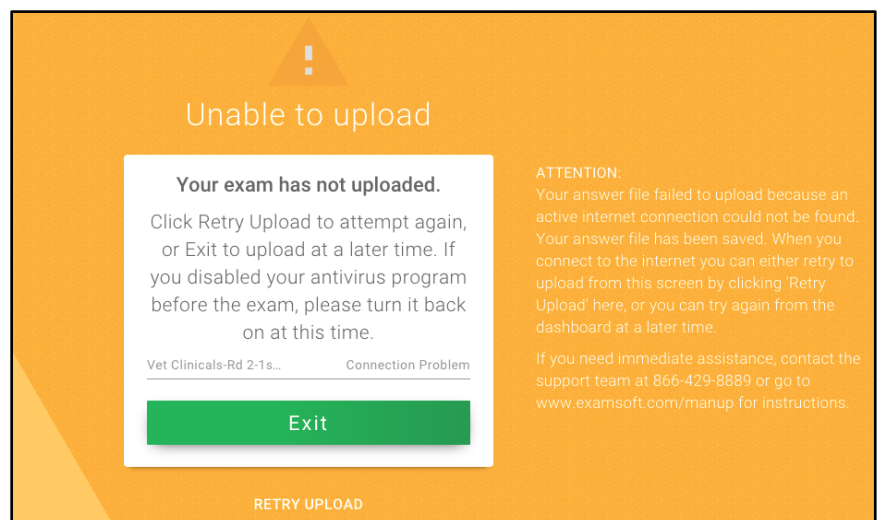
If retrying from the yellow-gold screen, students may click the **Retry Upload** button. If the student chose to exit out of the application, Examplify will reattempt to upload their answer file <u>once the application is reopened</u>. If the automatic attempts do not successfully upload their answer files, they will be able to retry their upload from the home screen, or from their student portal.

Can Examplify be distributed with an MSI?
ExamSoft will aid with the configuration of a base image or the first manually configured machine. At this time, we do not provide imaging support for mass distribution. Please reach out to the respective vendor for assistance with deploying images or managing software packages.

What instructions will give students the best possible exam day experience?
Before installing Examplify, double check:
- A/C - Battery power indicator light

- Computer is virus free and has all updates
- Computer meets minimum system requirements

Preparing to Install Examplify:
- **Do it early!** Do not wait until the exam day to download and install Examplify on your device.
- Download and install Examplify on the **computer that will be used for testing**.
- Enter the Institution ID.
- Register the device using your ID and Password.

Preparing for an Upcoming Exam:
- Post a mock exam.
- Alert students to watch for e-mail notifications to download exams.
- Instruct students to download all exams as soon as they are available.
- Secure a printed copy of the exam.

General Exam Day Tips:
- Have students download their exam file 24-48 hours prior to exam day.
- Any proctors should have the assessment password and the Universal Resume Code (URC)
- Print and secure a copy of the exam.
- Confirm that proctors can view the proctoring tab.
- Any antivirus programs should be temporarily disabled on the device prior to starting an exam
  - Please refer to the **Disabling AntiVirus Software** section on page XX for more instructions.
- For optimal performance, advise students to restart their devices within 24-48 hours of exam day.
- If your institution has a support package, provide the ExamSoft Support number to the proctors.

In case of an internet outage:
- Students will be able to enter and complete their exams that were previously downloaded. Enforcing exam files to be downloaded 24-48 hours prior to the exam day ensures that students may still test with no active internet connection.
  - Remember; answer files are saved and secured on the device until they are able to reconnect and attempt to upload their answer file.
- IF the exam has an upload deadline, extend the time to account for lost time due to a widespread internet outage.
- Be prepared to make photocopies of the printed exam. Students may use Scantron forms to complete their exam.
- Once the exam day has passed, please refer to our guide on how to import their answers.

In case of a mid-exam evacuation (i.e. fire drill):
- Instruct the students to completely shut down their device to stop any exam timer.
  - **DO NOT** instruct them to submit.
  - Closing a laptop lid may only put the device to sleep. If the computer is not shut down, the timer will continue to run.

- Upon returning to the exam room, give the students the Universal Resume Code (URC) to re-enter the exam.
- All content prior to 60 seconds before shutdown will be saved on their device.

In case of student hardware failure:
- If available, distribute any loaner devices at your disposal.
    - Ensure that any loaner devices have the latest version of the software installed to them.
    - Register a lab account to any loaner devices to prevent any student information from being stored on the device.
    - If no loaner devices are available, have the student complete their exam on paper and import their answers.

In case of a mid-exam computer crash:
- Have the student power down their device immediately. **DO NOT** instruct them to submit their exam. After the device has been powered down for 5 seconds, restart it. The student may need a resume code to re-enter their exam. For instructions on where to find this code, please refer to the Resume Code guide on page 123.

What if a student needs an additional download of an exam?

The proctor / instructor will need to grant the student an additional download of the exam. Note, if the download period has ended, students will not be able to download the exam yet. The download end period may also need adjustment. Please refer to the section below regarding Exam Proctoring.

How can I remove a download from a student's computer?

In some instances, students may download an exam to the wrong computer. When this happens, either you or the proctor will need to increase the max downloads for the student.
1. Open Examplify.
2. Click on the exam file that needs to be removed on the student's device.
3. Click 'Remove Exam Download" under Step 1.
4. From the next prompt, check 'Remove the exam download' and click the green 'Remove Download' button.
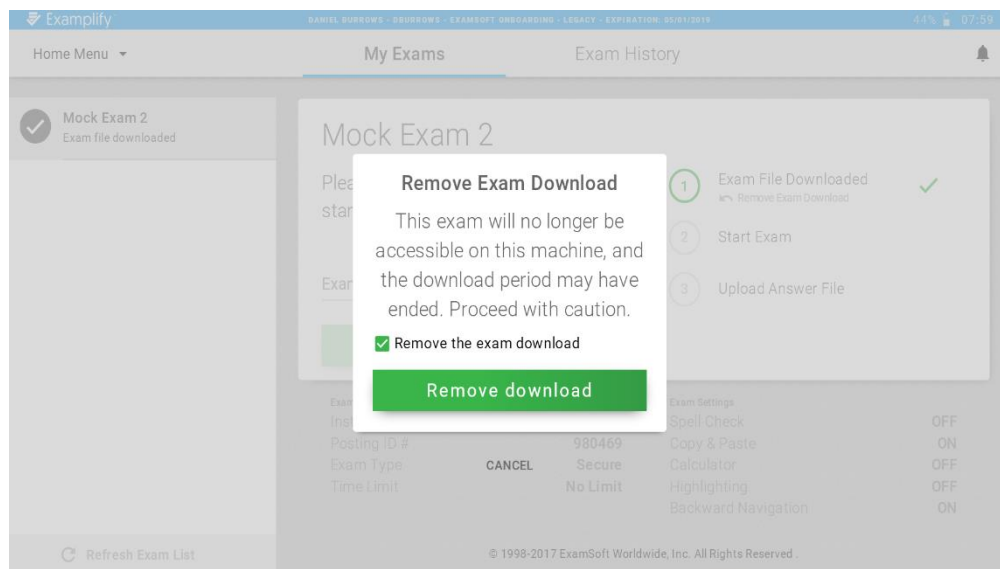
5. The exam will be removed, and no longer marked as downloaded. If the exam is still available for download, the student can download it from the exam list.

Can Examplify be deployed in a lab environment?

Yes. Please refer to the sections above describing how to deploy Examplify in a Lab Environment with or without a Lab Management System.

Best Practices for Students

Examplify

To download Examplify, please refer to the email from your Instructor. For specific instructions regarding the installation process, please refer to our Installing and Registering Examplify section on page XX.

Before installing Examplify, double check:
● A/C – Battery power indicator light
● Computer is virus free and has all updates
● Computer meets minimum system requirements

Minimum System Requirements:

Review the Minimum System Requirements section, and verify that the student's device meets these requirements.
● Download and install Examplify® on the computer you will use for testing.
● Enter your Institution ID.
● Register your device using your ID and Password.
● *TIP: Do it early! Do not wait until the exam day to download and install Examplify on your device*.

Preparing for an Upcoming Exam:

1. Take a Mock Exam (if made available to you).
2. Watch for email notifications to download exams.
3. Download all exams as soon as they are available.

144
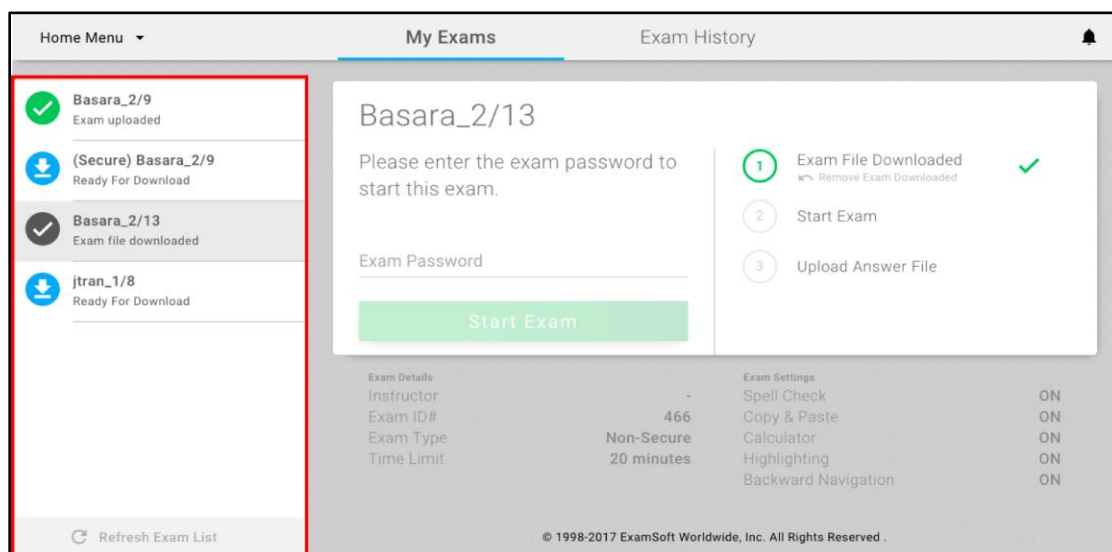
4. Check that your computer's date and time are accurate.
5. Arrive at the exam site at least 15 minutes early.
6. Charge your laptop battery and bring your power cord.
7. Disable ALL <u>antivirus software</u> prior to launching a secure exam.
8. Save & exit out of all running Microsoft Office suite applications (Word, Powerpoint, Excel, Outlook, etc.)

<u>Taking an Exam</u>

Once the exam or exams have been downloaded to student's machines, the next step will be to select the exam you will be taking.

1. Locate the scheduled exam in the list.
2. Review the details and settings enabled by your Instructor. *(Note, these settings cannot be changed at this point).*
3. Enter the exam password. This password will be given out at the start of the exam. *(Note, this password is case-sensitive, and will need to be entered exactly as shown).* Click **Start Exam.** If the exam is secure, and any Microsoft applications are open, you will be asked to close out of those programs before starting the exam. We recommend saving any work, then manually closing out of any Microsoft program.
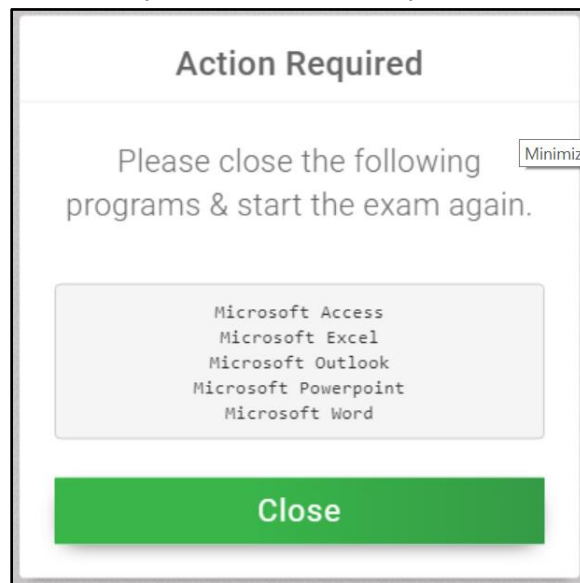
4. If instructed, you will need to wait at the yellow screen. When instructed, enter the code provided to begin your exam.
5. Once you have been instructed to begin your exam, click the green **Start Exam** button. Or, click **Cancel** to return to the list of exams if you've chosen the incorrect exam. *(Note, activity conducted during this exam will be logged. ExamSoft or your exam administrators may review this information at any time for audit purposes to verify exam integrity).*

<u>Exam Controls and Options</u>

1. On the left-hand side of the screen, you will see the numbers that correspond to each question, as well as a small radial circle next to each number.
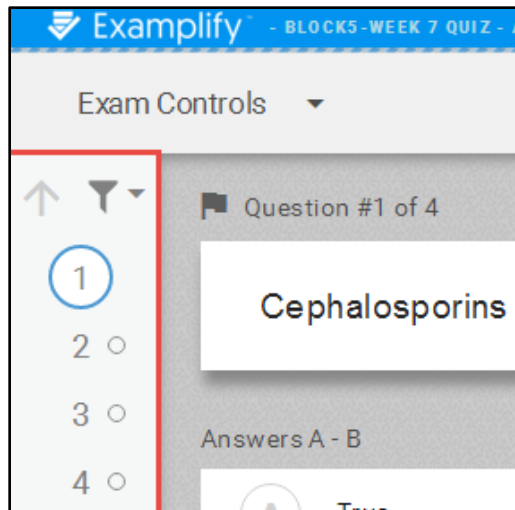
2. To **Flag** a question, click the flag icon next to the "Question # of …" text. Flagging a question is useful for exam takers that wish to come back and review or complete the question before exiting the exam. Note, if backward navigation is disabled on the exam, you will not be able to return to any flagged questions.
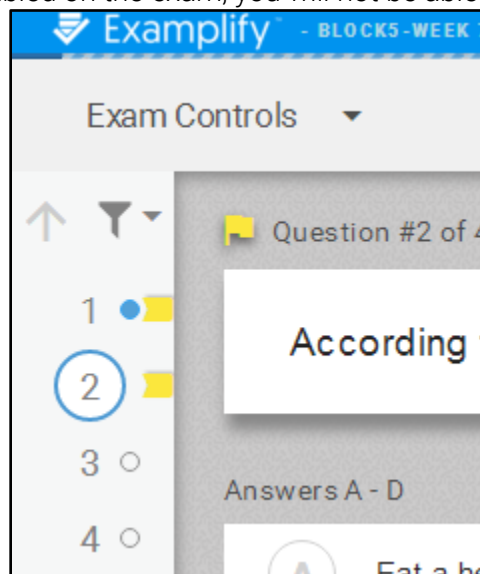
3. Above this list, you will see the **Exam Controls** option. Within this menu, you will see three possible options; **Hide Exam**, **Suspend Exam** *(For non-secure exams only)* and **Submit Exam**. **Hide exam** will hide the entire exam, but leave the Examplify application running. The **Suspend Exam** option will stop the exam, exam timer, and any alarms to allow the Exam Taker to return to the exam at any time to complete. The **Submit Exam** option will prompt the exam taker to confirm this action.
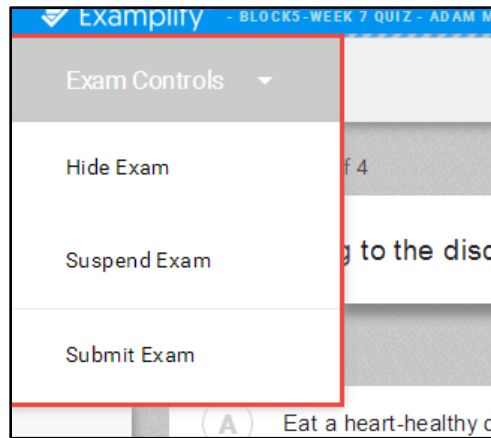
4. Along the top row, you will have the ability to display exam level attachments, pre-assessment notices, set an alarm, exam time remaining (if the time limit was set by your instructor), utilize the zoom feature for question text, as well as a highlighting tool (if enabled by your instructor for this exam).

> The **Expand** option will allow you to view any attachments for that question or, if enabled, clicking the Calculator icon will display the built-in calculator.

5. Depending on the exam options set by your instructor, you may see a **Time Remaining** alarm with a time countdown or a **5 Minute Warning** alarm with a time countdown. Otherwise, to set an alarm, click the **Alarm** icon, and select "**Add Alarm**". Within the popup window, you will be able to set an alarm "From this point in time", or "Before end of time". You may add 2 alarms to run at the same time.
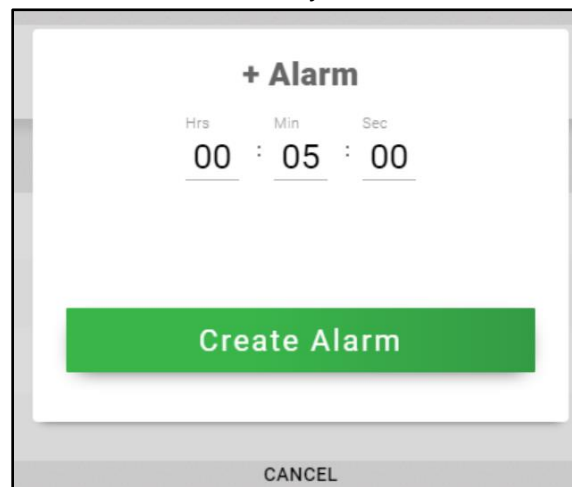
6. Along the bottom row, you will see the Exam Taker Support phone number, as well as the Examplify version number. You will also see the current question number displayed out of the total number of questions on the exam. The **left-facing arrow** will return you to the previous question. *Note, if backward navigation is not enabled on your exam, you will not be able to use this function.* The **Next** button will take you to the next question.

Student Exam View

Depending on the type of question, the answer choice field will appear differently.

1. For Multiple Choice questions, you will be able to choose correct answers or strike out unwanted answers.
2. For Fill in the Blank questions, the answers will be displayed in the order in which they appear in the question text.
3. For Matching questions, the format will vary depending on how it was built by your instructor.
4. For Essay questions, you have the added ability to maximize the answer text fields using the blue square in the upper right corner. You will also be able to change the font size and type. If enabled by your instructor, you may have the options to copy & paste text and use the spell check feature.

Post Exam Actions

Once you've completed all the questions, you can now exit the exam.

1. Open the **Exam Controls** option, and select to **Submit Exam**.
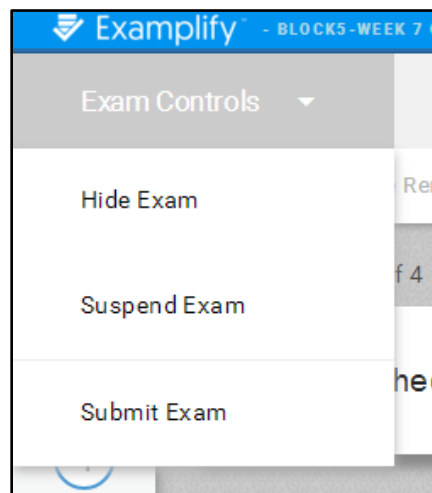
2. The application will exit out of the exam view, and you will be presented with a warning that you're closing out of the exam.
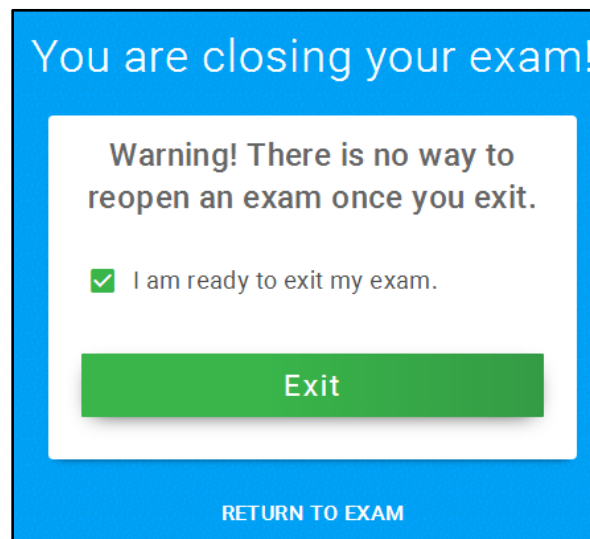
3. We'd love to hear your feedback! Tell us what you think, whether you loved or hated it.

How to Navigate Through Questions within an Exam:

You can toggle (or switch) between questions using the **Next** button to proceed to the next question, or the back arrow to navigate to the previous question.
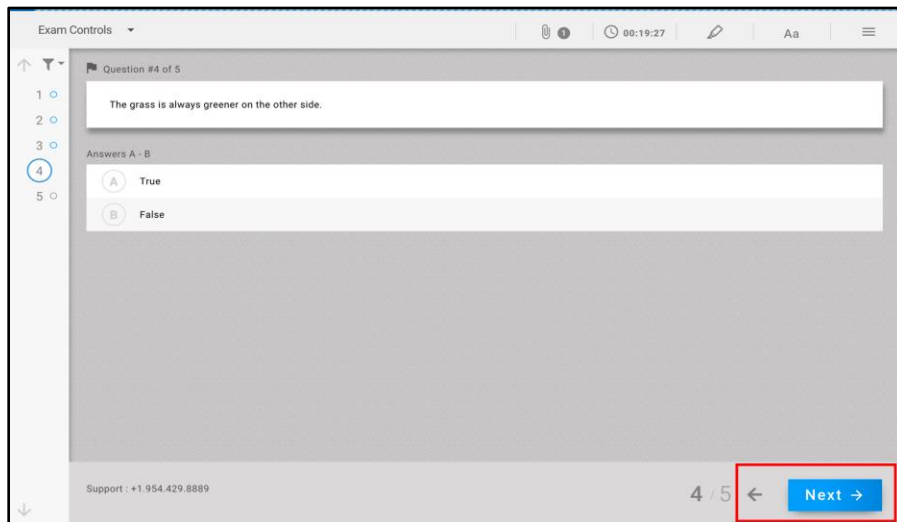
You can also navigate through questions by selecting the down arrow in the bottom left-hand corner, or the up arrow in the top left-hand corner of the screen.
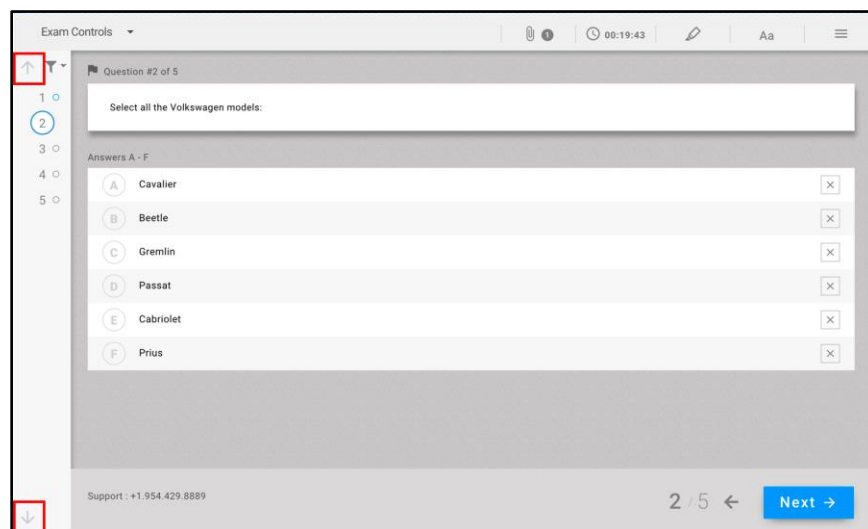
You can simply navigate through questions by just selecting the question number within the navigation pane.
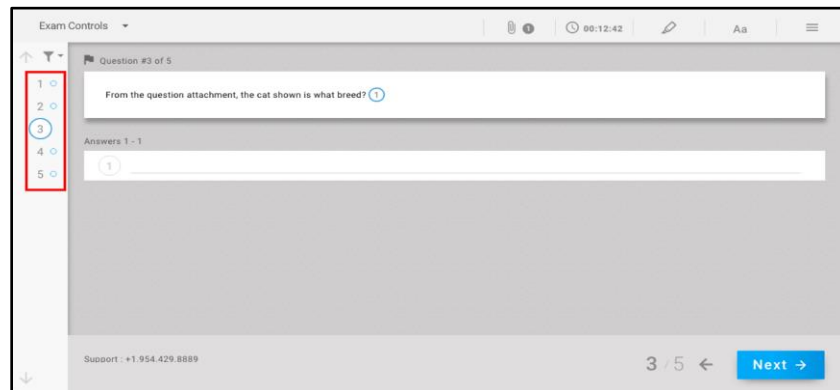
You can view all unanswered questions, through the question filters feature.
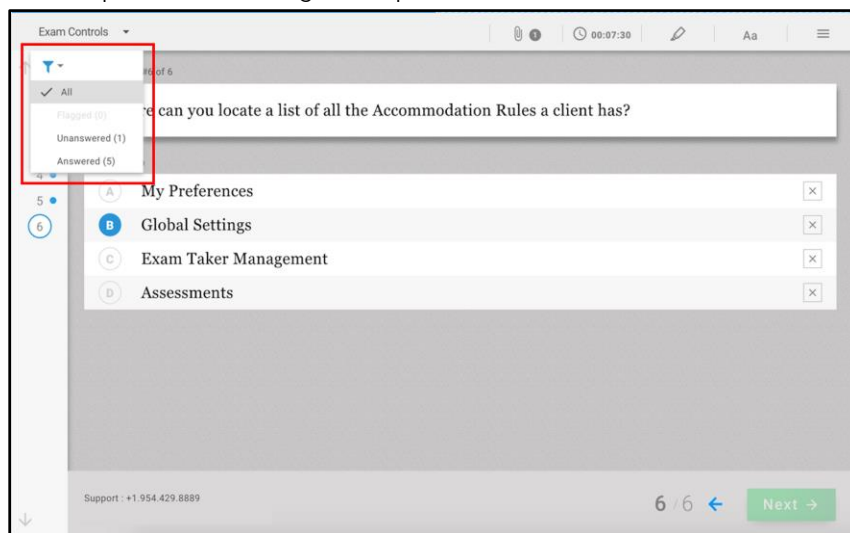
If backward navigation is allowed, you can also mark questions to revisit.
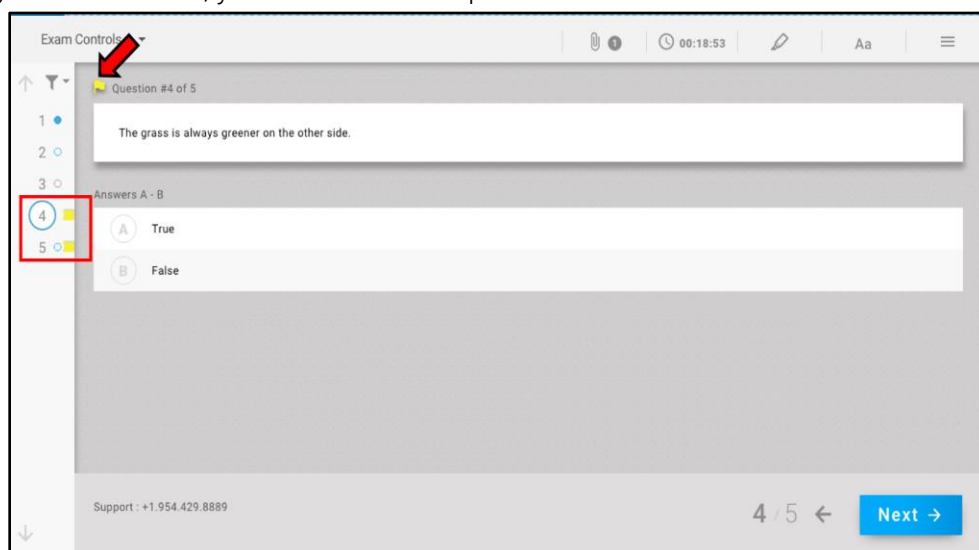
After an Exam:

After completing the exam, wait until you see the GREEN confirmation screen *if* you have an active internet connection. An email will be sent to the address you used when you registered Examplify.
- This email may take up to 15 minutes to be generated.
- The email will confirm the upload of your answer file.

Examplify for iPad

Downloading and Registering:

You will receive your ExamSoft credentials in the Welcome Email from your Institution. Please review and verify that your iPad meets our Minimum System Requirements.
- Install and register Examplify on the iPad you will use for testing. Refer to Downloading and Installing Examplify and Authenticating Users Accounts for more details.
- TIP: Do it early! Do not wait until the day of the exam to download and install Examplify on your iPad.

Preparing for your Exam:

1. Take a Mock Exam if available.
2. Download your exam as soon as it is available.
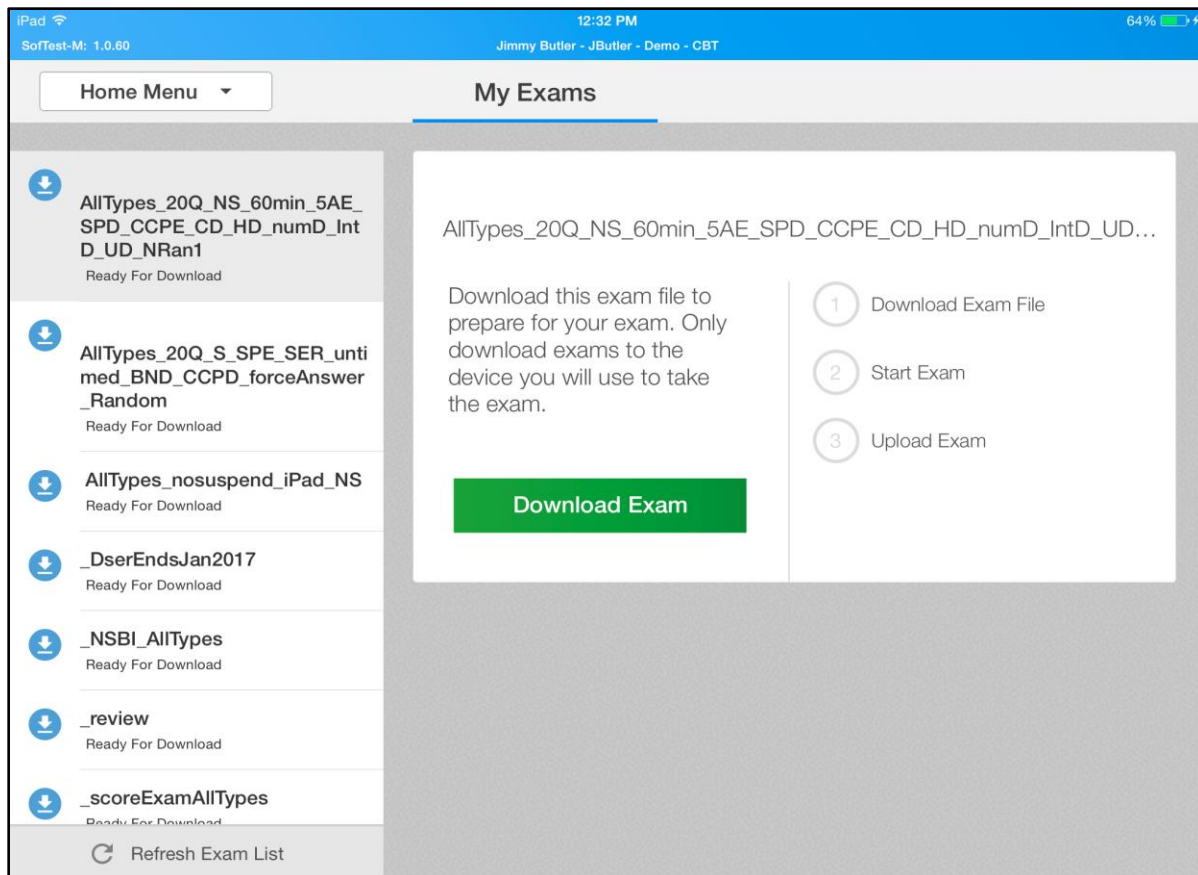
3. Arrive at the exam site at least 15 minutes early.

4. Charge your iPad and bring your power supply for backup.
5. TIP: Instruct students to always ask before updating to any new OS. ExamSoft will always notify the Institution administrator(s) when it is safe to update.
6. Taking a Secure Exam? Review our guide on Preparing your iPad for a Secure Exam on page XX.
7. Review our guide on Taking an Exam on page XX.

Exam Delivery Best Practices

First Exam Checklist

Policies & Administration
- o Ensure exam day policies are in place (i.e., proctoring practices, student procedures).
- o Determine and communicate make-up assessment practices.

Preparing Students
- o Import your Courses and Students (with appropriate accommodations)
- o Send email invitations to students for finalizing their accounts
- o Email students and ask them to download and install Examplify onto their devices (Installation instructions: Win/Mac, iPad)
- o Distribute Best Practices for Students guides (Win/Mac, iPad) to students for their review

Preparing the Exam
- o Import or create all assessment questions
- o Create assessment
- o Preview exam in Examplify
- o Post assessment
- o Optional: Email exam download instructions to students
- o Check Proctoring tab to ensure students have downloaded assessment

Preparing your Proctor
- o Print a paper copy of the assessment - just in case!
- o Provide Proctor with:
    - o Assessment password
    - o Universal Resume Code
    - o ExamSoft Support #: Toll-Free 866.429.8889 or International 1.954.429.8889 (*If your institution has a Support package*)

During the Exam
- o Ensure all students have successfully uploaded by:

- o Requiring all students to show proctor their green upload confirmation screen upon exit
  AND/OR-
- o Checking Proctoring tab in Admin portal for answer file upload/import times

After the Exam
- o Run any reports necessary for faculty:
  - o Assessment Results
  - o Basic Class Report
  - o Strengths & Opportunities Report (individual student performance)
  - o Item Analysis Report
  - o Release results to students as appropriate
- o Contact your Key Administrator with any questions! If your institution has a Support package, please contact the Support team!

Be Prepared for Exam Day

We want you to be prepared for the expected and unexpected on exam day! Below are the ExamSoft recommended best practices to help you develop your exam delivery policies.

General Exam Day Tips
- o Have students download their exam file 24-48 hours prior to exam day.
- o Exam proctor(s) should have the assessment password and universal resume code.
- o Print a paper copy of your exam or download a PDF to your computer
- o Exam proctor(s) should have access to the Proctoring tab for quick access to student usernames, ability to increase the number of downloads, and track exam taker downloads and uploads.
- o Anti-virus programs should be disabled on the device or lab machine prior to entering a secure exam.
  - o If your students bring their own devices, distribute the Disabling Anti-Virus Software instructions prior to exam day.
- o For optimal performance, advise students to restart their devices within 24-48 hours of exam day.
- o If your institution has a support package, provide the ExamSoft Support number to the exam proctor(s).

Internet Outage
- o Require your students to download their exam prior to arriving to class!
  - o Students will be able to enter and complete their exams without internet access. Their answer file will be saved and secure on their device until they are able to reconnect to the internet.
- o If your exam has an upload deadline, make sure to adjust the time if the internet is not restored by the upload deadline.

- o This will allow students to reach an area with internet access to upload their answer file. Don't worry, they will not be able to re-enter their exam once they've exited a secure exam.
- o Be ready to make photocopies or print from your downloaded file, if students are unable to download their exam.
    - o After the exam, you can import their answers, so you can still run all your favorite ExamSoft reports.

Power Outage
- o Battery life check! Advise students to fully charge their devices prior to any exam.
    - o Students will still be able to complete their exam offline (provided they have enough battery life on their device) and their answer file will upload once they have an internet connection
- o If you choose to postpone your exam until power is restored, have the students completely shut down their devices to stop the timer on their exam.

Mid-Exam Evacuation (i.e. fire drill)
- o Instruct the students to completely shut down their device to stop the timer.
    - o **DO NOT** instruct them to submit their exam.
    - o Closing the laptop may only put the computer to sleep, rather than shut it down. If the computer is not shut down, the timer will keep running.
- o Upon returning, give the students the universal resume code to re-enter the exam.
- o All content prior to 60 seconds before shutting down will be saved on their device.

Take your own Practice Quiz

If you're new to using ExamSoft, we recommend that you become familiar with the student exam experience. Taking a practice exam will allow you to understand what your students will see, understand the various assessment options when building an exam, and help you provide support and guidance to your students on exam day.
Please ensure that you are using Google Chrome or Mozilla Firefox to access the New Portal.

Step 1: If you haven't already, create a practice course (i.e. ExamSoft101) for creating and/or posting mock assessments as you learn the ins and outs of ExamSoft.

Step 2: Create a student account for yourself using a different e-mail from your admin account (you'll use this for logging into Examplify to take your mock exam!).

Step 3: Add your student account to your practice course.

Step 4: Download and import this sample practice quiz file into your practice course.
  4a. Add a question level attachment to Question #5.

Step 5: Create a new assessment using the questions imported from the above file.
  5a. Add an exam level attachment to your assessment.

Step 6: Review all Assessment Options and select the options that will reflect your desired exam settings for the upcoming semester.

Step 7: Review all Post Assessment Settings and select the options that will reflect your desired exam settings for the upcoming semester.
  Tip: You can increase your Max Downloads in the Proctoring tab to keep practicing!

Step 8: Post the practice assessment to yourself

Step 9: Download Examplify (student testing application) to your device.
Step 10: Login to Examplify using the student account you created. Download and take your practice quiz!

Reporting & Review

After an assessment has been administered, Users have access to a plethora of information to view the content of the assessment, student activity, adjusting the scores, grading essays and accessing reports.

Assessment Options
The **Assessment Options** tab gives an overview of the options selected when initially creating the assessment. Options include:
- Scoring Options
- Options to Enable
- Security Options
- Assessment Level Attachments
- Pre-Assessment Notices

View Assessment
The **View Assessment** tab features the list of all questions encompassed within the assessment. Clicking the expand icon will allow you to add more columns to the table if there are any not being displayed.

Post Settings

The **Post Settings** tab will contain the posting settings that were selected when the assessment was drafted and posted. These settings include:

- *Assessment Password*
- *Students Selected*
- *Assessment Admins*
- *Schedule Date*
- *Download Start/End Dates*
- *Upload Deadline (optional)*
- *Email Reminders*

Note, an admin can update certain posting parameters once an assessment has already been posted.

Proctoring

The **Proctoring** tab gives Admin users the ability to track student activity during an assessment. This includes:

- Track Exam Taker Downloads + Uploads
- Accepting multiple uploads
- Producing Individual/Universal Resume Codes
- Show Assessment Password
- Increase Maximum Downloads for Students
- Accessing Exam Log Files
- Emailing Students

Accepting Multiple Uploads

1. First, login to your portal and locate the assessment. To accept another answer file, you must first give the student or students more than one download. If you are unfamiliar with this process, please review our guide on **Exam Proctoring**.
2. Once a student uploads a second answer file, the user will see a number populate next to the date and time stamp. The number indicates how many upload records are tied to the specific student. The date and time stamp will reflect whichever upload has been selected, and by default the system will use the first upload for scoring.
3. Clicking the number next to the uploads column for a student will open a small window, displaying information about each.

Within the window, users can see the date, time, score, and source of the answer file. Users may also see whether the upload was late or not and select the file for scoring using their radial buttons. Once the upload is selected, click **Save** to finalize.

4. When another upload is selected to be scored, the date and time stamp within the Uploads column will update to the selected exam file's time-stamp.

Reporting

The **Reporting/Adjust Scoring** tab gives access to a basic class report of the assessment, the individual student Strengths & Opportunities Reports, the Summary Report, as well as the ability to adjust scoring on the exam or for individual questions.

● View: "Class"

● View: "Students"

- **View: "Summary"**

Summary Report

The Summary Report is a Faculty End of Exam Report which shows an overview of performance for both Exam Takers, and category performance. This report will only reflect students that have uploaded their exams.

1. Select the desired assessment.
2. Next, navigate to **Reporting/Adjust Scoring**.
3. Select **Summary**.
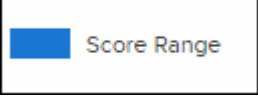
The summary report will appear below. While viewing the summary report, you will be able to review certain aspects of the assessment:

- **Assessment Performance** - The assessment performance section of the report displays how students did on the specified assessment.
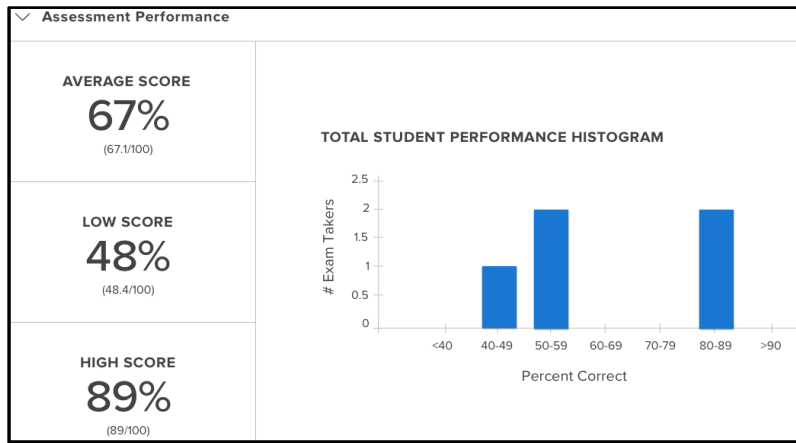
- ○ **Average score** - Calculates the average score for all students that have taken the assessment.
- ○ **Low score** - Displays the lowest percentage score that a student has earned for the assessment.
- ○ **High score** - Displays the highest percentage score that a student has earned for the assessment.
- ○ **Total Student Performance Histogram** - Creates a graph that will show the number of students, along with the percentile bracket that they fall under.
- **Category Performance** - Displays how categories performed across the entire assessment.
    - ○ Users can **Select Categories** or **Use Top 25**.
    - ○ **Select categories** - The user can select the categories used on the assessment to be shown on the report.

- ○ **Use top 25** - Generates the top 25 categories tagged to the most questions.

- Once done, users will be presented with a list of the selected categories.

  - ○ The [Average] icon represents the class average score for the specific category or subcategory.

  - ○ The [Score Range] icon represents the score range of all students per category or subcategory.

Basic Class Report

1. Once logged in, click on the course name to select the course to which the assessment was posted. Clicking the expand icon will allow you to add more columns to the grid if there are any not being displayed.

COURSE NAME ▽	COURSE ID ▽	START DATE ▽	END DATE ▼	ADMIN	STUDENTS ENROLLE	▥
British Literature I	British Literature I	Jan 1, 2017	Dec 31, 2017	T. Account	1	✎
Studies in American South...	Studies in American South...	Jan 1, 2017	Dec 31, 2017		17	✎
Narrative Nonfiction	Narrative Nonfiction	Jan 1, 2017	Dec 31, 2017		0	✎
U.S. Literature to 1875	U.S. Literature to 1875	Jan 1, 2017	Dec 31, 2017		1	✎

2. Now, select the assessment from this list.

☐ NAME ▲	STATUS ▽	LAST MODIFIED ▽	SCHEDULED ON ▽	DOWNLOAD START	UPLOADED ▽	▥
☐ BP: Cooper - Last of the Mohi...	● Draft	Oct 12, 2017			0 / 0	✎
☐ Cooper - Last of the Mohicans...	● Posted	Jun 13, 2017	Jun 21, 2017	06/13/2017 1:00PM EST	11 / 18	⏱ ✎
☐ Cooper - Last of the Mohicans...	● Draft	Dec 18, 2017			0 / 0	⏱ ✎

3. By default, you will be brought to the **Proctoring** view of the exam. Click **Reporting / Adjust Scoring** to access the reporting options.

Basic Class Report: Cooper - Last of the Mohicans - Quiz
LINKED ASSESSMENT 2
ID: 1939 | Type: Quiz | 16 Questions | 11 of 18 Students Uploaded

4. By default, you will be brought to the **Class** view of the report. If students have uploaded their exam, you will be able to view the Basic Class Report. Included in this report will be the mean, median, high, and low scores.

Beneath the statistics, you will see the list of questions, their weight, percentage of students that have answered this question correctly, the point biserial score, and the percentage of lower 27% and upper 27% of students which answered the question correctly. The point biserial score represents the correlation between a student's responses on an item, and how the student performed on the overall exam.

- 1.00: Negative correlation
- 0: No correlation
- 1.00: Positive correlation

Clicking on the pencil icon next to each question within this list will show the performance stats and scoring adjustment options.

- **Pt. Biserial** turns red when it is less than 0.09.
- **Discrimination index** turns red when it is between 0.01 - 0.09 or if it is a negative value (it does not turn red if the value = 0).
- **% Correct** turns red when it is less than 60%.

5. To view the results for a specific student, you must first change the view from **Class** to **Students**.

Student Performance: 06-26-17_Exam 1
ID: 2085 | Type: Exam | 10 Questions | 17 of 20 Students Uploaded
View Class Students Summary
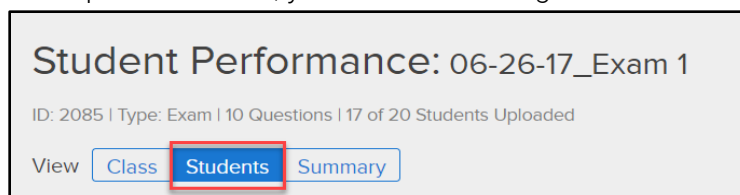
The page will refresh to show the student performance for the selected exam. For more details on the Student Performance view, refer to the Individual Strengths and Opportunities Report article.

Item Analysis Report

The **Item Analysis Report** provides the statistical analysis on certain types of questions used on as assessment, including question performance, question descriptions, answer choice text, response frequencies, discrimination index, point bi-serial, and overall performance history to enable Users to improve their question creation process.

> *The Item Analysis Report only provides this statistical information for Multiple Choice, True/False, and FITB/Matching questions; it cannot provide such information for Essay type questions.*

Exporting the Item Analysis Report
1. Navigate to the **Assessments** tab within your course.
2. Once you have chosen your posted assessment, navigate to the **View Assessments** sub-tab.
3. Begin selecting the checkboxes for the questions you would like to export.
4. Once all necessary questions are selected, choose **Export** from the bottom toolbar.
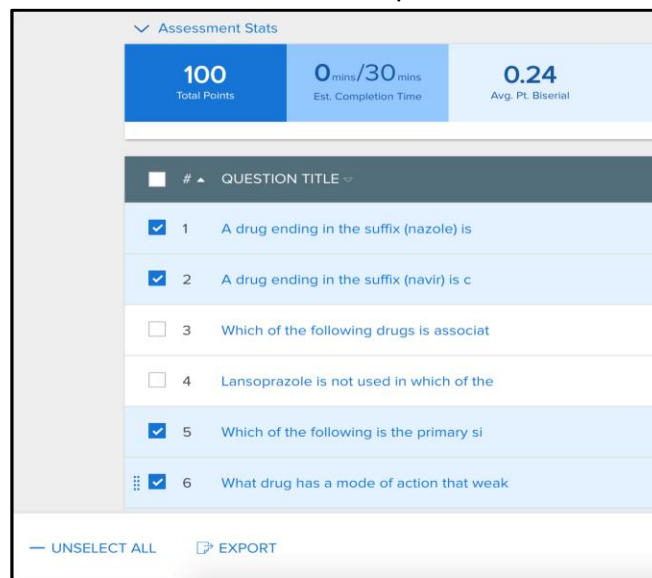
5. From the new window shown, choose **Item Analysis** and click the green **Export** button.
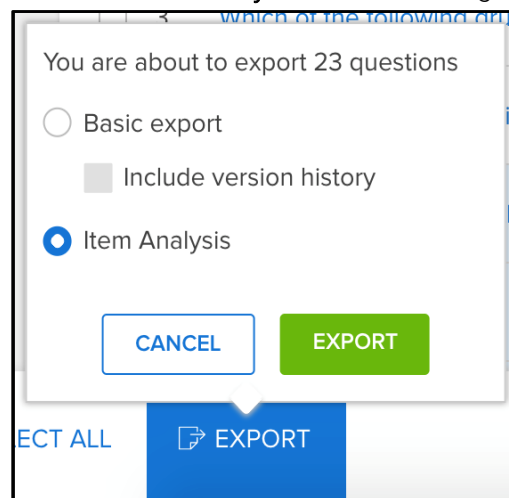
6. A **.csv** file will automatically download to your computer, exporting all information for the questions chosen.
   - Statistics that relate to the exam as a whole (including Number of Students, KR-20, Standard Deviation, Mean Score, etc.) will display below the first-row header.
   - Below that, each item chosen will display statistical data to include on its performance in this exam. Each question type will be separated by a blank row.
   - All response frequencies for both Multiple Choice and FITB/Matching will be shown. Correct answers for Multiple Choice and Multiple Answer items are indicated with TRUE or FALSE.
   - All calculations will change when additional students upload their answer files.

Individual Strengths and Opportunities Report

The Individual Strengths & Opportunities Report will allow Users to view the student's overview, category performance, as well as a question review per exam. This report can be used to review with the student in the room. The report will show statistics and performances as they relate to the score thresholds set when creating or editing the course.

Generating the Individual Strengths & Opportunities Report

1. Begin by logging in and select the appropriate course by clicking its **Name**. Clicking the expand icon will allow you to add more columns to the grid if there are any not being displayed.
2. Select the exam from the list by clicking its **Name**.
3. You will be brought to the **Proctoring** sub-tab by default. Click on the **Reporting/Adjust Scoring** sub-tab.
4. By default, you will see the **Class** view. Select **Students** to see the list of all students with access to the assessment.

5. Click on the **Eye** icon for a student.
6. A slide-out panel will appear on page with 3 options for the selected student.
7. At the top of the window, you can easily navigate through the list of students by utilizing the **Previous** and **Next** buttons.

Student Overview

164

When expanded, the **Student Overview** tab will show the student's score, statistics, as well as the average score for this assessment.

Category Performance

When expanded, the **Category Performance** will show the student's performance per category. Each category will be separated by the different category types, clearly labeled in bold before listing the category performance(s).

Within the list of categories used on the assessment, the list will show the Category Type as a header, with its categories listed below. If there are any sub-categories, they can be expanded by clicking the link as shown below.

Each subcategory will display the student's performance per category. To collapse the list of sub-categories, click the link once again.

165

- The ⬥ icon represents the student score for the specific category or subcategory.
- The ◇ icon represents the class average score for the specific category or subcategory.
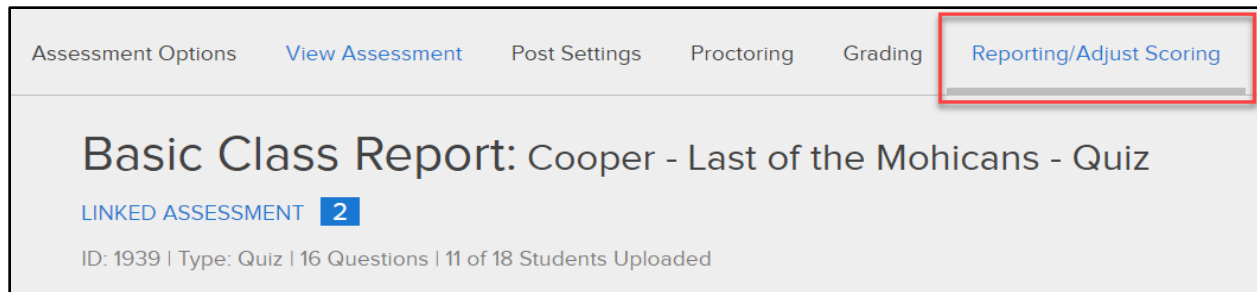- The ▬ icon represents the score range of all students per category or subcategory.
- The ▼ icon represents a score that is below the at-risk threshold percentage. By default, any score lower than 60% is marked as need(s) improvement / are at risk.
- The ● icon represents a score that is below the needs review threshold percentage. By default, any score lower than 70% but greater than or equal to 60% is marked as needs review.
- The ▲ icon represents a score is greater than or equal to 70%.

Questions

When expanded, the Questions section will show all questions in the exam by default. This may be changed by clicking the **Incorrect Questions** button. Depending on your **View** settings, the list of questions will either display all questions, or only the questions that the student answered incorrectly. Utilizing either view, you will see the **# of Incorrect Questions** / # Total.

Multiple Choice Questions

For multiple choice, 1 answer questions, the questions and answers will appear as such: The question number as it appeared to the student, full question text, all answer choices, green highlighted text and green check mark indicating the student selected the correct answer choice, red highlighted text and red no symbol indicating the student selected the incorrect answer choice, as well the points awarded / total points available, and the number of categories tagged to the question.

| 33 | According to Margaret Shetland, the philosophy of public health nursing is based on which of the following? | 0 / 2.56 | 2 |

A.
Health and longevity as birthrights

B.
The mandate of the state to protect the birthrights of its citizens

⊘ C.
Public health nursing as a specialized field of nursing

D.
The worth and dignity of man

| 34 | An indicator of success in community organizing is when people are able to: | 2.56 / 2.56 | 1 |

✓ A.
Participate in community activities for the solution of a community problem

B.
Implement activities for the solution of the community problem

C.
Plan activities for the solution of the community problem

D.
Identify the health problem as a common concern

Clicking the number of tagged categories will generate a slide-out window showing each tagged category, separated by their category type.

| 25 | CHN is a community-based practice. Which best explains this statement? | 2.56 / 2.56 | 2 |

A.
The service is provided in the natural environment of people

✓ B.
The nurse has to conduct community diagnosis to determine nursing needs and problems

C.
The service are based on the available resources within the community

D.
Priority setting is based on the magnitude of the health problems identified

Course Objectives - CON

NU210: Objective 7

NCLEX Standards

Psychosocial Integrity

Fill-in-the-blank Questions

For fill in the blank question types, the questions and answers will appear as such: The full question text and blanks (each numbered appropriately), the answer provided by the student, green highlighted text and a green check mark indicating the student entered an accepted response, red highlighted text and a red no symbol indicating the student entered the unaccepted response, as well the points awarded / total points available, and the number of categories tagged to the question. Clicking the number of tagged categories will generate a slide-out window showing each tagged category, separated by their category type.

| 14 | Magua is of the ___1___ tribe. | 5.88 / 5.88 | 1 |

✓ 1. Huron

If the student entered an unaccepted answer, the accepted answer(s) will be listed to the right of their response. If there are multiple accepted responses, you will see the accepted responses listed next to the student's unaccepted response.

| 14 | Magua is of the ___1___ tribe. | 0 / 5.88 | 1 |

⊘ 1. Delaware Huron

True/False Questions

For true / false question types, the questions and answers will appear as such: The question number as it appeared to the student, full question text, true/false answer choices, green highlighted text and green check mark indicating the student selected the correct answer choice, red highlighted text and red no symbol indicating the student selected the incorrect answer choice, as well the points rewarded/total points available, and the number of categories tagged to the question. Clicking the number of tagged categories will generate a slide-out window showing each tagged category, separated by their category type.

5	True or False: Hawkeye disguises himself as a bear in the Huron village.	5.88 / 5.88	2
	✓ True		
	False		

Essay Questions

For essay question types, the questions and answers will appear as such: The question number as it appeared to the student, full question text, and the full answer response. You will also see the points rewarded / total points available, and the number of categories tagged to the question. Clicking the number of tagged categories will generate a slide-out window showing each tagged category, separated by their category type.

| 3 | How does this novel reflect on not only what interpersonal conflict really is/functions, but also how conflict was all encompassing for the lives of most people at this time period? | 3.76 / 5.88 | 1 |
| | Conflict is the main theme of this novel - but there are many types of conflict in this story: man vs nature, French vs British, Indian tribe vs. Indian tribe, man vs self, etc. Characters (and the entire European population brought to America at this time) struggle with the new wild frontier that they are not familiar with and their lives are hard. They struggle to find adequate food, water, etc. for their family and this can be incredibly harsh and depressing. They are also struggling with the different native tribes, who battle and conflict amongst each other as well. | | |

Multiple Choice Questions with Multiple Correct Answers

For multiple choice, multiple correct answer question types, the questions and answers will appear as such: The question number as it appeared to the student, full question text, all answer choices, green highlighted text and green check mark indicating the student selected the correct answer choice, red highlighted text and red no symbol indicating the student selected the incorrect answer choice, as well the points rewarded/total points available, and the number of categories tagged to the question. Clicking the number of tagged categories will generate a slide-out window showing each tagged category, separated by their category type.

2	A Lensometer can be used for determining which 3 of the following parameters? (SELECT 3)	11.11 / 11.11	14
	A. Front surface power		
	B. Back surface power		
	C. Equivalent power		
	✓ D. Neutralizing power		
	✓ E. Prism power and base		
	F. Base curve		
	✓ G. Cylinder axis		

If a student missed an accepted answer choice, that answer choice will be bolded within the list.
To go back to the list of students, simply click the **Back to Report** button at the top of the report.
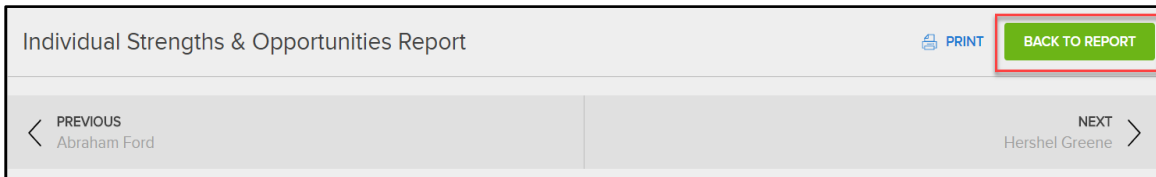
Releasing Student Results

1. Navigate to the **Assessments** tab within your course.
2. Select the delivered assessment from the list.
3. Choose the **Reporting/Adjust Scoring** sub-tab.
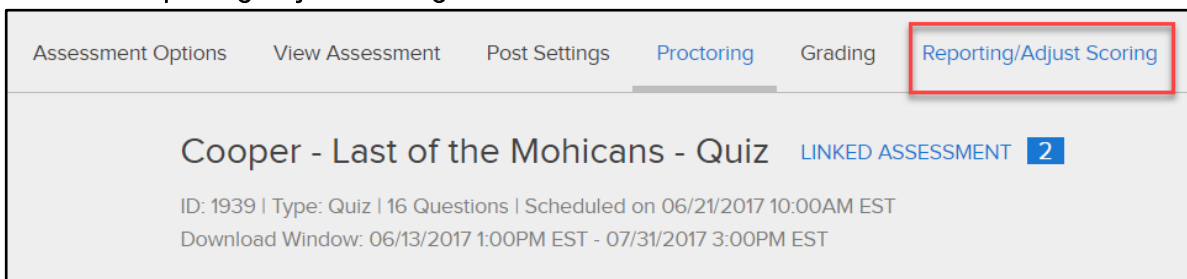
4. Click on the green **Release Results** button.
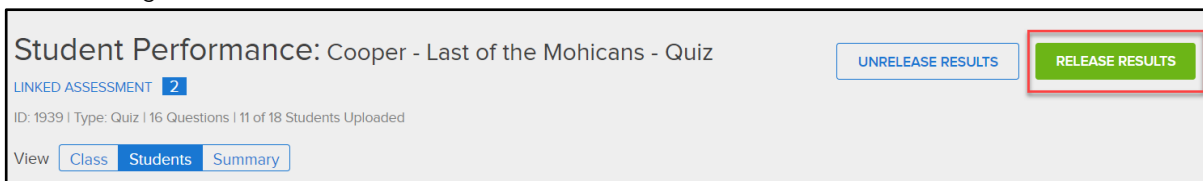
5. A new modal window will appear, showing the options provided when releasing results to students.
6. Fill out each section completely:

Step 1: Select the report sections to release

1. Select the report sections to release

☐ Student Overview

   ▢ Class Performance

☐ Category Performance

☐ Questions

   ▢ Only release incorrect questions

   ▢ Release answer choice only, without question stem or answer text

☐ Only release categories visible to students

- **Student Overview** - Shows the student's score, statistics, and average score for this assessment.
- **Category Performance** - Shows the students' performance per category within the assessment.
- **Questions** - Displays the question stems, answer text, and answer choices for all questions.
  - **Only release incorrect questions** - Displays only the questions the student answered incorrectly on the assessment.
  - **Release answer choice only; without question stem or answer text** - Displays only the answer choice selected by the student for all questions on the assessment.
- **Only release categories visible to students** - If this option is selected when releasing results to students, it will not include Category Types marked as "internal use only" in the Category Performance section (For more information on creating categories, view our Creating & Adding Another Category reference guide).

Step 2: Choose a date and time to release the results
- **Release now** - Results will be released immediately to the student portal.
- **Scheduled Releas**e - Choose a date and time to release results in the future.

Step 3: Select Students - Select the appropriate students to release results to.
1. Click the green Schedule Release button. Results will be successfully released to all students selected.

Release Results   👁 PREVIEW | CANCEL | SCHEDULE RELEASE

Unreleasing Student Results
Once results are released to students, you can also choose to un-release those same results.
1. Navigate to the **Assessments tab** within your course.
2. Select the delivered assessment from the list.
3. Choose the **Reporting/Adjust Scoring** sub-tab.

4. Click on the grey **Unrelease Results** button.

5. From the new modal window provided, select the students who you wish to unrelease the results to.

6. Once the necessary students have been selected, choose the green **Unrelease Results** button provided. Results will be successfully unreleased to all students selected.

Running a Combined Report

A combined report will aggregate the statistics across all linked assessments. With this report, you can pull a single report containing all data from the entire roster of students within a course.

1. First, you will need to locate the linked assessments within your course. Any linked assessment will have a **Clock** icon to the far right of the list view.
   Note: To run a combined report, each linked assessment must have at least 1 upload.
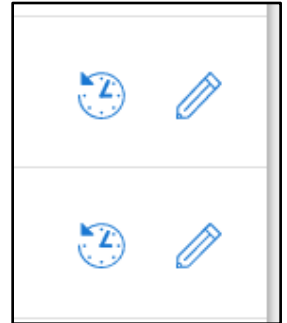
2. Click either of the linked assessment's name. Next, click Reporting/Adjust Scoring sub-tab. You will see a message near the top of the page alerting you that this exam is one of multiple linked assessments. Click **View Combined Report**.

3. The page will refresh to show the combined report statistics. All statistics and question metrics will be updated to reflect the aggregated data
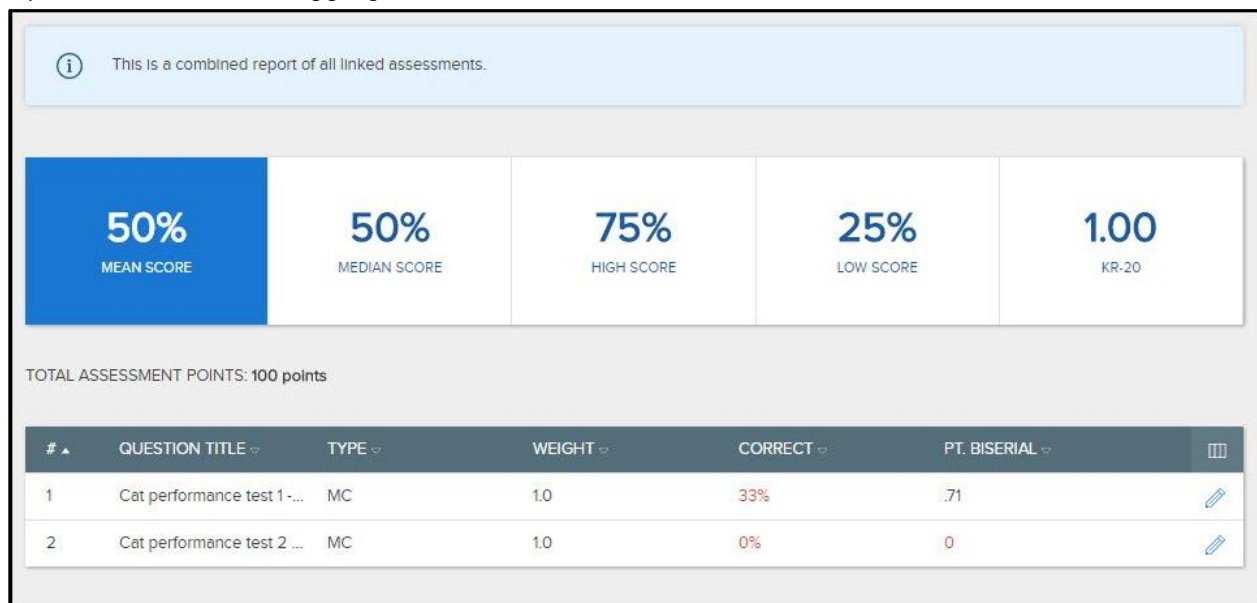
Evaluating the Statistics

Users can evaluate the performance of assessments, questions, and distractors by utilizing the available ExamSoft reports to gather specific statistics. This allows faculty to identify how their questions are performing and make any necessary changes.

Psychometrics are the mathematical statistics of each question and assessment and can be interpreted very differently based on the purpose of the question. No single statistic can give you the entire picture of how an item should be interpreted. Likewise, there are no ideal psychometrics that are accurate for every item. The best practice is always to evaluate all pieces of information available about an item while accounting for the intention of the question. A question that was created by the faculty member as an "easy" question may serve that specific purpose, but it has very different psychometric results than that of a question that was created to be

discriminatory. Additionally, consider any outside factors that could be influencing the statistics (including content delivery method, conflicting information given to the students, testing environment, etc.) Lastly, always keep in mind how many students took the exam. If the number is very low, then the statistics are significantly less reliable than if it is a large group of students.

Exam Statistics

Exam Statistics are derived based on the performance of all students on all questions of the exam. This data can be found on several reports.

- **Mean**: The mean is the average score of all students who took the exam. It is found by dividing the sum of the scores by the total number of students who took the exam.
- **Median**: The median is the score that marks the midpoint of all student' scores. It Is the score that is halfway between the highest and lowest scores.
- **Standard Deviation**: The standard deviation indicates the variation of exam scores. A low standard deviation indicates that student's scores were close to the average, while a high standard deviation indicates that there was a large variation in scores.
- **Reliability KR-20 (Kuder-Richardson Formula) (0.00-1.00)**: The KR-20 measures internal consistency reliability. It considers all dichotomous questions and how many students answered each question correctly. A high KR-20 indicates that if the same students took the same assessment there is a higher chance that the results would be the same. A low KR-20 means that the results would be more likely to be different.

Question Statistics

Question Statistics are statistics that assess a single question. These can be found on the item analysis as well as in the question history for each question. These can be calculated based on question performance from a single assessment or across the life of the question.

- **Difficulty Index (0.00-1.00)**: The difficulty index measures the proportion of students who answered an item correctly.   A higher value indicates a greater proportion of students responded to an item correctly. A lower value indicates that fewer students got the question correct.
  In addition to being provided the overall difficulty index, there is an Upper Difficulty Index and Lower Difficulty Index. These follow the same format as above but only consider the top 27% of the class and the lower 27% of the class respectively. Thus, the Upper Difficulty Index/Lower Difficulty index reflects what percentage of the top 27%/lower 27% of scorers on an exam answered the question correctly. The Upper and Lower Groups of students are based on the top 27% and bottom 27% of performers respectively. 27% is an industry standard in item analyses.
- **Discrimination Index (-1.00-1.00)**: The discrimination index of a question shows the difference in performance between the upper 27% and the lower 27%. It is determined by subtracting the difficulty index of the lower 27% from the difficulty index of the upper 27%. A score close to 0 indicates that the upper students and the lower students performed similarly on this question. As a discrimination index becomes negative, this indicates that more of the lower performers got this question correct than the upper performers. As it becomes more positive, more of the upper performers got this question correct.

Determining an acceptable item discrimination score depends on the intention of the item. For example, if it is intended to be a mastery-level item, then a score as low as 0 to .2 is acceptable. If it is intended to be a highly discriminating item, target a score of .25 to .5.

- **Point Bi-Serial (-1.00-1.00)**: The point bi-serial measures the correlation between a student's response on a given item and how the student performed on the overall exam.

A point bi-serial that is greater than 0 indicates a positive correlation between the performance on the item and the performance on the exam. Students who did well on the exam also did well on this question and students who did poorly on the item did poorly on the exam. A point bi-serial closer to 1 indicates a very strong correlation. A negative point bi-serial score indicates a negative correlation between the two.

Students that did well on the item did not do well on the exam and students who did not do well on the item did do well on the exam. This may be something to review.   A point bi-serial close to 0 indicates that there was little correlation between the performance of this item and performance on the test as a whole. This may indicate that the question tested on material outside of the other learning outcomes assessed on the exam or that it was a mastery item where all or most of the class got the question correct.

- **Response Frequencies**: This details the percentage of students that selected each answer choice. If there is an incorrect distractor that is receiving a very large portion of the answers, you may need to assess if that was the intention for this question or if something in that answer choice is causing confusion. Additionally, an answer choice with very low proportions of responses may need to be reviewed as well.

When reviewing response frequencies, you may wish to also examine the distribution of responses from your top 27% and lower 27%. If a large portion of your top 27% picked the same incorrect answer choice, it may indicate a need to review further.

Printing the Strengths & Opportunities Report

Printing the individual Strengths & Opportunities report will allow Users to review with the student in a secure setting, or at a designated time with the rest of the class. The report will show statistics and category performances as they relate to the score thresholds set when creating the course.

Generating the Individual Strengths & Opportunities Report

1. Begin by logging in and select the appropriate course by clicking its **Name**. Clicking the expand icon will allow you to add more columns to the grid if there are any not being displayed.

COURSE NAME	COURSE ID	START DATE	END DATE	ADMIN	STUDENTS ENROLLE	
British Literature I	British Literature I	Jan 1, 2017	Dec 31, 2017	T. Account	1	
Studies in American South...	Studies in American South...	Jan 1, 2017	Dec 31, 2017		17	
Narrative Nonfiction	Narrative Nonfiction	Jan 1, 2017	Dec 31, 2017		0	
U.S. Literature to 1875	U.S. Literature to 1875	Jan 1, 2017	Dec 31, 2017		1	

2. Select the exam from the list by clicking its **Name**.

	NAME ▲	STATUS ▽	LAST MODIFIED ▽	SCHEDULED ON ▽	DOWNLOAD START	UPLOADED ▽			⬚
☐	BP: Cooper - Last of the Mohi...	● Draft	Oct 12, 2017			0 / 0			✎
☐	Cooper - Last of the Mohicans...	● Posted	Jun 13, 2017	Jun 21, 2017	06/13/2017 1:00PM EST	11 / 18		⏱	✎
☐	Cooper - Last of the Mohicans...	● Draft	Dec 18, 2017			0 / 0		⏱	✎

3. Click the **Reporting/Adjust Scoring** sub-tab.
4. By default, you will be in the **Class** view. Click **Students** to see the list of all students with access to the assessment.

Student Performance: Community Health Exam 3B

ID: 2934 | Type: Exam | 40 Questions | 18 of 19 Students Uploaded

UNRELEASE RESULTS   RELEASE RESULTS

View   Class   **Students**   Summary

🔍 Find Students

EXAM TAKER ▲	STUDENT ID ▽	% CORRECT ▽	RAW ▽	⬚
Robert Baratheon	rbaratheon	91.66%	34.83	👁
Lucy Danziger	ldanziger	93.61%	35.57	👁
Jimmy Darmody	jdarmody	98.42%	37.4	👁

5. Click on the **Eye** icon for a student.
6. A slide-out panel will appear on page with 3 options for the selected student.
7. With the report shown on screen, click **Print** to prepare the hard-copy version of this report.

Individual Strengths & Opportunities Report   🖨 PRINT   BACK TO REPORT

⟨ PREVIOUS   NEXT ⟩
                                                   Lucy Danziger

⌄ Student Overview   **ROBERT BARATHEON** ID: RBARATHEON

Course	Studies in American Southern Literature		STUDENT SCORE **89.73%**	StdDev	0.108378
Instructor				Mean	0.800077
Assessment	Cooper - Last of the Mohicans - Quiz			Median	0.802353
Assessment Date	06/21/2017			Rank	3/11
Questions	16		AVERAGE SCORE **80.01%**	Percentile Rank	0.7727
Incorrect Questions	4				

8. Select the report options you wish to print. *Note, you must select at least one option to print that student's individual strengths & opportunities report.*

        TIP: When printing these reports, please use a local printer and not a shared or public printer. Doing so will eliminate the risk of other students getting hold of these reports and distributing the question content and answers to students that have not yet taken the exam.

Releasing Student Results

Timely feedback on assessments can be provided to students that impact their learning experience. Releasing results is a quick and easy way to show students how they performed on a recent exam that enables them to monitor their own progress and adjust their studying strategies.

Users may choose the specific information they want to release to students after each assessment. The report will show their grade versus the class average, as well as give them a breakdown of their performance based on categories.

<u>Releasing Student Results</u>
1. Navigate to the **Assessments** tab within your course.
2. Select the delivered assessment from the list.
3. Click on the green **Release Results** button.
4. A new modal window will appear, showing the options provided when releasing results to students.

Step 1: Select the report sections to release

- **Student Overview** – shows the student's score, statistics, and the average score for this assessment.
- **Class Performance –** shows overall class performance, including average score and other statistics.
- **Category Performance –** shows the student's performance per category within the assessment.
- **Questions** – displays the question stems, answer text, and answer choices for all questions.
  - o **Only release incorrect questions** – displays the questions a student answered incorrectly on the assessment.
  - o **Release answer choice only, without question stem or answer text** – displays the answer choice selected by the student for all questions on the assessment.
- **Only release categories visible to students** - If this option is selected when releasing results to students, it will not include Category Types marked as "internal use only" in the Category Performance section *(For more information on creating categories, view our guide on Creating & Adding another Category above).*

Step 2: Choose a date and time to release the results

- **Release now** - Results will be released immediately to the student portal.
- **Scheduled Release** - Choose a date and time to release results in the future.

Step 3: Select Students - Select the appropriate students to release results to.

	LAST NAME ▾	FIRST NAME ▽	STUDENT ID ▽	LAST LOGIN ▽	UPLOAD DATE ▽	RELEASE DATE ▽	⫿⫿⫿
☑	Test	Kelly	514	Aug 4, 2017	Aug 7, 2017	- -	
☐	Basara	Kelly	491	Jul 12, 2017	- -	- -	

3. Select Students / Find Students

Click the green **Schedule Release** button. Results will be successfully released to all students selected.

Un-releasing Student Results

Once results are released to students, you can also choose to un-release those same results.
1. Navigate to the **Assessments** tab within your course.
2. Select the delivered assessment from the list.
3. Choose the **Reporting/Adjust Scoring** sub-tab. Click on the grey **Un-release Results** button.
4. From the new modal window, select the students who you wish to un-release the results to.

Unrelease Results   CANCEL   UNRELEASE RESULTS

Select Students / Find Students

	LAST NAME ▾	FIRST NAME ▽	STUDENT ID ▽	LAST LOGIN ▽	UPLOAD DATE ▽	RELEASE DATE ▽	⫿⫿⫿
☐	Test	Kelly	514	Aug 4, 2017	Aug 7, 2017	Aug 7, 2017	
☐	Basara	Kelly	491	Jul 12, 2017	- -	- -	

Course Performance Reports

The **Course Performance Report**, which is a part of the Advanced Reports options in new portal, allows Users to see how certain courses are performing over a selected period of time. Users have the ability to run this report for all courses within a selected Department or can individually choose certain courses to be included in the final report. By taking the report down to the student level, it will compare all student scores, which can even outline any "at-risk" courses that were selected.

Generating a Course Performance Report
1. Once logged in, select the **Admin** tab and choose **Advanced Reports**.

178

2. This will generate the Advanced Reports screen. While viewing **My Reports**, click **Create New Report**.
3. From the options given on screen, select **Course Performance**.

Select a Report Type

COURSE PERFORMANCE	CATEGORY PERFORMANCE
See how your course(s) are doing and which ones may be at risk. Drill down to the student level to understand what's causing courses to be at risk.	See how categories performed across assessments over a period of time.
SELECT	SELECT

4. You can now customize your **Course Performance Report**:
   - **Report Name** - Customize a name for your report, to be able to easily access it from your list of Advanced Reports.
   - **Date Range** - Select the date range for your courses.
   - **Department** - Select the desired Department that the courses reside in. Once a Department has been selected, the courses field will be provided, as shown below:
   - **Courses** *(optional)* - Begin typing the name of the course(s) to include in your report or select **Browse All** to be given a full list of courses in the selected Department; More than one course can be selected.
   - **Course Sections** – Select the course sections to be included in the report (if applicable).
   - **Student Groups** – Select the groups to be included in the report (if applicable).
   - **Assessment Types** *(optional)* - Select the assessment types that will be included in the final report; More than one assessment type can be selected.
   - **At Risk Threshold** *(optional)* - This is where a User can determine what constitutes an at-risk student to show up in the final report. Slide the toggles for both **Course at Risk**
   - **Threshold** and **Student At Risk Threshold** to their necessary locations, on a scale of 0 to 100, or simply type the desired threshold in the provided field

5. Once completed, select **Generate Report**.

← BACK TO ADVANCED REPORTS   GENERATE REPORT

Course Performance Report

Viewing a Course Performance Report

1. Once a **Course Performance Report** has been generated, the number of at-risk courses will be outlined in red at the top.
2. Depending on the courses selected in the report settings, all courses will be outlined in their own drop-down.
   - **At-Risk Assessments** - Produces the number of at risk assessments within the course.

- **At-Risk Students** - Produces the number of at risk students out of the total amount of students within the course.
- **Total Assessments** - Prints the number of assessments included in the course.
- **Total Quizzes** - Prints the number of quizzes included in the course.

3. Simply select the **>** icon to show the course performance details:
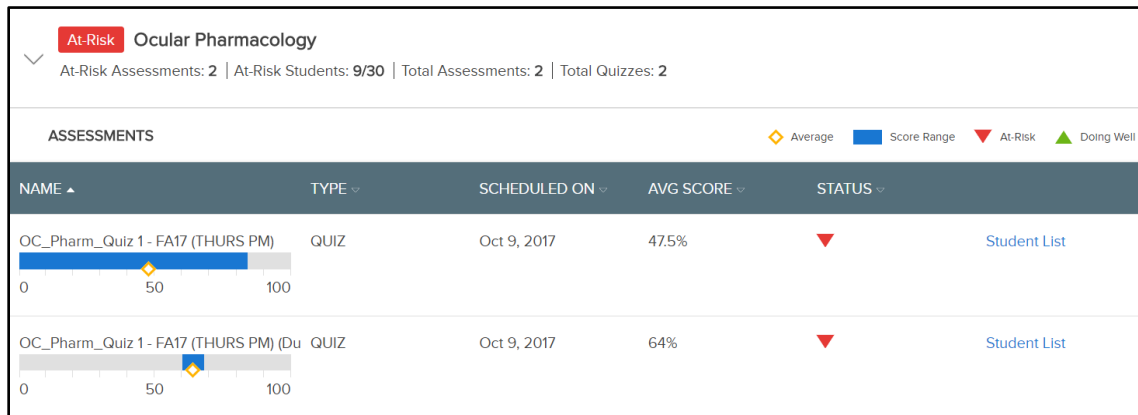
- **Average** - Shows the average score out of all students who took the assessment.
- **Score Range** - Indicates the range in which students scored on this assessment.
  Assessment Type - Based on the assessment types selected when generating the report.
- **Scheduled On** - Shows Users the scheduled-on date provided when posting an assessment.
- **Average Score** - Other than a visual representation, the average score is given as a percentage.
- **Status** - The overall status of the assessment, based on student scores and the at-risk thresholds provided.
- **At-Risk** - Indicates the assessment is at risk, due to thresholds provided upon generating the report.
- **Doing Well** - Indicates the assessment is doing well, or above the threshold provided upon generating the report.
- **Student List** - Selecting this link will produce a new modal window of the students who have taken this assessment, with their assessment score and status. The **Status** column will show a red triangle for any students who were determined at risk for this assessment.

4. Selecting the **Edit & Create New** option will allow you to change the settings of your current report, in order to make any changes.
5. Selecting **Rerun Report** will generate another Course Performance Report that is linked to the original report itself.

Category Performance Reports

These reports show category performance aggregated across multiple courses and assessments. These reports will also include trend data, represented as graphs showing performance over time.

Creating a new report
1. Begin by logging into your portal.
   2. Open the **Admin** tab and select **Advanced Reports** from the drop-down menu.
2. The page will refresh to show a list of reports run by you or others at your institution. To create a new report, click the **Create New Report** button.
3. On the next page, you will see three choices of advanced reports. Within the Category Performance box, click the **Select** button.
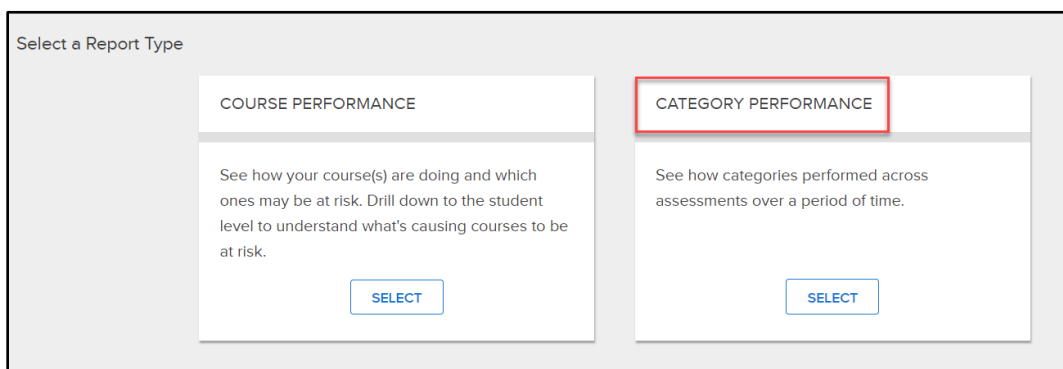
4. On the next screen, you will be tasked with naming the report, setting the date range, selecting the department, selecting categories, as well as a few optional settings.
   - **Report Name** - Designate a name for this report.
   - **Date Range** - This window will define the data that is aggregated from all assessments using the category or categories.
   - **Department** - Select a department from the drop-menu. This selection will define the courses you wish to be included in the report.
   - **Courses** - Choose one or more courses to be included in the report. You can either type them into the provided text field, or, click Browse All to view a full list of all courses within the selected department.
   - **Categories** - Select the category type (or types) using the green + button. With one (or more) selected, you will see it populated below this section. Click the Select Categories button to choose which categories will be analyzed, or, tick the check box to select all categories within the chosen category type.
   - **Student Groups -** Select the groups to be included in the report (if applicable).

181

- **Assessment Types** - This setting is optional. If you wish, select the appropriate assessment types to be included in the final report.
- **Category at Risk Threshold** - This setting is optional. By default, this threshold is set to a score of 70. If you wish to change it, move the slider, or type in the new score to set a custom "at risk" threshold. Each category score that does not meet this threshold will be marked as "at risk" within the final report.
- **Needs Review Threshold** - This setting is optional. By default, this threshold is set to a score of 70. If you wish to change it, move the slider, or type in the new score to set a custom "needs review" threshold. Each category score that does not meet this threshold will be marked as "needs review" within the final report.

5. Once ready, click the **Generate Report** button.
6. The report will display any "at risk" or "needs review" category types. Each category type will be separate from the next. Clicking on the category type's box will expand to show the specific performance for each "at risk" or "needs review" category.
7. The number line will display all data from 0-100. For this example, the score range is also 0-100. The average score is denoted by the orange diamond at 50, resulting in the category being defined as "at risk".
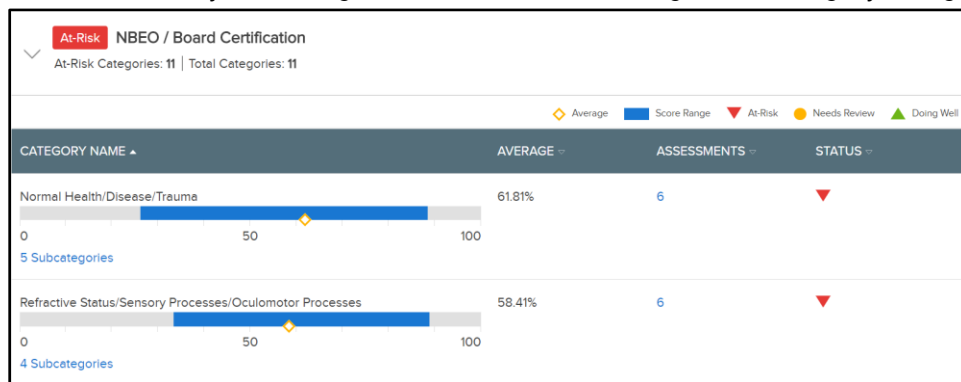
8. Within the assessments column, you may click the number displayed to show a list of assessments this category was used on. Each separate assessment will display the category's average score within the list.

Student Category Performance Report

Student Category Performance Reports show categorical performance for students within a department. The data is aggregated across multiple courses and assessments and will display as trend data showing performance over time. This report will be saved as a template - it may be rerun by others with proper rights to Advanced Reports at your institution.

Creating a new report

1. Begin by logging into your portal.
2. Open the Admin tab and select **Advanced Reports** from the drop-down menu.
3. The page will refresh to show a list of reports run by you. Currently, all advanced reports are tied to a User's account. To create a new report, click the **Create New Report** button.
4. On the next page, you will see three choices of advanced reports. Click **Select** within the Student Category Performance box.

5. On the next screen, you will be tasked with naming the report, setting the date range, selecting the department, selecting the categories, as well as a few optional settings.
   - **Report Name** – Designate a name for this report.
   - **Date Range** -This window will define the data that is aggregated from all assessments using the category or categories.
   - **Department** – Select a department from the drop-down menu. This selection will define which courses the report will pull data from.
   - **Courses** - With a department selected, the button will allow you to choose the course or courses.
   - **Categories** - Select the category type (or types) using the green **+** button. With one (or more) selected, you will see it populated below this section. Click the **Select Categories** button to choose which categories will be analyzed, or, tick the checkbox to select all categories within the chosen category type.
   - **Student Groups -** Select the groups to be included in the report (if applicable).
   - **Assessment Types** - This setting is optional. If you wish, select the appropriate assessment types to be included in the final report.
   - **Category At Risk Threshold** - This setting is optional. By default, this threshold is set to a score of 70. If you wish to change it, move the slider, or type in the new score to set a custom "at risk" threshold. Each category score that does not meet this threshold will be marked as "at risk" within the final report.
   - **Needs Review Threshold** - This setting is optional. By default, this threshold is set to a score of 70. If you wish to change it, move the slider, or type in the new score to set a custom "needs review"

threshold. Each category score that does not meet this threshold will be marked as "needs review" within the final report.

6. Once ready, click the **Generate Report** button.

7. The report will display each student in the selected course or courses, their average performance, the Categories used for the report, as well as their status. To the right, you may click the **Graph** icon to display a category performance report for the specific student.
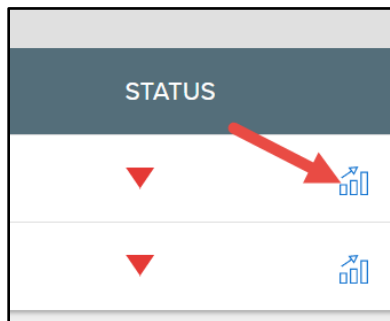
8. The category performance will open to the right and will display all categories the student was assessed on, including at-risk, needs improvement, and doing well. Each category type will be separated by its own box. Clicking a box will display the student's performance for each category within that category type.

For example, this test student is performing at an at-risk level with categories in Blooms Taxonomy. Category types will be marked as At-Risk only if the average for each category used for the report falls within or below the thresholds. Each category will have its independent number line and associated symbols denoting their performance, average student performance, and score ranges of students assessed against the category. The numbers displayed within the **Questions with this Category** and **Assessments** columns are clickable items. Clicking the **Questions with this Category** number will open a report to show the question titles, student's score, and the average score of others assessed against this category.

Review

Users can adjust the weight of a question, the correct answer for each question within an assessment or add accepted answers for a question. Users may also wish to give full credit to all students, give partial credit for any adjusted answers, throw out the question or assign a question as a bonus.

Please note, any adjustments made to a question will only affect within the current assessment. To update the question permanently, a User must create a new revision of the question.

Adjusting Questions

1. Begin by logging in and clicking the **Course Name** where the assessment was posted to.
2. Next, select the assessment where you will begin adjusting questions. Select the assessments **Name** to get started.
3. Within the exam, click the **Reporting/Adjust Scoring** sub-tab.
4. From this tab, you will see all exam statistics, high and low scores, as well as the KR-20 score for this assessment. Scroll down the page and click the **Pencil** icon to begin adjusting any question.

Adjusting Weight

At the top of the screen, you will see a myriad of information, including question statistics. Most importantly, you will be able to adjust the question weight here. Input a new number, then click **Save**.

Adjust Scoring Options

When adjusting question answers, users have either 3 or 4 adjusting options to choose from: **Give Full Credit to All Exam Takers, Throw Out Questions** or **Assign as Bonus Question.**

- **Give Full Credit to all Exam Takers** - This scoring option will award full credit for the selected question to all students that were assigned this assessment. Any student that previously answered this question correctly will see no change to their raw points or percentage score. Any student that previously skipped or otherwise answered this question incorrectly will see an increase of '1' to their raw score, as well as an increase to their percentage and points score appropriate to the question weight.
- **Throw Out Question** - This scoring option will adjust the weight of the question to '0' and remove if from the assessment reports.
- **Assign as Bonus Question** - This scoring option will remove the question from counting towards the overall *available points* on the assessment. If students were to answer a bonus question as well as all other questions correctly, their percentage and other scores could potentially exceed 100.

If you wish to adjust question answers with unlimited selections enabled, you will see additional options below.

Adjust Options for Allow Unlimited Selection:	
☐ No adjustment	☐ Accept any combination of adjusted answers
☐ Give partial credit for any adjusted answers	☐ Require all adjusted answers

- **No adjustment** - By default, this checkbox will be selected when adjusting questions with unlimited selections enabled.
- **Give partial credit for any adjusted answers** - Checking this box will give students partial credit for the answer choices they selected during their exam. For example, a student may have chosen answers A, C, D, and E for the question. Originally, you had chosen A, B, and D as the correct answers for this question. Reviewing the question after the exam, you realized that answer choice E should also have been marked as correct, so you make that adjustment. The student in this case will receive partial credit (3/4) for the answers they chose. *Note, if a student selected an incorrect answer choice, no points will be deducted from their score. In the example given, even though the student included answer choice C as correct, they will not be penalized for doing so.*
- **Accept any combination of adjusted answers** - By default, when any new adjusted answer is added, this checkbox will become enabled. This signals that students will receive full credit for any combination of correct answer choices they had selected during the exam. For example, you had selected A and D as correct answer choices for the question. When reviewing the questions after the students had already taken the exam, you realize the answer choice C is also correct. Adding answer choice C as correct will give the students full credit for the question if they answered either A and D, A and C, C and D or A, C and D. *Note, students must select a combination of correct answer choices to receive credit for the question.*
- **Require all adjusted answers** - Selecting this checkbox will require a student to have selected all adjusted answers in order to receive full credit. For example, you had selected A and C as correct answer choices for the question. When reviewing the questions after the students had already taken the exam, you realize that answer choice B is also correct since many students chose this answer choice. Adding answer choice B will give the students full credit that chose answer choices A, B and C. *Note, if you need to remove an answer choice, the **Require all adjusted answers** will be chosen by default.*

Adjusting Answer Choices

Below the list of adjust scoring options, there will be a table of **Answer Choices**. Many times, a user will need to adjust the answer for fill-in-the-blank question types when discretion is appropriate. Within the table, mark given answers as correct by first selecting the **Pencil** to adjust answer. Users can then select the **checkbox** for any given additional answer choices within the **Adjust Answer** column.

ANSWER CHOICES

To allow additional correct answers to this question, click the checkmark corresponding to the answer choice in the table below. This change will only impact this assessment and will not affect the original question.

SEQ	ANSWER CHOICES	RESPONSE FREQUENCY	UPPER 27%	LOWER 27%	ORIGINAL ANSWER	ADJUST ANSWER ✎
A	Cortisol	-	-	-		✓
B	Aldosterone	-	-	-		✓
C	Renin	86%	100%	50%	✓	✓
D	ACTH	-	-	-		✓

Once you have made any necessary adjustments, click **Save**. The question list for this assessment will update to show where adjustments have been made.

# ▲	QUESTION TITLE ▽	TYPE ▽	WEIGHT ▽	CORRECT ▽	PT. BISERIAL ▽	⬓
1	Which stage of lens dev…	MC	1.0	20%	.53	✎
2	Obliquely incident light …	MC	1.0	80%	.79	✎
3	ADJUSTED A Lensometer…	MC	1.0	60%	.81	✎

Essay Grading

The **Grading** tab allows essay questions to be graded by Users in the portal. This tab will only show up if essay questions have been added to an exam. You may select to grade essays by each individual question or grade each student's responses individually.

- View: "Questions"

- View: "Students"

Essay Grading

Admin users can grade essays within the portal to include personalized comments and feedback for each student's response. **Basic Grading** will allow anyone with access to the assessment to grade all student's essay responses.

Locate the Questions Requiring Grading

1. Navigate to the **Assessments** tab within you're the course.
2. Select the assessment.
3. Navigate to the **Grading** sub-tab in the assessment
4. On the **Questions Requiring Grading** page, you will see the page show in two ways:
   a. **View: Questions** – a list of all essay questions on the assessment. Clicking the pencil icon for any essay question from this view will show all students that attempted the question.
   b. **View: Students** – a list of all students that submitted an answer file. Clicking the pencil icon for any student within the list will allow the Admin user to grade all essay responses for the selected student.

Basic Grading by Students

1. Select the pencil icon in-line with the Student to be graded.
2. A new window will appear with a list of all students to be graded, as well as their grading status. Click **Start Grading** to begin.
3. Input the student's score for each essay question. To go back or advance to a different question number, click the **Previous** or **Next** buttons.
4. Admin users may add *Grader Notes* if desired. Type the note in the field provided and click **Add Note** once finished. All notes will be saved and listed with the date/time with options to **Edit** or **Delete** any of your notes.
5. Once scoring is completed, choose **Score and Continue**, which will process to the next question (if applicable).
6. The **Start Grading** window should now reflect the score given to the student, with a **Green Checkmark** in the **Graded** column.

7. To grade the next student, follow the process of steps 1-4 over again. Once all students have been graded, the **Grading** sub-tab will represent that.

Anonymous Grading

Anonymous grading can be setup for any assessment that contains essay questions. Selecting anonymous grading will hide the student's identity when grading

Setting up Anonymous Grading
1. Login to the portal and select the assessment.
2. Navigate to the *Grading* sub-tab.
3. Depending on the selected view, you can enable **Anonymous Grading** from the *Grading* home page.

Enabling Anonymous Grading – Questions View
1. From the *Grading* gage, you will see the following:

2. Toggle the "*Anonymous Grading is off*" toggle to enable anonymous grading settings.

Enabling Anonymous Grading – Student's View
From the Student's view, Admin users may toggle on anonymous grading in the same fashion as shown above.

Labs and/or Backup Devices

General Lab Guidelines
Minimum System Requirements
All lab machines and devices must meet Examplify's minimum system requirements.

Anti-Virus Concerns
ExamSoft works with the major antivirus providers to have us added to their signature-based exceptions. Issues may arise with some antivirus applications when they utilize heuristic detection methods. This analysis sees the securing / un-securing behavior as malicious. This can usually be addressed by adding the Examplify directory to the exceptions list in the antivirus console.

If you are experiencing false-positives via signature-based detection, you may need to create an exclusion rule to exclude the full Examplify directory. Please reach out to your Customer Success Specialist with screenshots or a log from the antivirus console so we may rectify the issue with the antivirus vendor.

Network Drive
Currently, we do not offer support for networked storage of Examplify related files. Examplify needs to be able to access files immediately after restarting the machine to resume an interrupted exam. Most network drives mount after logging in, and Examplify will miss the mid-exam restart trigger.

Administrator Account
Examplify will need to be installed with administrator permissions but will not need administrator privileges when students go to take their exams.

Mass Distribution
ExamSoft will aid in the configuration of a base image or the first manually configured machine. We do not provide imaging support for mass distribution. Please reach out to the respective vendor for assistance with deploying images or managing software packages.
ExamSoft does not have a supported MSI that we can provide to you. Also, please note that Examplify does not currently support scripted / silent installs.

Mock Exam to validate configuration with Deep Freeze
Administer a mock exam and type some content in the essay question answer field. Wait approximately three minutes and shut down the machine using the power button (to simulate a mid-exam crash). Restart the machine, and if Examplify returns you to the exam with saved content, you have validated that the persistent storage is working properly.

The computer now needs to be rebooted into a frozen state. Afterwards, students can begin to log into the machine and take their exams. All Examplify working files will be retained.

<u>Standard Lab Setup</u>

*Please ensure that your Lab Machines meet our **Minimum System Requirements**.*

In situations where **Examplify** is being configured in a lab environment **without** the use of Lab Management software, the setup process is simple. By ensuring that Examplify is set up and registered for a Lab Environment, we can confirm that student's personal data will <u>not</u> be saved on the application between uses to help ensure the security between each exam.

Before beginning the installation process for Examplify on a lab machine, ensure that you have created a Student account set up as a Lab User. This account will be used to register Examplify. For more information on setting up a Student account, please refer to the **New Portal: Creating a Student Account** section.

1. Once a Student has been set as a Lab user, install Examplify in your lab environment. To do this; launch the "**Examplify. *****" file and follow the on-screen instructions of the installation package. Your school's Customer Success Specialist can provide you a direct link to the installer. Note, if you have already installed Examplify on a lab machine, you will need to unregister that copy. This is accomplished by navigating: **Home Menu -> Settings -> Clear Registration**.
2. Examplify needs to be registered with a Lab Student account. Launch Examplify. Enter the Institution ID and click **Next**.
3. Enter the Lab Student ID and Password. Click **Sign In**.
4. On the next screen, you can set Examplify to remember the Institution ID. If your lab is shared between <u>multiple institutions</u>, we recommend **not remembering** the Institution ID.
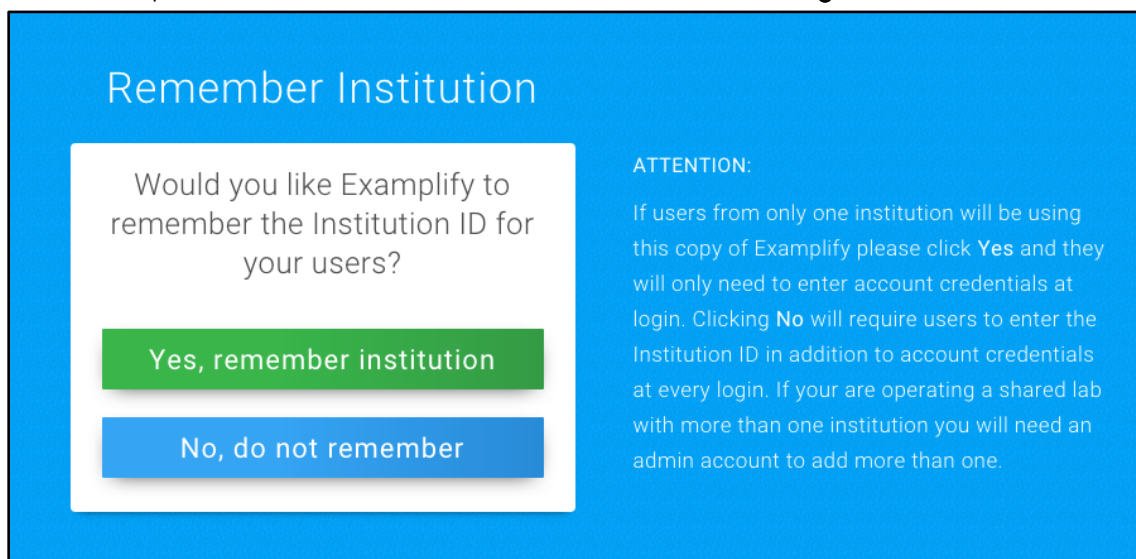
5. Next, you will need to specify an Alternate Storage Path in the event you utilize restoration software (such as Deep Freeze or Thaw Space). If you do not utilize such software, select **Skip**. Note, all exam bundles and answer files will be stored in the specified directory.
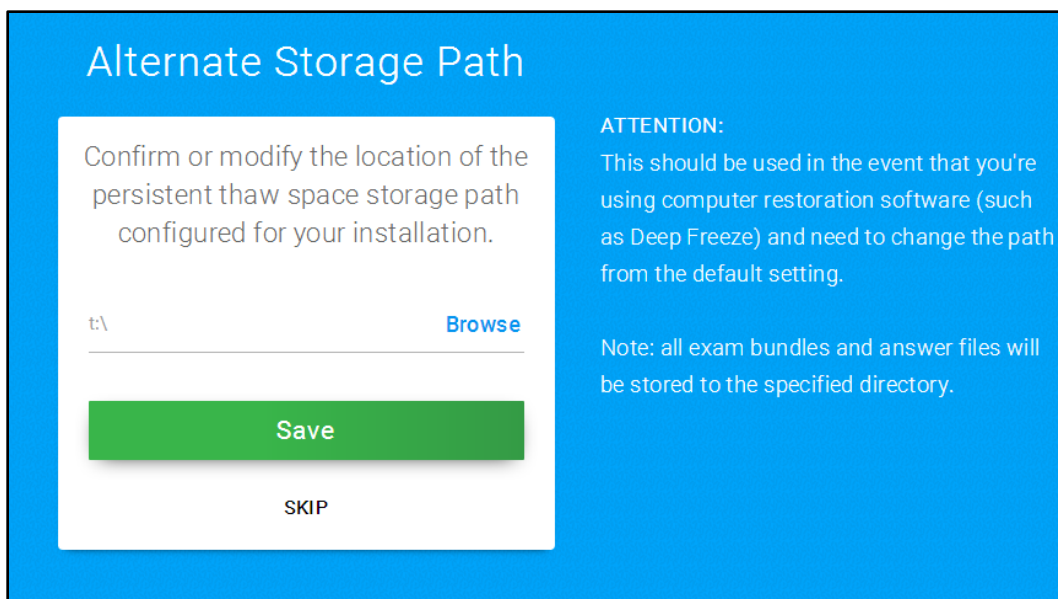
If you need to set an alternate storage path, please refer to the **New Portal: Alternate Storage Path for Labs** section.

6. Examplify is now successfully registered, installed, and ready to deploy. Warning: **DO NOT** open the Examplify application again until all machines have been setup in this manner.

Alternate Storage Path for Labs

Alternate Storage Paths allow for Examplify to function correctly where the machines are configured to restore installations to original configurations. ExamSoft currently supports many Lab Management Systems **if** they can set a persistent storage path.

A locally partitioned drive needs to be created on each of the lab computers to serve as a persistent Alternate Storage Path. This will allow Examplify to retain its working and backup files without losing any data in the event of a mid-exam computer restart.

1. **Create a Persistent Storage Path** - First, a persistent storage path needs to be created for Examplify to write its working and backup files. This is a separate partitioned space on each computer's hard drive disk that is **not restored upon device restart.** It is important to designate each partitioned space with the same letter. We recommend creating partitions with at least 10GB of HDD space.

   Note, the persistent storage path must be partitioned to a local disk. If the storage path is on a network, Examplify will not write to it.

2. **Setting the Alternate Path in the Portal** – Next, an institution admin must enter the persistent path into the portal. Login, and navigate to: **Admin -> Global Settings**

3. Type in the full path. Click **Save**.

4. Next, install Examplify on a lab machine. Launch the **Examplify.*** file and follow the on-screen instructions. If Examplify had already been installed on that machine, you will need to clear the registration.

a.   Home Menu -> Settings -> Clear Registration.

> *Note, if clearing registration does not resolve the issue, please refer to our **Uninstalling on Windows** or **How to Uninstall on a Mac** guides within the ExamSoft Community.*

5. **Registering Examplify -** Examplify needs to be registered with a Lab Exam Taker account. Create or find a student (or test) account that has been designated as a lab user. From the application, select the Institution ID (name of the school) and click Next. Enter the lab user's ID and password. Click **Sign In**.
6. **Remember Institution** - On this screen, you can set Examplify to remember the Institution ID. If the lab will be shared between multiple institutions, select to **not remember** the Institution ID.
7. **Alternate Storage Path** – After Examplify has been successfully registered, you will need to enter the alternate storage path destination. This path will <u>always</u> be the persistent storage path that was created earlier. You can change this path if needed by clicking **Browse** and locating the path on the computer. Once the correct path is entered, click **Save**.
8. **Finalizing installation & testing** – After the persistent storage path is saved, the registration process is complete. To test the setup, download and begin a mock exam with at least one essay question. Type some content into the answer field, wait approximately 2 minutes, and force-shutdown the machine using the **CTRL+ALT+DEL** or **CMD+CTRL+ Media Eject** keys. Restart the machine, and if Examplify returns to the exam with saved content, the persistent storage path is working as intended.

This machine will now need to be rebooted into a frozen state. Once rebooted, students may now log onto the machine and take their exams. All Examplify working files will be retained.

Lab Setup for iPad

Setting up Examplify for iPad to work within a lab environment allows students to share the same device for test taking. Every time an exam is uploaded, the app will prompt the user to authenticate again.

*Examplify for iPad lab environments can only be set up when initially installing the app for the first time.
1. Create an Exam Taker account as a Lab User. This will be the account used to register Examplify.
2. Download the latest Examplify build from the App store.
3. Double tap to open the Examplify app.
4. Read the Software License Agreement and tap **I Agree** to accept.
5. Next, open the drop-down menu, or begin typing the name of your institution and select it from the list. Tap Next.
6. Enter the Lab User's Exam Taker credentials and tap Sign In.
7. A prompt will confirm that the device has been successfully setup in Lab mode. Tap OK to login.Now that the device is setup in Lab mode:
1. Students will be logged out of the application once their assessment has successfully uploaded.
    ● The Switch User feature is disabled.
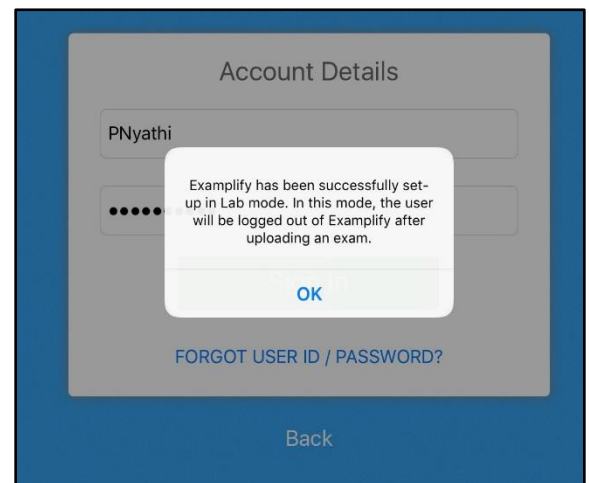
Integrations FAQs

<u>SAML FAQs</u>
SAML (Security Assertion Markup Language) is an Extensible Markup Language (XML) standard that allows a user to log on once for affiliated but separate Web sites.

How long does SAML take?
Generally, SAML takes 10 business days from the time that we receive all the required information until the time of completion and testing. Keep in mind this timeline is dependent upon continued, prompt communication from the institution's IT department for troubleshooting.

What type of SAML do you support?
We support systems using SAML 1.0 and SAML 2.0 with an IDP.

Does ExamSoft belong to any SAML Federations?
No, ExamSoft does not currently belong to any SAML Federations.

What type of SAML IDPs do you use and/or work with?
We use a custom implementation of SAML that was built using commonly used open-source implementation methods. Our implementation of SAML was built to work well with multiple IDPs, including, but not limited to, Shibboleth and ADFS.

What is required of the institution when setting up SAML?
The institution must complete the SAML Configuration Form. The institution is responsible for creating user accounts and ensuring the 'External ID' field on the account maps to the NameID value included in the SAML response.

Does ExamSoft store any of our passwords in their servers?
No. The only information stored in our databases is the IDs imported by the institution. SAML is authentication is handled by the IDP and ExamSoft doesn't have access to any sensitive information.

What is the implementation process for establishing a SAML integration?
You will be asked to complete a SAML Configuration form to provide the ExamSoft Integration team with your configuration details. Additionally, you will be required to add our metadata to your SAML database and configure your NameID to be a non-transient value. Once this is completed, the integration team will test the connection to ensure functionality. We will work with you to schedule a time to enable the SSO functionality.

Does SAML work for the application and the website?
Yes. SAML is used for the Examplify Application as well as for the web-portal log-in information. When a student attempts to log in via the application a browser window will open, and they will automatically be forwarded to the IDP login-page. After successful authentication, the browser window will close, and access will be granted to the application.

Why do you need a test username and password for student and faculty users?
Having test credentials on file allows us to complete initial testing on the integration. These credentials also allow us to test any reported downtime or outages to get those issues resolved immediately. The test account for students and admin users should be provisioned just like their production counterparts.

How does ExamSoft know the External ID for the students and faculty?
For students, the NameID provided by the institution should match the external ID in the ExamSoft portal. We recommend using the EPPN or email address for this. For faculty and users, once SAML is enabled, an additional field will be available from the user page for you to add the external ID for each user. This will need to be completed prior to that user being able to log in.

What is the Student ID field for if the External ID is the field used to communicate with SAML?
The Student ID should be an identifiable ID associated with the student. This ID will be present when looking at student grades or running reports. If you ever opt to disable SAML authentication, this is the ID that students would then use to login.

Why is there still a required password field when setting up new users or students in ExamSoft if you will be authenticating with the IDP?
The password field in ExamSoft is a place-holder field and is not used during the authentication process. If you opt to disable the SAML integration, this password would become the new active password.

Must domains for faculty and students be the same for SAML integration?
Yes.

Does ExamSoft support LDAP?
Yes, please see our LDAP FAQs for more information.

How do I start the process of having SAML enabled for my institution?
Speak with your Customer Success Specialist or Implementation Consultant and complete the SAML Configurations form.

LDAP FAQs
The Lightweight Directory Access Protocol (LDAP) is an open, vendor-neutral, industry standard application protocol for accessing and maintaining distributed directory information services over an Internet Protocol network. Once you have indicated that you would like to integrate your LDAP server with ExamSoft, you must complete an addendum and provide us with your server information.

How long does LDAP take?
Generally, LDAP takes 10 business days from the time that we receive all the required information until the time of completion and testing. Keep in mind this timeline is dependent upon continued, prompt communication from the institution's IT department for troubleshooting.

What is required of the institution when setting up LDAP?
The institution must complete the addendum and server information forms. The LDAP server must allow communication with our servers (IPs will be provided) and the institution is responsible for creating

user accounts within the ExamSoft portal. These accounts must have the same email address as the account within the LDAP server.

What IP Addresses need to be allowed through the firewall?
- 54.70.167.87
- 52.25.77.78
- 35.167.34.29

Can I use a point-to-point or VPN connection when integrating LDAP?
We do not support point-to-point or VPN LDAP connections.

Does ExamSoft store any of our passwords in their servers?
No. The only information stored in our databases is the email addresses imported by the institution.

Does ExamSoft support SAML?
Yes, please see our **SAML FAQs** for more information.

How is the connection to the LDAP Server managed?
We utilize a third-party application that is hosted on our own servers and managed solely by ExamSoft personnel. This third-party application manages all your LDAP server settings and connection. It utilizes a service account (provided by you) to complete a search and bind method of the DN within your LDAP server.

Does LDAP work for the application and the website?
Yes. LDAP is used for the Examplify Application as well as for the website log-in information. When a student attempts to log in via the application, their credentials will be passed to the portal via SSO to be passed to the LDAP server.

Why do you need a test username and password for student and faculty users?
Having test credentials on file allows us to complete initial testing on the integration. These credentials also allow us to test any reported downtime or outages to get those issues resolved immediately. The test account for students and users should be contained in the same DN or organizational unit as the actual students and faculty.

Why is there still a required password field when setting up new users or students in ExamSoft if you will be authenticating against the LDAP Server?
The password field in ExamSoft is a placeholder field and is not used during the authentication process. If you opt to disable LDAP, this password would become the new active password for the users.

Must domains for faculty and students be the same for LDAP integration?
No.

How do I start the process of having LDAP enabled for my institution?Reach out to your Customer Success Consultant or Implementation Consultant to get started.