



EXAMSOFT BEST PRACTICES



OBJECTIVES

- Establish standardized assessment settings
- Review options within ExamSoft
- Establish a makeup and remediation exam procedure to provide the necessary information for Enflux

ESTABLISHING STANDARDIZED ASSESSMENT SETTINGS

- Pre-Assessment Notice Section
 - Be sure to Select Template and choose Code of Conduct.
- Security Options – Always Select
 - Secure
 - Randomize Sequence
 - Time Limit
- Security Options – Optional
 - Randomize All Choices



Create New Assessment

ID: 2024 Posts: 0

Title: *

Type: Exam

Creator: Wells, Marcia

Folder: *
FALL 2019

Blueprint

None of the questions selected have been assigned to a category.

Pre-Assessment Notices

No notices have been added to this assessment.

Scoring

Maximum Points points

Default weights
 Assign evenly to all
 Assign proportionally
 Custom

Display Scores on Exit

Percentage
 Raw Score

Security Options

Secure
 Randomize Sequence
 Randomize All Choices
 Time Limit: minutes
Universal Resume Code 8BC87C

Options to Enable

<input type="checkbox"/> Spell Check	<input checked="" type="checkbox"/> Backward Navigation
<input type="checkbox"/> Suspend	<input type="checkbox"/> Require Answer
<input type="checkbox"/> Calculator	<input type="checkbox"/> Cut, Copy & Paste
<input checked="" type="checkbox"/> Numbering	<input type="checkbox"/> Find & Replace
<input type="checkbox"/> Missing Answer Reminder	<input checked="" type="checkbox"/> Show 5 Min Alarm
<input type="checkbox"/> Text Highlighting	<input type="checkbox"/> Notes
	<input type="checkbox"/> Question Feedback

ESTABLISHING STANDARDIZED ASSESSMENT SETTINGS

- Question Weighting
 - ExamSoft default = 1 pt per question. (Some faculty leave this if all questions are worth the same point value and use the percentage for the score. This is an issue for reviewing performance in Enflux– prediction of future ability to earn a passing grade)
 - Need to set each question to the actual point value. For example, if there are 50 questions worth 2 points each, you can set the total value to 100 points and select the evenly distribute option.



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- Show 5 Min Alarm
- Notes
- Question Feedback

ESTABLISHING STANDARDIZED ASSESSMENT SETTINGS

- Additional Security Options
(Available when posting the exam)
 - Select Remote Assessment Deletion
 - Remote Deletion Date/Time should be the day of the exam and **NO SOONER** than 30 minutes after the exam starts.
 - This time frame will allow for troubleshooting of the classroom.
 - If everyone has begun the exam prior to the set time, you can always edit the assessment settings to move the time up.

Post Assessment ⓘ

Posting Name: 4004 - Exam - Remedial POST number: **2**

Assessment Password: ⓘ [*]

Settings ⌵

Only show my Courses

Course: Please select a Course... Instructor: []

Grade Column Name: []

Download Start: 1/15/20 10:16 am ✓ [] Email Download Reminder: [] @ 1 AM []

Download End: 1/15/20 11:16 am ✓ [] Email Upload Reminder: [] @ 1 AM []

Max Downloads: 1 Upload Deadline: [] []

Scheduled on: 1/16/20 8:00 am []

Suppress Exam Emails

Secure Review ⌵

Review Type: None ⌵

Additional Security Options ⌵

Remote Assessment Deletion Remote Deletion Date: 1/16/20 8:30 am []

Ping & Release

Cancel **Post Assessment**

REMOTE ASSESSMENT DELETION

- Remote Assessment Deletion CANNOT be enabled or disabled once an assessment has been posted.
- Remote Deletion Date must fall after the posting Download End time.
- The instructor may choose to edit the Remote Assessment Deletion Date and Time after the secure assessment has been posted.
- Remote Assessment Deletion will remove an assessment that has been DOWNLOADED, but not accessed with the assessment password.
- Exemplify checks the ExamSoft servers hourly. Once the Remote Assessment Deletion Date and Time have passed, any downloaded assessments, which have not been accessed, will be removed from the Exam Taker's computer.
- If the assessment has NOT been downloaded, once the Download Date and Time has expired, the assessment will automatically be removed from the Exam Taker's download list.

REMOTE ASSESSMENT DELETION

- Example: PHRD 4004 Remediation Exam scheduled for 1/10/20 @ 9:00 AM
 - Download start: 1/7/20 @ 4:00 PM
 - Download end: 1/10/20 @ 10:00 AM
 - Remote Deletion Date: 1/10/20 @ 10:30 AM
 - Students must have a network connection at the time of the Remote Deletion Date or Exemplify will remove the next time the student log in to Exemplify

Search Results: Posting ID: All Postings

Previous 1 2 Next Show: 50 | 250 | 500 | 1000 | 2500

<input type="checkbox"/>	Exam Taker	StudentID	D/Ls	Max D/Ls	Last D/L	First Download	Upload Date	Deleted	File Name
<input type="checkbox"/>	Leo, Antoinette	leoaj				Removed from student's computer because d/l time had passed		→ Pending	
<input type="checkbox"/>	Mangum, Tiara	mangumts	1	1 ↑	01/08/2020 7:49 PM	01/08/2020 7:49 PM	01/14/2020 11:45 PM	←	Downloaded exam that was not accessed. Removed by Remote Deletion the next time the student logged in to Exemplify
<input type="checkbox"/>	Marriott, Victoria	marriottvs						Pending	
<input type="checkbox"/>	Matranga, Taylor	matrantm						Pending	
<input type="checkbox"/>	McKinley, John	mckinljt	1	1 ↑	01/08/2020 9:20 PM	01/08/2020 9:20 PM	01/10/2020 10:21 AM	-	mckinljt_4004 - Exam - Remediation - 2019 - Fall_20200110102006260_final.xmdx
<input type="checkbox"/>	McMillan, Andrew	mcmillanak						Pending	
<input type="checkbox"/>	McMillon Anders, Peyton	mcmillp						Pending	

MAKEUP AND REMEDIATION EXAM PROCEDURES

- Makeup exams and remediation exams will be housed within the primary course. Separate courses will not be setup for these exams.
- The exam title should follow the assessment naming guidelines with a clear distinction of makeup or remediation exam. Example: **4010_Fall2019_Exam I_Makeup**; **4020_Spring2020_Remediation Exam**; **4010_Fall2019_Exam I_Special Needs** (If using a separate exam for special needs students due to different testing times)
- Remote assessment deletion should be set for the exams.
- Students should be instructed to only download the exam if they are taking the exam. As mentioned previously, if the exam is downloaded, Remote Assessment Deletion will remove it. If they do not download the exam, it will be removed from the exam list once the download window has expired.

RESUME CODES

- The Resume Code is a number that needs to be entered into Exemplify in the event the computer is turned off mid-exam.
- If a student's laptop completely locks up mid-exam and they need to completely reboot their system, a Resume Code would be needed.
- Two options when providing Resume Codes
 - Individual Resume Code – from the Exam Taker Activity tab of an assessment, enter the code from the student's screen in the Continuation Code field. Click Submit and provide the student with the Response Code received.
 - Universal Resume Code – automatically generated under the Security Options tab and cannot be edited.

Contents Exam Taker Activity Import Answers Adjust Scoring Reporting/Scoring

Continuation Code: Submit

All Postings

Pre-Assessment Notices

Scoring

Maximum Points 20.0 points

Display Scores on Exit

Security Options

Universal Resume Code

Attachments

Options to Enable

Font Override

DUPLICATING VS. REPOSTING ASSESSMENTS

- Duplicating an Assessment
 - Best to duplicate an assessment when there are minor changes that need to be made to a specific assessment.
 - Separate Exam ID is created
 - A duplicated assessment is a brand new assessment
 - Student and Category performances can still be tracked, but they will be separated from the previous assessment.

DUPLICATING VS. REPOSTING ASSESSMENTS

- Reposting Assessment
 - Best to repost an assessment when setting up the same assessment for multiple sections of a course or when creating a make-up assessment for the Exam Taker.
 - Exact copy of the original. No part of the assessment (such as questions/scoring) can be altered only posting parameters.
 - Maintains the same Exam ID
 - Each posting can have its own password, download start and end dates, along with separate email reminders.
 - Reposting allows you to review academic progress on the same assessment and evaluate the statistical data on item and category performance on the same assessment.
 - If you use the same exam for makeup assessments or remediation exams, the best practice will be to repost the original exam.

PUSHING GRADES TO MOODLE


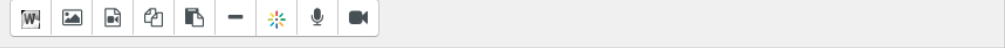
- Step 1 - Moodle:
 - Within your course, create an Assignment. The Assignment name will be the column in ExamSoft you will select to send your grades to.

Adding a new Assignment [?](#) ▶ Expand all

General



Assignment name !


Description

Display description on course page [?](#)

Additional files ? Maximum size for new files: 500MB

 **Files** 


You can drag and drop files here to add them.

PUSHING GRADES TO MOODLE

- Step 1 - Moodle:
 - Availability and Submission types are not required to be completed.

▼ **Availability**

Allow submissions from ? 15 ▾ January ▾ 2020 ▾ 00 ▾ 00 ▾ 📅 Enable

Due date ? 22 ▾ January ▾ 2020 ▾ 00 ▾ 00 ▾ 📅 Enable

Cut-off date ? 15 ▾ January ▾ 2020 ▾ 07 ▾ 56 ▾ 📅 Enable

Remind me to grade by ? 29 ▾ January ▾ 2020 ▾ 00 ▾ 00 ▾ 📅 Enable

Always show description ?

PUSHING GRADES TO MOODLE

- Step 1 - Moodle:
 - Required Grade Fields
 - Type
 - Maximum Grade
 - Complete any other fields you would normally complete in Moodle

Grade

Grade	<input type="text"/>
Type	Point
Maximum grade	100
Grading method	Simple direct grading
Grade category	Not categorized
Grade to pass	
Blind grading	No
Hide grader identity from students	No
Use grading workflow	No

PUSHING GRADES TO MOODLE

- Step 2 – ExamSoft:
- Click on the Assessment Tab
- Find your course and exam
- Click on the gear in the top right corner
- From the Add Columns drop down box, select Push Grades to LMS
- From your Assessment Tab, click the Push Grades button

The screenshot displays the ExamSoft interface for a course. The filter path is "/EXAMS/Course Folders/PHRD4004/FALL 2019". The table lists five assessments, all with a score of 85 of 85. A red arrow points to a gear icon in the top right corner of the table area. Another red arrow points to the "Push Grades" button in the "Actions" column for the "4004 - Exam - Remediation - 2019 - Fall" assessment.


Assessment	Type	Course	Status	Post	Uploads	D/L Close	U/L Dead line	Reporting/Scoring	Actions	Push Grades to LMS
4004-Exam 1-2019-Fall	Exam	[PHRD4004-41567-Fall 2019] PHRD4004-41567-Fall 2019 - PHARMACEUTICAL CALCULATIONS	Posted	1	85 of 85	9/10/19 8:00 AM	9/10/19 5:00 PM	Select Report...	[Icons]	Push Grades
4004-Exam 2-2019-Fall	Exam	[PHRD4004-41567-Fall 2019] PHRD4004-41567-Fall 2019 - PHARMACEUTICAL CALCULATIONS	Posted	1	85 of 85	10/1/19 8:00 AM	10/1/19 5:00 PM	Select Report...	[Icons]	Push Grades
4004-Exam 3 2019-Fall	Exam	[PHRD4004-41567-Fall 2019] PHRD4004-41567-Fall 2019 - PHARMACEUTICAL CALCULATIONS	Posted	1	85 of 85	10/31/19 9:00 AM	10/31/19 5:00 PM	Select Report...	[Icons]	Push Grades
4004-Final Exam-2019-Fall	Exam	[PHRD4004-41567-Fall 2019] PHRD4004-41567-Fall 2019 - PHARMACEUTICAL CALCULATIONS	Posted	1	85 of 85	12/3/19 9:30 AM	12/3/19 5:00 PM	Select Report...	[Icons]	Push Grades
4004 - Exam - Remediation - 2019 - Fall	Exam	[PHRD4004-41567-Fall 2019] PHRD4004-41567-Fall 2019 - PHARMACEUTICAL CALCULATIONS	Posted	1	1 of 2	1/10/20 10:00 AM	1/10/20 5:00 PM	Select Report...	[Icons]	Push Grades

PUSHING GRADES TO MOODLE

- Step 2 – ExamSoft:
 - Do not be alarmed if it takes a minute or so to populate the Push Grades Pop Up Box.
 - Select the Assignment name created in Moodle from the Select Grade Column.
 - NOTE: You CANNOT create a Moodle grade column from ExamSoft
 - Select Score Type

Select Grade Column

Exam: 4004-Final Exam-2019-Fall
Course: PHRD4004-41557-Fall 2019 - PHARMACEUTICAL CALCULATIONS, Course ID: PHRD4004-41557-Fall 2019
Posting: 4004-Final Exam-2019-Fall

Select Grade Column: 

OR

Create a New Column:


AND

Select Score Type:

- Exam 1
- Exam 2
- Exam 3
- Final Exam

Select Grade Column

Exam: 4004-Final Exam-2019-Fall
Course: PHRD4004-41557-Fall 2019 - PHARMACEUTICAL CALCULATIONS, Course ID: PHRD4004-41557-Fall 2019
Posting: 4004-Final Exam-2019-Fall

Select Grade Column: 

*Columns that do not currently have grades

OR

Create a New Column:

AND

Select Score Type:

- Percentage
- Points
- Raw Score