



EXAMSOFI 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

- 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.



Create New 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.
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REMOTE ASSESSMENT DELETION

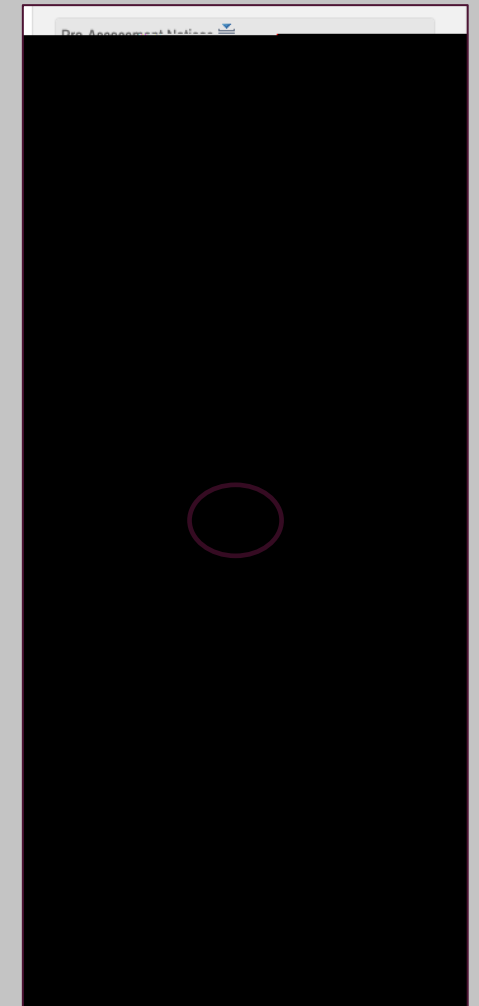
- Example: PHRD 4004 Remediation Exam scheduled for 1/10/20 @ 9:00 AM
 - Download start: 1/7/20 @ 4:00 PM
 - Download end: 1/10/20 @ 10:00 AM
 - Remote Deletion Date: 1/10/20 @ 10:30 AM

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:

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.



DUPLICATING VS. REPOSTING ASSESSMENTS

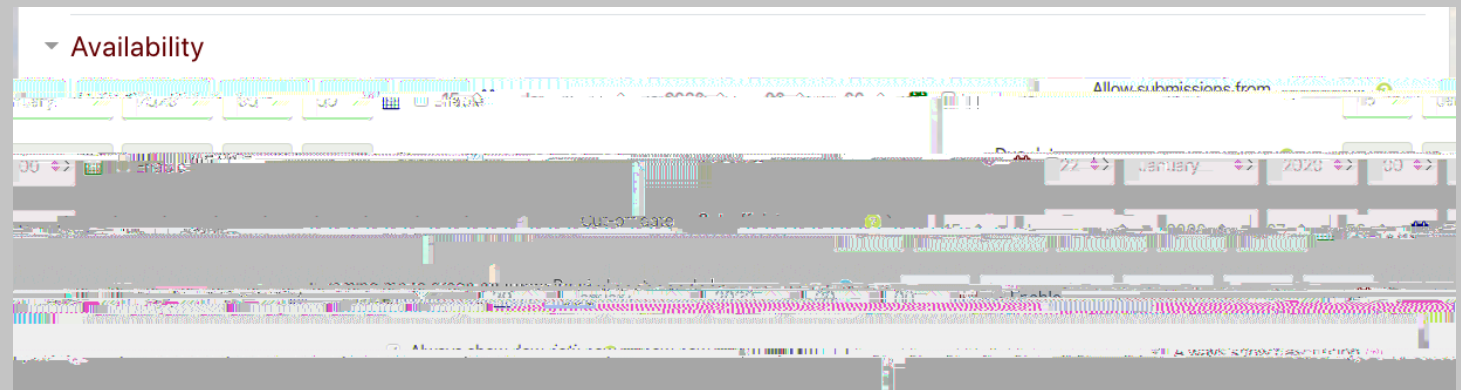
- Duplicating an Assessment
 - Best to duplicate an assessment when there are minor changes that need to be made to a specific assessment.
 - Separate Exam ID is created
 - A duplicated assessment is a brand new assessment
 - Student and Category performances can still be tracked, but they will be separated 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:
 - Availability and Submission types are not required to be completed.

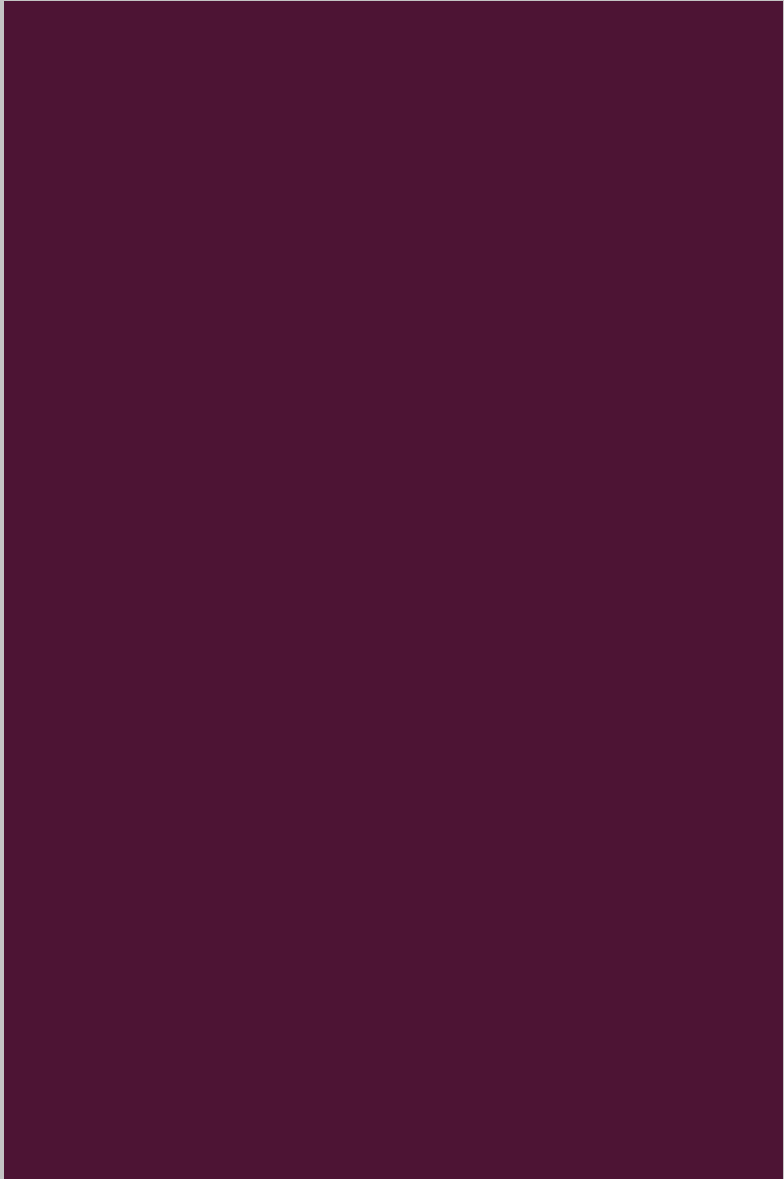


PUSHING GRADES TO MOODLE

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



The image shows a screenshot of a Moodle grade form with several annotations. A red box highlights the 'Maximum grade' field, which contains the value '100'. A blue box highlights the 'Type' dropdown menu, which is set to 'Point'. A green box highlights the 'Grade to pass' field, which is currently empty. A yellow box highlights the 'Grading method' dropdown menu, which is set to 'None'. A purple box highlights the 'Display grading' dropdown menu, which is set to 'No'. The form also includes a 'Delete' button and a 'Save' button.



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

