

## ExamSoft – Student review of exam

### Download individual student test responses with key

1. Navigate to your exam
2. **Hover over Reporting/Scoring** and then click on **Exam Taker Results**

The screenshot shows the ExamSoft interface for an assessment titled "Midterm Sample". The navigation bar includes "Questions", "Rubrics", "Assessments", "Categories", "Reports", "Exam Takers", and "Admin". The breadcrumb trail is "Home > Assessments > retired exam > Midterm Sample". The main content area has tabs for "Contents", "Exam Taker Activity", "Import Answers", "Adjust Scoring", "Grade Essays", and "Reporting/Scoring". The "Reporting/Scoring" dropdown menu is open, showing options like "Summary Report", "Item Analysis", "Exam Taker Results" (highlighted with a red box), "Release Exam Taker Results", "Category Reports", "Strengths and Opportunities", "Assessment Performance Reports", and "Essay Grader Report". A table of questions is partially visible, with columns for "Order", "Question Title", "Creator", "Type", "Weight", and "Status".

3. The options on the next screen are **not** important as you will make your choices on one of the following screens. Click **View Report**.

The screenshot shows the "Exam Taker Results" configuration screen in ExamSoft. The navigation bar is the same as in the previous screenshot. The breadcrumb trail is "Home > Assessments > Midterm Sample". The main content area has tabs for "Contents", "Exam Taker Activity", "Import Answers", "Adjust Scoring", "Grade Essays", and "Reporting/Scoring". A yellow banner at the top of the content area reads: "If the exam taker saw the green confirmation screen while exiting Examplify/Examplify for iPad, their file has been uploaded. Uploads will be reflected in the Exam Taker Results." Below the banner, there are four columns of checkboxes for configuration: "General Info", "Responses", "Scores", and "Other". At the bottom, there are three buttons: "Histograms", "Grade Export", and "View Report" (highlighted with a red box).

4.
  - a. **Check the box** next to the student name for review materials.
  - b. Scroll to the bottom of the page and click **Export to PDF**.

ExamSoft Questions Rubrics Assessments Categories

Home > Assessments > Midterm Sample

## Midterm Sample

If the exam taker saw the green confirmation screen while exiting Examplify/Examplify for iPad, their file

Contents Exam Taker Activity Import Answers Adjust Scoring Grade Es

### Exam Taker Results

**General Info**

- Exam Taker Name
- Email
- Assessment Name
- Assessment ID
- Course

**Responses**

- Responses Selected
- Answer Key in First Row
- Question ID/Rev
- Essay Responses
- Only Show Essays
- Essay Grader Feedback

**Scores**

- Score (# points)
- Letter Grade
- Percentage Score
- Raw Score (# correct)
- Rank
- Percentile Rank
- Scoring Adjustments

**Other**

- Import Date
- Exam Taker
- Rationale

Grade Export Preferences

Histograms Grade Export View Report

Previous 1 Next

<input type="checkbox"/>	StudentID	Last Name	First Name	Pts	Q1	Q1 Pts	Q2
<input checked="" type="checkbox"/>	CODtest1	Test1	UNMCCOD	0.00			

Export to PDF

Previous 1 Next 1 Results

5. Choose options from Copies of Assessment screen and click **Run Report**. Make sure to check the Exam Taker Name box to avoid showing the wrong report.

## Copies of Assessment

Include the following:

- Exam Taker Name
- Answer Key
- Wrong Answers Only
- Rationale
- Actual Question Sequence
- Essay Grader Feedback
- Score (# Points)
- Letter Grade
- Rank
- Question Text
- Choice Text
- Question Title
- Essay Responses
- Only Show Essays
- Percent Score (%)
- Percentile Rank
- Raw Score (# Correct)

Cancel Run Report

6. The Exam Taker result for any students you checked will open in a PDF. Each students' results will be on separate pages.