

ExamSoft – Testing from home considerations

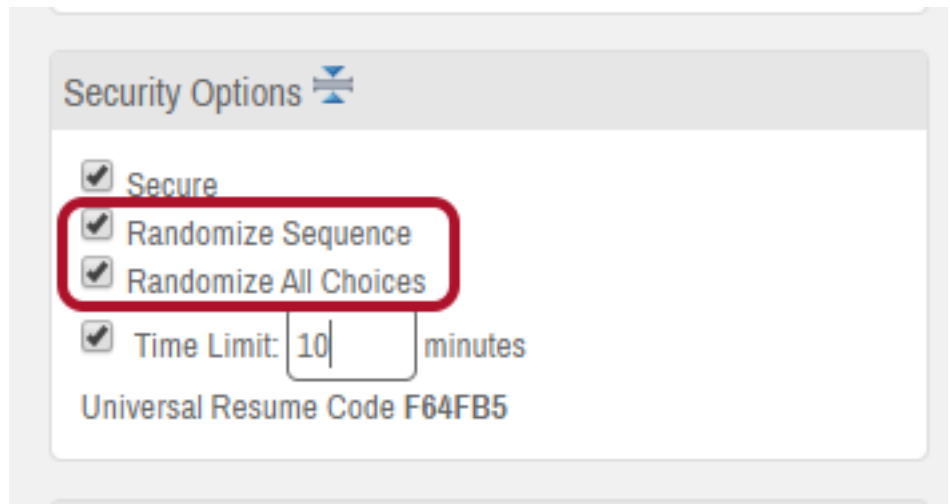
If students are completing a quiz or exam from home, there are some steps you can take to mitigate distractions.

Time Limits

Review exam questions and set time limits for assessments to lowest estimate possible. Remember to give reading time for any case based vignettes.

Set the Time limit in the left pane under “Security Options”

Click **Save** in the assessment to retain changes.



Security Options

- Secure
- Randomize Sequence
- Randomize All Choices
- Time Limit: 10 minutes

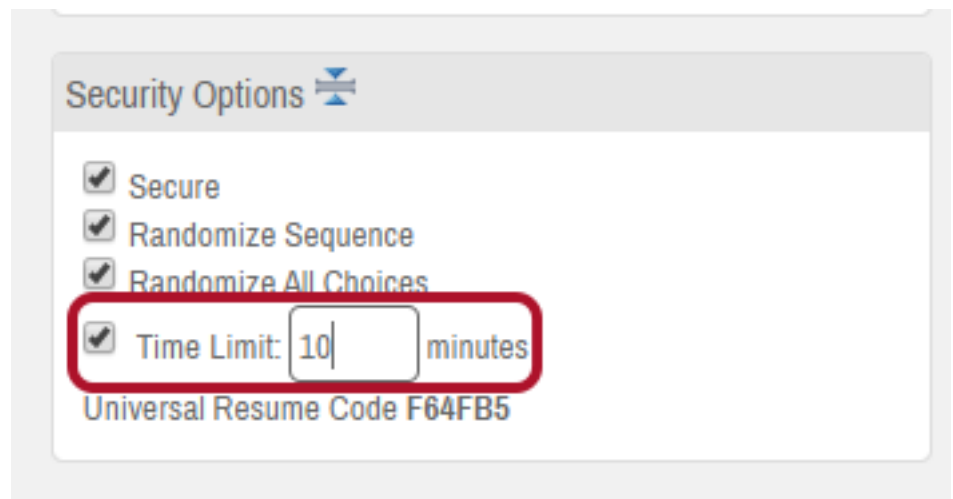
Universal Resume Code F64FB5

Randomize questions and responses

Students will not be able to quickly share “the answer to #3 is B” if questions and responses are randomized.

Set Randomization parameters in the left pane under “Security Options”

Click **Save** in the assessment to retain changes.



Security Options

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Remember when randomizing options that question types with “all of the above”, or “A, B and D” cannot be randomized. In the question bank, you can lock those responses so they are not randomized with everything else.

Which of the following primary colors are used to create the secondary color purple? Select only one response.

Seq	Answer Choice	Correct	Lock
a)	Red and Yellow	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b)	Yellow and Blue	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c)	Blue and Red	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d)	All of the above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Add New Answer Choice, View Answer Comments, Cancel, Duplicate, Save, Approve

After locking the response order for this question type, click **Save** to retain selections.

Grouping questions

If using the Group feature in ExamSoft, those questions will not be randomized. If the group of questions uses a case vignette, copy and paste the vignette to all questions in the group and remove the group designation from the questions.

Title: [Empty text field]

Folder: [Change Folder *]

Group: [Color questions] (highlighted with a red box)

Status: Draft

The text field for Group designation is in the question screen in the top left corner. Remember to click **Save** after changing the group designation.

Upload Deadlines

When posting an assessment that will be taken from home, set an Upload Deadline. This is located in the Posting Assessment Screen. Give enough time for anyone that might have technical issues. This can be edited later if there were extenuating circumstances and you need to expand the upload time.

The screenshot shows the 'Post Assessment' interface. At the top, the title 'Post Assessment' is displayed with an information icon. Below the title, the 'Posting Name' is 'Exam for screen shot' and the 'POST number' is '1'. The 'Assessment Password' field is empty with a red asterisk indicating a required field. The 'Settings' section includes a checkbox for 'Only show my Courses', a 'Course' dropdown menu set to 'Available to ALL Exam Take', an 'Instructor' field, a 'Grade Column Name' field, 'Download Start' and 'Download End' dates and times, 'Email Download Reminder' and 'Email Upload Reminder' fields, 'Max Downloads' set to '1', and a 'Scheduled on' date. The 'Upload Deadline' field is highlighted with a red border and contains the date and time '3/13/20 11:30 am'. Below the settings are sections for 'Secure Review' (Review Type: None) and 'Additional Security Options' (Remote Assessment Deletion, Ping & Release, and Remote Deletion Date). At the bottom, there are 'Cancel' and 'Post Assessment' buttons.

Passwords -

REMEMBER – once the password is given for an exam, students may start the exam regardless of the posted start time.