Editing an assessment allows the user to modify an assessment before they post it, or before a repost. It also gives the flexibility of being able to change some assessment parameters for those that have already been created.

Types of Changes	Draft Assessment	Approved Assessment
Edit Questions on Assessments	Yes	No
Edits to Assessment Posting	N/A	Yes
Retiring an Assessment	Yes	Yes

1. Navigate to the **Assessments** tab, and select an assessment.
2. Click on the pencil icon to edit an assessment that is in either a draft or posted status

Edit a Draft Assessment

1. Options in a DRAFT mode assessment include:
   a. Move Assessment to Another Folder
   b. Add and Delete Questions
   c. Add and Delete Assessment Notices
   d. Change Scoring of Questions
   e. Change Enhancement and Security Options
   f. Schedule Assessment Posting Information
2. Click **Save**.
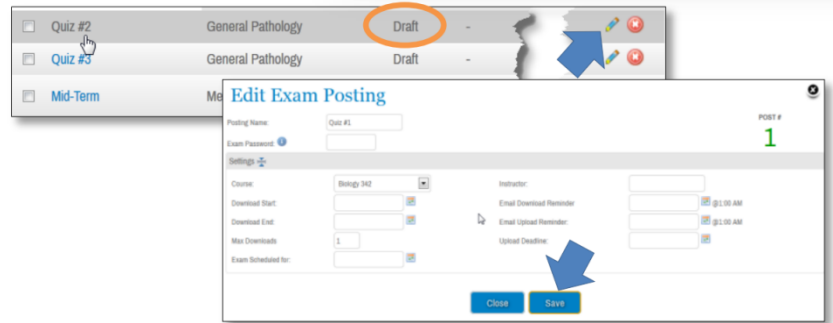
Edit an Approved Assessment

1. If an assessment has been posted, it is in **Approved Status**. If Exam Takers have NOT downloaded this assessment, you are able to make minor revisions only to the posting details of the assessment.
2. Once an assessment has been downloaded by Exam Takers, the assessment cannot be unposted. However, minor changes to the scheduling can be made.
3. Types of edits that can be made at this point:
   a. Assigned Course
   b. Instructor Name
   c. Download Dates
   d. Maximum Number of Downloads
   e. Email Upload Reminder
   f. Email Download Reminders
   g. Assessment Scheduling Date
4. Within the **Edit Assessment Posting** display, you can make minor changes to the assessment posting such as:
   a. Download Dates
   b. Email Reminders
   c. Course Assignment
   d. Upload Deadline Date
   e. Max Downloads per Exam Taker
   f. Assessment Scheduled for Date

> The **Assessment Scheduled for Date** enables ExamSoft to make preparations for the administration of multiple assessments on the same day during high volume periods. Please be sure to enter this date.

5. To remove unwanted exams from Exam Takers' computers:

   a. Change the Download End Date for the assessment posting to an expired date by clicking the **Edit** pencil icon. Changing the date ensures that no additional Exam Takers will be able to download the assessment.

   b. Duplicate the assessment and edit the content and settings. It is recommended to provide a new assessment password so Exam Takers will not accidentally take the wrong assessment.

   c. Post the assessment with the new changes and email a Download Reminder.

Reverse Download – Windows
1. Open Softest and press Control F3.
2. Follow onscreen prompts.
3. Select file to remove and then click 'ok'.
4. Click 'Yes' to remove the exam file.
5. A pop up window will appear that the exam file was removed successfully.
6. Click 'Ok'.

Reverse Download – Mac OS X
1. Open Softest. Press 'Command F3' ('Apple F3') or 'Command Fn F3' ('Apple F3').
2. Enter ID and Password. Click 'Next' button.
3. Select file to remove.
4. Click on 'clear downloaded exam' button.
5. The **remove exam message** will appear when the exam file was removed successfully.
6. Click 'Done'.

Reverse Download – iPad
1. Open Softest-M App and locate the exam you wish to remove in the **Step 2: take an Exam** section.
2. Slide the exam name to the left.
3. Select the **Delete** button that appears next to the exam name.
4. After selecting the **Delete** button your exam should be removed from the **Take Your Exam** section.

Retire an Assessment

Retiring an assessment will make it inactive and inaccessible. This means that any data associated with the assessment, such as questions statistics and Exam Take results, will be deleted as well.

Duplicating an Assessment vs. Reposting an Assessment

Duplicating an Assessment

It is best to duplicate an assessment when there are minor changes that need to be made to a specific assessment. When an assessment is duplicated, it creates a separate Exam ID. The questions and categories included will continue to provide statistical and performance data; however, they will be separated from previous assessments. The information cannot be combined with other results for comparison.

1. To duplicate, select an assessment.
2. Click duplicate.
3. Assessment will open with a new ID number.
4. Make changes as needed including:
   a. Title
   b. Creator
   c. Folder
   d. Questions
   e. Notices
   f. Scoring
   g. Securing Options
   h. Assessment Options to Enable
   i. Assessment Attachments
   j. Font Override
5. Click **Save** or **Post Assessment**

Things to consider when **Duplicating an Assessment:**
- A duplicated assessment is a brand new assessment.
- Student and Category performances can still be tracked.
- Data from duplicated assessments cannot be combined into a single report.

Reposting an Assessment

It is 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 an Exam Taker. A reposted assessment maintains the same Exam ID. Each posting can have its own password, download start and end dates, along with separate email reminders. Each reposted assessment will permit users to compile the data from all Exam Takers. Reposting allows you to review their academic progress on the same assessment AND to evaluate the statistical data on item and category performance on the same assessment.

1. To repost, select an assessment.
2. Click **Post Assessment.**
3. Enter information.
4. Click **Post Assessment.**
5. Each repost will appear under the initial posting.
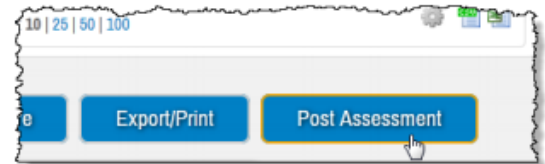
Things to consider when **Re-posting an Assessment:**
- A reposted assessment is an exact copy of the original.
- No part of the assessment (such as questions or scoring) can be altered only the posting parameters (such as download dates and exam password).
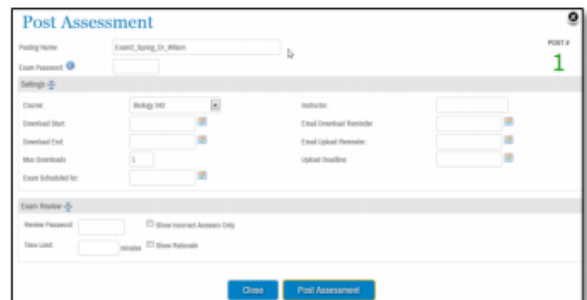
	Draft	Approved Not Downloaded	Approved Downloaded
Move to folder	✓		
Add/Delete Questions	✓		
Add/Delete Notices	✓	✓	
Change Scoring	✓	✓	
Change Secure/unsecure	✓	✓	
Schedule Posting	✓	✓	✓
Course Info	✓	✓	✓
Update Number of Downloads	✓	✓	✓
Update Email Reminder	✓	✓	✓
Change Download Dates	✓	✓	✓
Change Upload Deadline	✓	✓	✓
Change Scheduled Dates	✓	✓	✓