

TUTORIAL

REVIEWING TEST RESULTS WITH STUDENTS

To ensure security, instructors should use the **delayed secure exam review** feature which has been made available by Exam Soft or review results with exam takers **in person**. This tutorial outlines steps for either approach.

USING DELAYED SECURE EXAM REVIEW FOR A SCHEDULED REVIEW

1. When posting the assessment, change the **Review Type** dropdown menu to **Delayed Review**. Click **Post Assessment**.

The screenshot shows the 'Post Assessment' form with the following fields and settings:

- Posting Name: Financial Ch 1-3 Test (with a green checkmark)
- POST number: 1
- Assessment Password: (with a red asterisk)
- Settings section:
 - Course: Please select a Course... (with a red asterisk)
 - Instructor: (empty field)
 - Download Start: 06/12/2015 12:28 PM (with a green checkmark)
 - Email Download Reminder: (empty field) @ 2 AM
 - Download End: 06/12/2015 12:28 PM (with a green checkmark)
 - Email Upload Reminder: (empty field) @ 2 AM
 - Max Downloads: 1
 - Upload Deadline: (empty field)
 - Scheduled on: (empty field)
 - Download Password: (empty field)
 - Suppress Exam Emails
- Secure Review section:
 - Review Type: None (dropdown menu is open, showing options: None, Immediately After Assessment, Delayed Review. 'Delayed Review' is highlighted in blue.)
 - Buttons: Cancel and Post Assessment (both highlighted with red boxes)


TUTORIAL

2. You will receive a message that looks like the one below. Click **OK**.

You have chosen the Delayed Secure Review option, this option requires a Start Time for all Exam Takers and they must have access to the Internet during the review session, are you sure you want to proceed?

OK Cancel


3. Provide a **review password** when posting the assessment and indicate the **time limit**, **start time**, and **deletion date**. Then click **Post Assessment**.


Secure Review 

Review Type:

Review Password:

Time Limit: minutes

Start Time (requires internet): 

Delete By: 

Options to Enable

Show Incorrect Answers Only

Show Rationale

Cancel **Post Assessment**

4. You will receive a message that looks like the one below. Click **OK**.

Warning: Posting will allow exam takers to download this exam based on these settings. Are you sure you are finished building this exam and want to post this exam?

Please note after clicking OK, Posting will begin to process. It could take up to 15 minutes for the Assessment to be available for download.

OK Cancel

TUTORIAL

REVIEW RESULTS WITH STUDENTS IN PERSON

1. After the students take the exam, click **Assessments** and select the test name. Then, hover your mouse over **Reporting/Scoring** and choose **Exam Taker Results**.

The screenshot shows the ExamSoft interface for the 'Financial Ch 1-3 Test'. The 'Assessments' menu is highlighted in red. The 'Reporting/Scoring' dropdown menu is also highlighted in red, with 'Exam Taker Results' selected. The interface includes a navigation bar with 'Questions', 'Rubrics', 'Assessments', 'Categories', 'Reports', 'Exam Takers', and 'Admin'. A breadcrumb trail shows 'Home > Assessments > Program A | College A > Financial Ch 1-3 Test'. A notification states 'The assessment was posted.' The 'Reporting/Scoring' dropdown menu includes options like 'Summary Report', 'Item Analysis', 'Exam Taker Results', 'Release Exam Taker Results', 'Category Reports', 'Strengths and Opportunities', 'Assessment Performance Reports', and 'Essay Grader Report'. A table below the dropdown shows the test items:

Order	ID/Rev	Creator
1	2 / 1	Burke, Megan
2	3 / 1	Burke, Megan
3	1 / 1	Burke, Megan

2. Click **Run Report** which will generate a list of students. Select the students you wish to export and click **View Report**.

The screenshot shows the 'Exam Taker Results' configuration screen. The 'Reporting/Scoring' tab is selected. The screen is divided into four sections: 'General Info', 'Responses', 'Scores', and 'Other'. The 'View Report' button is highlighted in red.

General Info	Responses	Scores	Other
<input type="checkbox"/> Exam Taker Name	<input checked="" type="checkbox"/> Responses Selected	<input type="checkbox"/> Score (# points)	<input type="checkbox"/> Categories
<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Answer Key in First Row	<input type="checkbox"/> Letter Grade	<input type="checkbox"/> Category Full Path
<input type="checkbox"/> Assessment Name	<input checked="" type="checkbox"/> Question ID/Rev	<input type="checkbox"/> Percentage Score	<input type="checkbox"/> Percentage Correct
<input type="checkbox"/> Assessment ID	<input checked="" type="checkbox"/> Essay Responses	<input type="checkbox"/> Raw Score (# correct)	<input type="checkbox"/> Import Date
<input type="checkbox"/> Course	<input type="checkbox"/> Only Show Essays	<input type="checkbox"/> Rank	<input checked="" type="checkbox"/> Rationale
	<input type="checkbox"/> Essay Grader Feedback	<input type="checkbox"/> Percentile Rank	
		<input type="checkbox"/> Scoring Adjustments	

TUTORIAL

3. Select the student(s) and click **Export to PDF**.

StudentID	Q1	Q1 Pts	Q2	Q3	Q1 Rationale	Q2 Rationale	Q3 Rationale
ANSWER KEY -->	N/A - Essay		T	D			
Item ID / Rev	2 / 1		3 / 1	1 / 1			
<input checked="" type="checkbox"/> megstudent	Goodwill is the excess amount paid for the item. NBV is the cost and FV is the market price.		T	D			TS and AFS securities are both current and reported at FV. HTM are noncurrent and reported at amortized cost.

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

4. Select your desired options and click **Run 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
- Percent Score (%)
- Percentile Rank
- Raw Score (# Correct)

TUTORIAL

5. You will be able to save/print a PDF report that looks like this:

ID: megstudent				
Item#	Type	Points	Correct Answer	Exam Taker Response
There are no wrong answers to report.				