ExamSoft Options to Enable when Creating a New Assessment

We will look at the options that run down the left side of the page when creating a new assessment.

Create New Assessment

Name the assessment something descriptive of not only the exam, but the course as well. For example, NURS123 Quiz 1 Fall 2019

Make sure you are saving it to your course folders.

You can add a notice that will pop up just before the student enters the exam.

Typically questions have a default value of 1. You can assign a different value on the question itself. If you use default weights, this will sum up the total points value based on what you chose when you create the questions.

Assign evenly to all will ignore any weighting that you have given to the questions. Assign proportionally retains those weightings.

Enabling this option will allow students to immediately see their score when they exit the exam.

ELECTING SECURE will shut off the student’s internet and prevent access to any apps on their computer. DO NOT USE FOR ONLINE PROCTORED EXAMS.

Randomize Sequence presents the questions in random order. Randomize choices presents the answers in random order.

Time limit needs to be filled in. Universal Resume Code is used in the event of a student emergency. This allows the student to resume an exam that they exited due to a computer crash. This will only be needed if it takes the student more than 7 minutes to reboot.
• Spell check is used for essay questions.
• Suspend allows the student to pause and restart the exam.
• Calculator enables a software calculator within the exam interface.
• Numbering numbers the questions as they are presented.
• Missing answer reminder reminds them to go back and finish unanswered questions. Only applies if backward navigation is checked.
• Text highlighting allows them to highlight words in a question.
• Backward Navigation allows them to navigate back and forth between questions.
  • Require answer only applies to exams that do not allow backward navigation
• Cut, Copy & Paste allows them to copy from text and paste it into an essay question.
• Find & Replace – also for essay questions.
• Show 5 minute alarm – presents an alarm that counts down.
• Notes – allows students to write themselves notes about a question.
• Question Feedback allows students to give you feedback on a question.

This attachment will be available to the student throughout the exam.

Font Override changes the font of the questions and answers to what you choose here. Makes your test look consistent.