EXAMSOFT QUESTION AND ASSESSMENT BUILDING POLICIES

Question Bank Policies

Question Bank Folder Structure
- Each course will have a folder under the questions tab. Within each folder, there will be a series of subfolders to break the course into years. We recommend grouping questions by year, unless the course coordinator wishes to use further organization.
- If you do not see your designated folder, click the "plus" sign in the folder tree to expand the folders.

Questions should be banked under the appropriate course and sub-folder and include the following information:
- **Title** (Course_author_topic_short description; i.e. PHRM-101_Foster_Inflammation_Dosing ibuprofen)
- **Tags**: Questions should be tagged with Bloom's taxonomy, college outcomes, topic, etc.
- **Rationale**: Each question requires a rationale, which can be viewed by students in post-exam reviews
- **Randomization**: In most cases, both question order and question choices should be randomized by checking the appropriate box. Be sure to lock "all of the above" answer choices. Consider using "select all that apply" rather than "A and B" answers.
- **Groups**: Ensure grouped questions contain the same group name (not the same as title). As a best practice, "grouped" questions should start with "Question _ of _" in the question text.

Editing Questions
The power of ExamSoft to longitudinally track a question's performance over time is incredibly useful in assessing our curriculum. As we expand our question back over the years, consider **editing/revising** questions rather than entering an entirely new question. To make a revision, select the edit/revise button at the bottom of a question. Do *NOT* duplicate the question. If the question has drastically changed, feel free to enter it as a new question.

Assessment Building Policies

Posting Deadlines
Assessments need to be posted at least 48 hours before the scheduled exam. Be sure that the assessment has been previewed in Examplify by at least two people.

Passwords
Passwords need to be secure. Please do *NOT* use words or an easily guessed password. Use a combination of random letters, capitalization, and numbers.

Double-Checking Posting Details
Instructors are responsible for double-checking the posting details (dates and times for the exam and post-exam review, navigation preference, time allotted, etc.). Please have at least two instructors verify the posting details are correct. **Once an exam is posted and students begin downloading the exam, changes cannot be made to the exam** (in this case, the posting would need to be deleted and reposted).

After Exam Policies

Interpreting Item Analysis
After an assessment, instructors are encouraged to perform an item analysis to see how each question performed (*see pg. 26 of guidebook*). If a question performed poorly among students, that question should be reviewed by the course coordinator. Course coordinators can adjust scores after the exam to reconcile poor performing questions (*see pg. 31 of guidebook*).

Releasing Scores
Students will benefit from not only releasing their grades but releasing category performance and statistics regarding their exams (*see pg. 28 of guidebook*). Ensure students get as much feedback on their performance as possible. Scores should also be pushed to the Learning Management System (ie., Blackboard Learn (*see pg. 32 of guidebook*).