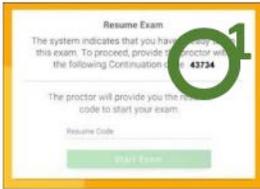


## EXAMSOFT EXAM DAY CHECKLIST

<b>Before the Exam</b>	<ol style="list-style-type: none"> <li>Post exam at least 48 hours prior to exam date. <ul style="list-style-type: none"> <li>Best practices are to randomize both question order and answer order</li> <li>If you are planning a post-exam review, this needs to be scheduled at the time of posting</li> <li>Confirm accommodations added for individual students in ExamSoft</li> <li>Always preview exam on Exemplify</li> </ul> </li> <li>Check that students have downloaded the exam. <ul style="list-style-type: none"> <li>ExamSoft &gt; Assessment &gt; Exam Taker Activity</li> </ul> </li> <li>Provide the proctor with: <ul style="list-style-type: none"> <li>Assessment password</li> <li>Universal resume code</li> <li>Back up paper copies</li> </ul> </li> <li>Contact Mark Sharp or IT to have them available during the exam.</li> <li>Have at least one instructor/TA bring a computer to the exam to access ExamSoft in case of troubleshooting.</li> </ol>
	<p><b>Mark Sharp</b>, Director of Technical Services 765-494-5026; <a href="mailto:sharpm@purdue.edu">sharpm@purdue.edu</a></p> <p><b>Brooke Furrer</b>, Senior Administrative Assistant 765-494-9395; <a href="mailto:furrerb@purdue.edu">furrerb@purdue.edu</a></p> <p><b>David Foster</b>, Associate Professor of Pharmacy Practice 317-880-5428; <a href="mailto:dfoster@purdue.edu">dfoster@purdue.edu</a></p> <p><b>ExamSoft Support</b> 866-429-8889</p>
<b>During the Exam</b>	<ol style="list-style-type: none"> <li>Instruct students to open Exemplify and await the password to begin. <ul style="list-style-type: none"> <li>Students should close background programs and should have disabled their antivirus.</li> </ul> </li> <li>Give students the assessment password. (Case-sensitive) <ul style="list-style-type: none"> <li>Can read aloud or project on the screen until every student has started. Then remove.</li> <li><b>FOR REMOTE EXAMS:</b> distribute password vis email AND Brightspace announcement 5 minutes prior to start time</li> </ul> </li> <li>Ensure all students have successfully uploaded their exam by checking for a green screen before they exit the room. <ul style="list-style-type: none"> <li>Some students might get a blue screen. This is common if multiple students are trying to upload at the same time.</li> <li>Instruct those students to hit the “retry” button and if necessary, to close Exemplify and try again.</li> <li>Students might need to try a different Wi-Fi connection (eduroam, PAL-rec, etc.).</li> <li>If these strategies do not work, check that the student exited their exam. Record their name. They will need to upload the exam when they can establish a Wi-Fi connection. Note that the exam is encrypted and students cannot access it after they exit the exam.</li> </ul> </li> </ol>
<b>After Exam</b>	<ol style="list-style-type: none"> <li>Check that all students have uploaded their exams. <ul style="list-style-type: none"> <li>ExamSoft &gt; Assessment &gt; Exam Taker Activity</li> <li>Email students that have not uploaded their exam</li> </ul> </li> </ol>
<b>Troubleshooting</b>	<p><b>If trouble with Exemplify occurs, try these three steps:</b></p> <ol style="list-style-type: none"> <li>Reboot the device. This solves most of the issues and will require a continuation code (below).</li> <li>Give the student another loaner device. This will require an additional download for the student, which can be added from the Exam Taker Activity page on ExamSoft.</li> <li>Give the student a hard-copy of the assessment to complete.</li> <li><b>FOR REMOTE EXAMS:</b> have students IMMEDIATELY take a screenshot of their problem, and then power down their device (powering down stops the exam timer). Students should then email you the screenshot and problem description.</li> </ol> <p><b>Continuation Codes:</b> If a device restarts mid-exam, students will need a continuation code to enter back into the exam.</p> <ul style="list-style-type: none"> <li>The student should notify the proctor and give a code that is shown on their screen.</li> <li>Enter the student’s code under the Exam Taker Activity page of that specific exam.</li> <li>Once the code is submitted, you will receive second code to give to the student to resume the exam.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p><b>Universal Resume Code:</b> If there are multiple students needing a continuation code, it might be more efficient to give them the universal resume code. Be aware if students are allowed to leave early and remember the code they <i>COULD</i> enter back into the exam. Be cautious when using the universal resume code.</p> <p style="text-align: center;">ExamSoft &gt; Assessment&gt; on left hand menu of the assessment under the heading “Security Options”</p>