**EXAMSOFT EXAM DAY CHECKLIST**

### Before the Exam
1. Post exam at least 48 hours prior to exam date.
   - Best practices are to randomize both question order and answer order
   - If you are planning a post-exam review, this needs to be scheduled at the time of posting
   - Confirm accommodations added for individual students in ExamSoft
   - Always preview exam on Examplify

2. Check that students have downloaded the exam.
   - ExamSoft > Assessment > Exam Taker Activity

3. Provide the proctor with:
   - Assessment password
   - Universal resume code
   - Back up paper copies

   **For students w/ accommodations:**
   - Be sure to provide the testing center (DRC) with this information, as well as a contact.

4. Contact Mark Sharp or IT to have them available during the exam.

5. Have at least one instructor/TA bring a computer to the exam to access ExamSoft in case of troubleshooting.

### During the Exam
1. Instruct students to open Examplify and await the password to begin.
   - Students should close background programs and should have disabled their antivirus.

2. Give students the assessment password. (Case-sensitive)
   - Can read aloud or project on the screen until every student has started. Then remove.
   - **FOR REMOTE EXAMS:** distribute password via email AND Brightspace announcement 5 minutes prior to start time

3. Ensure all students have successfully uploaded their exam by checking for a green screen before they exit the room.
   - Some students might get a blue screen. This is common if multiple students are trying to upload at the same time.
   - Instruct those students to hit the “retry” button and if necessary, to close Examplify and try again.
   - Students might need to try a different Wi-Fi connection (eduroam, PAL-rec, etc.).
   - 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.

### After Exam
1. Check that all students have uploaded their exams.
   - ExamSoft > Assessment > Exam Taker Activity
   - Email students that have not uploaded their exam

### Troubleshooting
**If trouble with Examplify occurs, try these three steps:**
1. Reboot the device. This solves most of the issues and will require a continuation code (below).
2. 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.
3. Give the student a hard-copy of the assessment to complete.

4. **FOR REMOTE EXAMS:** 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.

**Continuation Codes:** If a device restarts mid-exam, students will need a continuation code to enter back into the exam.
- The student should notify the proctor and give a code that is shown on their screen.
- Enter the student’s code under the Exam Taker Activity page of that specific exam.
- Once the code is submitted, you will receive second code to give to the student to resume the exam.

**Universal Resume Code:**
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 **COULD** enter back into the exam. Be cautious when using the universal resume code.

ExamSoft > Assessment> on left hand menu of the assessment under the heading “Security Options”

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