

2019

Purdue University College of Pharmacy ExamSoft Guidebook

Updated 11/11/19



Welcome to the College of Pharmacy's ExamSoft guidebook!

As of Spring 2019, we are transitioning our assessments from traditional paper-based exams to computer-based exams through ExamSoft. ExamSoft (and the student application Examplify) is a secure testing software that allows educators to streamline the testing process and better track student performance. The online portal allows educators to bank exam questions, tag questions to learning outcomes and course objectives, create secure assessments, and run detailed analysis on assessments. By adopting this software, we can better assess student progress throughout our program and evaluate the success of our curriculum in meeting college outcomes. Together, we will prepare our students for their brightest future.

The goal of this document is to help you master the ExamSoft software so you can confidently build assessments, proctor assessments, and analyze results.

Boiler up,
Veronica Heintz

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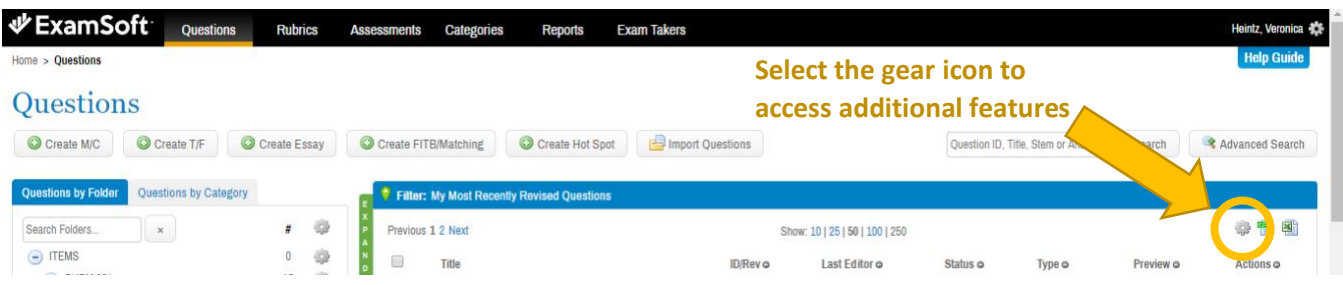
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Getting Started

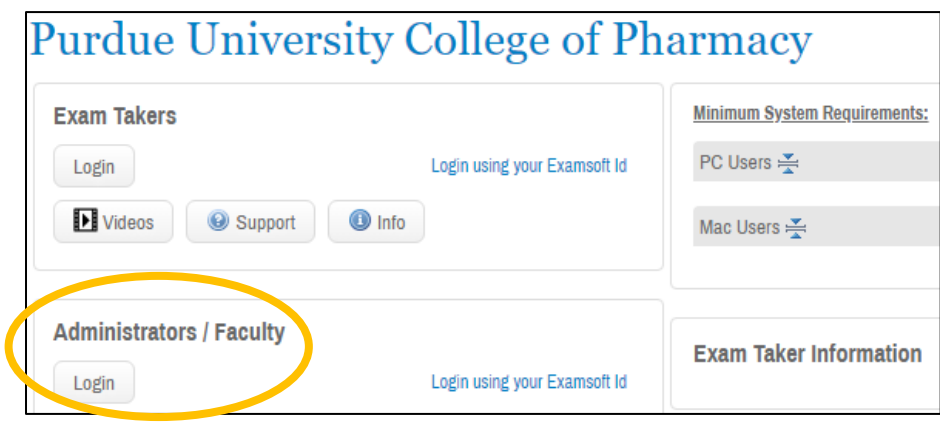
Faculty and TAs will have an account set up for them in the ExamSoft portal. Please note that ExamSoft has several layers of administrative restrictions and you may not have full access to all the features described in this guide. If you feel that you are missing permission to certain features, please contact David Foster (drfoster@purdue.edu) or Mark Sharp (sharpm@purdue.edu).

Additionally, some features might be hidden and will need to be added to the menus. Select the gear icon  in the right-hand menu to see additional features that can be added to the menu.



Logging into ExamSoft

1. To log into ExamSoft, navigate to <https://ei.examssoft.com/GKWeb/login/purduepharm>
2. Under the **administrators/faculty** option, **Login** using your Purdue BoilerKey



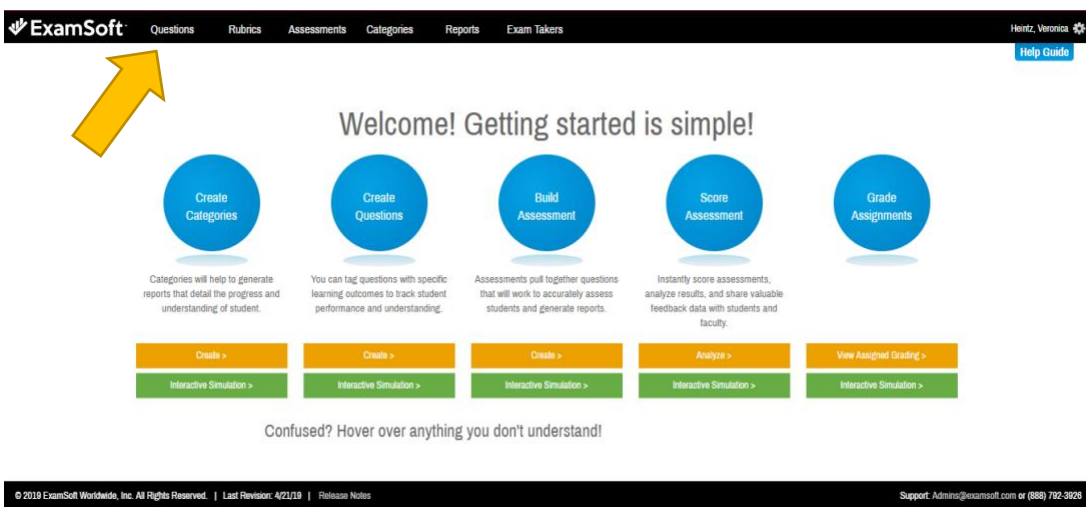
Question Banking

Question Types

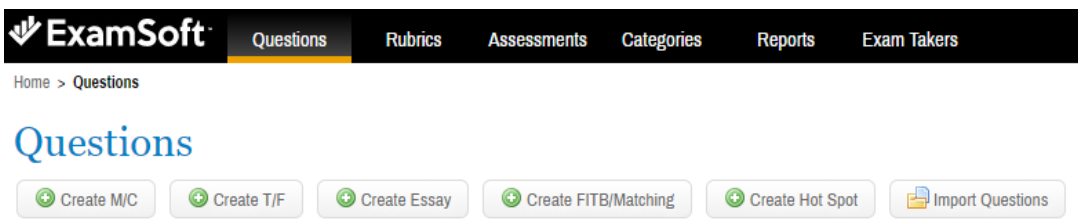
ExamSoft offers several types of questions: Multiple choice, true/false, fill-in-the-blank, hot-spot, and essay. The following section contains a step-by-step tutorial for each question type.

Entering Questions: Multiple Choice

- 1. After using your Purdue credentials to login into ExamSoft, navigate to the questions tab on the upper left-hand of the menu options.

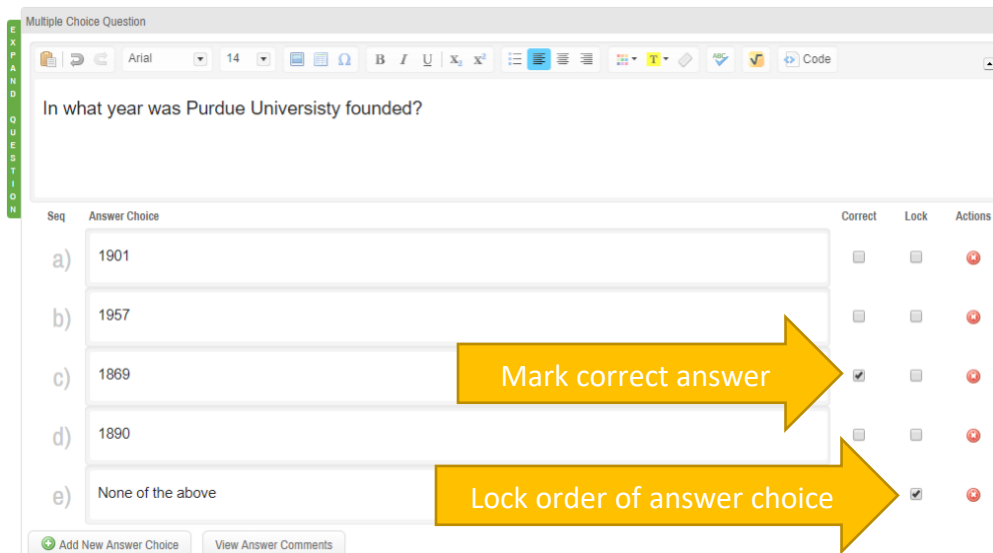


- 2. There are two ways to enter questions – typing in the questions manually or importing from a document. Questions can be entered manually by choosing the appropriate question type icon, as seen below.



Questions can be imported from a word document by selecting the “Import Questions” option. For further instructions on importing questions, refer to page 11

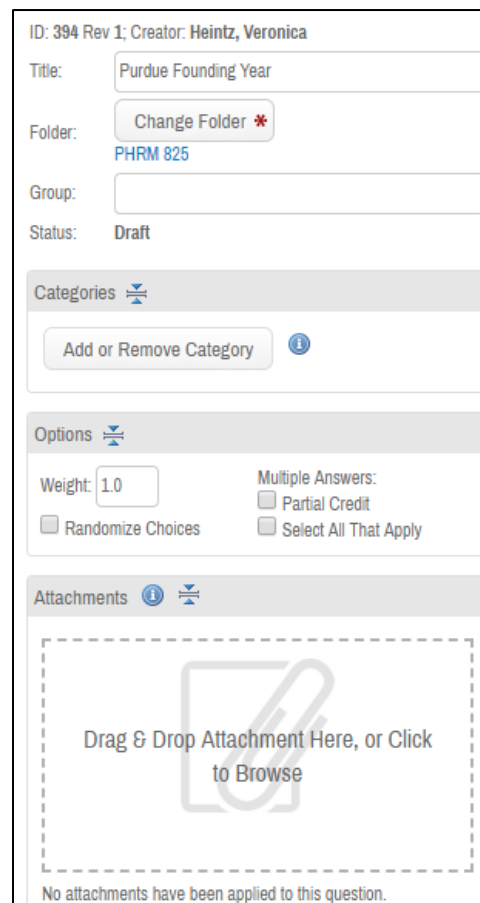
- After either manually typing in the question or importing the question, indicate the correct answer by checking the box(es) next to the correct answer choice. If an answer requires a certain order (i.e. all of the above) check the “lock” option next to the answer choice to keep it in the desired order when other answer choices are randomized.



- Enter a descriptive **title** for the question. Note: If the question is a part of a series of questions, enter the number of the question within the series in the title (i.e. 1 of 4).

Course_Author_Short description
i.e. PHRM-101_Foster_Purdue Founding Year

- Select the appropriate **folder** to file the question. Typically, under the Course > Module > Instructor
- If the question is a part of a series of questions or case study, provide a **group title** so these questions will be grouped together when exam questions are randomized.
- Categorizing** questions is a major benefit of ExamSoft’s analysis. Select the appropriate tag(s) for each question.
- The **weight** of the question can be changed now, or later. Check with the course instructor for point values of each question. Generally, T/F are 1 point while multiple choice as 3 points.
- Under the “options” select to “**randomize choices**”. Be sure that any necessary answer choices have been locked into order.
- Attachments** will display as a pop-up window to the examinee. Generally, a .jpeg is preferred so students that have not installed Adobe Acrobat can still see the attachment. But .pdf, .gif, .mp3 etc. can also be attached.



11. Adding **rationale** to each question will aid in post-assessment review sessions. Students will be able to see the rationale for questions they answer incorrectly. Note: avoid phrases like “answer B is correct because...” while writing rationale since answer choices will most likely be randomized.
12. **Internal comments** are not seen by exam takers.
13. To save the question as a draft, click save.
14. Once the question is ready for an assessment, click **approve**. Edits can be made once the question is approved but will result in multiple versions.

The screenshot shows two input fields. The top field is labeled "Rationale" and has a small double-headed arrow icon to its right. Below it is a larger input field labeled "Internal Comments", also with a double-headed arrow icon. To the right of the "Internal Comments" field is a "Submit" button.



Entering Question: True/False

1. Enter the question stem
2. Select the correct answer choice. True will always be the first answer choice, and false will always be second.
3. Save the question as a draft until it is ready to be approved (i.e. the question weight, rationale, attachments, etc. are all finalized)


The screenshot shows the "True/False Question" configuration window. It has a toolbar with icons for undo, redo, font, and size. Below the toolbar is a large text area for the question stem. At the bottom, there are two radio buttons under the heading "Correct Answer Choice": "True" (which is selected) and "False".


Entering Question: Essay

1. Enter the question stem.
2. Under the options menu (located on the left) indicate an appropriate character limit.
3. Save the question as a draft until it is ready to be approved (i.e. the question weight, rationale, attachments, etc. are all finalized)

The screenshot shows the "Options" menu for an essay question. It includes a "Weight" field with the value "1.0" and a "Character Limit" field which is currently empty.

Entering Question: Matching/Fill-in-the-blank

1. Enter the question stem. A table might be helpful for matching, but the format is up to the instructor.
2. To insert a blank, select 
3. Define the correct answer. Note: ExamSoft is sensitive to punctuation. Therefore “a”, “a.”, and “a)” are all different answers. To account for different versions of the correct answer, multiple right answers can be entered. Separate each answer by a vertical line character (i.e. |). *See example.* Additional answers can be added after the assessment is given.
4. Save the question as a draft until it is ready to be approved (i.e. the question weight, rationale, attachments, etc. are all finalized)

a.	Mitch Daniels
b.	
c.	Robert E. Heine

1. The president of Purdue University is

2. is the dean of Purdue College of Pharmacy

3. RHPH is named after

Number	Correct Answer
1	Mitch Daniels A. A A)
2	Dr. Barker Barker Eric Barker B B. B)
3	Heine Robert Heine Robert E. Heine C C. C)

Entering Question: Hot-Spot



1. Enter the question stem as usual. (i.e. Select the dog’s nose)
2. Upload an image.
3. Click and drag to draw a box around the desired region.
4. Save the question as a draft until it is ready to be approved (i.e. the question weight, rationale, attachments, etc. are all finalized)

Formatting Exam Questions for Easier Importing

Using ExamSoft’s import questions feature to upload exam questions is a convenient way to upload multiple questions at once. But in order to use this feature, there are a few formatting requirements.

All Question Types:

Instructions	Example
Question/Item Stem	
Each question needs to start with a number followed by a period or parentheses.	1. Or 1)
Follow the period or parentheses by a space and then the question stem	1. What are the school colors of Purdue University?
Optional: All questions will be given a short title in ExamSoft. If you prefer to title your own questions rather than having the importer add a descriptive title, follow the following steps. Start the question with “Title:” followed by a space and then the number of the item. Do not include a period or parentheses in the title.	Purdue colors 1. What are the school colors of Purdue University?

Multiple Choice Questions:

Instructions	Example
Question/Item Stem	
Format each question stem as described above.	1. What are the school colors of Purdue University?
Answers	
Each answer choice begins with a letter followed by a period or parentheses and a space before the answer	1. What are the school colors of Purdue University? a. Pink and Purple *B. Gold and Black c) Orange and Red D) Green and Teal
Indicate the correct answer choice with an asterisk (*) in front of the letter choice. No spaces.	

True or False Questions:

Instructions	Example
Question/Item Stem	
Format each question stem as described above.	1. Tan and blue are the school colors of Purdue University.
Answers	
Enter “True” as the first answer choice and “False” as the second answer choice.	1. Tan and blue are the school colors of Purdue University. a. True *B. False
Indicate the correct answer choice with an asterisk (*) in front of the letter choice. No spaces.	

Fill-in-the-Blank:

Instructions	Example
Question/Item Stem	
FITB is a special question type specific formatting. Before the (<i>optional question title or</i>) question number, begin with "Type: F"	Type: F 2. In what state is Purdue University located?
Answers	
Since students might enter variations of the correct answer, you can enter multiple correct answers. Correct answers can always be adjusted after the examination.	Type: F 2. In what state is Purdue University located? a. Indiana b. IN

Select All That Apply

Instructions	Example
Question/Item Stem	
Questions with multiple correct answers begin with "Type: MA" followed by the <i>optional title</i> and the required question number.	Type: MA 2. What are the school colors of Purdue University? a. Pink
Answers	
Indicate the correct answer choices with an asterisk (*) in front of the letter choice. No spaces.	*B. Gold c) Red *D) Black

Essay/Short Answer

Instructions	Example
Question/Item Stem	
An essay question begins with "Type: E" followed by the optional title and question number.	Type: E 3. Why do you love Purdue?

Rationale (Required to aid in post-exam reviews)

Instructions	Example
After the end of the question, use a tilde "~" and a space before the description.	1. Tan and blue are the school colors of Purdue University. ~ Black and Gold are Purdue's official school colors. a. True *B. False

Import with a Title

Instructions	Example
Each question will need a title. Please format your titles as Course_author_topic_keywords before the question number so the title can be automatically imported.	PHRM-000_Purdue Pete_History_Purdue Colors 1. Tan and blue are the school colors of Purdue University. ~ Black and Gold are Purdue's official school colors. a. True *B. False

Importing Questions

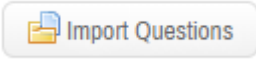
Importing questions will aid in quick import of multiple questions at once. To import questions from a word document, the document needs to be saved as a rich text file (.rtf). Please note that images and certain formatting (italics and boldface) will not be retained in .rtf files.

- 1. Ensure that the word document follows the minimum formatting requirements
 - a. The question number followed by a parenthesis or period.
 - b. The question stem
 - c. Answer Choices (*MC and TF only*)
 - d. Correct Answer indicated by an asterisk prior to the answer choice (*excluding Essay*)

Supported Fonts: Arial, Arial Black, Comic Sans, Courier New, Georgia, Impact, Times New Roman, Trebuchet MS, Verdana

Supported Sizes: 8pt, 9pt, 10pt, 11pt, 12pt, 14pt, 16pt, 20pt, 22pt, 24pt, 26pt, 28pt, 36p, 48pt, 72pt

- 2. Save the document as .rtf



- 3. Under the Questions tab in ExamSoft, select

- 4. On the following page, select the folder to which you want to upload the questions. Select the .rtf file from your computer. Do not import with HTML tags. Upload all the questions as a draft to review before approving. Select the clean MSWord formatting.

A screenshot of the "RTF Import" interface. At the top, it says "RTF Import" and provides instructions: "In MS Word®, Select 'Save as' and select Rich Text Format (*.rtf). Formatting Instructions * Sample File". There are fields for "Folder:" with a "Select Folder" button, and "File:" with a dashed box for "Drag & Drop Attachment Here, or Click to Browse". Below these are checkboxes for "Import with HTML tags" (unchecked), "Import all questions as draft" (checked, with a yellow arrow pointing to it), and "Select Appropriate Filter For Import (Optional)". A dropdown menu is set to "Clean MSWord Formatting", which is circled in yellow. A "Next" button is at the bottom.

- 5. Questions will be uploaded to the server for review before importing. ExamSoft will give notice of questions that are ready for import as well as questions that have formatting errors.

RTF/TXT Validation

It's okay. Everyone makes mistakes. Check out the errors displayed in red below. You have some options:

- 1) Open the file in MS Word®, correct any issues, cancel this import, then reimport the corrected RTF file
- 2) Import only the valid questions, but keep track of which ones failed so you can correct those and *only* import them (i.e. don't reimport the good ones again).

Ready to Import:	16 Item(s)
Errors found:	1 Item(s)

To review the errors, either download the error report or scroll down for further information.

Example of downloaded error report:

Example of notice on importing screen

###READ ONLY: This error report shows you what needs to be adjusted in your original file before attempting to upload again. Please do not use this file to upload the questions.

9. Purdue University is located in _____.

- A. Texas
- B. Indiana
- C. Colorado
- D. Mississippi
- E. Louisiana

ERROR: A correct answer choice was not provided for this question.

A correct answer choice was not provided for this question.

- 6. Finish importing questions into ExamSoft by selecting the “Import Valid Questions” option.



Note: Questions are uploaded as a draft. Please review each question and select the appropriate formatting (lock order of answer choices, randomize answer choices, adjust bolding/subscripts/Greek fonts, ensure figures and attachments are included as intended, etc.) Once questions have been fully edited, they can be approved and are ready to be added to an assessment.

Question Nomenclature

Because questions in ExamSoft are banked, proper nomenclature is essential. The following format is suggested:

Type of Question	Nomenclature	Example
Standalone questions	Author_Course_Topic_Question/Subject	Foster_PHRM-864_IBD_monitoring biologics
Grouped questions/Case studies	Author_Course_Topic/Question/Subject_order	Foster_PHRM-864_IBD_monitoring biologics_1 of 3

Editing Questions

The ability to track question performance year to year (and modify as necessary) is a key benefit of ExamSoft. When updating or editing questions the following year, use the “Create New Revision/Edit” option. This will preserve the question statistics and give us the opportunity to longitudinally track the question performance. The “Duplicate” option should generally NOT be used because it creates a completely new question, so all question statistics will be lost. The only potential exceptions to duplicating a question are (i) if the question was being changes drastically to the point that it should be considered a new question or (ii) if the question was being used as a template for a new question.





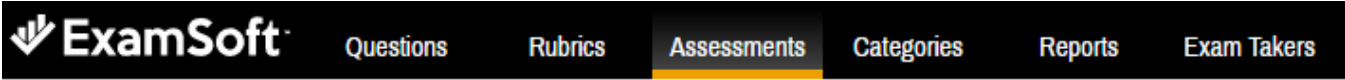
ONLY if you want to drastically change the question.
Question statistics will be lost.



BEST for year-to-year edits.
Question statistics will be preserved. 

Building Assessments

- 1. Navigate to the assessments tab under ExamSoft’s main menu.



- 2. To create a new assessment, click



- 3. Choose the type of assessment and give it a title. Be aware that students will choose their exam from the list of exams available for download. Thus, use a descriptive title to help students identify their correct exam. Include the course name, type of assessment, and date.

ID: 13; Posts: 0

Name: PHRM 825_Exam 2_March 4 2019

Type: Exam

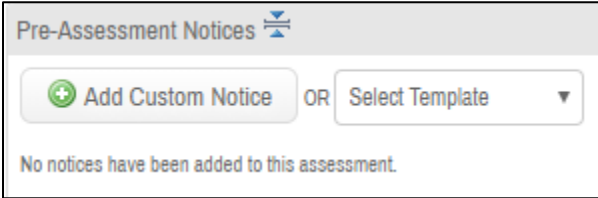
Creator: Heintz, Veronica

Folder: Change Folder
Module 2

← Course_ Exam title_ Date of Exam

- 4. **Pre-assessment notices:** Instructors may want to add a pre-assessment notice with additional information before the exam. To add a pre-assessment notice, click the “add custom notice” button.

Additionally, the college will want to include a pre-assessment academic integrity notice. Students will need to click a next button to proceed to the exam, which serve as an electronic agreement to the expectations.

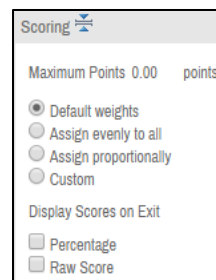


Academic Integrity Notice:

Academic dishonesty will not be tolerated in this course, and punitive actions will be enforced. Academic dishonesty includes, but is not limited to, (1) cheating; using hidden notes or examining another person’s responses in order to answer questions on a quiz or test; (2) changing or adding to answers on examinations to be submitted for a re-grade; (3) ringers: having another person fulfill your assignment (e.g., lab, quiz, or test); (4) using non-allowed references or aids during on-line quizzes.

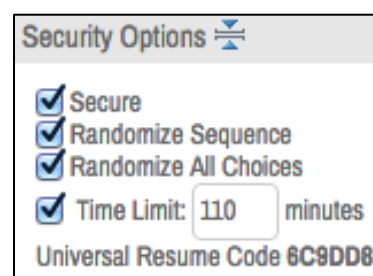
By clicking next, you agree to not engage in any form of academic dishonesty during this examination.

- 5. **Scoring:** Choose the desired scoring scheme. If questions were weighted while being entered into the question bank, they might add up to the desired maximum points for the assessment. However, points can be allocated differently by selecting a different option or “custom”.



Scores can be displayed upon exit. Please note that the scores will not include essay questions and will not reflect post-exam adjustments.

- 6. **Security Options:** Unless there is an open-note assessment, all assessments will be taken in a **secure** mode with the locked-down browser. Be sure the secure box is checked for the locked-down browser mode. Also, increase the security of the exam by choosing to **randomize the sequence** of the questions and to **randomize all choices**. This will generate different “versions” of the exam and decrease the likelihood that students are on the same question at the same time. **All grouped questions will remain together, and all locked answers will stay in order.**



Set the **time limit** for the exam. The exam will automatically end when the time limit is reached. Options for students with accommodations will be entered at a different time.

Take note of the **universal resume code**. This code is unique to every assessment and will need to be brought to the exam in case of troubleshooting.

- 7. **Options to Enable:** ExamSoft offer several different tools and features for the exam takers.

Spell check: Students will be able to spell check free response answers.

Suspend: This option is best used for homework assignments. When enabled, the assessment can be suspended and re-opened until the due date.

Calculator: A scientific calculator. Generally included on exams.

Numbering: This is recommended so the students knows their progress.

Missing Answer Reminder: If backward navigation is allowed, this feature will prompt exam takers of missing answers upon exit.

Text Highlighting: This option is recommended so students can highlight key words in question stems.

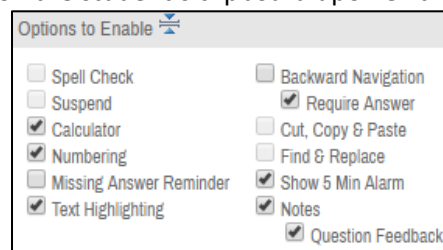
Backward Navigation: Turning off backward navigation will help students prepare for the NAPLEX. If this feature is disabled, it is recommended to turn on the required answer feature to help students from accidentally skipping questions.

Cut, Copy, & Paste: This feature will allow students to copy and paste within their essay answers. It will not allow students to copy question stems and will not leave data on the student’s clipboard upon exit.

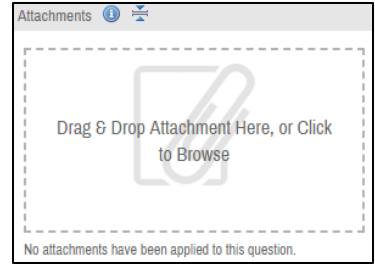
Find & Replace: This feature will allow students to find and replace only within their free response answers.

Show 5 Min Alarm: This feature is encouraged for timed assessments. It will warn students of the end of the allotted time.

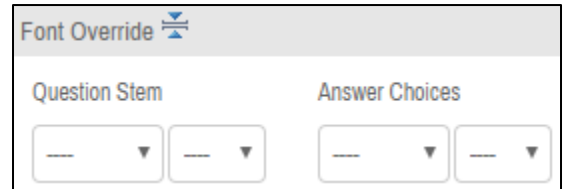
Notes: Students can make notes or give feedback to instructors.

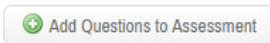


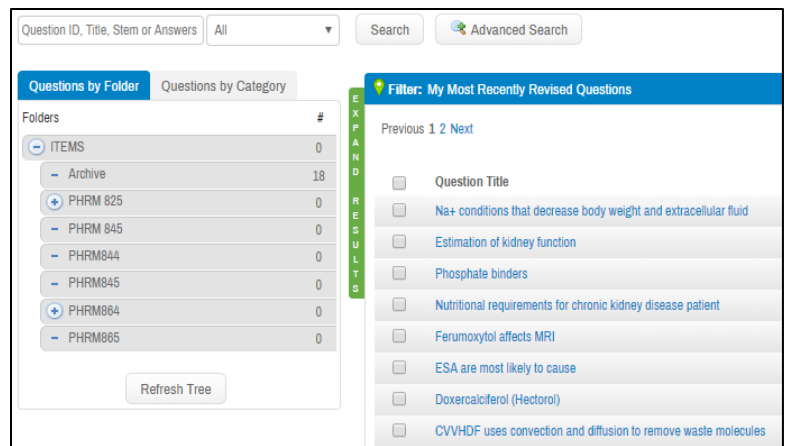
- 8. **Attachments:** Exam-wide attachments, such as formula sheets, can be added as an image, .pdf, or .rtf. However, an image (.jpeg, .gif, or .png) is preferred because Adobe is required for .pdf attachments. Only one attachment is allowed per assessment.




- 9. **Font Override:** This feature will make the assessment more coherent in appearance. A font of 12-14 point is recommended for easy reading.



- 10. **Adding Questions to Assessment:** To add questions to the assessment, click the  button. Find the desired question by searching keywords or navigating through the question folders. Once the desired questions are selected, choose



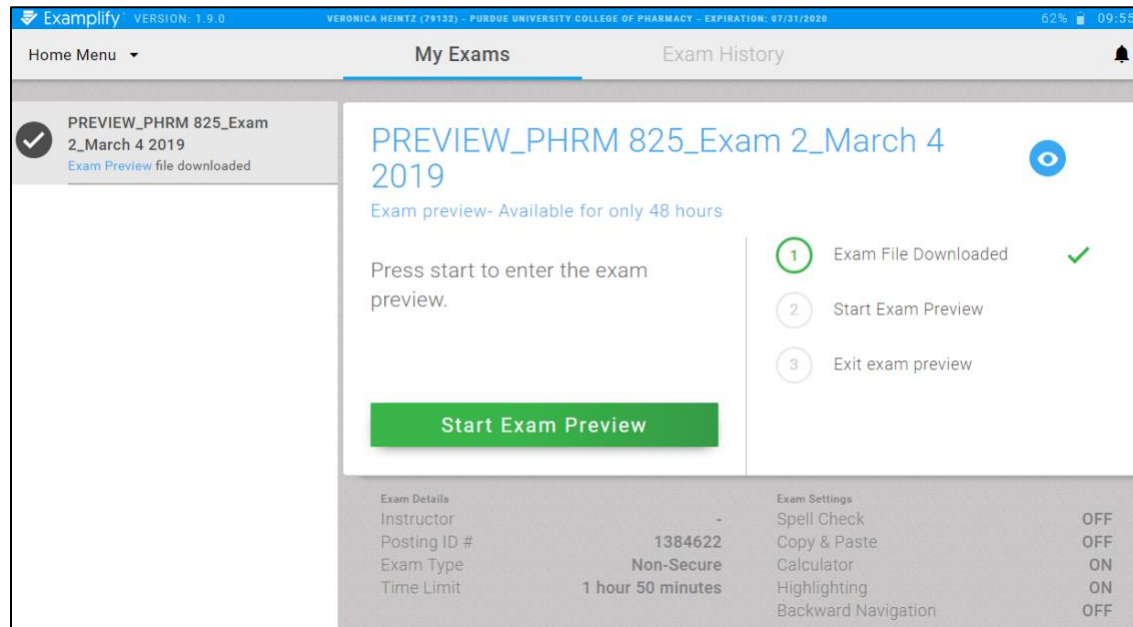
- 11. **Ordering Questions:** Typically, the questions will be randomized in an assessment, so the order is not a major concern. However, the order of questions within a group will need to be changed. Use the helpfully titled questions to correctly order questions within the group. Select  to update the reordered questions.



- 12. **Saving and Previewing Assessment:** Save assessment as changes are made. Once editing is done, proofread the assessment by selecting the preview option.



13. Exemplify will need to be installed on your computer in order to preview the assessment. Refer to page 34 for downloading instructions.



14. Ensure that the assessment looks as it is intended.

- ✓ All pre-assessment notices were added
- ✓ All exam level attachments were added
- ✓ The intended navigation is used
- ✓ All questions are included
- ✓ All questions belonging to a case study or series of question are grouped together and in order
- ✓ All attachments for each question are easy to see
- ✓ Locked answer choices are locked into order as intended

Posting an Assessment

Once the assessment is built and proof-read, it is ready to post. Note that a user must be granted certain permissions to post an exam. If you need permission, contact David Foster (drfoster@purdue.edu).

Set a password

Choose a password that is not easily guessed. A password like “BoilerUp” or “PHRM825” are too easy to guess and do not serve as a secure password. It is recommended that the password does not contain any words.

The password must contain at least six characters, including a number. Passwords are case sensitive.

Set time and dates of download, upload, and review sessions

1. Navigate to the select students button to view the students enrolled in the course. You can choose to post the assessment to the entire class, or to select students. Students with accommodations will need a separate posting.
2. The assessment admin(s) field grants access to selected admin users to administer the assessment. This field will allow the selected admin to preview the assessment.
3. Set the schedule date for the appropriate time.
4. Set the download start and end date and time. We recommend that the download start begin at least 48 hours before the exam start. This should give the students adequate time to download the exam. It is recommended that the download end time 15 minutes after the assessment begins This will allow late students one last chance to download their exams.
5. For at home assessments, it might be necessary to set an upload deadline. This will serve as a hard cut-off time for students to upload their assignments. This is not the best practice for exams. Records of start and end times are already recorded, so the exam might be uploaded after class.
6. Remote assessment deletion
7. The email reminder is an optional feature that will send students a reminder of the download start and end dates. This is generally a good feature to use to help keep the students informed. The emails will default to 24-hours before the deadlines but can be adjusted as necessary.
8. Choose one of two assessment review settings: immediate or delayed secure review. Typically, we will be using the delayed secure review.

Immediate review settings

- a. Set the assessment review password
- b. Set the time limit as to how long students can review the exam
- c. Select if students will be able to view all questions or only the questions they got incorrect
- d. Choose to show rationale

Delayed review settings

- a. Choose a review start time that is after the download end date
 - b. Choose an end time that is before the upload deadline (if set)
 - c. Choose an assessment review password
 - d. Set the time limit
 - e. Choose if students can view all questions or only those questions they got incorrect
 - f. Choose to show rationale]
9. The assessment is now ready to post. Click the post assessment button. Note that if changes need to be made, it is possible by choosing to withdraw the posting at any time before the assessment begins.

Paper backup copies

We hope that everything will run smoothly, and we will not need paper copies of the assessments. However, students' laptops break, and it is important to be prepared so those affected students can still take the exam alongside their peers.

To print a paper backup, log into ExamSoft and navigate to the assessment. Verify that the assessment has been posted and select the print button. After selecting print, you will be prompted to choose one of two views. The first view is the student view. This view is the correct version for exam takers, as it does not include rationale or answer choices. The other view, the faculty view, should only be used for instructors as it contains the correct answers, rationale, categories, and psychometrics.

Proctoring an Exam

Before the exam

Have the following information accessible:

- The assessment password
- The assessment Universal Resume Code (Never share with the students)
- At least one hard-copy of the assessment, in scantron format
- Name of the Course Coordinator and any contact information he/she may have shared
- Ensure that the assessment password was shared with the testing center and they have a contact number in case of emergency.

Mark Sharp, Director of Technical Services

765-494-5026

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317-880-5428

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ExamSoft Support 866-429-8889

Starting the exam

1. Read any special instructions from the course coordinator, if provided.
2. Instruct the students to open Exemplify and navigate to the yellow password screen.
 - a. All background programs should be closed, and anti-virus software disabled.
3. Once everyone has navigated to the password screen, give the students the case sensitive password to start the exam. It might be helpful to project the password on a screen or write it on a board.
4. Instruct students to enter the password immediately so the exam ends at the correct real-world time.
5. If written on a board, remove the password from student view once they have begun the exam.
6. Check that all students have entered the password and started their exam.

Ending the exam

Most students will finish early or will automatically finish when the assessment timer expires. You may check for a green confirmation screen to indicate a successful upload. Some students might have a blue screen indicating an error in the upload. Instruct those students to close Exemplify and try again. The upload should automatically try again.

If students began the exam together, the exam should expire at approximately the same time. However, students who arrive late will have discrepancies between the assessment timer and real-world time. In those situations:

1. Notify the student of the specific real-world time when the assessment is scheduled to end
2. Give the student a five-minute warning of that end-time
3. At end-time, ask the student to exit the exam
4. If the student refuses to exit, record the time and notify the course coordinator

Troubleshooting

If trouble with Exemplify occurs, try these three steps:

1. Reboot the device. This solves most of the issues and will require a continuation code.
2. Give the student another loaner device. This will require an additional download for the student.
3. Give the student a hard-copy of the assessment to complete.

Retrieving the assessment password

Before the exam begins, you can check the exam taker activity to (1) view upload/download history of the students and (2) retrieve the exam password.

1. Login to ExamSoft using your administrators/faculty information.
2. Navigate to **Assessments** by either clicking the **Assessments** tab on the top menu bar or the **Find Assessments** link under the blue circle.
3. If the exam is not listed, click on “**Not yet closed**” and search. You should see the list of all available exams.
4. Retrieve the exam password for the specific exam/assessment by looking under the password column on the far right. This password will need to be given to the students and is case-sensitive.

Extra Download

If a student downloaded their exam to a different device, they may need to be given a second download.

1. Navigate to the **Exam Taker Activity** page on ExamSoft.
2. Find the student from the list of downloaded exams.
3. Click on the **pencil icon** and change the number of max downloads and click **save**.

Continuation Codes

If a student's device restarts mid-exam, they will need a continuation code to enter back into the exam.

1. The student should notify the proctor and give a code that is shown on their screen.
2. Enter the student's code under the Exam Taker Activity page of that specific exam.
3. Once the code is submitted, you will receive second code to give to the student to resume the exam.

Download not available

Students are responsible for downloading the assessment before the exam. However, some students may forget and not be able to download the exam.

- Check the **download time deadline** under the list of **assessments**. If it is past the deadline, click on the **pencil icon** to edit the **Download End** time.
-
- Check the **Exam Taker Activity** list to verify that the student has not already downloaded the exam on another device. They may need to be given a second download.

Emergency Procedures

In case of an emergency, instruct the students to power off their devices. This will stop the exam timer.

Reports

ExamSoft offers three different types of reports: longitudinal analysis, longitudinal grade export, and reports by assessment. The following sections will review each type of report.

Longitudinal Analysis

The longitudinal analysis report will show how students perform in selected categories over a period of time. This type of analysis is helpful to monitor academic growth of our students.

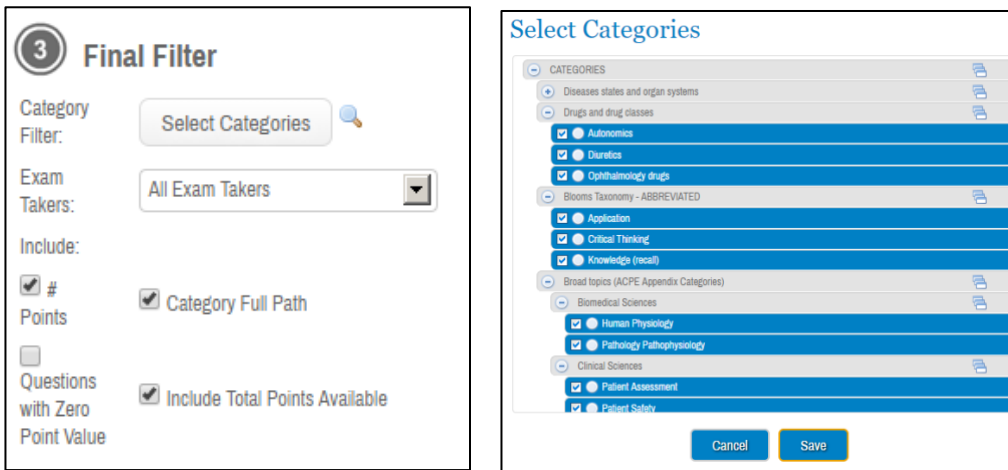
- 1. Navigate to the **longitudinal analysis** section of the reports tab.
- 2. In the **Primary Filter**, select the desired dates, users, and courses. Note that the reports can only include assessments that have been completed, thus the dates must be in the past.

The screenshot shows a three-step filter interface. Step 1, 'Primary Filter', includes fields for 'Posted between:' (1/7/2019 12:00 AM to 3/12/2019 8:55 PM), 'User:' (Select User(s)), and 'Courses:' (No Available Courses). Step 2, 'Secondary Filter', includes 'Assessment Type:' (All Assessment Types), 'Assessments:' (empty dropdown), 'Include Rubrics' (checked), and 'Include Categories' (with 3 or more items assigned that appear 1 or more assessments). Step 3, 'Final Filter', includes 'Category Filter:' (Select Categories), 'Exam Takers:' (empty dropdown), and checkboxes for '# Points', 'Category Full Path', 'Questions with Zero Point Value', and 'Include Total Points Available'. 'Reset' and 'Run Report' buttons are at the bottom.

- 3. In the **Secondary Filter**, select the type of assessment and choose the appropriate assessment.

This close-up shows the 'Secondary Filter' section with 'Assessment Type:' set to 'All Assessment Types', 'Assessments:' set to 'Select Assessment(s)', 'Include Rubrics' checked, and 'Include Categories' set to 'with 3 or more items assigned that appear 1 or more assessments'.

4. In the **Final Filter**, select the desired categories, the exam takers group, and the students within that group.



5. Click **run report**

6. The report will return the student’s ID and name, along with category statistics. Under each category heading, the report will denote how many assessments contain the category, how many unique questions (items) belong to that category, and the group average based on the number of correct answers out of the total number of attempted questions. Note: not all students will have the same number of attempted questions if they did not answer all questions in an assessment.

StudentID	Name	CATEGORIES/ Drugs and drug classes/Autonomics % Points	CATEGORIES/ Drugs and drug classes/Autonomics # Points	CATEGORIES/ Drugs and drug classes/Autonomics # Points Avail.
#	Assessments	1	1	1
#	Items	21	21	21
Group	Average	82.05 %	82.05 %	82.05 %

	CATEGORIES/Blooms Taxonomy - ABBREVIATED/Knowledge (recall) % Points	CATEGORIES/Blooms Taxonomy - ABBREVIATED/Knowledge (recall) # Points	CATEGORIES/Blooms Taxonomy - ABBREVIATED/Knowledge (recall) # Points Avail.
# Assessments	2	2	2
# Items	90	90	90
Group average	91.55 %	91.55 %	91.55 %
Student A	96.31%	209	217
Student B	82.95%	180	217
Student C	95.39%	207	217

By clicking on a student’s name, you can obtain an individual report.

7. The analysis report can be exported into a .csv or excel file.

Longitudinal Grade Export

The longitudinal grade export is similar to the longitudinal analysis in that this feature aids in reporting students' performances over time. However, this analysis does not have as much detail. This analysis reports the grades only.

1 Primary Filter

Posted between:

and

User:

Courses:

2 Secondary Filter

Assessments:

Scores

Exam Score (# Points)
 Letter Grade
 Percentage Score
 Raw Score (# Correct)
 Rank
 Percentile Rank

3 Final Filter

Exam Takers:

Include:

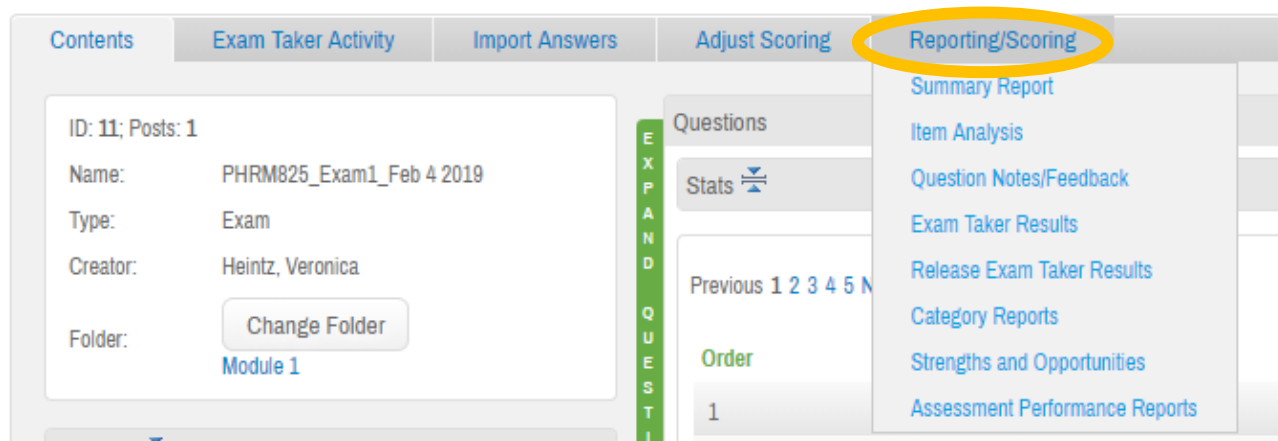
Exam Taker ID
 Exam Taker First Name
 Exam Taker Last Name
 Email

1. In the **Primary Filter**, choose the desired assessments by selecting the appropriate dates, users, and courses.
2. In the **Secondary Filter**, choose the desired assessments and select how the you wish the scores to be formatted.
3. In the **Final Filter**, choose the student(s) for which you are running the report and select to include any additional identifying information.
4. Click **Run Report** to initiate the analysis.

Reports by Assessment

This type of report includes several detailed analyses specific to an assessment. Tools such as summary reports, item analysis, question notes/feedback, category reports, and strengths and opportunity reports are helpful to understand the performance of the students as well as assess a good or bad question.

1. After selecting **Reports by Assessment** navigate to the desired exam from the assessment menu (left-hand menu). Select the name of the exam.
2. From the **Reporting/Scoring** menu, select the desired report. Descriptions are found below, and examples of outputs are on the following pages.



Summary Report: The summary report will give a detailed summary of the assessment. It includes statistics on the distribution of scores, performance distribution broken down by category, and the KR-20.

Item Analysis: The item analysis report describes the performance of each question. It includes how many students choose each answer choice, time spent on that question, and how the upper and lower exam takers performed on a particular question.

Question Notes/Feedback: If students were given the option to provide feedback on questions, their responses will be found in this report.

Exam Taker Results: The exam taker results report will provide the answer chosen and the points awarded for each exam taker.

Release Exam Taker Results: Once the scoring has been finalized, this feature will allow the exam results to be released to the students. You are able to choose if you release the results to the whole class or a particular student. Be careful as to which options you select to release so you do not accidentally release exam questions unintentionally. Always preview the report before releasing it to the students.

Category Reports: The category report will allow students to see how they performed on specific categories on the exam.

Strengths and Opportunities: The strengths and opportunities report is the most beneficial report when reviewing a student's performance. This type of report will highlight performance in specific categories allowing the instructor and student to identify strengths and areas that need improvements. This report can also aid in reviewing purposes by showing the answers that the student missed on the assessment.

Assessment Performance Reports: This report provides information about the activity of the exam takers during the exam. Options such as elapsed time, back-navigation, unanswered questions, etc. are some of the key features in this report.

Summary Report

Key features include:

- High and low scores
- Kuder-Richardson score (assessment reliability score)
- Outcomes of category performance
- A list of at-risk students (the lowest 27% of the exam takers on the assessment)
- Question performance

Running the report:

1. After selecting the **Summary Report**, either select the categories of interest or use the top 25. It may be helpful to you to indicate the number of questions per category by checking the box.

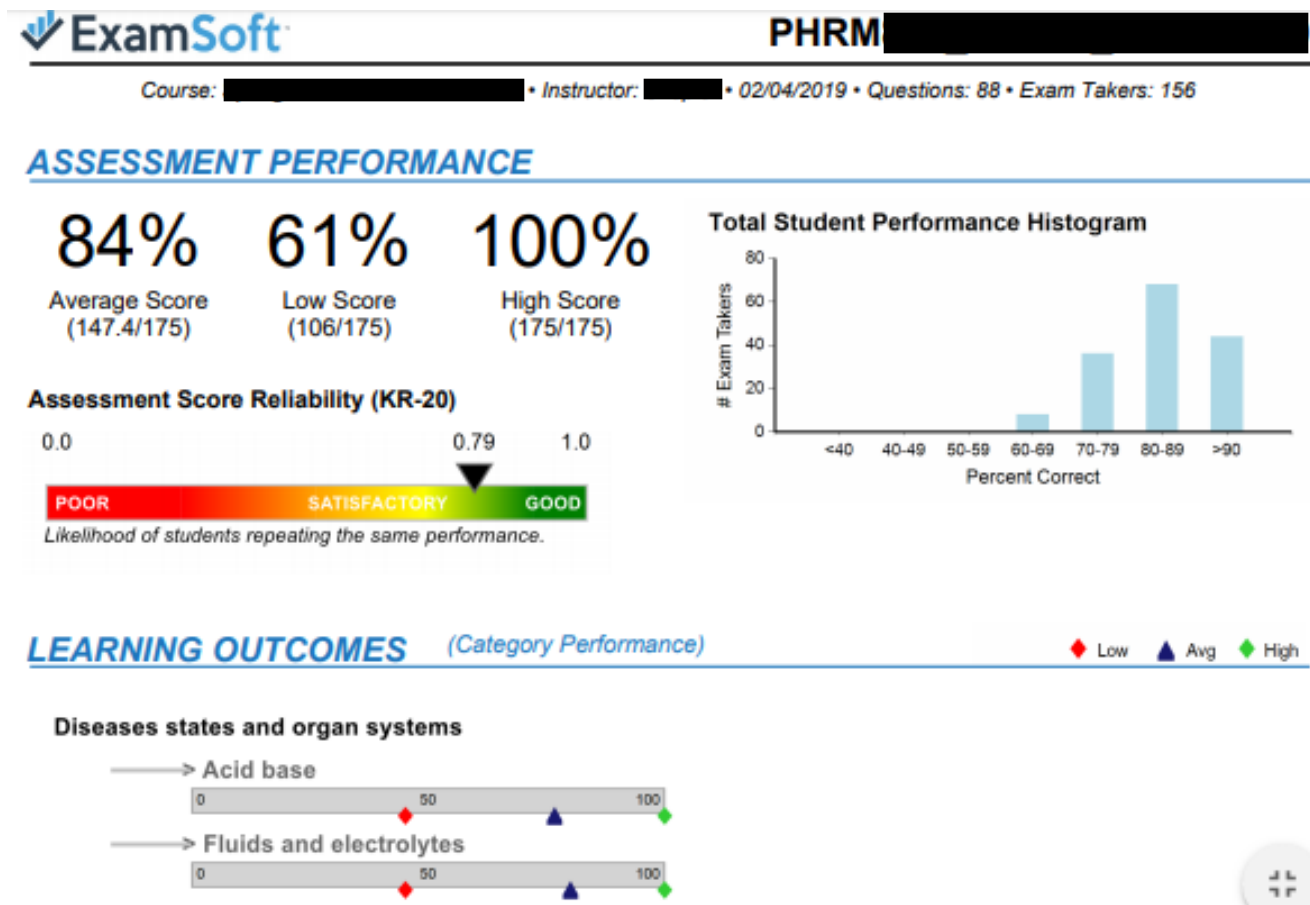
Would you like to select the categories for this report or use the top 25 categories used on this assessment?

Category Performance

Number of Questions per Category

Select Categories Use Top 25

2. Click **Run Report** and you will be given a report similar to the example below.



Item Analysis

Key features include:

- In-depth review of each question’s performance
 - i) How well did the upper 27% perform on a question and the lower 27% perform?
 - ii) What percent of exam takers chose a particular answer choice?
- Report can be exported to excel or a CSV file

Running the report:

1. After selecting Item Analysis, choose the question type, category filter, and desired options.

2. Click View Report and you will be given a report similar to the one seen below.

Question Analysis (Multiple Choice)																			
Exam Takers = 156		KR20 = 0.79		Stdev = 14.63		Mean = 147.48 (84.27%)		Median = 149.00		Min = 106.00		Max = 175.00		Total Pts = 175.00					
Question #	Correct Responses			Disc. Index	Point Biserial	Correct Answer	Response Frequencies (*Indicates correct answer)										Avg Answer Time		
	Diff(p)	Upper	Lower				A	B	C	D	E	F	G	H	I	J		Unanswered	
1	0.93	95.46%	93.18%	0.02	0.00	D	1	7	3	*145	-	-	-	-	-	-	-	0	02:13
Question ID / Rev: 282 / 3							% Selected	0.84	4.49	1.92	92.95	-	-	-	-	-	-	0.00	-
							Point Biserial (rpb)	-0.01	0.02	-0.02	0.00	-	-	-	-	-	-	-	-
							Disc. Index	0.00	-0.02	0.00	0.02	-	-	-	-	-	-	-	-
							Upper 27%	0.00	0.05	0.00	0.00	0.95	-	-	-	-	-	-	-
							Lower 27%	0.00	0.07	0.00	0.93	-	-	-	-	-	-	-	-
Performance History: # Correct: 145 # Incorrect: 11 # Not Attempted: 0 Difficulty: 0.93 Q: SL is a healthy 12-month-old female who presents for her well-child exam. She is up-to-date on all previously recommended vaccines, but has never received an influenza vaccine. What routine vaccines should she receive today? (see attached schedule) Categories: CATEGORIES:Blooms Taxonomy - ABBREVIATEDApplication, CATEGORIES:Pharmacists' Patient Care Process/Assess, CATEGORIES:Purdue COP Outcomes/Critical Thinking and Decision-Making, CATEGORIES/Diseases states and organ systems/Rheumatology-Inflammation/Immunizations, CATEGORIES/IMPORTS/Imported_01282019-183029, CATEGORIES:Blooms Taxonomy - ABBREVIATEDKnowledge (recall), CATEGORIES/Broad topics (ACPE Appendix Categories)/Clinical Sciences/Pharmacotherapy, CATEGORIES:Pharmacists' Patient Care Process/Plan, CATEGORIES:Purdue COP Outcomes/Practice-Based Competency, CATEGORIES/Broad topics (ACPE Appendix Categories)/Clinical Sciences/Public Health																			

Difficulty Index: Measures the proportion of students who answered the question correctly. A higher value indicates that more students answered the question correctly.

Discrimination Index: Shows the difference in performance between the upper 27% of students and lower 27% of students. A score of zero indicates that the two groups performed the same on a question, while a positive score indicates that the upper 27% of students performed better on this question.

Point Bi-Serial: Measures the correlation between a student’s answer to a specific question and how the student performed on the assessment as a whole. A positive number indicates that the student performed well on the question and on the exam. A negative number indicates that the student did well on the question but did not do well on the exam. The closer the score is to 1, the higher the correlation.

Question Notes/Feedback

Please note that these are optional features on assessments. Refer to page 14 for more information.

Key features include:

- Direct comments from exam takers about the clarity of assessment questions
- Better understanding of the thought processes of exam takers

An example of this report is seen below.

Sequence: 9; Item ID: 274/2, Item Desc: [REDACTED]

Which of the following [REDACTED]?

* A. 8-month old female, received influenza vaccine 5 weeks ago
 B. 4-year old male, received influenza vaccine in 2020 and 2021
 C. 8-year old female, no history of influenza vaccination
 D. 66-year old male, no history of influenza vaccination

Exam Taker Notes/Feedback	Submitted By	Exam Taker Result
Comment: is this saying that they are "coming in for their second dose" and they want to know if they can get it? So like, the 8month old got one dose 5 weeks ago and now is she eligible for a second?	[REDACTED]	Correct
for the total of 2 doses, are we assuming that the dose given 5 weeks ago is part of the 2 total doses?	[REDACTED]	Correct

Exam Taker Results

Key features include:

- Quick format for gradebook (Do **not** select the **Responses Selected** option)
- Report of the answer choice selected, and points awarded for each question or category

Running the report:

1. Under the **Exam Taker Results** report, select the general info, responses, score format, and any other options.

For a gradebook friendly format, select the **exam taker name** and **score** only

2. Select **View Report**.

An example of a report with the Responses Selected is shown below.

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

Histograms
View Report

Q1	Q1 Pts	Q2	Q2 Pts	Q3	Q3 Pts	Q4	Q4 Pts	Q5	Q5 Pts
D	2	A	2	C	2	D	2	C	2

Release Exam Taker Results

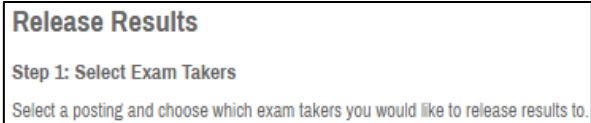
This report will be released to students. There are many options, so we will want to be careful in our selections. Always preview the report before sending it to the students to minimize the risk of releasing exam questions unintentionally.

Key features include:

- Controlling which information is released to the students about their exam performance

Running the report:

1. Select the assessment and choose the students that will receive the results
2. Decide what you want the students to see



- **Category performance**- allows students to see how they performed on the selected categories
 - **Scores**- the score can be presented by letter or percent. Additionally, the average score of the cohort and the average score for each question can be included.
 - **Test questions and/or answers**- Typically we will **NOT** release exam questions because we want to keep our test bank secure. However, the choice is yours. A warning will be given if this option is selected.
 - **Exam Taker information**- allows students to view feedback on questions they missed.
 - **Statistics**- allows students to view descriptive statistics about their performance
3. Preview the report and ensure it looks as you intend
 4. Post or send the reports to students

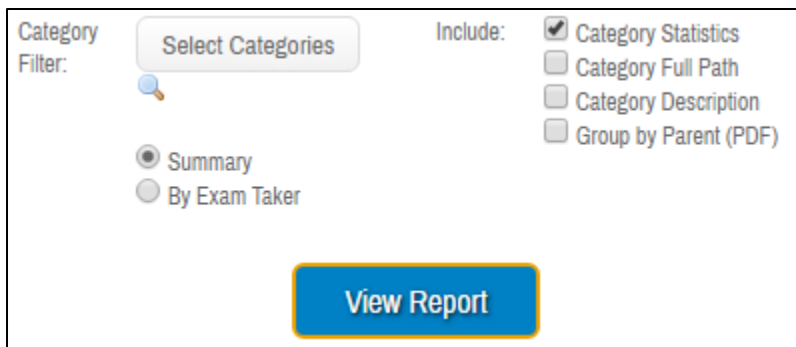
Category Reports:

Key features include:

- Assess how students performed based on categorized topics assigned to the exam

Running the report:

1. Under the **Category Report** menu, select the desired categories
2. Choose to include statistics, descriptions, or to have sub-groups grouped by the parental category
3. After selecting **View Report**, you may get a report similar to the one below.



Category	# of Items	# Correct	% Correct	# Incorrect	% Incorrect	KR20	Std Dev	Mean	Median	Min	Max
2- Understanding	1	134	85.9	22	14.1	N/A	0.35	0.86	1	0	1
Acid base	16	1893	75.84	603	24.16	0.36	1.87	12.13	12	7	16

Strengths and Opportunities:


Key features include:

- A student specific report to assess trends and weaknesses compared to the rest of the cohort
- A helpful tool for instructor/TA meetings with students to review the exam

Running the report:

1. Under the **Strengths and Opportunities** menu, select the student(s) for which you are running the report and select **Next**.
2. Set the results setting. Keep in mind, the student will have access to this report. Be cautious you do not release any unintended information, like exam questions. Ideally, we would let the student view this report on the instructors computer and not allow them to have their own copy.

Step 2: Set Result Settings

- Category Performance** 
 - Question Categories
 - Category Full Path
 - Number of Questions per Category

Scores

- Display Score
 - Letter Grade
 - Percentage
- Display Points
- Average Score
- Question Average Score
- Scoring Adjustment

Assessment

- Question Title
- Question Text
- Answer Choice Text
- Answer Key
- Rationale
- Include Attachments

Exam Taker Specific Info

- Exam Taker Name
- Exam Taker Answers
- Wrong Question Only
- Actual Question Sequence

Statistics

- Statistics (Mean, Median, Std Dev)
- Rank
- Percentile Rank

3. Select download report to run the report. An example of a report is shown on the next page.

Strengths and Improvement Opportunities

Title of Assessment shown here

Course: S... 1 • Instructor: ... • 02/04/2019 • Questions: 88
 StdDev = 14.63 • Mean = 147.48 • Median = 149 • Rank = 4/156 • Percentile Rank = 97.7564

97.14%

My Score
(170/175)

84.27%

Average Score
(147.48/175)

Overall, you scored above the class average. Please take note of the areas, noted in yellow or red, where you may have opportunities for improvement.

★ MY SCORE	◆ AVERAGE/MEAN	■ SCORE RANGE	▲ DOING WELL	● NEEDS REVIEW	▼ NEEDS IMPROVEMENT
CATEGORY	MY SCORE	AVERAGE			
Application	88.89%	77.97%	▲		
Critical Thinking	92.86%	78.32%	▲		
Knowledge (recall)	94.85%	83.19%	▲		

QUESTION	POINTS You (Peers)
● CORRECT	
■ INCORRECT	
● PARTIAL CREDIT	
1 SL well-child exam routine vaccines A: DTaP, IPV, influenza, MMR, VAR B: DTaP, HepB, Hib, PCV13, IPV, influenza, MMR, VAR, HepA C: DTaP, Hib, PCV13, IPV, influenza, MMR, VAR, HepA, MenACWY D: HepB, Hib, PCV13, IPV, influenza, MMR, VAR, HepA	0/2 (1.86/2)

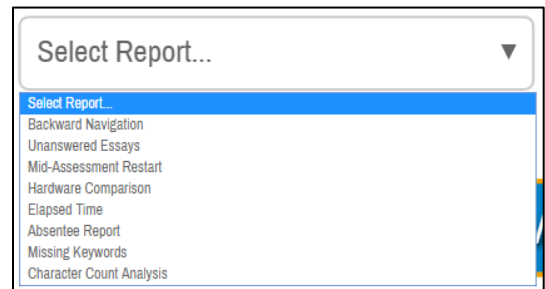
Assessment Performance Reports:

Key features include:

- Analysis of student’s activity during the assessment
- Track activities such as backward navigation, unanswered essays, restarts, hardware, elapsed time, absences, missing keywords, and character count.

Running the Report:

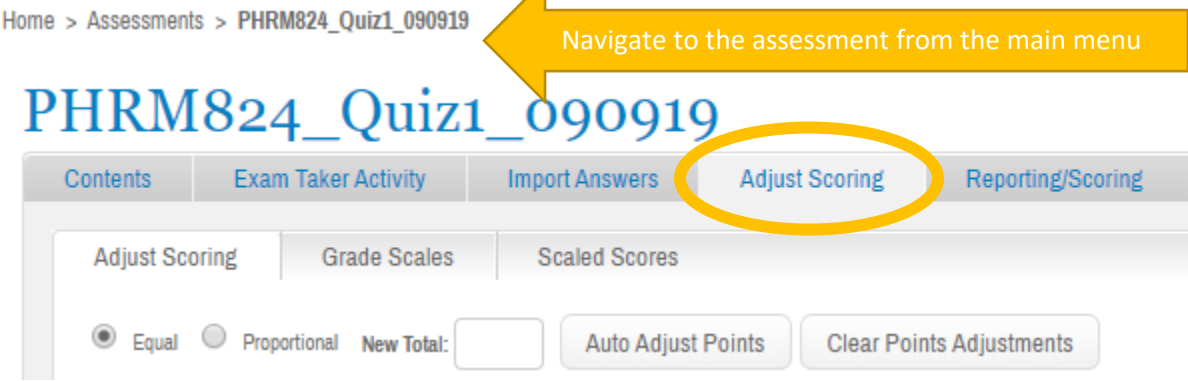
1. Under the **Assessment Performance** menu, select the type of report you wish to perform
2. Fill out the necessary specifications for the report, then select **View Report**.



Grading

Adjusting a Question

If there is a mistake in a question or a question performed poorly (see question analysis on pg. 26 for more information), scoring adjustments can be made under the assessment tab.



1. Navigate to the specific assessment under the assessment tab.
2. Navigate to the adjust scoring tab.
3. Adjust a specific question by selecting the pencil icon in the far-right column

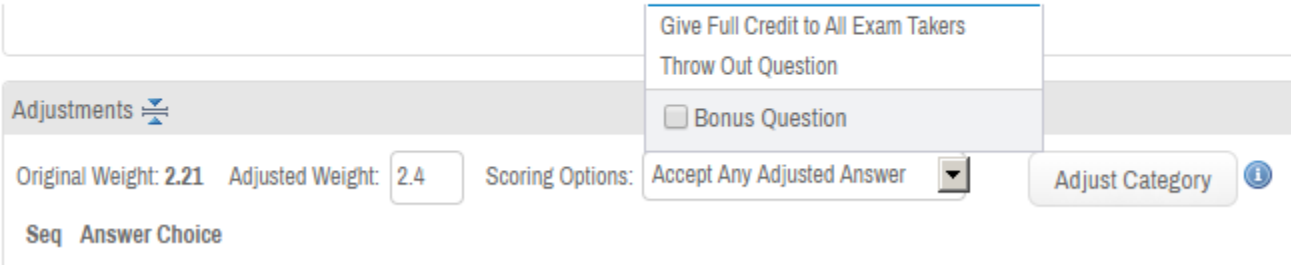


There are several features that can be adjusted for a question:

- **Accepting other answer choices:** Select the correct answer(s) in the adjusted answer column. You can decide to give credit for both answers or just the adjusted answer.
- **Bonus question:** The question can be set as a bonus.
- **Throw-out or full credit:** A question can be excluded from the exam or all exam takers can receive full credit.
- **Weight:** Enter the adjusted weight of the question.

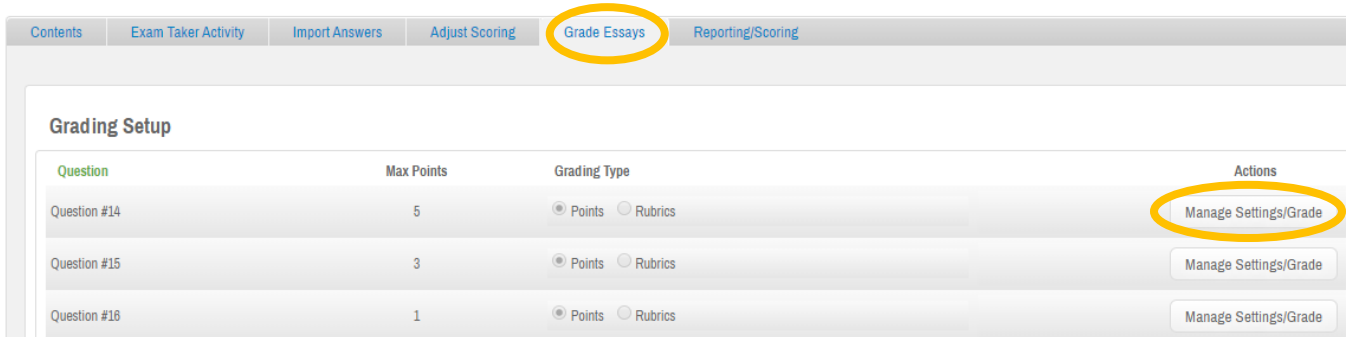
4. Save all adjustments by selecting the update button.

Adjust Question



Grading Essay Questions

1. Essay questions can be graded by navigating to the assessment under the assessments tab and selecting the **grade essays** tab.



2. To begin grading the responses, select the **manage settings/grade** button from the right-hand menu.

3. You will be directed to a screen similar to the one below. Click the **grade** button from the right-hand menu to grade the responses.

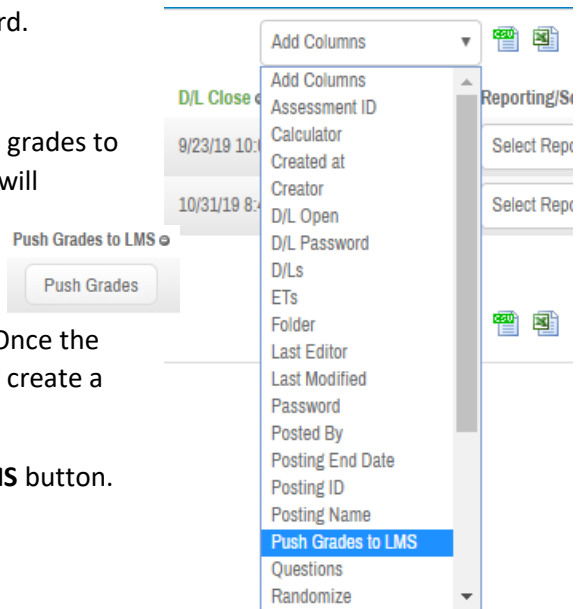
Show: 50 | 250 | 500 | 1000 | 2500

	Q14	Q15	Q16	Q17	Q28	Q29	Q30	Grading Progress	Actions
Student #1	0.00/5	0.00/3	0.00/1	0.00/1	0.00/6	0.00/4	0.00/5	0%	
Student #2	0.00/5	0.00/3	0.00/1	0.00/1	0.00/6	0.00/4	0.00/5	0%	
Student #3	3.00/5	3.00/3	1.00/1	0.00/1	2.00/6	2.00/4	4.00/5	100%	Re-Grade
Student #4	2.00/5	3.00/3	1.00/1	1.00/1	3.00/6	0.00/4	2.00/5	100%	Re-Grade
Student #5	3.00/5	3.00/3	1.00/1	0.00/1	2.00/6	1.00/4	3.00/5	100%	Re-Grade

Pushing grades to Blackboard

Once grading is complete, the grades can be pushed to Blackboard.

1. Navigate to the exam posting under the assessments tab.
2. Click the **gear** icon in the far-right hand corner and select push grades to LMS from the drop-down menu. An extra “push grades” column will populate the original menu.
3. Select the **push grades** button for the appropriate assessment
4. You may be asked to sign into your Blackboard/LMS account. Once the pop-up window appears, select the desired grade column title or create a new one.
5. Finish pushing grades to Blackboard by clicking the **send to LMS** button.



Holding a Post-Assessment Review

Secure reviews allow the students to review a completed assessment. Depending on the format chosen by the instructor, students can view all questions and answers or just the items they answered incorrectly. Additionally, the rationale can be displayed for the assessment questions. This is helpful in the post-review setting so the instructor has less questions to answer.

There are two options of when to hold a secure review session: immediately after the assessment, or as delayed review. Typically, we will schedule a delayed review for our students. The timing of the review session will be chosen before posting the exam.

Immediate Secure Exam Review

This review option will prompt the student to begin the review session as soon as they submit their exam. This option might work best for short, in-class assessments for which there is adequate time to review. This option is not recommended for exams as the students might not have time to finish their exam and review session before the next class period begins. Additionally, students with accommodations or those taking the exam at a different time may have an advantage or disadvantage if answers are released too soon.

Delayed Review

The more popular option is to hold an after-class exam session. This is typically scheduled after all students have taken the exam and any adjustments have been made to the scoring. Students will need to bring the device on which they took the exam to the review session. A review will be listed within their exam list to be downloaded. Once given the prior exam password, as well as a specific review password, the students can begin their reviews.

Please note that students have only 3 attempts to enter the review password.

Before the Review Session

You will need to bring the following items to the review session:

- The original exam password
- The review password

Day of Review Session

1. Hold the review session as you would an exam. Ask students to put away all their materials (phones, scratch paper, etc.) before beginning.
2. Ask the students to open Exemplify and navigate to the review in their exam list.
3. Give the students both the exam password and the review password to begin the review.
4. If a student has a question that cannot be answered, take down their name and the question number and ask the course instructor for clarification.

Ending Review Session

Students will exit the review at their own pace or be stopped automatically at the end of the review session viewing window.

Exemplify

Introduction

ExamSoft is an offline exam management solution that will be used for most examinations in the Integrated Pharmacotherapy courses in the P1-P3 years. It contains two parts **Examsoft** and **Exemplify**.

Definitions:

- **ExamSoft:** Every student is given an online student account in ExamSoft. In ExamSoft, students can view the history of uploaded exams, Strengths and Opportunities reports, and download Exemplify.
- **Exemplify:** Students take ExamSoft exams through a computer application called Exemplify. Through the application, students download the exam, take the exam, and upload answers to the ExamSoft portal.

System Requirements

Students are responsible for ensuring that their device meets minimum system requirements prior to each exam. Failure to do so may result in a grade penalty.

Minimum requirements can be found here:

<https://examsoft.force.com/emcommunity/s/article/Exemplify-Minimum-System-Requirements> and are summarized below (please use the link for the most up to date requirements).

If a student does not have a device that meets these requirements, please have them contact Mark Sharp, Director of Technical Services (sharpm@purdue.edu, 765-494-5026) immediately. We will arrange for a loaner device for those students in need.

Windows requirements

Exemplify can be used on most modern Microsoft Windows based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below. Exemplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

- Operating System: 32-bit and 64-bit Versions of Windows Vista, Windows 7, Windows 8, and Windows 10, including Windows 10 Creators.
- Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.
- Only genuine, U.S.-English, French, Portuguese, Swedish, and British versions of Windows Operating Systems are supported
- ExamSoft does not support Tablet devices other than Surface Pro as detailed below
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available space
- For onsite support, a working USB port is required (Newer devices may require an adaptor)
- Internet connection for Exemplify Download, Registration, Exam Download and Upload
- Screen Resolution must be 1024x768 or higher
- Administrator level account permissions

Surface Pro Requirements:

- Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-Pro Surface devices are NOT supported)
- Must be running a supported Operating System (See PC Requirements above)
- External keyboard (USB or Bluetooth) required. Bluetooth keyboards must be paired prior to launching exam
- Hard Drive: 1GB or higher available space
- Adobe Reader XI is required for exams containing PDF attachments
- For onsite support, a working USB port is required (Newer devices may require an adaptor)
- Internet connection for Exemplify Download, Registration, Exam Download and Upload
- Screen Resolution must be 1920x1080
- Administrator level account permissions

Mac Requirements

Exemplify can be used on most modern Mac OS X based computers (i.e. purchased within the last 3-4 years).

In order to use Exemplify on your Apple Macbook, Macbook Air or Macbook Pro natively, you must have:

- Administrator level account permissions (Click [here](#) for instructions)
- Internet connection for Exemplify download, registration, exam download and upload
- For on-site support, a working USB port is required (newer devices may require an adapter)
- For technical troubleshooting, account passwords, including device passwords, may be required.
- Server versions of Mac OS X is not supported
- Screen Resolution must be 1024 x 768 or higher
- Operating system:
 - Mac OS X 10.11 El Capitan
 - Mac OS X 10.12 Sierra
 - Mac OS X 10.13 High Sierra
 - Mac OS X 10.14 Mojave
- Hard drive = 1 GB or higher of free disk space
- RAM = 2 GB
- CPU = Intel processor
- Touchbars are supported

ExamSoft Portal

Students can access the Examsoft portal using a chrome or firefox browser (other browsers are not supported). The web address is:
<https://ei.examsoft.com/GKWeb/login/purduepharm>

Students log in through the **Exam Taker** section with their Purdue BoilerKey and password. Once logged in, they will be able to download the testing application, Exemplify, and access their record of time and date on uploaded exams.

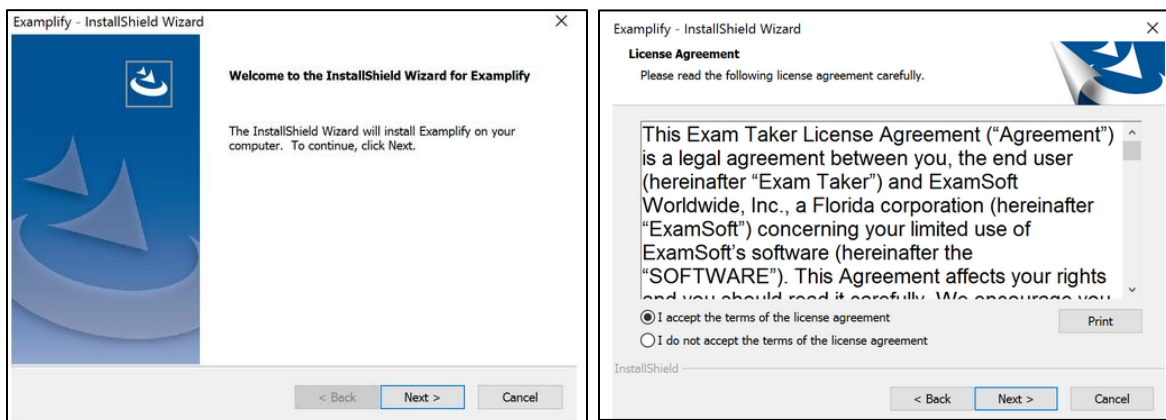
Downloading Exemplify

DO THIS EARLY! Generally, there will be a downloading window, and students need to be proactive so they do not miss this time period. Failure to download Exemplify prior to an exam may result in a grade penalty.

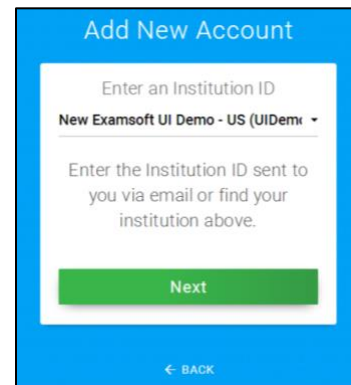
For detailed instructions regarding the installation process, please refer to the **Installing and Registering Exemplify guide:** (<https://examsoft.force.com/emcommunity/s/article/Exemplify-Installing-Registering>).

General instructions:

1. Before Installing Exemplify, double check:
 - A/C – Battery power indicator light
 - Computer is virus free and has all updates
 - Computer meets minimum system requirements
2. Go to your ExamSoft account (<https://ei.examsoft.com/GKWeb/login/purduepharm>) Under 'Exam Takers', log-in with your ID and Password that was provided. (same information as your university net ID and password)
3. Once logged in, click 'Download'.
4. A pop-up box will be displayed asking to save the file. Click on 'Save File' and choose the destination as to where you would like this file to be saved
5. Double click on the 'Exemplify.pkg' in either the 'Downloads' window or from where you saved the file.
6. Follow the on-screen instructions within the Exemplify installer wizard




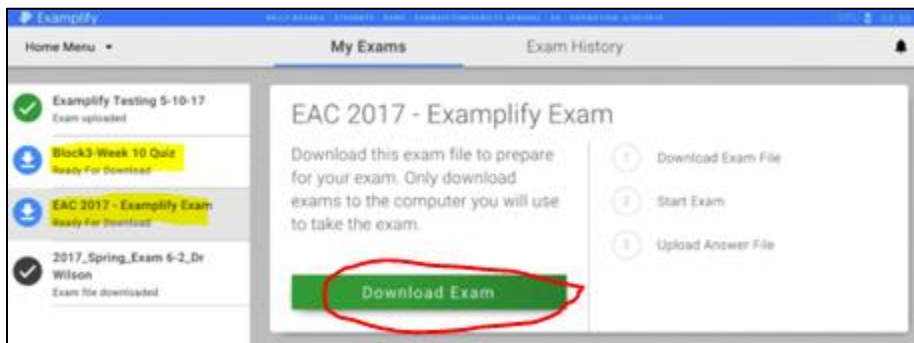
7. After installation, enter your Institution ID (the institution ID is: **purduepharm**), followed by your Student ID and Password, and click on the 'Register' button to register your copy of Exemplify.



Downloading an Exam

An exam should be available to download 24-48 hours before the scheduled exam. Instructors may send out reminder emails, but it is ultimately up to the student to download the exam to their device before the exam.

1. Click on the Exemplify icon on your desktop to launch the application. 
2. Identify the assessment to be downloaded in the left-hand menu and click on **Download Exam Files**. Note that internet access is required for downloading assessments.



3. A successful download will be indicated by "Exam file downloaded" in the left-hand menu. It will stay securely locked until the instructor gives the password to start the exam.

Please note that students are typically limited to a single download. If a student downloads their exam to a device different than the one they will use during the exam, they should contact the course instructor for further instructions. The student will need to have their old download erased from the machine and permission to download a second copy of the exam.

Preparing for an Upcoming Exam:

1. Take a Mock Exam (if made available to you).
2. Watch for email notifications to download exams.
3. Download all exams as soon as they are available
4. Charge your laptop battery and bring your power cord.
5. Check that your computer's date and time are accurate.
6. Arrive at the exam site at least 15 minutes early.
7. Charge your laptop battery and bring your power cord.
8. Disable ALL antivirus software prior to launching a secure exam (see appendix).
9. Close ALL Microsoft programs (Word, Outlook, Powerpoint, Access, etc).
10. Before upgrading your current OS, check against Exemplify's current minimum system requirements to ensure compatibility with the new OS.
11. Make sure the application is up to date:

To verify if you have the latest version of Exemplify, go to your institution's ExamSoft portal: <http://www.examsoft.com/purduepharm>. Log in at the "Exam Takers" field at the top left corner of this page using the account credentials assigned to you by your institution.

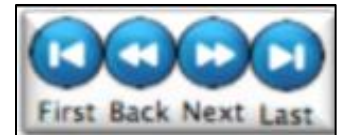
Taking an Exam

1. Ensure your computer is fully charged and that you have your power cord.
2. When prompted, open the exam and **enter case-sensitive password** provided by your instructor and click **Start Exam**.
3. Immediately before Exemplify launches the exam, you will be provided a warning screen with RED STOP SIGNS indicating that you should not begin the exam until instructed to do so. Heed this warning.
4. During your exam, you can set a Reminder Alarm to appear at a specific time during the exam. First, access the **Tools** and then the **Reminder Alarm** menu. Be sure to click the **Set** button to activate the alarm.

Note, Exemplify will automatically save answers in the exam every 60 seconds.



5. You can toggle (or switch) between questions using the blue navigation arrows. Be aware that some instructors may choose to turn off back navigation and this will not be an option. But typically instructors will also activate a require answer feature when back navigation is turned off so students do not accidentally skip a question when toggling between questions.

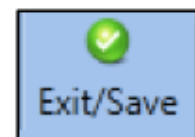


4. The Question Navigator button on the menu bar displays a list of all questions in a separate window.
 - You can view all unanswered questions.
 - If backward navigation is allowed, you can mark questions to revisit.
 - You can navigate to another question by clicking on the question number.
5. If you encounter computer difficulty during the exam, notify a proctor for instructions.

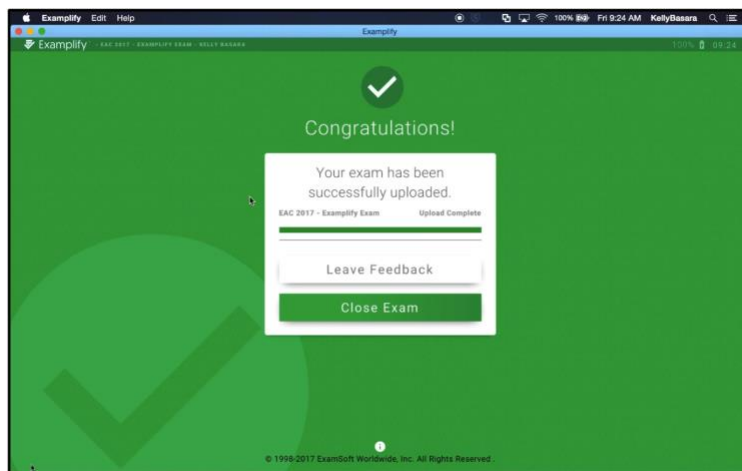
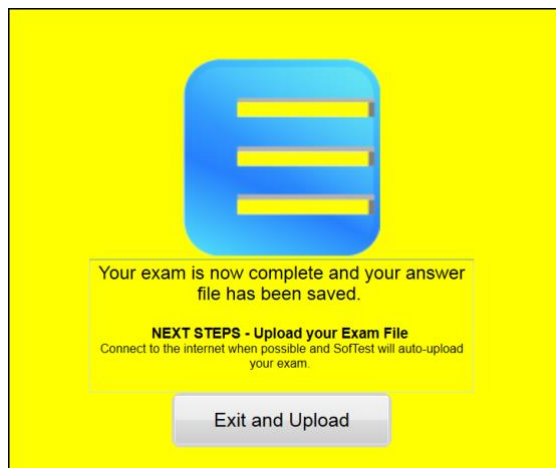
Other features your instructor may give you access to during the exam is a highlighter function, notes, find and replace, and spell check.

Upload Answers for Windows and Mac Computers

1. When done with the exam, click **“Exit & Save”** at the top of the screen.
2. Click **“Close Exam”** on the grey screen.
3. Click **“Exit and Upload”** on the yellow screen.



- 4. Upon exiting the exam, Exemplify will automatically upload the answer file, and present the user with a green screen after a successful upload.

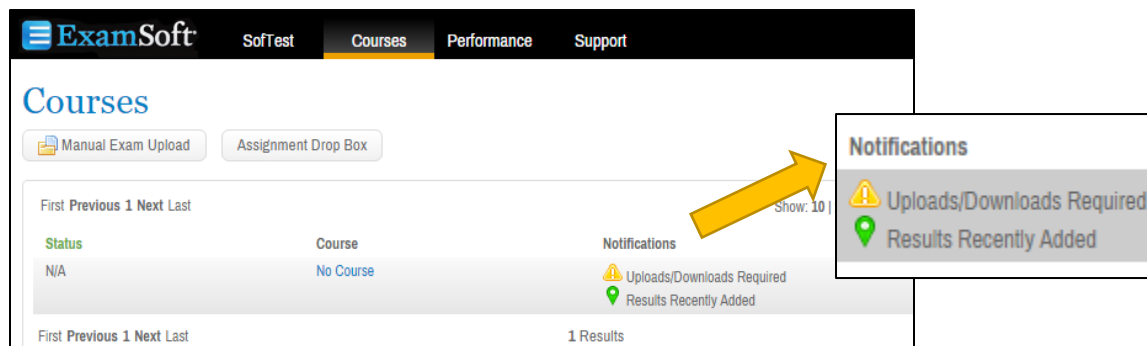


*It may take up to 15 minutes after seeing the green screen for upload confirmations to send, and to confirm the upload via upload history.

- 5. If the computer does not connect to the Internet in time, the file may not upload. Rest assured that answers are still saved and can be manually uploaded.
- 6. If the Internet is connected, click "Retry," and the file will upload successfully. Otherwise, click "Quit." In this case, the file will attempt to upload automatically the next time Exemplify is opened.

Checking Grades

- A professor has the decision to release the exam taker results to the ExamSoft student portal. It is up to the professor entirely on whether to release these results or not. The professor also has the decision to remove the results at any time. If your professor has decided to release results, please follow the directions below on how to find your exam results.
- If your professor decided to post grades to your portal, you can log into your custom home page and navigate to the tab at the top labeled 'Courses' or 'History'.
- If results have been added, you will see this message under the 'Notifications' column:



- If you have the 'Courses' tab, to view your results for your assessment, select the associated course under the 'Course' column. If you do not know the course your exam is associated with, please contact your professor for this information.
- Once you have selected the course, you will see your score displayed on the right under the 'Score' column. Please ensure you are looking at the right assessment under the 'Title' column. **Note that the 'History' tab will bring you directly to this page.
- If your professor has decided to release a **Strengths and Opportunities** report, you will see under the column labeled 'Notifications/Actions Required' a graph that you can click to download your exam results.

Title	Type	Notifications/Actions Required
Category essay test	Exam	View Results
0	28th Nov	
0Amol_iPad_Sec	Patch	

- Your Strength and Opportunities report will be downloaded as a PDF. In order to view the report, open the downloaded PDF.

Course: No Course

The screenshot shows a table with the following data:

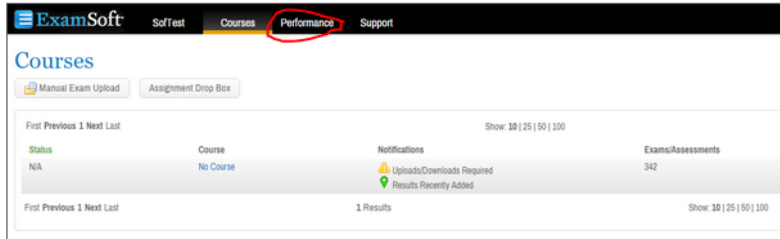
Title	Type	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Category essay test	Exam	02/15/2018 10:18 AM	-	02/15/2018 10:20 AM	mengel_Category essay test_20190215101959786_final.xmox	100%

**Please note that if another exam taker has uploaded an assessment after the results have been released, this will remove the scores from the portal. Please contact professor to re-score the assessment.

Strengths and Opportunities Report

- Your instructors have the ability to post a report on your performance throughout the exam. This report is called a strengths and opportunities report. It is up to the instructor to make this report available to you and optional to post.
- If your instructor does make it available to you, it may be in the form of a printed report that you may look at during a specified time.
- The instructor may also potentially make these results available to you on the ExamSoft portal.
- The information will be located under the performance tab
- It may be only available for a temporary amount of time

- Please contact your instructor if they have made this available to you on the online portal and you are unable to view your results.



Contacts for Questions:

If you have any questions, please feel free to contact any one of the following:

General inquiries:

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