

## ExamSoft Workflow Guidelines 08/2020

- General scheduling of ExamSoft activities and assistance: contact Brooke Furrer ([furrerb@purdue.edu](mailto:furrerb@purdue.edu))
- Questions regarding ExamSoft capabilities and analytics: contact Dave Foster ([drfoster@purdue.edu](mailto:drfoster@purdue.edu))

Task	Timeline	Responsible Party	Comments
Provide ExamSoft team with schedule of exams and other activities (quizzes, post exam reviews, etc.)	Start of semester	Course coordinator	<ul style="list-style-type: none"> <li>• schedules should be communicated to Brooke Furrer (<a href="mailto:furrerb@purdue.edu">furrerb@purdue.edu</a>)</li> <li>• details of students with accommodations should be sent to Dave Foster (<a href="mailto:drfoster@purdue.edu">drfoster@purdue.edu</a>)</li> <li>• post exam reviews do not necessarily need to be scheduled at start of semester, but need to be scheduled prior to exam posting</li> </ul>
Submit exam questions	7-10 days prior to exam	Course coordinator, faculty	<ul style="list-style-type: none"> <li>• all exam questions should be submitted into ExamSoft a minimum of 7-10 days prior to the scheduled exam</li> <li>• instructions for formatting exam questions are in the ExamSoft guide (in general they should be in a RTF document with minimal formatting)</li> <li>• all questions should include a brief rationale that explains why the answer was correct</li> <li>• if you require assistance entering questions or would like to have your TAs trained in entering questions, please contact Brooke Furrer (<a href="mailto:furrerb@purdue.edu">furrerb@purdue.edu</a>) a minimum of 7 days prior to exam</li> </ul>
Assemble exam	5-7 days prior to exam	Course coordinator, ExamSoft team	<ul style="list-style-type: none"> <li>• ExamSoft TAs can put together exams, and/or assist in building the exam and/or training TAs, coordinators, etc. in this process</li> <li>• if you require assistance in building the exam, please contact Brooke Furrer (<a href="mailto:furrerb@purdue.edu">furrerb@purdue.edu</a>) a minimum of 7 days prior to exam</li> </ul>
Add categories to questions	5-7 days prior to exam	ExamSoft team	<ul style="list-style-type: none"> <li>• categorization of questions allows us to better use ExamSoft data for both assessment and individual student feedback</li> </ul>
Preview exam	4-5 days prior to exam	Course coordinator, faculty, ExamSoft team	<ul style="list-style-type: none"> <li>• previewing the exam allows us to review the exam in the same format that will be seen by students</li> <li>• at a minimum, every exam should be previewed by the course coordinator and at least one ExamSoft TA prior to posting</li> <li>• we also encourage all faculty who contributed questions to preview the exam</li> <li>• please contact Brooke Furrer (<a href="mailto:furrerb@purdue.edu">furrerb@purdue.edu</a>) to coordinate</li> </ul>
Post the exam	2 days prior to exam	Course coordinator, ExamSoft team	<ul style="list-style-type: none"> <li>• <b>posting settings are critical</b>, so coordinators are encouraged to <u>work with the ExamSoft team until they are comfortable posting exams</u></li> </ul>

			<ul style="list-style-type: none"> <li>exams should be posted at least 48 hours prior to the exam to ensure students have an adequate opportunity to download the exam file (particularly important for students not on campus)</li> <li>please contact Brooke Furrer (<a href="mailto:furrerb@purdue.edu">furrerb@purdue.edu</a>) a minimum of 2 days prior to exam if you would like assistance with posting exam</li> </ul>
Schedule post-exam review (if applicable)	2 days prior to exam	Course coordinator, ExamSoft team	<ul style="list-style-type: none"> <li>if you intend to have a secure post-exam review session (i.e., allow students to review their exam and the questions they missed), this needs to be scheduled at the time of exam posting</li> </ul>
Proctor exam	Day of exam	Course coordinator, course TAs, ExamSoft team	<ul style="list-style-type: none"> <li>at least one ExamSoft TA will be present for exams</li> <li>ExamSoft TAs are <b>not</b> expected to replace normal exam proctors</li> <li>please ensure exam rooms and times are communicated to Brooke Furrer (<a href="mailto:furrerb@purdue.edu">furrerb@purdue.edu</a>)</li> </ul>
Review exam statistics	1-2 days following exam	Course coordinator, faculty, ExamSoft team	<ul style="list-style-type: none"> <li>exam results and analytics are available immediately following exams</li> <li>exam analytics should be carefully examined (an explanation of the ExamSoft analytics and their interpretation is available)</li> <li>potentially problematic questions should be discussed with the faculty who wrote the question</li> <li>if necessary, adjustments to questions based on analytics are very easy to do (and it is possible to see the impact of these adjustments on exam scores prior to releasing the scores)</li> <li>any question identified as problematic should have a comment added to it so that it is not reused in the same format in subsequent years</li> <li>for assistance in reviewing exam analytics, please contact Dave Foster (<a href="mailto:drfoster@purdue.edu">drfoster@purdue.edu</a>)</li> </ul>
Posting exam scores	Following review of exam analytics	Course coordinator, ExamSoft team	<ul style="list-style-type: none"> <li>following review of exam analytics and any adjustments, scores can be pushed to Brightspace</li> <li>in addition to posting on Brightspace, scores should be released via ExamSoft with category performance enabled (this allows students to see how they preformed in various categories – students will request this if it is not released)</li> </ul>
Conduct post-exam review (if applicable)	Following review of exam analytics and posting of exam scores	Course coordinator, course TAs, ExamSoft team	<ul style="list-style-type: none"> <li>secure post-exam reviews need to be scheduled at the time of posting</li> <li>ExamSoft TAs are available for assistance (particularly with the first several reviews) - please contact Brooke Furrer (<a href="mailto:furrerb@purdue.edu">furrerb@purdue.edu</a>)</li> </ul>