

Enterprise: Assessment Settings - Options to Enable

Assessment Options - Options to Enable

Assessment Flow

- **Backward Navigation:** Select this option to allow exam takers to go back and forth between questions as they take the assessment. If you select this option, you'll have the option to select Missing Answer Reminder. If this option is selected, an alert will appear if an exam taker attempts to submit an exam with any unanswered questions.
- **Require Answer:** Select this option if you want exam takers to provide an answer to each question before moving to the next one. This option is not available if Backward Navigation is selected.

Optional Features

- **Calculator:** Select this option to enable a standard calculator on all questions. Additionally, you can enable a graphing or scientific calculator at the question level.
- **Text Highlighting:** Select this option to allow exam takers to use an on-screen highlighter to highlight text within the questions.
- **Show 5 Min Alarm:** If you set a time limit under Security Options, this option also is available. A silent alert will appear on the screen 5 minutes before the specified end time.
- **Notes:** Select this option to include where exam takers can type notes during the assessment. It can be used as an on-screen "scratch pad."
- **Cut, Copy, and Paste:** Allows the exam takers to edit an essay response by cutting, copying, and pasting text. If this is a Non-Secure exam and you want to prevent the exam takers from using these functions on external resources, select the Block External check box.
- **Note:** For Secure exam, use the Security Options section to determine which resources to allow or block. For more information, see: Enterprise Portal: Security Options for Assessments
- **Spell Check:** Allows the exam takers to edit an essay response by using a spell checker. Find and Replace: Allows the exam takers to edit an essay response by using a replace tool.
- **Enable Feedback:** If you selected the Notes option, this option also is available. Select this option if you want to include a check box within the Notes section. Exam takers can check this box if they want you to see their Notes when you review their results.

Next Steps

These are instructions to complete **(1) Assessment Options**.

Follow the same selection as shown on the images below.

SCORING

Display Scores on Exit *(Optional)*

☐ Percentage

☐ Raw Score

OPTIONS TO ENABLE

Assessment Flow *(Optional)*

☒ Backward Navigation

☒ Missing Answer Reminder

☐ Require Answer

Optional Features *(Optional)*

☒ Calculator

☒ Text Highlighting

☒ Show 5 Min Alarm

☒ Notes

☐ Enable Feedback

☐ Cut, Copy and Paste

☐ Block External

☒ Spell Check

☒ Find and Replace

SECURITY OPTIONS

- ☒ Secure
- ☐ Non-Secure
- ☐ Block Internet
 - ☐ Suspend
- ☒ Randomize Question Sequence *(Optional)*
- ☒ Randomize Answer Choices *(Optional)*
- ☒ Time Limit Minutes

Universal Resume Code: **WXIAXI**

Security Options

- **Secure:** Locks down the exam-taker's computer completely when the assessment begins, allowing access to only Exemplify during the exam. They will not be able to access any information stored on their hard drive, nor will they be able to run any programs in the background or access the Internet. If an exam-taker attempts to circumvent the secure assessment by forcefully rebooting the device, the exam will reappear on the screen, and all actions will be logged for review and audit purposes. This is a good option to select for a major exam.
- **Non-Secure:** Select this option to allow exam-takers to access information stored on their hard drive, run other programs, and access the Internet during the assessment. This option is a good choice for "open book" exams and formative assignments. You can modify this setting with these additional options:
 - **Block Internet:** Select this option if you want to allow exam-takers to access files, applications, and programs on their device, prevents them from accessing the internet during the exam. (For comparison, Secure exams always block access to the internet.)

- **Suspend:** This option is useful for practice exams and formative assignments. An exam-taker can suspend the exam without completing it and can return to it later. (For comparison, this option is not available for Secure exams.)

IMPORTANT

Exams with the **Non-Secure and Block Internet** enabled (referred to as NSBI exams) are ***not compatible*** with iPads.

- **Randomize Question Sequence:** Select this option to make the questions appear in random order. In this way, different exam-takers will have a different version of the exam.
- **Randomize Answer Choices:** Select this option to present multiple-choice, matching, drag & drop, matrix, or bowtie answer options in random order. This is another way to present different versions of the exam to different exam-takers.
- **Time Limit:** Select this option if you want to set a strict time limit for the exam. Then enter the number of minutes. If you select this option, you'll have the option to set a 5-minute alarm in the **Options to Enable** section.
- **Universal Resume Code:** This alphanumeric code was randomly generated and assigned to this assessment. During a secure assessment, if an exam-taker notifies you of technical issues that interrupt their exam, you can provide this code to allow the exam-taker to resume the assessment.

Note: This code is displayed on this screen for your use during exam administration and should only be shared with exam-takers if they have technical issues that interrupt their exam.

Once all is setup, just click **Save & Continue**.



SAVE & CONTINUE