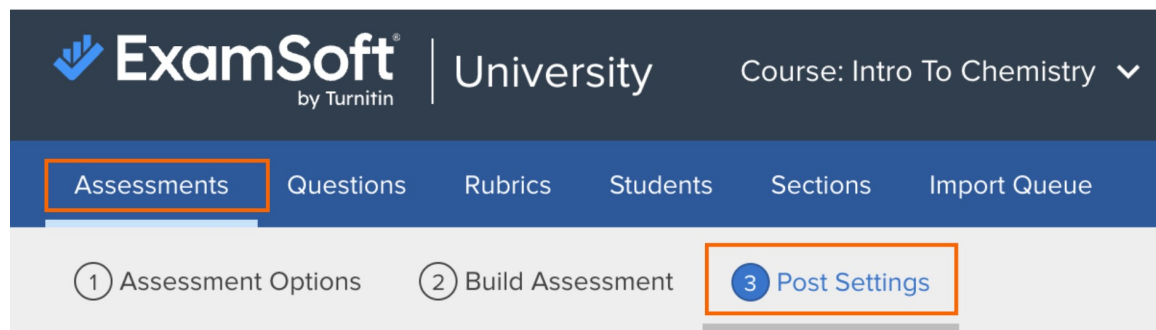




Note: All steps are required except the ones highlighted in orange and marked as optional.

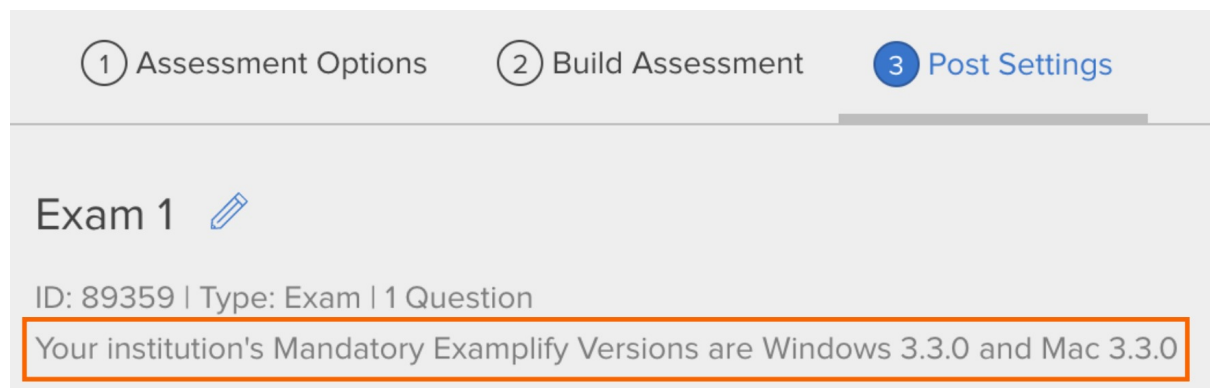
- Enter the settings. For more information, see the "Settings" section below.
- Once the exam-takers start to download the exam, the posting cannot be deleted. Review your settings before continuing to the next step.

If you decide not to continue with an exam after posting (for example, you've discovered a mistake), you will need to ask the exam-takers to remove the download, and then change the download period to prevent additional downloads. Otherwise, After making the necessary changes, you will then post the new assessment.

- Select Finalize to post the assessment.

Minimum Required Exemplify Version

After you've selected **Finalize**, you will see the minimum exemplify version required in order to download the exam under the **Post Settings** section.



Settings

POST ASSESSMENT SETTINGS

Assessment Password

SM2njha8k8sC

REGENERATE

☐ Create my own password

Students

☒ Entire Course 

☐ Specific Students [SELECT STUDENTS](#)

Assessment Admin(s) *(Optional)*

Start typing a name

[Browse All](#)

Schedule Date

ex: 12/10/2017 10:00 am



Download Start

ex: 12/10/2017 10:00 am



Download End

ex: 12/10/2017 10:00 am



Upload Deadline *(Optional)*

ex: 12/10/2017 10:00 am



Maximum Downloads

1

Remote Assessment Deletion *(Optional)*

☒ Delete all assessment downloads

ex: 12/10/2017 10:00 am



Ping & Release *(Optional)*

☐ Ping & Release

Email Reminders *(Optional)*

☐ Send a reminder for the download end

☐ Send a reminder for the upload deadline

ASSESSMENT REVIEW SETTINGS *(Optional)*

No Review



OPTIONAL

- **Assessment Password:** The Assessment Password will be automatically filled with a 12-character, alphanumeric password.

- If you would like to change the automatically-generated password, you can select the **Regenerate** button.

Assessment Password

dDjc4nwC5QaW

REGENERATE

☐ Create my own password

- Or, you can select the **Create my own password** checkbox and create your own password. The uneditable Assessment Password field will then become editable.

Assessment Password

dDjc4nwC5QaW

REGENERATE

☒ Create my own password

Note: Assessment passwords must contain 12 characters and include at least one number and one letter.

Assessment Password

test

REGENERATE

☒ Create my own password

Password must contain at least 12 and no more than 60 alphanumeric characters with at least one number and one letter.

- In the **Students** section, you can select **Entire Course** to post the exam to all exam-takers enrolled in the course. Exam-takers added to the course prior to the download deadline will automatically be added to the posting.

Students

☒ Entire Course 

☐ Specific Students

SELECT STUDENTS

- Or, you can also use the select **Specific Students** radio; then, select the **Select Students** button to open the slide-out window (shown below) and choose specific exam-takers enrolled in the course for which to post the exam.

Add Students to Assessment

CANCEL

SAVE

<

<

1

2

3

4

5

6

>

>

Items per page:
50

Total Students: 285

Find Students

Filter

	LAST NAME	FIRST NAME	STUDENT ID	LAST LOGIN	COURSE SECTION:
+	asdfasdfs	O-testing	asdfass		0
+	Colbourne	Abbi	acolbournerk		0
+	Bibb	Abel	abibblr		0
+	Brigg	Addia	abriggky		0
+	Dallon	Addison	adallon1		0

- To select all displayed names, select the plus button in the header row of the table.
- To select exam-takers individually, select the plus button next to the name.
- To search, enter characters in the search box above the table.
- To search by using groups or sections, select the **Filter** button, enter the criteria, and then select **Apply Filters**.
- After making your selections, select **Save** (near the top right corner of the page).

Add Students to Assessment

CANCEL

SAVE

<

<

1

2

3

4

5

6

>

>

Items per page:
50

Total Students: 285

Find Students

Filter

	LAST NAME	FIRST NAME	STUDENT ID	LAST LOGIN	COURSE SECTION:
1 student will be added 1 student selected in total					
+	asdfasdfs	O-testing	asdfass		0
+	Colbourne	Abbi	acolbournerk		0
✓	Bibb	Abel	abibblr		0
+	Brigg	Addia	abriggky		0

- Enter the required dates to establish the schedule for this exam. In each field, either select a date from the calendar, or type the date in this format: *MM/DD/YYYY HH:MM am/pm*.

Schedule Date

ex: 12/10/2017 10:00 am


Download Start

ex: 12/10/2017 10:00 am


Download End

ex: 12/10/2017 10:00 am


- Schedule Date:** For reporting purposes, set the date and time for the exam. This field is for reporting purposes only. You control the actual start time by setting the download period (below) and by choosing when to give the password to the exam-takers.
- Download Start/End:** Specify the range of time when exam-takers can download the exam in Exemplify. For example, you might want to allow downloads to start an hour before the exam and to end 15 minutes after the scheduled exam time. Exam-takers can start a downloaded exam when you provide the exam password.
- Remote Assessment Deletion:** Although this feature is optional, it is selected by default. If you keep this setting (which automatically deletes all downloads from the exam-takers' computers), then you must enter the date and time. If you do not want this setting, deselect the checkbox.
 - If **Remote Assessment Deletion** is enabled, you must set the date and time. This deadline applies to exams that were downloaded but not started. At the specified time, the exam will be removed from the exam-taker's computer. This setting is similar to "locking the door" to an exam room to prevent latecomers from taking the exam.

Remote Assessment Deletion (Optional)
☒ Delete all assessment downloads

06/30/2023 10:00 am


Ping & Release (Optional)
☐ Ping & Release

Optional Settings

- You can add **Assessment Admins** who can manage this assessment. Start typing a name, and then select from the list.

Assessment Admin(s) *(Optional)*

[Browse All](#)

- Or, select **Browse All** to open a slide-out window where you can use search and filter options to find admins.

Add Admins to Assessment

CANCEL

SAVE

Exam 1

ID: 64207 | Owner: | Type: Exam | 182 Total Admins in Course

<< < 1 2 3 4 > >>

Items per page: 50

Total Admins: 182

No Admins on Assessment

+	LAST NAME ▲	FIRST NAME ▼	TYPE	LAST LOGIN ▼
+	1.27ca	1.27ca	Course Admin...	Mar 22, 2022
+	1.27da	1.27da	Dept. Adminis...	Mar 22, 2022
+	1.27ins	1.27ins	Institution Ad...	

- After making your selections, select **Save** (near the top right corner of the page).

Add Admins to Assessment

CANCEL

SAVE

Exam 1

ID: 64207 | Owner: | Type: Exam | 182 Total Admins in Course

<< < 1 2 3 4 > >>

Items per page: 50

Total Admins: 182

1 Admin will be added | 1 Total Admin on Assessment

+	LAST NAME ▲	FIRST NAME ▼	TYPE	LAST LOGIN ▼
+	1.27ca	1.27ca	Course Admin...	Mar 22, 2022
✓	1.27da	1.27da	Dept. Adminis...	Mar 22, 2022
+	1.27ins	1.27ins	Institution Ad...	

Note: Anyone who is assigned as an admin for the course or the assessment already has these permissions.

- You can set an **Upload Deadline** to prevent the exam-takers from submitting their answer files after the deadline. If you enable this feature, we recommend that you also use the **Email Reminders** feature, below, to alert your exam-takers about the pending deadline.

Upload Deadline *(Optional)*



- If you want to allow exam-takers to retake the exam multiple times, you can set the number of **Maximum Downloads**. This option is most commonly used for mock exams, practice exams, and other types of assessments.
- You can set **Email Reminders** to alert the exam-takers about the download deadline, the upload deadline, or both. The reminder email will be sent only to exam-takers who have not uploaded their exams by that time.

The screenshot shows a settings interface with several optional features highlighted by orange boxes and arrows. A yellow vertical banner on the left side of the image contains the word "OPTIONAL".

- Upload Deadline (Optional)**: A date and time selector set to "06/24/2023 10:00 am".
- Maximum Downloads**: A numeric input field set to "1".
- Remote Assessment Deletion (Optional)**: A section with a checked checkbox "Delete all assessment downloads" and a date and time selector set to "06/30/2023 10:00 am".
- Ping & Release (Optional)**: A section with an unchecked checkbox "Ping & Release".
- Email Reminders (Optional)**: A section with two options, both with checked checkboxes:
 - Send a reminder for the download end**: Date and time selector set to "06/22/2023 10:00 am".
 - Send a reminder for the upload deadline**: Date and time selector set to "06/23/2023 10:00 am".

Arrows indicate dependencies: an arrow from the "Upload Deadline" box points to the "Send a reminder for the upload deadline" checkbox; an arrow from the "Remote Assessment Deletion" box points to the "Send a reminder for the download end" checkbox.

Note: To prevent the exam-takers from starting the exam after a specific time, please use **Remote Assessment Deletion**.

- **Assessment Review Settings:** This setting allows the exam-takers to review their performance after submitting the exam. For more information, see the ["Assessment Review Settings" section below](#).
- **Additional Security Options**
 - **Remote Assessment Deletion:** This setting applies to exams that were downloaded but not started. At the specified time, the exam will be removed from the exam-taker's computer. This setting is similar to "locking the door" to an exam room to prevent latecomers from taking the exam. For more information, see the ["Remote Assessment Deletion" section below](#).
 - **Ping & Release:** Select this option for extra security. When an exam-taker tries to start the assessment, the server will check to ensure that it is the exam-taker's first attempt. If the assessment has already been started, this feature will not allow the

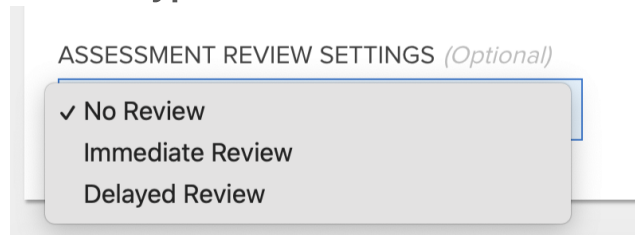
exam-taker to resume the assessment unless a Resume Code is entered. For more information, see the ["Ping & Release" section](#) below.

Assessment Review Settings (OPTIONAL)

Secure Exam Review allows exam-takers to review their completed assessments in a controlled environment with access to the questions and their responses.

Tip: To learn about the Exam Review from the exam-taker's perspective, see: [Exemplify: Reviewing Your Results with Secure Exam Review](#) [↗](#)

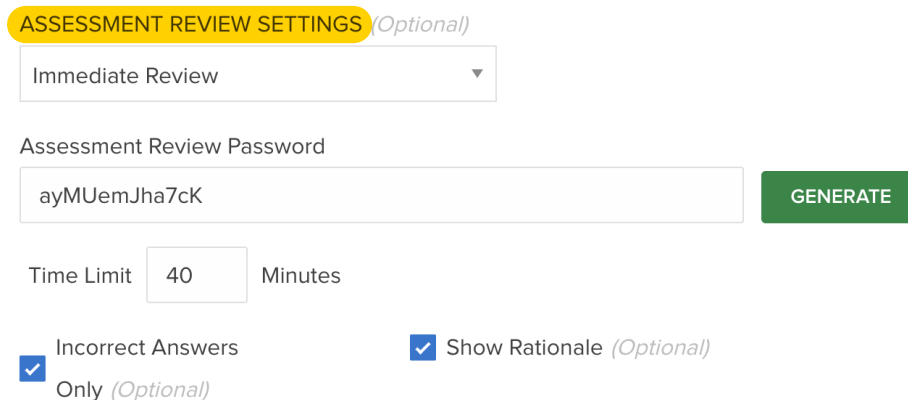
- **Review Type:** You can make the review available immediately or at a later date.



ASSESSMENT REVIEW SETTINGS (Optional)

- ✓ No Review
- Immediate Review
- Delayed Review

- **Immediate Review:** If you select this option, the exam-taker will see the results after submitting the exam. The results will reflect all questions type except essays, which require grading by the instructor or proctor.



ASSESSMENT REVIEW SETTINGS (Optional)

Immediate Review ▼

Assessment Review Password

ayMUemJha7cK GENERATE

Time Limit Minutes

☒ Incorrect Answers ☒ Show Rationale (Optional)

☒ Only (Optional)

- **Delayed Review:** If you select this option, you must set the **Start Time** and the **Delete By Date**. For example, you might want to set these dates to coincide with the start/end time of a class period when you will review the exam. At this time, the exam-takers will be able to log in to the exam entering the exam-day password,

followed by the Assessment Review Password (which you'll set up below).

ASSESSMENT REVIEW SETTINGS *(Optional)*

Delayed Review ▼

Note: Students must have access to the Internet to access the review.

Review Start Time

06/11/2023 10:00 am



Delete by Date

06/16/2023 10:00 am



Assessment Review Password

UewFYfXsQVtM

GENERATE

Time Limit 40 Minutes

☒ Incorrect Answers
Only *(Optional)*

☒ Show Rationale *(Optional)*

- **Assessment Review Password:** When Assessment Review is enabled, an Assessment Review Password is required. Enter a 6-60 character alphanumeric password. You will need to provide this password to your exam-takers so that they can access the review.
- Set a **Time Limit** for the review. When Assessment Review is enabled, an time limit is required. When the time limit expires, Exemplify will close the review.
- Under **Options to Enable**, select the options that you want enabled.
 - Select **Show Incorrect Answers Only** if you want to show incorrect answers only, rather than including all answers.
 - Select **Show Rationale** if you have written rationales when creating your questions that you want the exam-takers to see in the review.
Note: Rationales can help an exam-taker to learn from the exam. For example, it might refer to a relevant textbook chapter.

Remote Assessment Deletion (OPTIONAL)

Remote Assessment Deletion allows users to configure a date and time after which an assessment that has not yet been taken will be removed from the exam-taker's computer.

Note: Remote Assessment Deletion cannot be enabled or disabled once an assessment has been posted.

To enable this feature, select the **Delete all assessment downloads** checkbox under **Remote Assessment Deletion**. Then, select a deletion date and time.

Remote Assessment Deletion *(Optional)*

☒ Delete all assessment downloads

06/30/2023 10:00 am



- The **Remote Deletion Date** must fall after the **Download End** time.
- You can edit the Remote Assessment Deletion Date and Time after the secure assessment has been posted.
- The next time Exemplify checks the ExamSoft servers after the Remote Assessment Deletion Date and Time has passed, any untaken assessment files will be identified as expired and removed from the exam-taker's computer.
 - Exemplify checks the ExamSoft servers on a fixed periodic schedule.
- Once the **Deletion Date/Time** has passed, you will not be able to make adjustments to the date/time. If you still need a student to complete this exam after the remote assessment deletion date/time has occurred, you will need to duplicate the exam and post it to the individual student(s) still needing to complete it.

Ping & Release (OPTIONAL)

Ping & Release is available for both secure and non-secure assessments. This feature requires an internet connection to enter the exam (or resume code from instructor) and serves two purposes.

- Exam-takers are unable to open a second copy of an exam unless granted permission by their instructor/proctor via the Resume Code.
- Exam-takers are unable to enter the exam past the scheduled **Remote Assessment Deletion** time unless granted permission by their instructor/proctor via the Resume Code.

For example, an exam-taker claims that their device is not working after they started their test and requests a second download, so they can use a different device.

To enable **Ping & Release**: Select the **Ping & Release** checkbox.

Ping & Release (*Optional*)

☒ Ping & Release

If **Ping & Release** is enabled:

- The exam-taker will be required to enter the resume code issued by their instructor/proctor to start the second copy of the exam. The second copy of the exam is not connected to the original copy, and therefore, the exam taker must start the exam from the beginning.
- Resume Codes can only be provided by their instructor/proctor.
 - *ExamSoft support will not provide these codes to exam takers.*

TEST USER - examsoft123 - ExamSoft Implementation

Start Exam

The system indicates that you have already taken this exam.

**Contact your institution and provide the following
Challenge Key: 7323336**

Your institution will provide a Resume Code. Enter it below and select
Start Exam.

Resume Code

Start Exam

[Return to Dashboard](#)

Attention: This event has been logged for auditing purposes.

*Note: A correct exam password entry counts as the initial “ping.” Even if the exam taker has not started the exam but has successfully entered the password, when they enter the second copy of the exam on any device they will be prompted for the **Resume Code**.*

Requirements

- Ping & Release requires that the exam-taker has an internet connection when launching the exam from the Examplify dashboard.
- For secure exams, an internet connection is needed to launch the exam but will be disconnected when the exam starts.



Start Exam

An internet connection is required to start this exam. Please check your internet connection and try again.

To bypass Internet validation, contact your institution and provide the following Challenge Key: 53633

Your institution will provide a Resume Code. Enter it below and select Start Exam.

Resume Code

Start Exam

[Return to Dashboard](#)

Attention: This event has been logged for auditing purposes.

- For information about the exam-taker experience with Ping & Release warning messages, see: [Resume Codes for "Ping & Release"-Enabled Exams](#) 
- For information about issuing continuation codes in response to such messages, see: [Enterprise Portal: Issue Resume Codes and Continuation Codes](#) 