



Using ExamSoft for Remote Exams

Considerations for Faculty and Course Admins

Table of Contents

1. Security of the Exam:.....	2
2. Time Duration of an Exam	2
3. Students Preparing for Exam Day:.....	3
4. Starting a Remote Exam:	3

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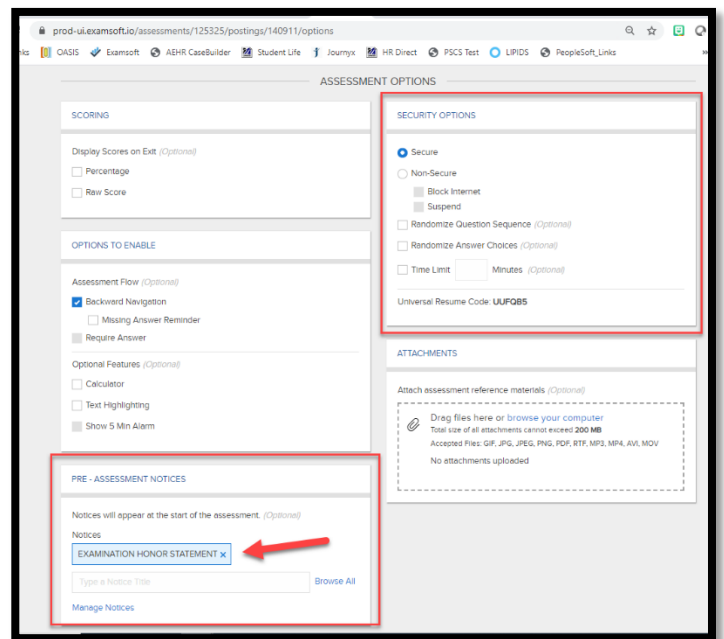
Considerations for Faculty and Course Admins

Note: Preparing an exam in ExamSoft is the same whether the exam is executed on the campus or remotely. However, for remote exams, the following points should be considered:

1. Security of the Exam:

Faculty and Admins can still set the exam to be secure within ExamSoft, however, students taking the exam remotely will not be proctored so they could possibly use illegal sources when executing their exam.

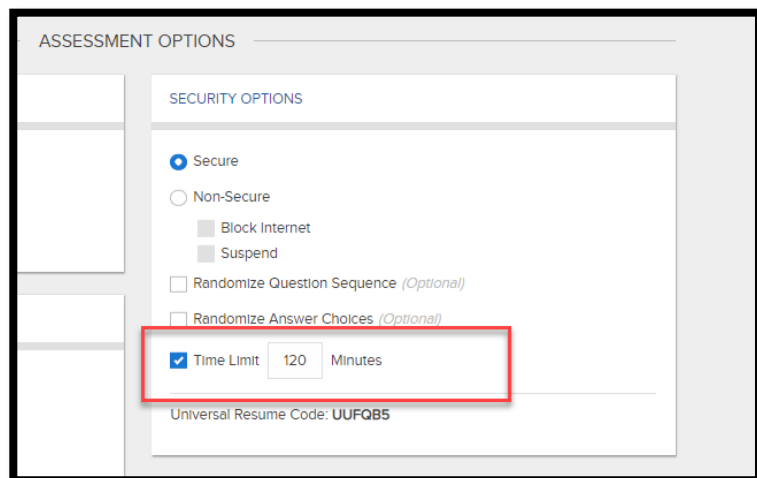
It is recommended to make sure the **HONOR POLICY** is added to all exams by navigating to Assessment Options and adding the Honor Statement as an Exam Notice. Usually this is done by the Course Admin.



2. Time Duration of an Exam

Since proctoring is not available for remote exams, Faculty may want to make sure they set a time limit on the exam itself. This can be done under security options:

NOTE: IT can set extended time for students needing Accommodations. Please contact:



AcademicInstructionalDesignandTechnology@umassmed.edu for help in this area.3. Students Preparing for Exam Day:

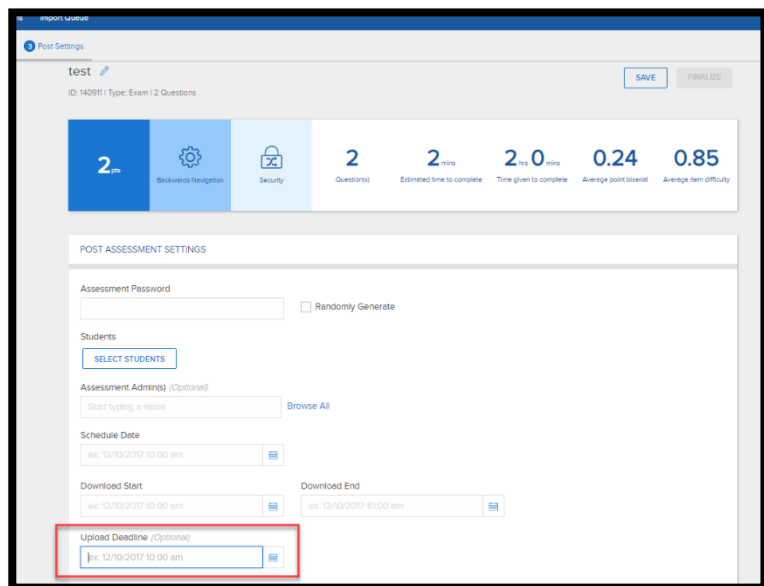
Preparing the exam for exam day is no different whether the exam is executed remotely or on- campus. However, since students will not have loaner laptops available to them when off-site, students should make sure that:

- They can run Exemplify from their own Device.
- If they use a different device at home or a different laptop, they will need to install Exemplify from: [Install Exemplify for Mac or Windows](#)
- Recommend faculty/course admin communicate the above to their students via email

4. Starting a Remote Exam:

- Exam Password:** Students cannot start an exam without the Exam Password. Usually this is provided to students on-side in the Exam Room at the time of the Exam. However, for Remote Exams, you will need to communicate the Exam password to the students (suggest using email).

- Exam Start & Finish:** If you would like students to take the exam at the same time, then you will need to communicate the password shortly before Exam Start time and to ensure students take the exam at the scheduled time, you may want to set an UPLOAD deadline date/time in ExamSoft. This can be accomplished within POST SETTINGS on ExamSoft.



The screenshot displays the 'Post Settings' page in ExamSoft. At the top, there are buttons for 'SAVE' and 'FINALIZE'. Below this is a summary bar with icons for 'Backwards Navigation' and 'Security', and numerical values for 'Questions' (2), 'Estimated time to complete' (2 mins), 'Time given to complete' (2:00 mins), 'Average point total' (0.24), and 'Average item difficulty' (0.85). The main section is titled 'POST ASSESSMENT SETTINGS' and contains several input fields: 'Assessment Password' with a 'Randomly Generate' checkbox, 'Students' with a 'SELECT STUDENTS' button, 'Assessment Admin (Optional)' with a 'Browse All' button, 'Schedule Date' with a date-time picker, 'Download Start' and 'Download End' with date-time pickers, and 'Upload Deadline (Optional)' with a date-time picker. The 'Upload Deadline' field is highlighted with a red rectangular box.

NOTE: Do not set the Upload Deadline before the time a student with accommodations may need to upload his exam.