Using ExamSoft for Remote Exams

Considerations for Faculty and Course Admins

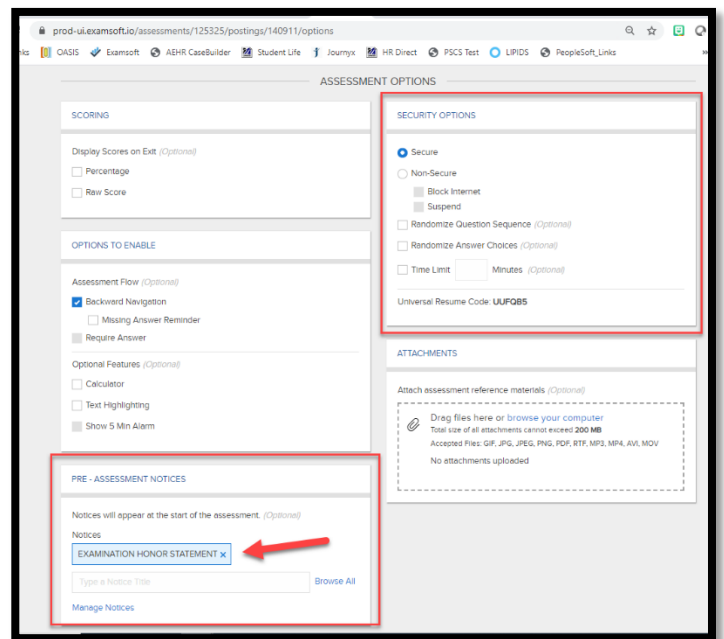## Table of Contents

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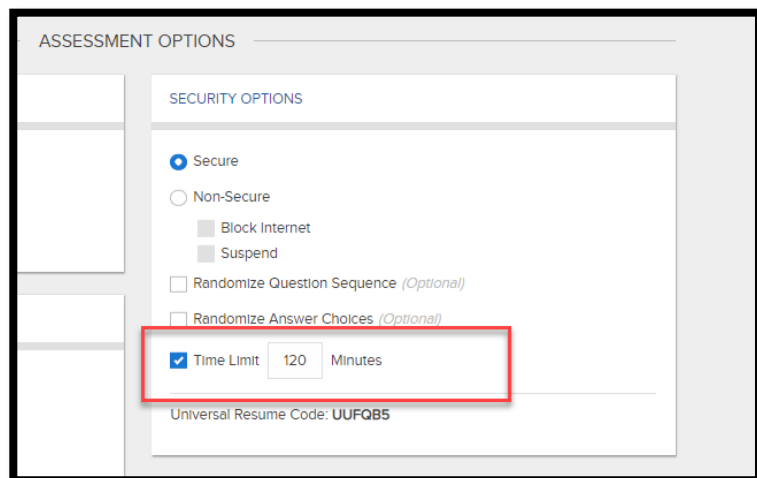
It is recommended to make sure the **HONOR POLICY** is added to all exams by navigating to Assessment Options and adding the Honor Statement as an Exam Notice. Usually this is done by the Course Admin.

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
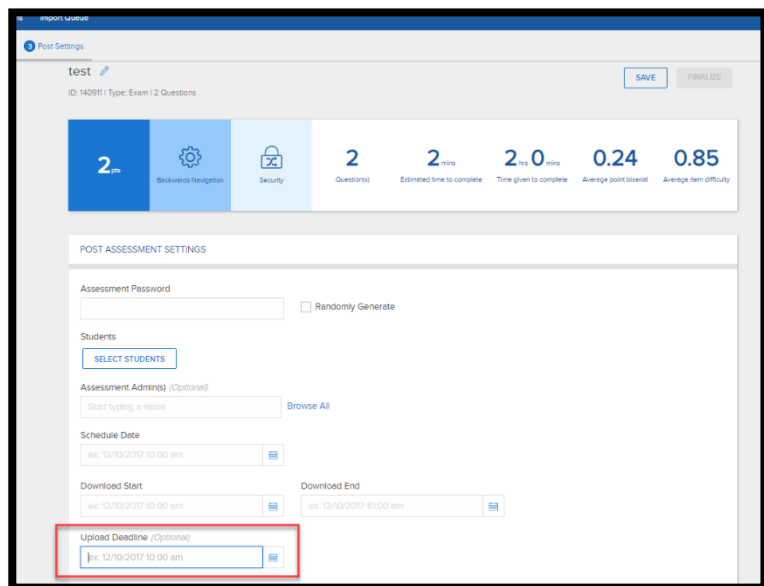Preparing for Exam Day:

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:

a. They can run Examplify from their own Device.
b. If they use a different device at home or a different laptop, they will need to install Examplify from:
   Install Examplify for Mac or Windows
c. Recommend faculty/course admin communicate the above to their students via email

4. Starting a Remote Exam:

a. **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).

b. **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.

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