USING DELAYED SECURE EXAM REVIEW FOR A SCHEDULED REVIEW

To ensure security, instructors should use the delayed secure exam review feature which has been made available by ExamSoft.

1. When posting the assessment, change the Review Type dropdown menu to Delayed Review. Click Post Assessment.

You will receive a message that looks like the one below. Click OK.

You have chosen the Delayed Secure Review option, this option requires a Start Time for all Exam Takers and they must have access to the Internet during the review session, are you sure you want to proceed?

2. Provide a review password when posting the assessment and indicate the time limit, start time, and deletion date. Then click Post Assessment.
3. You will receive a message that looks like the one below. Click OK.

Warning: Posting will allow exam takers to download this exam based on these settings. Are you sure you are finished building this exam and want to post this exam?

Please note after clicking OK, Posting will begin to process. It could take up to 15 minutes for the Assessment to be available for download.