

REVIEWING TEST RESULTS WITH STUDENTS

To ensure security, instructors should use the delayed secure exam review feature which has been made available by Exam Soft or review results with exam takers in person. This tutorial outlines steps for either approach.

USING DELAYED SECURE EXAM REVIEW FOR A SCHEDULED REVIEW

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

Post Assessment ⓘ

Posting Name: Financial Ch 1-3 Test ✓ POST number: 1

Assessment Password: *

Settings

Course: Please select a Course... * Instructor: []

Download Start: 06/12/2015 12:26 PM ✓ Email Download Reminder: [] @ 2 AM

Download End: 06/12/2015 12:26 PM ✓ Email Upload Reminder: [] @ 2 AM

Max Downloads: 1 Upload Deadline: []

Scheduled on: [] Download Password: ⓘ

Suppress Exam Emails

Secure Review

Review Type: None
None
Immediately After Assessment
Delayed Review

Cancel 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?

OK Cancel

2. Provide a **review password** when posting the assessment and indicate the **time limit**, **start time**, and **deletion date**. Then click **Post Assessment**.

Secure Review

Review Type: Delayed Review

Review Password: *

Time Limit: * minutes

Start Time (requires internet): * []

Delete By: 07/12/2015 12:26 PM ✓ []

Options to Enable

Show Incorrect Answers Only

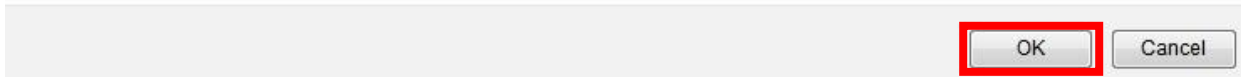
Show Rationale

Cancel Post Assessment

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

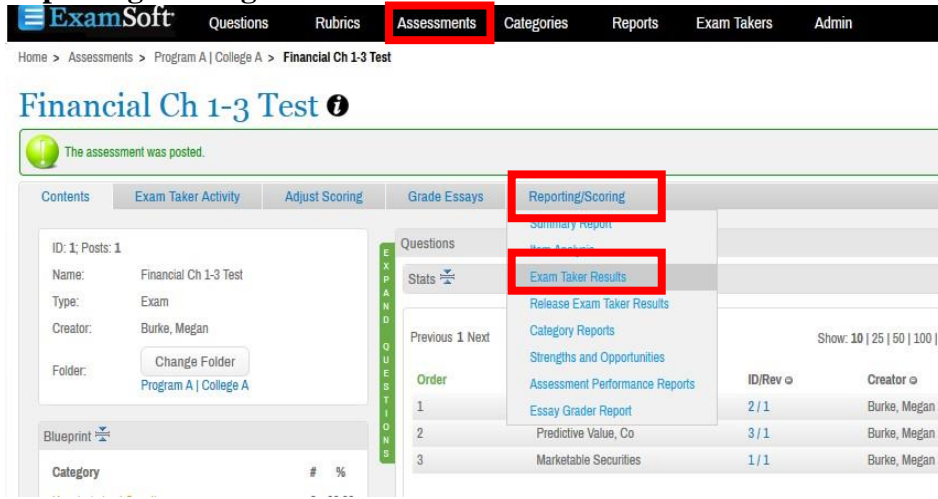
Warning: Posting will allow exam takers to download this exam based on these settings. Are you sure you are finished building this exam and want to post this exam?

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.



REVIEW RESULTS WITH STUDENTS IN PERSON

1. After the students take the exam, click **Assessments** and select the test name. Then, hover your mouse over **Reporting/Scoring** and choose **Exam Taker Results**.



2. Click **Run Report** which will generate a list of students. Select the students you wish to export and click **View Report**.



3. Select the student(s) and click **Export to PDF**.

Previous 1 Next Show: 50 | 250 | 500 | 1000 | 2500

<input type="checkbox"/>	StudentID	Q1	Q1 Pts	Q2	Q3	Q1 Rationale	Q2 Rationale	Q3 Rationale
	ANSWER KEY -->	N/A - Essay		T	D			
	Item ID / Rev	2 / 1		3 / 1	1 / 1			
<input checked="" type="checkbox"/>	megstudent	Goodwill is the excess amount paid for the item. NBV is the cost and FV is the market price.		T	D			TS and AFS securities are both current and reported at FV. HTM are noncurrent and reported at amortized cost.

4. Select your desired options and click **Run Report**.

Copies of Assessment

Include the following:

- Exam Taker Name
- Answer Key
- Wrong Answers Only
- Rationale
- Actual Question Sequence
- Essay Grader Feedback
- Score (# Points)
- Letter Grade
- Rank
- Question Text
- Choice Text
- Question Title
- Essay Responses
- Percent Score (%)
- Percentile Rank
- Raw Score (# Correct)

5. You will be able to save or print the PDF report.