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**.

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

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.

OK   Cancel
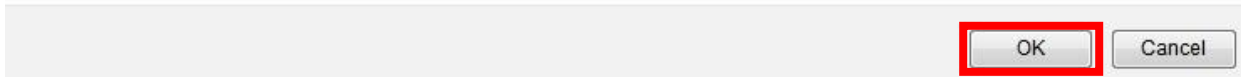
REVIEW RESULTS WITH STUDENTS IN PERSON

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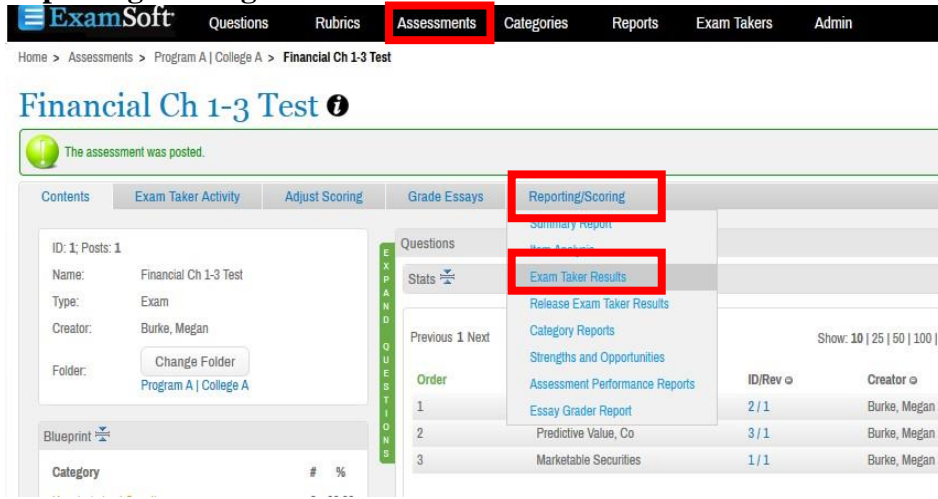
2. Click **Run Report** which will generate a list of students. Select the students you wish to export and click **View Report**.

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

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

Copies of Assessment

Include the following:

☐ Exam Taker Name

☑ Answer Key   ☑ Question Text

☑ Wrong Answers Only   ☑ Choice Text

☐ Rationale   ☐ Question Title

☐ Actual Question Sequence   ☐ Essay Responses

☐ Essay Grader Feedback

☐ Score (# Points)   ☐ Percent Score (%)

☐ Letter Grade   ☐ Percentile Rank

☐ Rank   ☐ Raw Score (# Correct)

Cancel   Run Report

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