ExamSoft

Assessment Review and Scoring

After an assessment has been administered, users have access to a plethora of information to view the content of the assessment, Exam Taker activity, importing answers, adjusting the scoring, grading essays, and accessing reports.

Contents

The **Contents** tab gives an overview for an assessment by listing questions, assessment blueprint, notices, and other assessment options along with a listing of the completed postings.

Print/Export

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Title:	Exam2_Spring_Dr_W	ison ×	Stats 😤		
Creator:	Wilson, Katherine	A			}
Folder:	ESUNSR 220 (Nursin) Spring Semester	g of Adults I) /	Previous 12		
	opining connector	u	Order	Question Title	ID/Rev o
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	-		2	What laboratory meth	4512/1
-J-90	Preview Du	plicate	Retire	Export/Print	Post Assessmen

- 1. Click *Preview* to review the assessment before posting it for download.
- 2. Click *Duplicate* to create a copy of the assessment.
- 3. Click *Retire* to prevent the assessment from being posted again.
- 4. Click **Post Assessment** to repost an exact copy of this assessment.
- 5. Click *Export/Print* to view printing options such as when creating a Scantron[®] exam.

Befer to <u>Scantron Exams and Import Answers</u>, and <u>Editing an Assessment</u>.

Exam Taker Activity

The Exam Taker Activity tab shows each Exam Taker and information that pertains to each one.

- 1. To toggle between exam postings, or to view all, use the scroll down menu at the top of the screen.
- 2. Choose an Exam Taker's name to view their download and upload history.
- 3. Click 😭 to increase max downloads of exams permitted for each Exam Taker.
- 4. Deselect those Exam Takers in the Score column that should not be included in scoring calculations.
- 5. To email a group of Exam Takers, select the Exam Takers and click Bulk Email Selected
- 6. Click 📝 to increase downloads, add comments, or mark Exam Takers.
- 7. Click to view the **Strengths and Opportunities Report.**
- 8. Click into view the **Snapshot** charting actions during assessment.
- 9. Click Wite email an individual Exam Taker.
- 10. Click we to view the options for adding columns to your search results.

Refer to <u>Snapshot Viewer</u>, and <u>Strengths and Opportunities Report</u>.

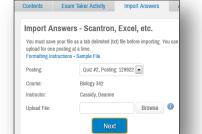
Import Answers

For accounts that have this option enabled, the Import Answers tab allows users to

upload Scantron[®] answers for a posting.

- 1. Select the assessment posting from the scroll down menu.
- 2. Browse the computer for the tab delimited (.txt) file.
- 3. At the Import Validation window, click Next.
- 4. If errors are present, click *Download Error Report*.
- 5. Click *Import Selected Rows* to import the Scantron[®] file.

Refer to <u>Scantron Assessments</u>.



All Postings

There are default choices for both *Exam Taker* and *Exam Manager Review*. The use can select *Exam Custom* to choose specific information to print.

Versions: 4

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Se	rch Results: Posti	g ID: 139642										
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Adjust Scoring

The Adjusting Scoring tab allows users to adjust the answer key, questions, grading scales and scaled scoring.

Adjust Scoring

- 1. To adjust the total score for the assessment, type in the *New Total* in the blank.
 - a. Choose *Equal* to distribute the points equally amongst the questions. or
 - b. Choose *Proportional* to distribute the points proportionally.
- 2. Click Auto Adjust Points to save changes.
- 3. Click Change Answer Key to change the answer key per question.
- 4. Click 📝 to adjust the question.

Grade Scales

- 1. Set the maximum points to the assessment in the *Maximum Points* blank.
- 2. Click Set My Default to set your new user default grading scale.
- 3. Click Create Grade Scale to create the grading scale.
- 4. Click 📶 to adjust the grading scale.
- 5. Click i to delete the grading scale.

Scaled Scoring

Users can import a customized grade scale that correlates raw scores to specific scaled scores. A sample file conversion table is provided. Items that have a zero point value will be EXCLUDED from the raw score, and not affect the scaled score value.

Ask your Account Manger to set up this scoring option.

Grade Essays

The **Grade Essays** tab allows users to view, grade, provide comments and print essay questions. Each Essay Grader must be assigned the user permissions for essay grading.

- 1. Choose a Question number to begin grading.
- 2. Click to assign graders for the essay questions.
- 3. Set the max points for the essay question in the *Max Points* blank.
- 4. Click the ID to read, grade, and add comments to individual essay questions.
- 5. Click Save Comments to save the comments.
- 6. Click lies to print the essay answer.
- 7. To adjust the text size onscreen of the answer, click 4
- Refer to Essay Grading.



Reporting/Scoring

The **Reporting/Scoring** tab allows for viewing and printing assessment reports that include:

- 1. Summary Reports
- 2. Category Reports

3.

- 4. List of Student Scores
- 5. Assessment Performance Reports
 - 6. Release Results to Students

Hover over each report to view an example of each.

📴 Refer to <u>*Reporting / Scoring*</u>.

Item/Question Analysis

ontents	Exam Taker Activity	Import Answers Adjust Scorin		Grade Essays					
Adjust Sc	oring Grade Scales	Scaled Scores							
© Equal	Proportional New Total:	Auto Adjust	Points Clear Adj	ustments					
Adjust Scoring									
Seq	Item Text			Туре	Original Answer				
1	An action potential is:			M/C	Α				
2	Which of the following cell types i	? M/C	В						
3	In muscle tissue, neurotransmitte	r receptors are locate	d:	M/C	С				
4	The connective tissue wrapping a is the:	around a muscle that i	s continuous with tendon	^s M/C	B				





Grade Essays

