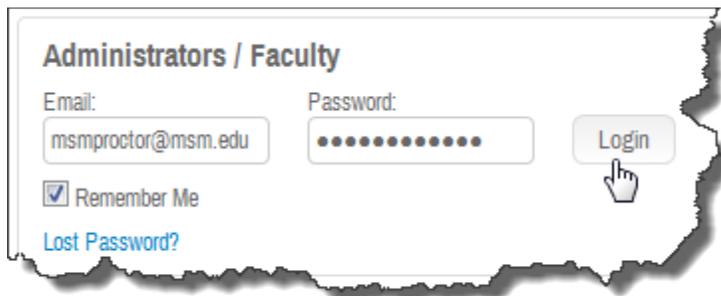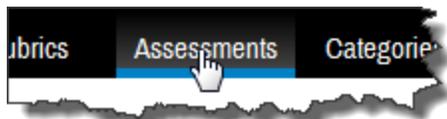# Proctoring an Exam

Exam Taker Activity

When in the classroom you can check the **Exam Taker Activity** (upload/download history) and retrieve the exam password by logging into www.examsoft.com/msm.

Step 1: Login under **Administrators / Faculty**

Step 2: Go to **Assessments** in one of two ways.

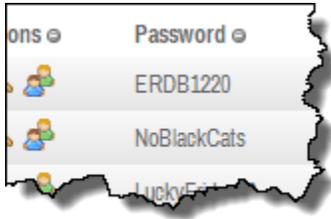Click on **Assessments** across the top or **Find Assessments** below the blue circle.

Step 3: If you do not see your exam listed, click on

 then

You should see a list of currently available exams and quizzes.

Step 4: Check **Password.** Find the appropriate exam or quiz. Scroll all the way to the right to find the Password column.

Step 5: **Downloads/Uploads.** Click the little people icon to see exam taker activity.

View students that have downloaded the exam. Click Advanced Search for other options.

Before exam begins - To find out who has not yet downloaded:
Downloaded Assessment – Choose **No**, Click Search

To find out who has not yet uploaded:
Downloaded Assessment – Choose **Yes**, Uploaded Assessment – Choose **Yes**, Click **Search**

Extra Download
Before or during an exam you may need to give a **2nd download** to a student.
This may happen if a student has already downloaded the exam on their computer but now needs a loaner.

Step 1: Go to the Exam Taker activity page.

Step 2: Find the student in the list of students who have downloaded the exam.

Step 3: Click on the pencil icon and change Max Downloads to 2.

Step 4: Click the **Save** button.

Continuation Code

If a student has a mid-exam computer restart they may need a continuation code to get back into the exam.

There are two places to get the code to continue an exam.

1. When SofTest asks for a continuation code there will be a code listed. You can type that code into the box at the top of the Exam Taker Activity page of that particular exam.
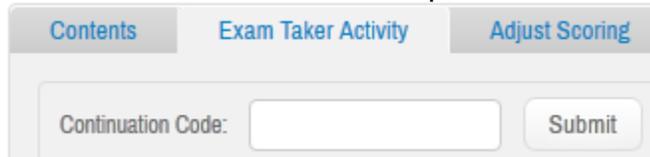
Type the code into the box and click Submit. You will get a code. Give that code to the student to type in and they will be able to get back into SofTest.

2. The Universal Resume Code is shown with the list of exams. This code will work for anyone that needs a code to get back into the exam. Especially helpful to use this universal code if you have more than one student that needs the code. IE: after a firedrill or some other delay. (*If you do not see this listed when you log in you may need to add it. Go to the gear icon ⚙ Add Columns and add "Universal Remote Code"*)

Assessment	Course ⊖	Post ⊖	Uploads ⊖	D/L Close ⊖	Password ⊖	Universal Resume Code ⊖
14-OS1-Exam_1-Part_C	[MED531] Organ Systems 1	1 ✏	79 of 79	12/19/2014 01:30 PM	FallBreak	2105C3
14-OS1-Exam_1-Part_B	[MED531] Organ Systems 1	1 ✏	79 of 79	12/19/2014 01:00 PM	HauntedHouse	1B7ADF
14-BP-Enrichment-Part_B	[Yr1MD] Year 1 MD & GEBS	1 ✏	1 of 1	12/19/2014 12:30 PM	SleighBells	B30623

Download Not Available

If a student is trying to download the exam but it is not available.

Scenario 1
Check the Download cut off time. If the student is late, it may be past the download time.
Click on the pencil icon for the exam. (In the list of assessments)

Assessment	Course ⊖	Post ⊖	Uploads ⊖
14-OS1-Exam_1-Part_C	[MED531] Organ Systems 1	✏	79 of 79

On the Edit Posting window change the **Download End** time to a later time allowing the student to download the exam.
Click **Save Post**.
Note: If there was an **Email Download Reminder** time set, you will have to delete it before clicking Save Post.

Note: If you are logged in as proctor@msm.edu you cannot see the **Post** column. You will need to login as yourself if you have permissions or call someone in EdTech or the instructor who created the exam to make the time change.

Scenario 2
Check the Exam Taker Activity list. Is the student listed as already downloading the exam? Is the student listed as not having downloaded the exam? If they aren't on either list, they are not in the course. This happens sometimes if it is the first exam for that course. Notify someone from EdTech to get them enrolled or call ExamSoft and ask them to enroll the student.

Best Practices

Before putting the password on the blackboard ask all students to open SofTest and navigate to the password screen. All notes, email and web pages should be closed.

When the password is on the board walk to the back of the room to make sure everyone has begun SofTest.

Emergency Procedures

The most important SofTest thing to remember about the emergency procedures is to instruct the students to Turn OFF their laptop. They must power it down completely, not just close the screen.

> **EdTech**
> **Rebecca Sealand – 404-756-5229**
> **N'Dieye Gray Danavall – 404-756-8905**
> **Darrin Still – 404-756-8931**
> **Dr. Jinjie Zheng – 404-752-1565**

> **ExamSoft**
> **Tech Support   1-888-792-3926**
>
> **Tech Support for Students**
> **1-866-429-8889 Option 3**