

Creating a New Assessment

This document walks you through the process of creating an assessment from a Question Bank.

Users can create assessments to include questions that have been entered into ExamSoft. It is recommended to tag questions with categories to measure learning outcomes.

1. Navigate to the **Assessments** tab.
2. Click **Create New Assessment**.
3. Fill in the **Title** field, and then select a **Folder** in which to save the assessment.

ID: 17072 Rev 5; Creator: Klement, Brenda

Title: OS2-E1 (09) EM Basement membrane

Folder: Change Folder *
EM

4. Create a Pre-assessment Notice or select a previously created template from the drop-down menu.

Pre-Assessment Notices

+ Add Custom Notice OR Select Template

5. Select **Scoring** options to assign a point value to the assessment and choose the scores that will display if desired.

Scoring

Maximum Points 9.00 points

Default weights
 Assign evenly to all
 Assign proportionally
 Custom

Display Scores on Exit

Percentage
 Raw Score

6. Select Security Options and Time Limit

Security Options

Secure
 Randomize Sequence
 Randomize All Choices
 Time Limit: 60 minutes

Universal Resume Code 1D87B2

Choose **Secure to lock down student laptop during exam to prevent access to internet and other applications.**

7. Select **Options** to **Enable** for Exam Takers during the assessment. This will vary for MC exams and Essay Exams. (Include **Cut, Copy & Paste** and **Spell Check** for essay exams.)

Options to Enable

Spell Check
 Suspend
 Calculator
 Numbering
 Missing Answer Reminder
 Text Highlighting

Backward Navigation
 Require Answer
 Cut, Copy & Paste
 Find & Replace
 Show 5 Min Alarm
 Assessment Printing

8. You can attach an Assessment level Attachment. It can be accessed any time during an assessment.

Attachments

Browse Upload

No attachments have been added.


Note that question level attachments can also be added.

9. In Font Override choose Arial 11 for Question Stem and Answer Choice.

Font Override

| Question Stem | Answer Choices |
|---------------|----------------|
| Arial, 11pt | Arial, 11pt |

10. Click + Add Questions to Assessment to add questions to the assessment.

- To add questions to the assessment, navigate to the folder. Click  to add questions individually, or click the beside each question you want to add and then click

Add Selected to Assessment

to add selected questions to the assessment.

- Click **Close**. All added questions will appear in the question pane.



- Click **Save** to save the assessment as a draft.

- Click **Preview** to view the assessment as an Exam Taker.



To **Preview** assessments, SofTest® must be installed. Follow the onscreen prompts to install. No answers provided during your preview will be recorded.


For more information on previewing assessments, [click here](#).

Posting the Assessment

- Click **Post Assessment** to make the assessment available for Exam Takers to download.

Post Assessment

- Posting Name should auto-filled.
- Give Assessment a Password.
- Select the corresponding course.
- Enter a Download Start time and a Download end time. Download End time should be about 30 minutes after the exam begins. *(this can be extended later if someone has computer issues)*
- Enter a time for Scheduled On.
- Enter a name of Instructor
- Email Download Reminder time has to be the next morning at 2:00 AM
- Use the Remote Assessment Deletion for extra security. Choose a time after everyone should be finished with the exam.

Additional Security Options 

Remote Assessment Deletion

Remote Deletion Date: 10/24/2014 02:15 PM

Post Assessment

- Click