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How to Use Exemplify / Examsoft for your Final Exam

1. Professor Action- **As soon as possible** get basic information to Keith:
   a. Length of exam (how many hours)
   b. Day / Start time for exam (Eastern time)
   c. Give type of exam option:
      i. Closed- nothing is open, no access to internet or any notes. Whole computer is locked down. (This is probably not great option if you are giving a 24 hour exam).
      ii. Fully open- everything is open, other programs and notes and internet is available.
      iii. Open notes / Closed internet- Open access to programs and notes. Internet is blocked.

2. Professor Action- Get Keith the full exam **at least 3 days before the exam**.
   a. Keith has to cut and paste the short answer / essay questions into Exemplify.
   b. **If you have multiple choice/true false - <u>you have to give Keith the answer key</u>.** Exemplify will automatically score the multiple choice / true-false questions and faculty will get excel sheet with scores. **Keith cannot input these types of questions into Exemplify without the answer key**.

3. Professor Action- **Give _ALL_ time limits for the exam to Keith**. This includes students with accommodations. **Also give the names of the students who require extra time**.
   a. For example, if you want to give a 3 hour exam for most students, and then you have three students (Ann, Bob, and Cindy) who have 1.5x extra time (4.5 hours exam) and two students (Doug and Elisa) with 2x extra time (6 hour exam) then give Keith this information along with the names of the three students with 1.5x time and the names of the two students with 2x time. This is so that Keith can check to make sure that the student took the correct exam.
   b. Thus for this example, tell Keith that Ann, Bob and Cindy have 1.5x time and Doug and Elisa have 2x time.

4. Keith with then create a different exam version for each group of students who require extra time.
   a. For example Keith will create: (1) "Version A" which will be a 3 hour exam (2) "Version B" which will be a 4.5 hour exam, and (3) "Version C" which will be a 6

hour exam. Each exam will have a unique exam name ending with "A", "B", etc. and a unique password to open each exam. The students will then need to download the appropriate version and enter the correct exam password to open the exam.

5. **Keith will then give you the exam names for each version and the exam passwords for each version. You need to send every student the exam version they are supposed to open and the exam password for that version. This needs to be given to each individual student - do not give out all of the passwords to all of the versions in a bulk e-mail**.

6. Professor Action- Contact all students and tell them what version of the exam they will be taking. Also give each group their corresponding password. **You should not send a bulk e-mail with all of the passwords associated with all versions**.

    a. For example, contact Ann, Bob and Cindy and tell them they are taking version B and give them the password associated with version B (do not give them passwords for version A or C). Contact Doug and Elisa and tell them they are taking version C (do not give them passwords for version A or B) and give them the password associated with version C. Tell the rest of the class that they are taking version A and give them the password associated with version A (do not give them passwords for version B or C).

    b. This is not hard to do if you use TWEN. You can send out an e-mail to each specific student and just hide the recipients. Thus, you can send out specific e-mails to each student without them knowing who is also in their group. Otherwise you can send the information using Outlook and just use the bcc function to hide the names of each student.

7. On the day of the exam, each student will download the appropriate version of the exam and open it using the exam password.

    a. The exam will only be open to download fifteen minutes before the exam start time.

    b. Students cannot take the wrong version because they won't have access unless they have the correct password.

    c. Once the student puts in the password, they can then begin the exam.

8. Students will then answer the questions on the exam.

    a. 5 minutes before the end of the exam they will get a warning.

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      b. At the end of the 5 minutes, Exemplify will automatically end the exam and upload the exam file. The student will no longer have access to the exam once it is closed.

9. Keith will then create a OneDrive folder with all of the exams in PDF format. He will send you a link to that folder where you can then access all of the exams files.

10. Keith will also check to make sure that all students took the correct version of the exam. This should not be an issue if you sent out individual passwords to students, but this is a second check to make sure that students did not take the wrong exam.

11. Once you have the link to OneDrive you will have access to all of the exams and if there are true/false or multiple-choice questions, an Excel sheet with the scores for those sections.

12. You can then grade the exams anonymously.