ExamSoft Instructor Tip Sheet

Login at:
- examsoft.com/umassdnursing
- Enter your full email address as a username.

To see if students started/finished an exam:
- Go to "Assessments" tab, click the (+) next to the current term, and then click on your course.
- Click on the name of the Assessment.
- Go to the "Exam Taker Activity" tab.

To review the results of the exam:
- Go to "Assessments" tab, click the (+) next to the current term, and then click on your course.
- Click on the name of the Assessment.
- Place your mouse over the "Reporting/Scoring" tab.
- Choose "Item Analysis" or "Exam Taker Results."

To adjust acceptable answers: (Instructors only)
- Go to "Assessments" tab, click the (+) next to the current term, and then click on your course.
- Click on the name of the Assessment.
- Click on the "Adjust Scoring" tab.
- Click the pencil to the far right of a question to edit it.

On exam day:
- Students should have downloaded their exams before coming to class.
- Students will open Examplify and will need to enter a password to begin.
- After entering the password, their computer will lock down and Examplify will prompt them to enter a 4-digit code (shown on their screen) to ensure that they are ready to start the exam.
- After completing the exam, students will close/upload it.
- If Examplify encounters issues uploading, a yellow screen will appear with a "Retry" button. If clicking "Retry" does not work, have the student restart their computer, re-open Examplify and try again. If it still does not upload, have them call 866-429-8889.
- When an exam uploads successfully, a green confirmation screen will appear. If students click out of the green screen, it will still show "Exam uploaded" along the left side of the page under the name of the exam.