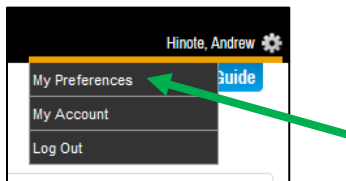


Setting Default Assessment Preferences in ExamSoft

Step 1:

Log into ExamSoft and place your mouse arrow over your name in the top-right corner of the page. Click “My Preferences”.



Step 2:

Click to the “Assessment Creation” tab and configure the default settings you would like to have set when you create and post an assessment.

Scoring:

- **Default weights** - Has questions inherit the point values you set when you created the question.
- **Assign evenly to all** - Lets you set the total point value and distributes the points to each question evenly.
- **Assign proportionally** - Lets you set different point values for each question.

Security Options:

- **Secure** - Always leave this checked.
- **Randomize Sequence** - Delivers questions to each student in a random order.
- **Time Limit** - Set a default number of minutes students will have to complete the exam.

Options to Enable:

- **Spell Check** - Gives students a button to check their spelling for essay questions.
- **Suspend** - Gives students a button to leave the exam and return later.
- **Calculator** - Gives students a button that opens a calculator within the secure exam.
- **Missing Answer Reminder** - Alerts students to skipped questions before submitting/uploading.
- **Text Highlighting** - Allows students to annotate and highlight on top of questions.
- **Show 5 Min Alarm** - Alerts students when they have five minutes left.
- **Numbering** - Shows students a number before each question.
- **Backward Navigation** - Allows or disallows students reviewing previously answered questions.
- **Cut, Copy & Paste** - Allows students to copy and paste within an essay question response.
- **Find & Replace** - Allows students to search for and replace words within an essay question reply.
- **Notes** - Gives students a space to type while they are taking an exam.
- **Question Feedback** - Allows students to give feedback about questions they are answering.

Secure Review:

- **Enable Secure Review** - Allows students to review graded exams after they complete it.
- **Time Limit:** How many minutes students can spend reviewing a graded exam.
- **Show Incorrect Answers Only** - Doesn't allow students to review questions they got right.
- **Show Rationale** - Shows students rationale/feedback (if you added any) per question.

The screenshot shows the 'My Preferences' interface with three tabs: 'Question Creation', 'Assessment Creation', and 'Reporting'. The 'Assessment Creation' tab is active. The interface is divided into several sections:

- Scoring:** Includes 'Maximum Points' with radio buttons for 'Default weights', 'Assign evenly to all' (selected), and 'Assign proportionally'. It also has 'Display Scores on Exit' with checkboxes for 'Percentage' and 'Raw Score'.
- Security Options:** Includes checkboxes for 'Secure' and 'Randomize Sequence', and a 'Time Limit' field set to '90' minutes.
- Options to Enable:** A grid of checkboxes for various features: 'Spell Check', 'Suspend', 'Calculator' (checked), 'Missing Answer Reminder', 'Text Highlighting', 'Show 5 Min Alarm', 'Numbering' (checked), 'Backward Navigation', 'Cut, Copy & Paste' (checked), 'Find & Replace', 'Notes', and 'Question Feedback'.
- Secure Review:** Includes a checked 'Enable Secure Review' checkbox, a 'Time Limit' field set to '20' minutes, and checkboxes for 'Show Incorrect Answers Only' and 'Show Rationale' (checked).

At the bottom, there are two buttons: 'Revert to Default' and 'Save Preferences'. A red arrow points to the 'Save Preferences' button.

Step 3:

Click **“Save Preferences”** to apply these defaults.