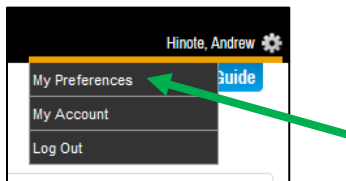# Setting Default Assessment Preferences in ExamSoft

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.

Step 3:
Click "**Save Preferences**" to apply these defaults.