ExamSoft

CERTIFICATION

RUBRICS

EXAMSOFT
CERTIFICATION STUDY GUIDE

RUBRICS

In this study guide you will find the exam blue print and sample questions for all certification exams, as well as activities to help you prepare for becoming ExamSoft certified! The exam blueprint provides all learning objectives you will be measured on within each exam, along with corresponding resources to help you review and practice within those areas. You will also see the weight of each learning objective in relation to the overall exam. Next, you'll get a glimpse into the exam by viewing sample questions which will be like what you will see on the exams. Last, you'll come across the activities section where we have tailored action items for you to get hands-on practice related to your learning objective.

Be sure to take full advantage of the resources laid out in this guide and if additional information is required be sure to use any of our additional resource sources such as:

ExamSoft KnowledgeBase & Community
OnDemand Webinars
Upcoming Live Webinars
Exam Taker Support KnowledgeBase

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Exam Blueprint

Questions

Objectives	Resources	Weight
Questions Tab: Use the features in the Questions tab to organize and perform adjustments to questions.	Search for Questions Questions Activity 1	13%
Item Banking: Apply question creation strategies and best practices for item banking.	Question Banking	20%
Question Import: Use both Rich Text Format and Tab Delimited files to import questions.	Sample RTF File Sample Tab Delimited File Questions Activity 2 Question Importing Video	17%
Question Import Troubleshooting: Identify and resolve question importing errors.	RTF Import Tab Delimited Import	10%

Question Options: Demonstrate knowledge of all options for questions and be able to justify use for each given scenario.	Creating a Question Video Creating a Question Group	10**%**
Questions in Examplify: Understand how different options affect the appearance and behavior of questions in Examplify.	Questions Activity 3 Getting Started with Examplify	17**%**
Question Editing: Interpret the different modifications that can be made to a question as well as the associated pros and cons.	Revising vs. Duplicating	5**%**
Bulk Editing: Demonstrate knowledge of using bulk edit options to modify multiple questions simultaneously.	Bulk Editing Options Video	4**%**
Question Performance: Analyze question performance to assess the strength of a question over time.	Question History Evaluating the Statistics	4**%**

Passing Score: 77%   Total # of Questions: 29

Question Types: M/C, T/F, FITB   Time Limit: 75 minutes

Exam Blueprint

Assessments

Objectives	Resources	Weight
Exam Options: Employ the most appropriate exam settings given a set of questions or a faculty member's goal.	Creating an Assessment Video Creating a Performance Assessment Webinar Assessments Activity 1	6%
Exam Taker's View: Demonstrate knowledge of adjusting exam settings in relation to an exam taker's SofTest experience.	Previewing an Assessment	13%
Question Prerequisites: Understand the requirements for adding questions to an exam.	Assessments Activity 2	6%
Assessment Administering: Describe best practices when preparing to administer an assessment.	Tips & Tricks for Exam Delivery Video	13%
Reposting vs. Duplicating Exam: Classify scenarios in which it is most appropriate to repost or duplicate an exam.	Reposting vs Duplicating a Question Posting an Assessment Webinar	6%

Make-Up Exams: Apply best practices for make-up and remediation exams across various scenarios.	A Student Didn't Show Up Video	3%
Assessment Tab: Demonstrate functional knowledge of the properties within the Assessments Tab.	Assessments Activity 3	17%
Editing Posts: Apply best practices for editing a post and understanding limitations.	Editing an Assessment Editing an Assessment Video	13%
Exam Policies: Apply exam policies for a successful exam day experience.	Proctoring an Assessment Video	17%
Security Features: Implement and evaluate security features within the portal to deter cheating.	Remote Assessment Deletion Secure Exam Review Ping & Release Ping & Release Webinar Assessments Activity 4	6%

Passing Score: 83%   **Total # of Questions: 29**

Question Types: M/C, T/F, FITB   **Time Limit: 75 minutes**

Exam Blueprint

Reports & Scoring

Objectives	Resources	Weight
Report Purpose: Interpret the purpose for each report; compare and contrast the functions and data available.	Reporting & Scoring Overview Introduction to Reports Video	30%
Report Use Cases: Choose the best reporting option based on a hypothetical description of data requested by a faculty member and justify choice.	Legacy clean recording needed	13%
Release Results: Demonstrate a high level of understanding regarding various ways to release results to students and troubleshooting techniques.	Reading S&O Report Releasing Results to Exam Takers	6%
Scoring Options: Understand the differences between scoring options, what they mean, and how they are represented in reporting.	Adjusting Scoring Video Assessment Reviewing and Scoring	6%
Adjust Scoring/Exam Taker Activity Tab: Identify the effects that the Adjust Scoring and Exam Taker Activity tab have on various reports.	Adjusting Scoring on an Assessment Video Adjusting Scoring and Answer Key Exam Taker Activity Video Reporting & Scoring Activity 1	20%

Rubrics Reports: Understand and describe how grading with a rubric affects various reports.	Rubrics - Exam Taker Results & Releasing Results Rubrics Category Report Rubrics Summary Report Rubrics - Detailed Grader & Rubrics Analysis Report	6%
Psychometrics: Demonstrate a competency in interpreting and evaluating psychometrics to improve questions.	How to Review your Question Performance Video Evaluating the Statistics	10%
Categories and Reports: Understand how to use categories to garner useful data from a report.	How to Track Learning Outcome Performance Video	9%

Passing Score: 74%   **Total # of Questions: 30**

Question Types: M/C, T/F, FITB   **Time Limit: 75 minutes**

Exam Blueprint

Examplify

Objectives	Resources	Weight
Examplify Functionality: Demonstrate ability to use Examplify through an understanding of its behavior, functionality, and features on Windows & Mac devices	Getting Started with Examplify Taking Exams with Examplify	16%
Download and Install: Demonstrate knowledge of the download and installation process of Examplify on Admin and Student devices	Installing and Registering Examplify Downloading and Installing Examplify for iPad Examplify Activity 1	4%
Examplify Troubleshooting: Apply knowledge of basic troubleshooting techniques to resolve technical issues reported by exam takers.	Examplify Troubleshooting Guide Troubleshooting Examplify on Exam Day	18%
Security and Posting Options: Describe how the security and posting options chosen for the assessment function in Examplify can shape the exam taker experience.	Maintaining Security on your Assessments Video Back Up Planning Tips	9%

Exam Day Best Practices: Implement exam day best practices for both students and faculty.	Best Practices for Exam Takers First Exam Checklist Best Practices for Delivering Exams Best Practices for Take Home Assessments	18%
Exam Taker Activity Tab: Leverage the Exam Taker Activity tab to monitor and analyze exam takers' actions.	Exam Taker Activity Video Additional Exam Downloads Adding Comments and Marking Assessment Review and Scoring Uses of ET Activity Tab Day of Exam Webinar	23%
Student Portal: Navigate through and demonstrate proper usage of the student portal.	What Does the Student Portal Look Like? Video Exam Taker Portal Guide Grading Rubrics in Student Portal Examplify Activity 2	12%

Passing Score: 78%   **Total # of Questions: M/C, T/F, FITB**

Question Types: 30   **Time Limit: 75 minutes**

Exam Blueprint

Rubrics

Objectives	Resources	Weight
Rubrics and Template Creation: Identify the elements and customizable options available when creating a rubric and rubric template.	Creating a Rubric Managing Rubrics Folders Ways to Use Rubrics Webinar	17%
Rubrics and Template Descriptions: Compare the purpose of a rubric and a rubric template.	Rubrics Creation Webinar	6%
Modifying Rubrics and Templates: Justify best practices for modifying a rubric and rubric template based on a given scenario.	Creating a Rubric	8%
Creating Performance Assessments: Identify the steps and requirements for creating a performance assessment.	Assessing with Rubrics Posting Assessments with Rubrics	8%
Performance Assessment Posting Window: Describe the purpose of each option within the posting window for a performance assessment.	Posting Assessments with Rubrics	8%
Exam Taker Activity Tab for Performance Assessments: Apply an understanding of the Exam Taker Activity tab to situations in which the page would be useful or required as it relates to performance assessments.	Assessment Reviewing & Scoring	6%

Advanced Grading Scenarios: Apply understanding of basic and advanced grading features to complex grading scenarios.	Managing Advanced Grader Assignments Using Rubrics for Course Evaluations Webinar Getting Started with Rubrics Grading - Users	12%
Rubrics Reports: Interpret the different reports that can run for a rubric-based assessment versus a points-based performance assessment.	Rubrics - Exam Taker Results & Releasing Results Rubrics Category Report Rubrics: Summary Report Rubrics: Detailed Grader & Rubrics Analysis Report	8%
Grading: Access and perform grading from the perspective of multiple users.	Basic Grading with Rubrics Peer Grading with Rubrics Peer Grading with Rubrics Webinar Grading Group Assignments with Rubrics Webinar	8%
Modifications after Posting: Understand which settings can be modified after posting an assessment versus which can be modified after grading has begun.	Rubrics Activity 1	12%
Rubrics Essay Grading: Understand the process and benefits of using rubric grading for essay questions.	Advanced Essay Grading with Rubrics Grading Essays Webinar	4%
Grader Accounts: Create grader accounts and understand the benefits of a restricted account.	Rubrics Grading Users	3%

Passing Score: 72%   **Question Types: M/C, T/F, FITB**

Total # of Questions: 28   **Time Limit: 75 minutes**

Sample Questions

Questions

1. When revising a previously approved question, which part of the questions identifier will update to show that a change has been made?
2. You have created a multiple-choice question that contains an answer choice marked as 'all of the above'. If the answer choices will be randomized, how do you indicate that this response should always be the last answer choice?
3. True or False: When copying and pasting questions from an outside source into the portal, it will not remove HTML formatting.

Assessments

1. Fill in the Blank: A User would _____ an assessment to create a new identical copy of that assessment in draft mode.
2. A question must be in what status before it can be added to an assessment?
3. True / False: The Download End Date for an exam posting can be extended past the Remote Assessment Deletion date.

Reports & Scoring

1. Which report is used to see the total time an exam taker has spent in an assessment?
2. What is the purpose of the KR-20?
3. True / False: An Exam Taker's score can never be higher than 100%

Examplify

1. True / False: Students must have an Administrative level user on their device to use Examplify.
2. Fill in the Blank: Examplify saves automatically every _____ seconds.
3. True / False: True / False: Examplify log timestamps are based on ExamSoft's server time zone.

Rubrics

1. True / False: Users can attach both rubrics and rubric templates on performance assessments.
2. What is the maximum level of performance levels that can be included on a rubric?
3. To remove previous grades set for a performance assessment, a user would have to click the _____ button.

Sample Questions Answer Key

Questions
1. Revision Number
2. Lock the Answer choice
3. True

Reports & Scoring
1. Elapsed Time Report
2. To measure the internal consistency of an assessment
3. False

Rubrics
1. False
2. 6
3. Clear grading

Assessments
1. Duplicate
2. Approved
3. False

Examplify
1. True
2. 60
3. False

Activities

Questions

1. Add the ETs column to the Questions Listing Page.
2. Attempt to import one of each question type using both RTF and Tab Delimited files (Ex: At least eight questions).
3. Create one of each available question types and add them to an assessment. Once all questions have been added, save the assessment and then click the Preview Exam button. Attempt to take the exam and verify how each question appears on Examplify.

Assessments

1. Create an exam and incorporate features such as: Disabling Backward Navigation, Randomizing Questions, and Disabling Security. Afterward, attempt to take the exam using a student account
2. Create a folder and then create two questions to place into that folder. Be sure to approve one question and save the other only during the creation process. Attempt to add both questions to an assessment. Are you able to add both?
3. Add the Password column to the Assessment Listing Page.
4. Attempt to post an exam and enable both Remote Assessment Deletion and Ping & Release.

Reporting & Scoring

1. Navigate to a recently posted and scored exam. Click the Adjust Scoring tab and set a question as a bonus question. Now attempt to run reports for that exam to see any changes that were made based on an adjusted question.
2. Attempt to release results for an exam that has already been taken—try various combinations such as only showing the student name and score or more in-depth reports such as giving a full readout of the categories and how they performed for each.

Examplify

1. Create a student account and attempt to log in using that account. Download Examplify from the student portal and install the program on your computer.
2. Release results to the test student account for an exam. Log in using the student's information, navigate to the exam, and retrieve results in the same manner a student would.

Rubrics

1. Post a rubrics-based performance assessment and then click the pencil icon to edit the post. Attempt to change the dates and option for the post. Once done, grade the assessment for one or more students. Now attempt to edit the same post using the pencil icon.