

Examsoft Best Practices – Remote Exams

1. Use the same features that you would normally use but add a time limit under security options, if you do not already do so. I suggest adding 5 minutes to your planned time, to allow for delays in starting their exam, so an 80 minutes exam is set at 85 minutes and for a 110 minutes exam, set it for 115 minutes.
2. Let students know that we will be looking at all exam metrics and any irregularities will be reported to the Deans. I suggest that you include that as the chair of academic integrity committee, I will be examining the metrics, to add a level of formality to the process, and that we are looking across courses.
3. Let students know that they can use scratch paper and that exams will be returned to them.
4. Set up an announcement with the exam code to be sent 5 minutes prior to the exam. Here is the announcement that I suggest using, after making the changes related to your course:

“Here is the code for exam II: XXXXXXXX

Please do not start the exam till 8 AM. If you end up starting later, you must submit by 9:25 AM, except if you had technical difficulties where the IT support or Dr. Beleh worked with you to resolve.

Let me know if you have any questions and while your first line of support should be the IT live support, I will be available at 734-647-9459 for any additional support.”

5. For students with special accommodations, if they are taking the exam at an earlier time, I scheduled an email with the same information, after adjusting the time, to be sent 5 minutes prior to their start time.
6. Make sure that your exam is available for download at least 48 hours prior to your exam and encourage students to download their exams early. I normally have over half the class download when they come to the exam. For exam II, the first remotely administered exam, over 80% had downloaded by midnight the night before and only 7 students downloaded it within the last 30 minutes prior to the exam. This will help with any problems related to internet access as once they download the exam, they can take it and submit it, even without internet. They will need internet to upload, but that can be delayed. We can check that they did submit the exam within the allotted time.