



# EXAMSOFT CERTIFICATION STUDY GUIDE

ADMINISTRATOR

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

## Administration

Objectives	Resources	Weight
<b>Logging In:</b> Perform troubleshooting techniques for users of all permission types when unable to log in to the portal.	<a href="#">Administration Activity 1</a> <a href="#">Adjusting Your Preferences Video</a>	4%
<b>User Rights:</b> Apply a comprehensive understanding of available user permissions to assign, interpret, and troubleshoot user rights based on a description of the user's responsibilities.	<a href="#">User Security Overview</a> <a href="#">How to Set Up User Permissions Webinar</a> <a href="#">Creating New Users</a> <a href="#">Managing Users</a>	40%
<b>Importing Student and Course Data:</b> Properly create and format import files used for uploading exam taker and course data to the portal.	<a href="#">Sample courses file</a> <a href="#">Sample exam taker file</a> <a href="#">Sample exam taker courses file</a> <a href="#">Importing Data</a> <a href="#">Importing Data Webinar</a> <a href="#">Administration Activity 2</a>	8%
<b>Exam Taker Management:</b> Demonstrate Exam Taker management proficiency and apply this knowledge to justify troubleshooting techniques for a given scenario reported by a faculty member.	<a href="#">Exam Taker Management</a>	20%

<b>Course Management:</b> Demonstrate course management proficiency and apply this knowledge to justify troubleshooting techniques for a given scenario reported by a faculty member.	<a href="#">Course Management</a>	24%
<b>Global Settings:</b> Illustrate how to use options available in the global settings section as they pertain to a given scenario.	<a href="#">Global Settings</a> <a href="#">Global Settings Video</a>	8%
<b>Categories:</b> Interpret best practices for category structure and explain the benefits.	<a href="#">Creating Categories</a> <a href="#">How to Import a Category Structure Video</a> <a href="#">Editing Your Category Structure Video</a>	8%
<b>Accommodations:</b> Understand different forms of accommodations, how to enable them, and the impact they can have on various exam settings.	<a href="#">Managing Accommodation Rules</a>	4%

Passing Score: 68%

Total # of Questions: 28

Question Types: M/C, T/F, FITB

Time Limit: 75 minutes

# Exam Blueprint

## Questions

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

<p><b>Question Options:</b> Demonstrate knowledge of all options for questions and be able to justify use for each given scenario.</p>	<p><a href="#">Creating a Question Video</a> <a href="#">Creating a Question Group</a></p>	<p>10%</p>
<p><b>Questions in Exemplify:</b> Understand how different options affect the appearance and behavior of questions in Exemplify.</p>	<p><a href="#">Questions Activity 3</a> <a href="#">Getting Started with Exemplify</a></p>	<p>17%</p>
<p><b>Question Editing:</b> Interpret the different modifications that can be made to a question as well as the associated pros and cons.</p>	<p><a href="#">Revising vs. Duplicating</a></p>	<p>20%</p>
<p><b>Bulk Editing:</b> Demonstrate knowledge of using bulk edit options to modify multiple questions simultaneously.</p>	<p><a href="#">Bulk Editing Options Video</a></p>	<p>6%</p>
<p><b>Question Performance:</b> Analyze question performance to assess the strength of a question over time.</p>	<p><a href="#">Question History</a> <a href="#">Evaluating the Statistics</a></p>	<p>6%</p>

Passing Score: 77%

Question Types: M/C, T/F, FITB

Total # of Questions: 29

Time Limit: 75 minutes

# Exam Blueprint

## Assessments

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



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

Passing Score: 83%

Total # of Questions: 29

Question Types: M/C, T/F, FITB

Time Limit: 75 minutes

# Exam Blueprint

## Scoring

## Reports &

Objectives	Resources	Weight
<b>Report Purpose:</b> Interpret the purpose for each report; compare the functions and data available.	<a href="#">Reporting &amp; Scoring Overview</a> <a href="#">Introduction to Reports Video</a>	30%
<b>Report Use Cases:</b> 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%
<b>Release Results:</b> Demonstrate a high level of understanding regarding various ways to release results to students and troubleshooting techniques.	<a href="#">Reading S&amp;O Report</a> <a href="#">Releasing Results to Exam Takers</a>	6%
<b>Scoring Options:</b> Understand the differences between scoring options, what they mean, and how they are represented in reporting.	<a href="#">Adjusting Scoring Video</a> <a href="#">Assessment Reviewing and Scoring</a>	6%
<b>Adjust Scoring/Exam Taker Activity Tab:</b> Identify the effects that the Adjust Scoring and Exam Taker Activity tab have on various reports.	<a href="#">Adjusting Scoring on an Assessment Video</a> <a href="#">Adjusting Scoring and Answer Key</a> <a href="#">Exam Taker Activity Video</a> <a href="#">Reporting &amp; Scoring Activity 1</a>	20%

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

Passing Score: 74%

Total # of Questions: 30

Question Types: M/C, T/F, FITB

Time Limit: 75 minutes

# Exam Blueprint

## Exemplify

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

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

Passing Score: 78%

Question Types: 30

Total # of Questions: M/C, T/F, FITB

Time Limit: 75 minutes

## Sample Questions

### Administration

1. A user must have at least \_\_\_\_\_ rights under Assessment Folder rights to have access to the Exam Taker Activity tab in an assessment.
2. True or False: Exam Taker IDs cannot be modified by an Administrator.
3. Who will initially need to create accommodation rules for an institution?

### 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: Copying and pasting questions from an outside source into the portal 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%

## Exemplify

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

## Sample Questions Answer Key

### Administration

1. Track
2. True
3. An ExamSoft Representative

### Assessments

1. Duplicate
2. Approved
3. False

### Exemplify

1. True
2. 60
3. False

### 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



## Activities

### Administration

1. Reset a user's password from the user account information page.
2. Attempt to create three exam takers and add them to a course only through imported files.

### 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 Exemplify.

### 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.

## Exemplify

1. Create a student account and attempt to log in using that account. Download Exemplify 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.