



EXAMSOFT

CERTIFICATION STUDY GUIDE

NEW PORTAL ADMIN

In this study guide you will find the exam blueprint and sample questions for the New Portal: Administration certification exams! The exam blueprint provides all learning objectives you will be measured on within the 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.

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](#)

[New Portal Training Handbook](#)

Exam Blueprint

Administration

Objectives	Resources	Weight
Creating and editing departments: Demonstrate ability to create and edit all necessary departments to be used by you and your faculty	Creating a Department Editing a Department	3%
Creating and editing users: Demonstrate knowledge of the creation process, and assigning your peers and faculty the correct level of user rights	Creating a User Editing a User User Permissions	26%
Creating and editing courses: Demonstrate ability to create the course listings that will be using ExamSoft, and how to give faculty access to new or existing courses	Creating a New Course Editing a Course Importing Courses Deleting Courses	13%
Creating and editing categories: Show competency managing category creation and structure, as well as restricting permissions to use / view categories.	Creating Categories Importing Categories	26%

<p>Creating and editing students: Exhibit proficiency creating and editing students and organizing students in the portal.</p>	<p>Creating a Student Account Editing Student Accounts Importing Student Accounts Deleting Student Accounts</p>	<p>26%</p>
<p>Student portal: Navigate through and demonstrate proper usage of the student portal.</p>	<p>Downloading Exemplify Accessing Exam Results</p>	<p>3%</p>
<p>Global settings: Identify the settings that can be enabled or changed from the global settings page.</p>	<p>Blackboard Integration Setup Setting up your Canvas Integration Setting up your Moodle Integration</p>	<p>3%</p>

Passing Score: 75%

Total # of Questions: 27

Question Types: M/C, T/F

Time Limit: 50 minutes

Exam Blueprint

Questions & Exam Settings

Objectives	Resources	Weight
<p>Posting: Determine the proper posting settings for exams to achieve the intended exam-taking experience.</p>	<p>Posting an Assessment Unlinked vs. Linked Assessments</p>	<p>14%</p>
<p>Creating and building an assessment: Design an assessment with proper question addition based on the exam.</p>	<p>How to Create an Assessment from your Question Bank Creating an Assessment Blueprint Building an Assessment Blueprint</p>	<p>25%</p>
<p>Assessment options: Interpret which assessment options are necessary for an assessment, as well as how they impact the test-taking experience.</p>	<p>Assessment Settings- Security Options Assessment Settings- Options to Enable</p>	<p>14%</p>
<p>Creating, editing, and importing questions: Develop new questions in the portal, edit them, and prepare question import files to add to the course and/or assessment.</p>	<p>Creating a Multiple Choice Question Creating a True/False Question Creating an Essay Question Creating a Matching Question Creating a Hot Spot Question Importing Questions Question Importing Guidelines</p>	<p>12%</p>

<p>Duplicating an assessment: Evaluate which duplicating option would be required to re-administer an assessment.</p>	<p>Duplicating an Assessment</p>	<p>14%</p>
<p>Navigation options: Compare question navigation methods available to students during an exam.</p>	<p>Backwards Navigation</p>	<p>9%</p>
<p>Question management: Develop new methods for locating questions to be used on future exams</p>	<p>Filtering and Searching for Questions in your Courses Searching for Questions</p>	<p>12%</p>

Passing Score: 75%

Total # of Questions: 38

Question Types: M/C, T/F

Time Limit: 70 minutes

Exam Blueprint

Proctoring, Delivery, and Reporting

Objectives	Resources	Weight
Proctoring: Identify and describe the fields available when viewing a posted assessment.	Exam Proctoring Proctoring and Exam Delivery	12%
Exam-day proctoring: Solve exam-day issues that may arise.	Scantron Exam and Importing Answers Printing your Assessment Managing Multiple Exam Uploads Resume Codes	16%
Reporting/adjust scoring page: Choose the correct view for reporting to locate the desired data.	Adjusting Questions and Scoring Running a Combined Report	3%
Assessment reports: Generate different reporting options and locate applicable psychometrics.	Basic Class Report Summary Report Item Analysis Report	36%
Advanced reports: Distinguish between the available reports and understand their application.	Course Performance Report Category Performance Report Student Category Performance Report	9%

Student reports: Evaluate exam results with individual students using student-specific reports.	Individual Strengths and Opportunities Report Releasing Student Results	24%
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Passing Score: 75%

Total # of Questions: 25

Question Types: M/C, T/F

Time Limit: 70 minutes

Exam Blueprint

Exemplify

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

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

Passing Score: 75%

Total # of Questions: 23

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

Time Limit: 75 minutes

Sample Questions

Administration

1. Select all that apply: Which user types can view the 'my departments' page, and add students to courses?
 - A. Institution admin
 - B. Department admin
 - C. Course admin
 - D. Assessment admin
2. True / False: When creating a new parent or sub-category, admin users have the option to save then add another category in the same location.

Questions & Exam Settings

1. Partial Credit: Which of the following errors prohibits faculty members from importing their questions from the import queue to the question bank?
 - A. Invalid category
 - B. No correct answer selected
 - C. Unable to format
 - D. Unable to identify rationale

2. True / False: When adjusting the scoring of a hot spot questions, users will see a heat map indicating where students clicked or tapped on the image.

Proctoring, Delivery, and Reporting

1. On which assessment sub-tab can you leave notes to share with students as feedback to their essay responses?
 - A. View assessment
 - B. Proctoring
 - C. Grading
 - D. Adjust scoring
2. True / False: Assigning a question as 'bonus' may allow a student to earn over 100% for the exam.

Exemplify

1. What is the keyboard command for reverse downloading an exam on a Windows machine?
2. True / False: Students must have an Administrative level user on their device to use Exemplify.

Sample Questions Answer Key

Administration

1. A, B
2. True

Questions & Exam Settings

1. B, C
2. True

Proctoring, Delivery, and Reporting

1. C
2. True

Exemplify

1. Ctrl + F3
2. True