

Policies & Administration	<ul style="list-style-type: none"> <input type="checkbox"/> Assign students with appropriate accommodation rules <input type="checkbox"/> Ensure exam day policies are in place (i.e., proctoring practices, student procedures) <input type="checkbox"/> Determine and communicate make-up assessment practices
Preparing Students	<ul style="list-style-type: none"> <input type="checkbox"/> Import your Courses and Exam Takers <input type="checkbox"/> Email Exam Takers SofTest installation & registration instructions with their credentials <input type="checkbox"/> Distribute Best Practices for Exam Takers to students for their review
Preparing the Exam	<ul style="list-style-type: none"> <input type="checkbox"/> Import or create all assessment questions <input type="checkbox"/> Create assessment <input type="checkbox"/> Post assessment to appropriate course of students <i>(Optional: Email Exam Takers instructions for exam download)</i> <input type="checkbox"/> Check Exam Taker Activity to ensure students have downloaded assessment
Preparing your Proctor	<ul style="list-style-type: none"> <input type="checkbox"/> Print a paper copy of the assessment (just in case!) <input type="checkbox"/> Provide proctor with: <ul style="list-style-type: none"> ➤ Assessment password ➤ Universal resume code ➤ Exam Taker Support Line number: (866) 429-8889
During the Exam	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all students have successfully uploaded by: <ul style="list-style-type: none"> ➤ Requiring all students to show proctor their green upload confirmation screen upon exiting <li style="text-align: center;">-AND/OR- ➤ Checking Exam Taker Activity tab in admin portal for answer file upload/import times
After the Exam	<ul style="list-style-type: none"> <input type="checkbox"/> Run any reports necessary for faculty <input type="checkbox"/> Release results to students as appropriate <input type="checkbox"/> Contact your Account Manager with any concerns/questions/feedback regarding the assessment process!
Additional Resources	
<p> Administration & Categories: Recording & FAQs Question Banking: Recording & FAQs Assessment Building: Recording & FAQs Reports & Best Practices: Recording & FAQs Rubrics & Performance Assessments: Recording </p>	
Collaborative Resource Library	

