

USING DELAYED SECURE EXAM REVIEW FOR A SCHEDULED REVIEW

To ensure security, instructors should use the delayed secure exam review feature which has been made available by ExamSoft.

1. When posting the assessment, change the **Review Type** dropdown menu to **Delayed Review**. Click **Post Assessment**.

The screenshot shows the 'Post Assessment' interface. At the top, the 'Posting Name' is 'Financial Ch 1-3 Test' and the 'POST number' is '1'. Below this is the 'Settings' section with various fields for course, instructor, download/upload dates, and reminders. The 'Secure Review' section is expanded, showing the 'Review Type' dropdown menu with 'Delayed Review' selected. The 'Post Assessment' button is highlighted with a red box.

You will receive a message that looks like the one below. Click **OK**.

You have chosen the Delayed Secure Review option, this option requires a Start Time for all Exam Takers and they must have access to the Internet during the review session, are you sure you want to proceed?

The screenshot shows a confirmation dialog box with two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

2. Provide a **review password** when posting the assessment and indicate the **time limit**, **start time**, and **deletion date**. Then click **Post Assessment**.

The screenshot shows the 'Secure Review' configuration form. The 'Review Type' is set to 'Delayed Review'. There are fields for 'Review Password', 'Time Limit' (in minutes), 'Start Time (requires internet)', and 'Delete By'. The 'Post Assessment' button is highlighted with a red box.

3. You will receive a message that looks like the one below. Click **OK**.

Warning: Posting will allow exam takers to download this exam based on these settings. Are you sure you are finished building this exam and want to post this exam?

Please note after clicking OK, Posting will begin to process. It could take up to 15 minutes for the Assessment to be available for download.

OK

Cancel