

ExamSoft Reporting and Scoring Process

Summary Report

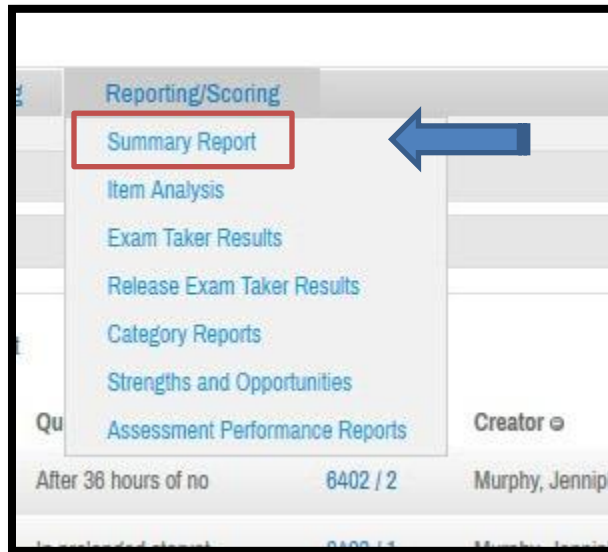
- Once you receive the email that your exam is ready to be graded, log in to your ExamSoft portal at www.examssoft.com/tuftsdenal, and click on the “Assessments” tab.



- Find your exam and click to enter the exam’s content page.



- Once inside your exam, hover on “Reporting/Scoring” and choose the “Summary Report” from the dropdown.



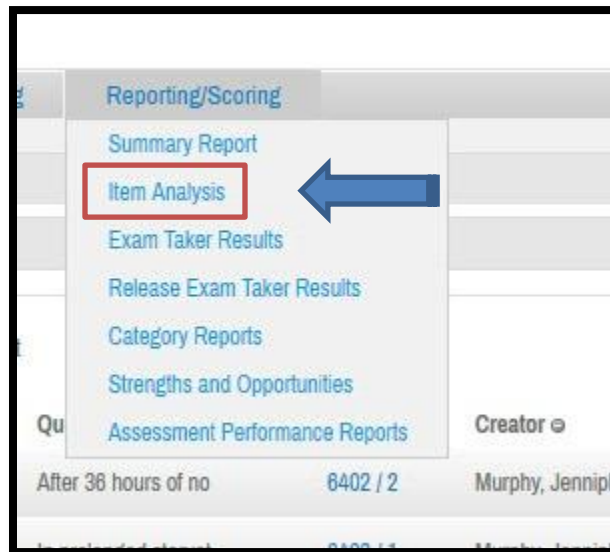
- Click on “Choose top 25”. This will generate a PDF that you can download.



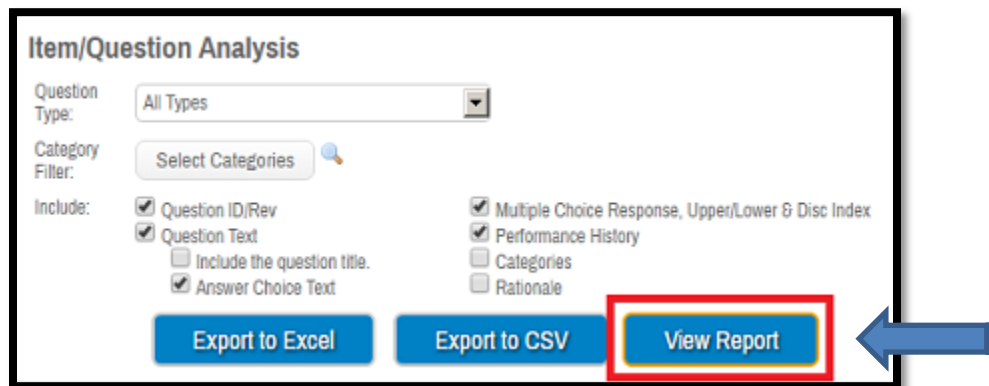
ExamSoft Reporting and Scoring Process

Item Analysis

- Go back to your exam, hover on “Reporting/Scoring” and choose the “Item Analysis” from the dropdown.



- Click on the items you want to include and then click on “View Report”. We generally include “Question ID”, “Question Text”, “Answer Choice Text”, “Multiple Choice Response”, and “Performance History”.



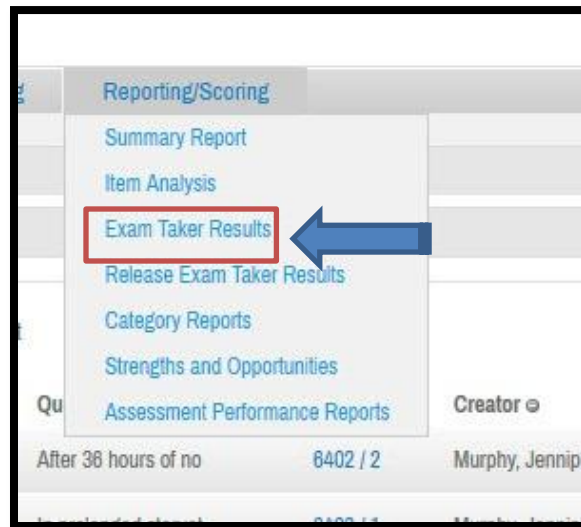
- Once you verify info, click on the dropdown and choose “Acrobat PDF file” and then “Export”



ExamSoft Reporting and Scoring Process

Exam Taker Results

- Go back to your exam, hover on “Reporting/Scoring” and choose the “Exam Taker Results” from the dropdown.



- Select “Exam Taker Name”, “Assessment Name”, “Percentage Score”, and “Raw Score”. Click “View Report”.



- Click on the Excel icon in the top corner to save it to your computer. Format the results, and send them to Dr. Thompson.



For any questions, please contact:
Jennipher Murphy at Jennipher.murphy@tufts.edu
Sara Weaver at sara.weaver@tufts.edu