Editing an Assessment

**Editing an assessment** allows the user to modify an assessment before they post it, or before a repost. It also gives the flexibility of being able to change some assessment parameters for those that have already been created.

1. Navigate to the [Assessments](#) tab, and select an assessment.
2. Click ![Edit](#) to edit an assessment that is in either a draft or posted status.

**Edit a Draft Assessment**

1. Options in a **DRAFT** mode assessment include:
   a. Move Assessment to another Folder
   b. Add and Delete Questions
   c. Add and Delete Assessment Notices
   d. Change Scoring of Questions
   e. Change Enhancement and Security Options
   f. Schedule Assessment Posting Information
2. Click **Save**.

**Edit an Approved Assessment**

1. If an assessment has been posted, it is in **Approved Status**. If Exam Takers have NOT downloaded this assessment, you are able to make minor revisions only to the posting details of the assessment.
2. Once an assessment has been downloaded by Exam Takers, the *[assessment and its repostings cannot be unposted]*. However, minor changes to the scheduling can be made.
3. Types of edits that can be made at this point:
   a. Assigned Course
   b. Instructor Name
   c. Download Dates
   d. Maximum Number of Downloads
   e. Email Upload Reminders
   f. Email Download Reminders
   g. Assessment Scheduling Date
4. Within the **Edit Assessment Posting** display, you can make minor changes to be made to the assessment posting such as:
   - Download Dates
   - Email Reminders
   - Course Assignment
   - Upload Deadline Date
   - Max Downloads per Exam Taker
   - Assessment Scheduled for Date
5. To remove unwanted exams from Exam Takers’ computers:
   a) Change the Download End Date for the assessment posting to an expired date by clicking the ‘Edit’ pencil icon. Changing the date ensures no additional exam takers will be able to download the assessment.
   b) Duplicate the assessment and edit the content and settings. It is recommended to provide a new assessment password so exam takers will not accidently take the wrong assessment.
   c) Post the assessment with the new changes and email a Download Reminder.

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**How to perform a Reverse Download:**

**Windows**
1. Open Softest and press Control F3.
2. Follow onscreen prompts.
3. Select file to remove and then click ‘ok’.
4. Click ‘Yes’ to remove the exam file.
5. A pop up window will appear that the exam file was removed successfully.
6. Click ‘OK’.

**Mac OS X**
2. Enter ID and Password. Click ‘Next’ button.
3. Select file to remove.
4. Click on ‘clear downloaded exam’ button.
5. The remove exam message will appear when the exam file was removed successfully.
6. Click ‘Done’.

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Retire an Assessment

Retiring an assessment will make it inactive and inaccessible. This means that any data associated with the assessment, such as item statistics and ET results, will be deleted as well.

Duplicating an Assessment vs. Reposting an Assessment

Duplicating an Assessment

It is best to duplicate an assessment when there are minor changes that need to be made to a specific assessment. When an assessment is duplicated, it creates a separate Exam ID. The questions and categories included will continue to provide statistical and performance data; however, they will be separated from the previous assessments. The information cannot be combined with other results for comparison.

1. To duplicate, select an assessment.
2. Click duplicate.
3. Assessment will open with a new ID number.
4. Make changes as needed including:
   a. Title
   b. Creator
   c. Folder
   d. Questions
   e. Notices
   f. Scoring
   g. Securing Options
   h. Assessment Options to Enable
   i. Assessment Attachments
   j. Font Override
5. Click Save or Post Assessment.

Reposting an Assessment

It is best to repost an assessment when setting up the same assessment for multiple sections of a course, or when creating a make-up assessment for an Exam Taker. A reposted assessment maintains the same Exam ID. Each posting can have its own password, start date, and end dates, along with separate email reminders. Each reposted assessment will permit users to compile the data from all exam takers. Reposting allows you to review their academic progress on the same assessment AND to evaluate the statistical data on item and category performance on the same assessment.

1. To repost, select an assessment.
2. Click Post Assessment.
3. Enter information.
4. Click Post Assessment.
5. Each repost will appear under the initial posting.

Things to consider when Duplicating an Assessment

- A duplicated assessment is a brand new assessment.
- Student and Category performances can still be tracked.
- Data from duplicated assessments cannot be combined into a single report.

Things to consider when Reposting an Assessment

- A reposted assessment is an exact copy of the original.
- No part of the assessment (such as questions or scoring) can be altered only the posting parameters (such as download dates and exam password).

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<th>Move to folder</th>
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<th>Add/Delete Notices</th>
<th>Change Scoring</th>
<th>Change Secure/unsecure</th>
<th>Schedule Posting</th>
<th>Course Info</th>
<th>Update Number of Downloads</th>
<th>Update Email Reminder</th>
<th>Change Download Dates</th>
<th>Change Upload Deadline</th>
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