



UNIVERSITY OF
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College of Osteopathic Medicine



Readiness Assurance Test (Rat) Interactive Session

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Objectives

At the end of this session, students should be able to:

- Gain an understanding of the weekly Rat session process
- Navigate an exam in Exemplify
- Review assessment results



Rat Session Overview

- Weekly quizzes based on pre-class learning objectives found in BlackBoard
- Each session has two portions: the iRat and the tRat
- Students must download both files in their Exemplify portal by the deadline



Rat Session Timeline

- Download the Rat files in Exemplify by **Friday at 1:30 pm**
- Monday at 8 am- Rat Session
 - 8-8:20 am- start, complete, the upload the iRat (quietly leave the hall)
 - 8:30 am- return to the hall and start the tRat with teams
 - 8:30-9-upload the tRat and pass in the scratch card to the proctor



Downloading the Rat Quizzes

- Receive the notification e-mail
- Log into the Exemplify portal
- Find the quizzes on the exam list
- Click and download the files

This process is usually achieved in less than 5 minutes! Don't wait until the last minute.





Exemplify Notification Tool

A screenshot of the ExamSoft login page for the University of New England College of Osteopathic Medicine. The page has a black header with the ExamSoft logo. Below the header, the university's name is displayed in blue. The main content area is divided into several sections: 'Exam Takers' with a login form for students (Student ID, Password, Remember Me, Login button), 'Minimum System Requirements' with a table for PC and Mac users, 'Administrators / Faculty' with a login form for email and password, and 'Exam Taker Information' which includes the university's logo and name. There are also links for 'Videos', 'Support', and 'Info'.

- <https://ei.examsoft.com/GKWeb/login/unecom>

Setting Up Exemplify Notifications

ExamSoft Exemplify Courses Support

Getting Started with Exemplify

- 1 Check Your Minimum System Requirements**
PC Users
Mac Users
- 2 Install & Register Exemplify**
1. Click "Download"
2. Click "Run" when prompted to Run or Save the file.
3. If your browser does not prompt you to "Run" or "Open" the file, Click Save and run the file from the location you saved it to.
*Note: Please make sure you have an active Internet connection when you run the file.
[Help?](#) [Download](#)
[Exemplify Registration Instructions](#)
- 3 Setup Your Notifications**
SMS/Text Messages
This feature will enable sending ExamSoft confirmation messages to your US cell phone using the SMS/text messaging option provided by your phone carrier. Carrier charges may apply.
Cell Phone Number: Select Carrier: Save
Email Notifications
The email address listed below is where Exemplify notifications such as registration and upload confirmations will be sent.
Email: Save

- Navigate to section 3
- Setup e-mail and/or text notifications
- These notifications include:
 - Reminder to download at 2 am on the date of the download deadline
 - Download confirmation
 - Upload confirmation
- These notifications **don't** include:
 - Initial download e-mail
 - Result notification e-mails

Download Deadline- **Friday at 1:30 pm**

- Missed the download deadline?
 - “U” for the iRat quiz; will not attend iRat session
 - Impacts professionalism grade
 - Can join the tRat session
- Have an excused absence for the Rat session?
 - Make sure Rat session is included in the excused absence request
 - Downloading by the deadline still applies, otherwise will receive a score of “U” for both the iRat and tRat.
 - If downloaded on time, will receive a score of “NI” for iRat and tRat.

Don't Miss the
DEADLINE!

Technical Issues?

- First ensure that you have a detailed description of the issue
- Call ExamSoft Student Support at 1-866-429-8889
- If no resolution is reached, prior to the Rat download deadline, e-mail:
 - Candace Baker, Academic Assessment Technician
 - Heather Chase and Justin Hamel, IT Integration Managers
 - Dr. Rowe and Dr. Ly, Course Directors





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Prior to the Rat...

- Charge laptop battery and bring power cord
- Arrive 5-10 minutes early
- Turn off and store cell phones
- Turn off laptop's antivirus software
- Close all open programs on laptop
- Log into the Exemplify portal



PLEASE...



**TURN OFF
YOUR CELL PHONE**





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Beginning the iRat

A screenshot of the Exemplify login interface. The background is a solid blue color. At the top left, it says 'Exemplify' with a small icon and 'VERSION: 1.5.2'. In the top center is the word 'LOGIN'. At the top right are '100%' and '15:44'. The main heading is 'University Of New England College Of Osteopathic Medicine - US'. Below this is a white login form. The form has a title 'Account details'. It contains two input fields: 'User ID' with the value '987654' and 'Password'. Below the fields is a green 'Sign In' button. At the bottom of the form area are two links: 'FORGOT USER ID/PASSWORD?' and '< BACK'.

- Click on the Exemplify icon  to enter the portal
- Enter User Id
- Enter Password



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Beginning the iRat-Continued

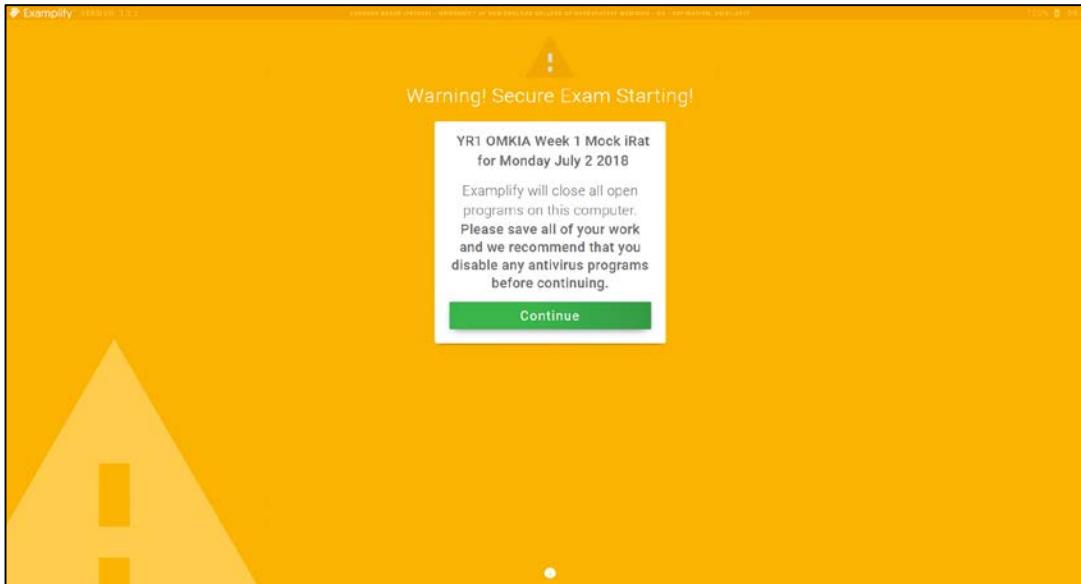
The screenshot shows the Examity iRat interface. At the top, there's a navigation bar with 'Home Menu', 'My Exams', and 'Exam History'. The main content area is titled 'YR1 OMKIA Week 1 Mock iRat for Monday, July 2 2018'. It prompts the user to 'Please enter the exam password to start this exam.' and includes a 'Start Exam' button. To the right, a progress bar shows three steps: 1. Exam File Downloaded (completed with a green checkmark), 2. Start Exam (current step), and 3. Upload Answer File. Below the progress bar, there are two columns of settings. The left column, 'Exam Details', includes Instructor, Posting ID # (1167878), Exam Type (Secure), and Time Limit (10 minutes). The right column, 'Exam Settings', includes Spell Check (OFF), Copy & Paste (OFF), Calculator (ON), Highlighting (ON), and Backward Navigation (ON). At the bottom left, there is a 'Refresh Exam List' link, and at the bottom center, a copyright notice: '© 1008-2018 ExamSoft Worldwide, Inc. All Rights Reserved.'

- The exam should be downloaded
- Select the correct exam on the list
- The proctor will provide the quiz password
- Enter the password in the correct location



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Beginning the iRat-Continued



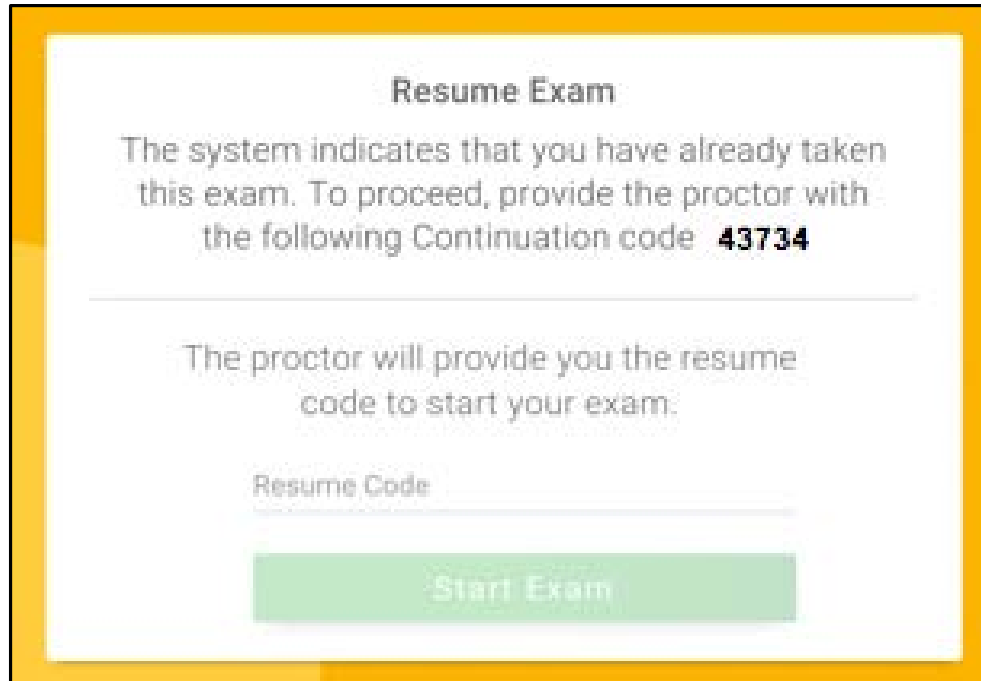
- Once the quiz starts to launch, Exemplify will shut down any programs running on the laptop (this may take a few minutes, so be patient)
- If it is taking more than three minutes to load the exam, simply reboot the computer
- Enter a 4 digit code, which is provided on the screen, then begin the quiz



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Beginning the iRat-Continued

A screenshot of a web interface for resuming an exam. The interface is enclosed in a yellow border. At the top, the text 'Resume Exam' is centered. Below it, a paragraph states: 'The system indicates that you have already taken this exam. To proceed, provide the proctor with the following Continuation code **43734**'. A horizontal line separates this from the next section, which says: 'The proctor will provide you the resume code to start your exam:'. Below this is a text input field labeled 'Resume Code'. At the bottom, there is a green button with the text 'Start Exam' in white.

Resume Exam

The system indicates that you have already taken this exam. To proceed, provide the proctor with the following Continuation code **43734**

The proctor will provide you the resume code to start your exam:

Resume Code

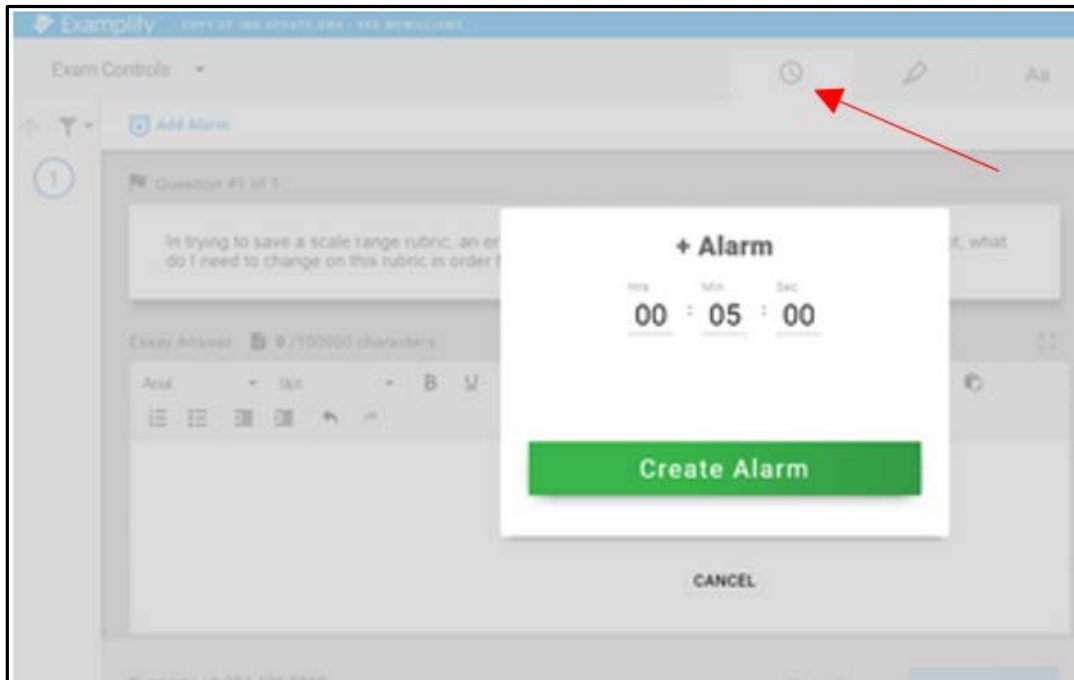
Start Exam

- If you need technical assistance during the exam, just raise your hand
- You may be prompted to enter a resume code prior to starting the exam
- The resume code is a number that needs to be entered into Exemplify in the event there is an error
- A proctor or staff member will provide the resume code



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Reminder Alarm Feature

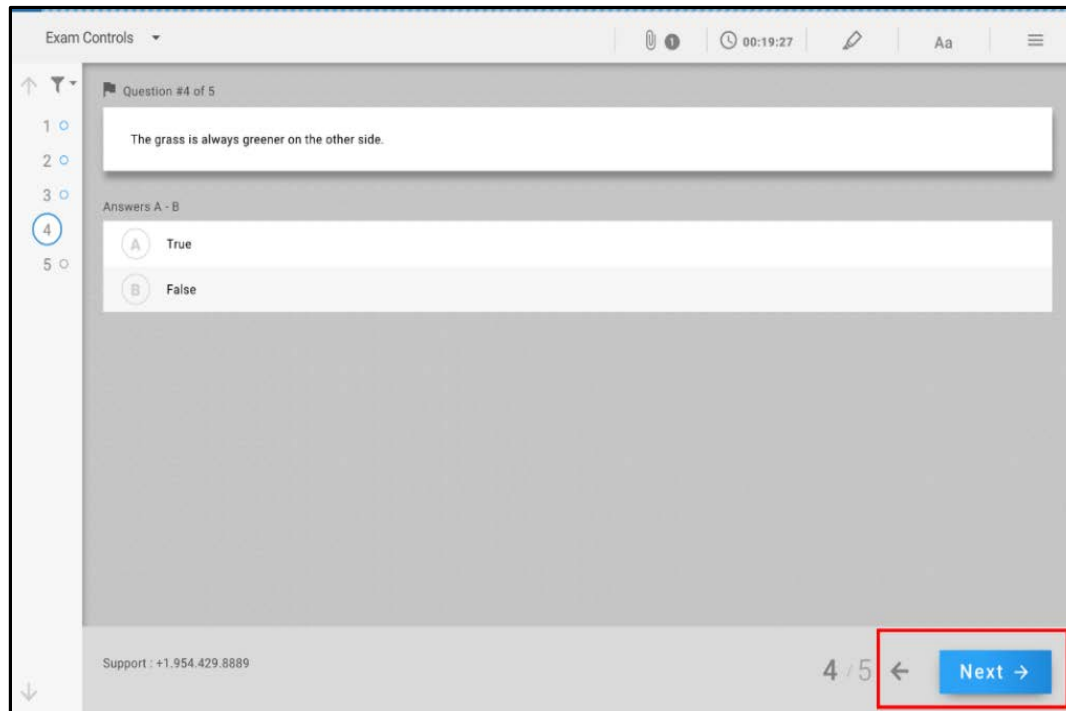


- Once the quiz starts a reminder alarm can be set to appear at a certain time during the quiz.
- Navigate to the alarm button tab in the top of the quiz.
- Select Add Alarm and be sure to click the Create alarm button to activate the alarm.
- Note: The quizzes have an allotted amount of time and will automatically shut down and upload exam files once the time is met.



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Navigating Through the Exam

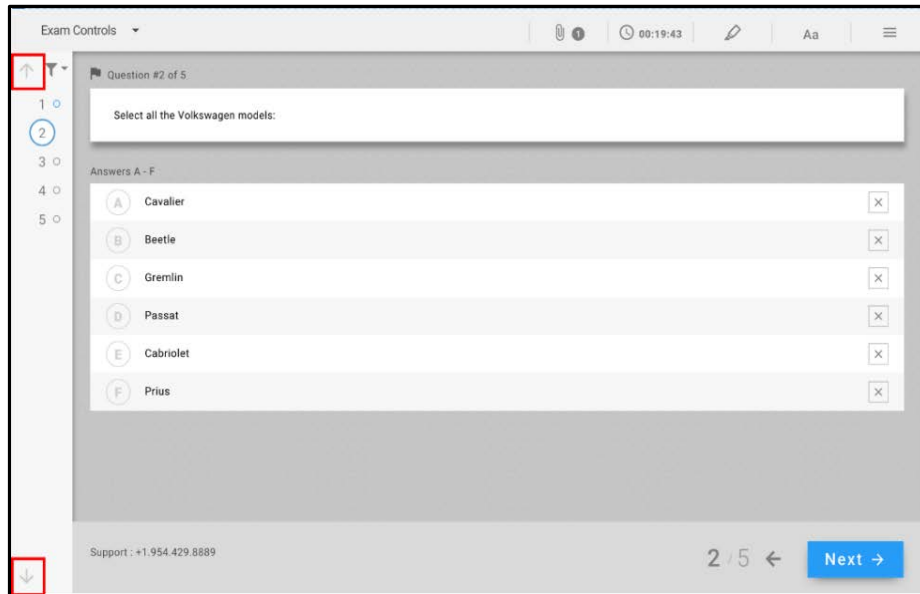


- Students may toggle (or switch) between questions using the **Next** button to proceed to the next question, or selecting the <-- (**back arrow**), to navigate to the previous question



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Navigating Through the Exam-Continued

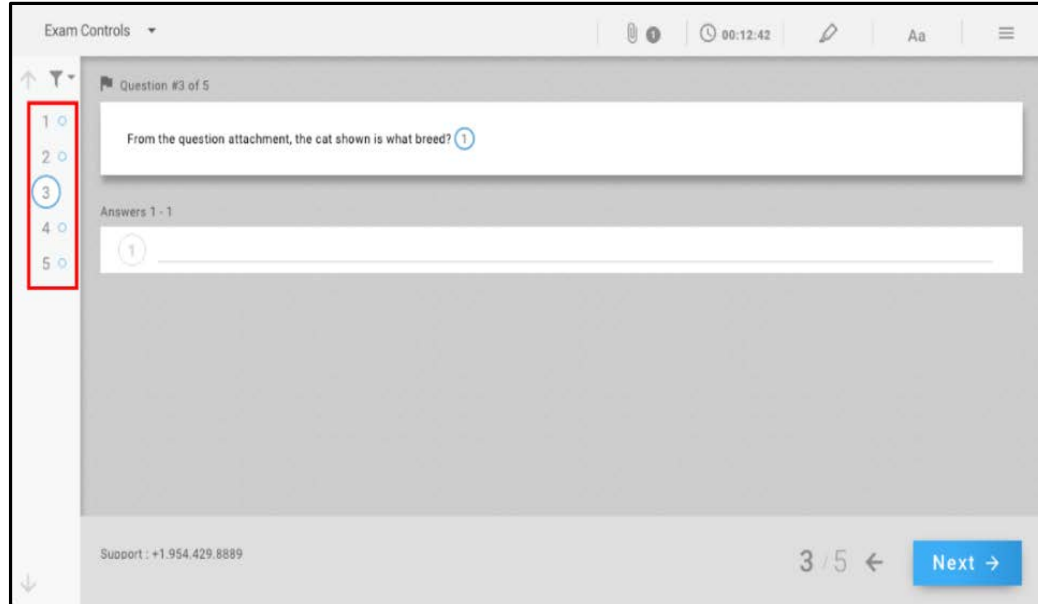


- Students may also navigate through questions by selecting the down arrow in the bottom left hand corner or the up arrow in the top left hand corner of the screen.



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Navigating Through the Exam-Continued

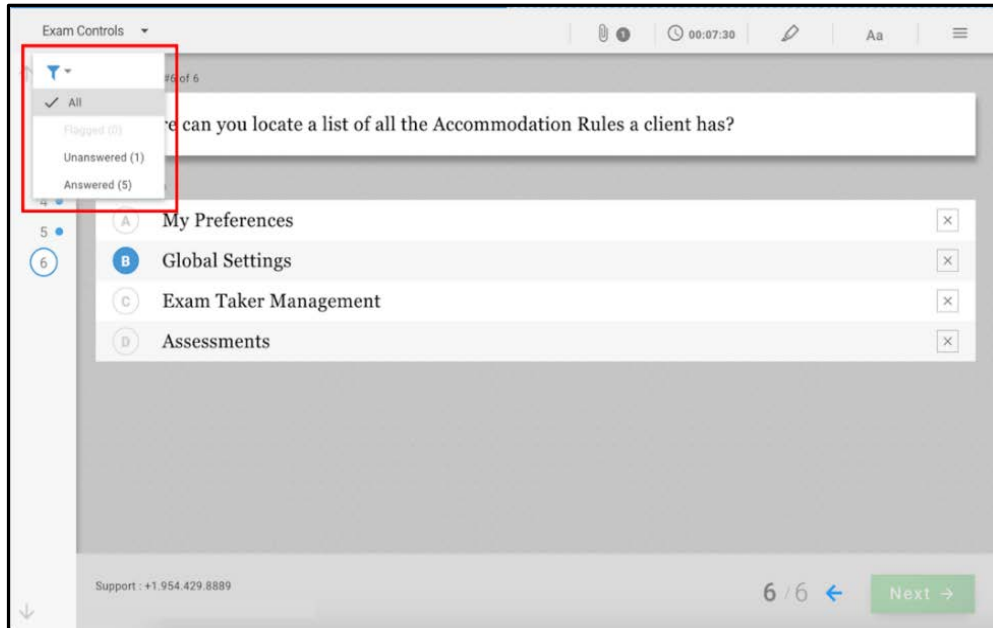


- Students may also maneuver through questions by just selecting the question number within the navigation pane.



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Question Filters Feature

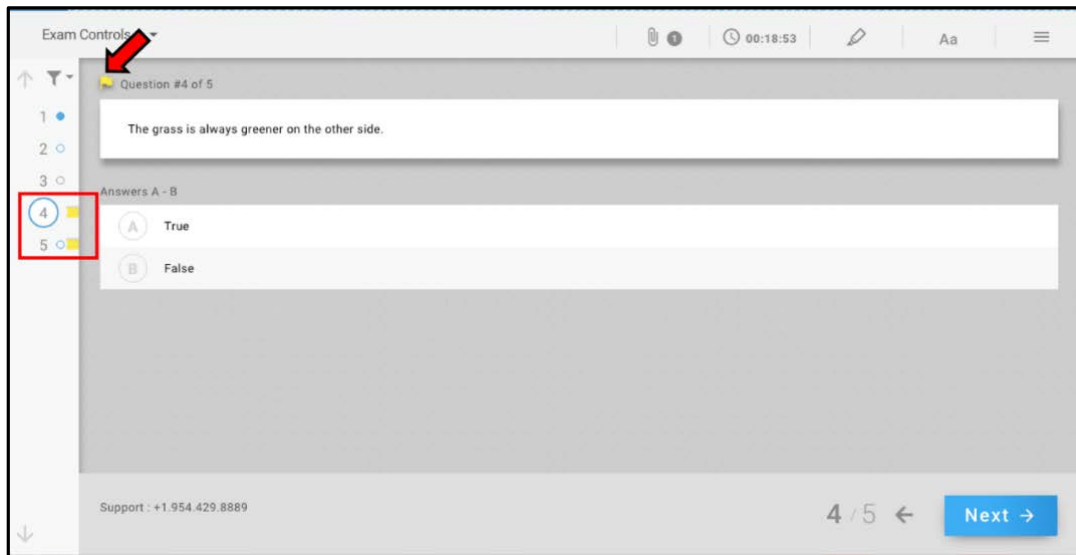


- Students can view all unanswered questions through the question filters feature.



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Backward Navigation Feature

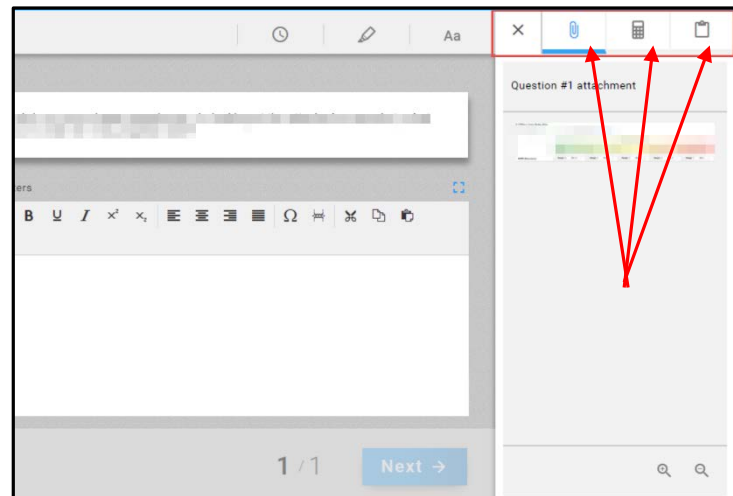
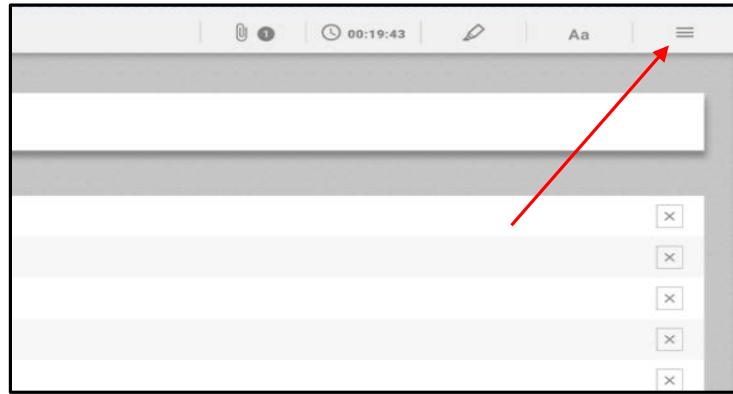


- With the backward navigation feature, students may mark questions to revisit.



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Other Tools

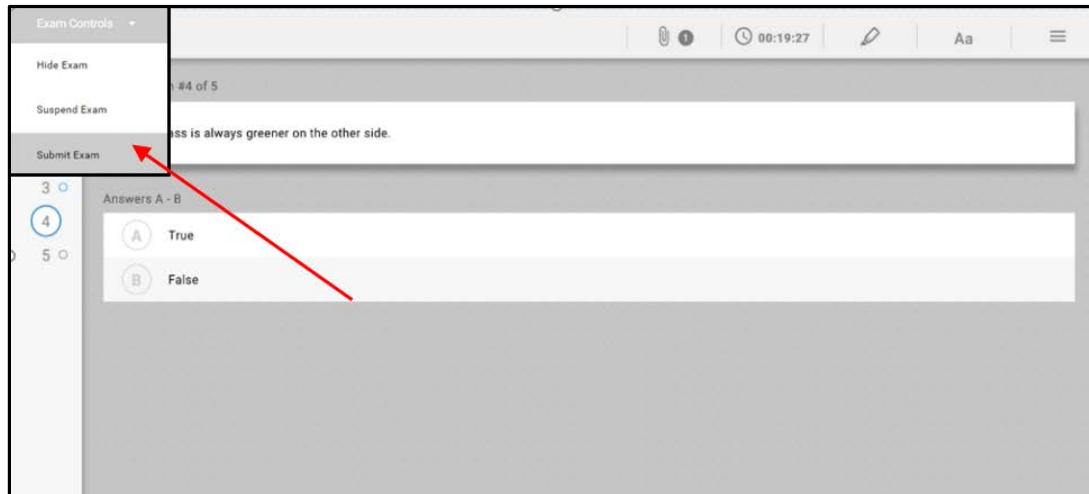


- The **Expand** icon will display several options:
 - Zoom in on any attachments for that question
 - Calculator icon will display the calculator
 - Notepad icon will display the option for Notes (This is where you will enter notes and feedback for the tRat)



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Uploading the iRat

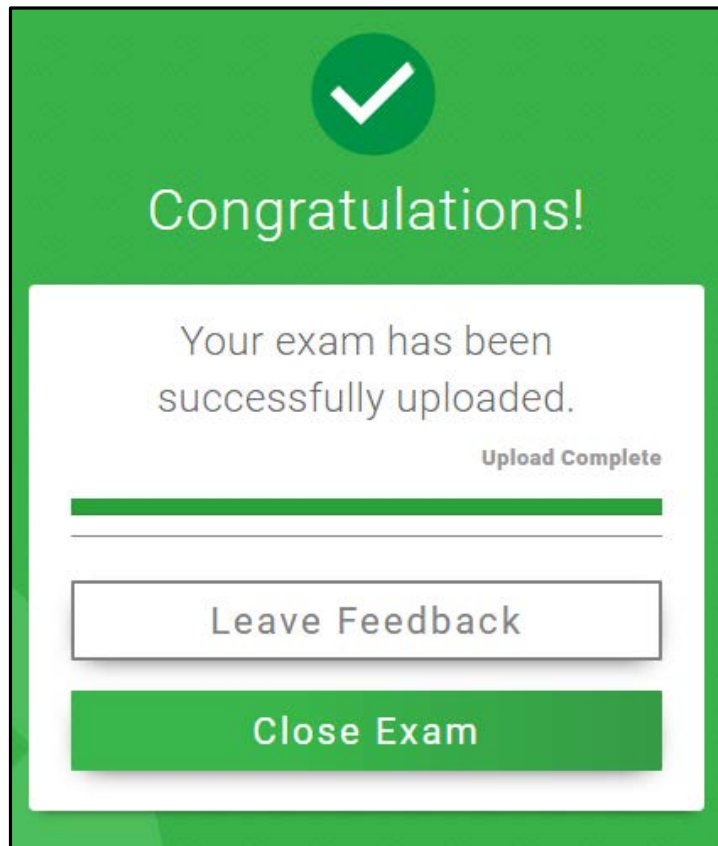


- Once you have completed your exam, click on Exam Controls in the top left corner and select “Submit Exam”.



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Uploading the iRat-Continued



- Exemplify will upload the exam and a green screen will appear as confirmation
- This process may take a few minutes
- If the process takes over three minutes, restart the computer to relaunch Exemplify
- Do not exit the hall until the exam has uploaded

Waiting for the tRat to Begin



- Students will finish at different times during the session, due to potential technical issues, slower quiz launch times, and individual testing pace.
- Students may silently exit through the double doorway until the tRat begins.
- Students may also remain in Leonard hall, staying seated quietly
- Please do not loiter in the outside hallway; sound carries into Leonard Hall



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Beginning the tRat

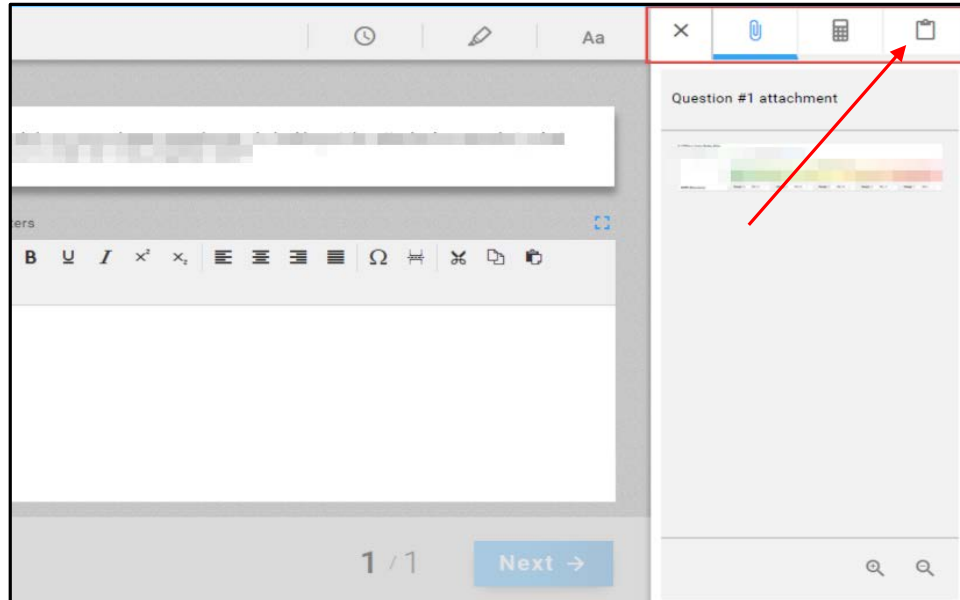
The screenshot shows the Exemplify web application interface. At the top, a blue header bar contains the text 'Exemplify VERSION: 1.5.0', 'CARDACE BAKER (987654) - UNIVERSITY OF NEW ENGLAND COLLEGE OF OSTEOPATHIC MEDICINE - US', 'EXPIRATION: 06/01/2017', '100%', and '07:32'. Below the header, there is a navigation bar with 'Home Menu' and 'My Exams' (selected). The main content area is titled 'Mock Exam April 19th 2018'. On the left, there is a list of exams: 'Mock Exam April 18th 2018' (Exam uploaded) and 'Mock Exam April 19th 2018' (Exam file downloaded). The central panel for the selected exam says 'Please enter the exam password to start this exam.' and has a password field with '*****' and a green 'Start Exam' button. On the right, there is a progress indicator with three steps: 1. Exam File Downloaded (checked), 2. Start Exam, and 3. Upload Answer File. At the bottom, there are two sections: 'Exam Details' (Instructor: -, Posting ID #: 1129546, Exam Type: Secure, Time Limit: 20 minutes) and 'Exam Settings' (Spell Check: OFF, Copy & Paste: OFF, Calculator: ON, Highlighting: ON, Backward Navigation: ON). A 'Refresh Exam List' button is at the bottom left, and a copyright notice '© 1998-2018 ExamSoft Worldwide, Inc. All Rights Reserved.' is at the bottom center.

- As before, select the correct assessment on the exam list.
- Follow the same procedure used for the iRat, submitting the team answers in Exemplify.
- Use the scratch cards to make final answers.



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Submitting Question Notes and Feedback in tRat



- As mentioned earlier, if you click the **Expand** icon the Notepad icon will display, and you will have ability to type in constructive question notes and feedback.
- Once the assessment is complete, the faculty will have access to these notes and will review them.



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Important Side Note: Progress Tests and Comp Exams

- Progress Tests
 - Have an individual and team portion, each portion is one hour
 - Download deadline for both files are Wednesdays at 1:30 pm
- Comp Exams
 - Consist of two portions, OMK and OCS; each portion is two hours
 - No team sessions
 - Download deadline for both files are Wednesdays at 1:30 pm





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Mock Rat Session

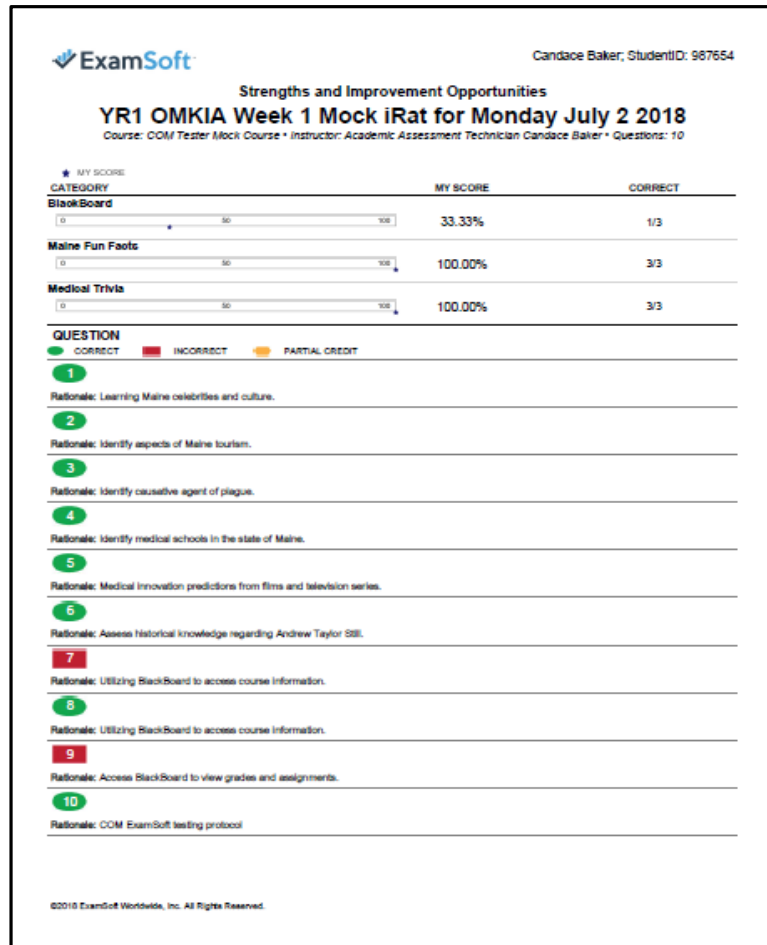


Enough chit chat-let's do a mock Rat session!

- Enter Exemplify portal and select the mock iRat
- Password will be communicated
- For the purpose of the mock, each session will be 10 minutes
- Please take some time and use some of the features discussed



Strengths and Opportunities report



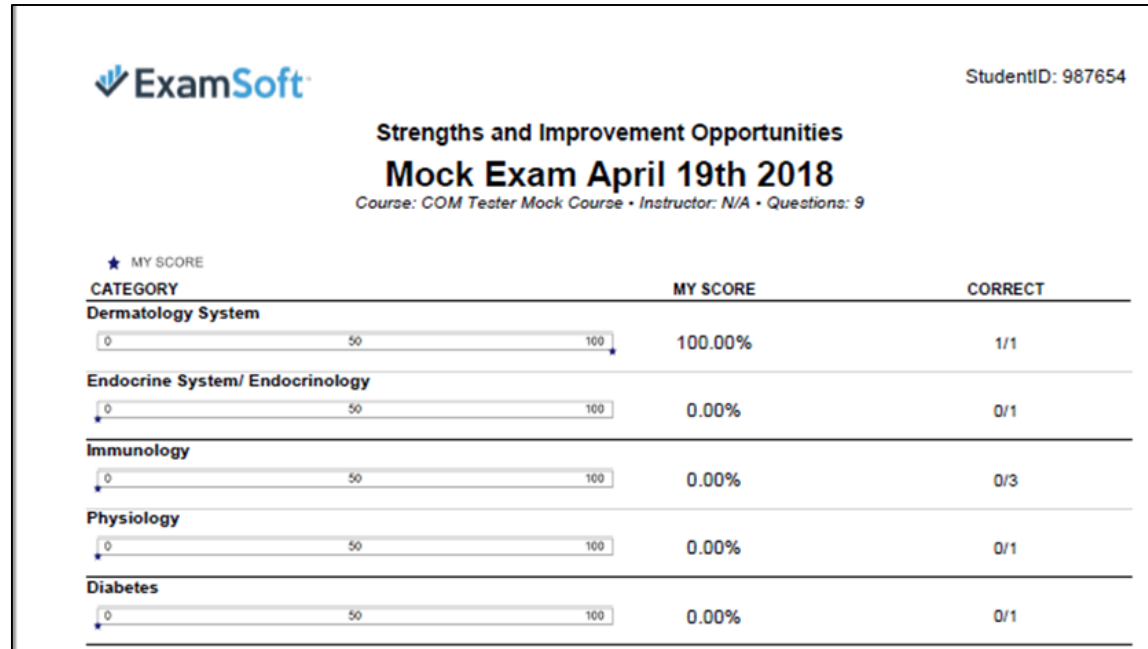
- The report will display categories and show how many questions were answered correctly.
- Rationales below the question describe the concept for the question



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Alternative Example





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ExamSoft Technical Support

<u>Resource</u>	<u>Type of Assistance</u>	<u>Hours of Operation</u>	<u>Contact Information</u>
ExamSoft Student Support	<ul style="list-style-type: none">• General ExamSoft questions• Technical support• Best resource for quick assistance	24/7	1-866-429-8889
ExamSoft University	<ul style="list-style-type: none">• Online resources for ExamSoft	24/7	https://examsoft.force.com/emcommunity/s/
Candace Baker, Academic Assessment Technician	<ul style="list-style-type: none">• Specific COM assessment and report questions (no content related items)• ExamSoft updates/announcements• Reporting download issues• Loaner laptop requests	Monday-Friday 7:30 am- 4:00pm	cbaker11@une.edu 207-602-2413 Stella Maris, Rm. 235
Heather Chase, IT Integration Manager Justin Hamel, IT Integration Manager	<ul style="list-style-type: none">• Software and hardware technical assistance during exams• Post exam technical assistance	Monday-Friday 7:00 am-4:30 pm	hchase@une.edu 207-602-2689 jhamel2@une.edu 207-602-2291 Stella Maris, Rm. 234