Meeting Notes from 12-08-15, 10:00am, Weir Hall Room 104

Members Present: Penny Rice, Jimmy Ball, Ben Jones, Rose Turner, Robert Doerksen, Gazel Giles

Guests Present: Erik Hom, Dawn Wilkins

LockDown Browsers:
Jimmy and Penny briefly gave the history of this committee's review of lockdown browsers. We have had interest expressed in lockdown browsers over the last few years, but after going through an evaluation in 2012, the faculty who participated said that it was not something that they would use in their classes. Earlier this fall, Erik Hom presented to our committee on his use of ExamSoft. We then sought out faculty to participate in a new evaluation of the top three vendors that offer LockDown Browers - Respondus, QuestionMark, and ExamSoft, but we did not have faculty come forward to participate other than Erik. We invited Erik back to present to our committee today on his experience with ExamSoft throughout the semester.

ExamSoft:
- Our pharmacy program is currently using ExamSoft.
- Erik had used clickers to give exams in the past, but found them to be clunky. He needed an easy way to grade 140 exams. He also wanted something that would be relatively inexpensive for the students.
- ExamSoft requires that students have a laptop or desktop computer or iPad. It will not work on a chrome book or on a mobile phone as it is not a standalone app. An Internet connection is only required before and after the exam.
- The computer is locked down while an exam is in progress. This prevents users from navigating to other web sites or opening other programs on the computer while the exam is in progress.
- ExamSoft recommends disabling all antivirus software before taking an exam. Erik mentioned that he had one instance where a student's antivirus program halted an exam about 15 minutes before it was over.
- ExamSoft workflow for instructor:
    A. Course Management: The instructor has to manually create courses and set up groups to which to deliver each version of exam. The instructor also has to create a file with student names, emails, and usernames to upload into ExamSoft. Once uploaded, ExamSoft auto generates passwords for students and emails this information to the students. MSU reported that while there is a Blackboard interface with ExamSoft, they had problems getting it to work, and they recommend the spreadsheet upload of user information.
    B. Assessment: The instructor adds questions to an ExamSoft test bank via a browser interface. There are only 5 question types – True/False, multiple choice, fill in the blank, matching, and essay. Instructors can also upload an RTF/Word document which contains the questions. A

default point value and a category label can be added to each question. Attachments can also be added to questions. The next step is to create the assessment, add questions from the test bank, and set up security features for during the exam. Instructors can also customize post assessment options such as, set exam download availability, set upload by deadline, provide assessment password to download the exam, suppress exam email notifications, and set a timer so that students will have a time limit for an exam. After the timer expires, ExamSoft shuts down automatically and saves the student's results file. It will try to upload the results immediately after that. If the student does not have Internet access at that time, it can be uploaded later.

C. Grading: Instructors can adjust scoring if needed. ExamSoft generates reports and also provides some item analysis features. Exam data can be exported. Instructors can also choose how results are displayed back to students.

- Pros:
  - o Secure in a proctored environment only.
  - o Easy to work with - easy grading
  - o Very nice item analysis
  - o Automates reporting of results to students
- Cons:
  - o Not a solution for unproctored exams. Not secure enough. Can't prevent group test taking.
  - o Clunky for peer and self review assignments, must have rubric in place before making assignment available.
  - o If the instructor extends time for an exam upload, the student has to then upload manually.
  - o Buy in...Students complain about computer based testing. Not all are comfortable working on the computer. Some prefer a paper exam.
  - o It takes about 2 minutes of class time to get started even when you have them download the exam before coming to class. It just takes a few minutes for ExamSoft to open up and lock down the computer.
- Pricing for ExamSoft:

Student Range	Cost per semester	Cost per year
100-2,499	$20/per student/per semester	$40/per student/per year
2,500-4,999	$15 per student/per semester	$30 per student/per year
5,000-7,499	$12.50 per student/per semester	$25 per student/per year

After some discussion, the committee decided not to pursue a campus wide license of ExamSoft at this time based on cost verses the amount of interest in this type of product at this time. We will review Lockdown browsers again at a later date if more interest arises.

The meeting was dismissed at 11:00 am.