

DELIVER EXAMS



**DEPLOYING TESTS USING YOUR
FREE SCORPION™ ACCOUNT**

DELIVERING YOUR EXAM

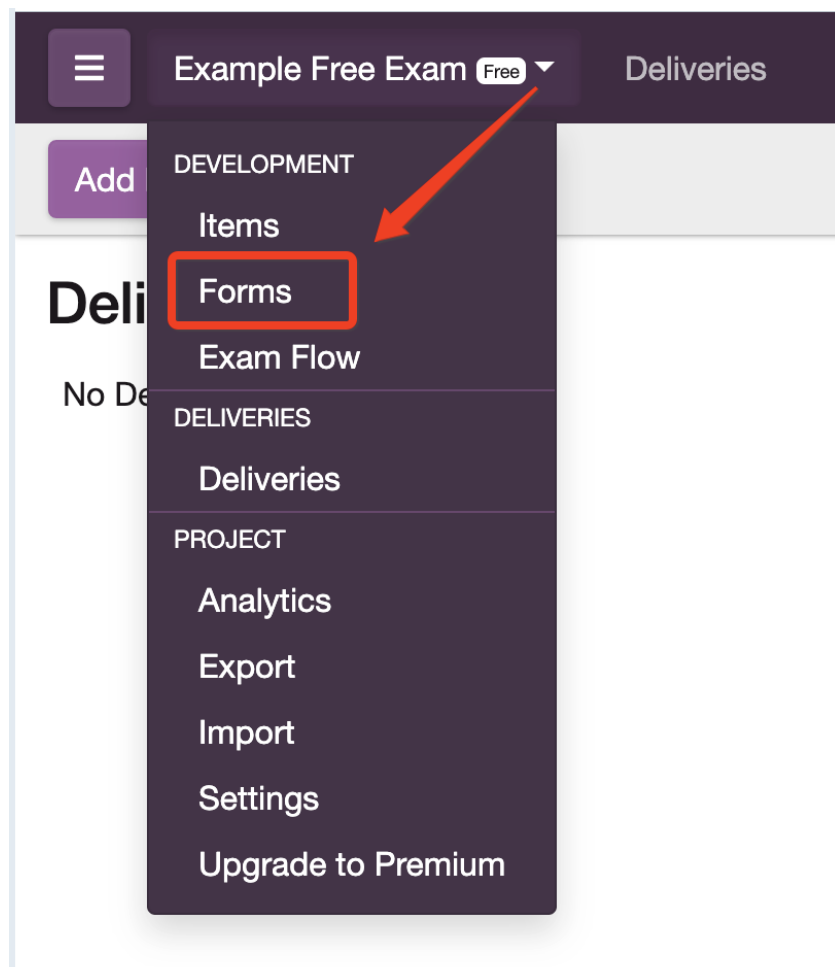
Once you've got your items ready, you'll cruise over to the "Forms" menu to get your exam ready for delivery to your students. Use this guide to launch your exams directly out of Scorpion.

Set a Name

Set the name for your exam. It can be the same name you gave your Scorpion Project, or a different name entirely. Your choice!

Add Forms

Click the green "Add Form" button. Once you have entered your form name, it will appear under the "Available" heading. Click on the name of your form to edit it and add items.



- "Exam Rules" tab—Time limit and security options live here:

Save Export ▾

Form Name * Example Form

Version 1 ▾ LIVE Version Exposures 0

Exam Rules Scoring Content

Organization

Proctor Code

Time Limit (seconds)

Exam Mode linear ▾

☐ End the test early when a passing or failing score is determined
☐ Allow users to go back and change answers
☐ Allow users to pause and resume their own exam
☐ Show item feedback after each page
☐ Show item feedback at the end of exam
☐ Allow users to access a basic on-screen calculator
☐ Allow users to submit comments on items

Security Options

☒ Start the exam in a paused state
☒ Block screen on certain keys
☒ Block copy/paste
☒ Generate fresh token each launch

Help: Forms

- **The time limit** of your exam will be entered in seconds. Multiply the number of minutes you want your exam to be by 60 to arrive at the correct exam time.
- **Security Options**—You may choose the level of security for the delivery of your exam with these checkboxes. Customized instructions will be seen by the candidate before their timer starts or before they see any items. These instructions can be general or specific, your choice!
- **Customized instructions** will be seen by the candidate before their timer starts or they see any items. These instructions can be general or specific.

DON'T FORGET TO HIT "SAVE"!
Your settings will not be saved and the link to launch your exam will not appear until you do.

- **"Scoring" tab**—Here you will set your scoring settings and choose how you would like the results to be displayed to your students. If you do not wish for them to see any results, you will need to uncheck all the boxes in this tab.

The screenshot shows the 'Scoring' tab of an exam configuration interface. At the top, there are 'Save' and 'Export' buttons. Below them, the 'Form Name' is 'Example Form'. The 'Version' is set to '1' with a 'LIVE' status and 'Version Exposures' of '0'. The 'Scoring' tab is highlighted with a red box. Under this tab, there are three sections: 'Score Scale' with input fields for '0' and '100'; 'Score Report Preface' with a text input field 'Enter Score Report Preface'; and 'Score Report Content' with a text input field 'Enter Score Report Content'. Below these, there is a list of checkboxes. The first five are checked and are also highlighted with a red box: 'Show Score', 'Show Score Scale', 'Show Pass/Fail Decision', 'Show Print Button', and 'Show Email Button'. The last two are unchecked: 'Show Content Area Breakdown Percentage' and 'Show Content Area Breakdown Text'.

- **"Content" tab**—To add Items to your form, click on the "Content" tab.

The screenshot shows the 'Content' tab of the exam configuration interface. At the top, there is a navigation bar with a menu icon, 'Example Free Exam' with a 'Free' dropdown, 'Forms', and 'Form Details'. There are also notification and user icons. Below this, there are 'Save' and 'Export' buttons. The 'Form Name' is 'Example Form'. The 'Version' is '1' with 'LIVE' status and 'Version Exposures' of '0'. The 'Content' tab is highlighted with a red box. Under this tab, there is an 'Instructions' section with a text input field 'Enter instructions'.

- In order to add items your form, click the “Add Section” button.
- You will need to name the section of your exam. You can have multiple sections if you want. Sections will always deliver their items together.

Save Export ▾

Form Name * Example Form

Version 1 ▾ LIVE Version Exposures 0

Exam Rules Scoring Content

Instructions Enter instructions

Add Section

Save

- To add items to your exam, you'll use the "+" symbol from your "Available" items box. The items on your exam will appear in the "Item Pool" box. They can be removed from your pool by clicking the trash can icon.

Save Export ▾

Form Name * Example Form

Version 1 ▾ LIVE Version Exposures 0

Exam Rules Scoring Content

Instructions Enter instructions

1. ↑ ↓ 🗑️

Name

Pull this many items at random Leave blank for all

Item order In Order ▾

Number of items presented per page 1

Item Pool: 0 Difficulty: 0.00

Filter

Name Difficulty

Available Add items to the item pool.

Filter

Name Difficulty

Example Item Name 0

+

Add Section

Help: Forms

- You can make more than one form for your exam if you would like to. If you do, you will later need to decide which form your students will see.
- In order for your form to be ready to be delivered to your students, you will need to make it a "Default Form" by clicking here:

The screenshot shows the 'Forms' section of the 'Example Free Exam' interface. At the top, there is a green 'Add Form' button. Below it, there are two sections: 'Default Forms (0)' and 'Available (1)'. The 'Available (1)' section contains a table with the following data:

Name	Version	Items	Exposures	Difficulty	
Example Form	Version 1 (1)	1	0	0.00	<div>Move to Default</div> <div>Edit</div> <div>Launch</div>

The 'Move to Default' button in the table is highlighted with a red box.

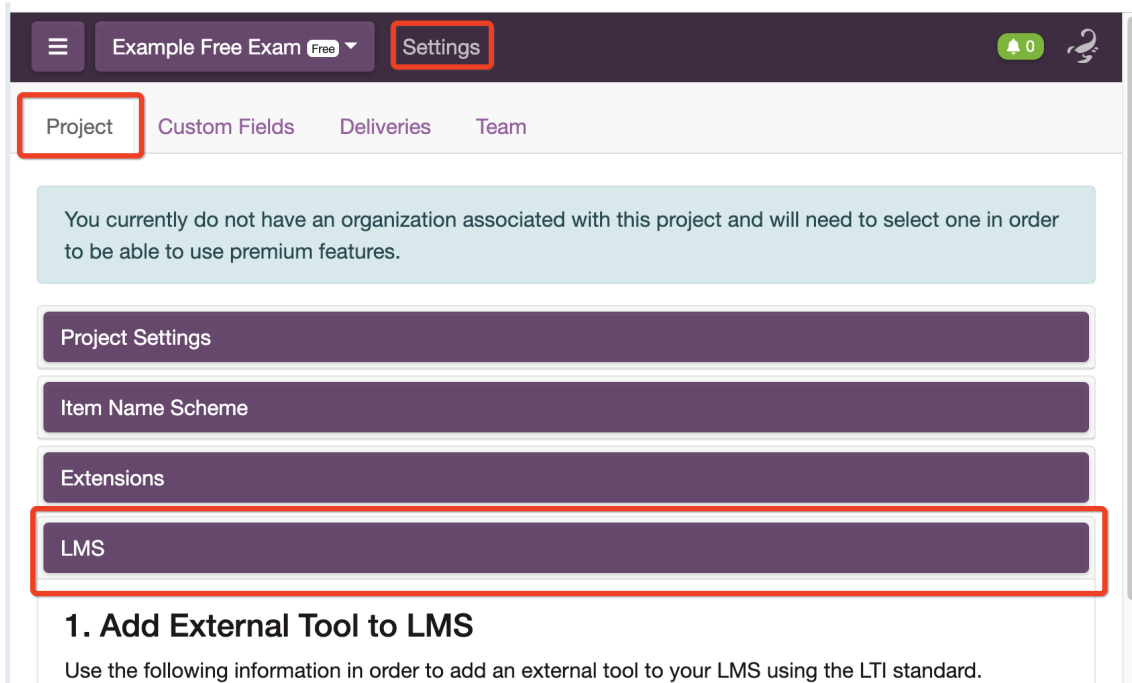
Organizing Examinee Information

When your students log in to their exams, they will need to enter their information so you can identify who they are. The fields they will be asked to enter can be added in the "Deliveries" tab in the "Examinee Information" menu (NOTE: If you do not have these fields set up, exams will launch and you will not know who took them).

The screenshot shows the 'Deliveries' tab of the 'Example Free Exam' interface. The 'Settings' button in the top navigation bar is highlighted with a red box. Below it, the 'Deliveries' tab is selected and highlighted with a red box. The 'Examinee Information' section is highlighted with a red box. A red arrow points from the 'Examinee Information' section to the 'Add Examinee Info Field' button, which is also highlighted with a red box. The 'Add Examinee Info Field' button is a green button with the text 'Add Examinee Info Field'. Below it is a green 'Save' button.

Connecting to your Learning Management System (LMS)

If you are connecting to an LMS like Canvas, you will need to add a "given name," "family name," "full name," and email address in the "Examinee Info" fields. Then you can map them to your LMS during integration. The integration info is found in the "Project" settings under the LMS bar:



The screenshot shows the Scorpion interface. At the top, there is a dark purple header bar with a menu icon, the text "Example Free Exam" with a "Free" badge, and a "Settings" button highlighted with a red box. Below the header, there is a light gray bar with tabs: "Project" (highlighted with a red box), "Custom Fields", "Deliveries", and "Team". The main content area has a light blue message box stating: "You currently do not have an organization associated with this project and will need to select one in order to be able to use premium features." Below this, there are four dark purple buttons: "Project Settings", "Item Name Scheme", "Extensions", and "LMS" (highlighted with a red box). Below the "LMS" button, there is a section titled "1. Add External Tool to LMS" with the text: "Use the following information in order to add an external tool to your LMS using the LTI standard."

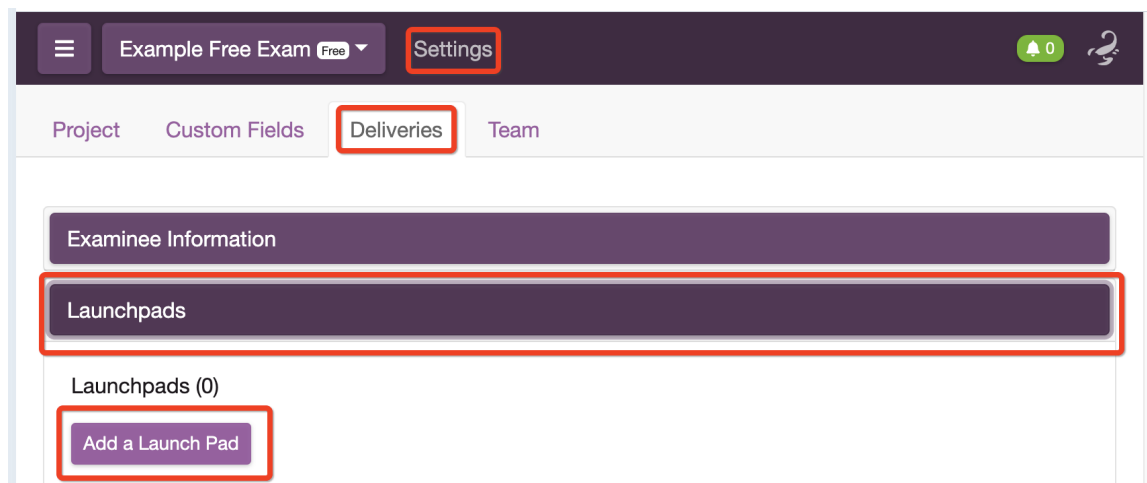
2. Map Your LMS Data to Scorpion

Use this tool to map the information provided by your LMS to the examinee details you have selected for your SEI exam. Required SEI details denoted with *. If a required SEI field is not mapped to your LMS, it will be filled with SEI defaults. Not all fields are guaranteed to be provided by the LMS.

Given Name	<input type="text" value="First Name"/>
Family Name	<input type="text" value="Last Name"/>
Full Name	<input type="text" value="Unmapped"/>
Email Address	<input type="text" value="Unmapped"/>

Enable a URL where users can launch their own exams

Generating a "launchpad" will create a link that users can click to launch the exam. You do this under the "Deliveries" tab setting here:



You may call your launchpad anything you would like. If you would like to have your students enter a passcode to get into the exam, you will put that in the **"Passcode"** field. If you would like a **Proctor to enter a code** that only they know, enter that into the **"Proctor Code"** field (Note: The passcode will be the same for all students and the proctor code will be the same for all proctors). If you have more than one exam form, choose the form of the exam that you would like the launchpad to deliver. You can also choose to deliver a random form. Each of these options can be found in the dropdown menu. **NOTE: you must click the "Active" checkbox and "Save" button for your launchpad to be live.** You can later come back and turn off your launchpad by unclicking the "Active" checkbox.

New Launchpad ×

Name (Optional)

Passcode (Optional)

Proctor Code (Required for secure exams)

Tags

Add Tags (Comma Separated) Add

Form

Random ⌵

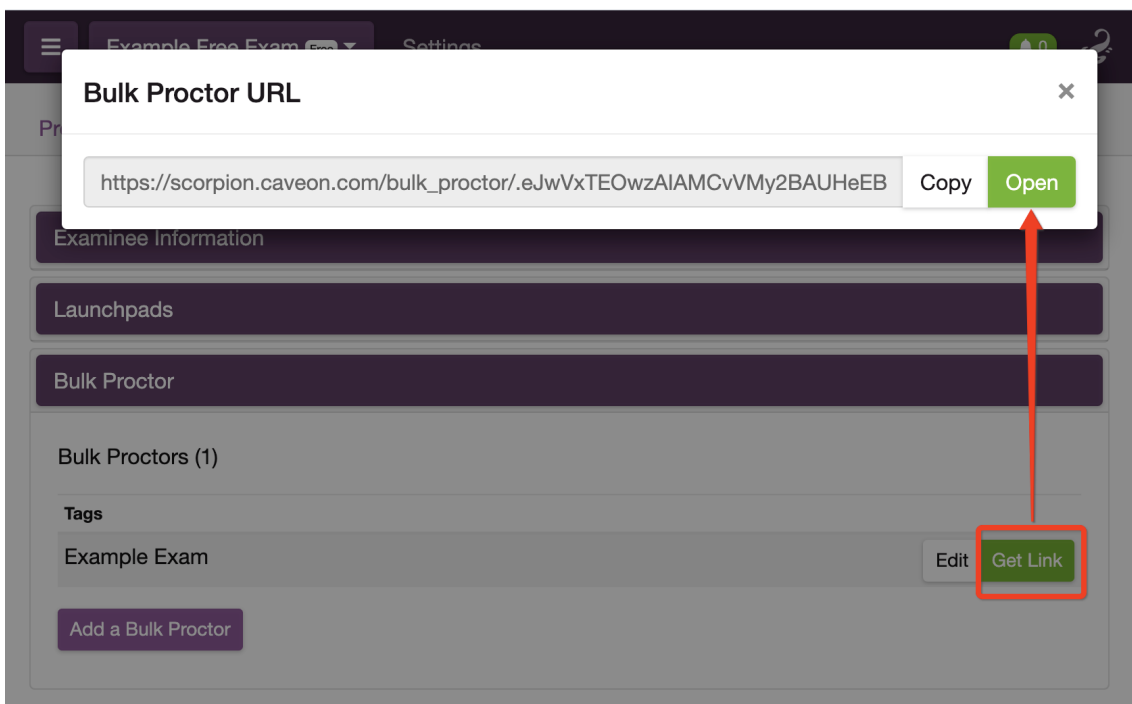
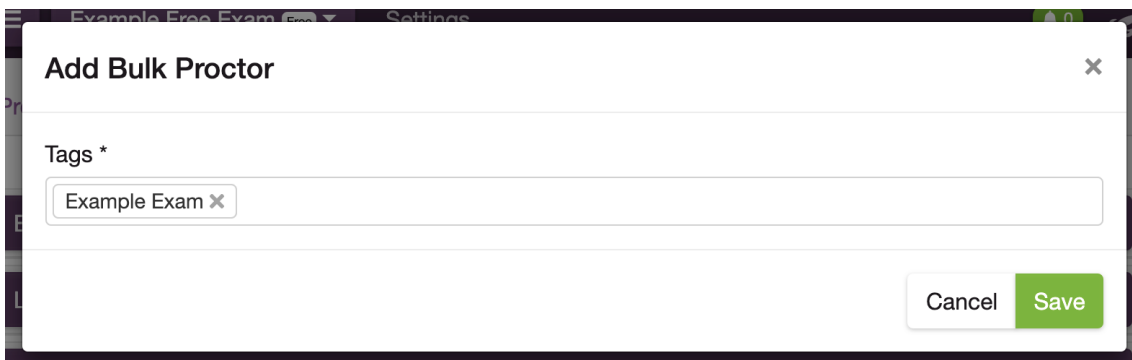
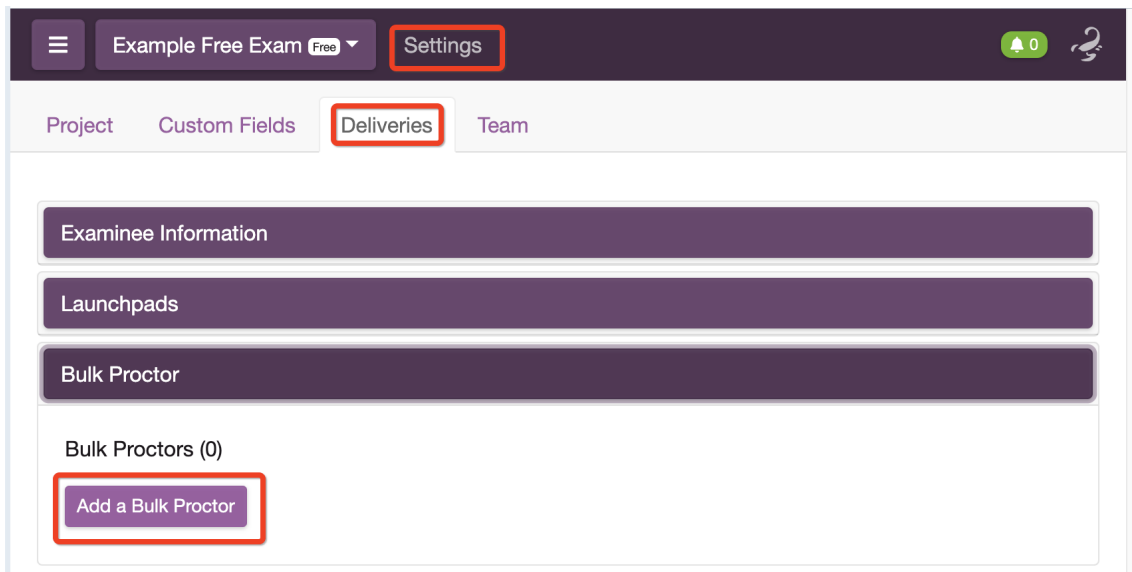
☒ Active

Cancel

Save

Bulk Proctoring

You may create "Bulk Proctor" links if you'd like to proctor multiple students at the same time. This link will allow you to see all the proctor logs for all deliveries at the same time.



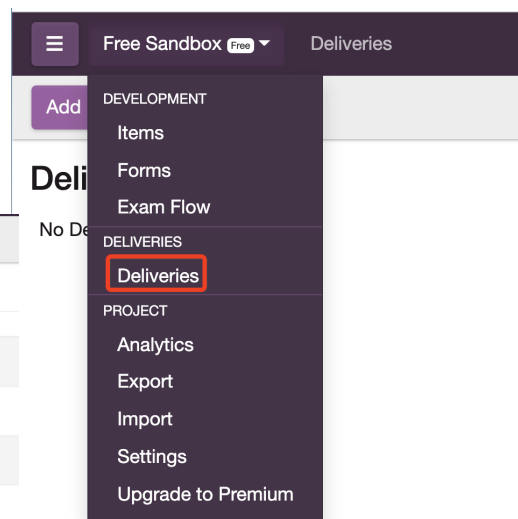
GETTING EXAM RESULTS

Individual Results

To see individual exam results, go to the "Deliveries" menu and simply click on the name of the exam delivery you would like to view. You will see a color-coded box by each delivery.

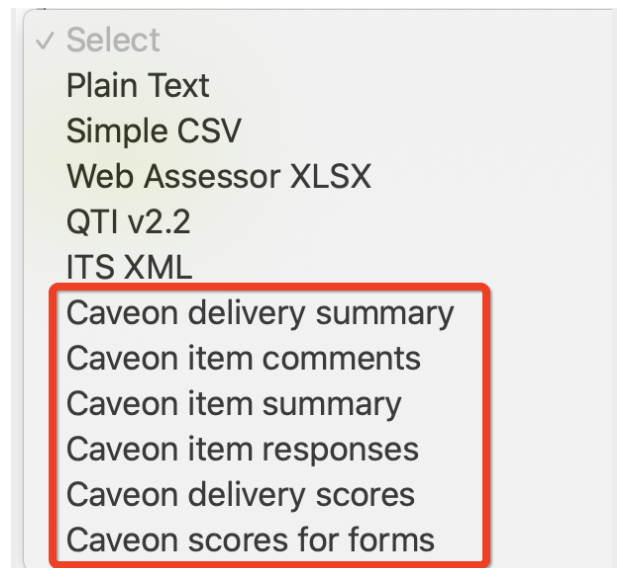
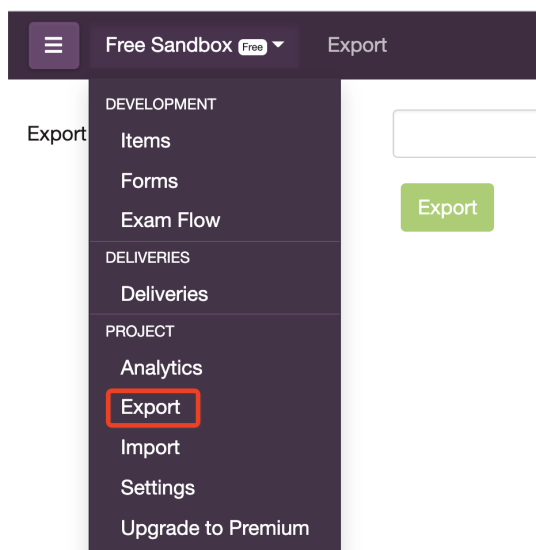
- Green = Completed delivery
- Orange = In Progress delivery
- Blue = Fresh (never entered) delivery

Add Delivery Search							
Deliveries: 145							
Status	First Name	Last Name	Email Address	Date	Score	Tags	
I	guruprasad	A		8/21/2020 3:49pm	0.00		
F	guruprasad	A		8/20/2020 11:31am	Fresh		
I	guruprasad	A		8/19/2020 1:56pm	22.22		
F	guruprasad	A		8/19/2020 5:02am	Fresh		
F	guruprasad	A		8/19/2020 5:00am	Fresh		



Bulk Results

To export bulk results from your exam, go to the "Export" menu in the dropdown. Here you will be able to choose from several reporting options for export. The reports in the red box below are the reports for exam deliveries that you can pull:



NEED MORE HELP?

Self-Help Resources

Browse frequently asked questions and self-help tutorials at support.caveon.com.



Technical Support

[Submit a request](#) or report a bug to our technical support team.