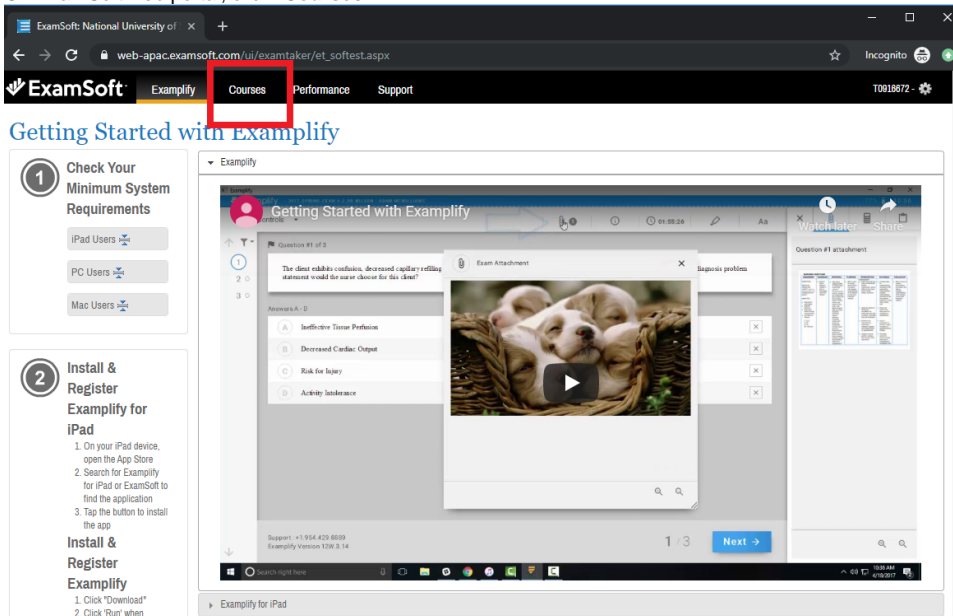
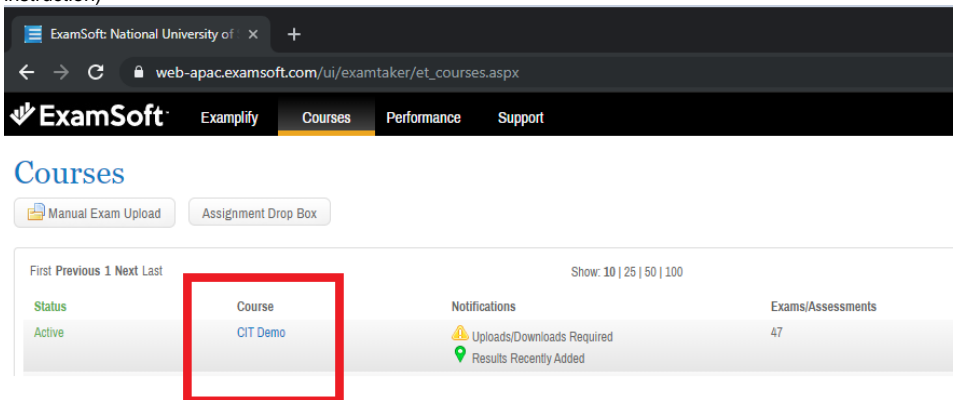


How to perform peer evaluation on ExamSoft?

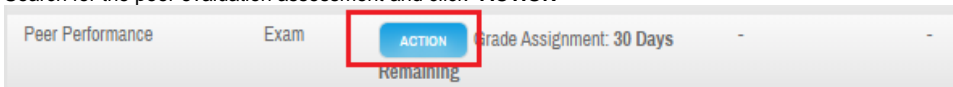
1. Login to ExamSoft web portal. Visit [How do I login to the ExamSoft web portal?](#) learn how to login ExamSoft web portal.
2. On ExamSoft web portal, click **"Courses"**



3. On Course page, click on the course in blue that relates to your course for peer evaluation. (You should not see CIT Demo as this is a sample instruction)



4. Search for the peer evaluation assessment and click **"ACTION"**



5. The grading browser will be opened in another tab of your browser. You will see a list of students which you will be evaluating. Look for the correct student and click **"Grade"**

ExamSoft: National University of ... ExamSoft: National University of ...

apac.examsoft.com/STW-war/grading/listingInfo/postingId=353,graderId=1084,fixeRubricSequence=-1,action=edit

Incognito

ExamSoft

Peer Performance

Overall Grading Progress: 0% Complete

Previous 1 Next Show: 50 | 250 | 500 | 1000 | 2500

Exam Taker	ID	Grading Progress	Grade	Actions
- 10916674	10916674	0%		Grade
- 10916675	10916675	0%		Grade
- 10916676	10916676	0%		Grade
- 10916678	10916678	0%		Grade
- 10916680	10916680	0%		Grade

Group Grade Selected Exam Takers

Previous 1 Next Show: 50 | 250 | 500 | 1000 | 2500

Clear Grading

© 2019 ExamSoft Worldwide, Inc. All Rights Reserved. | 04/21/2019 Support: Admins@examsoft.com or (888) 792-3829

6. Indicates your grade for the student by entering the number within the text box under Grade.

ExamSoft: National University of ... ExamSoft: National University of ...

apac.examsoft.com/STW-war/grading/rubric/viewET/postingId=353,graderId=1084,userId=1976356,rubricSeq=0,lockRubricSequence=false,expand=...

Incognito

ExamSoft

Peer Performance

Overall Grading Progress: 0% Complete

- 10916674 - Score: 40.00 /100.0

CK Testing Latest

COLUMNS (Performance Levels)

ROWS (Dimensions)	Exceed Expectation Scale Range: 9-7	Meet Expectation Scale Range: 6-4	Need Improvement Scale Range: 3-1	Grade	COMMENTS
Communication	Clearly introduces self to students	Give standard		5	
Professionalism				9	
Patient Care				2	
Clinical Procedures				4	
Safe Practice				7	
Clinical Knowledge / Reasoning					
Patient Education					

Overall Comments

Print Save Next Exam Taker

7. If you wish to add some comments for the individual competency, click on comment icon under COMMENTS and enter your comments in the text box and click "Save"

ExamSoft: National University of Health Sciences | ExamSoft: National University of Health Sciences

apacexamsoft.com/STW-war/grading/rubric/viewET/postingId=353,graderId=1084,userId=1976356,rubricSeq=0,lockRubricSequence=false,expand=... | Incognito

Overall Grading Progress: 0% Complete

-, 10916674 - Score: 40.00 /100.0

Comments / Feedback

write your comments here

Cancel Save

ROWS (Dimensions)		Need Improvement Scale Range: 3-1	Grade	COMMENTS
Communication	Clearly		5	
Professionalism			9	
Patient Care			2	
Clinical Procedures			4	
Safe Practice			7	
Clinical Knowledge / Reasoning				

8. If you wish to provide an overall comment, enter the overall comment in the "Overall Comments" text box.

ExamSoft: National University of Health Sciences | ExamSoft: National University of Health Sciences

apacexamsoft.com/STW-war/grading/rubric/viewET/postingId=353,graderId=1084,userId=1976356,rubricSeq=0,lockRubricSequence=false,expand=... | Incognito

Overall Grading Progress: 0% Complete

-, 10916674 - Score: 44.44 /100.0

CK Testing Latest

COLUMNS (Performance Levels)

ROWS (Dimensions)	Exceed Expectation Scale Range: 9-7	Meet Expectation Scale Range: 6-4	Need Improvement Scale Range: 3-1	Grade	COMMENTS
Communication	Clearly introduces self to stada	Give and/or		5	
Professionalism				9	
Patient Care				2	
Clinical Procedures				4	
Safe Practice				7	write your comments here
Clinical Knowledge / Reasoning				1	
Patient Education				1	

Overall Comments

Print Save Next Exam Taker

9. Click "Save" once you have completed the grading for this student. You may click **"Exam Takers"** at the top to select another student.

The screenshot shows the ExamSoft grading interface. At the top, there's a navigation bar with "ExamSoft" and "National University of". Below this, a "Peer Performance" section shows a green progress bar and a "Condense Grading Sheet" button. A red arrow points to the "Exam Takers" button. Below the progress bar, a message states "Grades are saved successfully." The main section displays a table for student performance. The student's ID is "t0916674" and their score is "44.44 /100.0". The table has columns for "Exceed Expectation", "Meet Expectation", and "Need Improvement", each with a scale range. The rows list various dimensions: Communication, Professionalism, Patient Care, Clinical Procedures, Safe Practice, Clinical Knowledge / Reasoning, and Patient Education. Each row has a grade and a comment field.

ROWS (Dimensions)	Exceed Expectation Scale Range: 9-7	Meet Expectation Scale Range: 6-4	Need Improvement Scale Range: 3-1	Grade	COMMENTS
Communication	Clearly introduces self to stada	Give feedback		5	
Professionalism				9	
Patient Care				2	
Clinical Procedures				4	
Safe Practice				7	write your comments here
Clinical Knowledge / Reasoning				1	
Patient Education				1	

10. On ExamTaker list, you will see 100% for the student that you have graded. If you wish to update any graded student, click **"Re-Grade"**, otherwise, choose the next student and click **"Grade"**

The screenshot shows the ExamSoft Exam Takers list. At the top, there's a navigation bar with "ExamSoft" and "National University of". Below this, a "Peer Performance" section shows a green progress bar and a "Condense Grading Sheet" button. Below the progress bar, a message states "Grades are saved successfully." The main section displays a table of students. The table has columns for "Exam Taker", "ID", "Grading Progress", "Grade", and "Actions". The first student, "t0916674", has a 100% grading progress and a grade of "44.44/100". The other students have 0% grading progress and a grade of "-". A "Group Grade Selected Exam Takers" button is at the bottom left, and a "Clear Grading" button is at the bottom center.

Exam Taker	ID	Grading Progress	Grade	Actions
t0916674	t0916674	100%	44.44/100	Re-Grade
t0916675	t0916675	0%	-	Grade
t0916676	t0916676	0%	-	Grade
t0916678	t0916678	0%	-	Grade
t0916680	t0916680	0%	-	Grade

11. Once you have finished grading all students, grading progress for all students must be 100%.

ExamSoft: National University of
ExamSoft: National University of

apac.examsoft.com/STW-war/grading/listingInfo/postingId=353,graderId=1084,fixeRubricSequence=-1,action=edit

Incognito

ExamSoft

Peer Performance

Overall Grading Progress: 100% Complete

Previous 1 Next

Show: 50 | 250 | 500 | 1000 | 2500

Exam Taker

ID

Grading Progress

Grade

Actions

- 10916674

10916674

100%

44.44/100

Re-Grade

- 10916675

10916675

100%

68.89/100

Re-Grade

- 10916676

10916676

100%

91.11/100

Re-Grade

- 10916678

10916678

100%

61.11/100

Re-Grade

- 10916680

10916680

100%

55.56/100

Re-Grade

Group Grade Selected Exam Takers

Previous 1 Next

Show: 50 | 250 | 500 | 1000 | 2500

Clear Grading

12. If there is no more further amendment, you may close the tab.