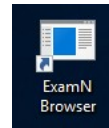# Taking Secure Exams in ExamN and Accessing Reports

Setting Up the Lockdown Browser or ExamN Browser:

NOTE: The Lockdown Browser or ExamN browser prevents access to other files and websites when active. If you try to click anywhere outside the exam while taking it or go to any other programs or sites on your computer during an exam, you will be kicked out of the exam and have to get a Resume code from the Exam Center/Proctor to reenter and continue the exam.

You should have a shortcut on your laptop for the ExamN browser. It looks like:

If you do not see this shortcut on your desktop, you can go to the following url and download it using the indicated registration code **(copy and paste as there are underscores present in the link)**:

Lockdown Browser url: https://he.emedley.com/univ/he/examn_v2/examn_browser/setup_new.zip

Lockdown Browser registration code: EXMN-WVOM

When you click the url for the Lockdown Browser, you will do the following:

1. Click Open to open the setup.zip file.

2. Double click the setup file.

3. Click Run.

4. Click Next.

5. Select the location to store the program. **NOTE: The default location is fine.** Click Next.

6. Create a name for the shortcut. **NOTE: The default name is fine.** Click Next.

7. Make sure "Create a desktop icon" is checked. Click next.

8. Click Install.

9. On the next screen, make sure the "Launch the ExamN Browser" box is checked and click Finish. This will open the box where you put the registration key.

10. Enter the key as shown above. Click Submit.

11. This will take you to the login screen. If you are not ready to take an exam, just close the screen. Otherwise, go to the next section of instructions.

To download/start an exam:

1. If you need to launch the ExamN Browser, double click the shortcut on your desktop.

2. Login (online) to the ExamN Browser with your WVSOM username and password.

3. This will take you directly to your available exams.

4. You can either download or start the exam.

    a. If you haven't downloaded it yet, click on the exam and select Download Test at the top of the list. This will change the exam status to Downloaded.

    b. If you just downloaded the exam and now want to start it (you must have the exam password to start a secure exam—this will be provided by the Exam Center, Proctor, or Course Director), click on the exam and select Take Test. Enter the security code, but wait for the Proctor to start the exam to begin.

    c. If you downloaded the exam at a different time, you can go back into the exam to start it by double clicking the ExamN Browser icon on the desktop, logging in using your WVSOM username and password, selecting the exam and clicking Take Test. Enter the security code and begin.

    d. If you started the exam but got kicked out or had an issue that required a restart, you will need a Resume Code. The resume code will be provided by someone from the Exam Center, Proctor, or the Course Director. You will then go through the steps in c and click Resume Test. You will be asked for the Resume code. Enter it to restart the exam.

Options while taking an exam:

Once you have access to the exam, the time will start, if it is timed. You will see the time in the top right corner of the screen. You will have various options at the top of the screen depending on the settings for the test. Options could be the ability to increase or decrease the text size by clicking the plus or minus next to 100%, the ability to Pause or Save a test. If it is a timed test, the counter will continue even if it is paused. It just grays the screen so that others cannot see your answers (e.g. if you have to go to the bathroom). Saving your test just saves your answers at that point in time.

You can click a check box under each question that you want to Mark for Review. You can see a list of those that you had marked for review and be able to go back to them using the toolbar on the right of the exam screen.

Submitting an exam:

When you are completely finished and ready to submit, click the submit button at the bottom of the screen. This will take you to a test summary page where you can review your answers or see items that you had marked to review. If you want to go back and make additional changes, click Go Back or click the question number you want to go to. If you are satisfied with your answers, click Submit Test. Click Yes in the confirmation dialog box. Once you submit, you will see the results that you have been allowed to see. Click Done or close the window when you are finished. After you close the window, you will be taken back to your desktop (if it was a secure test). Reconnect to the internet. Double click on the ExamN Browser and ensure that the exam uploads (or disappears from your screen). Close the ExamN Browser when all exams/modules that are complete have uploaded.

You will have to login to eMedley using your regular Google Chrome browser to return to regular functions in eMedley. Accessing exams outside of the ExamN Browser (secure browser):

The easiest way to access a secure test is to double click the ExamN Browser icon on your desktop. For other, less secure exams, you can get to them in two ways:

1. First, if a test has been integrated into educate, you can:

    a. Click on the Applications icon on the left (three stacked blocks) and select educate

    b. Click the filter icon (looks like a funnel) at the top of the feed.

    c. Next to "Type", select Tests and click Filter.

    d. Find the test you want to take and click Take Test.

2. Second, you can:

   a. Click on the Applications icon on the left (three stacked blocks) and select ExamN

   b. Click on the View Available Test icon

   c. Select the exam from the list that you want to take.

   d. Click Take Test at the top of the list.

Copying Answers for Test Review:

To get your exam answers for a test review, you can go to ExamN -click on the Basic Reports icon under Reporting- Double click My Answers- Pick a test from the Test dropdown- Click Filter.

Viewing personal exam/quiz profile:

To see your exam profile, you can go to ExamN and click on the Dashboard icon under Reporting. This will display all exams/quizzes and how you have done over time. NOTE: It is good to refresh different areas to ensure you are getting the most up-to-date results. To do this, click the refresh icons that appears in the upper right of the header.