# YouTestMe

# How to Configure Accounting Questions





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Author	YouTestMe

# **Table of Contents**

1	Intro	duction	2
2	How	to Create an Accounting Question	2
	2.1	Advanced question setup	5
	2.2	Grading and duration settings	5
	2.1.1	Defining correct/incorrect answers scoring method for single choice question	6
	2.1.2	Manual grading	6
	2.3	Branching settings	7
	2.4	Advanced question setup	7
	2.5	Question categories	8
	2.6	Additional question properties	9
	2.7	Additional attachments	9
	2.8	Translations	11
	2.9	Assistance	11
3	How	to Create a Test with Accounting Questions	12
4	Answ	vering Accounting Questions	13
5	Displa	aying Results	14

# **1** Introduction

This procedure explains how to create, configure, and evaluate accounting questions within a test. It covers setting up custom accounts, building questions with debit, credit, and amount inputs, and integrating them into a test.

### 2 How to Create an Accounting Question

The first step in creating an accounting question is setting up the accounts. To do this:

1. Navigate to **System > Settings and Customization**.

- 2. Select the Custom Properties tab.
- 3. Click the Advanced Question Type Properties button.
- 4. Click the **Create New** button.
- 5. Enter a **unique code**.
- 6. Enter a name
- 7. Click the **Save** button.

	fied	Settings and customization		Q Search anything	● ▶ ₽ ₽ ●							
A Home	<b>«</b>	System preferences Theme and	l language Notifications	Job scheduler Support	Attachments library	Templates						
- Home		Custom data types	Accounts for ac	counting questions	;							
Assignments	Ť	Custom question properties	This section is used to define final	total accounts that are available for Acc	counting questions. These accounts a	appear in a table when test-ta	kers enter debit and credit transactions.	0				
😁 Users	*	Custom user properties	Accounts					Create new				
Workspaces	*	Categories	Actions	Code †↓			Name 🌾					
i Tests	*	Advanced question type properties	3 / 1	Create a new a	Q Search		×					
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Surveys	÷		1	6								
Training courses	÷		1	Name *								
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Reporting	*				Ca Save Ca	ancel						
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Settings and customization	ation		✓ <sup>1</sup> <sup>1</sup> <sup>1</sup>	6789	5000 SALARY EXPENSE							
Integrations			Save displayed column	a set	× ×	1 > >> 10	•	🥶 🛐 🛛 Rows: 9				
Maintenance												

Having completed that, do the following:

- 1. 1.Navigate to Tests > Question pools
- 2. Select a question pool
- 3. Click the Add question button
- 4. Select the **Accounting** question type



youtestr	ne	=	Accounting que	stions			Q	earch anything	0 🕨 0	📮 🌍 ·
Home	(**)	Inform	ation Questions	Users	Reports Comments					
Assignments		Manually ci	reate new questions or im	oort them from an Ex	cel file or a QTI package. View,	modify, or delete existing que	stions. Copy or move questions to another question pool.		4	
		Ques	tions				Generate questions with	AI Import questions 👻	Add question 🔺	Filter <b>Y</b>
) Users	÷		Actions	Version ID 11	Common external ID 11	Version external ID 1	Question text ↑↓	Question pool 14	Single choice	Phr
Workspaces	-			Q Search	Q. Search	Q. Search	Q. Search	Q. Search	Multiple choice	v Q Select
			◎ / □ :	68684			Record salary expenses of 10,000 CHF. The employee receives 8,000 C	Accounting questions	Essay	
	• 0		010:	68683			Record the purchase of equipment worth 12.000 CHF. The company pa	Accounting questions	Ordering	
w test								2.	Fill in the blanks	
		10		68682			Record the sale of goods for 5,000 CHF plus 7.7% VAT. The customer p	Accounting questions	Matching	
nage tests		≣ Sav	e displayed columns se	t			≪ < 1 > ≫ 10 ~		Matrix	Rows: 3
t templates									Open-ended	
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nage certificates									Accounting	6
vection pools										
canon poora										
ading scales										
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Then, the following window will be displayed:

	All pools(1562) / Accounting guestion	<u>ns</u>			Q See	irch anything		• 🔞 •
Mome	Information Questions Use	Create new question						
Assignments	Manually create new questions or import them tr	Accounting Question text *	5.00 points	penalty Medium difficulty 2 minu	les			
🕃 Users 👻	Questions				estions with AI	Import questions 💌	Add question 💌	Filter <b>Y</b>
	Actions Version					Question pool ↑↓	Binary Classification	Phase
Workspaces	Q 588 ○ Ø ℓ 🛱 : 680				es 8,000 C	Accounting questions	Q Selectione ♥	Q Select o
🕲 Tests 🔺	○ ○ / □ : 686				mpany pa	Accounting questions		
New test	○ ○ ○ □ □ 686	Debit	Credit	Amount	ustomer p	Accounting questions		
Manage tests	Save displayed columns set	2						Rows: 3
Test templates	6	3						
Manage certificates		4 ····································						
Question pools		6						
Grading scales		7	v					
Categories			Add to pool Cancel					
🖳 Testing center 🔹								

- 1. In the first section, the question text should be entered.
- In the second section, there is a table with **Debit**, **Credit**, and **Amount** columns. If the arrow in the **Debit** and **Credit** columns is clicked, the accounts previously created can be seen in the dropdown menu. The fields in the columns must be populated with the correct data.
- The **Debit** and **Credit** columns use dropdowns to select from accounts previously created in the system.
- The Amount column allows for whole or decimal number inputs.

When data is entered:

- If an account is selected in the **Debit** column, its balance increases by the specified amount.
- If an account is selected in the **Credit** column, its balance decreases by the specified amount.



The system calculates and stores the net value for each account. These values represent the correct answer that will be used for grading.

#### 2.1 Advanced question setup

To access advanced question setup, toggle the **Show more settings button**.

	All pools(1562) / Accounting questions	ons			Q Searc	h anything		• 🚱 -
Mome	Information Questions Use	Edit question						
Assignments	Manually create new questions or import them fr	Debit	Credit	Amount				
	Questions	1 1234 - 1100 DEBTORS v		5,385	estions with AI	Import questions 💌	Add question 👻	Filter <b>T</b>
🖨 Users 👻	Actions Version	2	1000 - 3200 SALE OF GOODS	5,000		Question pool ↑↓	Binary Classification	Phase
Workspaces	Q, Sea	3	1005 - 2200 VAT due	385		Q. Search	Q. Select one	Q. Select o
	○ ○ ○ □ : 68€	4 v			ustomer p	Accounting questions		
🕤 Tests 🔺	<b>686</b>	5			mpany pa	Accounting questions		
New test		6			1 21	Accounting quanting		
		7			s 0,000 C	Accounting questions		
Manage tests	<b>◎ /</b> 🖟 ፤ 686	8			CHF is pai	Accounting questions		
Test templates	■ Save displayed columns set	10					44 4	Rows: 4
Manage certificates								
		Show more settings						
Question pools		onow more settings						
Grading scales		A new version will be created	I because the current version is used in	some test versions.				
Categories			Save Cancel					
Testing center 👻								

#### 2.2 Grading and duration settings

The creation of the question involves choosing from various scoring methods. To determine the scoring method for each question, follow these instructions below.

Open the drop-down menu under the **Scoring method section** and choose from the following options:

- 1. **Defining correct/incorrect answers** Only one answer can be marked as correct.
- 2. **Manual grading** Questions should be graded manually by a test manager or instructor after completing the test.



		=	Application Dem Question p	ool	Biology S	Create new question	0 Þ @ 🗍 🚱 ×			
A Home		Infor	mation Qu	estio	ns Use	1 × Answera	:			
Assignments		Manually	create new questio	itts or i	mport them fr	Answer 2 * Correct 2 × Answer b	:			
et liners		Que	stions				questions with Al	Filter Y		
Usera			Actions		ID †4	Add answer		Type ↑↓	Frequency factor 14	Binary Classification
Workspaces	*				Q Search	Answer generator ③		Select one ~	Select one $\checkmark$	Q. Select one
			S View	:	132999			Fill in the blanks	Normal	
🔊 Tests	<u> </u>		💿 View	:	132998	Grading and duration settings Specify the grading method and set the question duration if it's time-limited. Points are awarded for each correct answer and deducted for such inspects are found in these for each correct answer and deducted for		Fill in the blanks	Normal	
Manage tests			O View	:	133009	eeur monieu anomen, veraum valves no polins, penames, anu uulanon can be adjusted ouring me question creation. Scoring method	0	Fill in the blanks	Normal	
Manage certificates			S View		133004	Defining correct/incorrect answers	1	Fill in the blanks	Normal	
Question pools			O View	:	132995	Defining correct/incorrect answers		Fill in the blanks	Normal	
			⊘ View	:	133002	2 By answer weight		Fill in the blanks	Normal	
Grading scales			S View	:	133008	Manual grading Duration *		Fill in the blanks	Normal	
Question categories			O View	:	133007	00:02:00		Fill in the blanks	Normal	
Testing center	-		© View	:	133006	Branching settings		Fill in the blanks	Normal	
			O View		133005	Create multi-dimensional question structures by utilizing question branching.		Fill in the blanks	Normal	
Surveys		-	Save table setti	ngs		Enable branching ③				Rows: 15
Training courses	Training courses •									
Reporting *						Add to pool Cancel				

#### 2.1.1 Defining correct/incorrect answers scoring method for single choice question

If you select **Defining correct/incorrect answers**, you can specify the number of points and penalty points.

	ne	=	Application Dem Question p	ools	<u>Biology</u> S	Create new question			0 ►	e 🔎 🎯 -
A Home	00	Inform	mation Qu	estior	ns Ust	1 × Answer a	:			
Assignments	-	Manually	create new questic	ins or i	mport them fr	Answer 2* Conect 2 V Answer b				
94 Lisere		Que	stions				ques	tions with Al Import questi	ons 👻 Add question	Filter <b>Y</b>
es users			Actions		ID 14	Add answer V		Type ↑↓	Frequency factor 14	Binary Classificatio
🕑 Workspaces					Q Search	Answer generator ①		Select one $\sim$	Select one ~	Q. Select one
40			© View	:	132999		1	Fill in the blanks	Normal	
a Tests	<u> </u>		💿 View		132998	Grading and duration settings Specify the grading method and set the question duration if it's time-limited. Points are awarded for each correct answer and deducted for		Fill in the blanks	Normal	
nage tests			S View	:	133009	each incorrect answer. Default values for points, penalties, and duration can be adjusted during the question creation. Scoring method Q	D	Fill in the blanks	Normal	
lanage certificates			S View	÷	133004	Defining correct/incorrect answers v		Fill in the blanks	Normal	
uestion pools			S View	:	132995	Points * Penalty *		Fill in the blanks	Normal	
unding apples			<b>⊘</b> View	:	133002	5.00 🗢 2.00 🗢		Fill in the blanks	Normal	
raung scares			S View	:	133008	Duration *		Fill in the blanks	Normal	
uestion categories			O View		133007	00:02:00		Fill in the blanks	Normal	
Testing center	*		S View		133006	Branching settings		Fill in the blanks	Normal	
O View : 133005		133005	Create multi-dimensional question structures by utilizing question branching.		Fill in the blanks	Normal				
L on the		=	Save table setti	ngs		Enable branching ③				Rows: 15
Training courses 👻										
						Add to pool Cancel				

#### 2.1.2 Manual grading

The checkboxes for selecting the correct answers will be unavailable when opting for the **Manual grading** scoring method. The user will need to manually grade the answer after completing the test. Additionally, you can define the possible range of points for the correct answer.



			Application Dem Question p	pool	<u>Biology</u> S	Create new question	● ► ₽ ♣ �~.					
	16					Question text *						
A Home		Inform	nation Qu	uestio	ns Use	Question text	:	_				
Assignments		Manually c	reate new questio	ons or	import them fr							
		Ques	stions			Answers		questions with Al Import questions 👻 Add question 👻 Filter 🍸				
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Workspaces	*				Q Search	1 × Answer a	:	Select one $\sim$	Select one ~	Q Select one		
			O View	:	132999	Answer 2 *		Fill in the blanks	Normal			
Tests	<u> </u>		O View	:	132998	2 V Answer b	:	Fill in the blanks	Normal			
Manage tests			O View	:	133009	Answer 3 *		Fill in the blanks	Normal			
Manage certificates			O View	:	133004	3 × Answer c	:	Fill in the blanks	Normal			
Question pools			💿 View	:	132995			Fill in the blanks	Normal			
			O View	:	133002	Add answer 🗸		Fill in the blanks	Normal			
Grading scales			💿 Vlew	:	133008	Creding and duration pattings		Fill in the blanks	Normal			
Question categories			O View	:	133007	Specify the grading method and set the question duration if it's time-limited. Points are awarded for each correct answer and deducted for each incorrect answer Default values for notific penalties and invation can be adjusted during the question creation.	né.	Fill in the blanks	Normal			
Testing center			© View	:	133006	Scoring method	٢	Fill in the blanks	Normal			
			O View	:	133005	Manual grading	×.	Fill in the blanks	Normal			
Surveys	*	-				Doints * Dansitu *						
Training courses	*		Save table setti	ings						Rows: 15		
						Add to pool Cancel						

#### 2.3 Branching settings

Create multidimensional question structures by utilizing question branching. The branching option is available for any of the selected scoring methods. There are two branching modes that can be selected:

- 1. Linking next question is presented regardless of the answer.
- 2. Help for grading same as linking, but questions are not displayed to candidates, only to graders.

	All pools(1562) / Accounting quest Accounting questions	00	Q Search any	thing 🕘 🕨 🖗 🌲 🌍 -
🔦	Information Questions Us	Create new question		
	Manually create new questions or import them f	Scoring method		
Assignments *		Defining correct/incorrect answers v	_	
🏜 Users 👻	Questions	Points * Penalty *	lestions with Al	Port questions * Add question * Filter Y
	Actions Versio	0.00 🗢 0.00	Qu	estion pool 11 Binary Classification Phase
Workspaces *	Q, Se	Duration *	Q, SI	earch Q Selectione V Q Selectio
	○ ○ / □ : 68	00:02:00	ustomer p Acco	unting questions
Tests *	0 0 / 🗟 : 68	Branching settings	mpany pa Acco	unting questions
New test	□ <b>◎ /</b> ि : 68	Create multi-dimensional question structures by utilizing question branching. Branching mode	25 8,000 C Acco	unting questions
Manage tests	0 0 / 12 : 68	None	CHF is pai Acco	unting questions
Test templates	Save displayed columns set	None		Rows: 4
Manage cortification		1 Linking		
manage cermicales		2 Help for grading		
Question pools				
Grading scales		Common external ID O	_	
Categories		Add to pool Cancel		
Testing center				

#### 2.4 Advanced question setup

You can assign difficulty labels to questions to prepare for the Test generator and enhance filtration. Adjust appearance levels in randomly generated tests by specifying the frequency factor.



To define the question difficulty, open the drop-down many under the **Difficulty** section and select one of the offered values:

- 1. Easy.
- 2. Medium.
- 3. Hard.

	ne	=	Application Den Question	poo	Biology IS	Create new question		0 🕨 🤹 🏟					
A Home		Infor	mation Q	uestic	ons Use	Branching settings							
Assignments	٠	Manualty	create new quest	ions or	import them fr	Enable branching ③							
S Users	*	Que	stions						questions with AI Import questions 👻 Add question 👻 Filter				
			Actions		ID †1	Advanced question setup	abance diffetion. Adjust responses lougle is mademly assumed	Туре	t↓	Frequency factor 14	Binary Classification		
Workspaces	*				Q Search	tests by specifying the frequency factor.	Select of	v. sno	Select one ~	Q. Selectione			
	-		<b>⊘</b> View	:	132999	Tags	0	Fill in the	blanks	Normal			
Tests					132998			Fill in the	blanks	Normal			
Manage tests			Q View	:	133009	Difficulty * Fr	equency *	Fill in the	blanks	Normal			
Manage certificates			O VIEW		133004	1 Easy	Normal	Fill in the	blanks	Normal			
manage certificates			0	•	122005	2 Medium		Till in the	blooka	Normal			
Question pools			O view	:	132995	B Hard		Phi in the	UIGHKS	Normal			
Grading scales			O View	:	133002	Add category		Fill in the	blanks	Normal			
containing accord			💿 View		133008			Fill in the	blanks	Normal			
Question categories			⊘ View	:	133007	Additional question properties		Fill in the	blanks	Normal			
Testing center			O View		133006	Define additional properties for the question. Binary Classification	٥	Fill in the	blanks	Normal			
			O View	:	133005		~	Fill in the	blanks	Normal			
Surveys	*		Save table set	tings		Type of Insurance		-		💼 🕵 Rows: 15			
Training courses	٣					Additioned					6		
						Add to pool	Ganger				100 C		

To define the frequency of the question appearing in the test, open the drop-down menu under the **Frequency** section and select one of the proposed values: **Never**, **Rarely**, **Normal**, **Often**, **Always**.

	ne	=	Application Dem Question	poo	Biology Is	Create new question					0 🔎 🎯 -
A Home	(%)	Infor	mation Q	uestic	ons Use	Branching settings Create multi-dimensional question structures by utilizing question bran					
Assignments	•	Que	stions			Enable branching ③	questions with Al Import questions 👻 Add question 👻 Filter 🍸				
States Users	*		Actions		ID 14	Advanced question setup		Тур	e †1	Frequency factor 14	Binary Classification
Workspaces					Q Search	Assign difficulty labels to questions to prepare for the Test generator a tests by specifying the frequency factor.	ind enhance filtration. Adjust appearance levels in randomly generated	Selec	t one 🤟	Select one $\checkmark$	Q. Selectione
			💿 View	:	132999	Tags	٥	Fill in th	e blanks	Normal	
la Tests	<u> </u>		Ø View	:	132998	Difficulty 1	Francisco I	Fill in th	e blanks	Normal	
Manage tests			O View	:	133009	Medium	Normal ~	Fill in th	e blanks	Normal	
Manage certificates			O View	:	133004		Select one	Fill in th	e blanks	Normal	
			💿 View	:	132995	Question categories	Never	Fill in th	e blanks	Normal	
			S View	:	133002	Questions, by default, do not belong to any category.	Rarely	Fill in th	e blanks	Normal	
Grading scales			O View	:	133008	Add category	Offen	Fill in th	e blanks	Normal	
Question categories			O View	:	133007	Additional question properties	Always	Fill in th	e blanks	Normal	
Testing center	*		🙆 View	:	133006	Define additional properties for the question. Binary Classification	0	Fill in th	e blanks	Normal	
			O View	:	133005		~	Fill in th	e blanks	Normal	
Surveys	Ť	-	Save table sett	inas		Type of insurance		-		Rows: 15	
Training courses	*										
Reporting						Add to pool	Cancel				

#### 2.5 **Question categories**

You have the option to include question categories for filtering during test generation. Select the category with the appropriate values, and they will be added to the question.



#### How to Configure Accounting Questions

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A Home		Infor	mation Q	uestic	ons Use	Question categories Incute cuestion categories for filtering during text generation. Questions, by default, do not belong to any category.	Add category	×		
SUsers		Que	stions			Additional question properties	Select the category with the appropriate values that will be added Select category	to the question.	ns 👻 Add question	Filter Y
			Actions		ID 11	Define additional properties for the question.	Pre-post	~	Frequency factor †1	Binary Classification
Workspaces						Binary Classification		1.0		Q. Select one
-			🙆 View	1	132999		Select values	inks	Normal	
Tests	<u>^</u>		O View		132998	Type of Insurance	Pre-post	inks	Normal	
			O View	1	133009		8 Pro	inks	Normal	
			O View		133004		S. FIS	inks	Normal	
			O View		132995	Competency II	Select Cancel	inks	Normal	
			Ø View					inks	Normal	
			Ø View	÷	133008			Fill in the blanks	Normal	
			O View			Additional attachments Besides the multimedia embedded in the question text, you can a Darah na relevant to both the mustion and the redential answers	iso attach files in different formats that relate to the question, such as	Fill in the blanks	Normal	
Testing center	*		O View	:	133006	library. Test attachments will be displayed separately from those	specifically linked to the questions.	Fill in the blanks	Normal	
Surveys			🙆 View			Create new Import from library		Fill in the blanks	Normal	
			Save table sett	ings						Rows: 15
Training courses	*					Add to poo	Cancel			
Reporting	*									

#### 2.6 Additional question properties

You can define additional properties for the question.

Youtestme GetCentred     GetCentred     GetCe		Biology S Ins Use	Create new question Questions, by default, do not belong to any category. Add category		0 •	0 🚅 🧔 -			
Assignments	•	Que	create new questions	ons or	import them fr	Additional question properties Define additional properties for the question. Binary Classification O	questions with AI	tions 👻 Add question	- Filter Y
es users			Actions		ID 14	0	Type ↑↓	Frequency factor 14	Binary Classification
Workspaces					Q. Search	Type of Insurance	Select one $\sim$	Select one ~	Q. Select one
	_		© View	:	132999		Fill in the blanks	Normal	
🐚 Tests	<u> </u>		<b>⊘</b> View	:	132998	Competency I 0	Fill in the blanks	Normal	
Manage tests			S View	:	133009	Competency II	Fill in the blanks	Normal	
Manage certificates			O View	:	133004	This category is used for demonstration purposes.	Fill in the blanks	Normal	
			S View	:	132995		Fill in the blanks	Normal	
			<b>⊘</b> View	:	133002	Additional attachments Besides the multimedia embedded in the question fext, you can also attach files in different formats that relate to the question, such as	Fill in the blanks	Normal	
Grading scales			S View	:	133008	literature relevant to both the question and its potential answers. You have the option to create a new attachment or choose from the existing library. Test attachments will be displayed separately from those specifically linked to the questions.	Fill in the blanks	Normal	
Question categories			O View	:	133007	Create new Import from library	Fill in the blanks	Normal	
Testing center			💿 View	:	133006		Fill in the blanks	Normal	
			O View	:	133005	Translations	Fill in the blanks	Normal	
<ul> <li>Surveys</li> <li>Training courses</li> </ul>	*	E	Save table setti	ings		Create versions of this question in various languages. Select a language from the drop down menu and input the question along with its answers in the chosen language.			🥶 💶 Rows: 15
						Add to pool Cancel			

#### 2.7 Additional attachments

In addition to multimedia embedded in the question text, you can attach files in various formats related to the question, such as literature relevant to both the question and its potential answers. You can choose to create a new attachment or select from the existing library.



	ne	=	Application Der Question	pool	Biology S	Create new question			0 ►	Q 🔎 🌍 v
	38					This category is used for demonstration purposes.				
A Home		Info	Information Questions Use		ns Use	Competency II O				
-		Manually	r create new quest	lions or	import them fr	This category is used for demonstration purposes.				
Assignments	Ť	Que	estions			Additional attachments	questions with AI	Import questions	Add question	Filter Y
Users Users	*		Actions		ID †↓	Bealoss the multimedia embedded in the question fact, you can also attach files in different formats that relate to the question, such as literature relevant to both the question and its potential answers. You have the option to create a new attachment or choose from the existing library. Test attachments will be displayed separatively from those specifically linked to the questions.	Туре	: 14	Frequency factor †4	Binary Classification
Workspaces					Q Search		Select	one ~	Select one ~	Q. Select one
			💿 View	:	132999	Create new Import from library	Fill in the	e blanks	Normal	
Tests	<u> </u>		O View	:	132998	Translations	Fill in the	e blanks	Normal	
Manage tests			O View	:	133009	Create versions of this question in various languages. Select a language from the drop-down menu and input the question along with its answers in the chosen language.	Fill in the	e blanks	Normal	
Manage certificates			<b>⊘</b> View	:	133004		Fill in the	e blanks	Normal	
Question pools			O View	:	132995		Fill in the	e blanks	Normal	
Gradian enales			O View	:	133002	Assistance	Fill in the	e blanks	Normal	
Grading scales			O View	:	133008	Define the optional assistance that will make answering the question easier. If the candidate chooses to use the assistance, a penalty will be applied to the question score. If you define the assistance to the question where the branching is allowed, the branching option will be	Fill in the	e blanks	Normal	
Question categories			O View		133007	disabled.	Fill in the	e blanks	Normal	
Testing center	*		O View	:	133006	Add assistance 🔻	Fill in the	e blanks	Normal	
Contracts			O View	:	133005		Fill in the	e blanks	Normal	
auveys		=	Save table set	tings		Hide settings A				Rows: 15
Training courses						and a second				
Reporting						Add to pool Cancel				

**Special case:** You can add multiple pictures to a single question using this option. To this, follow the next steps:

- 1. Name the attachment.
- 2. Optionally, add a description.
- 3. Optionally, check the checkbox to allow other users in the system to use this attachment.
- 4. For the Attachment type, select Picture.
- 5. Click the **Upload** button.
- 6. Upload the picture from your device.
- 7. Click the **Save** button.
- 8. Repeat the process for as many pictures as you want to add.

o voutestme	= Al roots(1411) / Exempte	Create new question	Q. Search anything
GetCert fied	Example	Custom question property 1	
Home S	Information Questions Users Reports Comm		
••	Manually create new questions or import them from an Excel file or a QTI package	Custom question property 2	
🕄 Assignments 🛛 👻	Questions		
👪 Users 👻	Questions	Type of insurance	
(B) Westerness	Actions Common ID 11 Version ID 11 Com	Add attachment X	Difficulty 11 Type 11 Categories 11 Binary Classification
ter wonspaces		External ID Name *	Medium Sinde choice
New test	Save table settings	Additional Description	🚭 🚮 🛛 Rows: 1
Manage tests		Accessed to the function of the second	ng
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Question pools		Translatio	
Grading scales		Cheste versit D Attractment is evaluative for any test creator O g with its answers in the Attractment type *	
Question categories		Picture Upload	
🖳 Testing center 👻		Assistan	
🔲 Surveys 👻		Befine the open applied to the e disabled. Cancel	
Training courses		Add assistance	
Reporting 👻		Phase marks additions	
🗘 System 👻		Add to pool Cancel	



Finally, during the test-taking process, the candidate will see the question with multiple pictures displayed as follows:



#### 2.8 Translations

Generate versions of this question in different languages. Select a language from the drop-down menu and enter the question and its answers in the selected language.

🧛 ya	Create new question						e 🌒 🎯 -
A Home	Competency II	Add translation					
E Assig	Additional attachments	Language * Afrikaans		~			
🁪 Usen	Besides the multimedia embedded in the question text, you can also strach files in liferature relevant to both the question and its potential answers. You have the optive library. Test attachments will be displayed apparately from those specifically linked			Q	questions with Al Import que	Frequency factor 11	Binary Classification
Work	Create new Import from library	Afrikaans Albanian			Select one ~		Q Select one
🐚 Tests		Arabic			Fill in the blanks	Normal	
Manage t	Translations Create versions of this question in various languages. Select a language from the d answers in the chosen language.	Armenian Basque			Fill in the blanks	Normal	
Manage c	Add translation	Bengali			Fill in the blanks	Normal	
Question		Answer 2 *		Correct	Fill in the blanks	Normal	
Grading s	Assistance Define the optional assistance that will make answering the question easier. If the c applied to the question score. If you define the assistance to the question where the direction	Answer 3 *		Correct	Fill in the blanks	Normal	
Quesnon	Add assistance 👻	3 × Answer c			Fill in the blanks	Normal	
in test			- Annal		Fill in the blanks	Normal	
Surve	Show more settings	s	Cancel				Rows: 15
Train	Add to pool Cano	el					

#### 2.9 Assistance

Specify the optional support that aids in answering the question. If the candidate opts to utilize the assistance, a penalty will be imposed on the question score. If assistance is defined for a question with enabled branching, the branching option will be disabled.



	ne	=	Application Dem Question p	, oool:	Biology S	Create new question					0 •	e 🤹 🏟 -
A Home		Infor	mation Qu	estio	ns l	Additional attachments Besides the multimedia embedded in the question text, you can also attach files in different formats that relate Iterature relevant to both the question and its potential answers. You have the option to create a new attachme	to the question, such as it or choose from the existing	0				
Assignments	*	Manualty	create new questio	ons or i	mport then	Ibrary. Test attachments will be displayed separately from those specifically linked to the questions. Create new Import from library						
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			Actions		ID †4	Translations		4	Туре †	↓ Fre	quency factor 斗	Binary Classification
Workspaces	*				Q Sear	Create versions of this question in various languages. Select a language from the drop-down menu and input the	e question along with its	~	Select on	ie 🗸	Select one $\sim$	Q. Select one
-			<b>⊘</b> View	:	13299	answers in the chosen language.			Fill in the b	lanks	Normal	
Ca Tests	<u> </u>		🙆 View	:	13299	Add translation			Fill in the b	lanks	Normal	
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			O View	:	13299	applied to the question score. If you define the assistance to the question where the branching is allowed, the bi disabled.	anching option will be		Fill in the b	lanks	Normal	
			S View	:	13300	Hint	Penalty *		Fill in the b	lanks	Normal	
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La Surveys			Save table setti	ngs		Hide settings 🔿						🚺 🗱 Rows: 15
Training courses	*				_							
Reporting						Aud to pool Cancer						

С

# **3** How to Create a Test with Accounting Questions

- 1. Navigate to **Tests > New Test**.
- 2. Fill in the required fields in the **Information** and **Settings** steps. More details are available in this article.
- 3. In the third step, select a **method** for creating the test. There are two options: **Manual** and **Generated** test.
  - 1. Manual test can be configured by **picking questions from pools** or by **creating them manually (one by one)**. To explore these options in more detail, check this <u>article</u>.
  - 2. Generated test can be configured **based on question difficulty**, and/or **based on question categories**. To learn more about these options, refer to this <u>article</u>.
- 4. Proceed through the remaining steps in the test creation wizard.





5. Click the **Import from pools** option, then select the desired pool. Select the questions and click the **Import selected** button.

<b>i</b> yout	estme GetCertified	New test Accounting						Q Search	anything	• @ # @×
A Home		Step 1 Information	Step 2 Settings	Step 3 Method	Step 4 Add questions	Step 5 Grading	Step 6 Certificates	Step 7 Review	Step 8 Testing sessions	Step 9 Save test
Assignme	Import questio	ons from pool				×				Next ->
👶 Users	Select a question po	ol and import the questions.								
Workspace	Select pool	tione								
	Accounting que	suons				3				
Tests	2				Import all	Import selected				
New test	Action	is Common ID ↑↓	Question text $\uparrow\downarrow$	Parent pool †↓	Difficulty ↑↓	Туре ↑↓	Import from pools	0		
Manage tests		Q. Search	Q. Search	Q. Search	Select one ~	Select one V	previously created questions from			
Test templates		136565	Record the purchase of	Accounting questions	Medium	Accounting	garation prova.			
Manage certific		136566	Record salary expense	Accounting questions	Medium	Accounting				
Question pools	Save displayed	l columns set	« < 1	> >> 10 •	4	Rows: 3				
Grading scales										
Categories										
Testing cent	ter 💌									

After that, proceed with the remaining steps in the test creation wizard.

# 4 Answering Accounting Questions

Test takers will see the question text and an initially empty table with **Debit**, **Credit**, and **Amount** columns.

- Debit and Credit are dropdowns populated with all available accounts.
- Amount allows entry of whole or decimal numbers.
- Users may add as many rows as needed.



The system calculates the net value for each account based on the inputs:

- Adds the amount if the account is listed under **Debit**.
- Subtracts the amount if listed under Credit.

If the calculated values match the correct values stored during question creation, the answer is marked correct. Multiple combinations may be valid if the final calculated account balances are correct.

	Ac	ccounting Questions	Next	question	Continue later Fin	nish test
	Question 1/3	τj	ype Accounting	×	Progress bar	1/:
Record the sale of g	goods for 5,000 CHF plus 7.7% VAT. The c	ustomer pays on account.				
	Debit	Credit	Amount		All questions (3)	Review list (0)
1					1 2 3	
2 3						
4					Not answered Answered	
5						
6						
8						
9						
10						

# **5** Displaying Results

After the exam is submitted, the test taker is presented with a personal report displaying their responses alongside the correct answers. The result is presented in a table with the following columns:

- Account Name
- Amount Answered
- Correct Amount
- If the Amount Answered matches the Correct Amount, the row is highlighted in green.
- If they differ, the row is highlighted in **red**.



GetCertifi	e				Q Search	ianything
角 Home	~		Summary	Aggregated reports Questions Special request	S	
Assignments	•	Start Start		Account name	Answered amount	Correct amount
Users	•		1	2206 IMPÔT ANTICIPÉ DŮ	-15,000	-15,000
Workspaces	÷		2	2269 DIVIDENDS	-35,000	-35,000
			Achiev	ed points 3.00	50,000	Correct
Tests	Ť					
Testing center	*					
Surveys	Ŧ	Congratulations! You passed!		Question 2 of 3		Type Accounting
Training courses	•	77.78%	Reco	rd the purchase of equipment worth 12,0	00 CHF. The company pays 5,000 CHF in	cash and finances the rest through a
Reporting	÷	Candidate: John Smith	loan			
		Test name: Accounting assessment				
\$ System	Ť	Export options		Account name	Answered amount	Correct amount
			1	1500 EQUIPMENT	12,000	12,000
			2	2300 LOANS PAYABLE	-5,000	-7,000