File name	CRBOH Test Preparation: A Step-by-Step Guide for Administrators
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Last save date	Thursday, March-09-2023 at 9:38:00 PM

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1 Introduction

This document provides steps recommended by YouTestMe to organize the best test experience. The steps are labeled with CRBOH or YouTestMe depending on who should take the action. Additionally, the steps are labeled with Optional, Recommended, and Mandatory tags for better organization.

2 Preparing the Test Platform

2.1 Customize the Platform – CRBOH (Recommended)

You can fully customize the following things in the application:

- Set up your company logo
- Adjust the application colors according to your corporate standards
- Use the login page as a space for the detailed guidelines or instructions that candidates should acknowledge

For more information, please refer to chapters 2, 2.1, and 2.2 in this article.

2.2 Notifications – CRBOH (Recommended)

Students receive two notifications when certain action is made:

- **"New user profile created"** notification which contains the username and password which they can use to access the platform.
- **"Test published"** notification where you can add all test instructions, test availability, and a link that redirects them to the login page where they can enter their credentials. After they log in, they will be navigated to the "My tests" page from where they can start the exam.

While default text is provided for both notifications, You can modify them and add the rules and instructions to suit your needs. For more information on modifying the notification, please refer to the instructions provided in this article.
An example of a "Test Published" notification is also included in section 2.2.1.

2.2.1 Test Published Notification Example

Dear [Candidate name],

You have a pending test request: [test name].
The test is available for taking from [date] to [date].
The test can be accessed at [application link]

Before taking an exam, you must review all provided instructions.
Instructions to candidates:

- For a detailed guide on the online examination system, review the test-taking guide and watch

the video tutorial of the test-taking process.

- For further information, visit [CRBOH Help Center]
- If you encounter any difficulties in using the application, please check the answers in the FAQ.
- Duration of the exam will be [duration]
- To pass the test, you must achieve more than [points]

The following items are NOT allowed during the exam:

- Mobile phone
- Tablet
- Books and notebooks with materials
- Paper (you will be provided with the notes part in the application).

The following items are allowed during the exam:

- Calculator
- Google Chrome Browser
- Mozilla Firefox Browser

Kindly note that cheating of any kind is forbidden.
Good luck!

3 Test Preparation

3.1 Create user groups – CRBOH (Recommended)

To organize the users who should take the exam, YouTestMe recommends creating user groups by following the instructions provided in this video.

3.2 Import users – CRBOH (Mandatory)

Upload users into the system via Excel template by following this video.

3.3 Assign users to the group – CRBOH (Mandatory)

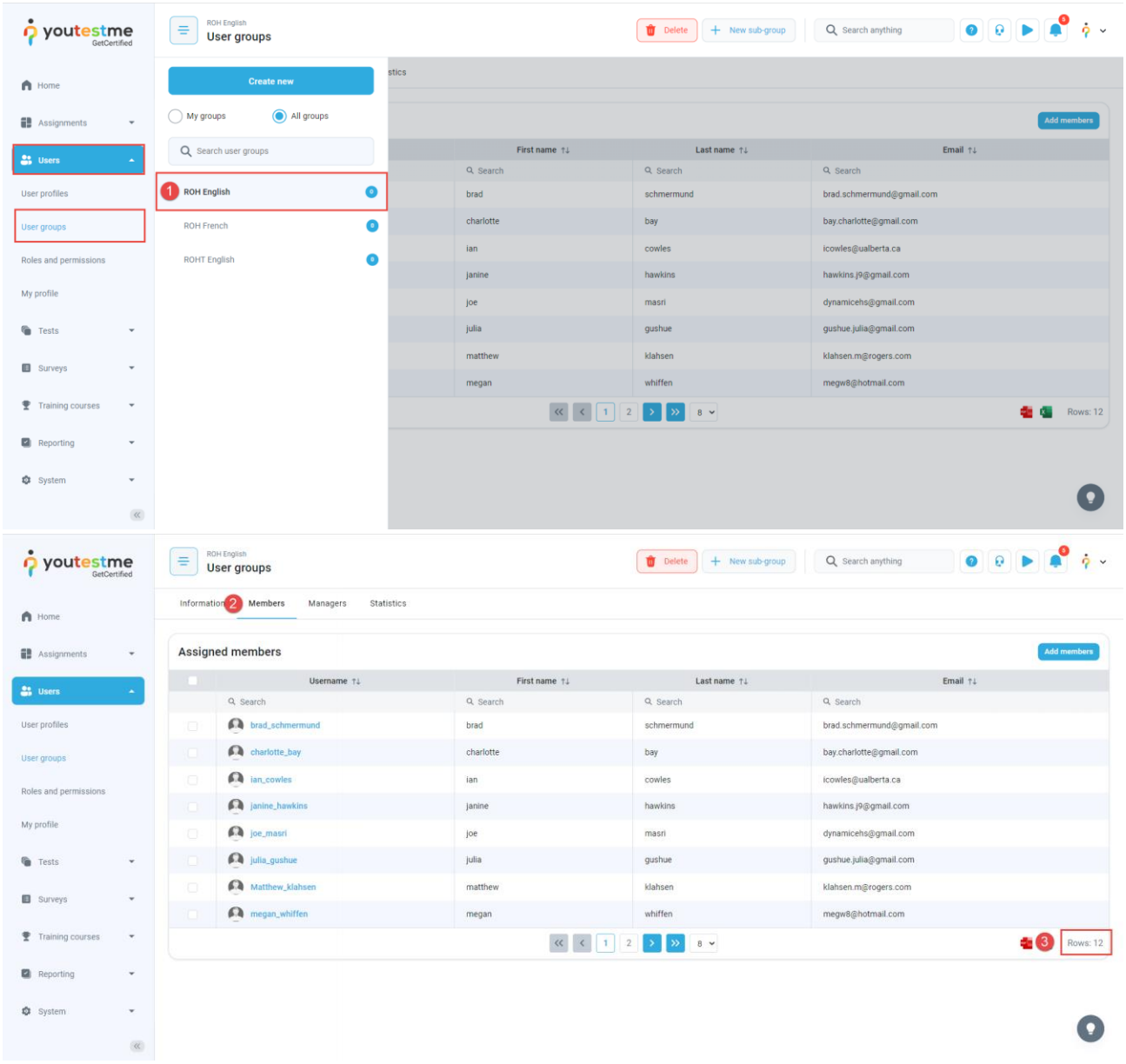
Next step is to assign users into the group, please follow this video.

3.4 Check all groups – CRBOH (Recommended)

To make sure that you assign all users into the appropriate user group, please make sure to:

1. Open a user group.
2. Go to members tab.
3. See the number of users assigned

Repeat the same steps for all groups.



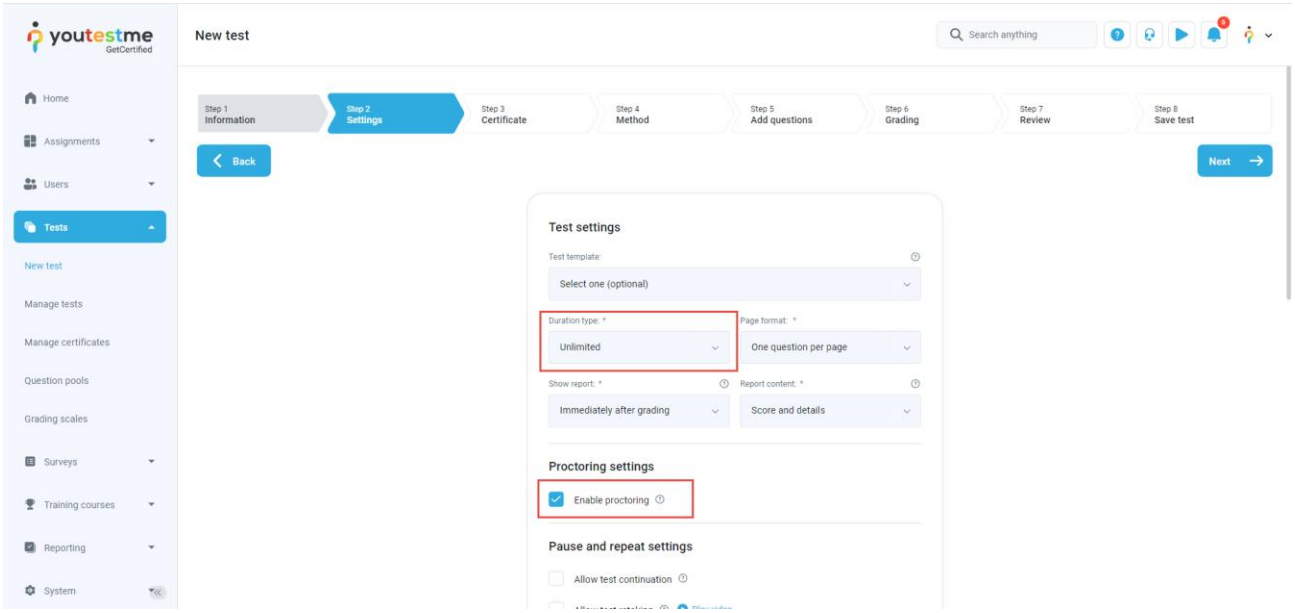
3.5 Create Proctor Account – YouTestMe

3.6 Create Question Pools – Done by YouTestMe and CRBOH (Mandatory)

Import questions and organize them into pools so you can use them for the test preparation.

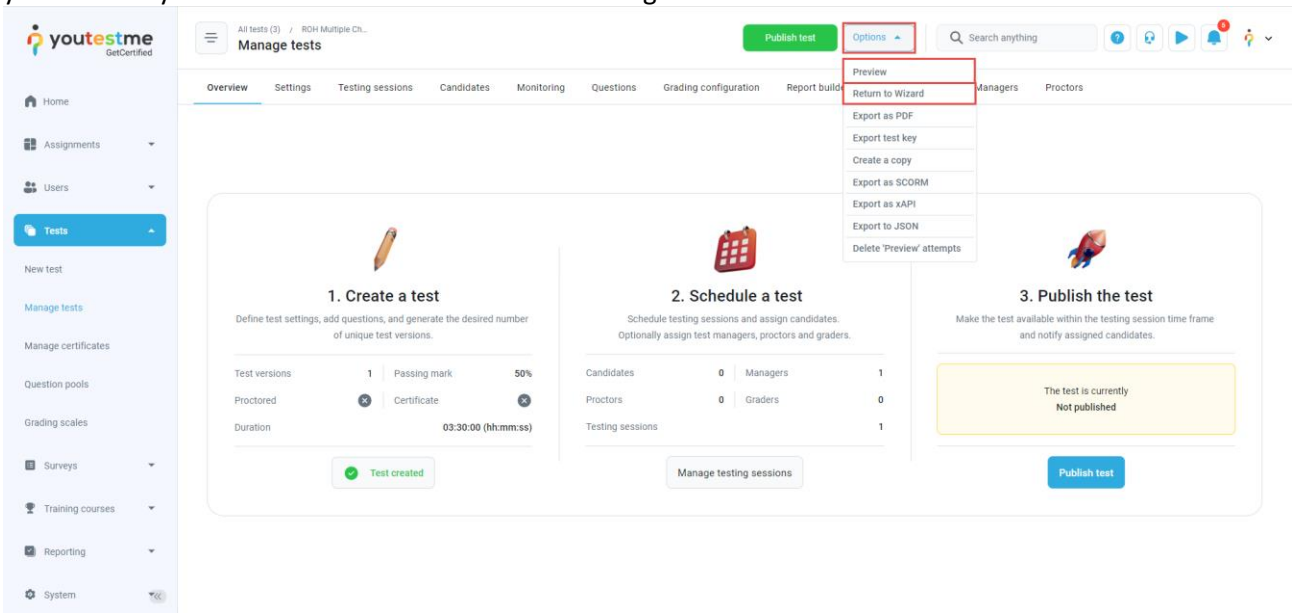
3.7 Creating a test – CRBOH (Mandatory)

Enable proctoring, define duration and any other relevant settings that you would like your test to have, and then assign the previously created questions to it.



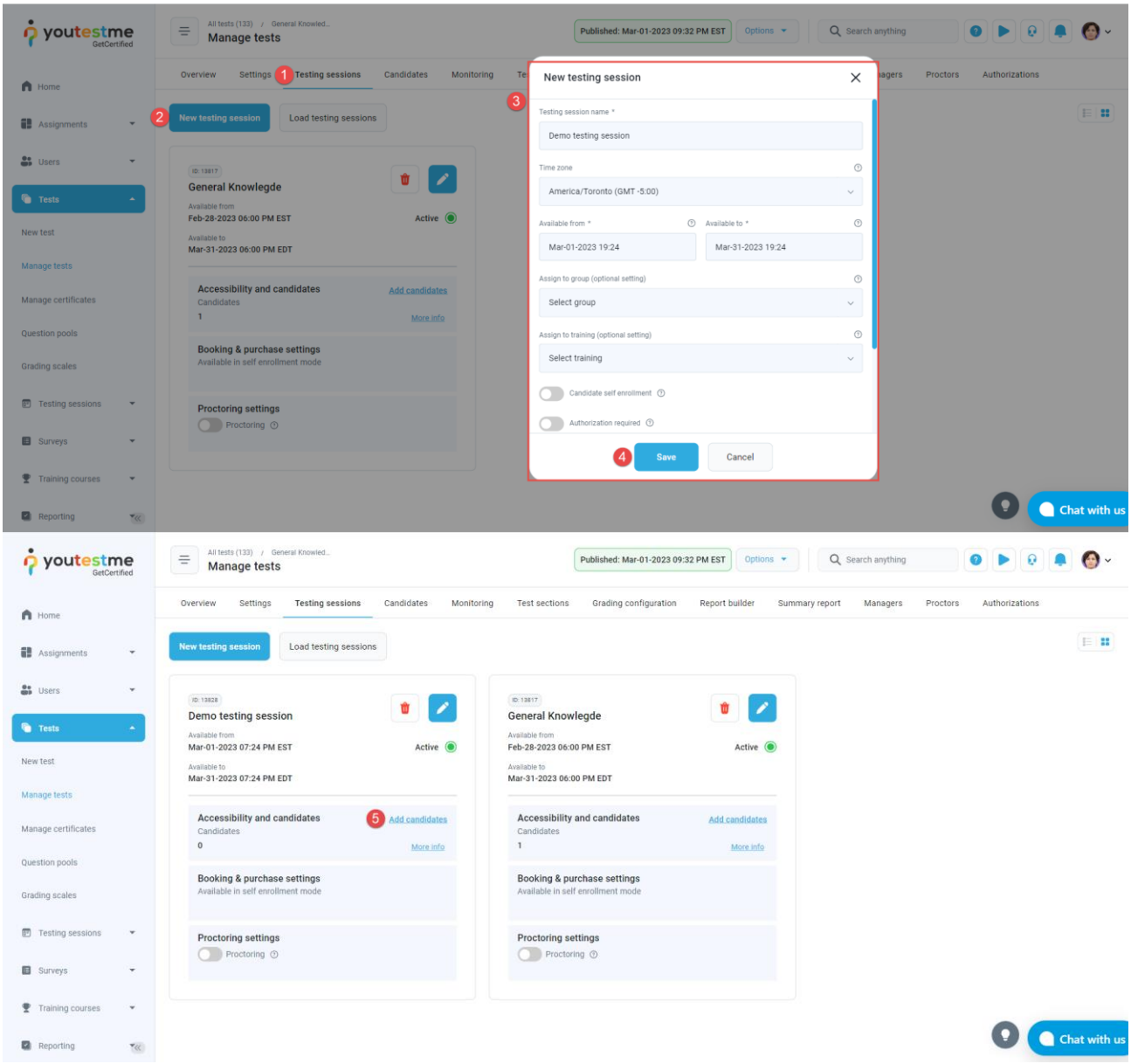
3.8 Preview the test -CRBOH (Recommended)

Review the test before publishing it to make sure everything is correct. If additional changes are needed, you can always Return to Wizard to edit the test configuration.

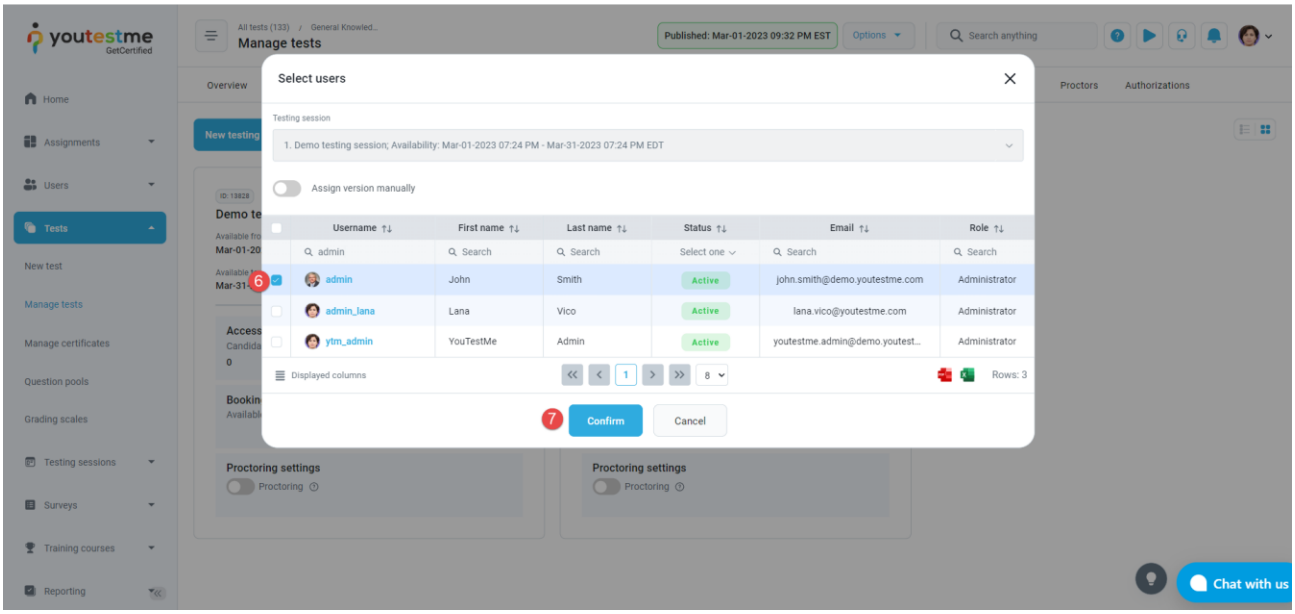


3.9 Create a demo testing session -CRBOH (Recommended)

Before you assign candidates, create a demo testing session and assign yourself to it so you can see the notification candidates will receive once you publish the test. This will allow you to go through all the steps that candidates should take and identify any necessary changes before sending it to students.

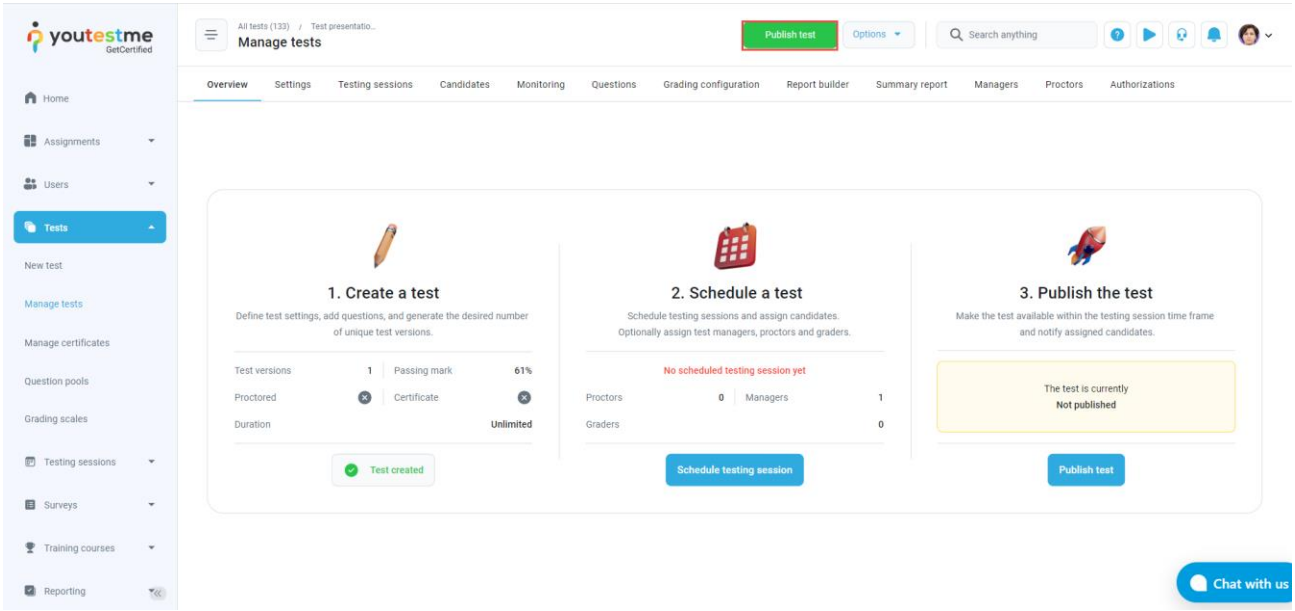

youtestme
Manage tests
Overview
Settings
1 Testing sessions
Candidates
Monitoring
Proctors
Authorizations
2 New testing session
Load testing sessions
General Knowlegde
Available from
Feb-28-2023 06:00 PM EST
Active
Available to
Mar-31-2023 06:00 PM EDT
Accessibility and candidates
Candidates
1
Add candidates
More info
Booking & purchase settings
Available in self enrollment mode
Proctoring settings
Proctoring
3 New testing session
Testing session name *
Demo testing session
Time zone
America/Toronto (GMT -5:00)
Available from *
Mar-01-2023 19:24
Available to *
Mar-31-2023 19:24
Assign to group (optional setting)
Select group
Assign to training (optional setting)
Select training
Candidate self enrollment
Authorization required
4 Save
Cancel
Chat with us

youtestme
Manage tests
Published: Mar-01-2023 09:32 PM EST
Overview
Settings
Testing sessions
Candidates
Monitoring
Test sections
Grading configuration
Report builder
Summary report
Managers
Proctors
Authorizations
New testing session
Load testing sessions
Demo testing session
Available from
Mar-01-2023 07:24 PM EST
Active
Available to
Mar-31-2023 07:24 PM EDT
Accessibility and candidates
Candidates
0
5 Add candidates
More info
Booking & purchase settings
Available in self enrollment mode
Proctoring settings
Proctoring
General Knowlegde
Available from
Feb-28-2023 06:00 PM EST
Active
Available to
Mar-31-2023 06:00 PM EDT
Accessibility and candidates
Candidates
1
Add candidates
More info
Booking & purchase settings
Available in self enrollment mode
Proctoring settings
Proctoring
Chat with us



3.10 Publish the test CRBOH (Mandatory)

Once you create a demo testing session and assign yourself as a proctor, publish the exam. This will trigger the previously customized “Test published” notification, which you will receive at your email address. Review the notification to see if any changes should be made.

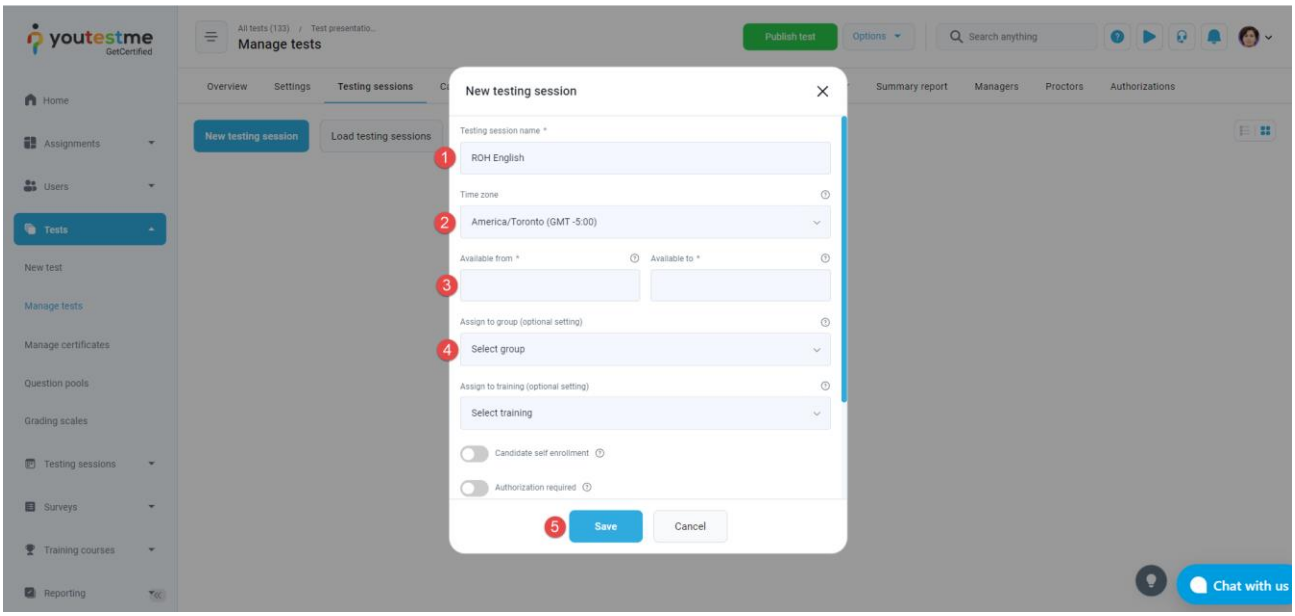


3.11 Try the test CRBOH (Recommended)

After you receive the notification, go through the entire test-taker's experience to see if anything should be changed.

3.12 Create the official testing session CRBOH (Mandatory)

After you confirm that everything is fine, create the official testing session, define the session availability, and assign the appropriate group to it. Repeat the steps for each test. For example, the test with French speaking students will have two sessions, one for the English group and one for the French group.

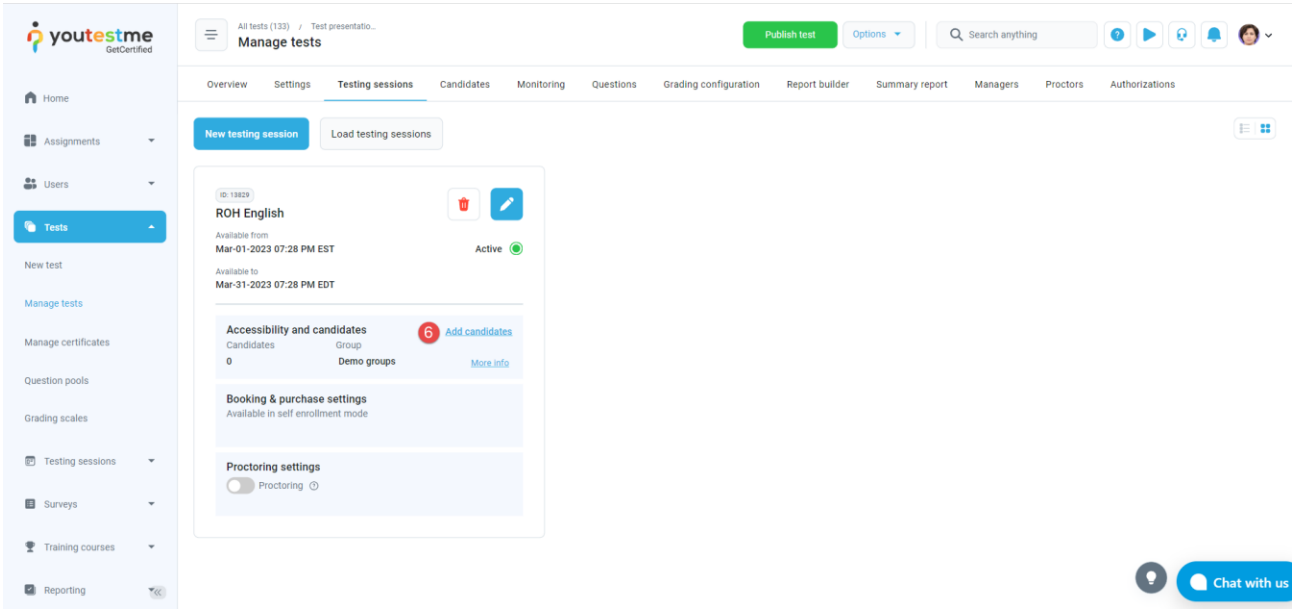


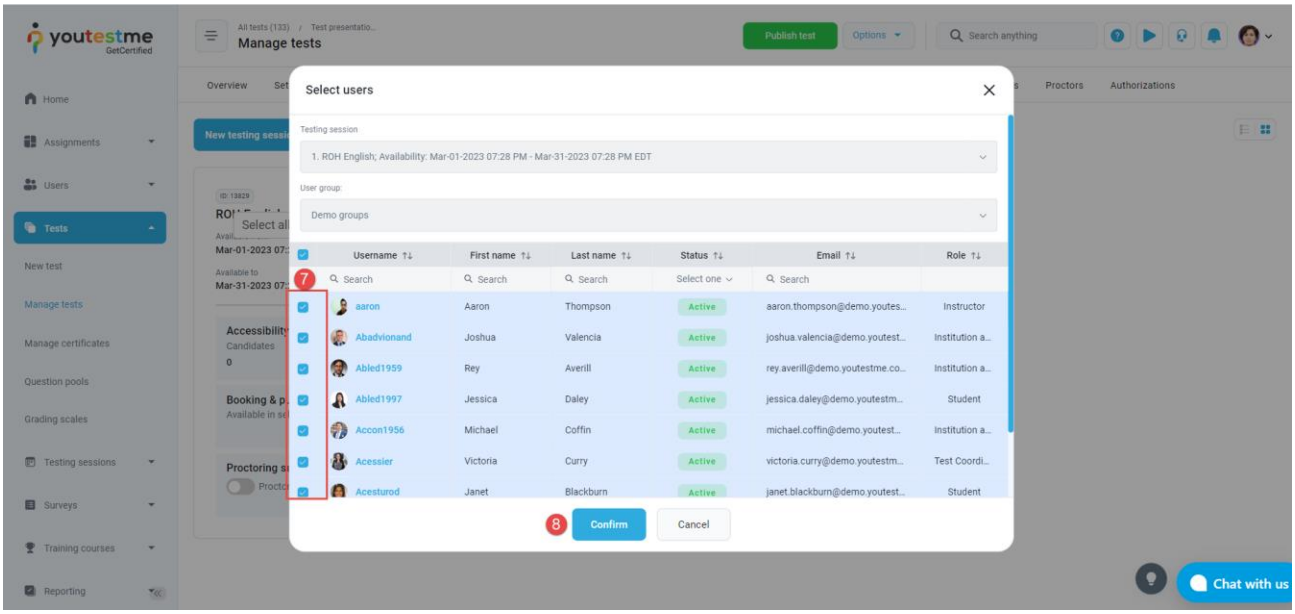
3.13 Assign proctors - YTM (Mandatory)

Assign a proctor to all official testing sessions.

3.14 Assign candidates – CRBOH (Mandatory)

After you complete everything and decide that you want to send an email to students, assign candidates to the previously created testing session. They will receive the “Test published” notification with the availability and all instructions.


youtestme
GetCertified
All tests (133) / Test presentatio...
Manage tests
Publish test
Options
Search anything
Overview
Settings
Testing sessions
Candidates
Monitoring
Questions
Grading configuration
Report builder
Summary report
Managers
Proctors
Authorizations
New testing session
Load testing sessions
Home
Assignments
Users
Tests
New test
Manage tests
Manage certificates
Question pools
Grading scales
Testing sessions
Surveys
Training courses
Reporting
ID: 13829
ROH English
Available from
Mar-01-2023 07:28 PM EST
Active
Available to
Mar-31-2023 07:28 PM EDT
Accessibility and candidates
Candidates
Group
0
Demo groups
6
Add candidates
More info
Booking & purchase settings
Available in self enrollment mode
Proctoring settings
Proctoring
Chat with us


youtestme
GetCertified
Manage tests
Publish test
Options
Search anything
Select users
Testing session
1. ROH English; Availability: Mar-01-2023 07:28 PM - Mar-31-2023 07:28 PM EDT
User group
Demo groups
Username
First name
Last name
Status
Email
Role
7
aaron
Aaron
Thompson
Active
aaron.thompson@demo.youtes...
Instructor
Abadvionand
Joshua
Valencia
Active
joshua.valencia@demo.youtest...
Institution a...
Abled1959
Rey
Averill
Active
rey.averill@demo.youtestme.co...
Institution a...
Abled1997
Jessica
Daley
Active
jessica.daley@demo.youtestm...
Student
Accon1956
Michael
Coffin
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Institution a...
Acessier
Victoria
Curry
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Test Coordi...
Acesturod
Janet
Blackburn
Active
janet.blackburn@demo.youtest...
Student
8
Confirm
Cancel
Chat with us