

Filename	YTM Procedure for Test Organization
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1 Load users

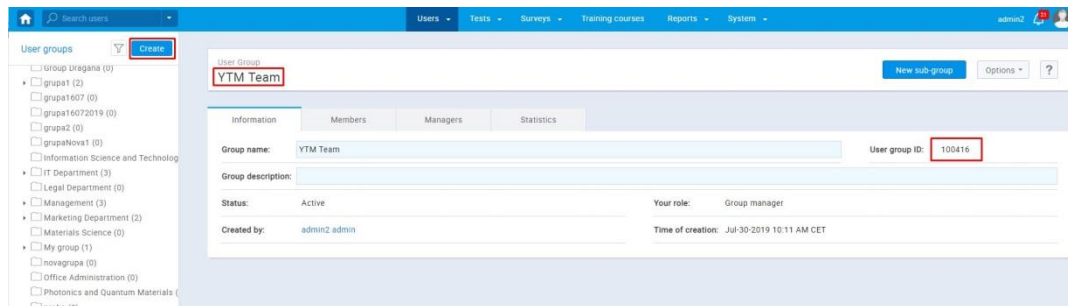
Below you will find instructions on how to load users in the application. This document also contains screenshots that follow the procedures and instructions step by step.

1.1 Step #1 – Preparation

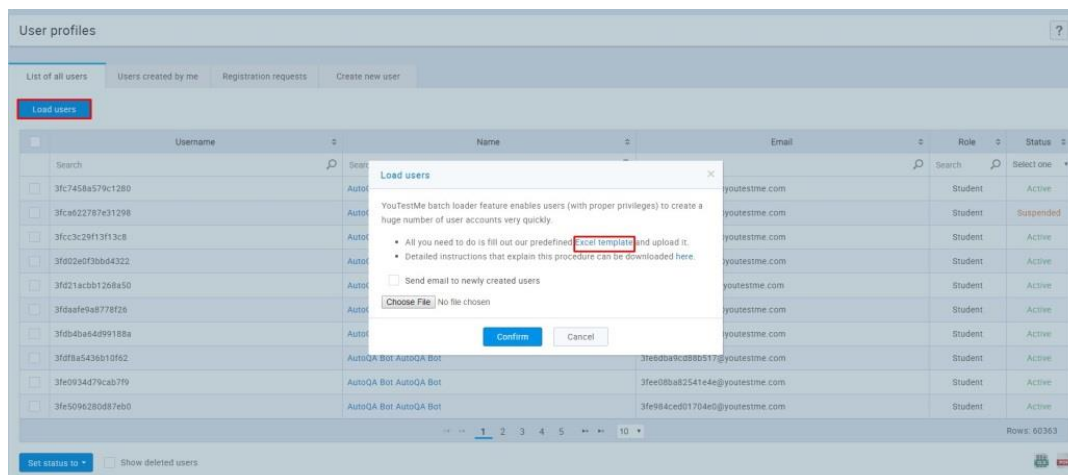
Load users from a predefined Excel template or add them manually in the system. If you have more than ten candidates, we suggest adding them with an Excel template. Users can also register themselves in the system if this is something you find more convenient.

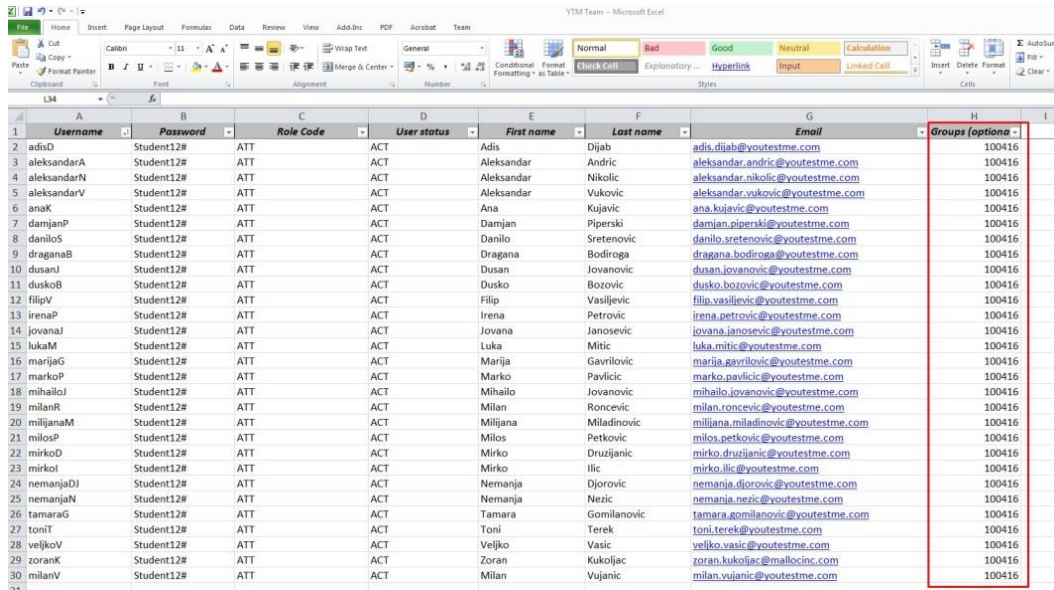
The person in charge can load users into the application and specific user group via Excel by following the next steps:

1. Create a user group and name it, e.g., "YTM team," "[Client/Partner] Team," etc.



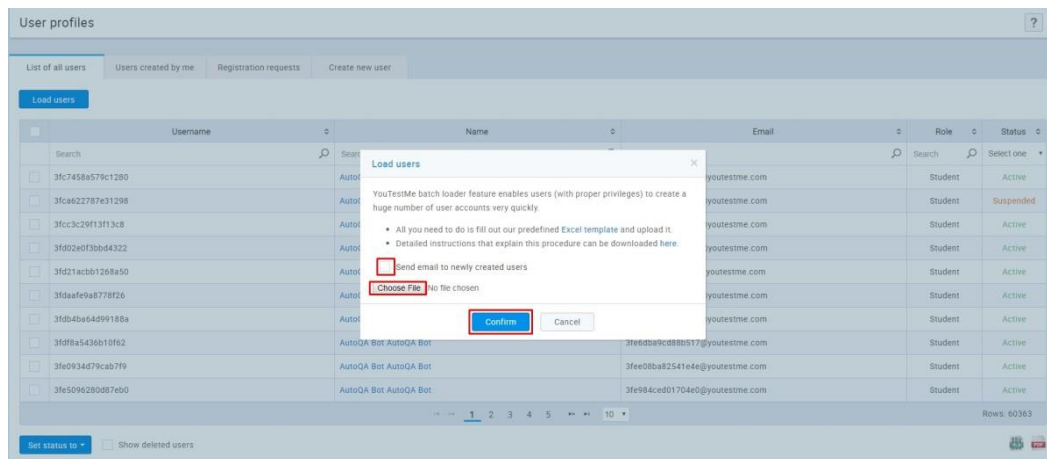
2. You will need to download an excel template for loading users.
3. Open Users/Manage users page
4. Click on button "Load users"
5. After that, on a clickable text "Excel template" that will pop up, and then you can download the template to your computer
6. Fill out the template for loading users with necessary information about candidates and add group ID so that you can add users automatically to groups; you can add as many users as you want and put different group ID (find it in a picture above).





A	B	C	D	E	F	G	H
Username	Password	Role Code	User status	First name	Last name	Email	Groups (optional)
adisD	Student12#	ATT	ACT	Adis	Dijab	adis.dijab@youtestme.com	100416
aleksandarA	Student12#	ATT	ACT	Aleksandar	Andric	aleksandar.andric@youtestme.com	100416
aleksandarN	Student12#	ATT	ACT	Aleksandar	Nikolic	aleksandar.nikolic@youtestme.com	100416
aleksandarV	Student12#	ATT	ACT	Aleksandar	Vukovic	aleksandar.vukovic@youtestme.com	100416
anaK	Student12#	ATT	ACT	Ana	Kujavic	ana.kujavic@youtestme.com	100416
damjanP	Student12#	ATT	ACT	Damjan	Piperski	damjan.piperski@youtestme.com	100416
daniloS	Student12#	ATT	ACT	Danilo	Sretenovic	danilo.sretenovic@youtestme.com	100416
draganaB	Student12#	ATT	ACT	Dragana	Bodiroga	dragana.bodiroga@youtestme.com	100416
dusanJ	Student12#	ATT	ACT	Dusan	Jovanovic	dusan.jovanovic@youtestme.com	100416
duskoB	Student12#	ATT	ACT	Dusko	Bozovic	dusko.bozovic@youtestme.com	100416
filipV	Student12#	ATT	ACT	Filip	Vasiljevic	filip.vasiljevic@youtestme.com	100416
irenaP	Student12#	ATT	ACT	Irena	Petrovic	irena.petrovic@youtestme.com	100416
jovanaJ	Student12#	ATT	ACT	Jovana	Janosevic	jovana.janosevic@youtestme.com	100416
lukaM	Student12#	ATT	ACT	Luka	Mitic	luka.mitic@youtestme.com	100416
marijaG	Student12#	ATT	ACT	Marija	Gavrilovic	marija.gavrilovic@youtestme.com	100416
markoP	Student12#	ATT	ACT	Marko	Pavlicic	marko.pavlicic@youtestme.com	100416
mihalloJ	Student12#	ATT	ACT	Mihailo	Jovanovic	mihailo.jovanovic@youtestme.com	100416
milanR	Student12#	ATT	ACT	Milan	Roncevic	milan.roncevic@youtestme.com	100416
milijanaM	Student12#	ATT	ACT	Milijana	Miladinovic	milijana.miladinovic@youtestme.com	100416
milosP	Student12#	ATT	ACT	Milos	Petkovic	milos.petkovic@youtestme.com	100416
mirkoD	Student12#	ATT	ACT	Mirko	Druzjanic	mirko.druzjanic@youtestme.com	100416
mirkoI	Student12#	ATT	ACT	Mirko	Ilic	mirko.ilic@youtestme.com	100416
nemanjaDJ	Student12#	ATT	ACT	Nemanja	Djorovic	nemanja.djorovic@youtestme.com	100416
nemanjaN	Student12#	ATT	ACT	Nemanja	Nezic	nemanja.nezic@youtestme.com	100416
tamaraG	Student12#	ATT	ACT	Tamara	Gomilanic	tamara.gomilanic@youtestme.com	100416
toniT	Student12#	ATT	ACT	Toni	Terek	toni.terek@youtestme.com	100416
veljkoV	Student12#	ATT	ACT	Veljko	Vasic	veljko.vasic@youtestme.com	100416
zoranK	Student12#	ATT	ACT	Zoran	Kukoljac	zoran.kukoljac@malloinc.com	100416
milanV	Student12#	ATT	ACT	Milan	Vujanic	milan.vujanic@youtestme.com	100416

- Upload the users in the application, and do not forget to check the checkbox which says, "send e-mail to newly created users."



User profiles

List of all users | Users created by me | Registration requests | Create new user

Load users

Load users

YouTestMe batch loader feature enables users (with proper privileges) to create a huge number of user accounts very quickly.

- All you need to do is fill out our predefined Excel template and upload it.
- Detailed instructions that explain this procedure can be downloaded here.

☒ Send email to newly created users

No file chosen

Username	Name	Email	Role	Status
3fc7458a576c1280	AutoQA Bot	AutoQA Bot@youtestme.com	Student	Active
3fca822787c31298	AutoQA Bot	AutoQA Bot@youtestme.com	Student	Suspended
3fcc3c29f13f13c8	AutoQA Bot	AutoQA Bot@youtestme.com	Student	Active
3fd02e0f3b064322	AutoQA Bot	AutoQA Bot@youtestme.com	Student	Active
3fd21acbb1268a50	AutoQA Bot	AutoQA Bot@youtestme.com	Student	Active
3fdaafe9a8778f26	AutoQA Bot	AutoQA Bot@youtestme.com	Student	Active
3fdb4ba64299188a	AutoQA Bot	AutoQA Bot@youtestme.com	Student	Active
3fd88a5436b10f62	AutoQA Bot	AutoQA Bot@youtestme.com	Student	Active
3fee934d79cab7f9	AutoQA Bot	AutoQA Bot@youtestme.com	Student	Active
3fe509a280d87e00	AutoQA Bot	AutoQA Bot@youtestme.com	Student	Active

Rows: 60363

Set status to: ☐ Show deleted users

In the System/System settings/Notifications, you will find a list of notifications that you can edit and use to notify your candidates about everything they need to know.

192.168.1.133:9017/pages/preferences.xhtml

With the "New user profile created" notification, you can inform candidates about the credentials for the profile that you created for them.

2 Creating Test

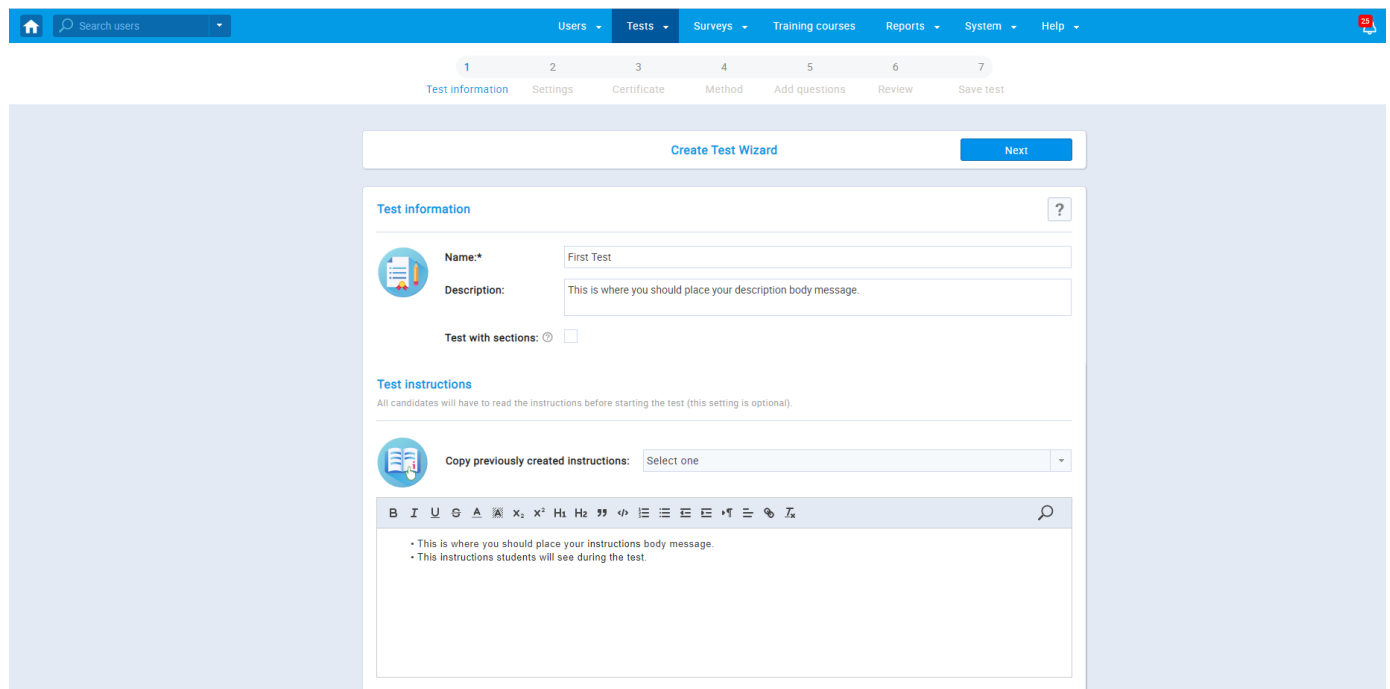
Below you will find instructions on how to create your test. This document also contains screenshots that follow the procedures and instructions step by step.

2.1 Step #1 Preparation

To create the test, navigate to "Tests/New tests."

2.1.1 Test information

Here you'll need to fill out the information about the test itself.



The screenshot shows the 'Create Test Wizard' interface in the YTM application. The top navigation bar includes a home icon, a search bar, and menu items for Users, Tests, Surveys, Training courses, Reports, System, and Help. Below the navigation bar is a progress indicator with seven steps: 1. Test information (active), 2. Settings, 3. Certificate, 4. Method, 5. Add questions, 6. Review, and 7. Save test. The main content area is titled 'Create Test Wizard' and features a 'Next' button. The 'Test information' section includes a 'Name*' field with the value 'First Test', a 'Description' field with the placeholder text 'This is where you should place your description body message.', and a 'Test with sections' checkbox which is currently unchecked. Below this is the 'Test instructions' section, which states 'All candidates will have to read the instructions before starting the test (this setting is optional)'. It includes a 'Copy previously created instructions' dropdown menu set to 'Select one' and a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, and source code. The text area of the editor contains two bullet points: '• This is where you should place your instructions body message.' and '• This instructions students will see during the test.'

2.1.2 Test settings

Here you'll need to set the first parameters for your test.

Users

Tests

Surveys

Training courses

Reports

System

Help

1

2

3

4

5

6

7

Test information

Settings

Certificate

Method

Add questions

Review

Save test

Previous

Create Test Wizard

Next

Test template settings

Test template: ?

Select one (optional)

Test settings

Pass mark:

0%

☐

Make the pass mark inclusive ?

Duration type:

Unlimited

Page format: ?

One question per page

Show report: ?

Immediately after finishing

Report content: ?

Score and answers preview

☐

Configure report lifespan ?

☐

Require answering all questions

☐

Enable 'I don't know' answer to avoid negative points

☐

Disable going backwards in test

☐

Enable answer feedback

☐

Show question metadata to candidate ?

☐

Proctoring mode ?

☐

Automatically logout candidate after finishing

Network access ?

☒ All networks
 ☐ Internal network

☐

Allow test continuation

Candidates can interrupt the test, and continue later within the allowed time

☐

Allow test retaking

Candidates can retake the test within the allowed time frame

☐

Enable browser lockdown

Candidates can not cut, save or print anything from the screen

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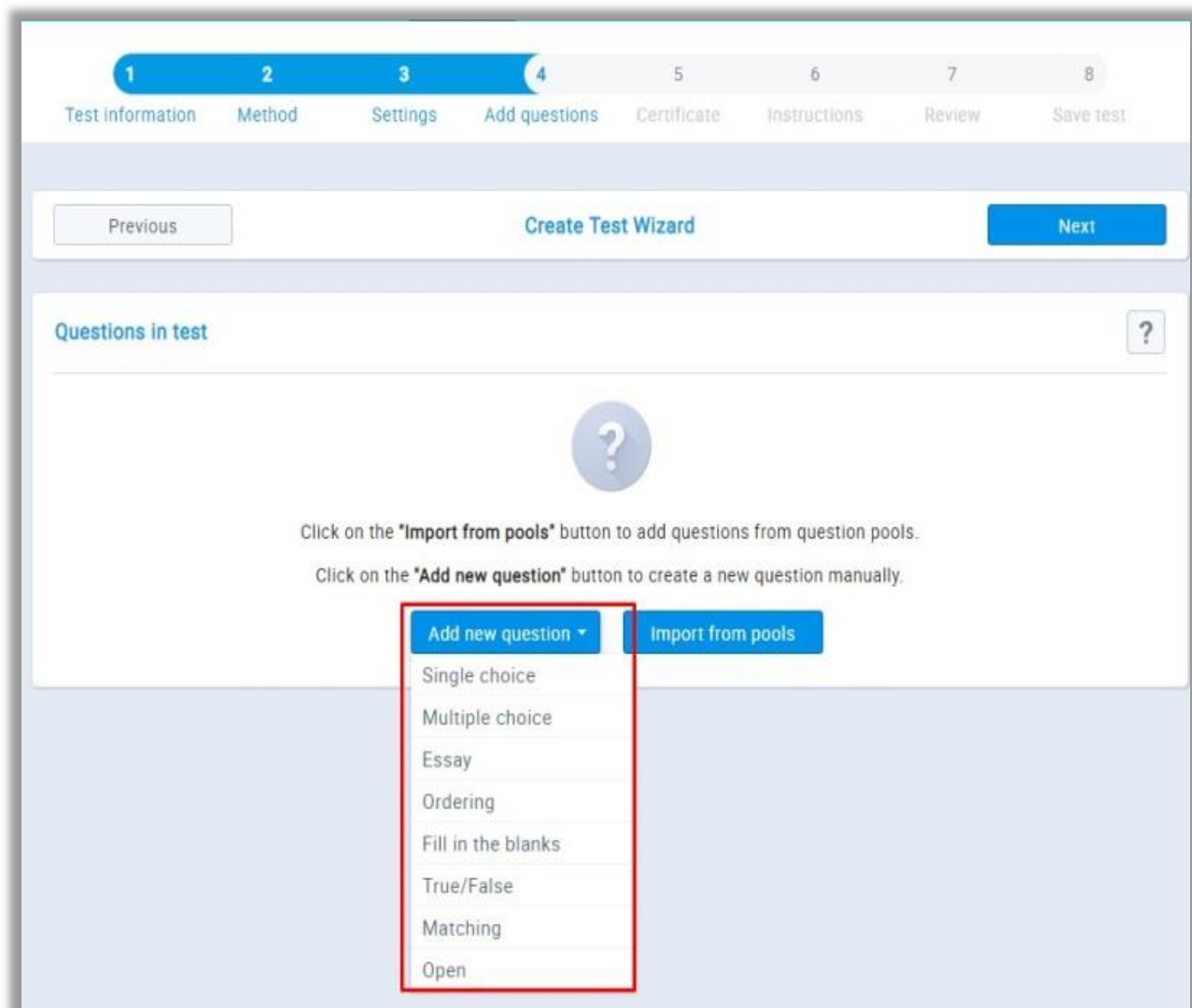
2.1.3 Method of Adding questions

You can add the questions into your test:

1. manually (one by one)
2. with a test generator
3. automatically with an Excel template.

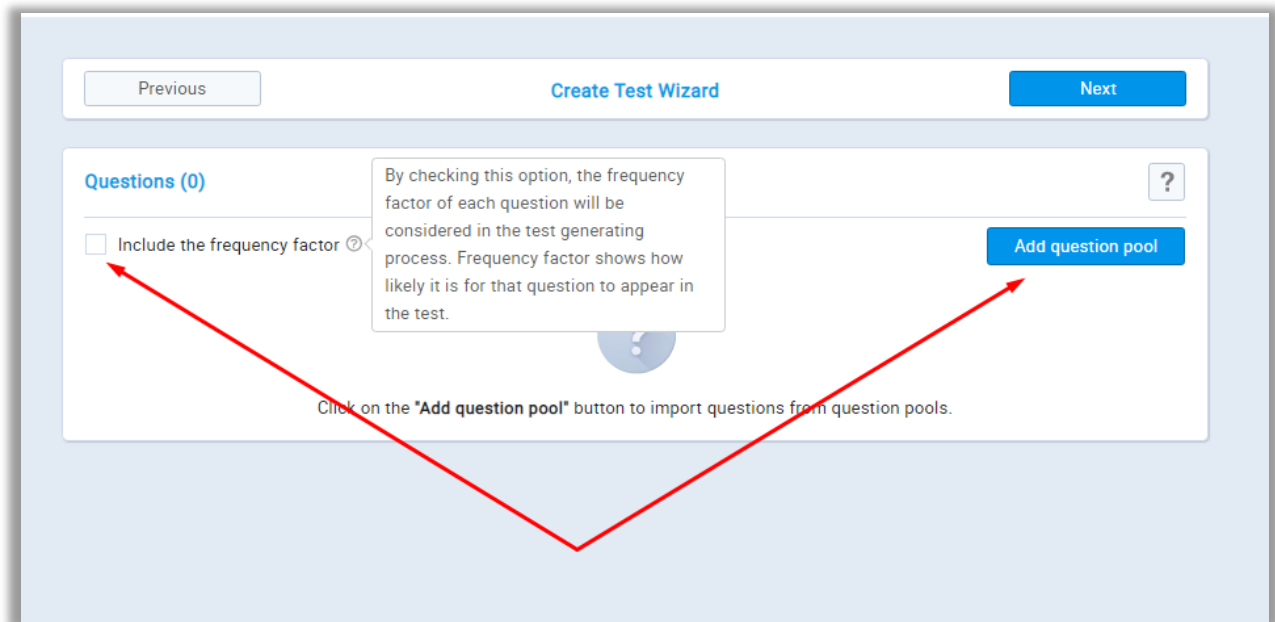
2.1.4 Manually

You can select different question types and add different types of media files (video, photo, audio) in all question types.



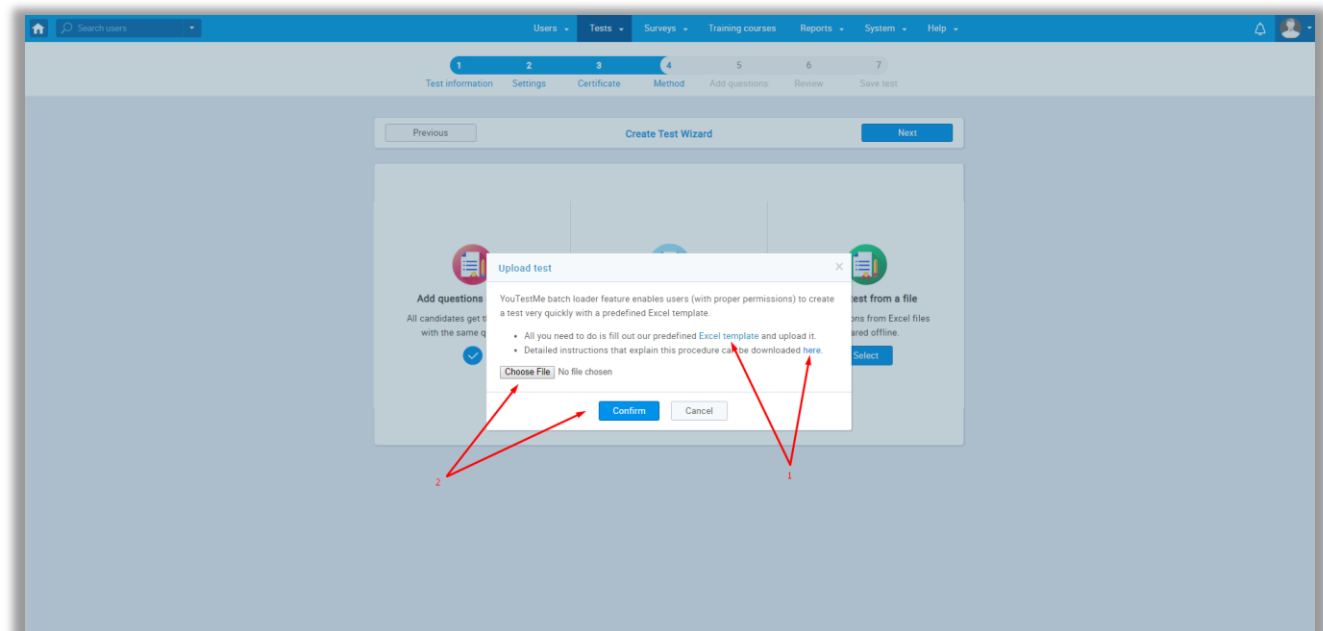
2.1.5 Test generator

The test generator allows you to add the questions from predefined question pools.



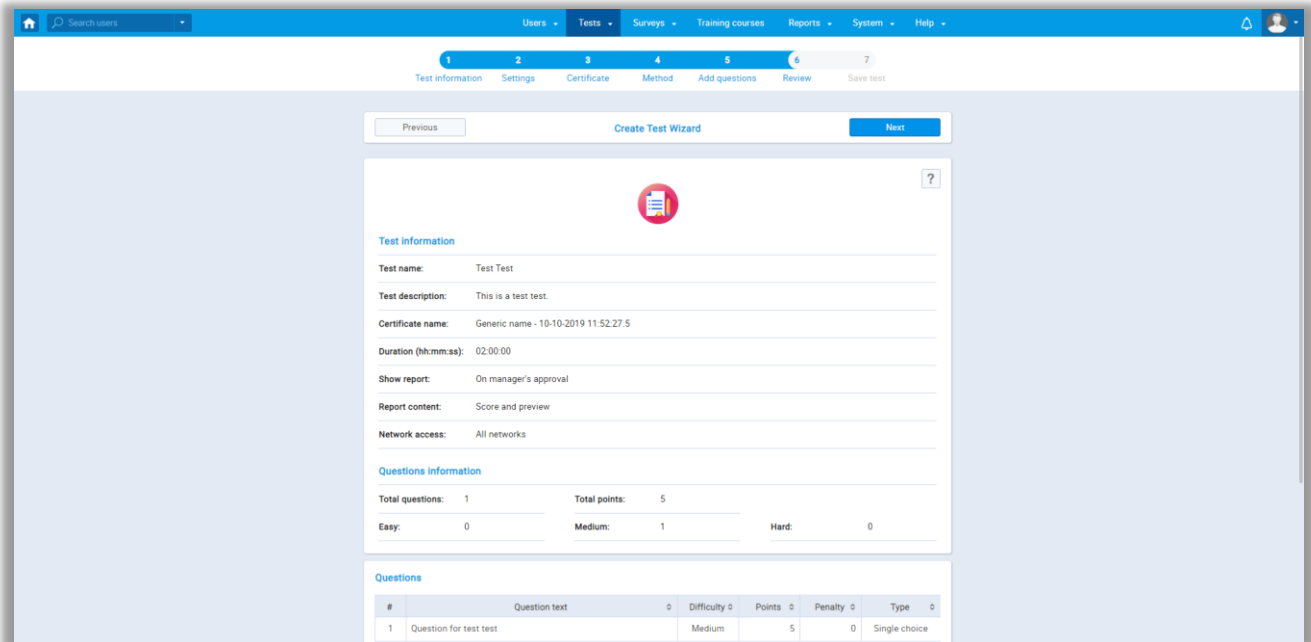
2.1.6 Automatically

Automatically load questions and answers with a predefined excel template.



2.1.7 Review

The review is the last stop before creating the test. Check if everything is set according to your use-case scenario.



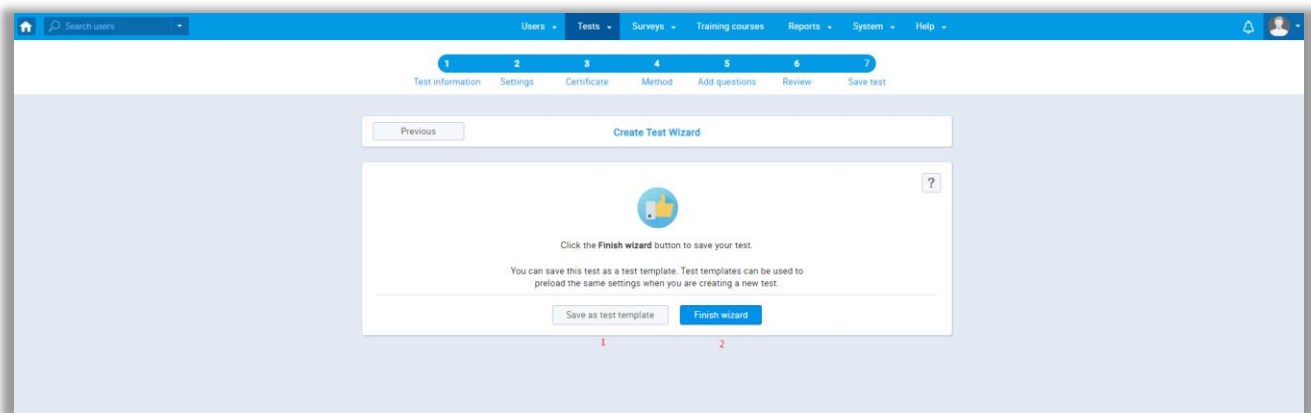
The screenshot shows the 'Review' step of the 'Create Test Wizard'. The wizard has seven steps: 1. Test information, 2. Settings, 3. Certificate, 4. Method, 5. Add questions, 6. Review, and 7. Save test. The 'Review' step is currently active. It displays the following information:

- Test information:**
 - Test name: Test Test
 - Test description: This is a test test.
 - Certificate name: Generic name - 10-10-2019 11:52:27.5
 - Duration (hh:mm:ss): 02:00:00
 - Show report: On manager's approval
 - Report content: Score and preview
 - Network access: All networks
- Questions information:**
 - Total questions: 1
 - Total points: 5
 - Easy: 0
 - Medium: 1
 - Hard: 0
- Questions:**

#	Question text	Difficulty	Points	Penalty	Type
1	Question for test test	Medium	5	0	Single choice

2.1.8 Save test

You can save the test settings as a test template or click the button "Finish wizard" to save your test.

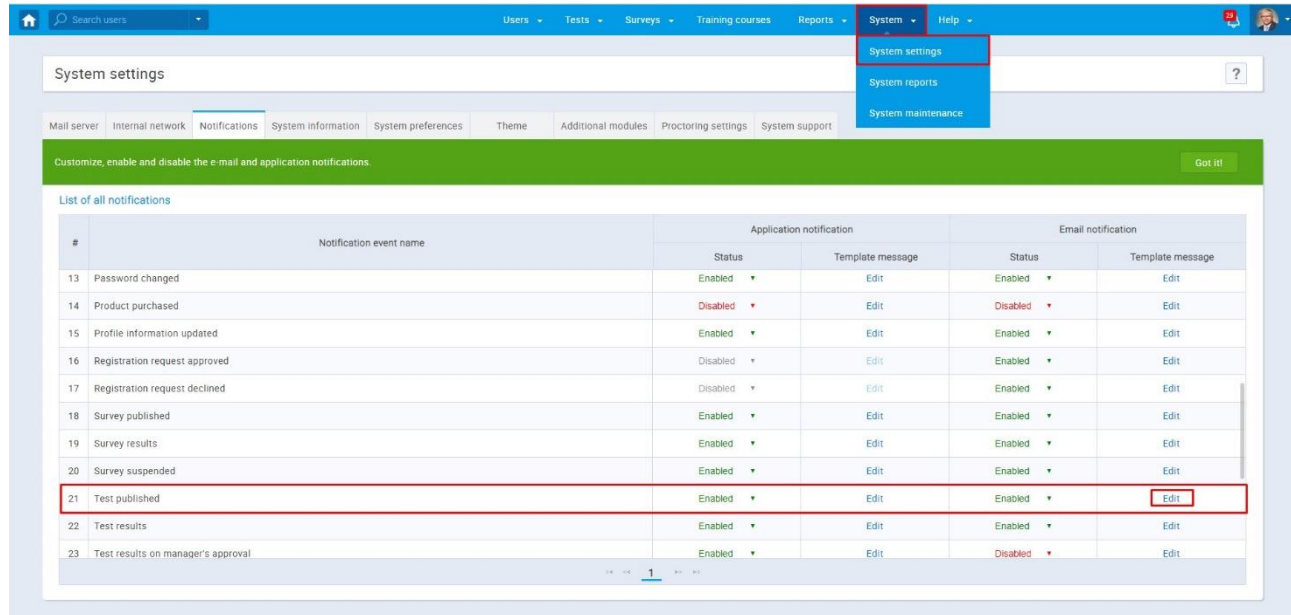


The screenshot shows the 'Save test' step of the 'Create Test Wizard'. The wizard has seven steps: 1. Test information, 2. Settings, 3. Certificate, 4. Method, 5. Add questions, 6. Review, and 7. Save test. The 'Save test' step is currently active. It displays the following information:

- Save as test template:**
 - Save as test template
 - Finish wizard

2.2 Step #2 System Custom E-mail

In the System/System settings/Notifications, you will find a list of notifications that you can edit and use to notify your candidates about everything they need to know about the upcoming test.



System settings

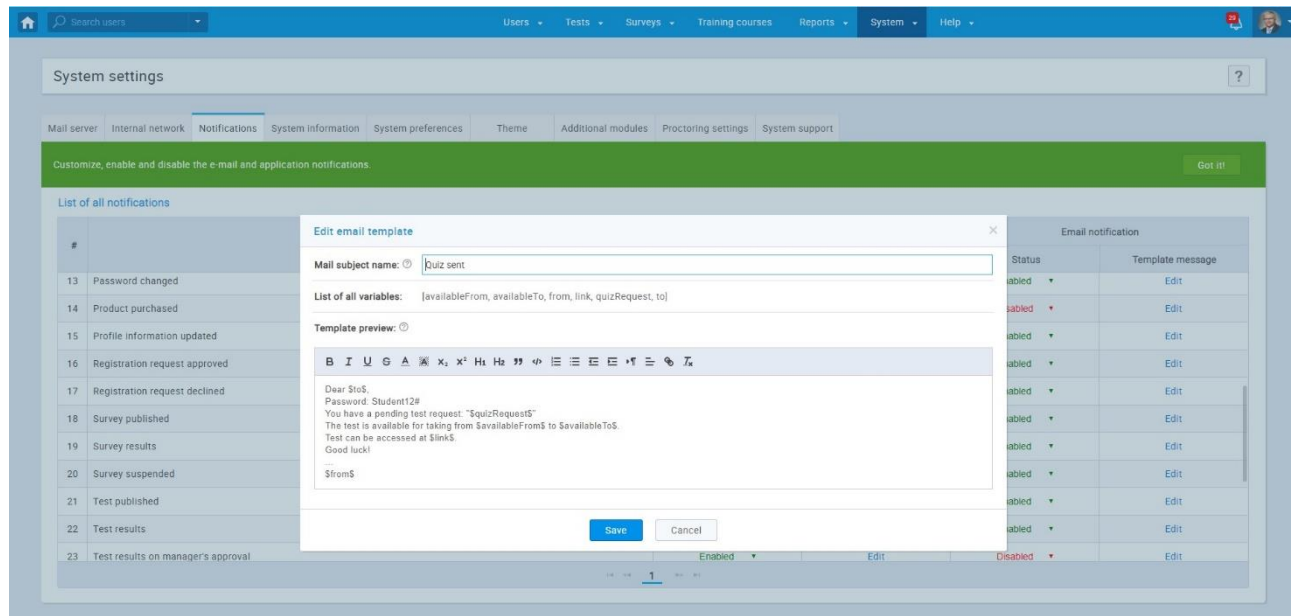
Mail server Internal network Notifications System information System preferences Theme Additional modules Proctoring settings System support

Customize, enable and disable the e-mail and application notifications. [Got it!](#)

List of all notifications

#	Notification event name	Application notification		Email notification	
		Status	Template message	Status	Template message
13	Password changed	Enabled	Edit	Enabled	Edit
14	Product purchased	Disabled	Edit	Disabled	Edit
15	Profile information updated	Enabled	Edit	Enabled	Edit
16	Registration request approved	Disabled	Edit	Enabled	Edit
17	Registration request declined	Disabled	Edit	Enabled	Edit
18	Survey published	Enabled	Edit	Enabled	Edit
19	Survey results	Enabled	Edit	Enabled	Edit
20	Survey suspended	Enabled	Edit	Enabled	Edit
21	Test published	Enabled	Edit	Enabled	Edit
22	Test results	Enabled	Edit	Enabled	Edit
23	Test results on manager's approval	Enabled	Edit	Disabled	Edit

With the "Test published" notification, you can inform candidates that you have published a test, together with the specific test time availability and date. The best practice is to schedule your test five days upfront so that candidates can have time to prepare.



System settings

Mail server Internal network Notifications System information System preferences Theme Additional modules Proctoring settings System support

Customize, enable and disable the e-mail and application notifications. [Got it!](#)

List of all notifications

Edit email template

Mail subject name:

List of all variables: [availableFrom, availableTo, from, link, quizRequest, to]

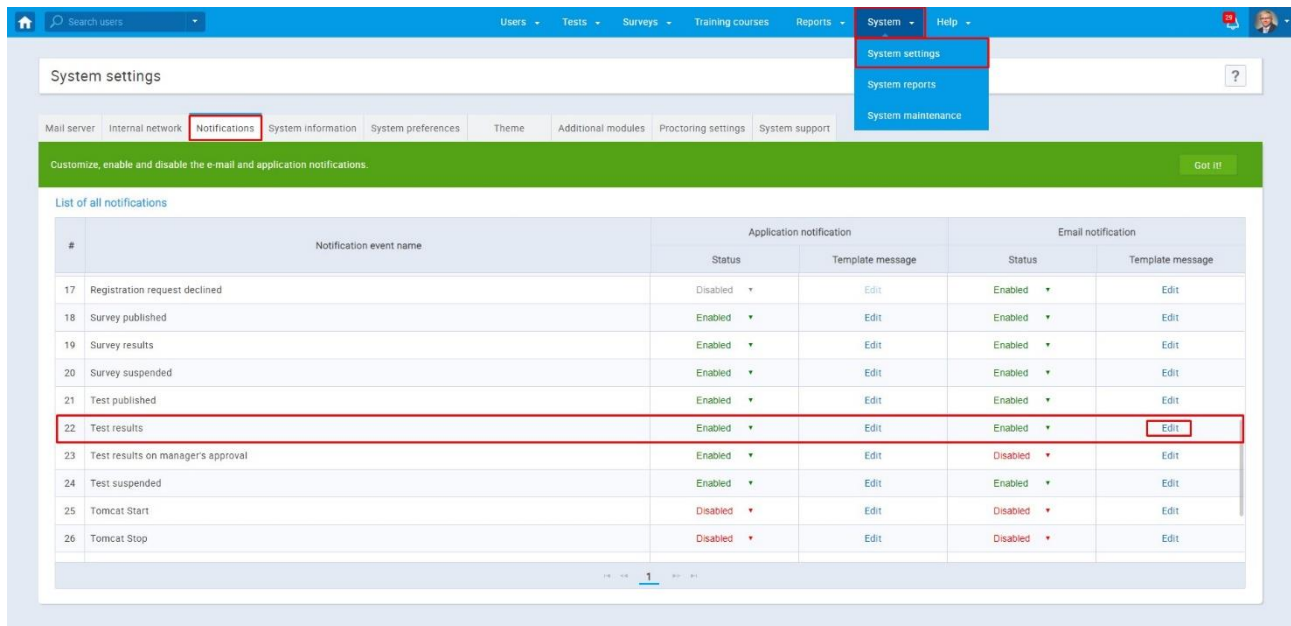
Template preview:

Dear \$to\$,
 Password: Student12#
 You have a pending test request: "\$quizRequest\$"
 The test is available for taking from \$availableFrom\$ to \$availableTo\$.
 Test can be accessed at \$link\$.
 Good luck!
 \$from\$

[Save](#) [Cancel](#)

#	Notification event name	Status	Template message
13	Password changed	Enabled	Edit
14	Product purchased	Disabled	Edit
15	Profile information updated	Enabled	Edit
16	Registration request approved	Enabled	Edit
17	Registration request declined	Enabled	Edit
18	Survey published	Enabled	Edit
19	Survey results	Enabled	Edit
20	Survey suspended	Enabled	Edit
21	Test published	Enabled	Edit
22	Test results	Enabled	Edit
23	Test results on manager's approval	Disabled	Edit

For users to see the test results, you need to enable "Test results" notification.



The screenshot shows the YTM System settings page. The 'System' menu is open, and 'System settings' is selected. The 'Notifications' tab is active in the sub-menu. Below the tab, there is a green banner with the text 'Customize, enable and disable the e-mail and application notifications.' and a 'Got it!' button. The main content area is titled 'List of all notifications' and contains a table with the following data:

#	Notification event name	Application notification		Email notification	
		Status	Template message	Status	Template message
17	Registration request declined	Disabled	Edit	Enabled	Edit
18	Survey published	Enabled	Edit	Enabled	Edit
19	Survey results	Enabled	Edit	Enabled	Edit
20	Survey suspended	Enabled	Edit	Enabled	Edit
21	Test published	Enabled	Edit	Enabled	Edit
22	Test results	Enabled	Edit	Enabled	Edit
23	Test results on manager's approval	Enabled	Edit	Disabled	Edit
24	Test suspended	Enabled	Edit	Enabled	Edit
25	Tomcat Start	Disabled	Edit	Disabled	Edit
26	Tomcat Stop	Disabled	Edit	Disabled	Edit

The 'Test results' row (row 22) is highlighted with a red box, and the 'Edit' button in the 'Email notification' column for this row is also highlighted with a red box.

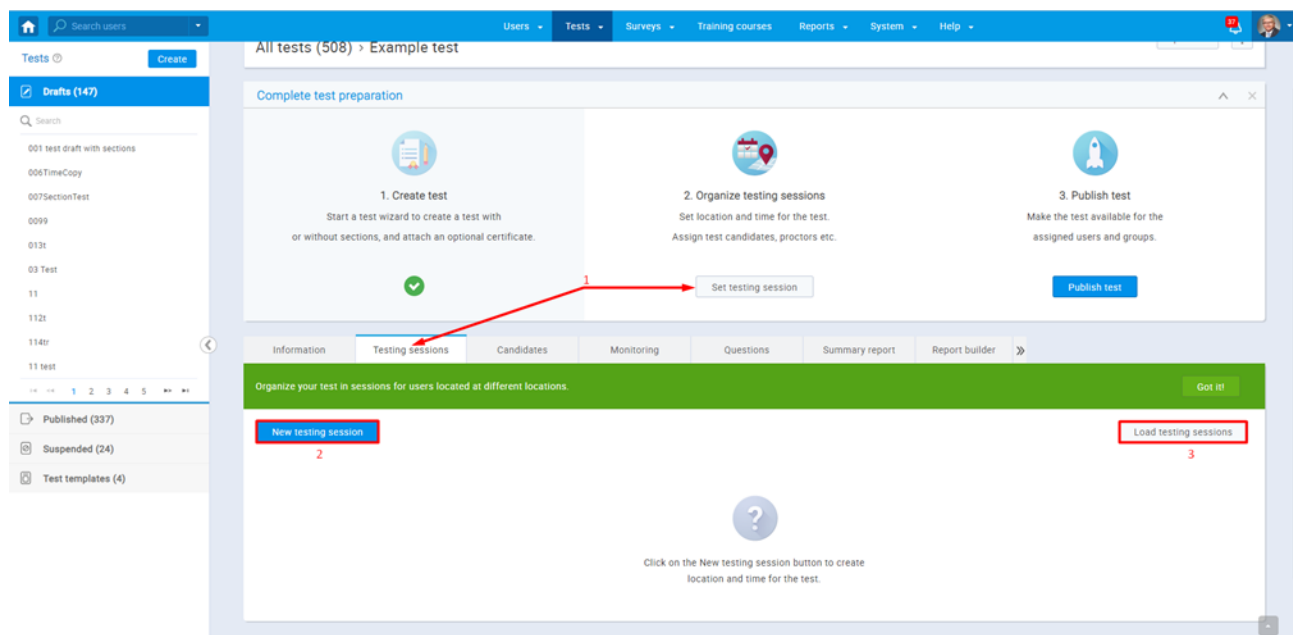
3 Managing the test and assigning candidates

After the users are loaded, and you created a test, the person in charge has to complete the next steps:

1. Organize testing sessions.
2. Assign himself to take the test – check if he gets the right e-mail and if a test can start properly.
3. If step 2 is fine, then assign other candidates that should take the test.
4. If step 2 has problems, fix them, and repeat the process.

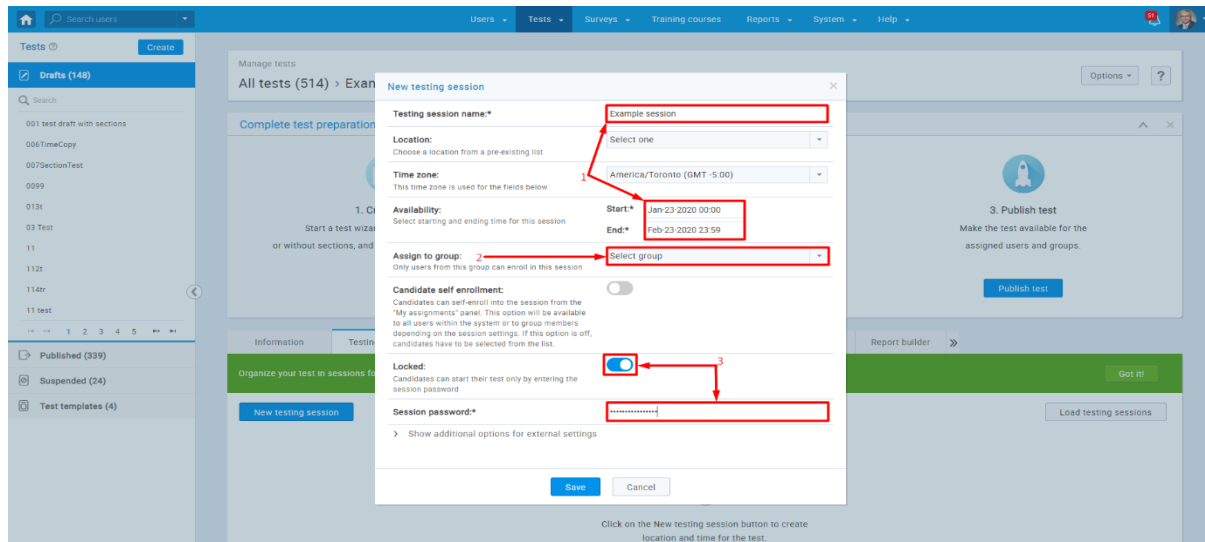
3.1 Organize testing sessions

1. You can organize a testing session by clicking the "Set testing session" button, or "Testing sessions" tab.
2. Select the "New testing session" button to create a new session.
3. The YouTestMe batch loader feature enables users (with proper permissions) to create a huge number of sessions very quickly.
4. All you need to do is fill out our predefined Excel template and upload it by selecting the "Load testing session" button.
5. The popup window will appear once you select the "Load testing session" button, allowing you to download our predefined Excel template and detailed instructions that explain this procedure.



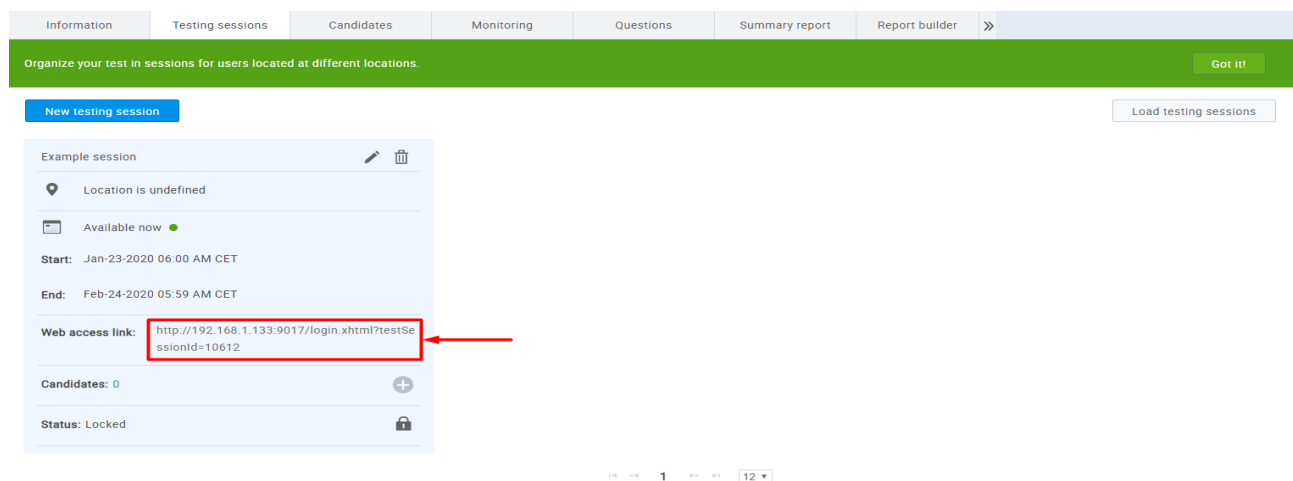
Once you select the "New testing session" button, the popup window in the picture below will appear.

1. Testing session name and Start/End date fields are mandatory.
2. To assign a testing session to a specific group, select a previously created group from the dropdown menu. Only users from the selected group can enroll in this testing session. If you haven't assigned a testing session to a group, you can enroll users from the entire system in a testing session.
3. Best practice would be to turn on the option "Locked" and secure the session with a password.



Candidate self-enrollment:

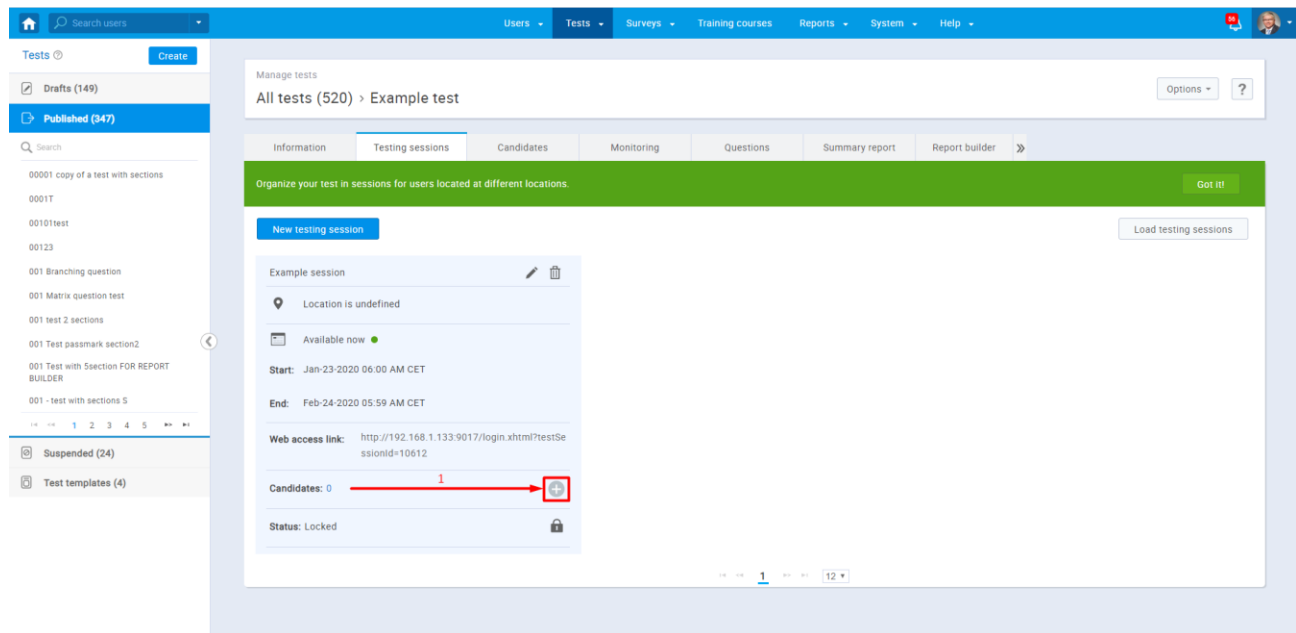
1. Candidates can self-enroll into the session from the "My assignments" panel. This option will be available to all users within the system or to group members depending on the session settings.
2. If this option is off, you need to select the candidates from the list.
3. Self-enrolled candidates can access a test session through the web access link.



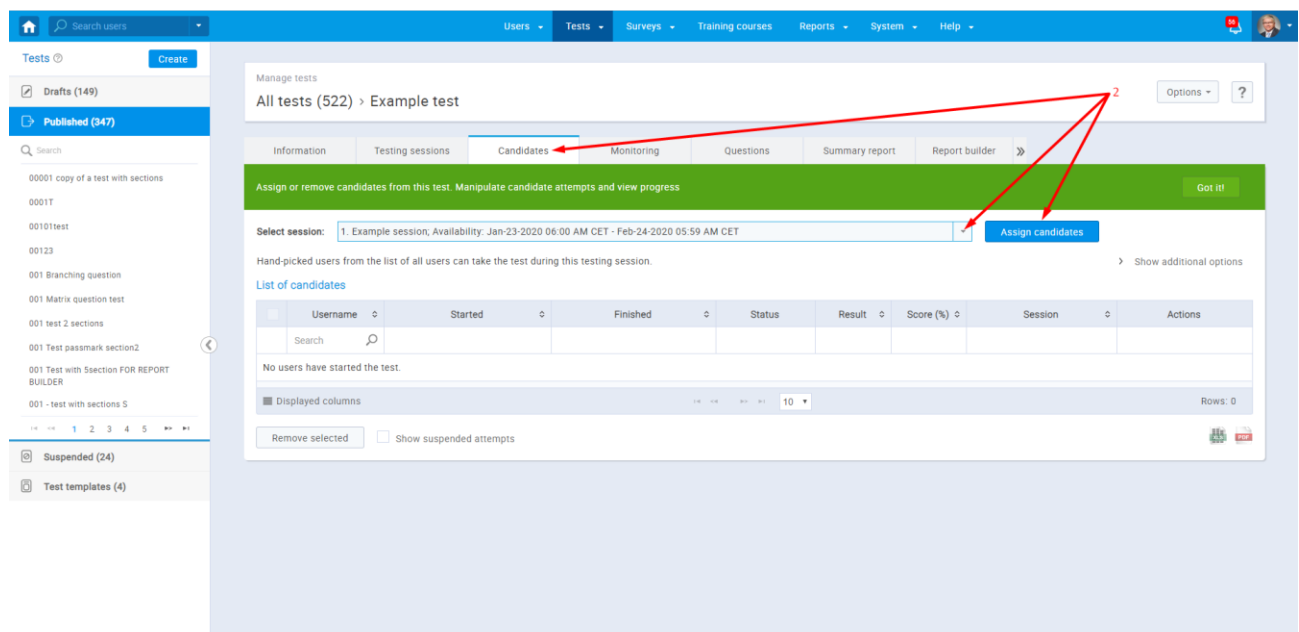
Once you save the session, an automatic e-mail (Test published notification) will be sent to candidates, and a new session window will be available.

3.2 There are two ways to assign candidates to a specific test session.

1. Assign candidates to the test session by selecting the "plus" icon in the session window.



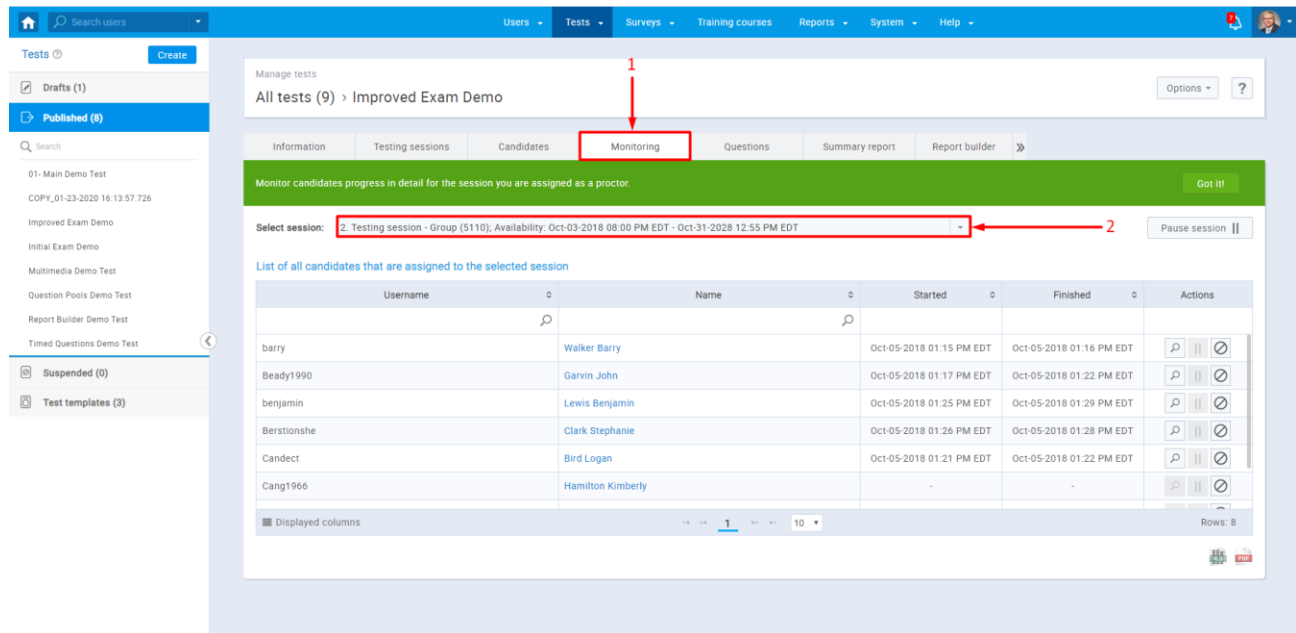
2. Go to the Candidates tab, and once a specific session from the dropdown menu is selected, the "Assign candidates" button will appear.





















4 Monitoring

You can monitor a candidate's progress while he's taking a test. You can pause and resume a session, view the progress, or prohibit the candidate to take a test

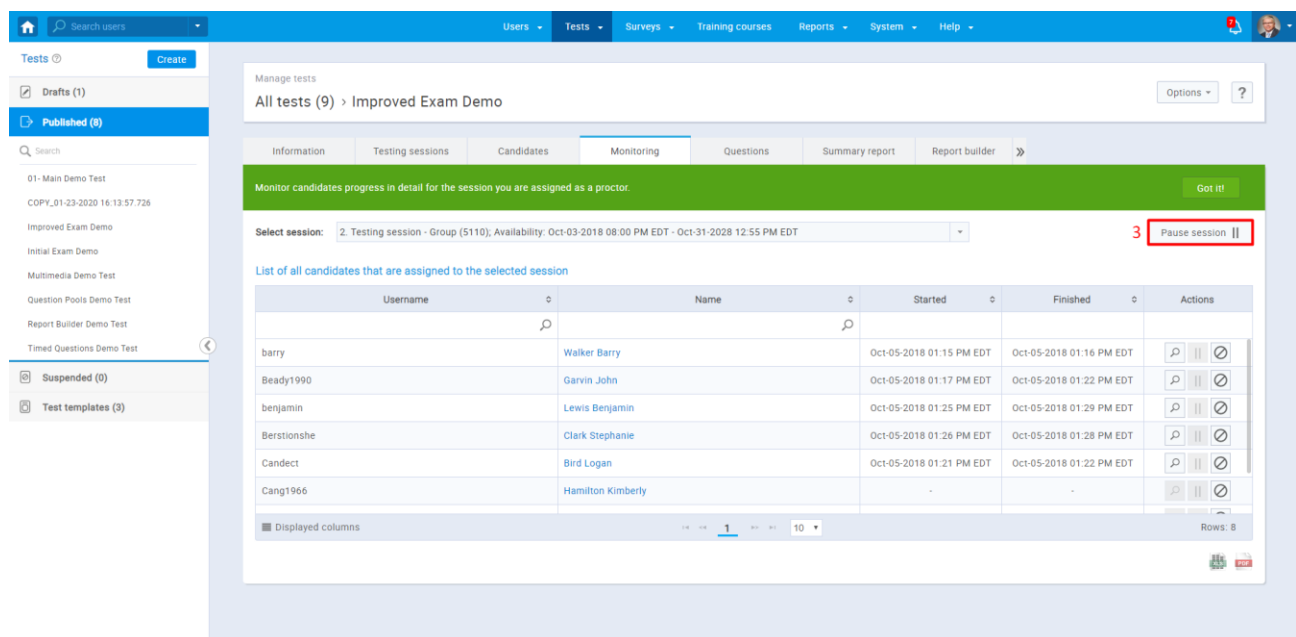
1. Choose a test you want to monitor and select the "Monitoring" tab
2. Choose the session that you want to monitor



The screenshot shows the YTM interface with the 'Monitoring' tab selected. A red box highlights the 'Monitoring' tab, and a red arrow points to it with the number '1'. Another red box highlights the 'Select session' dropdown menu, and a red arrow points to it with the number '2'. The dropdown menu shows '2. Testing session - Group (5110); Availability: Oct-03-2018 08:00 PM EDT - Oct-31-2018 12:55 PM EDT'. Below the dropdown, there is a table of candidates assigned to the selected session.

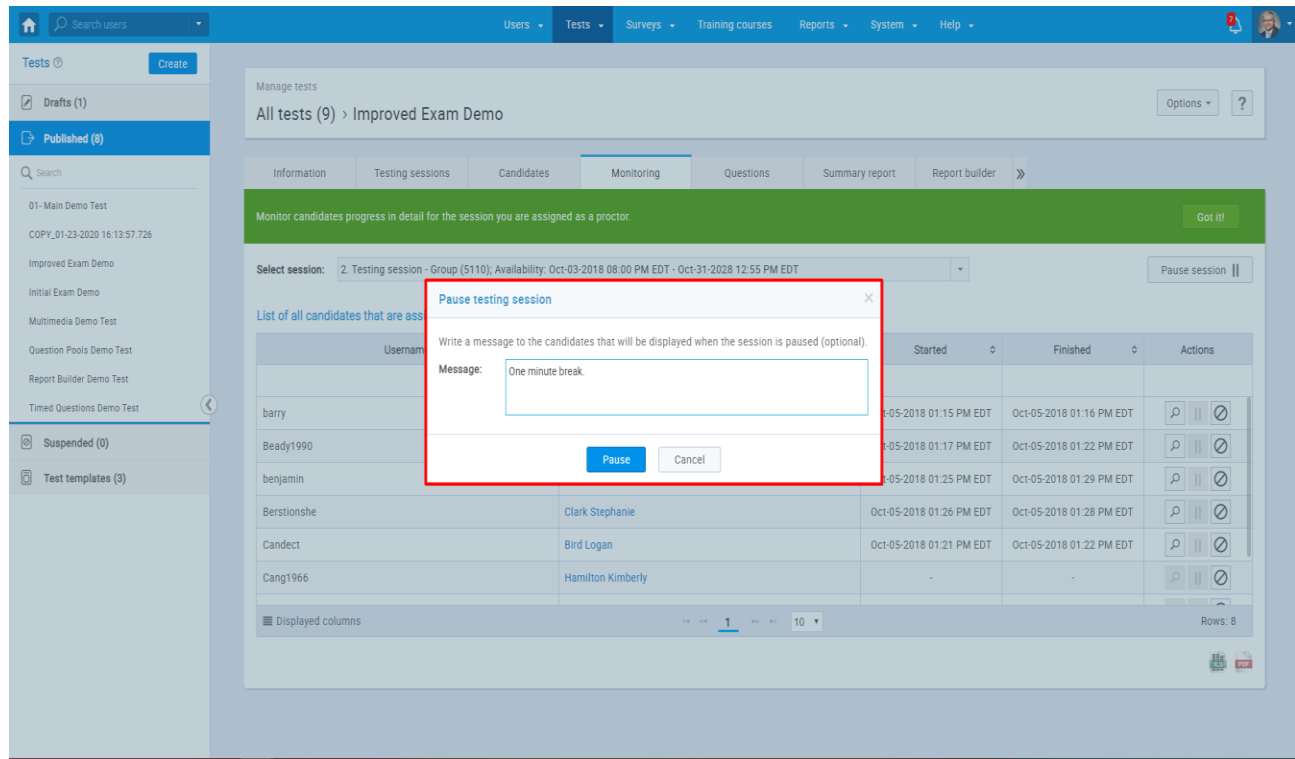
Username	Name	Started	Finished	Actions
barry	Walker Barry	Oct-05-2018 01:15 PM EDT	Oct-05-2018 01:16 PM EDT	  
Beady1990	Garvin John	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	  
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	  
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	  
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	  
Cang1966	Hamilton Kimberly	-	-	  

3. You can pause and resume the whole session, or do that just for a particular candidate - Click the "Pause session" button to pause the selected testing session:



The screenshot shows the YTM interface with the 'Monitoring' tab selected. A red box highlights the 'Pause session' button, and a red arrow points to it with the number '3'. The button is located next to the 'Select session' dropdown menu.

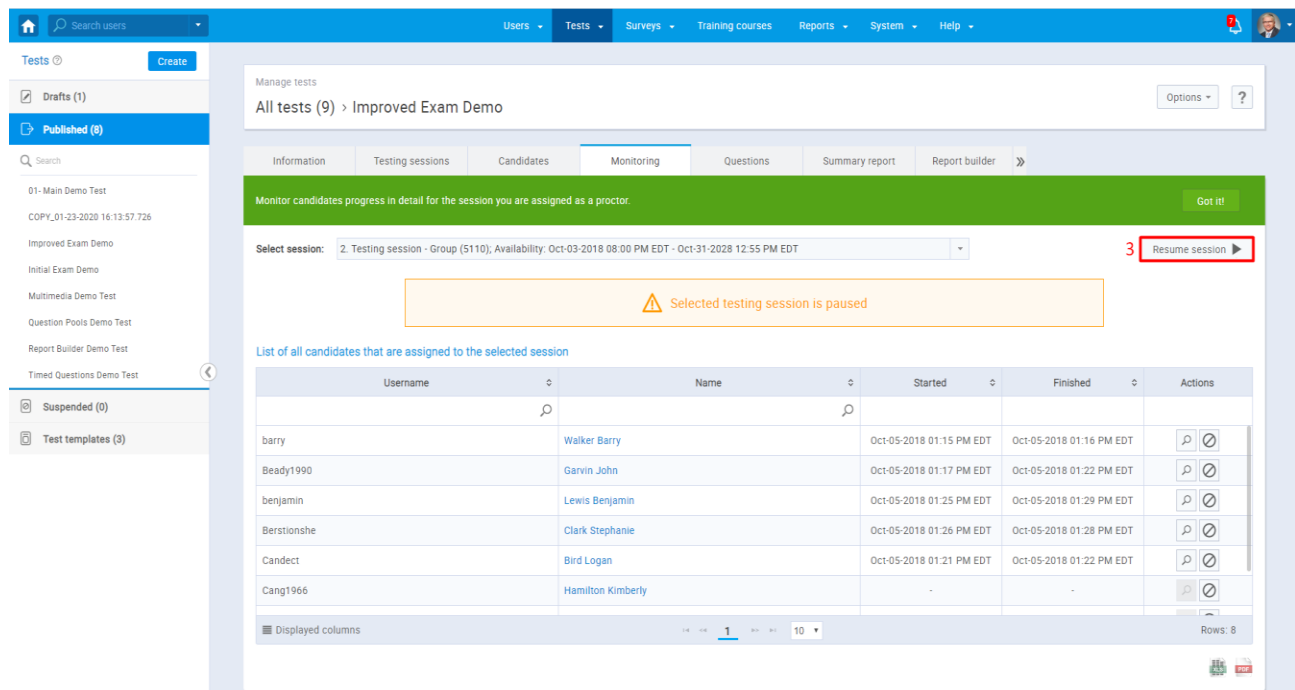
A popup window will appear, allowing test managers to write a message to the candidates that will be displayed when the session is paused (this is optional)



The screenshot shows the 'Monitoring' tab in the YTM interface. A 'Pause testing session' dialog box is open, prompting the user to write a message to the candidates that will be displayed when the session is paused (optional). The message field contains 'One minute break.' The dialog box has 'Pause' and 'Cancel' buttons.

Username	Name	Started	Finished	Actions
barry		Oct-05-2018 01:15 PM EDT	Oct-05-2018 01:16 PM EDT	⏸ ⏹
Beady1990		Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	⏸ ⏹
benjamin		Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	⏸ ⏹
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	⏸ ⏹
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	⏸ ⏹
Cang1966	Hamilton Kimberly	-	-	⏸ ⏹

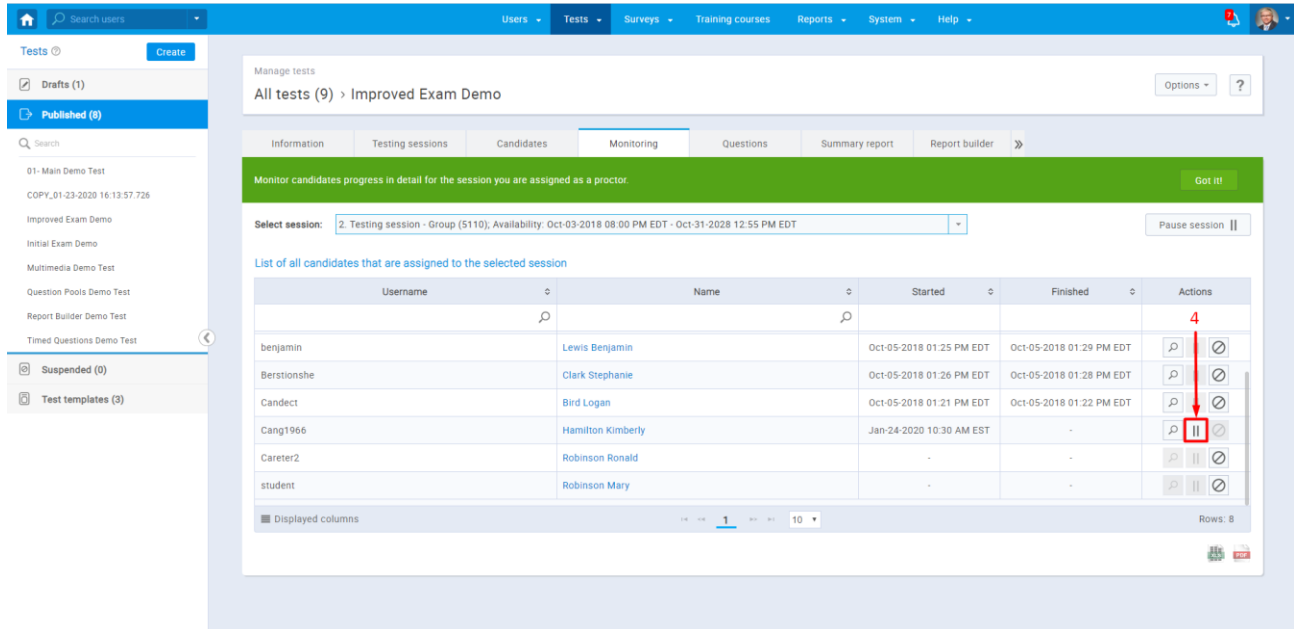
You can resume the whole session by clicking the "Resume session" button at any time



The screenshot shows the 'Monitoring' tab in the YTM interface. A 'Resume session' button is highlighted with a red box and the number 3. A yellow warning message states 'Selected testing session is paused'.

Username	Name	Started	Finished	Actions
barry	Walker Barry	Oct-05-2018 01:15 PM EDT	Oct-05-2018 01:16 PM EDT	⏸ ⏹
Beady1990	Garvin John	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	⏸ ⏹
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	⏸ ⏹
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	⏸ ⏹
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	⏸ ⏹
Cang1966	Hamilton Kimberly	-	-	⏸ ⏹

4. Click the "Pause" button to pause the test for each candidate separately



Manage tests

All tests (9) > Improved Exam Demo

Information Testing sessions Candidates Monitoring Questions Summary report Report builder

Monitor candidates progress in detail for the session you are assigned as a proctor. [Got it!](#)

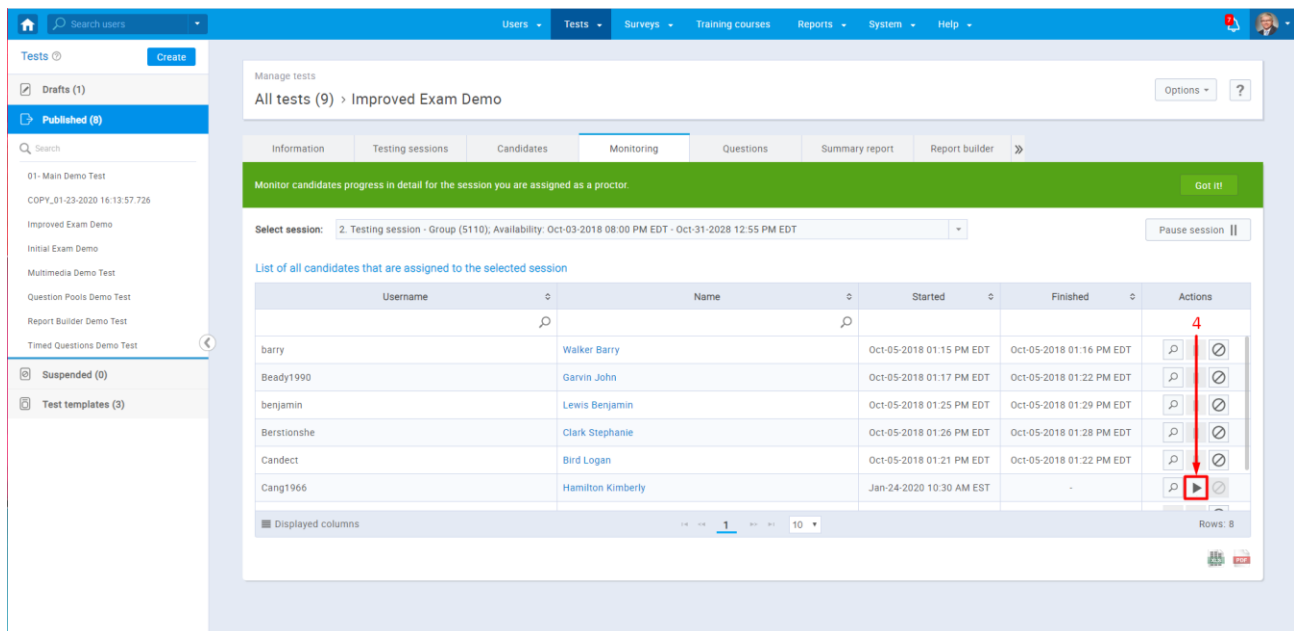
Select session: 2. Testing session - Group (5110); Availability: Oct-03-2018 08:00 PM EDT - Oct-31-2028 12:55 PM EDT [Pause session](#)

List of all candidates that are assigned to the selected session

Username	Name	Started	Finished	Actions
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	p x
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	p x
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	p x
Cang1966	Hamilton Kimberly	Jan-24-2020 10:30 AM EST	-	p x
Careter2	Robinson Ronald	-	-	p x
student	Robinson Mary	-	-	p x

Displayed columns 1 10 Rows: 8

Click the "Resume" button to resume the test for each candidate separately.



Manage tests

All tests (9) > Improved Exam Demo

Information Testing sessions Candidates Monitoring Questions Summary report Report builder

Monitor candidates progress in detail for the session you are assigned as a proctor. [Got it!](#)

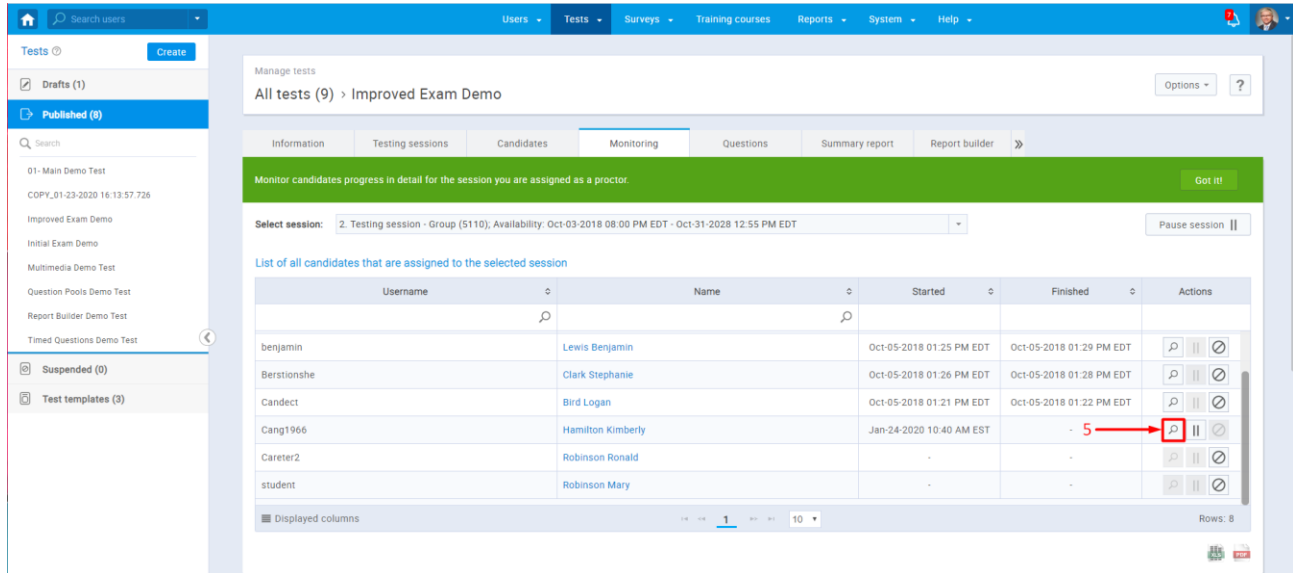
Select session: 2. Testing session - Group (5110); Availability: Oct-03-2018 08:00 PM EDT - Oct-31-2028 12:55 PM EDT [Pause session](#)

List of all candidates that are assigned to the selected session

Username	Name	Started	Finished	Actions
barry	Walker Barry	Oct-05-2018 01:15 PM EDT	Oct-05-2018 01:16 PM EDT	p x
Beady1990	Garvin John	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	p x
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	p x
Berstionshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	p x
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	p x
Cang1966	Hamilton Kimberly	Jan-24-2020 10:30 AM EST	-	p x

Displayed columns 1 10 Rows: 8

5. Click the "magnifying glass" button to view the progress of the particular candidate



Manage tests

All tests (9) > Improved Exam Demo

Information Testing sessions Candidates **Monitoring** Questions Summary report Report builder

Monitor candidates progress in detail for the session you are assigned as a proctor. [Got it!](#)

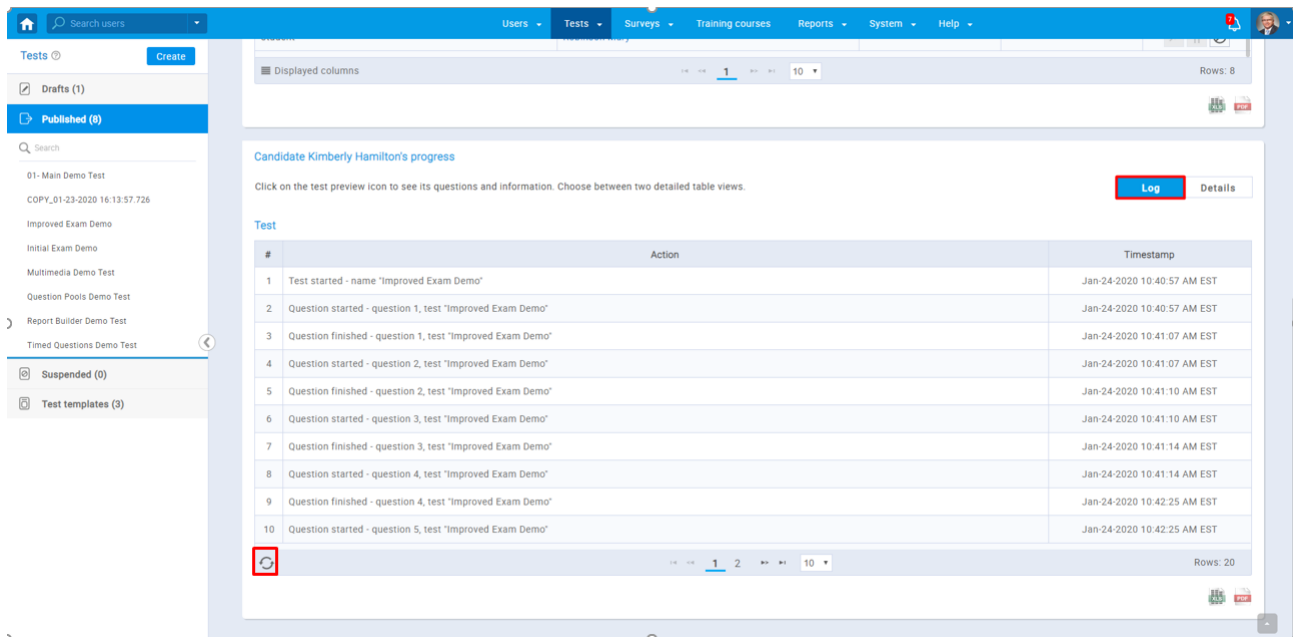
Select session: 2. Testing session - Group (5110); Availability: Oct-03-2018 08:00 PM EDT - Oct-31-2028 12:55 PM EDT [Pause session](#)

List of all candidates that are assigned to the selected session

Username	Name	Started	Finished	Actions
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	p x
Berstonshe	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	p x
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	p x
Cang1966	Hamilton Kimberly	Jan-24-2020 10:40 AM EST	- 5	p x
Careter2	Robinson Ronald	-	-	p x
student	Robinson Mary	-	-	p x

Displayed columns 1 10 Rows: 8

Once the progress view is selected, log and details become available. In the bottom left corner, you have a refresh button that you need to click every time you want to update the table.



Displayed columns 1 10 Rows: 8

Candidate Kimberly Hamilton's progress

Click on the test preview icon to see its questions and information. Choose between two detailed table views. [Log](#) [Details](#)

Test

#	Action	Timestamp
1	Test started - name "Improved Exam Demo"	Jan-24-2020 10:40:57 AM EST
2	Question started - question 1, test "Improved Exam Demo"	Jan-24-2020 10:40:57 AM EST
3	Question finished - question 1, test "Improved Exam Demo"	Jan-24-2020 10:41:07 AM EST
4	Question started - question 2, test "Improved Exam Demo"	Jan-24-2020 10:41:07 AM EST
5	Question finished - question 2, test "Improved Exam Demo"	Jan-24-2020 10:41:10 AM EST
6	Question started - question 3, test "Improved Exam Demo"	Jan-24-2020 10:41:10 AM EST
7	Question finished - question 3, test "Improved Exam Demo"	Jan-24-2020 10:41:14 AM EST
8	Question started - question 4, test "Improved Exam Demo"	Jan-24-2020 10:41:14 AM EST
9	Question finished - question 4, test "Improved Exam Demo"	Jan-24-2020 10:42:25 AM EST
10	Question started - question 5, test "Improved Exam Demo"	Jan-24-2020 10:42:25 AM EST

1 2 10 Rows: 20

6. Click the "Prohibit" button to prohibit a specific candidate from taking a test.

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Home |
 Search users |
 Users |
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 Surveys |
 Training courses |
 Reports |
 System |
 Help

Tests

[Create](#)

- Drafts (1)
- Published (8)**

Search

- 01 - Main Demo Test
- COPY_01-23-2020 16:13:57.726
- Improved Exam Demo
- Initial Exam Demo
- Multimedia Demo Test
- Question Pools Demo Test
- Report Builder Demo Test
- Timed Questions Demo Test

Suspended (0)

Test templates (3)

Monitor candidates progress in detail for the session you are assigned as a proctor. [Got it!](#)

Select session: 2. Testing session - Group (5110); Availability: Oct-03-2018 08:00 PM EDT - Oct-31-2028 12:55 PM EDT Pause session ||

List of all candidates that are assigned to the selected session

Username	Name	Started	Finished	Actions
				7
benjamin	Lewis Benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	
Berstonsh	Clark Stephanie	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	
Candect	Bird Logan	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	
Cang1966	Hamilton Kimberly	Jan-24-2020 10:40 AM EST	-	
Careter2	Robinson Ronald	-	-	
student	Robinson Mary	-	-	

Displayed columns: 1 Rows: 8

Candidate Kimberly Hamilton's progress

Click on the test preview icon to see its questions and information. Choose between two detailed table views.

[Log](#)
[Details](#)

Questions

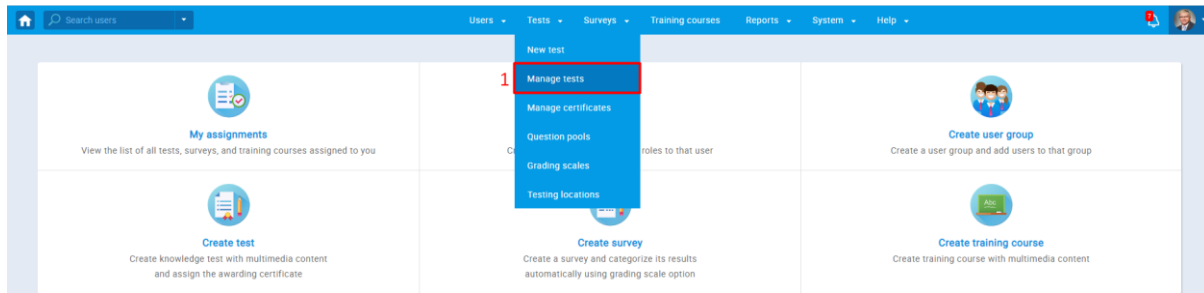
#	Question text	Status	Time spent (hh:mm:ss)
1	Why is it important to delegate tasks?	Visited	00:00:10

5 Reports

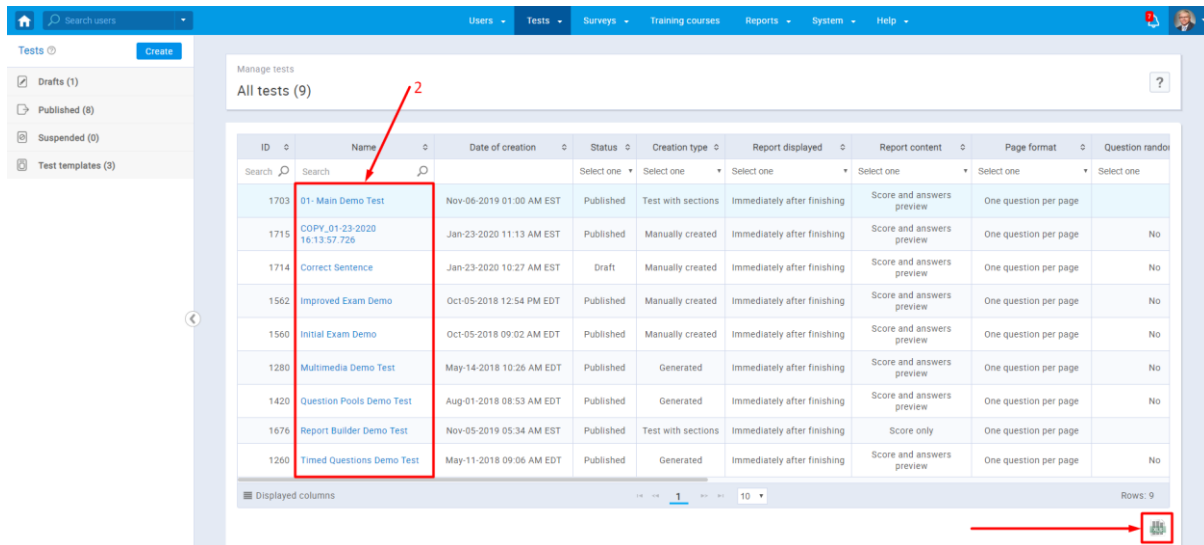
This section's purpose is to explain how to access the candidate's report after a test, report builder, and standard reports.

5.1 Personal report

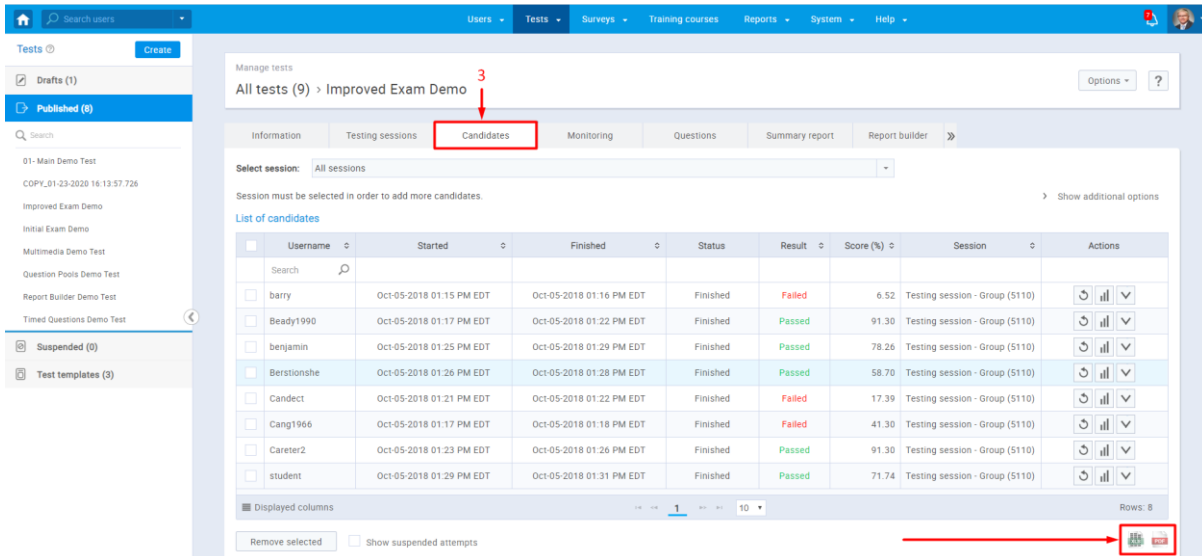
1. To open a personal report for a specific user in a test, navigate to "Tests/Manage Tests."



2. Select a test name that you want to check the reports. You can export a list of all tests as Excel by clicking the "Export as Excel" icon.



- Open the list of candidates by selecting the "Candidates" tab. You can export a list of these test users as Excel/PDF by clicking the "Export as Excel/PDF" icon.



Manage tests

All tests (9) > Improved Exam Demo

Information Testing sessions **Candidates** Monitoring Questions Summary report Report builder

Select session: All sessions

Session must be selected in order to add more candidates. > Show additional options

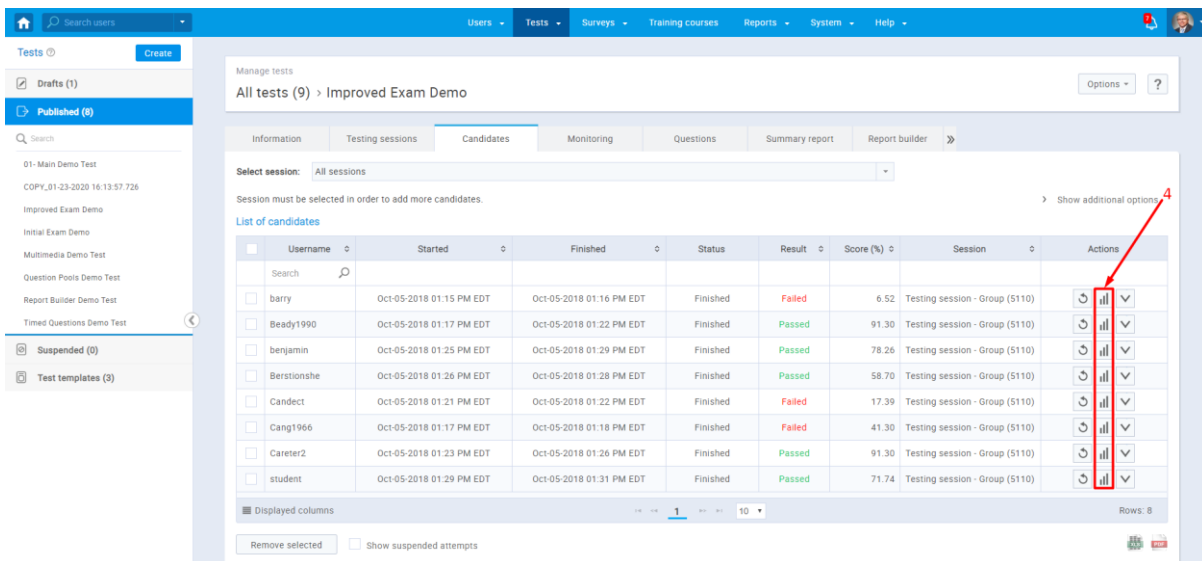
List of candidates

	Username	Started	Finished	Status	Result	Score (%)	Session	Actions
<input type="checkbox"/>	Search							
<input type="checkbox"/>	barry	Oct-05-2018 01:15 PM EDT	Oct-05-2018 01:16 PM EDT	Finished	Failed	6.52	Testing session - Group (5110)	
<input type="checkbox"/>	Beady1990	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	Finished	Passed	91.30	Testing session - Group (5110)	
<input type="checkbox"/>	benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	Finished	Passed	78.26	Testing session - Group (5110)	
<input type="checkbox"/>	Berstionshe	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	Finished	Passed	58.70	Testing session - Group (5110)	
<input type="checkbox"/>	Candect	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	Finished	Failed	17.39	Testing session - Group (5110)	
<input type="checkbox"/>	Cang1966	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:18 PM EDT	Finished	Failed	41.30	Testing session - Group (5110)	
<input type="checkbox"/>	Careter2	Oct-05-2018 01:23 PM EDT	Oct-05-2018 01:26 PM EDT	Finished	Passed	91.30	Testing session - Group (5110)	
<input type="checkbox"/>	student	Oct-05-2018 01:29 PM EDT	Oct-05-2018 01:31 PM EDT	Finished	Passed	71.74	Testing session - Group (5110)	

Displayed columns 1 10 Rows: 8

Remove selected Show suspended attempts

- Select the "three lines graph" icon to open a personal report for a specific user.



Manage tests

All tests (9) > Improved Exam Demo

Information Testing sessions **Candidates** Monitoring Questions Summary report Report builder

Select session: All sessions

Session must be selected in order to add more candidates. > Show additional options

List of candidates

	Username	Started	Finished	Status	Result	Score (%)	Session	Actions
<input type="checkbox"/>	Search							
<input type="checkbox"/>	barry	Oct-05-2018 01:15 PM EDT	Oct-05-2018 01:16 PM EDT	Finished	Failed	6.52	Testing session - Group (5110)	
<input type="checkbox"/>	Beady1990	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	Finished	Passed	91.30	Testing session - Group (5110)	
<input type="checkbox"/>	benjamin	Oct-05-2018 01:25 PM EDT	Oct-05-2018 01:29 PM EDT	Finished	Passed	78.26	Testing session - Group (5110)	
<input type="checkbox"/>	Berstionshe	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	Finished	Passed	58.70	Testing session - Group (5110)	
<input type="checkbox"/>	Candect	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	Finished	Failed	17.39	Testing session - Group (5110)	
<input type="checkbox"/>	Cang1966	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:18 PM EDT	Finished	Failed	41.30	Testing session - Group (5110)	
<input type="checkbox"/>	Careter2	Oct-05-2018 01:23 PM EDT	Oct-05-2018 01:26 PM EDT	Finished	Passed	91.30	Testing session - Group (5110)	
<input type="checkbox"/>	student	Oct-05-2018 01:29 PM EDT	Oct-05-2018 01:31 PM EDT	Finished	Passed	71.74	Testing session - Group (5110)	

Displayed columns 1 10 Rows: 8

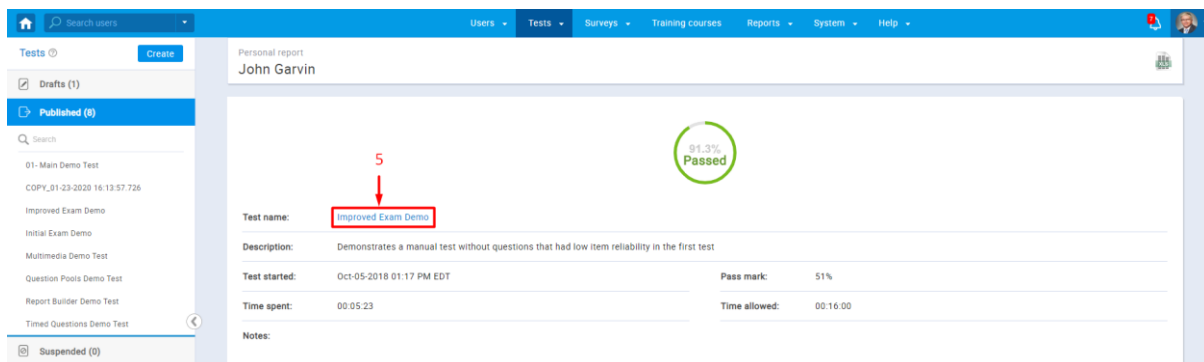
Remove selected Show suspended attempts

Once you select the option to open a personal report, the window will extend, displaying a full report for the selected user.

5. The first part of the report will display:

- Test name
- Description
- Date and time - test started
- Time spent on the test
- Pass mark for the test
- Time allowed.

The test name is hyperlinked, and you can access full information (image number 3) by clicking on the test name.



Personal report
John Garvin

91.3% Passed

5

Test name: [Improved Exam Demo](#)

Description: Demonstrates a manual test without questions that had low item reliability in the first test

Test started: Oct-05-2018 01:17 PM EDT

Time spent: 00:05:23

Pass mark: 51%

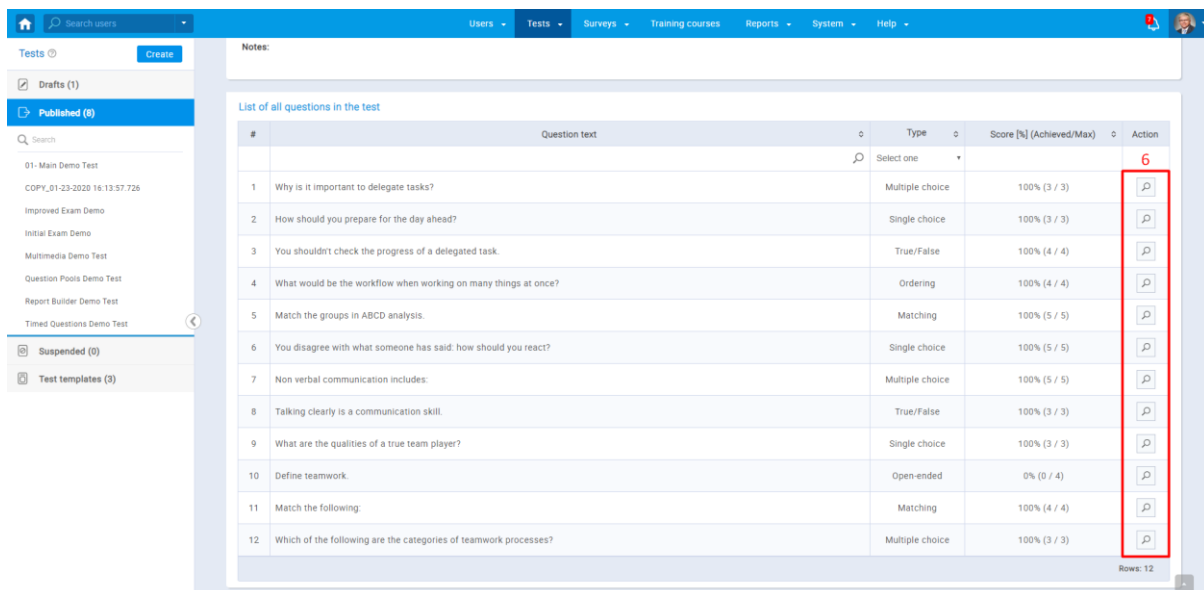
Time allowed: 00:16:00

Notes:

6. The second part of the report will display:













- The list of all questions in the test
- Question types
- The score achieved

"Magnifying glass" icon in the Action column allows you to see the details of each question in the test.



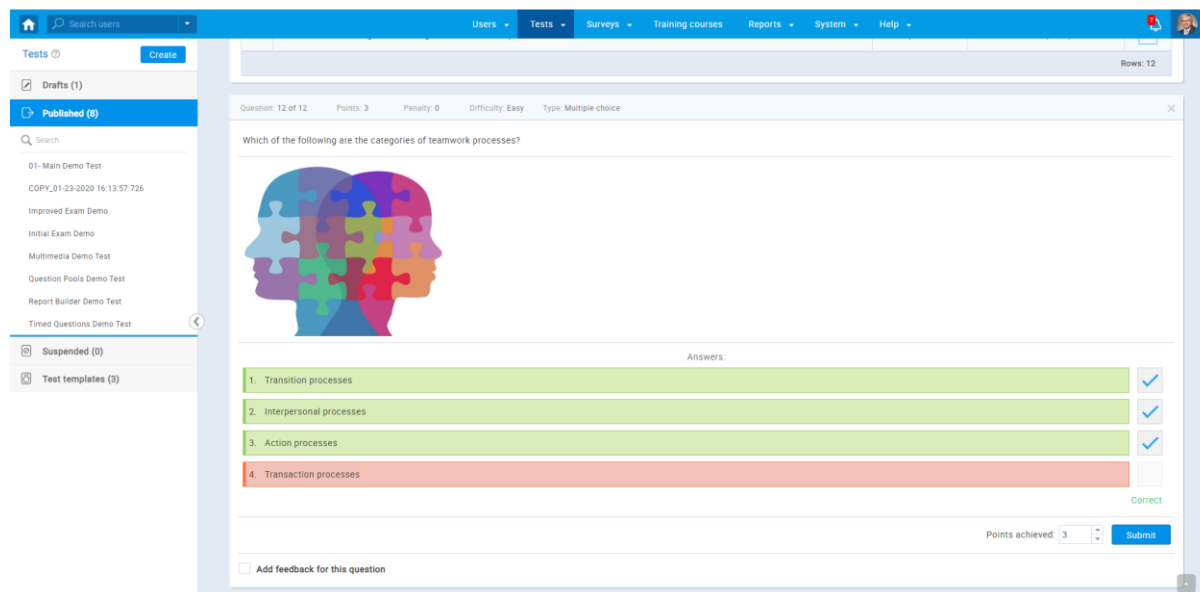
Notes:

List of all questions in the test

#	Question text	Type	Score [%] (Achieved/Max)	Action
1	Why is it important to delegate tasks?	Multiple choice	100% (3 / 3)	
2	How should you prepare for the day ahead?	Single choice	100% (3 / 3)	
3	You shouldn't check the progress of a delegated task.	True/False	100% (4 / 4)	
4	What would be the workflow when working on many things at once?	Ordering	100% (4 / 4)	
5	Match the groups in ABCD analysis.	Matching	100% (5 / 5)	
6	You disagree with what someone has said: how should you react?	Single choice	100% (5 / 5)	
7	Non verbal communication includes:	Multiple choice	100% (5 / 5)	
8	Talking clearly is a communication skill.	True/False	100% (3 / 3)	
9	What are the qualities of a true team player?	Single choice	100% (3 / 3)	
10	Define teamwork.	Open-ended	0% (0 / 4)	
11	Match the following:	Matching	100% (4 / 4)	
12	Which of the following are the categories of teamwork processes?	Multiple choice	100% (3 / 3)	

Rows: 12

7. An example of the displayed question details is shown below.



Question: 12 of 12 Points: 3 Penalty: 0 Difficulty: Easy Type: Multiple choice

Which of the following are the categories of teamwork processes?

Answers:

1. Transition processes	<input checked="" type="checkbox"/>
2. Interpersonal processes	<input checked="" type="checkbox"/>
3. Action processes	<input checked="" type="checkbox"/>
4. Transaction processes	<input type="checkbox"/>

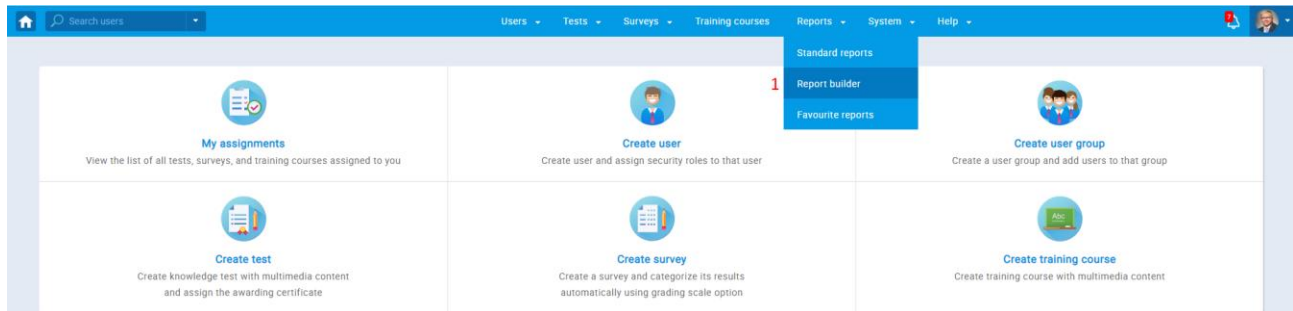
Correct

Points achieved: 3

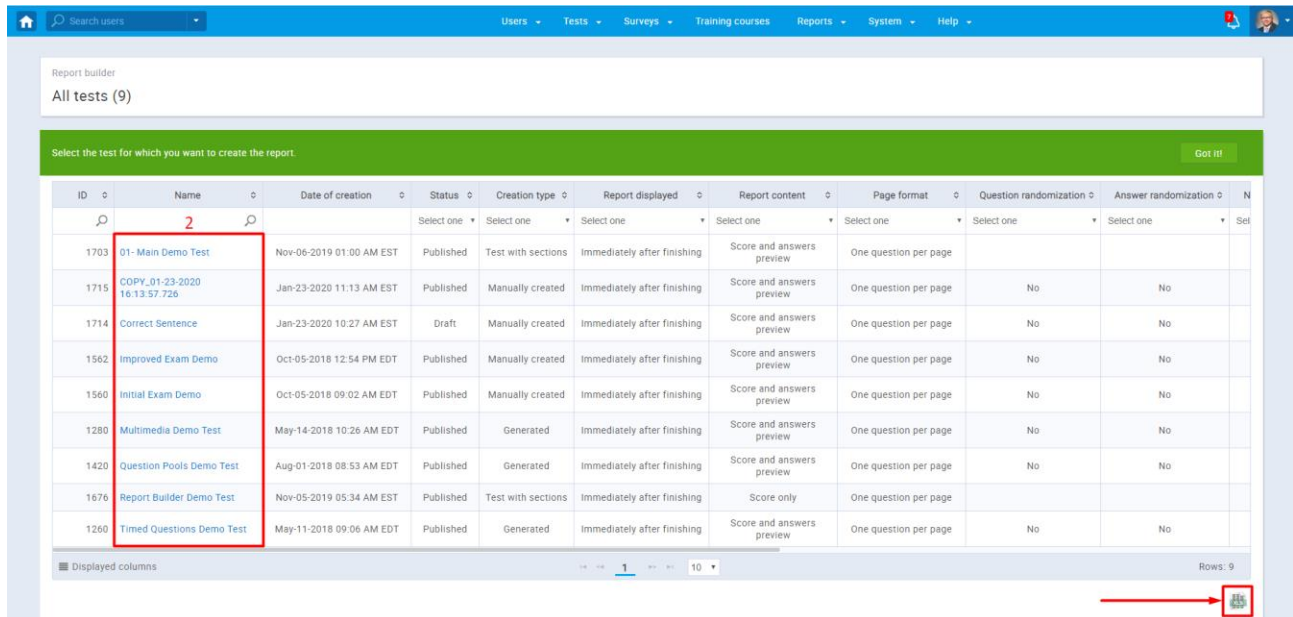
☐ Add feedback for this question

5.2 Report builder

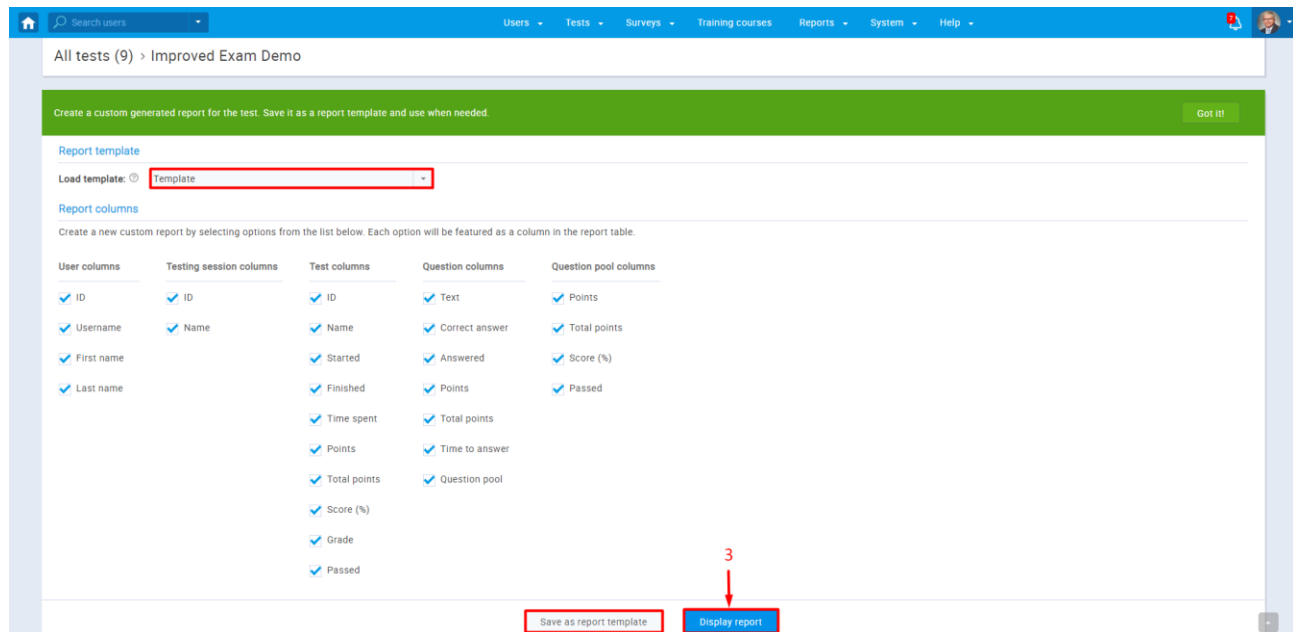
1. To open a "Report builder," navigate to Reports/Report builder.



2. Select a test name from the list. You can export the list of all tests as an Excel file.



- Choose from a wide variety of options that you want to display in the report. Report templates can also be created by saving them for future use, and you can load them from the dropdown menu list of saved templates.



Report template

Load template: Template

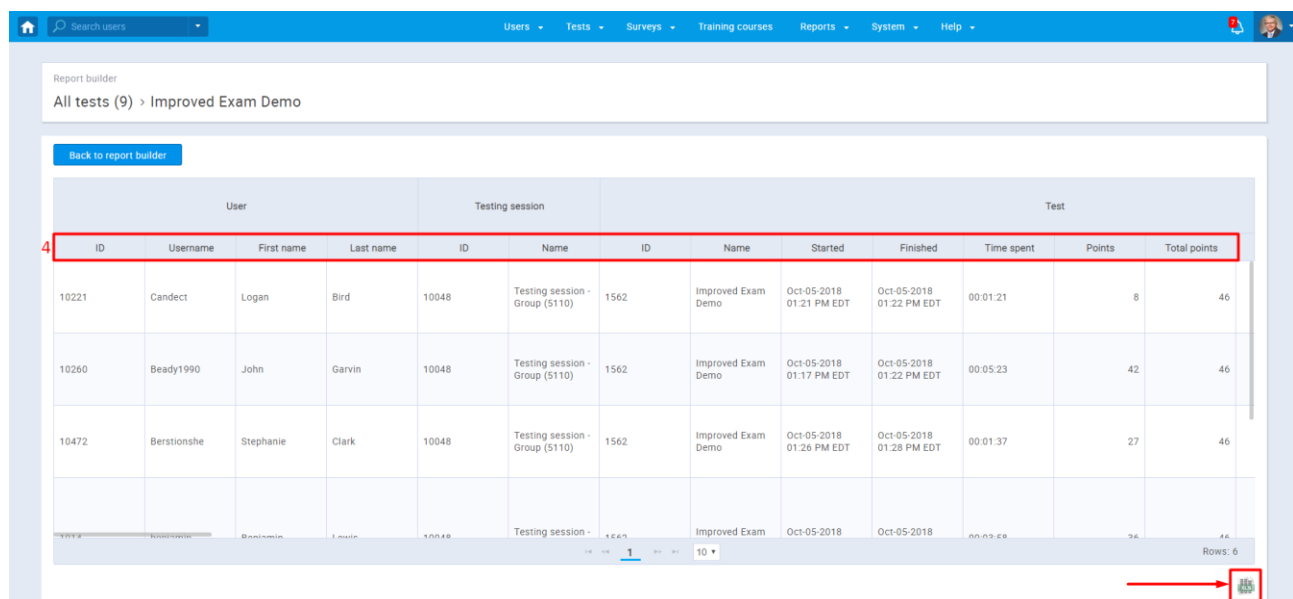
Report columns

Create a new custom report by selecting options from the list below. Each option will be featured as a column in the report table.

User columns	Testing session columns	Test columns	Question columns	Question pool columns
<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> ID	<input checked="" type="checkbox"/> Text	<input checked="" type="checkbox"/> Points
<input checked="" type="checkbox"/> Username	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Correct answer	<input checked="" type="checkbox"/> Total points
<input checked="" type="checkbox"/> First name		<input checked="" type="checkbox"/> Started	<input checked="" type="checkbox"/> Answered	<input checked="" type="checkbox"/> Score (%)
<input checked="" type="checkbox"/> Last name		<input checked="" type="checkbox"/> Finished	<input checked="" type="checkbox"/> Points	<input checked="" type="checkbox"/> Passed
		<input checked="" type="checkbox"/> Time spent	<input checked="" type="checkbox"/> Total points	
		<input checked="" type="checkbox"/> Points	<input checked="" type="checkbox"/> Time to answer	
		<input checked="" type="checkbox"/> Total points	<input checked="" type="checkbox"/> Question pool	
		<input checked="" type="checkbox"/> Score (%)		
		<input checked="" type="checkbox"/> Grade		
		<input checked="" type="checkbox"/> Passed		

Save as report template Display report

- Each option will be featured as a column in the report table. You can export a report for a specific test as an Excel file to have better visibility of a full report.



Report builder

All tests (9) > Improved Exam Demo

Back to report builder

User				Testing session		Test						
ID	Username	First name	Last name	ID	Name	ID	Name	Started	Finished	Time spent	Points	Total points
10221	Candect	Logan	Bird	10048	Testing session - Group (5110)	1562	Improved Exam Demo	Oct-05-2018 01:21 PM EDT	Oct-05-2018 01:22 PM EDT	00:01:21	8	46
10260	Beady1990	John	Garvin	10048	Testing session - Group (5110)	1562	Improved Exam Demo	Oct-05-2018 01:17 PM EDT	Oct-05-2018 01:22 PM EDT	00:05:23	42	46
10472	Berstionshe	Stephanie	Clark	10048	Testing session - Group (5110)	1562	Improved Exam Demo	Oct-05-2018 01:26 PM EDT	Oct-05-2018 01:28 PM EDT	00:01:37	27	46

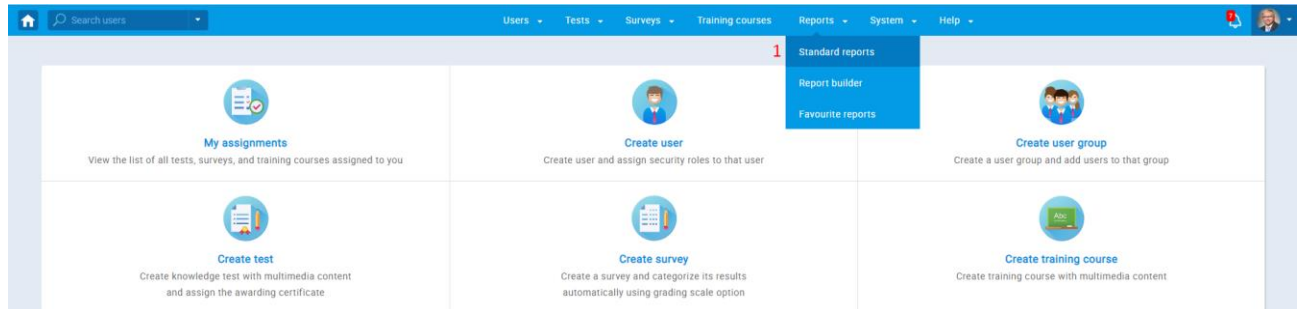
Rows: 6

5. You can also access the Report builder directly from the test by navigating to the Report builder tab.

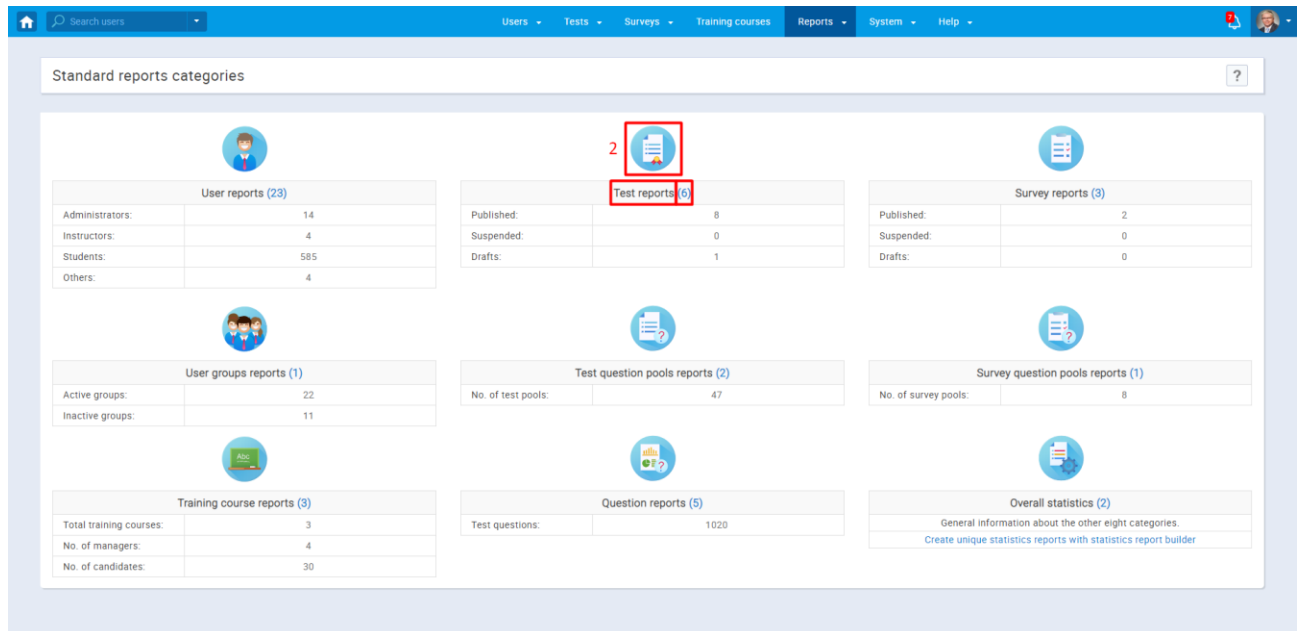
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5.3 Standard reports

1. YouTestMe GetCertified offers various standard reports to aggregate and organizes information stored in the database. All reports are displayed in a tabular format (some of them with additional graphical representations), and you can export them as an Excel file. To access the "Standard Reports" page, you should click on the "Reports" section of the main menu and select the "Standard Reports" option, which displays the navigation page, with nine report categories containing multiple reports that are related to a specific application module.



2. You can access the list of reports by clicking on the category icon, name, or number in the round brackets (number of reports related to a specific category).



3. You can also see basic aggregated information related to the application module tied to a specific report category.

Search users

Users

Tests

Surveys

Training courses

Reports

System

Help

Standard reports categories

User reports (23)

Administrators:	14
Instructors:	4
Students:	585
Others:	4

Test reports (6)

Published:	8
Suspended:	0
Drafts:	1

Survey reports (3)

Published:	2
Suspended:	0
Drafts:	0

User groups reports (1)

Active groups:	22
Inactive groups:	11

Test question pools reports (2)

No. of test pools:	47
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Survey question pools reports (1)

No. of survey pools:	8
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Training course reports (3)

Total training courses:	3
No. of managers:	4
No. of candidates:	30

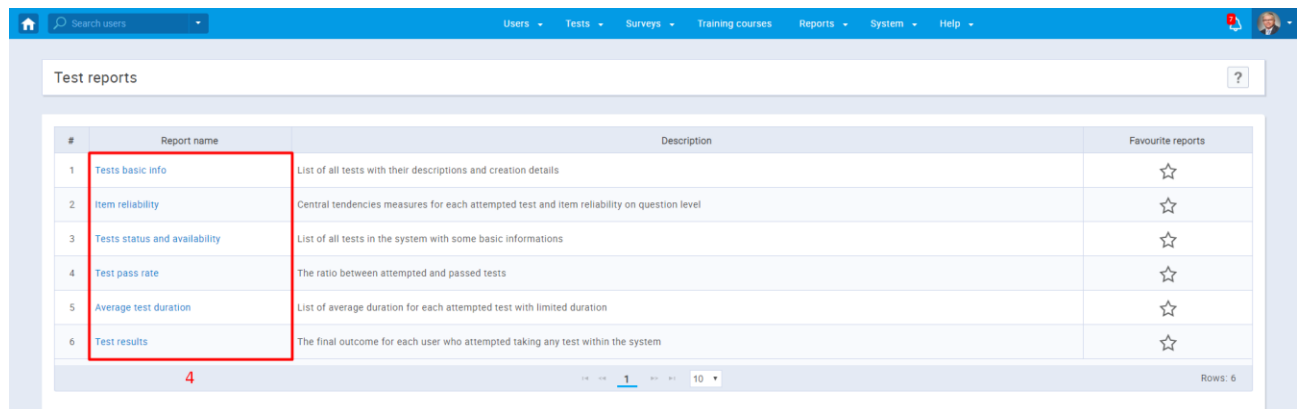
Question reports (5)

Test questions:	1020
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Overall statistics (2)

General information about the other eight categories.	
Create unique statistics reports with statistics report builder	

4. When you access one of the report categories (see image number 2), you will see a list of all reports related to that category, with their names and descriptions. To open the desired report, you should click on its name.



#	Report name	Description	Favourite reports
1	Tests basic info	List of all tests with their descriptions and creation details	☆
2	Item reliability	Central tendencies measures for each attempted test and item reliability on question level	☆
3	Tests status and availability	List of all tests in the system with some basic informations	☆
4	Test pass rate	The ratio between attempted and passed tests	☆
5	Average test duration	List of average duration for each attempted test with limited duration	☆
6	Test results	The final outcome for each user who attempted taking any test within the system	☆

- Test results**
The final outcome for each user who attempted taking any test within the system

#	Name	Test name	Type	Test created	Test started	Test finished	Score (%)	Outcome
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Select One"/>				<input type="text" value="Search"/>	<input type="text" value="Search"/>
1	Aaron Thompson	Timed Questions Demo Test	Test	May-11-2018 09:06 AM EDT	May-16-2018 06:46 AM EDT	May-16-2018 06:55 AM EDT	80.00	Failed
2	Betty Valencia	Multimedia Demo Test	Test	May-14-2018 10:26 AM EDT	May-16-2018 06:47 AM EDT	May-16-2018 06:51 AM EDT	75.00	Passed
3	Betty Valencia	Timed Questions Demo Test	Test	May-11-2018 09:06 AM EDT	May-16-2018 06:46 AM EDT	May-16-2018 06:54 AM EDT	90.00	Passed
4	Rey Averill	Timed Questions Demo Test	Test	May-11-2018 09:06 AM EDT	May-16-2018 06:46 AM EDT	May-16-2018 06:56 AM EDT	100.00	Passed
5	Rey Averill	Multimedia Demo Test	Test	May-14-2018 10:26 AM EDT	May-16-2018 06:47 AM EDT	May-16-2018 06:49 AM EDT	75.00	Passed
6	Jessica Daley	Multimedia Demo Test	Test	May-14-2018 10:26 AM EDT	May-16-2018 06:47 AM EDT	May-16-2018 06:51 AM EDT	75.00	Passed
7	Jessica Daley	Timed Questions Demo Test	Test	May-11-2018 09:06 AM EDT	May-16-2018 06:46 AM EDT	May-16-2018 07:01 AM EDT	100.00	Passed
8	Micheal Coffin	Multimedia Demo Test	Test	May-14-2018 10:26 AM EDT	May-16-2018 06:47 AM EDT	May-16-2018 06:52 AM EDT	62.50	Passed
9	Micheal Coffin	Timed Questions Demo Test	Test	May-11-2018 09:06 AM EDT	May-16-2018 06:46 AM EDT	May-16-2018 06:58 AM EDT	60.00	Failed
10	Victoria Curry	Timed Questions Demo Test	Test	May-11-2018 09:06 AM EDT	May-16-2018 06:46 AM EDT	May-16-2018 07:00 AM EDT	70.00	Failed

5 1 2 3 10 Rows: 137