

2020

YouTestMe

How to Set up Note-Taking Options

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Author	YouTestMe
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1 Introduction

This document will help you to set up note-taking options.

2 Setting up Note-Taking Options

To enable notes-taking during the test-taking process, in the second step of the test/section creation process (if the test consists of sections), you should:

1. Click the "**Enable notes**" option.

In case only this option is checked, the "Notes" field will be blank when the candidates start the test, and the candidates will be able to write notes that will be visible only to them.

2. To make notes visible to an instructor, check the "**Make notes persistent**" option.

In case you checked the "Enable notes" and "Make notes persistent" options, the candidate will be able to take notes during the test, and the notes will be visible to the instructor after the test is completed.

3. To display test/section instructions into the notes, click the "**Copy test instructions into notes**" option.

The candidate will be able to see the instructions in the "Notes" field, but the candidate can delete instructions and use the field for taking notes during the test-taking process. Depending on whether the "Make notes persistent" option is enabled, the notes will/will not be visible to the instructor.

2.1 Only the "Enable notes" Option Checked

2.1.1 Test setup

Create Test Section Wizard

- Section information
- Settings
- Method
- Add questions
- Review
- Save section

Test sections

- Section 1
- Section 2
- Section 3
- Section 4
- Section 5

⊗ Discard changes in the current section

Section template settings

Section template: Select one (optional)

Duration type: Unlimited

Page format: One question per page

☐ Require answering all questions
☐ Enable 'I don't know' answer to avoid negative points
☒ Disable going backwards in test section
☐ Enable answer feedback
☐ Show question metadata to candidate
☒ **Enable notes**
☐ Make notes persistent
☐ Copy test instructions into notes
☐ Enable revisiting section

2.1.2 Test Layout

Main Demo Test > Section 5

Continue later

Question: 1 of 4 Type: Multiple choice

From the following list choose two natural numbers.

Select all that apply

A. 5

B. 8,9

C. i

D. 1

Next question

Finish test

Section progress bar

1/4

Test

Section

Section name Section 5

All questions (4)

1

2

3

4

☐ Not answered

☒ Answered

☒ Incorrect answer

☐ Correct answer

Real time grading - for current section

0 Points (0.0%)

Notes

B I U \times x^2 H_2 H_2 π ϕ \equiv \equiv

Note: The candidate must click the "Save" button to save the entered note.

My assignments

Ema Smith (Ema_student)
 Test attempt report

Test name: Main Demo Test

Label:

Started: Dec-10-2020 03:41 PM GMT

Finished: Dec-10-2020 03:52 PM GMT

Result: Passed

Time spent: 00:11:03

Score: 13.46%

Test sections

Please select the test section in order to view the questions

Test section	Score	Status
Section 1	100.00%	Passed
Section 2	0.00%	Failed
Section 3	12.50%	Passed
Section 4	10.00%	Passed
Section 5	0.00%	Failed

Section 'Section 5' - Question pools

Question pool	Passing mark	Score	Status
General Knowledge	0%	0.00% (0/8 points) <small>0 correct, 0 incorrect, 2 skipped questions</small>	Failed
General Knowledge - Basic	0%	0.00% (-1/8 points) <small>1 correct, 0 incorrect, 1 skipped questions</small>	Failed

Section 'Section 5' - Questions

Question: 1 of 4 Points: 2 Penalty: 1 Difficulty: Easy Type: Multiple choice Question pool: General Knowle...

From the following list choose two natural numbers.

Answers:

- A. 5 ☒
- B. 8,9 ☐
- C. I ☐
- D. 1 ☒

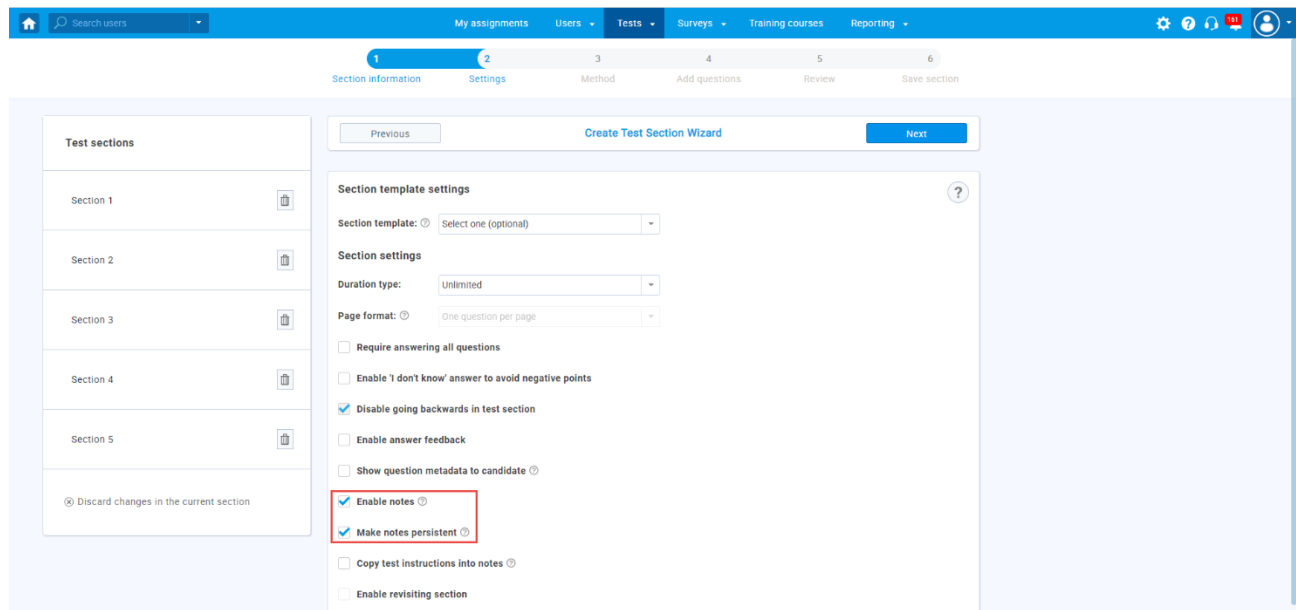
Correct Points achieved: 2

Question: 2 of 4 Points: 6 Penalty: 3 Difficulty: Hard Type: Multiple choice Question pool: General Knowle...

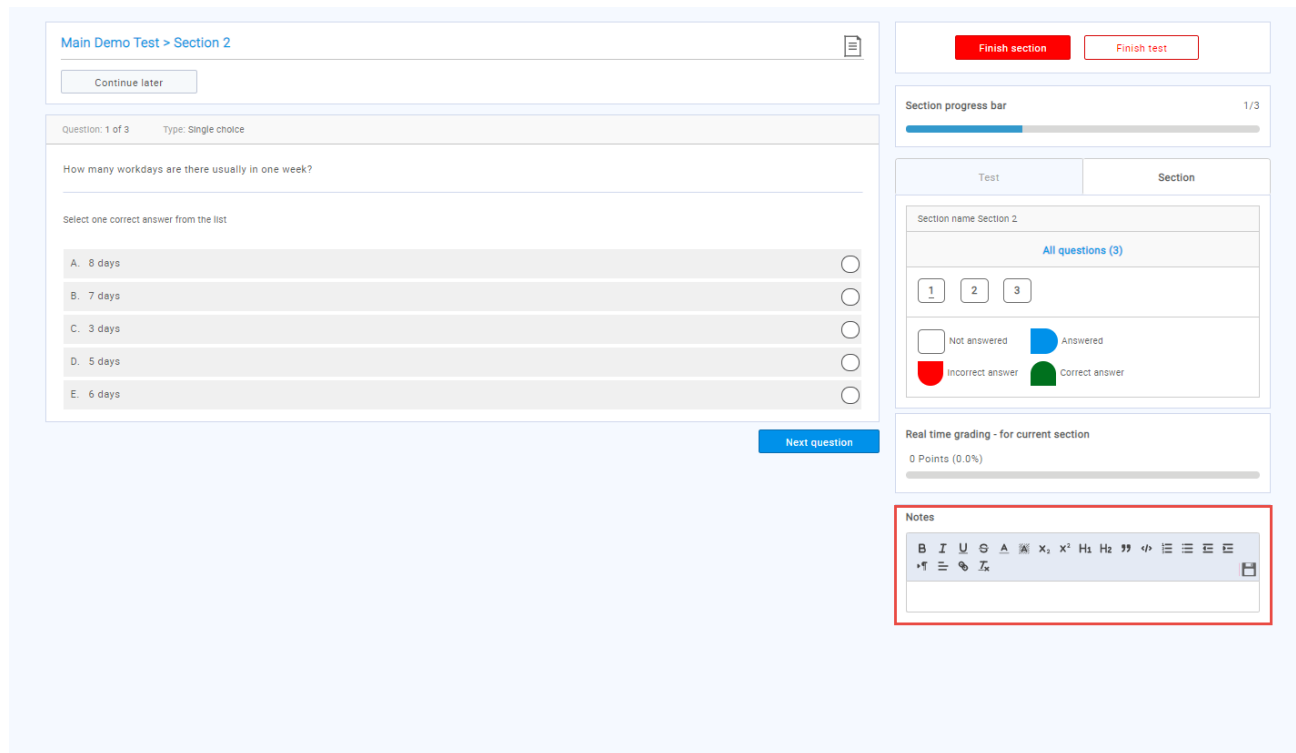
From the following list select fruits.

2.2 The "Enable notes" and "Make notes persistent" Options Checked

2.2.1 Test Setup



2.2.2 Test Layout



Note: The candidate must click the "Save" button to save the entered note.

My assignments

Emma Smith (Ema_student)

Test attempt report

Test name: Main Demo Test

Label:

Started: Dec-10-2020 03:41 PM GMT

Finished: Dec-10-2020 03:52 PM GMT

Result: Passed

Time spent: 00:11:03

Score: 13.46%

Notes: Candidate's notes during the test-taking process.

Test sections

Please select the test section in order to view the questions

Test section	Score	Status
Section 1	100.00%	Passed
Section 2	0.00%	Failed
Section 3	12.50%	Passed
Section 4	10.00%	Passed
Section 5	0.00%	Failed

Section 'Section 2' - Question pools

Question pool	Passing mark	Score	Status
General Knowledge	0%	100.00% (4/4 points) <small>1 correct, 0 incorrect, 0 skipped questions</small>	Passed
General Knowledge - Basic	0%	0.00% (-4/8 points) <small>0 correct, 1 incorrect, 1 skipped questions</small>	Failed

Section 'Section 2' - Questions

Question: 1 of 3 Points: 4 Penalty: 2 Difficulty: Medium Type: Single choice Question pool: General Knowle...

How many workdays are there usually in one week?

Answers:

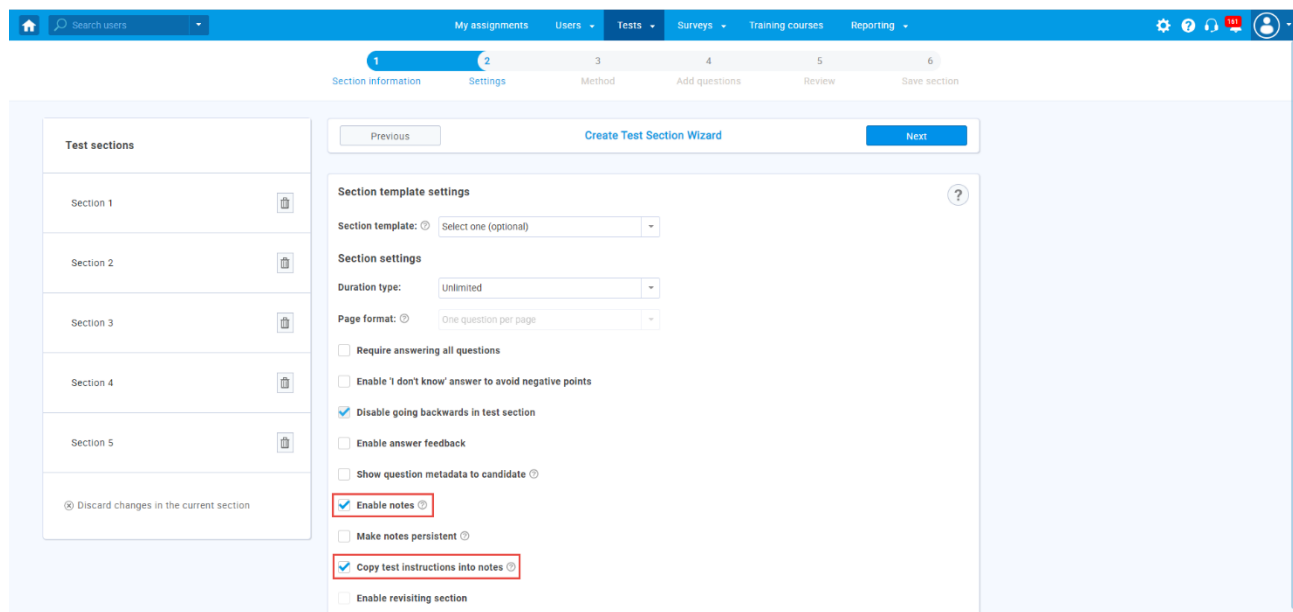
- A. 8 days ☐
- B. 7 days ☐
- C. 3 days ☐
- D. 5 days ☒
- E. 6 days ☐

Correct Points achieved: 4

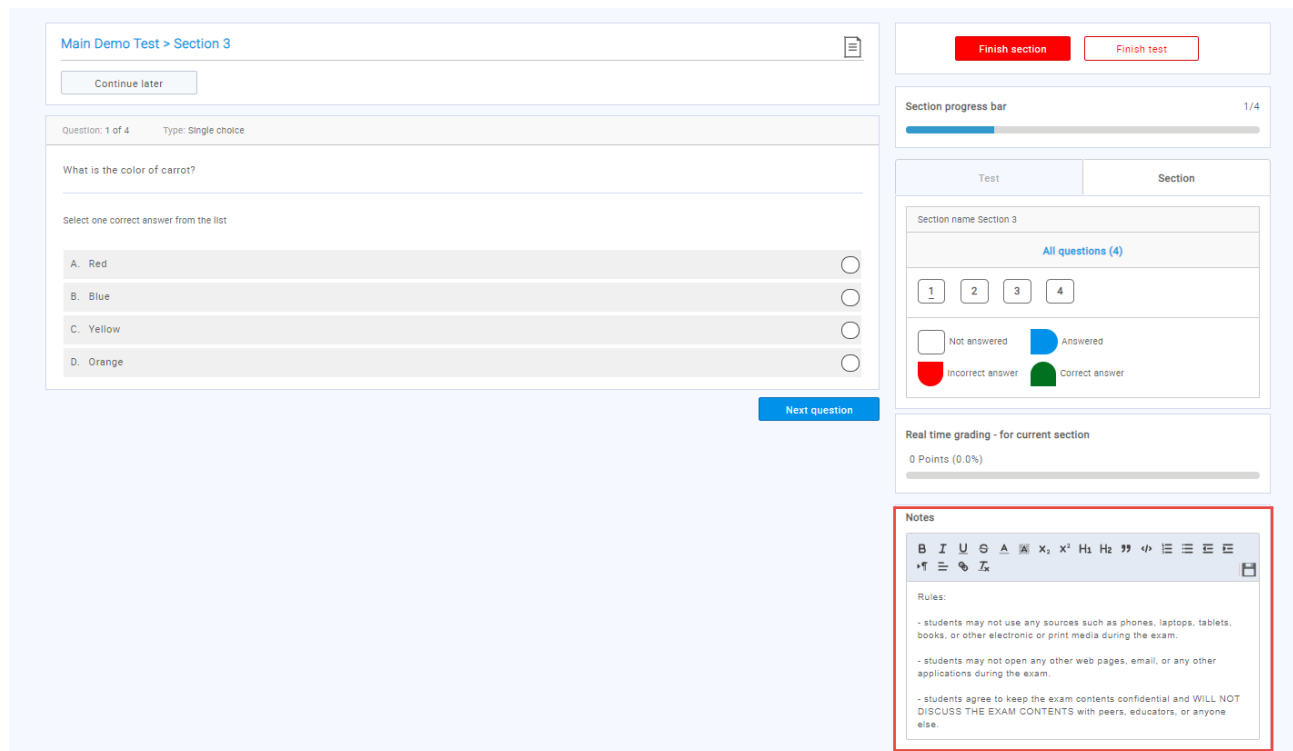
Question: 2 of 3 Points: 6 Penalty: 3 Difficulty: Hard Type: Multiple choice Question pool: General Knowle...

2.3 The "Enable notes" and "Copy test instructions into notes" Options Checked

2.3.1 Test Setup



2.3.2 Test Layout



Note: The candidate must click the "Save" button to save the entered note.

Home
 My assignments
 ?

Emma Smith (Ema_student)

Test attempt report

Test name:	Main Demo Test
Label:	
Started:	Dec-10-2020 03:41 PM GMT
Finished:	Dec-10-2020 03:52 PM GMT
Result:	Passed
Time spent:	00:11:03
Score:	13.46%

Section 'Section 3' - Question pools

Question pool	Passing mark	Score	Status
General Knowledge	0%	0.00% (0/2 points) <small>0 correct, 0 incorrect, 1 skipped questions</small>	Failed
General Knowledge - Basic	0%	16.67% (1/6 points) <small>1 correct, 0 incorrect, 2 skipped questions</small>	Passed

Section 'Section 3' - Questions

Question: 1 of 4 Points: 2 Penalty: 1 Difficulty: Easy Type: Single choice Question pool: General Knowl...

What is the color of carrot?

Answers:

- A. Red ☐
- B. Blue ☐
- C. Yellow ☐
- D. Orange ☒

Correct Points achieved: 2

Question: 2 of 4 Points: 2 Penalty: 1 Difficulty: Easy Type: Multiple choice Question pool: General Knowl...

Select years of beginning and ending of WW1.

Test sections

Please select the test section in order to view the questions

Test section	Score	Status
Section 1	100.00%	Passed ⓘ
Section 2	0.00%	Failed ⓘ
Section 3	12.50%	Passed ⓘ
Section 4	10.00%	Passed ⓘ
Section 5	0.00%	Failed ⓘ

2.4 All Three Options Checked

2.4.1 Test Setup

Home

Search users

My assignmentsUsersTestsSurveysTraining coursesReporting

123456

Section informationSettingsMethodAdd questionsReviewSave section

Test sections

Section 1

Section 2

Section 3

Section 4

Section 5

Discard changes in the current section

Previous

Create Test Section Wizard

Next

Section template settings

Section template: Select one (optional)

Section settings

Duration type: Unlimited

Page format: One question per page

☐ Require answering all questions

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

☒ Disable going backwards in test section

☐ Enable answer feedback

☐ Show question metadata to candidate

☒ Enable notes

☒ Make notes persistent

☒ Copy test instructions into notes

☐ Enable revisiting section

2.4.2 Test Layout

Main Demo Test > Section 1

Continue later

Question: 1 of 2 Type: True/False

If you pass the second person in a race you take the first place.

Decide whether the sentence above is true or false

A. True ☐

B. False ☐

☐ I will not answer this question to avoid possible negative points

Next question

Finish section

Finish test

Section progress bar 1/2

TestSection

Section name Section 1

All questions (2)

1

2

☐ Not answered

Answered

Incorrect answer

Correct answer

I don't know

Real time grading - for current section

0 Points (0.0%)

Notes

B I U $\text{\textcircled{C}}$ A \textasciix x , x^2 H_1 H_2 \textquoteright \textless \textgreater \textbar \textbackslash $\text{\textatilde{x}}$

Rules:
 - students may not use any sources such as phones, laptops, tablets, books, or other electronic, or print media during the exam.
 - students may not open any other web pages, email, or any other applications during the exam.
 - students agree to keep the exam contents confidential and WILL NOT DISCUSS THE EXAM CONTENTS with peers, educators, or anyone else.

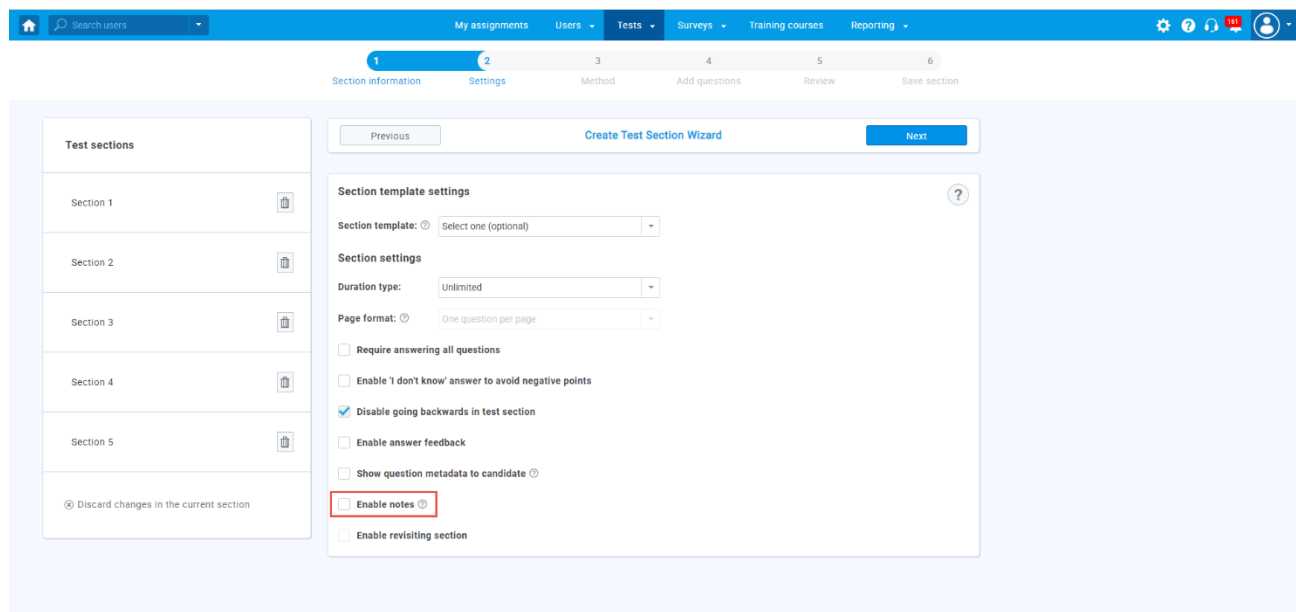
Note: The candidate must click the "Save" button to save the entered note.

2.4.3 Report Layout

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2.5 No Options Checked

2.5.1 Test Setup



Test sections

- Section 1
- Section 2
- Section 3
- Section 4
- Section 5
- ⊗ Discard changes in the current section

Create Test Section Wizard

Previous **2** Next

Section template settings

Section template: Ⓢ Select one (optional) ▼

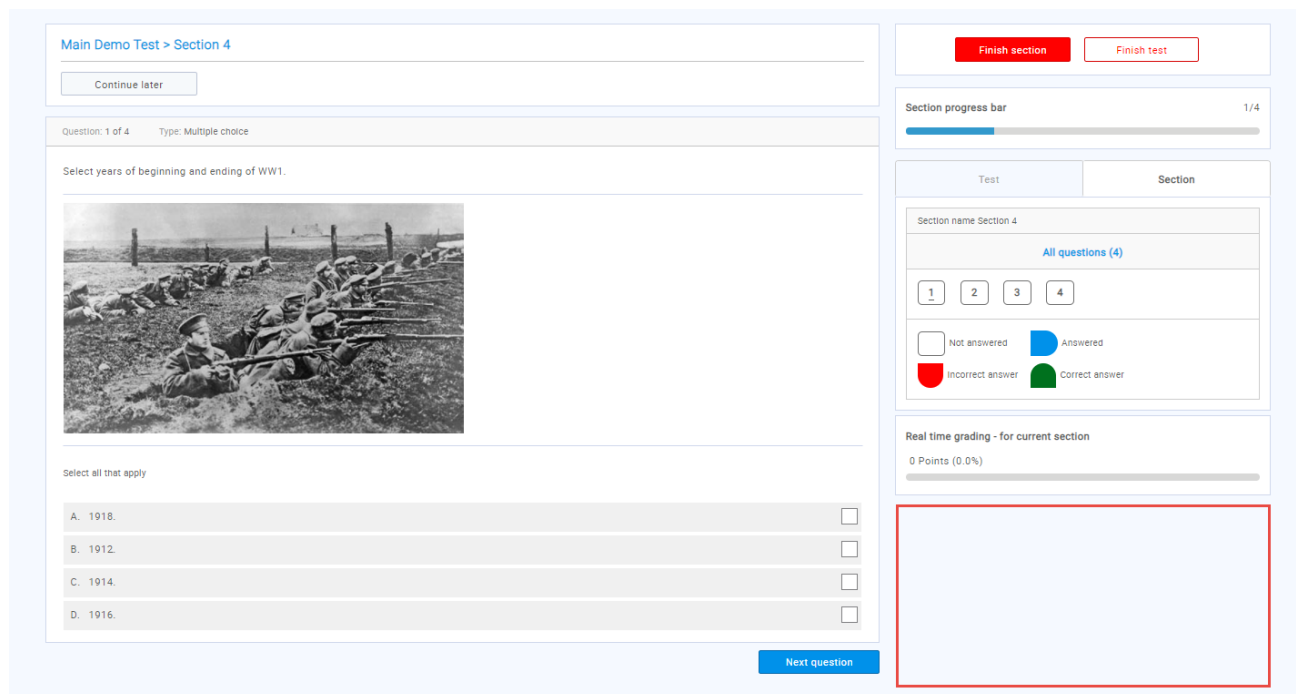
Section settings

Duration type: Unlimited ▼

Page format: Ⓢ One question per page ▼

- ☐ Require answering all questions
- ☐ Enable 'I don't know' answer to avoid negative points
- ☒ Disable going backwards in test section
- ☐ Enable answer feedback
- ☐ Show question metadata to candidate Ⓢ
- ☐ **Enable notes** Ⓢ
- ☐ Enable revisiting section

2.5.2 Test layout




Main Demo Test > Section 4

Continue later

Question: 1 of 4 Type: Multiple choice

Select years of beginning and ending of WW1.



Select all that apply

- A. 1918. ☐
- B. 1912. ☐
- C. 1914. ☐
- D. 1916. ☐

Next question

Finish section **Finish test**

Section progress bar 1/4

Test **Section**

Section name Section 4

All questions (4)

1 2 3 4

☐ Not answered ☒ Answered

☒ Incorrect answer ☐ Correct answer

Real time grading - for current section

0 Points (0.0%)

Home
 My assignments

Ema Smith (Ema_student)

Test attempt report

Test name: Main Demo Test

Label:

Started: Dec-10-2020 03:41 PM GMT

Finished: Dec-10-2020 03:52 PM GMT

Result: Passed

Time spent: 00:11:03

Score: 13.45%


Section 'Section 4' - Question pools

Question pool	Passing mark	Score	Status
General Knowledge - Basic	0%	10.00% (1/10 points) <small>2 correct, 0 incorrect, 2 skipped questions</small>	Passed

Section 'Section 4' - Questions

Question: 1 of 4 Points: 2 Penalty: 1 Difficulty: Easy Type: Multiple choice Question pool: General Knowle...

Select years of beginning and ending of WW1.



Answers:

A. 1918

B. 1912.

It is possible to review the test/section instructions during the test-taking process. This button will appear if there are instructions for taking the test/section and if the "Enable notes" option is checked during the test creation process.

Main Demo Test > Section 1

Continue later

Question: 1 of 2 Type: True/False

If you pass the second person in a race you take the first place.

Decide whether the sentence above is true or false

a. True

b. False

Finish section
Finish test

Section progress bar 1/2

Test

Section

Section name Section 1

All questions (2)

1

2

☐ Not answered

Answered

Incorrect answer

Correct answer

I don't know

Real time grading - for current section

0 Points (0.0%)

Notes

B U I O A x₁ x² H₁ H₂ " ' < > = < > ¶ ≡

☞ ™

Rules:

- students may not use any sources such as phones, laptops, tablets, books, or other electronic, or print media during the exam.
- students may not open any other web pages, email, or any other applications during the exam.