2020

YouTestMe

Make the Preformatted Letter Customizable





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1 Introduction

The purpose of this document is to explain how to customize a PDF version of a preformatted letter. The preformatted letter can be customized globally (changes will apply to all tests) or for a particular test.

2 How to Customize the Preformatted Letter for All Tests

To customize a preformatted letter globally, select the "Settings" button in the main menu and choose "System settings."



Once you open "System settings," navigate to the "System preferences" tab.

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System settings									?
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Fill in the score report fields and tick the boxes, as presented in the picture below. For a detailed explanation of each option, see the chapter <u>steps to customize the preformatted letter</u>.

Score report	
Passing criteria:	To pass the test, a candidate must meet or exceed: (1) a predefined passing score for the "total test", and (2) a predefined score (cut-score) for the "analysis section" of the test
Main test description:	Section 1 provides candidates information regarding their test performance compared to the "total test" and the "analys section" passing scores. The scores provided are scaled scores (100-800). A scaled score is the total number of correctly answered questions (raw score) converted into consistent and standardized scale. For the "total test", the converted raw passing the score of the score scor
Sections description:	This section aims to provide candidates visibility on where they may have opportunities for improvement. However, because the is no performance threshold for each topic area, it is advisable that candidates pursue improvements in all topic areas.
Re-test policy:	Re-test policy: "Candidates who do not pass the exam on the first try must wait a minimum of 3-months (90-days) to ta the exam again. If unable to pass again, the candidate must wait 6-months (180-days) for a third attempt and then wait 12- months (365-days) for a fourth attempt the candidate waits 12-months between all re-tests." (p. 36. Candidate Handbook)
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🖌 🗹 Show sections diag	ram
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Logo	
	to all users on the application login screen. You can
always switch back to th	e default rogo.
Change logo	Default logo
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(P)	
System paramete	ers
System parameter	
	.tes: ⑦ 180
Session timeout in minu	.tes: ⑦ 180

3 How to Customize the Preformatted Letter for a Particular Test

This setting allows you to customize the preformatted letter's content for a particular test and override the global configuration for this test's preformatted letter.

To customize the content of a preformatted letter for a specific test, navigate to the "Tests" in the application's main menu, and then select the "Manage tests" option.



On the "Manage tests" page, you will see the list of all tests. Use the search box to find a particular test, and click on its name to open it.

On the left side menu, you can find tests categorized by their statuses. The table below shows the list of tests you can manage. Filter and search the tests by multiple categories. Create a new test by clicking the "New Test" button in the top right comer. Tests that have the status "Draft" have not been published and can still be fully edited. Published tests can be only partially modified. You can always create more sessions and assign new candidates. Suspended tests are permanently distance of the status "Draft" have not been published and can still be fully edited. Published tests can be only partially modified. You can always create more sessions and assign new candidates. Suspended tests are permanently distance of the status of tests you can manage. Filter and tests are permanently distance of the status of tests you can always create more sessions and assign new candidates. Suspended tests are permanently distance of tests you can always create more sessions and assign new candidates. Suspended tests are permanently distance of tests you can always create more sessions and assign new candidates. Suspended tests are permanently distance of tests you can always create more sessions and assign new candidates. Suspended tests are permanently distance of tests you can always create more sessions and assign new candidates. Suspended tests are permanently distance of tests you can always create more sessions and assign new candidates. Suspended tests are permanently distance of tests you can always create more sessions and assign new candidates. Suspended tests are permanently distance of tests you can always create more sessions and assign new candidates. Suspended tests are permanently distance of tests you can always create more sessions and assign new candidates. Suspended tests are permanently distance of tests you can always create more sessions and assign new candidates. Suspended tests are permanently dis	All lesis	; (348)											New test
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Navigate to the "Score report settings," and then click the "Create custom settings" button.

€ Search us	ers 🕈	My assignments Users + Tests + Surveys + Training courses Reporting +	🌣 🛛 🗘 🌲 🎑
Manage All te	etests ests (9) > Automated Pro	ctoring Demo Test	New test
Setting	s Testing sessions Candidate	s Monitoring Questions Grading scales Report builder Summary report Managers Proctors	
	Settings	Score report settings Customize the content of the score report for this test. These settings will everide the global configuration for score reports.	
	Basic information	To view the global configuration, go to System settings -> System Preferences under the score report section.	
	In-test configuration	Create custom settings	
	Duration and layout		
	Report settings		
>)	Pause/Repeat settings		
	Security settings		
	Result validity settings		
	Certificate		
	External attributes		
	Mobile settings		
	Score report settings		

Fill in the Score report fields and tick the boxes, as presented in the picture below.

For a detailed explanation of each option, see the chapter steps to customize the preformatted letter.



4 The Steps for Customizing the Preformatted Letter

Note: These steps are the same for both global and particular preformatted letters.

- 1. Passing criteria Enter the text on the conditions for passing the test.
- 2. Main test description Enter the necessary information about the test.
- 3. Sections description Enter information about sections.
- 4. Re-test policy Enter information about retaking the test.
- 5. Show pool information Check this option if you want the report to contain information about the pools included in the test.
- 6. Show sections diagram Check this option if you want the report to contain information about the candidates' achieved result for each section, the average results of the candidates who fell, and those who passed.
- 7. Show section groups diagram Check this option if you want the report to contain a diagram for created section groups.
- 8. Click the "Confirm" button to save changes.

5 PDF report from a student perspective

GetCertified

Report Builder Test	
Candidate Name	
Danielle Cole	

To pass the test, a candidate must meet or exceed: (1) a predefined passing score for the "total test", and (2) a predefined score (cut-score) for the "analysis section" of the test.

To provide candidates meaningful feedback regarding their performance on the assessment, the program provides candidates a score report devided into two sections.

Section 1 provides candidates information regarding their test performance compared to the "total test" and the "analysis section" passing scores. The scores provided are scaled scores (100-800). A scaled score is the total number of correctly answered questions (raw score) converted into consistent and standardized scale. For the "total test", the converted raw passing score is 650 on a scale of 100 to 800. Similarly, the converted raw passing score for the "analysis section" of the test is 650 on a scale of 100 to 800. The program uses scaled scores not only to provide candidates more meaningful information, but also to ensure that scores from one form of the test are equivalent to those from another form of the test. This ensures that the meaning of a score from a different form of a test would indicate the same level of performance no matter which form a candidate receives.

SECTION 1	TOTAL TEST	
Your Score	671 (77.5%)	
Performance Threshold	547 (60.0%)	
Your Final Result	Meets Requirement	

Section 2 provides candidates information regarding their performance on the Section 1, Section 2, Section 3 and Section 4. This section aims to provide candidates visibility on where they may have opportunities for improvement. However, because there is no performance threshold for each topic area, it is advisable that candidates pursue improvements in all topic areas.

December 10, 2020

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GetCertified



Re-test policy: "Candidates who do not pass the exam on the first try must wait a minimum of 3months (90-days) to take the exam again. If unable to pass again, the candidate must wait 6-months (180-days) for a third attempt and then wait 12-months (365-days) for a fourth attempt the candidate waits 12-months between all re-tests." (p. 36, Candidate Handbook)

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