

2020

YouTestMe

Make the Preformatted Letter
Customizable

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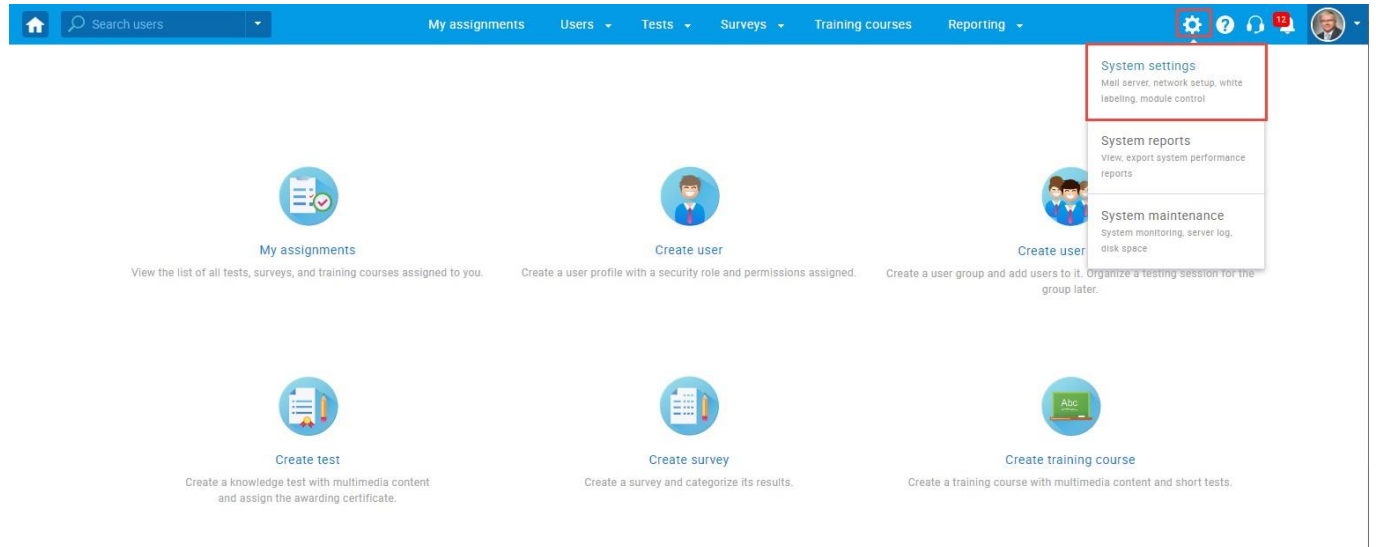
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1 Introduction

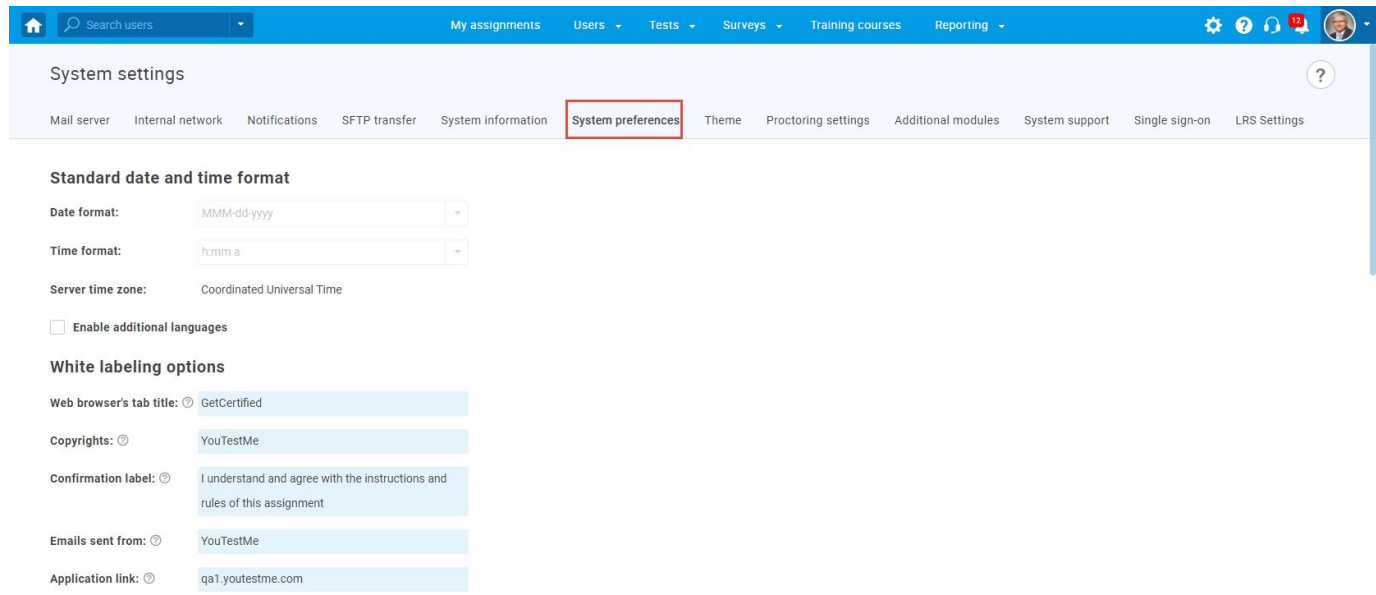
The purpose of this document is to explain how to customize a PDF version of a preformatted letter. The preformatted letter can be customized globally (changes will apply to all tests) or for a particular test.

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.



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](#).

Score report

- 1 **Passing criteria:**
- 2 **Main test description:**
- 3 **Sections description:**
- 4 **Re-test policy:**
- 5 Show pool information
- 6 Show sections diagram
- 7 Show section groups diagram

Logo

This logo will be visible to all users on the application login screen. You can always switch back to the default logo.



Favicon

This favicon will be visible to all users on the web browser tab.



System parameters

Session timeout in minutes:

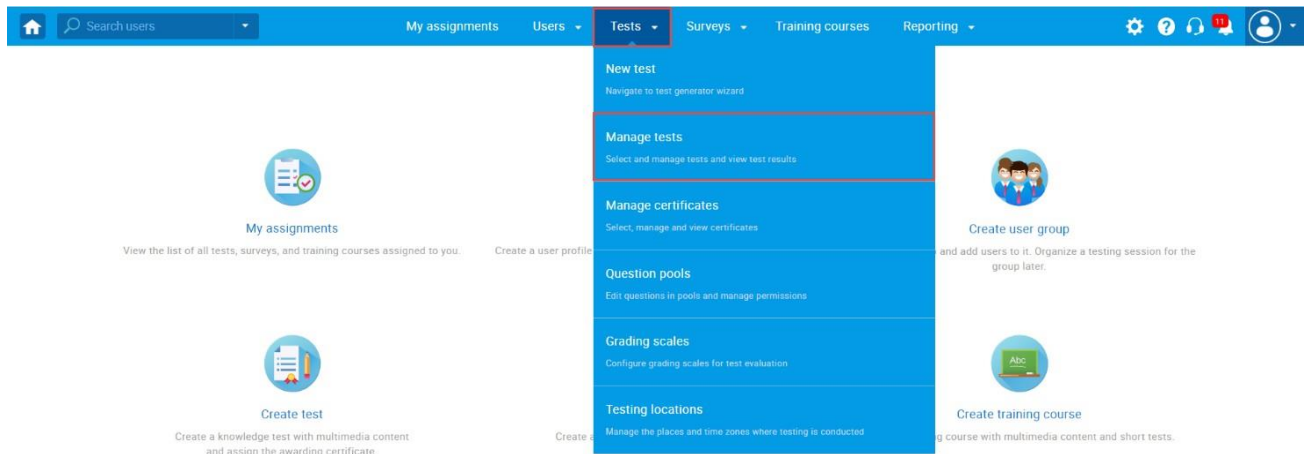
Lockout duration in minutes:

8

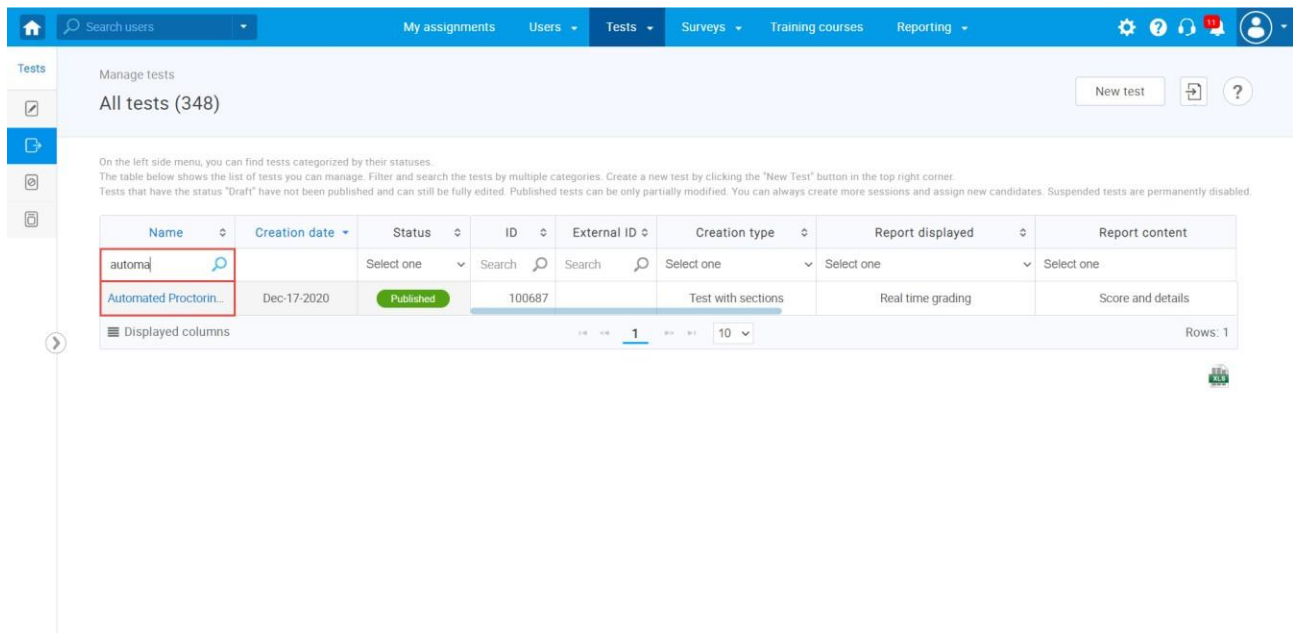
3 How to Customize the Preformatted Letter for a Particular Test

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.

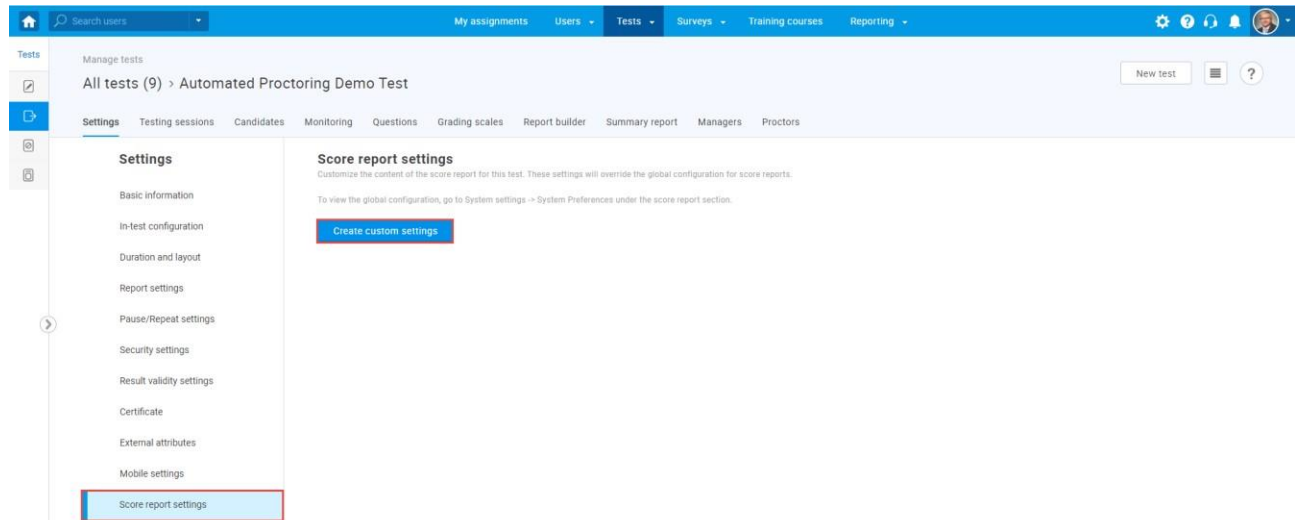
To customize the content of a preformatted letter for a specific test, navigate to the "Tests" in the application's main menu, and then select the "Manage tests" option.



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.

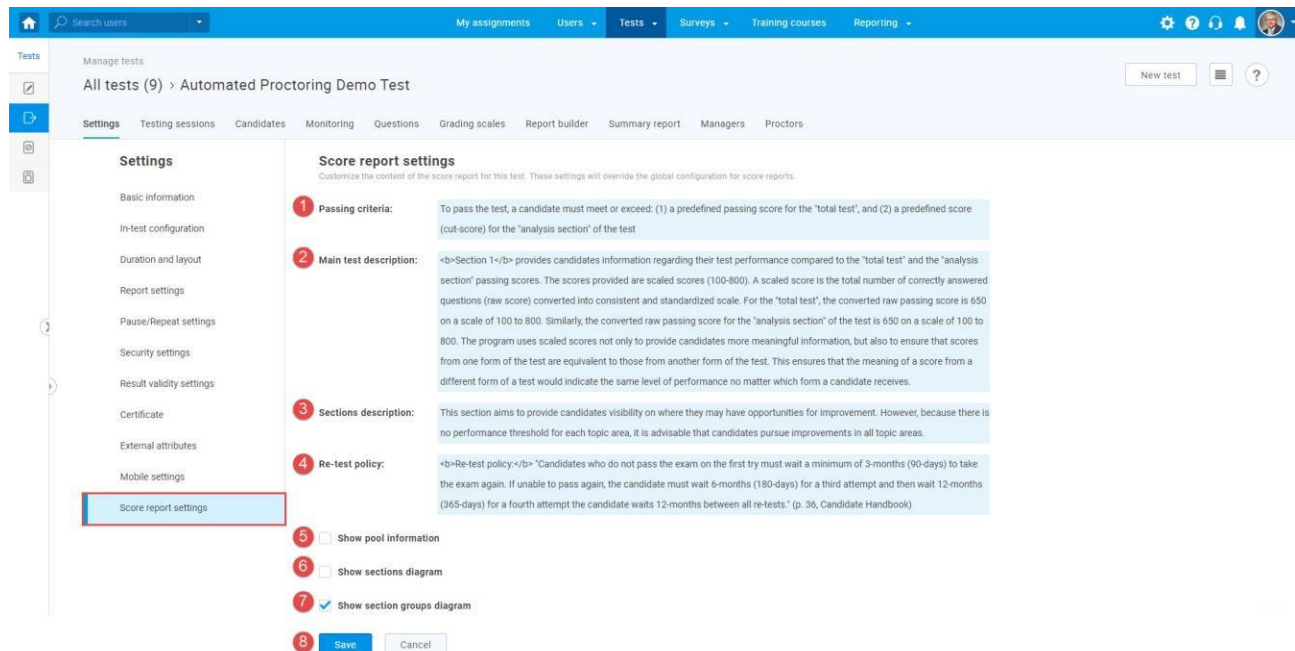


Navigate to the "Score report settings," and then click the "Create custom settings" button.



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



Report Builder Test

Candidate Name
Danielle Cole

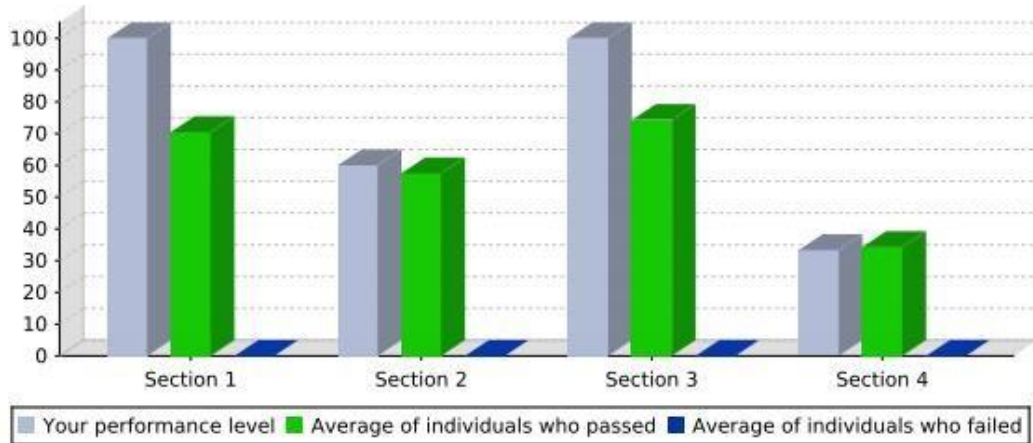
To pass the test, a candidate must meet or exceed: (1) a predefined passing score for the "total test", and (2) a predefined score (cut-score) for the "analysis section" of the test.

To provide candidates meaningful feedback regarding their performance on the assessment, the program provides candidates a score report divided 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.



Re-test policy: "Candidates who do not pass the exam on the first try must wait a minimum of 3-months (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)