



YouTestMe

Allow Full Editing of Published Exams

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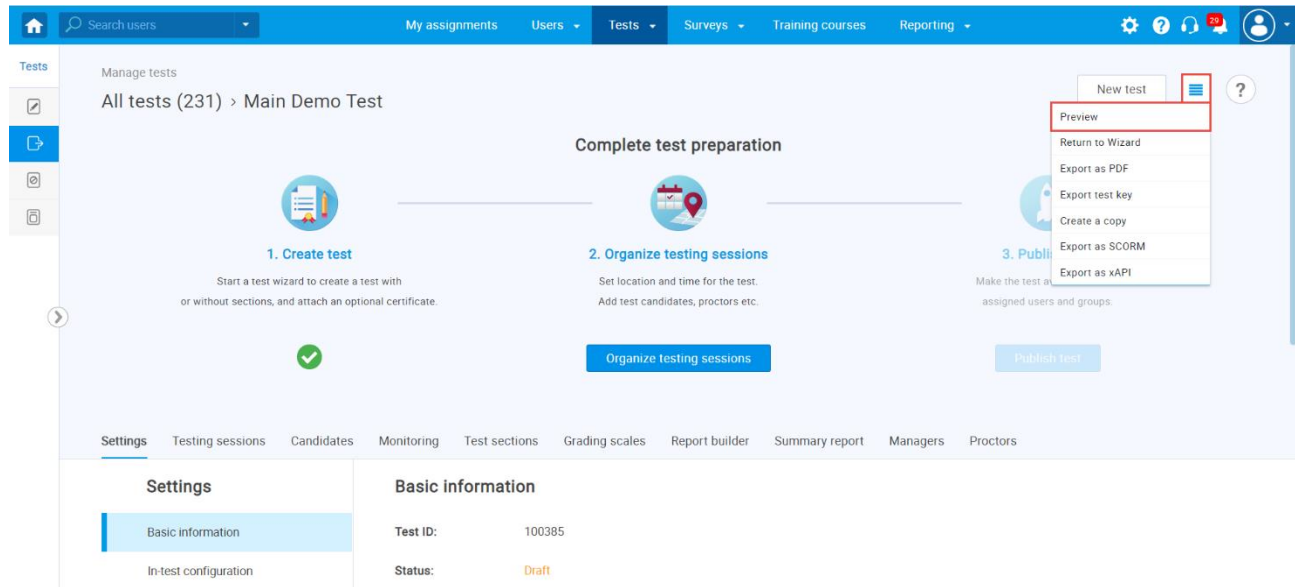
1 Introduction

This document aims to explain different ways to edit a test, add new questions or delete existing ones, change the passing mark for the test and preview all the changes.

Once you import/create a test, we recommend using the [preview](#) option before publishing the test to simulate test-taking and ensure test settings are configured as desired.

2 Draft Test - Preview

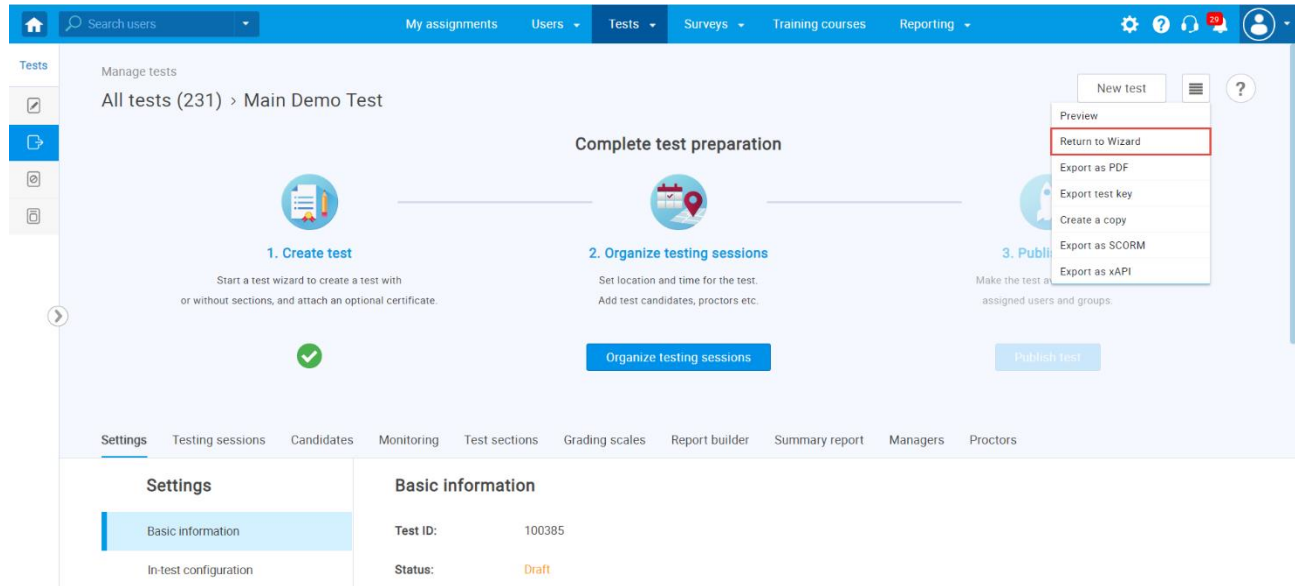
Once you finish the wizard, at any moment, you can simulate the test-taking process and review the test you made before publishing it.



3 Draft Test – Return to Wizard

If you want to change the test settings or add questions for the draft test, you can always navigate back to the Test Creation Wizard.

Click on the "Settings" icon in the upper right corner, and choose the "Return to Wizard" option.



The screenshot displays the Youtestme 'Manage tests' interface for a 'Main Demo Test'. The main area shows a three-step 'Complete test preparation' wizard:

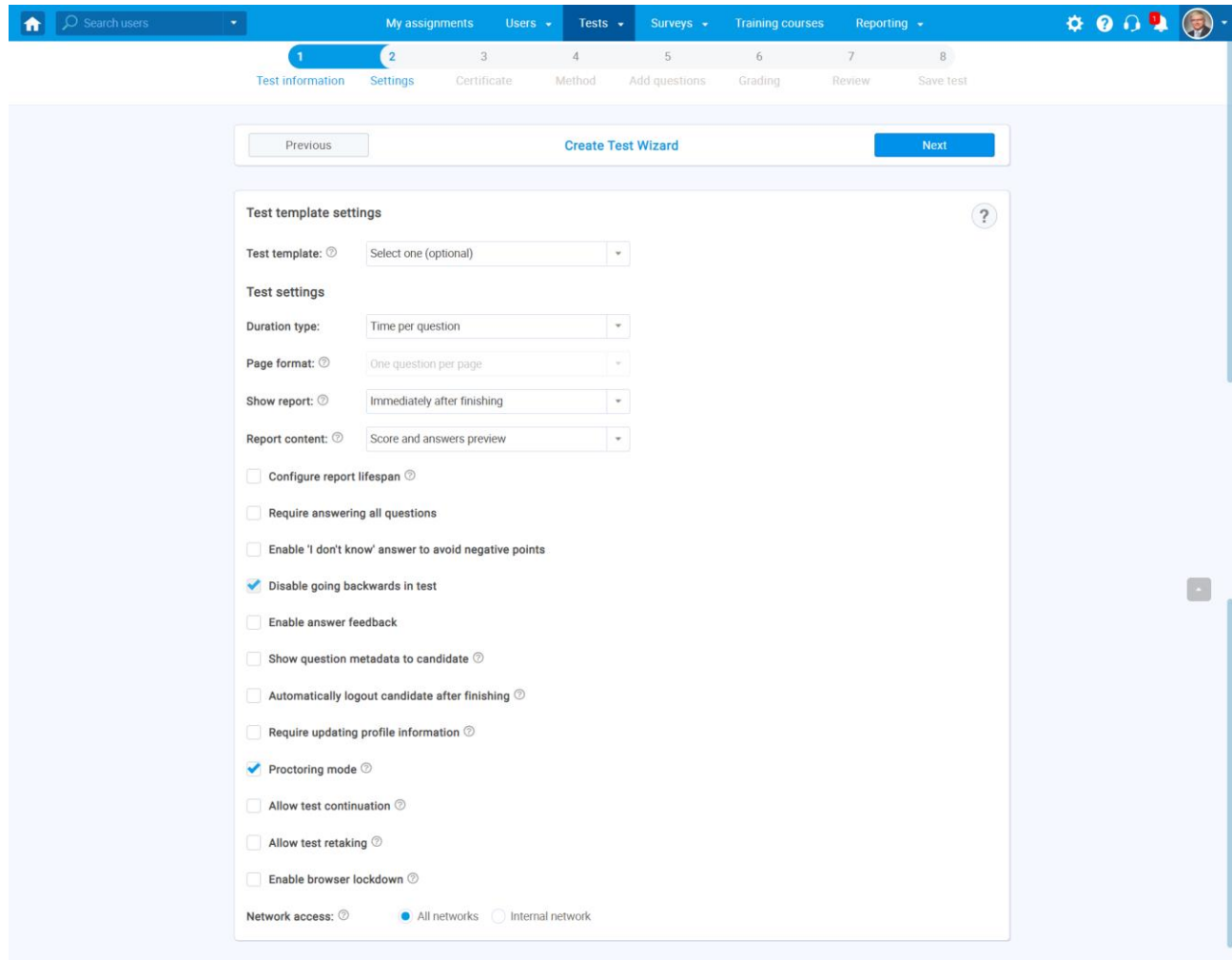
- 1. Create test**: Start a test wizard to create a test with or without sections, and attach an optional certificate. This step is completed, indicated by a green checkmark.
- 2. Organize testing sessions**: Set location and time for the test. Add test candidates, proctors etc. A blue button labeled 'Organize testing sessions' is visible.
- 3. Publish test**: Make the test available to assigned users and groups. A blue button labeled 'Publish test' is visible.

A settings menu is open in the top right corner, listing options: Preview, Return to Wizard (highlighted with a red box), Export as PDF, Export test key, Create a copy, Export as SCORM, and Export as xAPI.

The bottom section shows the 'Settings' tab with a 'Basic information' sub-tab. The 'Basic information' section displays:

- Test ID: 100385
- Status: Draft

You can go through the whole Wizard again, change the settings, options, and add, delete or edit questions.



After the changes are made and you are finished with Test Creation Wizard, you can create a new testing session, add candidates and publish the test.

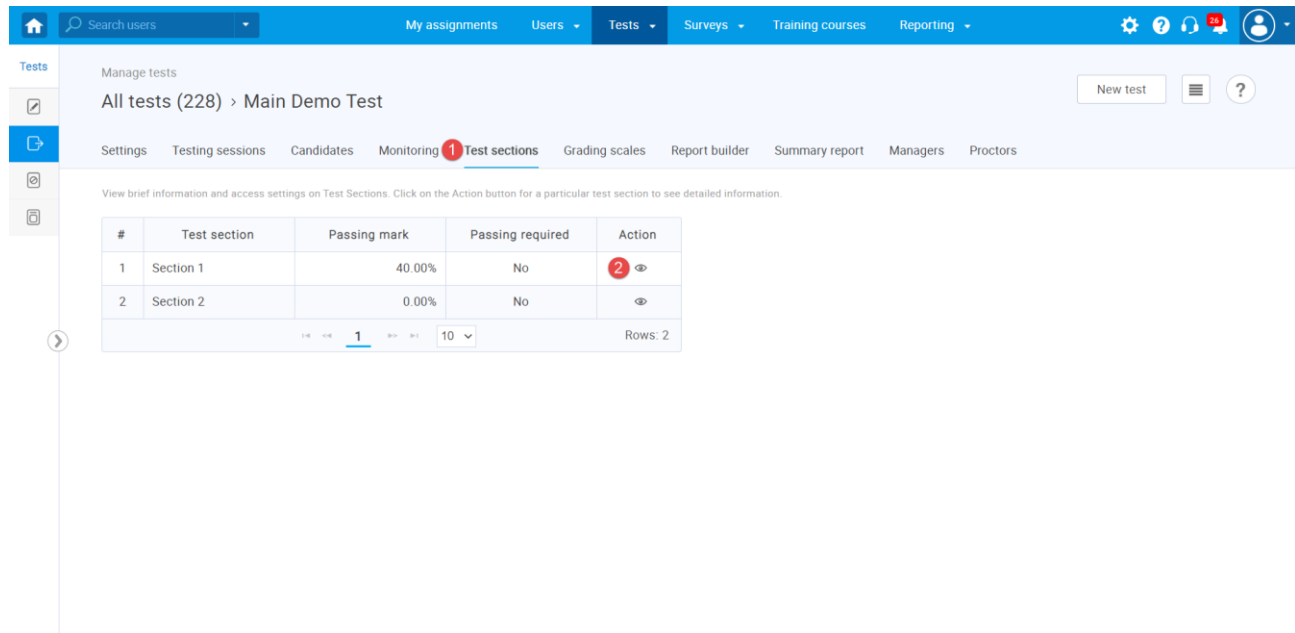
4 Editing of Published Test

In case that you have already published the test, but you want to make changes, you can do so as follows:

4.1 Published Test – Edit Questions

Once you open the test that you want to edit, you should:

1. Click on the "Test sections" tab.
2. Click on the preview (eye) icon.





Manage tests

All tests (228) > Main Demo Test

Settings Testing sessions Candidates Monitoring **Test sections** Grading scales Report builder Summary report Managers Proctors

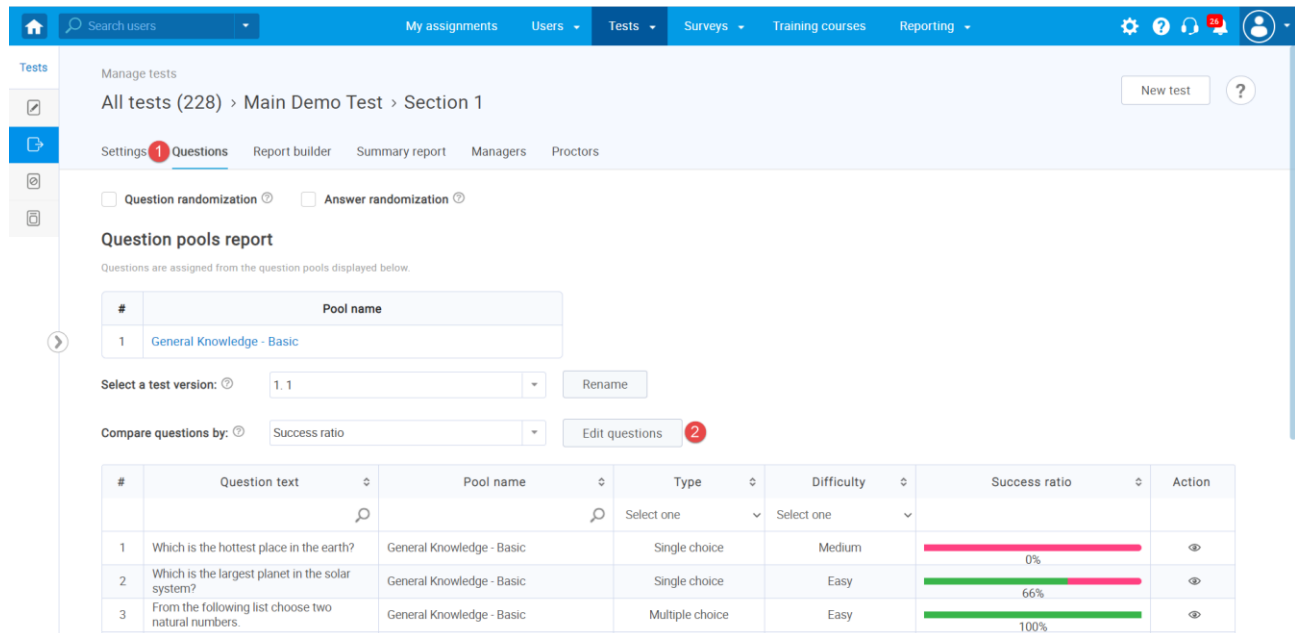
View brief information and access settings on Test Sections. Click on the Action button for a particular test section to see detailed information.

#	Test section	Passing mark	Passing required	Action
1	Section 1	40.00%	No	2 
2	Section 2	0.00%	No	

Rows: 2

You can add, delete or edit questions of the published test by following:

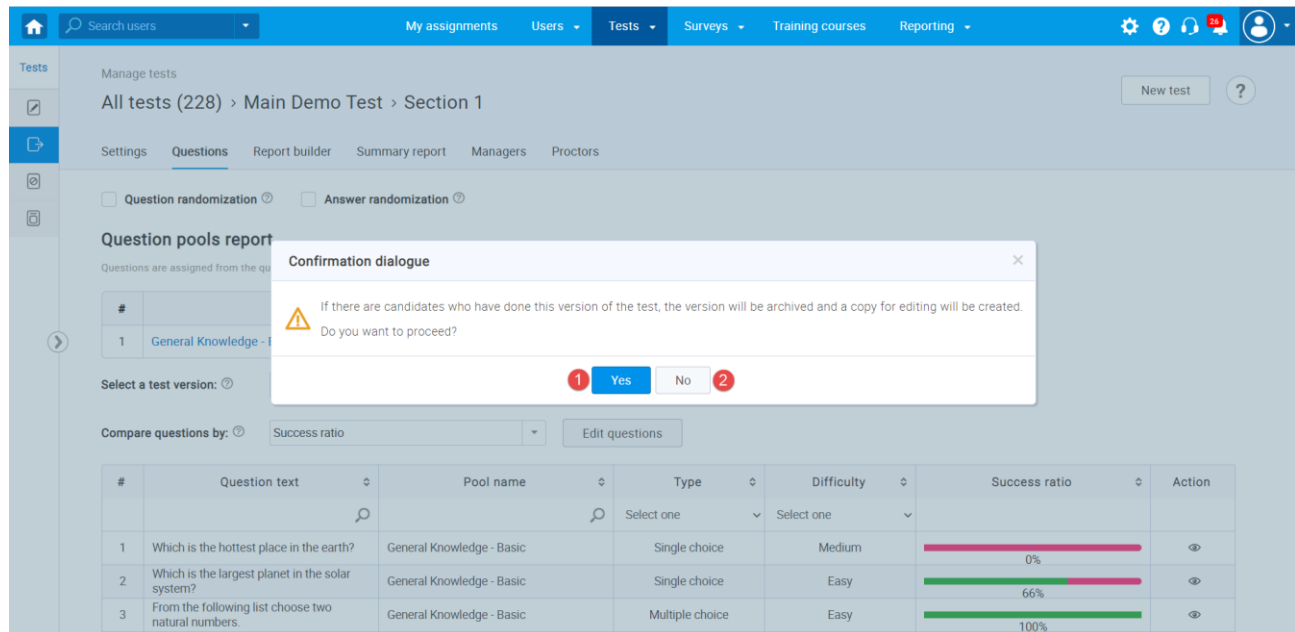
1. Click on the "Questions" tab.
2. Click on the "Edit questions" to start the edit.



If there are candidates who have already completed the test, that completed version will be archived, and the copy will be created. The confirmation dialogue with this message will appear.

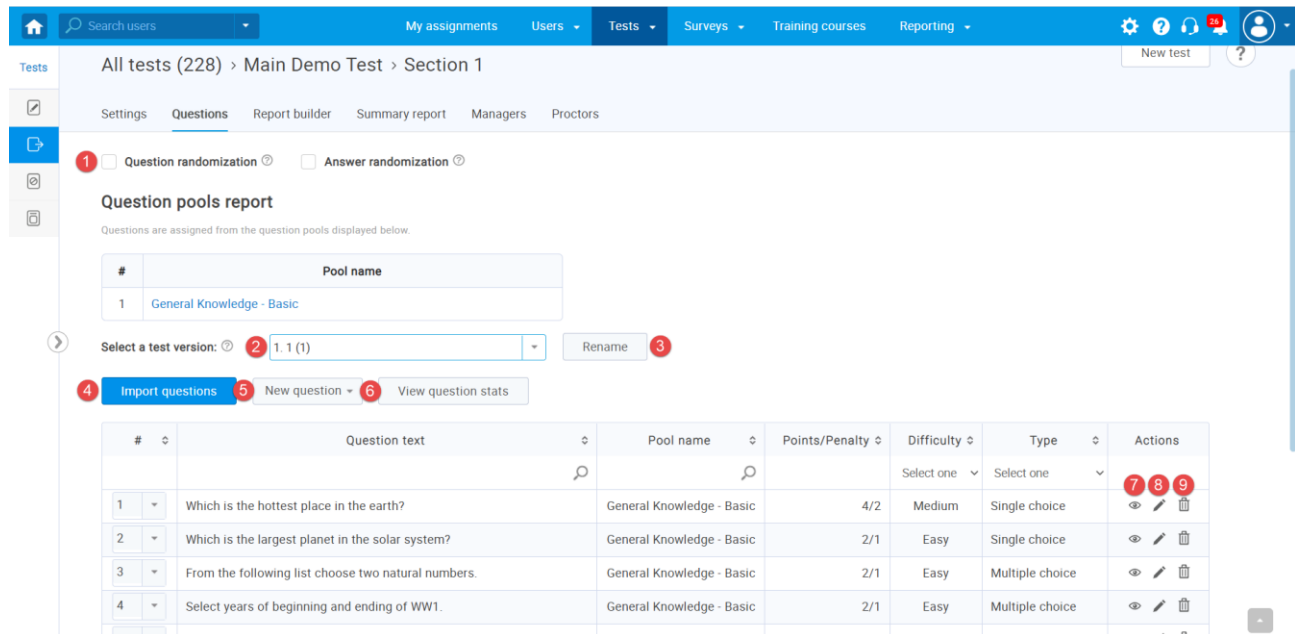
This option will not create a copy for the whole test. Instead, a copy of question set will be created, allowing you to save the score and results of the candidates who already completed the test and update questions for the new ones.

1. Click the "Yes" button to proceed to edit mode.
2. Click the "No" button to cancel.



Once you access the editing mode, you can:

1. Enable question and answer randomization.
2. See the list of test question versions.
3. Click the "Rename" button to change the version name.
4. Click the "Import questions" button to add new questions from a question pool.
5. Click the "New question" button and choose the desired question type to create a new question.
6. Click "View question stats" to go back to preview mode.
7. Click the "preview" (eye) icon to preview details about created question.
8. Click the "edit" (pen) icon to edit the existing question.
9. Click the "delete" (trash can) icon to delete the existing question.



The screenshot shows the Youtestme interface in editing mode. At the top, there is a navigation bar with options like 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', and 'Reporting'. Below this, the breadcrumb trail reads 'All tests (228) > Main Demo Test > Section 1'. The main content area is titled 'Question pools report' and includes a table of question pools. Below the table, there are buttons for 'Import questions', 'New question', and 'View question stats'. A table of questions is displayed with columns for '#', 'Question text', 'Pool name', 'Points/Penalty', 'Difficulty', 'Type', and 'Actions'. The 'Actions' column contains icons for preview (eye), edit (pen), and delete (trash can). Red circles with numbers 1 through 9 are overlaid on the interface to indicate the steps described in the list above.

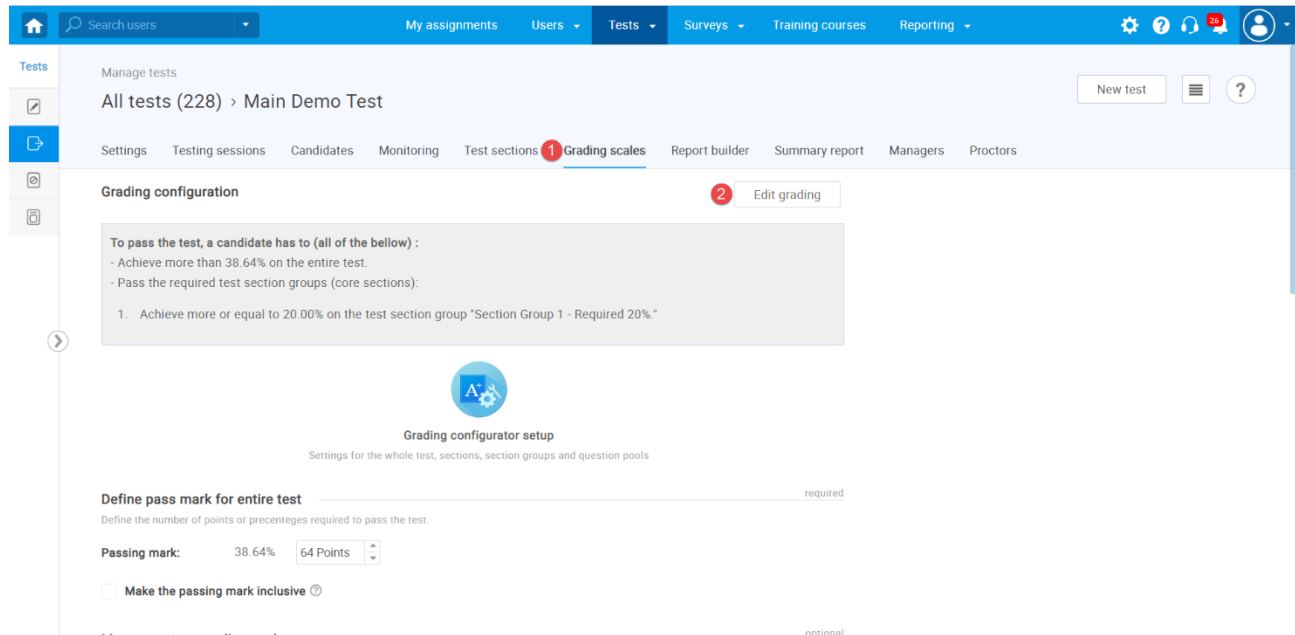
#	Question text	Pool name	Points/Penalty	Difficulty	Type	Actions
1	Which is the hottest place in the earth?	General Knowledge - Basic	4/2	Medium	Single choice	Preview, Edit, Delete
2	Which is the largest planet in the solar system?	General Knowledge - Basic	2/1	Easy	Single choice	Preview, Edit, Delete
3	From the following list choose two natural numbers.	General Knowledge - Basic	2/1	Easy	Multiple choice	Preview, Edit, Delete
4	Select years of beginning and ending of WW1.	General Knowledge - Basic	2/1	Easy	Multiple choice	Preview, Edit, Delete

4.2 Published – Editing Gradings

You can fully edit the grading configuration, change the passing mark for the entire test, section, and group of sections. Changing the grading configuration will affect only the users whose results are not verified.

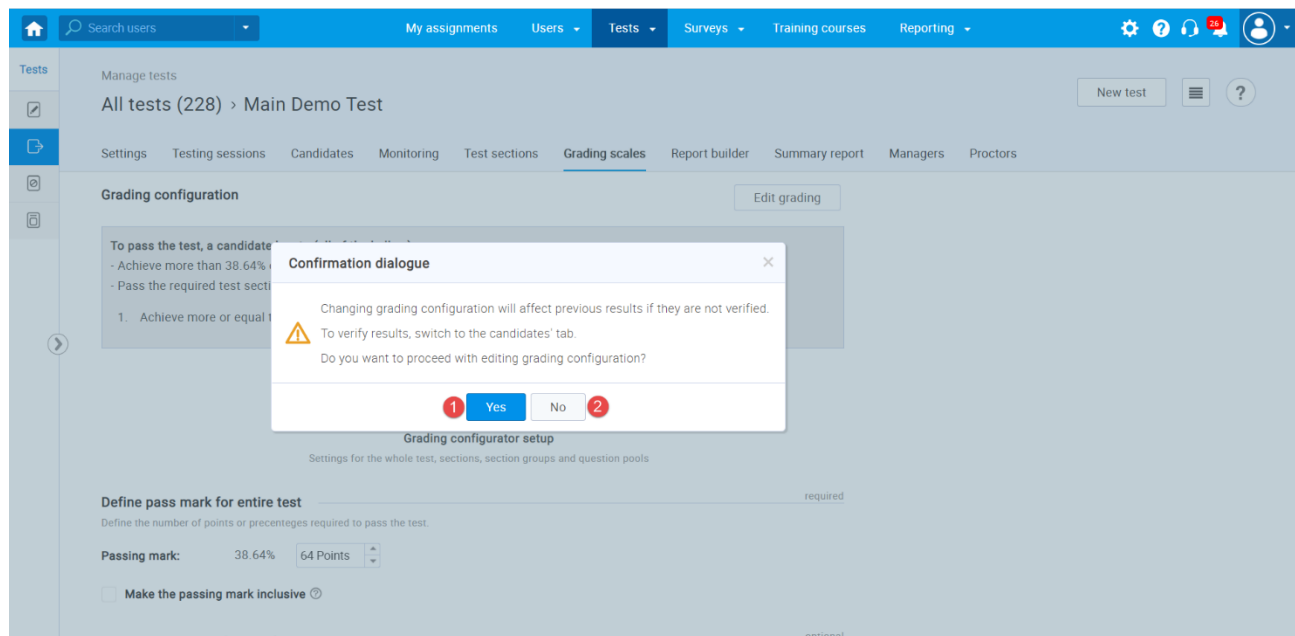
To see how to verify results for a candidate, please take a look at [verifying candidates' results](#).

1. Click on the "Grading scales" tab.
2. Click on the "Edit grading" button to open an editing mode.



The confirmation dialogue will appear, saying that the grading configuration will affect previous results if they are not verified.

1. Click the "Yes" button to proceed with the editing grading configuration.
2. Click the "No" button to cancel.



Once you access the editing mode, you can:

1. Change the passing mark for the entire test.
2. To confirm the test passing mark changes, click the “Save passing mark” button.
3. Add or change the grading scale for the test.
4. To confirm the grading scale changes, click the “Save grading” button.
5. Click on the “edit” (pen) icon to change the passing mark for the section.
6. Click on the “Create new section group” button to create and set the new section group's passing mark.
7. Click on the “edit” (pen) icon to change the section group's passing mark.
8. Click on the “delete” (trash can) icon to delete the section group.
9. Click on the “edit” pen icon to change the passing mark for the question pool.



Grading configurator setup

Settings for the whole test, sections, section groups and question pools

1 Define pass mark for entire test required

Define the number of points or percentages required to pass the test.

Set passing mark: Percentage Points

Passing mark: 38.64%

Make the passing mark inclusive **2** Save passing mark

3 Map score to a grading scale optional

Select the adequate grading scale to present the results.

Grading scale:

4 Save grading

Define passing marks for sections optional

Each test section can have its passing mark if the section is required to be passed. You are able to drag and drop the table rows to reorder sections.

#	Section	Passing required	Passing mark	Inclusive passing mark	Grading scale	Edit
1	Section 1 Pools: General Knowledge - Basic	No	40%	No	-	5
2	Section 2 Pools: General Knowledge General Knowledge - Basic	No	0%	No	-	

10 Rows: 2

Section groups optional

Combine test sections into groups and define passing mark criteria/ edit passing mark settings

6

#	Section group name	Passing mark	Inclusive passing mark	Actions
1	Section Group 1 - Required 20% 1. Section 1 2. Section 2	20.00%	Yes	7 8

10 Rows: 1

Question pools report setup optional

Questions are assigned from the question pools displayed below. The default passing mark is equal to the test passing mark. This is a descriptive and passing mark and expected level of knowledge regarding a particular subject area, aimed for instructors. This setting is useful in reports for obtaining scores on a terminal learning objective or simple overview of a candidate's knowledge.

#	Pool name	Passing mark
1	General Knowledge	0% 9
2	General Knowledge - Basic	0%

10 Rows: 2

5 Verifying Candidates' Results

You can verify candidates' results as follows:

1. Click on the "Candidates" tab.
2. Select the candidates whose results you want to verify.
3. Click on the "Actions" and select "Verify reports for selected candidates."

The screenshot shows the 'Candidates' tab in the Youtestme interface. The 'All candidates' table is displayed with the following data:

Username	Session	Status	Score (%)	Result	Actions	First
aaliyah.ali	Session	In progress	3.03		[Refresh] [Print] [Download]	Aaliyah
aaliyah.barker	Session	Not attempted			[Refresh] [Print] [Download]	Aaliyah
ava.cameron	Session	Finished	43.18	Passed	[Refresh] [Print] [Download]	Ava
brooke.cameron1	Session	Finished	53.79	Passed	[Refresh] [Print] [Download]	Lucy
	Session	Not attempted			[Refresh] [Print] [Download]	Cameron

The 'Actions' dropdown menu for the selected candidate 'ava.cameron' is open, showing the option 'Verify reports for selected candidates' highlighted with a red circle '3'.

5.1 Example of how the editing of grading affects verified and unverified candidates

In this example, two candidates completed the test—one with 43.18% and the other with a 53.79% score. We will verify the candidate "ava.cameron" results, and no changes on the grading part will affect it.

The screenshot shows the 'Candidates' tab in the Youtestme interface. The 'All candidates' table is displayed with the following data:

Username	Session	Status	Score (%)	Result	Actions	First
aaliyah.ali	Session	In progress	3.03		[Refresh] [Print] [Download]	Aaliyah
aaliyah.barker	Session	Not attempted			[Refresh] [Print] [Download]	Aaliyah
ava.cameron	Session	Finished	43.18	Passed	[Refresh] [Print] [Download]	Ava
brooke.cameron1	Session	Finished	53.79	Passed	[Refresh] [Print] [Download]	Lucy
	Session	Not attempted			[Refresh] [Print] [Download]	Cameron

The 'ava.cameron' row is highlighted in blue, and the 'Verify reports for selected candidates' option is no longer visible in the Actions dropdown menu.

Change the passing mark for the whole test to be 60%

Grading configuration

To pass the test, a candidate has to (all of the below) :

- Achieve more than 60% on the entire test.
- Pass the required test section groups (core sections):

1. Achieve more or equal to 20.00% on the test section group "Section Group 1 - Required 20%."

Grading configurator setup
Settings for the whole test, sections, section groups and question pools

Define pass mark for entire test required

Define the number of points or percentages required to pass the test.

Set passing mark: Percentage Points

Passing mark: 101 points (800) 60%

Make the passing mark inclusive

Map score to a grading scale optional

As you can see, the passing mark change affected only the candidate whose result is not verified.

Manage tests
All tests (228) > Main Demo Test

Settings Testing sessions **Candidates** Monitoring Test sections Grading scales Report builder Summary report Managers Proctors

Testing sessions Show all

Session 5
Available now Add candidates

All candidates

Filter by start date: From date To date Show all

<input type="checkbox"/>	Username	Session	Status	Score (%)	Result	Actions	First
<input type="checkbox"/>	aaliyah.ali	Session	In progress	3.03		<input type="button" value="Refresh"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/>	Aaliyah
<input type="checkbox"/>	aaliyah.barker	Session	Not attempted			<input type="button" value="Refresh"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/>	Aaliyah
<input type="checkbox"/>	ava.cameron	Session	Finished	43.18	Passed	<input type="button" value="Refresh"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/>	Ava
<input type="checkbox"/>	brooke.cameron1	Session	Finished	53.79	Failed	<input type="button" value="Refresh"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/>	Lucy
<input type="checkbox"/>	cameron.ali	Session	Not attempted			<input type="button" value="Refresh"/> <input type="button" value="Print"/> <input type="button" value="Refresh"/>	Cameron

Displayed columns 10 Rows: 5

Actions Show suspended attempts