



YouTestMe

PDF Accessibility

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1 Introduction

This document's purpose is to show that all documents in PDF format in the application are accessible and recognized by the screen reader.

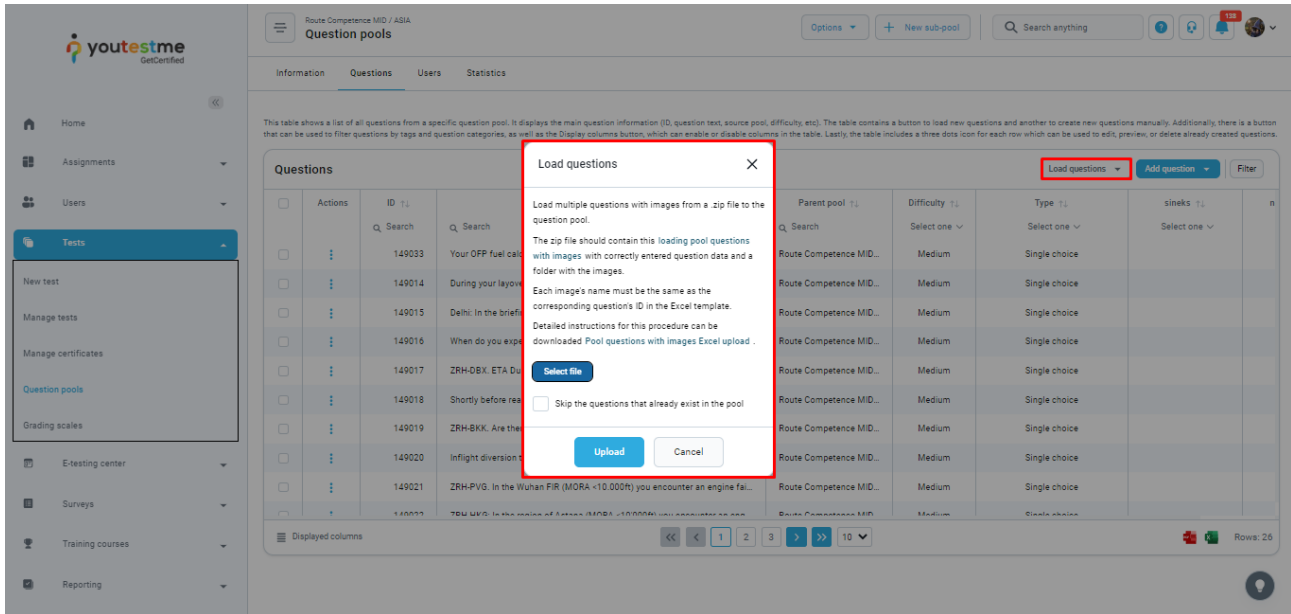
2 Accessible PDF files

The application contains certain sections where PDF instructions can be found and downloaded. One example is this table under the **Question** tab in the **Question pools** section:

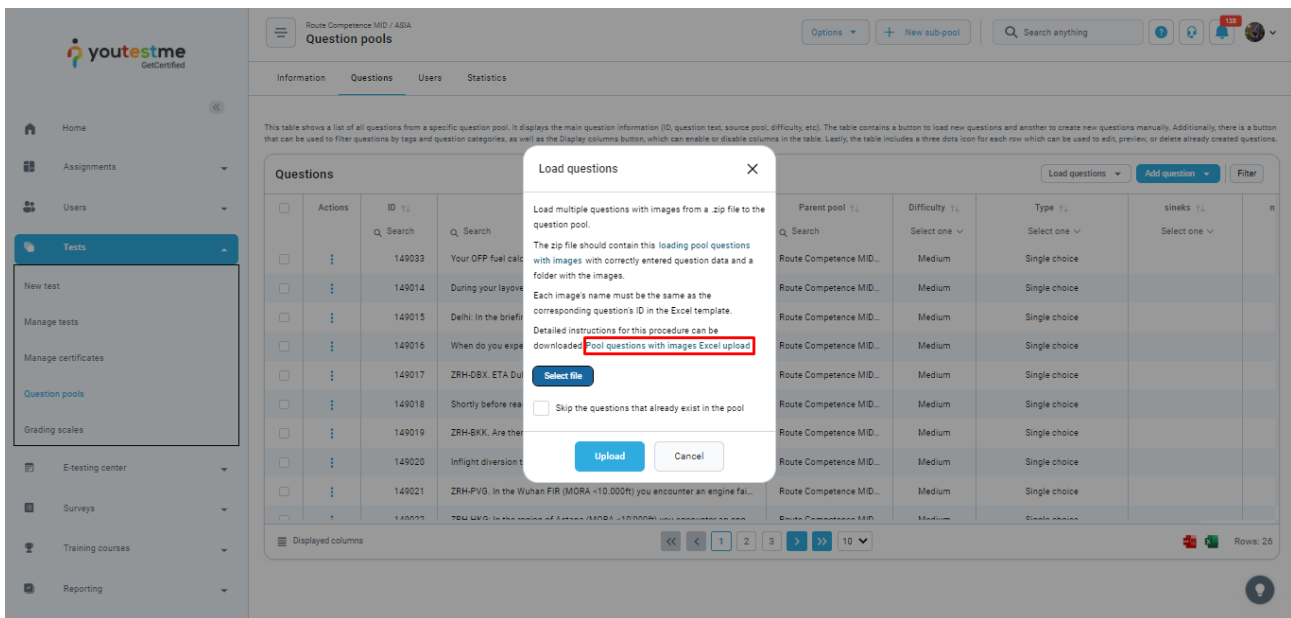
The screenshot shows the 'Question pools' interface. The 'Questions' tab is selected and highlighted with a red box. Below the navigation tabs, there is a table of questions. The table has columns for Actions, ID, Question text, Parent pool, Difficulty, Type, and slineks. The table contains 10 rows of question data.

Actions	ID	Question text	Parent pool	Difficulty	Type	slineks
<input type="checkbox"/>	149033	Your OFF fuel calculation is based on the RCF procedure. Planned flight...	Route Competence MID...	Medium	Single choice	
<input type="checkbox"/>	149014	During your layover a typhoon is approaching Hong Kong. What must be k...	Route Competence MID...	Medium	Single choice	
<input type="checkbox"/>	149015	Delhi: In the briefing package there are information about your BOBCAT a...	Route Competence MID...	Medium	Single choice	
<input type="checkbox"/>	149016	When do you expect to receive a so called calculated take-off time (CTOT)...	Route Competence MID...	Medium	Single choice	
<input type="checkbox"/>	149017	ZRH-DBX: ETA Dubai 16:45z on the 16th. OMDB 160500Z 1606/1709 1201...	Route Competence MID...	Medium	Single choice	
<input type="checkbox"/>	149018	Shortly before reaching the TOD inbound HKG, you receive the latest ATIS I...	Route Competence MID...	Medium	Single choice	
<input type="checkbox"/>	149019	ZRH-BKK: Are there any FL restrictions when flying through the Afghanista...	Route Competence MID...	Medium	Single choice	
<input type="checkbox"/>	149020	Inflight diversion to Novosibirsk (UNNT). You are cleared down to 500m o...	Route Competence MID...	Medium	Single choice	
<input type="checkbox"/>	149021	ZRH-PVG. In the Wuhan FIR (MORA <10 000ft) you encounter an engine fail...	Route Competence MID...	Medium	Single choice	
<input type="checkbox"/>	149022	TBU WVG: Take-off of a Boeing 737-800 (10 000ft) is prohibited if the...	Route Competence MID...	Medium	Single choice	

Select the **Load questions** button, where you will find several options. Choose one - for instance, **With images (zip archive)**.

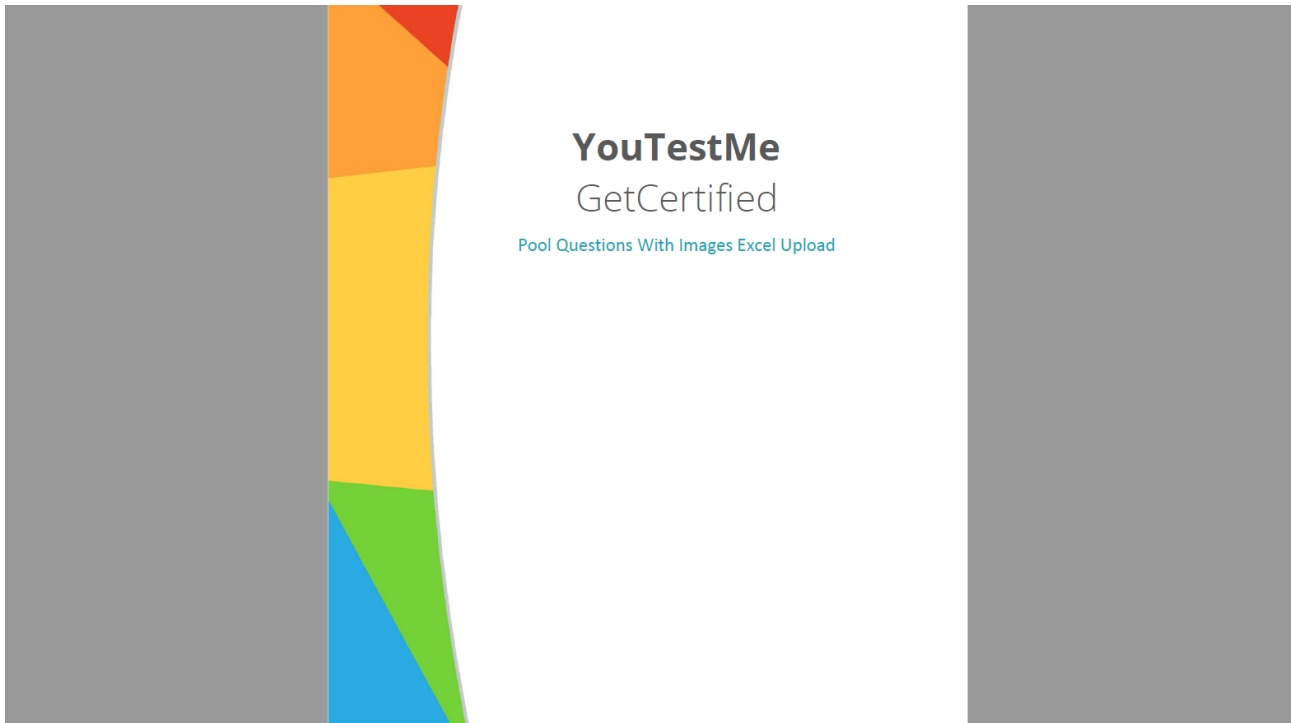


Select the **Pool questions with images Excel upload** link.



Note: the document will be opened either in browser or **Adobe Acrobat Reader**, depending on your computer settings. We strongly suggest using **Acrobat Reader** to get the full capabilities of the screen reader.

Once the document is opened, you can check how to navigate through it.



Every PDF document has a table of contents. To go through the contents, use the **Tab** key. In case you want to jump straight to the page of an item, use the **Enter** or **Space** keys.

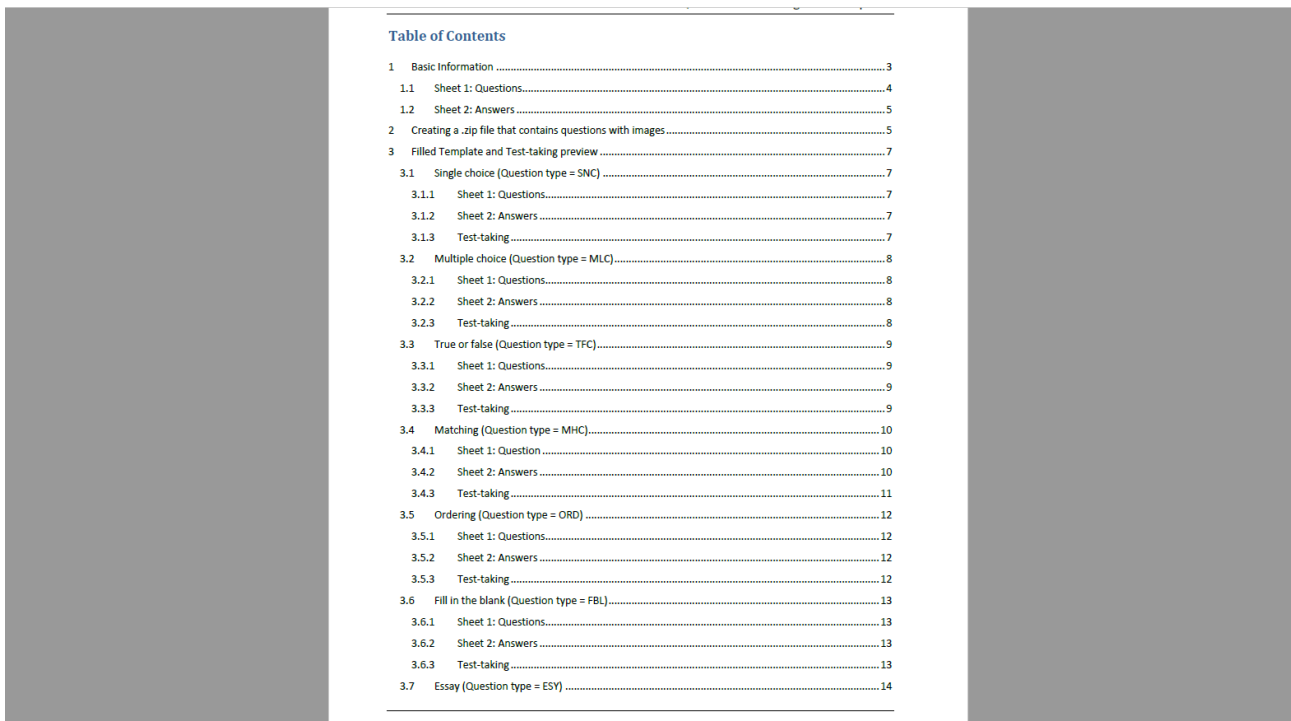


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In order for the screen reader to read out plain text, use the **Up** and **Down** arrow keys, or **Ctrl + arrow keys**.

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1 Basic Information

YouTestMe Get Certified allows users to import questions with images into the desired question pool quickly and efficiently using a predefined YTM Excel format. To load the questions with images, you need to upload the .zip file containing one folder with images and Excel file template with questions and answers.

Excel template consists of three sheets:

Sheet 1: Questions – On this sheet, it is necessary to enter all data for the questions being imported into the selected pool.
Note: Hotspot, Matrix, and Branching questions can not be imported using the Excel template.

Sheet 2: Answers – On this sheet, it is necessary to enter all possible answers offered for the questions in sheet 1.

Sheet 3: This sheet is a user guide that defines the predetermined codes.

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To select a table, use the **T** key. Once you are in the table, use **Ctrl + Alt + arrow keys** for navigation and reading the screen.


youtestme Pool Questions with images Excel Upload

1.1 Sheet 1: Questions

The data that needs to be entered to import questions are shown and explained below.

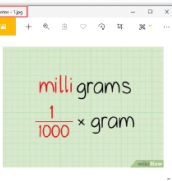
Name	Description	The type of input	The default value for empty optional fields
Question ID*	A unique number that identifies the question and is used to link the answers to the questions.	Type a numeric value	
Question text*	Question text	Type the text	
Question type*	Use the predetermined code to select the question type	Select from a list	
Duration	Express the time in seconds to time limit the question answering. This time limit is used only if the test duration option is set to "Time per question."	Type a numeric value	00:00:00
Difficulty code	Use the predetermined code to set the question difficulty that can later be used when generating different versions of the test.	Select from a list	Medium
Points	Set the number of points each question carries - must be greater than zero.	Type a numeric value	0
Frequency factor	Define how likely it is for the question to appear in a generated test.	Select from a list	Normal
Penalty	Set the number of negative points for incorrect answers.	Type a numeric value	0
Tags	Insert certain question tags that you will be able to use later to make them easier to find.	Type the text (separate with a comma)	
Categories	Insert question categories for test generators and their appropriate values. See this chapter for details .	Text in format: <QuestionCategory>: <QuestionValue1>; <QuestionValue2>;...	

To select images and hear their description, use the G key.


Pool Questions with images Excel Upload

Note: To successfully upload questions with images in the question text, the image names should match the question IDs.
For example, if the Question ID value is 1, the picture name should be "1".

Question ID	Question Text
1	How many milligrams are there in one gram?
2	The word "ketchup" comes from which language?
3	What is the name of planet we live on?
4	Which of these are considered as work days?
5	A letter after may transform into a planet multiple?
6	Select fruits enriched with vitamin C.
7	Uranus is the lightest star in the Earth's night sky.
8	Uranus has 25 moons that we know of.
9	The largest island in the world is New Guinea.
10	Match the cities on the left with the countries on the right.
11	Match the following.
12	Order the planets starting by the smallest.
13	Order the rivers starting by the longest.
14	Fill in the blanks.
15	Fill in the blanks.
16	Fill in the blanks.
17	Describe the process of how universe came to be.
18	Write an essay about Sahara desert.



The preview of named images inside the folder should match the Question IDs.

Question ID	Question Text	Question Type	File Name	Size	Folder
1	How many milligrams are there in one gram?	SMC	1.jpg	12496	12496
2	The word "ketchup" comes from which language?	SMC	2.jpg	332268	37820
3	What is the name of planet we live on?	SMC	3.jpg	88530	88530
4	Which of these are considered as work days?	MFC	4.jpg	118202	9420
5	A letter after may transform into a planet multiple?	MFC	5.jpg	6470	6470
6	Select fruits enriched with vitamin C.	MFC	6.jpg	16216	16216
7	Uranus is the lightest star in the Earth's night sky.	TFC	7.jpg	16208	16210
8	Uranus has 25 moons that we know of.	TFC	8.jpg	2480	2478
9	The largest island in the world is New Guinea.	TFC	9.jpg	178311	177310
10	Match the cities on the left with the countries on the right.	MCH	10.jpg	101092	100880
11	Match the following.	MCH	11.jpg	16208	16210
12	Order the planets starting by the smallest.	ORD	12.jpg	16208	16210
13	Order the rivers starting by the longest.	ORD	13.jpg	16208	16210
14	Fill in the blanks.	FBL	14.jpg	178311	177310
15	Fill in the blanks.	FBL	15.jpg	101092	100880
16	Fill in the blanks.	FBL	16.jpg	16208	16210
17	Describe the process of how universe came to be.	EST	17.jpg	16208	16210
18	Write an essay about Sahara desert.	EST	18.jpg	16208	16210

Note: You don't have to add a picture to all questions.