YouTestMe

How to use custom question properties for reporting

| File name	How to use custom question properties for reporting
Author	YouTestMe
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1 Introduction

This article explains how to use custom question properties for reporting and passing criteria purposes.

1.1 Creating a test

Hover over the **Tests** in the main menu and select **New test**.
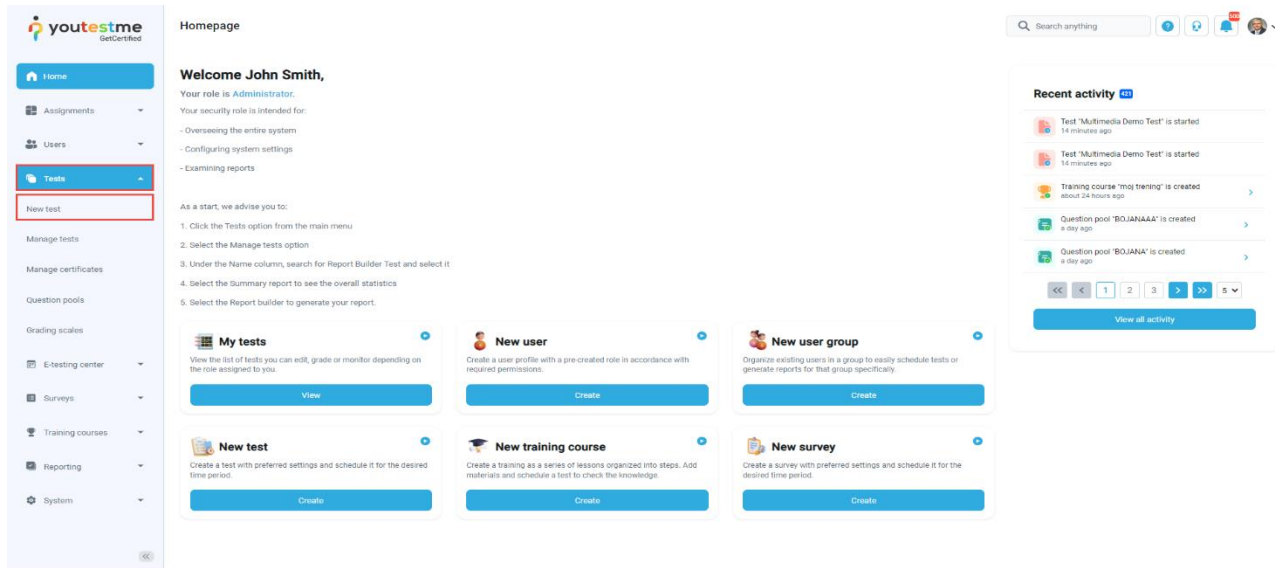
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Enter the basic test information in the first step of the test creation process, then click the **Next** button.
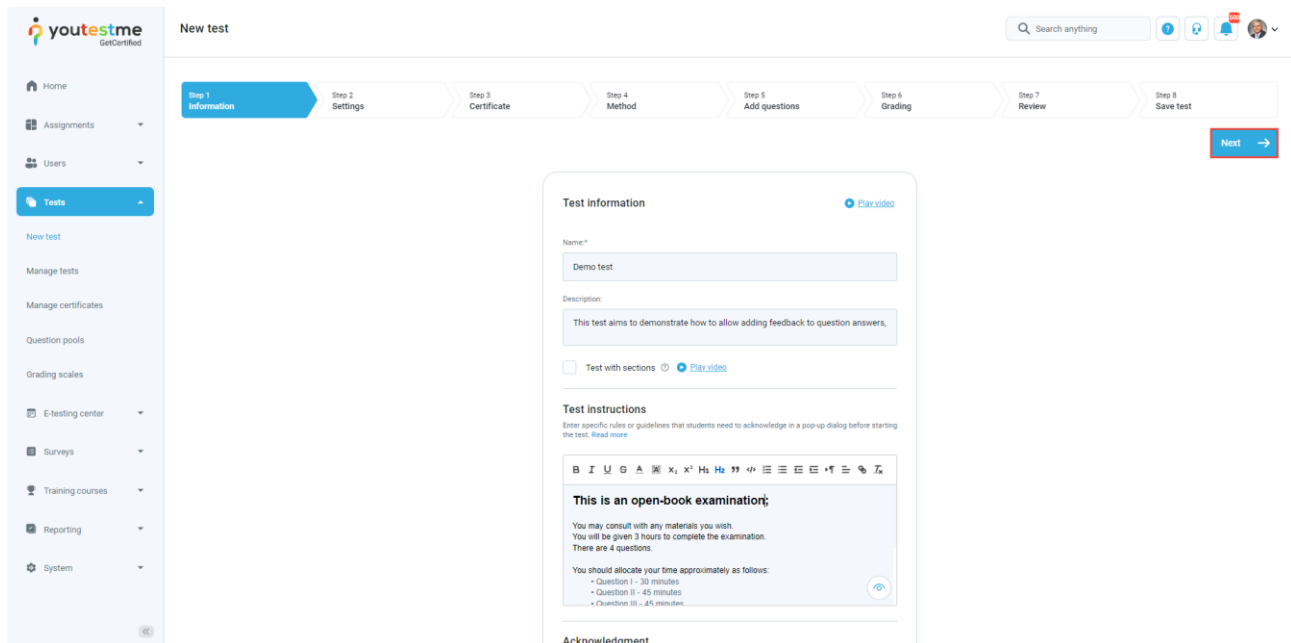
In **YouTestMe GetCertified**, you can create the tests:
1. With sections.
2. Without sections.

Sections could represent different areas of knowledge or topics the test covers. If you select the **Test with sections checkbox**, you will create a test with sections.
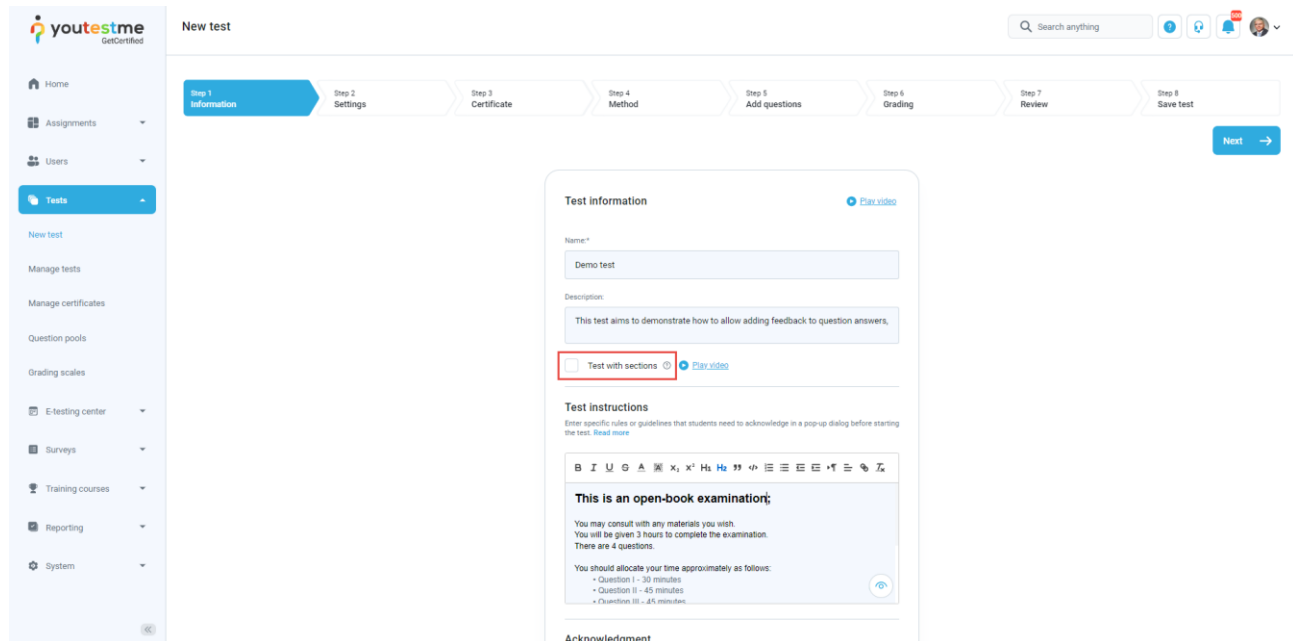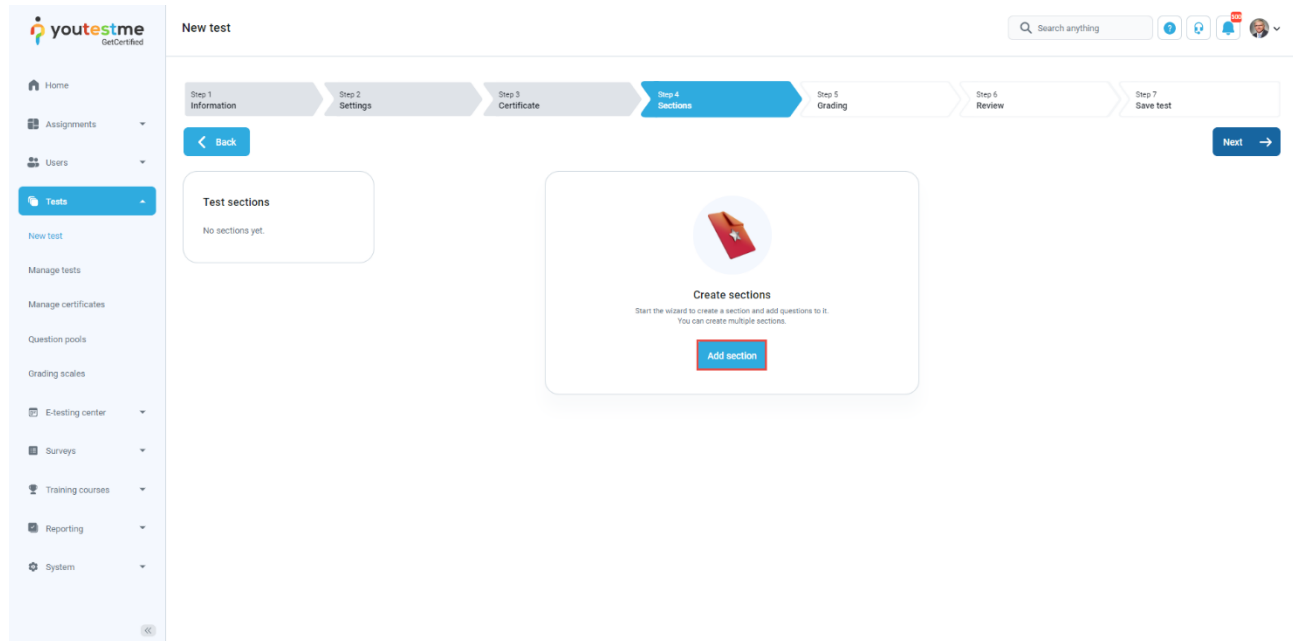
1.1.1 Test with sections

The **Create test wizard** is divided into eight steps.

1. Test information.
2. Settings.
3. Certificate.
4. Method.
5. Add questions.
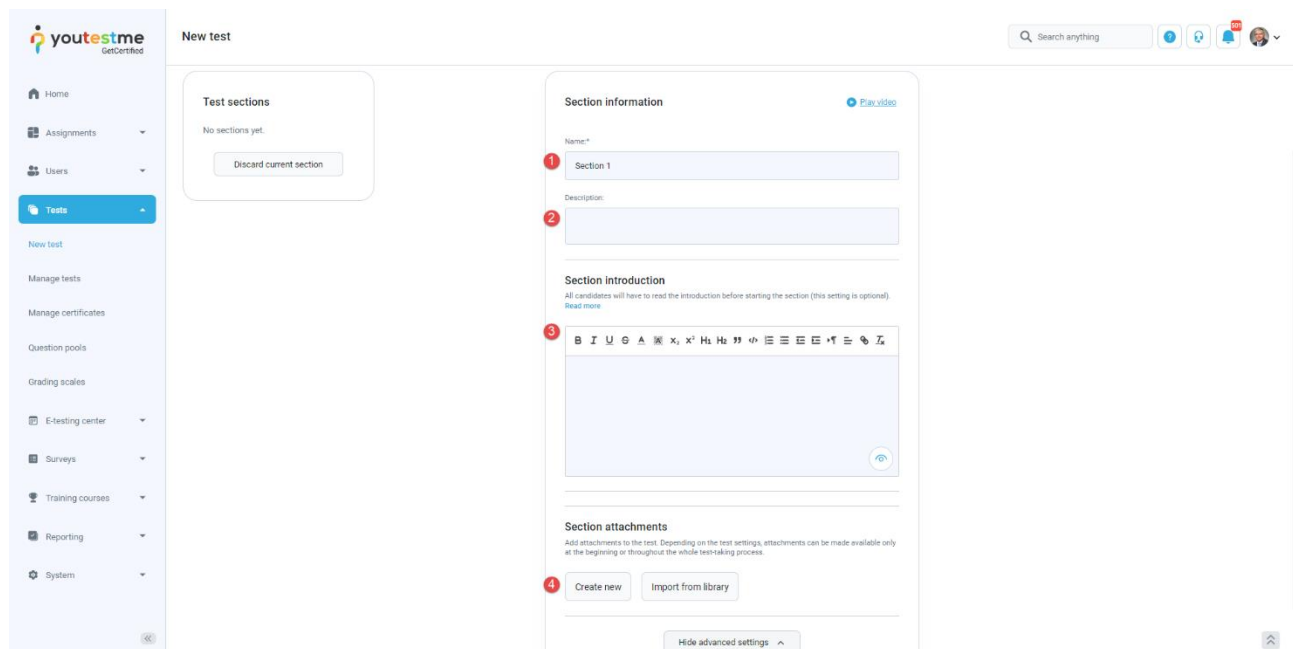6. Grading.
7. Review.
8. Save test.
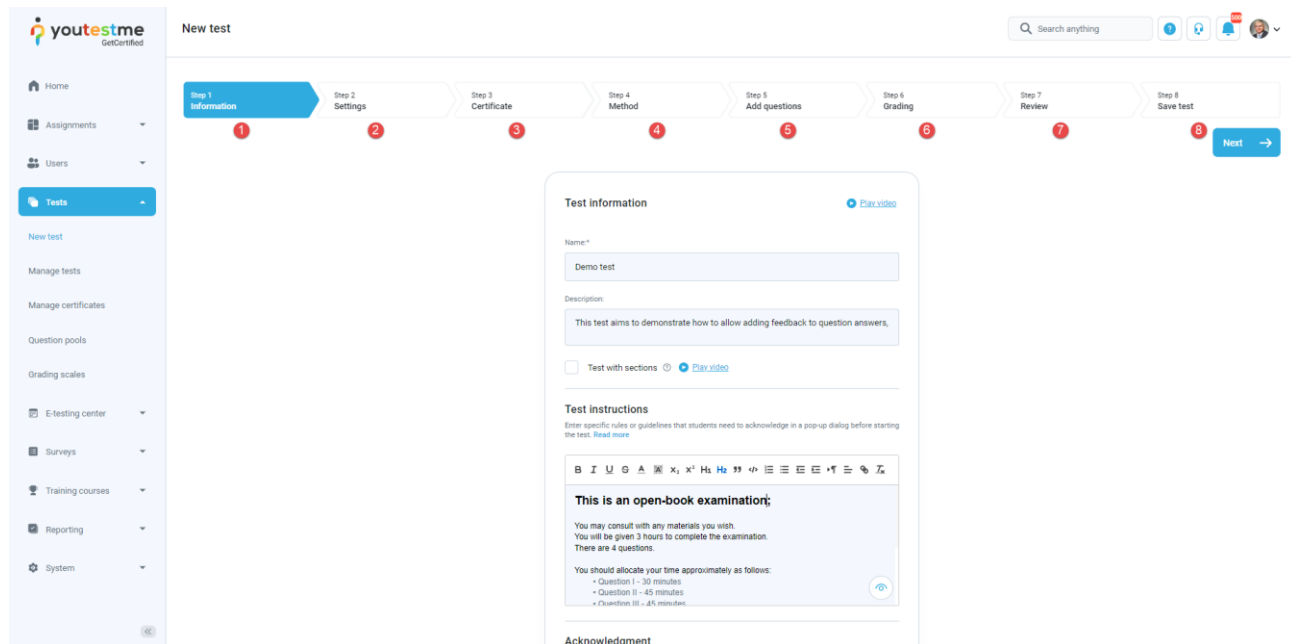
1.1.2 Sections

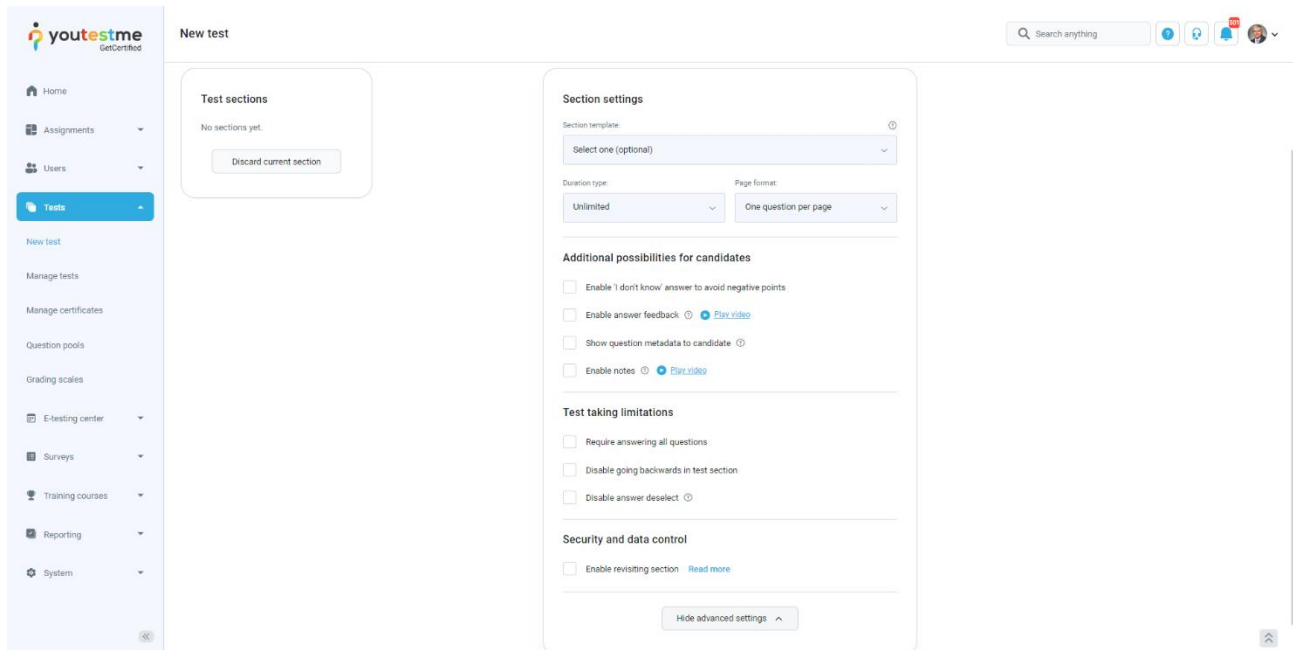Click on the **Add sections** button.

For this specific section:
1. Enter the name.
2. Enter the description.
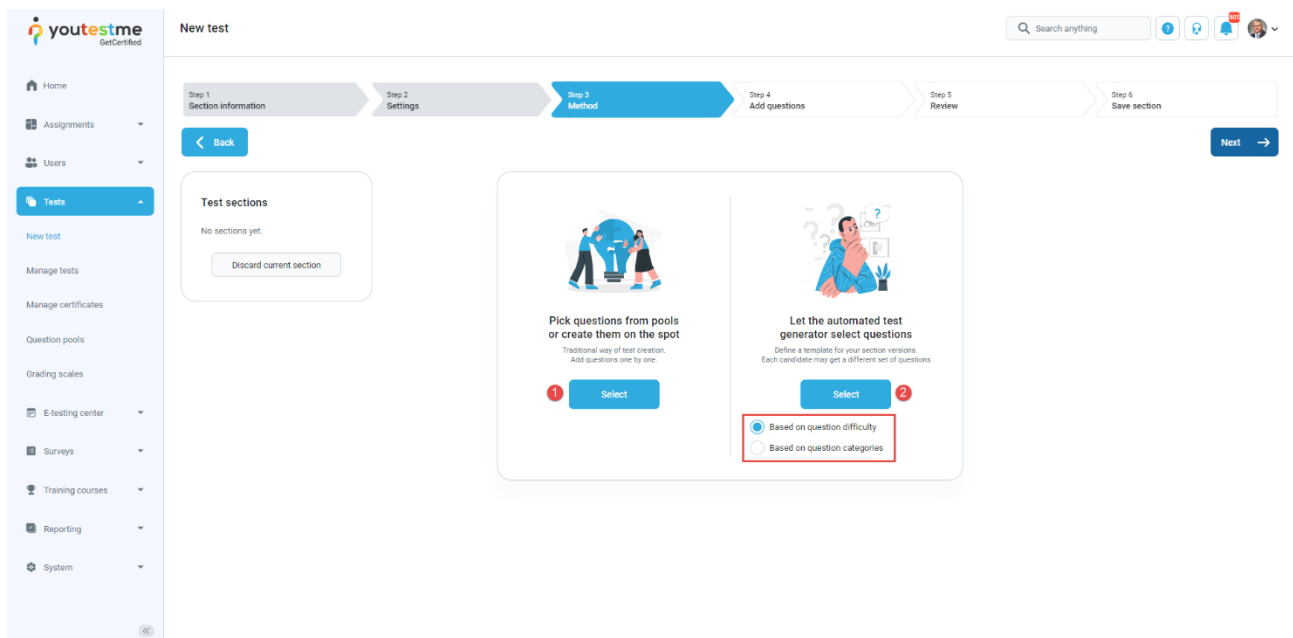3. Enter desired instructions.
4. Add attachments.

Define desired settings that will apply only to this section.

Choose one of the following methods to add questions to the exam:
1. Add questions manually.
2. Use the test generator (Based on question difficulty/question categories).
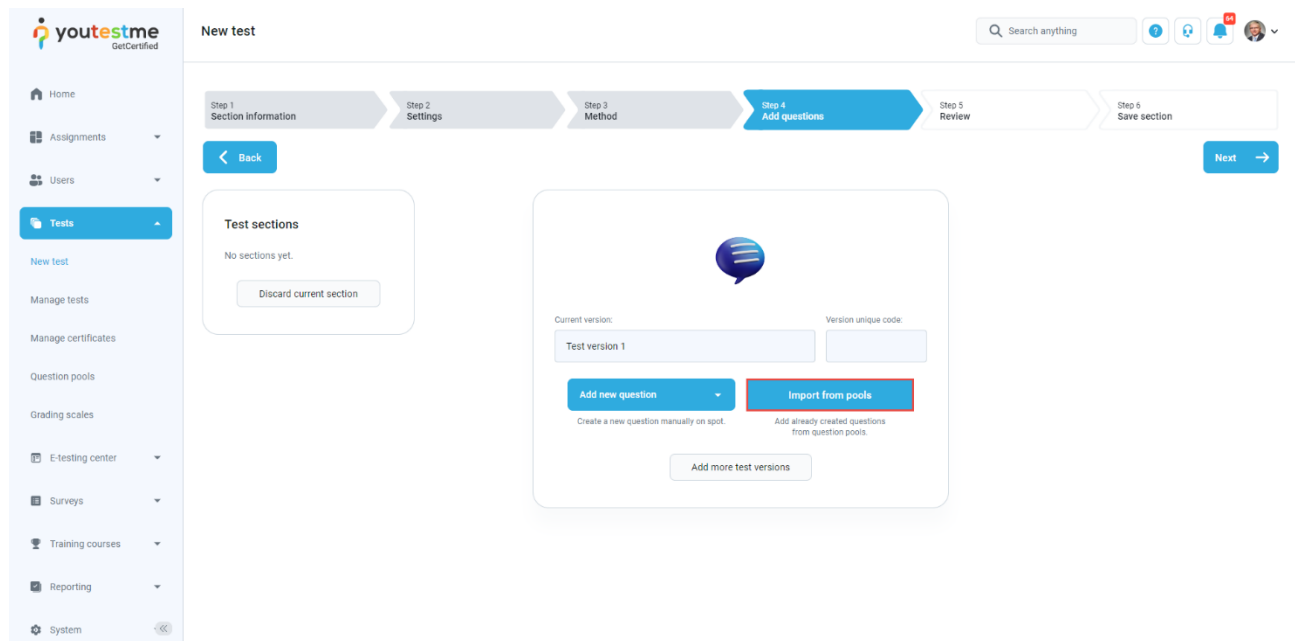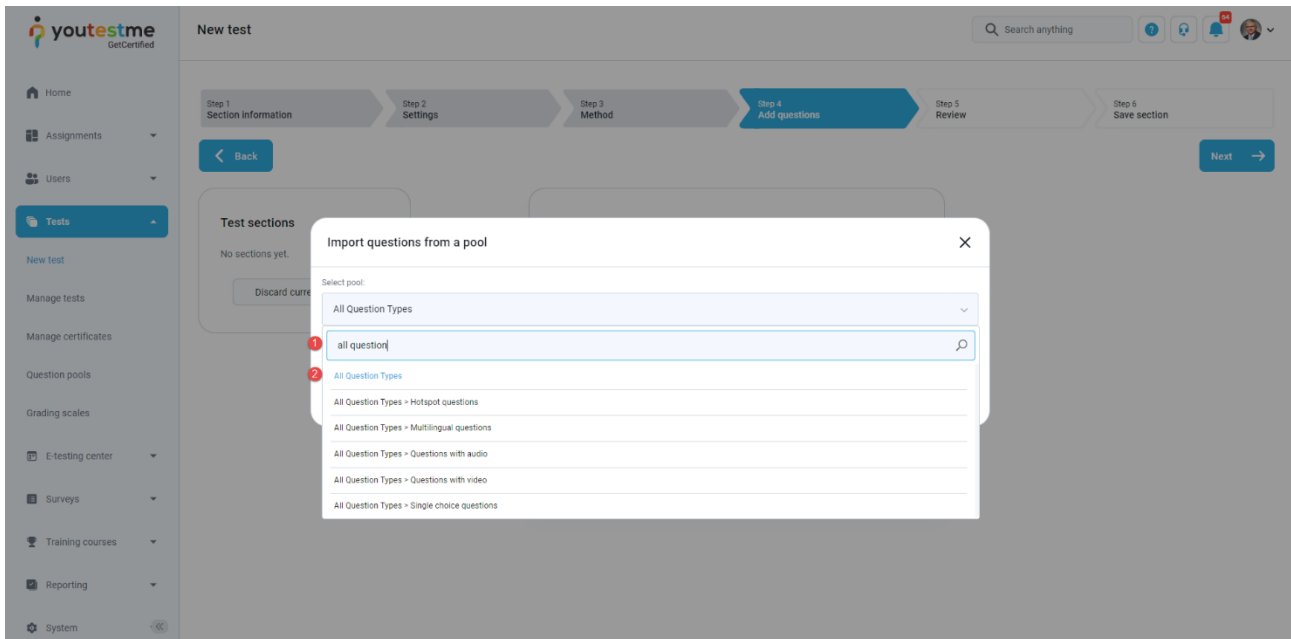
1.1.3 Adding questions manually

In the example below is described **Add questions manually method.** You can add all types of questions that you want to use in your test on this page.
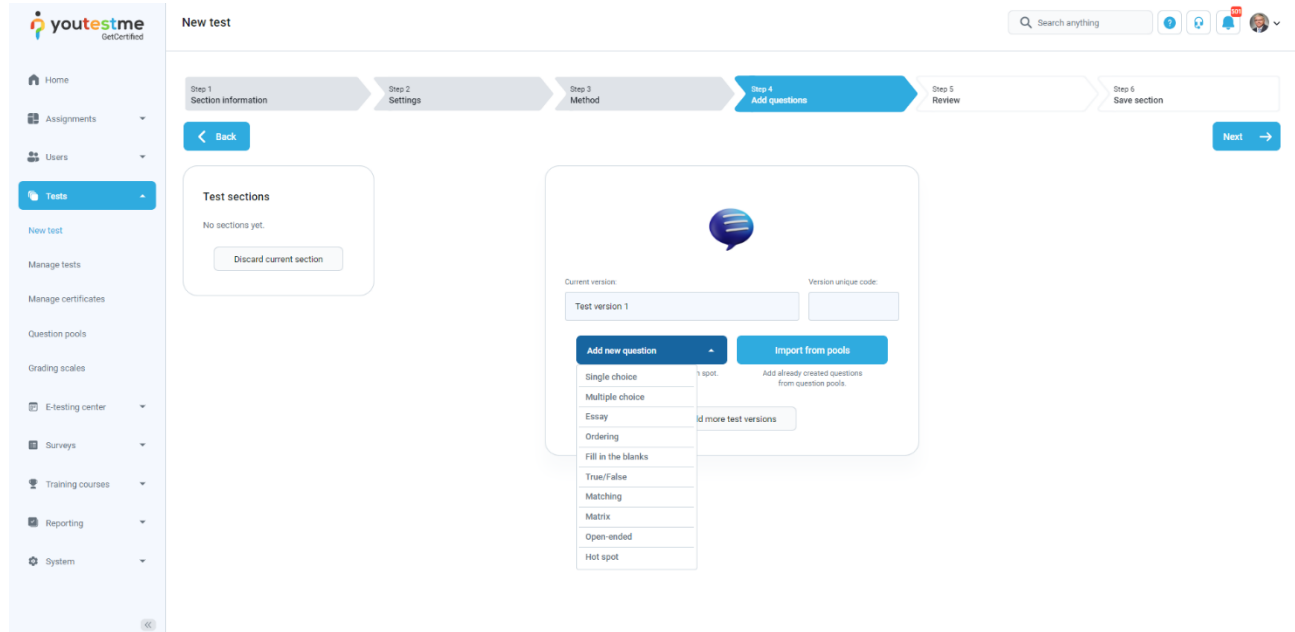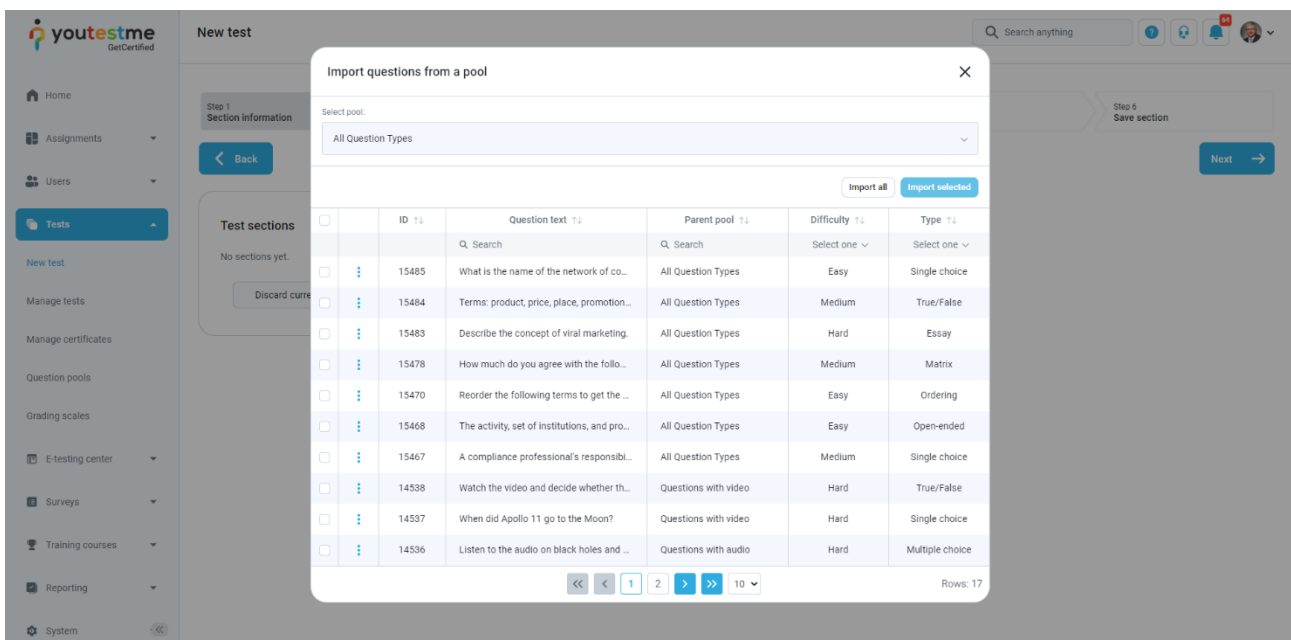

Here is an example of how to add a question from pool. Click on the **Import from pools** button.

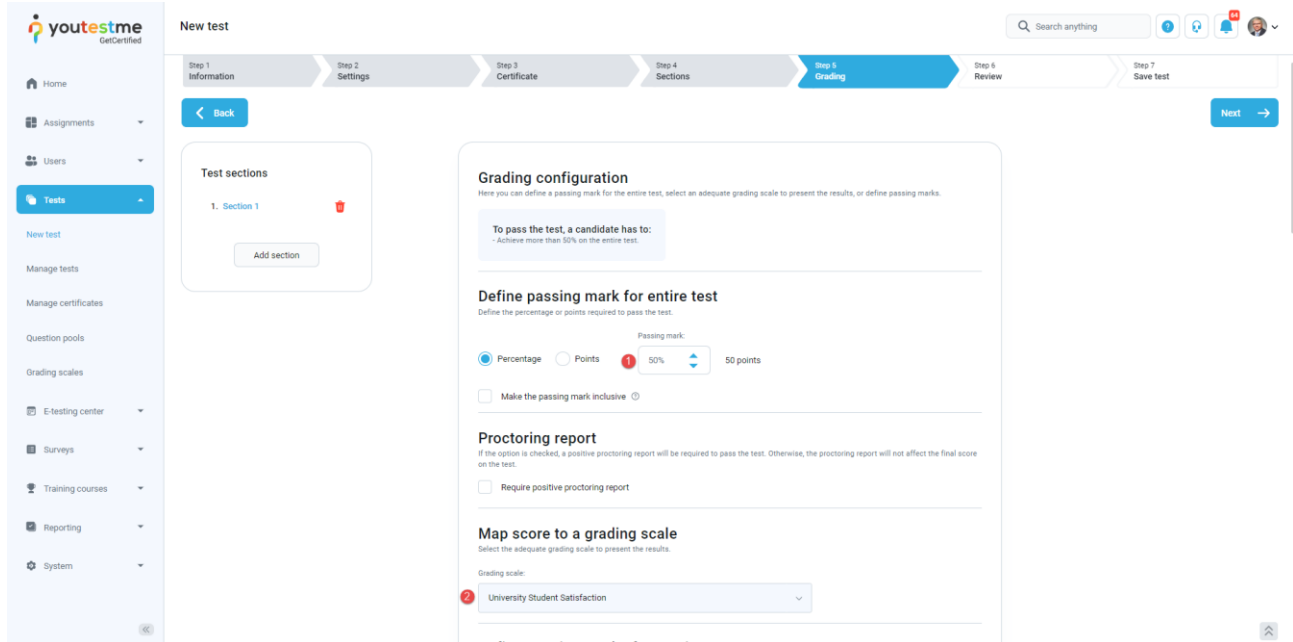1. Use a search bar to find a pool.
2. Select the pool name.

Once you choose a pool, you can preview the question, import a single question or all questions from the pool.
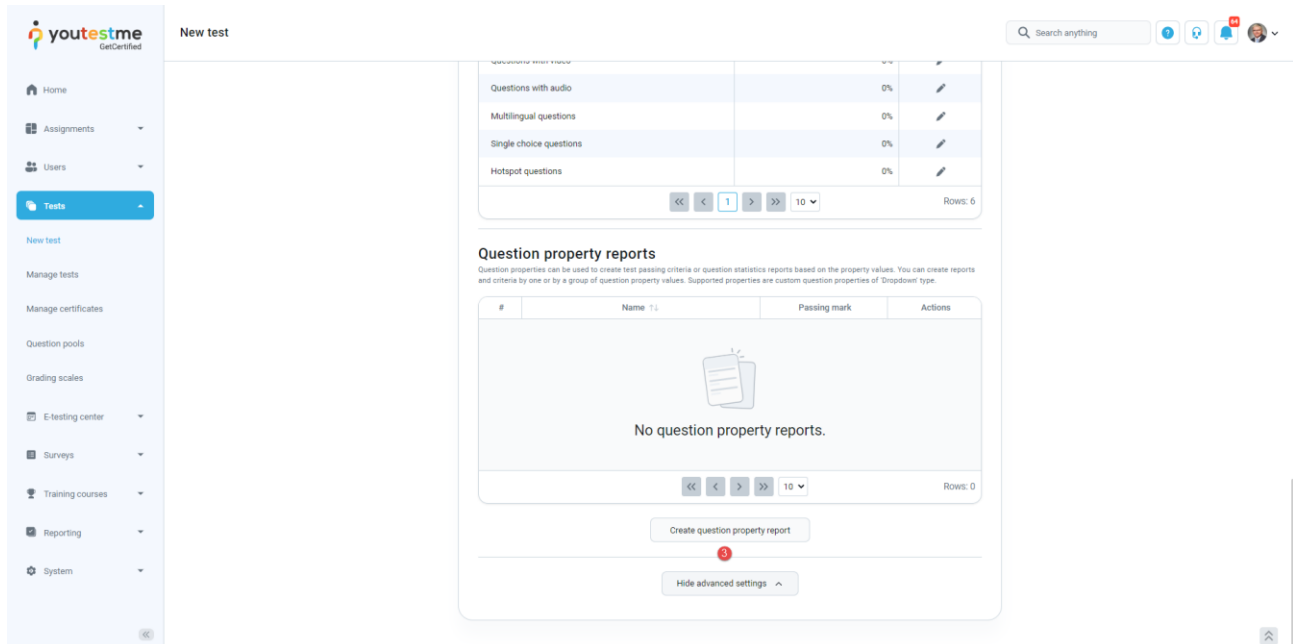
1.1.4 Grading configuration

In the Grading step of test creation wizard, you should:

1. Specify the percentage required to pass the test.
2. Select one of the previously created grading scales.

3. Click on the **Create question property** report button.

The new window will appear where you should:

1. Enter the **Analysis** in the **Name** field.
2. Define the passing mark for this group.
3. Select **Inclusive passing mark** to allow students to pass the test if they gain a score equal to or
4. higher than the passing mark.
5. Select **Passing required** to make the passing of this group mandatory for passing the test as a
6. whole.
4. Select one of the previously created grading scales.
5. Select the **Topic areas** for **Question property**.
6. Select all **Topic areas** that should belong to the **Analysis** group.
7. Click the **Save** button.
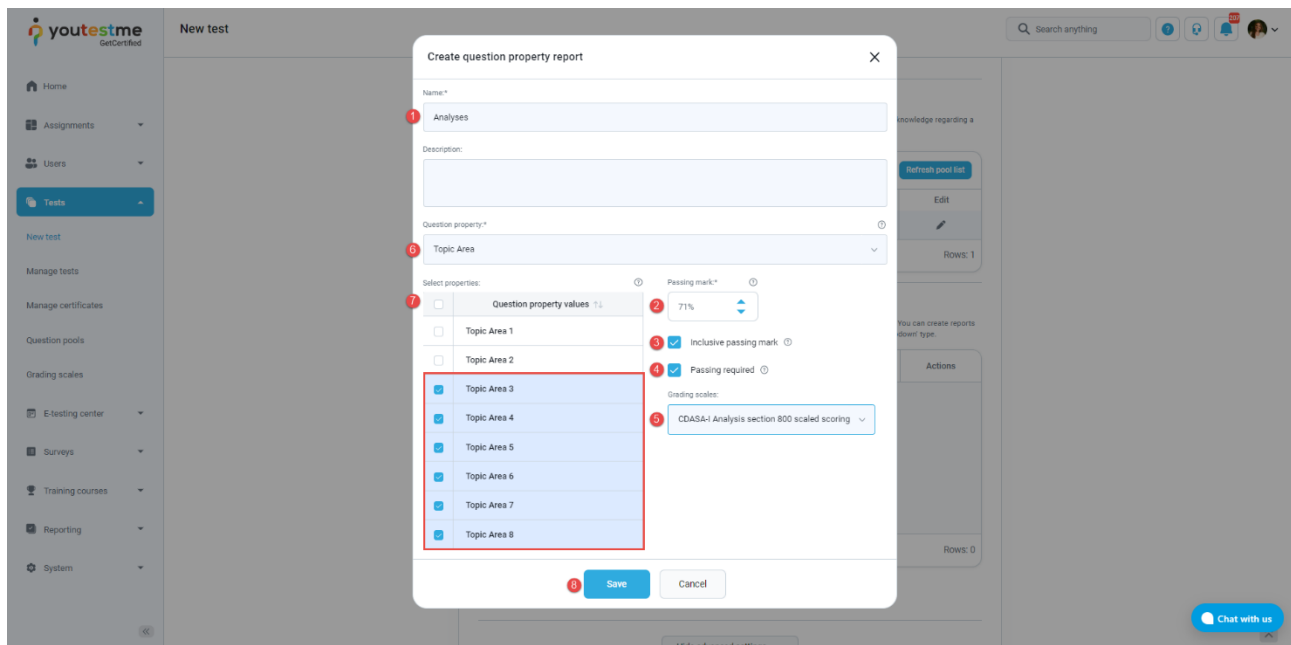
To create a group that is not passing required but serves for a simple overview of a candidate's knowledge on a specific category, you should:

1. Enter the **Calculated-IE** in the **Name** field.
2. Select the Topic Areas for **Question property**.
3. Select all **Topic areas** that should belong to the **Calculated-IE** group.
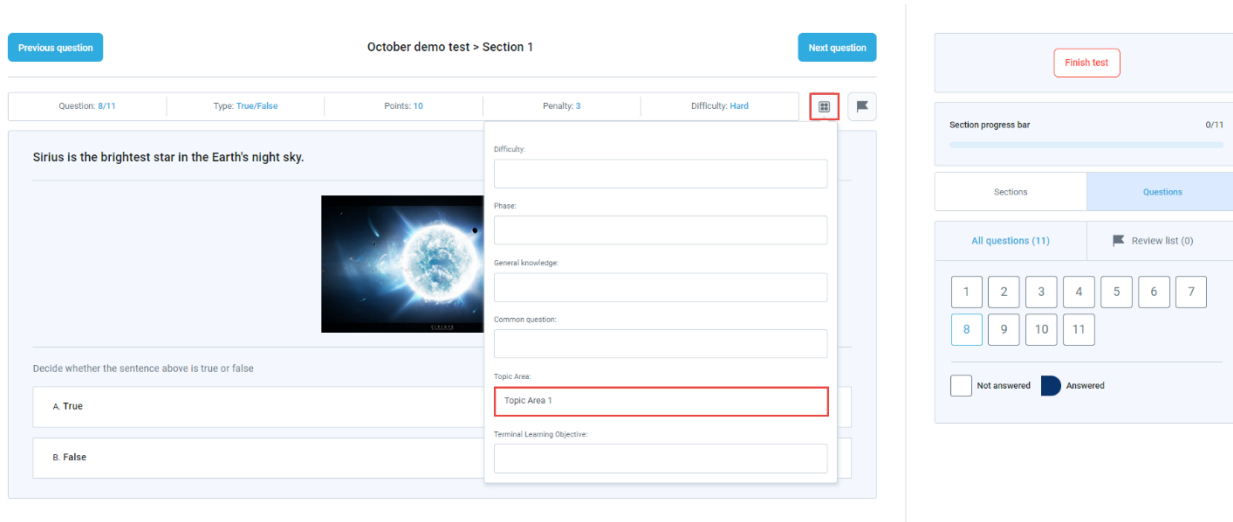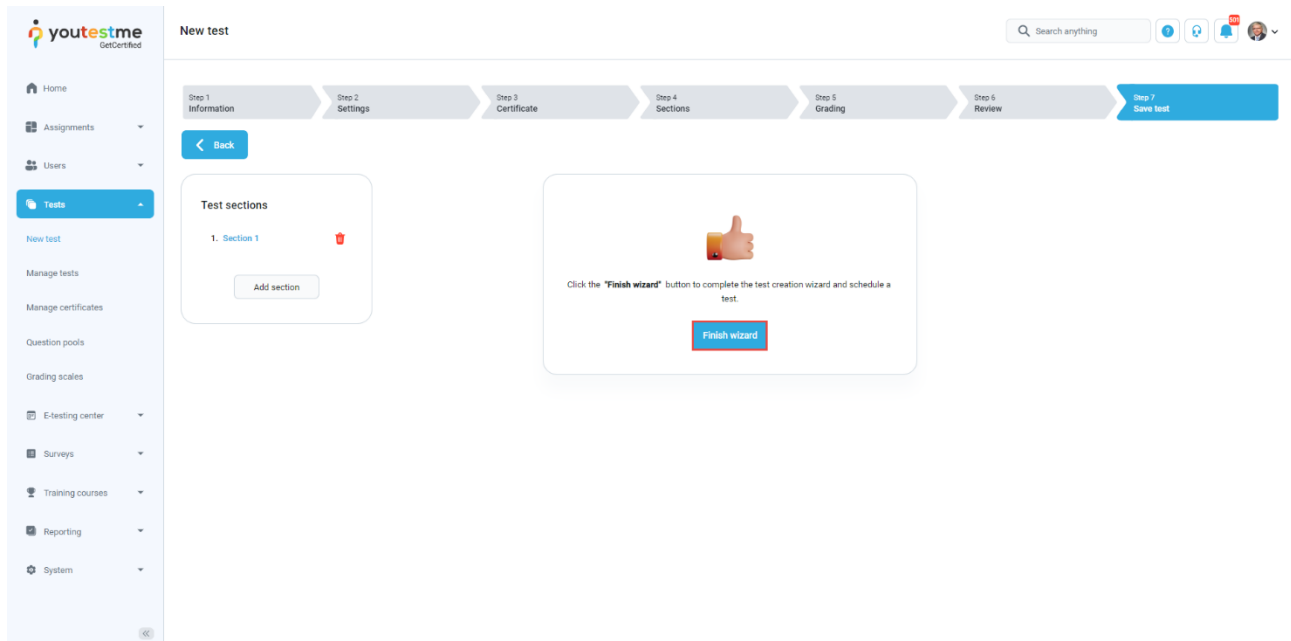4. Click the **Save** button.
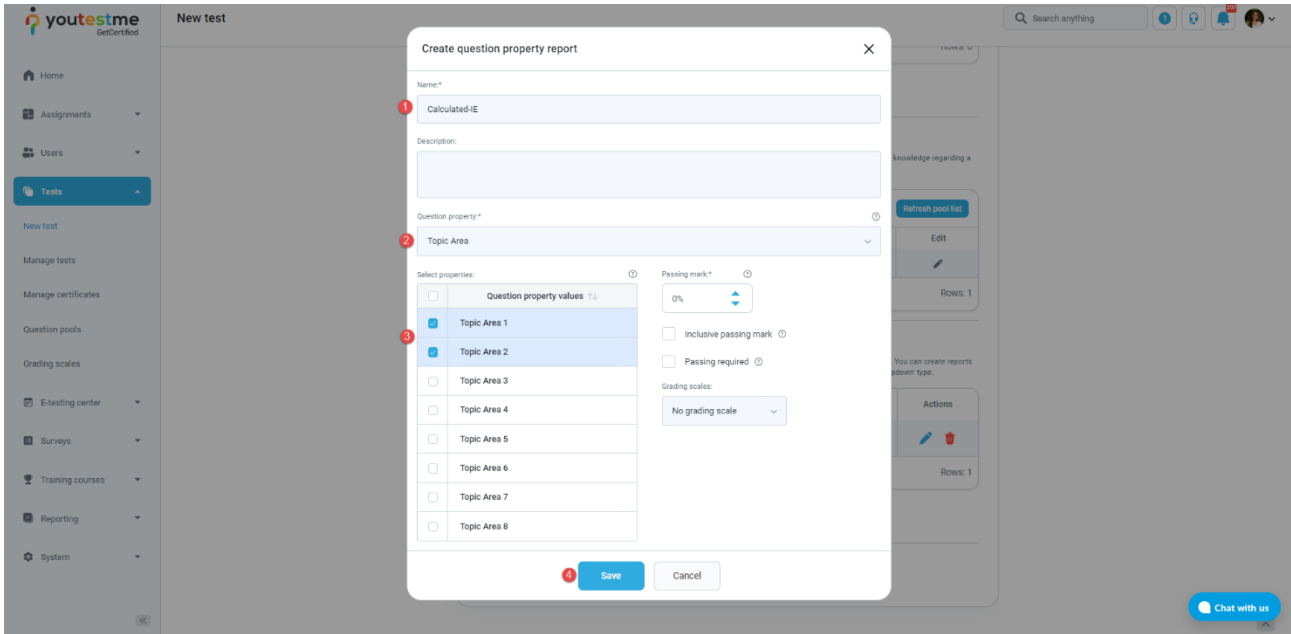
Note: Repeat the same steps for other groups.

1.2   Candidate's perspective

1.2.1   Test-taking

If **Show question metadata** options are selected, candidates will be able to preview the question properties in test-taking.

1.2.2 Personal report

In the personal report the candidates received after test-taking, they can:

1. See the final score.
2. See the score by clicking on the **Aggregated reports** to see the table with **Question property reports**.
3. Click on the **Export** button, and select **Score report - Question property reports.**

Note: The **Score report – Question property reports** will be available only if at least one **Passing** required question property report group is created.
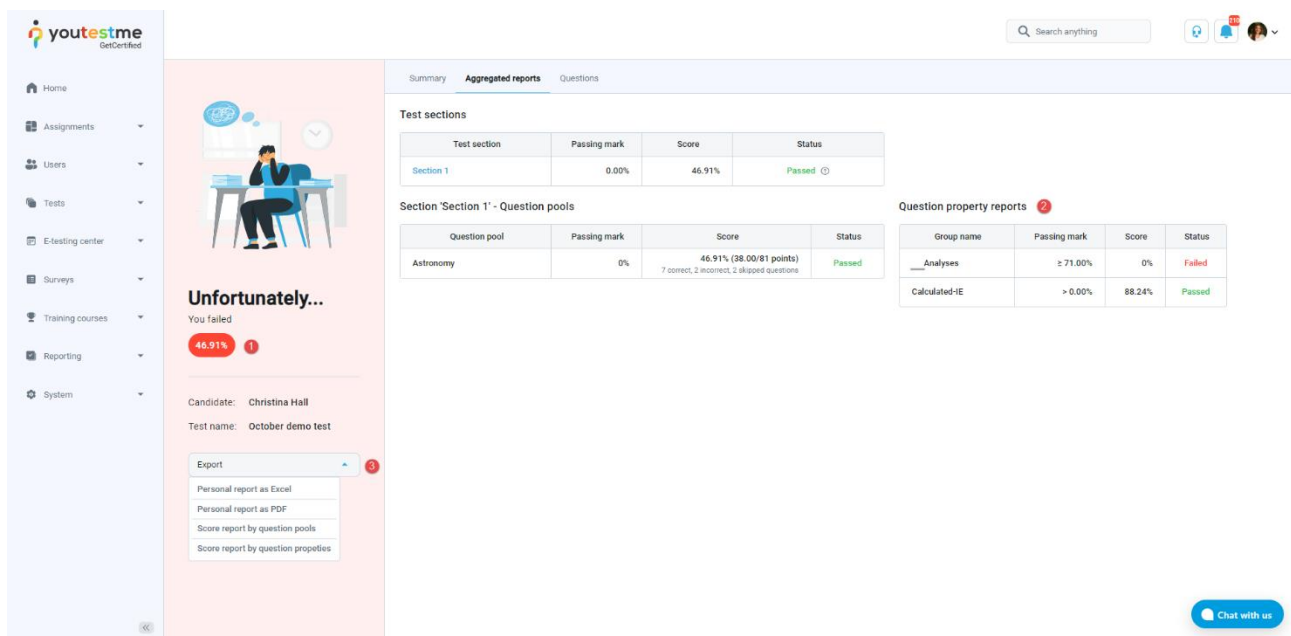
1.2.3   Score report

The downloaded score report will contain all information and statistic based on **Topic areas**.

Mary Robinson

The test addresses content associated with the 8 topic areas

| Topic Area 1: Topic Area 1 |
| Topic Area 2: Topic Area 2 |
| Topic Area 3: Topic Area 3 |
| Topic Area 4: Topic Area 4 |
| Topic Area 5: Topic Area 5 |
| Topic Area 6: Topic Area 6 |
| Topic Area 7: Topic Area 7 |
| Topic Area 8: Topic Area 8 |

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 (that covers topic areas Topic Area 3, Topic Area 4, Topic Area 5, Topic Area 6, Topic Area 7 and Topic Area 8).

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	ANALYSIS SECTION
Your Score	640 (72.5%)	658 (72.31%)
Performance Threshold	650 (73.0%)	658 (71.00%)
Your "Section" Result	Does Not Meet Requirement	Meets Requirement
Your Final Result	Does Not Meet Requirement	

1.3   Report builder

To preview the report, you should select the options from the list that will be featured as a column in the report table.

To preview the custom property report for created groups in this test, you should select the options stored under **Custom property report columns.**

Once you click on **Display report**, you will:

1. See the report based on previously selected options.
2. Download the report in Excel format.

The exported excel file will look the same as per your specification.