



# YouTestMe

[Customize score report](#)

<b>File name</b>	Customize score report
<b>Author</b>	YouTestMe
<b>Confidentiality</b>	Internal or Public
<b>Last save date</b>	Tuesday, October-25-2022 at 10:45:00 AM

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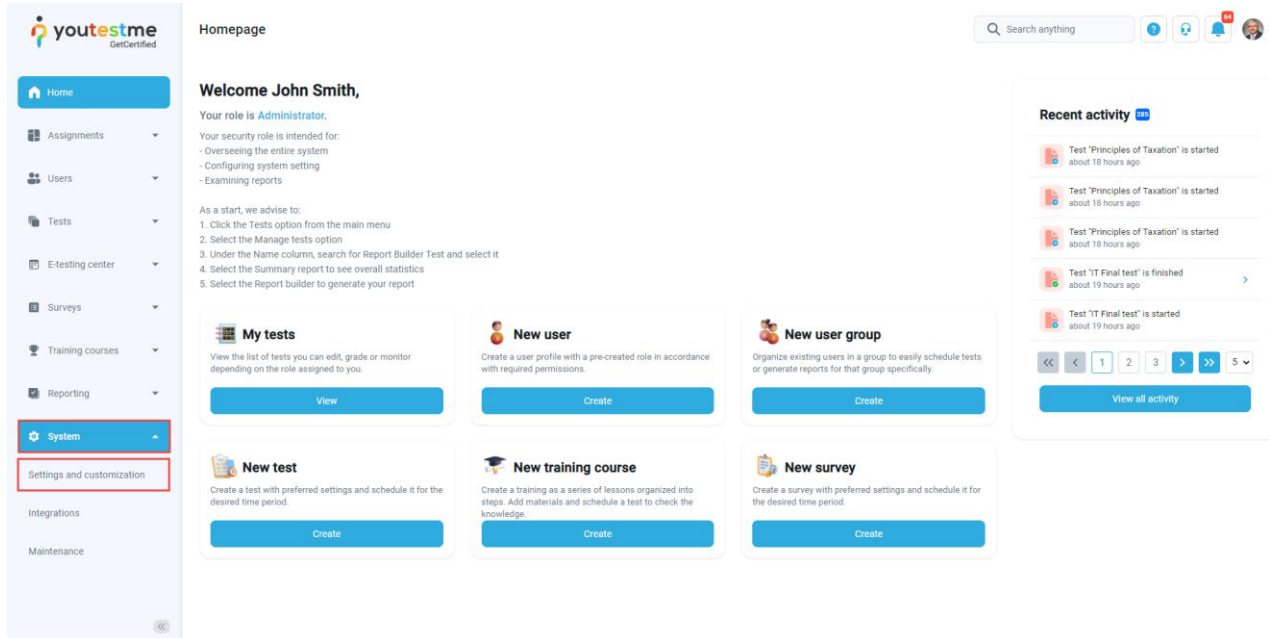
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### 1 Introduction

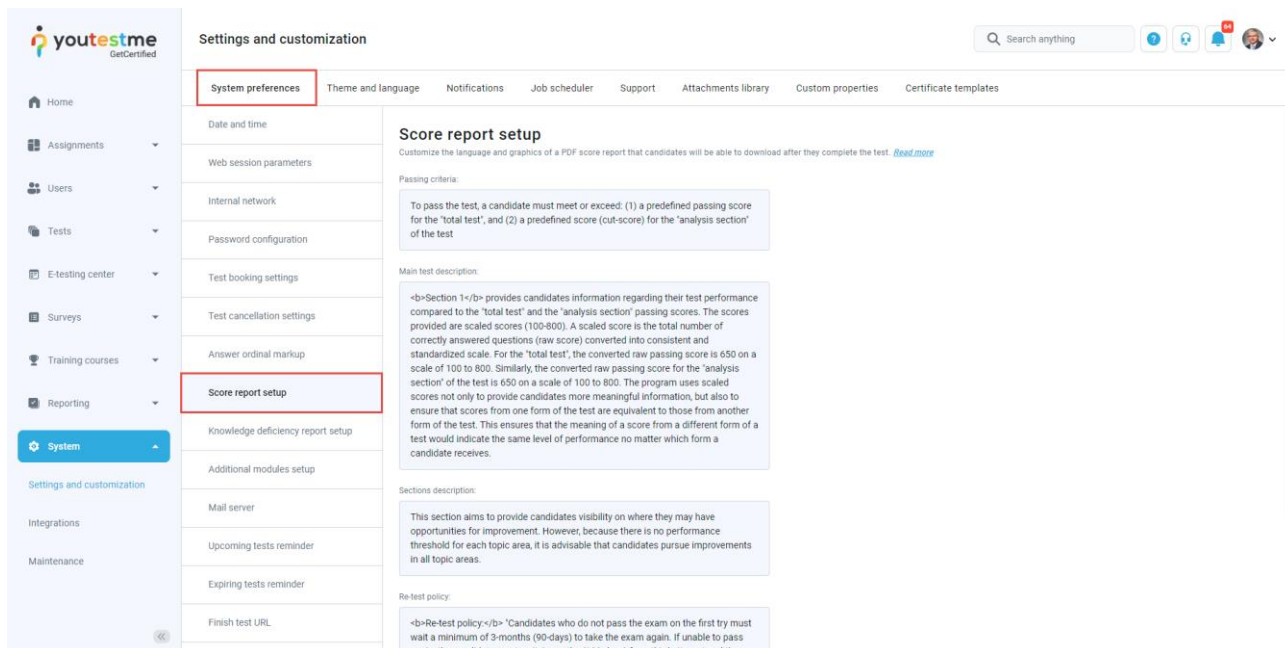
This article explains how to customize a PDF version of the score report.

## 2 Score report customization on the application level

To customize a score report, click the **System** section in the main menu and choose **Settings and customization**.



Under the **System preferences** side menu, navigate to the **Score report setup** tab.



Then:

1. **Passing criteria** – Enter the text on the conditions for taking the test.
2. **Main test description** – Enter the necessary information about the test.
3. **Sections description** – Here, you can 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 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.

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- Date and time
- Web session parameters
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- Test booking settings
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- Score report setup
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- Finish test URL
- My tests and surveys view configuration
- Browser compatibility

## Score report setup

Customize the language and graphics of a PDF score report that candidates will be able to download after they complete the test. [Read more](#)

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:

<b>Section 1</b> 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.

Sections description:

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:

<b>Re-test policy:</b> "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)

5  Show pool information

6  Show sections diagram

7  Show section groups diagram

8

**Note:** This change will be applied to all tests and test attempts (not attempted as well as already finished test attempts).

### 3 Score report customization on the test level

To customize score report on a test level:

1. Open the desired test.
2. Navigate to the **Score report settings** tab.
3. Click the **Create custom settings** button.
4. **Passing criteria** – Enter the text on the conditions for taking the test.
5. **Main test description** – Enter the necessary information about the test.
6. **Sections description** – Here, you can enter information about sections.
7. **Re-test policy** – Enter information about retaking the test.
8. **Show pool information** – Check this option if you want the report to contain information about the pools included in the test.
9. **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 who passed.
10. **Show section groups diagram** – Check this option if you want the report to contain a diagram for created section groups.
11. Click the **Save** button to save changes.

Date and time

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- Show pool information
- Show sections diagram
- Show section groups diagram

**Confirm** Cancel

At any moment, you can customize this report for the tests in the draft state as well as for the published tests.