



YouTestMe

Test with sections

File name	Test with sections
Author	YouTestMe
Confidentiality	Internal or Public
Last save date	Tuesday, October-25-2022 at 3:30:00 PM

Table of Contents

1	Introduction.....	2
2	Steps.....	3
2.1	Creating a test.....	3
2.1.1	Test with sections.....	5
2.1.2	Sections.....	6
2.1.3	Adding questions.....	8
2.1.4	Save section.....	9

1 Introduction

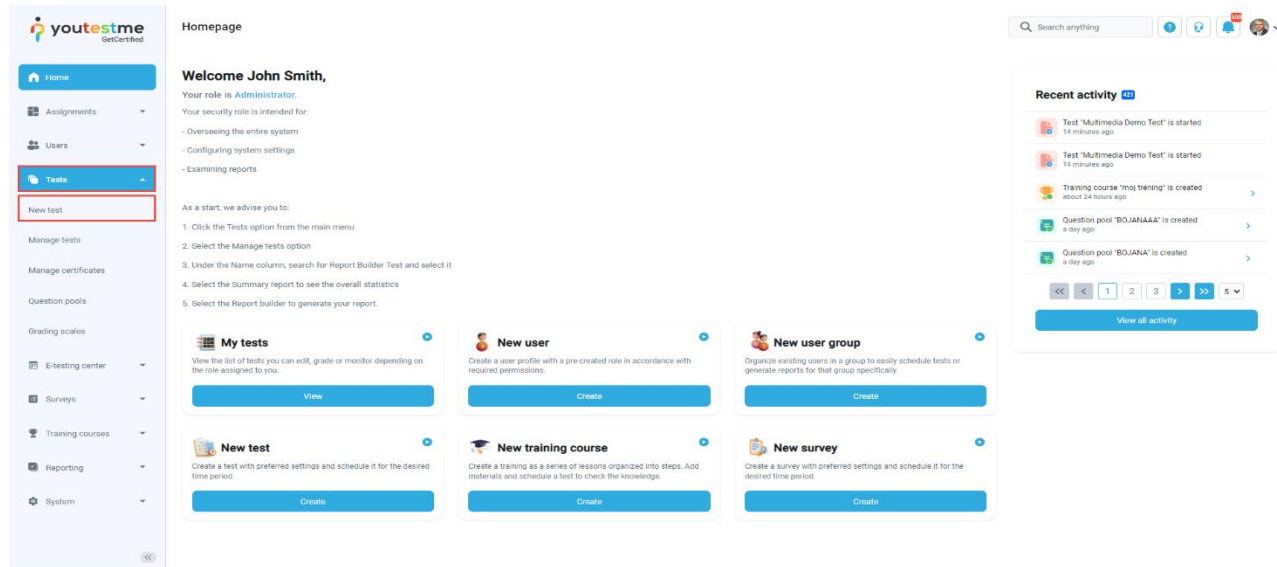
This document explains how to achieve the following requirement:

- Section(s) for an exam: Allow administrators to assign test questions to sections within a single exam.

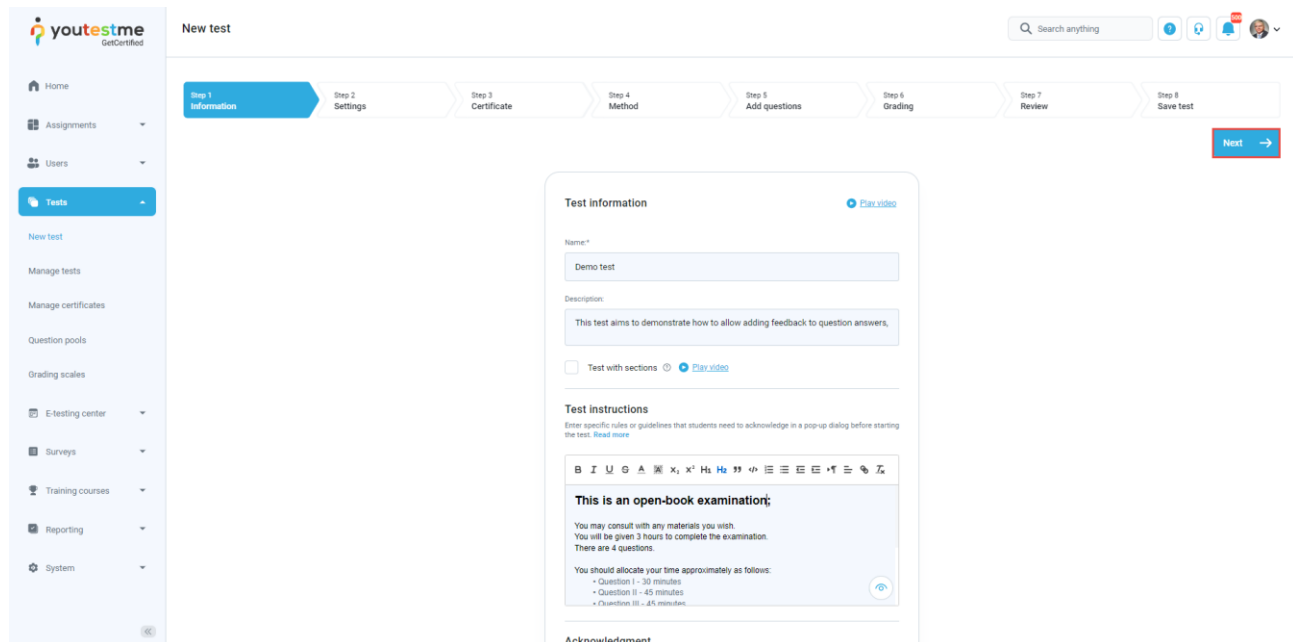
2 Steps

2.1 Creating a test

Hover over the **Tests** in the main menu and select **New test**.



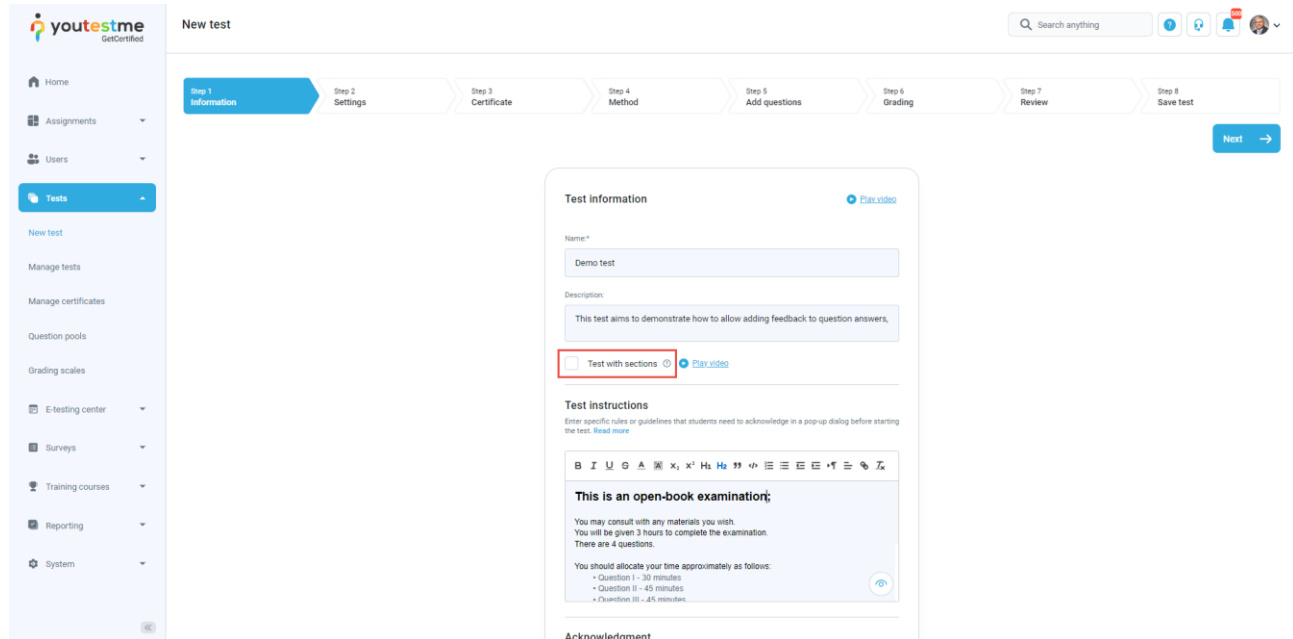
Enter the basic test information in the first step of the test creation process, then click the **Next** button.



In **YouTestMe GetCertified**, you can create the tests:

1. With sections.
2. Without sections.

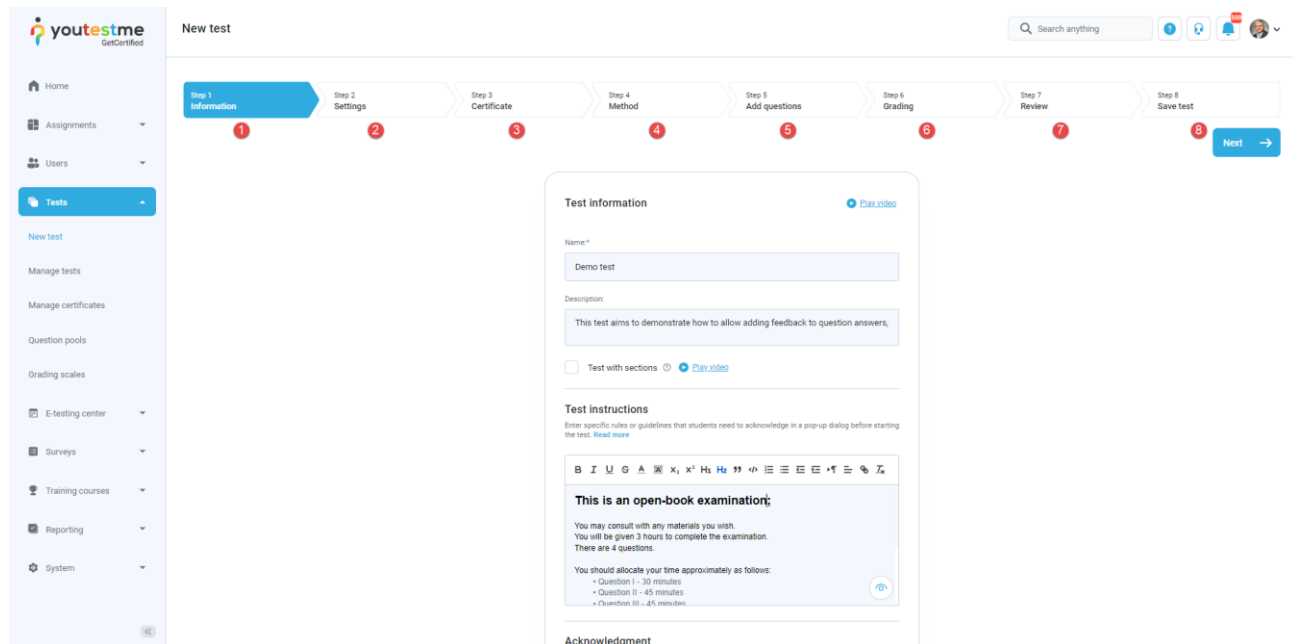
Sections could represent different areas of knowledge or topics the test covers. If you select the **Test with sections checkbox**, you will create a test with sections.



2.1.1 Test with sections

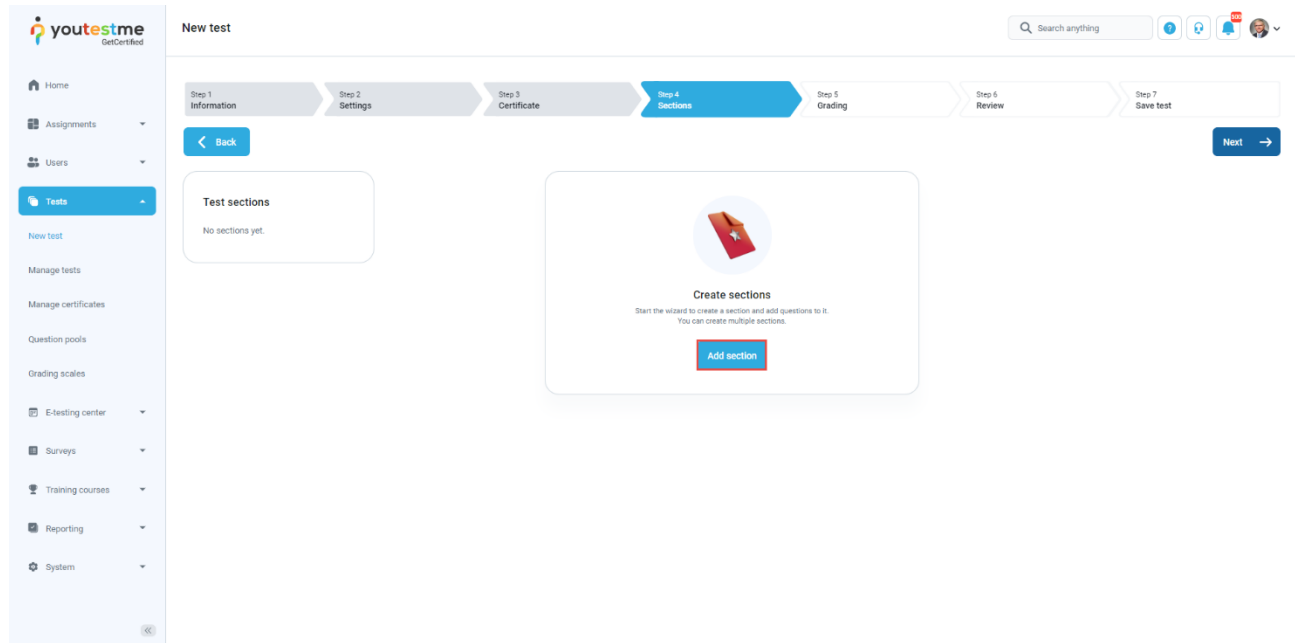
The **Create test wizard** is divided into eight steps.

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



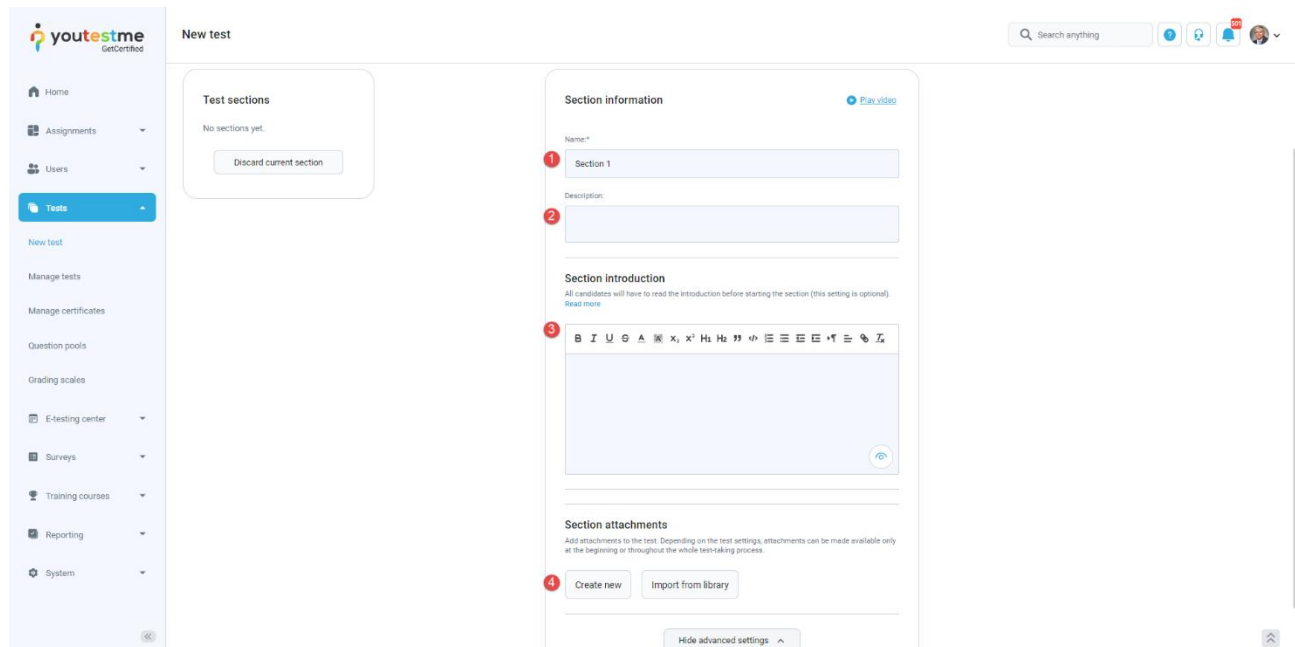
2.1.2 Sections

Click on the **Add sections** button.

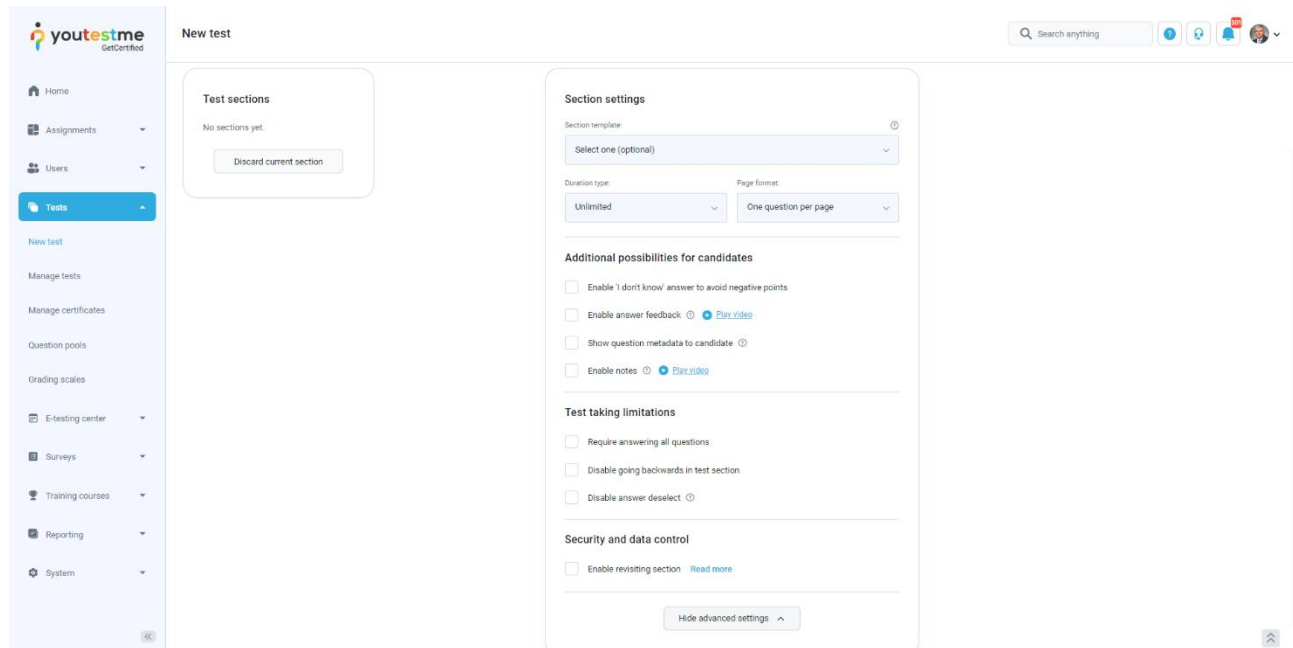


For this specific section:

1. Enter the name.
2. Enter the description.
3. Enter desired instructions.
4. Add attachments.

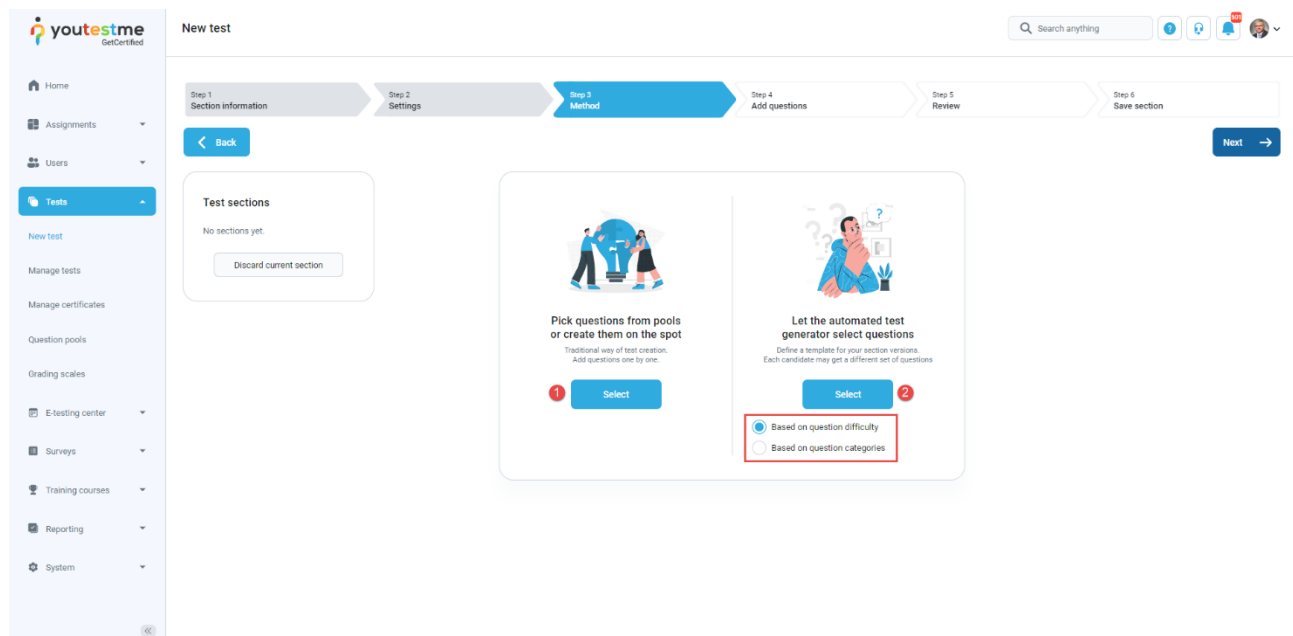


Define desired settings that will apply only to this section.



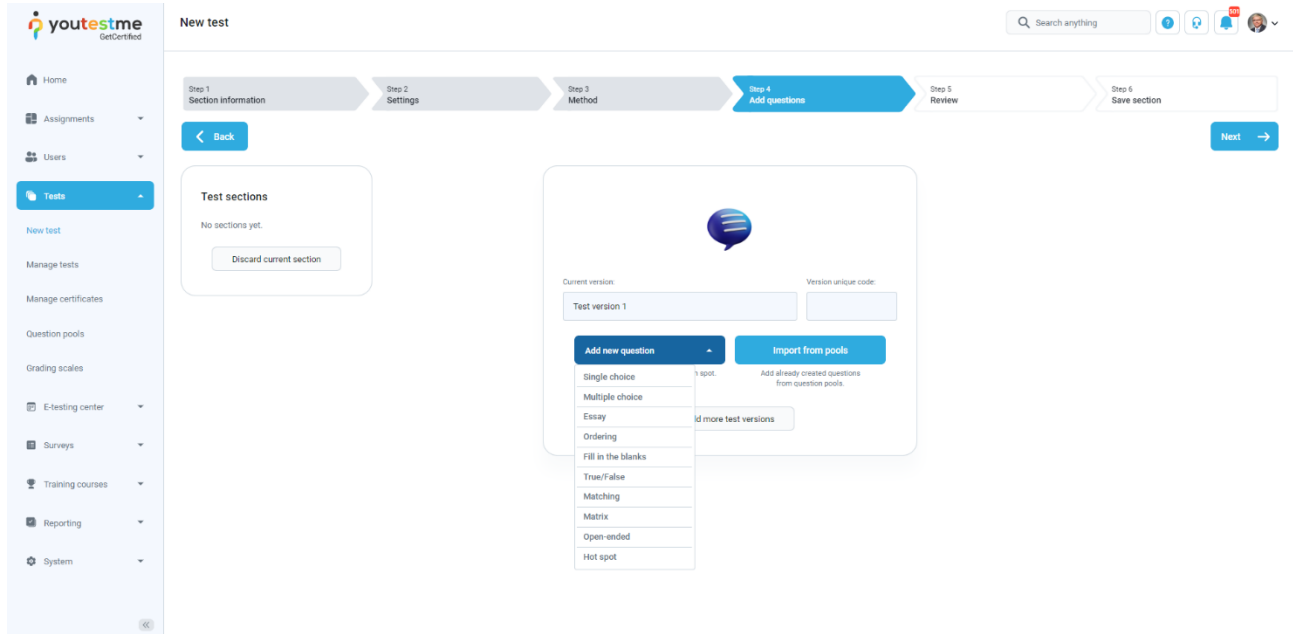
Choose one of the following methods to add questions to the exam:

1. Add questions manually.
2. Use the test generator (Based on question difficulty/question categories).

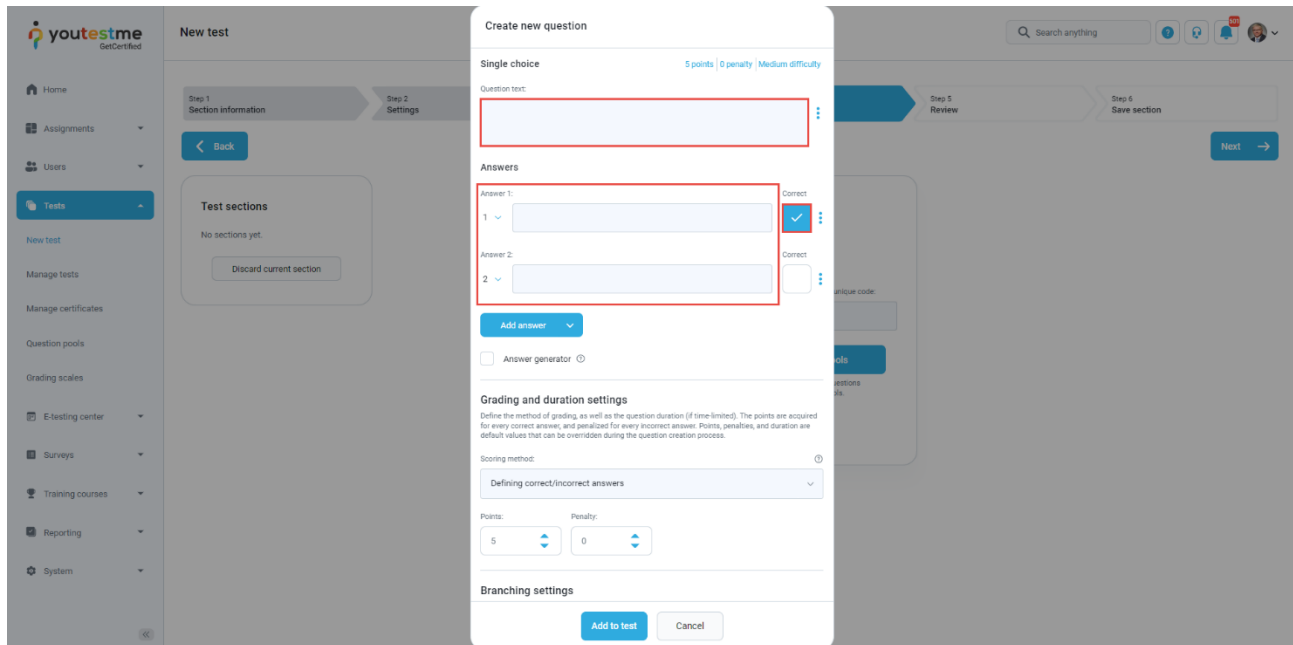


2.1.3 Adding questions

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.



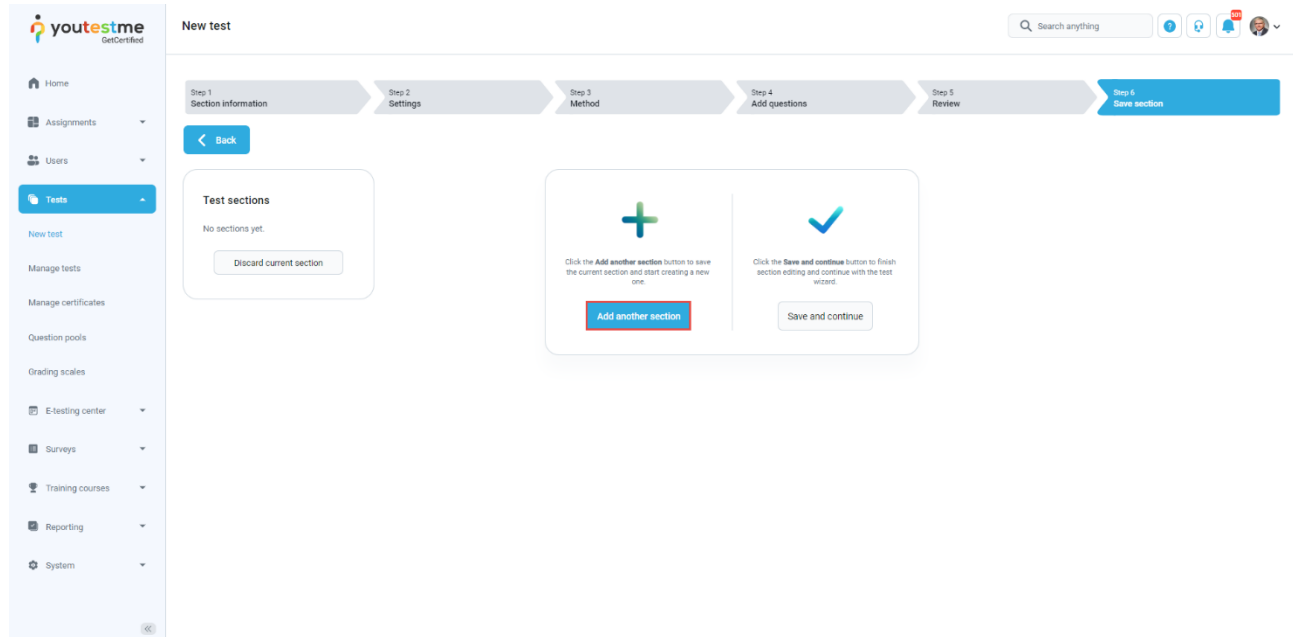
Here is an example of how to add a single choice question.



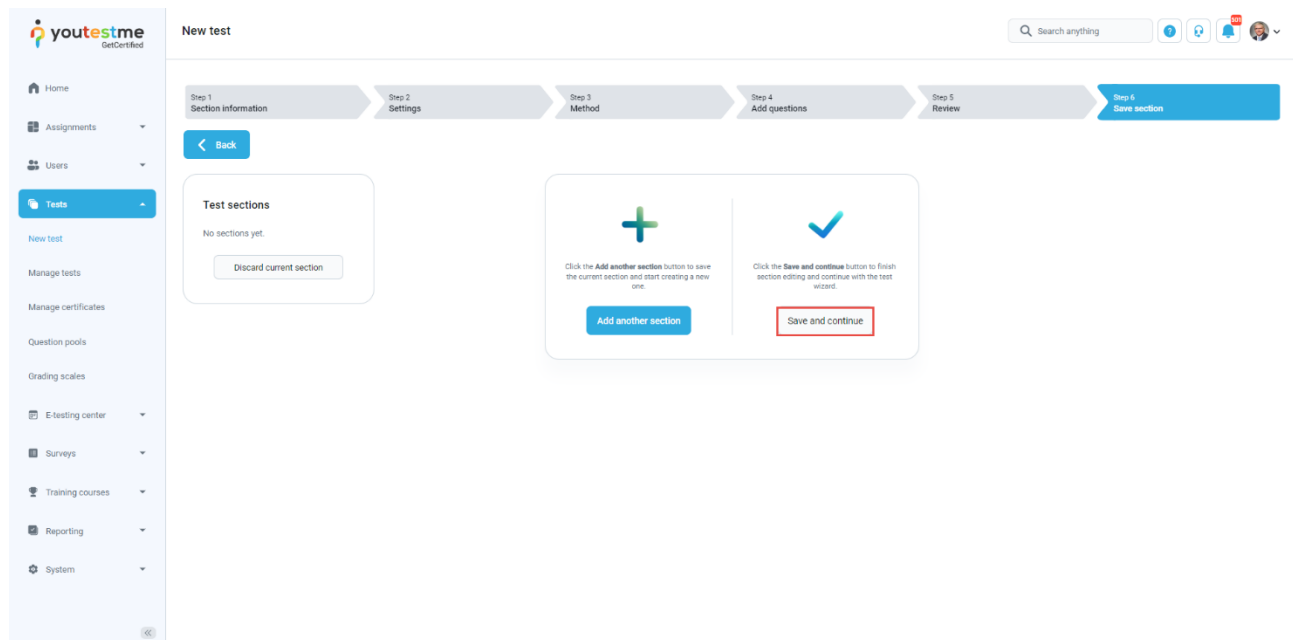
Once you fill in the question text field, add answers choices, and select the correct answer. Add the question to the test by clicking the **Add to test** button on the page's bottom.

2.1.4 Save section

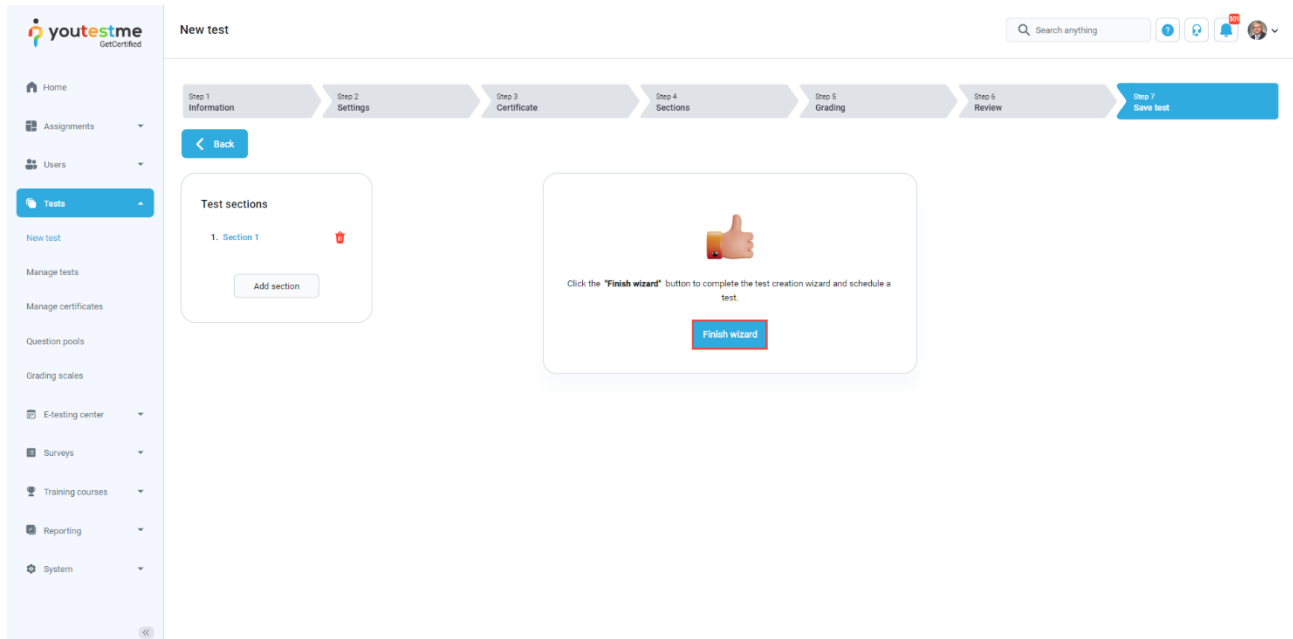
To add more sections to this test, click on the **Add another section** button and repeat the same process from the above.



Once you have added sections, click on the **Save and continue** button.



After defining all sections, go through the rest steps in the **Create test wizard** process and save the test.



The screenshot shows the 'New test' wizard interface. At the top, a progress bar indicates seven steps: Step 1 Information, Step 2 Settings, Step 3 Certificate, Step 4 Sections, Step 5 Grading, Step 6 Review, and Step 7 Save test. The 'Step 7 Save test' button is highlighted in blue. Below the progress bar, there is a 'Back' button. The main content area is divided into two panels. The left panel, titled 'Test sections', shows a list with '1. Section 1' and a trash icon, along with an 'Add section' button. The right panel features a thumbs-up icon, the text 'Click the "Finish wizard" button to complete the test creation wizard and schedule a test.', and a 'Finish wizard' button highlighted with a red border.