



YouTestMe

Edit, copy and delete exam items

File name	How administrators can create, edit, copy, and delete exam items
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1 Introduction

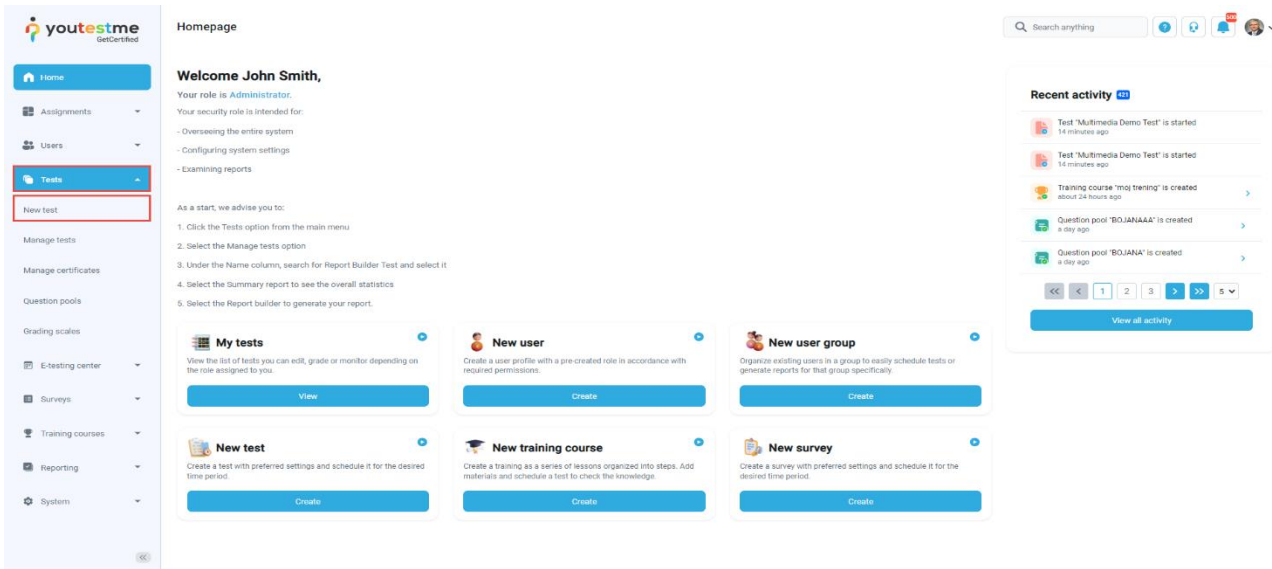
This document explains how to achieve the following requirement:

- Allow administrators to create, edit, copy, and delete exam items.

2 Steps

2.1 Creating a test

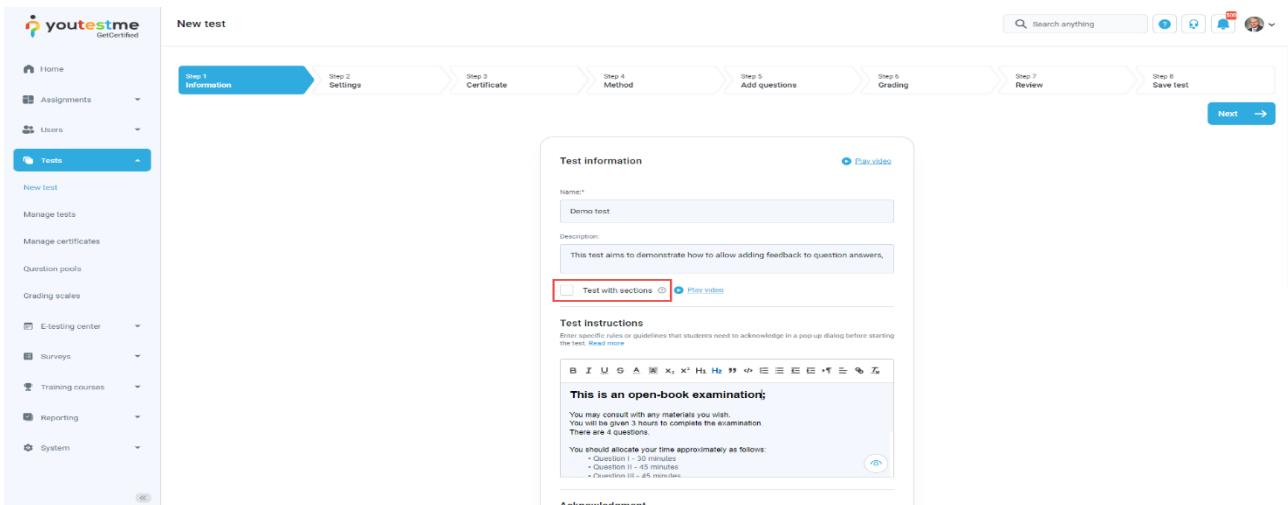
Hover over the **Tests** in the main menu and select **New test**.



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

1. With sections.
2. Without sections.

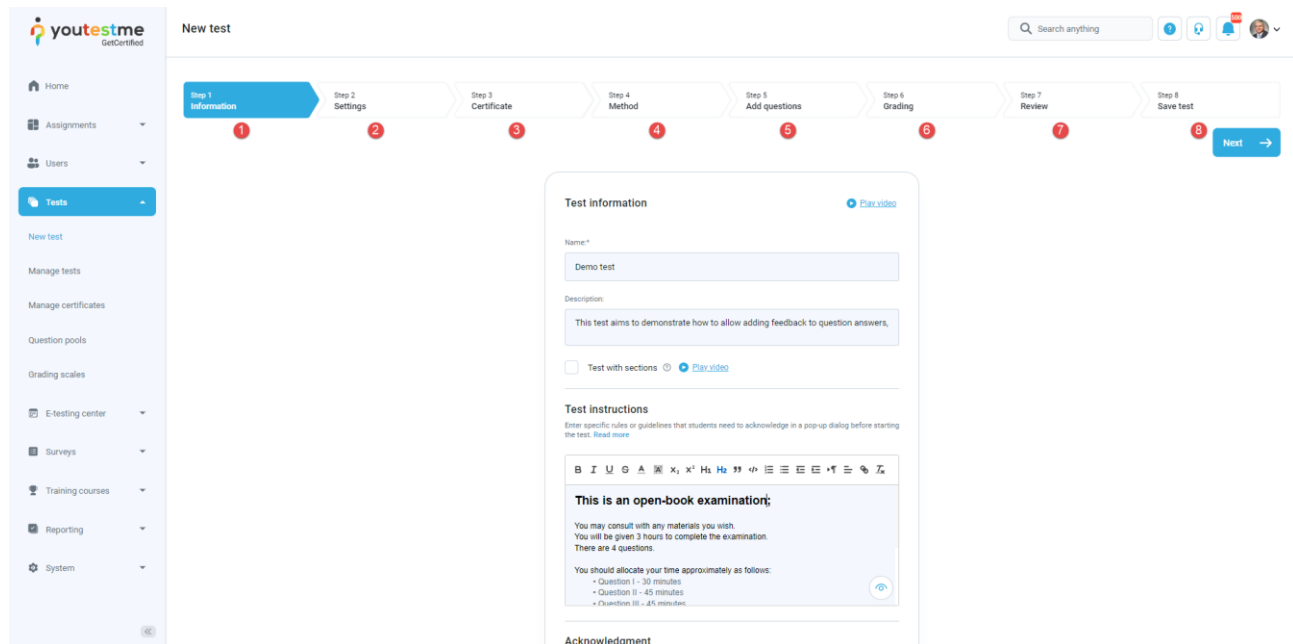
Sections could represent different areas of knowledge or topics the test covers. If you select the **Test with sections checkbox**, you will create a test with sections.



2.1.1 Test with sections

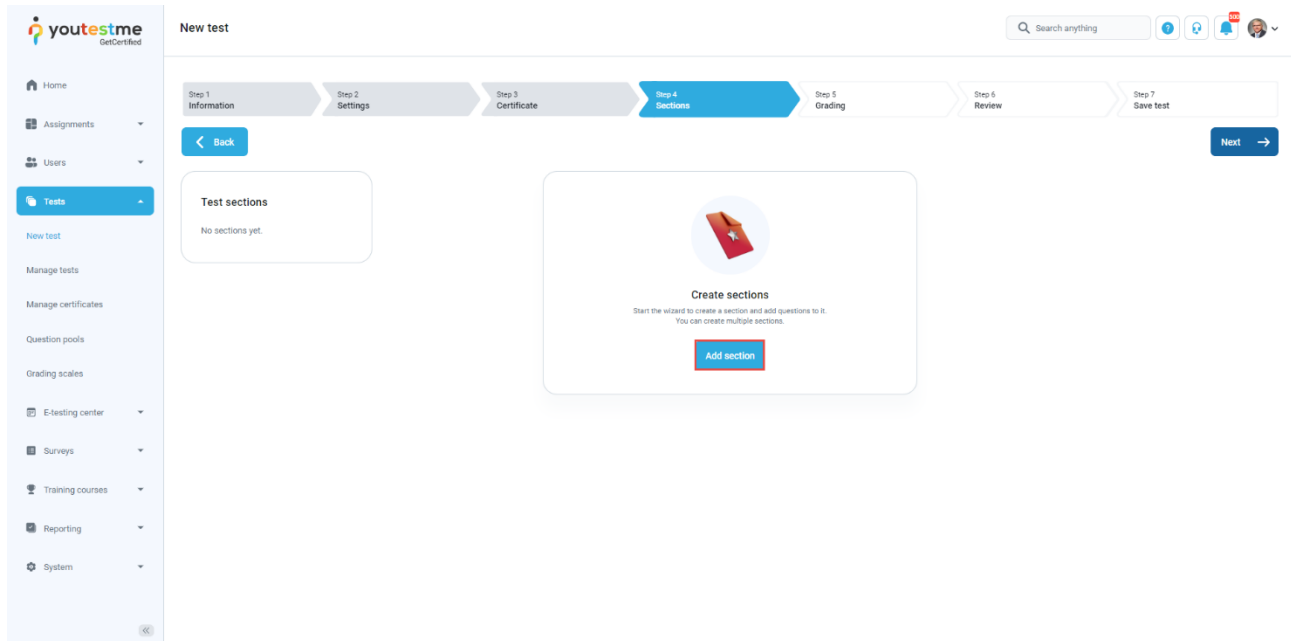
The **Create test wizard** is divided into eight steps.

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



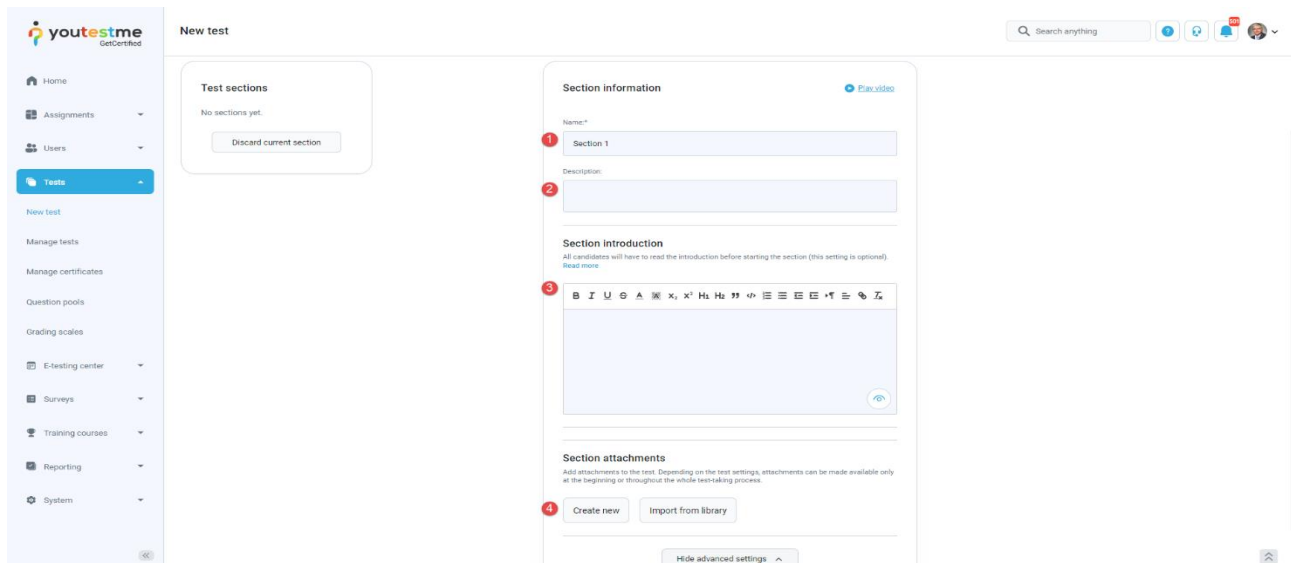
2.1.2 Sections

Click on the **Add sections** button.

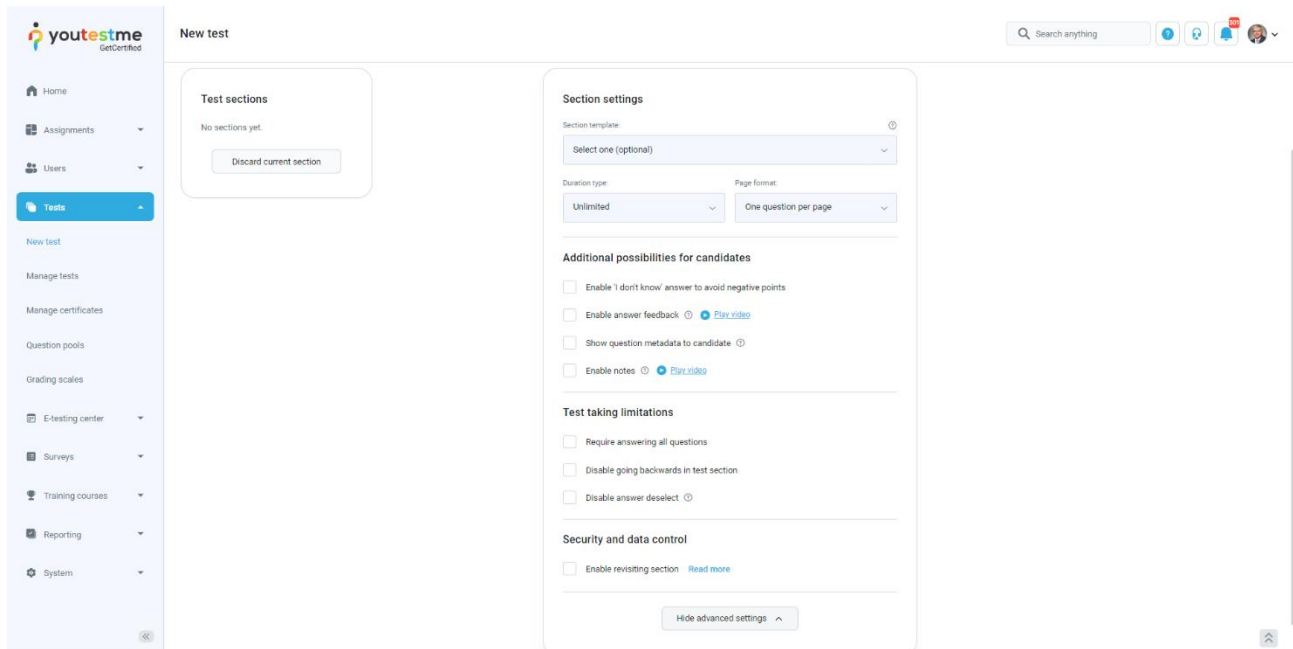


For this specific section:

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

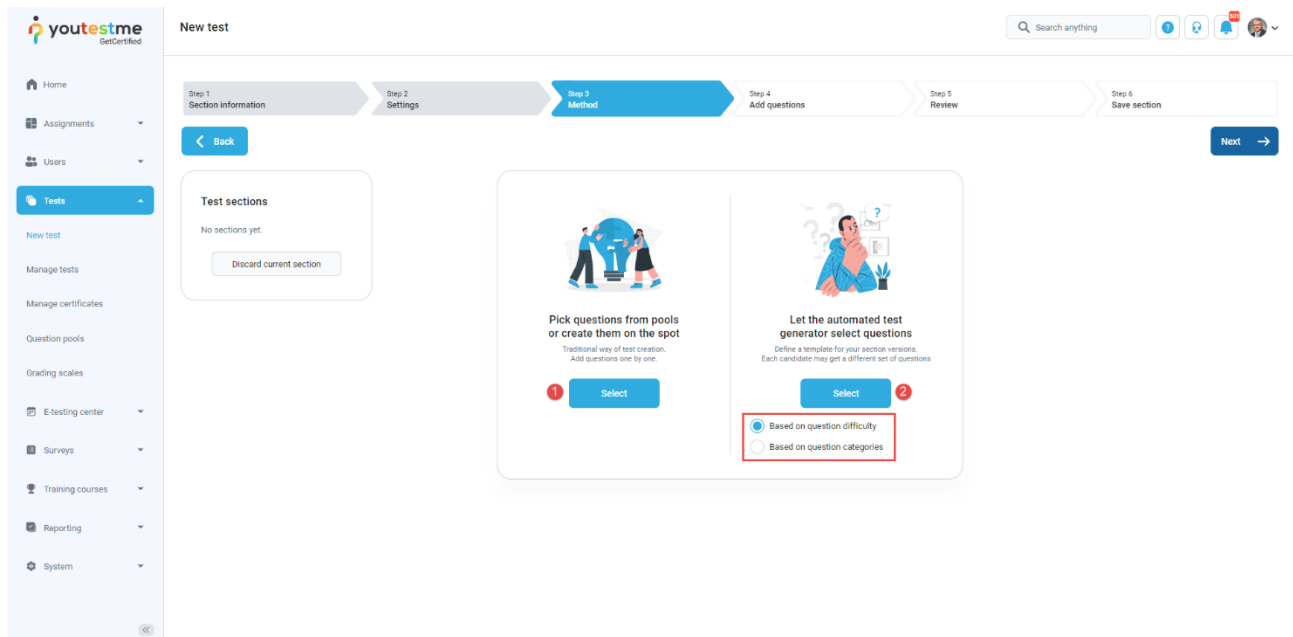


Define desired settings that will apply only to this section.



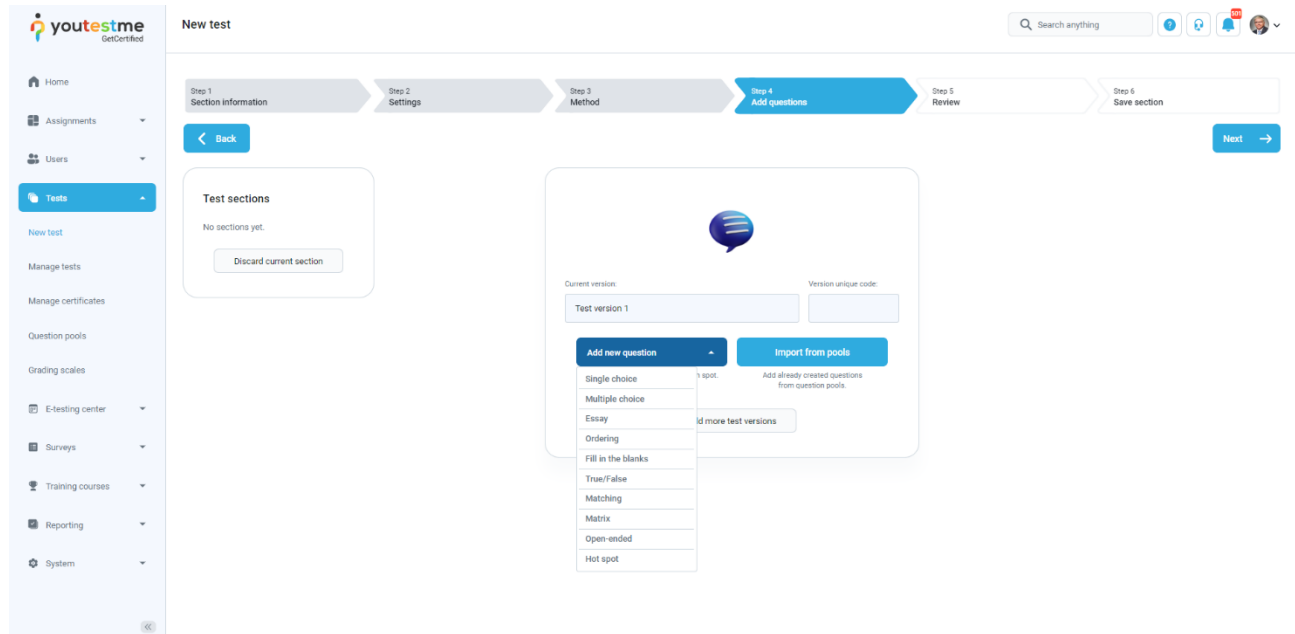
Choose one of the following methods to add questions to the exam:

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

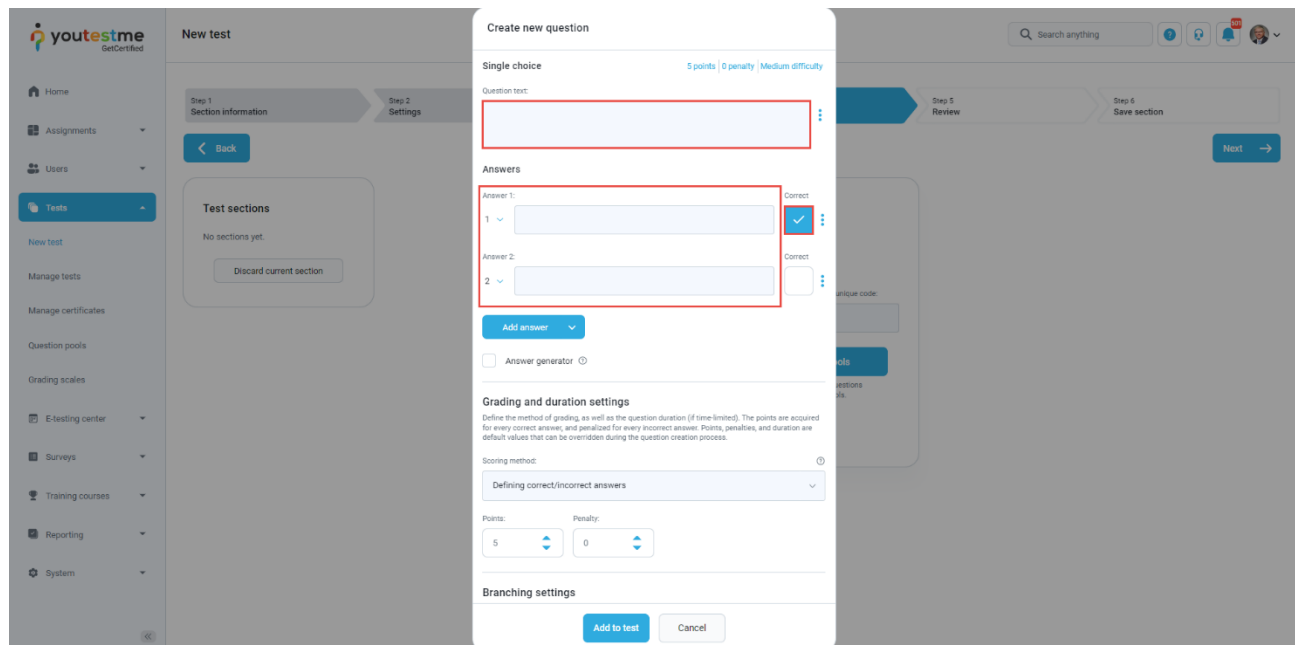


2.1.3 Adding questions

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.



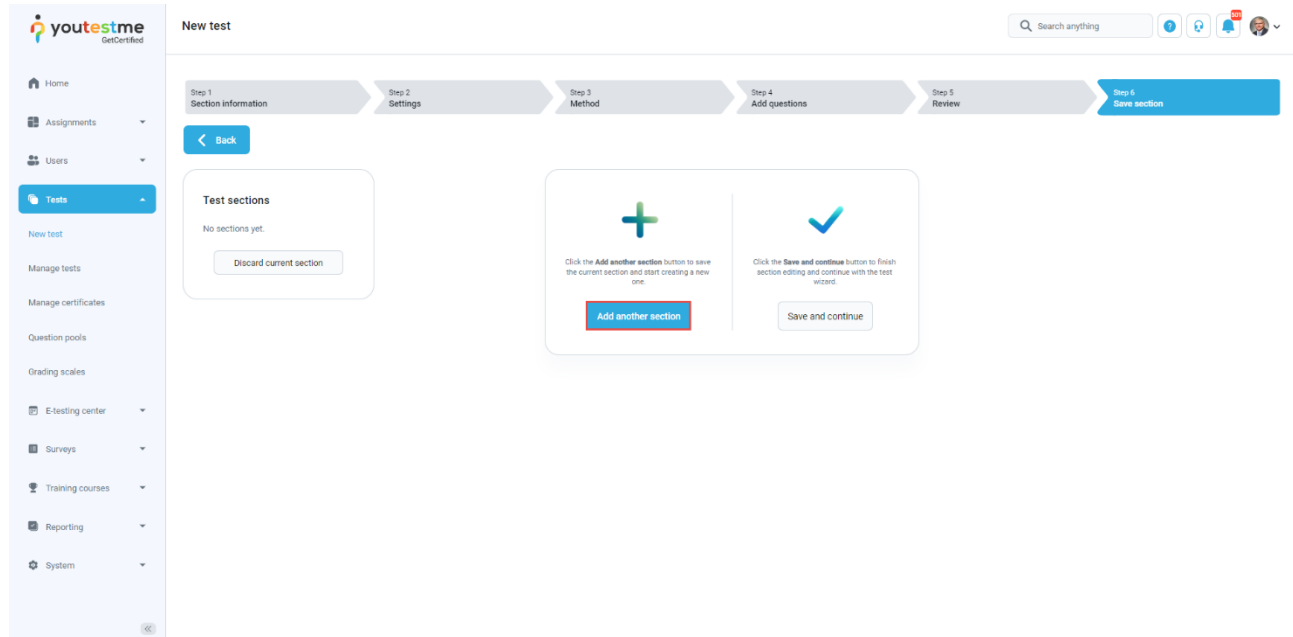
Here is an example of how to add a single choice question.



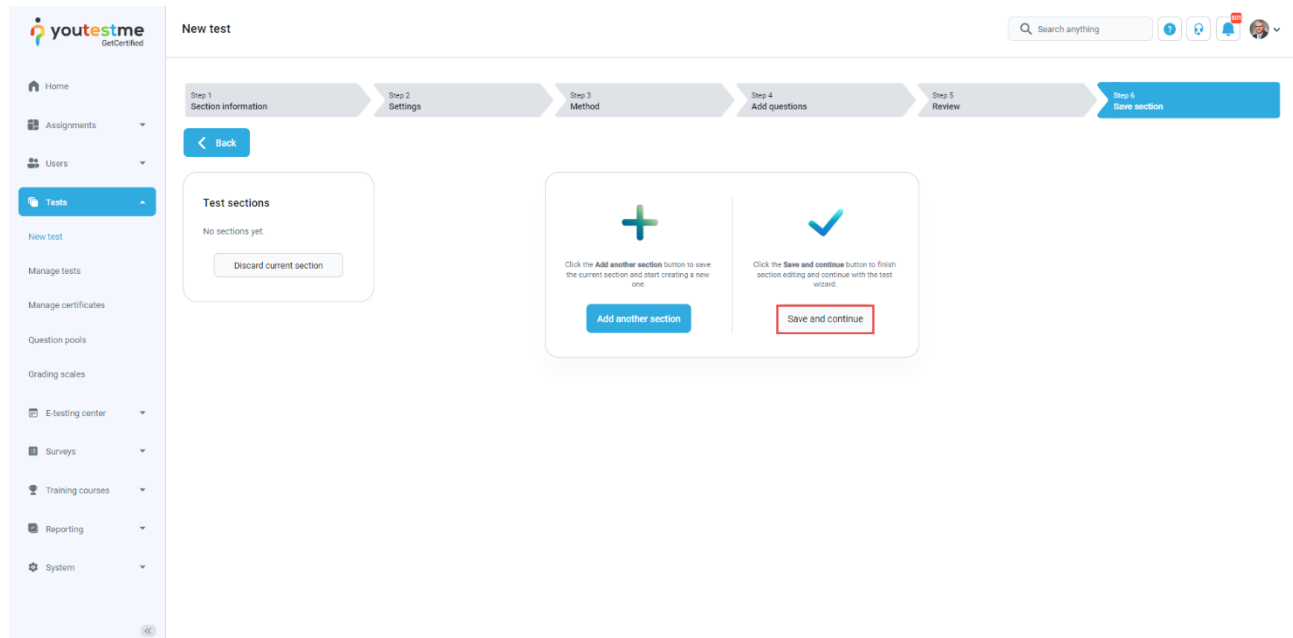
Once you fill in the question text field, add answers choices, and select the correct answer. Add the question to the test by clicking the **Add to test** button on the page's bottom.

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.



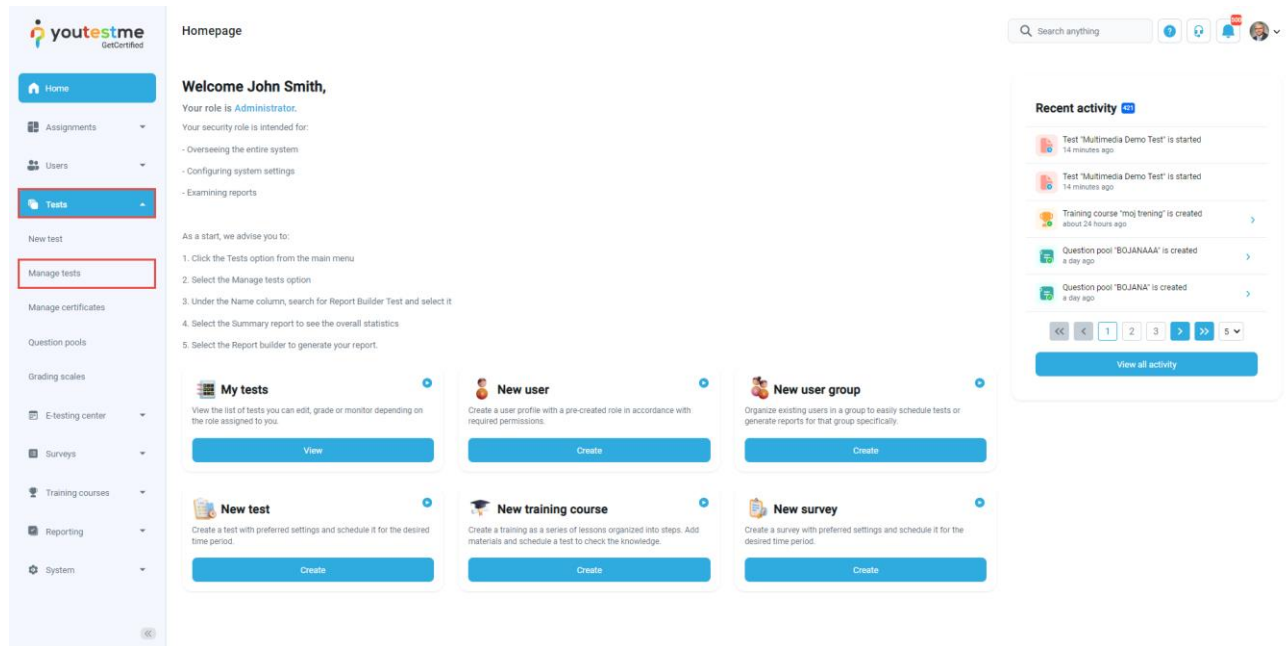
Once you have added sections, click on the **Save and continue** button.



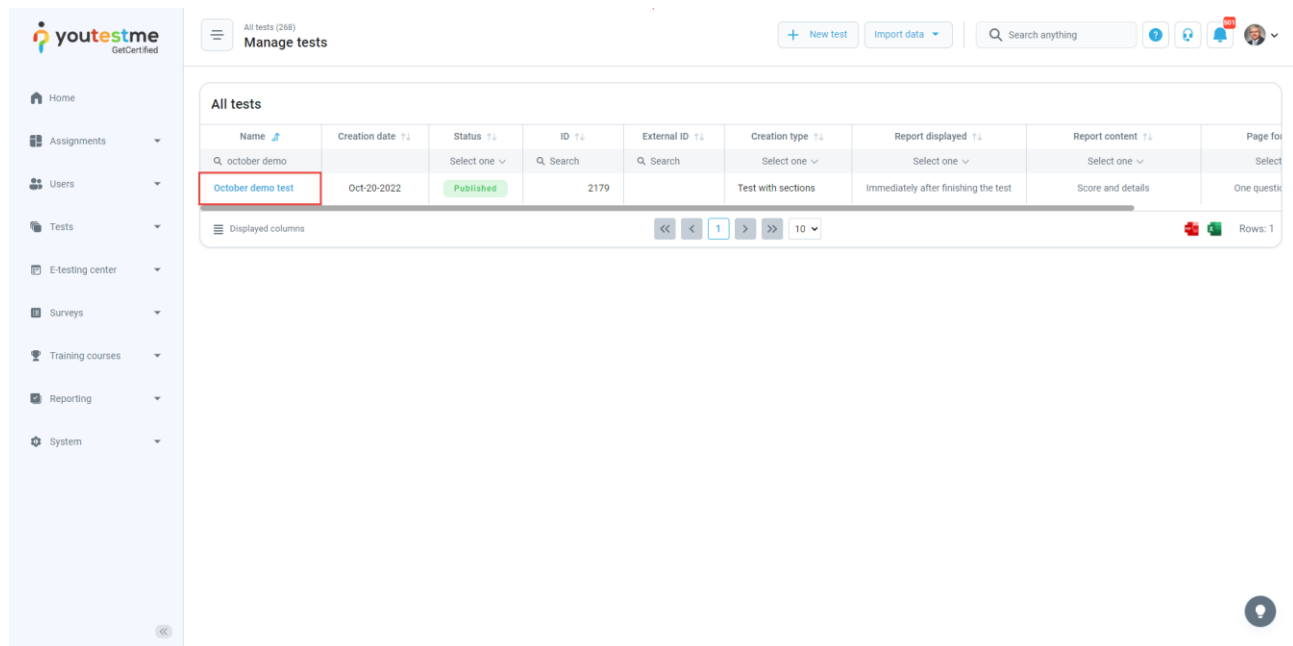
After defining all sections, go through the rest steps in the **Create test wizard** process and save the test.

2.2 Copying test

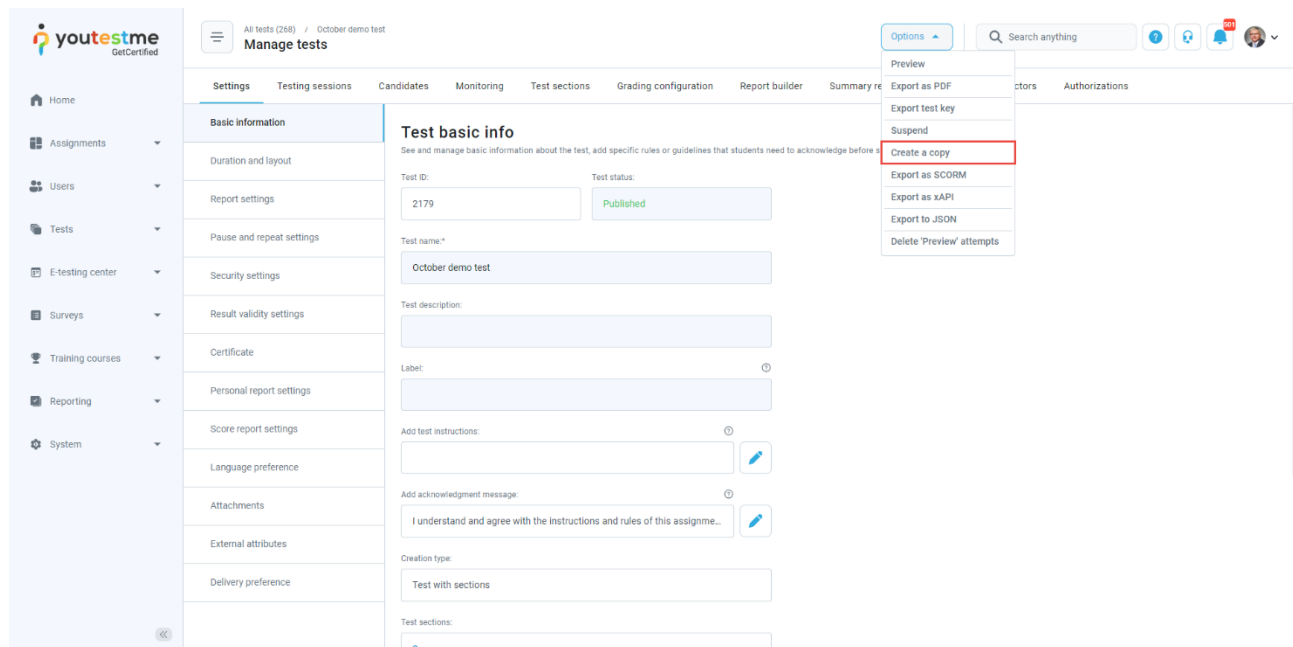
Hover over the **Tests** in the main menu and select **Manage tests**.



On the **Manage tests** page, you will see the list of all tests. Use the search box to find the test you want to edit, and click on its name to open it.



Click on the **Settings** icon in the upper right corner, and choose the **Create a copy** option.



2.3 Editing a test

2.3.1 Question editing

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

1. Click on the **Test sections** tab. In case the test is without sections, click the **Questions** tab.
2. Click on the **Details** option.

Manage tests

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

Test section	Duration	Passing mark	Passing required	Actions
Section 1	Unlimited	50.00%	No	Details
Section 2	Unlimited	50.00%	No	Details

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** button to start editing

Manage tests

Settings **Questions**

Randomization settings
Randomize question order for the entire test as well as answer order for Single and Multiple choice questions.

Randomize question order Randomize answer order

Test versions
Select a test version to see details, statistics, or to make changes to questions.

1. Test version 1 Options

Questions
View the questions included in the selected test version, see the success ratio, or edit the questions.

Compare questions by: Success ratio Edit questions

Question text	Pool name	Type	Difficulty	Success ratio
Which one among the following four planets is L...	Astronomy - Advanced Level	Single choice	Medium	0%
Venus planet is known as:	Astronomy - Advanced Level	Multiple choice	Medium	54%
The planet having the largest number of satellite...	Astronomy - Advanced Level	True/False	Hard	66%

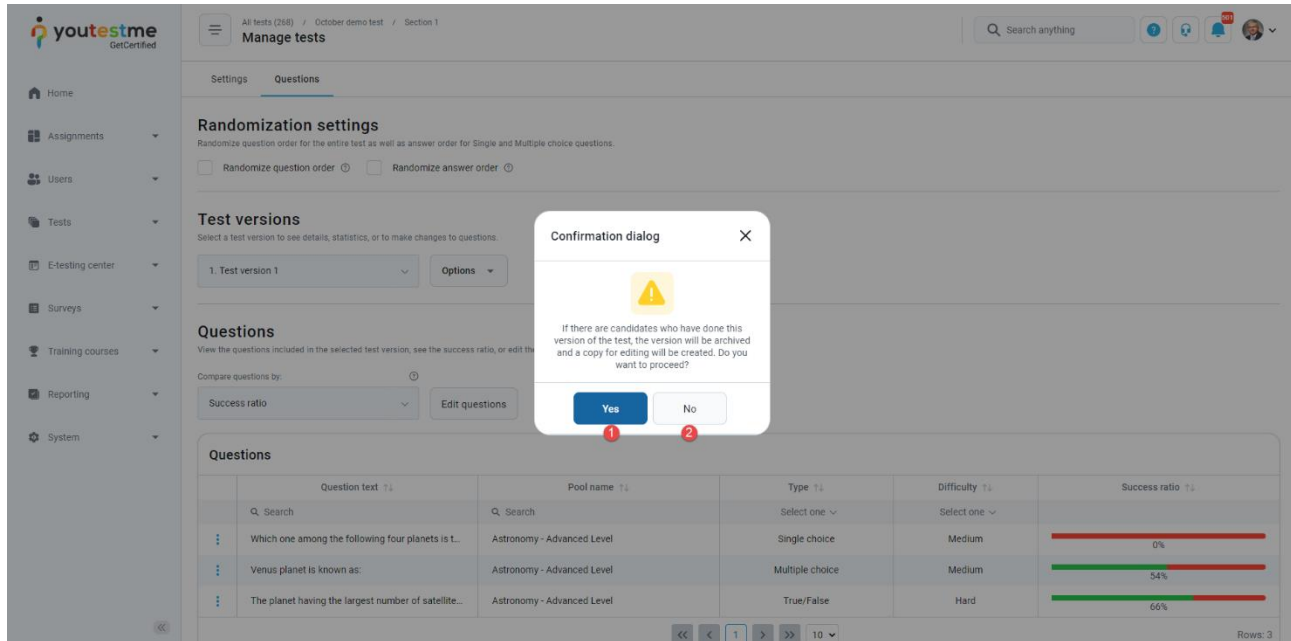
Rows: 3

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 the 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.



The screenshot shows the 'Manage tests' interface in the youtestme application. A confirmation dialog box is overlaid on the 'Questions' section. The dialog box contains a warning icon and the following text: 'If there are candidates who have done this version of the test, the version will be archived and a copy for editing will be created. Do you want to proceed?'. Below the text are two buttons: 'Yes' (highlighted with a red circle '1') and 'No' (highlighted with a red circle '2').

The background interface shows the 'Manage tests' page with the following sections:

- Randomization settings:** Randomize question order for the entire test as well as answer order for Single and Multiple choice questions. Options: Randomize question order, Randomize answer order.
- Test versions:** Select a test version to see details, statistics, or to make changes to questions. Current version: 1. Test version 1. Options: Options.
- Questions:** View the questions included in the selected test version, see the success ratio, or edit the questions. Compare questions by: Success ratio. Edit questions.

The 'Questions' table below the dialog box is as follows:

Question text	Pool name	Type	Difficulty	Success ratio
Q Search	Q Search	Select one	Select one	
Which one among the following four planets is L...	Astronomy - Advanced Level	Single choice	Medium	0%
Venus planet is known as:	Astronomy - Advanced Level	Multiple choice	Medium	54%
The planet having the largest number of satellite...	Astronomy - Advanced Level	True/False	Hard	66%

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 questions** button and choose the desired question type to create a new question.
6. Click **View question stats** to go back to preview mode.

The screenshot shows the 'Manage tests' interface. Under 'Randomization settings', there are checkboxes for 'Randomize question order' (marked with a red 1) and 'Randomize answer order'. Under 'Test versions', a dropdown menu for '2. Test version 1 (1)' is open, showing options: 'Rename' (marked with a red 3), 'Edit test's version unique code', 'Copy', and 'Archive'. Below is a table of questions with columns for #, Question text, Pool name, Points/Penalty, Difficulty, Type, Custom property, and Custom question property. The table contains three rows of astronomy-related questions. At the bottom, there are navigation buttons for 'View question stats', 'Import questions', and 'New question' (marked with a red 5).

7. Click the **Preview** option to preview details about created question.
8. Click the **Edit** option to edit the existing question.
9. Click the **Delete** option to delete the existing question.

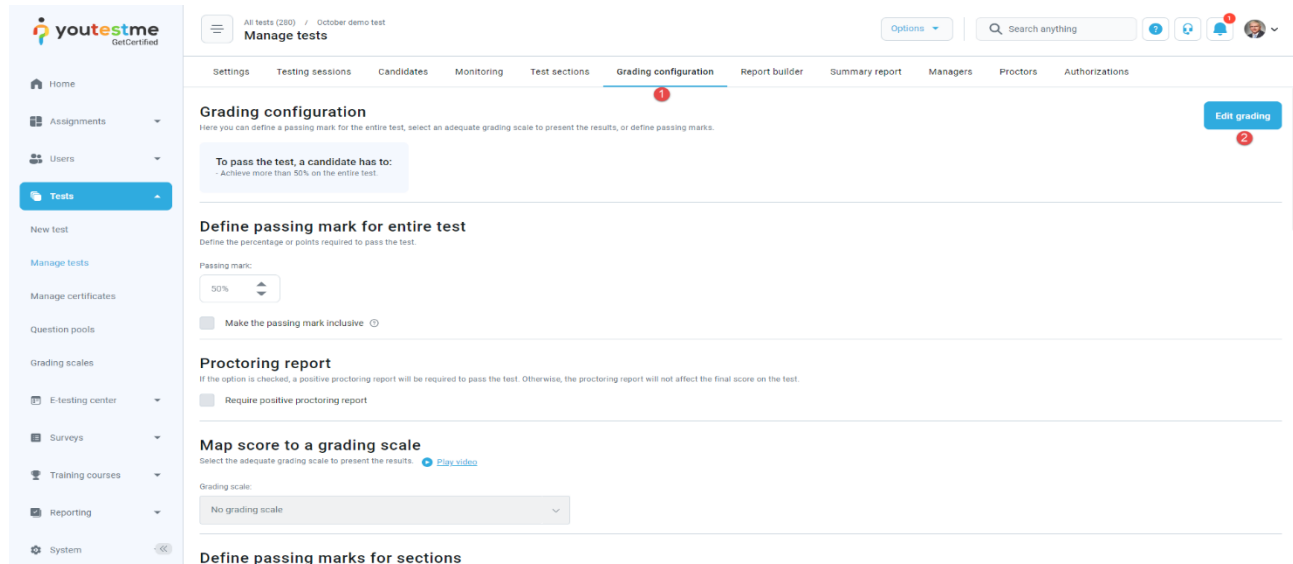
This screenshot is similar to the previous one but shows a context menu for the third question in the table. The menu items are: 'Details' (marked with a red 7), 'Edit' (marked with a red 8), and 'Delete' (marked with a red 9). The table content is the same as in the previous screenshot.

2.3.2 Grading editing

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.

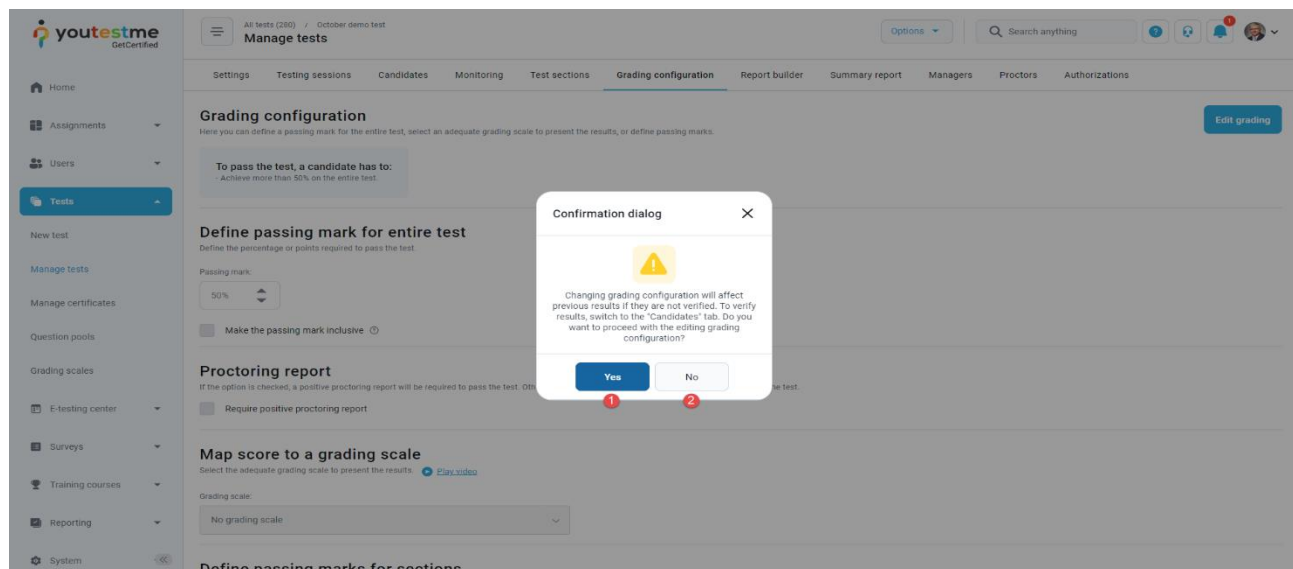
To see how to verify results for a candidate, please take a look at Verifying candidates' results chapter.

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



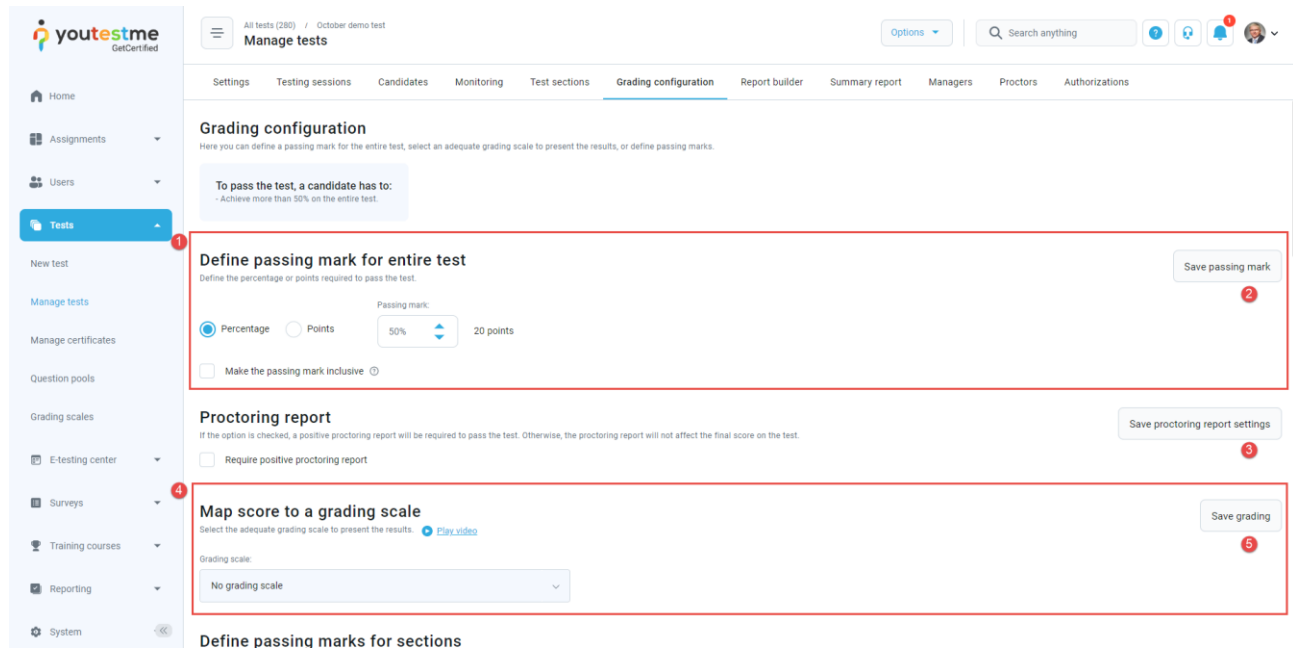
The confirmation dialogue will appear, saying that the grading configuration will affect previous results if they are not verified.

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. For the proctored test, if the option **Require positive proctoring report** is checked, a positive proctoring report will be required to pass the test.
4. Add or change the grading scale for the test.
5. To confirm the grading scale changes, click the **Save grading** button.



The screenshot displays the 'Manage tests' interface in the Youtestme system. The left sidebar contains navigation options: Home, Assignments, Users, Tests (highlighted), New test, Manage tests, Manage certificates, Question pools, Grading scales, E-testing center, Surveys, Training courses, Reporting, and System. The main content area is titled 'Grading configuration' and includes a breadcrumb trail: Settings > Testing sessions > Candidates > Monitoring > Test sections > Grading configuration > Report builder > Summary report > Managers > Proctors > Authorizations. A sub-header reads: 'Here you can define a passing mark for the entire test, select an adequate grading scale to present the results, or define passing marks.' Below this, a summary box states: 'To pass the test, a candidate has to: - Achieve more than 50% on the entire test.' The interface is divided into three main sections, each with a 'Save' button and a red circled number indicating a step:

- Define passing mark for entire test** (Step 1): Includes radio buttons for 'Percentage' (selected) and 'Points', a 'Passing mark' input field set to '50%' and '20 points', and a 'Save passing mark' button (Step 2).
- Proctoring report** (Step 3): Includes a 'Require positive proctoring report' checkbox and a 'Save proctoring report settings' button.
- Map score to a grading scale** (Step 4): Includes a 'Grading scale' dropdown menu currently set to 'No grading scale' and a 'Save grading' button (Step 5).

Below these sections is a heading for 'Define passing marks for sections'.

6. Click on the **Edit** option to change the passing mark for the section.
7. Click on the **Create new section group** button to create and set the new section group's passing mark.
8. Click on the **Edit** option to change the section group's passing mark.
9. Click on the **Delete** option to delete the section group.

The screenshot shows the 'Manage tests' interface for an 'October demo test'. The 'Grading configuration' tab is active. It contains two main sections:

Define passing marks for sections

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
Section 1 Pools: Astronomy - Advanced Level	No	50%	No	-	
Section 2 Pools: Characteristics of the planets Dwarf planets and moons Solar System	No	50%	No	-	

Navigation: << < 1 > >> 10 Rows: 2

Section groups

Combine test sections into groups, define passing mark criteria, or edit passing mark settings.

Section group name	Passing required	Passing mark	Inclusive passing mark	Actions
Section group report Sections: Section 1	Yes	50%	Yes	

Navigation: << < 1 > >> 10 Rows: 1

[Create new section group](#)

10. Click on the **Edit** option to change the passing mark for the question pool.
11. Click on the **Create question property report** to create a question statistics reports based on the property values.
12. Click on the **Edit** option to change the question property report.
13. Click on the **Delete** option to delete the question property report.

The screenshot shows the 'Manage tests' interface for an 'October demo test'. The 'Grading configuration' tab is active. It contains two main sections:

Question pools report setup

Questions are added from the question pools displayed below. This is a descriptive passing mark and an expected level of knowledge regarding a particular subject area.

Pool name	Passing mark	Edit
Astronomy - Advanced Level	0%	
Characteristics of the planets	0%	
Dwarf planets and moons	0%	
Solar System	0%	

Navigation: << < 1 > >> 10 Rows: 4

Question property reports

Question properties can be used to create and passing criteria or question statistics reports based on the property values. You can create reports and criteria by one or by a group of question property values. Supported properties are custom question properties of 'Dropdown' type.

#	Name	Passing required	Passing mark	Actions
1	Question property report	Yes	≥ 50.00%	

Navigation: << < 1 > >> 10 Rows: 1

[Create question property report](#)