



# YouTestMe

Allow administrators to copy exams

<b>File name</b>	How administrators can copy exams
<b>Author</b>	YouTestMe
<b>Confidentiality</b>	Internal or Public
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## 1 Introduction

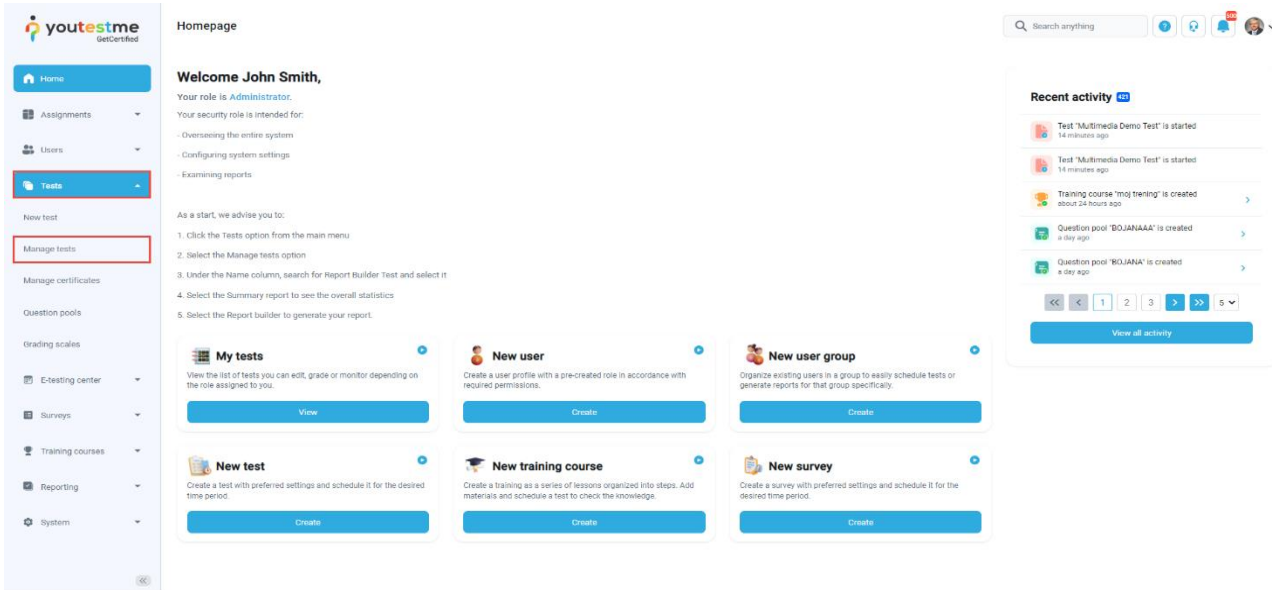
This document explains how to achieve the following requirement:

- Allow administrators to copy exams.

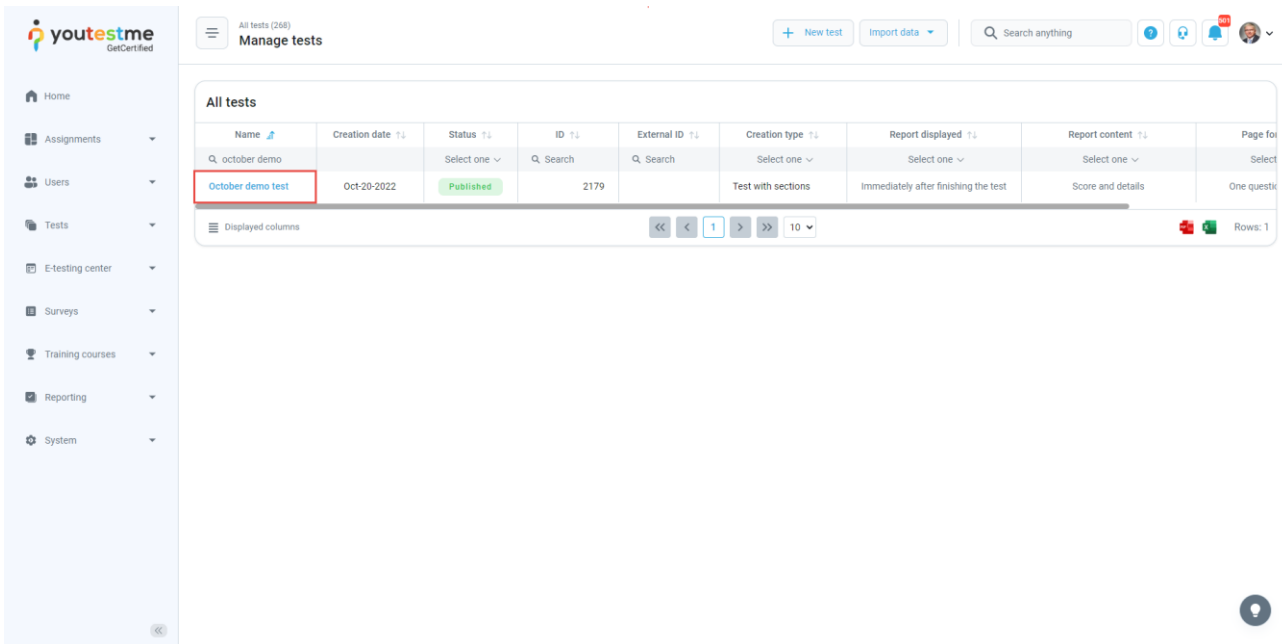
## 2 Steps

### 2.1 Copying a test

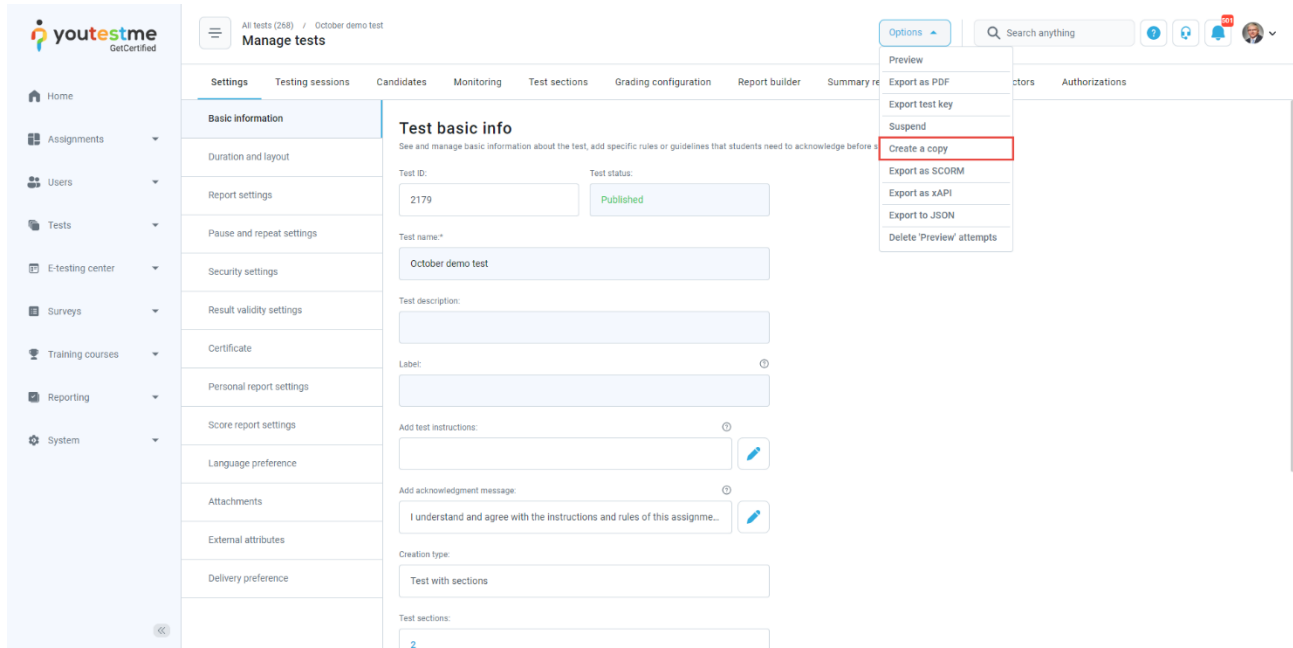
Navigate to the **Tests tab** in the main menu and select **Manage tests**.



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.

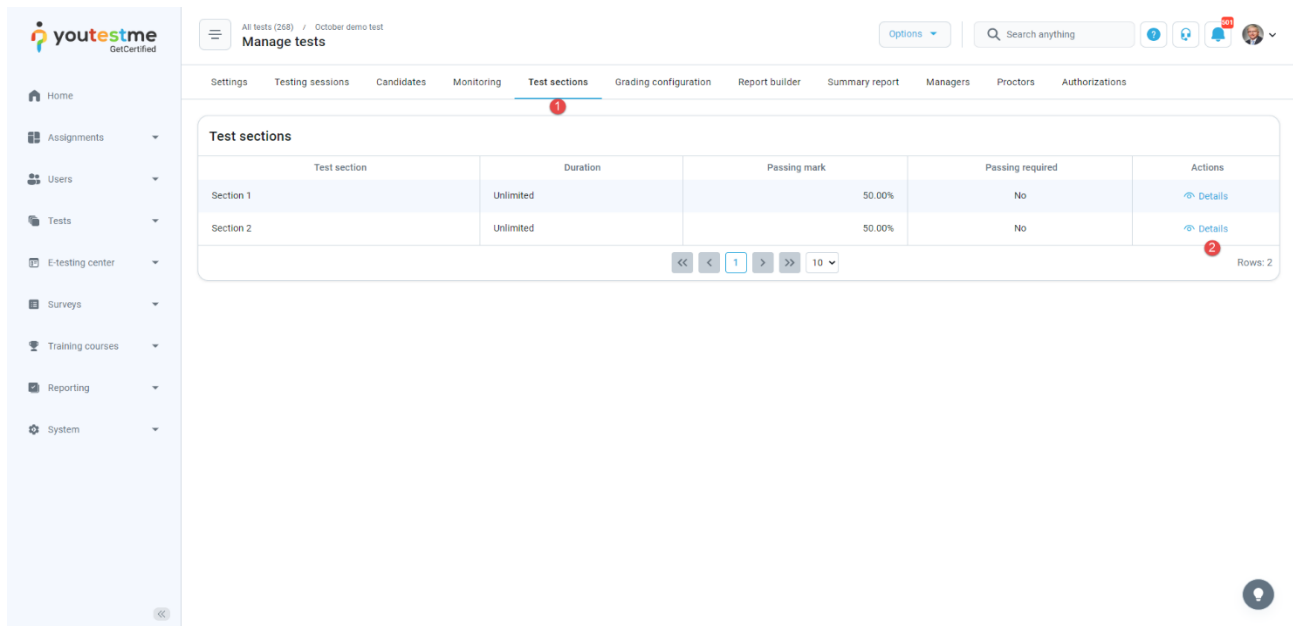


## 2.2 Editing the test

### 2.2.1 Question editing

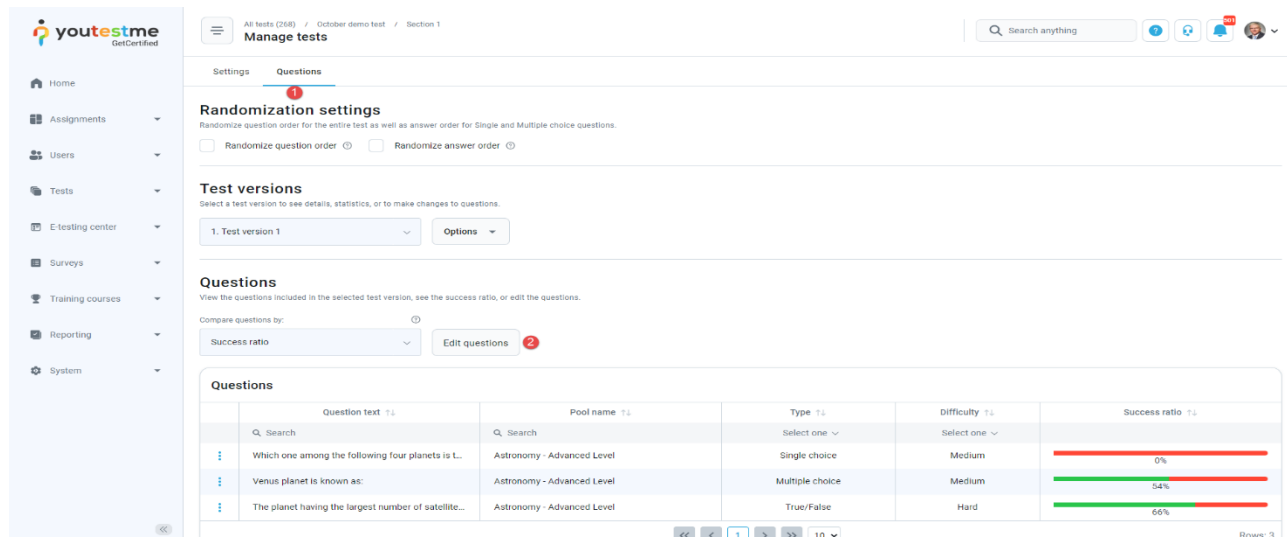
Once you open the test that you want to edit, you should:

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



You can add, delete or edit questions of the published test by following:

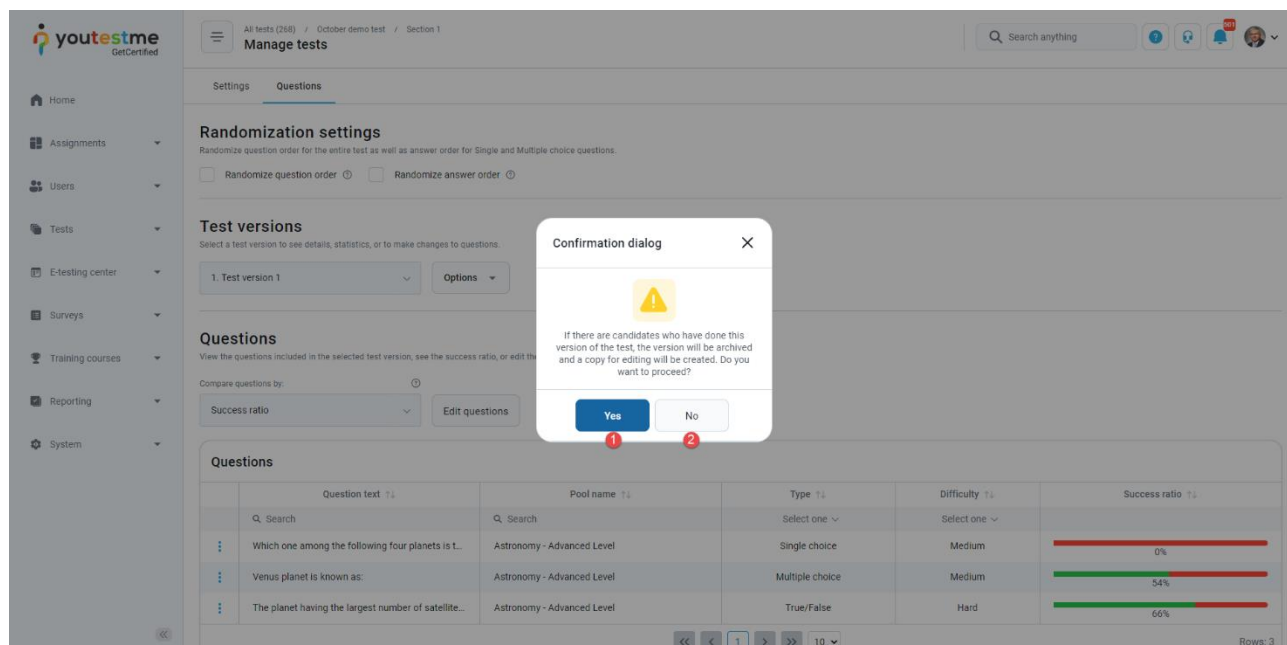
1. Click on the **Questions** tab.
2. Click on the **Edit questions** button to start editing



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.



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 with the 'Questions' tab selected. Under 'Randomization settings', there are checkboxes for 'Randomize question order' and 'Randomize answer order'. The 'Test versions' section shows a dropdown for '2. Test version 1 (1)' with an 'Options' menu open, containing 'Rename', 'Edit test's version unique code', 'Copy', and 'Archive'. The 'Questions' table lists three questions with columns for ID, Question text, Pool name, Points/Penalty, Difficulty, Type, Custom property, and Custom question property. Red callout numbers 1 through 6 are placed over various UI elements.

#	Question text	Pool name	Points/Penalty	Difficulty	Type	Custom property	Custom question property
1	Which one among the following four planets is the biggest in size...	Astronomy - Advanced Level	13/0	Medium	Single choice		
2	Venus planet is known as: (branching question)	Astronomy - Advanced Level	11/0	Medium	Multiple choice		
3	The planet having the largest number of satellites in the solar system is...	Astronomy - Advanced Level	6/0	Hard	True/False		

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.

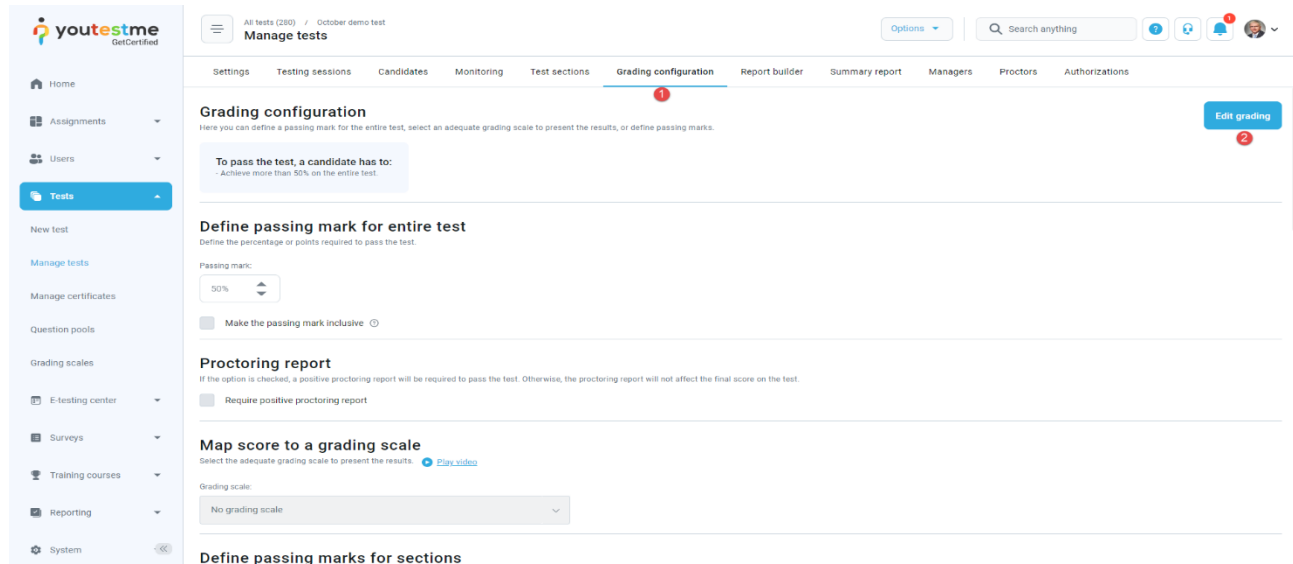
This screenshot is similar to the previous one but shows a context menu open over the second question in the table. The menu options are 'Details', 'Edit', and 'Delete', each with a corresponding icon. Red callout numbers 7, 8, and 9 are placed over these menu items.

## 2.2.2 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.

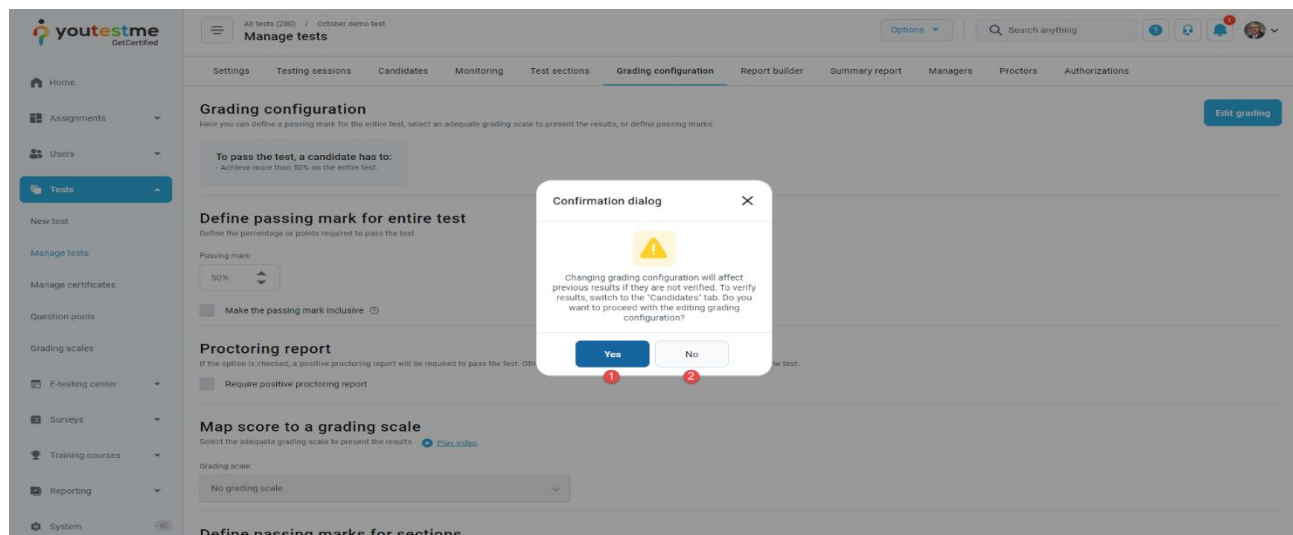
To see how to verify results for a candidate, please take a look at Verifying candidates' results chapter.

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



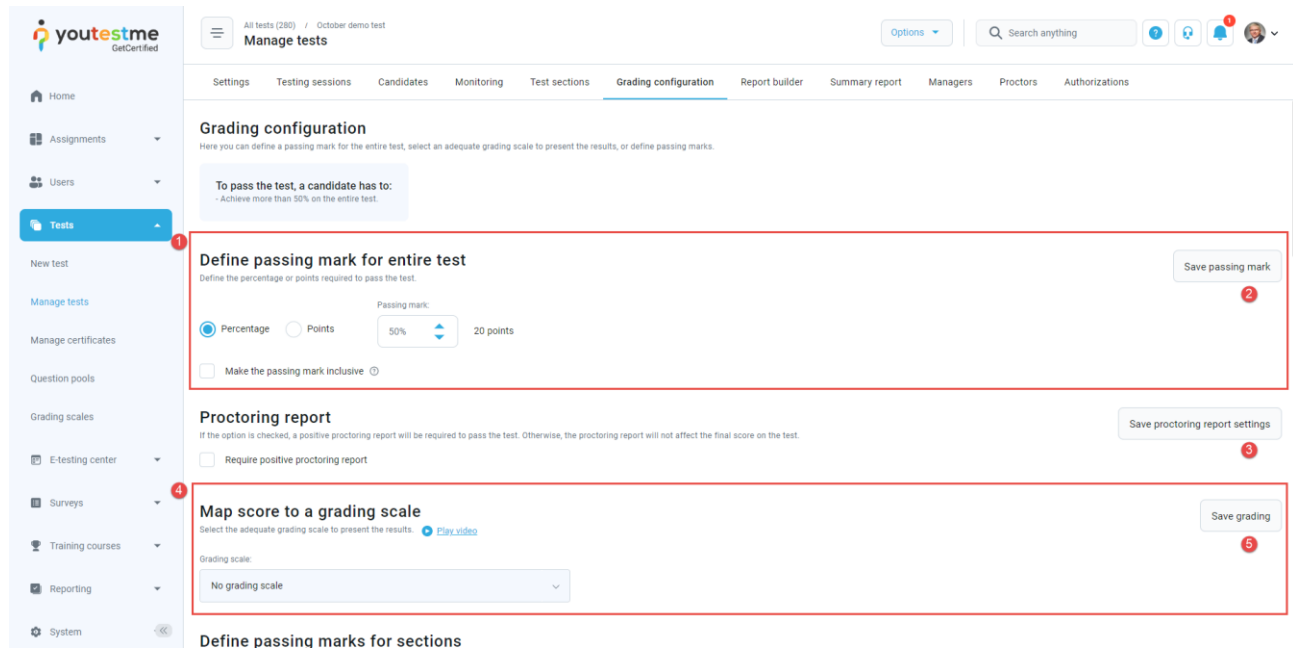
The confirmation dialogue will appear, saying that the grading configuration will affect previous results if they are not verified.

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 shows the 'Manage tests' interface in the Youtestme system. The 'Grading configuration' section is active, and three specific areas are highlighted with red boxes and numbered callouts:

- 1**: The 'Define passing mark for entire test' section, which includes radio buttons for 'Percentage' (selected) and 'Points', a 'Passing mark' input field set to '50%', and a '20 points' label.
- 2**: The 'Save passing mark' button located to the right of the 'Define passing mark for entire test' section.
- 3**: The 'Require positive proctoring report' checkbox in the 'Proctoring report' section.
- 4**: The 'Map score to a grading scale' section, which features a 'Grading scale' dropdown menu currently set to 'No grading scale'.
- 5**: The 'Save grading' button located to the right of the 'Map score to a grading scale' section.



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 '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	-	

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	

Buttons: 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 '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%	

Buttons: Refresh pool list, Create new section group

### Question property reports

Question properties can be used to create test 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%	

Buttons: Create question property report