YouTestMe

Allow administrators to copy exams

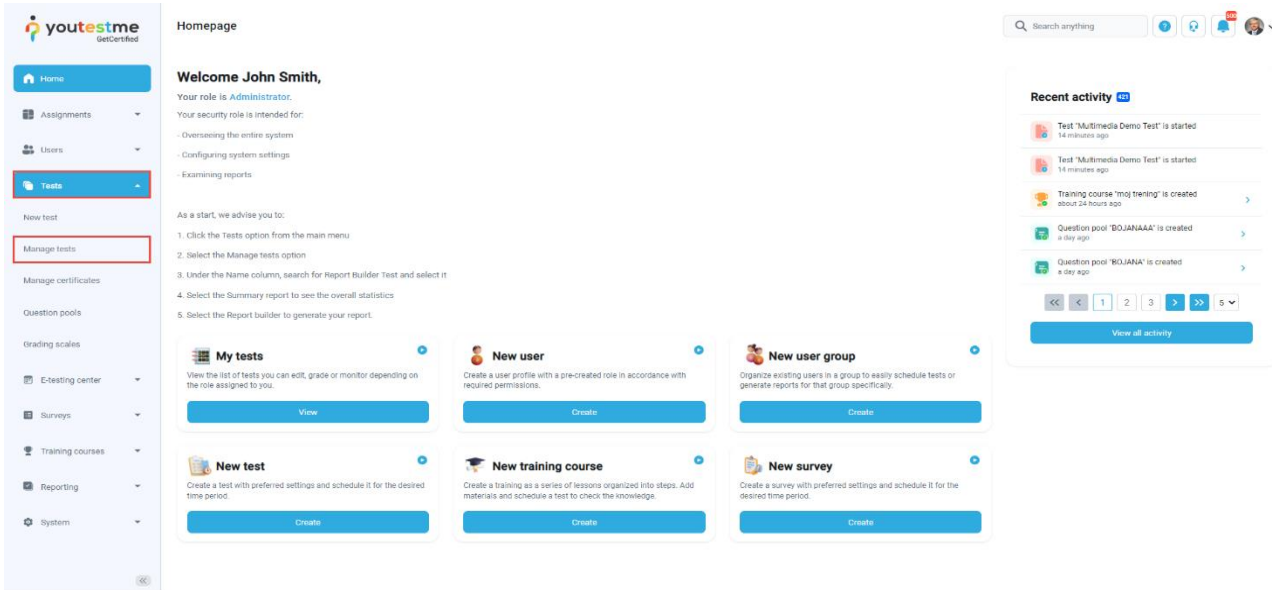| File name	How administrators can copy exams
Author	YouTestMe
Confidentiality	Internal or Public
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1   Introduction

This document explains how to achieve the following requirement:
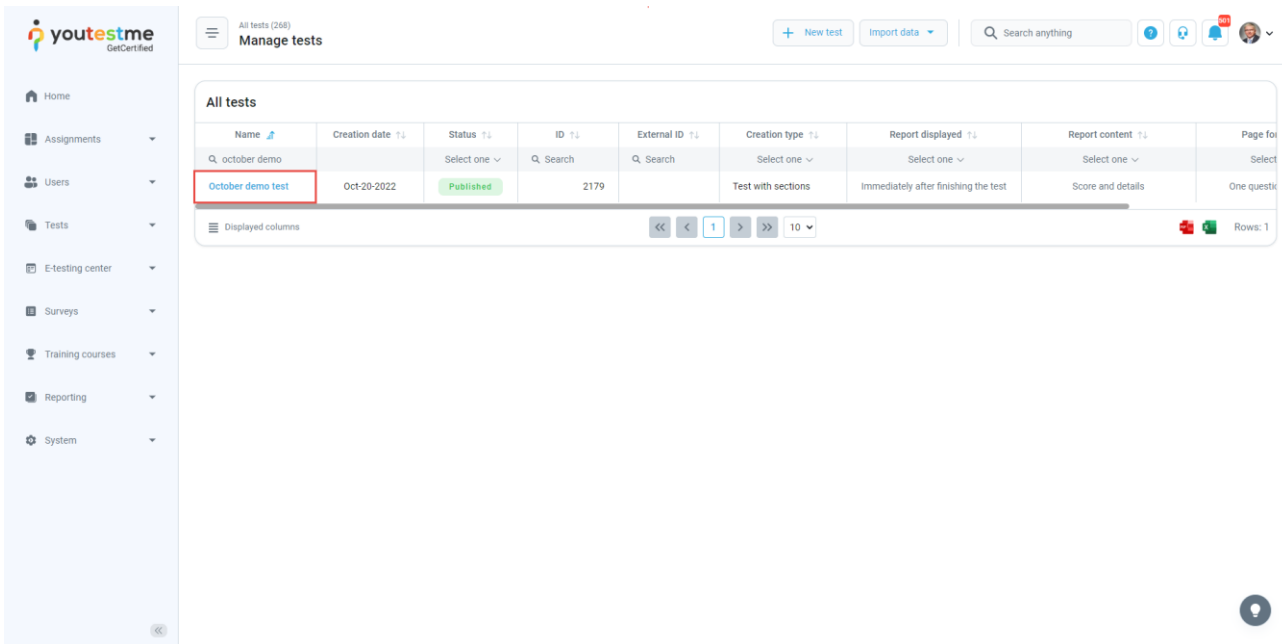
- Allow administrators to copy exams.
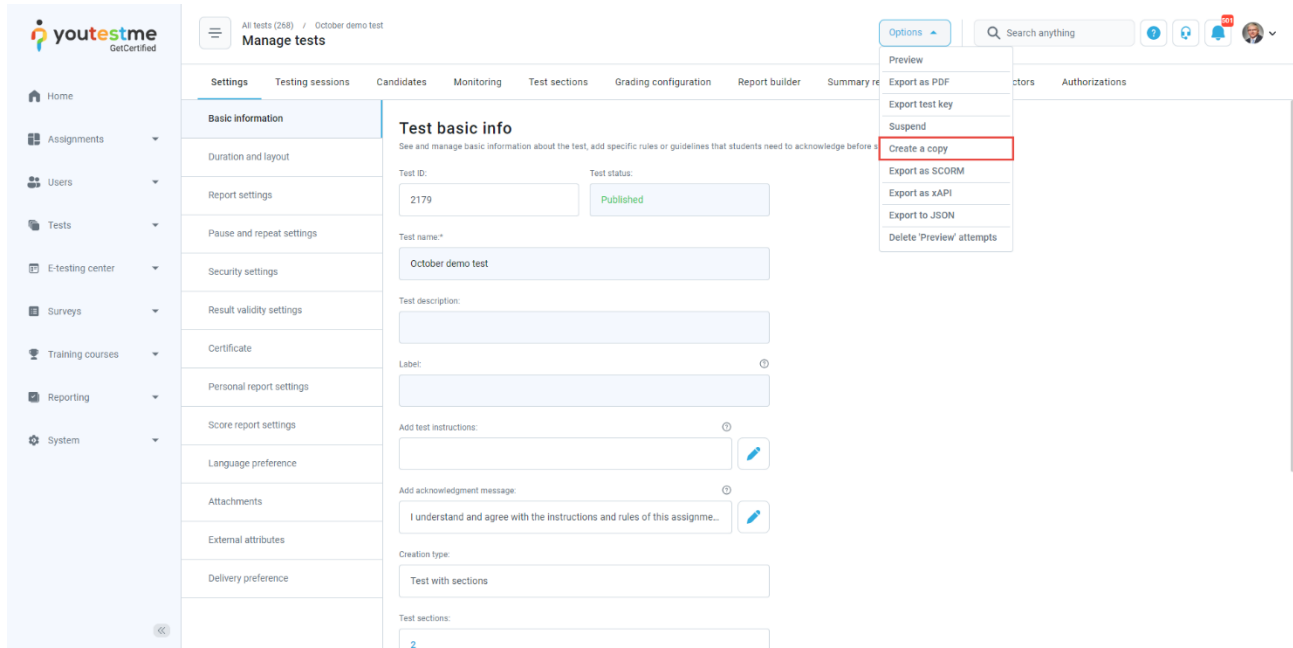
2 Steps

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.
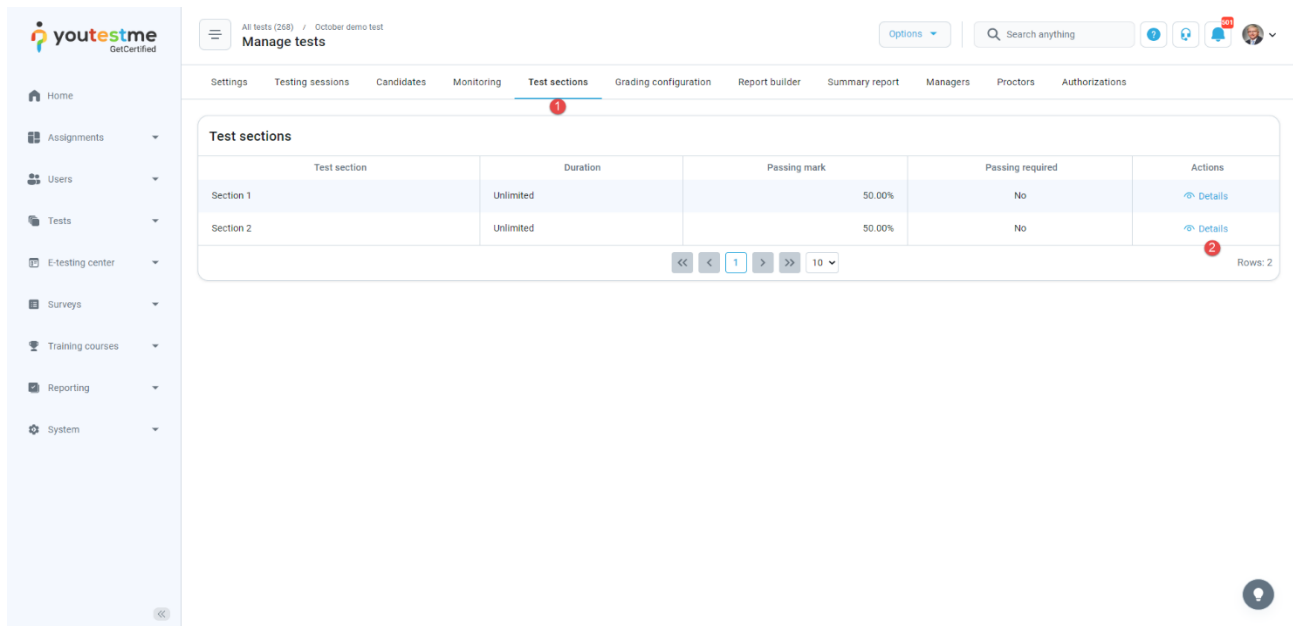

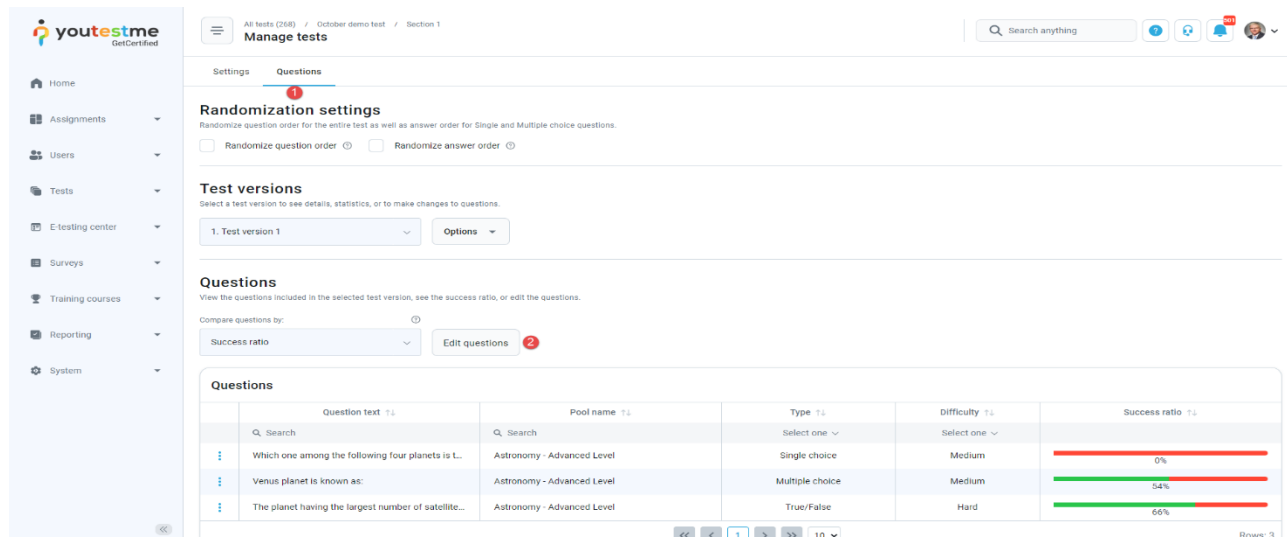## 2.2 Editing the test

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.

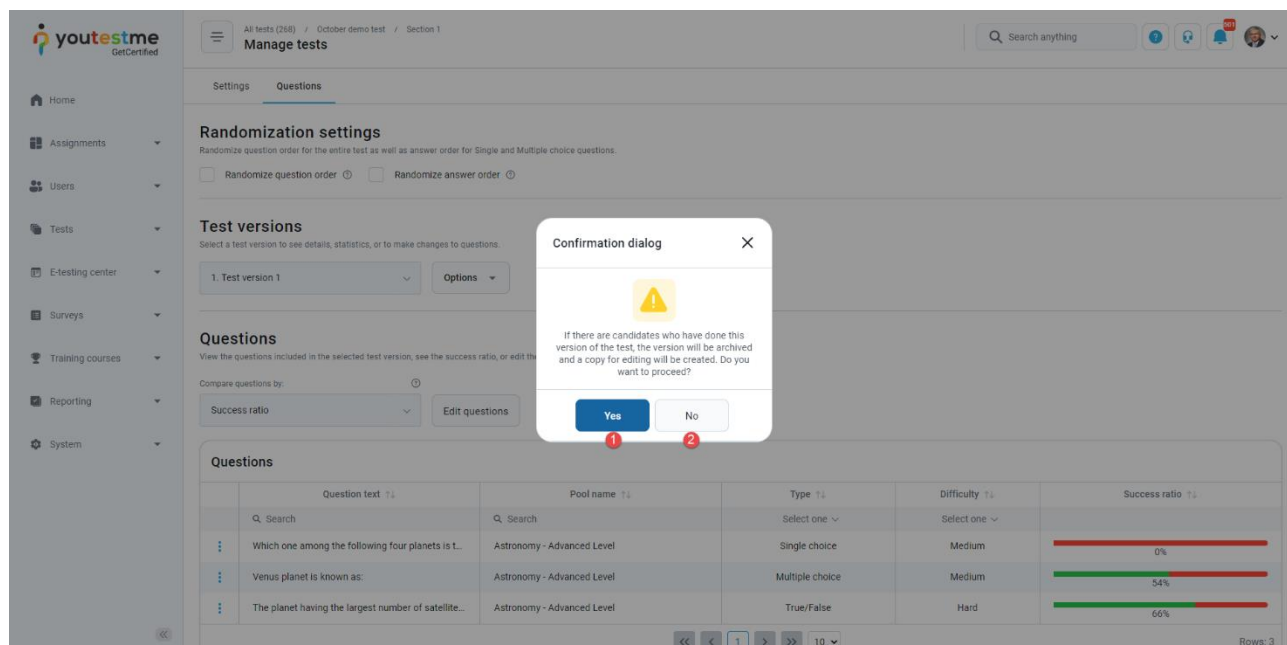You can add, delete or edit questions of the published test by following:

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.

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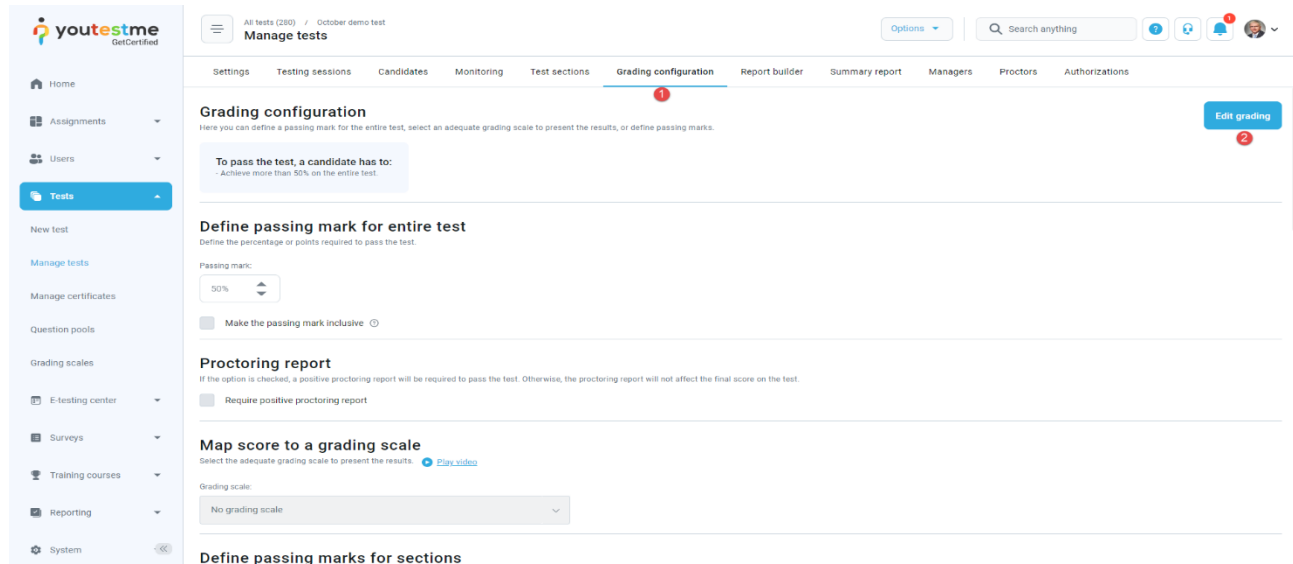9. Click the **Delete** option to delete the existing question.

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.
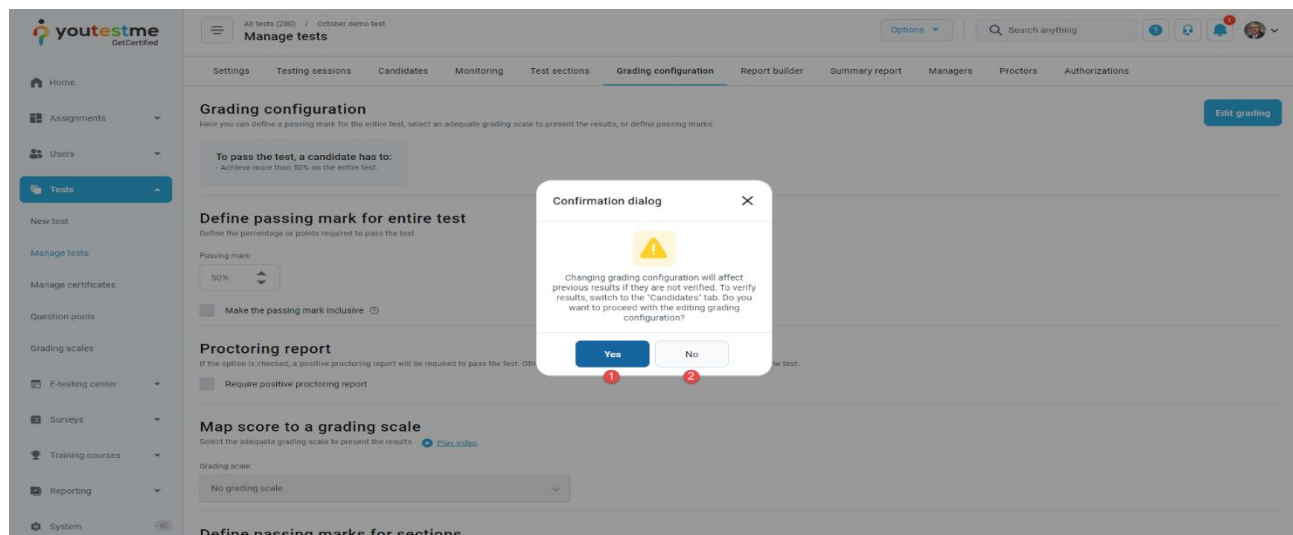
To see how to verify results for a candidate, please take a look at Verifying candidates' results chapter.
1. Click on the **Grading scales** tab.
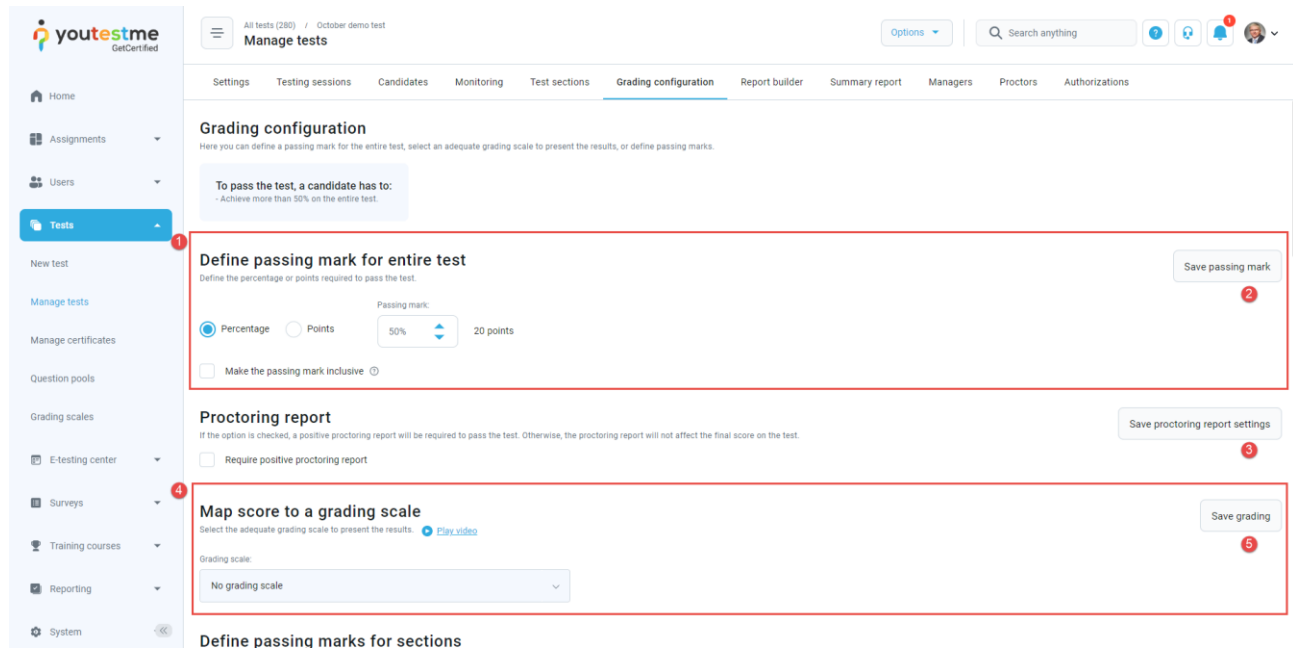2. Click on the **Edit grading** button to open an editing mode.

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.

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.

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.