



YouTestMe

Allow separate exam forms and/or surveys to be administered within a single exam site

File name	Allow separate exam forms and/or surveys to be administered within a single exam site
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1 Introduction

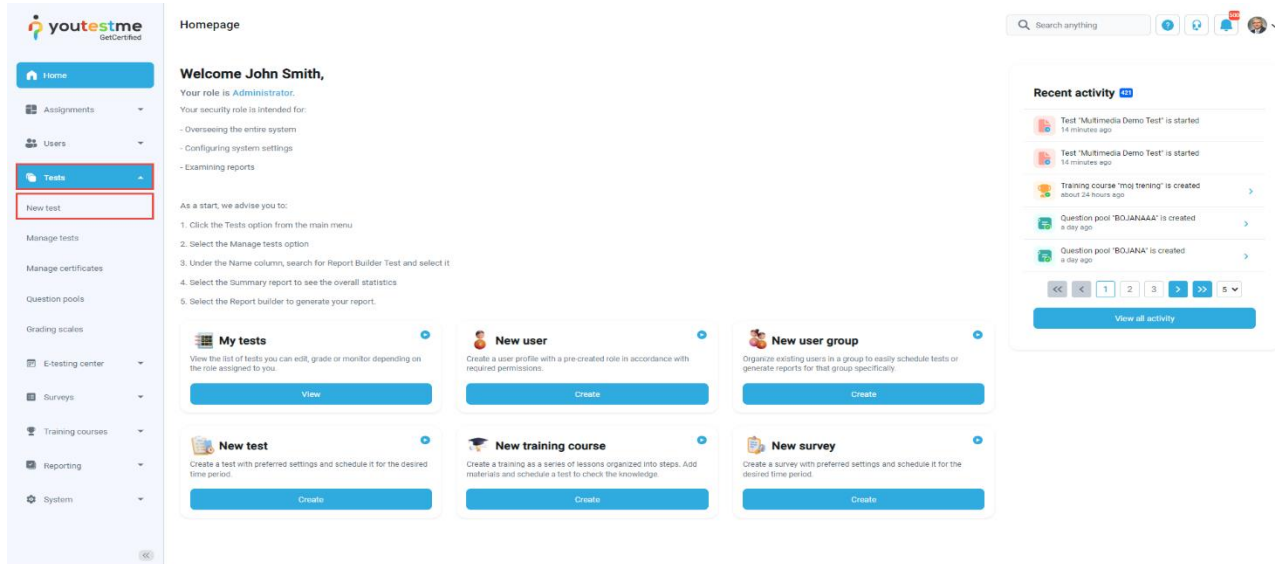
This document explains how to achieve the following requirement:

- Allow separate exam forms and/or surveys to be administered within a single exam site.

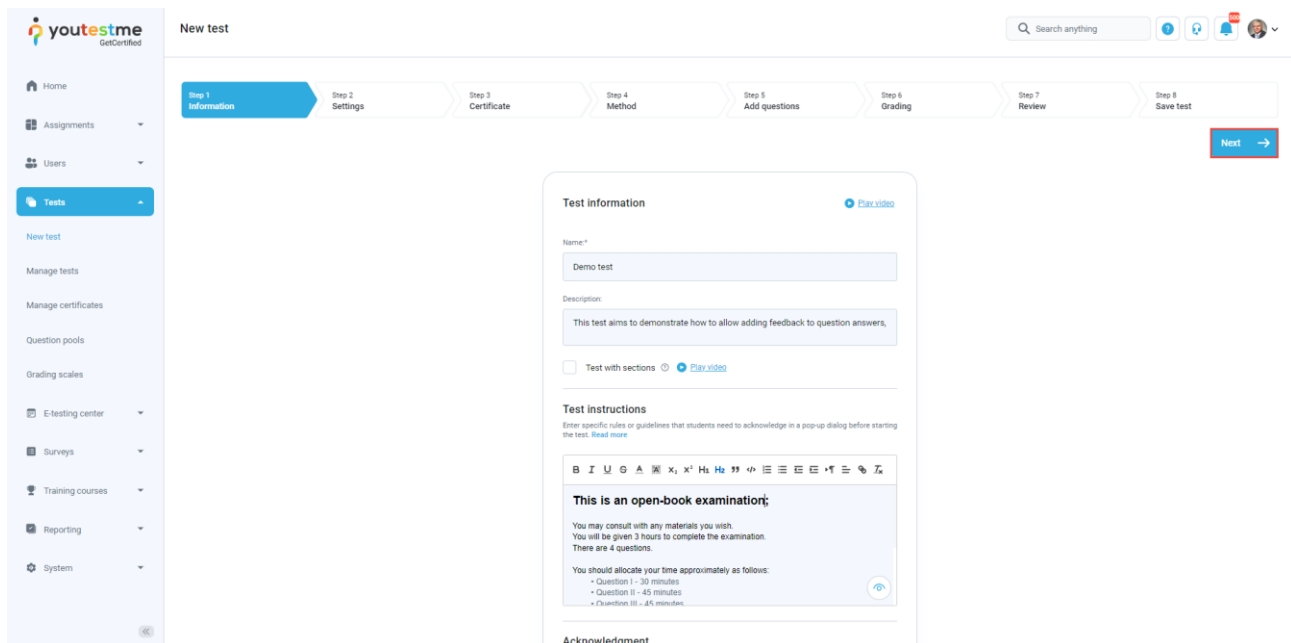
2 Steps

2.1 Creating a test

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



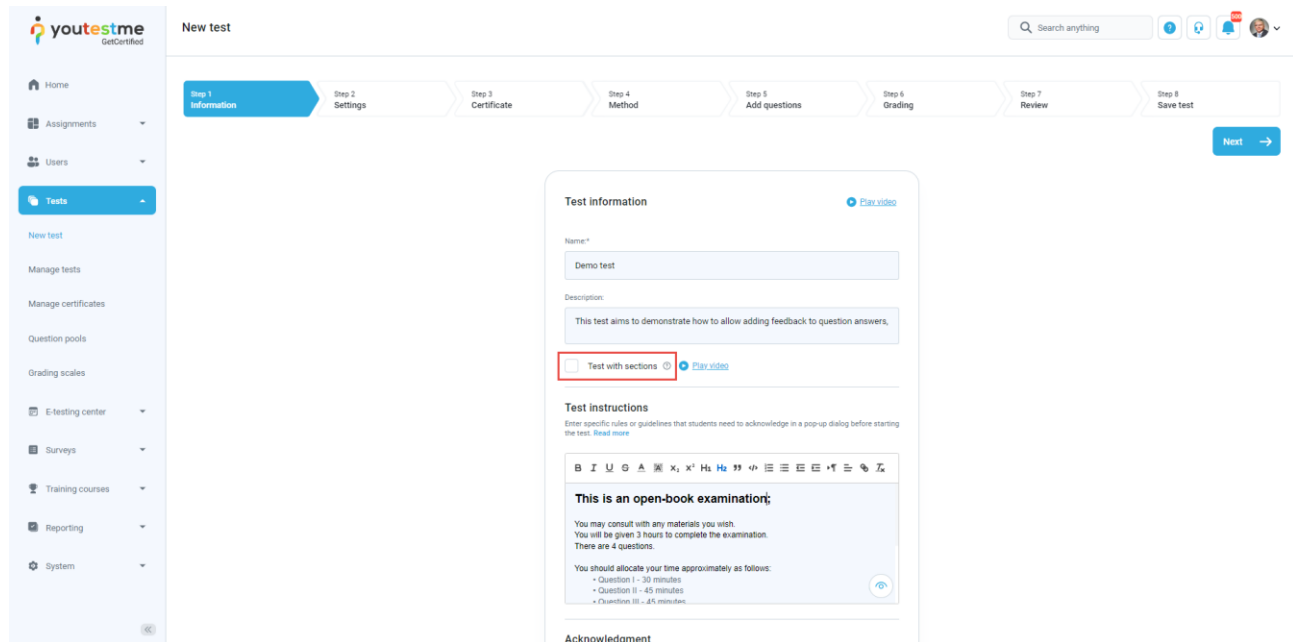
Enter the basic test information in the first step of the test creation process, then click the **Next** button.



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

1. With sections.
2. Without sections.

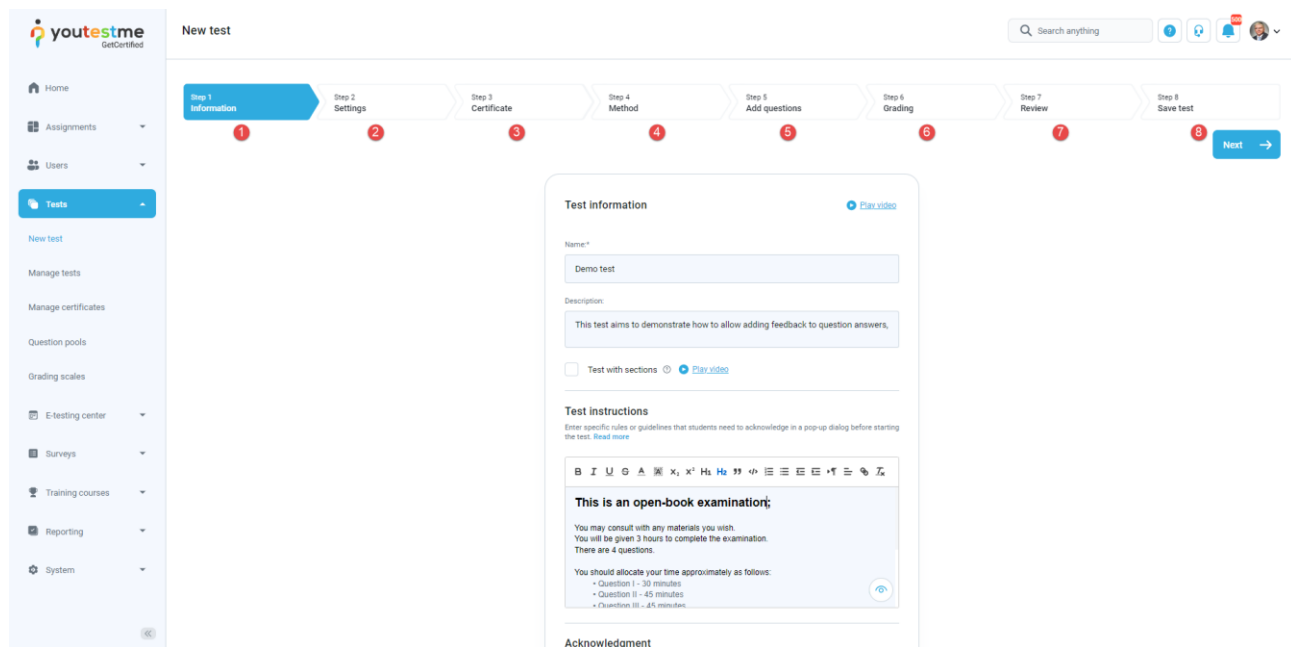
Sections could represent different areas of knowledge or topics the test covers. If you select the **Test with sections checkbox**, you will create a test with sections.



2.1.1 Test with sections

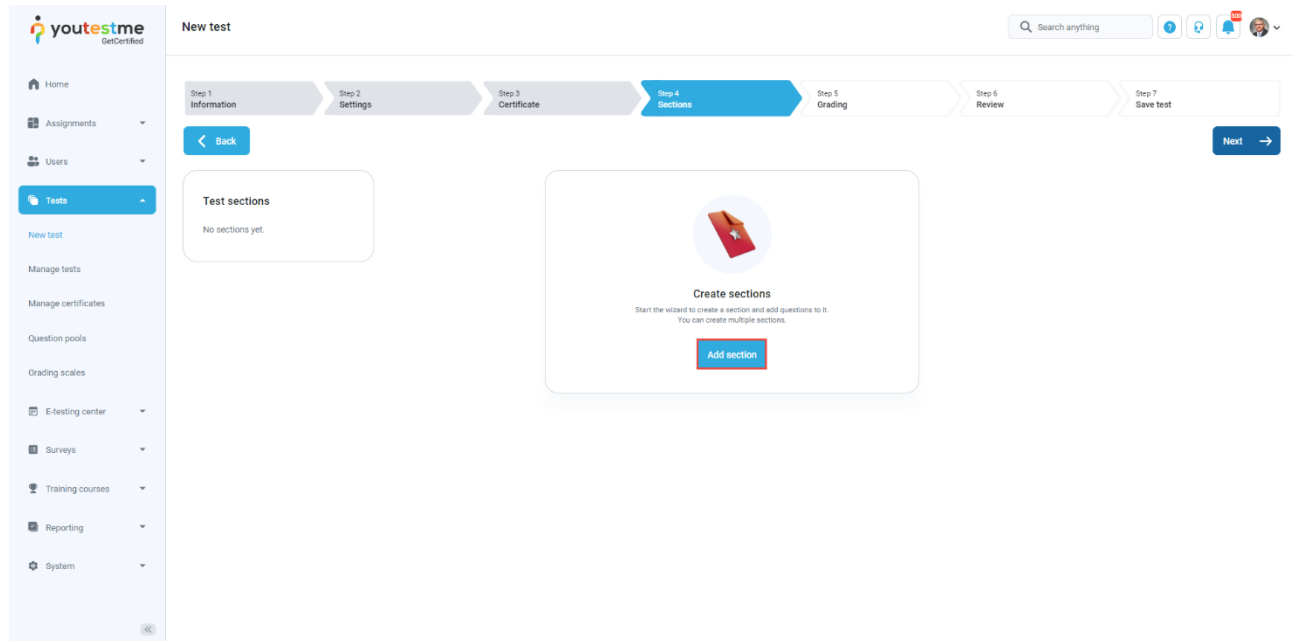
The **Create test wizard** is divided into eight steps.

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



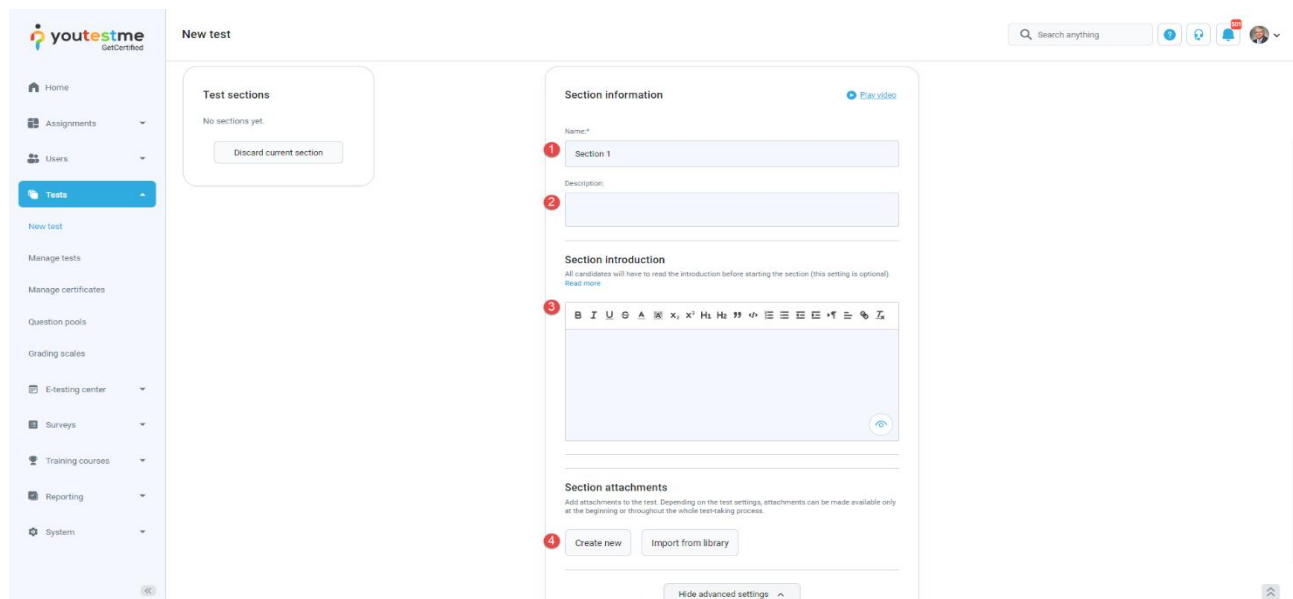
2.1.2 Sections

Click on the **Add sections** button.



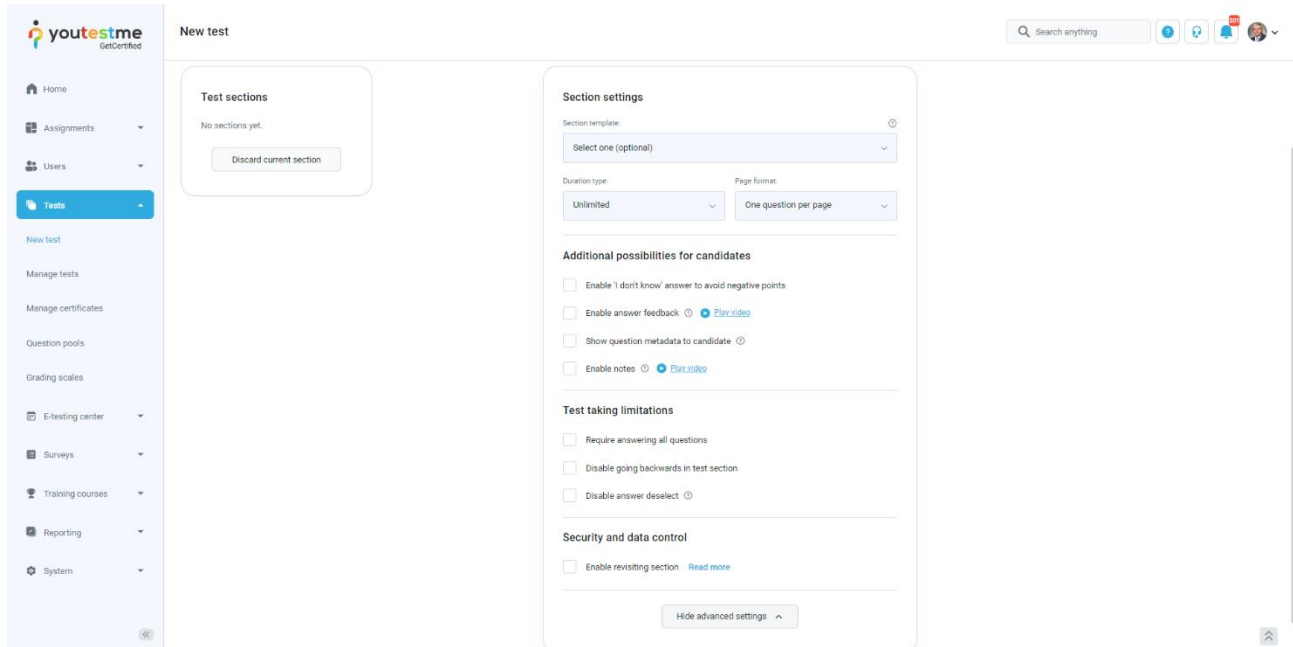
For this specific section:

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



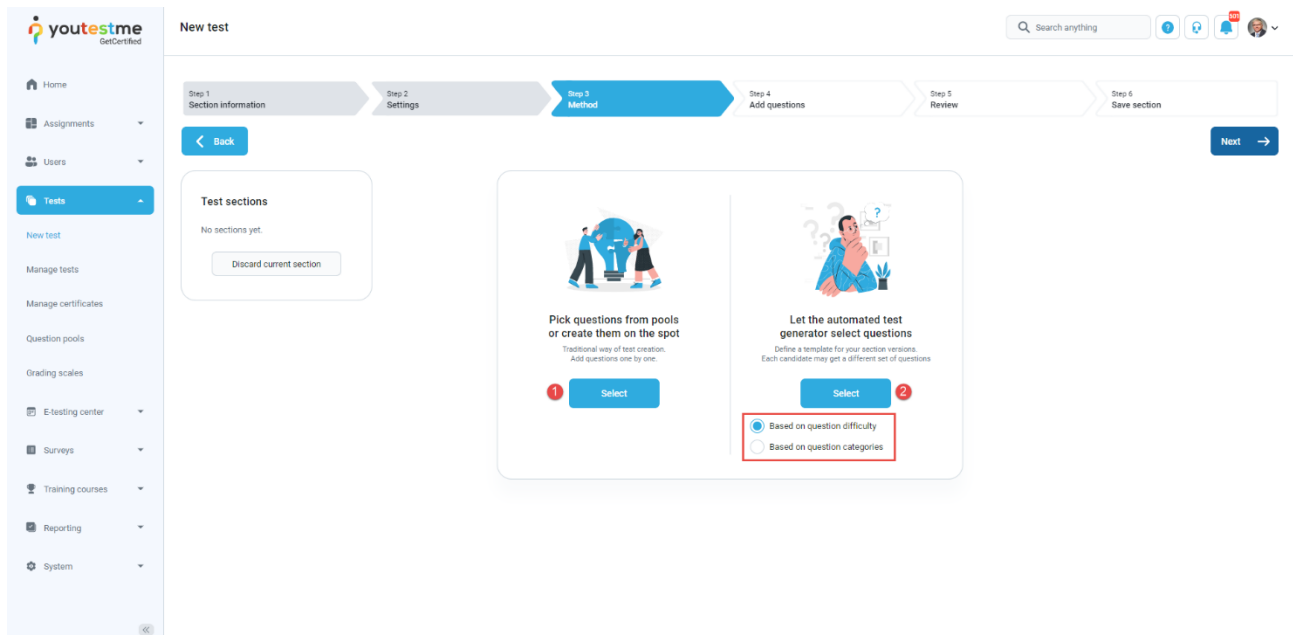
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Define desired settings that will apply only to this section.



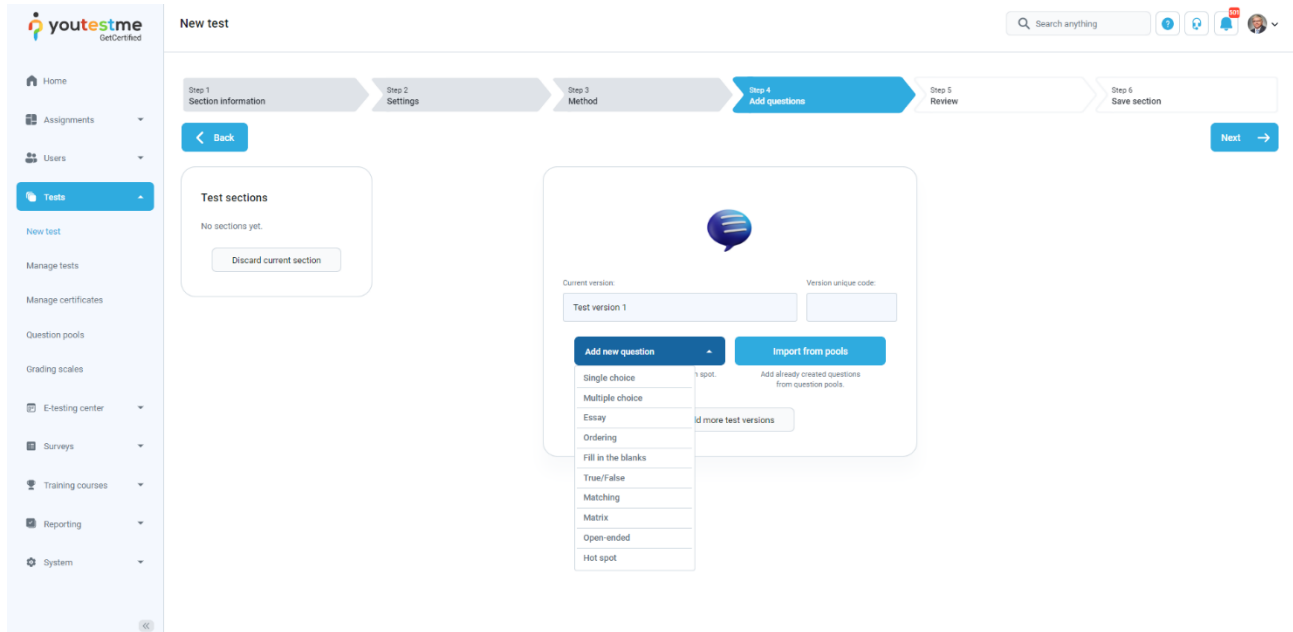
Choose one of the following methods to add questions to the exam:

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

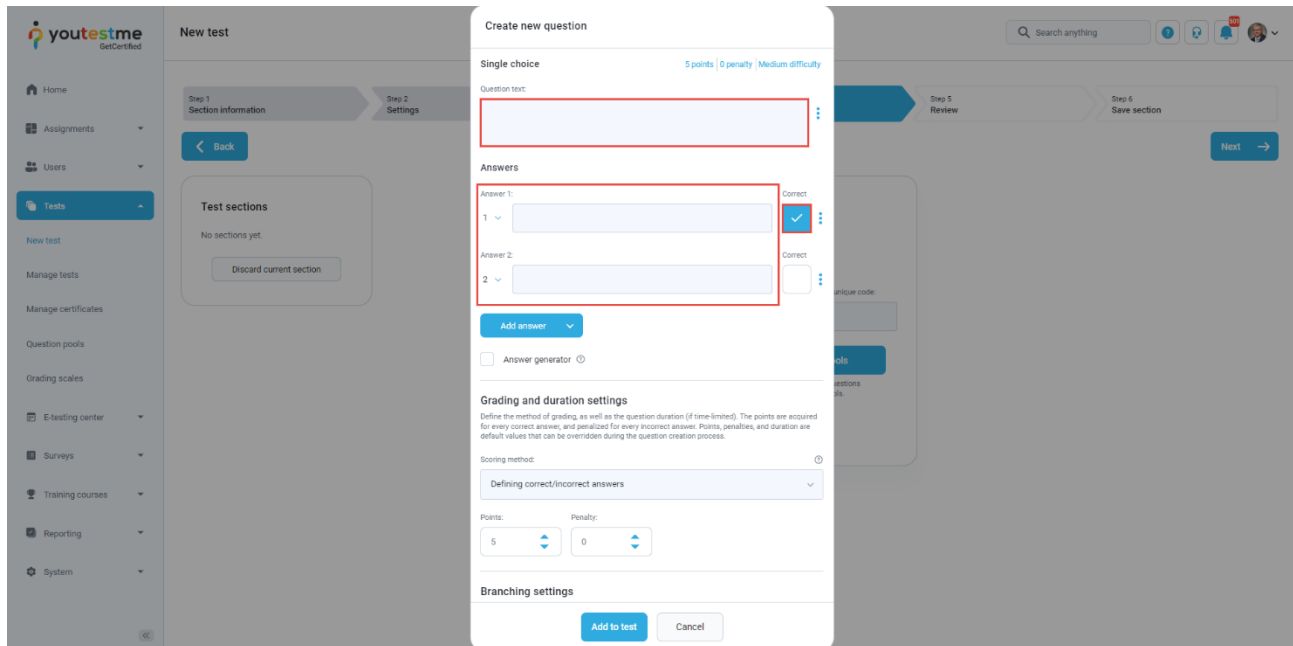


2.1.3 Adding questions

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.



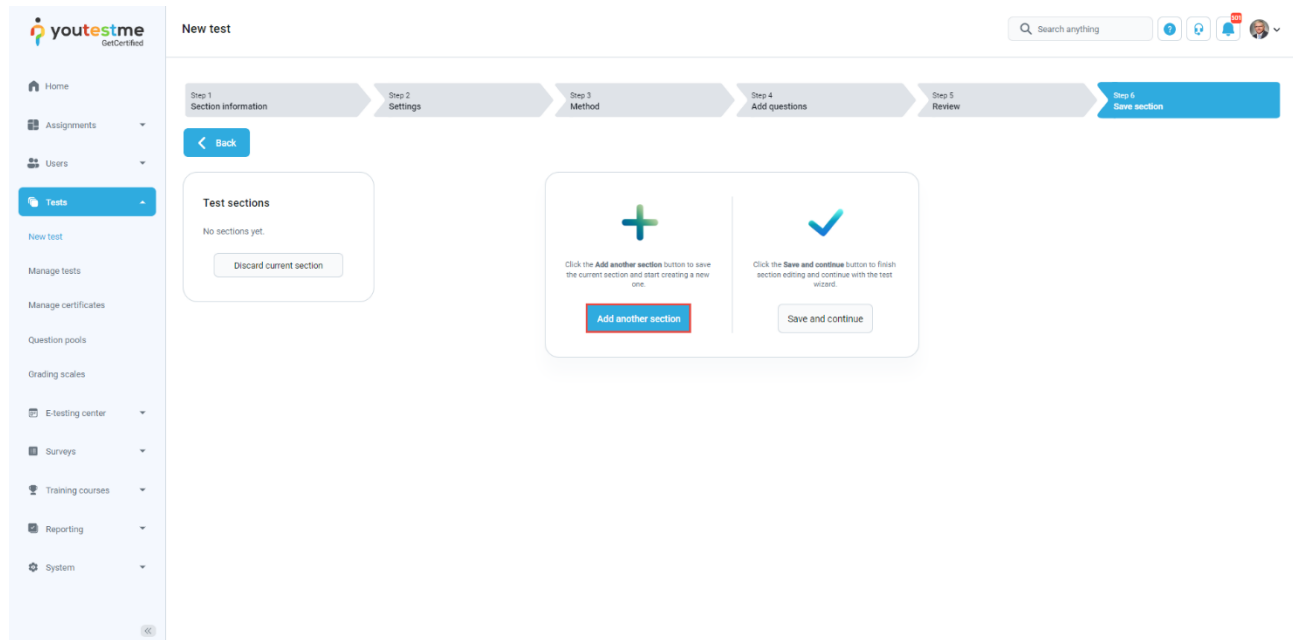
Here is an example of how to add a single choice question.



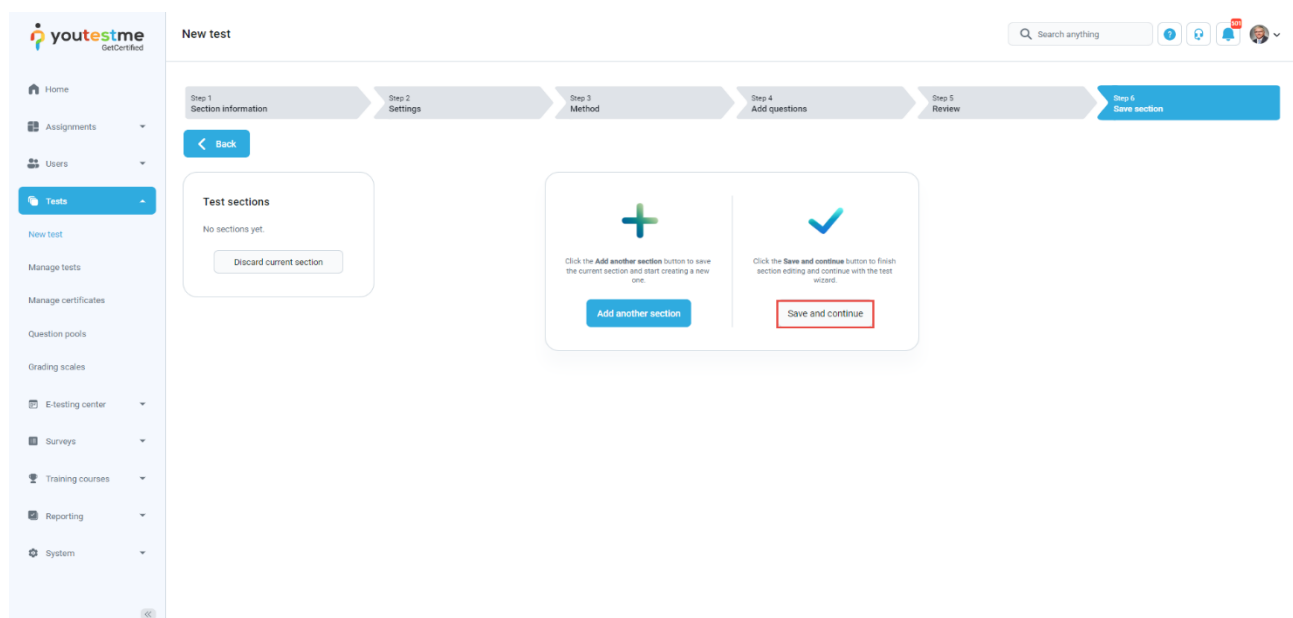
Once you fill in the question text field, add answers choices, and select the correct answer. Add the question to the test by clicking the **Add to test** button on the page's bottom.

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.



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

