YouTestMe

Multiple testing sessions

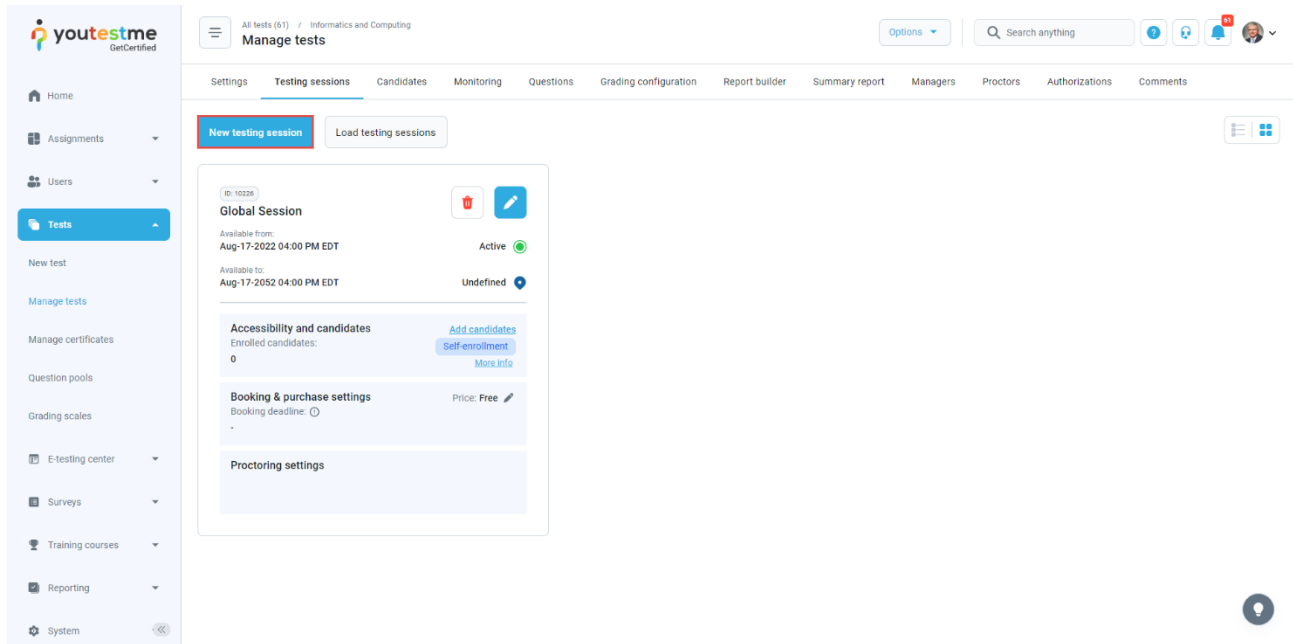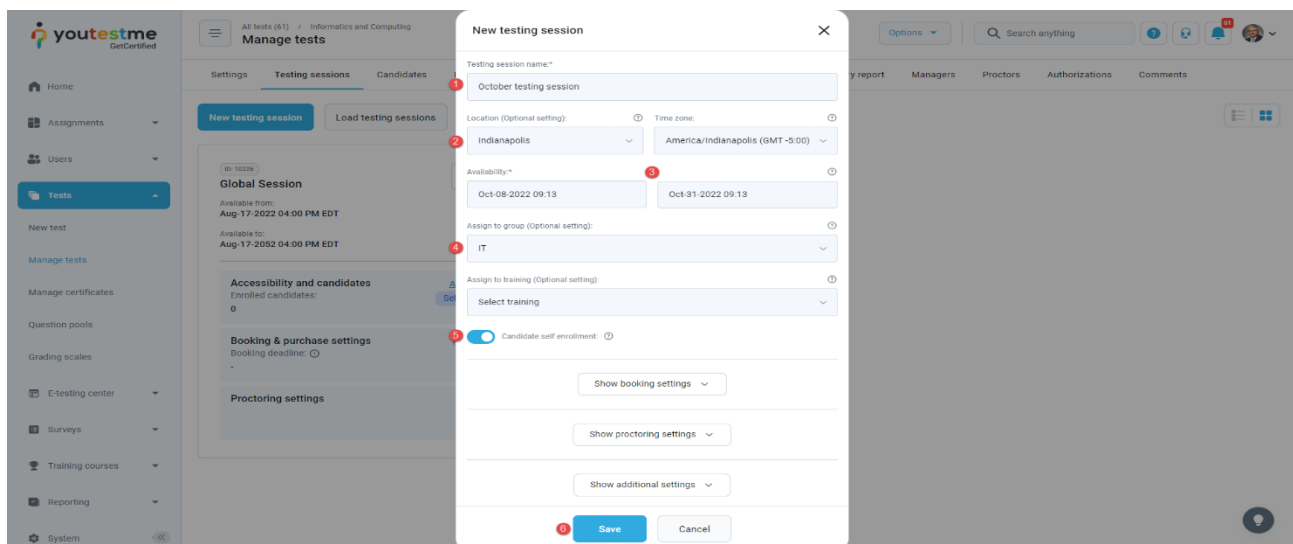| File name	R34 - Allow a single exam to be administered on separate dates and multiple administrations at different testing locations on a single date. For example, Exam A will be administered on 50 separate dates in 2018. On 10 of these dates, there will be two exam sessions. o Individual exam administrations should be given a unique identifier, and it should be possible to determine the location and date of each exam administration.
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1   Introduction

This document's purpose is to explain the requirement R034 - Allow a single exam to be administered on separate dates and multiple administrations at different testing locations on a single date. For example, Exam A will be administered on 50 separate dates in 2018. On 10 of these dates, there will be two exam sessions. o Individual exam administrations should be given a unique identifier, and it should be possible to determine the location and date of each exam administration.

2   Creating a testing session

To create a testing session, click the **New testing session** button.

1. Enter the **Testing session name**.
2. Choose a **Location** optional).
3. Define **Start** and **End** time, when the candidates must begin a test within that time limit.
4. Assign a group to this specific testing session.
5. Select the **Candidate self-enrollment** option, allowing all candidates within the system to automatically have open access to that test.
6. Click the **Save** button to save a session.

You can create multiple Testing Sessions for one particular test, with a different availability period.