



# YouTestMe

Multiple Testing Sessions

<b>File name</b>	R034 - Allow a single exam to be administered on separate dates and multiple administrations at different testing locations on a single date. o 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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<b>Confidentiality</b>	Internal or Public
<b>Last save date</b>	Friday, March-04-2022 at 7:20:00 PM

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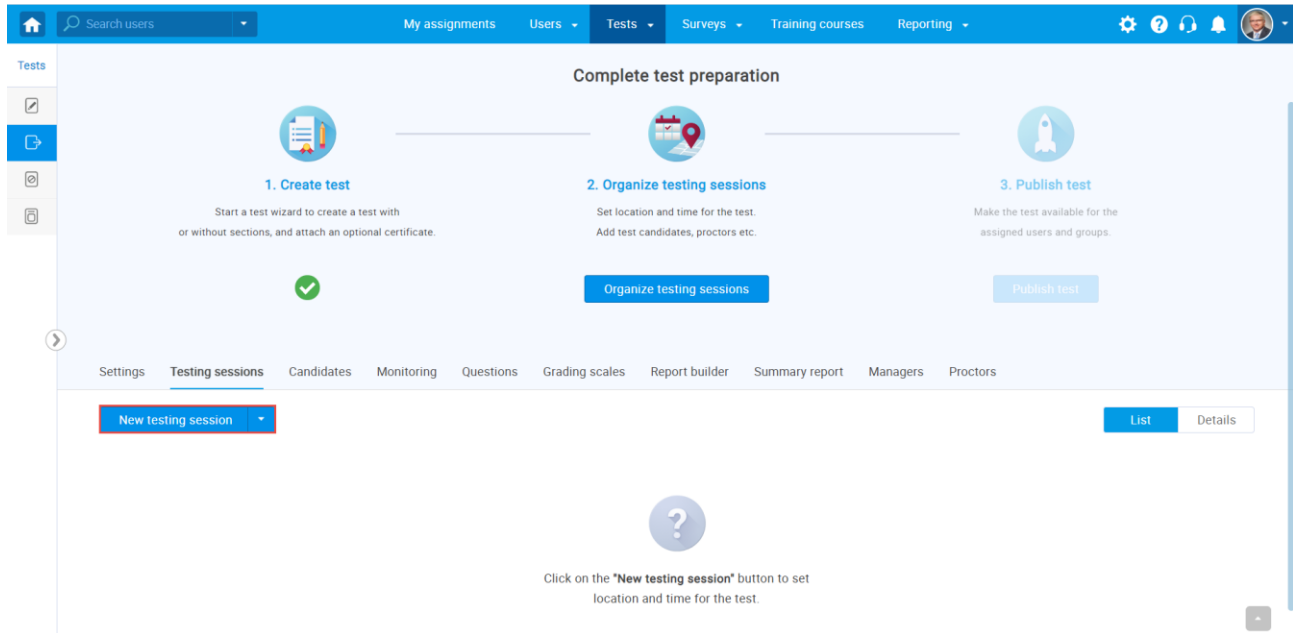
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## 1 Introduction

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.  
o 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 the 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.

## New testing session ✕

**Testing session name:\***

1

**Location:** ?

Choose a location from a pre-existing list

2  ▾

**Time zone:**

The time zone attribute is used for setting the assignment availability fields below.

▾

**Availability:**

Select starting and ending time for this session. Define when the candidates will be able to take the assignment.

Start:\*

3

End:\*

**Assign to group (Optional setting):**

Upon selecting the group, you will have to hand-pick the group members who will have access to the session or turn on the option of Self-enrollment to grant access to the whole group.

4  ▾

**Assign to training (Optional setting):**

Test can be started only from this training.

▾

**Candidate self enrollment:**

If this option is enabled, users will have open access to start the assignment, and a manager won't have to assign them manually. If this session is connected to a training course or a user group, the assignment will automatically be available only to group members.

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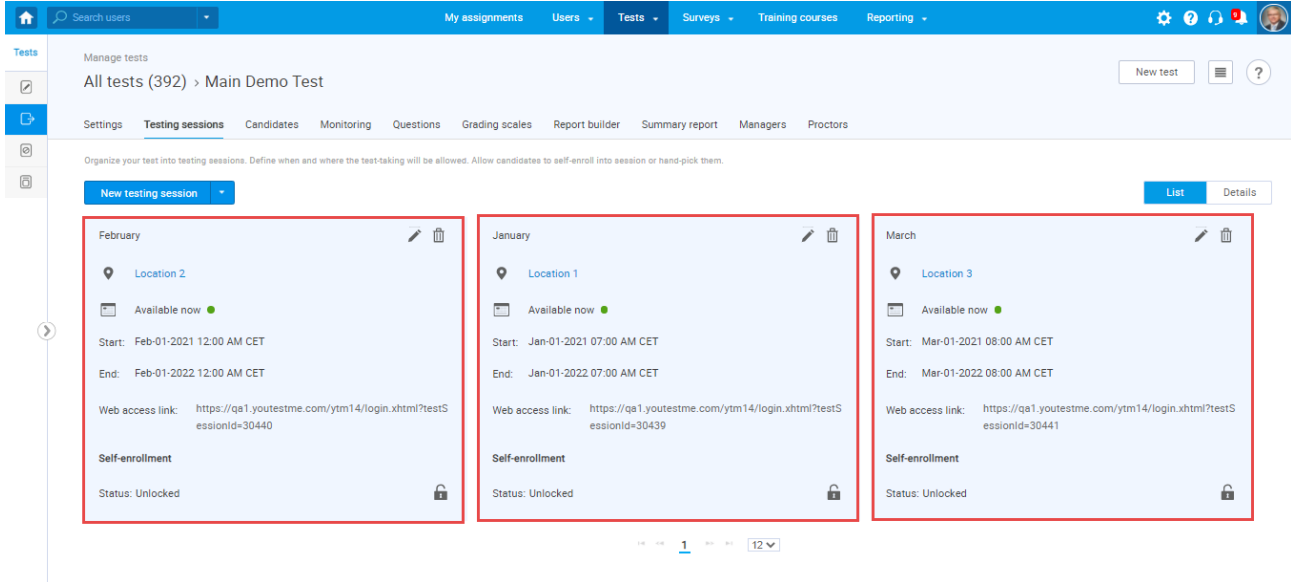
**Locked:**

If this option is enabled candidates can start their test only by entering the session password.

› Show additional options for external settings

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



The screenshot shows the 'Testing sessions' management interface for a 'Main Demo Test'. The interface includes a navigation bar with options like 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', and 'Reporting'. Below the navigation, there are tabs for 'Settings', 'Testing sessions', 'Candidates', 'Monitoring', 'Questions', 'Grading scales', 'Report builder', 'Summary report', 'Managers', and 'Proctors'. The 'Testing sessions' tab is active, displaying a list of three sessions: February, January, and March. Each session card shows its location, availability status, start and end times, web access link, and self-enrollment status. A 'New testing session' button is visible at the top left of the session list, and 'List' and 'Details' buttons are at the top right. A pagination control at the bottom shows '1' of 12 sessions.

Month	Location	Start	End	Web access link	Status
February	Location 2	Feb-01-2021 12:00 AM CET	Feb-01-2022 12:00 AM CET	<a href="https://qa1.youtestme.com/ytm14/login.xhtml?testSessionId=30440">https://qa1.youtestme.com/ytm14/login.xhtml?testSessionId=30440</a>	Unlocked
January	Location 1	Jan-01-2021 07:00 AM CET	Jan-01-2022 07:00 AM CET	<a href="https://qa1.youtestme.com/ytm14/login.xhtml?testSessionId=30439">https://qa1.youtestme.com/ytm14/login.xhtml?testSessionId=30439</a>	Unlocked
March	Location 3	Mar-01-2021 08:00 AM CET	Mar-01-2022 08:00 AM CET	<a href="https://qa1.youtestme.com/ytm14/login.xhtml?testSessionId=30441">https://qa1.youtestme.com/ytm14/login.xhtml?testSessionId=30441</a>	Unlocked