YouTestMe

Multiple Testing Sessions

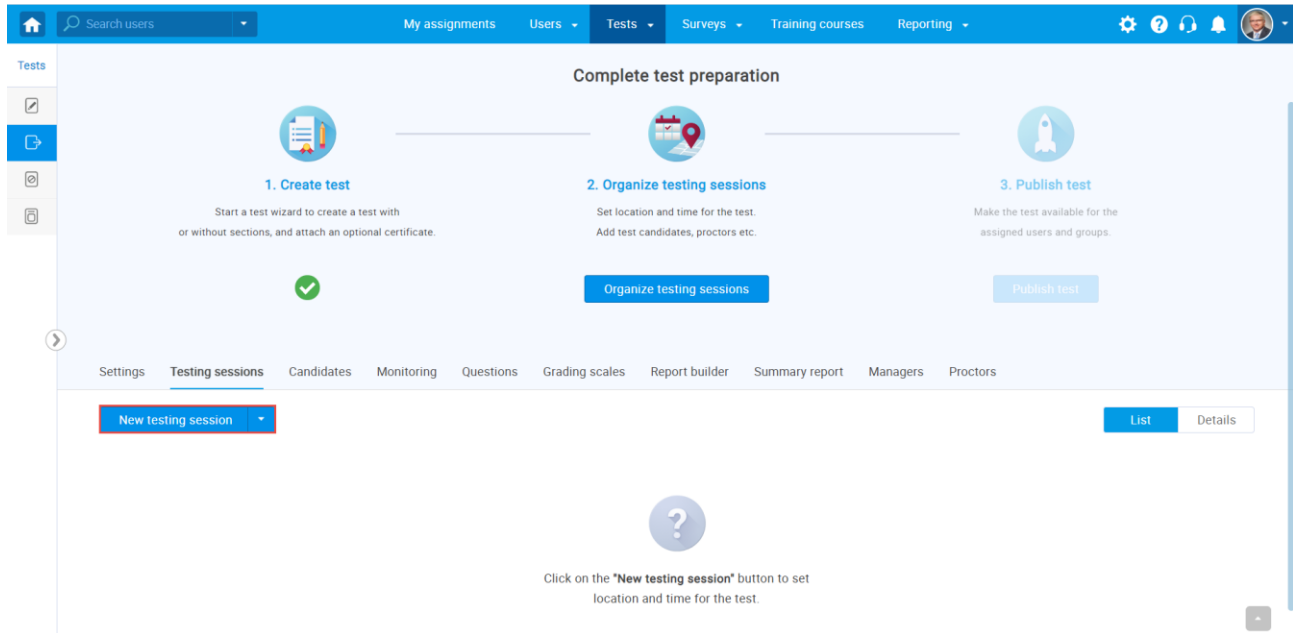| File name	R034 - Allow a single exam to be administered on separate dates and multiple administrations at different testing locations on a single date. o For example, Exam A will be administered on 50 separate dates in 2018. On 10 of these dates, there will be two exam sessions. o Individual exam administrations 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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Confidentiality	Internal or Public
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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)   May Testing Session

Location: ⑦   (2)   Chicago   ▾

Choose a location from a pre-existing list

Time zone: America/Chicago (GMT -6:00)   ▾

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

Availability: Start:*   May-01-2021 00:00

Select starting and ending time for this session. Define   (3)
when the candidates will be able to take the assignment.   End:*   May-31-2021 05:52

Assign to group (Optional setting):   (4)   Client Service Department   ▾

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.

Assign to training (Optional setting):   Select training   ▾

Test can be started only from this training.

Candidate self enrollment: (5)   🔵

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
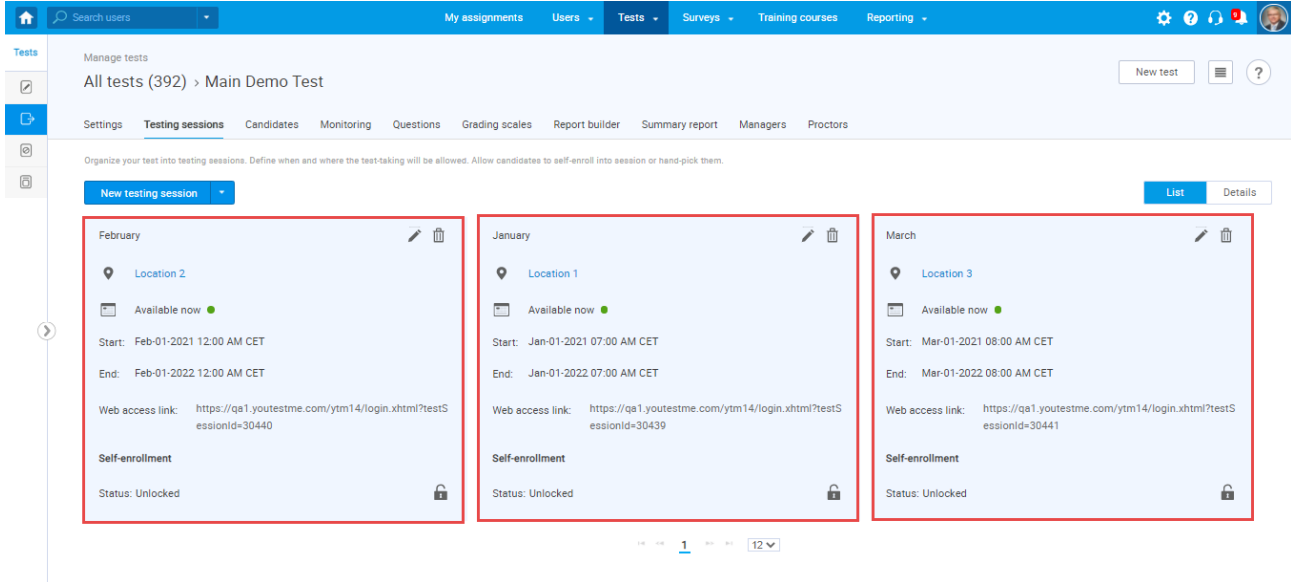be available only to group members.

Locked: ⚪

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

❯ Show additional options for external settings

(6)   **Save**   Cancel

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