# YouTestMe

**Test with Sections** 





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## **1** Introduction

This document explains how to achieve the following requirement:

• Section(s) for an exam: Allow administrators to assign test questions to sections within a single exam.

# 2 Steps

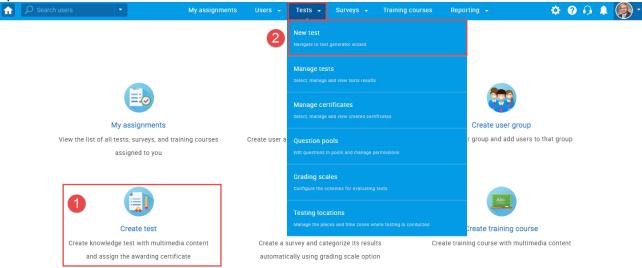
## 2.1 Creating a test

You can access the "Create Test Wizard" from the homepage by choosing one of the following two options:

1. Select the "Create test" quick action button



2. Navigate to the "**Tests**" option in the application's main menu and then select the "**New test**" option.



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.

	My assignme	nts Users - Tests	s 🗸 Surveys 🗸	Training courses	Reporting 👻	System 👻	🖾 🖕 🕼 🕲
	1 Test information Se	2 3 ttings Certificate	4 Sections	5 Grading R	6 7 eview Save t	est	
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	Name:* Description:	Test with sections					
	Label: ⑦	I understand and agree with	the location and				
	Acknowledgment: ⑦	rules of this assignment	the instructions and				
	Test instructions All candidates will have to read the instr		his setting is optional).	Read more		optional	
	Copy previously creat	d instructions: Select one		*			

#### 2.1.1 Test with sections

The "Create Test Wizard" is divided into seven steps.



- 1. Test information
- 2. Settings
- 3. Certificate
- 4. Sections
- 5. Grading
- 6. Review
- 7. Save test

	My assignm	ents Users - Test	s <del>-</del> Surveys - ⊓	Fraining courses	Reporting - System -	Ø 1 🖓 1
	1	2 3	4	5 6	7	
	Test information S	ettings Certificate	-	ding Review		
Test sections		k	create test wizard		Next	
No sections created yet	Test information					
	Name:*	Test with sections				
	Description:					
	Label: 🗇					
	Acknowledgment: ⑦	I understand and agree with rules of this assignment	the instructions and			
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	Test instructions All candidates will have to read the Inst	ructions before starting the test	this setting is optional). <u>Read</u>	more	optior	hal
	Copy previously crea	ted instructions: Select one		*		

#### 2.1.2 Sections

#### Click on the "Add sections" button.

	My assignments Users - Tests - Surveys - Training courses Reporting - System -	🖾 I 🗘 🕼 -
	1     2     3     4     5     6     7       Test information     Settings     Certificate     Sections     Grading     Review     Save test	
Test sections	Previous Create test wizard	
No sections created yet	(?)	
	Start the witzerd to create a section and add questions to it. You can create an unlimited number of sections.	
	Add section	

For this specific section:

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



		My assignments	Users 🗸	Tests 🗸	Surveys 🚽	Training courses	Reporting 👻	System 👻
	1	2		3	4		5	6
	Section information	Settings		Method	Add que	stions	Review	Save section
Test sections				Create Test	t Section Wiza	d		Next
No sections created yet	Section informati							?
Discard changes in the current section		otion: (2)						
	Section introducti All candidates will have		ns before startin	ng the section (thi	a setting is optiona	I). <u>Read more</u>		optional
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	BIUS	▲ 圏 X <sub>2</sub> X <sup>2</sup> H <sub>1</sub>	Hz 99		•¶ = % ⊼	E Contraction of the second		۲
	Test attachments	4						optional
	Files can be added as a test-taking process.	attachments to the test.	Depending on t	he test concept, a	ttachments can be	available only at the be	eginning of the test or t	hroughout the whole
	Create new Im	nport from library						

Define desired settings that will apply only to this section.

♀ Search users •	My assignments Users 👻	Tests - Surveys - Train	ing courses Reporting +	System 👻	💷 I 🙃 I 🖣
	2	3 4	5	6	
Section in	ormation Settings	Method Add questions	Review	Save section	
Test sections	evious	Create Test Section Wizard		Next	
No sections created yet Section	emplate settings			?	
Section	mplate: ⑦ Select one (optional)	*			
Discard changes in the     Section	settings				
current section Duration	ype: Unlimited	*			
Page for	at: ⑦ One question per page	*			
Req	re answering all questions				
Enat	e 'I don't know' answer to avoid negative po	ints			
Disa	le going backwards in test section				
Disa	le answer deselect ⊘				
Enat	e answer feedback ⑦ <u>Pley video</u>				
Sho	question metadata to candidate $\oslash$				
Enat	e notes ⑦ <u>Play video</u>				

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

- 1. Add questions manually
- 2. Use the test generator
- 3. Upload section from the file



1 2 3 4 5 6   Section information Settings Method Add questions Review Save section   Test sections   No sections created yet <ul> <li>Discard changes in the current section</li> <li>Method</li> <li>Add questions</li> <li>Method</li> <li>Add questions</li> <li>Method</li> <li>Add questions</li> <li>Method</li> <li>Method</li> <li>Method</li> <li>Add questions</li> <li>Method</li> <li>Method</li> <li>Add questions</li> <li>Method</li> <li>Method</li></ul>	O Search users 🔹	My assignments U	Jsers - Tests - Surveys - Training o	courses Reporting - System -
Test sections         No sections created yet       1       2       3         © Discard changes in the current section       image: current s				
Image: Second debade jet     Image: Second debade jet       Image: Second debade jet <td>Test sections</td> <td>Previous</td> <td>Create Test Section Wizard</td> <td>Next</td>	Test sections	Previous	Create Test Section Wizard	Next
Image: Section     Image: Sectio	No sections created yet	0	2	3
All candidates get the same section All candidates get a different version, Load questions from excel files with the same questions. created from your question pool/s. prepared offline.				
		All candidates get the same section with the same questions.	All candidates get a different version, created from your question pool/s.	Load questions from excel files prepared offline.

## 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.

D Search users	My assignments Users - Tests - Surveys - Training courses Reporting - System -
	1 2 3 4 5 6
	Section Information Settings Method Add questions Review Save section
	Previous Create Test Section Wizard Next
Test sections	
No sections created yet	Test versions (1)
	Test version Version unique code Easy Medium Hard Points Actions
Discard changes in the current section	Test version 1 0 0 0 0 🖍 🖞
	Add new Current version: Test version 1
	Version unique code:
	Click on the "Import from pools" button to add questions from question pools.
	Click on the "Add new question" button to create a new question manually. <u>Play video</u>
	Add new question + Import from pools
	Single choice
	Multiple choice
	Exmy
	Ordering
	Fill in the blacks True/False
	Matching
	Matin
	Open-ended
	Hut spot

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



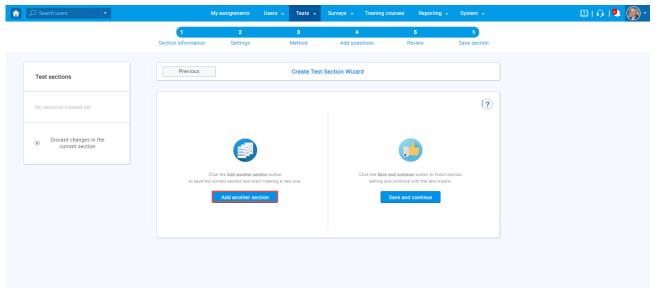
lefine how the answer to the question will be	Scoring method: ⑦	Defining correct/incorr		*	Single choice	- <del></del>
raded. Pointa, penalty, and duration are default alues that can be overridden during the test reation process.	Points:	5 A Pen	alty:			
Generator settings abel question by a difficulty to prepare them for he Test generator or just for better organization, une the level of appearance in randomly enerated tests by specifying the frequency actor.	Difficulty:	Medium		*		
Custom properties Specify the custom properties for the question.	Topic Areas:			*		
specity the custom properties for the question.	Terminal Learning					
	Objectives:					
Advanced question setup Create multi-dimensional question structures by utilizing question branching. Share data between questions using question grouping. <u>Read more</u>	Question group: 💿	No group		* N	ew Edit Delet	e
Additional attachments In addition to the multimedia added to the question text, you can also include attachments that refer to the question context (i.e., literature relevant to both question and possible answers).	Create new Imp	ort from library				
Translations Create versions of this question in different languages.	Add translation					
Question text						
Image: B         Image: M         F         B         Image: M         S         x,e         x*           Image: Ω         Font         -         Size         -         A	≥ ± ± ≡ .٩ ⊘-	f. e og j: ::	HE HE		• 🖪	fx
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Creen:	5     x, x'     b. ±       Fort     -     Size -       5     x, x'     b. ±       Fort     -     Size -			6	→ <b>le</b> fx	۵



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.

î		•			My assignments	Users -	Tests 🗸	Surveys 🚽	Training courses	Reporting	- System -
				1	2		3	4		5	6
			Sectio	n information	Settings		Method	Add que	stions	Review	Save section
	Test sections			Previous			Create Tes	t Section Wizar	ď		
			_								
	No sections created yet										?
	<ul> <li>Discard changes current section</li> </ul>										
										-	
					Click the Add another s				Click the Save and con		
				to save th	te current section and st	art creating a	new one.		editing and contin	nue with the test wiza	rd.
					Add another s	ection			Save a	and continue	

### 2.1.5 Save test

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



My assi	gnments	Users 🗸	Tests 🗸	Surveys	<ul> <li>Training co</li> </ul>	ourses Rep	orting 🖌 🤱	System 👻			۵ı	)	
1	2	3		4	5	6	7						
Test information	Settings	Certifica	ate :	Sections	Grading	Review	Save test						
Previous			Creat	e test wizar	d								
								?					
			(										
		Click the	Finish wiza	ard button to	save your test.								
			Fir	nish wizard									