# YouTestMe

Test with Sections

| File name | How to create a test with sections |
|---|---|
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| Confidentiality | Public |
| Last save date | Friday, March-04-2022 at 1:39:00 PM |

## Table of Contents

# 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.
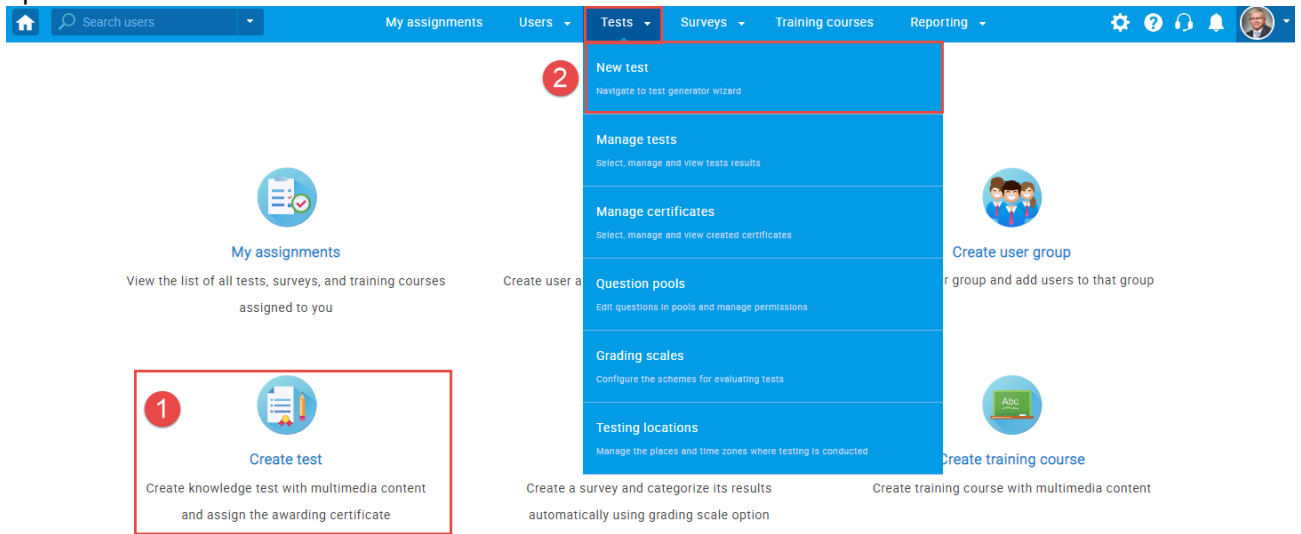


In YouTestMe GetCertified, you can create the tests:

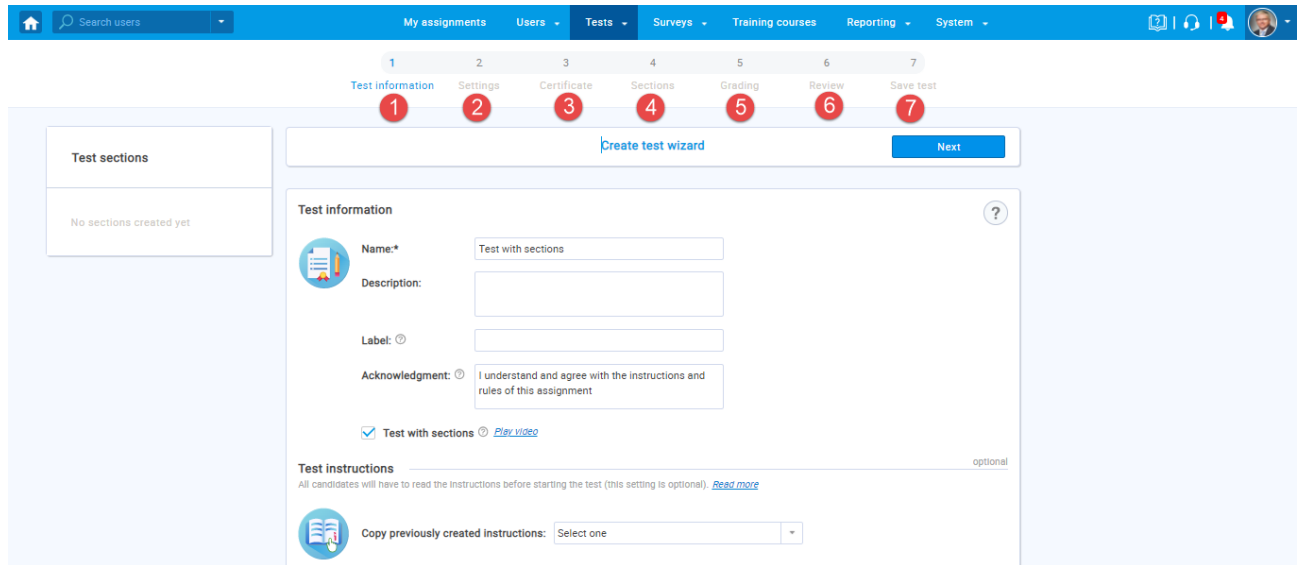1. With sections
2. Without sections

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.
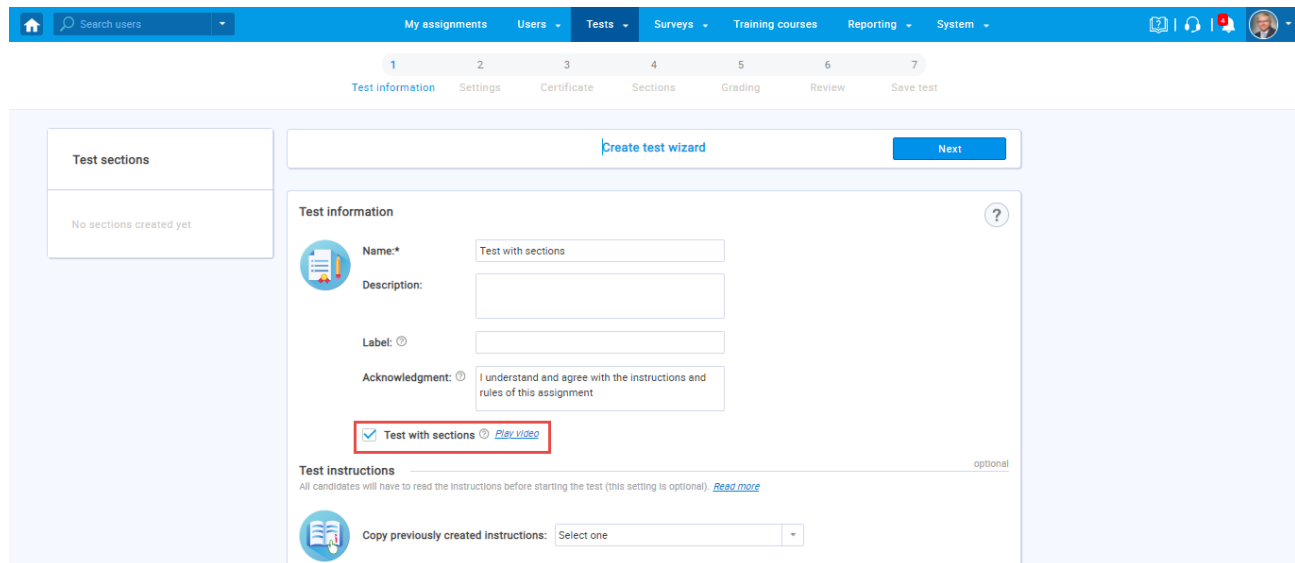


### 2.1.1   Test with sections

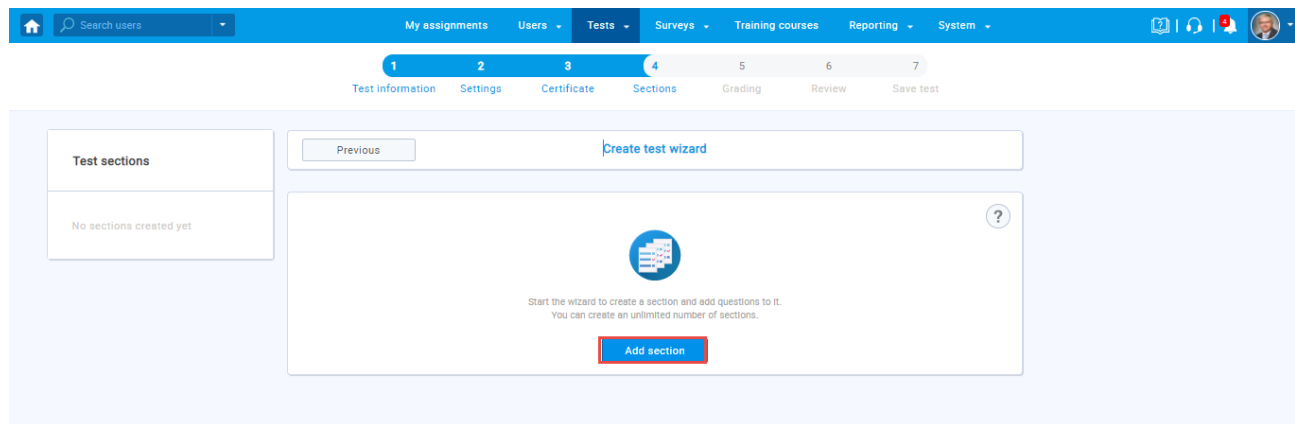The "Create Test Wizard" is divided into seven steps.

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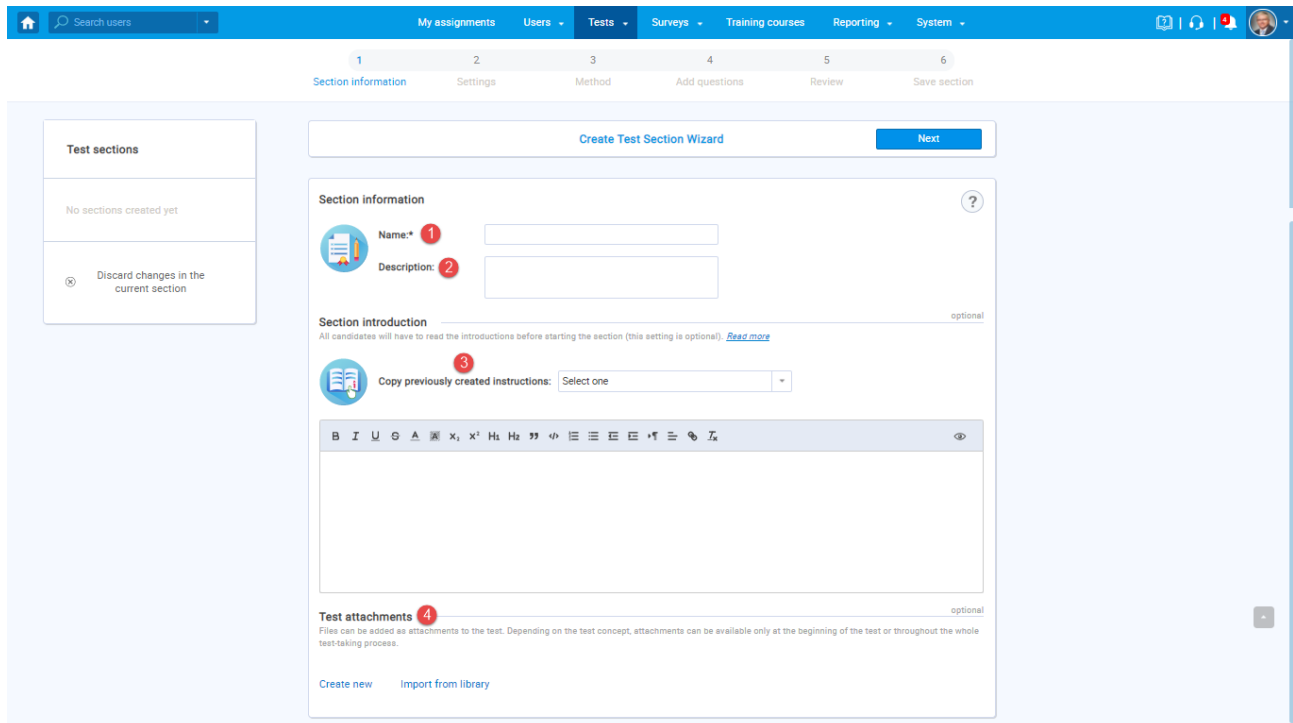4. Sections
5. Grading
6. Review
7. Save test



### 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

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
3. Upload section from the file
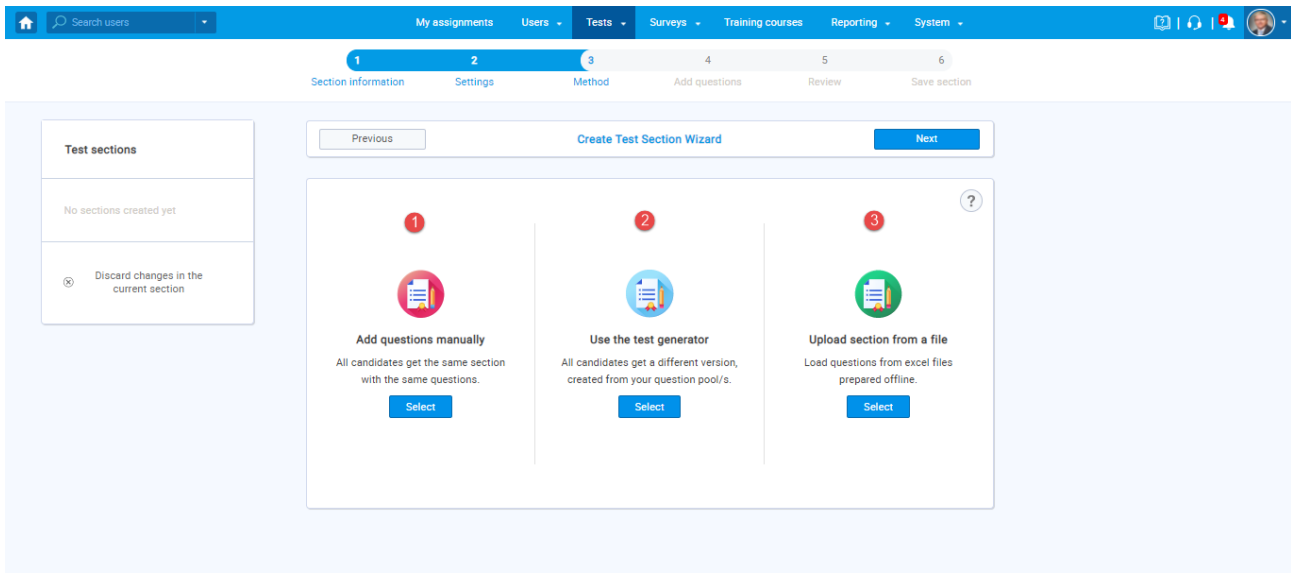
## 2.1.3 Adding questions

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.

**Basic settings**
Define how the answer to the question will be graded. Points, penalty, and duration are default values that can be overridden during the test creation process.

Scoring method: ⑦ Defining correct/incorrect answers

Single choice ⇄
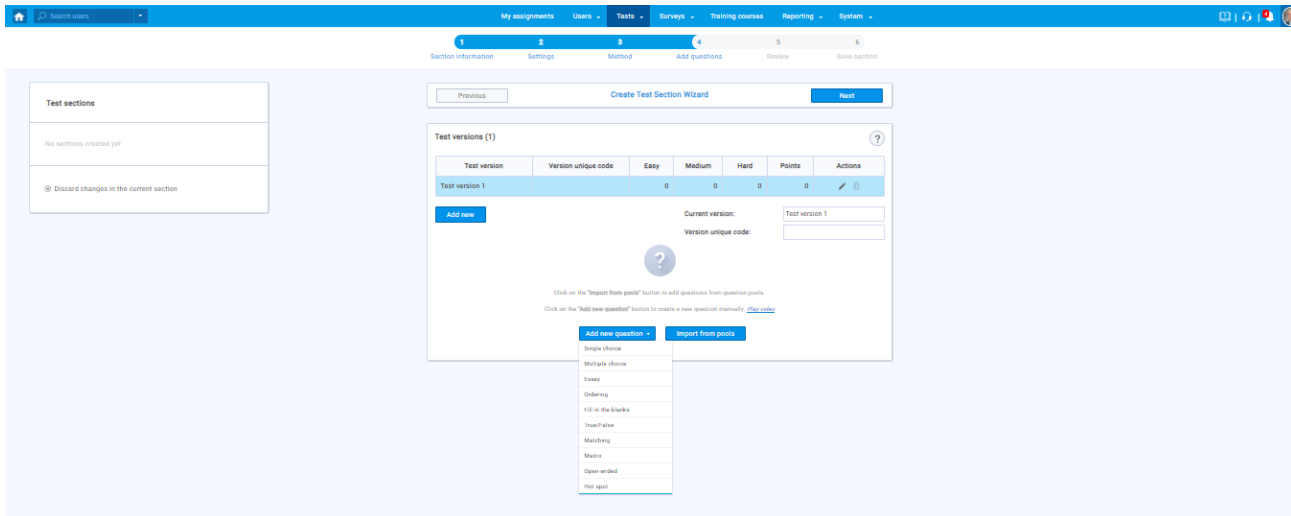
Points: 5    Penalty: 0

**Generator settings**
Label question by a difficulty to prepare them for the Test generator or just for better organization. Tune the level of appearance in randomly generated tests by specifying the frequency factor.

Difficulty: Medium

**Custom properties**
Specify the custom properties for the question.

Topic Areas:

Terminal Learning Objectives:

**Advanced question setup**
Create multi-dimensional question structures by utilizing question branching.
Share data between questions using question grouping. *Read more*

Question group: ⑦ No group    New Edit Delete

☐ Branching ⑦

**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    Import from library

**Translations**
Create versions of this question in different languages.

Add translation

**Question text**

The grass is (choose one):

body p

Add question feedback

**Answers**    **Correct**

1    Green.    ☑

2    Yellow.    ☐

3    Blue.    ☐

Add answer ▾

☐ Answer generator ⑦

**Assistance**
Define the optional assistance that will make answering the question easier. If the candidate chooses to use the assistance, a penalty will be applied to the question score. If you define the assistance to the question where the branching is allowed, the branching option will be disabled.

Add assistance ▾

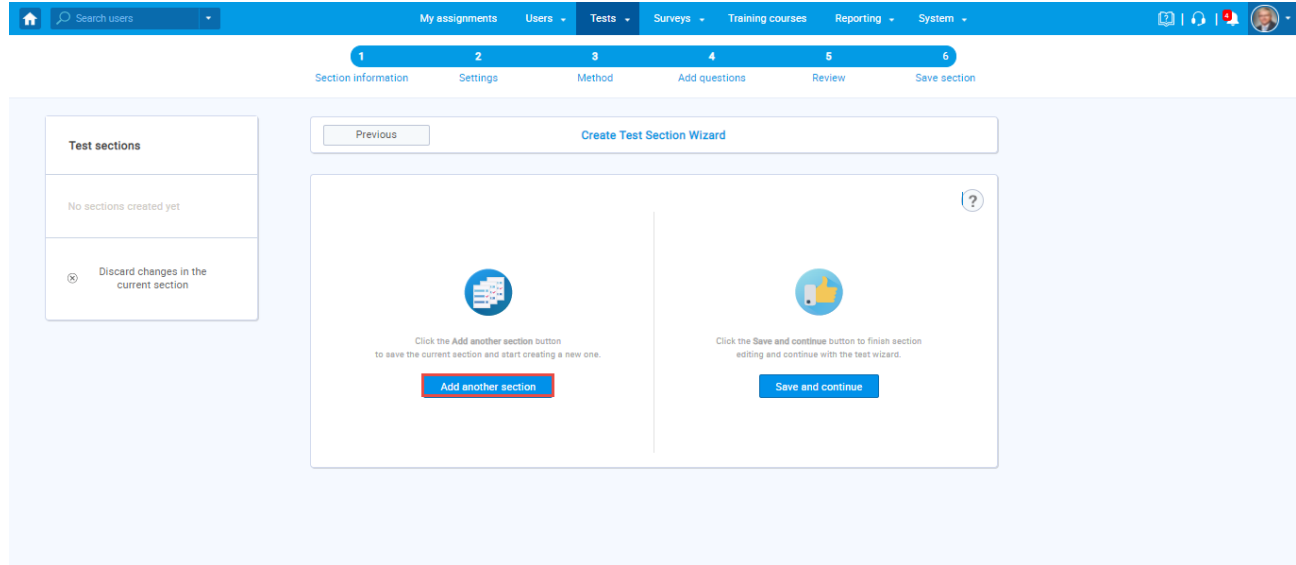☐ Add to pool ⑦

Add to test    Cancel

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.
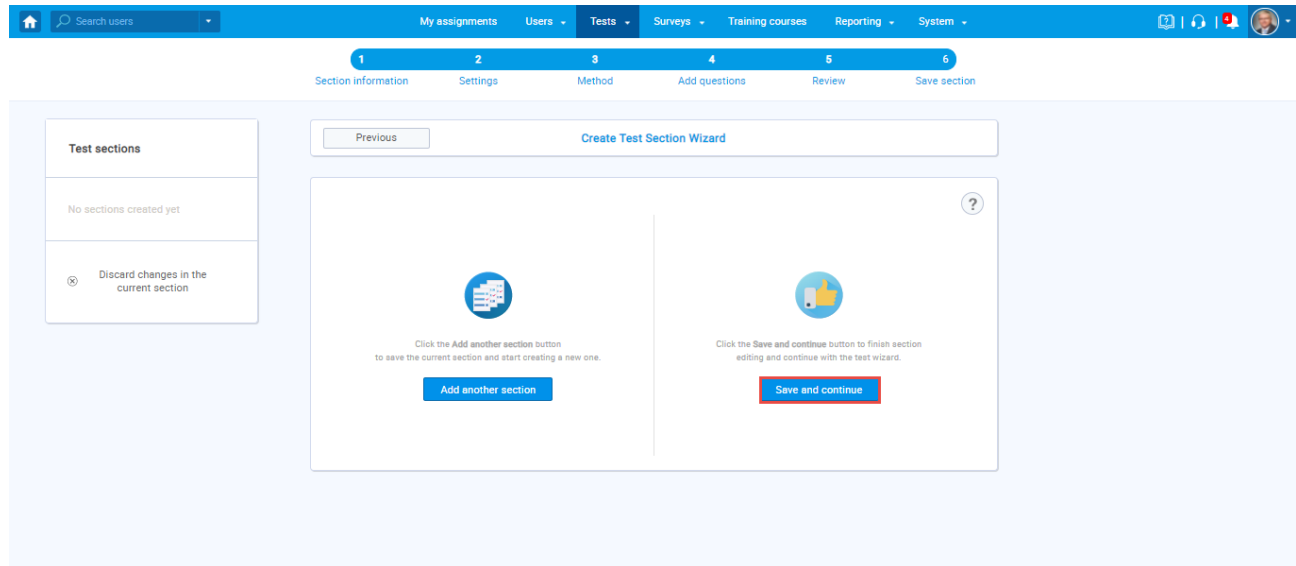


### 2.1.5 Save test

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

My assignments | Users ▾ | Tests ▾ | Surveys ▾ | Training courses | Reporting ▾ | System ▾

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

Previous                    **Create test wizard**

?

Click the **Finish wizard** button to save your test.

**Finish wizard**