



YouTestMe

Edit, Copy and Delete Exam Items

File name	How administrators can create, edit, copy, and delete exam items
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1 Introduction

This document explains how to achieve the following requirement:

- Allow administrators to create, edit, copy, and delete exam items

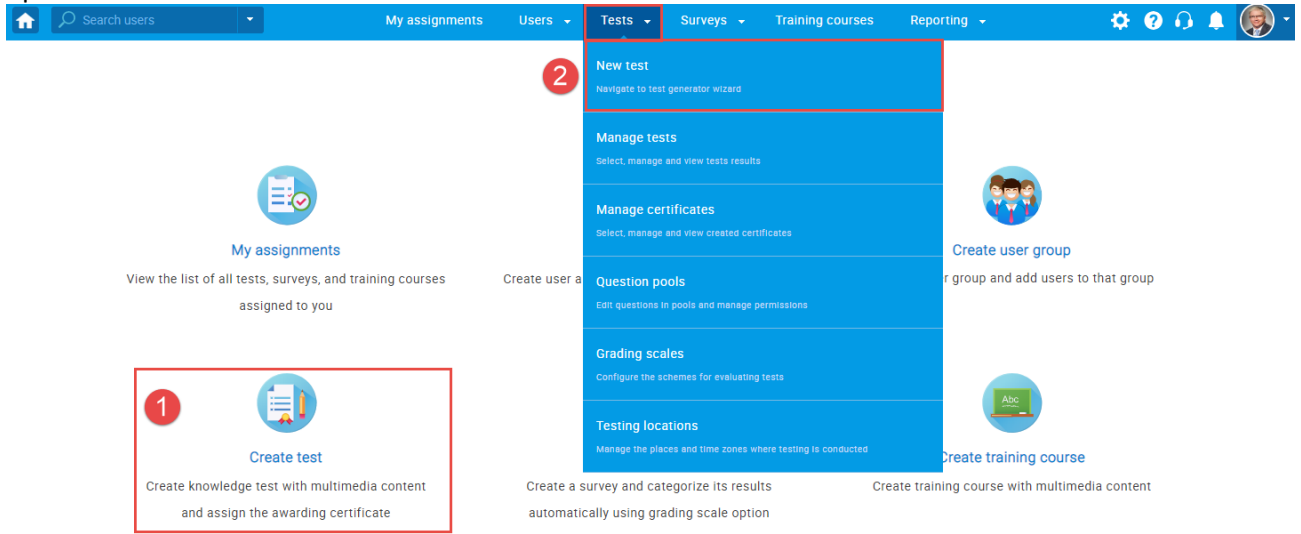
2 Steps

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

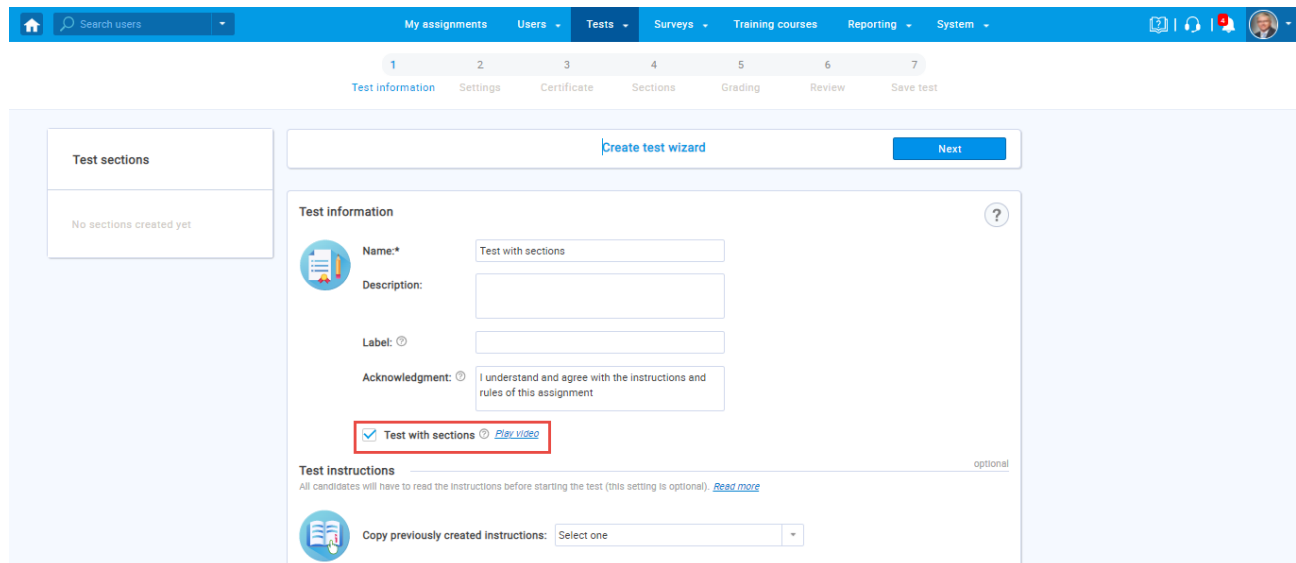
2. Navigate to the "Tests" option in the application's main menu and then select the "New test" option.



In YouTestMe GetCertified, you can create the tests:

1. With sections
2. Without sections

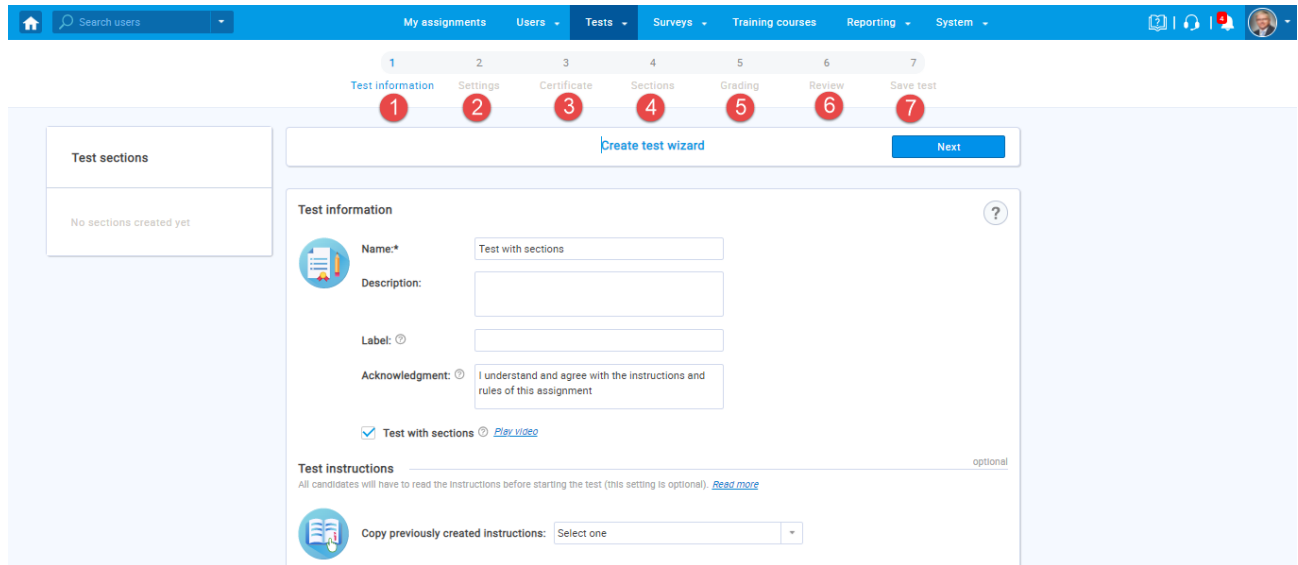
Sections could represent different areas of knowledge or topics the test covers. If you select the "Test with sections" checkbox, you will create a test with sections.



2.1.1 Test with sections

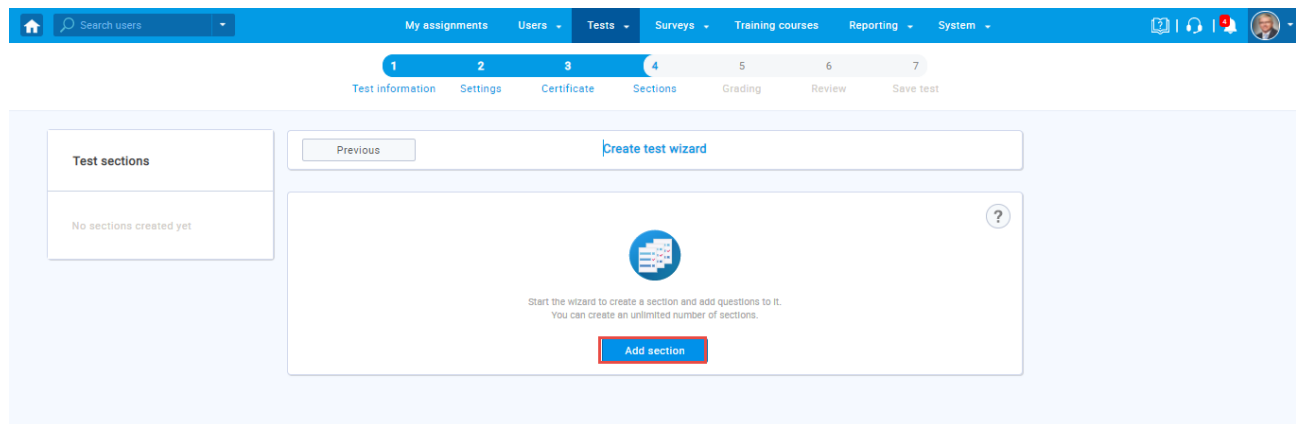
The "Create Test Wizard" is divided into seven steps.

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



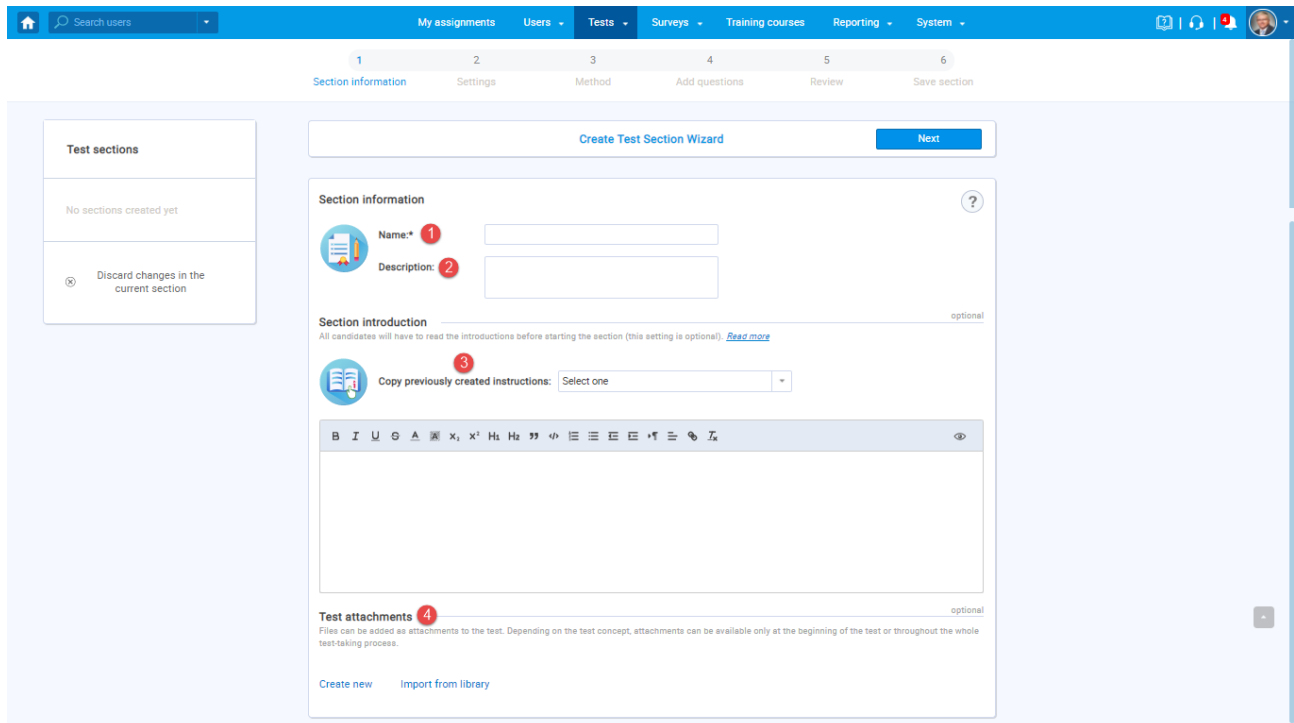
2.1.2 Sections

Click on the "Add sections" button.

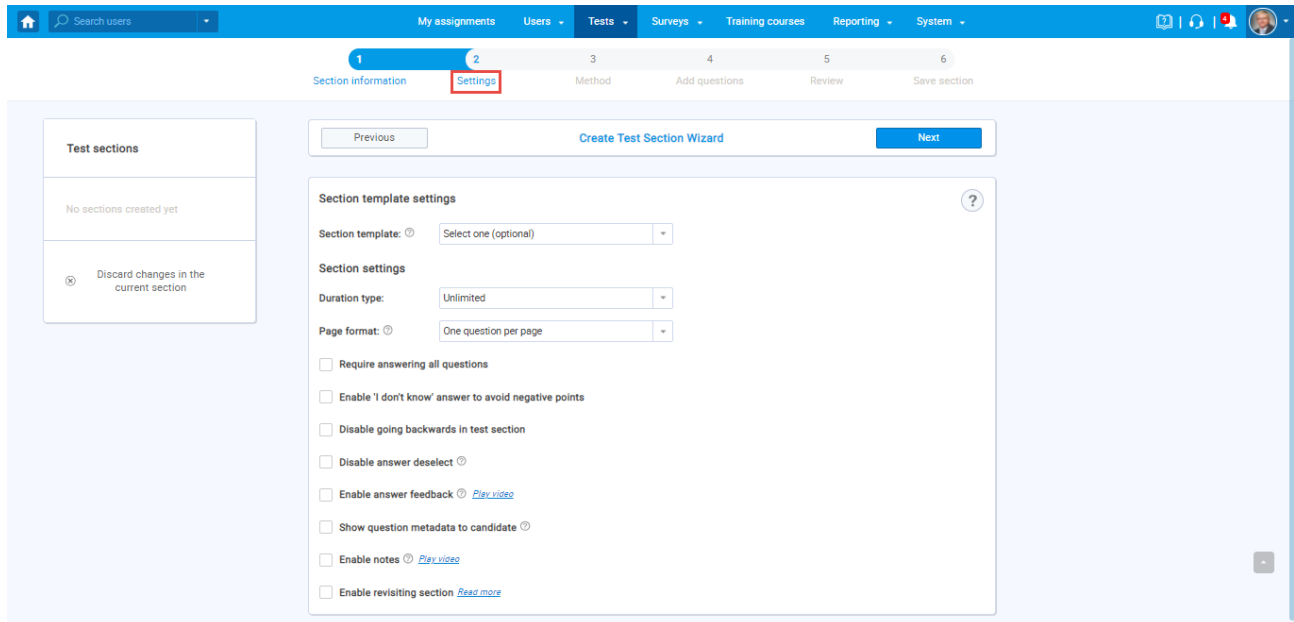


For this specific section:

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

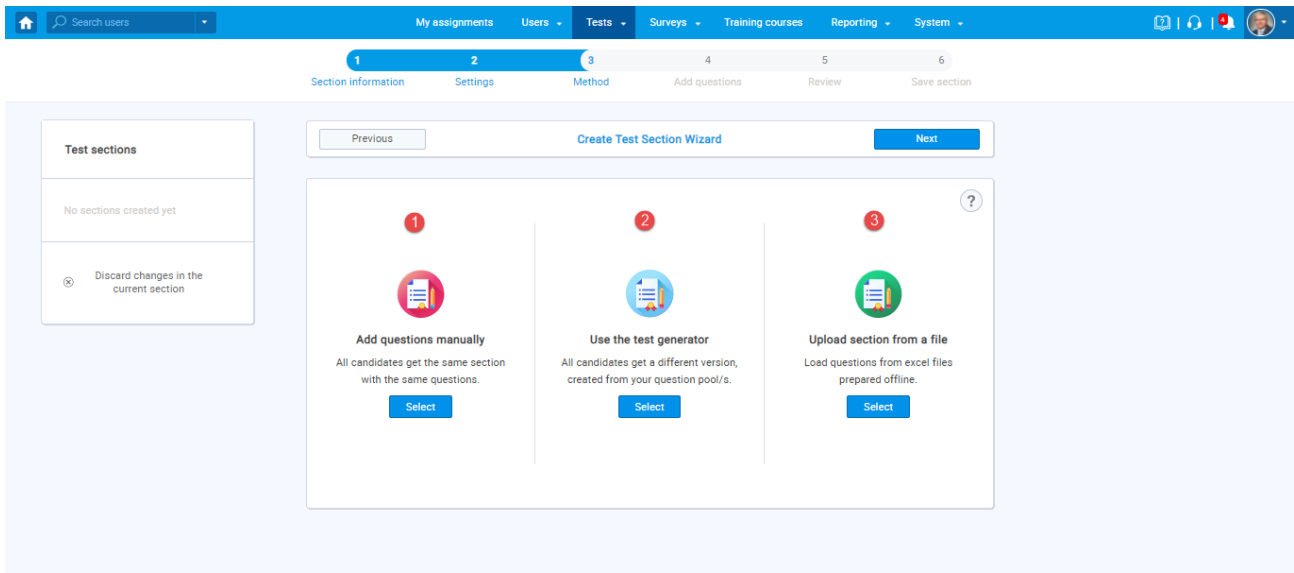


Define desired settings that will apply only to this section.



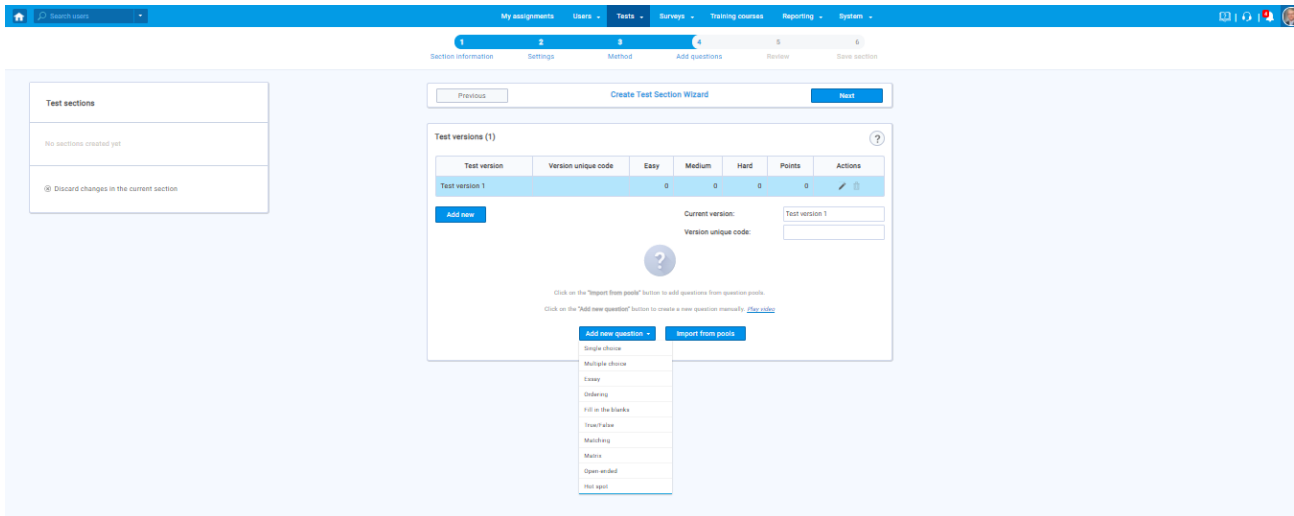
Choose one of the following methods to add questions to the exam:

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: Single choice

Points: Penalty:

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:

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: [New](#) [Edit](#) [Delete](#)

Branching

Additional attachments [Create new](#) [Import from library](#)
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).

Translations [Add translation](#)
Create versions of this question in different languages.

Question text

Font - Size - A - A

The grass is (choose one).

body p

[Add Question Feedback](#)

Answers

	Correct	
1 <input type="text"/>	<input checked="" type="checkbox"/>	Green.
2 <input type="text"/>	<input type="checkbox"/>	Yellow.
3 <input type="text"/>	<input type="checkbox"/>	Blue.

[Add answer](#)

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.

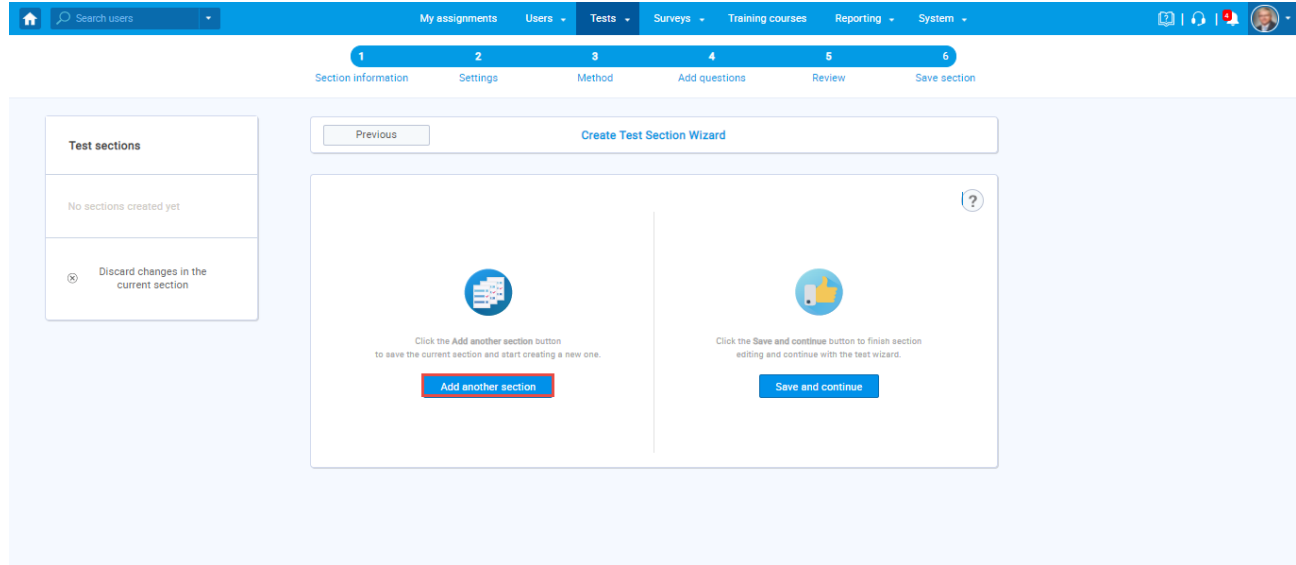
[Add assistance](#) Add to pool

[Add to test](#)

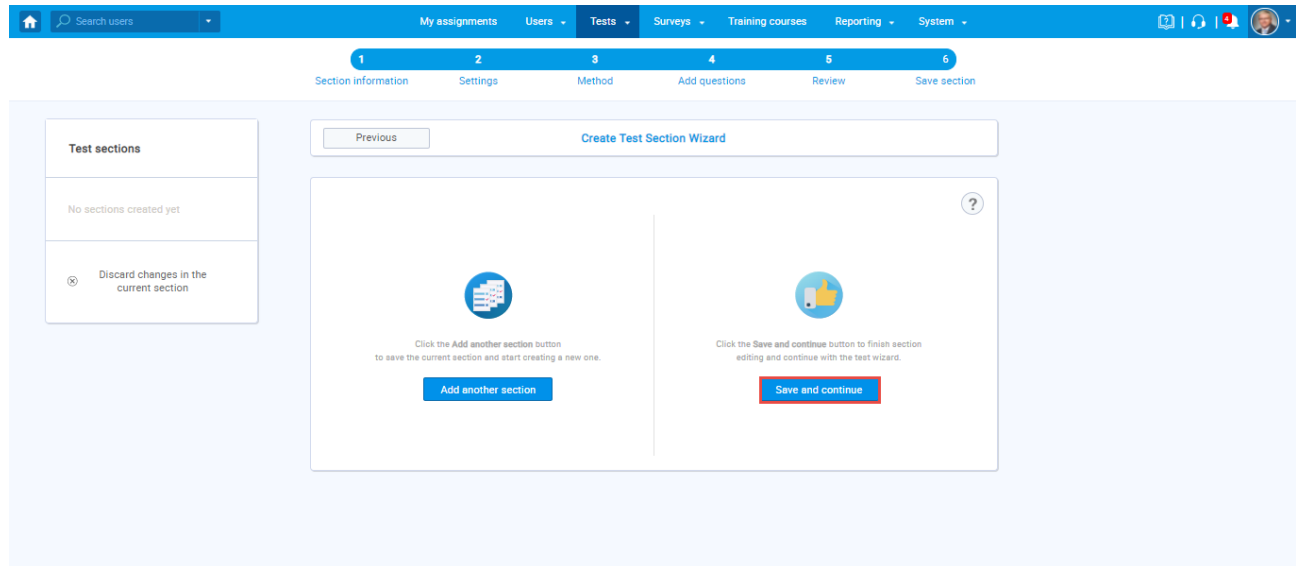
Once you fill in the question text field, add answers choices, and select the correct answer. Add the question to the test by clicking the **"Add to test"** button on the page's bottom.

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.

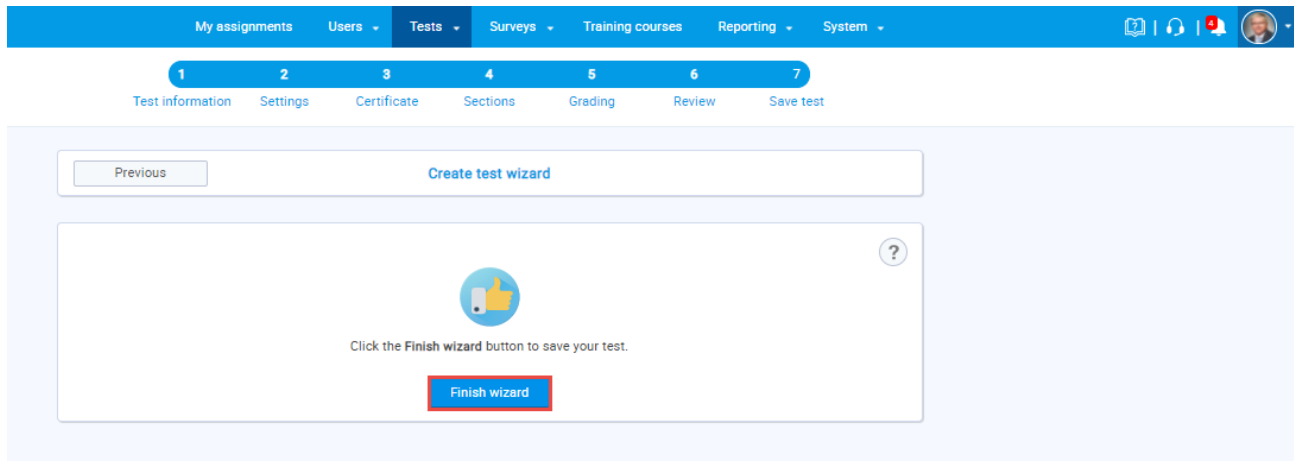


Once you have added sections, click on the **"Save and continue"** button.



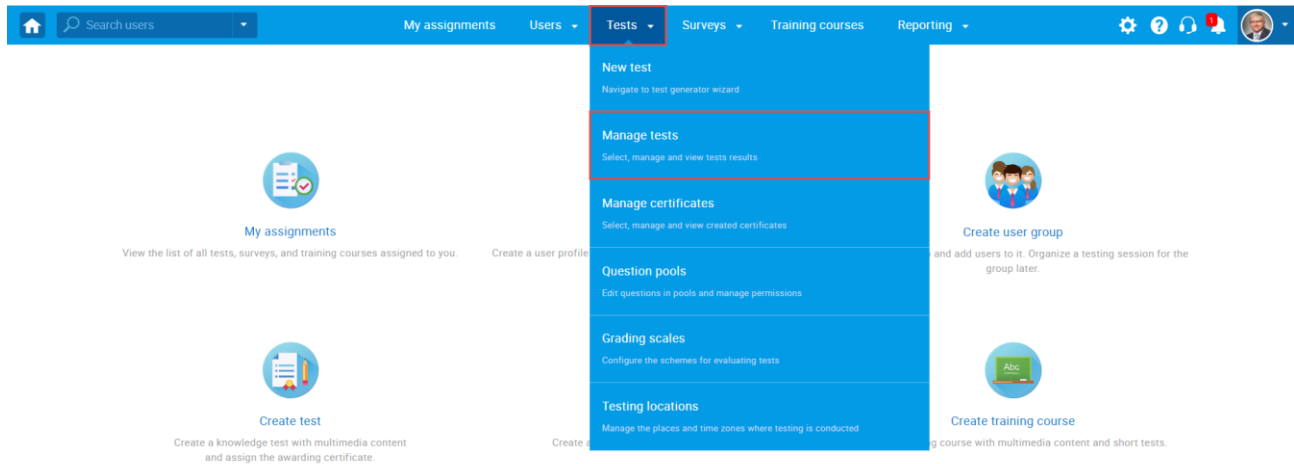
2.1.5 Save test

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



2.2 Copying a test

Navigate to the “Tests” in the main menu, and select the “Manage tests” option.



On the “**Manage tests**” page, you will see the list of all tests. Use the search box to find the test you want to edit, and click on its name to open it.

Manage tests

All tests (9)

You can find tests categorized by statuses on the left, or you can select to see test templates. The table below shows the list of the tests you can manage. Filter and search the tests by multiple categories. A new test can be created by clicking the "New test" button in the top right corner or finding it in the main menu. Tests that have status "Draft" have not been published and can still be fully edited. Published tests can only be partially modified, but you can always create more testing sessions and add candidates. Suspended tests are permanently disabled.

Name	Creation date	Status	ID	External ID	Creation type	Report displayed	Report content
pro		Select one	Search	Search	Select one	Select one	Select one
Automated Proctorin...	Apr-13-2020	Published	1715		Manually created	Immediately after finishing	Score and answers preview
Improved Exam Demo	Oct-05-2018	Published	1562		Manually created	Immediately after finishing	Score and answers preview

Displayed columns: 1 | Rows: 2

Click on the "Settings" icon in the upper right corner, and choose the "Create a copy" option.

Manage tests

All tests (9) > Automated Proctoring Demo Test

Settings | Testing sessions | Candidates | Monitoring | Questions | Grading scales | Report builder | Summary report | Managers | Proctors

Settings

- Basic information
- In-test configuration
- Duration and layout
- Report settings
- Pause/Repeat settings
- Security settings
- Result validity settings
- Certificate
- External attributes

Basic information

Test ID: 1715

Name*: Automated Proctoring Demo Test

Description:

Label:

Instructions: Click to open instructions

Creation type: Manually created

Test versions: 1

Part of: No training

Created by: admin

Creation date: Apr-13-2020 07:24 AM EDT

Updated by: admin

New test

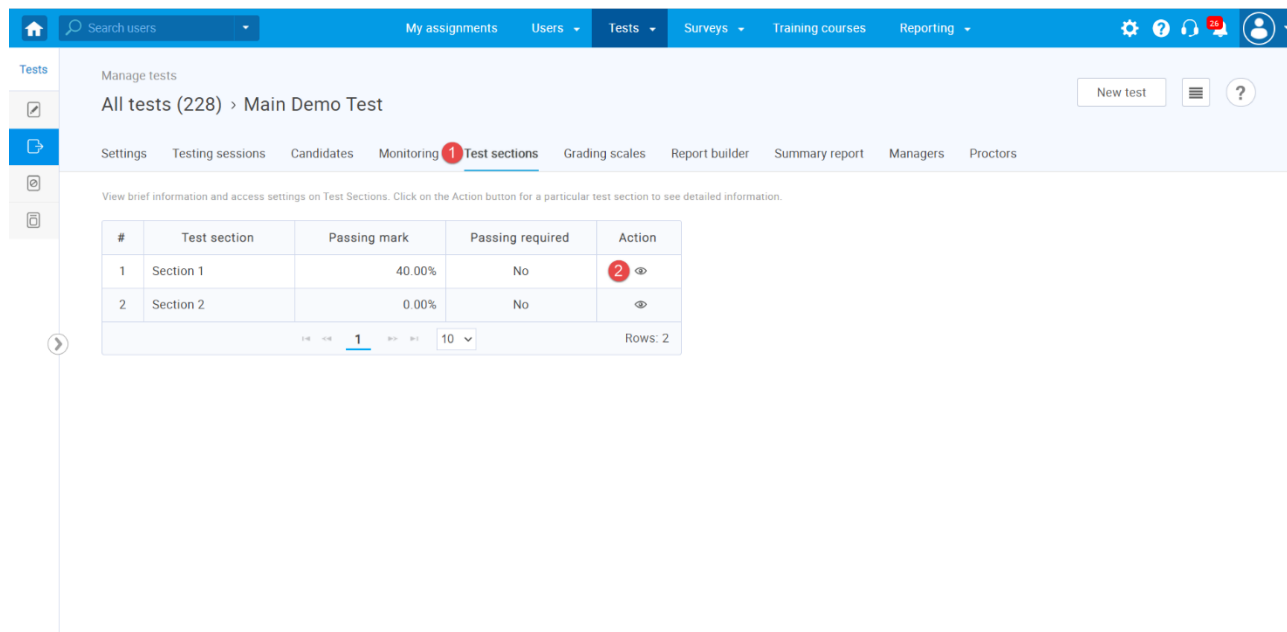
- Preview
- Delete
- Export as PDF
- Export test key
- Suspend
- Create a copy**
- Export as SCORM
- Export as xAPI

2.3 Editing a test

2.3.1 Questions editing

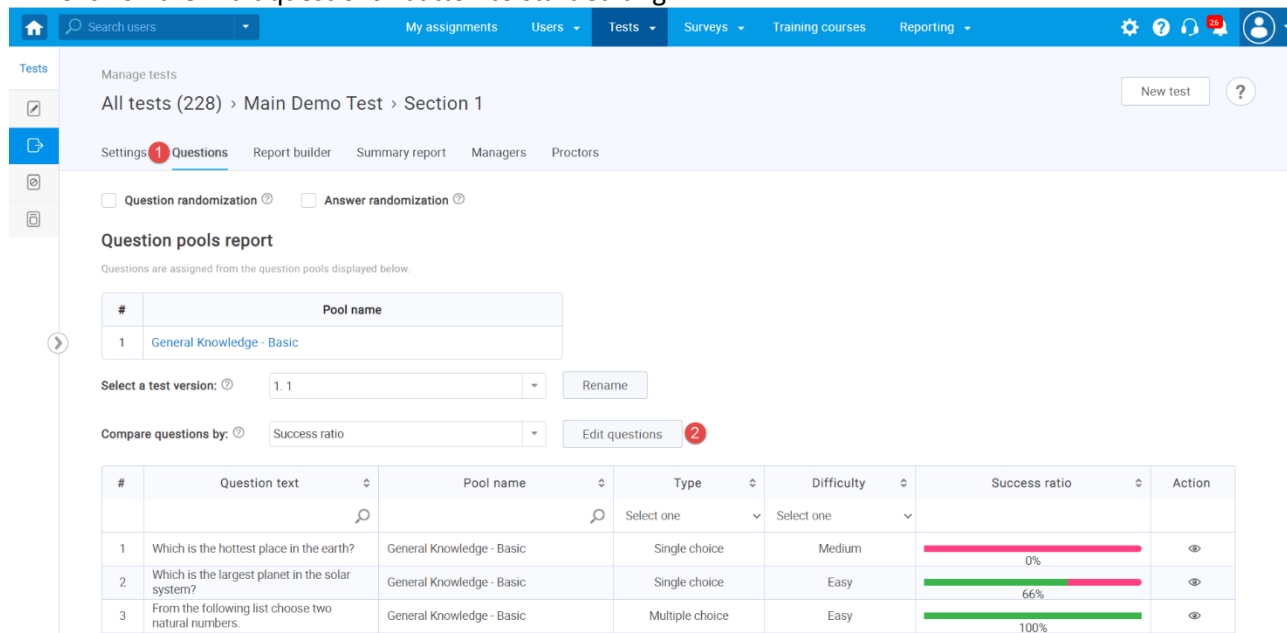
Once you open the test that you want to edit, you should:

1. Click on the "Test sections" tab. *In case the test is without sections, click the "Questions" tab.*
2. Click on the preview (eye) icon.



You can add, delete or edit questions of the published test by following:

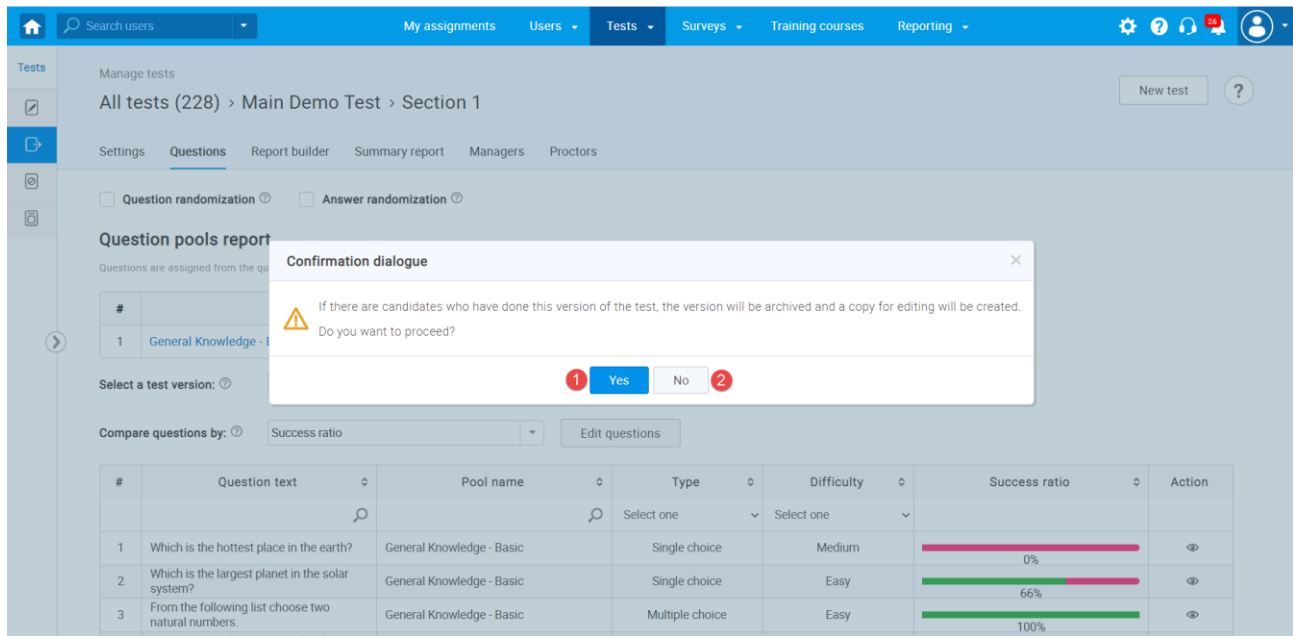
1. Click on the "Questions" tab.
2. Click on the "Edit questions" button to start editing.



If there are candidates who have already completed the test, that completed version will be archived, and the copy will be created. The confirmation dialogue with this message will appear.

This option will not create a copy for the whole test. Instead, a copy of the question set will be created, allowing you to save the score and results of the candidates who already completed the test and update questions for the new ones.

1. Click the "Yes" button to proceed to edit mode.
2. Click the "No" button to cancel.



Once you access the editing mode, you can:

1. Enable question and answer randomization.
2. See the list of test question versions.
3. Click the **"Rename"** button to change the version name.
4. Click the **"Import questions"** button to add new questions from a question pool.
5. Click the **"New question"** button and choose the desired question type to create a new question.
6. Click **"View question stats"** to go back to preview mode.
7. Click the **"preview"** (eye) icon to preview details about created question.
8. Click the **"edit"** (pen) icon to edit the existing question.
9. Click the **"delete"** (trash can) icon to delete the existing question.

#	Question text	Pool name	Points/Penalty	Difficulty	Type	Actions
1	Which is the hottest place in the earth?	General Knowledge - Basic	4/2	Medium	Single choice	[7] [8] [9]
2	Which is the largest planet in the solar system?	General Knowledge - Basic	2/1	Easy	Single choice	[7] [8] [9]
3	From the following list choose two natural numbers.	General Knowledge - Basic	2/1	Easy	Multiple choice	[7] [8] [9]
4	Select years of beginning and ending of WW1.	General Knowledge - Basic	2/1	Easy	Multiple choice	[7] [8] [9]

2.3.2 Grading editing

You can fully edit the grading configuration, change the passing mark for the entire test, section, and group of sections. Changing the grading configuration will affect only the users whose results are not verified.

To see how to verify results for a candidate, please take a look at Verifying candidates' results chapter.

1. Click on the "Grading scales" tab.
2. Click on the "Edit grading" button to open an editing mode.

To pass the test, a candidate has to (all of the below) :

- Achieve more than 38.64% on the entire test.
- Pass the required test section groups (core sections):

1. Achieve more or equal to 20.00% on the test section group "Section Group 1 - Required 20%."

Grading configurator setup
Settings for the whole test, sections, section groups and question pools

Define pass mark for entire test required

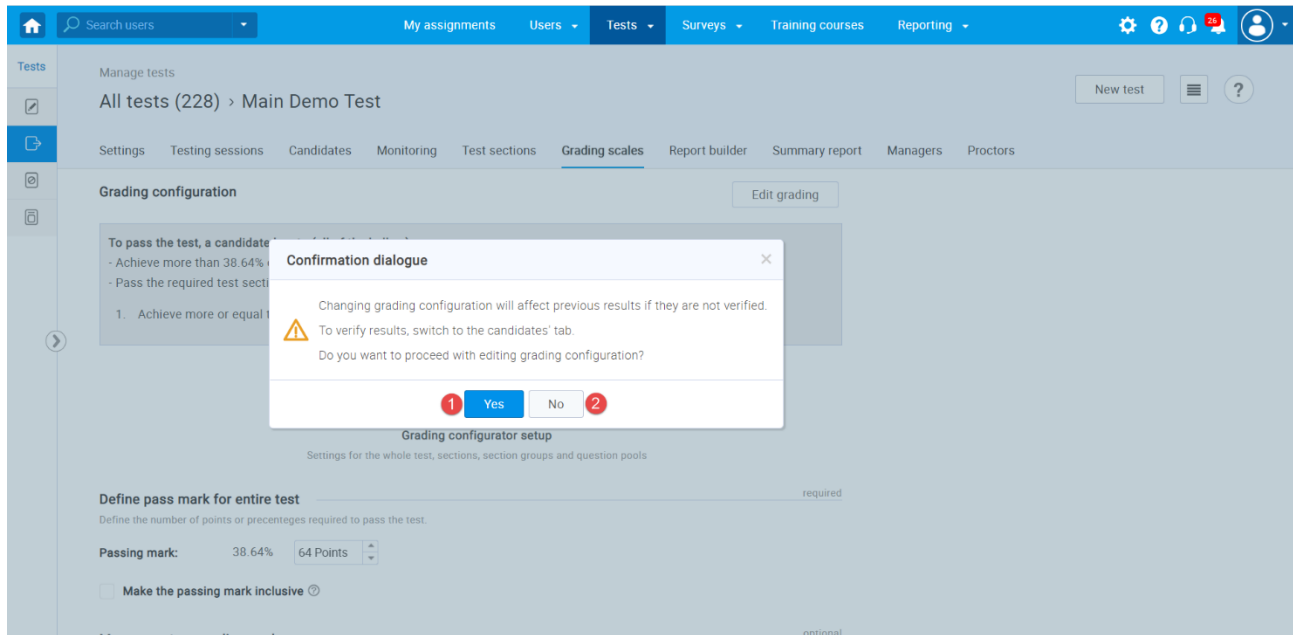
Define the number of points or percentages required to pass the test.

Passing mark: 38.64% 64 Points

Make the passing mark inclusive optional

The confirmation dialogue will appear, saying that the grading configuration will affect previous results if they are not verified.

1. Click the "Yes" button to proceed with the editing grading configuration.
2. Click the "No" button to cancel.



Once you access the editing mode, you can:

1. Change the passing mark for the entire test.
2. To confirm the test passing mark changes, click the "Save passing mark" button.
3. Add or change the grading scale for the test.
4. To confirm the grading scale changes, click the "Save grading" button.
5. Click on the "edit" (pen) icon to change the passing mark for the section.
6. Click on the "Create new section group" button to create and set the new section group's passing mark.
7. Click on the "edit" (pen) icon to change the section group's passing mark.
8. Click on the "delete" (trash can) icon to delete the section group.
9. Click on the "edit" pen icon to change the passing mark for the question pool.



Grading configurator setup

Settings for the whole test, sections, section groups and question pools

1 Define pass mark for entire test required

Define the number of points or percentages required to pass the test.

Set passing mark: Percentage Points

Passing mark: 38.64%

Make the passing mark inclusive **2** Save passing mark

3 Map score to a grading scale optional

Select the adequate grading scale to present the results.

Grading scale:

4 Save grading

Define passing marks for sections optional

Each test section can have its passing mark if the section is required to be passed. You are able to drag and drop the table rows to reorder sections.

#	Section	Passing required	Passing mark	Inclusive passing mark	Grading scale	Edit
1	Section 1 Pools: General Knowledge - Basic	No	40%	No	-	5
2	Section 2 Pools: General Knowledge General Knowledge - Basic	No	0%	No	-	

10 Rows: 2

Section groups optional

Combine test sections into groups and define passing mark criteria/ edit passing mark settings

6 Create new section group

#	Section group name	Passing mark	Inclusive passing mark	Actions
1	Section Group 1 - Required 20% 1. Section 1 2. Section 2	20.00%	Yes	7 8

10 Rows: 1

Question pools report setup optional

Questions are assigned from the question pools displayed below. The default passing mark is equal to the test passing mark. This is a descriptive and passing mark and expected level of knowledge regarding a particular subject area, aimed for instructors. This setting is useful in reports for obtaining scores on a terminal learning objective or simple overview of a candidate's knowledge.

#	Pool name	Passing mark
1	General Knowledge	0% 9
2	General Knowledge - Basic	0%

10 Rows: 2