YouTestMe

Allow Administrators to Copy Exams

| File name	How administrators can copy exams
Author	YouTestMe
Confidentiality	Public
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1   Introduction

This document explains how to achieve the following requirement:
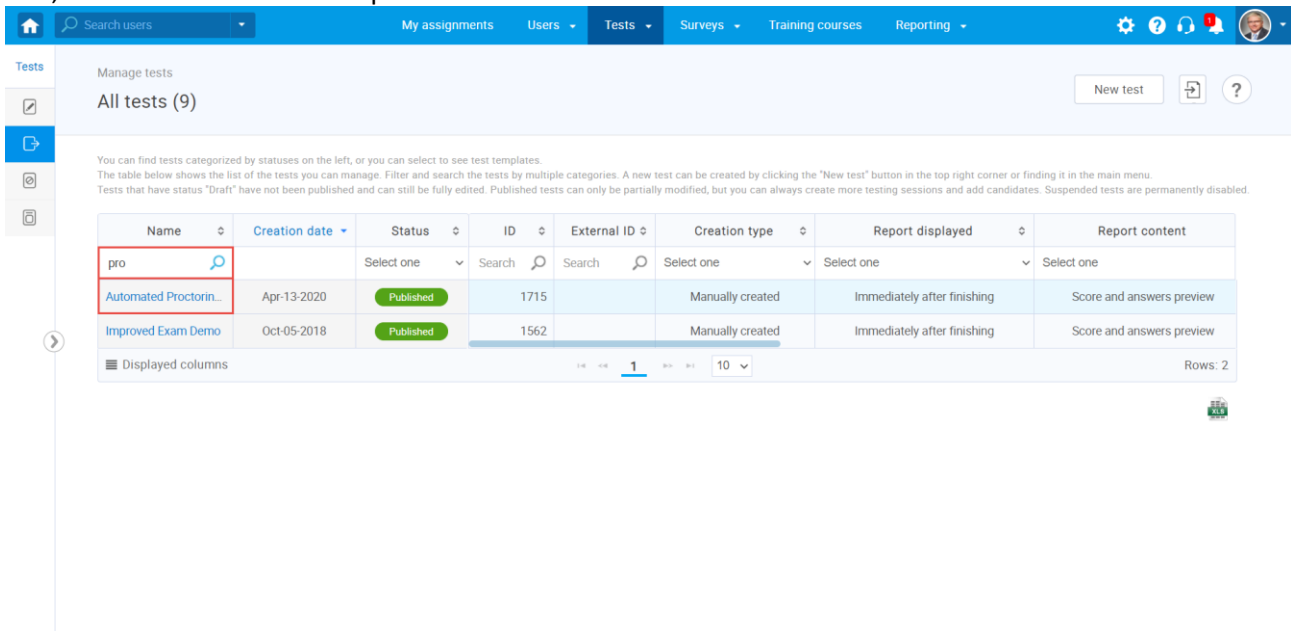
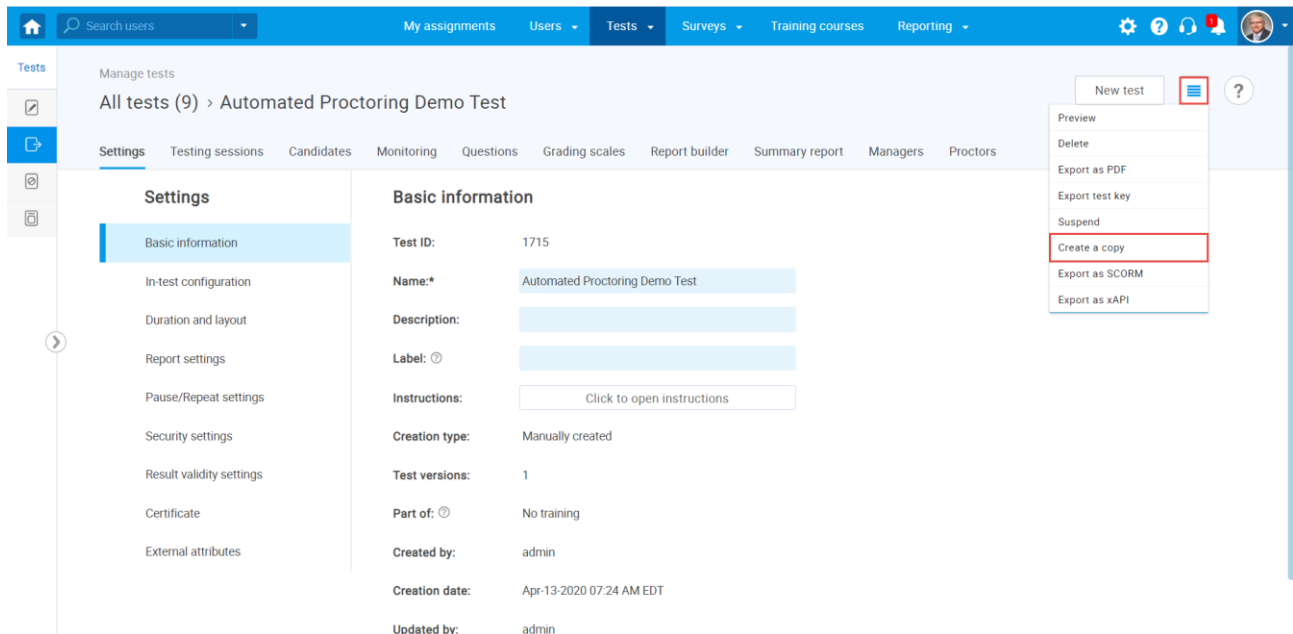- Allow administrators to copy exams.

2   Steps

2.1 Copying a test

Navigate to the "Tests" in the main menu, and select the "Manage tests" option.
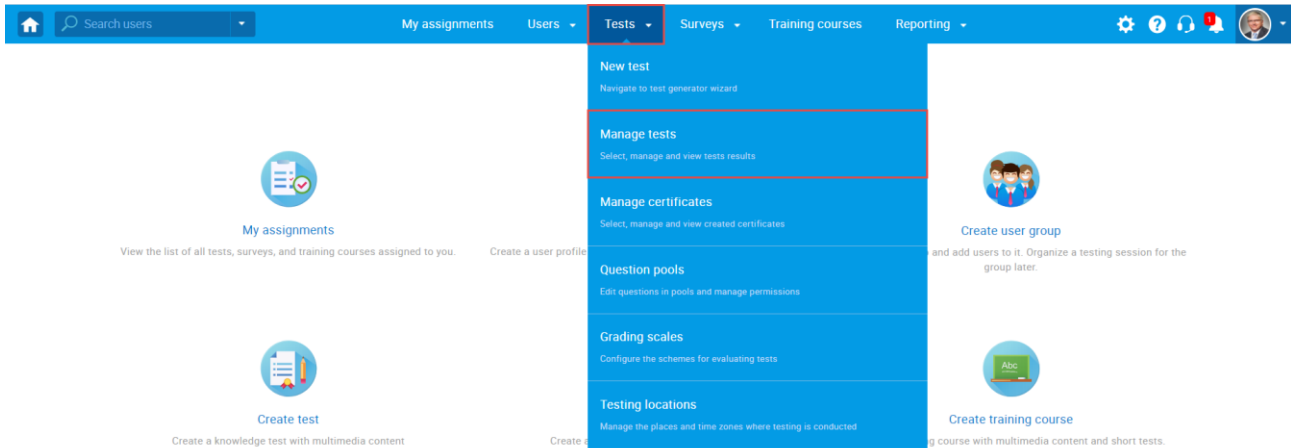
On the "**Manage tests**" page, you will see the list of all tests. Use the search box to find the test you want to edit, and click on its name to open it.

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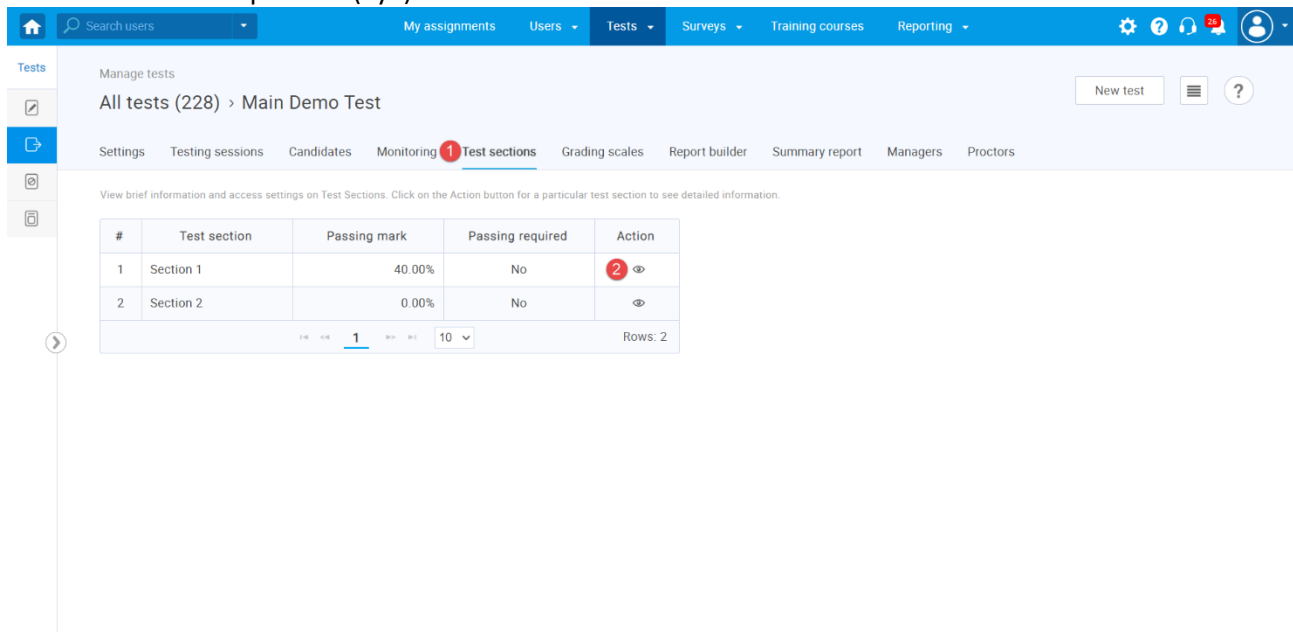
2.2   Editing a test

2.2.1   Questions editing
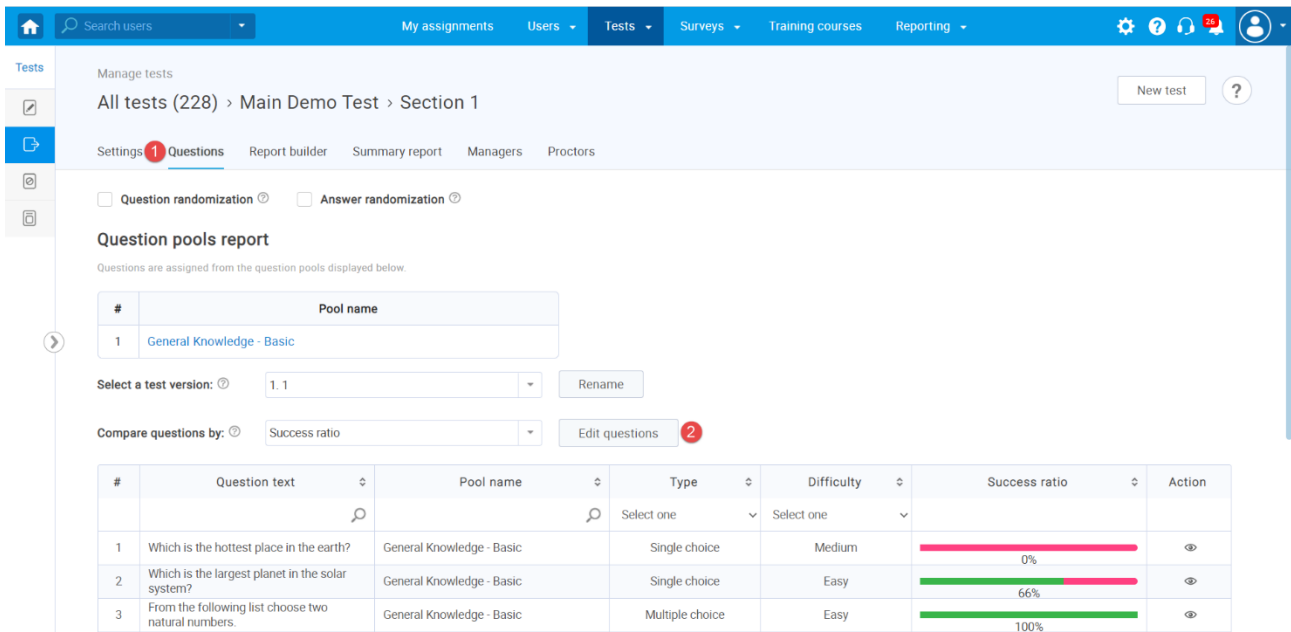
Once you open the test that you want to edit, you should:
1.   Click on the "**Test sections**" tab. *In case the test is without sections, click the "**Questions**" tab.*
2.   Click on the preview (eye) icon.

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.
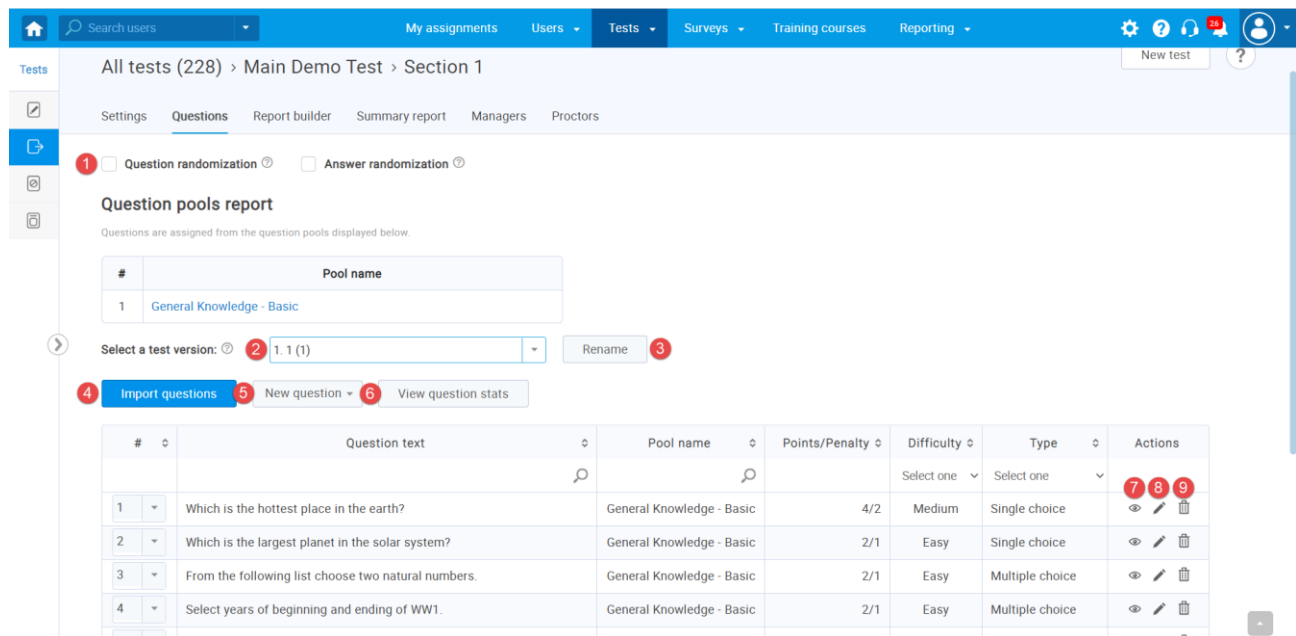
If there are candidates who have already completed the test, that completed version will be archived, and the copy will be created. The confirmation dialogue with this message will appear.
This option will not create a copy for the whole test. Instead, a copy of the question set will be created, allowing 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.
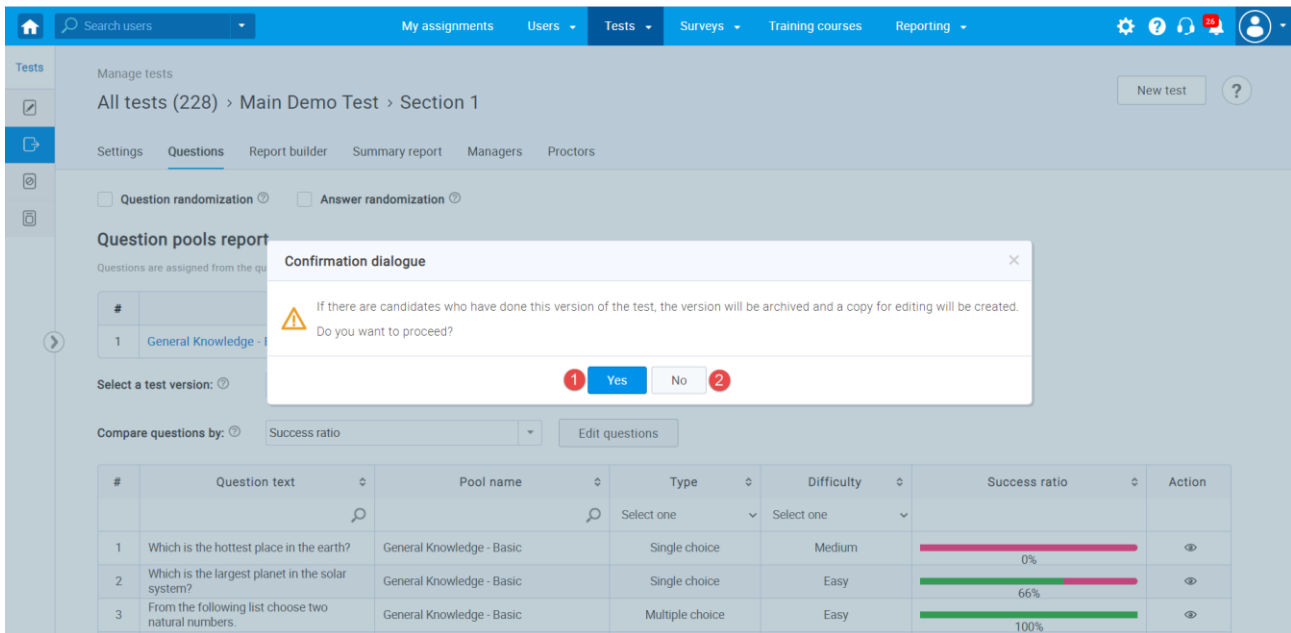
Once you access the editing mode, you can:

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.

2.2.2 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 capter.

1. Click on the "**Grading scales**" tab.
2. Click on the "**Edit grading**" button to open an editing mode.
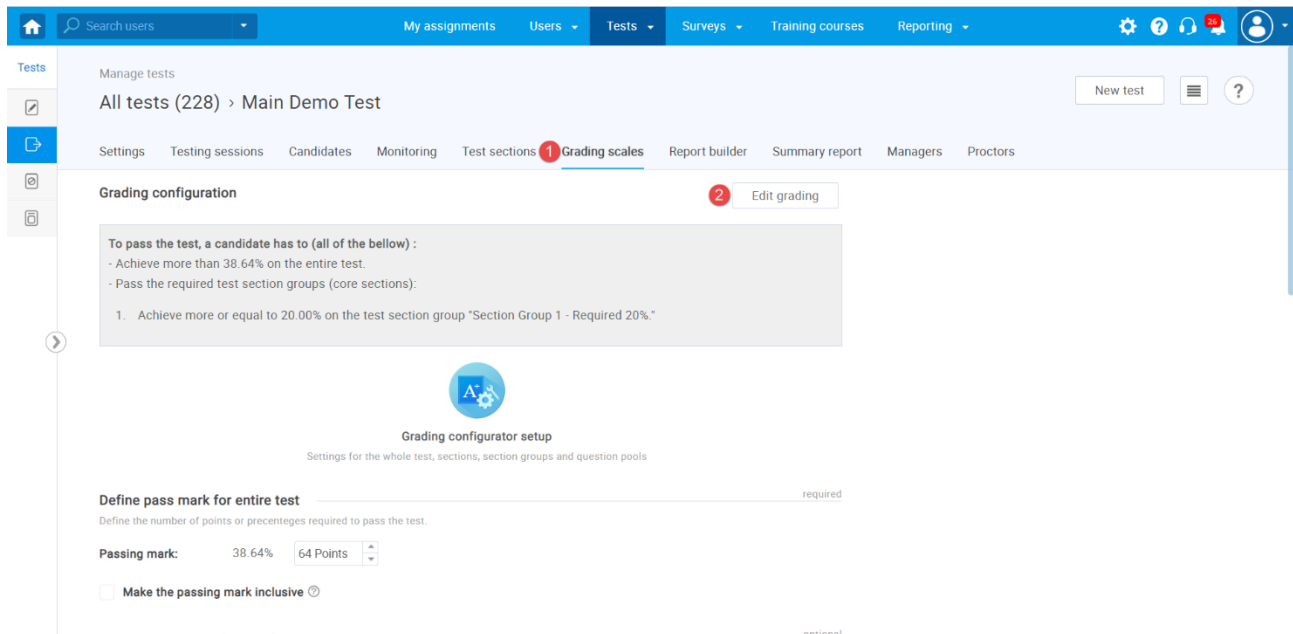
The confirmation dialogue will appear, saying that the grading configuration will affect previous results if they are not verified.

1. Click the "**Yes**" button to proceed with the editing grading configuration.
2. Click the "**No**" button to cancel.
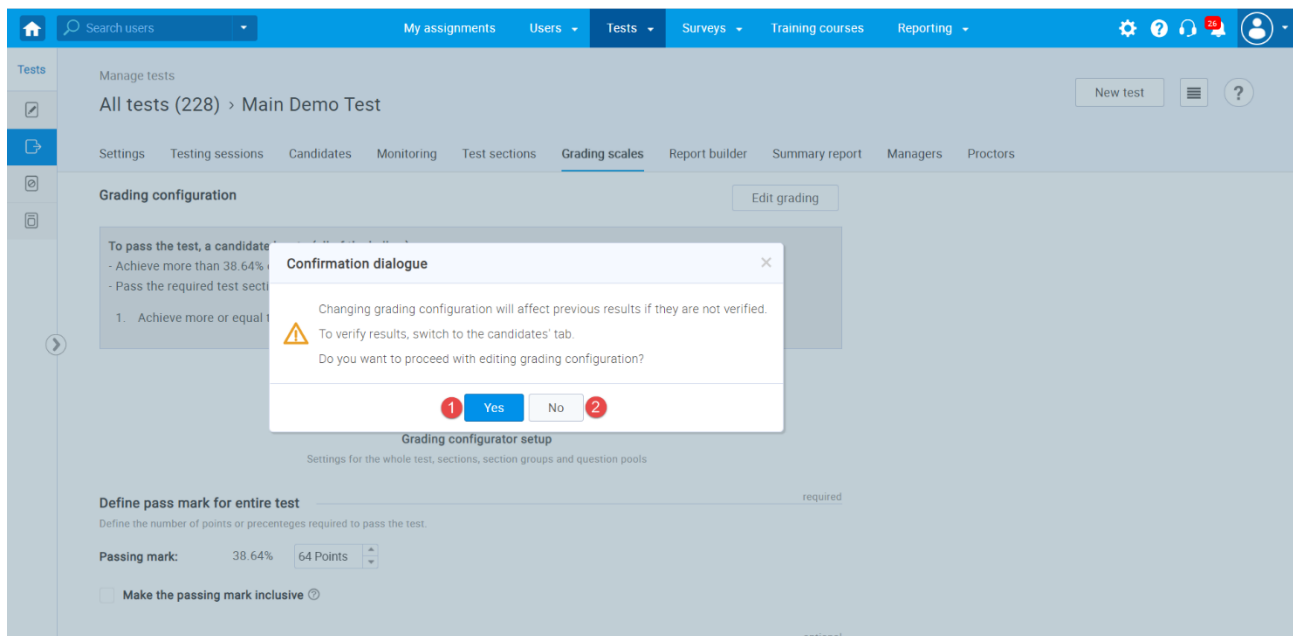
Once you access the editing mode, you can:

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 precenteges required to pass the test.

Set passing mark: ○ Percentage   ● Points

Passing mark: 38.64% | 64 Points |▲▼|

☐ 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: | CDASA-I Total test 800 scaled scoring   ▼ | **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	-	✏️

|◀ ◀ **1** ▶▶ ▶| | 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** 🗑️

|◀ ◀ **1** ▶▶ ▶| | 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% ✏️

🔄 |◀ ◀ **1** ▶▶ ▶| | 10 ▾ | Rows: 2