YouTestMe

Allow Administrators to Copy Exams



File name	How administrators can copy exams
Author	YouTestMe
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1 Introduction

This document explains how to achieve the following requirement:

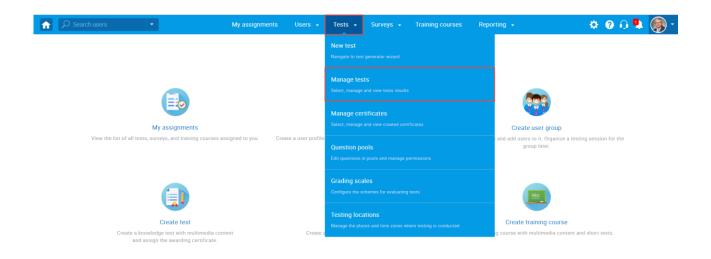
• Allow administrators to copy exams.

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.

		the list of the tes	ts you can ma	nage. Filter and se	arch	the tests by	multipl					"New test" button in the top right corner area more assisses and add cand		Mew test
	Name		on date 👻	Status	\$	ID	\$	Externa		Creation type	¢	Report displayed	¢	Report content
	pro	Q		Select one	~	Search	Q	Search	Q	Select one	~	Select one	~	Select one
	Automated Proctor	n Apr-1	3-2020	Published			1715			Manually created		Immediately after finishing		Score and answers preview
>)	Improved Exam Der	no Oct-0	5-2018	Published			1562			Manually created		Immediately after finishing		Score and answers preview
	■ Displayed colu	nns						14 <4	1	⊫> ⊨: 10 ∨				Rows: 2
														#

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

	Search users	My assignments	Users • Tests • Surveys • Training courses Reporting •	🌣 🛛 🗘 📮 🎯 ·
Tests	Manage tests			New test
	All tests (9) > Automated Pro	ctoring Demo Test		Preview
G	Settings Testing sessions Candidates	Monitoring Question	s Grading scales Report builder Summary report Managers Proctors	Delete
0				Export as PDF
	Settings	Basic informat	ion	Export test key
ō	Participation and an	T 10.	4745	Suspend
	Basic information	Test ID:	1715	Create a copy
	In-test configuration	Name:*	Automated Proctoring Demo Test	Export as SCORM
	Duration and Involt	Description:		Export as xAPI
(\mathbf{b})	Duration and layout	Description:		
(P)	Report settings	Label: ⑦		
	Pause/Repeat settings	Instructions:	Click to open instructions	
	Security settings	Creation type:	Manually created	
	Result validity settings	Test versions:	1	
	Certificate	Part of: ⑦	No training	
	External attributes	Created by:	admin	
		Creation date:	Apr-13-2020 07-24 AM EDT	
		Updated by:	admin	

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.

Wew bitef information and access settings on Test Sections. Click on the Action button for a particular test section to see detailed information. # Test section Passing mark Passing required Action 1 Section 1 40.00% No 2
1 Section 1 40.00% No 2 @
2 Section 2 0.00% No Φ
let et 1 → bt 10 v Rows: 2

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.



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S	Manag All te	e tests ests (228) → Ma	ain Demo ⁻	Test	> Section 1							N	ew test
	Setting	s Questions R	eport builder	Sumr	nary report Manager	rs Proctors							
	Ques	estion randomization tion pools repo	rt		domization ⑦								
	#		Pool	name									
۲	1	General Knowledge	Basic										
	Select	a test version: 🕐	1. 1			▼ Rena	me						
	Compa	re questions by: ⊘	Success ratio			* Edit	questions	2					
	#	Questic	on text	\$	Pool nam	ie \$	Тур	e ≎	Difficulty	\$	Success ratio	\$	Action
				Q		Q	Select one	~	Select one	~			
					General Knowledge - Basi	ic	Single o	hoice	Medium		0%	_	۲
	1	Which is the hottest p	lace in the earth	1?	General Knowledge - bas.		5						
	1	Which is the hottest p Which is the largest p system?			General Knowledge - Basi		Single	hoice	Easy		66%	_	۲

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.

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Tests	Manag	e tests											
	All te	ests (228) > Ma	in Demo Test	t > Section 1							N	ew test	?)
G	Setting	s Questions Re	port builder Sum	nmary report Manager	s Proctors								
0		estion randomization (indomization \odot									
		tion pools repor	O a sefere set a se	dialogue						×			
	#			e candidates who have do	ne this version of	f the test, the version	will be	e archived and a copy t	for edi	ting will be created.			
) 1	General Knowledge -	Do you wa	nt to proceed?									
	Select	a test version: ⊘			1	Yes No							
	Compa	re questions by: ⑦	Success ratio		* Edit o	questions							
	#	Questio	n text 🗢	Pool nam	e \$	Туре	\$	Difficulty	٥	Success ratio	٥	Action	
			Q		Q	Select one	~	Select one	~				
	1	Which is the hottest p	ace in the earth?	General Knowledge - Basi	ic	Single choice		Medium		0%		۲	
	2	Which is the largest pl system?	anet in the solar	General Knowledge - Basi	ic	Single choice		Easy		66%		۲	
	3	From the following list natural numbers.	choose two	General Knowledge - Basi	ic	Multiple choice		Easy		100%		۲	

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.

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Tests	All tests	(228) $>$ Main Demo Test $>$ Section 1								New test	?
	Settings	Questions Report builder Summary report Managers	Proctors	5							
₽	1 Question	n randomization \odot Answer randomization \odot									
Ø		pools report assigned from the question pools displayed below.									
	#	Pool name									
	1 Ger	neral Knowledge - Basic									
	Select a test	version: ⑦ 2 1.1(1)	Re	name 3							
	4 Import qu	uestions 5 New question - 6 View question stats									
	# 0	Question text	0	Pool name	٥	Points/Penalty \$	Difficulty \$	Туре	\$	Actions	
			Q		Q		Select one 🗸	Select one	×	789	
	1 *	Which is the hottest place in the earth?		General Knowledge - B	asic	4/2	Medium	Single choice			
	2 -	Which is the largest planet in the solar system?		General Knowledge - B	asic	2/1	Easy	Single choice		● / [*] [†]	
	3 *	From the following list choose two natural numbers.		General Knowledge - B	asic	2/1	Easy	Multiple choice		● / ¹ ¹	
	4 -	Select years of beginning and ending of WW1.		General Knowledge - B	asic	2/1	Easy	Multiple choice		● / □	
	e _	Wheele a look a color of command		Convert Verminder D		0.0	Com	Oinele chaise			

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.



Â	O Search users • My assignments Users • Tests • Training courses Reporting •	🌣 🛛 🖓 🕄 🕻
Tests	Manage tests All tests (228) > Main Demo Test	New test
₿	Settings Testing sessions Candidates Monitoring Test sections 1 Grading scales Report builder Summary report Managers P	Proctors
Ø	Grading configuration 2 Edit grading	
	To pass the test, a candidate has to (all of the bellow) : - 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 precenteges 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.

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Tests	Manage tests All tests (228) > Main Demo Test	New test
₽	Settings Testing sessions Candidates Monitoring Test sections Grading scales Report builder Summary report Managers Proctors	
Ø	Grading configuration Edit grading	
Q	To pass the test, a candidate Confirmation dialogue X - Achieve more than 38.64%, Pass the required test section. X 1. Achieve more or equal Configuration will affect previous results if they are not verified. X 1. Achieve more or equal To verify results, switch to the candidates' tab. Do you want to proceed with editing grading configuration? 1. Achieve more or equal Image: Configuration will affect previous results if they are not verified. To verify results, switch to the candidates' tab. Do you want to proceed with editing grading configuration? Image: Configurator setup Image: Configurator setup Grading configurator setup Settings for the whole test, section, section groups and question pools	
	Define pass mark for entire test required Define the number of points or precenteges required to pass the test. Passing mark: 38.64% 64 Points	
	Make the passing mark inclusive 🗇	

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			
		Settings for the who	ole test, sections, section	groups and question pools		
Define	e pass mark for entire test					req
Define th	he number of points or precenteges	required to pass the	e test.			
Set pas	ssing mark: Percentag	je 🤇	Points			
Passin	g mark: 38.64% 6	4 Points				
					2 Save passin	g mark
Ма	ake the passing mark inclusive					
-	score to a grading scale					opt
Select th	he adequate grading scale to preser	it the results.				
Grading	g scale: CDASA-I Total test	t 800 scaled scori	ng 👻		4 Save	grading
	e passing marks for section st section can have its passing mark		nuired to be passed. You	are able to drag and drop the table	e rows to reorder secti	opt
#	Section \$	Passing requi	red Passing mark	Inclusive passing mark	Grading scale	E
1	Section 1 Pools:	No	40%	o No	-	5
	General Knowledge - Basic					—
2	Section 2 Pools:	No	0%	o No	-	
2		No	0%	o No	-	
2	Pools: General Knowledge	No	-<4 <u>1</u> => =1	No No	-	Rows
Sectio	Pools: General Knowledge General Knowledge - Basic	14	<i <u="">1 i> bi</i>	10 ~	-	Rows
Sectio	Pools: General Knowledge General Knowledge - Basic on groups e test sections into groups and defin	14	<i <u="">1 i> bi</i>	10 ~	-	
Sectio	Pools: General Knowledge General Knowledge - Basic	14	<i <u="">1 i> bi</i>	10 ~	-	
Sectio	Pools: General Knowledge General Knowledge - Basic on groups e test sections into groups and defin	ne passing mark crit	<i <u="">1 i> bi</i>	10 ~	Actions	
Sectio Combine Cre	Pools: General Knowledge General Knowledge - Basic on groups e test sections into groups and define eate new section group	ne passing mark crit	eteria/ edit passing mark s	10 v settings	Actions	
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Sectio Combine (Cre # 1 Question Mark and	Pools: General Knowledge General Knowledge - Basic on groups e test sections into groups and define eate new section group Section group nam Section group 1 - Required 1. Section 1 2. Section 2 Con pools report setup () — ns are assigned from the question p id expected level of knowledge rega	ne passing mark crit ne 20%	I I teria/ edit passing mark Passing mark 20.00% I I I	10 Settings Inclusive passing mark Yes ark is equal to the test passing mark	Rows: 1	opt opt ve and p
Sectio Combine Cre # 1 Question mark an terminal	Pools: General Knowledge General Knowledge - Basic on groups e test sections into groups and define eate new section group Section group nam Section group 1 - Required 1. Section 1 2. Section 2 Con pools report setup () — ns are assigned from the question p and expected level of knowledge rega	ne passing mark crit ne 20%	Image: state	10 Settings Inclusive passing mark Yes ark is equal to the test passing mark	Rows: 1	opt opt ve and p