



YouTestMe

Test with Sections

File name	Allow separate exam forms and/or surveys to be administered within a single exam site.
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1 Introduction

This document explains how to achieve the following requirement:

- Allow separate exam forms and/or surveys to be administered within a single exam site.

2 Steps

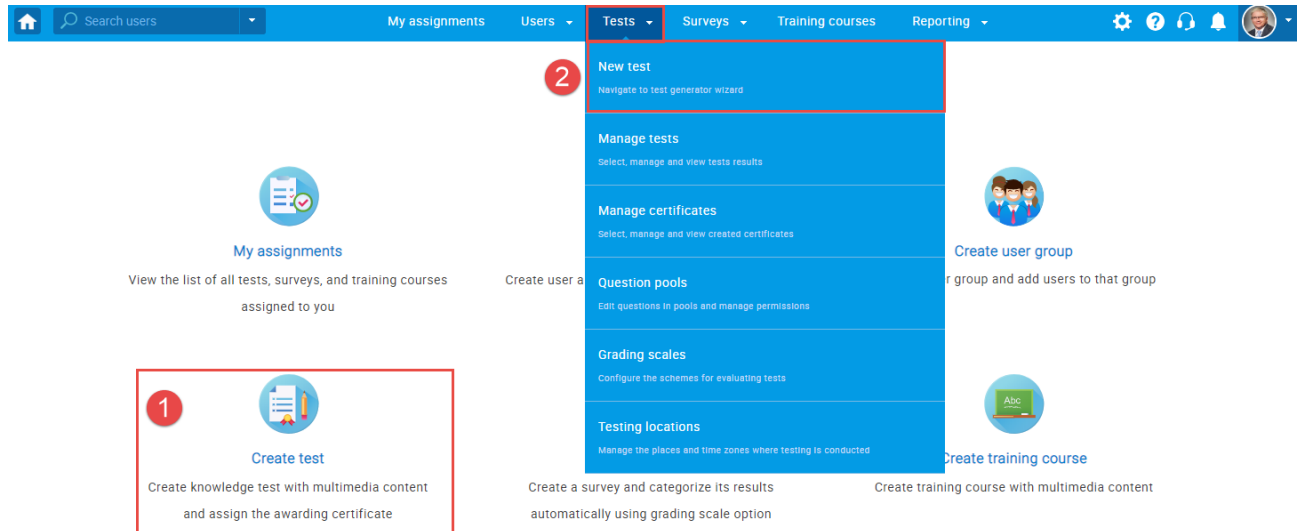
Test with sections feature allows separate exam forms and/or surveys to be administered within a single exam site.

2.1 Creating a test with sections

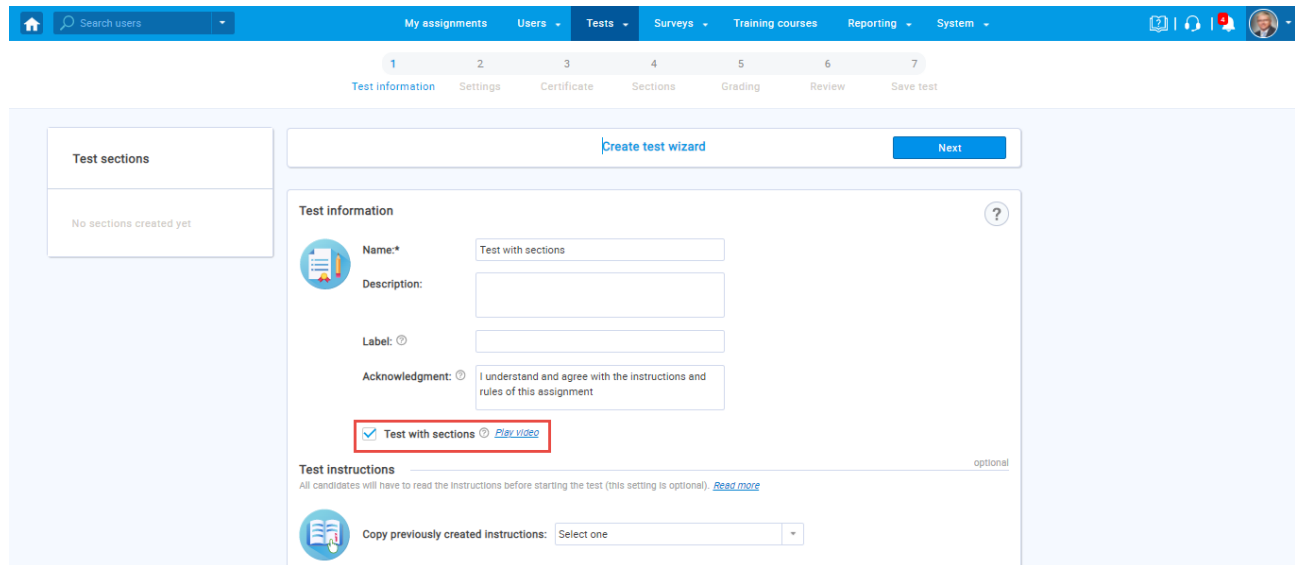
You can access the "**Create Test Wizard**" from the homepage by choosing one of the following two options:

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

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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.

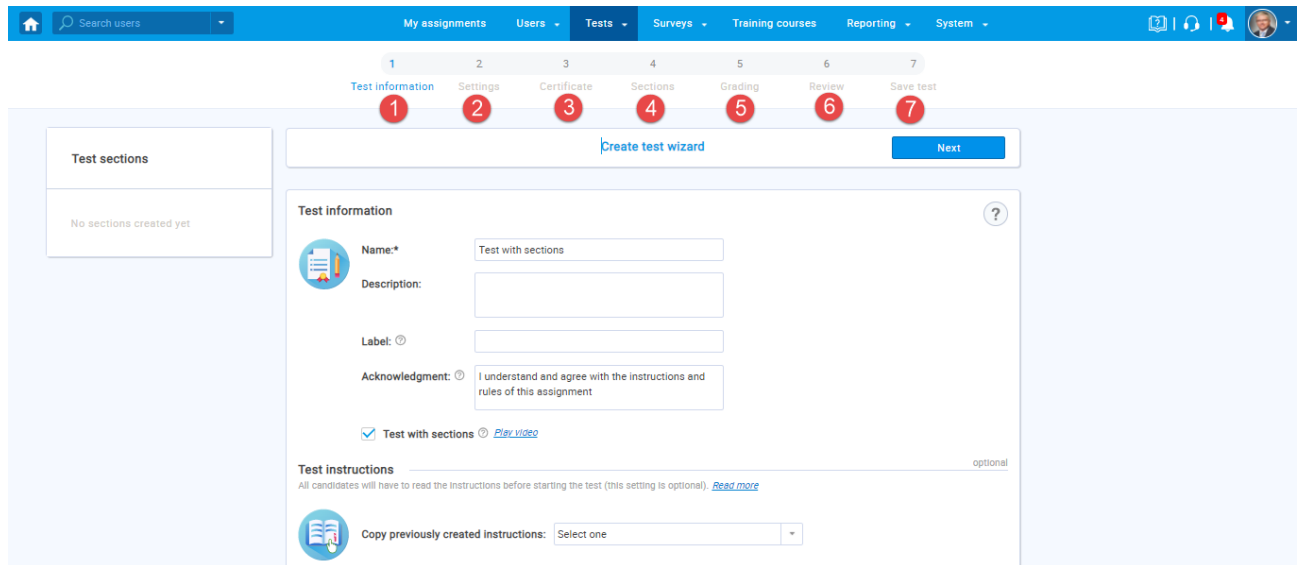


2.1.1 Test with sections

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

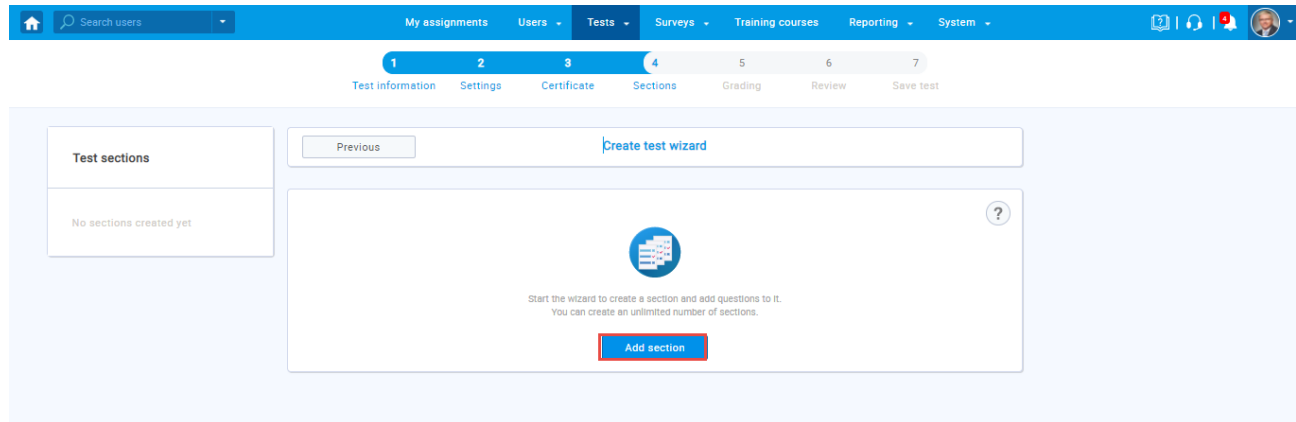


The screenshot shows the 'Create test wizard' interface at step 7, 'Save test'. The navigation bar at the top includes 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', 'Reporting', and 'System'. The wizard progress bar shows steps 1 through 7, with step 7 highlighted. The main content area is titled 'Test information' and contains the following fields:

- Name:** * Test with sections
- Description:** (empty text area)
- Label:** (empty text area)
- Acknowledgment:** I understand and agree with the instructions and rules of this assignment
- Test with sections [Play video](#)
- Test instructions:** optional. All candidates will have to read the instructions before starting the test (this setting is optional). [Read more](#)
- Copy previously created instructions:** Select one (dropdown menu)

2.1.2 Sections

Click on the "Add sections" button.



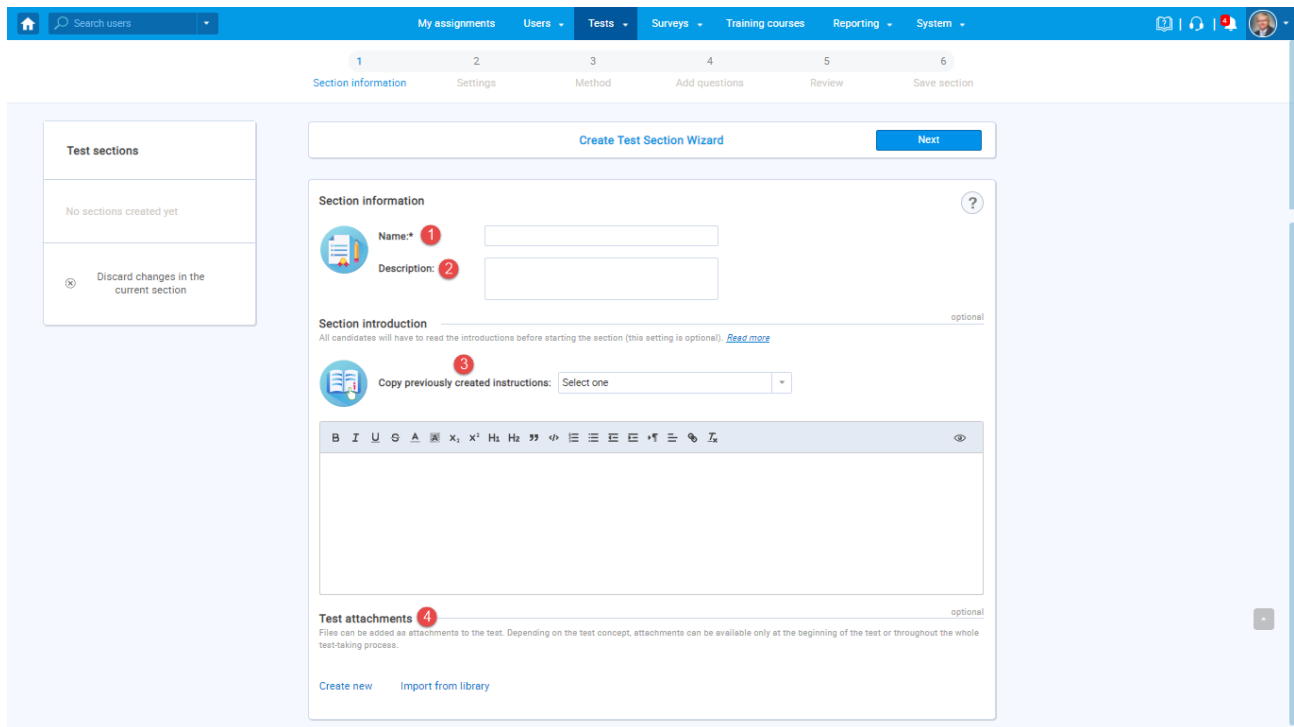
The screenshot shows the 'Create test wizard' interface at step 4, 'Sections'. The navigation bar is the same as in the previous screenshot. The wizard progress bar shows steps 1 through 7, with step 4 highlighted. The main content area is titled 'Test information' and contains the following elements:

- Previous** button
- create test wizard** header
- Instructional text: Start the wizard to create a section and add questions to it. You can create an unlimited number of sections.
- Add section** button (highlighted with a red box)

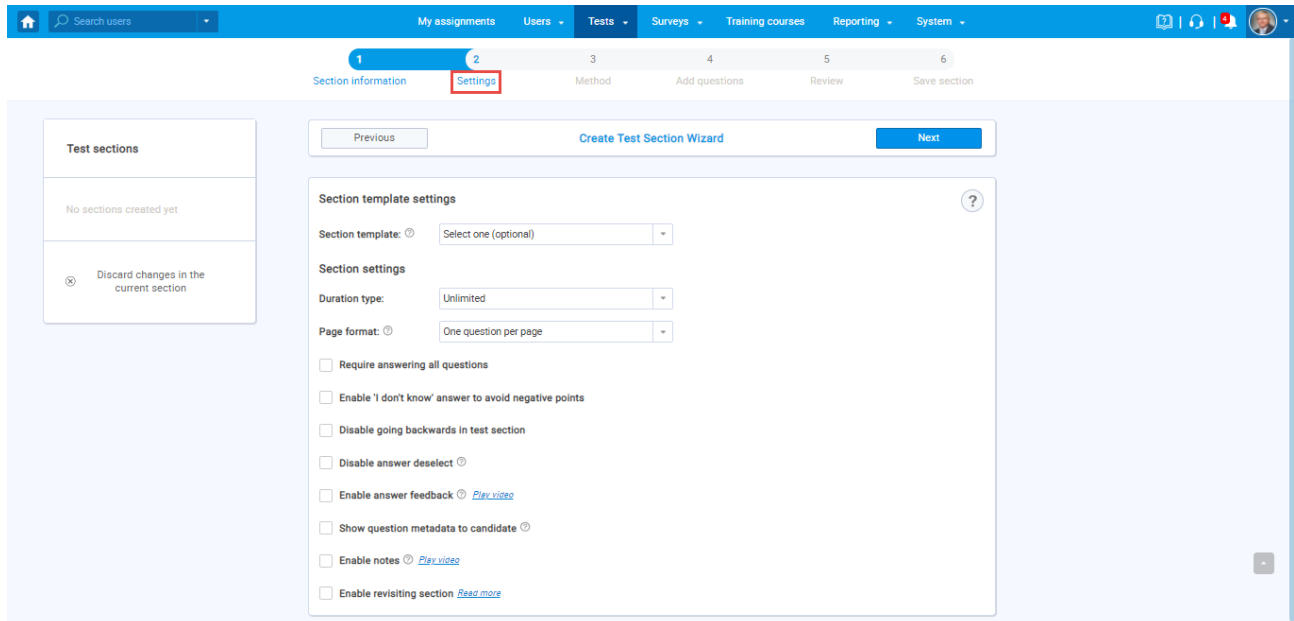
For this specific section:

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

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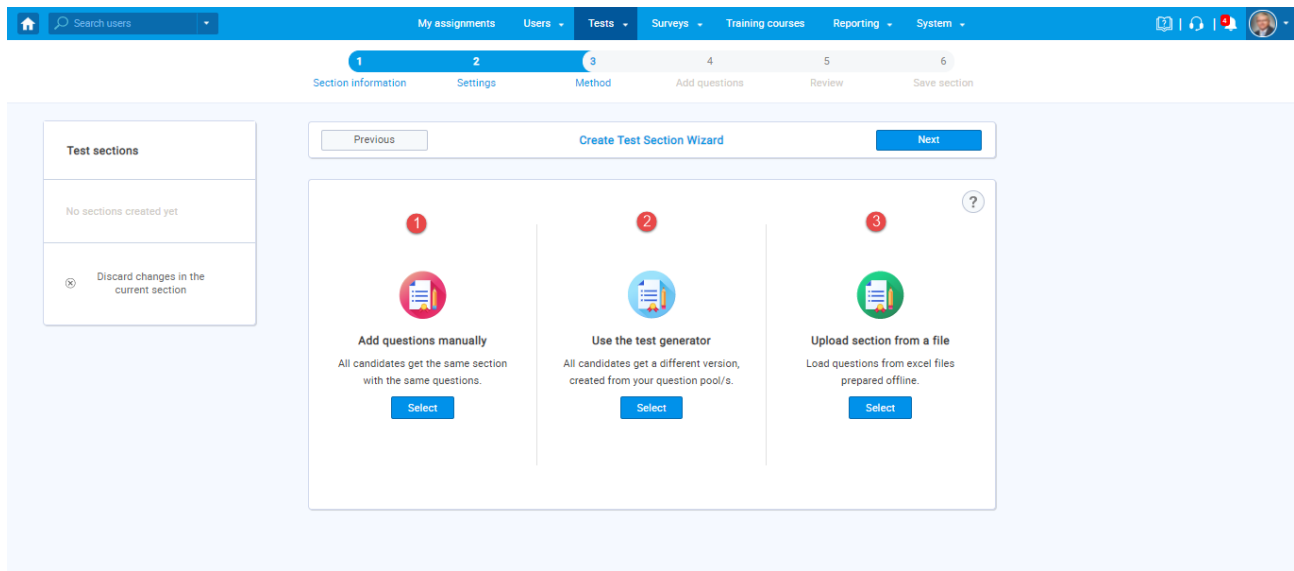
Define desired settings that will apply only to this section.



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

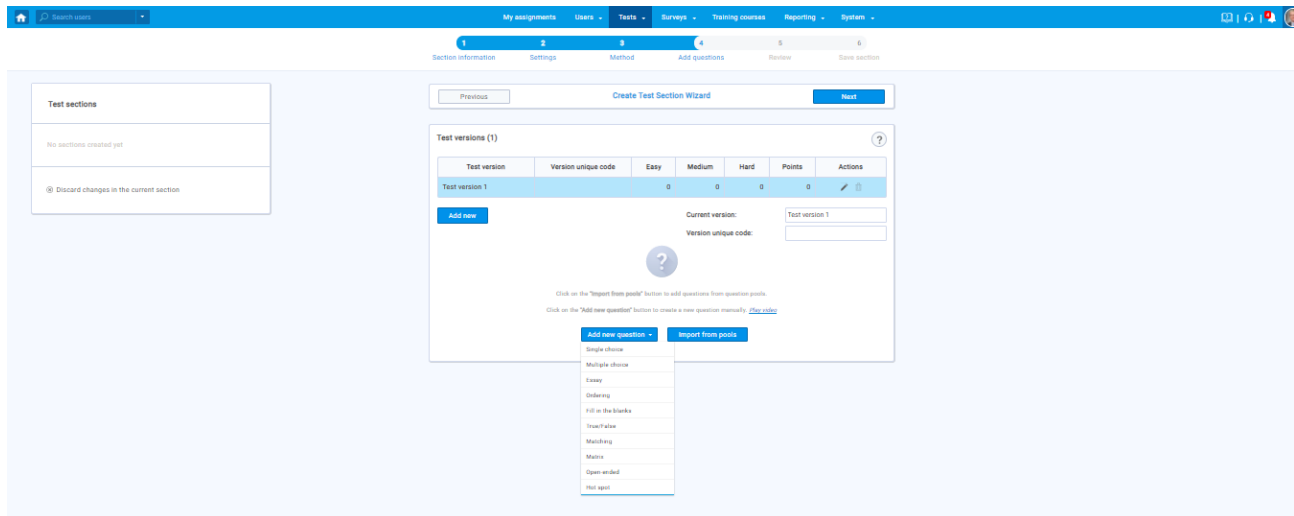
1. Add questions manually
2. Use the test generator
3. Upload section from the file

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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.

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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: 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: No group New Edit Delete

Branching

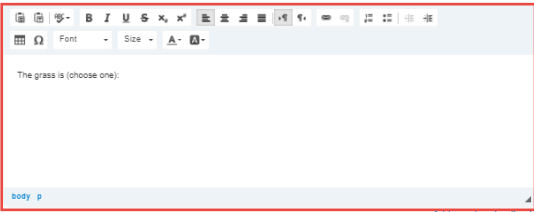
Additional attachments Create new Import from library

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).

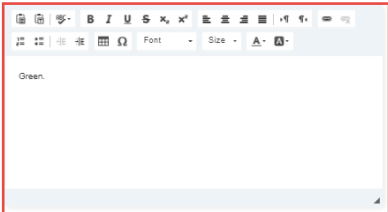
Translations Add translation

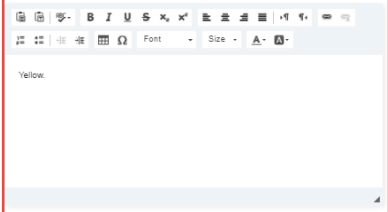
Create versions of this question in different languages.

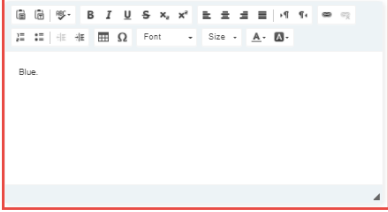
Question text


The grass is (choose one).

Answers

1 
Green.

2 
Yellow.

3 
Blue.

Add answer

Answer generator

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

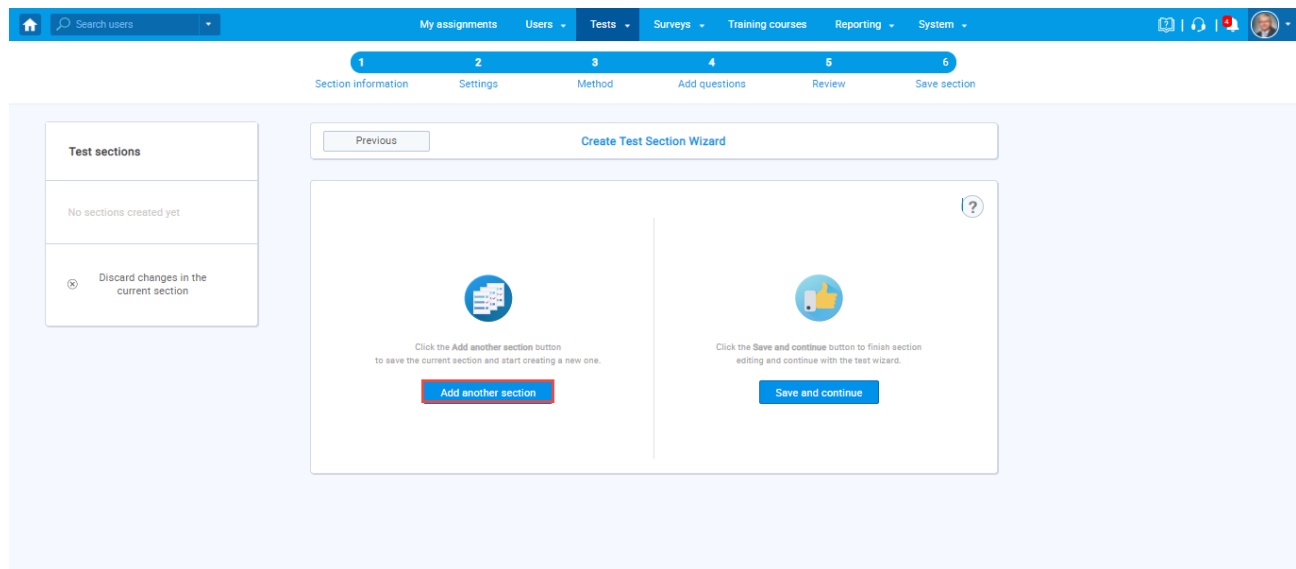
Add to pool

Add to test Cancel

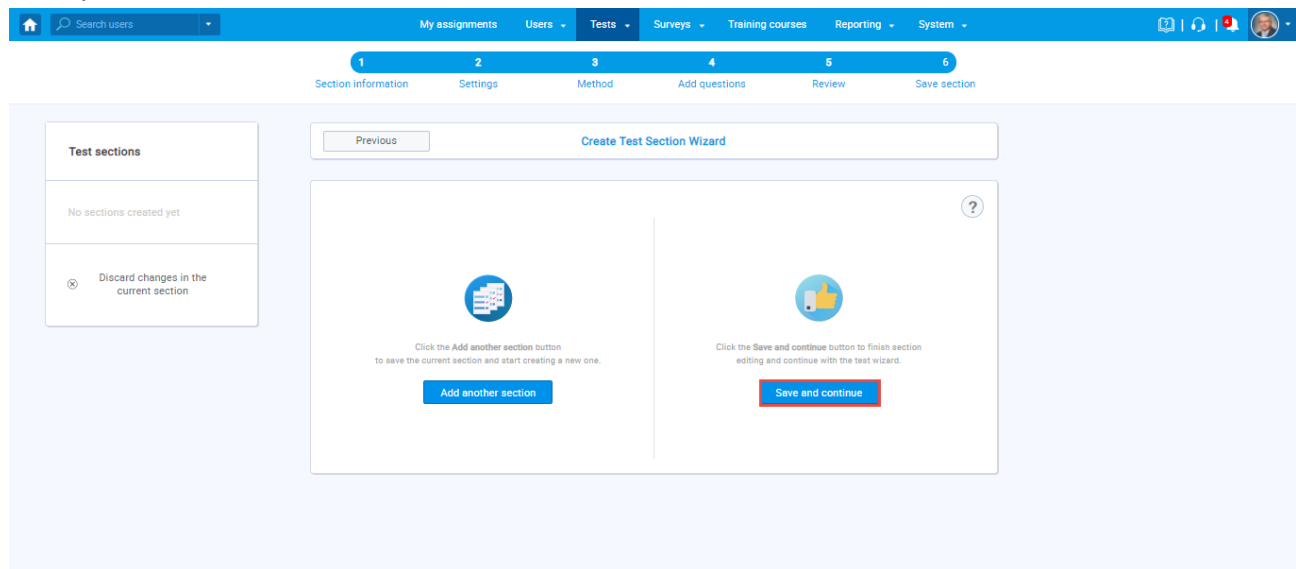
Once you fill in the question text field, add answers choices, and select the correct answer. Add the question to the test by clicking the **"Add to test"** button on the page's bottom.

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.



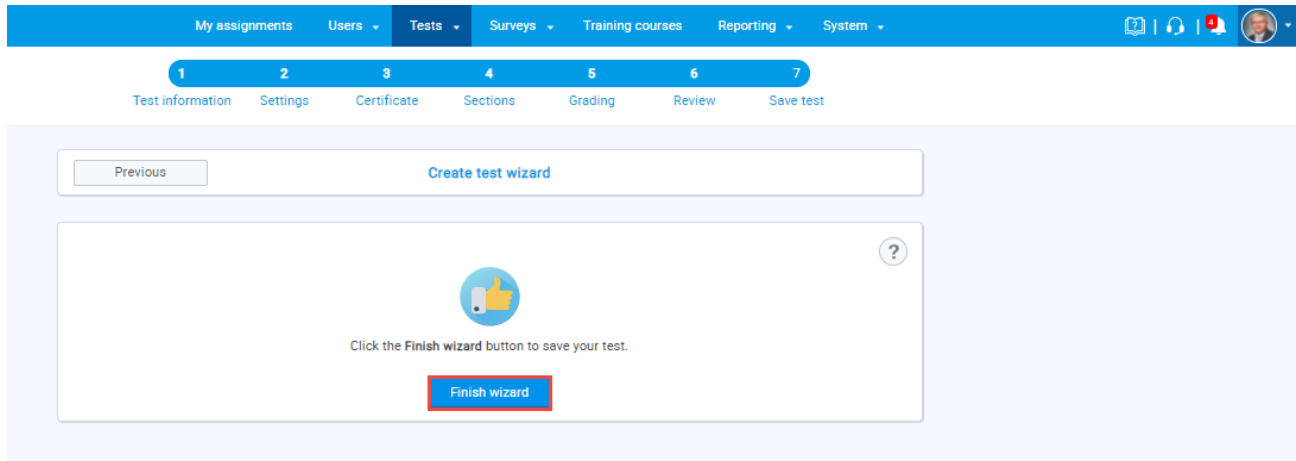
Once you have added sections, click on the **"Save and continue"** button.



2.1.5 Save test

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

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The screenshot shows the 'Create test wizard' interface. At the top, there is a navigation bar with the following items: My assignments, Users, Tests, Surveys, Training courses, Reporting, and System. Below this is a progress indicator with seven steps: 1. Test information, 2. Settings, 3. Certificate, 4. Sections, 5. Grading, 6. Review, and 7. Save test. The current step is 7, 'Save test'. The main content area contains a 'Previous' button on the left and a 'Create test wizard' button on the right. Below this is a large white box with a thumbs-up icon and the text: 'Click the Finish wizard button to save your test.' At the bottom of this box is a red 'Finish wizard' button.