YouTestMe

Test with Sections



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

File name	Allow separate exam forms and/or surveys to be administered within a single exam site.
Author	YouTestMe
Confidentiality	Public
Last save date	Friday, March-04-2022 at 7:11:00 PM

Table of Contents

1	Introduct	ion	2
2	Steps		2
2	.1 Crea	iting a test with sections	2
	2.1.1	Test with sections	3
	2.1.2	Sections	4
	2.1.3	Adding questions	6
	2.1.4	Save section	8
	2.1.5	Save test	8

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.

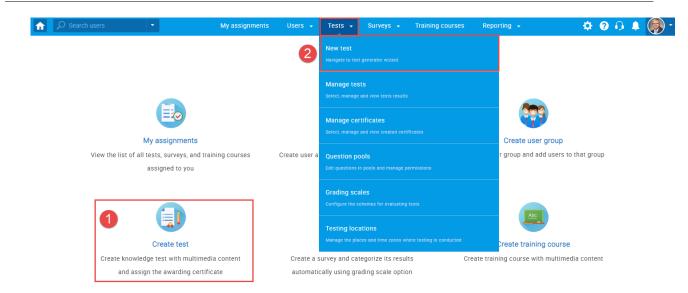
2.1 Creating a test with sections

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



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



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.

分 Search users ▼	My assignments Users - Tests -	Surveys 👻 Training courses	Reporting - System -	😰 i 🗛 🌘 -
	1 2 3 Test information Settings Certificate	4 5 6 Sections Grading Revie		
Test sections	¢reat	te test wizard	Next	
No sections created yet	Test information Name:* Test with sections Description:		(?	
	Label: Acknowledgment: I understand and agree with the rules of this assignment Test with sections Play Viseo	instructions and		
	Test instructions All candidates will have to read the instructions before starting the test (this s Copy previously created instructions: Select one	etting is optional). <u>Read more</u>	optional	

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

Ø Search users ▼		My assig	gnments	Users 🗸	Tests 🗸	Surveys 🚽	Training c	ourses Re	eporting 👻	System 👻
		1	2	3		4	5	6	7	
		Test information	Settings	Certifi		Sections	Grading	Review	Save te	est
			2			4				
Test sections					Creat	e test wizard				Next
No sections created yet	Test infor	rmation								?
		Name:*	Test v	vith sections						
		Description:								
		Label: ⑦								
		Acknowledgment		erstand and ag of this assign		nstructions and				
		Test with sec	ctions @ Pla	a <u>y video</u>						
	Test instr All candidate	ructions es will have to read the	e Instructions I	pefore starting	the test (this s	etting is optional). <u>F</u>	ead more			optional
		Copy previously o	created instr	uctions: Se	lect one			*		

2.1.2 Sections

Click on the "Add sections" button.

	My assignments Users - Tests - Surveys - Training courses Reporting - System -	🖾 I 🖓 I 🗳 🎯 -
	1 2 3 4 5 6 7 Test information Settings Certificate Sections Grading Review Save test	
Test sections	Previous Create test wizard	
No sections created yet		
	Start the wizard to create a section and add questions to it. You can create an unlimited number of sections.	

For this specific section:

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



Search users	N	Ay assignments	Users 🗸	Tests 🗸	Surveys 👻	Training courses	Reporting +	System 👻
	1	2		3	4		5	6
	Section information	Settings		Method	Add que:	tions	Review	Save section
							_	
Test sections				Create Tes	t Section Wizar	d		Next
No sections created yet	Section information	n						?
	Name:*	1						
Discard changes in the	Description	on: 2						
current section								optional
	Section introduction All candidates will have to		ns before startin	ig the section (th	s setting is optional). <u>Read more</u>		optional
		3						
	Copy prev	viously created inst	tructions: S	elect one		*		
	BIUSA	選 X, X ² H1	Hz 77		•¶ = 90 7.			۲
	Test attachments	4						optional
	Files can be added as atta test-taking process.		Depending on t	ne test concept, a	ttachments can be i	available only at the be	ginning of the test or	throughout the whole
	Create new Impo	ort from library						

Define desired settings that will apply only to this section.

♠	My assignments Users - Tests - Surveys - Training courses Reporting - System -	💷 i 🖓 🔍 🎯
	1 2 3 4 5 6 Section information Settings Method Add questions Review Save section	
Test sections	Previous Create Test Section Wizard Next	
No sections created yet	Section template settings Section template: Section (optional)	
Discard changes in the current section	Section settings Duration type: Unlimited +	
	Page format: One question per page * Require answering all questions *	
	Enable 'I don't know' answer to avoid negative points Disable going backwards in test section	
	Disable answer deselect © Enable answer feedback © <i>Birr video</i>	
	Show question metadata to candidate [®] Enable notes [®] <u>Bis video</u>	
	Enable revisiting section Resummer	

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



O Search users	•		My assignments	Users 🗸	Tests 🗸	Surveys -	Training course	es Reporting	← System ←
		1	2		3	4		5	6
		Section information	n Settings		Method	Add que	stions	Review	Save section
Test sections		Previous			Create Tes	t Section Wiza	d		Next
No sections created yet			-			•			?
			0			2		(3	
 Discard changes 	n the								
 Discard changes current section 									
			estions manually		line the	test generator		Upload sectio	a from a file
			s get the same section	4		test generator get a different ver	sion.	Load questions	
			same questions.			our question poo		prepared	
			Select			Select		Sel	ect

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.

ñ			My as	signments Users - Te	sts - Su					
			1	2 3		4		5	6	
			Section information	Settings Meth		Add questions		niew	Save se	
			Previous	Crea	te Test Seci	ion Wizard			Next	
	Test sections									
		-								
	No sections created yet		Test versions (1)							?
			Test version	Version unique code	Easy	Medium	Hard	Points	Actions	
			Test version 1		0		0	0	7.0	
	Discard changes in the current section		Test version 1		U	0	u	U U	1	
			Add new			Current vers	ion:	Test version	ion 1	
						Version unio	ue code:			
					- (?)					
				Click on the "Import from p Click on the "Add new question						
				Citic of the Ass law design	in present to crim	a a conse que a conse o				
				Add new gue	istion -	Import from p	ools			
				Single choice						
				Multiple choice						
				Examp Ordering						
				Fill in the black						
				True/False						
				Matching						
				Matrix						
				Open-ended						
				Het spot						

Here is an example of how to add a single choice question.



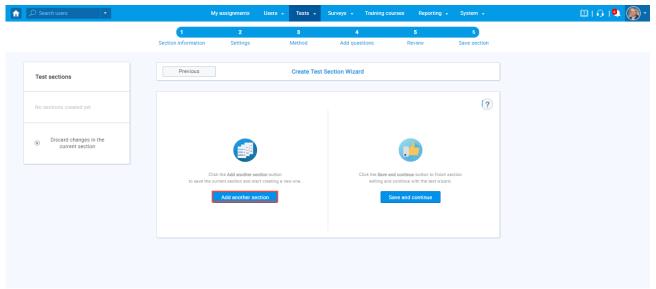
		[
Basic settings Define how the answer to the question will be graded. Points, penalty, and duration are default values that can be overridden during the test	Scoring method: ⑦ Points:	5 A Penalty:	0	*	Single	choice ≓
Generator settings	Difficulty:	Medium		÷		
Label question by a difficulty to prepare them for the Test generator or just for better organization. Tune the level of appearance in randomly generated tests by specifying the frequency factor.						
Custom properties Specify the custom properties for the question.	Topic Areas:			Ŧ		
	Terminal Learning Objectives:			*		
Advanced question setup Create multi-dimensional question structures by	Question group: 🗇	No group		* Ne	w Edit	Delete
utilizing question branching. Share data between questions using question grouping. <u>Read more</u>	Branching 🔊					
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 Impo	ort from library				
Translations Create versions of this question in different languages.	Add translation					
Question text						
		• • • 1 1 + +			٢	🖻 fx
🖩 Ω Font - Size - <u>A</u> - L	3-					
The grass is (choose one):						
body p		Ad	d question fe	⊿ edback		
Answers			Correct			
1 ° @ @ %- BIU	\$×, ×' ≞ ≞ :	1 1 1 1 9 9	~	٩		fx 📋
2= == +≡ +≡ Ω	Font - Size -	<u>A</u> · ⊠·				
Green.						
2 × B B %- B I U		4		0		fx 前
2 * B <i>I</i> U μ τι μ μ μ Ω				٢	Ē	JA 🔟
Yellow.						
3 [×] B <i>I</i> <u>U</u>	\$ x, x' E E :	1 1 1 1 · · · ·		٢	P	fx 📋
2 = = 4= 4= III Ω	Font - Size -	<u>A</u> · 🖾·				
Blue.						
		4				
Add answer 🔹		4				
Add answer Answer generator		4				
Answer generator ⑦						
	ering the question easier. If	The candidate chooses to use the assirt red, the brenching option will be disable	tance, a penalty	will be a	pplied to t	the question
Answer generator ⑦ Assistance Define the optional assistance that will make answ	ering the question easier. If	the candidate chooses to use the assie red, the branching option will be disable	tance, a penalty	will be a	pplied to t	the question
Answer generator ③ Assistance Define the optional assistance that will make answ accore. If you define the assistance to the question	aring the question easier. If	the candidate chooses to use the assile red, the branching option will be disable	tance, a penalty id.	will be a	pplied to t	the question
Answer generator Assistance Defere the optional assistance that will make answer Typo define the assistance to the question to Add essistance *	tring the question easier. If name the Stranching is allow Add to test	red, the branching option will be disable	tance, a penalty	will be a	pplied to t	the question



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.

,,⊃ Sea	irch users	•		My assignments	Users - Tests -	Surveys - Training o	courses Reporting	→ System →
			1	2	3	4	5	6
			Section information	n Settings	Method	Add questions	Review	Save section
Test	sections		Previous		Create Te	st Section Wizard		
No se	ections created yet							?
8	Discard changes in current section							
			to save	Click the Add another set the current section and sta Add another se	irt creating a new one.	editing ar	and continue button to fini nd continue with the test wi	

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 as:	ignments	Users 🖌 Te	sts 🗸 Surveys	 Training c 	ourses Rep	orting 🖌 Sys	stem 👻	🕮 I 🗘 I 🗳
1	2	3	4	5	6	7		
Test information	Settings	Certificate	Sections	Grading	Review	Save test		
Previous			Create test wizard					
							_	
							?	
		Click the Fin	ish wizard button to s	ave your test.				
			Fisished					
			Finish wizard					