YouTestMe

Section Revisiting



File name	How to allow candidates to navigate through multiple exam sections
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1 Introduction

This document explains how to achieve the following requirement:

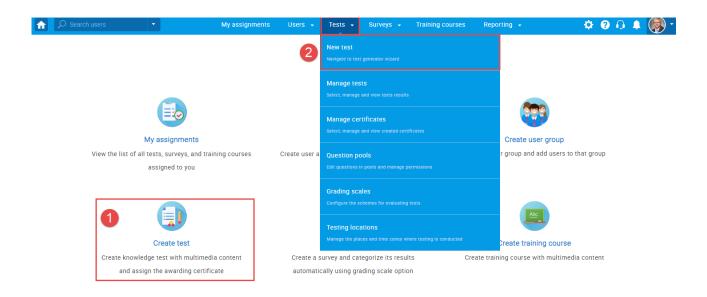
• Allow candidates to navigate through multiple exam sections without triggering automatic removal from system.

2 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





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.

	My assignments Users + Tests + Surveys + Training courses Reporting + System +	🗐 🙃 I 🗣 🍥
	1 2 3 4 5 6 7	
	Test information Settings Certificate Sections Grading Review Save test	
Test sections	Create test wizard Next	
No sections created yet	Test information (?)	
	Name* Test with sections	
	Description:	
	Label: O	
	Acknowledgment: O I understand and agree with the instructions and rules of this assignment	
	✓ Test with sections ③ <i>Plex VISEQ</i>	
	Test instructions optional All candidates will have to read the instructions before starting the test (this setting is optional). <u>Read more</u>	
	Copy previously created Instructions: Select one -	

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

	My assignme	ents Users - Tes	sts - Surveys -	Training cours	es Reporting 🗸	System 👻	Q (
	1	2 3	4	5	6 7		
	Test information S	Certificate	Sections	Grading	Review Save	test	
			•				
Test sections			Create test wizard			Next	
No sections created yet	Test information					?	
	Name:*	Test with sections					
	Description:						
	Label: ⑦						
	Acknowledgment: ③	I understand and agree wi	th the instructions and				
	· · · · · · · · · · · · · · · · · · ·	rules of this assignment					
	Test with section	IS ⑦ <u>Play video</u>					
	Test instructions All candidates will have to read the inst	ructions before starting the test	(this setting is optional).	Read more		optional	
	Copy previously creat	ted instructions: Select on	e	*			

2.1.2 Sections

Click on the "Add sections" button.

f		My assignments Users - Tests - Surveys - Training courses Reporting - System -	🖾 🖓 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 witzard 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

	Му	assignments	Users - Te	sts - Surveys -	Training courses	s Reporting –	System 👻	🕮 I 🗛 I 🗳
	1 Section information	2 Settings	3 Metho		4 lestions	5 Review	6 Save section	
	Section information					Review		
Test sections			Crea	ate Test Section Wiz	ard		Next	
No sections created yet	Section information						?	
Discard changes in the current section	Name:*	2 • 2						
	Section introduction All candidates will have to r	ead the introduction	ns before starting the se	ection (this setting is optic	nal). <u>Read more</u>		optional	
	Copy previo	3 pusly created inst	tructions: Select or	ne	Ŧ			
	BIUSA	🕷 X ₂ X ² H1	H₂ " ↔ 🗄 🗮	≣ ≡ +1 ≞ %	<u>T</u> _×		۲	
	Test attachments 4 Files can be added as attact test-taking process.		Depending on the test o	concept, attachmenta can	e available only at the b	eginning of the test or	optional throughout the whole	

2.1.3 Settings

Move to the next step, "Settings", and check the option "Enable revisiting section".

This option allows candidates to return from the previous section to this one until they submit the answers - by clicking the "**Finish section**" button.

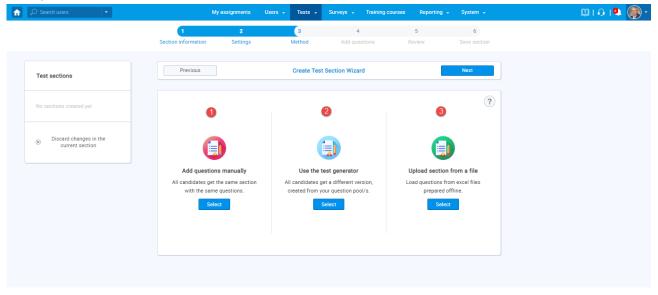
<u>Note</u>: Once a candidate submits the answers in this section, it is no longer possible to return to it. The "Enable revisiting section" option allows candidates to return to the section and changing their answers only before the section is submitted.

	•	My assignments	Users 🗸 Tes	sts 🗸 Surveys 🗸	Training courses	Reporting 👻	🌣 🛛 🗘 🌲 🏟	-
Test sections	Previous		Create Te	est Section Wizard		Next		
Section one	Section template sett	ings elect one (optional)		Ţ		?		
 Oiscard changes in the current section 	Section settings	nlimited		•				
		ne question per page		-				
	Enable 'I don't know'	answer to avoid nega	tive points					
	Disable going backw	ack						
	Show question meta Enable revisiting sec						٠	

2.1.4 Method

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



2.1.5 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.

								2
		2	3	4		5	6	
	Section information		Method	Add questions		eview	Save sect	
	Sector mornation	seconda	Mathou	Hou questions				
	Previous		Create Test Sec	tion Wizard			Next	
Test sections								_
No sections created yet	Test versions (1)							?
	Test version	Version unique co	de Easy	Medium	Hard	Points	Actions	
(8) Discard changes in the current section	Test version 1			0	a	o	2.0	
(a) biscard changes in the current section								
	Add new			Current versi	on:	Test versio	an 1	
				Version uniq				
				version uniq	ue code.			
			t from pools" button to					
		Click on the "Add new o	question" button to cre	te a new question m	encelly. <u>Play vide</u>	0		
			ew question +	Import from po				
				import from po	015			
		Single o						
		Multiple	choice					
		Exany						
		Ordering	9					
		Fill in th	re blanka					
		True/Fa	law					
		Matchin	9					
		Matrix						
		Open-er						
		Hot spo						
			-					

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

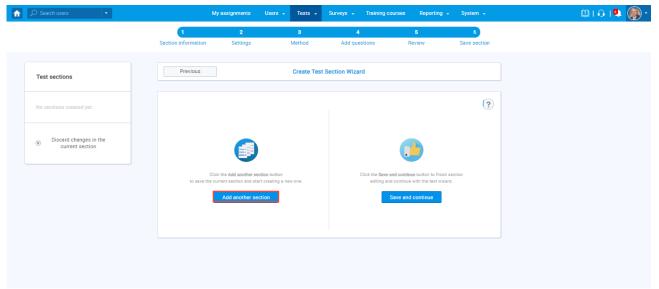


Basic settings Define how the answer to the question will be	Scoring method: (2)	Defining correct/incorrect answe	ers +	Single	e choice ≓
graded. Pointa, penalty, and duration are default values that can be overridden during the test creation process.	Points:	5 * Penalty:	0 *		
Generator settings Label 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 apecifying the frequency	Difficulty:	Medium	*		
factor. 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.	Question group: ⑦	No group	•	New Edit	t Delete
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 Imp	port from library			
Translations Create versions of this question in different languages.	Add translation				
Question text					
Ω Font • Size ▲	a -			4	
Answers		,	Add question feedt	Dack	
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Add answer • Add answer • Add answer • Add answer • Assistance Define the optional assistance that will make are	Font • Size •	If the candidate chooses to use the ass	sistance, a penalty will		
μα τα 4: 44 m Ω Bue.	Font • Size •	If the candidate chooses to use the ass	sistance, a penalty will		
Add entower T Answer generator ® Assistance Source to the question	Font • Size •	If the candidate chooses to use the ass	sistance, a penalty will		

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.

2.1.6 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.

🔎 Search users	•		My assignments	Users 🗸	Tests 🚽	Surveys 🗸 Tra	ining courses	Reporting	
		1	2		3	4		5	6
		Section informat	ion Settings	Me	thod	Add questions	9 I	Review	Save section
		Previous				Section Wizard			
Test sections		Previous	2	U.	reate rest	Section wizard			
No									?
No sections created ye									
 Discard changes 	in the								
 Discaro changes current secti 									
			Click the Add another	ection button		Click ti	ne Save and contir	nue button to finis	sh section
		to as	ve the current section and a	tart creating a new or	ne.	er	diting and continu	e with the test wi	zard.
			Add another s	ection			Save an	d continue	

2.1.7 Save test

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



My assignments		gnments	Users 👻	- Tests - Surveys - Training courses Reporting - System -							🕮 I 🔂 I	ą
	1	2	3		4	5	6	7				
	Test information	Settings	Certifi	cate	Sections	Grading	Review	Save test	t			
F	Previous			Creat	e test wizar	d						
									?			
			Click th	e Finish wiz	ard button to	save your test.						
				Fi	nish wizard							

2.2 A preview of going back to the previous section from the candidate's perspective

When the candidate starts taking the test with two sections, answers the questions in the first section, proceeds to the second section but wishes to go back to the previous section again, they need to click on the previous section name as it is shown on the image below.

		Section progress ba	ar	(
uestion: 1 of 2 Type: Single choice	▶			
A compliance professional's responsibilities include all of the following EXCEPT:		Test		Section
(REQUIREMENTS)		Section name	Started	Finished
		1. Section one	Oct-26-2020 02:54 PM CET	
POLICIES REGULATIONS		2. Section 2	Oct-26-2020 02:55 PM CET	
Compliance		Notes		
		B I U ⊖ E ≣ E E		lz)) ()

As you can see, the candidate is now located in the previous section of a test (the first one in this case).

Continue later	Finish sec	tion	Finish test	
	Section progress b	ar		0/
uestion: 1 of 13 Type: Fill in the blanks				
ill in the blanks.	Test		Section	
	Section name Sta		rted Finished	
	1. Section one	Oct-26-2020 PM CET		
	2. Section 2	Oct-26-2020 PM CET		
	Notes			
omplete the gaps with correct word(s)			H1 H2 99 « />	ť
Market is a marketing which involves dividing a broad target market into subsets of consume countries that have, or are perceived to have, common needs, interests, and priorities, and then designing and imple				
strategies to them.				

<u>Note</u>: The candidate can not revisit the second section if the **"Enable revisiting session"** option is not checked in the settings.