



# YouTestMe

Report Builder

|                        |                                     |
|------------------------|-------------------------------------|
| <b>File name</b>       | Customizable reports                |
| <b>Author</b>          | YouTestMe                           |
| <b>Confidentiality</b> | Public                              |
| <b>Last save date</b>  | Friday, March-04-2022 at 7:26:00 PM |

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## 1 Introduction

This document explains how to achieve the following requirement:

- Test administrators/users should have access to the following metrics and be able to include any of these fields in any of these customizable reports: candidate ID, exam date, total exam time, time to answer each item, response to each unscored item (e.g., demographic survey questions), response to each exam item, correct response to each exam item, score on each exam item, score on each exam section (e.g., score on Section A, score on Section B, score on Section C, and overall score.

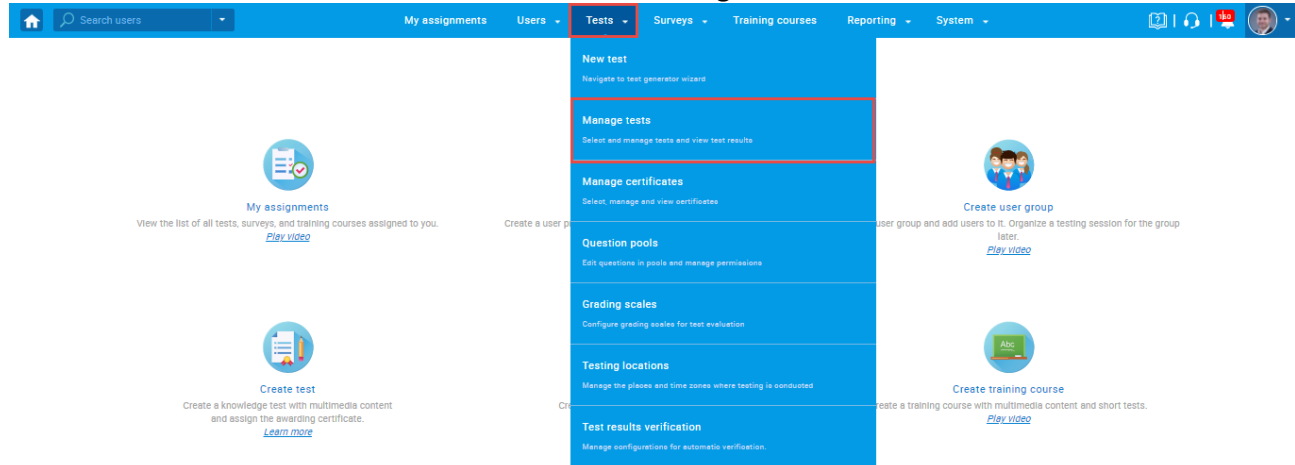
Below is an example of a report the YTM may produce:

| Candidate ID | Candidate Name | Exam Date | Demographic Questions |        | Exam Section A |            |          |         |                 | Exam Section B |             |           |          |                 | Overall Exam Score |
|--------------|----------------|-----------|-----------------------|--------|----------------|------------|----------|---------|-----------------|----------------|-------------|-----------|----------|-----------------|--------------------|
|              |                |           | Age                   | Gender | Q1 Response    | Q1 Correct | Q1 Score | Q1 Time | Section A Score | Q51 Response   | Q51 Correct | Q51 Score | Q51 Time | Section B Score |                    |
| 123456       | John Smith     | 31-Jan-19 | 43                    | M      | B              | B          | 1        | 125 sec | 26              | C              | A           | 0         | 62 sec   | 22              | 92                 |

## 2 Steps

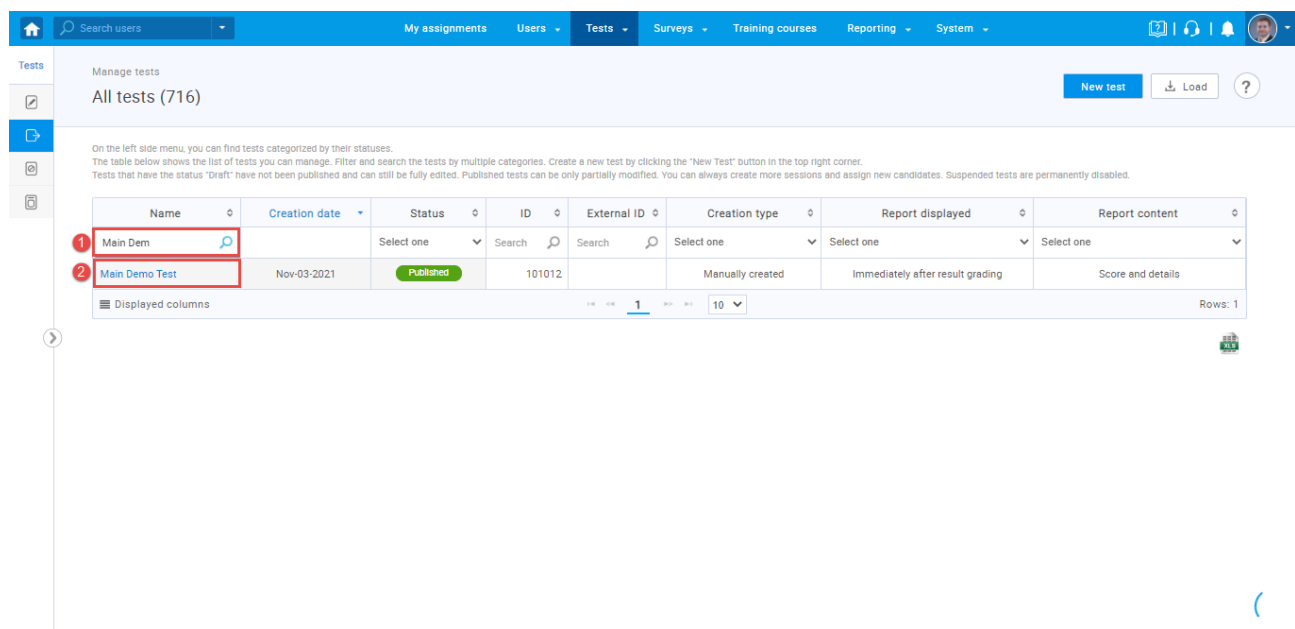
### 2.1 Accessing the “Report builder” tab

Hover over the “Tests” in the main menu and select “Manage test”.



On the “Manage tests” page, you will see the list of all tests.

1. Use the search box to find desired test.
2. Click on its name to open it.



Navigate to the “Report builder” tab and:

1. Turn off all the columns except for the “Username”, and “Time to answer”.

## 2. Click on the "Display report" button.

Manage tests

All tests (15) > Main Demo Test

Settings Testing sessions Candidates Monitoring Test sections Grading scales **Report builder** Summary report Managers Proctors

Report builder

Load template: Pass/Fail

Report columns

Create a new custom report by selecting options from the list below. Each option will be featured as a column in the report table.  Group columns

| User columns                                 | Session columns                      | Test columns                               | Test section columns                  | Question columns                                      | Pool columns                          | Custom property report columns        |
|--|--------------------------------------|--|---------------------------------------|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> ID                  | <input type="checkbox"/> External ID | <input type="checkbox"/> ID                | <input type="checkbox"/> Points       | <input type="checkbox"/> ID                           | <input type="checkbox"/> Points       | <input type="checkbox"/> Points       |
| <input checked="" type="checkbox"/> Username | <input type="checkbox"/> Employee ID | <input type="checkbox"/> External ID       | <input type="checkbox"/> Total points | <input type="checkbox"/> External ID                  | <input type="checkbox"/> Total points | <input type="checkbox"/> Total points |
| <input type="checkbox"/> First name          | <input type="checkbox"/> Last name   | <input type="checkbox"/> Name              | <input type="checkbox"/> Score (%)    | <input type="checkbox"/> Text                         | <input type="checkbox"/> Score (%)    | <input type="checkbox"/> Score (%)    |
| <input type="checkbox"/> Middle name         | <input type="checkbox"/> Email       | <input type="checkbox"/> Version           | <input type="checkbox"/> Grade        | <input type="checkbox"/> Type                         | <input type="checkbox"/> Passed       | <input type="checkbox"/> Passed       |
| <input type="checkbox"/> Date of birth       | <input type="checkbox"/> Gender      | <input type="checkbox"/> Version ID        | <input type="checkbox"/> Passed       | <input type="checkbox"/> Correct answer               |                                       | <input type="checkbox"/> Grade        |
| <input type="checkbox"/> Phone number        | <input type="checkbox"/> Affiliation | <input type="checkbox"/> Archived          |                                       | <input type="checkbox"/> Answered                     |                                       |                                       |
| <input type="checkbox"/> Street              | <input type="checkbox"/> City        | <input type="checkbox"/> Archivation date  |                                       | <input type="checkbox"/> Points                       |                                       |                                       |
| <input type="checkbox"/> State               | <input type="checkbox"/> Country     | <input type="checkbox"/> Result verified   |                                       | <input type="checkbox"/> Total points                 |                                       |                                       |
| <input type="checkbox"/> ZIP-code            | <input type="checkbox"/> Department  | <input type="checkbox"/> Verification date |                                       | <input checked="" type="checkbox"/> Time to answer    |                                       |                                       |
| <input type="checkbox"/> Work experience     |                                      | <input type="checkbox"/> Started           |                                       | <input type="checkbox"/> Question pool                |                                       |                                       |
|  |                                      | <input type="checkbox"/> Finished          |                                       | <input type="checkbox"/> Topic Areas                  |                                       |                                       |
|  |                                      | <input type="checkbox"/> Time spent        |                                       | <input type="checkbox"/> Terminal Learning Objectives |                                       |                                       |
|  |                                      | <input type="checkbox"/> Points            |                                       |   |                                       |                                       |
|  |                                      | <input type="checkbox"/> Total points      |                                       |   |                                       |                                       |
|  |                                      | <input type="checkbox"/> Score (%)         |                                       |   |                                       |                                       |
|  |                                      | <input type="checkbox"/> Grade             |                                       |   |                                       |                                       |
|  |                                      | <input type="checkbox"/> Passed            |                                       |   |                                       |                                       |
|  |                                      | <input type="checkbox"/> Suspended         |                                       |   |                                       |                                       |

Edit column titles

Advanced search

The advanced search allows you to build structured queries. The simple filter filters the results according to the chosen column, criteria, and value. The group filter is a conjunction (AND) or disjunction (OR) of more filters. Negation can be applied to any filter.

Not **AND** Options

Not Select item Options

Test section groups

See aggregated results for multiple test sections by creating a test sections group. This option is available for tests with sections only.

Test section groups:  Points  Total points  Score (%)  Grade  Passed

Add test section group

Save as **Display report**

The picture below shows how long it took each candidate to answer each question individually.

Tests

- 🏠
- 📄
- 📄
- 📄
- 📄

Manage tests ☰ ?

All tests (15) > Main Demo Test

[Settings](#) | [Testing sessions](#) | [Candidates](#) | [Monitoring](#) | [Test sections](#) | [Grading scales](#) | **[Report builder](#)** | [Summary report](#) | [Managers](#) | [Proctors](#)

[Back to report builder](#)

| Username   | Astronomy - Basi... | Astronomy - Basi... | Astronomy - Basi... | Astronomy - Basi... | Astronomy - Basi... | Astronomy - Basi... | Astronomy - Basi... | Astronomy - Adv... | Astronomy - Adv... | Astronomy - Adv... |
|------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------------|--------------------|--------------------|
| Borpes     | 00:00:08            | 00:00:14            | 00:00:04            | 00:00:13            | 00:00:07            | 00:00:03            | 00:00:06            | 00:00:05           | 00:00:04           | 00:00:05           |
| anna.smith | 00:00:08            | 00:00:02            | 00:00:04            | 00:00:18            | 00:00:04            | 00:00:05            | 00:00:06            | 00:00:09           | 00:00:13           | 00:00:05           |
| Aliver62   | 00:00:10            | 00:00:04            | 00:00:03            | 00:00:04            | 00:00:05            | 00:00:05            | 00:00:10            | 00:00:05           | 00:00:06           | 00:00:04           |
| Adam       | 00:00:22            | 00:00:04            | 00:00:05            | 00:00:10            | 00:00:04            | 00:00:11            | 00:00:09            | 00:00:18           | 00:00:04           | 00:00:08           |
| Able1997   | 00:00:11            | 00:00:04            | 00:00:03            | 00:00:12            | 00:00:05            | 00:00:03            | 00:00:10            | 00:00:07           | 00:00:06           | 00:00:09           |
| Acessier   | 00:00:36            | 00:00:30            | 00:00:05            | 00:00:08            | 00:00:09            | 00:00:05            | 00:00:06            | 00:00:09           | 00:00:05           | 00:00:08           |
| asron      | 00:00:14            | 00:00:05            | 00:00:04            | 00:00:44            | 00:00:10            | 00:00:12            | 00:00:30            | 00:00:04           | 00:00:10           | 00:00:06           |

1 of 10

Rows: 7

