YouTestMe

Customize Score Report

File name	Customize Score Report
Author	YouTestMe
Confidentiality	Public
Last save date	Thursday, January-20-2022 at 1:47:00 PM

Table of Contents

1 Introduction
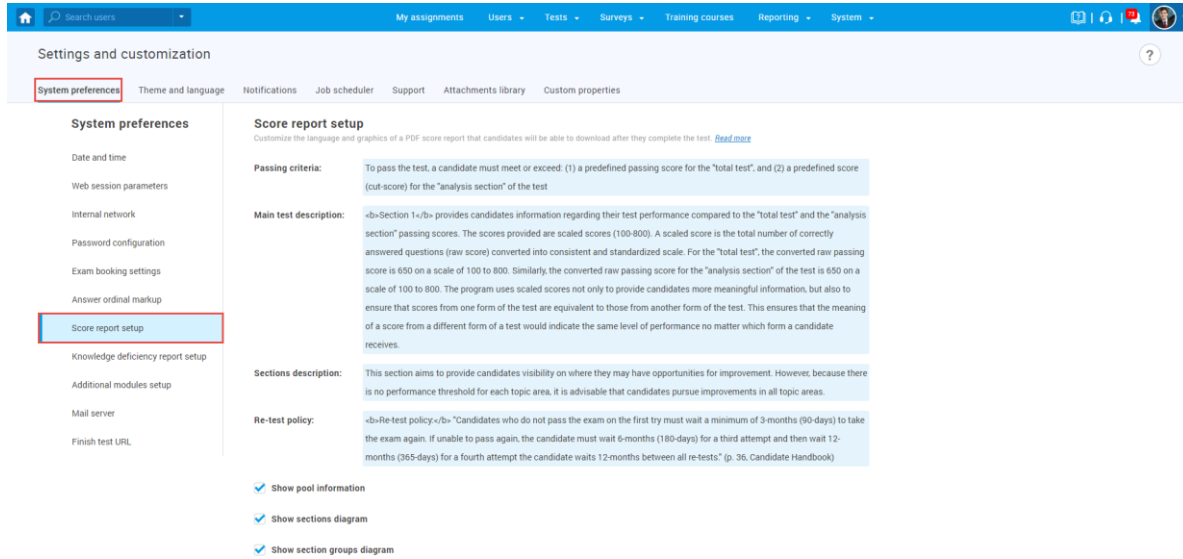
This article explains how to customize a PDF version of the score report.

2 Score report customization on the application level

To customize a score report, click the "**System**" section in the main menu and choose "**Settings and customization**".
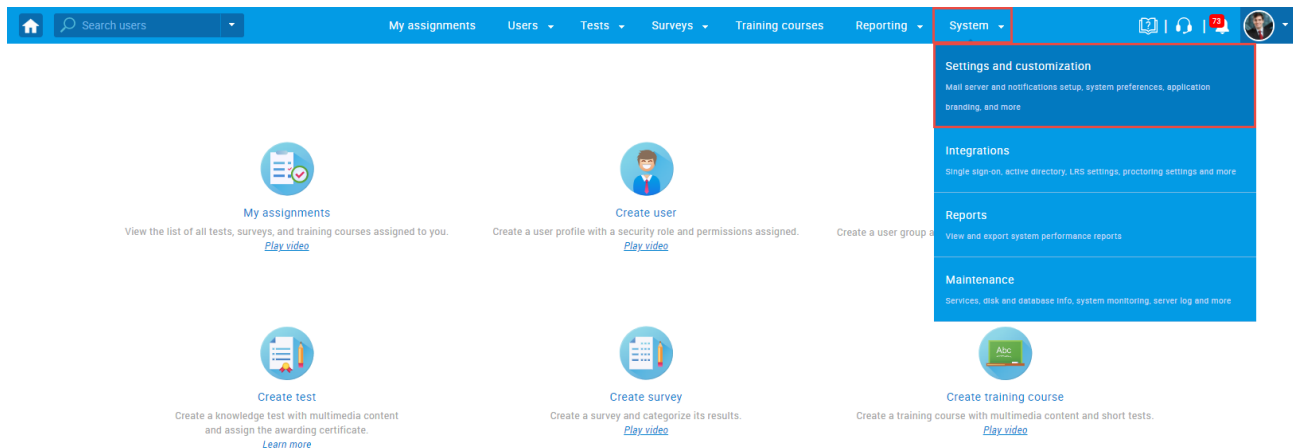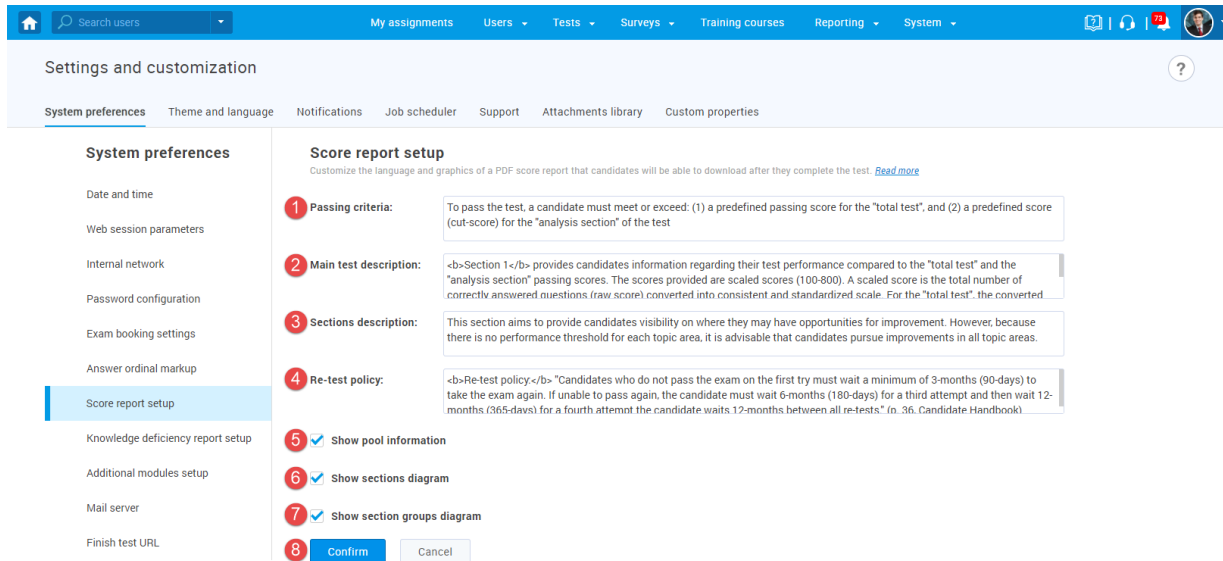
Under the "System preferences" side menu, navigate to the "**Score report setup**" tab.

Then:

1. **Passing criteria** – Enter the text on the conditions for taking the test.
2. **Main test description** – Enter the necessary information about the test.
3. **Sections description** – Here, you can enter information about sections.
4. **Re-test policy** – Enter information about retaking the test.
5. **Show pool information** – Check this option if you want the report to contain information about the pools included in the test.
6. **Show sections diagram** – Check this option if you want the report to contain information about the candidates' achieved result for each section, the average results of the candidates who fell, and who passed.
7. **Show section groups diagram** – Check this option if you want the report to contain a diagram for created section groups.
8. Click the **"Confirm"** button to save changes.

Note: This change will be applied to all tests and test attempts (not attempted as well as already finished test attempts).

3   Score report customization on the test level

To customize score report on a test level:
1. Open the desired test.
2. Navigate to the "**Score report settings**" tab.
3. Click the "**Create custom settings**" button.
4. **Passing criteria** – Enter the text on the conditions for taking the test.
5. **Main test description** – Enter the necessary information about the test.
6. **Sections description** – Here, you can enter information about sections.
7. **Re-test policy** – Enter information about retaking the test.
8. **Show pool information** – Check this option if you want the report to contain information about the pools included in the test.
9. **Show sections diagram** – Check this option if you want the report to contain information about the candidates' achieved result for each section, the average results of the candidates who fell, and who passed.
10. **Show section groups diagram** – Check this option if you want the report to contain a diagram for created section groups.
11. Click the **"Save"** button to save changes.
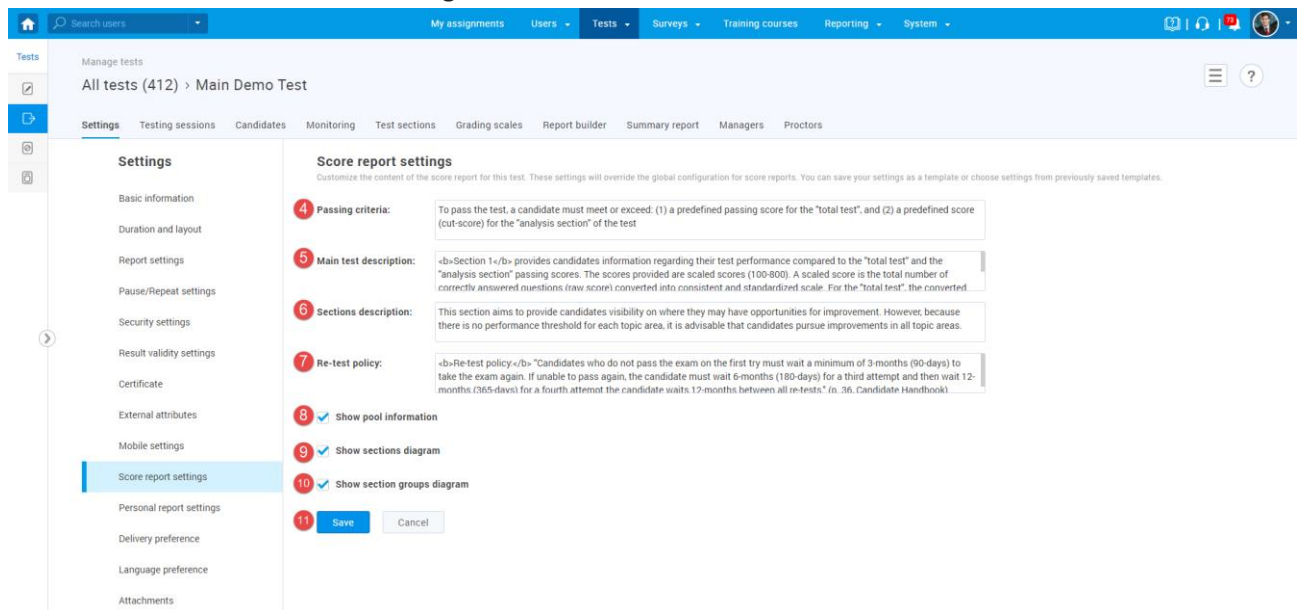
At any moment, you can customize this report for the tests in the draft state as well as for the published tests.