

Requirement	Lookup test results of previous test run
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Confidentiality	Public
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1 Introduction

This article explains how to confirm if the following requirement is well implemented:

• Lookup test results of previous test run.

2 Creating a test

Hover over the "Tests" tab in the main menu and select "New test".





Enter the basic test information in the first step of the test creation process, then click the **"Next"** button.

	My assignme	ents Users -	Tests 👻	Surveys 🗸	Training course	s Reportir	ng 🚽
1 Test information	2 Settings	3 Certificate	4 Method	5 Add questions	6 Grading	7 Review	8 Save test
			Create Tes	t Wizard			Next
Test information							?
Name:*	Der	no Test					
Label: 🔊							
Test instructions	with sections \oslash						optional
All candidates will have to	o read the instruction	s before starting the te	est (this setting i	is optional).			
	Wously created ins	Ha 19 (b)= =	one	- 9.7	Ÿ		
	28 42 4 14	12 // 0/ 1= -		_ 0 .1x			Ŵ

Check the box next to the "Allow test retaking" option.

My assignments Users • Tests • Surveys • Training courses Reporting • System •	🕮 I 🗭 I 🌲 🛞 🕇
Delivery preference: Online	
Hide assignment metadata 🗇	
Configure report lifespan ③ <u>Play video</u>	
Require answering all questions	
Enable 'I don't know' answer to avoid negative points	
Disable going backwards in test	
□ Disable answer deselect ⊘	
Enable answer feedback © <u>Play video</u>	
\square Show question metadata to candidate \oslash	
Enable notes © <u>Play video</u>	
\square Automatically logout candidate after finishing \oslash	
Require updating profile information ⑦ <u>Play video</u>	
\Box Proctoring mode \odot	
\square Allow test continuation \oslash	
Allow test retaking O Play video	
Test retaking settings	
Test attempts: Unlimited Limited	
Time between attempts: Days: 0 \uparrow Hours: 0 \uparrow Minutes: 0 \uparrow \uparrow \uparrow \uparrow \uparrow	



Configure the rest of the test settings to complete all the Test Creation Wizard steps.

Then, you have to create a testing session in the following way:

- 1. Navigate to the "Testing sessions" tab.
- 2. Click the "New testing session" button.

î	✓ Search users	My assignments Users	- Tests -	Surveys 😽 Tra	aining courses	Reporting 🚽	System 🖌	💷 📭 📭 🍥
Tests	Manage tests							
	All tests (15) > Demo Test							= ?
₽			Complete	e test preparat	ion			
0				*				
Ō								
	1. Create test		2. Organi	ize testing sessior	ns		3. Publish test	
	Start a test wizard to create a or without sections and attach an or	a test with ptional certificate	Set locati Add test o	on and time for the test.			Make the test available for the	
	S		Organi	ze testing sessions			Publish test	
	Settings Testing sessions Candidates N	Ionitoring Questions Gradi	ng configuration	Report builder	Summary report	Managers	Proctors	
	Organize your test into testing sessions. Define when and w	here the test-taking will be allowed. Allo	w candidates to self-	enroll into session or ha	and-pick them. <u><i>Play vic</i></u>	<u>eo</u>		
	New testing session Load testing sess	ions						Grid Details
				?				
			Click on the "New	testing session" but	ton to set			
			location	and time for the test	L.			
	2 Futou a constant una	-						

- 3. Enter a session name.
- 4. Set the session availability.
- 5. Enable the "Candidate self enrollment" option.
- 6. Click the "Save" button.





7. Publish the test by clicking the "**Publish test**" button.

f	D Search users	My assignments U	Users - Tests -	Surveys - Train	ing courses	Reporting 👻	System 👻	@101\$ (•
Tests	Manage tests All tests (329) > Demo Test							≡ ?)
₿			Comple	ete test preparatio	on				
0				*					
	Create test Start a test wizard to create or without sections, and attach an o	a test with tional certificate	2. Org Set loo Add te	ation and time for the test. at candidates, proctors etc.			3. Publish test Make the test available for the assigned users and groups		
()	Settings Testing sessions Candidates Monitoring Question	s Grading configuration	n Report builder	Summary report M	anagers Prod	ctors			
	Organize your test into testing sessions. Define when and where the test-taking will be	allowed. Allow candidates to se	self-enroll into session or h	and-pick them. <u>Play video</u>					
	New testing session Load testing sessions						1	Grid Details	
	Session march 2022	20							

3 Taking the test

Log in as a student, and navigate to the "My assignments" page.



Start the previously created test by clicking the "Start" button.





Acknowledge the instructions, and start the test-taking process.

1	My assignments	💷 🖓 I 🌲 🚷 T
Username aaliyah.ali		?
Information My assignments My groups	Instructions ×	
View the list of all tests, surveys, and training courses as: Tests, surveys and training courses • Demo test	GetCertified by YouTestMe	iny -
Available from: MA Demo Test	Total duration: Unlimited Instructions: I understand and agree with the instructions and rules of this assignment	
► Star	Start Start Original Location Certificate name Image: Certificate name Image: Certificate name	al Personal report

Answer the questions and click the "Finish test" button.

Demo Test		Finish test		
Question: 3/4 Type: Ordering	▶	Progress bar	3	3/4
Order the given planets, starting by the smallest.				
		Questions		
		Demo Test		
		All questions (4)	Review list (0)	
		1 2 3 4		
Drag and drop the answer choices to put them into the correct order. In case you don't make any changes to the answer order below, the question will be marked as answered	•	Not answered Ans	wered	
Mars				
Uranus				
Mercury				
Saturn				
Previous question Next quest	tion			



Navigate to the "**My assignments**" page again, then click the "**Reset**" button for the test you previously took.

A	My assignments			💷 । 🖓 । 🗣 👔 -
Username aaliyah.ali				?
Information My assignments				
View the list of all tests, surveys, and training courses assigned to you.				
Tests, surveys and training courses • Filter by status • C Reset filters			Sort by:	
Demo Test			Availability ~	
Completed: Mar-03-2022 04:21 PM GMT Demo Test ⓒ Completed			Passed	
Reset		Previous attempts	II Personal report	
E Test Assignment type Pro User group O Location & Certificate name	Result validity			

4 Confirmation that the requirement is met

Confirm that you can see the "**Previous attempts**" button for the test you reset.

1	My assignments	💷 🖓 I 🔍 🖳 🕲
Username aaliyah.ali		্
Information My assignments		
View the list of all tests, surveys, and training courses assigned to you.		
Tests, surveys and training courses + Filter by status + C Reset filters		Sort by:
Demo Test		Availability -
Available from: Mar-01-2022 05:00 AM GMT To: Mar-31-2022 03:18 PM GMT Demo Test 🕑 Available now Unlimited	8	Not attempted
► Start 🛃 Book Available seats	Previous	attempts il Personal report
Test Assignment type O User group O Location	Result validity	😞 Certificate



Click the "View report" button to check the report of the previous attempt.

			м	y assignments					💷 🖓 🖳 🕲 י
^{Username} aaliyah.ali									?
Information My assignments									
View the list of all tests, surveys, and t	training courses as	signed to you.							
Tests, surveys and training courses	s 👻	Filter by status	C Reset filters				Sort by:		
Demo Test							Availability		•
	Available from:	Previous attempts		×					
	Demo Tes								
		Name \$	Completed \$	Status \$	Points ≎	Score (%)≎ P	ersonal rep	attempted	
		Demo Test	Mar-03-2022 04:21 PM GMT	Suspended	2	16.67	View report		
	► st		14 ×4 <u>1</u> 1×	PI 8 ¥				sonal report	
	_							Certificate	
E Test Assignment type	00 - User grou	p O Location	Certificate name	Result validity					