



YouTestMe

Step-by-step Instructions on
Creating Multiple Test Versions Manually

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1 Introduction

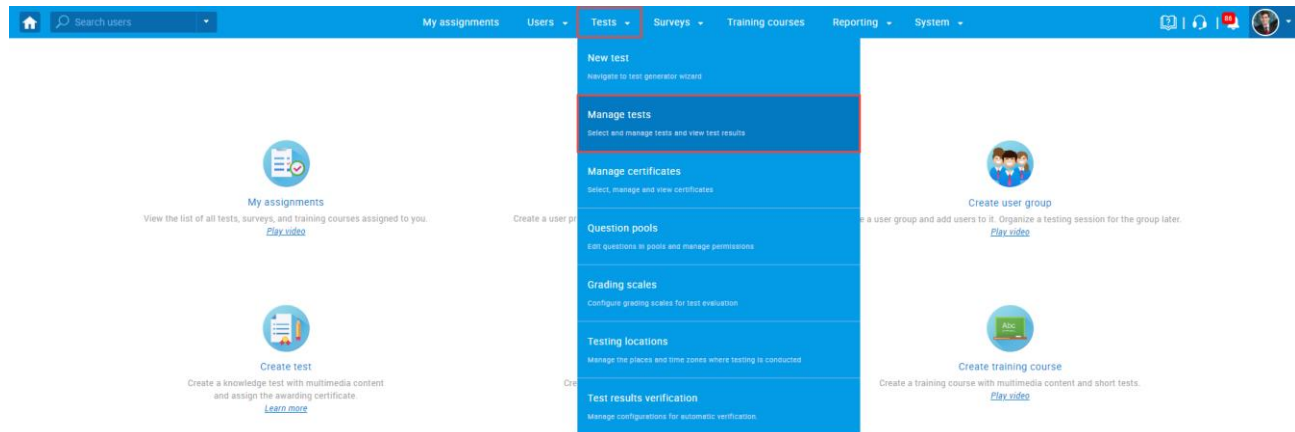
This document contains step-by-step instructions on how to manually create multiple test versions that will contain the same questions in a different order.

2 Previewing an existing test with multiple versions

1. Access the trial environment at <https://demo3.youtestme.com/>.
2. Use the credentials in the table below to log in as an administrator.

Username	Password
admin	GeospatialAgency12##

3. Hover over the **Tests** tab in the main menu and select **Manage tests** from the dropdown menu.



4. Select the NGA Trial Test.

Manage tests

All tests (321) New test Load ?

On the left side menu, you can find tests categorized by their statuses. The table below shows the list of tests you can manage. Filter and search the tests by multiple categories. Create a new test by clicking the "New Test" button in the top right corner. Tests that have the status "Draft" have not been published and can still be fully edited. Published tests can be only partially modified. You can always create more sessions and assign new candidates. Suspended tests are permanently disabled.

Name	Creation date	Status	ID	External ID	Creation type	Report displayed	Report content
NGA		Select one	Search	Search	Select one	Select one	Select one
NGA Trial Test	Nov-17-2021	Draft	100482		Manually created	Immediately after result grading	Score and details

Displayed columns: 1 / 10 Rows: 1

5. Navigate to the Questions tab.

Manage tests

All tests (321) > NGA Trial Test

Complete test preparation

- 1. Create test**
Start a test wizard to create a test with or without sections, and attach an optional certificate.
- 2. Organize testing sessions**
Set location and time for the test. Add test candidates, proctors etc.
- 3. Publish test**
Make the test available for the assigned users and groups.

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

Randomization
Randomize questions order for all test takers. Randomize answers order for Single and Multiple choice questions.

Question randomization Answer randomization

Test versions
Select a test version to see details, statistics, or to make changes to questions.

1: Test version 1 Rename Edit version unique code Copy Archive

6. Preview the existing three test versions and their questions. All versions contain the same set of questions but in a different order.

Test versions

Select a test version to see details, statistics, or to make changes to questions.

1: Test version 1 Rename Edit version unique code Copy Archive

1: Test version 1
2: Test version 2
3: Test version 3

Pool name

1 NGA Pool

Sync

Questions
View the questions included in the selected test version, see the success ratio, or edit the questions.

Import questions New question View question stats

#	Question text	Pool name	Points/Penalty	Difficulty	Type	Actions
1	What is the name of the four-sided quadrilateral with only two paralle...	NGA Pool	1/0	Easy	Single choice	
2	Identify the Description on the right that best matches the Term on L...	NGA Pool	1/0	Easy	Matching	
3	Identify the Images with Terms on the left.	NGA Pool	10/0	Easy	Matching	
4	Which Formula 1 Grid is this?	NGA Pool	5/0	Easy	Single choice	
5	The United States Senate is comprised of more members than the Ho...	NGA Pool	1/0	Easy	True/False	

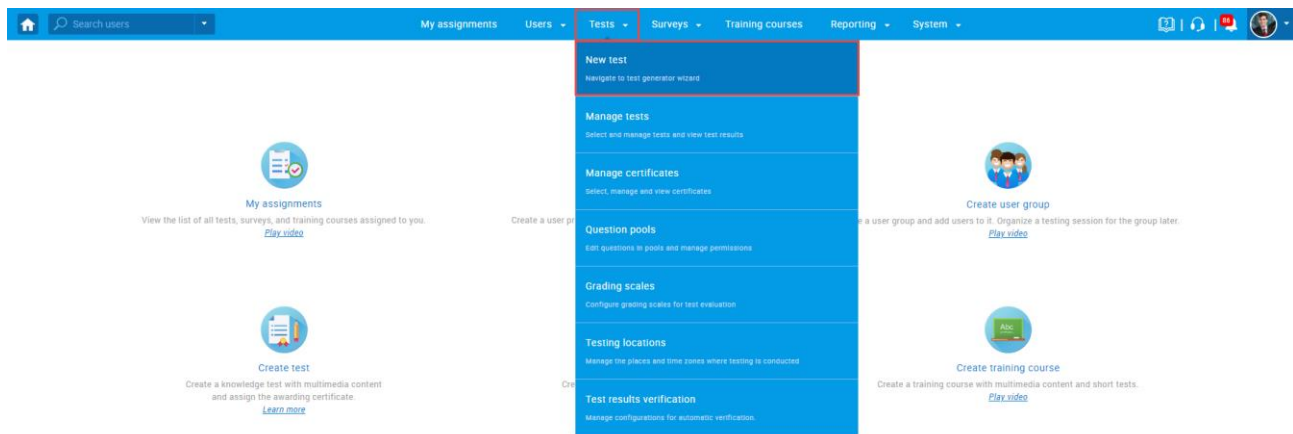
Rows: 5

3 Creating multiple versions of the test manually

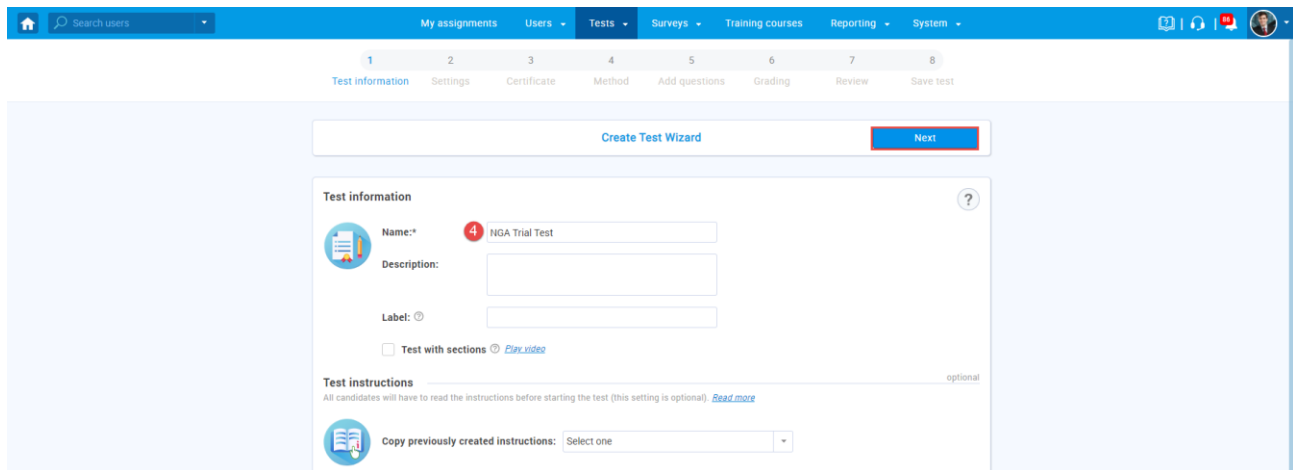
1. Access the trial environment at <https://demo3.youtestme.com/>.
2. Use the credentials in the table below to log in as an administrator.

Username	Password
admin	GeospatialAgency12##

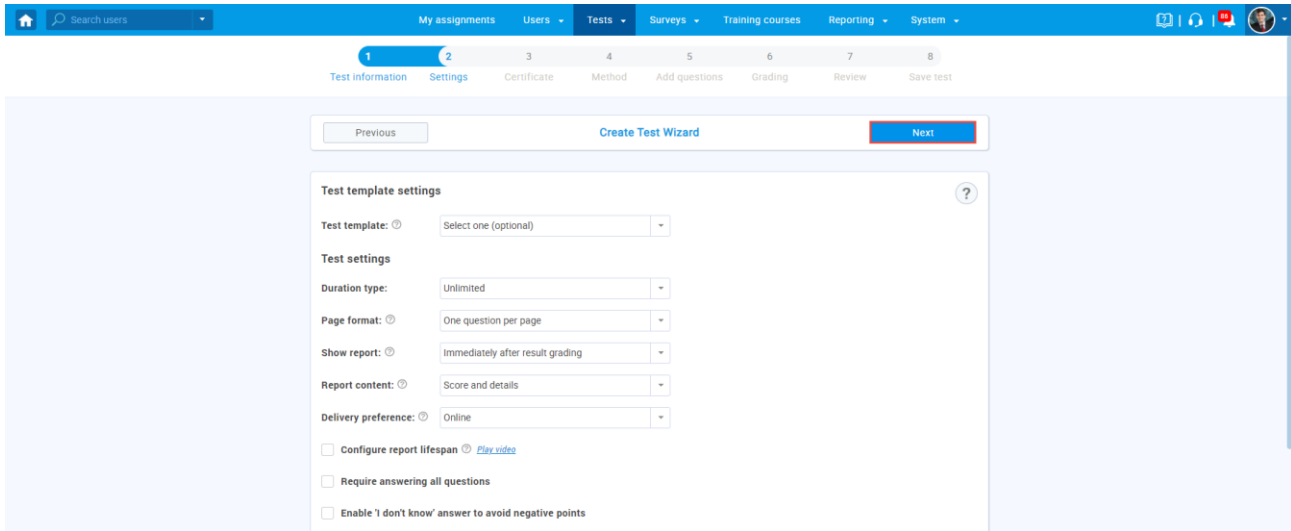
3. Hover over the **Tests** tab in the main menu and select **New test** from the dropdown menu.



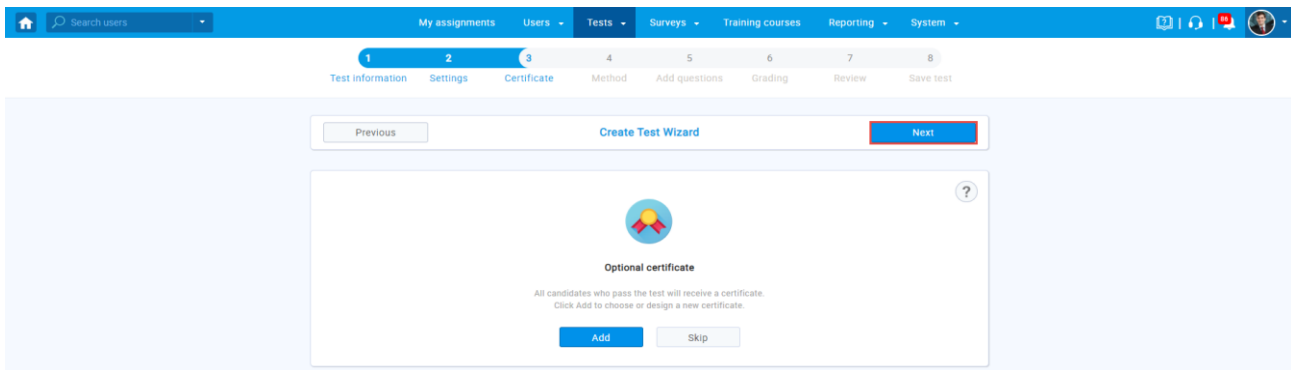
4. Enter a test name, add its optional description and instructions, and then click the **Next** button.



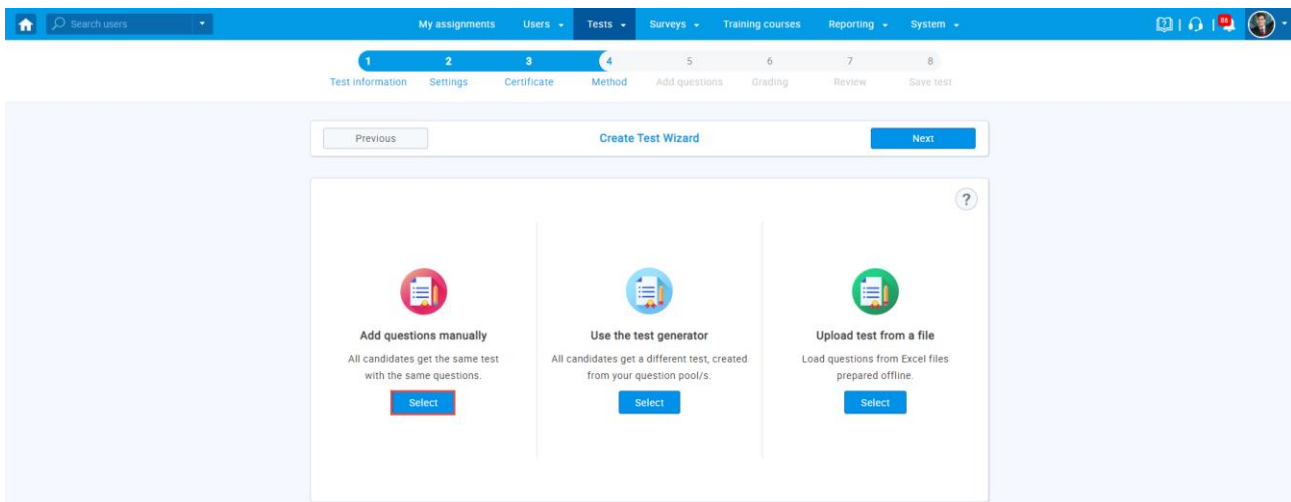
5. Choose the desired test settings, then click the **Next** button.



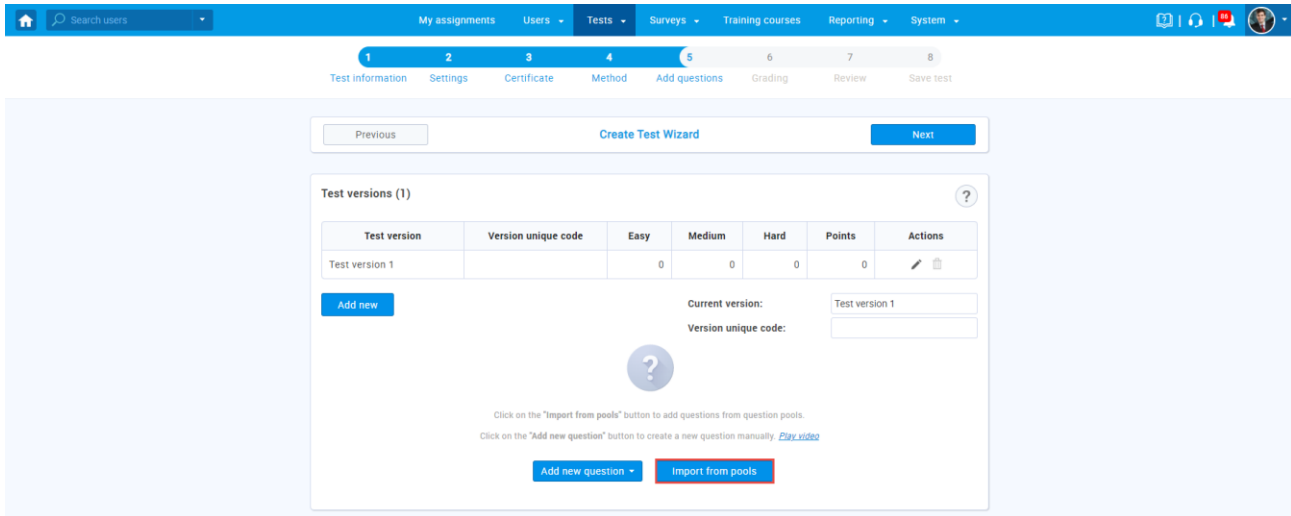
6. Click the **Next** button to skip the Certificate step.



7. Click the **Add** button under the **Add questions manually** method.

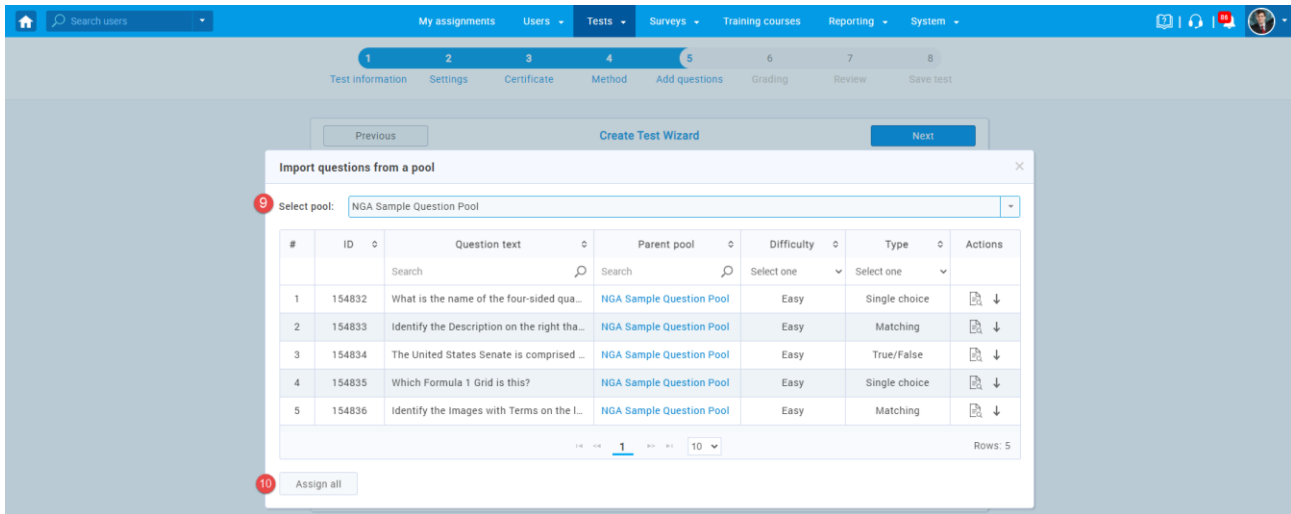


8. Click the **Import from pool** button to assign questions to the first test version.

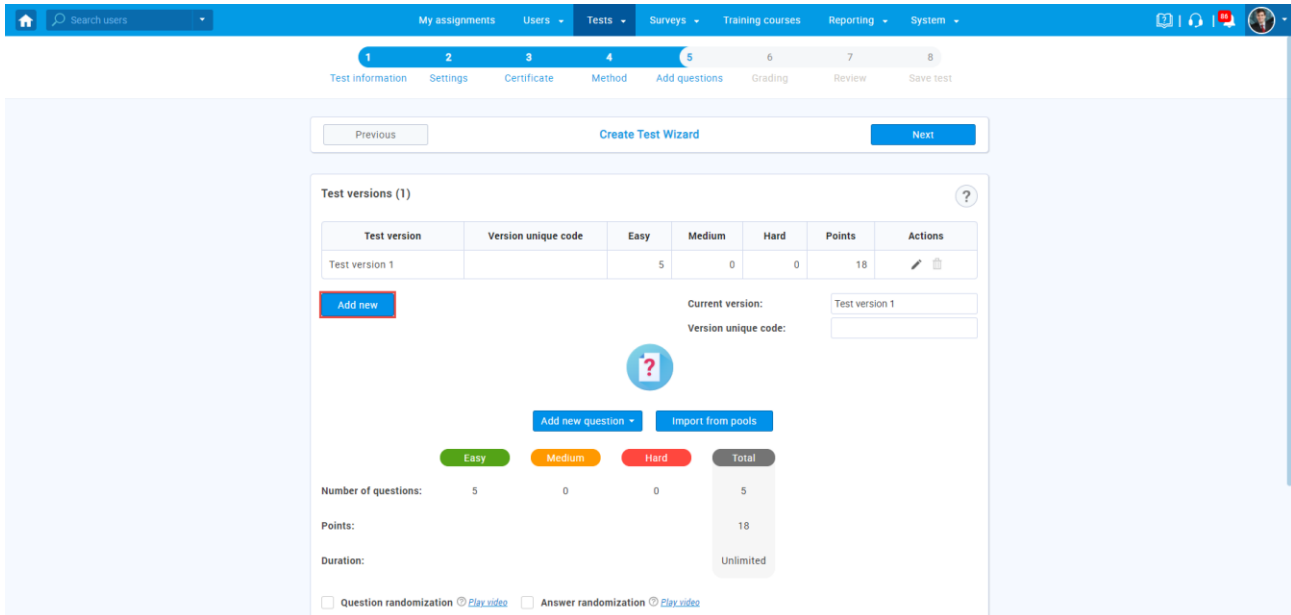


9. Choose the desired question pool from the dropdown menu.



10. Click the **Assign all** button to add all questions to the test version, then click the **X** icon.



11. Click the **Add new** button to create a new test version.



The screenshot shows the 'Create Test Wizard' interface. At the top, there is a navigation bar with tabs for '1 Test information', '2 Settings', '3 Certificate', '4 Method', '5 Add questions', '6 Grading', '7 Review', and '8 Save test'. The 'Add questions' tab is active. Below the navigation bar, there is a 'Create Test Wizard' section with 'Previous' and 'Next' buttons. The main content area is titled 'Test versions (1)' and contains a table with the following data:

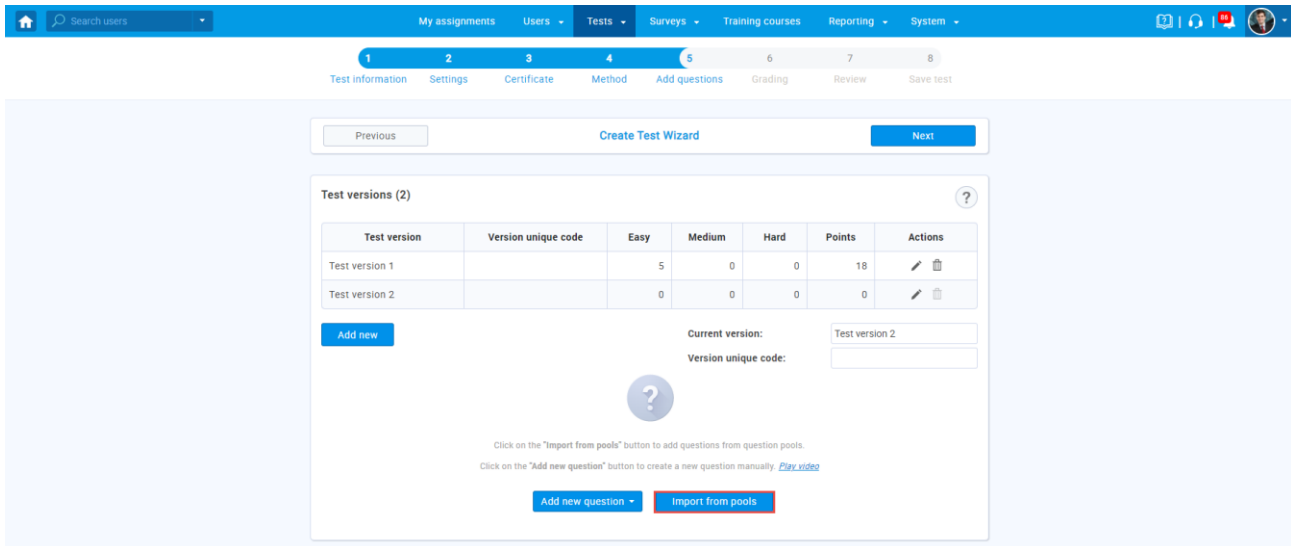
Test version	Version unique code	Easy	Medium	Hard	Points	Actions
Test version 1		5	0	0	18	 

Below the table, there is an 'Add new' button highlighted in red. To the right, there are input fields for 'Current version:' (containing 'Test version 1') and 'Version unique code:'. Below these, there are buttons for 'Add new question' and 'Import from pools'. A summary section shows the following data:





	Easy	Medium	Hard	Total
Number of questions:	5	0	0	5
Points:				18
Duration:				Unlimited

At the bottom, there are checkboxes for 'Question randomization' and 'Answer randomization', both with 'Play video' links.

12. Click the **Import from pool** button to assign questions to the second test version.

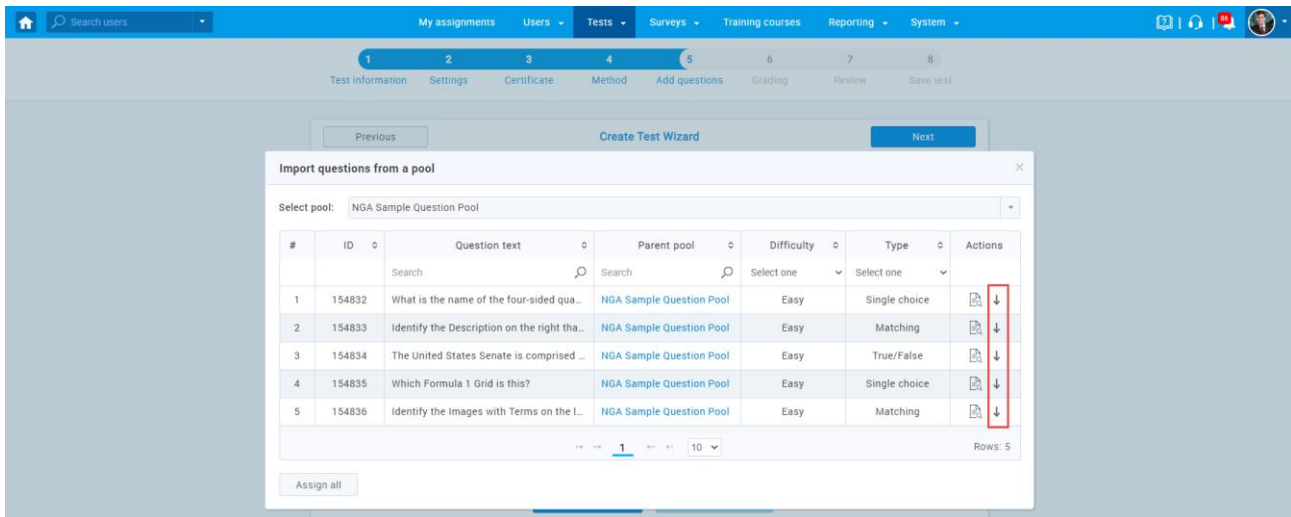


The screenshot shows the 'Create Test Wizard' interface. At the top, there is a navigation bar with tabs for '1 Test information', '2 Settings', '3 Certificate', '4 Method', '5 Add questions', '6 Grading', '7 Review', and '8 Save test'. The 'Add questions' tab is active. Below the navigation bar, there is a 'Create Test Wizard' section with 'Previous' and 'Next' buttons. The main content area is titled 'Test versions (2)' and contains a table with the following data:

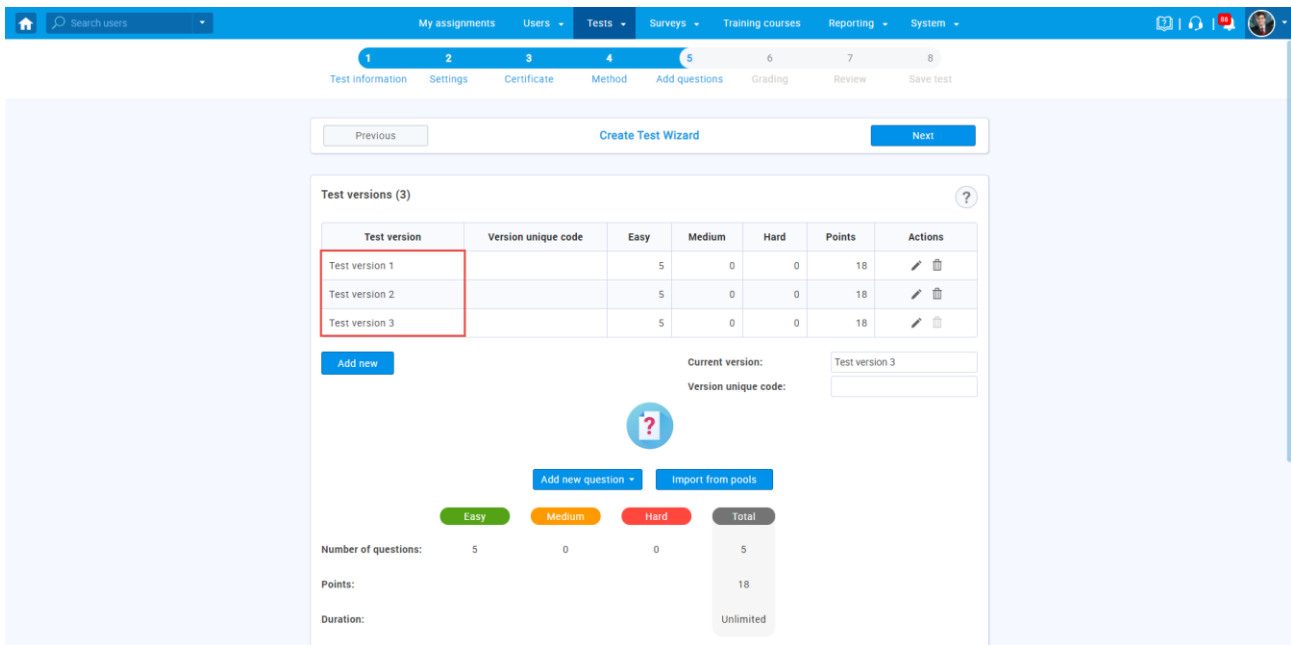
Test version	Version unique code	Easy	Medium	Hard	Points	Actions
Test version 1		5	0	0	18	 
Test version 2		0	0	0	0	 

Below the table, there is an 'Add new' button. To the right, there are input fields for 'Current version:' (containing 'Test version 2') and 'Version unique code:'. Below these, there are buttons for 'Add new question' and 'Import from pools', with the 'Import from pools' button highlighted in red. A large question mark icon is present. Below the icon, there is a note: 'Click on the "Import from pools" button to add questions from question pools. Click on the "Add new question" button to create a new question manually. [Play video](#)'.

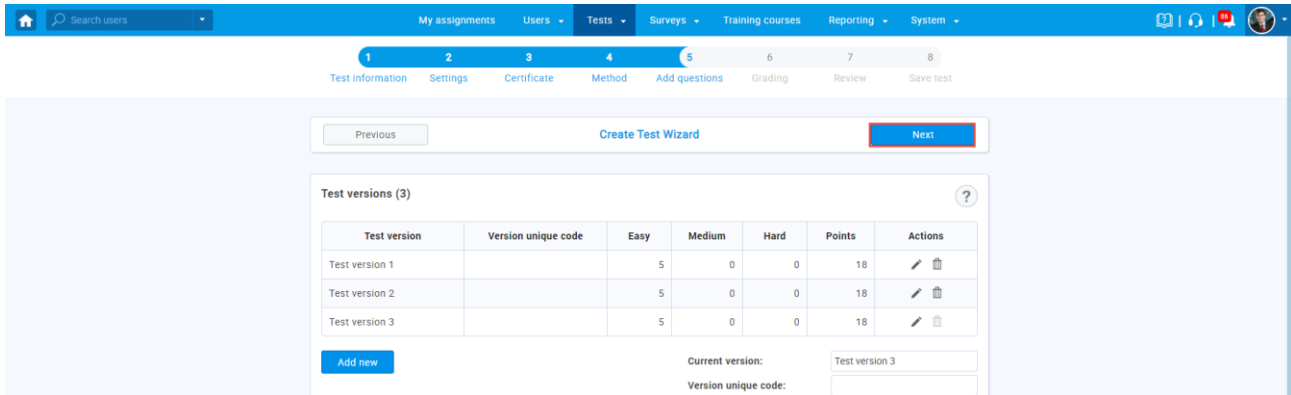
13. Choose the same question pool as previously.
14. Click the arrow icons next to each question in random order to create a version with the same questions in a different order from the previous version. Then click the **X** icon.



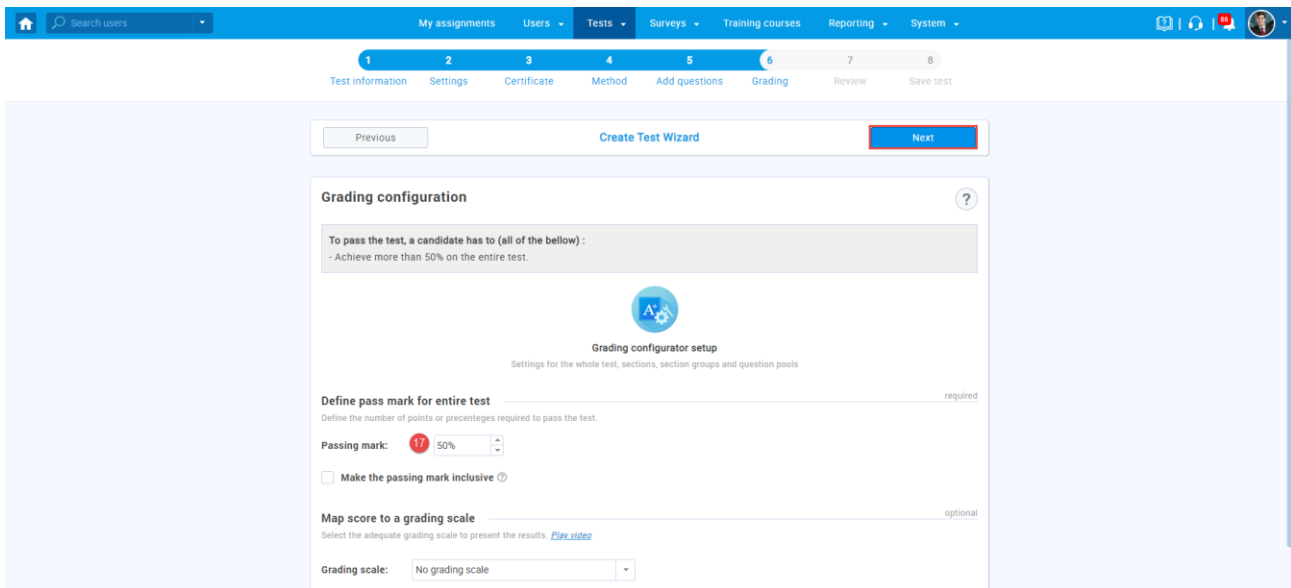
15. Repeat steps from 11 to 14 to create one more test version.



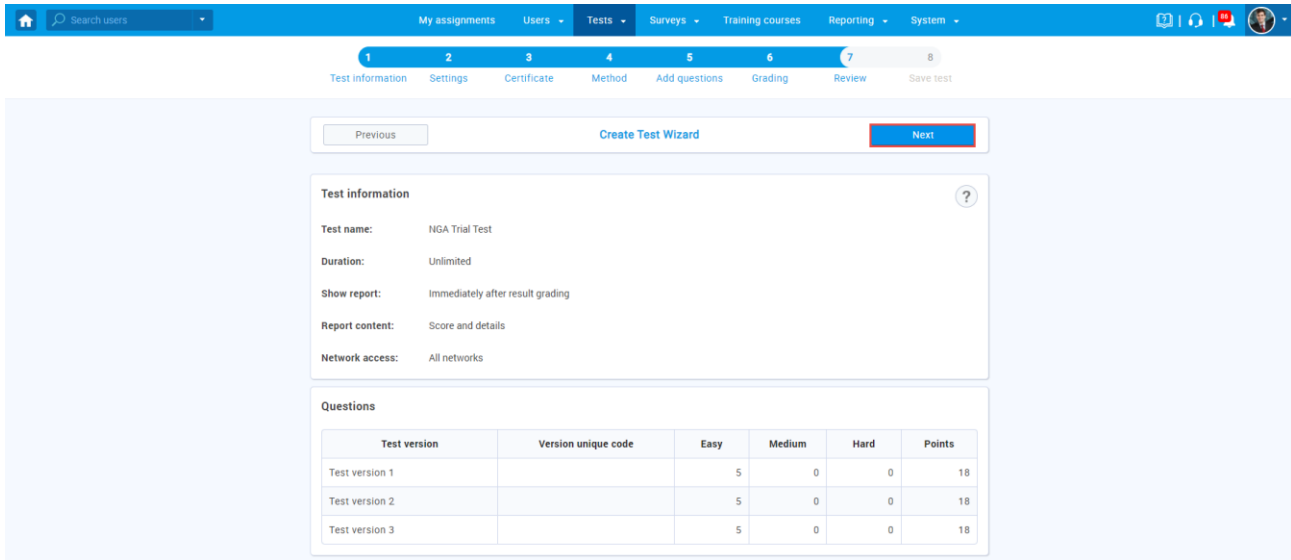
16. Click the **Next** button to move on to the Grading step.



17. Set the desired passing mark, then click the **Next** button.



18. Review your test and its versions, and click the **Next** button.



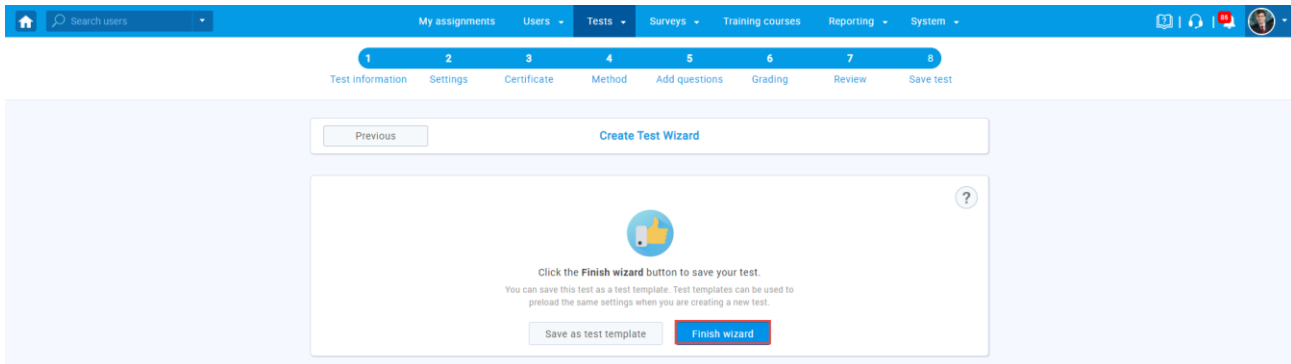
The screenshot shows the 'Create Test Wizard' interface at step 7, 'Review'. The top navigation bar includes 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', 'Reporting', and 'System'. Below the navigation bar, a progress indicator shows steps 1 through 8, with step 7 highlighted. The main content area contains a 'Previous' button, the title 'Create Test Wizard', and a 'Next' button. Below this is a 'Test information' section with the following details:

- Test name: NGA Trial Test
- Duration: Unlimited
- Show report: Immediately after result grading
- Report content: Score and details
- Network access: All networks

Below the test information is a 'Questions' section with a table:

Test version	Version unique code	Easy	Medium	Hard	Points
Test version 1		5	0	0	18
Test version 2		5	0	0	18
Test version 3		5	0	0	18

19. Click the **Finish wizard** button.



The screenshot shows the 'Create Test Wizard' interface at step 8, 'Save test'. The top navigation bar and progress indicator are the same as in the previous screenshot. The main content area contains a 'Previous' button, the title 'Create Test Wizard', and a 'Finish wizard' button. Below this is a central message:

Click the **Finish wizard** button to save your test.
 You can save this test as a test template. Test templates can be used to preload the same settings when you are creating a new test.

At the bottom of the message are two buttons: 'Save as test template' and 'Finish wizard'.