YouTestMe

Exporting Exams as PDF files
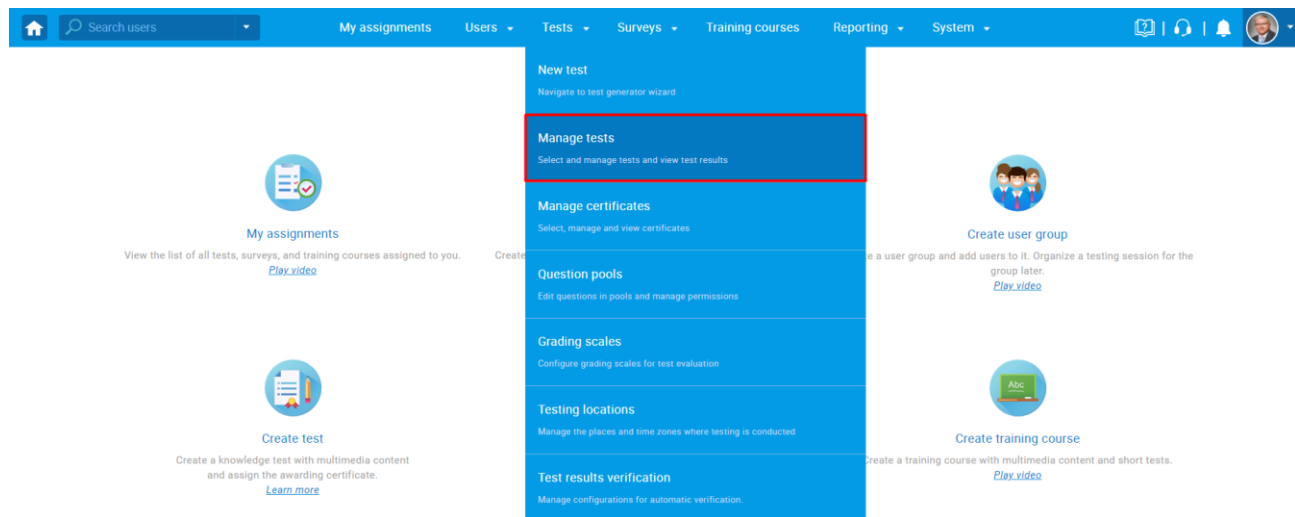
Table of Contents

1   Introduction

This document contains step-by-step instructions on how to export your exams as PDF files.

2   PDF Export

To export your sample exam as a PDF file, please follow the instructions below:

1. Hover over the **Tests** tab in the main bar and select **Manage Tests**.

2. From the list of all tests, select the exam you want to export.

Manage tests
All tests (12)

[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
Search		Select one	Search	Search	Select one	Select one	Select one
Presentation Exam	Nov-05-2021	Published	1813		Test with sections	Immediately after result grading	Score only
Paper-based Exam	Nov-02-2021	Published	1810		Generated	Immediately after result grading	Score and details
Remark test	Sep-21-2021	Published	1806	Q/111-A_333	Manually created	Immediately after result grading	Score and details
Cyber Security Certificati...	Jul-07-2021	Published	1805	131119	Manually created	Real-time grading	Score and details
Main Demo Test	Jun-25-2021	Published	1797	347865	Test with sections	Immediately after result grading	Score and details
Automated Proctoring D...	Apr-13-2020	Published	1715	569274	Manually created	Immediately after result grading	Score and details
Browser Lockdown Dem...	Apr-13-2020	Published	1714	214568	Manually created	Immediately after result grading	Score and details
Report Builder Test	Nov-05-2019	Published	1676	345285	Test with sections	Immediately after result grading	Score only
Improved Exam Demo	Oct-05-2018	Published	1562	783524	Manually created	Immediately after result grading	Score and details
Question Pools Demo Te...	Aug-01-2018	Published	1420	783542	Generated	Immediately after result grading	Score and details

≡ Displayed columns |◄ ◄◄ **1** 2 ►► ►| 10 ▼   Row

3. Click the **Options** icon in the top-right corner and select **Export as PDF**.

Manage tests
All tests (12) › Paper-based Exam

[≡] [?]

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

Settings

- Basic information
- In-test configuration
- Duration and layout
- Report settings
- Pause/Repeat settings
- Security settings
- Result validity settings
- Certificate
- External attributes

Basic information

Test ID: 1810

Status: Published

Name:* Paper-based Exam

Description: This is a dummy test with dummy questions from the NGA, intended for exploring the application.

Label: ⓘ

Instructions: Click to open instructions

Creation type: Generated

Test versions: 3

Part of: ⓘ No training

Menu options:
- Preview
- Save template
- **Export as PDF**
- Export test key
- Suspend
- Create a copy
- Export as SCORM
- Export as xAPI
- Export to JSON

4. The downloaded PDF file will be available for a review. You may also download it for a preview at [this link](#).