



YouTestMe

National Geospatial-Intelligence Agency
Workflow

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1 Introduction

This document contains the preliminary workflow, based on the requirements of the National Geospatial-Intelligence Agency, that can be achieved in YouTestMe GetCertified knowledge-examination platform.

2 Workflow

Chapters below contain high-level workflow divided by the following security roles:

1. Administrator
2. Question pool manager
3. Instructor
4. Student

2.1 Administrator – Setting up the System

1. [Sets up the application colors and logo](#)
2. [Sets up in-app and email notifications](#)
3. [Sets up user roles and permissions](#)
4. Adds users into the system:
 - a. [Using job scheduler for syncing with the external system or user database](#)
 - b. [Using Excel files for bulk import](#)
 - c. [Manually](#)
5. [Organizes users into user groups \(certification programs\) and sub-groups \(organizations\)](#)

2.2 Question Pool Manager – Organizing Questions

1. [Creates a hierarchical taxonomy of question pools](#)
2. [Organizes collaborative question creation process](#) (creating, reviewing, and approving)
 - a. Assigns Subject Matter Experts to appropriate question pools
3. Imports the existing questions using:
 - a. Custom-tailored importer
 - b. [Predefined Excel templates](#)
 - c. [QTI-based importer](#)
4. Creates new questions using the question editor, which contains:
 - a. [Rich text editor](#)
 - b. Multimedia importer
 - c. Importer for mathematical formulas
5. Uses one of the following [question types](#):
 - a. [Single choice](#)
 - b. [Multiple choice](#)
 - c. [Fill in the blanks](#)
 - d. [Matching](#)
 - e. [True/False](#)

2.3 Instructor – Creating Tests

1. [Creates a test using the step-by-step test creation wizard](#)
2. Imports the questions from questions pools:
 - a. [Using a test generator](#) to create an unlimited number of test versions
 - b. By choosing the exact questions that will be present in the test to create a [single test version](#) or [multiple test versions](#)
3. [Enables randomization of both questions and answers](#)
4. [Defines the dynamics of test retakes](#)
5. Publishes the test
6. [Exports the test to a print-ready PDF](#)
7. [Exports the test key](#) for paper-based grading

2.4 Student – Taking the Tests

1. Takes the test in one of the following three ways:
 - a. In a classroom using the exported paper-based test form
 - b. In a classroom, via tablet, as part of an [off-the-grid testing session](#)
 - c. Remotely, via web browser, with/without remote proctoring

2.5 Grader – Grading Tests and Importing Results

1. Grades the test using an exported test key
2. [Imports the test results into the application](#) (for paper-based examinations)
3. [Optionally, schedules a job for importing test results in regular intervals](#)

2.6 Administrator - Examining Reports

1. Examines the test results by using:
 - a. [Predefined reports](#)
 - b. [Report builder to create the exact reports they need](#)
 - c. [Excel reports sent to their email in regular intervals](#)
2. Examines the quality of the questions using the following parameters:
 - a. Success ratio on questions
 - b. [Question statistics](#)
 - c. Average time to answer a question
 - d. Correlation of a question with the exam as a whole
3. Optionally, exports:
 - a. [Report with testing locations](#)
 - b. Any other predefined or custom report as Excel or PDF file

2.7 Custom Security Role

Please keep in mind that any number of custom security roles with a specific purpose and set of permissions can be created within the system and included as part of the workflow.