



YouTestMe

Step-by-step Instructions for
the NGA Trial

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1 Introduction

This document contains step-by-step instructions for achieving the NGA use-case in YouTestMe GetCertified.

The instructions explain the following processes:

1. Creating questions
2. Approving questions
3. Exporting tests
4. Test-taking
5. Creating new tests

The following security roles will be used:

1. Subject Matter Expert
2. Instructor
3. Student
4. Administrator

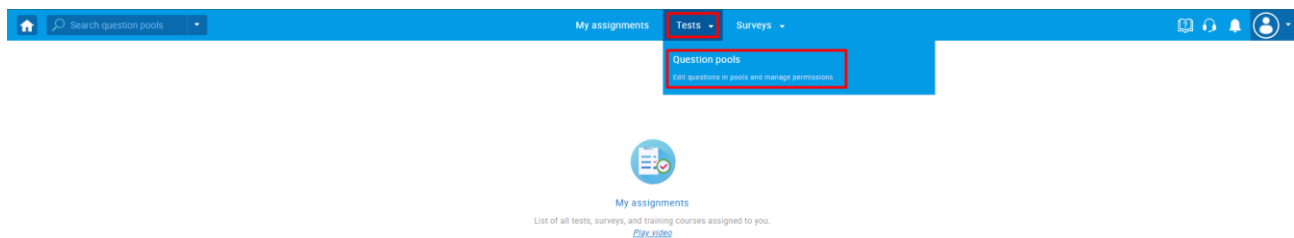
2 NGA Workflow

2.1 Creating Questions (Subject Matter Expert)

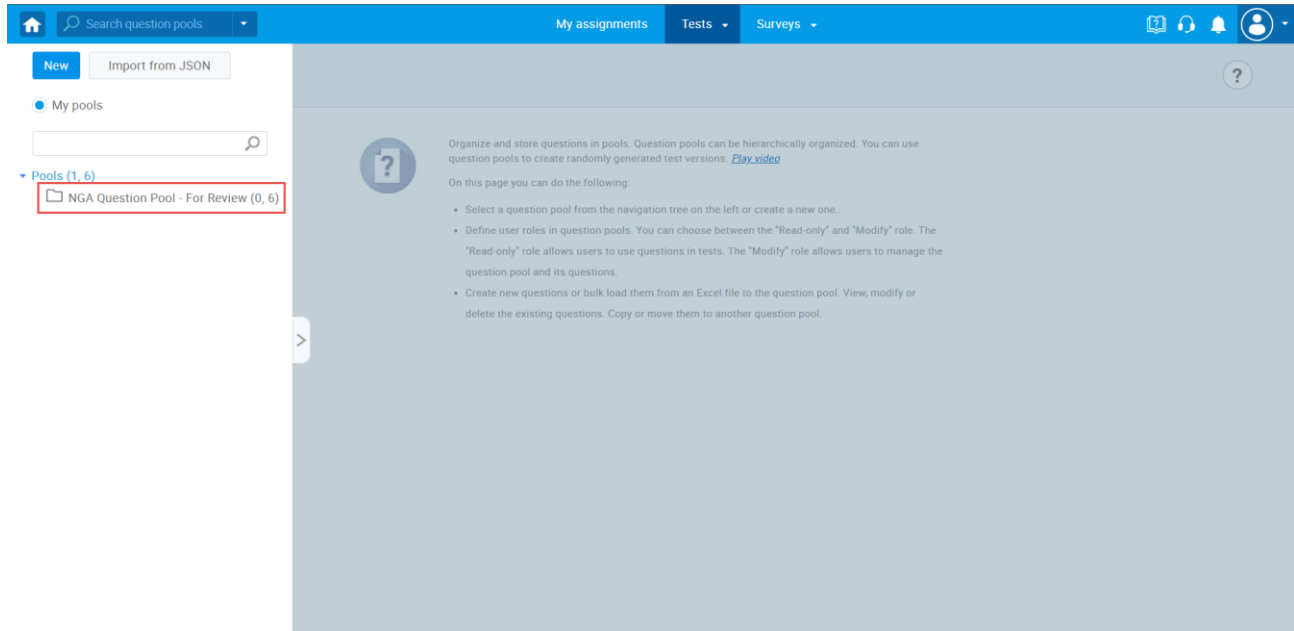
1. Access the trial environment at <https://demo3.youtestme.com/>
2. Use the credentials in the table below to log in as the subject matter expert.

| Username | Password |
|-----------------------|-----------------------|
| subject_matter_expert | GeospatialAgency12### |

3. Navigate to the **Tests** tab in the main menu and select **Question pools**.



4. Select the NGA Question Pool - For review question pool.



5. Select the **Questions** tab and you will see the dummy questions we imported in your trial.

As a subject matter expert, in a question pool, you can:

1. Preview the question.
2. Edit the question.
3. See the audit trail.
4. Delete the question.
5. Add a new question.

Test question pool
NGA Question Pool - For Review

Information **Questions** Users Statistics

Create new questions or bulk load them from an Excel file to the question pool. View, modify or delete the existing questions. Copy or move them to another question pool.

5 Add question Load questions Filter by tags: []

| ID | External ID | Question text | Source pool | Difficulty | Type | Actions |
|-------|-------------|---|--------------------------|------------|--------------------|---------------------------|
| 14731 | | For Questions, 00004 through 00007, identify the Description in Colum... | NGA Question Pool - F... | Medium | Matching | [Preview] [Edit] [Delete] |
| 14732 | | The United States Senate is comprised of more members than the Ho... | NGA Question Pool - F... | Medium | True/False | [Preview] [Edit] [Delete] |
| 14733 | | What is the name of the four-sided quadrilateral with only two parallel ... | NGA Question Pool - F... | Medium | Single choice | [Preview] [Edit] [Delete] |
| 14734 | | Which Formula 1 Grid is this? | NGA Question Pool - F... | Medium | Single choice | [Preview] [Edit] [Delete] |
| 14735 | | For Questions 00008 through 00010, identify the Map in Column II tha... | NGA Question Pool - F... | Medium | Matching | [Preview] [Edit] [Delete] |
| 14736 | | Fill in the blanks from the selection below: | NGA Question Pool - F... | Medium | Fill in the blanks | [Preview] [Edit] [Delete] |

Rows: 6

Move Copy

6. Once you are done, select the **Sign out** button to leave the application.

Test question pool
NGA Question Pool - For Review

Information Questions Users Statistics

Create new questions or bulk load them from an Excel file to the question pool. View, modify or delete the existing questions. Copy or move them to another question pool.

Add question Load questions Filter by tags: []

| ID | External ID | Question text | Source pool | Difficulty | Type | Actions |
|-------|-------------|---|--------------------------|------------|--------------------|---------------------------|
| 14731 | | For Questions, 00004 through 00007, identify the Description in Colum... | NGA Question Pool - F... | Medium | Matching | [Preview] [Edit] [Delete] |
| 14732 | | The United States Senate is comprised of more members than the Ho... | NGA Question Pool - F... | Medium | True/False | [Preview] [Edit] [Delete] |
| 14733 | | What is the name of the four-sided quadrilateral with only two parallel ... | NGA Question Pool - F... | Medium | Single choice | [Preview] [Edit] [Delete] |
| 14734 | | Which Formula 1 Grid is this? | NGA Question Pool - F... | Medium | Single choice | [Preview] [Edit] [Delete] |
| 14735 | | For Questions 00008 through 00010, identify the Map in Column II tha... | NGA Question Pool - F... | Medium | Matching | [Preview] [Edit] [Delete] |
| 14736 | | Fill in the blanks from the selection below: | NGA Question Pool - F... | Medium | Fill in the blanks | [Preview] [Edit] [Delete] |

Rows: 6

Move Copy

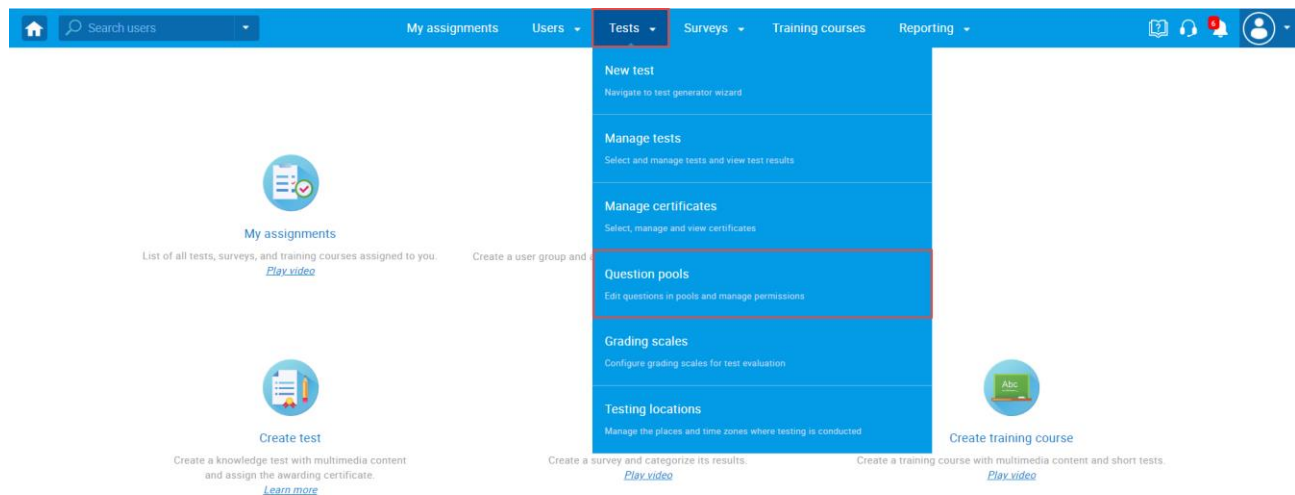
William Jones
Sign out

2.2 Approving Questions (Instructor)

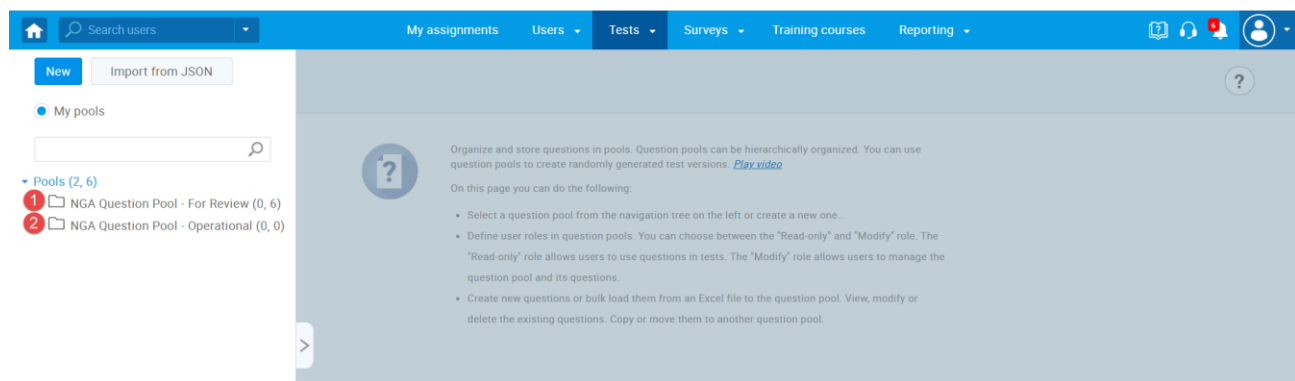
1. Access the trial environment at <https://demo3.youtestme.com/>
2. Use the credentials in the table below to log in as an instructor

| Username | Password |
|------------|----------------------|
| instructor | GeospatialAgency12## |

3. Navigate to **Tests** and select **Question pools**.



4. You will see two question pools:
 1. **NGA Question Pool - For Review**
 2. **NGA Question Pool - Operational**



5. Select **NGA Question Pool - For Review** question pool to review the questions created by the subject matter experts:
 1. Click on the Questions tab.
 2. You can see how many questions are presented in this question pool.

Test question pool
NGA Question Pool - For Review

Information **1** Questions Users Statistics

Create new questions or bulk load them from an Excel file to the question pool. View, modify or delete the existing questions. Copy or move them to another question pool.

Add question Load questions Filter by tags:

| ID | External ID | Question text | Source pool | Difficulty | Type | Actions |
|-------|-------------|---|--------------------------|------------|--------------------|---------|
| 14719 | | (U) For Questions, 00004 through 00007, identify the Description in Co... | NGA Question Pool - F... | Medium | Matching | |
| 14720 | 00007 | (U) [FILL IN THE BLANK FROM THE SELECTIONS BELOW] | NGA Question Pool - F... | Medium | Fill in the blanks | |
| 14721 | | (U) For Questions 00008 through 00010, identify the Map in Column II ... | NGA Question Pool - F... | Medium | Matching | |
| 14722 | 00011 | (U) Which Formula 1 Grid is this? - EDIT by instructor | NGA Question Pool - F... | Medium | Single choice | |
| 14723 | 00001 | (U) What is the name of the four-sided quadrilateral with only t... | NGA Question Pool - F... | Medium | Single choice | |
| 14724 | 00002 | (U) The United States Senate is comprised of more members th... | NGA Question Pool - F... | Medium | True/False | |

1 Rows: 6

Move Copy

6. You can perform the following actions as part of the approval process:
 1. Filter questions by entering the tag specified by the question pool manager.
NOTE: Since all questions are tagged with **For review**, no visual change will happen
 2. See how many questions need to be reviewed.
 3. Preview the question.
 4. Edit the question if necessary.
 5. See the audit trail.
 6. Delete the question.

Test question pool
NGA Question Pool - For Review

Information Questions Users Statistics

Create new questions or bulk load them from an Excel file to the question pool. View, modify or delete the existing questions. Copy or move them to another question pool.

Add question Load questions Filter by tags:

| ID | External ID | Question text | Source pool | Difficulty | Type | Actions |
|-------|-------------|---|--------------------------|------------|--------------------|---------|
| 14719 | | (U) For Questions, 00004 through 00007, identify the Description in Co... | NGA Question Pool - F... | Medium | Matching | |
| 14720 | 00007 | (U) [FILL IN THE BLANK FROM THE SELECTIONS BELOW] | NGA Question Pool - F... | Medium | Fill in the blanks | |
| 14721 | | (U) For Questions 00008 through 00010, identify the Map in Column II ... | NGA Question Pool - F... | Medium | Matching | |
| 14722 | 00011 | (U) Which Formula 1 Grid is this? - EDIT by instructor | NGA Question Pool - F... | Medium | Single choice | |
| 14723 | 00001 | (U) What is the name of the four-sided quadrilateral with only t... | NGA Question Pool - F... | Medium | Single choice | |

1 Rows: 5

7. As part of the approval process, you may edit the questions using the following actions:
 1. Change the number of points.
 2. Edit the question text.
 3. Edit the answer text.
 4. Add a new answer.
 5. Delete the tag **For review** and add tag **Approved**.
 6. Click **Save** to confirm changes.

Basic settings

Define how the answer to the question will be graded. Points, penalty, and duration are default values that can be overridden during the test creation process.

Scoring method: ⓘ Defining correct/incorrect answers ↔ Single choice ↔

Points: 1 5 ▲ ▼ Penalty: 0 ▲ ▼

Duration: 00:02:00

Generator settings

Label question by a difficulty to prepare them for the Test generator or just for better organization. Tune the level of appearance in randomly generated tests by specifying the frequency factor.

Difficulty: Medium ▼

Frequency: ⓘ Normal ▼

Advanced question setup

Create multi-dimensional question structures by utilizing question branching. Use tags for better question organization and advanced searching.

Tags: ⓘ 5 Approved ×

Branching ⓘ

External ID:

Translations

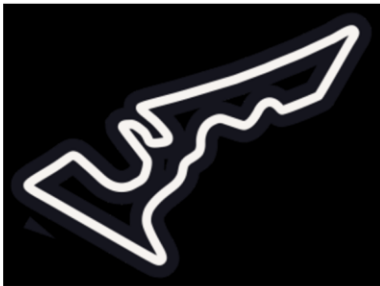
Create versions of this question in different languages.

[Add translation](#)

Question text

00011. (U) Which Formula 1 Grid is this? - EDIT by instructor 2 ✎ 🖼️ fx

[Remove/Edit question feedback](#)



[Remove picture](#)

Answers

A ▼ Grand Prix de Monaco 3 ✎ 🖼️ fx 🗑️

Second try ⓘ [Add feedback for this answer](#)

B ▼ Aramco United States Grand Prix ✓ ✎ 🖼️ fx 🗑️

[Add feedback for this answer](#)

C ▼ Rolex Turkish Grand Prix ✎ 🖼️ fx 🗑️

Second try ⓘ [Add feedback for this answer](#)

4 [Add answer](#) ▼

Answer generator ⓘ

Correct

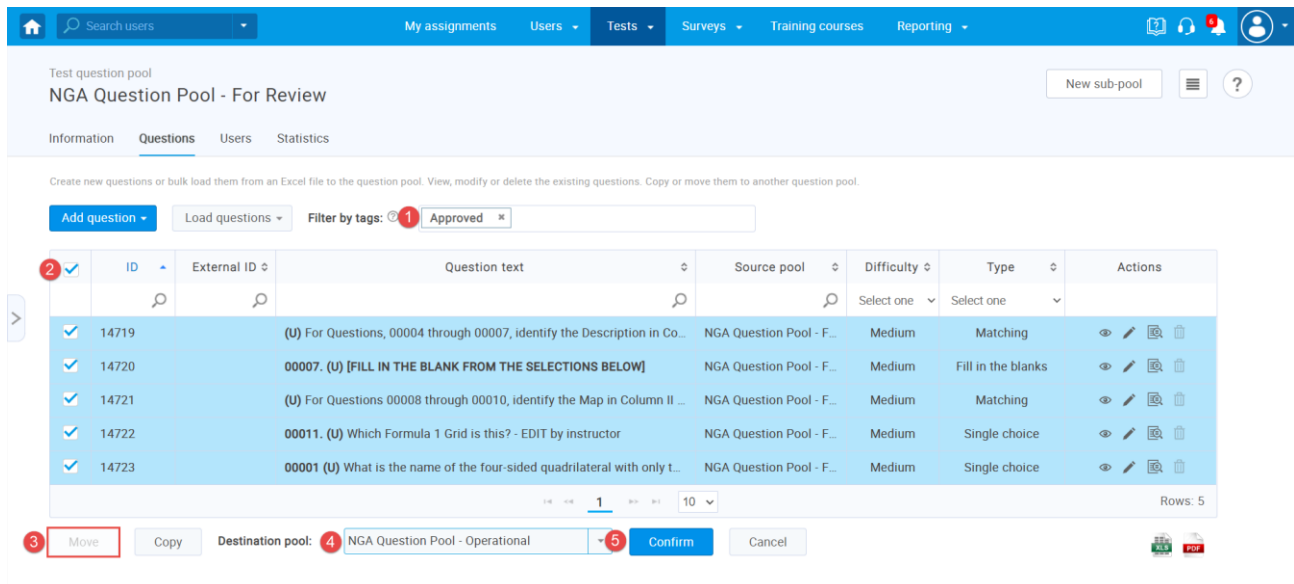
Assistance

Define the optional assistance that will make answering the question easier. If the candidate chooses to use the assistance, a penalty will be applied to the question score. If you define the assistance to the question where the branching is allowed, the branching option will be disabled.





















[Add assistance](#) ▼

6 [Save](#) [Cancel](#)

8. Once you have edited the questions, you can move them to the **NGA Question Pool - Operational** question pool:
 1. Filter questions by Approved tag.
 2. Tick the checkbox to select all questions.
 3. Click the Move icon and confirm that you want to move questions.
 4. Select the destination pool.
 5. Click Confirm button to move the questions.



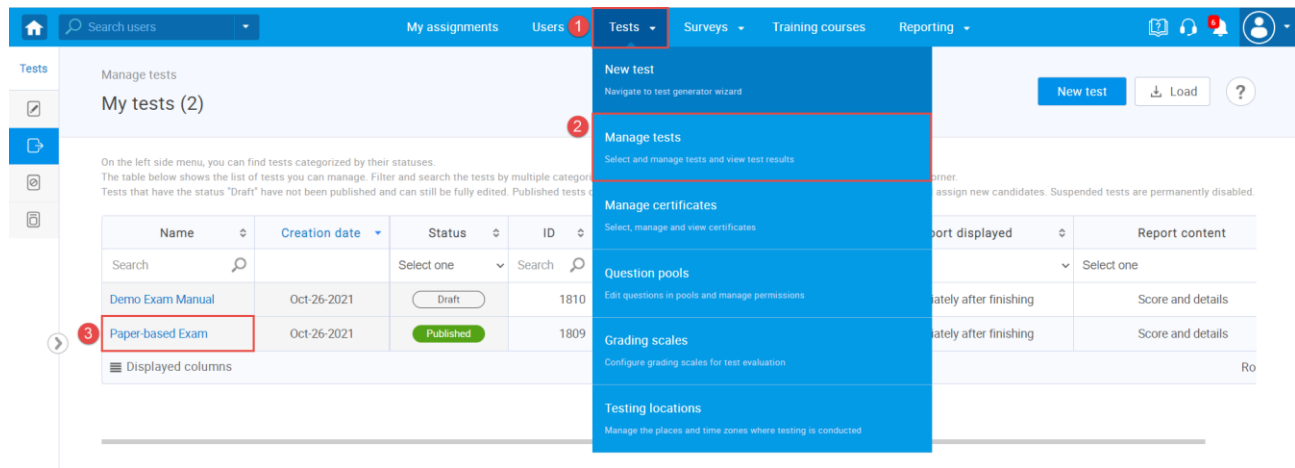
The screenshot shows the 'Test question pool' interface for 'NGA Question Pool - For Review'. At the top, there are navigation tabs: Information, Questions (selected), Users, and Statistics. Below the tabs, there are controls for adding questions and filtering by tags. A table of questions is displayed with columns for ID, External ID, Question text, Source pool, Difficulty, Type, and Actions. The table contains five rows of questions, all of which are selected (checked). At the bottom of the table, there is a 'Move' button (highlighted with a red circle 3), a 'Copy' button, a 'Destination pool' dropdown menu (set to 'NGA Question Pool - Operational', highlighted with a red circle 4), a 'Confirm' button (highlighted with a red circle 5), and a 'Cancel' button. The interface also shows a pagination bar at the bottom of the table indicating 'Rows: 5'.

| ID | External ID | Question text | Source pool | Difficulty | Type | Actions |
|-------|-------------|---|--------------------------|------------|--------------------|---|
| 14719 | | (U) For Questions, 00004 through 00007, identify the Description in Co... | NGA Question Pool - F... | Medium | Matching |     |
| 14720 | 00007 | (U) [FILL IN THE BLANK FROM THE SELECTIONS BELOW] | NGA Question Pool - F... | Medium | Fill in the blanks |     |
| 14721 | | (U) For Questions 00008 through 00010, identify the Map in Column II ... | NGA Question Pool - F... | Medium | Matching |     |
| 14722 | 00011 | (U) Which Formula 1 Grid is this? - EDIT by instructor | NGA Question Pool - F... | Medium | Single choice |     |
| 14723 | 00001 | (U) What is the name of the four-sided quadrilateral with only L... | NGA Question Pool - F... | Medium | Single choice |     |

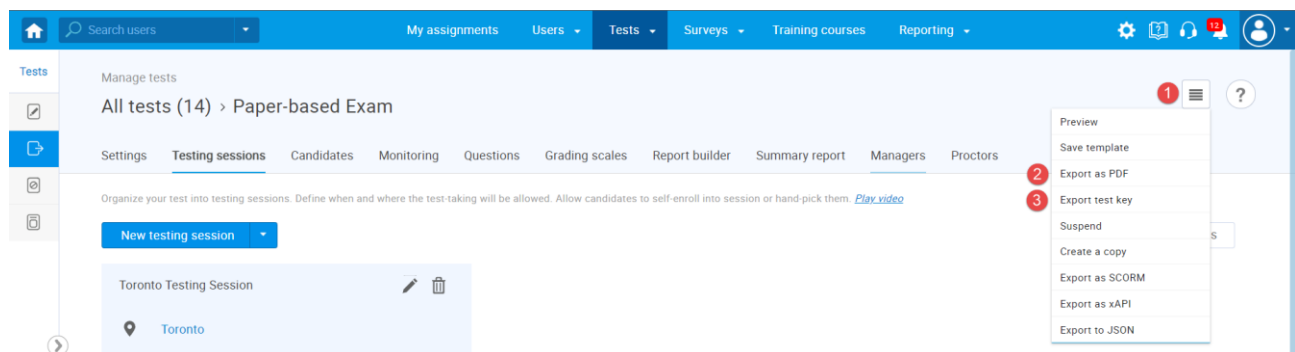
2.3 Exporting Tests (Instructor)

For demonstrational purposes, we created a test that you can use to export three different versions of the same exam.

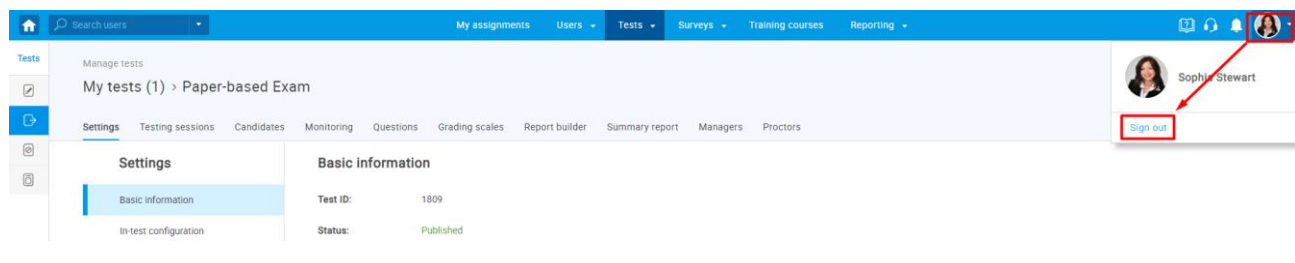
1. Navigate to Tests.
2. Select Manage tests.
3. Click on Paper-based Exam.



1. Click the Menu icon.
2. Click Export as PDF.
NOTE: Please repeat this action three times to export three different versions.
3. Click Export test key.



4. Once you are done, select the **Sign out** button to leave the application.

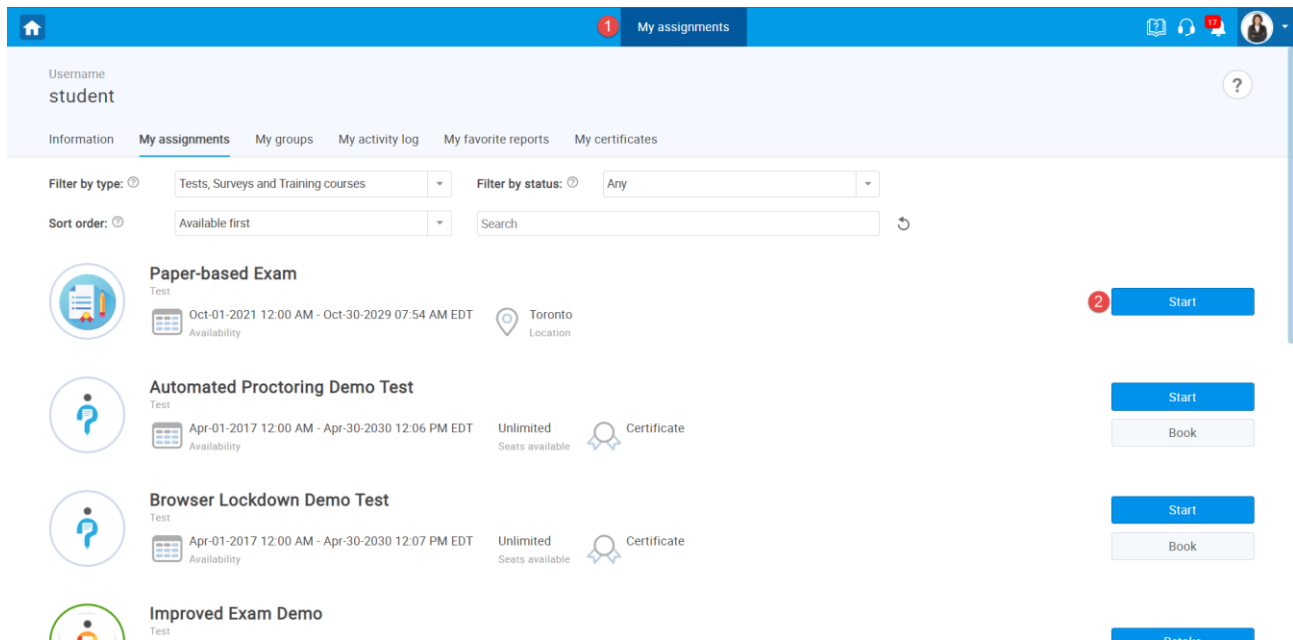


2.4 Test-taking (Student)

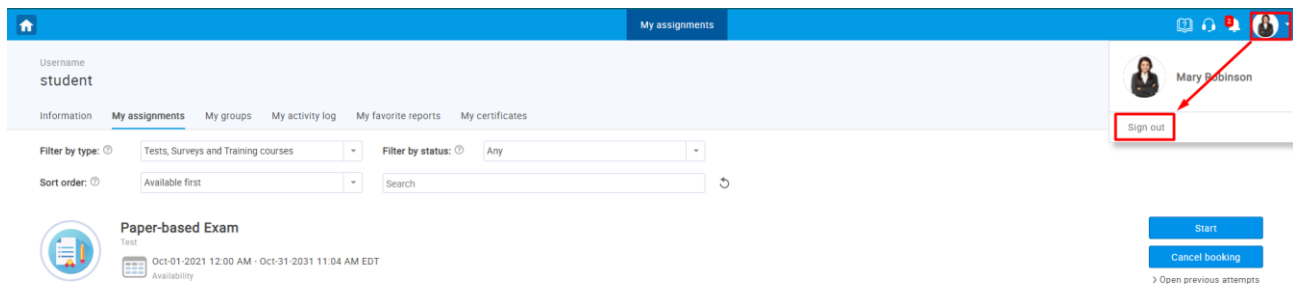
1. Access the trial environment at <https://demo3.youtestme.com/>
2. Use the credentials in the table below to log in as a Student.

| Username | Password |
|----------|----------------------|
| student | GeospatialAgency12## |

1. Click on **My assignments** in the main menu
2. Click on the **Start** button next to the **Paper-based Exam**.



3. To see how test-taking looks like from a candidate's perspective, please watch [this video](#).
4. Once you are done, select the **Sign out** button to leave the application.



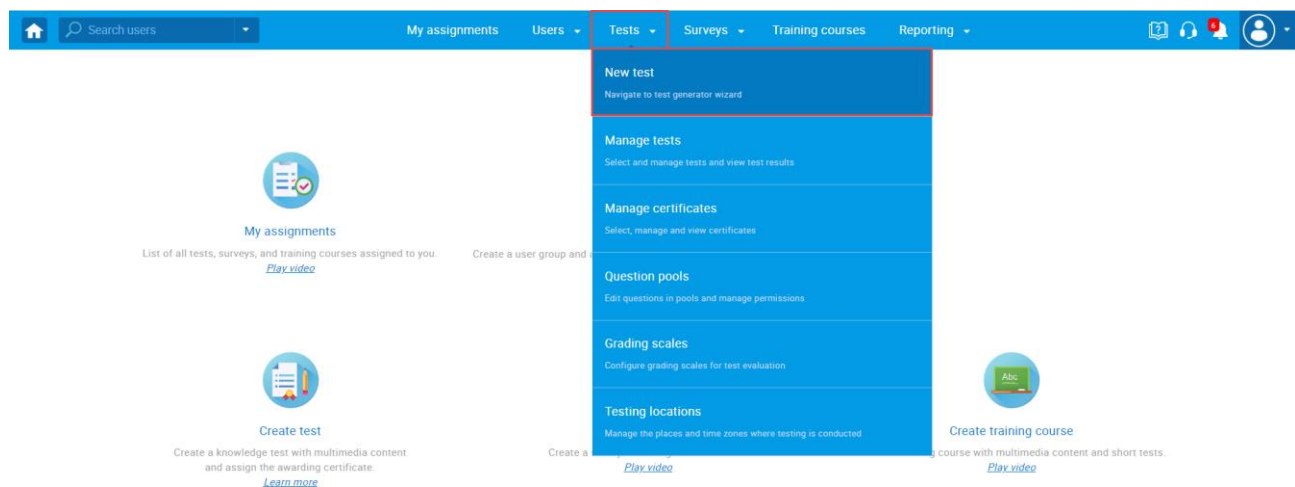
2.5 Creating New Tests (Administrator/Instructor)

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

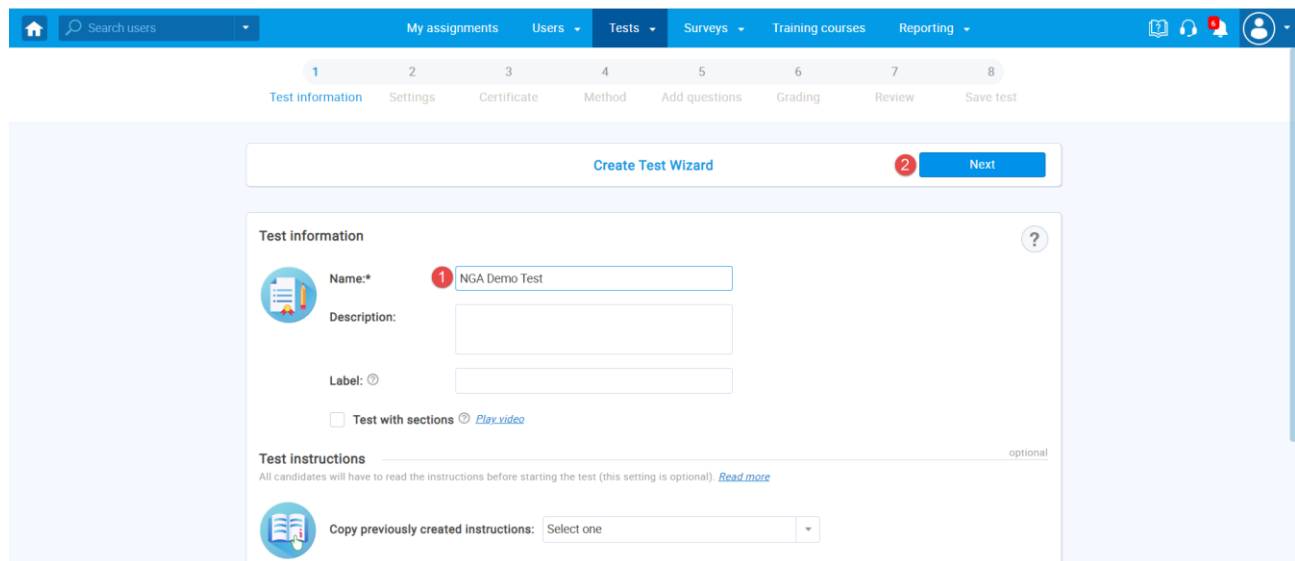
| Username | Password |
|----------|----------------------|
| admin | GeospatialAgency12## |

You can create a new test following the instructions below:

1. Navigate to the **Tests** and select **New test**

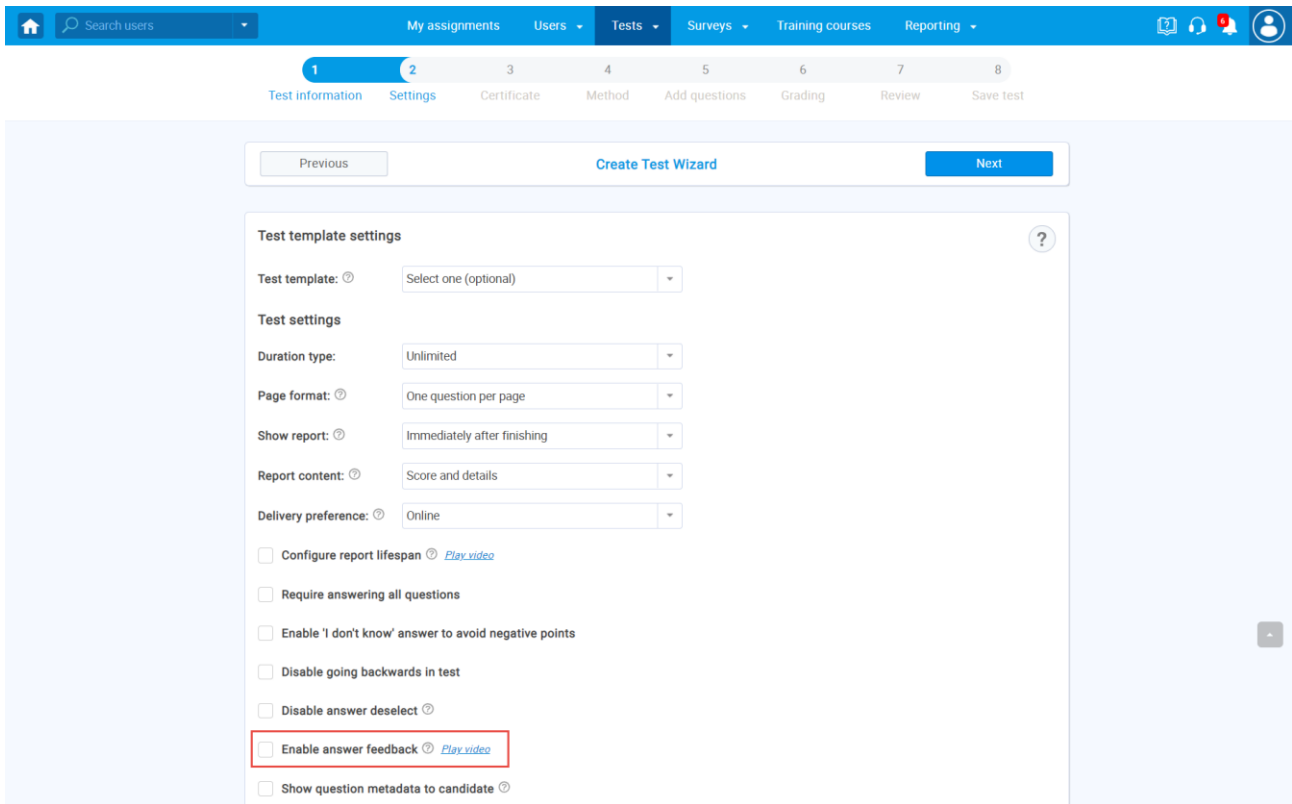


1. Enter the name of the test.
2. Click **Next** to continue with the test creation process.

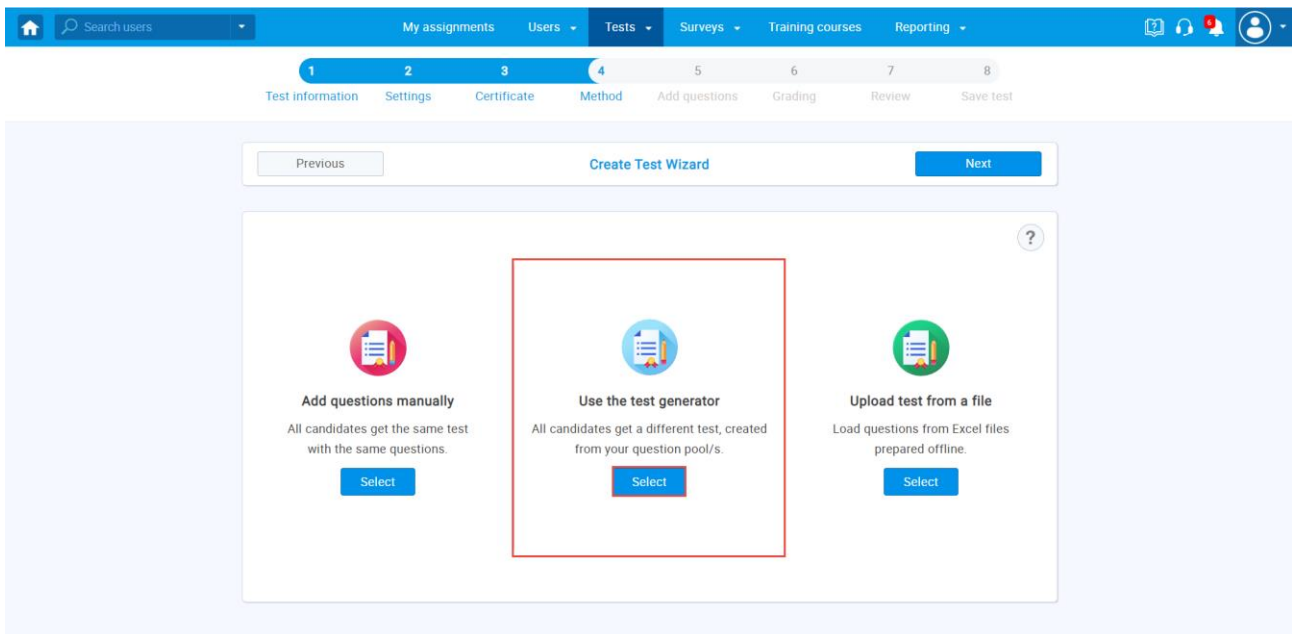


3. Select **Enable answer feedback** to allow displaying feedback after a question is submitted.

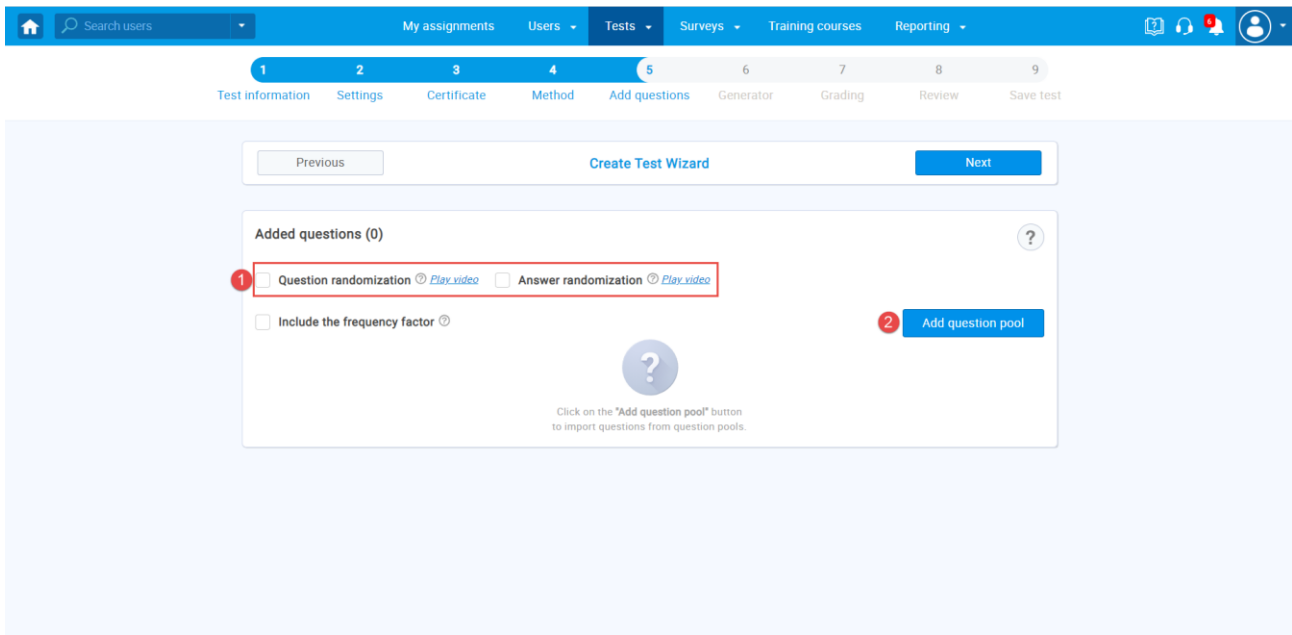
NOTE: This option can be used only with online exams.



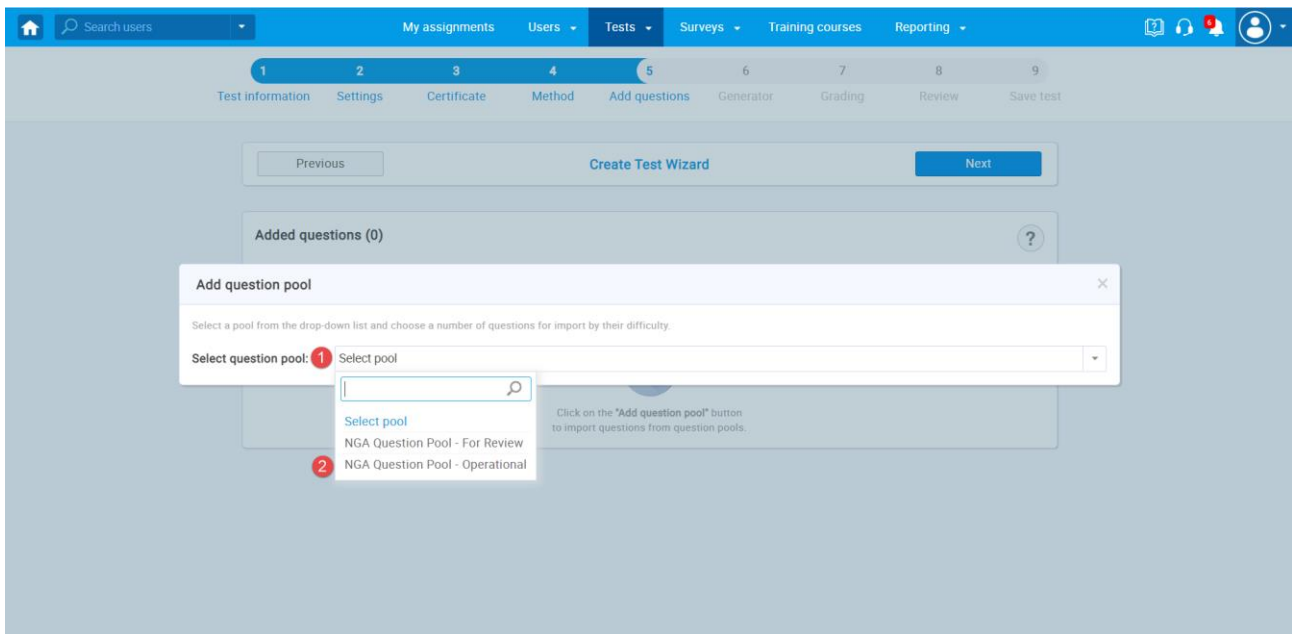
4. Click **Select** to choose the **Test generator** option.



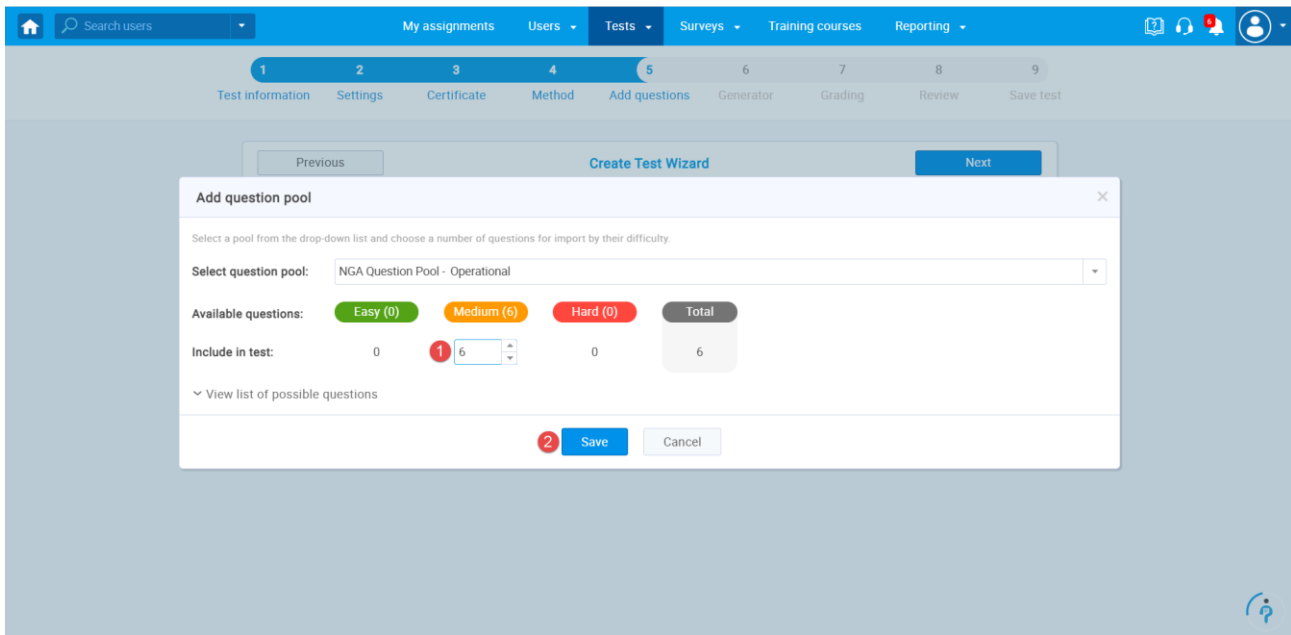
5. Enable **Question randomization** and **Answer randomization**.
6. Click **Add question pool** to choose a pool from which you will import questions.



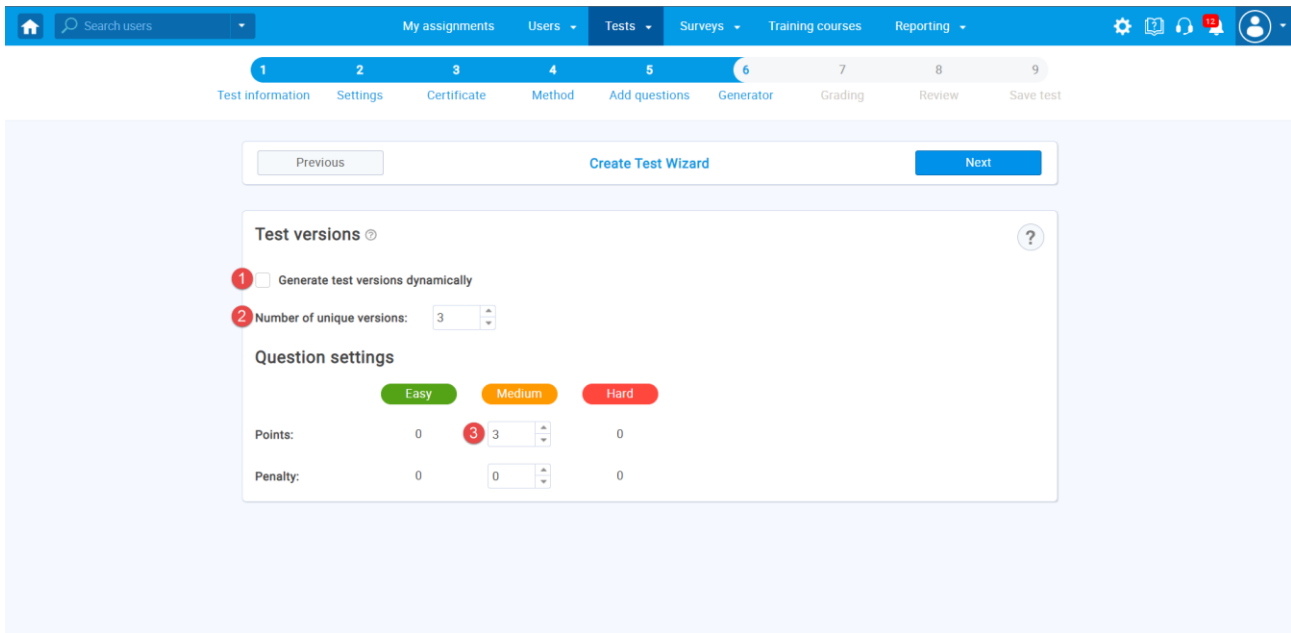
7. Click on a dropdown menu next to **Select question pool**.
8. Select **NGA Question Pool - Operational**.



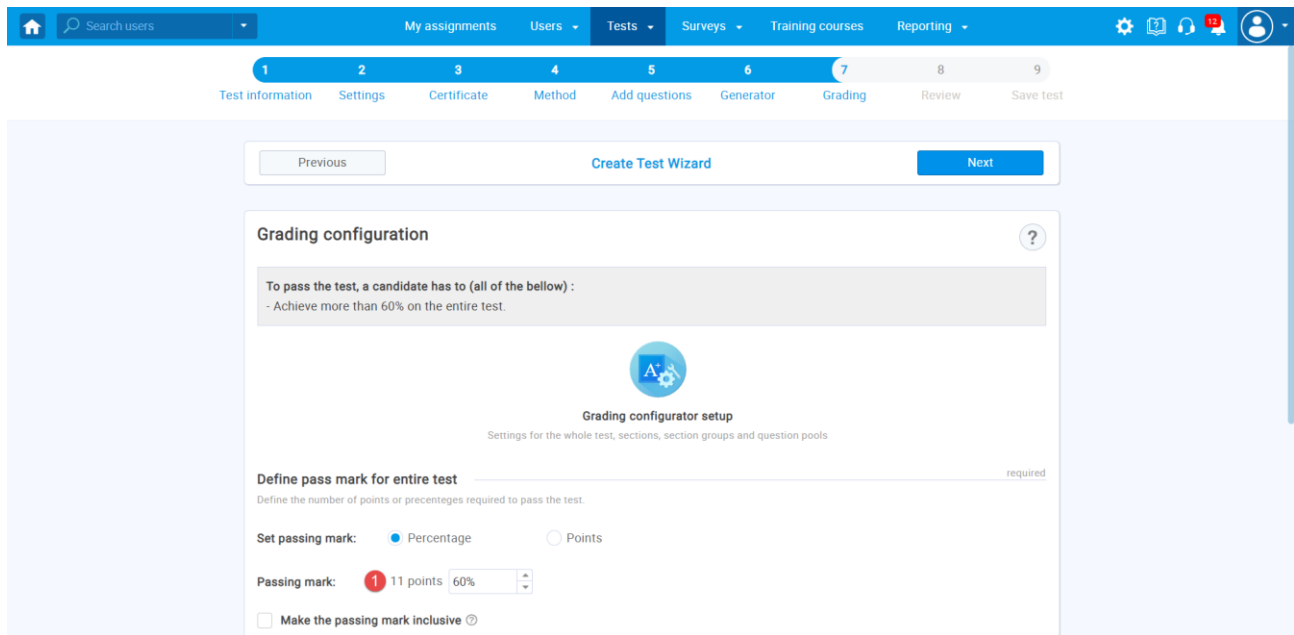
9. Select all available questions from the pool.
10. Click **Save** to confirm.



11. Untick **Generate test versions dynamically** option to choose an exact number of unique versions.
12. Choose the **Number of unique versions**.
13. Define the number of points each question will carry.



14. Specify the percentage candidates need to achieve to pass the test



The screenshot shows the 'Create Test Wizard' interface with step 7, 'Grading', selected. The wizard has a progress bar at the top with steps 1 through 9. Step 7 is highlighted. Below the progress bar, there are buttons for 'Previous', 'Create Test Wizard', and 'Next'. The main content area is titled 'Grading configuration' and contains the following text: 'To pass the test, a candidate has to (all of the below) : - Achieve more than 60% on the entire test.' Below this text is a gear icon and the text 'Grading configurator setup' with a subtitle 'Settings for the whole test, sections, section groups and question pools'. Underneath, there is a section 'Define pass mark for entire test' with a 'required' label. Below this, there are radio buttons for 'Set passing mark: Percentage' (selected) and 'Points'. Below the radio buttons, there is a 'Passing mark:' field with a red '1' icon, '11 points', and '60%' in a dropdown menu. At the bottom, there is a checkbox 'Make the passing mark inclusive' with a help icon.

15. Finish the test creation process by going to the **Review** and **Save test** steps

16. Once you finish the test creation process, you should organize a testing session by following [these instructions](#).

Additional instructions:

- Use [these instructions](#) to create your own question pools.