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YouTestMe

Best Practice of Organizing Proctored Tests

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1 Introduction

This document aims to provide the complete guide to getting started with the YouTestMe proctoring solution and recommendation for the best use cases, enabling you to organize the whole testing process easily.

2 Good examples

2.1 Dummy Test

Before organizing the official testing, we recommend creating a dummy test with some random questions carrying 0 points. The dummy test's purpose is to help your candidates to get familiar with the application and test their equipment (camera, microphone, etc.).

The dummy test should be mandatory since candidates need to make sure to have the necessary equipment for the proctored test.

Also, we are offering to send you the questions for the dummy test and help you organize everything.

In order to help candidates to prepare for the process in the best way, you should:

- [Emphasize all relative materials on the login page.](#)
- [Create a custom email notification that will contain all necessary information.](#)

Once the candidates finish the dummy test, you should organize the official one.

2.1.1 Login page organization

The white labeling option allows you to use the login page as a board where you can highlight useful materials and information that students should acknowledge before taking the test.

Since you are organizing a test for candidates who have never used the application before, we give you a good example of what you should emphasize on your login page.

To see how to highlight materials to the login page, please check this [video](#).

Example:

Dear candidate, welcome to [company name or test name] testing.

Before taking the test, you must read the following resources as an overview of key preparation activities and testing information:

- [Test-taking Guide](#) (**Note:** The Test-taking guide may be customized according to the client's needs, and we can add the reference documents along with more specific rules or guidelines that students need to acknowledge.)
- [Test-taking process \(Candidate's perspective\)](#)
- **Also, for further information, you can visit [Client help center]**
- **If you encounter any difficulties in using the application, please check the [FAQ on the client's help page]. (We will update your help center with the most frequently asked questions about the proctored test).**
- **Test requirements: working camera, working microphone (or headphones with a microphone), a stable and fast Internet connection, Chrome or Firefox browser, laptop or desktop computer.**

2.1.2 Custom email organization

The “Notifications” tab contains email and in-application notification templates sent automatically when a certain action is made inside the application. The most important notification is the one announcing to the candidate that they are assigned to take an exam. This notification should contain all instruction and information which candidates should acknowledge before taking an exam

To see how to modify the predefined notification, please check this [article](#).

Example:

Dear [Candidate name],

You have a pending test request: [test name].

The test is available for taking from [date] to [date].

The test can be accessed at [application link]

Before taking an exam, you must review all provided instructions.

Test requirements:

- Chrome or Firefox browser
- Working camera,
- Working microphone (or headphones with a microphone),
- Stable and fast Internet connection,
- Laptop or desktop computer.
- Identificational document

Instructions to candidates:

- For a detailed guide on the online examination system, review the [test-taking guide](#) and watch the [test-taking process's video tutorial](#).
- For further information, visit [\[Client help page\]](#)
- If you encounter any difficulties in using the application, please check the [\[FAQ on the client's help page\]](#).

The following items are NOT allowed during the exam:

- Mobile phone
- Tablet
- Books and notebooks with materials
- Paper (you will be provided with the notes part in the application).

The following items are allowed during the exam:

- Calculator
- Google Chrome Browser
- Mozilla Firefox Browser

Kindly note that cheating of any kind is forbidden.

Good luck!