YouTestMe

How to Use Custom Question Properties for Reporting





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1 Introduction

This article explains how to use custom question properties for reporting and passing criteria purposes.



1.1 Creating a New Test

To create a new test, navigate to the "Tests" and select "New test".



In the first step of test creation wizard – Test information, you should:

- 1. Enter the name of the test.
- 2. Tick the "Test with sections" checkbox.
- 3. Click the "Next" button.

Search users	 My assignm 	nents Users -	Tests 👻	Surveys 👻	Training cour	ses Reporti	ng 🗸 System 🗸	🕮 i 🖓 i 🖳 🍥 ·
	1 Test information	2 3 Settings Certifi		4 ections	5 Grading	6 Review	7 Save test	
Test sections			Create 1	test wizard		3	Next	
No sections created yet	Test information Name:* Description: Label: ⑦ Acknowledgment: ③	rules of this assignr	ree with the ins	tructions and			?	
	Test instructions All candidates will have to read the ins			ing is optional). <u>R</u>	ead more		optiona	

1.1.1 Creating a New Section

In the fourth step of the test creation wizard – Sections, you should click on the "Add section" button.

Search users	•	My assig	nments	Users 🚽	Tests 🗸	Surveys 🚽	Training co	urses Rep	porting 🚽 Sy	/stem 🚽	💷 🙃 🖳 🍥 ·
		1 Test information	2 Settings	3 Certific		4 Sections	5 Grading	6 Review	7 Save test		
Test sections		Previous			Create	e test wizard					
No sections created yet										?	
						a section and add					
					Ad	ld section					

In the first step of section creation wizard – Section information, you should:

- 1. Enter the name of the section.
- 2. Click the "Next" button.

1 2 3 4 5 6 Section information Settings Method Add questions Review Save section Test sections No sections created yet Section information Section information Name* Enterprise Module Discard changes in the current section Image: Section information At and/dates will have to read the introductions before starting the section (this setting is optional). Read mace B Image: Section information Discard changes in the current section Image: Section information Section information Image: Section information Section introductions before starting the section (this setting is optional). Read mace Image: Section information Image: Section information Image: Section information Section introductions before starting the section (this setting is optional). Read mace Image: Section information Image: Section information Image: Section information Im
Test sections Create Test Section Wizard Next No sections created yet Section information ?
Test sections Section information ?
Image: Section introduction Name* ① Enterprise Module Discard changes in the current section Description: Description: Section introduction Section introductions before starting the section (this setting is optional). Read more Optional All candidates will have to read the introductions before starting the section (this setting is optional). Read more optional
Discard changes in the current section Description: Descrint: Description: Description: Description: De
All candidates will have to read the introductions before starting the section (this setting is optional). Read more Copy previously created instructions: Select one
B I U ⊕ ≜ x, x ² Hi H2 19 ↔ Ε Ξ Ξ Ξ Ε 11 Ξ • 5 T _x ④



1.1.2 Importing Questions

In the third step of the section creation wizard, select the "Add questions manually" method.

	•	My assignments	Users 🕶 Tests 👻	Surveys 🖌 Training	courses Reporting -	System 👻	💷 I 🕢 I 🖳	<u>.</u>
	1 Section information	2 Settings	3 Method	4 Add questions	5 Review	6 Save section		
Test sections	Previous		Create Te	st Section Wizard		Next		
No sections created yet			1			?		
 Discard changes in the current section 								
		ons manually et the same section		test generator	Upload section			
	with the sa	elect		get a different version, your question pool/s. Select	Load questions in prepared o Selec	ffline.		

Click on the "Import from pools" button.

Search users	▪ My a	issignments Users 🗸	Tests 👻	Surveys 👻	Training courses	s Reporting	👻 System 👻	Ø I 😡 I	٩
	1	2	3	4		5	6		
	Section information	Settings	Method	Add ques	tions	Review	Save section		
est sections	Previous		Create Test	Section Wizard			Next		
lo sections created yet	Test versions (1)						?		
	Test version	Version unique co	de Eas	sy Mediu	m Hard	Points	Actions		
⊗ Discard changes in the	Test version 1			0	0 0	0 0	1		
current section	Add new			Curren	t version:	Test vers	ion 1		
				Versio	n unique code:				
				?					
		Click on the "Impo	t from pools" butto	on to add questions	from question pool:	s.			
		Click on the "Add new	question" button to	o create a new ques	tion manually. <u>Play</u>	<u>video</u>			
		Add no	ew question 👻	Import fro	m pools				



- 1. Use a search bar to find a pool.
- 2. Select the pool name.

Search users	•	My assignments	Users 🗸 Tests 🗸	Surveys 😽 Training co	urses Reporting -	System 🚽		🕲 i 🕡 i	P (<u>ب</u>
	1 Section information	2 n Settings	3 Method	4 Add questions	5 Review	6 Save section				
Test sections	Previous		Create Tes	st Section Wizard		Next				
	Import questions from a	a pool					×			
	Select pool: Demo Pool						¥			
 Discard changes in the current section 	1 demoj 2 Demo Poo			?						
				wn menu and select a pool						
			from which you wa	nt to import the questions.						
				•						
				itton to add questions from question						
		Click on	the "Add new question" button	Inport from pools	<i>Play_video</i>					

Once you choose a pool, you can:

- 1. Filter the questions by Topic Areas.
- 2. Preview the question.
- 3. Import a single question from the selected pool.
- 4. Import all questions from the selected pool.

Search users	•	My assignments 🛛 Users 👻	Tests - Survey	rs 👻 Training cours	es Reporting -	System 👻	💷 🕢 🖳 🍥 י
	1 Section information	2 Settings	3 Method A	4 dd questions	5 Review	6 Save section	
		, in the second s	Mictilou P	du questions			
	Import questions from a po	ol					×
Test sections	Select pool: Demo Pool					-	
No sections created yet	Question text	♦ Parent pool ♦	Difficulty \$	Туре ≎	Topic Areas	Terminal Learning	
		D Search O	Select one	Select one	Topic Area 7 🛛 🗸	Select one	~
*	y workdays are there usually ir	Demo Pool	Medium	Single choice	Topic Area 7	TLO 6	
Discard changes in the current section	following rivers (starting from	Demo Pool	Hard	Ordering	Topic Area 7	TLO 1	-
		Rows: 2					
	Assign all						



Search users	•		My assignn	nents Users -	Tests 👻	Survey	s 👻 Training course		Reporting 👻	Syste			Ø I Ø	1	• 🌍
	See	1 ction informatio		2 ttings	3 Method	A	4 dd questions	5 Revi			6 section				
	Import	t questions fro	om a pool									×			
Test sections	Select p	pool: Demo F	Pool									*			
	#	Actions	ID \$	Questi	on text	\$	Parent pool	¢	Difficulty	¢	Туре	\$			
		23		Search		Q	Search	Q	Select one	~	Select one	~			
۲	1	₽d ↓	14704	How many workdays	are there usua	ally in	Demo Pool		Medium		Single choice				
Discard changes in the current section	2	₽g ↓	14705	Order the following r	ivers (starting	from	Demo Pool		Hard		Ordering				
					1a <a <b="">1	10	⊨ 10 ~				Rows	: 2			
(4 Ass	sign all													
		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. <u>Play video</u>													
		Add new question + Import from pools													

1.1.3 Grading Configuration

In the Grading step of test creation wizard, you should:

- 1. Specify the percentage required to pass the test.
- 2. Select one of the previously created grading scales.
- 3. Click on the "Create question property" report button.

分 Search users		•	My assignments		Tests 👻						(D)	o 🖳	
			1 2 Test information Settin		3 ficate S	4 ections		5 7 riew Save					
Test sections			Previous		Create	test wizard			Next				
Enterprise Module		Grad	ing configuration							?			
Technique Module	莭	To pa - Ach	ass the test, a candidate has to ieve more than 73% on the enti	(all of the bello re test.	iw) :								
Trade Module	Û				(A _¢							
(+) Add section			e pass mark for entire test		te whole test, sec	onfigurator s tions, section g	stup oups and question pools			required			
			ssing mark: Percentage		Points								
			g mark: 159 points 73										
			core to a grading scale	the results Play	video					optional			_
			g scale: 2 Total Test 800 Sca		*								
		Define Each tea	e passing marks for section at section can have its passing mark	S if the section is re	quired to be pass	ed. You are able	to drag and drop the table	ows to reorder section	15.	optional			
		#	Section ¢	Passing requ	ired Passin	n mark In	clusive passing mark	Grading scale	Edit				
		1	Enterprise Module Pools: Demo Pool	No		0%	No		1				
		2	Technique Module Pools: Demo Pool	No		0%	No		1				
		3	Trade Module Pools: Demo Pool	No		0%	No		1				
				14	~ <u>1</u> ×	· · · 10 ·			Rows: 3				
			e test sections into groups and defin	e passing mark cr	iteria/ edit passin	g mark settings				optional			
			ate new section group										
		#	Section group nam	e ¢	Passing ma	irk Inc	lusive passing ma	Actions					
		No se	ection group created	14 <4	P> PI 10) v		Rows: 0					
		Question	Ion pools report setup ⑦ — ns are assigned from the question p d level of knowledge regarding a par	ticular subject are	ow. The default pa a, aimed for instri	ussing mark is e actors. This sett	qual to the test passing mar ing is useful in reports for o	k. This is a descriptive staining scores on a te	and passing	optional g mark and ing			
		objectiv #	e or simple overview of a candidate's Pool name	s knowledge.	Passing ma	ırk							
		1	Demo Pool		0%	1							
		Ouest	ion property reports	⊧> ⊨ 10 ¥	F	tows: 1				optional			
		Question by a gro	n properties can be used to create to up of question property values. Supp	st passing criteria sorted properties a	i or question stati are custom questi	stics reports ba on properties of	ed on the property values. ' 'Dropdown' type.	fou can create reports	and criteria	by one or			
			ate question property report	0 P	assing mark	Actions							
			ection group created										
				»» »i 10 s	,	Rows: 0							

The new window will appear where you should:

- 1. Enter the "Analysis" in the "Name" field.
- 2. Define the passing mark for this group.
- 3. Select "Inclusive passing mark" to allow students to pass the test if they gain a score equal to or higher than the passing mark.
- 4. Select "Passing required" to make the passing of this group mandatory for passing the test as a whole.
- 5. Select one of the previously created grading scales.
- 6. Select the "Topic Areas" for "Question property".
- 7. Select all "Topic Areas" that should belong to the "Analysis" group.
- 8. Click the "Save" button.

Create question property report								
Name:*	Analysis							
Description:								
Passing mark:* ⑦	71%							
\checkmark Inclusive passing mark \oslash	3							
Passing required ? 4								
Grading scales: 5	Analysis Section 800 Scale	•						
Question property:* ⑦	Topic Areas	•						

Select the question property values that define the question's inclusion in the question property report. If the value of the question property is any of the selected values, the question is included in the question property report.





To create a group that is not passing required but serves for a simple overview of a candidate's knowledge on a specific category, you should:

- 1. Enter the "Calculated-IE" in the "Name" field.
- 2. Select the "Topic Areas" for "Question property".
- 3. Select all "Topic Areas" that should belong to the "Calculated-IE" group.
- 4. Click the "Save" button.

Note: Repeat the same steps for other groups.

Create quest	tion property report	×
Name:*	Calculated-IE	
Description:		
Passing mark:	* ②	
Inclusive	passing mark ⑦	
Passing re	equired ⊘	
Grading scales	s: No grading scale	*
Question prop	erty:* 💿 🛛 2 Topic Areas	•
report. If the value	ion property values that define the questior ue of the question property is any of the sel uestion property report.	
#	Question prope	erty values 🗘
1	Topic Area 1	3
2	Topic Area 2	
3	Topic Area 3	
4	Topic Area 4	
5	Topic Area 5	
6	Topic Area 6	
7	Topic Area 7	
8	Topic Area 8	
	14 <4 <u>1</u> >> >	Rows: 8
	4 Save Cancel	

1.2 Candidate's perspective

1.2.1 Test-taking

If "show question metadata" options are selected, candidates will be able to preview the question properties in test-taking.

Question: 1/8 Type: Single choice Points: 2 Penalty: 0 Difficult How many milligrams are there in one gram?	Topic Areas: Terminal Learning	Topic Area 1 TLO 3	⊒ ►	Section progress bar	
Select one correct answer from the list	Objectives:		_	Test	Section
1. 10			\bigcirc	Section name Enterprise Module	
2. 10000			0	All questions (8)	Review list (0)
3. 1000			0	<u>1</u> 2 3	4 5 6
4. 100.0			\bigcirc	7 8	
		N	ext question	Not answered	Answered



1.2.2 Personal Report

In the personal report the candidates received after test-taking, they can:

- 1. See the final score.
- 2. See the score on "Question property reports".
- 3. Click on the "Export" button, and select "Score report-Question property reports".

<u>Note</u>: The "Score report – Question property reports" will be available only if at least one "passing required" question property report group is created.

				М	ly assignments			Ø I 🗘	24	(
Decement				Section 'Enterprise						
Personal report			Personal report as Excel	Question pool	Passing mark	Score	Status			
Test name: Dem	t name: Demo Topic Area Test Score report - Question		emo Pool	Passed						
abel:		l	property reports			8 correct, 0 incorrect, 0 skipped questions				
Started: Dec-	09-2021 06:00 PM EST			Section 'Enterprise Test version: Test version 1	Module' - Ques	tions				
Finished: Dec-	09-2021 06:02 PM EST			Ouestien: 1 of 9 Tupe: Sine	la chaine Dointo: 9 Dono	Ity: 0 Difficulty: Easy Question pool: Demo Pool	≡			
Time spent: 00:0	2:16					ity. O Dimeany. Easy Question poor. Demo Poor	=			
Score: 72.5	6	(0	How many milligrams a	re there in one gram?					
Grade: 640	-		-	Answers:						
	hiled			1. 10						
	ailed			1. 10						
/erification date: Not v	rerified			2. 10000						
Test sections Please select the test sect	ion in order to view the ques	tions		3. 1000			\checkmark			
Test section	Score	Sta	tus	4. 100.0						
Enterprise Module	70.59%	Passe	ed 💿			Correct Point:	s achieved: 2			
Technique Module	73.91%	Passe	ed 💿							
Trade Module	73.91%	Passe	ed 💿	Question: 2 of 8 Type: True	/False Points:4 Penalty	: 0 Difficulty: Medium Question pool: Demo Poo				
Question proper	ty reports			If you pass the second	person in a race you ta	ake the first place.				
Group name	Passing mark	Score	Status	Answers:						
IE-Module Part 1	> 0.00%	73.33%	Passed	1. True						
! Analysis	≥ 71.00%	72.31%	Passed	0.5-1						
Calculated-IE	> 0.00%	70.59%	Passed	2. False			\checkmark			
A-Tradecraft Module	> 0.00%	73.91%	Passed			Correct Point:	s achieved: 4			
IE-Module Part 2	> 0.00%	68.42%	Passed	Question: 3 of 8 Type: Mate	thing Points: 4 Penalty: 0	D Difficulty: Medium Question pool: Demo Pool	≡			
A-Technique Module	> 0.00%	73.91%	Passed							

1.2.3 Score Report

The downloaded score report will contain all information and statistic based on Topic Areas.

	Mary Robinson	
The test addresses content ass	ociated with the 8 topic areas	
Topic Area 1: Topic Area 1	H. C. & M. Schener Met. J. Schener, Meter. 2016; C. U. S.	
Topic Area 2: Topic Area 2		
Topic Area 3: Topic Area 3		
Topic Area 4: Topic Area 4		
Topic Area 5: Topic Area 5		
Topic Area 6: Topic Area 6		
Topic Area 7: Topic Area 7		
Topic Area 8: Topic Area 8		

To pass the test, a candidate must meet or exceed: (1) a predefined passing score for the "total test", and (2) a predefined score (cut-score) for the "analysis section" of the test (that covers topic areas Topic Area 3, Topic Area 4, Topic Area 5, Topic Area 6, Topic Area 7 and Topic Area 8).

To provide candidates meaningful feedback regarding their performance on the assessment, the program provides candidates a score report devided into two sections.

Section 1 provides candidates information regarding their test performance compared to the "total test" and the "analysis section" passing scores. The scores provided are scaled scores (100-800). A scaled score is the total number of correctly answered questions (raw score) converted into consistent and standardized scale. For the "total test", the converted raw passing score is 650 on a scale of 100 to 800. Similarly, the converted raw passing score for the "analysis section" of the test is 650 on a scale of 100 to 800. The program uses scaled scores not only to provide candidates more meaningful information, but also to ensure that scores from one form of the test are equivalent to those from another form of the test. This ensures that the meaning of a score from a different form of a test would indicate the same level of performance no matter which form a candidate receives.

SECTION 1	TOTAL TEST	ANALYSIS SECTION
Your Score	640 (72.5%)	658 (72.31%)
Performance Threshold	650 (73.0%)	658 (71.00%)
Your "Section" Result	Does Not Meet Requirement	Meets Requirement
Your Final Result	Does Not Meet	Requirement



1.3 Report Builder

To preview the report, you should select the options from the list that will be featured as a column in the report table.

To preview the custom property report for created groups in this test, you should select the options stored under "Custom property report columns".

f		My assignments	Users 👻	Tests 👻 Surveys 👻	Training courses	Reporting 👻 System 👻	🕮 i 🗛 i 🖳 🎯 -
Tests	Report columns Create a new custom report by selecting options	from the list below. Each op	tion will be featured a	as a column in the report table.	Gr	oup columns	
	User columns Di D Username External ID Username Employee ID First name Last name Middle name Email Date of birth Gender Phone number Affiliation Street City	D ID	Test columns Description Descr	Test section columns Points Total points Score (%) Grade Passed	Question columns Duestion columns Columns Columns Correct answer Correct answer Points Points Total points Time to answer Question pool Topic Areas Columns Co	Pool columns Points Total points Score (%) Passed	Custom property report columns ✓ Points ✓ Total points Score (%) ✓ Passed ✓ Grade
	State		Time spent				



Once you click on "Display report," you will:

- 1. See the report based on previously selected options.
- 2. Download the report in Excel format.

	Settings Testing s Back to report bui	sessions Candidates	Monitoring Tes	st sections Grading	scales Report build	ler Summary repor	t Managers Pro	octors	
1	Username	Session name	Test finished	Test time spent	Test points	Test total points	Test grade	Test passed	Analysis points
	student	s	Dec-09-2021 06:02	00:02:00	58	80	640	No	47

The exported excel file will look the same as per your specification.

Test points	Test total points	Test grade	Test passed	Analysis points	Analysis total points	Analysis passed	Analysis grade		Calculated- IE total points	Calculated- IE passed	Calculated- IE grade	A-Technique Module points	A-Technique Module total points	A-Technique Module passed	A- Technique Module grade	A-Tradecraft Module points	A-Tradecraft Module total points	A-Tradecraft Module passed	A- Tradecraf t Module grade		IE-Module Part 1 total points		IE-Module Part 1 grade	Part 2	IE-Module Part 2 total points	
58	80	640	No	47	65	Yes	658	24	34	Yes		17	23	Yes		17	23	Yes		11	15	Yes		13	19	Yes