YouTestMe

Adding Proctors to the Test
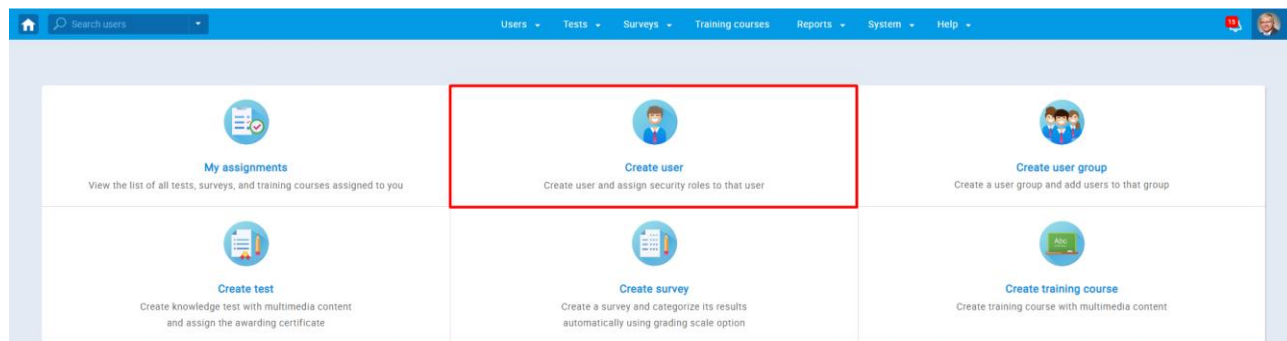
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1 Introduction

This document's purpose is to explain how to assign proctors to a test and what is the purpose of this process. To proctor some tests, you need to have at least a proctor role, or some custom role with specific permissions.
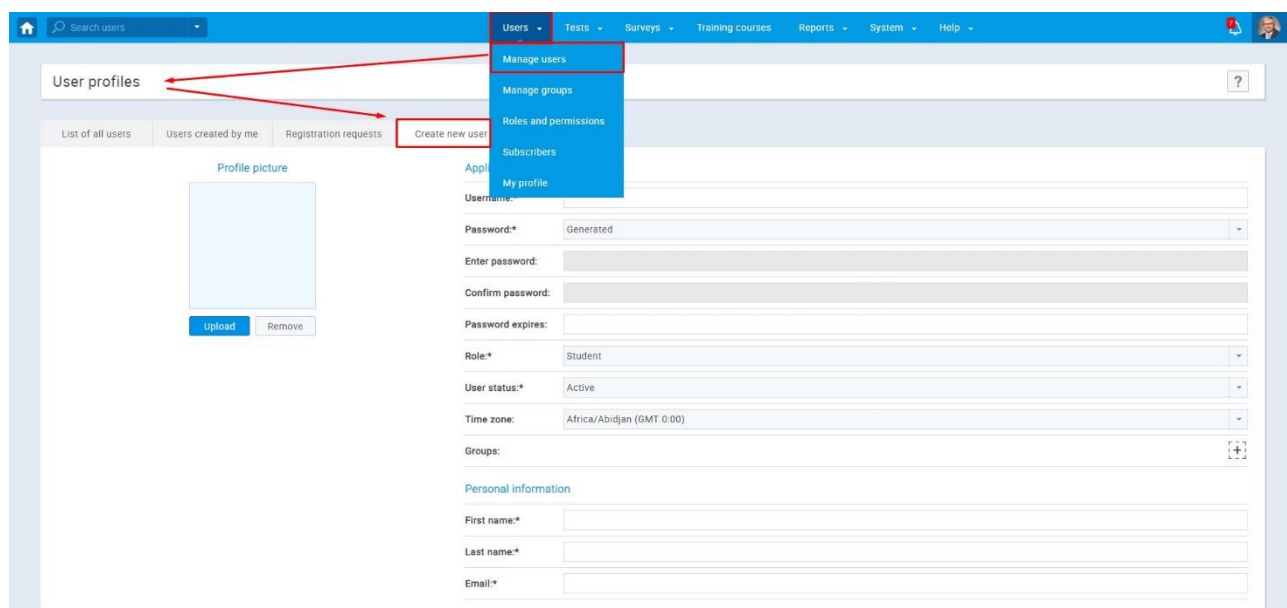
2 Steps

2.1 Make a user with permissions to proctor a test:

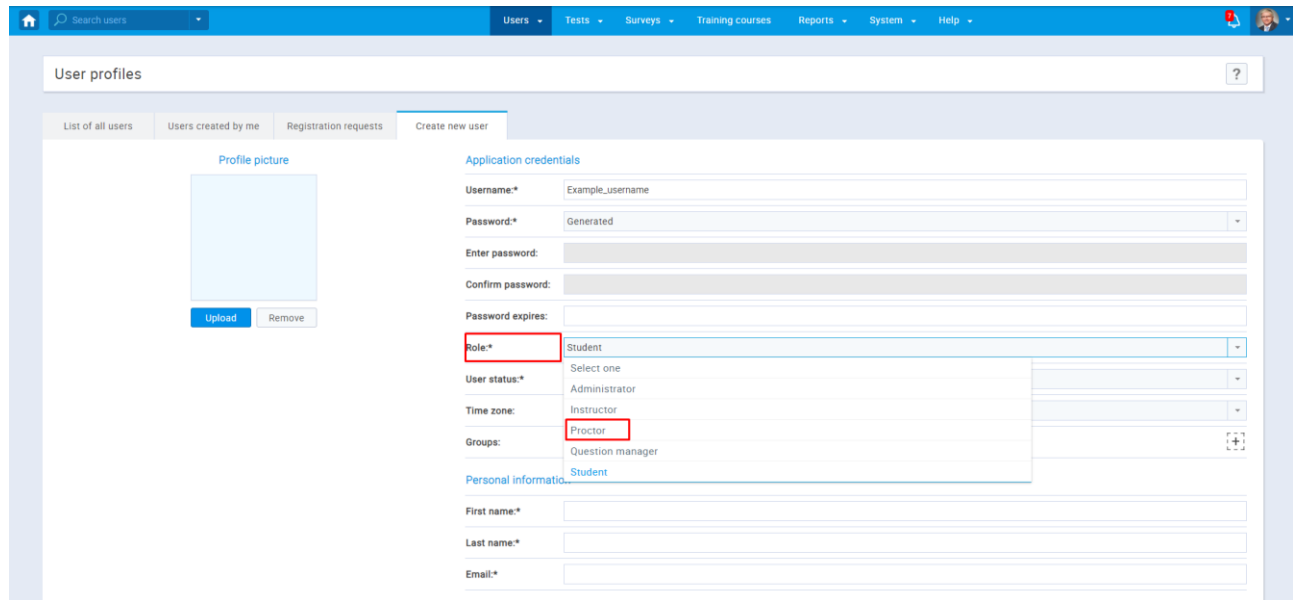There are two ways to create a new user in the application:

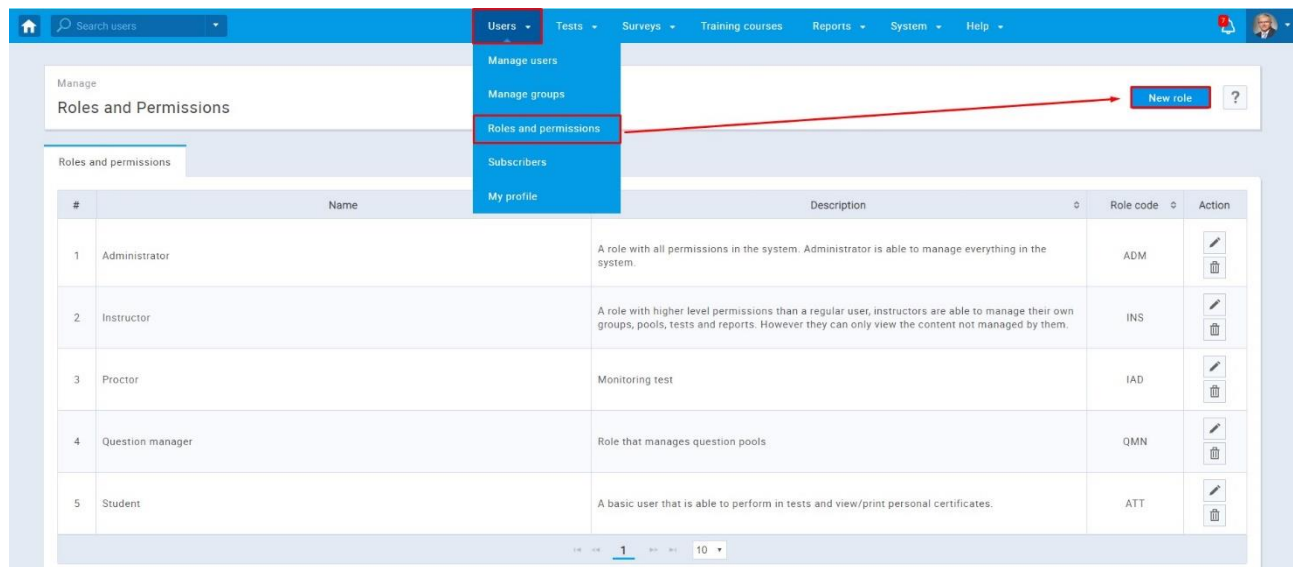1. Select the "Create user" quick action option from the home screen or

2. Navigate to the "Users" option on the main menu and select "Manage users." On the "Manage users" page, select the "Create new user" tab.
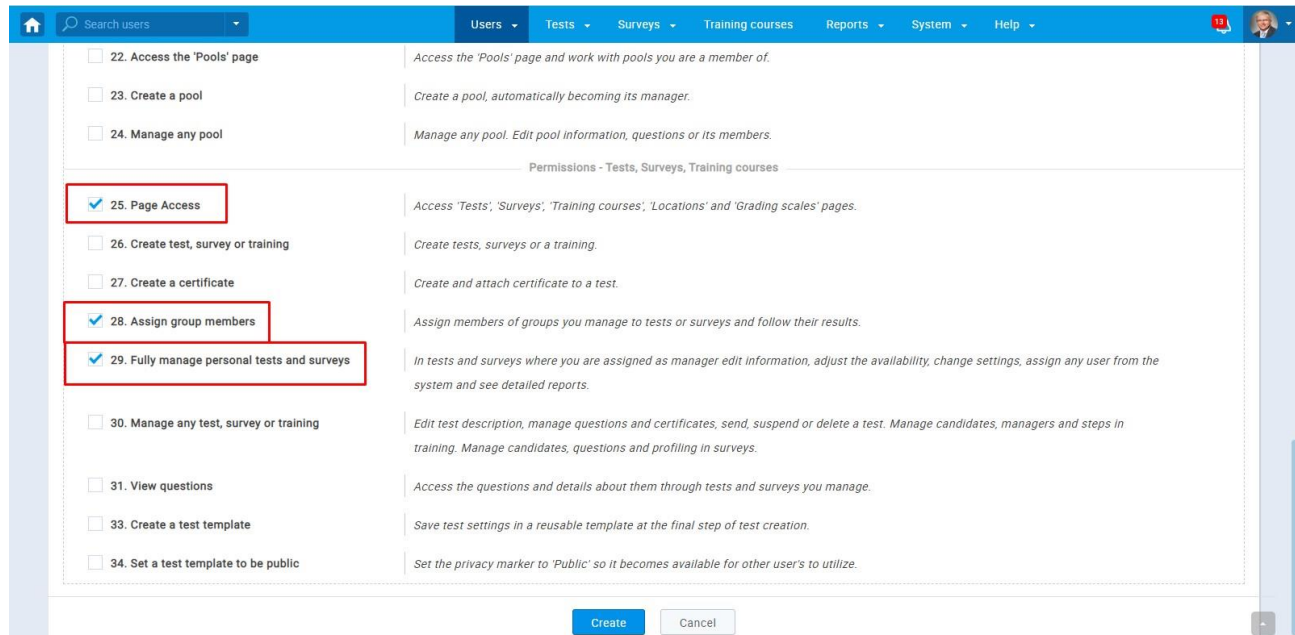
On the "Create new user" tab, you can manually add a new user by entering personal information and setting a role. If you want to choose a predefined role that can manage a test, the best option is to choose the "Proctor" role because it has all the permissions you need for proctoring a test.

If you don't want to use a predefined role, you can make a custom role and select specific permissions for it so the user with that role can proctor a test. You can do so by navigating to the "Users" option and choosing "Roles and permissions," and then create a new role by selecting the "New role."
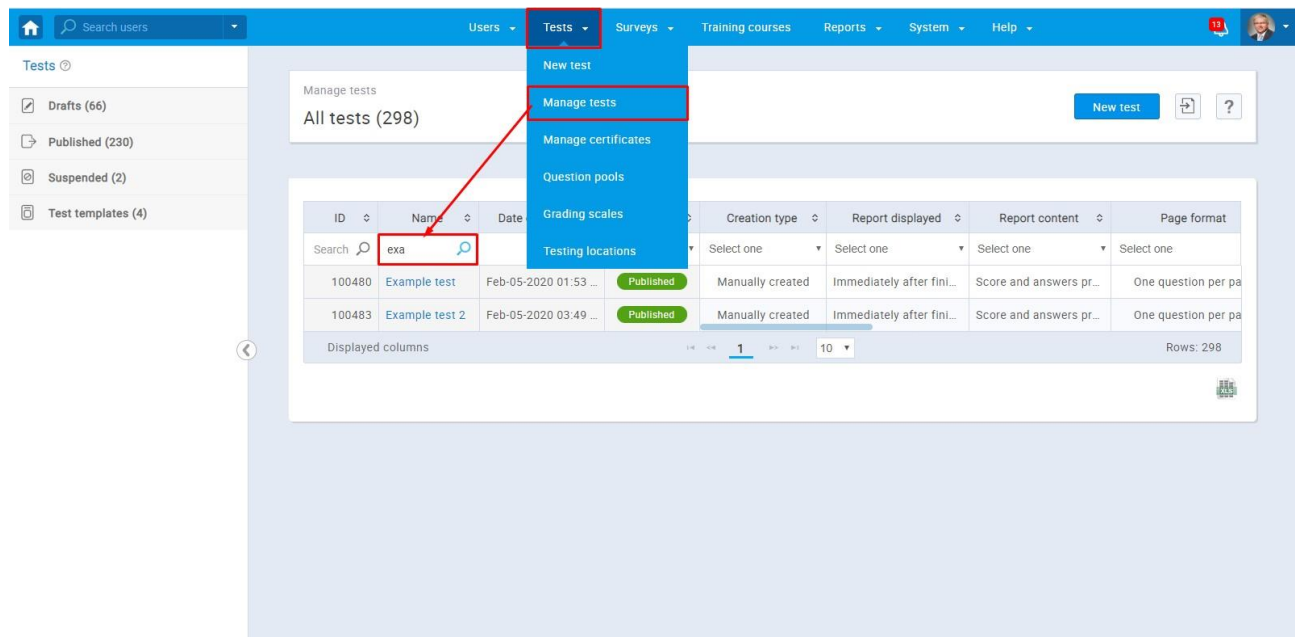
To be able to proctor a test, the user must have a role with at least these three permissions enabled: page access, assign group members, fully manage personal tests and surveys.
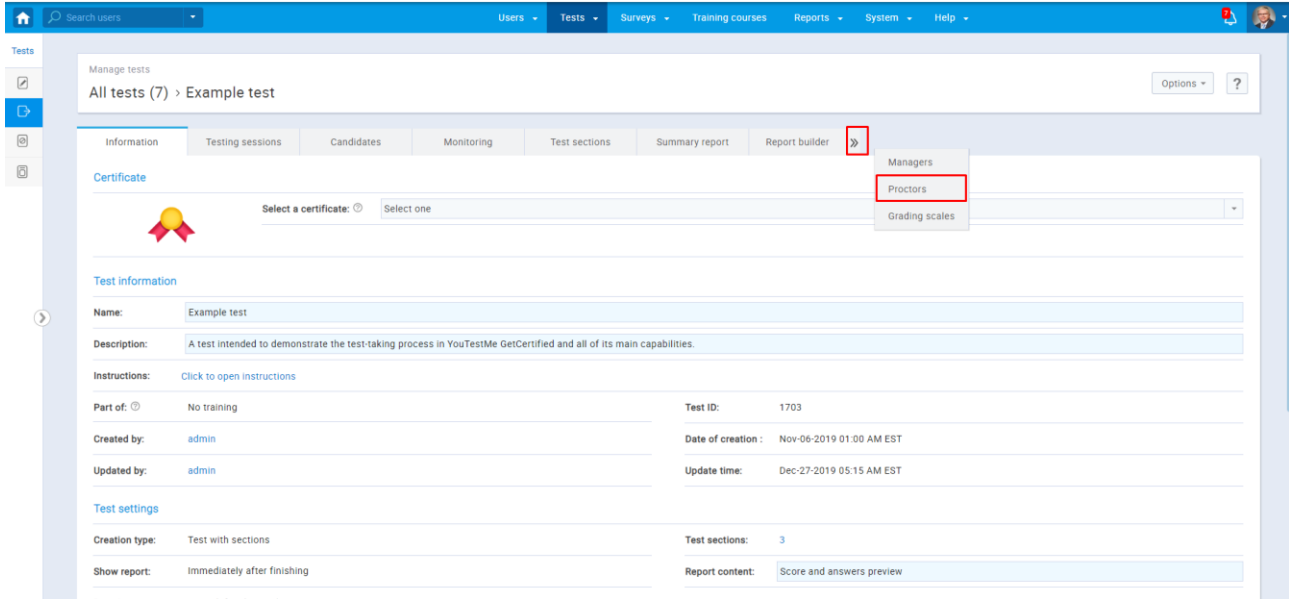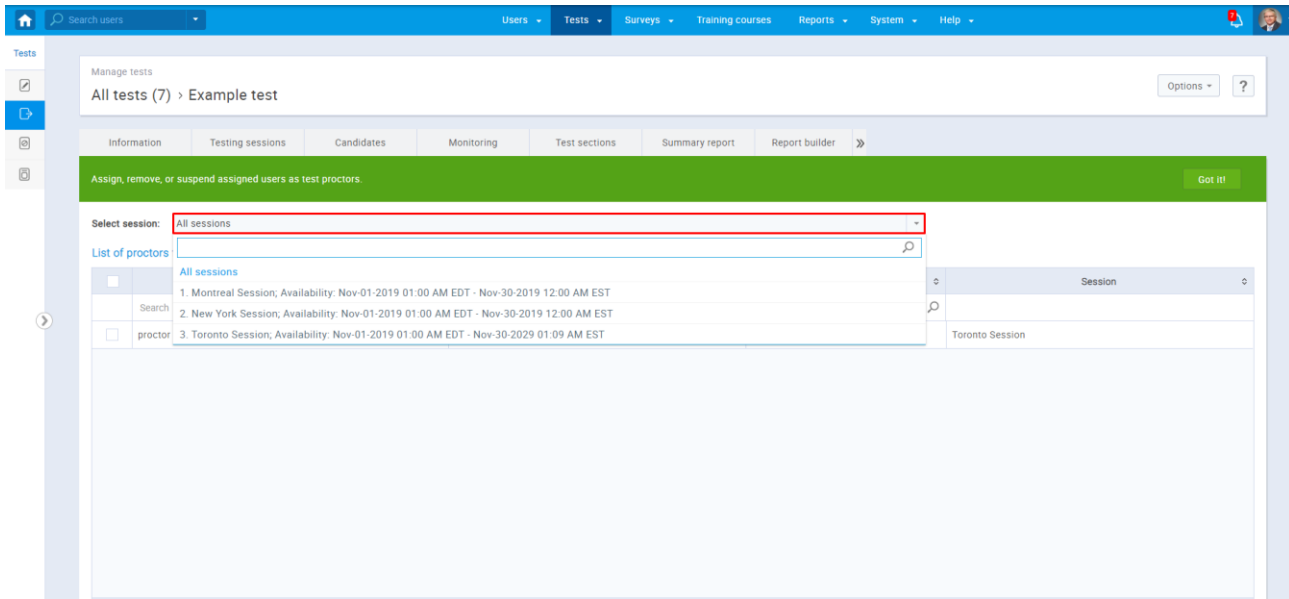

2.2 Assigning proctor to the test

To assign test proctors, navigate to the "Tests" option, select "Manage tests," enter the name of the test in the search bar, and select it.
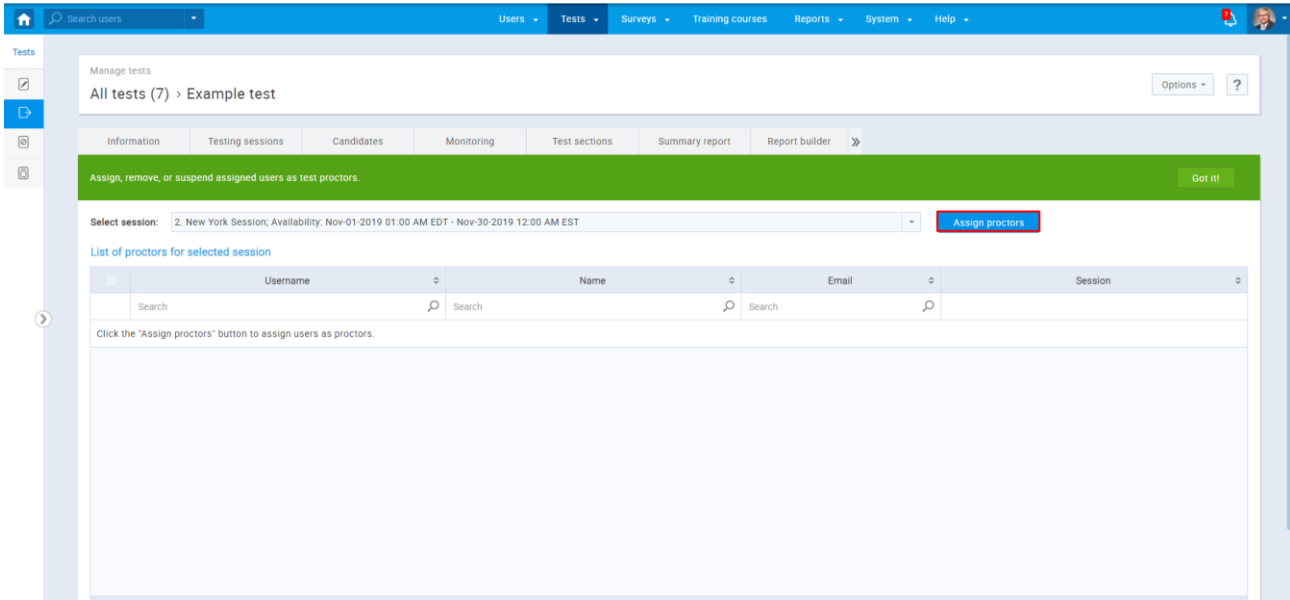
On the right side of the tab menu, you will see the tab with a drop-down menu, where you should select the "Proctors" tab.
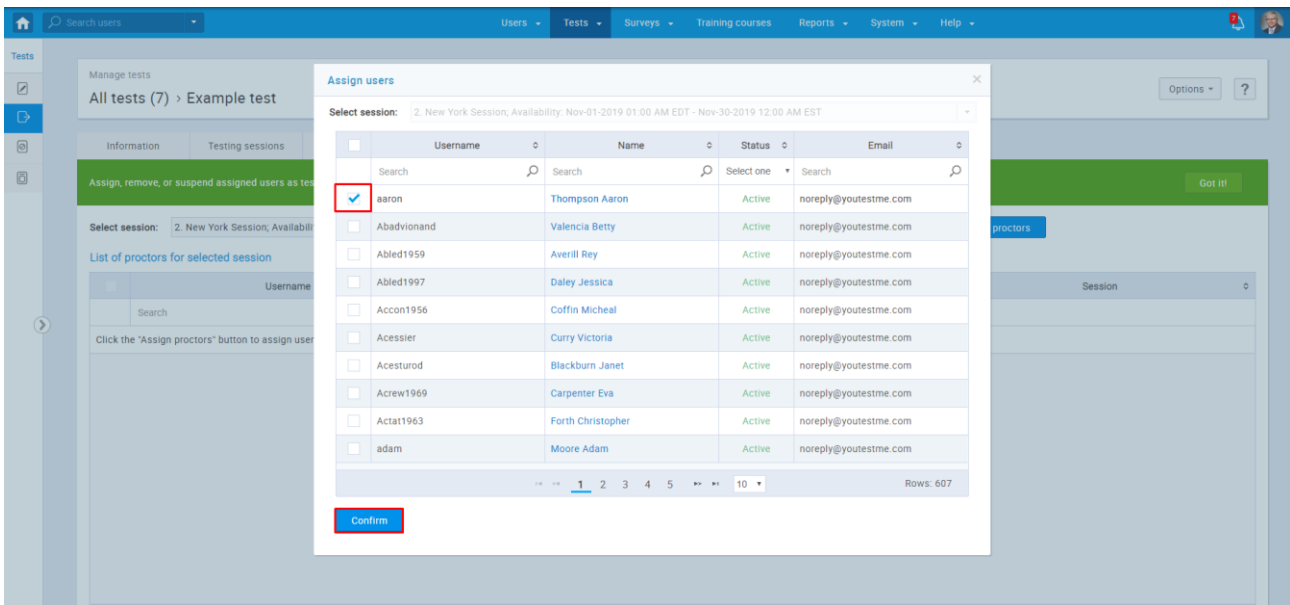

When you select the "Proctors" tab, you need to select a testing session that you want to proctor.

After you choose the testing session you want to proctor, select the "Assing proctors" option.

Choose the proctor you want to add and select the "Confirm" option.

Now that you assigned a user as a proctor of the specific test, the proctor will be able to monitor those users while they are taking a test.