



YouTestMe

Create And Use Test Template

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1 Introduction

This document's purpose is to explain how to use and create a test template.

The test template is used to save only test settings and the question pool used in that test (e.g., questions from that test are not saved).

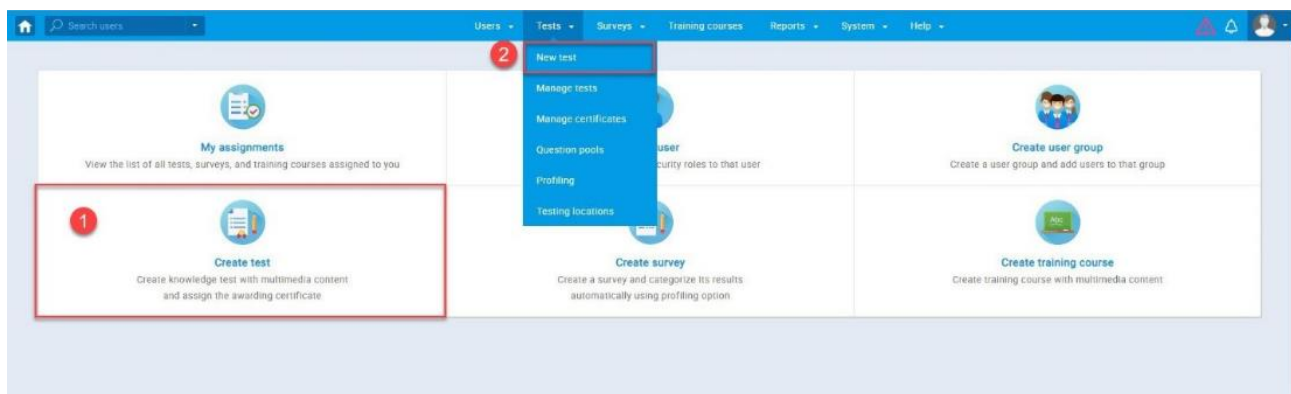
2 Creating a test template

Test templates are saved test settings that are used to create the same quickly. To create a template, follow these steps:

2.1 Step 1: Set up test settings

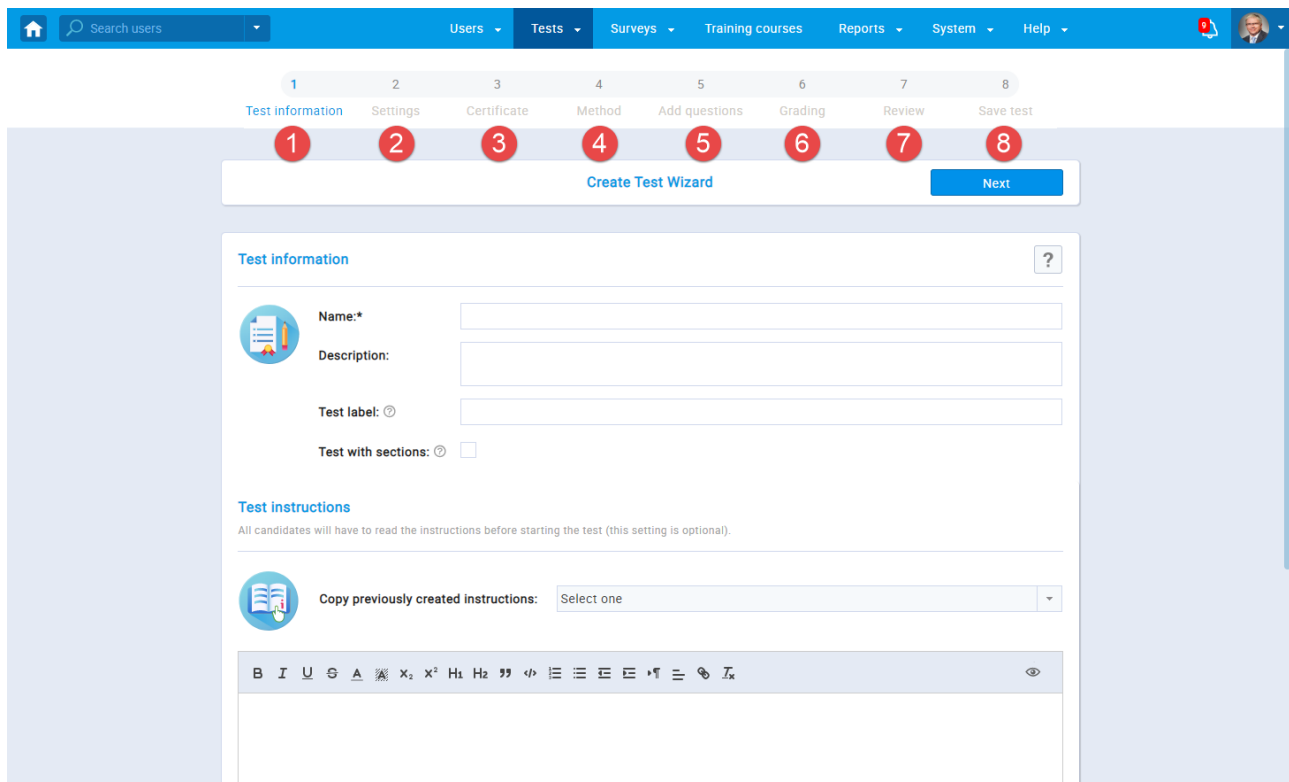
You can access the "Create Test Wizard" from the homepage:

1. Select the "Create test" quick action button
2. Navigate to the "Tests" option in the application's main menu and then select the "New test" option.



"Create Test Wizard" is divided into eight steps.

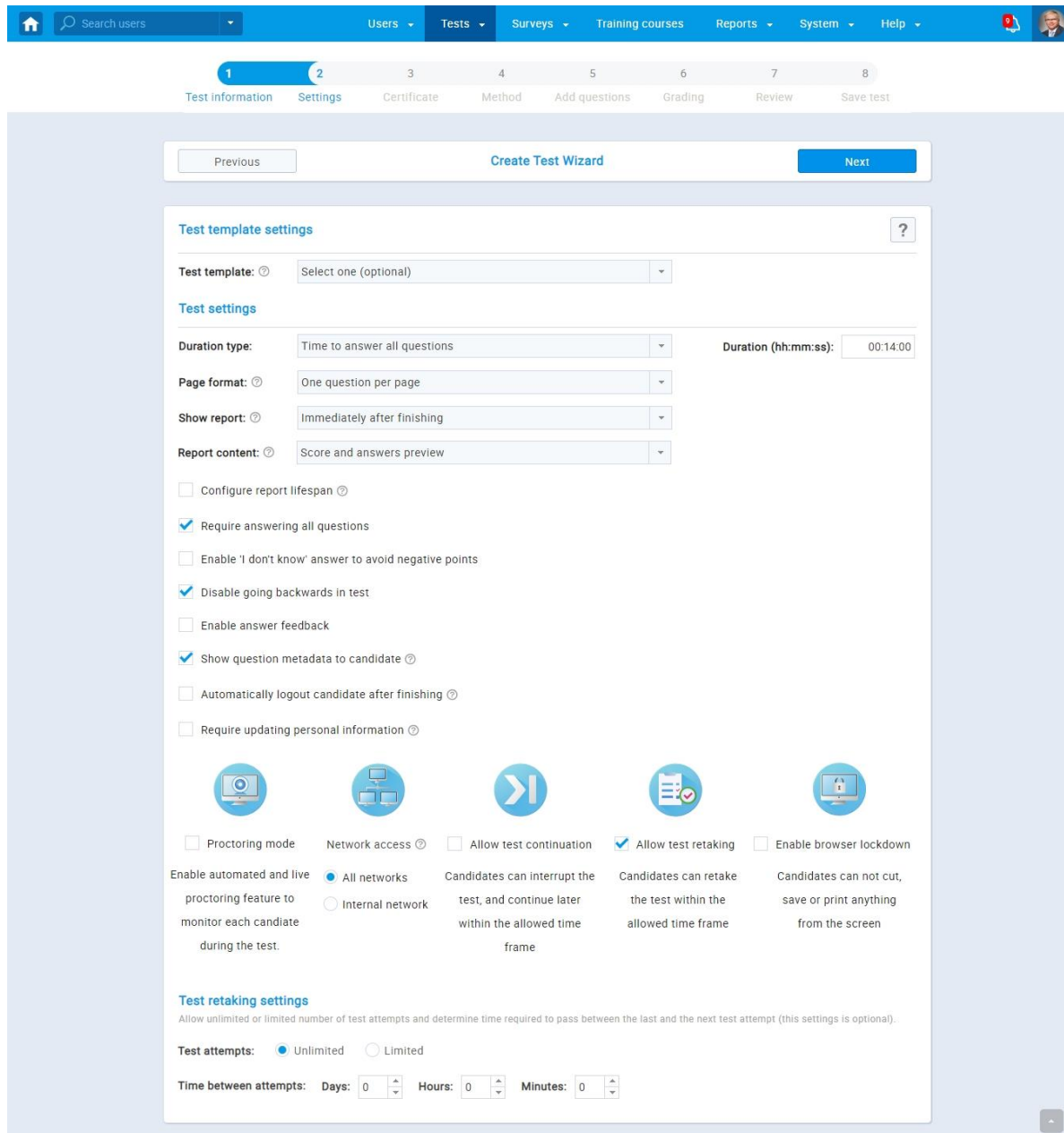
1. Test information
2. Settings
3. Certificate
4. Method
5. Add questions
6. Grading
7. Review
8. Save test



2.1.1 Test settings

The second step in "Create Test Wizard" is the settings. In this step, you should choose options for the test. In this example, we will select:

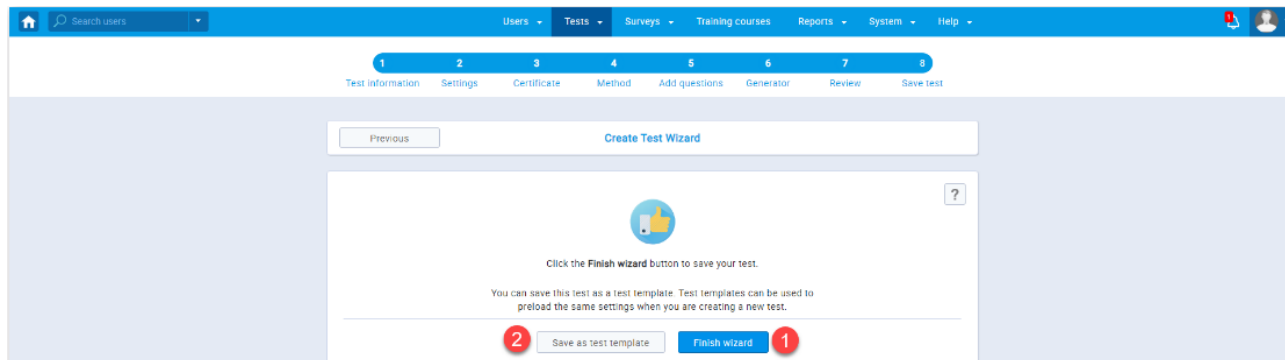
- Require answering all question
- Disable going backward in test
- Show question metadata to a candidate
- Allow test retaking
- Duration type: Time to answer all questions set to 14 minutes



All the chosen settings will be saved in the newly created template on the last step of the test wizard and can be used to set up the settings for the new test automatically.

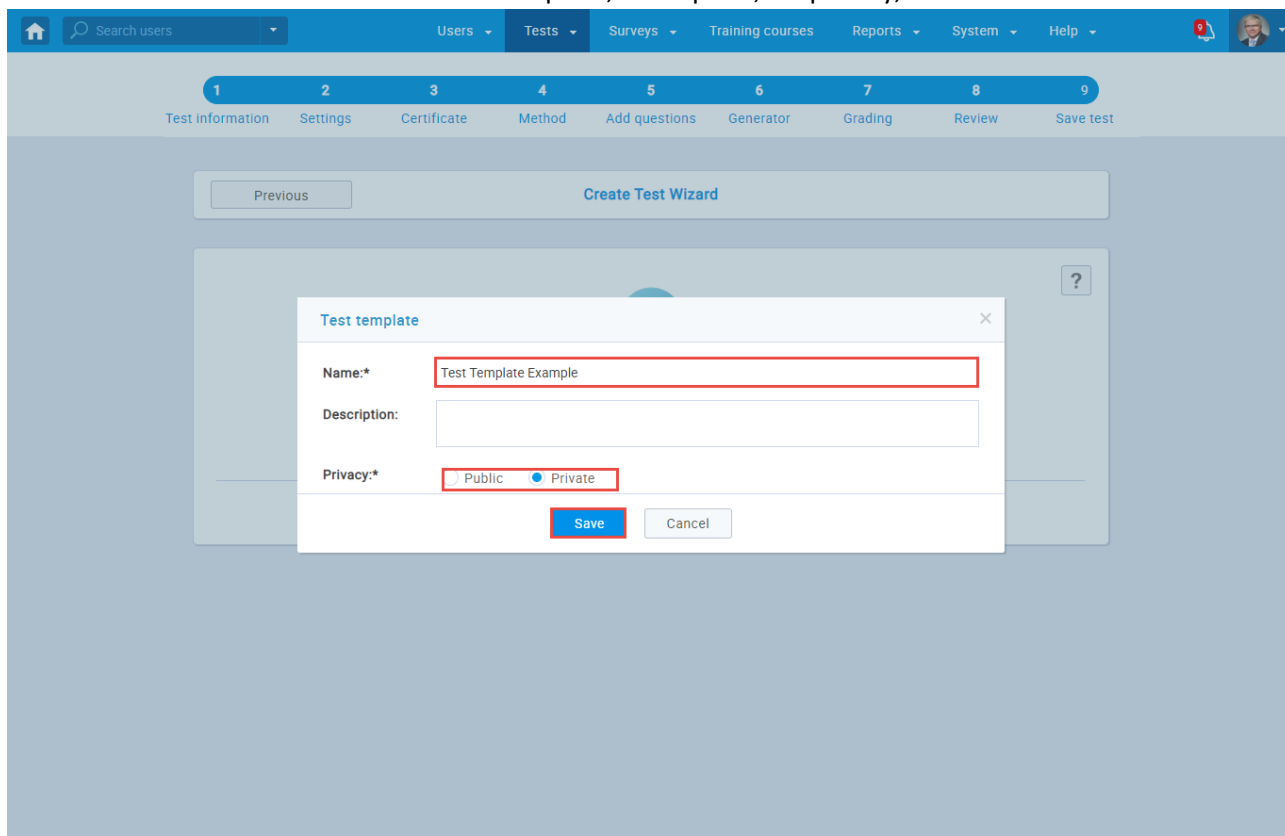
2.2 Save test as a template

The last step in the test creation process is the saving of the test:



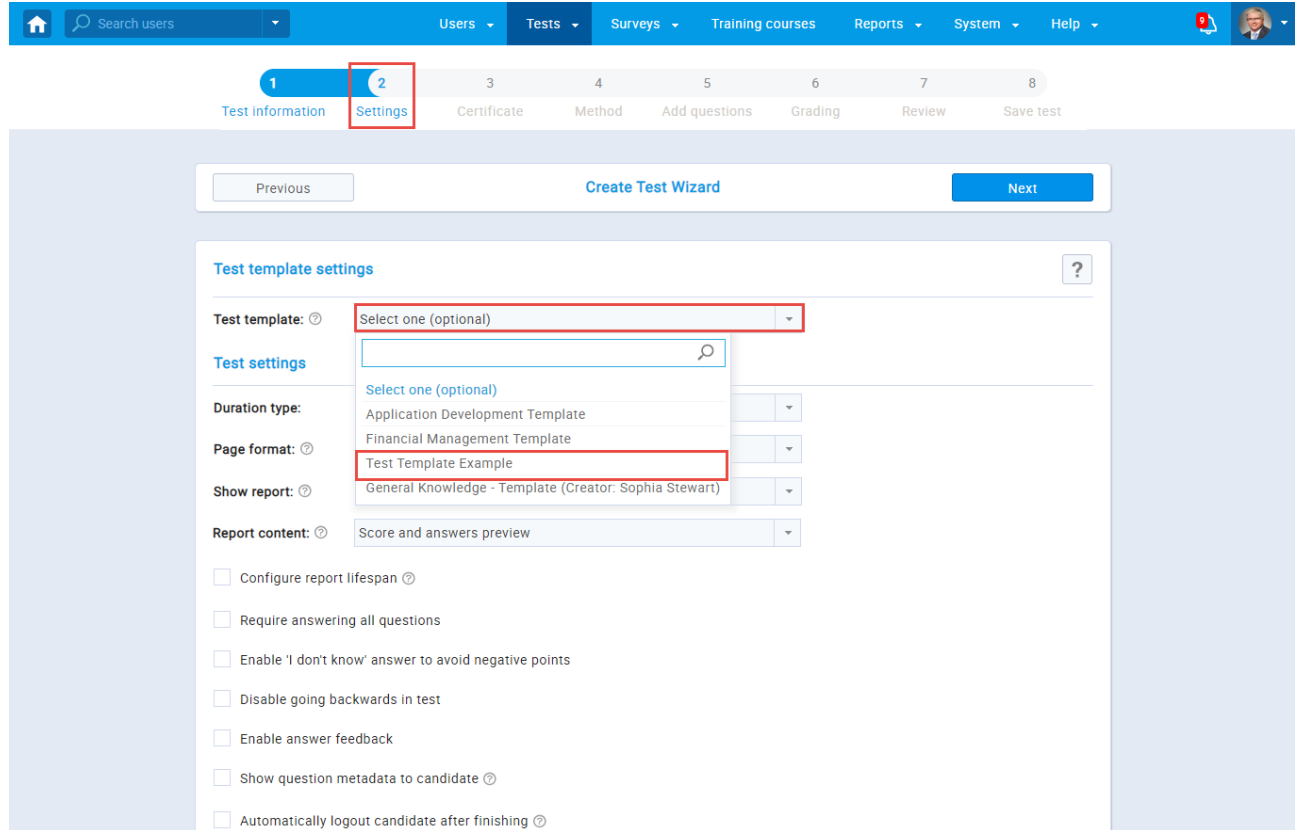
You can:

1. Click the "Finish wizard" button to save your test
2. Save the test settings as a test template by clicking on the button "Save as test template."
 - Enter the name of a test template, description, set privacy, and click "Save."



3 Use test template

Once a test template is created, you can use it each time when creating a test to set up the same settings. You can choose the test template in the second step in "Create Test Wizard."



When you select a test template, all options are automatically selected.