YouTestMe

Creating a Simple Test Without Sections
and Assigning Candidates to it

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1 Introduction

This document's purpose is to explain how to create a simple test without sections and assign candidates to it.

2 Steps

2.1 Creating a test

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.

In YouTestMe GetCertified, you can create the tests:

1. With sections
2. Without sections

Sections could represent different areas of knowledge or topics the test covers. If you leave the "Test with sections" checkbox empty, you will create a test without sections.
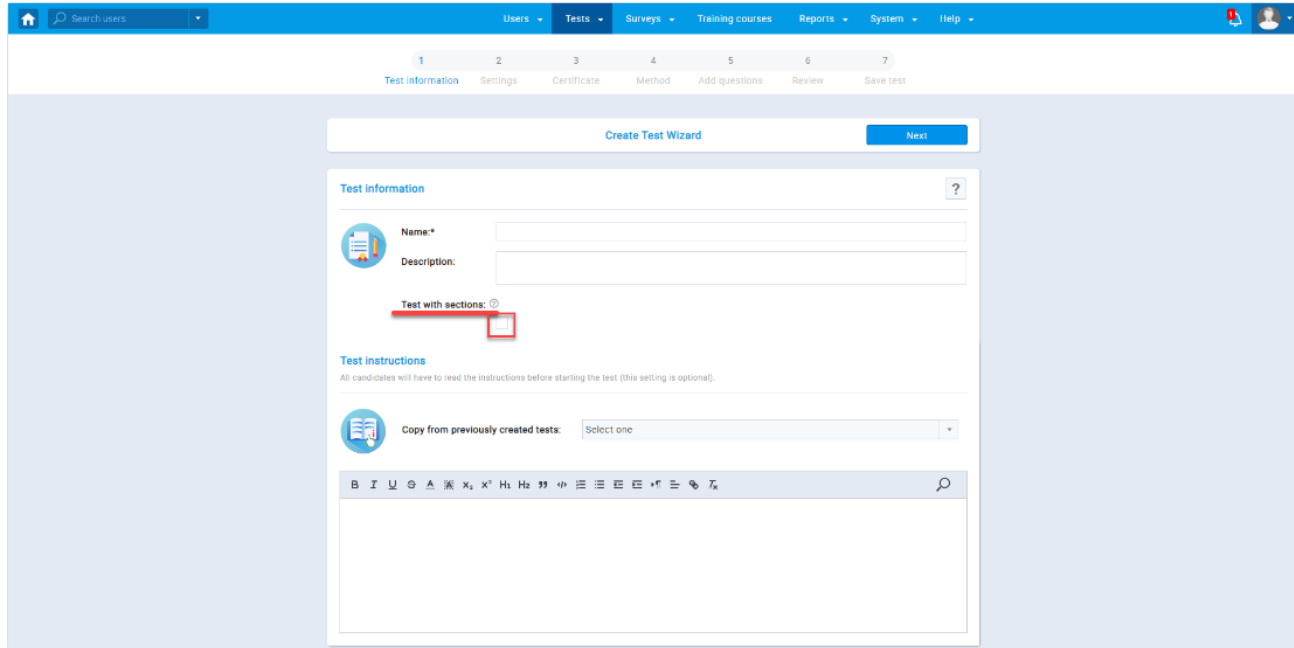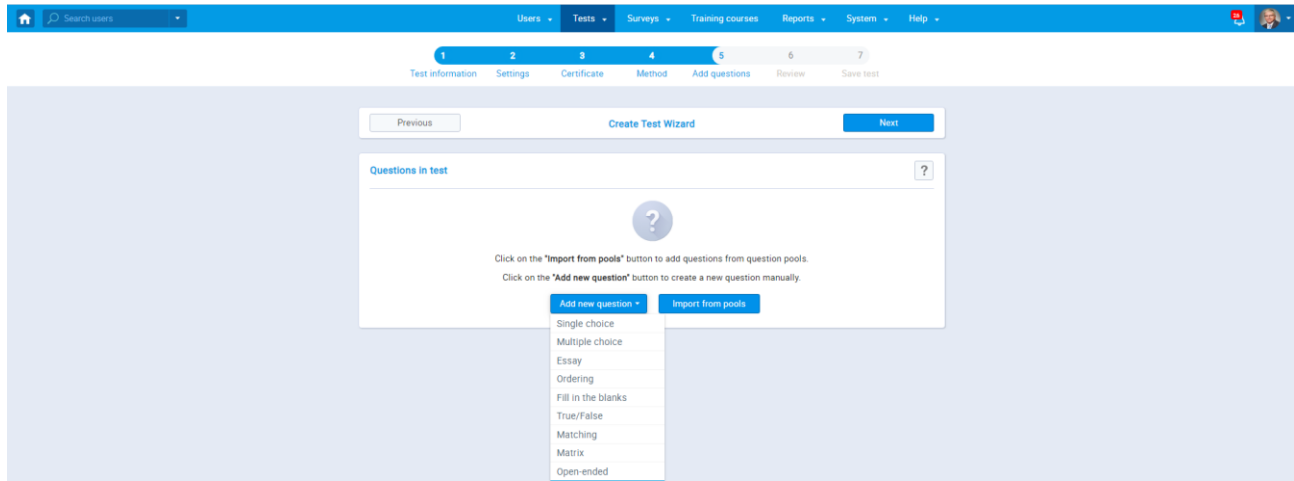
2.1.1 Test without sections

Below you can find the instruction on how to create a test without sections. In this case, "Create Test Wizard" is divided into seven steps.

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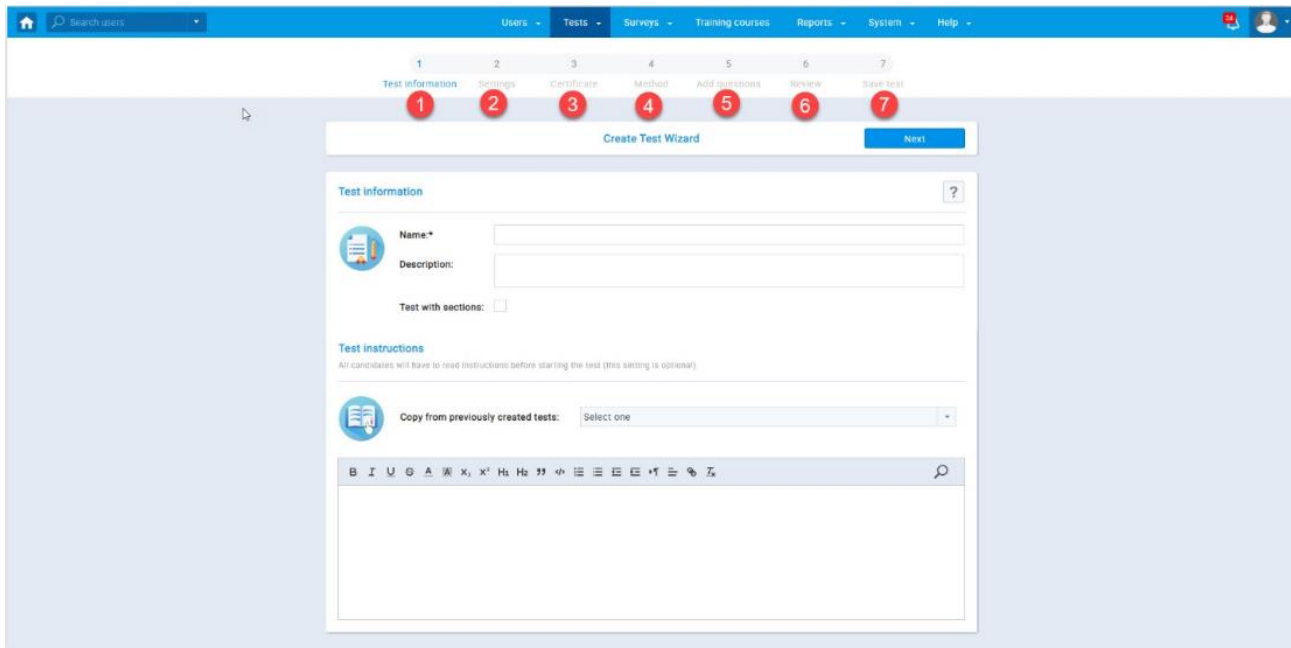
2.1.2   Adding questions

On this page, you can add all types of questions that you want to use in your test.

Here is an example of how to add a single choice question.

Once you fill in the question text field, add answers choices, and select the correct answer. Add the question to the test by clicking the "Add to test" button on the bottom of the page.

2.1.3 Review test

The next step in the test creation process is "Review." It contains a summary of the test settings and a list of questions or question pools used. If you are satisfied with your test settings, you can press the "Next" button to continue with the test creation process. If there are changes you want to make to the existing test, you can still go back and edit them.
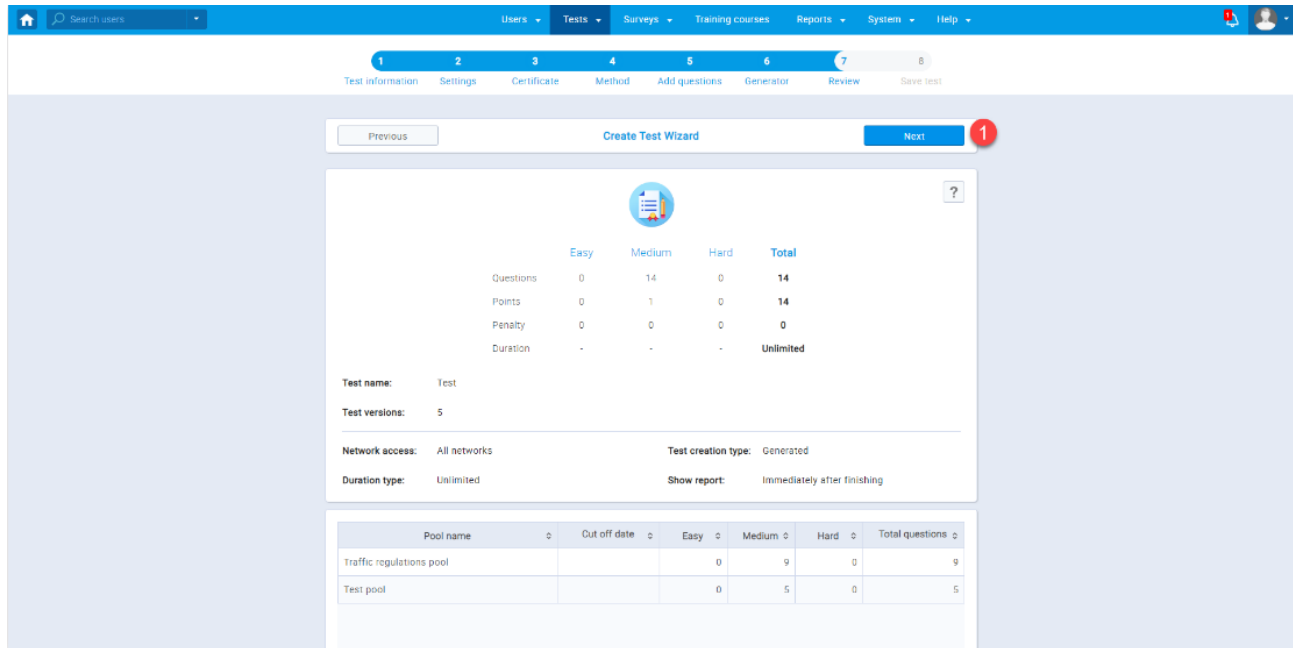
2.1.4 Save test

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

1. You can save the test settings as a test template
2. Click the "Finish wizard" button to save your test
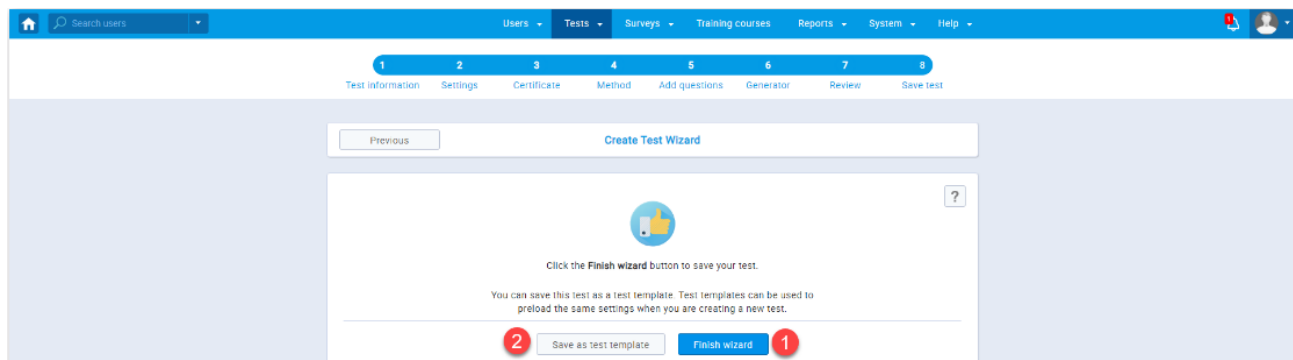
2.2 Creating sessions

2.2.1 Testing sessions

Testing sessions module allows you to organize the test for candidates located at different locations (e.g., different time zones, states, continents, etc.).
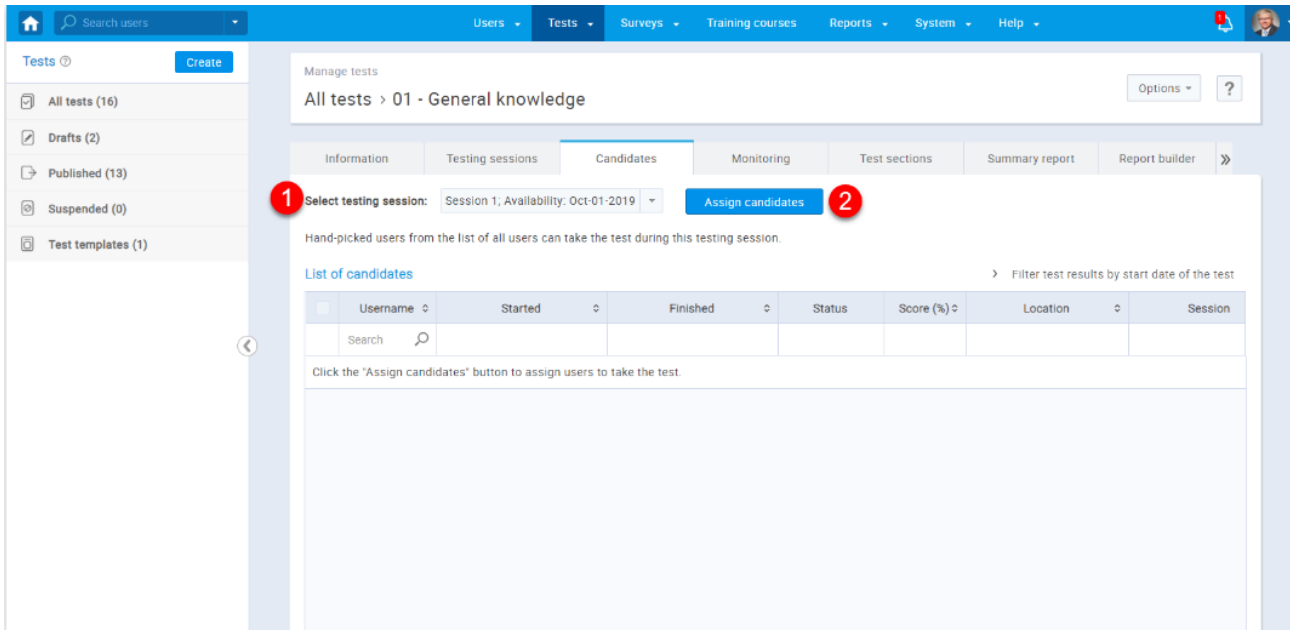
To create a new testing session:

1. Click on the "New testing session" button or
2. Click on the "Load testing sessions" button to load testing sessions by using the predefined excel template
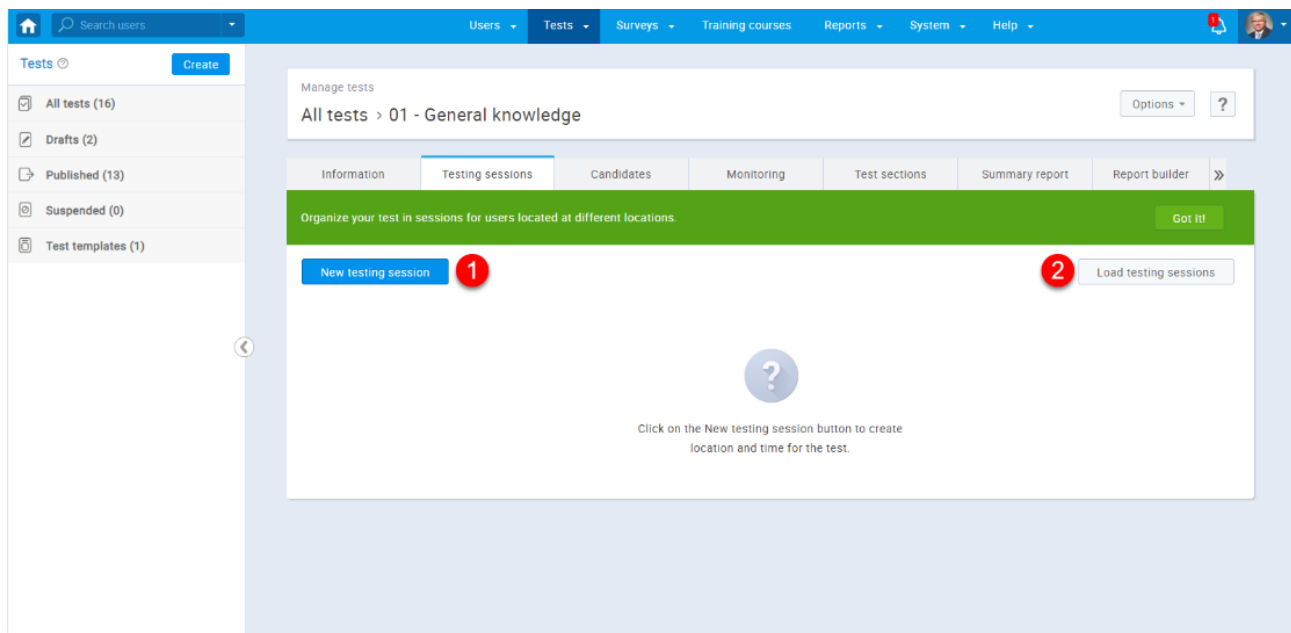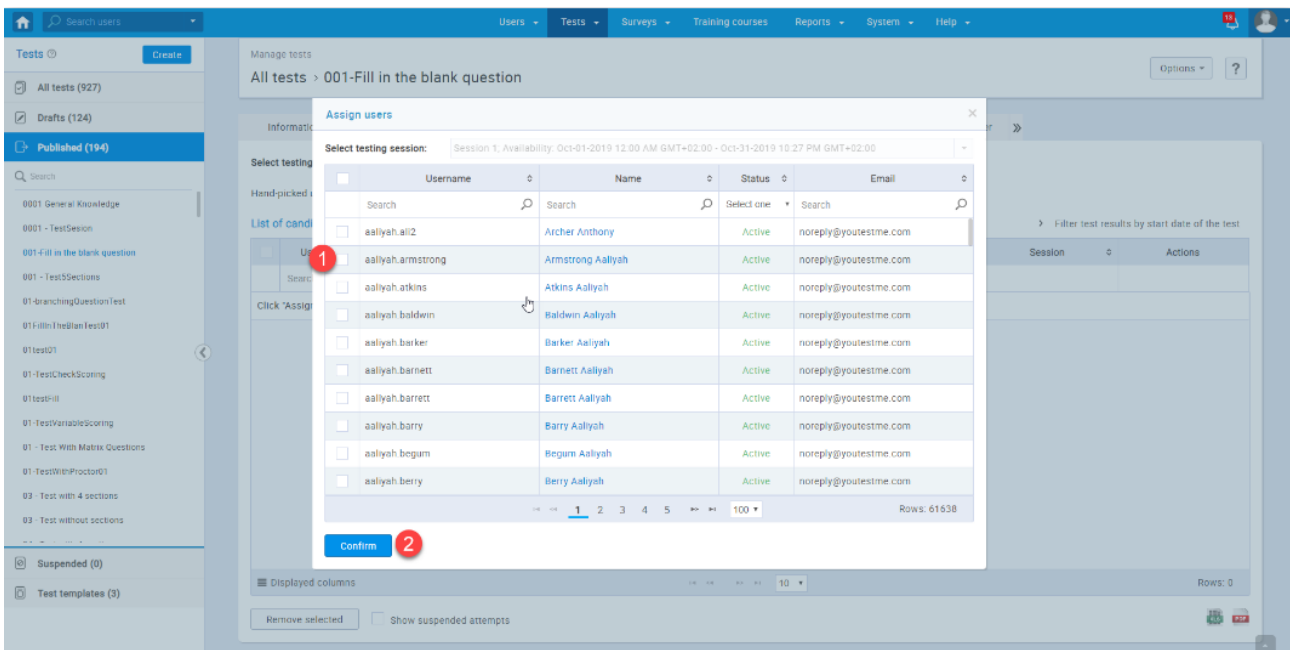
2.2.2 Assigning candidates to a testing session

1. Choose the session you want to assign candidates to
2. Click on the "Assign candidates" button

After that, a pop-up window will appear where you should:

1. Mark the users you want to add to the session
2. Click on the "Confirm" button

2.2.3   Publish test

Once you finish the test creation, the test needs to be published so the candidates can start the test.

3   Starting the Test as a Student

- To start the test as a student, select the My assignments quick action panel from the home page.
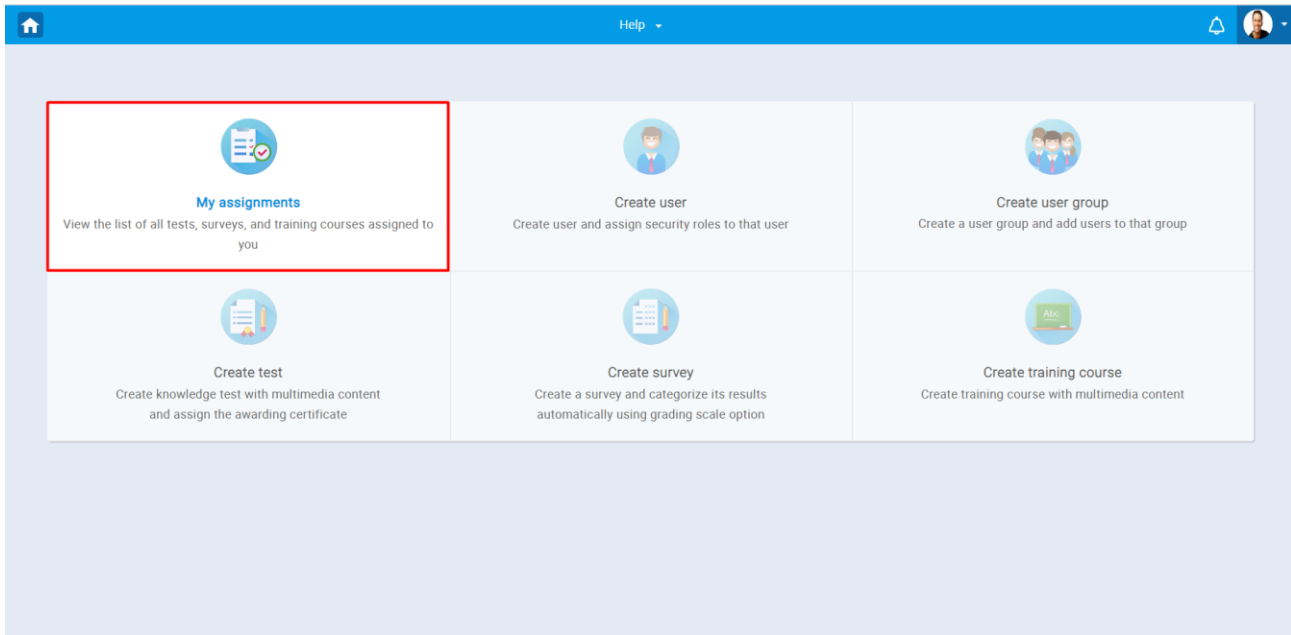
- Select the Start option from the list of assignments for the test you want to take.