# 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.

	Users 👻	Tests 👻	Surveys 👻	Training courses	Reports 👻	System 👻	Help 👻	🕒 😓 -
1 Test information		3 Certificate	4 Method	5 Add questions	6 Review			
rest mormation		Certificate	Method			Save test		
		c	reate Test Wiz	ard		Next		
Test information							?	
Name:* Description:								
Test with section	ns:							
Test instructions All candidates will have to read th	e instructions befor	e starting the tes	t (this setting is o	ptional).				
Copy from prev	ously created tes	sts: Select	one				Ŧ	
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#### 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

♠ 🔎 Searchusers	•	Users - Tests - Sutveys - Training courses Reports - System - Help -	🔍 🔍 🙆 ·
		1 2 3 4 5 6 7 Test Information Security Configurate Mitched Add Jugstons Review Save test	
	Þ	0 2 3 4 5 6 7	
		Create Test Wizard Next	
		Test information ?	
		Name.* Description:	
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		Copy from previously created tests: Select one -	
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#### 2.1.2 Adding questions

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

☆ Search users			Tests 👻			Reports 👻			
	1	2	3	4	5	6	7		
	Test information	Settings	Certificate	Method	Add questions	Review	Save test		
	Previous			create Test Wi	zard		Nex		
							_	_	
	Questions in test							?	
				?					
		Click on the "In	mport from poo	is" button to ad	d questions from ques	tion pools.			
		Click on the	'Add new quest	tion" button to c	to create a new question manually.				
		1	Add new que	stion •	mport from pools				
			Single choice						
			Multiple choi	ce					
			Essay						
			Ordering Fill in the blar	oko					
			True/False	IIKS					
			Matching						
			Matrix						
			Open-ended						

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

Question s	settings																					
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Difficulty:						Medi	um		Ŧ		Penalty:						C	)		*		
Question gr	Question group: ⑦						No group 👻 🖶						Edit existing question grou							roups		
Scoring met	thod:	Det	fining	corre	ct/inc	orrect	answ	ers	*			Bra	anch	ing	0							
Question te	ext																				Ор	tions
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Add ans	wer 🔹	D																				
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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.

Search users •			Users 👻	Tests 👻	Surveys 🖣	Training		Reports 👻	System 👻 Help	
	1 Test information	2 Settings	3 Certificate		hod Ad	5 d questions	6 Generator	7 Review	8 Save test	
	Previous			Cr	eate Test V	/izard			Next	0
						)			?	
			Questions	Easy	Medium	Har	Total			
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	Traffic regulations	Pool name	٥	Cut off	date ç	Easy 0	Medium 0	Hard 0	Total questions 🗧	
	Test pool					0	5	۵	5	5

#### 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

•			Users 👻 Te	sts 👻 Sun	veys 🗸 Training	courses R	eports 🗸 Sy	rstem 👻 Help 👻			
	1	2	3	4	5	6	7	8			
	Test information	Settings	Certificate	Method	Add questions	Generator	Review	Save test			
	Previous			Create	Test Wizard						
								?			
			Click t	ne Finish wizar	d button to save you	r test.					
	You can save this test as a test template. Test templates can be used to proload the same settings when you are creating a new test.										
			2 Save	as test templa	e Finish wi	zard					

### 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

	Users • Tests • Surveys • Training courses Reports • System • Help •	🍤 🤌											
Tests 📀 Create													
All tests (16)	Manage tests All tests > 01 - General knowledge	Options * ?											
🖉 Drafts (2)													
D Published (13)	Information Testing sessions Candidates Monitoring Test sections Summary report	Report builder 🔉											
O Suspended (0)	Organize your test in sessions for users located at different locations.	Got it!											
Test templates (1)													
New testing session     1     2     Load testing session       Click on the New testing session button to create location and time for the test.     Iocation and time for the test.													

#### 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

			Users 🗸 T	ests 👻	Surveys 👻	Training cours	ses Reports	+ System	- Help -		٩	<b></b>
Tests ⑦ Create		lanage tests \   tests > 01 - G	General knowle	dge						Options	• ?	
<ul> <li>Drafts (2)</li> <li>Published (13)</li> </ul>		Information	Testing sessions		didates	Monitorir		st sections	Summary report	Report buil	der 📎	
<ul><li>Suspended (0)</li><li>Test templates (1)</li></ul>	-	elect testing session: and-picked users from				Assign candid						
(4		ist of candidates Username ≎ Search Q	Started	< ¥	Finish	ed ≎	Status	Score (%)≎	<ul> <li>Filter test resul</li> <li>Location</li> </ul>	ts by start date	of the test Session	
(6		Click the "Assign candio	dates" button to assig	n users to ta	ake the test.							

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

fests <sup>©</sup> Create	Manage tests											Options - ?
All tests (927)	All tests >	001-Fill in the bl	ank question									ahuana I
Drafts (124)	Informatic	Assign users							×	r »		
Published (194)	Select testing	Select testing session:	Session 1; Availab		:00 AM GMT+02:0		0:27 PM GMT+02:00		*			
C Search		U	ername 0	N	ame	Status C	Em	ail	0			
0001 General Knowledge	Hand-picked i	Search	Q	Search	ç	) Select one	* Search		Q			
0001 - TestSesion	List of candi	aaliyah.ali2		Archer Anthony		Active	noreply@youtestm	e.com		<ul> <li>Filter t</li> </ul>	est results	s by start date of the test
001-Fill in the blank question	Us	1 aaliyah.armstro	ng	Armstrong Aaliya	n	Active	noreply@youtestm	e.com		Session	٥	Actions
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01test01		aaliyah.barker		Barker Aaliyah		Active	noreply@youtestm	e.com				
01-TestCheckScoring		aaliyah.barnett		Barnett Aaliyah		Active	noreply@youtestm	e.com				
01testFill		aaliyah.barrett		Barrett Aaliyah		Active	noreply@youtestm	e.com				
01-TestVeriableScoring		aaliyah.barry		Barry Aaliyah		Active	noreply@youtestm	e.com				
01 - Test With Matrix Questions		aaliyah.begum		Begum Aaliyah		Active	noreply@youtestm	e.com				
01-TestWithProctor01		aaliyah.berry		Berry Aaliyah		Active	noreply@youtestm	e.com				
03 - Test with 4 sections				a or <u>1</u> 2 3	4 5 ₩	100 *		Rows: 616	38			
03 - Test without sections		Confirm 2		_								
Suspended (0)		Confirm										
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#### 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.

î		Help 🔹		۵	
			(B)		
	My assignments View the list of all tests, surveys, and training courses assigned to you	Create user Create user and assign security roles to that user	Create user group Create a user group and add users to that group		
	Create test Create knowledge test with multimedia content and assign the awarding certificate	Create survey Create a survey and categorize its results automatically using grading scale option	Create training course Create training course with multimedia content		

• Select the Start option from the list of assignments for the test you want to take.

î		Help +	4	- 🤹
	<sup>Username</sup> john.smith		Change password	
		Ay assignments My certificates		
	View the list of all te	sts, surveys, and training courses assigned to you.		
	Filter by type: 🕐	Tests, Surveys and Training courses * Filter by status: ⑦ Any *	List Details	
	Sort order: ⑦	Available first 🔹 Search	ತ	5
	Passing 0.00% Availab	ble test mark: Ilty period: 2020 04:00 AM GMT - Apr-29-2021 03:59 AM GMT	Start	
	Passing 50.00% Availab	ole test with sections mark: Ilty period: 2020 10:00 PM GMT - May-26-2020 03:49 PM GMT	Start	•