



# YouTestMe

Creating and Using Question Pools

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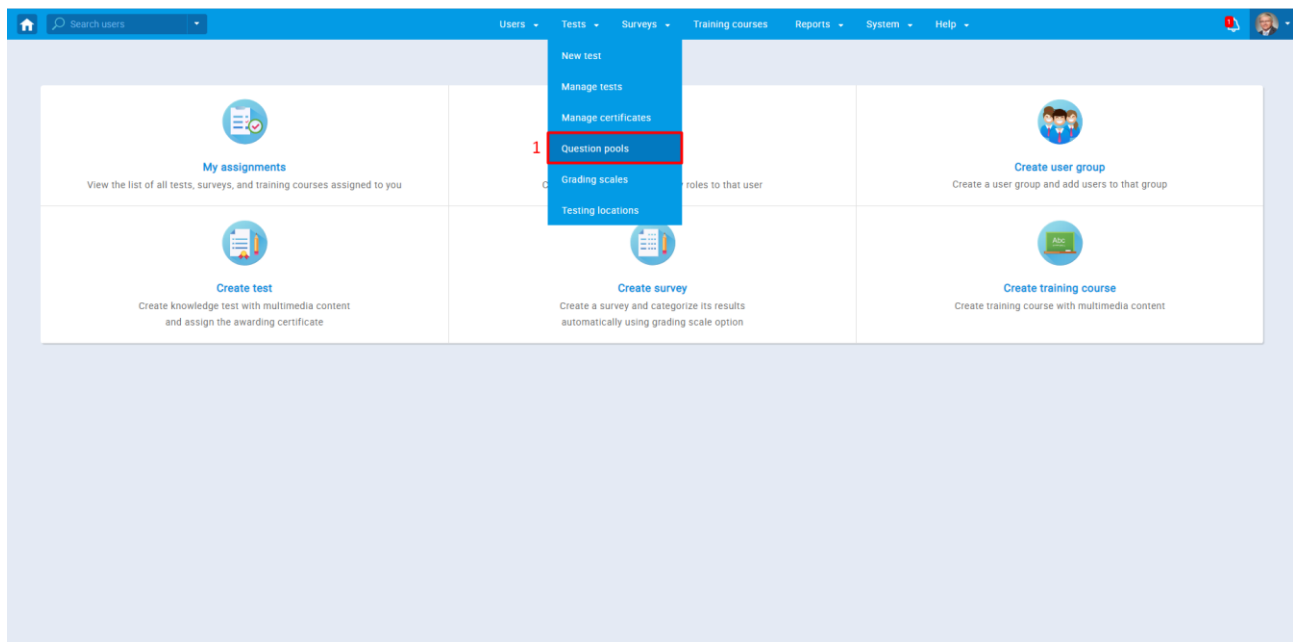
# 1 Introduction

You can organize your questions into question pools - also known as question banks. Access to these pools is restricted only to pool members.

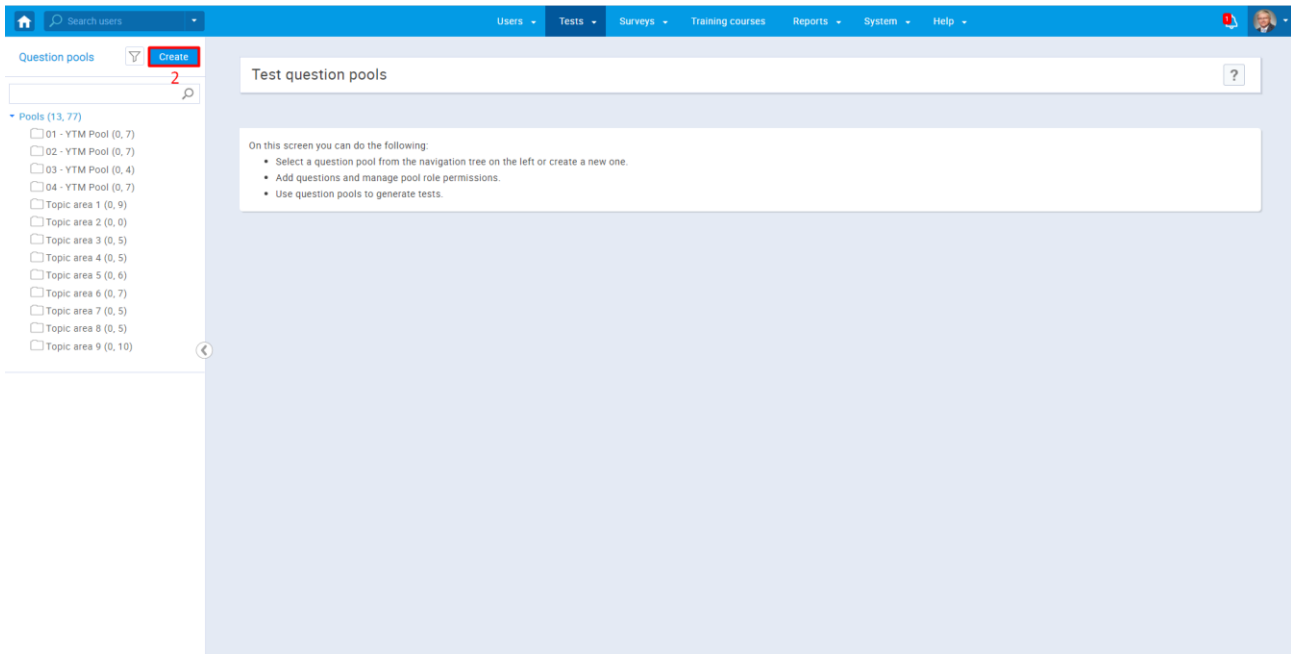
## 2 Steps

### 2.1 Create a question pool

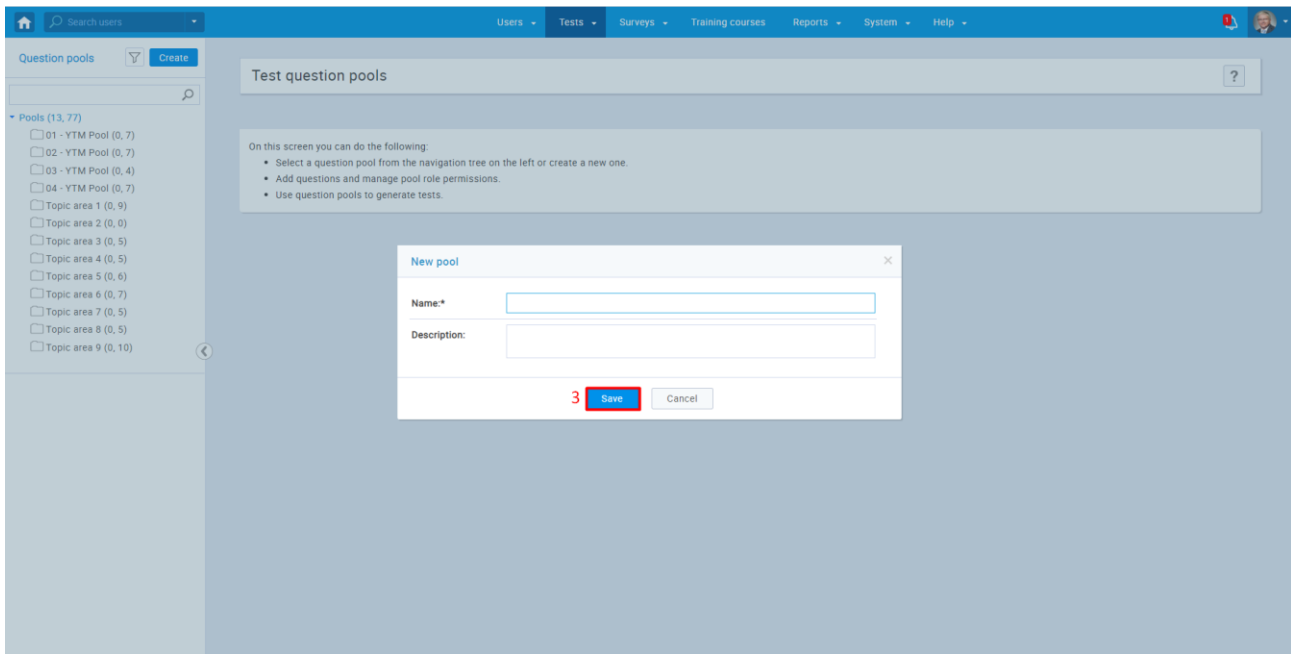
1. To access the "Question pools" page, navigate to "Tests" in the main menu, and choose "Question pools."



2. GetCertified allows you to create your question pools. Select the "Create" option

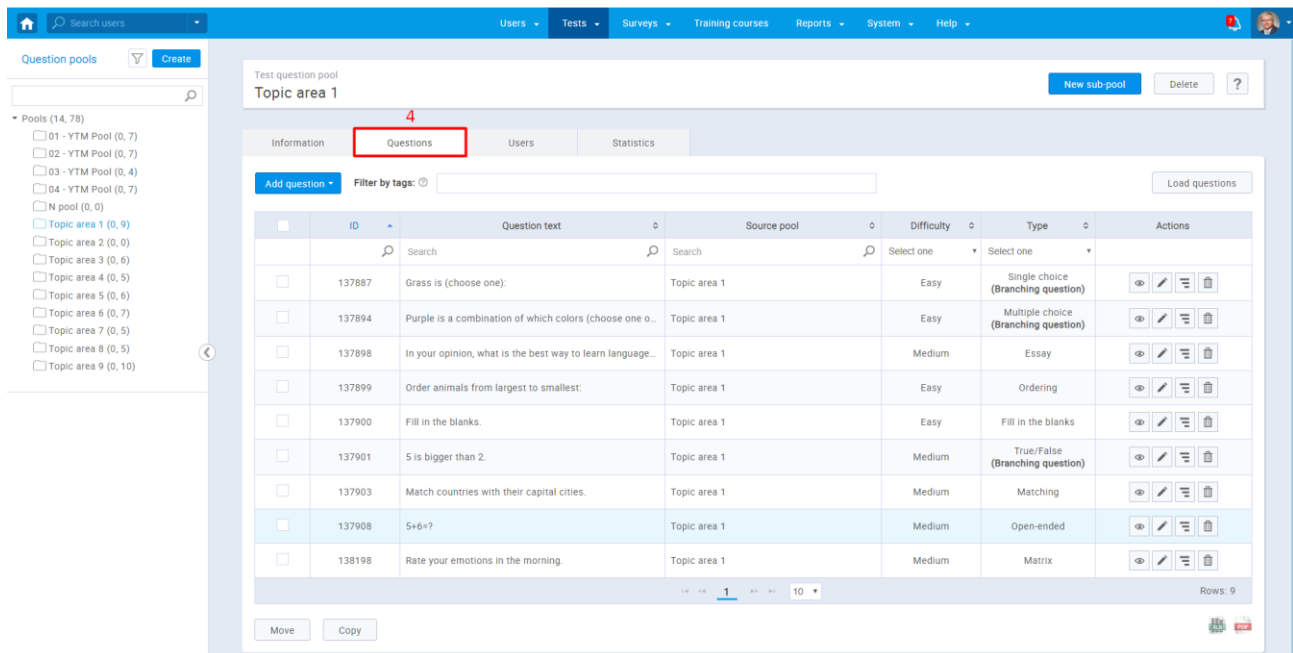


3. Enter the name and description in the "New pool" popup window and save it.



4. In the "Questions" tab, you can:

- Create a new sub-pool
- Delete the selected question pool
- Add new questions
- Filter by tags
- Load questions using a predefined Excel template
- Preview question details
- Edit questions
- Check audit trail (time, date and user who created or modified the question)
- Delete questions
- Move or copy the question to another question pool
- Export as Excel/PDF



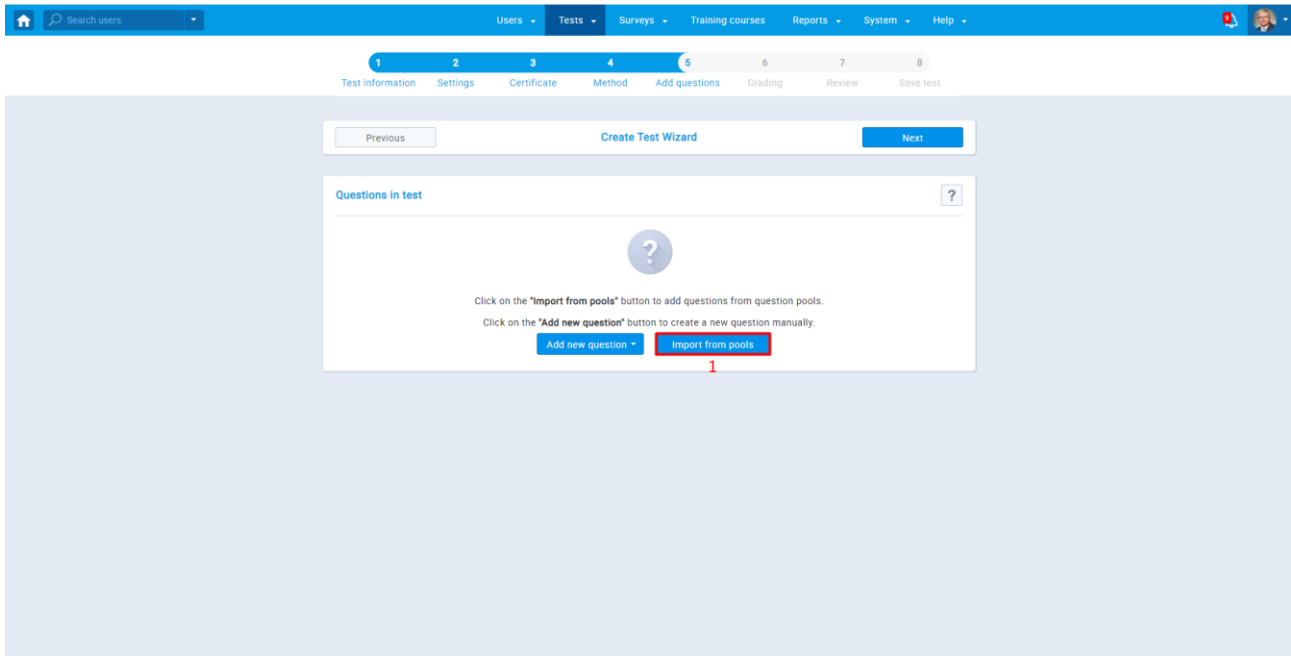
The screenshot shows the 'Questions' tab for 'Topic area 1'. A red box highlights the 'Questions' tab label. The interface includes a search bar, a table of questions, and various action buttons. The table contains the following data:

ID	Question text	Source pool	Difficulty	Type	Actions
137887	Grass is (choose one):	Topic area 1	Easy	Single choice (Branching question)	[View] [Edit] [Delete]
137894	Purple is a combination of which colors (choose one o...)	Topic area 1	Easy	Multiple choice (Branching question)	[View] [Edit] [Delete]
137898	In your opinion, what is the best way to learn language...	Topic area 1	Medium	Essay	[View] [Edit] [Delete]
137899	Order animals from largest to smallest:	Topic area 1	Easy	Ordering	[View] [Edit] [Delete]
137900	Fill in the blanks.	Topic area 1	Easy	Fill in the blanks	[View] [Edit] [Delete]
137901	5 is bigger than 2.	Topic area 1	Medium	True/False (Branching question)	[View] [Edit] [Delete]
137903	Match countries with their capital cities.	Topic area 1	Medium	Matching	[View] [Edit] [Delete]
137908	5+6=7	Topic area 1	Medium	Open-ended	[View] [Edit] [Delete]
138198	Rate your emotions in the morning.	Topic area 1	Medium	Matrix	[View] [Edit] [Delete]

## 2.2 Add question pool to the test

For this part of the application, see: [How can I create a simple test without sections and assign candidates to it?](#)

1. Once you create the question pool, you can use it to add questions to the test.



2. Select the pool that you want to use in the test and assign questions individually, or assign them all at once. You can use the same question pool to assign questions to multiple tests.

