



YouTestMe

Student's Manual

Table of Contents

1	Introduction.....	3
2	Overview of the available options.....	3
3	Updating personal information	6
4	Test-taking process.....	7
4.1	Starting the test.....	7
4.2	Lockdown browser panel	8
4.3	Section introduction	9
4.4	Overview of a test-taking panel	10
4.5	Images in questions.....	13
4.6	Review list.....	14
4.7	Skipping a question	15
4.8	Question types from a student's perspective	16
4.8.1	Single choice	16
4.8.2	True/False.....	16
4.8.3	Multiple choice.....	17
4.8.4	Matrix	17
4.8.5	Ordering.....	18
4.8.6	Matching.....	18
4.8.7	Fill in the blanks.....	19
4.8.8	Essay	20
4.8.9	Open-ended.....	20
4.9	Submitting a section	21
4.10	Submitting a test	22

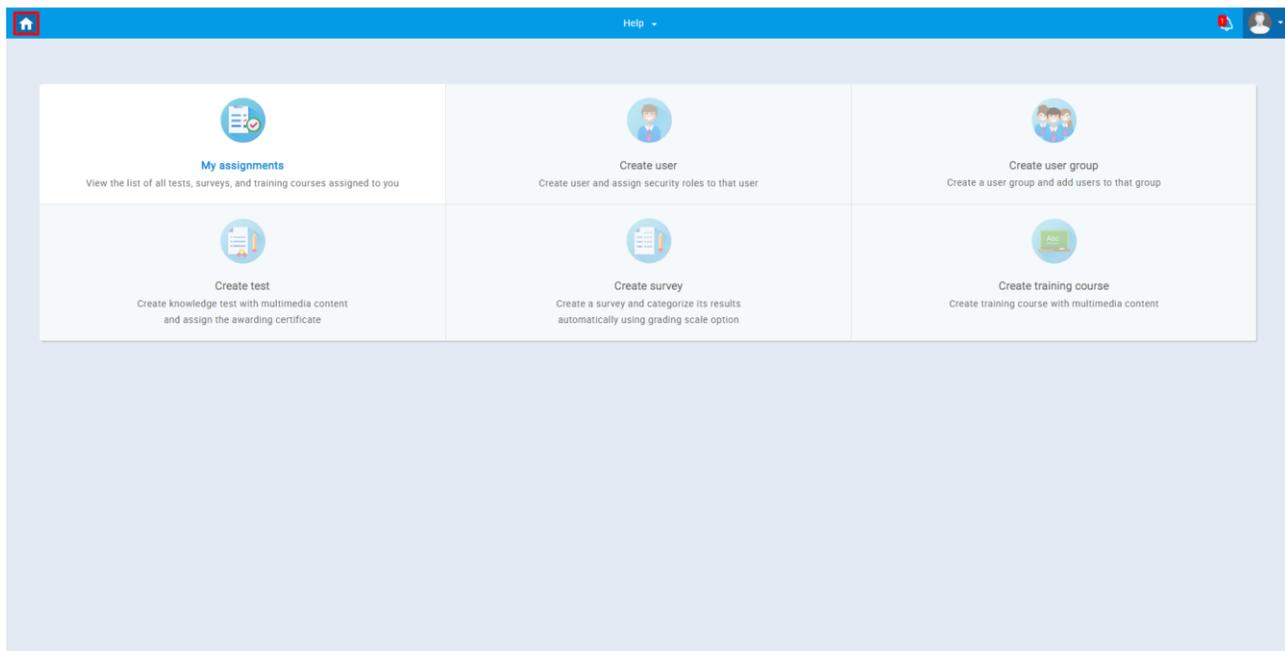
1 Introduction

This document's purpose is to walk you through the main activities of a Student security role in YouTestMe GetCertified. The main activities of a Student in YouTestMe GetCertified are:

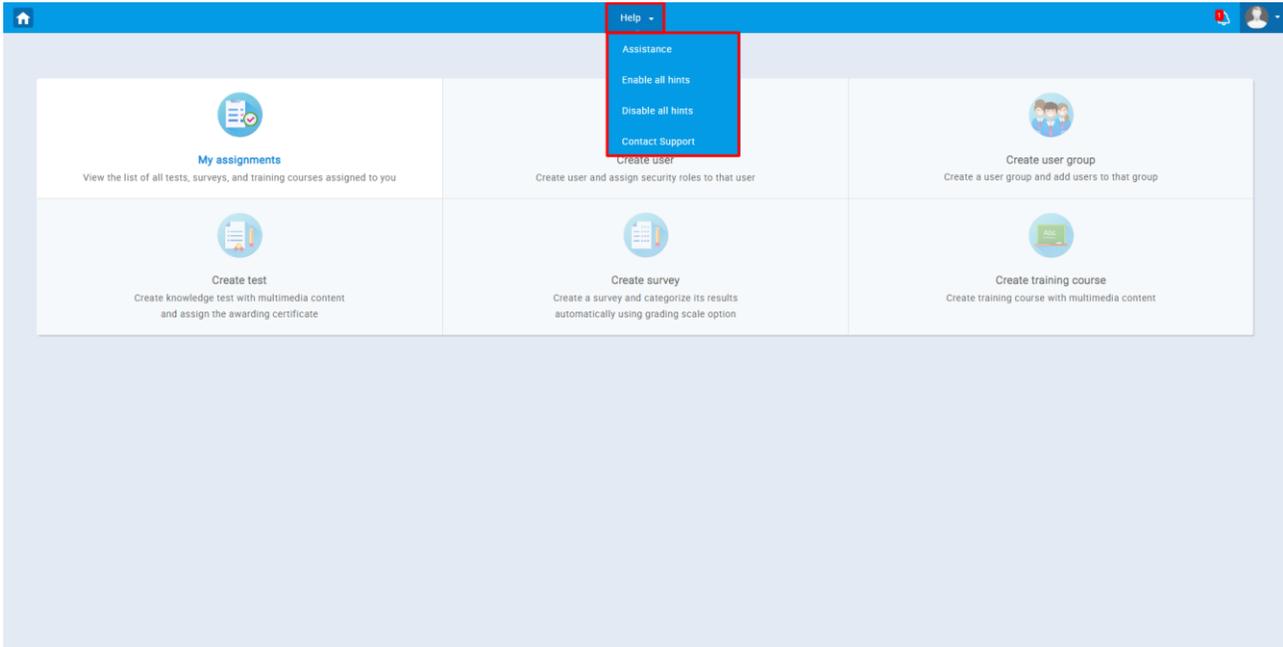
1. Taking a test
2. Updating personal information

2 Overview of the available options

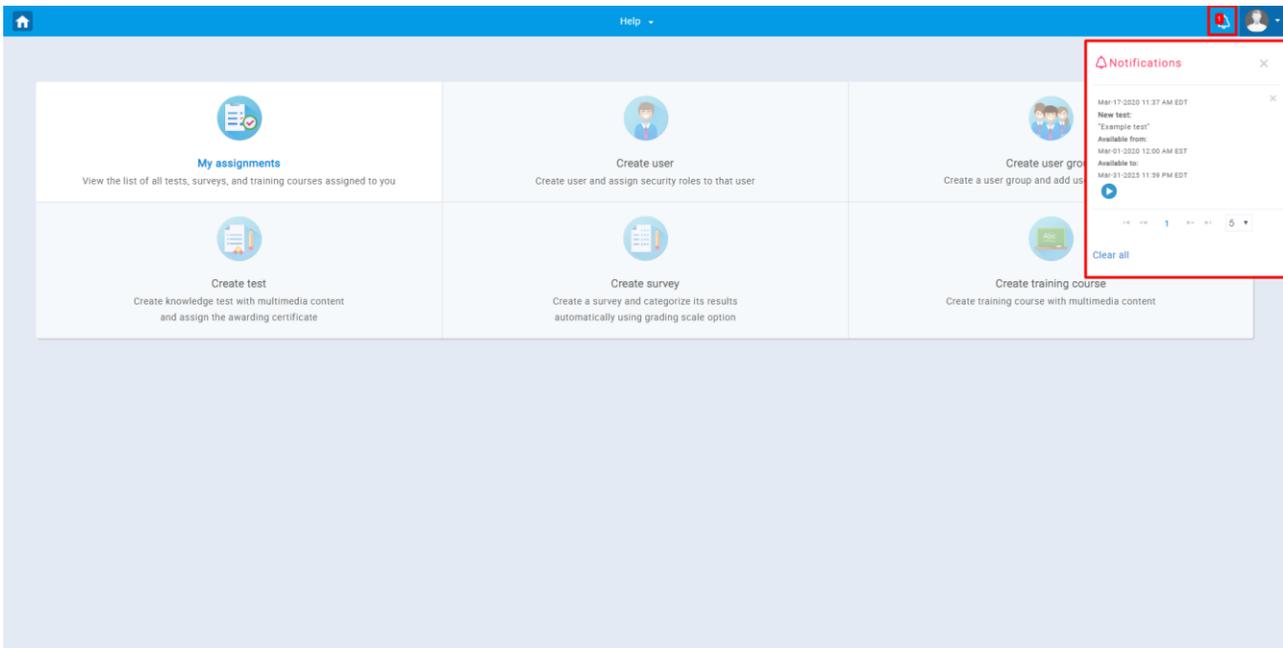
1. When you log in as a Student, you will land on the application homepage. You can always go back to the home page by selecting the "Home" option in the top left corner.



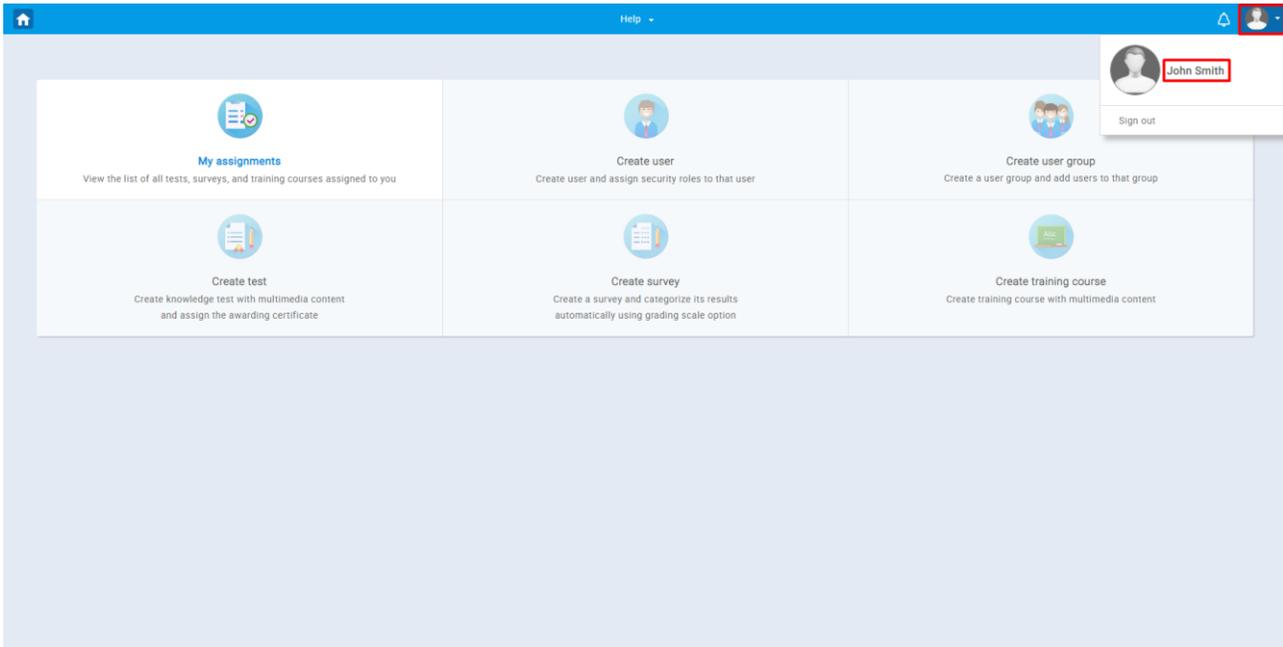
2. "Help" option allows the Student to go to the assistance page, to enable/disable all hints in the application, and to contact support.



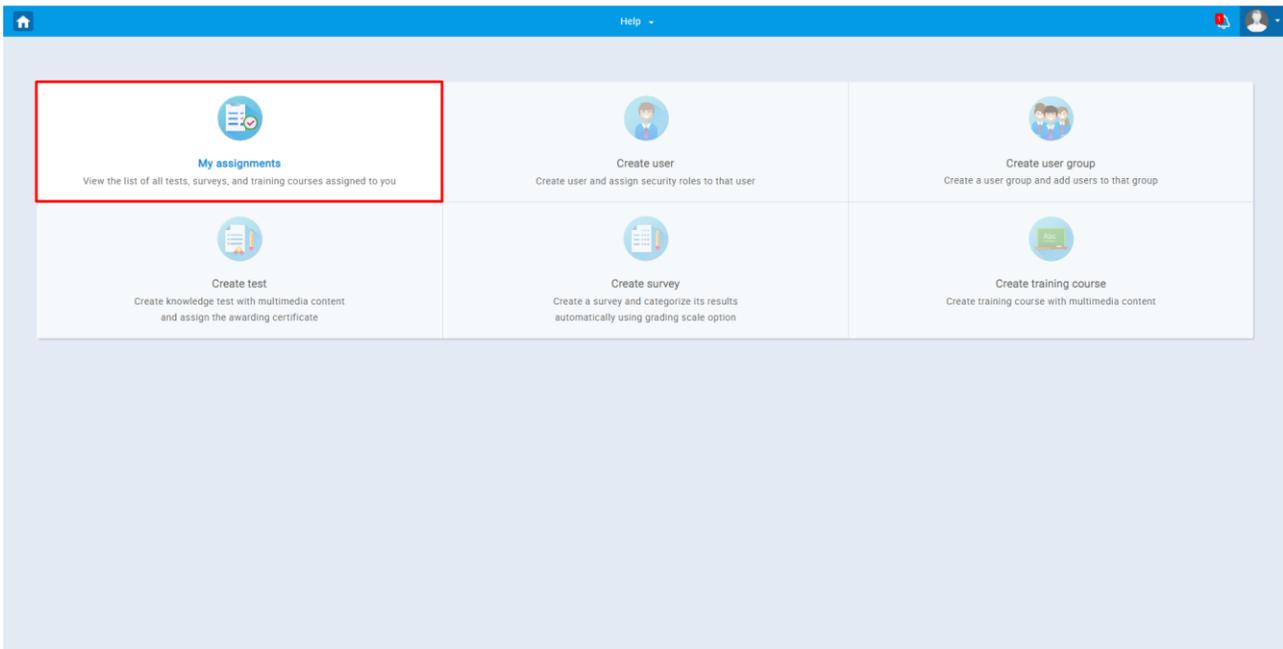
3. "Open notifications" option will display all the notifications for your profile (for example, new test assignment and availability dates).



4. To open your profile, select your photo in the top right corner and click on your name.

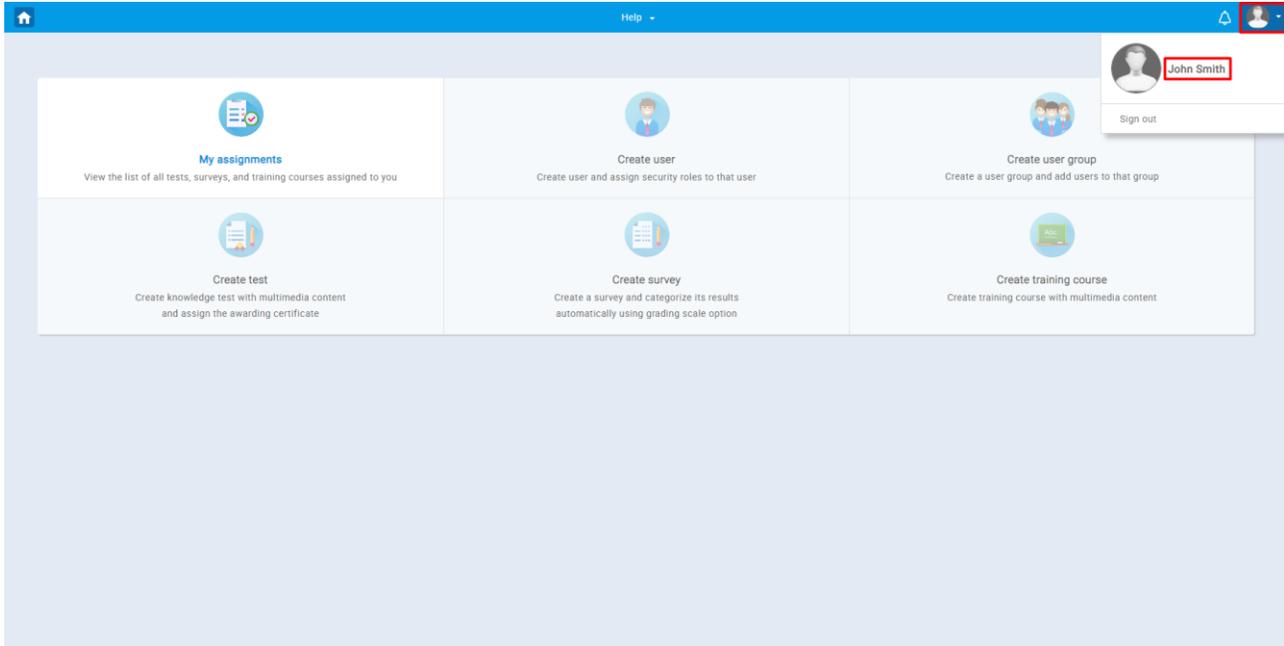


5. "My assignments" option shows the list of tests and surveys (ongoing and finished).

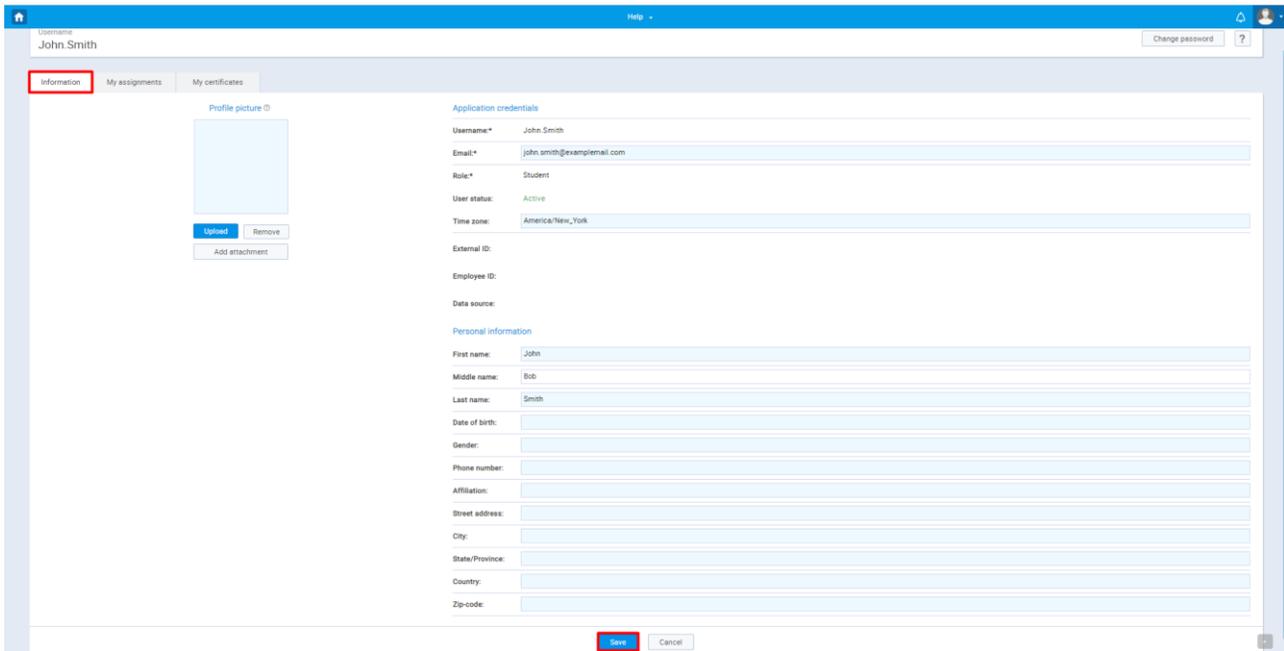


3 Updating personal information

1. To update your personal information as a Student, click on your profile photo in the main menu, and select your name.



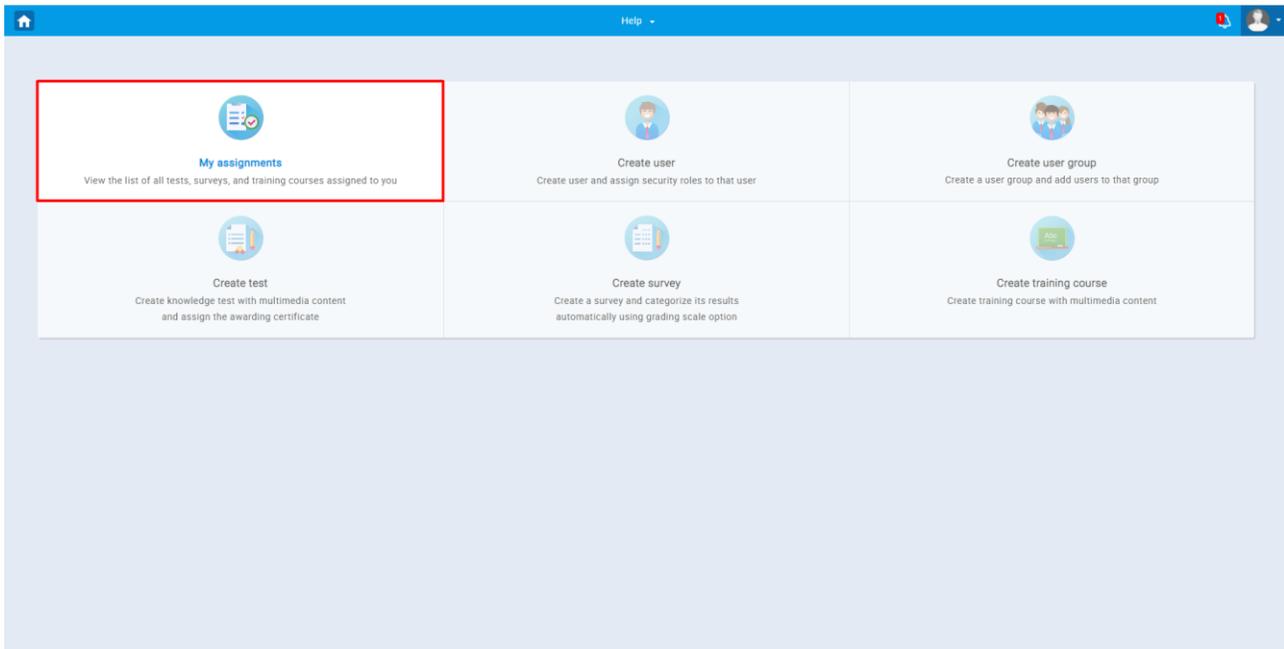
2. On the "Information" tab, fill in the necessary updates, and choose "Save."



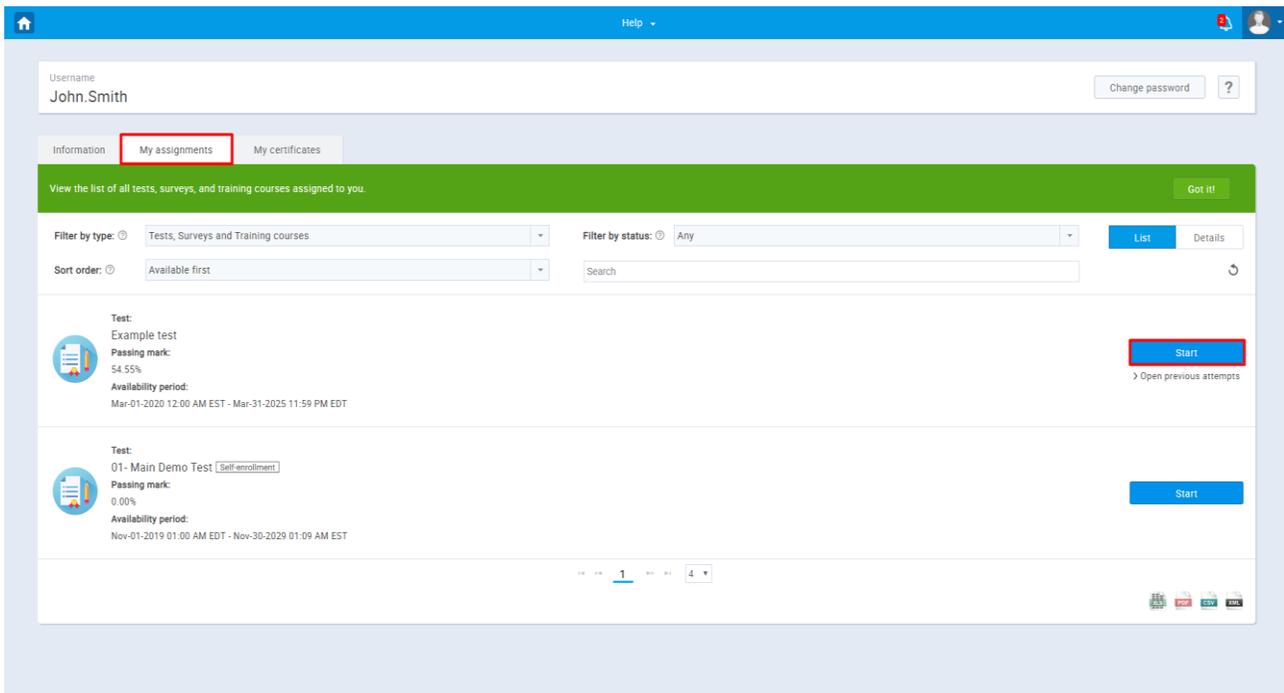
4 Test-taking process

4.1 Starting the test

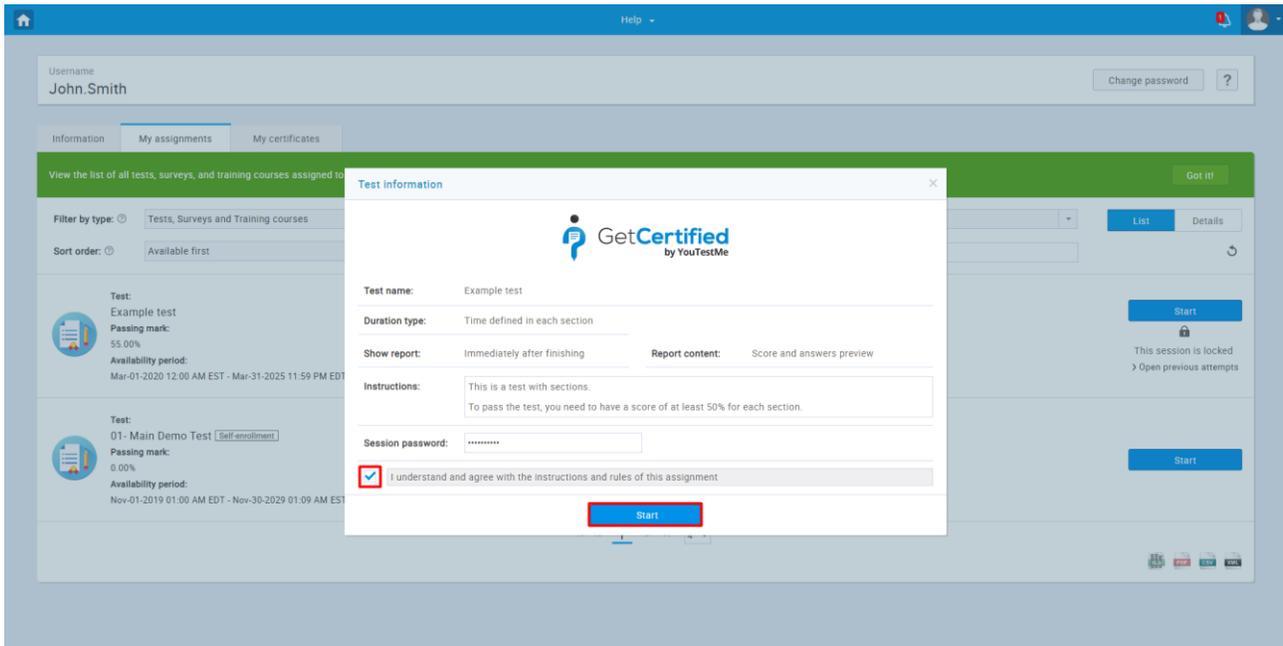
1. To start the test as a student, select the “My assignments” option from the home page.



2. On the “My assignments” tab, start the test by selecting the “Start” option.

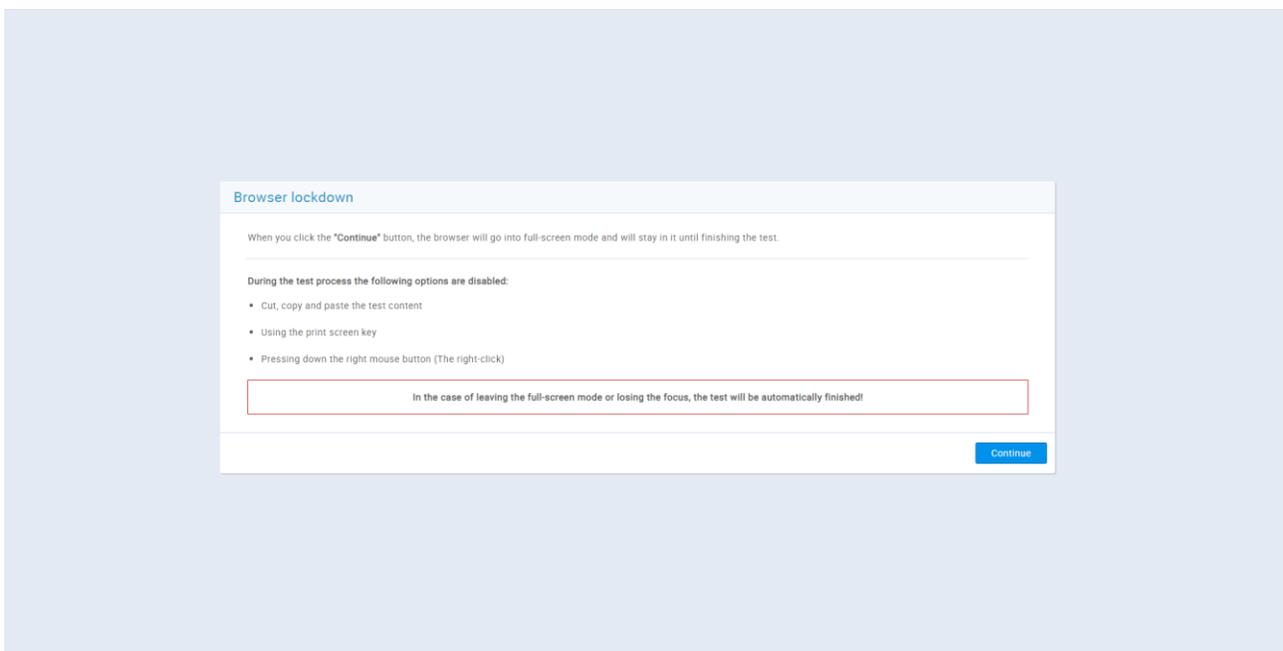


3. Read the test instructions and enter a session password. Check the “I understand and agree with the instructions and rules of this assignment” box and confirm it with the “Start” option once again.



4.2 Lockdown browser panel

This is the message you will see when the lockdown browser is enabled. This option prevents the Student from cheating (cut, copy, and paste the test content, using print screen and pressing down the right mouse button is disabled).



4.3 Section introduction

A test section is a part of the test that contains a group of questions (mainly of the same topic, for example, geography or biology). The section introduction will appear before the test section and will be visible throughout the test section in the notes field.

Section introduction

Section name: Section 1

Duration type: Time to answer all questions **Duration (hh:mm:ss):** 00:10:00

Instructions: You need to score 50% or more in this section to pass the test.

[Start section](#)

[Example test > Section 1](#)

Question: 1 of 5 Type: Single choice

Grass is:

Answers:

- 1. Green.
- 2. Blue.

[Next question](#)

Remaining time for current section

00 09 58

[Finish section](#)

[Finish test](#)

Section progress bar 0/5

Test
Section

Section name Section 1

All questions (5)
[Review list \(0\)](#)

1
2
3
4
5

Not answered
 Answered

Notes

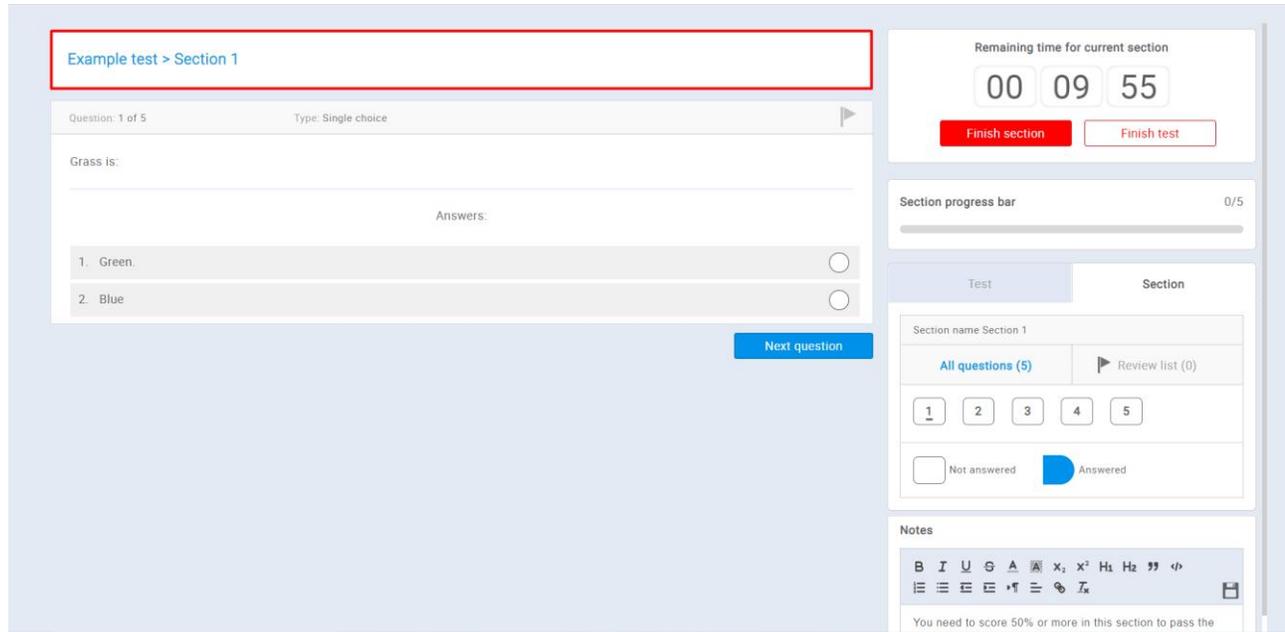
B I U G A X₁ X² H₁ H₂ '' </> ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡ ≡

☰ ☷

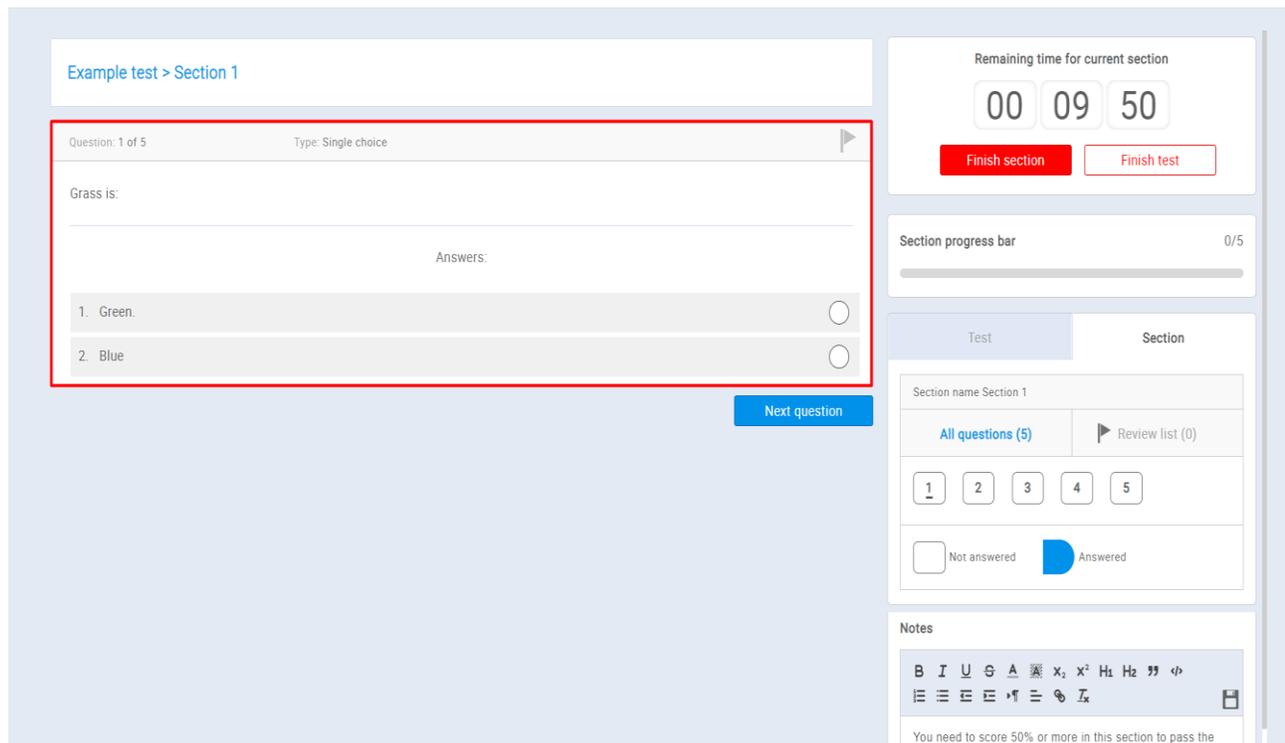
You need to score 50% or more in this section to pass the test.

4.4 Overview of a test-taking panel

1. This is the header of the main panel. It displays the name of the test a Student is attending and the current section of the test.

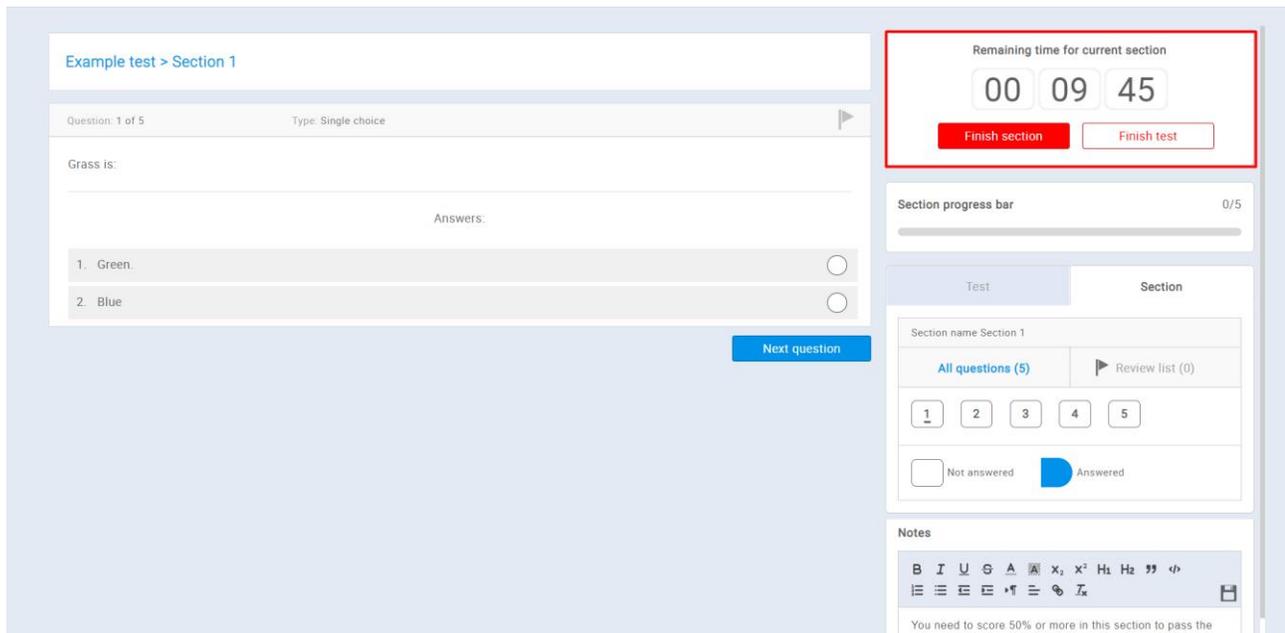


2. This is the main panel. A Student can see the number of the current question, question type, and flag the question for review.

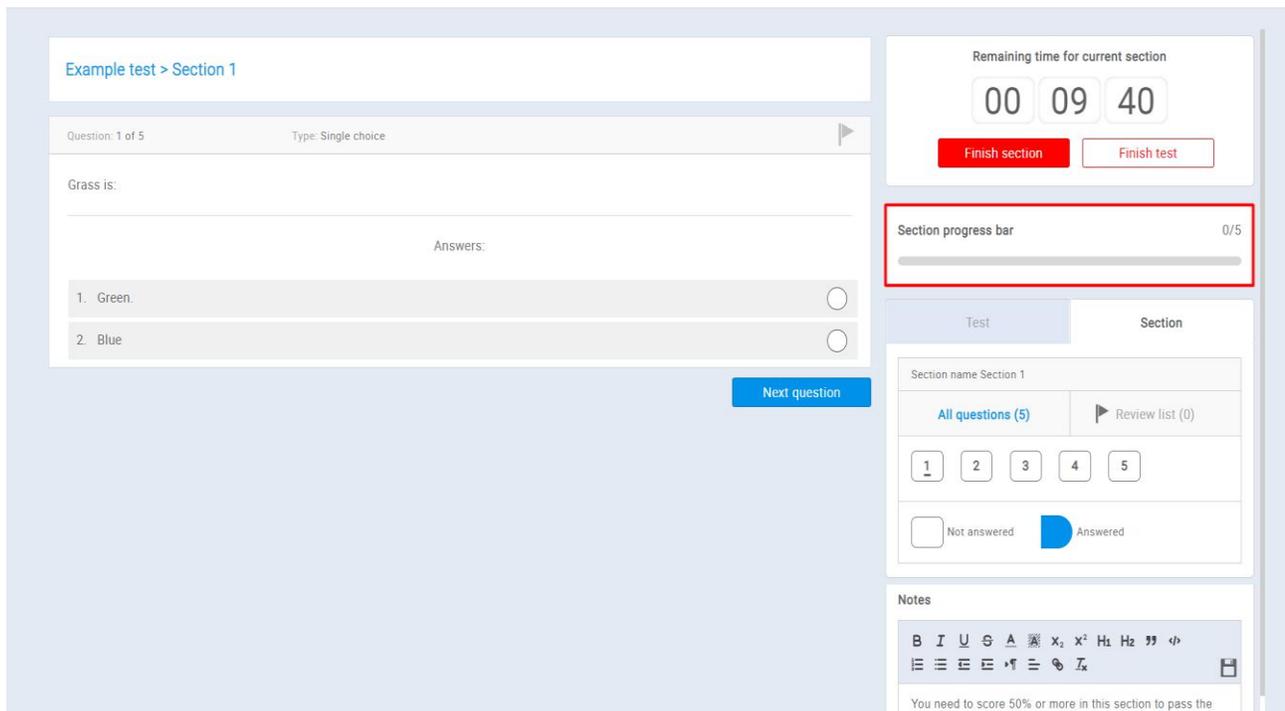


3. A panel in the top right corner allows the Student to see the remaining time for the current section:
 - a. The option to finish the section
 - b. The option to finish the test.

A Student should finish the section/test after reviewing and answering all the questions in the section/test.



4. Section progress bar displays the number of answered questions in the current section.



5. The test summary panel displays the name of sections in the test and the started/finished date for each of the sections.

The screenshot shows a test interface for 'Example test > Section 1'. The main area displays a single-choice question: 'Grass is:'. The answer options are '1. Green.' and '2. Blue.'. A 'Next question' button is visible. On the right, a summary panel is highlighted with a red box. It contains a table with the following data:

Section name	Started	Finished
1. Section 1	Mar-19-2020 12:55 PM EDT	
2. Section 2		

Other elements in the summary panel include a 'Remaining time for current section' of 00:09:35, a 'Section progress bar' at 0/5, and a 'Notes' section with a rich text editor and a note: 'You need to score 50% or more in this section to pass the test.'

6. The section summary panel displays:
- The name of the current section
 - The number of all questions in the test
 - Review list (questions marked for review)
 - The status of each question in the section (not answered, answered, I don't know)

The screenshot shows a test interface for 'Example test > Section 1'. The main area displays a fill-in-the-blanks question: 'The month that comes after August is _____'. The answer 'September' is entered in the first blank. A 'Previous question' button is visible. On the right, a summary panel is highlighted with a red box. It contains a table with the following data:

Section name	Started	Finished
Section 1		

Other elements in the summary panel include a 'Remaining time for current section' of 00:09:20, a 'Section progress bar' at 3/5, and a 'Review list' section with a rich text editor and a note: 'You need to score 50% or more in this section to pass the test.'

- During the test-taking, you can add notes for each question/answer. For example, you can go back to the previous question in a test that you noted, and correct the answer. Section introduction is displayed in the notes field.

The screenshot displays the test interface for 'Example test > Section 1'. The main area shows 'Question: 3 of 5' with a type of 'Essay'. The question text is 'In your opinion, what is the best way to learn languages? Describe.' Below the question is a rich text editor with a toolbar containing options for Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (X), Text Size (H1, H2), Bulleted List (ul), Numbered List (ol), Indent (F), and Link (L). An 'Upload file' button is located at the bottom right of the editor. At the bottom of the question area are 'Previous question' and 'Next question' buttons. On the right side, there is a 'Remaining time for current section' timer showing 00:09:10, with 'Finish section' and 'Finish test' buttons. Below the timer is a 'Section progress bar' showing 0/5. A 'Test' and 'Section' navigation bar is present, with 'Section name Section 1', 'All questions (5)', and 'Review list (0)'. A question progress indicator shows questions 1 through 5, with question 3 selected. A legend indicates 'Not answered' (white square), 'Answered' (blue square), and 'I don't know' (orange circle). At the bottom right, a 'Notes' panel is highlighted with a red border, containing a rich text editor and the text: 'You need to score 50% or more in this section to pass the test. Review question three and name additional ways of language learning.'

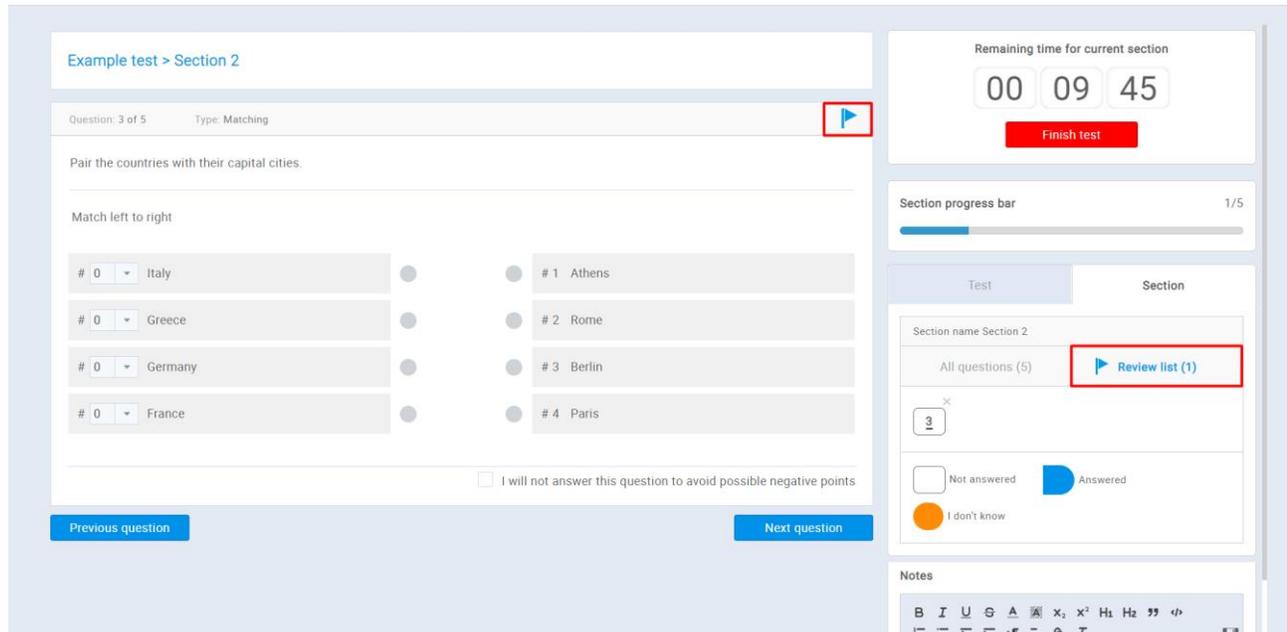
4.5 Images in questions

To expand the image in question or answer, simply click on it.

The screenshot displays the test interface for 'Example test > Section 1'. The main area shows 'Question: 2 of 5' with a type of 'Multiple choice'. The question text is 'Which color is used to make purple?'. Below the question are three answer options, each with a corresponding image: 1. Yellow (with a yellow paint can and brush), 2. Red (with a red paint can and brush), and 3. Blue (with a blue paint can and brush). Each option has a checkbox. At the bottom of the question area is a checkbox for 'I will not answer this question to avoid possible negative points'. On the right side, there is a 'Remaining time for current section' timer showing 00:08:30, with 'Finish section' and 'Finish test' buttons. Below the timer is a 'Section progress bar' showing 0/5. A 'Test' and 'Section' navigation bar is present, with 'Section name Section 1', 'All questions (5)', and 'Review list (0)'. A question progress indicator shows questions 1 through 5, with question 2 selected. A legend indicates 'Not answered' (white square), 'Answered' (blue square), and 'I don't know' (orange circle). At the bottom right, a 'Notes' panel is visible, containing a rich text editor and the text: 'You need to score 50% or more in this section to pass the test.'

4.6 Review list

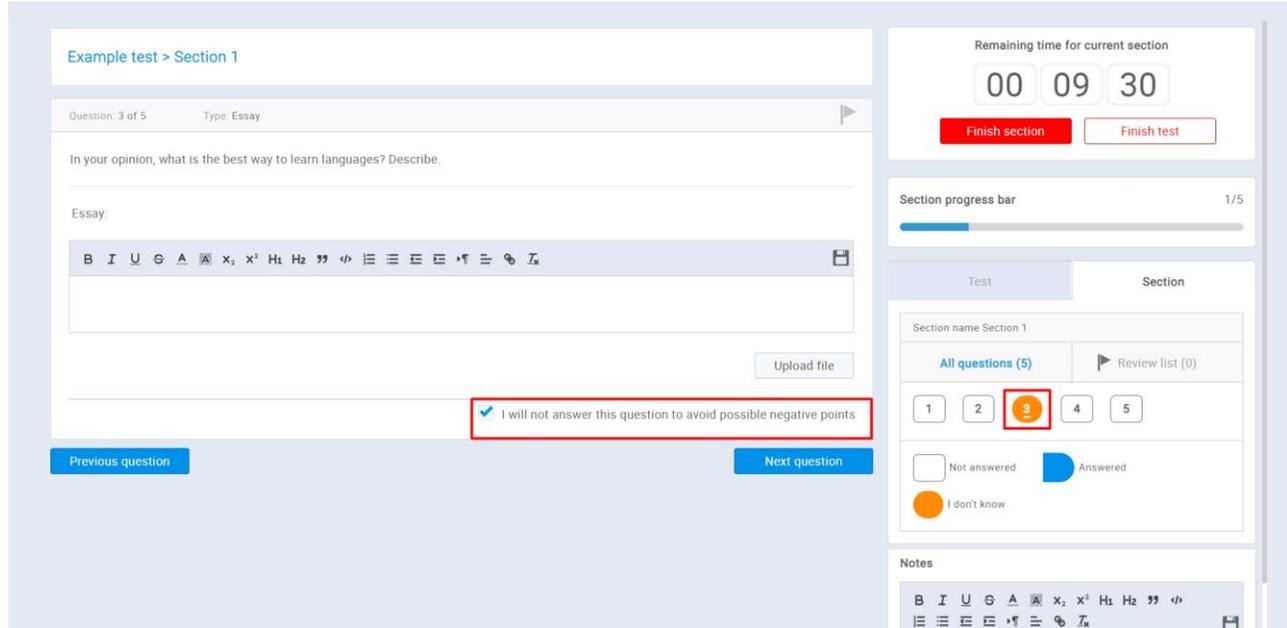
A flag in the main panel allows the Student to mark the question for review (the number of questions marked for review is displayed in the section summary panel where you can unflag the question).



The screenshot displays the Youtestme interface during a test. The main panel shows a matching question: "Pair the countries with their capital cities." It lists four countries on the left (Italy, Greece, Germany, France) and four cities on the right (Athens, Rome, Berlin, Paris). A red flag icon is visible in the top right corner of the question area. The sidebar on the right contains a timer showing 00:09:45, a "Finish test" button, a section progress bar at 1/5, and a "Review list (1)" button highlighted with a red box. Below the progress bar, there are tabs for "Test" and "Section", and a list of question statuses: "All questions (5)", "Not answered", "Answered", and "I don't know". At the bottom of the sidebar, there is a "Notes" section with a rich text editor.

4.7 Skipping a question

“I will not answer this question to avoid possible negative points” allows the Student to skip the question without losing additional points. The question’s status is marked as “I don’t know” in the section summary panel.

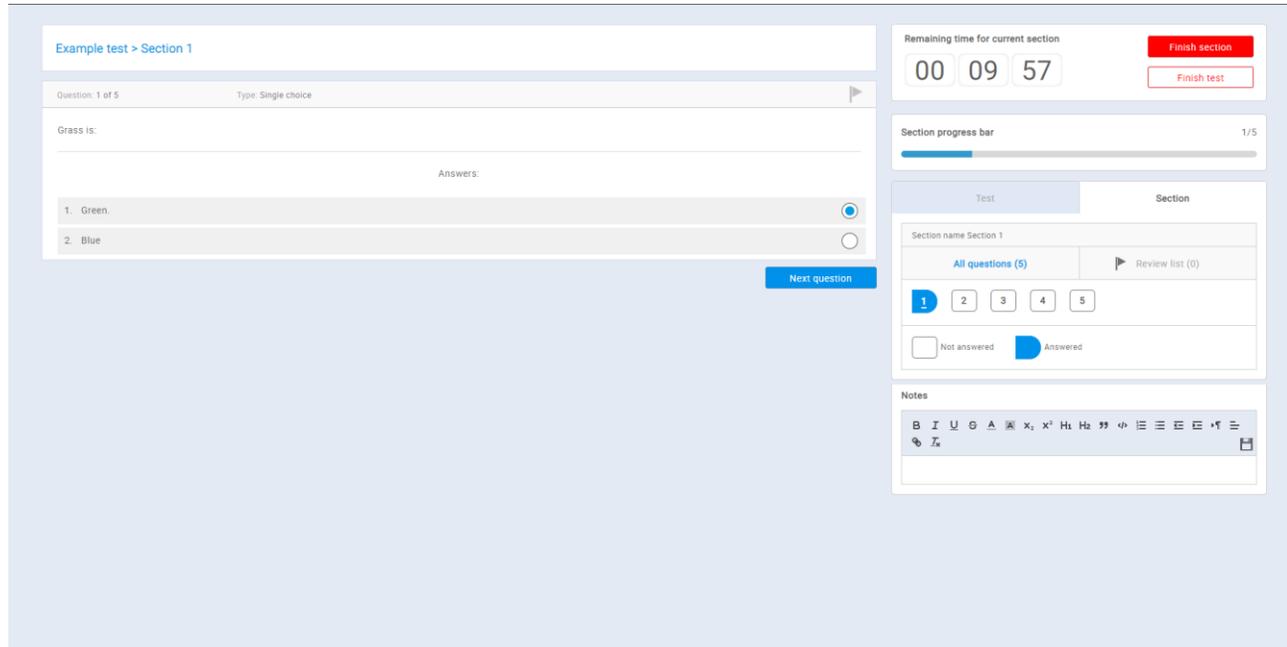


The screenshot displays the Youtestme interface during a test. On the left, a question titled "Question: 3 of 5" is shown. The question text is "In your opinion, what is the best way to learn languages? Describe." Below the text is an "Essay" input field with a rich text editor toolbar. A red box highlights a checkbox with the text "I will not answer this question to avoid possible negative points". Below the input field are "Previous question" and "Next question" buttons. On the right, a sidebar contains a timer showing "00 09 30" and "Finish section" buttons. Below the timer is a "Section progress bar" showing "1/5". The "Section" panel shows "Section name Section 1", "All questions (5)", and "Review list (0)". A row of question indicators (1-5) is shown, with question 3 highlighted in orange. A legend below indicates "Not answered" (white square), "Answered" (blue square), and "I don't know" (orange circle). At the bottom of the sidebar is a "Notes" section with a rich text editor toolbar.

4.8 Question types from a student's perspective

4.8.1 Single choice

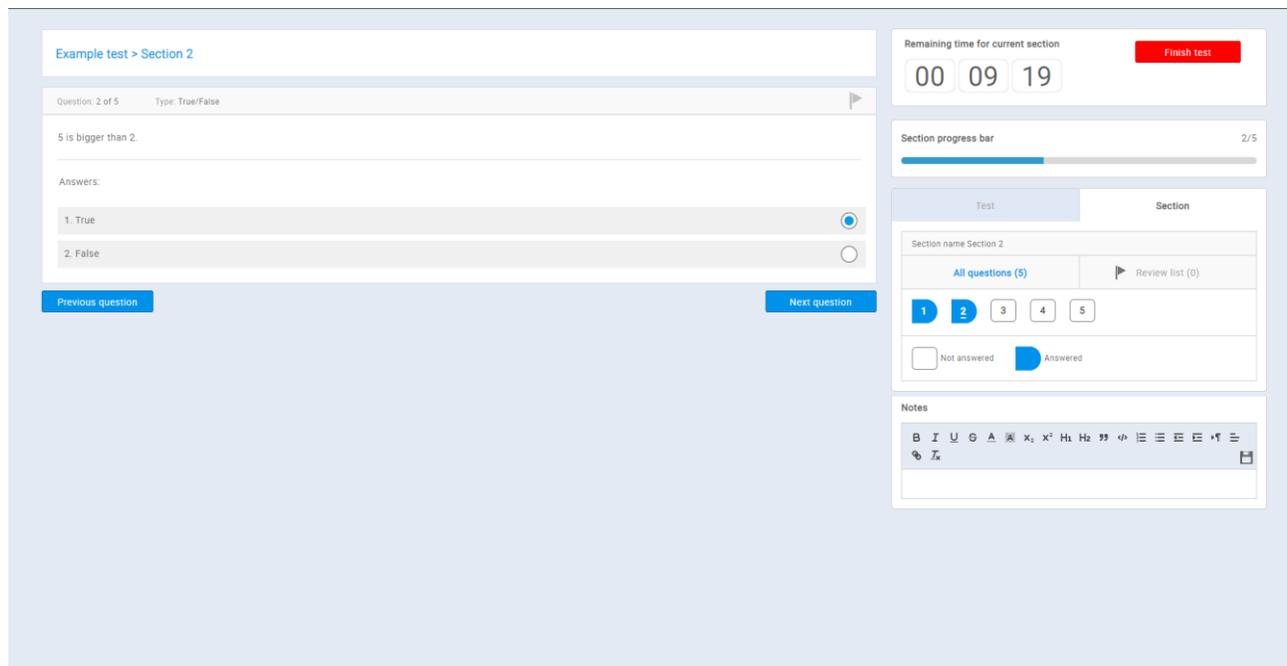
Single choice question type allows you to select only one of the offered answers.



The screenshot shows a test interface for 'Example test > Section 1'. The question is 'Question: 1 of 5' and is a 'Single choice' type. The question text is 'Grass is:'. The answer options are '1. Green.' (selected) and '2. Blue.'. A 'Next question' button is visible. On the right, there is a 'Remaining time for current section' timer showing 00:09:57, 'Finish section' and 'Finish test' buttons, a 'Section progress bar' at 1/5, and a 'Test'/'Section' navigation panel showing 'Section name Section 1', 'All questions (5)', and 'Review list (0)'. A 'Notes' section with a rich text editor is also present.

4.8.2 True/False

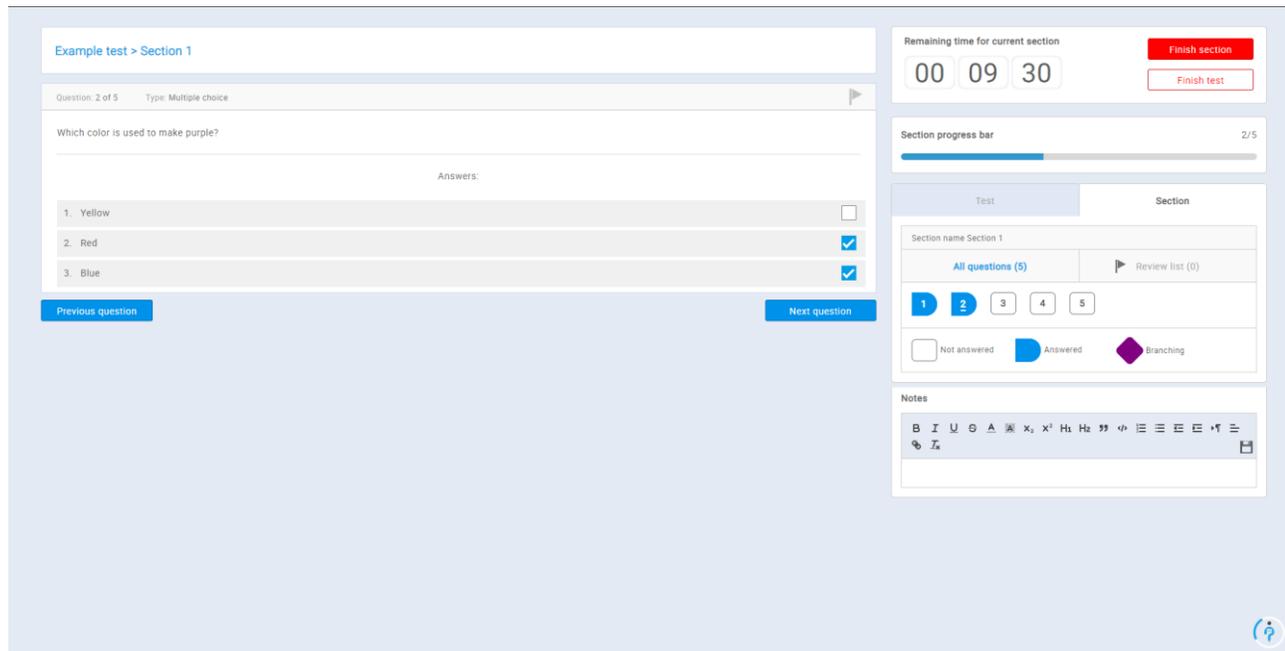
A true/false question consists of a statement that requires a true or false response.



The screenshot shows a test interface for 'Example test > Section 2'. The question is 'Question: 2 of 5' and is a 'True/False' type. The question text is '5 is bigger than 2.'. The answer options are '1. True.' (selected) and '2. False.'. 'Previous question' and 'Next question' buttons are visible. On the right, there is a 'Remaining time for current section' timer showing 00:09:19, 'Finish test' button, a 'Section progress bar' at 2/5, and a 'Test'/'Section' navigation panel showing 'Section name Section 2', 'All questions (5)', and 'Review list (0)'. A 'Notes' section with a rich text editor is also present.

4.8.3 Multiple choice

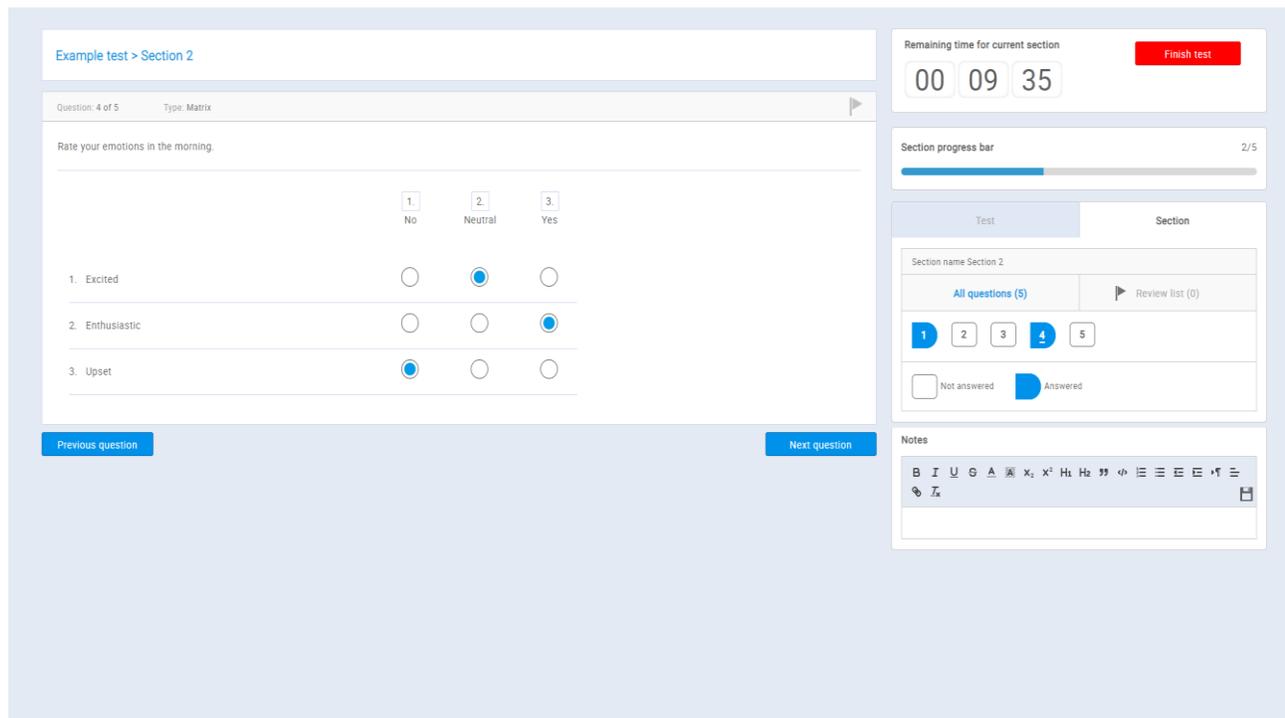
For multiple choice question type, you will be able to select more than one answer.



The screenshot shows a test interface for a multiple choice question. The question is: "Which color is used to make purple?". The answer options are: 1. Yellow, 2. Red, and 3. Blue. The Red and Blue options are selected with checkmarks. The interface includes a timer showing 00:09:30, a section progress bar at 2/5, and navigation buttons for "Previous question" and "Next question". A sidebar on the right contains a "Test" and "Section" view, a "Section name Section 1", "All questions (5)", "Review list (0)", and a "Notes" section with a rich text editor.

4.8.4 Matrix

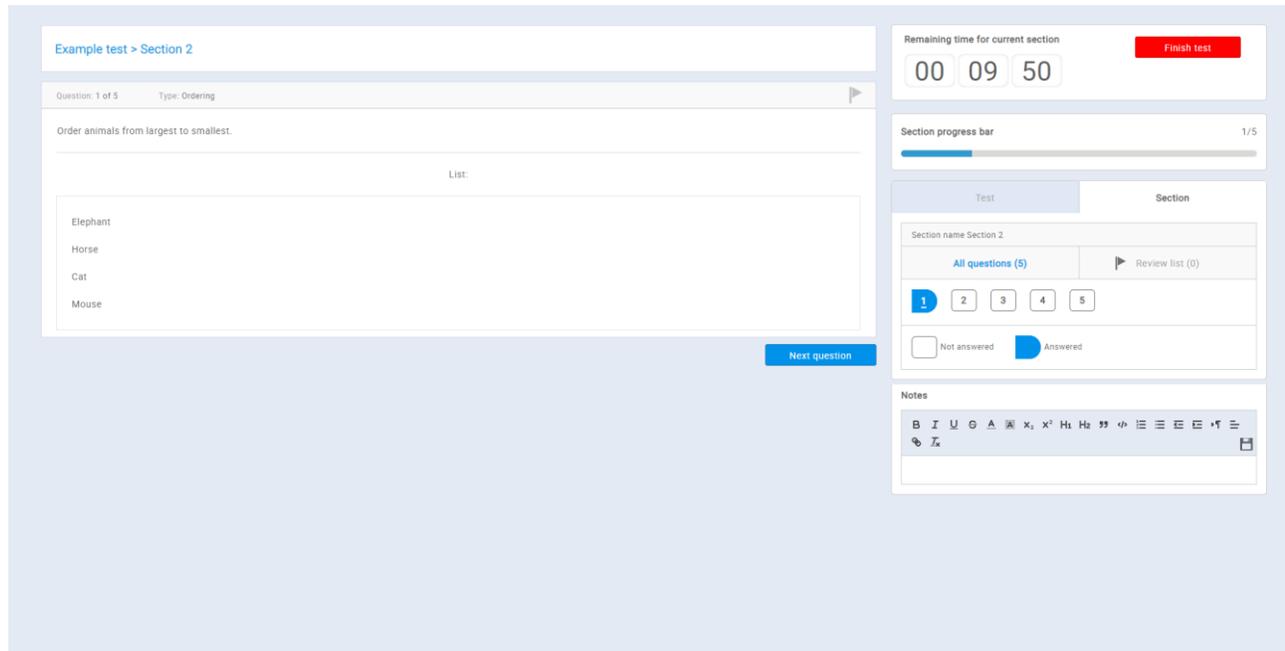
A matrix question is a closed-ended question that asks students to evaluate one or more row items using the same set of column choices.



The screenshot shows a test interface for a matrix question. The question is: "Rate your emotions in the morning". The response options are: 1. Excited, 2. Enthusiastic, and 3. Upset. The column choices are: 1. No, 2. Neutral, and 3. Yes. The "Neutral" option for "Excited" and the "No" option for "Upset" are selected with radio buttons. The interface includes a timer showing 00:09:35, a section progress bar at 2/5, and navigation buttons for "Previous question" and "Next question". A sidebar on the right contains a "Test" and "Section" view, a "Section name Section 2", "All questions (5)", "Review list (0)", and a "Notes" section with a rich text editor.

4.8.5 Ordering

With ordering questions, students select the correct order of a series of answers using the drag and drop method.



Example test > Section 2

Question: 1 of 5 Type: Ordering

Order animals from largest to smallest.

List:

- Elephant
- Horse
- Cat
- Mouse

Next question

Remaining time for current section: 00:09:50 Finish test

Section progress bar: 1/5

Section name Section 2

All questions (5) Review list (0)

1 2 3 4 5

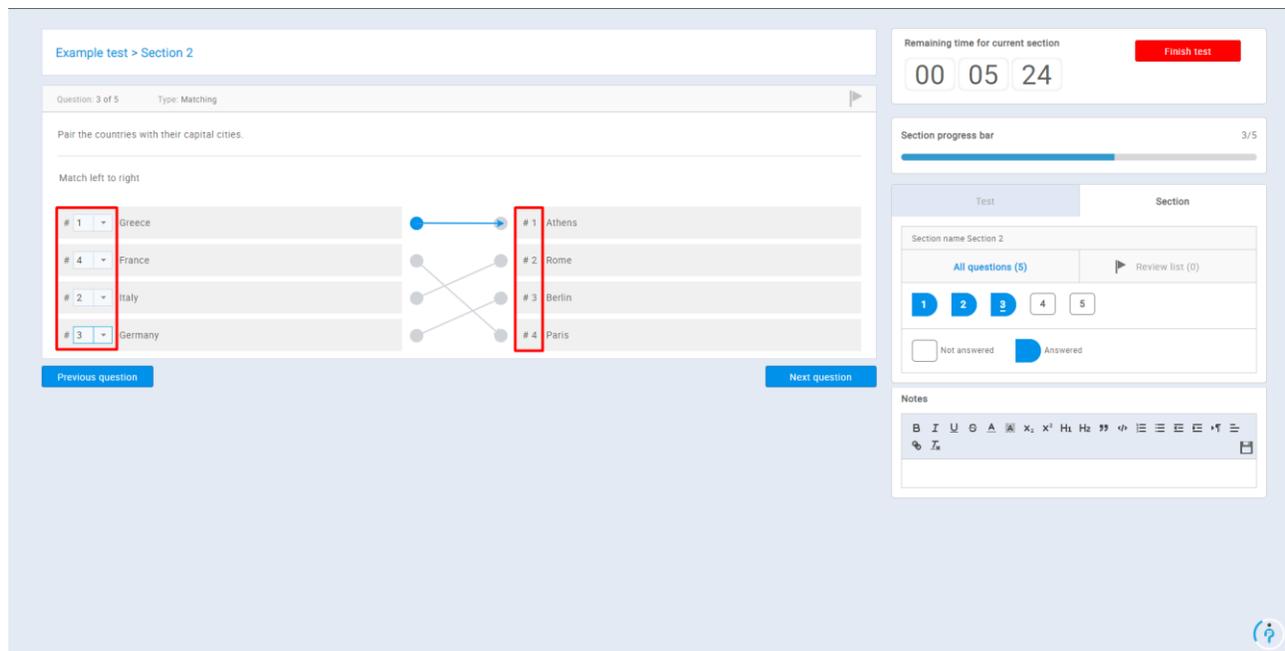
Not answered Answered

Notes

B I U G A X₂ X² H₂ H₂ π ϕ ∞ \equiv \neq \pm \mp \approx

4.8.6 Matching

The matching question type displays two lists. A Student must match each component of the first list with an element in the second list using drag and drop method, or matching numbers in the left menu with the numbers in the right.



Example test > Section 2

Question: 3 of 5 Type: Matching

Pair the countries with their capital cities.

Match left to right

# 1	Greece	# 1	Athens
# 4	France	# 2	Rome
# 2	Italy	# 3	Berlin
# 3	Germany	# 4	Paris

Previous question Next question

Remaining time for current section: 00:05:24 Finish test

Section progress bar: 3/5

Section name Section 2

All questions (5) Review list (0)

1 2 3 4 5

Not answered Answered

Notes

B I U G A X₂ X² H₂ H₂ π ϕ ∞ \equiv \neq \pm \mp \approx

4.8.7 Fill in the blanks

Fill in the blank question consists of a sentence with a blank space where a Student provides the missing word. There are two types of fill in the blank questions:

1. With offered answers.

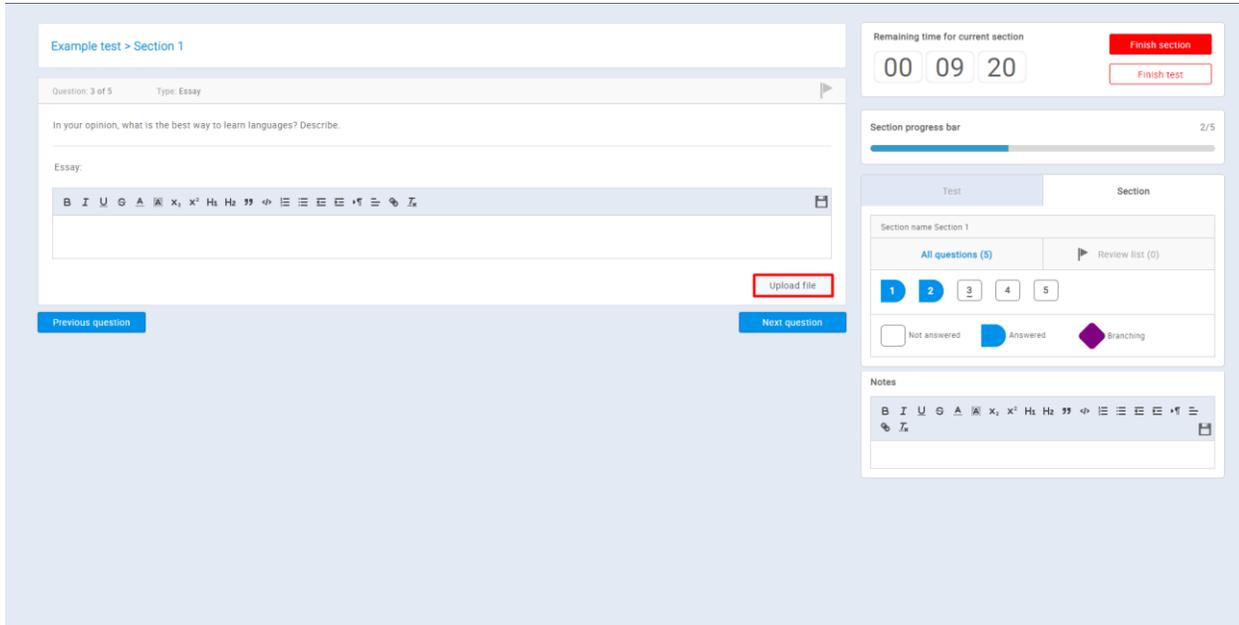
The screenshot shows a test interface for 'Section 1'. The question is 'Question: 4 of 5 Type: Fill in the blanks'. The text of the question is 'Fill in the blanks. Text: The month that comes after August is _____'. A dropdown menu is open, showing 'Select one' at the top, followed by 'June', 'July', and 'September'. The 'September' option is highlighted. The interface includes a 'Remaining time for current section' of 00:09:41, a 'Section progress bar' at 2/5, and a 'Test' tab with a 'Section' sub-tab. The 'Section' sub-tab shows 'Section name Section 1', 'All questions (5)', and 'Review list (0)'. There are also 'Previous question' and 'Next question' buttons.

2. With a field to write an answer.

The screenshot shows a test interface for 'Section 1'. The question is 'Question: 5 of 5 Type: Fill in the blanks'. The text of the question is 'Fill in the blanks. Text: The month that comes after August is _____'. Below the text, there is a text input field with 'September' entered. The input field is highlighted with a red box. The interface includes a 'Remaining time for current section' of 00:08:27, a 'Section progress bar' at 4/5, and a 'Test' tab with a 'Section' sub-tab. The 'Section' sub-tab shows 'Section name Section 1', 'All questions (5)', and 'Review list (0)'. There are also 'Previous question' and 'Next question' buttons.

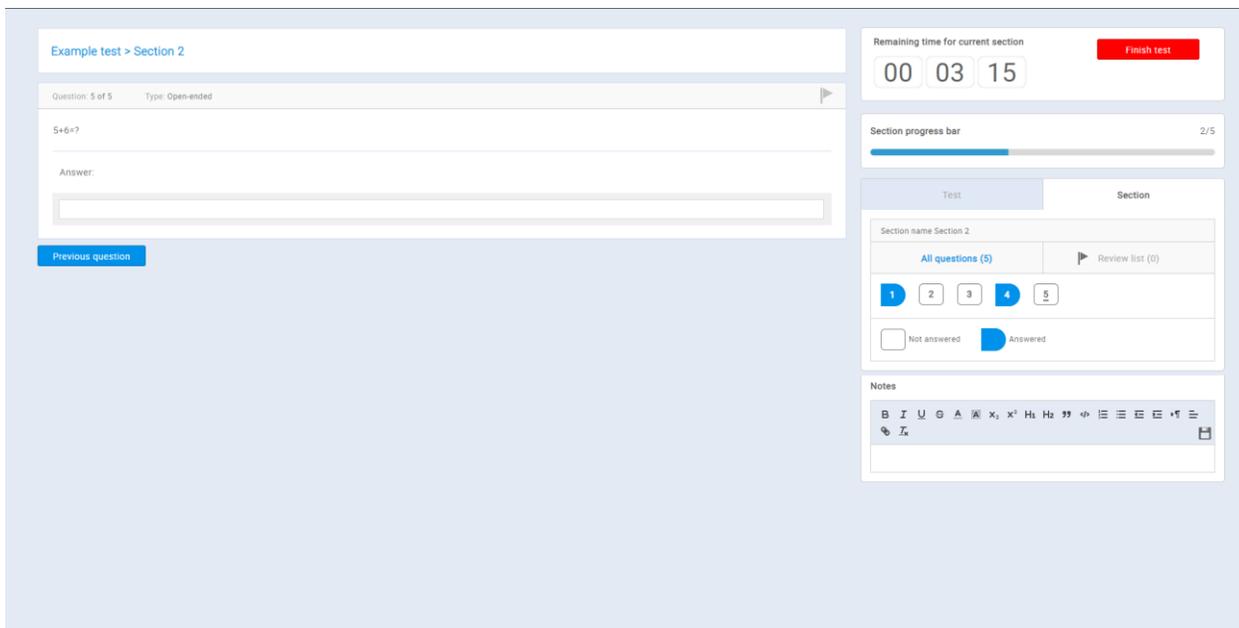
4.8.8 Essay

The essay question type is an examination question that requires a written analysis or explanation of a specific topic. You can also upload a file, for example, if the subject is requesting a drawing (chart, diagram, graph).



4.8.9 Open-ended

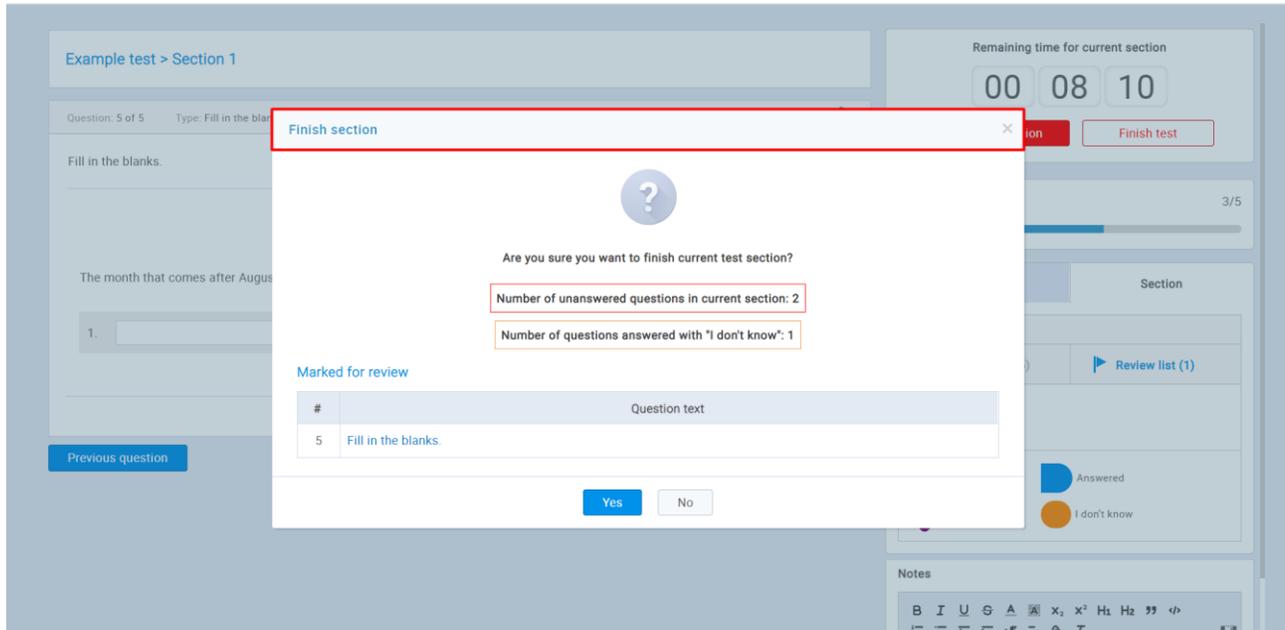
The open-ended question type allows a Student to answer in open text format based on their complete knowledge and understanding (a shorter version of the essay question type that can be graded automatically).



4.9 Submitting a section

When the Student submits a section (finish section option), a message will appear in the popup window with the question status:

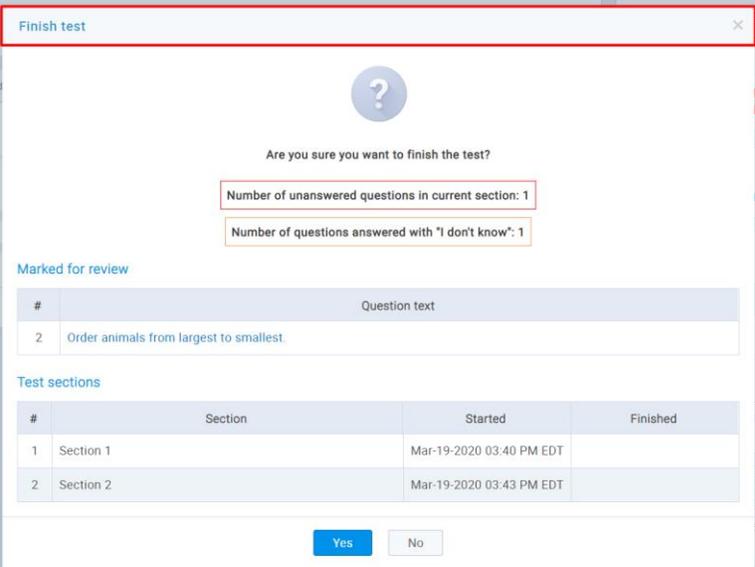
1. The number of unanswered questions
2. The number of questions answered with “I don’t know”
3. The questions marked for review



4.10 Submitting a test

When the Student submits a test (finish test option), a message will appear in the popup window with the question status in both sections:

1. The number of unanswered questions
2. The number of questions answered with "I don't know"
3. The questions marked for review



The screenshot shows a 'Finish test' popup window with the following content:


 Are you sure you want to finish the test?

Number of unanswered questions in current section: 1
 Number of questions answered with "I don't know": 1

Marked for review

#	Question text
2	Order animals from largest to smallest.

Test sections

#	Section	Started	Finished
1	Section 1	Mar-19-2020 03:40 PM EDT	
2	Section 2	Mar-19-2020 03:43 PM EDT	