YouTestMe

Instructions for American Retirement Association
Creating Questions and a Test with Sections

Table of Contents

1   Introduction

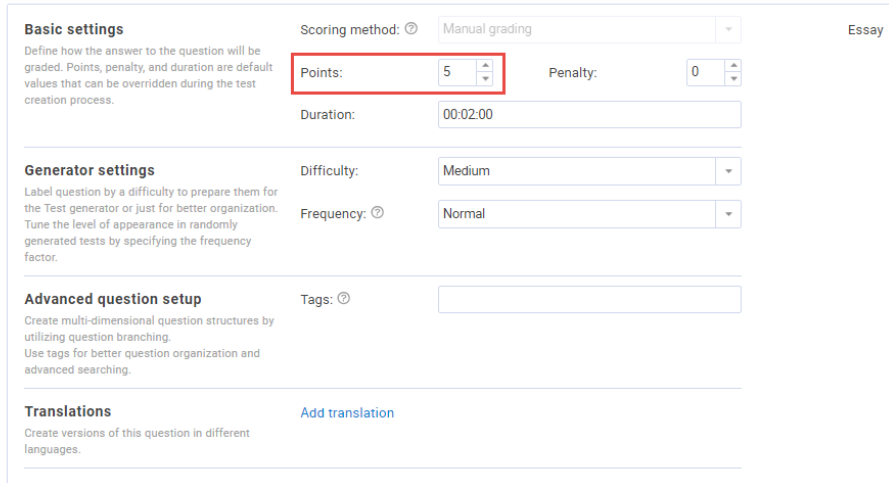This document will help you organize your test.

2   Pool creation process

You can create different question pools and add them to the test. For more information, please see https://www.youtestme.com/kb/how-to-create-and-store-question-in-the-question-pool.

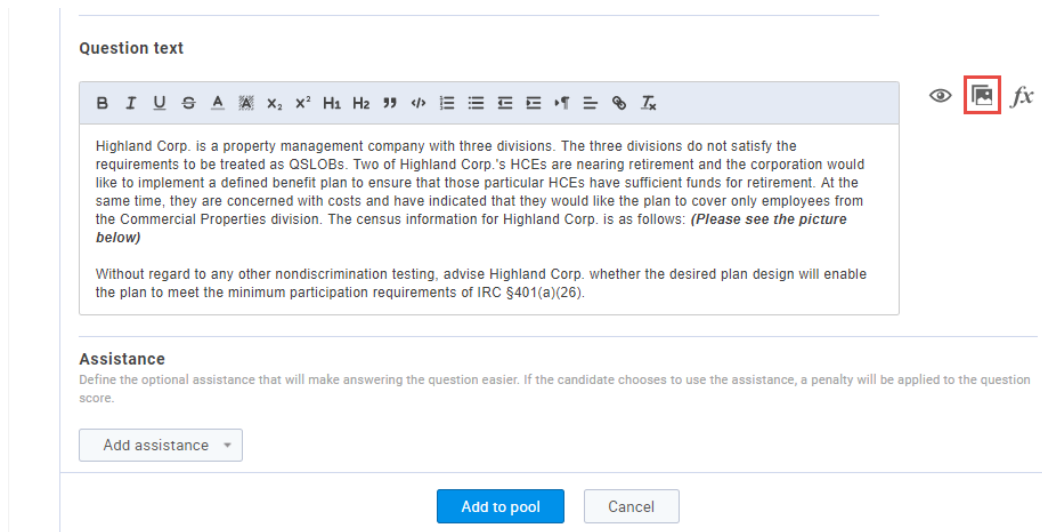After following the previous instructions, follow these steps:

To set the number of points to be won when the candidate answers correctly, find the "Points" option. All you need do is type in the desired value.

If you want to add a table to the question, we suggest you enter it as an image and then add a note that emphasizes which part of the question refers to the table. To do this, follow these steps:

- Click the "Picture" icon.

- Select the table image you previously created.

- The image will appear, and click the "Add to pool" button.

Question text

B *I* U S A A x₂ x² H₁ H₂ " </> ≣ ≣ ≣ ≣ ⫧ ≣ & Ƭₓ   👁 🖼 *fx*

Highland Corp. is a property management company with three divisions. The three divisions do not satisfy the requirements to be treated as QSLOBs. Two of Highland Corp.'s HCEs are nearing retirement and the corporation would like to implement a defined benefit plan to ensure that those particular HCEs have sufficient funds for retirement. At the same time, they are concerned with costs and have indicated that they would like the plan to cover only employees from the Commercial Properties division. The census information for Highland Corp. is as follows: *(Please see the picture below)*

Without regard to any other nondiscrimination testing, advise Highland Corp. whether the desired plan design will enable the plan to meet the minimum participation requirements of IRC §401(a)(26).

|	HCE	NHCE	Total
Total number of nonexcludable employees	5	115	120
Commercial Properties division	2	30	32
Residential Properties division	2	65	67
Vacation Properties division	1	20	21

Remove picture

Assistance

Define the optional assistance that will make answering the question easier. If the candidate chooses to use the assistance, a penalty will be applied to the question score.

Add assistance ▼

Add to pool   Cancel

3 Test creation process

You can access the "Test wizard" from the homepage by:
1. Clicking the "Create test" quick action button or
2. Clicking on "Tests" in the application's toolbar and then choosing "New test."
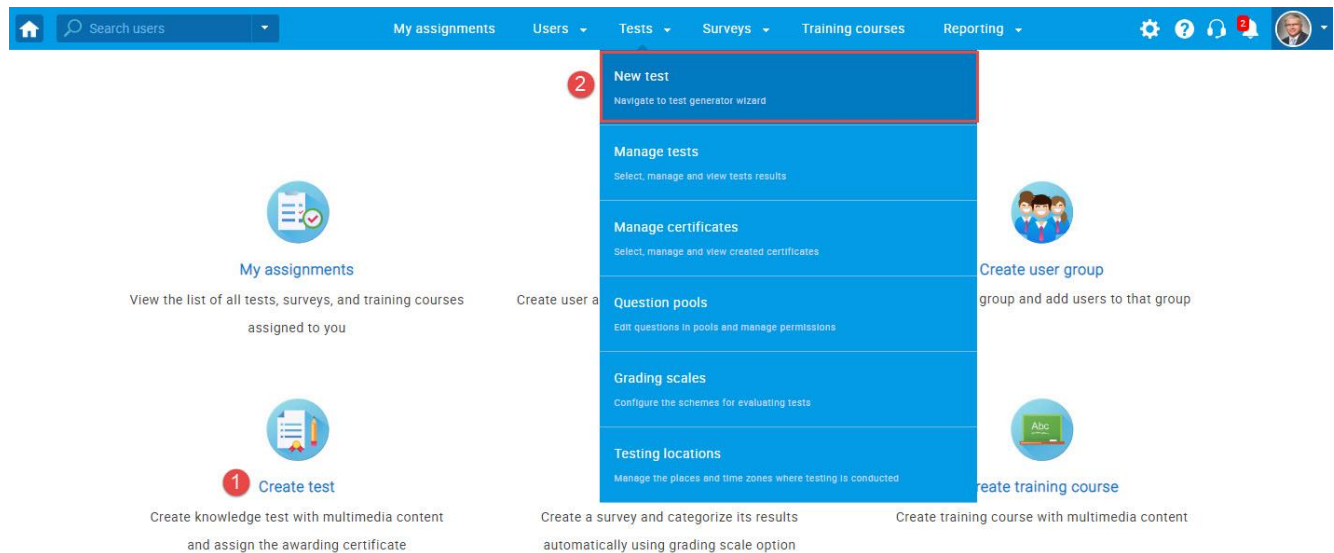
To create text with sections, follow these steps:

1. Enter the name of the test.
2. Enter description (optional).
3. Select the "Test with sections" option.
4. Write instructions for taking the test. An example is given in the picture below. You can also see what will look like the instructions for the desired PDF documents.
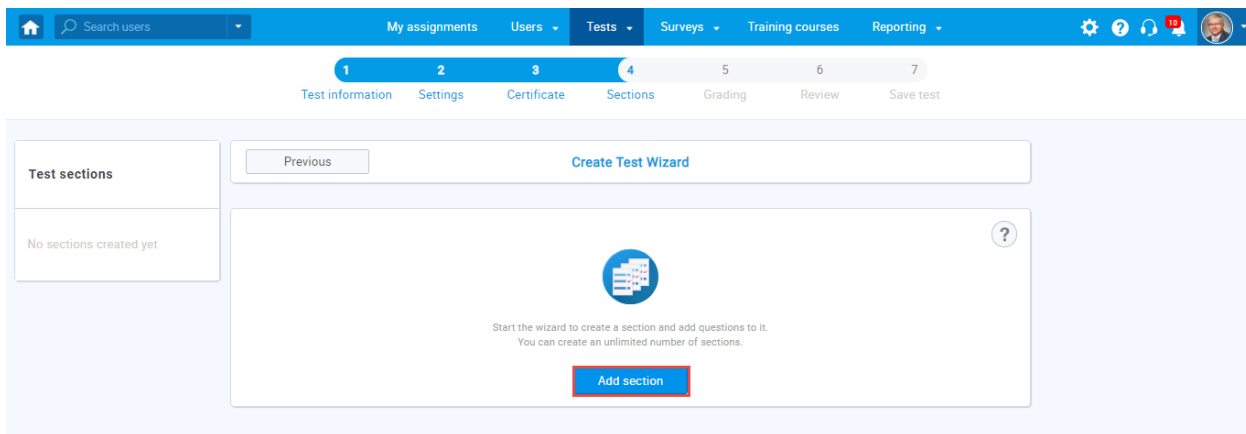5. Click the "Next" button.
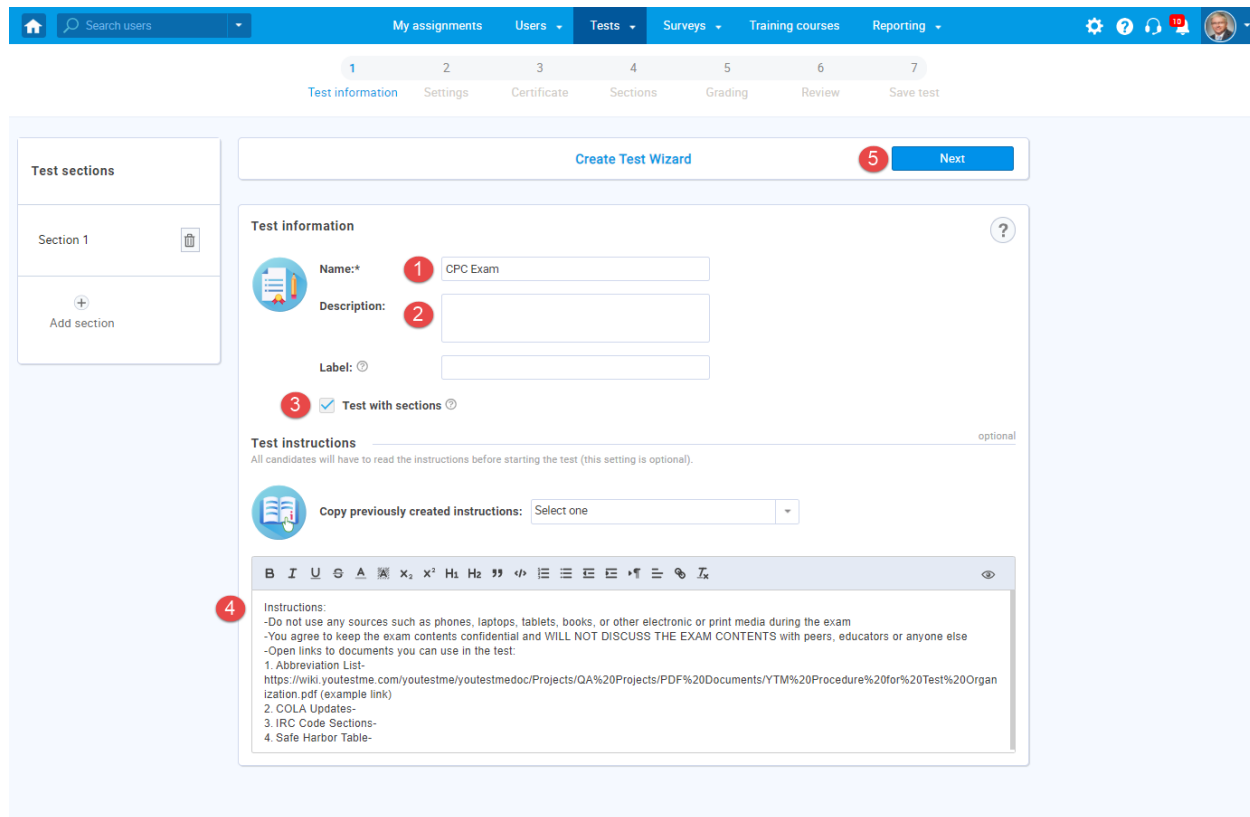
In the "Setting" step, you can set the following options:

1. To set the test duration time, click the "Duration type" option. Here, you can choose the time for each section or the whole test.
2. If you select a time for the entire test, set the allowed time.
3. Enable the "Proctoring" option here.
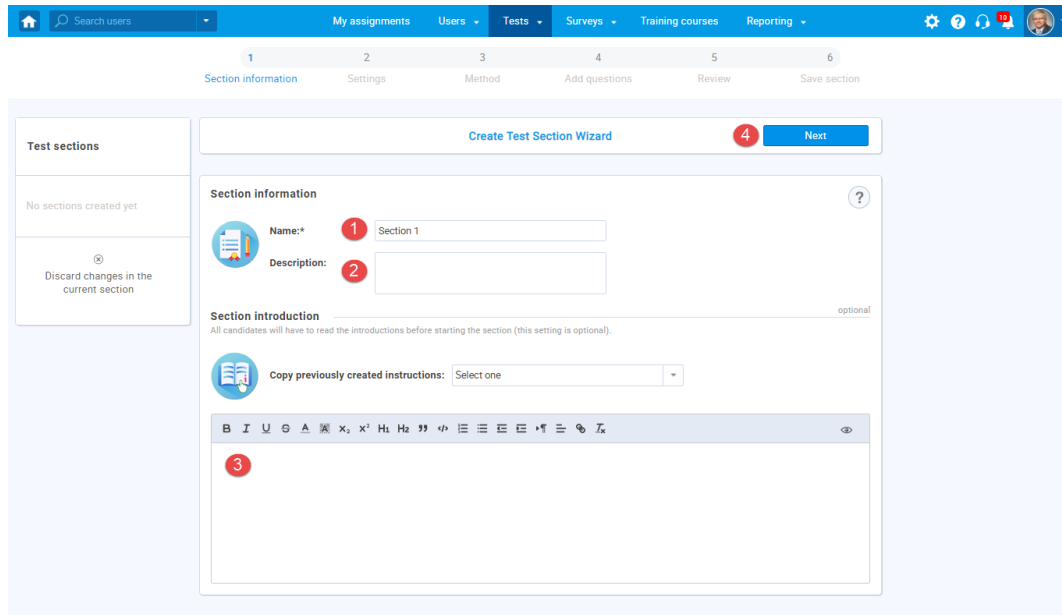4. Click the "Next" button.
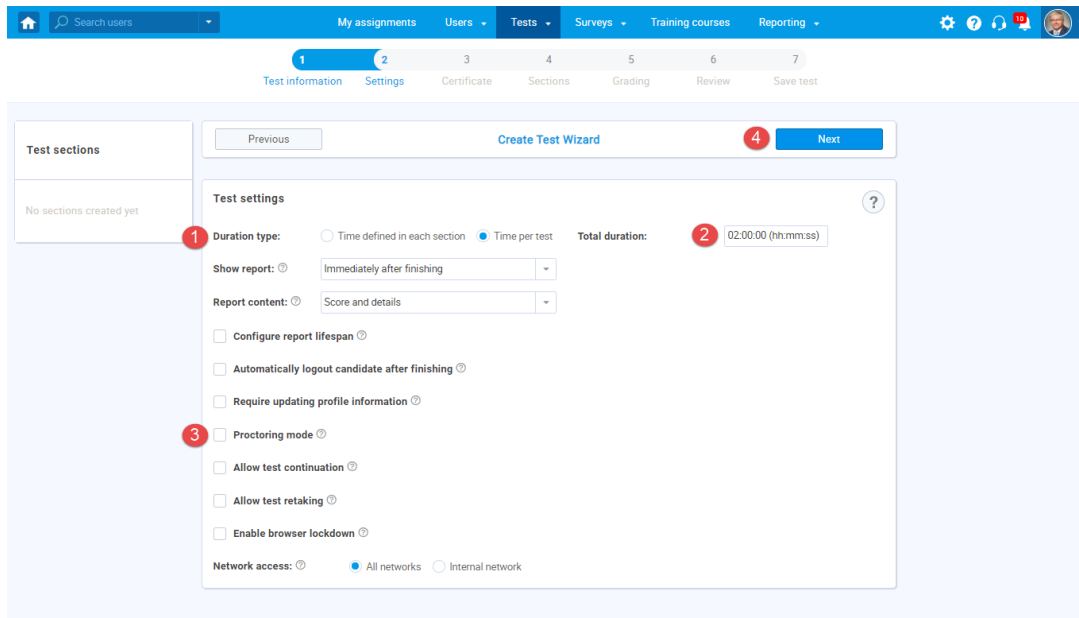
On the "Section" step, click the "Add section" button.

Then you have to:

1. Enter the name of the section.
2. Enter description (optional).
3. Write additional instructions if needed.
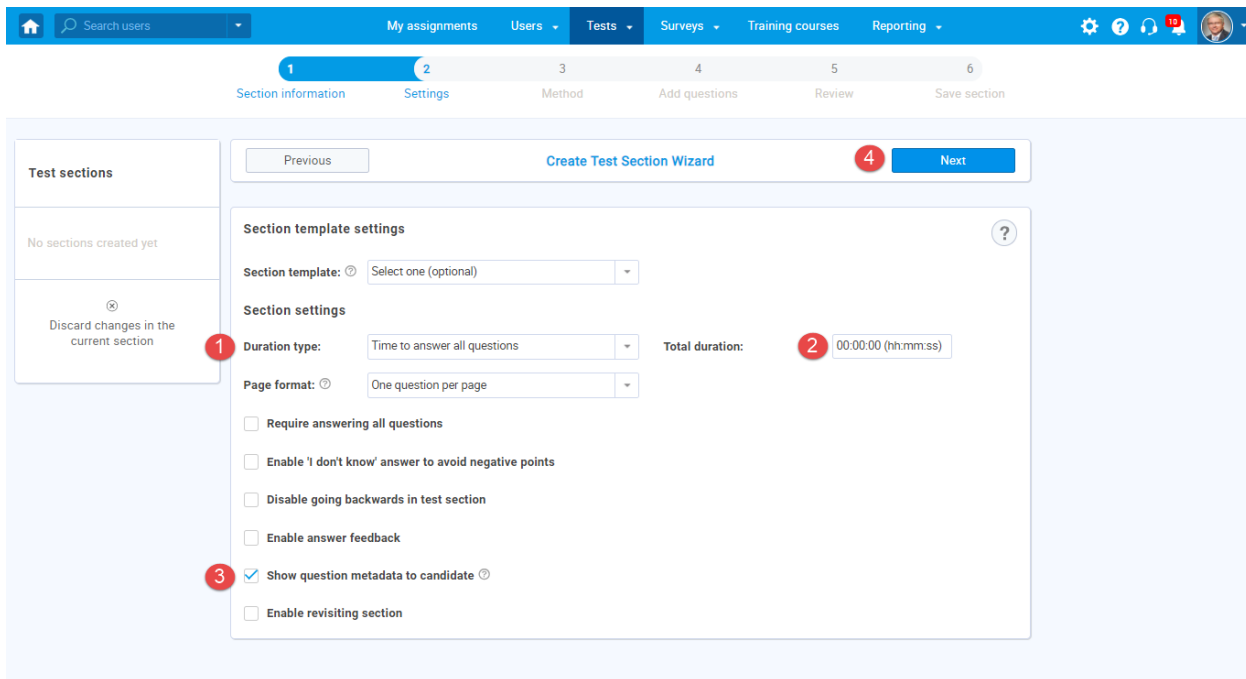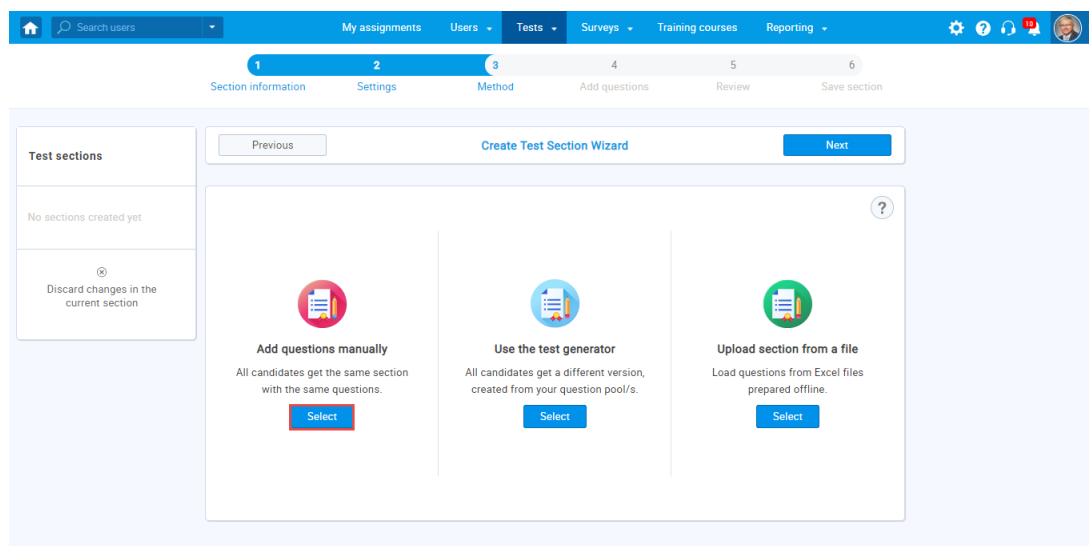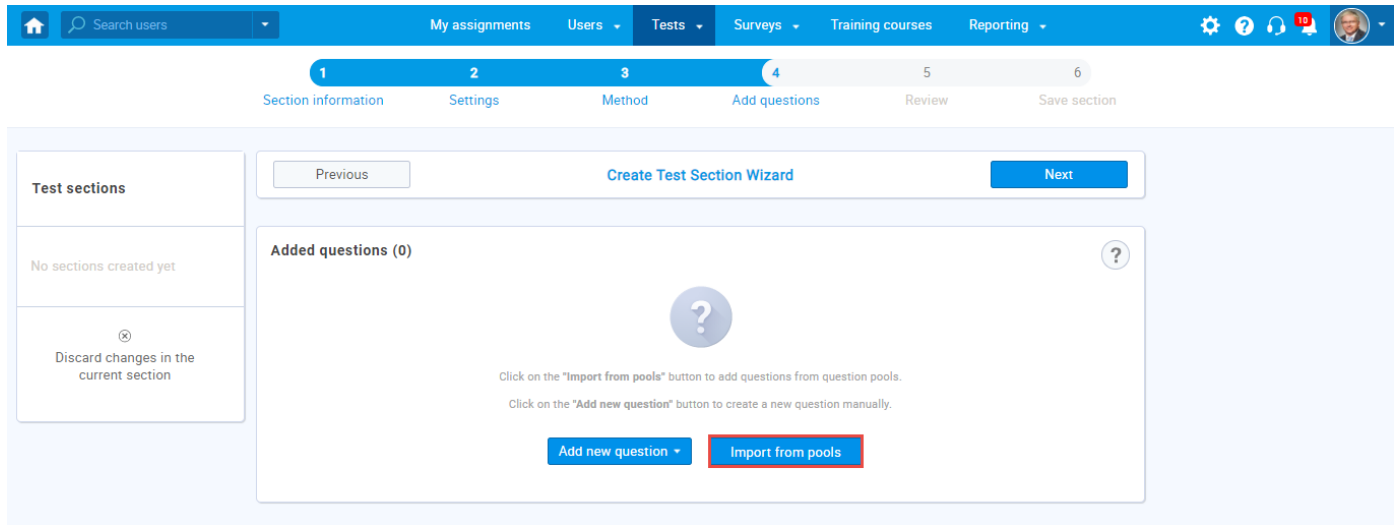4. Click the "Next" button.

Then:

1. If you have previously selected the duration time for each section, you need to choose the "Duration type" option. Here you can set if you want time for each question or the whole section.
2. Set the duration.
3. Check this option and question points, penalty, difficulty, and pool name will be displayed to the candidates during the test-taking process.
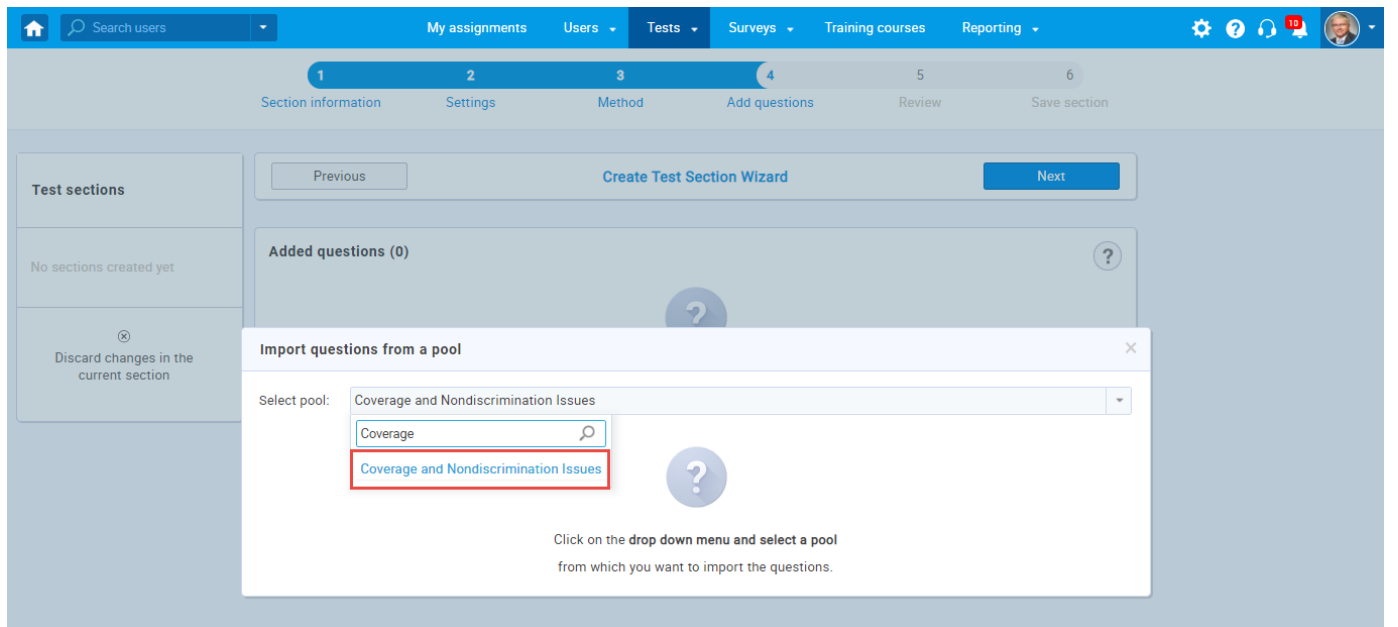4. Click the "Next" button.

Click the "Select" button to add questions manually.

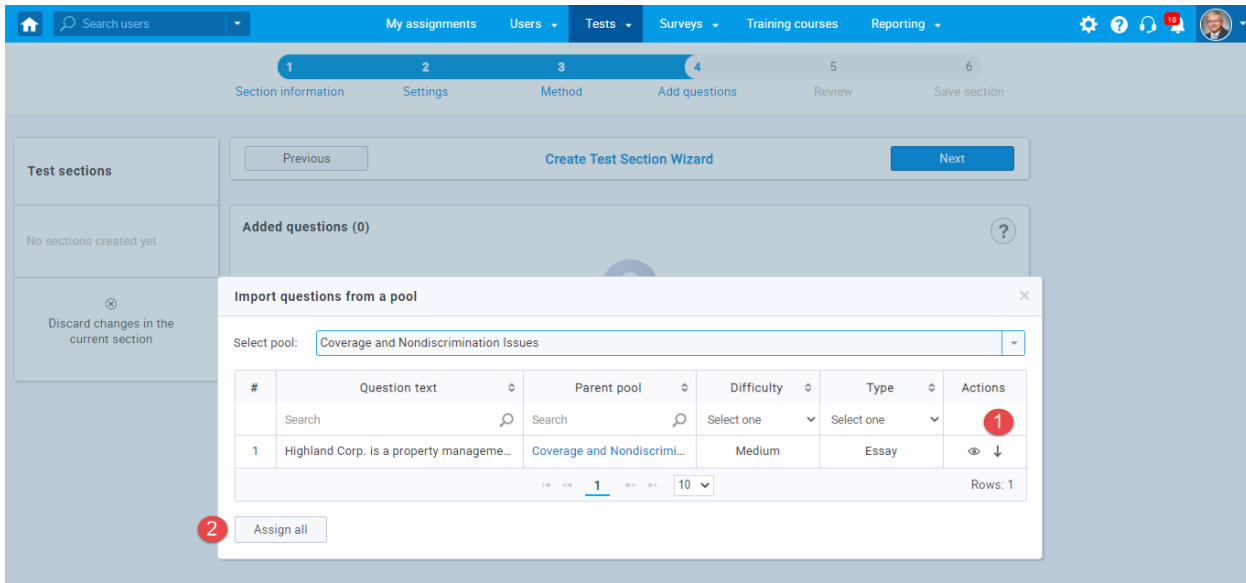Then, choose the "Import from pools" button.

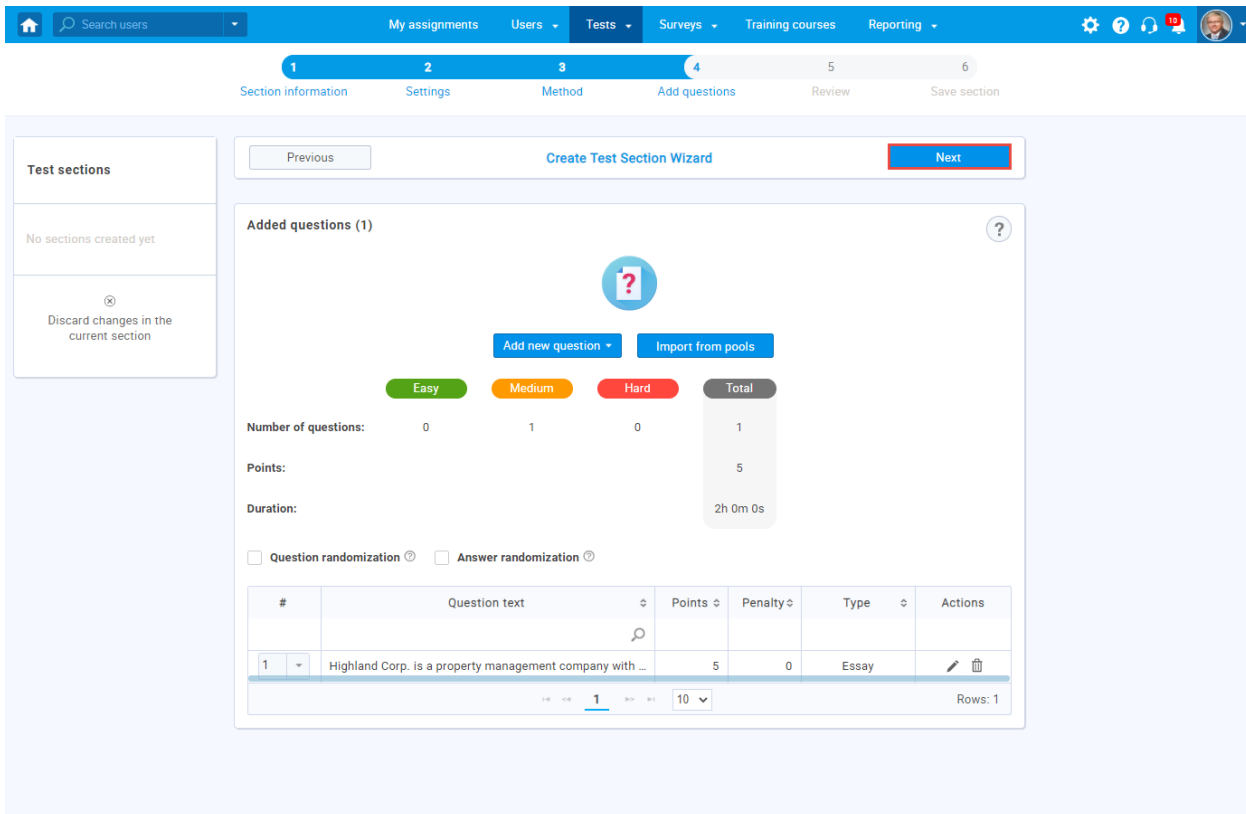Select the pool that you want to add questions from.

Then:

1. Click the "Arrow" to add the observed question.
2. Click the "Assign all" button to add all the questions from the pool at once.
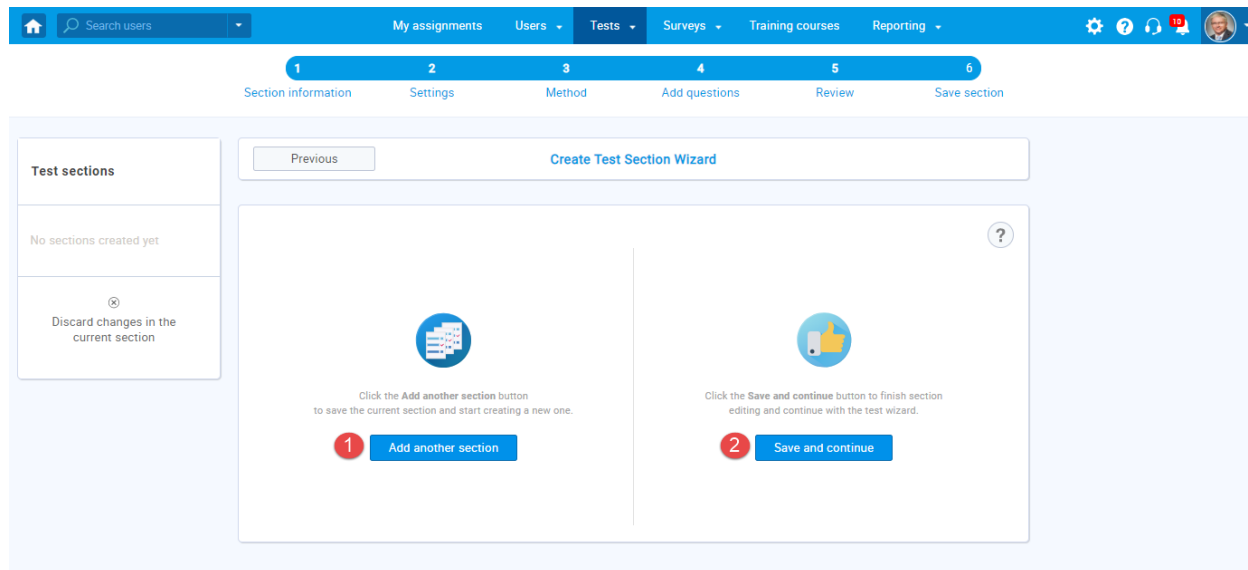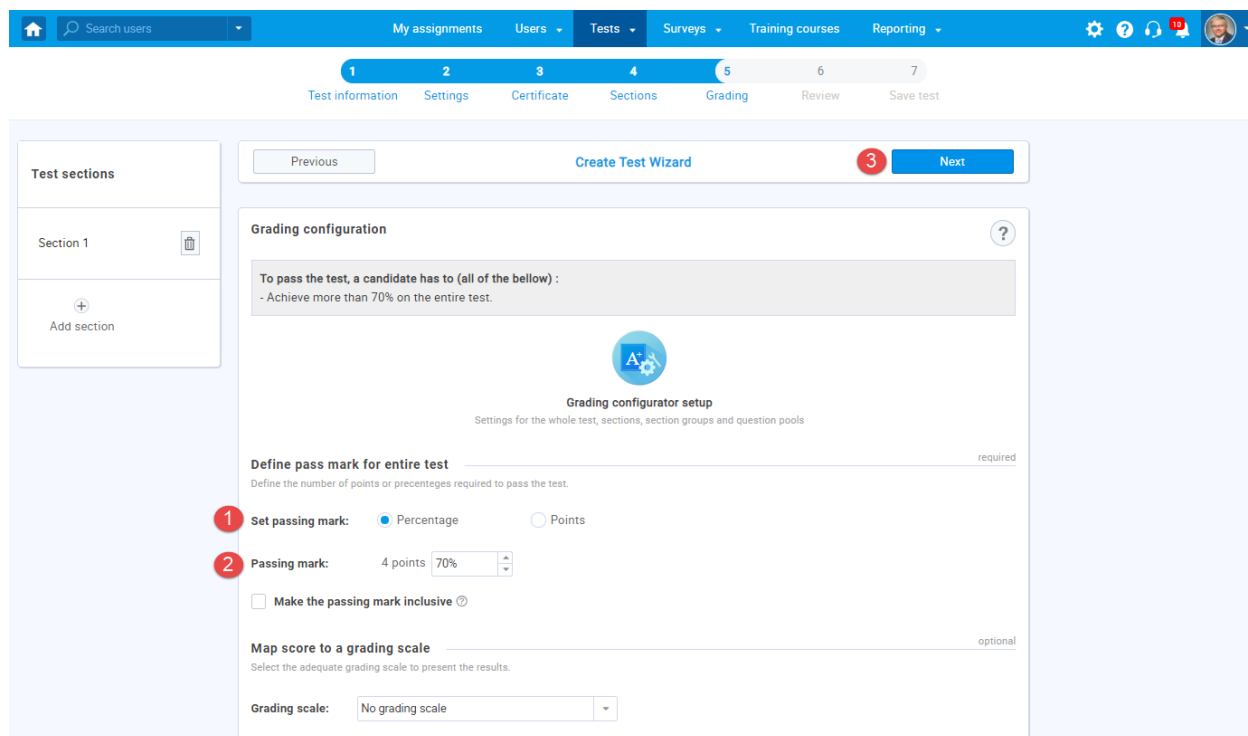

Then, click the "Next" button.

On the next screen:

1. To add a new section click the "Add another section" button and repeat the same procedure.
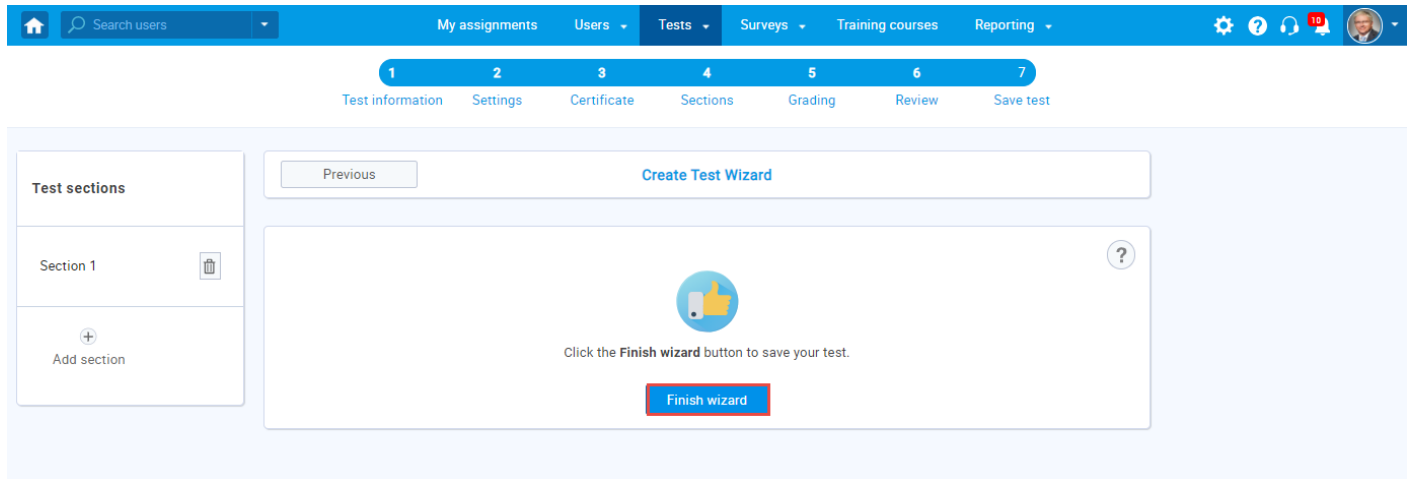2. Click the "Save and Continue" to finish creating the sections.

On the „Grading" step:

1. Choose the passing mark to be in percentages.
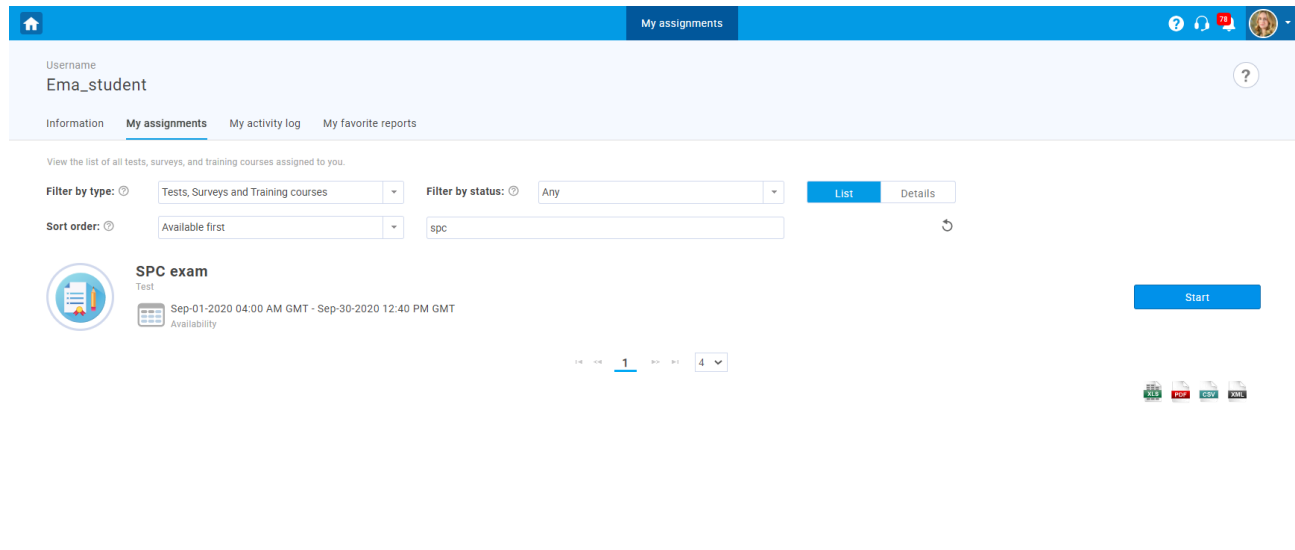2. Set the passing mark to 70%.
3. Click the „Next" button.

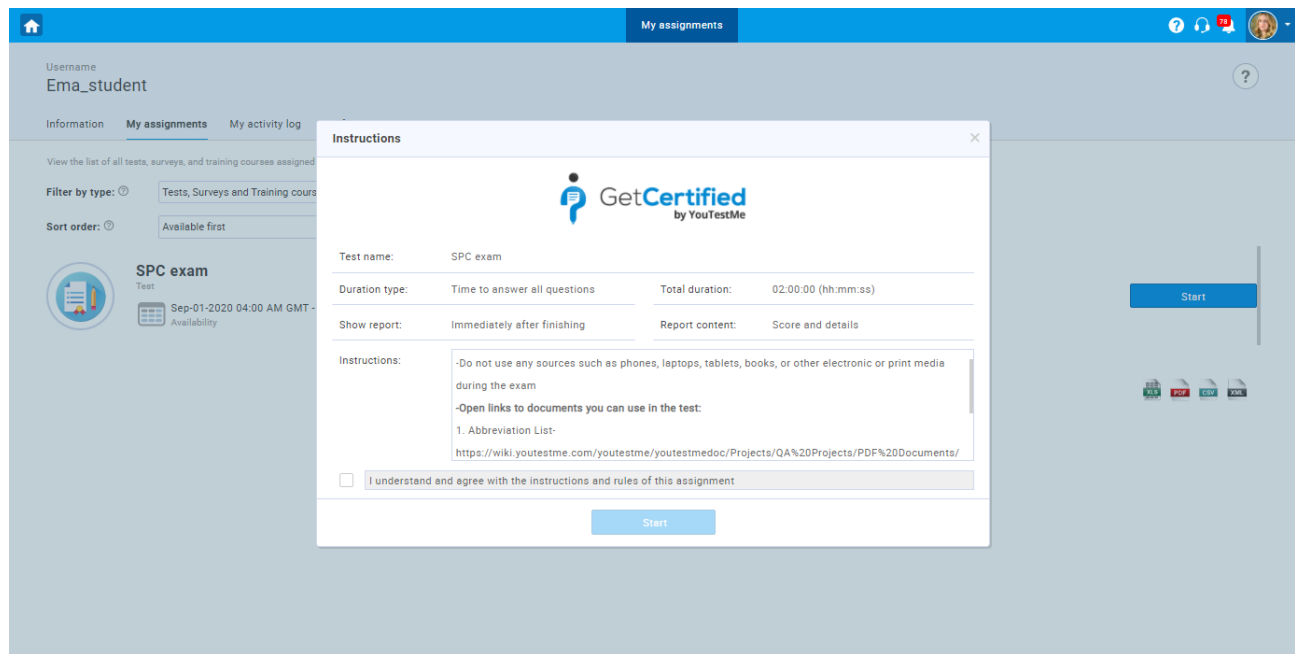Save the test by clicking the „Finish wizard" button.

4   Test from the candidate's perspective

4.1   Running the test

4.2   Agreeing with instructions

4.3 Test layout

SPC exam > Section 1

Question: 1 of 1   Type: Essay   Points: 5   Penalty: 0   Difficulty: Medium

Highland Corp. is a property management company with three divisions. The three divisions do not satisfy the requirements to be treated as QSLOBs. Two of Highland Corp.'s HCEs are nearing retirement and the corporation would like to implement a defined benefit plan to ensure that those particular HCEs have sufficient funds for retirement. At the same time, they are concerned with costs and have indicated that they would like the plan to cover only employees from the Commercial Properties division. The census information for Highland Corp. is as follows: *(Please see the picture below)*
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	HCE	NHCE	Total
Total number of nonexcludable employees	5	115	120
Commercial Properties division	2	30	32
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Vacation Properties division	1	20	21

Elaborate on your answer

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Upload file

Remaining time for entire test

01 59 50

Finish test

Section progress bar   0/1

Test	Section

Section name Section 1

All questions (1)   ▶ Review list (0)

1

☐ Not answered   ◼ Answered

Notes

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