YouTestMe

How to Export Results and Enter Points into the System

| File name	How to Export Results and Enter Points into the System
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Confidentiality	Public
Last save date	Thursday, October-08-2020 at 4:13:00 PM

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1   Introduction

This document will help you to export test results and enter points into the system after grading.
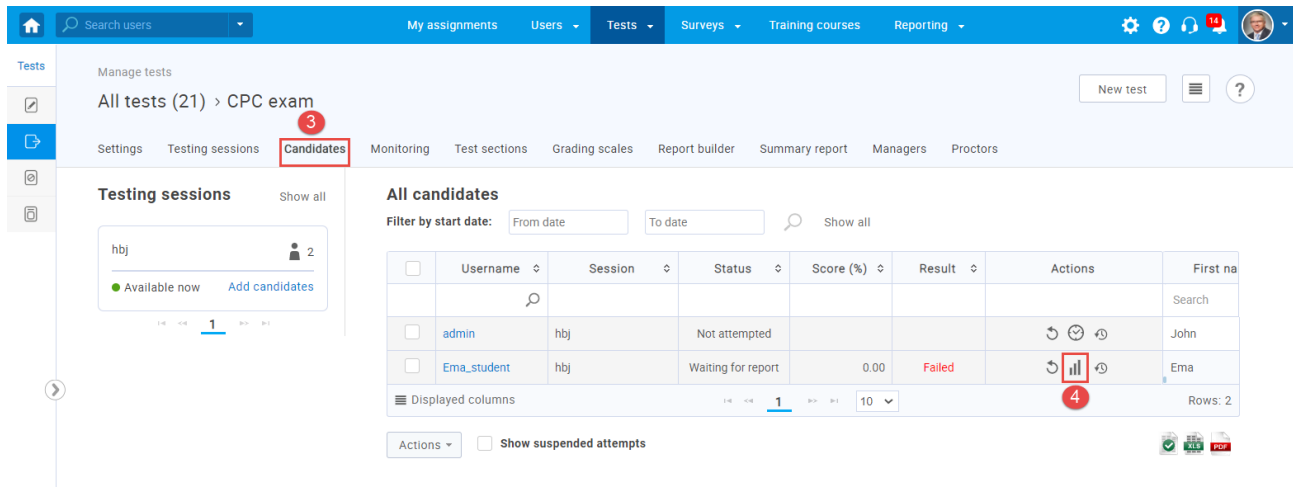
2   Exporting results

After the candidates complete the test, you need to open the test and download the results. To do this, follow these steps:

1. Navigate to "Test" in the main menu and then select "Manage tests."
2. Select the desired test.
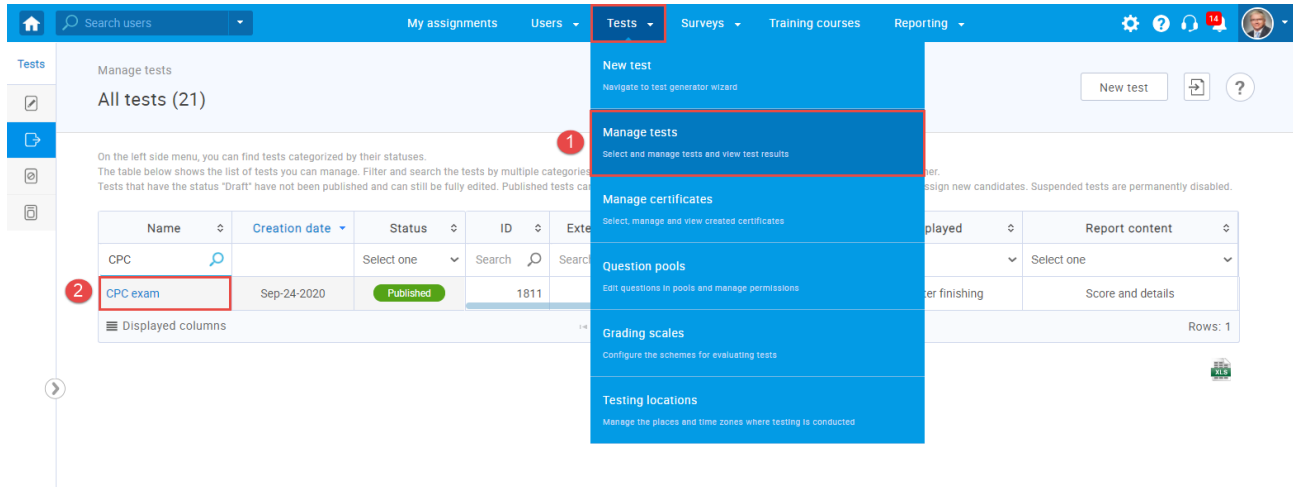
3. Click the "Candidates" tab.
4. Click the option to display the personal report for the desired candidate.

5. Click the "Export personal report as Excel" option.

6. Save the file.

   - Repeat steps 4, 5, and 6 for all remaining candidates.

3 Filling the Excel file

The first sheet layout - contains basic information about the test and the candidate.

	A	B	C	D
1	Test name: CPC exam	Question pools	Username	Ema_student
2	Label:		User ID	10688
3	Statistics		Start	Oct-06-2020 06:40 AM EDT
4	Statistics		Duration	00:02:27
5	Statistics		Score	17
6	Statistics		Max	25
7	Statistics		(%)	68.00%

CPC exam Summary / Section 1 / Section 2

The other sheets layout – contains information about the section, candidate, and questions.

	A	B	C	D	E
1	Test name: Section 1	Question pools	Username	Ema_student	
2	Label:		User ID	10688	
3	Statistics		Start	Oct-06-2020 06:40 AM EDT	
4	Statistics		Duration	00:01:55	
5	Statistics		Score	2	
6	Statistics		Max	10	
7	Statistics		(%)	20.00%	
8	Task - Question type: Essay	Coverage and Nondiscrimination Issues	1. 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: 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). TEXT	Points: 0	
9				Answered: Answer to question 1.	
10	Task - Question type: Essay		2. Note: Background information in italics is the same as that used in the prior question. 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:	Points: 2	
11				Answered: Answer to question 2.	

CPC exam Summary / Section 1 / Section 2

The Excel file contains both the user name and the user ID. Due to technical reasons, it is not possible to remove the username. We suggest that you create impersonal usernames to overcome this problem.

Information relevant to the grader is shown below:

1. Text of the question.

2. Candidate's answer.

3. In this field grader can enter the number of achieved points (as it is written in the example).

Once the average points are calculated for each candidate question, you can enter them into the system.

Note you can also, in another file, enter points and calculate average grades.

4   Entering points into the system

To enter points into the system, follow the steps below:

1. Click the "Test" option in the main menu and then select "Manage tests."
2. Select the desired test.
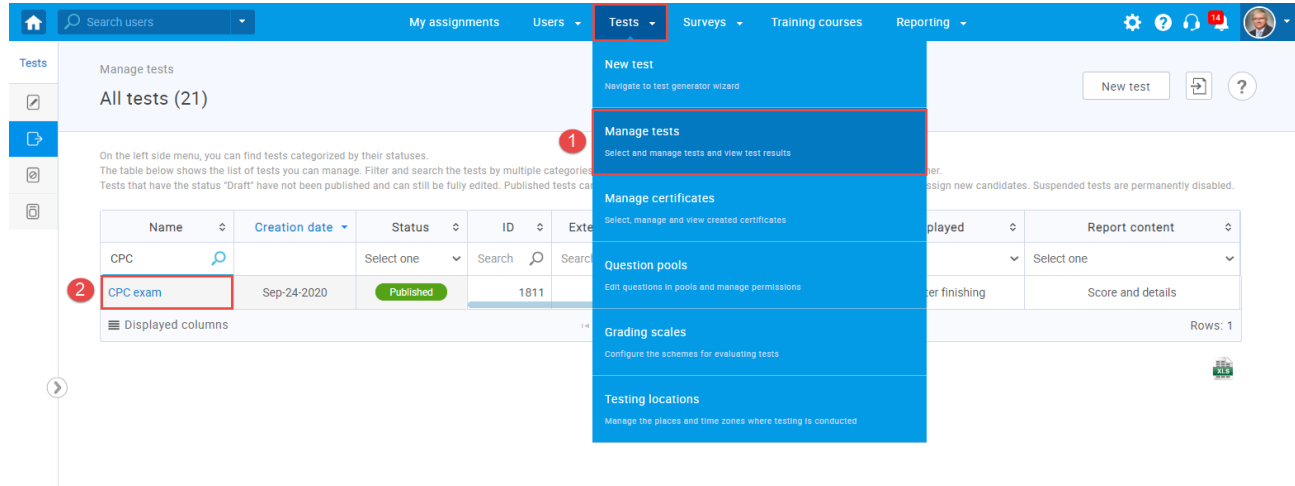
3. Click the "Candidates" tab.
4. Click the option to display the personal report for the desired candidate.
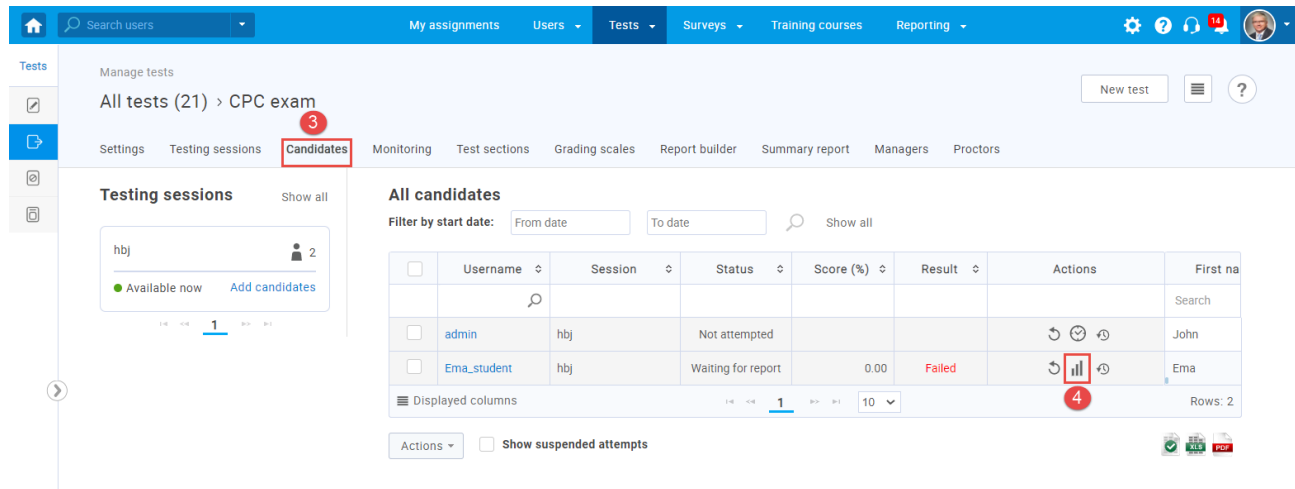
5. Select the section that you want to enter points.
6. At the top of the report, you will see ungraded quests. Click the number of questions that you want to enter points.
7. Enter the achieved points.
8. Click the "Submit" button.
9. If you want to add a note, click the "Add feedback for this question" option and enter the desired text.

After grading all the questions, the report will be available to the candidate.

A personal report from the student perspective is shown in the picture below.

Ema Smith (Ema_student)
Test attempt report

Test name:	CPC exam
Label:	
Started:	Oct-06-2020 10:40 AM GMT
Finished:	Oct-06-2020 10:42 AM GMT
Result:	Failed
Time spent:	00:02:27
Score:	68.0%
Notes:	- Do not use any sources such as phones, laptops, tablets, books, or other electronic or print media during the exam - Agree to keep the exam contents confidential and WILL NOT DISCUSS THE EXAM CONTENTS with peers, educators or anyone else -Open links to documents you can use in the test: 1. Abbreviation List - https://www.youtestme.com/kb/how-to-preview-a-

Test sections
Please select the test section in order to view the questions

Test section	Score	Grade	Status
Section 1	20.00%	Needs Work	Failed ⑦
Section 2	100.00%	Satisfactory	Passed ⑦

Section 'Section 1' - Question pools

Question pool	Passing mark	Score	Status
Coverage and Nondiscrimination Issues	0%	0.00% (0/5 points) 0 correct, 1 incorrect, 0 skipped questions	Passed

Section 'Section 1' - Questions

Question: 1 of 2   Points: 5   Penalty: 0   Difficulty: Medium   Type: Essay   Question pool: Coverage and N...

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:
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).

Essay:

Answer to question 1.

Incorrect   Points achieved: 0

Test manager's feedback:This is not the correct answer.

Question: 2 of 2   Points: 5   Penalty: 0   Difficulty: Medium   Type: Essay

Note: Background information in italics is the same as that used in the prior question.
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:

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

Essay:

Answer to question 2.

Partially correct   Points achieved: 2