

2020

# YouTestMe

How to Export Results and Enter Points into the System

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

## Table of Contents

|   |                                       |   |
|---|---------------------------------------|---|
| 1 | Introduction.....                     | 2 |
| 2 | Exporting results.....                | 3 |
| 3 | Filling the Excel file .....          | 5 |
| 4 | Entering points into the system ..... | 7 |

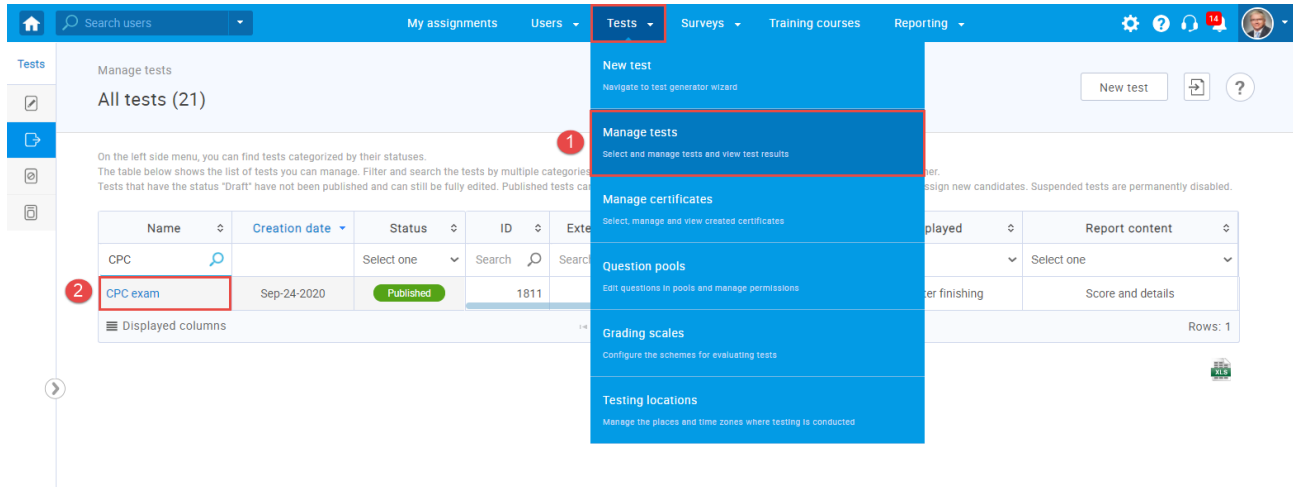
## 1 Introduction

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

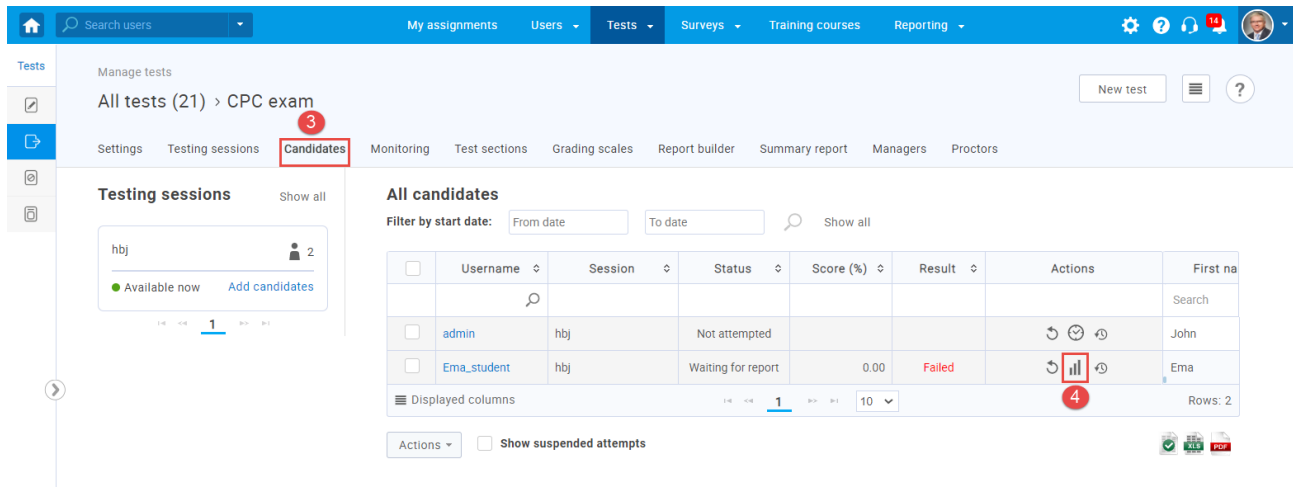
## 2 Exporting results

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.

The screenshot shows the Youtestme interface for a candidate named Ema Smith. The interface includes a navigation bar at the top with options like 'My assignments', 'Users', 'Tests', 'Surveys', 'Training courses', and 'Reporting'. The main content area is divided into two columns. The left column displays the candidate's test attempt report, including the test name 'CPC exam', start and finish times, a 'Failed' result, and a score of 0.0%. The right column shows the 'Section 1' - Questions table, which lists two ungraded questions. Below the candidate report, there is a 'Test sections' table.

| Test section | Score | Grade      | Status                  |
|--------------|-------|------------|-------------------------|
| Section 1    | 0.00% | Needs Work | Manual grading required |
| Section 2    | 0.00% | Needs Work | Manual grading required |

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%                   |
| 8  |                     |                |          |                          |
| 9  |                     |                |          |                          |
| 10 |                     |                |          |                          |
| 11 |                     |                |          |                          |
| 12 |                     |                |          |                          |
| 13 |                     |                |          |                          |
| 14 |                     |                |          |                          |
| 15 |                     |                |          |                          |
| 16 |                     |                |          |                          |
| 17 |                     |                |          |                          |
| 18 |                     |                |          |                          |
| 19 |                     |                |          |                          |
| 20 |                     |                |          |                          |
| 21 |                     |                |          |                          |
| 22 |                     |                |          |                          |
| 23 |                     |                |          |                          |
| 24 |                     |                |          |                          |
| 25 |                     |                |          |                          |
| 26 |                     |                |          |                          |
| 27 |                     |                |          |                          |
| 28 |                     |                |          |                          |
| 29 |                     |                |          |                          |
| 30 |                     |                |          |                          |
| 31 |                     |                |          |                          |
| 32 |                     |                |          |                          |
| 33 |                     |                |          |                          |
| 34 |                     |                |          |                          |

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                | Answered: <p>Answer to question 1.</p> |
| 9  |                             |                                       | 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                | Answered: <p>Answer to question 2.</p> |
| 10 | Task - Question type: Essay |                                       |  |                          |  |
| 11 |                             |                                       |  |                          |  |
| 12 |                             |                                       |  |                          |  |
| 13 |                             |                                       |  |                          |  |
| 14 |                             |                                       |  |                          |  |

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).

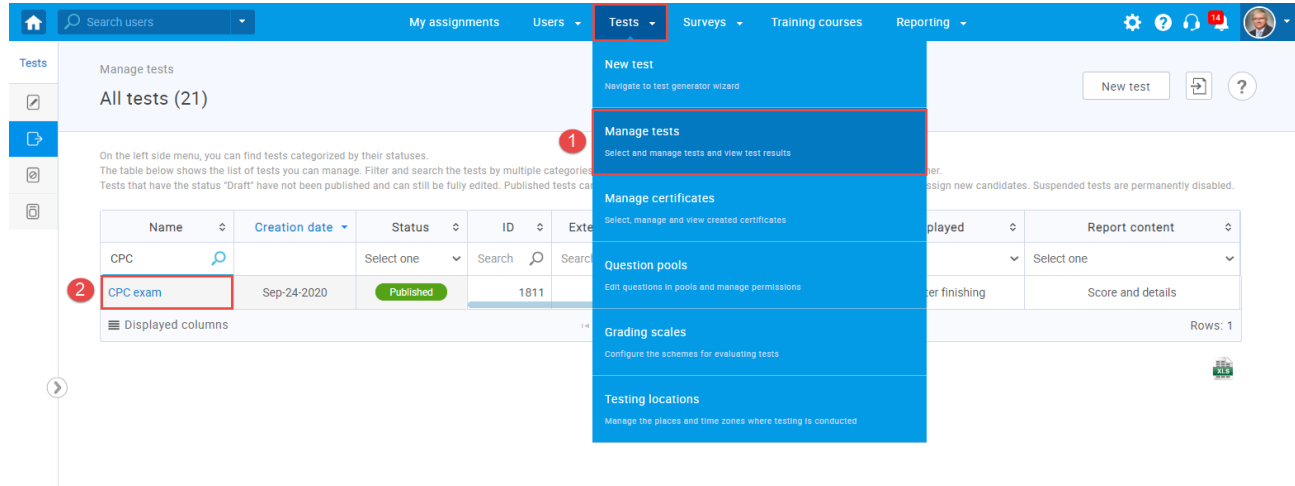
|    | A                           | B                                     | C   | D  | E |
|----|-----------------------------|---------------------------------------|---|--|---|
| 1  | Test name: Section 1        | Question pools                        | Username  | Ema_student  |   |
| 2  | Label:                      |                                       | 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 | <p>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</p> | <p>3</p> <p>Points: 0</p>  |   |
| 9  |                             |                                       |   | <p>2</p> <p>Answered: &lt;p&gt;Answer to question 1 &lt;/p&gt;</p>         |   |
| 10 | Task - Question type: Essay |                                       | <p>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:</p>   | <p>Points: 2</p> <p>Answered: &lt;p&gt;Answer to question 2 &lt;/p&gt;</p> |   |
| 11 |                             |                                       |   |  |   |
| 12 |                             |                                       |   |  |   |
| 13 |                             |                                       |   |  |   |
| 14 |                             |                                       |   |  |   |

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.

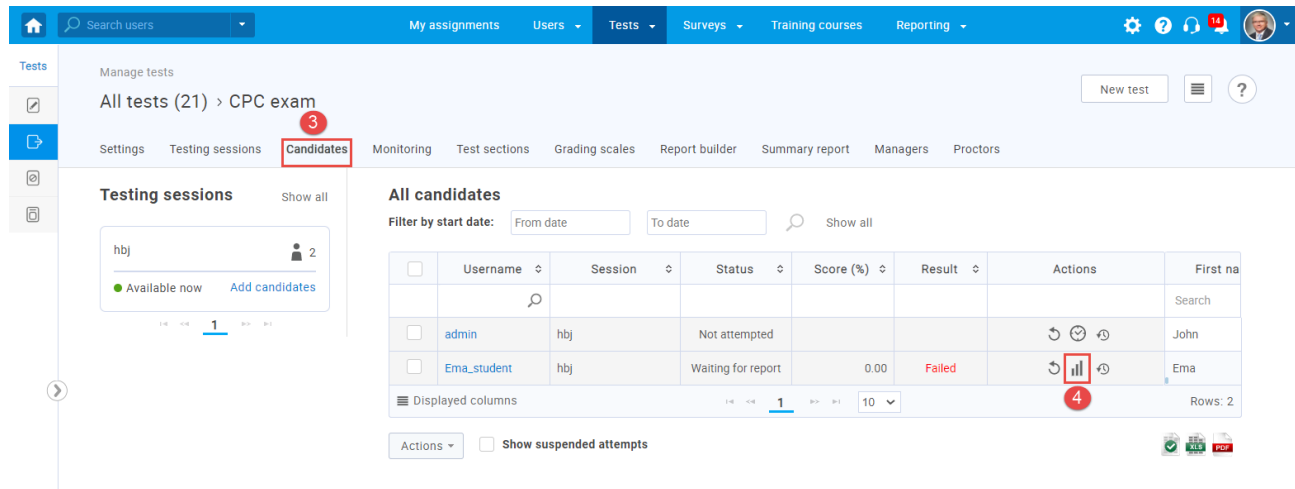
## 4 Entering points into the system

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.

The screenshot displays the Youtestme interface for a candidate named Ema Smith. On the left, the 'Test attempt report' shows the test name 'CPC exam', start and finish times, a 'Failed' result, and a score of 0.0%. Below this is a 'Test sections' table with two sections, both at 0.00% score and 'Needs Work' status.

The main area shows 'Section 1 - Questions' with a table of ungraded questions. Question 1 is an essay question about Highland Corp. Below the question text is a table with columns for HCE, NHCE, and Total employees across different divisions.

At the bottom of the question editor, there is a text input field for the answer, a 'Points achieved' spinner, and a 'Submit' button. A 'Back to candidates' button is visible at the top left of the main content area.

| Test section | Score | Grade      | Status                  |
|--------------|-------|------------|-------------------------|
| Section 1    | 0.00% | Needs Work | Manual grading required |
| Section 2    | 0.00% | Needs Work | Manual grading required |

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

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.

My assignments

### Ena Smith (Ena\_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->

### Section 'Section 1' - Question pools

| Question pool                         | Passing mark | Score   | Status |
|---------------------------------------|--------------|---|--------|
| Coverage and Nondiscrimination Issues | 0%           | 0.00% (0/5 points)<br>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 |
|---|-----|------|-------|
| <i>Total number of non-excludable employees</i> | 5   | 115  | 120   |
| <i>Commercial Properties division</i>           | 2   | 30   | 32    |
| <i>Residential Properties division</i>          | 2   | 65   | 67    |
| <i>Vacation Properties division</i>             | 1   | 20   | 21    |

Essay:

Answer to question 2.

Partially correct Points achieved: 2

### 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 <span style="color: red;">⊘</span>   |
| Section 2    | 100.00% | Satisfactory | Passed <span style="color: green;">⊙</span> |