YouTestMe

Exam Administration



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1 Introduction

Exam administration involves various activities, such as:

- Creating exam questions
- Configuring the exam
- Creating exam sessions
- Reviewing exam reports
- Reviewing candidate feedback

These step-by-step instructions cover three distinct areas:

- 1. Exam preparation (before the exam is published)
- 2. Reviewing the reports (after the exam is published)
- 3. Special cases



2 Account Information

Please log in as an administrator with one of the following accounts.

Note: Before you sign in as an administrator, make sure to sign out from any profile you used previously!

You can access the platform using this link.

Username	Password
klai_admin	Admin12#
examinations_admin	Admin12#

3 Exam Preparation

3.1 Creating and Organizing Questions into Question Pools

Typically, the first step in exam preparation is to create/import and organize the questions that will be used to generate the exam. This is done using the Question pools module in YouTestMe.

Question pools allow you to organize questions into a folder-like structure with thousands of questions and generate useful statistics based on your organization. For simplicity, we will create a single question pool with one "Multiple choice" question (typically used in the LLQP exam).

<u>Note</u>: When transitioning to YouTestMe from another system, the entire question pools structure and all questions are typically imported and not manually created, and that is something YouTestMe fully assists you with during the onboarding process.

To store new questions, you should create a question pool:

- 1. Go to the "Tests" menu and select "Question pools."
- 2. Click the "New" button.
- 3. Enter a name for the pool.
- 4. Click the "Save" button.

	Question pools			+ New sub-pool Q. Search any	rtsing 💿 🕨 🥺 😰
A Home	2 New Import	•			
🖬 Assignments 👻	My pools				
👪 Usen 🔹 👻	Q Search pools		New pool	×	
🕲 Testa 🔹 🔹	- 🕞 LLOP	0 :	Rune *		
New test	Insurance Concepts		Description	ons in pools. Question pools nized. You can use question	
Manage lests	bwestment products			penerated test	
Manage certificates	Pitot Questions		External ID		
	Risk management				
Grading scales			Generate questions with Al	Lor create a new one.	
Question categories			Gancel Cancel	reen the "Read only" and "Addity" In tests. The "Addity" role allows	



- 1. Open the "Questions" tab.
- 2. Click "Add questions" and choose the "Multiple choice" question type.

o youtestme	Emery Pool Question pools Q Search anything Q Search anything Q Search anything Q Search anything Q									
A Home	Information Ouestions Users Statistics Comments Reports									
Assignments 👻	Create new q		em from an Excel file or the QTI package. View, modify, or delete the existing questions.	Copy or move them to another question pool.	Generate questions with	A) Load questions	Add question			
Users •	Quebe	ID 11	Question text 11	Question pool 11	Difficulty †J	Type †↓	Single choice			
Tests 🔺		Q, Search	Q. Search	Q, Search	Select one ~	Select one \sim	Multiple choice Essay			
New test							Ordering Fill in the blanks			
Manage tests							True/False			
Manage certificates							Matching			
			No que	stions added to this pool.			Open-ended			
Question pools							Hot spot			
Grading scales	Displ	ayed columns		<< < > >> 10 ~			👛 💶 Rows: 0			
Question categories										

- 1. Specify how many points this question carries.
- 2. Input the question text.
- 3. Enter the possible answers.
- 4. Indicate the correct answer.
- 5. Include any additional answers.
- 6. Press the "Add to pool" button.

o youtestme	E Demo Pool Question pools	Contions + + New	sub-pool Q Search a	inything 💿 🕨 🖗 🗸 🗸
GetCertified		Create new question		
A Home	Information Questions Users Statisti	Multiple choice 1 s points 0 penalty Medium difficulty 2 minutes		
R Assignments +	Create new questions or bulk load them from an Excel file or the 0	Question text *		
	Questions	Which of the following is an important factor when assessing potential risks?	Generate questions with J	u Load questions 👻 Add question 👻 Filter
👪 Users 👻	10 11		Difficulty 11	Type 11 Frequency factor 11
🚡 Tests 🔺	Q Search Q Search	Answers	Select one ~	Select one ~ Select one ~
New test		Answer 1* Correct 3 1 V Extent of risk		
Manage tests		Answer 2.* Correct		
Manage certificates		2 V Likelihood of occurrence		
Question pools		Add answer 🗸		
Grading scales	E Displayed columns	Answer generator ()		🚭 🤷 Rows: 0
Question categories				
Testing sessions		Show more settings 💌		
🖬 Surveys 🔹		6 Add to pool Cancel		
Training courses				



3.2 Creating the Exam

Now that you have your exam questions created and organized, you can create your exam.

You can use many different options to create the exact exam that you need.

<u>Note</u>: In these instructions, we will focus on the options you mentioned in your requirements.

To create the exam, you should:

- 1. Select the "New test" option from the "Tests" menu.
- 2. Fill in the "Name."

In this step, you can also add attachments you want to allow candidates to open and review during the exam (e.g., PDF documents).

To do that, click on the "Show advanced settings" option, scroll down to the "Test attachments" and then:

3. Add attachments by clicking the "Create new" button.

	New test	Q Se	Q Search anything		
Home	Step 1 Information Step 2 Settings Method	Step 4 Step 5 Add questions Grading	Step 6 Certificates	Step 7 Review	Step 8 Save test
Assignments -					Next \rightarrow
Tests •		est information	Play video		
Manage tests	2	*			
Manage certificates Question pools		scription			
Grading scales Question categories		Test with sections () Play video			
Testing sessions 👻	A	d attachments to the test. Depending on the test settings, attachments can be the beginning or throughout the whole test-taking process.	made available only		
Surveys	3	Create new Import from library			

Once you are done, hit the "Next" button to go to the next step.



In the second step, you define the basic exam setting like duration and proctoring:

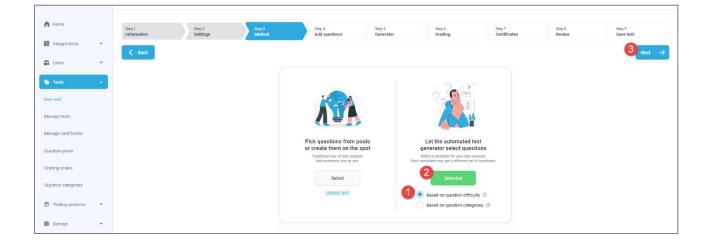
- 1. Set the duration type to "Time to answer all questions.
- 2. Set the duration of the exam.
- 3. Set "Show report" to "On manager's approval.
- 4. Enable proctoring.

	New test Demo test			Q Search anything	0 🕨 Q 📕 🕲 v
A Home	Step 1 Step 2 Step 3 Method	Step 4 Step 5 Add questions Grading	Step 6 Certificates	Step 7 Review	Step 8 Save test
Assignments 👻	K Back				Next \rightarrow
Users 👻	Test set	Ings			
🍋 Tests 🔺	Test templat		0		
New test	Select o	e (optional)	~		
Manage tests	Duration typ				
Manage certificates	Time to	answer all questions Q 03:00:00 (h)	h:mm:ss)		
Question pools	Page format One que	* stion per page	~		
Grading scales	Show report	Report content *	0		
Question categories		ger's approval \sim Score and details	~		
😰 Testing sessions 👻	Text logo Uplot	0			
Surveys					
Training courses		g settings			~

In the third step, you define if you want to generate different exam versions or hand-pick the questions that will appear to all candidates. We will use the option to generate different exam versions.

Under the option "Let the automated test generator select questions

- 1. Check "Based on question difficulty".
- 2. Click the "Select" button.
- 3. Hit the "Next" button.





4. Click on the "Add question pool" option.

f Home		Step 1 Information	Step 2 Settings	Step 3 Method	Step 4 Add questions	Step 5 Generator	Step 6 Grading	Step 7 Certificates	Step 8 Review	Step 9 Save test
Assignments	•	K Back								Next \rightarrow
Tests	-									
New test						•				
Manage tests						0				
Manage certificates						Choose question pool Select previously created question p and a number of their questions you want to include in the test.	ocols			
Question pools					4	Add question pool				
Grading scales						Nuu question poor				
Question categories						Show advanced settings 🗠	·			
Testing sessions	Ť									
Surveys	*									
Training courses	*									
Reporting	*									
🕸 System	*									Chat with us
	**									Chat with us

The list of question pools you have access to will appear.

5. Select the pool you want to use to import the questions into the exam.

A Home	Step 1 Information	Step 2 Settings	Step 3 Method	Step 4 Add guestions	Step 5 Generator	Step 6 Grading	Step 7 Certificates	Step 8 Review	Step 9 Save test
Assignments	Back			· · ·					Next →
Users									HEAT -7
Tests									
New test						×	2		
Manage tests				Add question					
Manage certificates		Salars	t question pool	Select a pool from the drop-d number of questions for im;	port by their difficulty.				
Question pools			lect pool			~	ן		
Grading scales		-				Q	-		
Question categories		6	lect pool						
Testing sessions	*		QP > Insurance Concepts QP > Investment products						
Surveys	-	u							
Training courses	•		QP > Pilot Questions QP > Risk management						
							L		
Reporting	•								
System	•								
	«								Chat with us



- 6. Specify how many questions from this pool you want in each exam version.
- 7. Click the "Save" button.

If you are using multiple question pools, you should repeat steps 5, 6, and 7 as many times as necessary.

ft Home	Step 1 Information	Step 2 Settings	Step 3 Method	Step 4 Add questions	Step 5 Generator	Step 6 Grading	Step 7 Certificates	Step 8 Review	Step 9 Save test
Assignments •	< Back								Next ->
Users 👻						×			
Tests 🔹				Add question		×			
New test				Select a pool from the drop-do number of questions for impo	wn list and choose a rt by their difficulty.				
Manage tests			question pool QP > Insurance Concepts			~			
Manage certificates		Availa	ble questions	asy (0) Medium (1	5) * Hard (0) *	Total			
Question pools		Includ	e in test	o 6 _s	٥	5			
Grading scales									
Question categories				View list of possible q	uestions ~				
Testing sessions *				Save	Cancel				
🗉 Surveys 👻									

Once you are done, click the "Next" button.

In the "Generator" step, we recommend to:

1. Click on the "Generate test versions dynamically" option.

Note: With this option, the system will generate a brand-new exam version each time someone starts an exam. Alternatively, you can uncheck this option and predefine the exact number of exam versions that will randomly be assigned to candidates.

2. Configure the number of points that questions will carry.

	New test Demo test							Q Search any	thing	Þ 🛛 🚢 🕲 •
f Home	Step 1 Information	Step 2 Settings	Step 3 Method	Step 4 Add questions	Step 5 Generator		Step ő Grading	Step 7 Certificates	Step 8 Review	Step 9 Save test
Assignments -	< Back									Next ->
Tests				Test versions ①						
New test			0	Generate test ver						
Manage tests				Number of unique versions Unlimited						
Manage certificates				Question settings						
Question pools					Easy	Medium	Hard			
Grading scales				Points	2	\$	0			
Question categories				Penalty 0		, ‡	0			
Testing sessions										



In the next step, you should:

- 1. Set the "Passing mark."
- 2. Check the "Make the passing mark inclusive" to allow passing if the score is equal to the passing mark.
- 3. Enable "Require positive proctoring report" to fail the candidates that cheated.

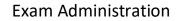
o youtestme	New test Demo test	Q Search anything	
f Home	C Back		Next →
Assignments 🔹	Grading configuration		
😝 Users 👻	Here yourn define assign mark for the entire test, select an adequate grading scale to present the result or define passing marks.		
Tests 🔶	To pass the test, a candidate has to: - Activer more than 71% on the entire test.		
New test Manage tests	- Geit a positive produring report.		
Manage certificates	Define passing mark for entire test Define the percentage or power required to pass the test.		
Question pools	Percentage Points Tyy Spoints		
Grading scales	(2) ☑ Make the passing mark inclusive ⊙		
Question categories	Proctoring report		
Testing sessions	If the option is checked, a positive protriving export will be required to pass the test. Otherwise, the proctoring report will not affect the final score on the test.	1	
Surveys	3 Z Require positive proctoring report	2	

• Hit the "Next" button

In the "Certificates" step where you would typically attach a certificate for the exam or design a brand-new certificate. Since awarding certificates was not mentioned in your requirements, you can:

• Click the "Skip" button

A Home		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Assignments	÷	Information	Settings	Method	Add questions	Generator	Grading	Certificates	Review	Save test
Users	¥	Sack								
le Tests										
New test						X				
Manage tests						Optional certificat				
Manage certificates					A All candidates wi	dd a new or existing certificate to th to pass the test will receive it along	he test. I with their test results.			
Question pools					si si	kip Add certif	lcate			
Grading scales										
Question categories										
Testing sessions	*									
Surveys	÷									
Training courses	•									
Reporting	*									
System	•									
	(Chat with us





In the "Review" step, you can double-check the main settings of the exam like the:

- Number of exam versions
- Duration
- Question pools used to generate the exam versions

Once you review the settings, hit the "Next" button.

A Home	Step 1 Step 2 Step 3 Information Settings Method	Brey 4 Drep 5 Drep 6 Drep 7 Drep 9 Drep 9 Add questions Generator Grading Certificates Breview Save test
Assignments		Next ->
Users		
n Tests		Review test settings
New test		Test name
Manage tests		Exam Test versions Brow report
Manage certificates		Unimited On manager's approval
Question pools		Duration type
Grading scales		Time to answer all questions
Question categories		Easy Medium Hard Total Number of questions 0 5 0 5
Testing sessions		Points per question 0 5 0 5 Points per question 0 5 0 25
Surveys		Penalty per question 0 0 0 0
Training courses		Duration per question Ds Os Os 3h 0m 0s
Reporting		Pools Pool name 1 Easy 1 Medium 1 Total questions 1
🕸 System		Insurance Concepts 0 5 0 5
	()	

In the final step, you should simply save the exam. To do that:

• Click on the "Finish wizard" button

A Home	Step 1 Information	Step 2 Settings	Step 3 Method	Step 4 Add questions	Step 5 Generator	Step 6 Grading	Step 7 Certificates	Step 8 Review	Step 9 Save test
Assignments 🔻	< Back								
😁 Users 👻									
New test									
Manage tests					n to complete the test creation v				
Manage certificates Question pools					wizard Save as test ter				
Grading scales									

Once you do that, you will be navigated to the page for managing exams, where you can schedule your first exam sessions and publish the exam.



3.3 Creating Exam Sessions and Publishing the Exam

Typically, the first thing that is done after the exam is created is setting up the availability of the first exam sessions. To create an exam session aligned with your requirements, you should:

- 1. Open the "Testing sessions" tab.
- 2. Click the "New testing session" button.
- 3. Enter the name of the session.
- 4. Configure the "Time zone" (will be automatically configured based on the time zone set on your profile).
- 5. Set the time frame when the exam can be started.
- 6. Enable the "Self-enrollment" option to allow candidates to book a seat by themselves.
- 7. Click the "Save" button.

	All tests (3) / Demo test Manage tests	New testing session	×	Options 👻 🔍 Search anything
f Home	Overview Settings Testing sessions	Testing session name * Exam April 28		Summary report Managers Proctors Authorizations Report: 🔇 >
🖬 Assignments 👻	Organize testing sessions to define when a swhere the test-taking New testing session Load testing sessions	Location (optional setting) O Time zone Select one Ganada/Eastern (GMT-5:00)	0	ne Elevatere
👪 Users 👻		Available from *	٥	
🐐 Tests 👻	6	Apr-28-2023 08:00 Apr-28-2023 18:37		
Testing sessions		Assign to group (optional setting)	٢	
Surveys 🔹		Select group Assign to training (optional setting)	~ ©	
		Select training	~	
Reporting -	6	Candidate self enrollment ③		
🗘 System 👻		Authorization required ③		
		Show booking settings $~~$		
		Show proctoring settings $~~$ $\sim~$		
(%)		Cancel		

You can repeat the steps above to create as many sessions as you want.

If the availability is the only parameter that will change in the settings of your sessions, you can consider importing them all at the same time, instead of creating them one by one. However, for simplicity, we will not cover that part in these instructions.

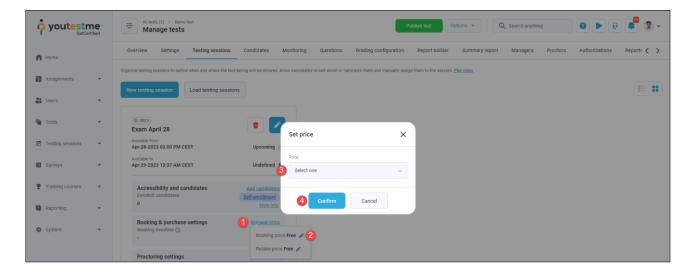


To configure the price of writing an exam in a particular session, you should:

- 1. Click the "Manage price" option.
- 2. Next to the "Booking price", click the "pen" icon.
- 3. Select the price.

Note: Prices are predefined in the system settings. To avoid deviating from the main workflow, we will not cover those steps.

4. Click the "Confirm button."



• Finally, to make your exam available to the candidates, you should click the "Publish test" button.

o youtestr	ne	All tests (3) / Demo test Manage tests		Publish test	Options Q Search anyt	hing 🛛 🕑 🕨 🕄	~ 😰
A Home		Overview Settings Testing sessions	Candidates Monitoring Questions Gradi	ting configuration Report builder	Summary report Managers	Proctors Authorizations Reports	< >
Assignments	÷	Organize testing sessions to define when and where the test- New testing session Load testing session	king will be allowed. Allow candidates to self-enroll or hand-pick th	hem and manually assign them to the sessio	n. Plav video		= (#
Users Tests	Ť	Exam April 28					
Testing sessions		Available from Apr-28-2023 02:00 PM CEST	Upcoming 🦲				
Surveys	•	Available to Apr-29-2023 12:37 AM CEST	Undefined 🧿				
Training courses	÷	Accessibility and candidates Enrolled candidates 0	Add candidates Self-enrollment				
Reporting	Ť	Booking & purchase settings	Manage price				
🕸 System	Ŧ	Booking deadline 🕥					
		Proctoring settings Proctoring is enabled ③					



3.4 Configuring the Retaking Rules

If candidate wants to write the exam again, you may want to defining when are they allowed to do so.

We will show you a simple scenario in which the time between all exam attempts is the same, but we will be able to accommodate a more sophisticated retaking dynamic described in your RFP.

- 1. Click the "Settings" tab.
- 2. Open the "Pause, repeat and reschedule settings" tab.
- 3. Enable the "Allow test retaking" option.
- 4. Configure the exam retaking settings per your preference.
- 5. Click the "Save" button.

		All tests (3) / Demo test Manage tests	Publish test Options Q Search anything Q Q Q Q Q Q Q Q Q Q Q Q Q										
Home		Overview Settings Testing se	ssions Candidates Monitoring Questions Grading configuration Report builder Summary report Managers Proctors Authorizations Report: < >										
Assignments	Ţ	Basic information	Pause, repeat and reschedule settings										
		Test instructions dialog settings	Allow candidates to take a break during the test and continue later or repeat the test the number of times defined in the availability period. Allow test continuation O										
Users 🕒	*	In-test configuration	llow test retaking O										
🍘 Tests	*	Duration and layout											
Testing sessions	÷	2 Pause, repeat and reschedule setting	Define retake availability in days ⊙ Test retaking settings										
Surveys	•	Security settings	Concerning Security S										
Training courses	÷	Result validity settings	Tett attempts Unlimited										
Reporting	÷	Certificates	Time required to pass between attempts:										
🔯 System	÷	Personal report settings	Days Hours Minutes										
System		Score report settings											
		Coupons	Reschedule settings Marage number of times candidates can change their testing session and will they be able to do it even after cancelation deadline has expired.										
		Language preference	Enable limited number of free reschedules O										
		Attachments	Save Cancel										
	«	External attributes											

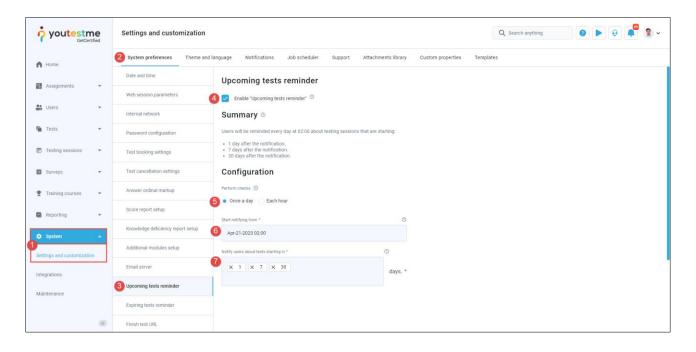


3.5 Configuring Exam Reminders

The exam reminders allow you to regularly remind the candidates that they have an upcoming exam.

To enable reminders, you should:

- 1. Under the "System" menu, select the "Settings and customization" option.
- 2. Open the "System preferences" tab.
- 3. Open the "Upcoming tests reminder" tab.
- 4. Select the "Enable upcoming tests reminder" option.
- 5. Leave the "Once a day" option checked to define how often will the system scan for new sessions.
- 6. Define when should the first reminder be sent.
- 7. Type in how many days before the exam session should the candidates be reminded.



For more detailed information, please check this article.

3.6 Editing Email Notifications

When a specific action is performed within the application, the system automatically sends users an email notification. These notifications are predefined but can be customized by modifying their templates.

Let's try updating one of the notifications.

- 1. Under the "System" menu, select the "Settings and customization" option.
- 2. Open the "Notifications" tab.
- 3. Under the "Email notification / Template message" column, click the "Edit" option for any notification.

o youtestme	Settings and customization		Q Se	earch anything	
A Home	System preferences Theme and language Notifications Job scheduler Support	Attachments library Custom proj	perties Templates		
Assignments	Customize, enable and disable the email and application notifications. Read more				
Users	Notification information				
I USEIS		Application notification		Email notification	
🐚 Tests 👻	Notification event name	Status	Template message	Status	Template message
P Testing sessions	Accommodation removed	Enabled 🗸	🧨 Edit	Enabled 🕹	3 🖍 Edit
in resuling sessions	Accommodation request	Enabled 🗸	🧨 Edit	Enabled 🗸	n Edit
🔲 Surveys 👻	Accommodation request response	Enabled 🗸	🧨 Edit	Enabled 🗸	n Edit
Training courses 👻	Activated account	Disabled 🗸	🖋 Edit	Enabled 🗸	n Edit
Reporting •	Allowed test/survey continuation	Enabled 🗸	🎤 Edit	Enabled 🗸	🧨 Edit
	An error occured in the system	Disabled 🗸	🖋 Edit	Disabled 🗸	n Edit
System -	Assigned as a group manager	Enabled 🗸	🧨 Edit	Enabled 🗸	n Edit
Settings and customization	Assigned as a group user	Enabled 🕹	🧨 Edit	Enabled 🕹	🥒 Edit

- You will be presented with the text editor where you can change the content of the notification.
- For more detailed information, please check this article.

o voutestme	Settings and customization			Q Search anything	
GetCertified	Settings and customization	Edit email template	×	C Search anything	
A Home	System preferences Theme and Ia	Template Language	iplat	es	
	Product purchased	English	~ Edit	Enabled 🥪	/ Edit
Assignments 👻	Profile information updated	Email subject name ①	Edit	Enabled ~	🖉 Edit
👪 Users 👻	Registration request approved	Quiz results	Edit	Enabled 🐱	/ Edit
🖌 Tests 👻	Registration request declined	List of all variables;	Edit	Enabled 🥪	/ Edit
	Session resheduled notifications	[\$recipientFullName\$, \$directLink\$, \$guestProctoringEquipmentCheckURL\$, \$recipientUsername\$, \$profileDirectLink \$recipientLastName\$, \$percentsScore\$, \$from\$, \$to\$, \$recipientFirstName\$, \$quizName\$, \$applicationURL\$]	iŝ, Edit	Enabled 🐱	/ Edit
Testing sessions	Survey published	Restore to default	Edit	Enabled 🤟	/ Edit
🖬 Surveys 👻	Survey result notification to subscribers	Template preview ()	Edit	Enabled 🤟	/ Edit
🝷 Training courses 🛛 👻	Survey results	© Source ⓑ ⓑ ⓑ ♥- B I U 5 ×, × 1 ≥ 2 3 3 € € 0 0 0 1 2 2 3 4 1	Edit	Enabled 🤟	🖋 Edit
	Survey suspended	III Ω Font - Size - ▲ · Δ ·	Edit	Enabled 😞	🖋 Edit
Reporting -	Test published	Dear SrecipientFullNameS,	Edit	Enabled 🐱	🖌 Edit
🗘 System 🔹	Test result notification to subscribers	We are pleased to inform you that your results for the "SquizNameS" are now available. To access your report, please click on the <u>this link</u> .	Edit	Enabled ~	/ Edit
Settings and customization	Test results	As soon as you click on the link, you will be directed to your personalized report. You will be able to see your score, results, and all your answers. Please note that no login is required to access your report.	Edit	Enabled ~	/ Edit
Integrations	Test results on the manager's approval	If you have any questions or concerns about your report, please do not hesitate to contact us. Our team is always happy to assist you and answer any questions you may have.	- Edit	Enabled 🐱	🇨 Edit
Maintenance	Test suspended		A Edi	Enabled 🔶	🖉 Edit
	Torncat Start	Save Cancel	Edi	Disabled ~	🖉 Edit
36	Tomcat Stop	Disabled ~	E Edit		/ Edit



4 **Reviewing the Reports**

In this step, we will show you the most frequently used exam reports.

This process allows you to:

- 1. Gain valuable insights into the exam's effectiveness.
- 2. Identify areas of improvement.
- 3. Make any necessary adjustments to enhance the exam's quality.

4.1 Basic Exam Statistics

To see the basic statistics of an exam, you should:

- 1. Select the "Tests" menu
- 2. Choose the "Manage tests" option
- 3. Select the Insurance Essentials Exam
- 4. Open the "Summary report" tab

	All tests () Insurance Essen		Show results Published: Apr-28-2023 03	I3:11 PM CEST Options -	Search anything	● ● ● ● ▲ ▲
A Home	Overview Settings Testing	g sessions Candidates Monito	oring Questions Grading configuration	Report builder	Managers Proctors	Authorizations Report: 🔇 🖒
Assignments 👻	Not finished	D Finished	0			
🐮 Users 👻	Passed G	D Failed	٥			
Tests	2	3				
New test		D Average score	•			
2 Manage tests	0 Highest score	65.45 % D Median score	0			
Manage certificates	100.00 %	63.64 %				
Question pools	Lowest score	D Std. deviation:	0			
Grading scales	27.27 %	30.42 %				
Question categories	Ratio of passed / failed The chart shows the ratio of the number of pa					
Testing sessions						
🔳 Surveys 👻	Number of passed: 2		3			
Training courses	Number of failed: 3	2				*

The report will provide you with basic statistics like:

- Pass/fail ratio
- Distribution of scores
- Average score and median
- Highest and lowest score

For more information, please check this article.

4.2 Building your own Reports

To learn how to build your own report, please check the 2-minute Report Builder video.



4.3 **Question Statistics and Pilot Questions**

Question statistics are useful in determining which questions to modify. In particular, the "Success ratio" parameter is useful there. To examine it, you should:

- 1. Open the "Questions" tab.
- 2. Scroll down.
- 3. Use the "Sort" button next to the column name to easily identify the easiest and hardest questions

			All tests (2) / Insurance Essen Manage tests		Show results Published	Options - Q Search ar	nything 💿 🕨 🔃 📫
A Home		Overvie	w Settings Testing sessions Candidates	Monitoring Questions Grading configuration	Report builder Summary report N	lanagers Proctors Authoriza	tions Reports Comments
	÷	Quest View the que	estions included in the selected test version, see the success ratio, or en	St the questions.			
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Tests	<u>^</u>	Ques	tions				0
New test			Question text †↓	Pool name 11	Type ↑↓	Difficulty ↑↓	Success ratio
Manage tests			Q, Search	Q, Search	Select one $ \smallsetminus $	Select one \sim	
Manage certificates		1	What is the purpose of an insurance deductible?	Insurance Concepts	Multiple choice	Medium	0%
wanage certificates		- E -	What is the purpose of a Bond?	Investment products	Multiple choice	Medium	0%
Question pools		1	Which of the following is NOT a type of Mutual Fund?	Investment products	Multiple choice	Medium	0%
Grading scales		1	The primary objective of the risk management process i	Risk management	Multiple choice	Medium	0%
Question categories		1	Which of the following is NOT a type of Bond?	Pilot Questions	Multiple choice	Medium	0%
		1	What type of policy covers the cost of damages for whic	Insurance Concepts	Multiple choice	Medium	33%
Testing sessions	*	1	What type of insurance covers the costs associated wit	Insurance Concepts	Multiple choice	Medium	66%
Surveys	•	1	Which of the following is a risk mitigation strategy?	Risk management	Multiple choice	Medium	66%
_		1	Which of the following investment products is NOT eligi	Pilot Questions	Multiple choice	Medium	66%
Training courses	*		Which of the following is an important factor when asse	Risk management	Multiple choice	Medium	83%
Reporting	÷	: ≡ Dis	Which of the following is an important factor when asse	Risk management	Multiple choice	Medium	

This can be especially useful when evaluating pilot questions (that carry zero points) that are included in the exam to check if they are performing well.

• Under the "Pool name" column, use the "Search" option to type in "Pilot" and display pilot questions only.

Aome		Overview	Settings	Testing sessions	Candidates	Monitoring	Questions	Grading configuration	Report builder	Summary report	Managers	Proctors	Authorizations	Reports	Comments	
Assignments	View	uestions the questions anduded in the selected text version, see the success ratio, or edit the questions.														
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Manage tests			Q, Search			Q, Pilot				Select one \checkmark		Select one $ \smallsetminus $				
		£	Which of the follo	owing is NOT a type of B	ond?	Pilot Question	าร		M	fultiple choice		Medium	_		0%	_
Manage certificates		ŧ.	Which of the follo	owing investment produc	ts is NOT eligi	Pilot Question	ns		Ν	fultiple choice		Medium	_		66%	_
Question pools		Displa	ved columns					~	« < 1 > » 10 v						Rows: 2	

Immediately you can see that out of the two pilot questions included in this exam, one has a success ratio of zero, meaning that it is definitely too hard or unclear and should not be included in the exam.



5 Special Cases

This section describes periodic actions that require the exam manager's review only when they occur.

5.1 Accessing the Candidates' Feedback

- Candidates can provide feedback on questions they find difficult, incorrect, or unclear.
- Candidates' feedback on questions can help greatly improve the exam.

If a candidate provides feedback, you can access it like this:

- 1. Click on the "Reporting" option from the main menu
- 2. Select the "Predefined reports"
- 3. Choose the "Test report"

					2 Search anything	0	0.00	•	? ~
s for various categories. <u>Read more</u>									
User reports (26)	3 Test reports (9)		Pool reports (2)						
dministrators	3 Number of published tests	2	Number of test question pools:	5					
structors	1 Number of suspended tests	0	Number of survey question pools:	0					
udents	8 Number of draft tests	0							
thers	2								
Survey reports (3)	Training course reports (3)		Question reports (7)						
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umber of draft surveys	0 Number of candidates	0	Number of test question pools	5					l
	dministrators atructors usdents	Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3)	Image: Survey reports (26) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3)	Image: Survey reports (26) Number of published tests 2 Mumber of published tests 2 Number of published tests 2 Number of duart tests 0 Survey reports (3) Image: Survey reports (3) amber of suspended tarrays 0 Number of surveys 0 Number of surveys 0 Number of surveys 0	Image: Survey reports (26) Image: Survey reports (9) Image: Survey reports (3) Number of published tests 2 Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3) Image: Survey reports (3)	Image: Survey reports (3) Image: Survey reports (3) Image: of published surveys 0 Image: of published surveys 0	Image: Support S (26) Image: Support S (26) Image: Support S (26) Number of published tests 2 Number of published tests 2 Number of support S (26) Number of support S (27) Image: Support S (26) Number of support S (26) Image: Support S (26) Image: Support S (27) Image: Support S (26) Image: Support S (26) Image: Support S (26) Image: Support S (26) Image: Support S (27) Image: Support S (26) Image: Support S (27) Image: Support S (27) Image: Support S (27) Image: Support S (27) Image: Support S (27) Image: Support S (27) Image: Support S (28) Image: Support S (28) Image: Support S (28) Image: Supp	Image: Survey reports (3) Image: Survey reports (3) Image: of published surveys 0 Image: of survey guestion pools: 0 Image: of published surveys 0 Image: of survey guestion pools: 0 Image: of survey guestion pools: 0 Image: of published surveys 0 Image: of survey guestion pools: 128 Image: of survey guestion pools: 0 Image: of survey guestion pools: 128 Image: of survey guestion pools: 0	Image: Support S (26) Image: Support S (26) Image: Support S (26) Number of published tests 2 Number of published tests 2 Number of support S (26) Number of support S (26) Number of support S (26) Number of support S (26) Support S (26) Image: Support S (26) Image: Support S (26) Image: Support S (26) Image: Support S (26) Image: Support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26) Image: Support S (26) Number of support S (26)

4. Choose the "Test question candidate feedback statistic" report

		Predefined reports / Test reports Predefined reports		Q. Search anything
A Home		Test reports		
Assignments		Report name †↓	Description †1	My favorite reports
		Q. Search	Q, Search	
Users Users	*	Tests basic info	List of all tests with their descriptions and creation details	Add to favorites
🐚 Tests		Item reliability	Central tendencies measures for each attempted test and item reliability on question level	Add to favorites
		Tests status and availability	List of all tests in the system with some basic informations	Add to favorites
Testing sessions	*	Test pass rate	The ratio between attempted and passed tests	Add to favorites
Surveys	÷	Average test duration	List of average duration for each attempted test with limited duration	Add to favorites
Training courses	÷	Test results	The final outcome for each user who attempted taking any test within the system	Add to favorites
. Hanning courses		Accommodations by status	List of accommodations for users on testing session.	Add to favorites
Reporting	1	Question test success ratio	List of question success ratio by test.	Add to favorites
Report builder		4 Test question candidate feedback statistic	List of question feedbacks on a test level.	Add to favorites
Predefined reports		Displayed columns	≪ < 1 > ≫ 10 ∨	🚔 🗖 Rows:



The report will display feedback provided by the candidates. They can:

- 1. Give a written remark
- 2. Label the question as "Easy" or "Hard"

You can review the report through the app or download it as an Excel file.

	Predefined reports / Test reports / Test qu Predefined reports	estion feedback statistic	Q. Search anything	Q. Search anyming 💿 🕨 😥 🗸				
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Users -	100009	Insurance Essentials Exam	100123	What type of insurance covers the costs asso	This question was easy	Easy	1	
🐐 Tests 👻	100009	Insurance Essentials Exom	100124	What type of policy covers the cost of damag	This question is hard.	Hard	1	
	100009	Insurance Essentials Exam	100125	Which of the following is a risk mitigation str	This question is not correct.		1	
Testing sessions 👻	Displayed columns			«< (1) »	10 🗸		🤹 🚺 Rows: 3	
Surveys *								
Training courses								

5.1.1 Scheduling a Report

If you like the report above (or any other), you can schedule sending it as an Excel file automatically to email addresses of your choice at regular intervals.

- 1. Under the "Reporting" option, click on the "Scheduled reports"
- 2. Click the "Create new" button.
- 3. Choose the "Test question candidate feedback statistic" report.
- 4. Choose when the first report should be sent.
- 5. Choose an interval between sending two reports.
- 6. Enter the subject of the email.
- 7. Enter the email body.
- 8. Enter email addresses that should receive this report.
- 9. Click the "Save" button.

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5.2 Special Accommodations

Special accommodations refer to adjustments made to an exam or testing environment to accommodate individuals with disabilities, medical conditions, or other circumstances that may affect their ability to take the exam under standard conditions.

The process of adding special accommodations is as follows:

- 1. The candidate requests special accommodation.
- 2. The exam manager adds the accommodation to the candidate's profile.
- 3. The proctor monitoring the exam recording receives an email notification and approves the special accommodation.

In this article, we will show you how to view a special accommodation but you can examine the whole process by reading <u>this article</u>.

- 1. Select the "Tests" menu
- 2. Choose the "Manage tests" option
- 3. Select the Insurance Essentials Exam
- 4. Open the "Monitoring" tab

		All tests (2) Insurance Manage tests	e Essen	•			Show results	Published Optio	Q Search anyth	ing 🛛 🕨 🖡	P 📫 🛉 🗸
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- 1. Check out the "Accommodation type" column
- 2. If any accommodation is requested by a candidate, you should see it there
- 3. Click on the "three dots" (options) next to the student, Mary Robinson
- 4. Select the "View accommodations" option to examine the exact accommodations requested

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A Home		Overview Settings	Testing session	ns Candidates Monitoring	Questions Grading	configuration	Report builder Summary	report Manager	s Proctors Authorization	is Reports Comments	
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In this example, you will see that the candidate requested:

- 1. Time accommodation of one extra hour
- 2. One-on-one session with a proctor

A Home		Overview Settings	Testing sessions	Candid	ates M	Ionitoring Questions Grading co	figuration Report builder	Summary	report Managers	Proctors Authorizatio	ns Reports Comments	
Home		Supervise the sessions where you	have the proctor role. Tra	ack the candid	ate's event log	and view status of every question.						
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Reporting												

6 Conclusion

By now, you should have a good understanding of the exam administration in YouTestMe. 😇

In these instructions we focused on the functionalities form your RFP, however, please keep in mind that the system offers many more options and capabilities.

Next, we recommend checking out the following instructions:

• Exam proctoring system

You can also go back to these if you skipped them:

• Exam registration system

Hopefully, you found these instructions helpful, and we will see you in the next one!