# YouTestMe

# Exam Registration and Exam-Taking Process



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# **1** Introduction

These instructions are designed to help explore the exam-taking process, from registration to completion.

We will cover the following topics:

- 1. Exam registration
  - a. Registration request
  - b. Registration approval
- 2. Exam scheduling
  - a. Booking a seat in an exam session
  - b. Purchasing the exam
- 3. Exam-taking process
  - a. Equipment check
  - b. Exam-taking
- 4. Reviewing the results
  - a. As a proctor / administrator
  - b. As a candidate

# 2 Exam Registration

# 2.1 Sending a Registration Request

For simplicity, in these instructions, the exam registration and account creation are bundled in one step.

However, they can be separated if needed and if that suits you better.

For now, to register for the exam, please access the platform using <u>this link</u> and click the "Create an account" option.

	Welcome!
	New Users:
Username * Password *	<ul> <li>Click "Create an Account" to begin registration.</li> <li>Type in your first name and last name.</li> <li>Enter the desired username you will use when logging into the application.</li> <li>Type in your email address correctly.</li> <li>Enter your date of birth.</li> <li>Enter your residential address information.</li> <li>Choose the role for your account.</li> </ul>
୕	Enter the CIPR number.     Add your contact phone number.
Forgot username or password?	<ul> <li>Add your contact profer namee.</li> <li>Upload a government-issued photo ID.</li> <li>Note: The registration request will be sent to the administrator, who can approve or decline it. If the request is approved, you will receive an email notification that your</li> </ul>
Sign in	account has been created. If the request is declined, you will also receive an email notification.
	Returning Users:
Not registered yet? Create an account	Sign in with your username and password.



- 1. Fill in the required information.
  - a. Make sure to select the Role of the Student.
  - b. Please provide a valid email address so that you can explore email notifications
  - c. You will find examples of the fields typical for the LLQP exam like the:
    - i. CIPR number
    - ii. Official government-issued photo identification

Note: Any other fields can be added.

- 2. Check the "I'm not a robot" option.
- 3. Click the "Register" button.

irst name *	Last name *	Welcome!
Ann	Smith	
Jsername *		New Users:
ann.smith		Click "Create an Account" to begin registration.     Type in your first name and last name.
		Enter the desired username you will use when logging into the application.
Email *		Type in your email address correctly.     Enter your date of birth.
ann.smith@youtestme.com	1	Enter your residential address information.     Choose the role for your account.
late of birth		Enter the CIPR number.
Feb-13-1991		Add your contact phone number.     Upload a government-issued photo ID.
		Note: The registration request will be sent to the administrator, who can approve or
treet *		decline it. If the request is approved, you will receive an email notification that your
4210 Eglinton Avenue		account has been created. If the request is declined, you will also receive an email notification.
ity *	State *	
Toronto	Ontario	Returning Users:
ountry *	Postal code *	Sign in with your username and password.
Canada	M4P 1A6	
Role *		0
Student		~
ontact number *		
647-882-1111		
ffcial government-issued photo in Upload	4.0	
IPR number *		0
Security code *		
	<b>2</b>	
🗸 l'm not a robot	reCAPTCHA Privacy * Terma	

- Feel free to enter any information there as this is only a simulation of the process.
- Feel free to create as many candidate accounts as necessary.



# 2.2 Registration Approval

- Approving the registration requests will be done according to predefined rules for the LLQP exam.
- As mentioned in the proposal, this can be done by YouTestMe staff or by the customer's staff depending on your preference.
- In this chapter, we will cover approving the registration from the administrator's perspective.

To approve a registration request, you should log in as an administrator with one of the following accounts:

Username	Password
klai_admin	Admin12#
examinations_admin	Admin12#

Once you are logged in:

- 1. Select "User profiles" from the "Users" menu.
- 2. Open the "Registration requests" tab.
- 3. Choose the user whose request you want to approve.
- 4. Click the "Actions" button.
- 5. Select "Approve".

P youtestme GetCertified	User profiles	1			Q Search anything	0 🕨 🧟 📲 🚳
A Home	List of all user	Registration requests				
Assignments 👻	Approve or decline re	egistration requests. Users will be notified abo	ut the outcome via email, and approved users will n	eceive an auto-generated password.		
users 🔺	Registratio	n requests				4 Actions 🔺
g oscis	8	Username †1	First name 11	Last name 11	Email 👈	6 Approve
ser profiles	Q, Se	earch	Q, Search	Q, Search	Q, Search	Q Su Decline
y profile	3 🛛 tom	ı_king	Tom	King	noreply@youtestme.com	Student
	Displayed co	olumns		<< < 1 > >> 10 •		🕌 🚛 Rows



Once the registration request is approved, the candidate will receive an email with their login credentials.

Note: Before you sign in as a candidate	, make sure to sign out from	the administrator's profile
---	------------------------------	-----------------------------

	User profiles			Q Search anything	••••	
A Home	List of all users Registration requests					
Assignments 👻	Approve or decline registration requests. Users will be notified about th	e outcome via email, and approved users will rece	ive an auto-generated password.		User manager	
😫 Users 🔺	Registration requests				🎁 Sign out	
	Username †↓	First name †↓	Last name 14	Email 📬	Role †↓	
User profiles	Q. Search	Q. Search	Q. Search	Q, Search	Q Search	
			o registration requests at	this time.		
×	Displayed columns	1			🤹 💽 Rows:	

**Note**: You should receive an email in the Inbox immediately. Please check your Spam and Trash if you don't.

- 1. Click on the link from the email
- 2. Use the username and password from the email to log in

**Note**: All email notifications are fully configurable. In these instructions, you will see some basic examples.

Dear Ann Smith,				
We are pleased to inform you that your registration request has been approved.				
You can now access our platform at <a href="https://demo.youtestme.com/ytm52/">https://demo.youtestme.com/ytm52/</a> using the following login credentials:				
<ul> <li>Username: ann.smith</li> <li>Password: 0P2esm\$U8x4JX%7fV</li> </ul>				
Best regards,				
YouTestMe				

# 3 Scheduling the Time to Take the Exam

### 3.1 Choosing the Exam Session

- After logging in as a candidate, you will be directed to the "My Tests" page where you will see the available exams.
- In this trial environment, the "Insurance Essentials Exam" will be waiting for you.
- A single exam usually has multiple exam sessions predefined for it and candidates can choose when to take the exam.

To choose a preferred time slot:

1. Click the "Choose the session" button.

	Assignments	
f Home	My tests View the list of all tests assigned to you or available for booking. Take the tests, or preview your reports.	
Assignments 👻	All (0)   Available first   Search  Reset filters	♣ Check equipment
	Insurance Essentials Exam	

The new window will appear showing the availability of each session, the deadline to book the exam, and the seating capacity.

1. Purchase the "Global Session" we created for demonstration purposes.

Assignments •	All (0)	Choose the testing sessio	n				×	Check equipment	
	6	until the specified cancellation deadline. In case the payment is made, the cancellat		So not require payment. Sessions marked with 'Purchase' require payment. The session can be canceled lon does not make an automatic refund and must be carried out via a request to the system					
		Name	Availability	Group	Booking deadline	Seats available	Actions		
	_	Exam Session June 15, 2023	Jun-15-2023 12:00 PM CEST Jun-15-2023 06:16 PM CEST			15	Purchase		
		Exam Session May 25, 2023	May-25-2023 12:00 PM CEST May-25-2023 06:14 PM CEST		May-19-2023 06:15 PM CEST May-16-2023 06:15 PM CEST	12	Purchase		
	Mi	Exam Session May 12, 2023	May-12-2023 12:00 PM CEST May-12-2023 06:13 PM CEST		May-11-2023 06:14 PM CEST May-09-2023 06:14 PM CEST	8	Purchase		
	Result value Unlimited	Exam Session May 03, 2023	May-03-2023 12:00 PM CEST May-04-2023 05:59 AM CEST		May-02-2023 12:10 PM CEST Apr-30-2023 12:11 PM CEST	16	Purchase		
		Global Session	Apr-01-2023 06:17 PM CEST Apr-30-2030 06:17 PM CEST				Purchase		
		Exam Session May 03, 2023	May-03-2023 12:00 PM CEST May-04-2023 05:59 AM CEST Apr-01-2023 06:17 PM CEST		May-02-2023 12:10 PM CEST	16	🍵 Purchase		



## 3.2 Purchasing the Exam

After you pressed the "Purchase" button, you will be able to see the order details and the price.

	Purchase order		
f Home	Order items		
	Item description	Item price	
Assignments 👻	<ul> <li>Testing Session Enrollment</li> </ul>	CA\$200.00	
	Proctored Exam April		
	Order details		
	Total amount:		
	CA\$200.00		
	Enter coupon code Redeem co	ode Purchase	

A new window will appear where you can enter the card details.

For demonstration purposes, we have configured the Stripe account in test mode.

Please use the following details to explore the payment process:

- 1. Card number: 4242 4242 4242 4242.
- 2. Date: 04/24
- 3. CVC: 424
- 4. Name on card: Enter any name
- 5. Click the "Pay" button.

←	Pay with card		
"Global Session" testing session	Email aleksandar.nikolic@youtestme.com		
CA\$200.00	Card information		
	4242 4242 4242 4242 VMA 04 / 24 424		
	Name on card Alex		
	Country or region		
	Canada 🗸		
	M5H 1J9		
	Securely save my information for 1-tilck checkout Pay faster on YouTestMe and everywhere Link is accepted.		
Powered by stripe   Jama Rinacy	Pay û		

You will be redirected to the order details page where you can see the status and date of when the purchase order was completed.



# 4 Equipment Check and Starting the Exam

Once the exam is purchased, you will receive a confirmation email with all the necessary information and instructions for the exam.

You can start the exam using the direct link from the email or through the application. In both options, we recommend checking your equipment first.

# 4.1 Equipment Check and Starting the Exam through the Application

- 1. Check the order details
- 2. Go back to your assignments

	Purchase order • Completed	
f Home	Order items	
	Item description	Item price
🛃 Assignments 👻	<ul> <li>Testing Session Enrollment</li> </ul>	CA\$200.00
	Proctored Exam April	
	Order details	
	Total amount:	
	CA\$200.00	
	Payment method:	
	Credit card	
	Date paid:	
	Apr-24-2023	
	Status:	
	Completed	
•	2 To my assignments	

1. To check your equipment before the actual exam, click on the "Check equipment" button.

	Assignments	● ► ₽ <sup>●</sup> ● ×
A Home	My tests View the list of all tests assigned to you or available for booking. Take the tests, or preview your reports.	<u>\</u>
Assignments •	All (1) Available first     Available row     Available row     Constraints     De insurance Essential Exam     De insura	Check equipment



The equipment check process will start, and the system will check your equipment such as your browser, camera, microphone, and network to see if your equipment is functioning properly so your exam can be recorded correctly.

1 1 1 1 1 1				
A A A A A A A	Equipment check			
1 1 5 1 1 5 1 1 5 1 1 5 1 5 1 5 1 5 1 5	Please wait while the system checks your computer and the network so that	Browser check	4	
1 2 2 2 2 2 2	possible technical issues do not interfere with the exam.	<ul> <li>Webcam check</li> <li>Microphone check</li> </ul>	1	
		Network check	100	
		Screen check	1000	
1 4 1 4 4 4 4		WebRTC check	the second	
			10-11-5	
	Step 1 of 3	N	Vext	
1 8 1 8 1 8	18.18	1 2 3 4		
**************************************				
1 2 1 2 1 2 2				

Once you are on the "Screen check" step, the system will require you to share your screen by:

- 1. Selecting the "Entire screen" option.
- 2. Selecting the preview of the screen
- 3. Clicking the "Share" button.

	demo.youtestme.com wants to s	hare the contents of your screen.			
	Chrome Tab	Window	1 Entire screen		
		a a lawa di sama a a di sa di sa			
		ALTER CAR			
	Ple:				
	you	-			
	pos inte	area and and			
		<u></u>			
				Sec. Sec. Sec. Sec. Sec. Sec. Sec. Sec.	
La barra					
	100 T 100				
			3 Share Cancel		
				A DECISION OF THE OWNER	
	Step 1 of 3		Next		
AN AN AN AN	a ab a b				



The next step is taking a photo of your face.

Your face must fit into the oval frame and you should:

1. Click the "Take photo" button.

Taking a face photo	8
Take a photo with your face fitting into the oval frame on the screen. Make sure that there is enough light in the room. If the photo is not verified, please take a new photo.	
таке рното	
Step 2 of 3 Ne	xt
	202 202 202

The next step is an overview of a room, there are two possibilities:

- 1. Press the "Start recording" button if you would like to use your computer camera to record your desk environment.
- 2. Press the "QR code" button if you would like to scan the QR code and record your environment using the mobile phone.

	Recording a workplace overview	
	Record a short video showing your workspace (including a 360-degree scan of your surroundings) using your computer camera or smattphone camera. If using a smartphone, scan the OR code using your smartphone and then open the received link in Chrome browser on Android or Safari on iOS.	
	1 START RECORDING	QR CODE 2
1 30 1 30	Step 3 of 3	



After you have checked the equipment, you can go back to the "My tests" page and start the actual exam.

	Assignments	• • • • • • • •
Home	My tests View the list of all tests assigned to you or available for booking. Take the tests, or preview your reports.	
Assignments 👻	All (1)   Available first   Search  Reset filters	Q Check equipment
	Available row Constraints Cons	
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		

# 4.2 Equipment Check and Starting the Exam via Direct Links from Email

This is an alternative way of doing the equipment check and starting the exam.

Images below show parts of the email with links for equipment check and starting the exam.

Note: All email notifications are fully configurable. In these instructions, you will see some basic examples.

- 1. Review the test-taking guide for a detailed guide on proctored exams.
- 2. Prepare a valid ID such as driver's license, passport, or personal ID.
- 3. The exam will last for three hours and will start at Apr-01-2023 06:17 PM CEST.
- Before starting the exam, please test your equipment using <u>this link</u> to ensure that everything is working properly.
- 5. Your exam will be recorded for a proctor to review your behavior afterward.

#### Dear Ann Smith,

Congratulations on booking the"Insurance Essentials Exam"! We're excited to have you take the next step in your journey to becoming a licensed insurance professional. To ensure that you have a smooth testing experience, please review the following instructions carefully:

#### Test Requirements:

- 1. You must have a computer with one display or monitor that is in proper working condition.
- 2. A working camera and microphone (built-in or external) are required.
- 3. Use Google Chrome or Mozilla Firefox as your web browser.
- 4. Ensure a stable internet connection.
- 5. Your exam space must be well-lit, with a closed door and no disruptions. It must be walled and you must be the only person present.
- 6. Your workstation must be clean and clear of all materials, with only your computer on the desk.

#### Exam Rules:

- 1. Stay within the camera view and keep your face visible throughout the entire test-taking process.
- 2. Do not communicate with anyone else during the exam.
- 3. Use only the materials provided within the exam.
- 4. Clear your desk of any papers or materials, even blank ones. You will have a notes section within the application to use.
- 5. Use the built-in calculator provided within the system, and not your own.
- 6. Use only one screen during the exam.
- 7. Do not wear headphones, smartwatches or use cell phones, except for contacting technical support if you have a problem.
- 8. You are not allowed to eat during the exam, but you can have beverages from a clear bottle/glass only.
- 9. Prepare yourself accordingly for the exam as breaks are not allowed.
- 10. Do not use other tabs.
- 11. Do not close the exam window unless you are finished.
- 12. Do not stop sharing your screen.

#### Breaking any of these rules may lead to your exam being deemed invalid.

#### Important information and instructions:

- 1. Review the test-taking guide for a detailed guide on proctored exams.
- 2. Prepare a valid ID such as driver's license, passport, or personal ID.
- 3. The exam will last for three hours and will start at Apr-01-2023 09:34 PM CEST.
- 4. Before starting the exam, please test your equipment using this link to ensure that everything is working properly.
- 5. Your exam will be recorded for a proctor to review your behavior afterward.

After carefully reviewing the instructions, please begin the exam using this link. Remember to start the exam at the scheduled time specified in this email. Take note of the time zone indicated in the email to ensure that you commence the exam at the correct time.



# 5 Exam-Taking Process

Whichever option you choose, the "Instructions" window will appear where you can see some information about the exam such as the passing mark, the time, and exam instructions. Once you are ready just click the "Start" button.

	Assignments	Instructions	● ▶ ₽ ♣ ♣ ~
f Home	My tests View the list of all tests assigned to you or available for booking. T	Test name: Insurance Essentials Exam	
Assignments 👻	All (1) - Available first	Total duration (th:mm:ss):         Passing mark:           03:00:00         71:00%	€ Check equipment E   Ⅲ   ■
	Available on Construction Construction Con	Number of questions: 1  Instructions: Test and you have a smooth testing experience, please review the following instructions carefuly: Test Requirements: A vour must have a computer with one display or monitor that is in proper working condition. A vouring carners and microphone (built-in or external) are required. B vour gate atable internet concertion. Vour warm space must be well-lik, with a closed door and no disruptions. It must be allowed door and no disruptions. It must be walled any oom must be the only person present. Vour workstation must be clean and clear of all materials, with only your computer on the desk. Extended the clean and clear of all materials, with only your computer on the desk.	
(X)		Start	

The equipment check process will start, and the system will check your equipment such as your browser, camera, microphone, and network to see if your equipment is functioning properly so your exam can be recorded correctly.

After completing all the necessary steps, you will be prompted to share your screen once again to begin the exam.



On the exam-taking page, you will have access to several features, including:

- 1. Easy navigation between questions using the "Previous" and "Next" buttons.
- 2. Clear display of the question and answer text.
- 3. The ability to open any relevant materials attached to the exam.
- 4. A countdown timer showing the remaining time.
- 5. A progress bar to help you keep track of your progress.
- 6. A legend showing which questions have been answered and which have not. You can navigate to unanswered questions directly from this legend.

	A Gu	uide to Life Insurance		×	Remaining time for entire test	Finish test
Question: 5/11				1	02 00 02	
What type of insurance offers protection against the finar	icial losses caused	I Q 8 of 42 - + risk ^ v Highlight all Match case	Automatic Zoom	•	5 Progress bar	5/11
Select all that apply		Whole words 5 of 22 matches 'New money' or 'adjustable' policies usually gua	ype of investment chosen.			
1. Health insurance		benefit for a specified stretch of time (e.g., five y and/or death benefit at the end of the pendid, ac that time. Variable Illec Here, the premiums usually are gu vary according to the performance of an investme benefits may be quaracted or many vary with the	cording to investment conditions at aranteed, but the cash values ent fund or other index. The death		A	
2. Property insurance		Fact:			All questions (11)	Review list (0)
3. Life insurance		Renewable and covertible term insurance; (c) your opics at the end of its twin. To a higher peri other evidence of insurability. (Once you've reach on the renewable) <u>Consectible</u> means that you h policy for a permanent insurance policy, without s	mium, without submitting modical or ed the age of 70 or so, the policy may we the option of exchanging your			5 6 7
4. Travel insurance	/	5			8 9 10 11	
25 Mar (Andrews) (American	/		LIFE INSURANCE POLICIES		Not answered Answered	
Test attachments		Term Life Insurance				
Attachments name †1 Type	Act	Term policies provide insurance coverage for a sp number of years, or to a set age) and then expire	ecified period (e.g., a fixed			

- 7. The ability to open the instructions again for reference.
- 8. Access to a calculator.
- 9. The option to give feedback on any question.
- 10. Warning messages if any violations are detected.

	Instructions			×			Next question	Remaining time for entire test	Finish tes
	To ensure that you have a smooth ter Test Requirements:	iting experience, please	review the following instructions carefully:		Type: Multiple choice	E.			
Which (	<ol> <li>A working camera and micropil</li> <li>Use Google Chrome or Mozilla</li> <li>Ensure a stable internet connertication</li> </ol>	tone (built-in or external Firefox as your web bro ction.		nust be the only person present.		7	8	Progress bar	a
Select	6. Your workstation must be clear Exam Rules:	n and clear of all materi	als, with only your computer on the desk.					Scientific Calculator	(X)
1.	<ol> <li>Stay within the camera view an</li> <li>Do not communicate with anyo</li> <li>Use only the materials provide</li> </ol>	one else during the exam d within the exam.	throughout the entire test-taking process. n. ones. You will have a notes section within the	application to use.					256*4 1024
2.	<ol> <li>Use the built-in calculator provide.</li> <li>Use only one screen during the 7. Do not wear headphones, small</li> </ol>	ided within the system, i exam. rtwatches or use cell ph ng the exam, but you ca	and not your own. ones, except for contacting technical support in have beverages from a clear bottle/glass or	if you have a problem.				mod      Deg Red     MC MR sinh cosh tanh Exp ( )	MS M+ M-
3.	<ol> <li>Do not use other tabs.</li> <li>Do not close the exam window</li> <li>Do not stop sharing your screet</li> </ol>	unless you are finished n.						sinh <sup>-1</sup> cosh <sup>-</sup> tanh <sup>-1</sup> log <sub>2</sub> x         In         log         7         8           π         e         n!         log <sub>2</sub> x         e <sup>x</sup> 10 <sup>x</sup> 4         5	9 / % 6 * 1/x
4.	Breaking any of these rules may lead	to your exam being dee	med invalid.	Close				sin         cos         tan         x <sup>7</sup> x <sup>3</sup> x <sup>2</sup> 1         2           sin <sup>-1</sup> cos <sup>-1</sup> tan <sup>-1</sup> <sup>7</sup> X         2⁄√          x          0	3 • =
	tachments								
	Attachments name 1	Туре	Action						
-	A Guide to Life Insurance	PDF	View						
B	Principles of Risk Mana	PDF	View						
(+ F	Feedback for this question 9								
	ce invisible or not looking int	o the camora			estme.com is sharing your screer	Stop sharing Hide			



# 6 Finishing the Exam

Once you have completed the exam, click the "Finish test" button. A confirmation dialog will appear, showing any questions that may have been skipped, allowing you to return and answer them.

evious question	h	isurance Essentials Exam	Next-question	Remaining time for entire test	Finish test
Question: 5/11		Type: Multiple choice		02 54 49	
What type of insurance offers protection a		h test		Progress bar	5/1
Select all that apply					
1. Health insurance		?			
2. Property insurance		Are you sure you want to	o finish the test?	All questions (11)	Review list (0)
3. Life insurance		Number of unanswere	d questions: 6		5 6 7
4. Travel insurance		Yes	No	9 10 11	
				Not answered Answer	ed
Test attachments					
Attachments name 11		stion			
A Guide to Life Insurance	PDF	levy			
Principles of Risk Manag	PDF	demo.youtestme.com is sharing your s	creen. Stop sharing Hide		

After finishing the exam, you will receive a message that the report will be available after it has been reviewed by a manager.

**<u>Note</u>**: This panel is customizable.

Congratulations on finishing your exam! Your report will be reviewed by exam manager and will be available for your viewing shortly. An email notification will be sent to you once the report is ready.
My tests

# 7 Reviewing the Recording and Proctor's Comment

After the exam session with automated AI-based proctoring, the proctor/administrator would want to check the candidate's recordings and AI-generated reports.

<u>Note</u>: In the case of live proctoring where the human proctor and AI are monitoring the candidates at the same time, reviewing the recording is not mandatory, unless there was suspicious behavior.

In this example, we will show you how to review the recording as an administrator, after the proctor has left their feedback. To do that, log in as an administrator using one of the following accounts:

### Note: Before you sign in as an administrator, make sure to sign out from the candidate's profile!

Username	Password
klai_admin	Admin12#
examinations_admin	Admin12#

Once you are logged in, you should:

- 1. Select "Manage tests" from the "Tests" menu.
- 2. Open the "Insurance Essentials Exam".

	My tests (1) Manage tests					Q Search anything		e 📫 💲 -
A Home			shows the list of tests you can manage. Filter and partially modified. You can always create more se				button in the top right corner. Tests	that have the status
Assignments •	Test information							
Tests .	Name †↓	Category †1	Creation date 🦼	Status †↓	ID 11	External ID 14	Creation type 14	Proctored
	Q, Search	Select one ~		Select one 🐱	Q, Search	Q. Search	Select one $\sim$	
Manage tests	2 Insurance Essentials Exam		Apr-24-2023 09:51 PM CEST	Published	100009		Generated	No
	Displayed columns		K K 1	> >> 10 ~				Rows: 1



- 1. Open the "Monitoring" tab.
- 2. Select the Global Session (the session that you want to review).
- 3. Click the three dots next to Carmela Miller.
- 4. Select "Proctoring report".

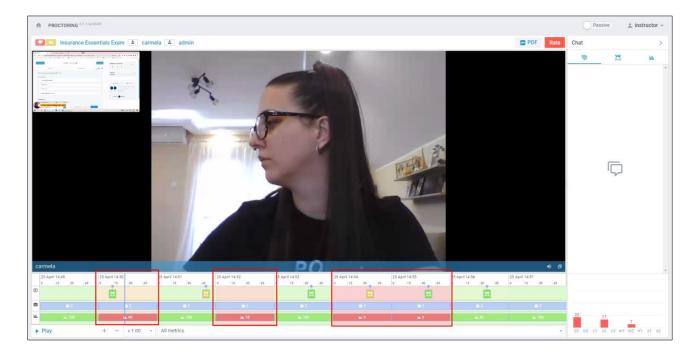
<u>Note</u>: You can examine any of the candidate's recording, however, we recommend the **recording of Carmela Miller** as we created it so that it contains a great demonstration of suspicious behavior.

	21.0				- 10 C	18 S	2 11 11 12		121 Y 101 THE	
A Home	Overview Settings	Testing sessions	Cano	lidates Monitoring Qu	estions Grading	configuration	Report builder Summary	report Managers	Proctors Authorization	ns Reports 🔇 >
🖬 Assignments 👻	Supervise the sessions where you t	save the proctor role. T	rack the can	didate's event log and view status of e	very question.					
💭 Users 👻	April 28, 2023	Show all		Global Session - Moni	toring		Pause session Resume	Session Open supervisi	ion mode Open manual monitori	ing report Filter
Tests +	Jun-15-2023 12:00 PM CEST			Username †4	First name †4	Last name †↓	Email ↑↓	Status ↑↓	Accommodation type	Started †
	Exam Session June 15, 2023	0		Q, Search	Q, Search	Q, Search	Q, Search	Select one 🗸		
New test			1	🔋 admin	Andrew	Ivarstead	aleksandra.josic@yout	Not attempted		
Manage tests	May-25-2023 12:00 PM CEST			🙆 alexandra	Alexandra	Lewis	noreply@youtestme.com	Report complete		Apr-25-2023 02:32
Manage certificates	Exam Session May 25, 2023	0	:	e alice	Alice	Green	noreply@youtestme.com	Report complete		Apr-25-2023 02:46
manage our ancaces	May-12-2023 12:00 PM CEST		:	e ben.thompson	Ben	Thompson	noreply@youtestme.com	Report complete		Apr-25-2023 02:32
Question pools	Exam Session May 12, 2023	0	•	A carmela	Carmela	Miller	noreply@youtestme.com	Report complete		Apr-25-2023 02:46
Grading scales			1 8	Allow additional five minutes	Wendy	Rios	noreply@youtestme.com	Report complete		Apr-25-2023 02:32
	May-03-2023 12:00 PM CEST		• @	Details		_				
Testing sessions *	Exam Session May 03, 2023	0	1	Pause		<<	< 1 > >> 10	*		📲 🍇 Rows: 6
🖬 Surveys 👻	Apr-01-2023 06:17 PM CEST	Available now	0	Disable						
	-		0	Proctoring report						



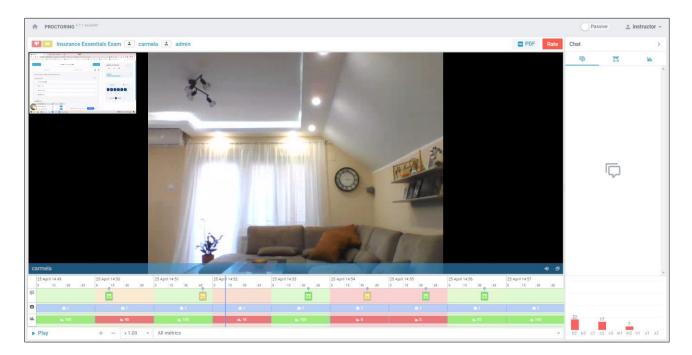
To thoroughly go through the Record & Review process, please see the exam proctoring article.

For now, we will let you know that you should focus on the red parts of the timeline:



In these parts, AI noticed suspicious behavior, which you can examine. For example:

- In the image above, you can see that the candidate is not looking into the camera
- In the image below, you can see that the candidate is completely absent.





# 8 Reviewing Results and Releasing Reports

Typically, what you also want to do as an administrator, after the exam session is complete, is to review candidates' individual results. To do that, follow these steps:

- 1. Click the "Candidates" tab.
- 2. Click the three dots icon and select "Report".

GetCertified													
A Home	Overview Settings	Testing session	s 🚺 Car	ndidates	Monitorin	g Questions	Grading configuration	Report builder Sum	imary report	Managers F	Proctors Author	orizations Repor	rts < >
Assignments •	Add or remove candidates from t	his test. View test atten	npts and gra	de them.									
Users 👻	April 26, 2023	Show all		All c	andidates							Data Transfer 💌	Filter
Tests	Jun-15-2023 12:00 PM CEST			A	ittempt ID 11	Username †4	Session †1	Status †1	Result †↓	Score (%) ↑↓	Test finished	Grade resolved	Visib
	Exam Session June 15, 2023	0.0			Q, Search	Q, Search	Q. Search	Select one $\sim$	Select one ~				
New test				1	100021	alexandra	Global Session	Report complete	Failed	36.36	Yes	Yes	
Manage tests	May-25-2023 12:00 PM CEST			1	100025	alice	Global Session	Report complete	Failed	18.18	Yes	Yes	
	Exam Session May 25, 2023	0 0			100026	ann.smith	Global Session	Report complete	Failed	0.00	Yes	Yes	
Manage certificates	May-12-2023 12:00 PM CEST			:	100022	ben.thompson	Global Session	Report complete	Passed	90.91	Yes	Yes	
Question pools	Exam Session May 12, 2023	0 0		:	100024	carmela	Global Session	Report complete	Failed	54.55	Yes	Yes	
Grading scales			2	(îi	Report	Vendy	Global Session	Report complete	Passed	100.00	Yes	Yes	
	May-03-2023 12:00 PM CEST		_	0.0	Previous attempt	5							
Testing sessions 👻	Exam Session May 03, 2023	0 🔘	=	0	Reset		~~	< 1 > >>	10 🗸			aa, 🛳 💶	Rows: 6
🛙 Surveys 👻	Apr-01-2023 06:17 PM CEST	Available now		0	Altow to continue								
				7	Modify								

In the candidate's report you can see:

- 1. A summary of information such as the result, achieved score, and exam start and finish times.
- 2. Proctoring grade and comment.
- 3. Aggregated reports per question pool, which describe but do not affect the score and can help candidates focus on certain topics.
- 4. All questions, candidates' answers, and correct answers.
- 5. You can export the candidate's reports.
- 6. Verify the candidate's result to preserve the result from any subsequent changes in grading.

	Hy tests (2) / Insurance Essen Manage tests	/ carmela's report	Show results	Published: Apr-25-2023 0	7:19 PM CEST Op	tions - C	$\boldsymbol{\lambda}$ Search anything		• 🍠 🌒 •
A Home	Overview Settings Testing	essions Candidates Mon	itoring Questions	Grading configuration	Report builder	Summary report	Managers Proctor	rs Authorizations	Reports 🔇 📏
Assignments -	Currently, this report is not visible to	the candidate. Make it visible	e to candidate						Back
Assignments	1 Summary Proctoring report 3 Age	regated reports 4 Questions							
Users *	Insurance Essentials Exam		Export report						
🕒 Tests 🔷	Candidate		Export different varia	ants of the personal report to PD	F or Excel.				
New test	Carmela Miller	6	Export	•					
		inished	Personal report as	s Excel					
Wanage tests	Apr-25-2023 02:46 PM CEST	pr-25-2023 04:33 PM CEST	Personal report as	I PDF					
Manage certificates	Time spent 01:47:15		Score report by qu Knowledge deficie						
Question pools	Passing score		Knowledge dentie	incy report					
question poors	71.0%								
Grading scales	Result Failed								
🗑 Testing sessions 👻	Achieved score 54.55% Failed								
🖬 Surveys 👻	Verification date Not verified	6 Verify							



- 7. You can also select multiple users and, under the "Actions" menu, select "Verify selected attempts".
- 8. When you're ready, click the "Show results" button to release the report to candidates.

Home	Overview Settings	Testing session:	s Car	ndidates	Monitorin	ng Questions (	Grading configuration	Report buil	der Sumr	mary report	Managers	Proctors	Author	izations Repo	orts < >
	Add or remove candidates from the	nis test. View test atterr	npts and gra	de them.											
Assignments 👻						- 0									
🖁 Users 👻	April 26, 2023	Show all		All ca	andidates							Actions .		ata Transfer 💌	Filter
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Tests	Exam Session June 15, 2023	0 0		0	Q, Search	Q Search	Q. Search	Sel	Verify all atte	empts ed results for revi	ew				
iew test	Exam dession June 13, 2023	0		1	100021	alexandra	Global Session	Repo			m selected attem	pts		Yes	
lanage tests	May-25-2023 12:00 PM CEST			:	100025	alice	Global Session	Repo	Set selected	results as "Did n	ot show up*			Yes	
	Exam Session May 25, 2023	0 🔘		1	100026	ann.smith	Global Session	Repo			atus from selecte	d candidates		Yes	
lanage certificates	May-12-2023 12:00 PM CEST				100022	ben.thompson	Global Session	Repo		email notification	1			Yes	
uestion pools				-	100024	carmela	Global Session	Repor	t complete	Failed	54.55	Yes		Yes	
rading scales	Exam Session May 12, 2023	0 😗			100020	Wendy	Global Session		t complete	Passed	100.00	Yes		Yes	
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Testing sessions 👻	Exam Session May 03, 2023	0 💿	=	Displayed	columns		~~	< 1	> >> 1	0 🕶				۵, 🔹 🤹	Rows: 6
Surveys 👻	Apr-01-2023 06:17 PM CEST	Available now													
Training courses 👻	Global Session	6 🗿													
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As soon as you click the "Show results" button, candidates will receive an email with a link to their report that does not require logging in.

**Note**: All email notifications are fully configurable. In these instructions, you will see some basic examples.

Dear Ann Smith,
We are pleased to inform you that your results for the "Insurance Essentials Exam" are now available. To access your report, please click on the this link.
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.
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.
Thank you for participating in the "Insurance Essentials Exam". We hope that you found the experience valuable and informative, and we wish you all the best in your future endeavors.

If you have taken the exam as a candidate and have typed in your real email address, you will receive the email notification yourself and can access the report from the candidate's perspective by clicking on the link in the email.

Note: Before you sign in as a candidate, make sure to sign out from the administrator's profile!



You will be presented with the following page.

	Summary Proctoring report Aggregated reports Questions Sign out Back to assignment
<b>@</b> •.	Insurance Essentials Exam
4	Started         Finished           Apr-25-2023 05:36 PM CEST         Apr-25-2023 06:01 PM CEST
	Time spent 00:25:18
	Passing score 71.0%
Unfortunatelu	Result Failed
Unfortunately You failed	Achieved score 0.0% Failed
0.0%	Verification date Not verified
Candidate: Ann Smith	
Test name: Insurance Essentials Exam	
Export	

# 9 Conclusion

Hopefully, you've done better than the candidate in this example. 😊

If not, you can always take the exam again after a certain time has passed (e.g., 3 months), which is determined by the administrator / exam manager and is covered in the Exam Administration step-by-step instructions.

If you reached the end of these instructions, you should have a solid idea of the exam registration and exam-taking process in YouTestMe.

There are many other options and combinations, but in this simplified scenario, we tried to depict the process in an easy-to-digest manner for first-time users.

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