YouTestMe

Assigning students (authorizations preserved) into a private testing session

Contents

1   Introduction

This document explains how IFSE CSR can assign multiple college students to a desired private testing session with preserving their authorization, where the following pre-conditions must be met:

1. Once the college student profile is sent from the IFSE to the YTM system, they will automatically become members of the corresponding user group.
2. Each user group represents a college.

2 Creating individual private testing session

Navigate "**Tests**" in the main menu and choose "**Manage tests**".
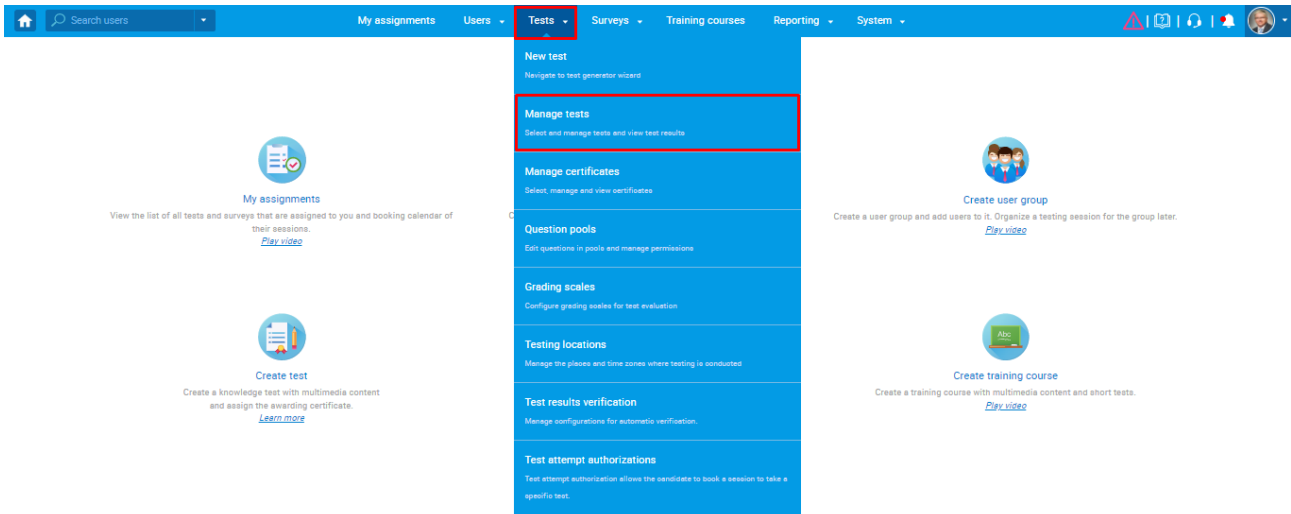
Use the search box to find the test for which you want to create a private testing session, and click on the name of the test to open it.
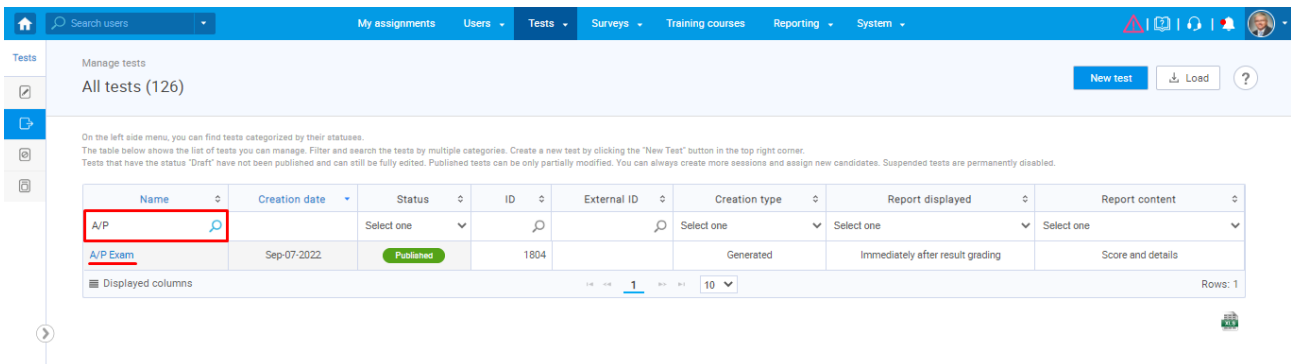
Click on the "**Testing session**" button on the "**New testing session**" tab. The pop-up window will appear where you need to enter information about the private testing session you are creating.
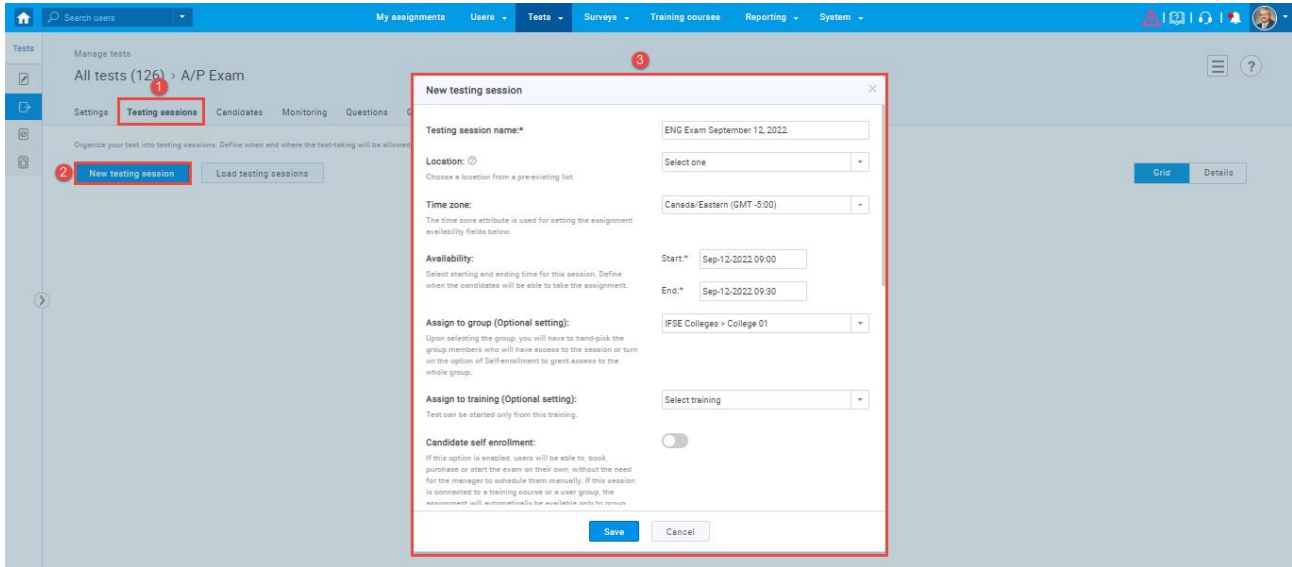
To achieve the desired scenario, the following fields must be configured in the following way:

1. **Assign to group** – Once you assign the user group to the testing session, only its members can assign to it.
2. **Authorization required** – This option should be enabled, and only users with the corresponding authorizations can be assigned to the testing session.

New testing session   ✕

Testing session name:*   ENG Exam September 12, 2022

Location: ⓘ   Select one   ▾
Choose a location from a pre-existing list.

Time zone: Canada/Eastern (GMT -5:00)   ▾
The time zone attribute is used for setting the assignment
availability fields below.

Availability: Start:*   Sep-12-2022 09:00
Select starting and ending time for this session. Define
when the candidates will be able to take the assignment.   End:*   Sep-12-2022 09:30

Assign to group (Optional setting):   ①   IFSE Colleges > College 01   ▾
Upon selecting the group, you will have to hand-pick the
group members who will have access to the session or turn
on the option of Self-enrollment to grant access to the
whole group.

Assign to training (Optional setting):   Select training   ▾
Test can be started only from this training.

Candidate self enrollment: ◯
If this option is enabled, users will be able to, book,
purchase or start the exam on their own, without the need
for the manager to schedule them manually. If this session
is connected to a training course or a user group, the
assignment will automatically be available only to group
members.

Authorization required: ②   ⬤
Once enabled, only those who have authorization in the test
can book this session.

Meeting: ◯
If this option is enabled, the candidates will have to join the
live meeting before starting the test. Once the candidate
joins, the proctor should allow him to start the test through
the monitoring dashboard. The system can automatically
create the WebEx meeting, or the proctor can provide a link
to the other meeting host.

Locked: ◯
If this option is enabled candidates can start their test only
by entering the session password.

Session room:
An optional label for better defining physical or virtual
location of the session.

3. **Set additional instructions template** – Select one of the previously created message templates. For more information, please read this [article](#).

Note: The template that will be set by default is template for private sessions (self-enrollment option disabled). Language of the message will correspond the language that is set in the "Language preference" of that specific test.
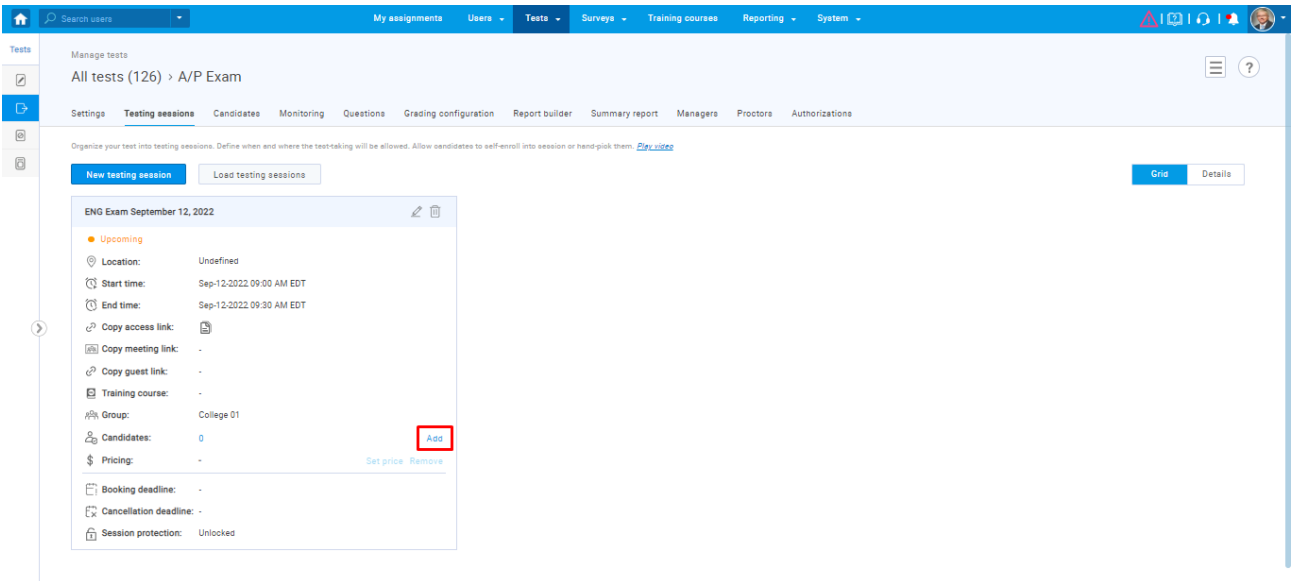
To change the default message template, click on the "**Load from template**" button and select the desired template and language on which the message should be presented.
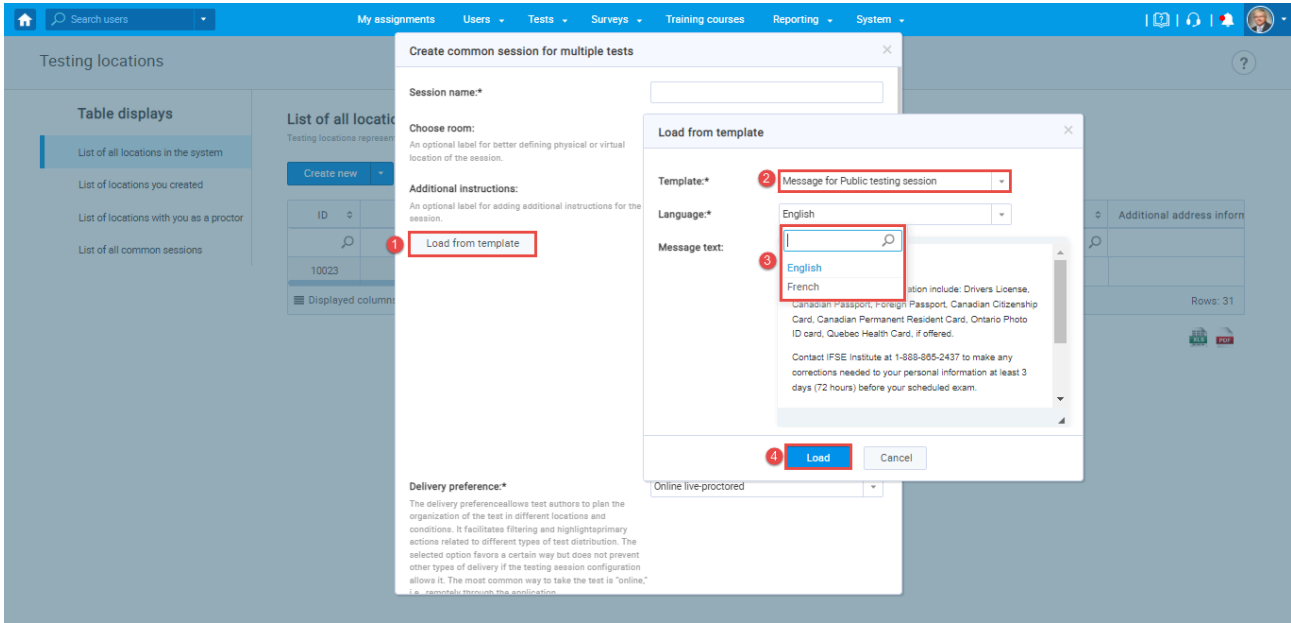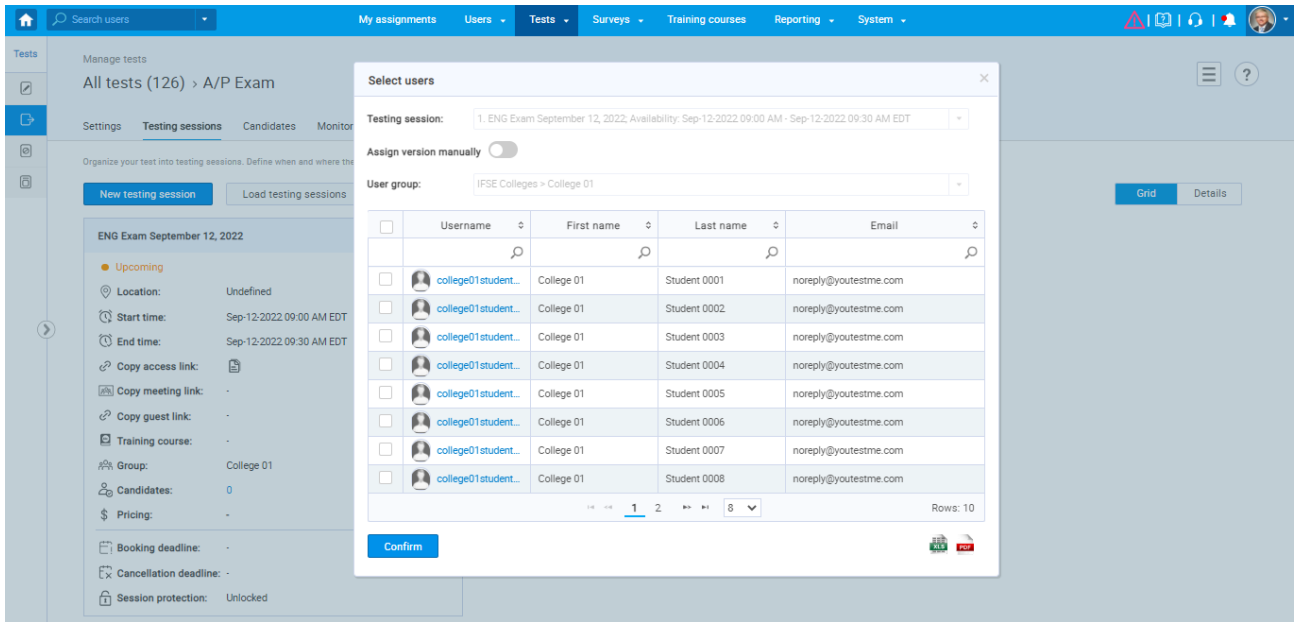

3   Assigning students into a private testing session

To assign college students to previously created a private testing session, you should follow the next steps:
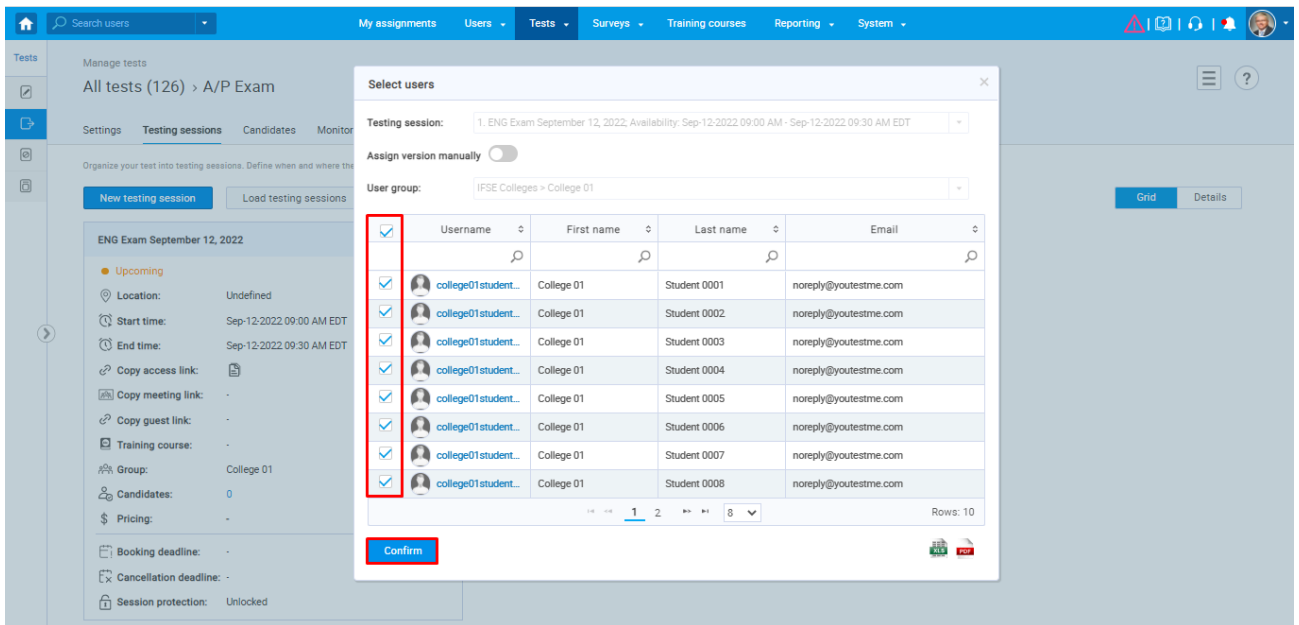
1. Click on the "**Add**" button.

A list of members from the assigned user group with valid authorization will be shown.

2. Select the desired users you want to assign to this testing session by checking the checkbox. After selecting, click on the "**Confirm**" button.

Note: Since the session is non-self-enrollment, there is no automatic way to limit the capacity to 16 users. Therefore, IFSE CSR should add only 16 users to each testing session.

4   Checking the authorization

Once the users are added to the private testing session, their authorization should be preserved, i.e., connected to their attempt.
You can perform the check by navigating the "**Authorization**" tab on the student's profile.