



# YouTestMe

Assigning students (authorizations preserved) into a private testing session

## Contents

1	Introduction.....	2
2	Creating private testing session.....	3
3	Assigning students into a private testing session .....	7
4	Checking the authorization .....	9

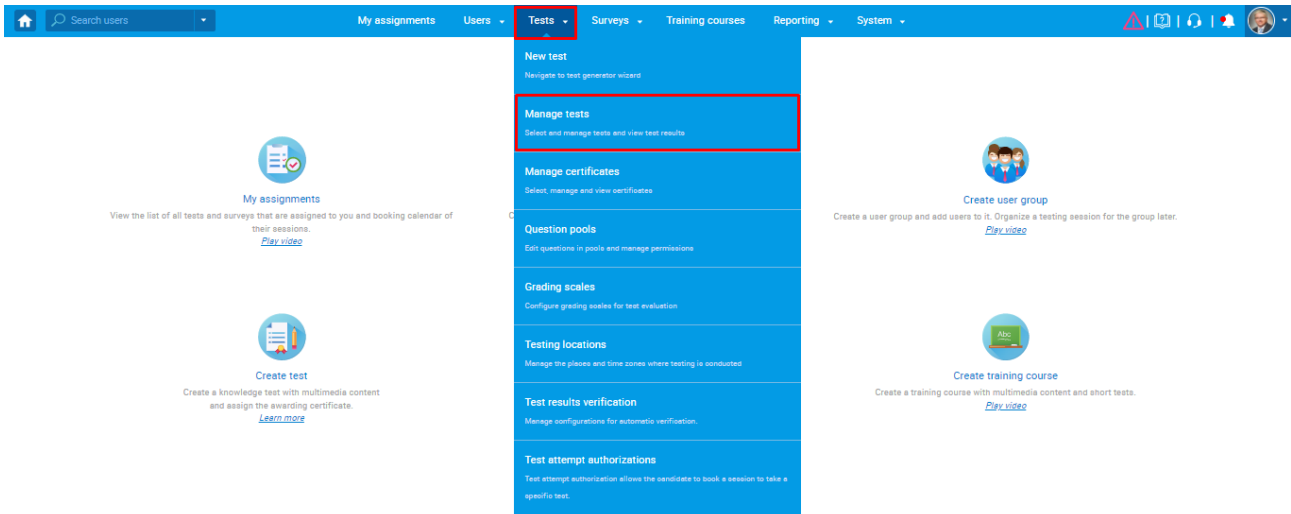
## 1 Introduction

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:

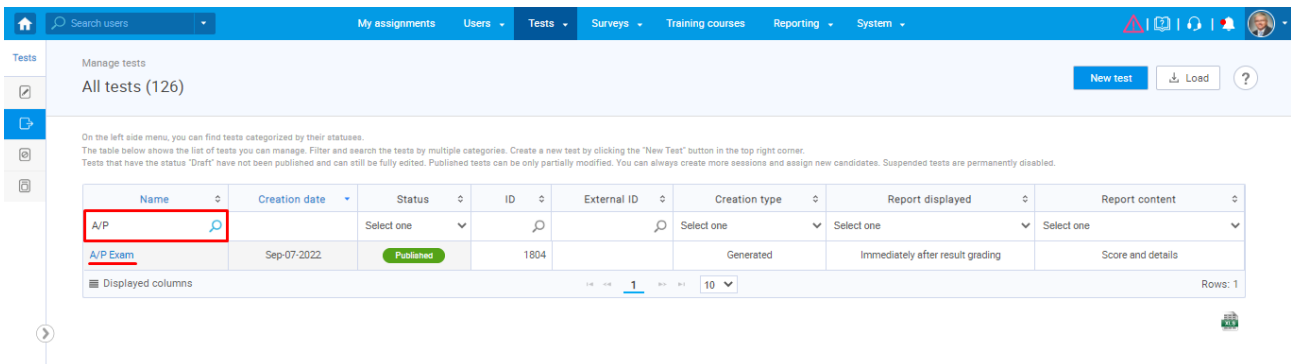
1. Once the college student profile is sent from the IFSE to the YTM system, they will automatically become members of the corresponding user group.
2. Each user group represents a college.

## 2 Creating individual private testing session

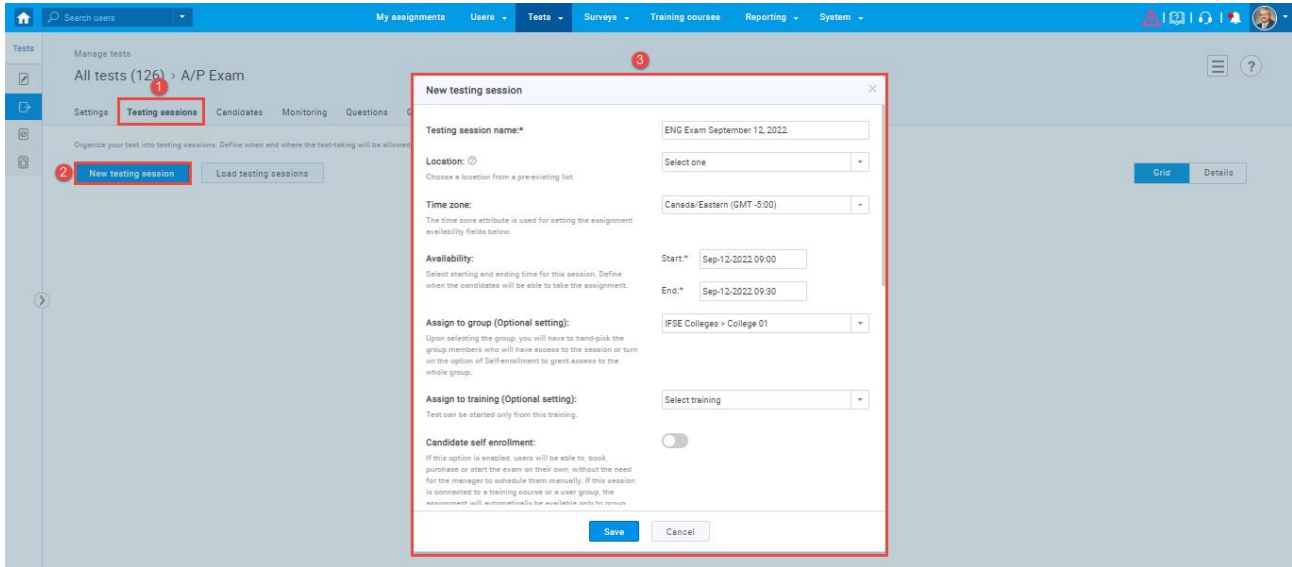
Navigate "Tests" in the main menu and choose "Manage tests".



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:\***

**Location:**  ⌵  
Choose a location from a pre-existing list

**Time zone:**  ⌵  
The time zone attribute is used for setting the assignment availability fields below.

**Availability:**   
Select starting and ending time for this session. Define when the candidates will be able to take the assignment.

**Assign to group (Optional setting):**  ⌵  
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):**  ⌵  
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](#).

**Additional instructions:**  
An optional label for adding additional instructions for the session.

Load from template

**EXAM SESSION RULES**

We take steps to ensure that every testing experience is a good one, but we still stop your exam if the rules aren't followed.

- You must stay within your webcam view
- You should be the only person in front of your camera
- You cannot get up and walk

body p

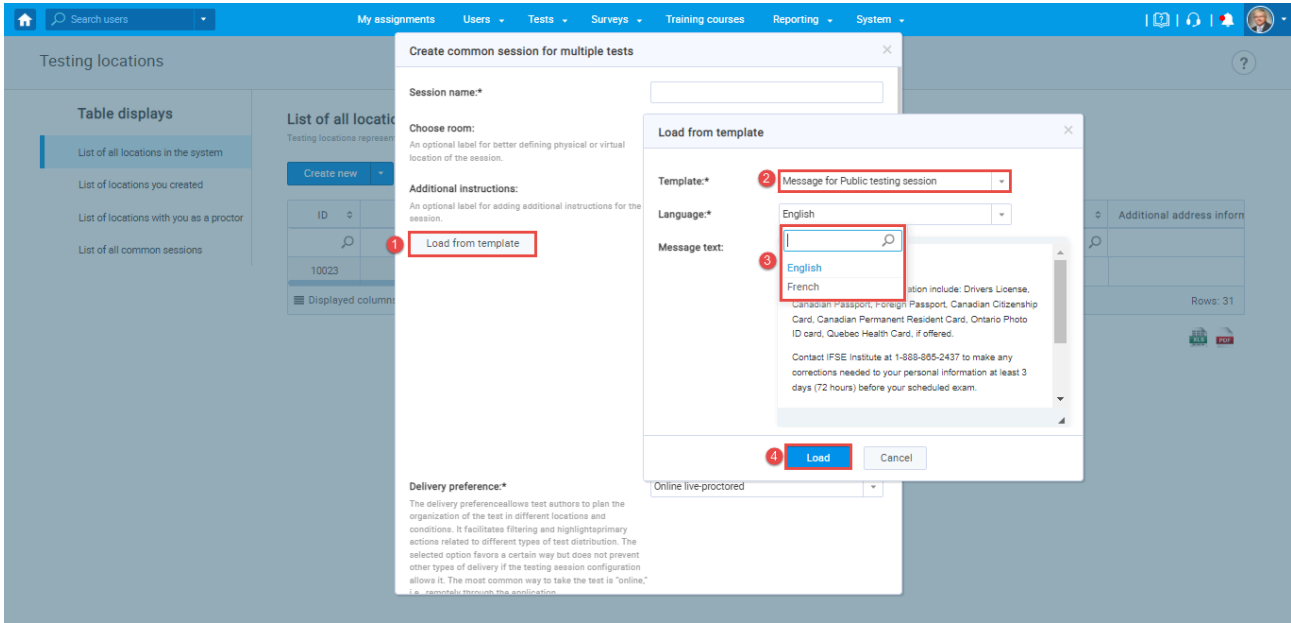
**Guest access permitted:**  
If guest access is permitted, unauthorized users (guests) can take the test or survey via the guest access link. When

Save Cancel

**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.

The screenshot shows the Youtestme interface. At the top, there are navigation tabs: My assignments, Users, Tests, Surveys, Training courses, Reporting, and System. The 'Tests' tab is active, showing 'All tests (126)' and a selected test 'A/P Exam'. A sidebar on the left contains a 'Settings' menu with various options. The 'Language preference' option is highlighted with a red box. The main content area shows the 'Language preference' settings for the selected test, with a dropdown menu set to 'English'. A red arrow points from the 'Language preference' option in the sidebar to the dropdown menu. A 'Test updated.' notification is visible in the top right corner.

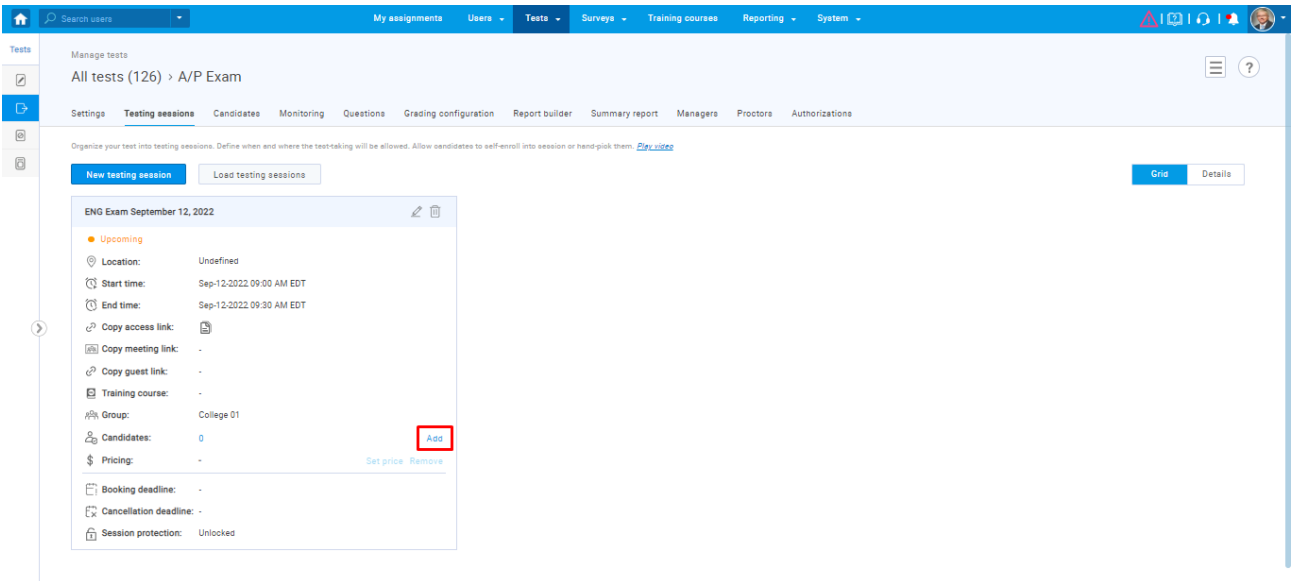
To change the default message template, click on the **"Load from template"** button and select the desired template and language on which the message should be presented.



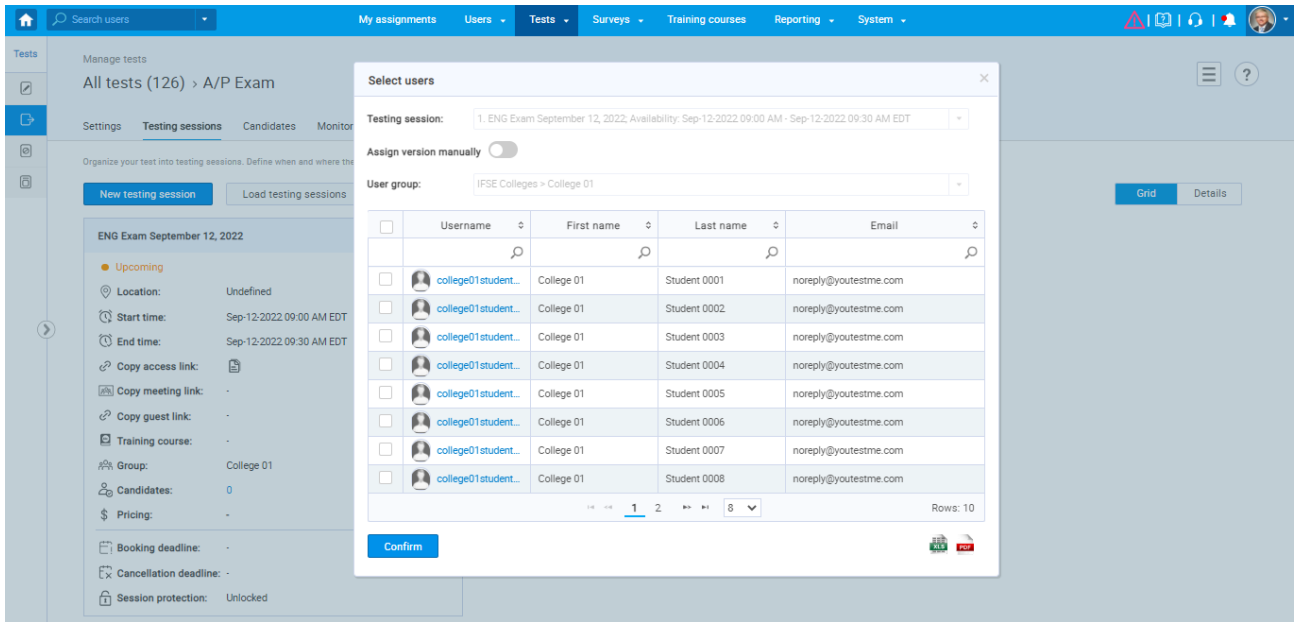
### 3 Assigning students into a private testing session

To assign college students to previously created a private testing session, you should follow the next steps:

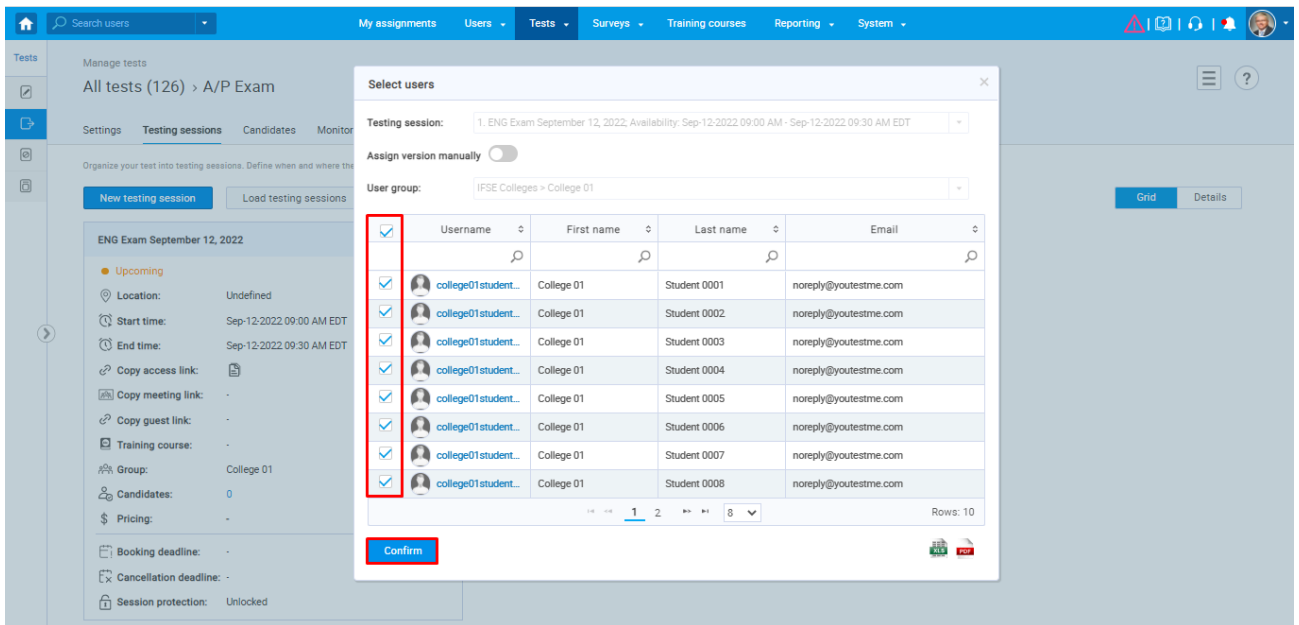
1. Click on the **"Add"** button.



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.



**ENG Exam September 12, 2022** ✎ 🗑

**● Upcoming**

**📍 Location:** Undefined

**🕒 Start time:** Sep-12-2022 09:00 AM EDT

**🕒 End time:** Sep-12-2022 09:30 AM EDT

**🔗 Copy access link:** 📄

**📺 Copy meeting link:** -

**🔗 Copy guest link:** -

**📺 Training course:** -

**👥 Group:** College 01

**👤 Candidates:** 16 Add

**💰 Pricing:** - Set price Remove

---

**📅 Booking deadline:** -

**🗑 Cancellation deadline:** -

**🔒 Session protection:** Unlocked

## 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.

🏠 🔍 Search users My assignments Users Tests Surveys Training courses Reporting System

Username: college01student0011 Options ?

Information Tests and surveys Training courses Pools Activity log Subscribers Certificates Authorizations Grading reports

Test attempt authorization allows the candidate to book a session to take a specific test.

Create new authorization

ID	External ID	Test name	Username	Expiration time	Status
100303		A/P Exam	college01student0011	Sep-30-2022 12:00 AM EDT	Assigned

Displayed columns: 1 / 10 Rows: 2