



YouTestMe

In-Classroom Online Exam

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1 Introduction

The purpose of this instructional document is to explain how to achieve the scenario where only the candidates physically present in a specific classroom can take an online non-proctored exam. This can be accomplished by utilizing an internal network feature.

By following the steps outlined in this document, you will be able to create a secure and controlled environment for online exams, allowing for a more efficient and effective testing process.

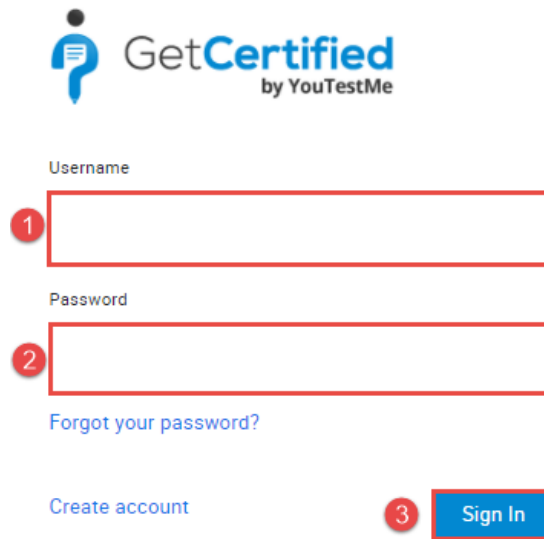
2 Configuration Steps – IFSE staff

2.1 Accessing the instance

2.1.1 Accessing the sandbox instance

To access the sandbox instance, please click this [link](#) and enter the following:

1. Username.
2. Password.
3. Click the "**Sign in**" button to enter the platform.



GetCertified
by YouTestMe

Username

1

Password

2

[Forgot your password?](#)

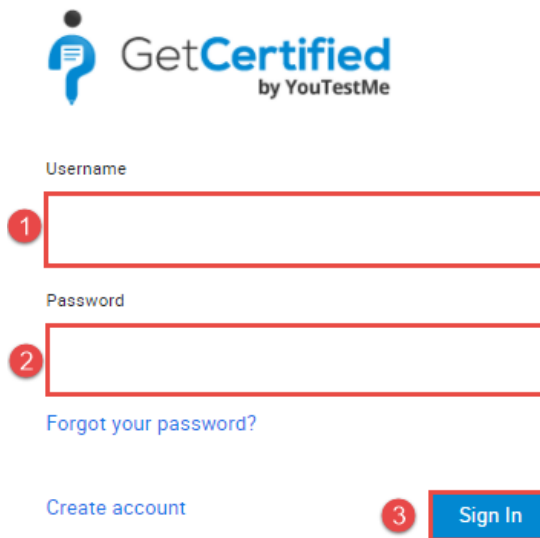
[Create account](#) 3

Note: To go through all the steps, you need to log in with the Content Manager role or a role that has a higher level of permissions.

2.1.2 Accessing the production instance

To access the production instance, please click this [link](#) and enter the following:

1. Username.
2. Password.
3. Click the "Sign in" button to enter the platform.



The screenshot shows the login interface for 'GetCertified by YouTestMe'. It features a logo at the top, followed by two input fields: 'Username' and 'Password'. A red box with the number '1' highlights the Username field, and another red box with the number '2' highlights the Password field. Below the Password field is a blue link for 'Forgot your password?'. At the bottom, there are two buttons: 'Create account' and 'Sign In'. A red box with the number '3' highlights the 'Sign In' button.

Note: To go through all the steps, you need to log in with the Content Manager role or a role that has a higher level of permissions.

2.2 Defining the IP addresses you want in the internal network

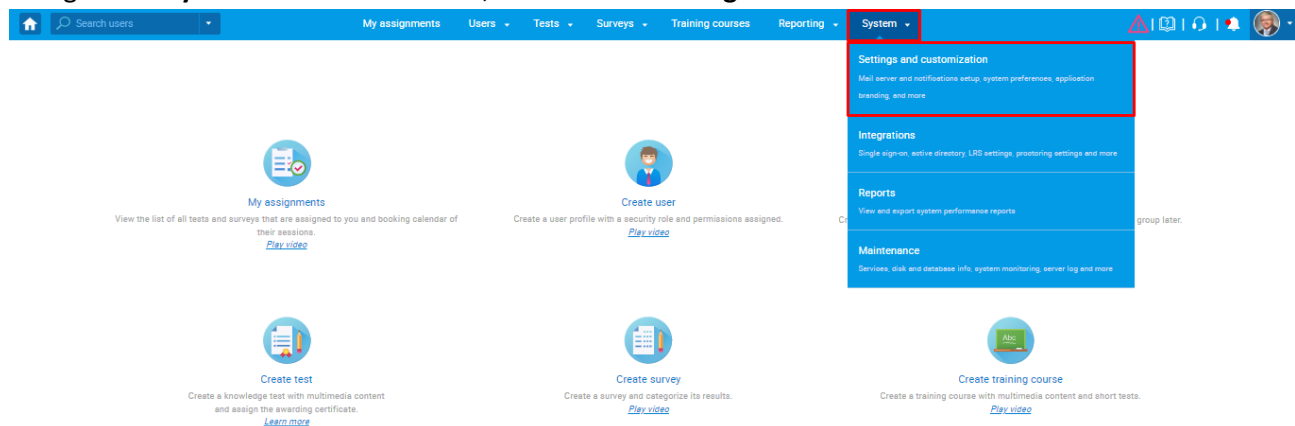
By utilizing the internal network feature, you can configure the IP address masks to represent your organization's internal network.

Once this is set up, only the devices within this network will be able to access closed-type exams. Closed-type exams are exams that are configured to only allow access from devices within the internal network.

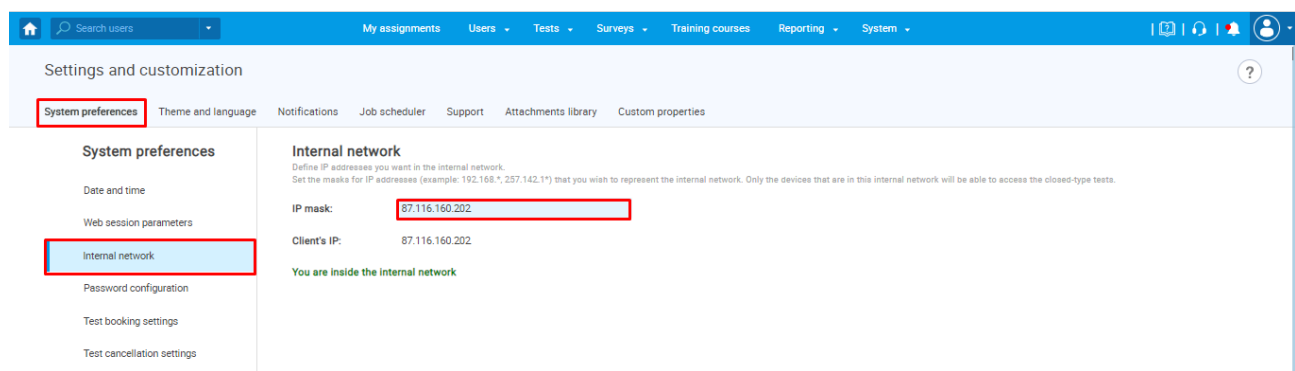
Note: All exams without this setting will be allowed to access from any IP address.

To define IP addresses you want in the internal network, follow the next steps:

Navigate to **"System"** in the main menu, and choose **"Settings and customization"**.



The **"System Preferences"** tab will be displayed. Select the **"Internal Network"** option, and then enter one or more IP addresses that you want to allow access to. By doing so, only devices with those specific IP addresses will be able to access the non-proctored online exam in the physical classroom.



This provides a controlled and secure environment for exam administration.

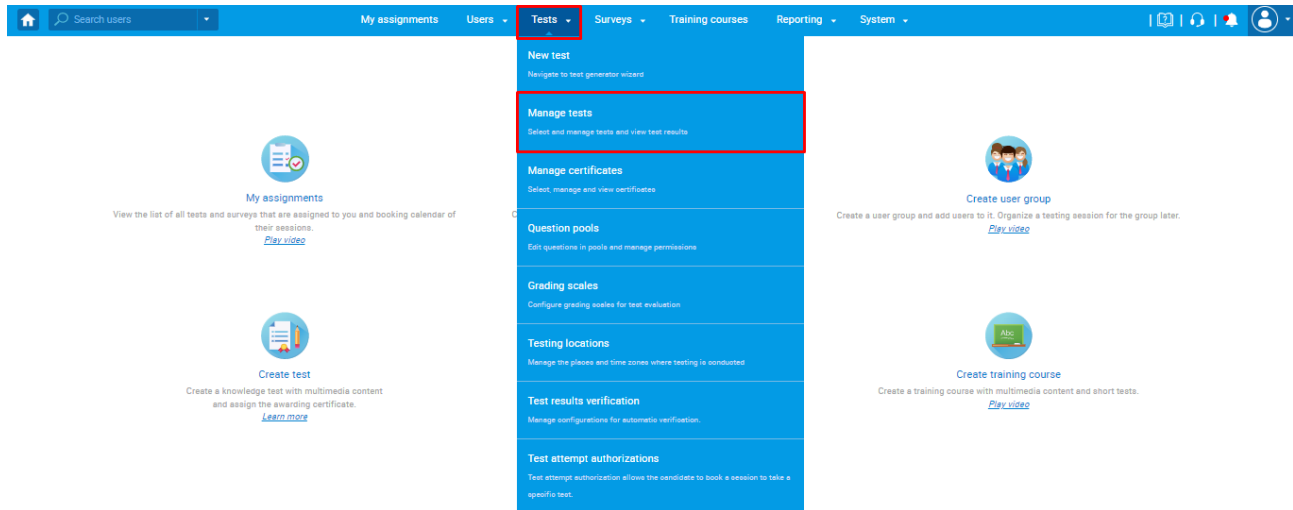
2.3 Creating a non-proctored online exam with internal network access

2.3.1 Copying an existing Online-AI exam

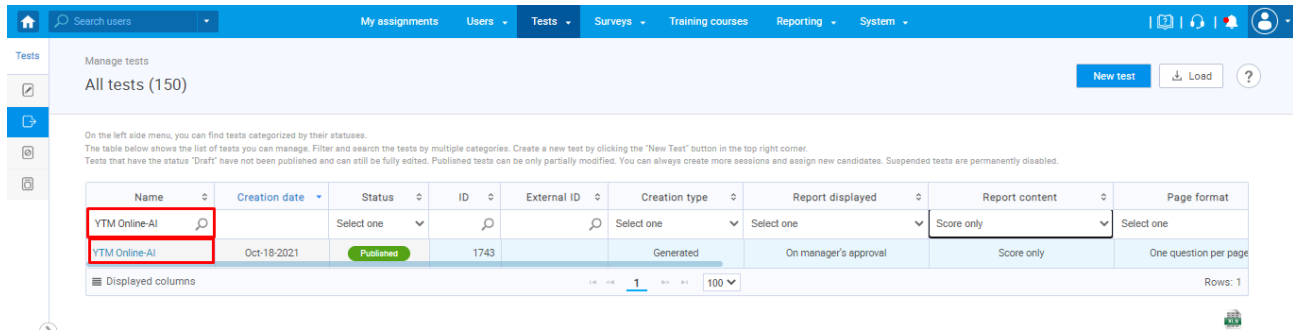
If you want your non-proctored online exam with internal network access to be identical to an online-AI exam, you need to copy the desired AI exam and then modify two things.

Detailed instructions for this process can be found below:

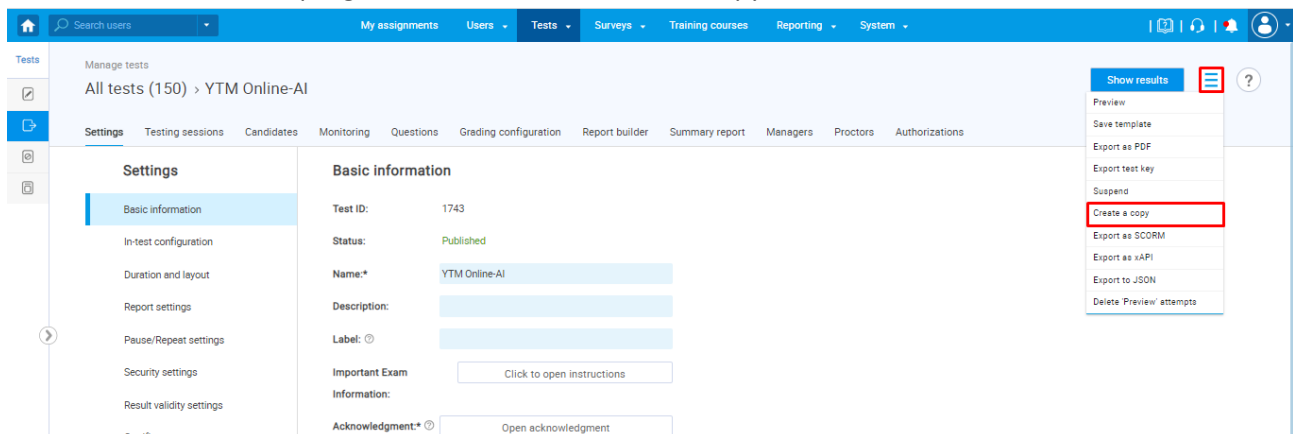
Navigate to **"Tests"** in the main menu, and choose **"New manage"**.



Enter the name of the test you want to make a copy of.



Click three dots in the top-right corner and select **Create a copy**.



Rename the exam.

The screenshot shows the 'Basic information' section of the exam settings. The 'Name' field is highlighted with a red box and contains the text 'YTM In-Classroom Online Exam'. Other fields include Test ID (1838), Status (Draft), Description, Label, Important Exam (Click to open instructions), Acknowledgment (Open acknowledgment), Creation type (Generated), Test versions (Dynamically generated 64), Part of (No training), Created by (ytm_admin), and Creation date (Apr-20-2023 06:18 AM EDT). There are 'Save' and 'Cancel' buttons at the bottom.

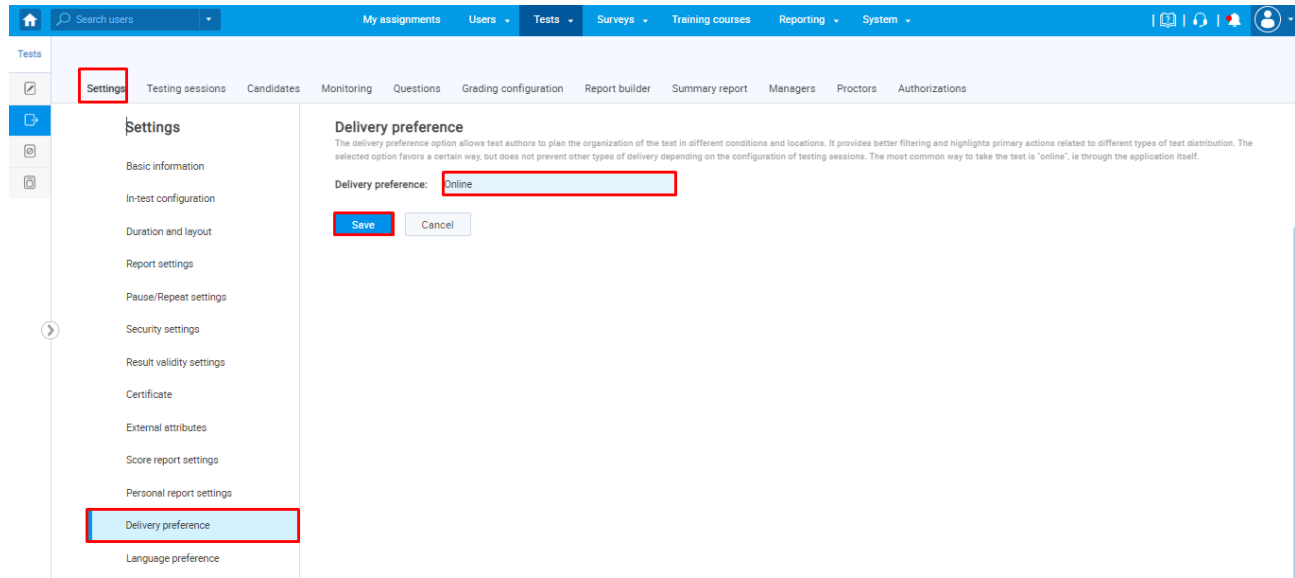
In the "Security settings," uncheck the "Enable proctoring by default" option.

The screenshot shows the 'Security settings' section. The 'Enable proctoring by default' checkbox is unchecked and highlighted with a red box. Other options include 'Enable browser lockdown' (checked), 'Network access' (Internal network), 'Automatically logout candidate after finishing' (checked), and 'Require updating profile information' (unchecked). There are 'Save' and 'Cancel' buttons at the bottom.

In the "Security settings," set "Network access" to "Internal network" and save it.

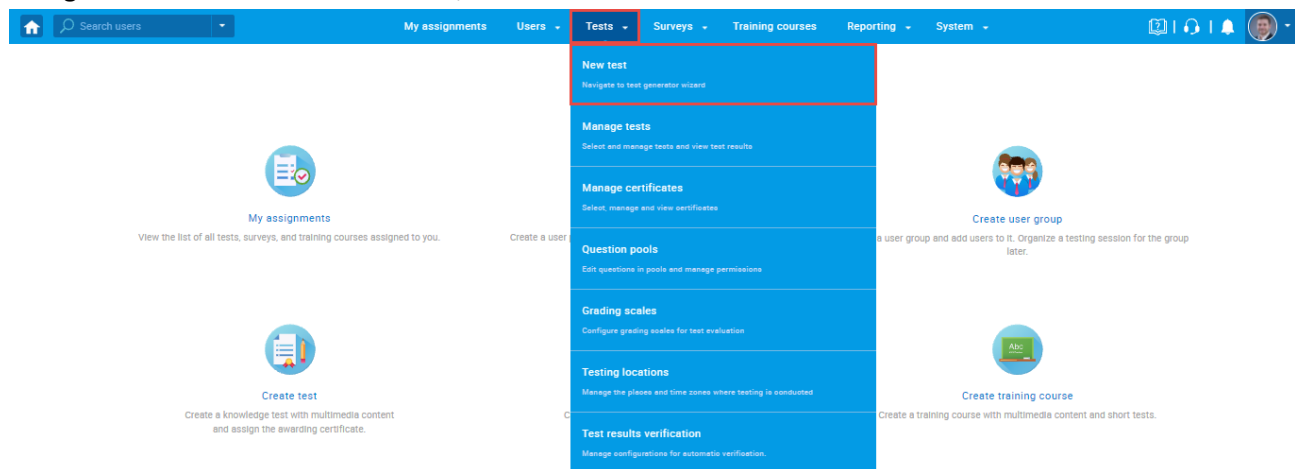
The screenshot shows the 'Security settings' section. The 'Network access' dropdown menu is highlighted with a red box and set to 'Internal network'. The 'Enable proctoring by default' checkbox is unchecked. There are 'Save' and 'Cancel' buttons at the bottom.

In the "Delivery preference," set "Online".

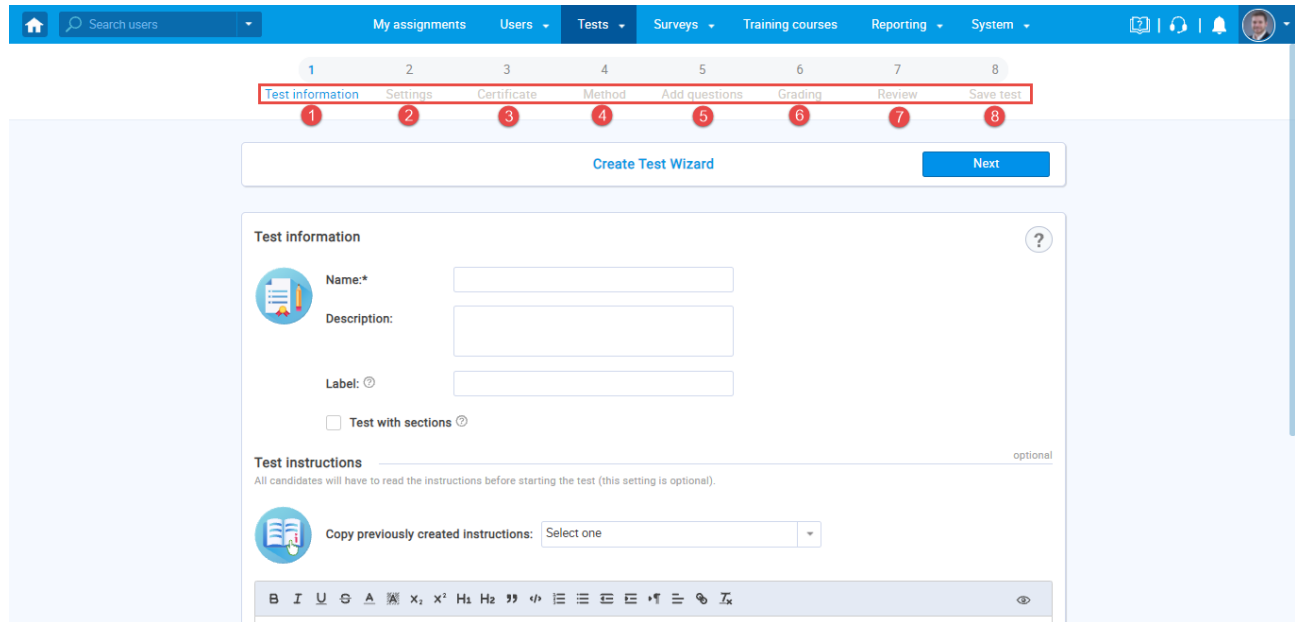


2.3.2 Creating a new exam from scratch – a non-proctored online exam

Navigate to "Tests" in the main menu, and choose "New tests".



You will be redirected to the steps of the "Create Test Wizard" process.



When creating a non-proctored online exam with internal network access, all steps are the same as regular exams. The settings you should pay attention to are shown below.

2.3.3 The "Settings" step

In the "Settings" steps, you should configure the exam, where it is mandatory to

1. Choose "Online" for the "Delivery preference" option.
2. Leave the "Proctoring mode" option disabled.
3. Select the "Internal network" option.

Navigation: My assignments | Users | Tests | Surveys | Training courses | Reporting | System

Progress: 1 Test information | 2 Settings | 3 Certificate | 4 Method | 5 Add questions | 6 Grading | 7 Review | 8 Save test

Buttons: Previous | Create test wizard | Next

Test template settings

Test template: Select one (optional)

Test settings

Duration type: Time to answer all questions | Total duration: 01:15:00 (hh:mm:ss)

Page format: One question per page

Show report: On manager's approval

Report content: Score only

Enable proctoring

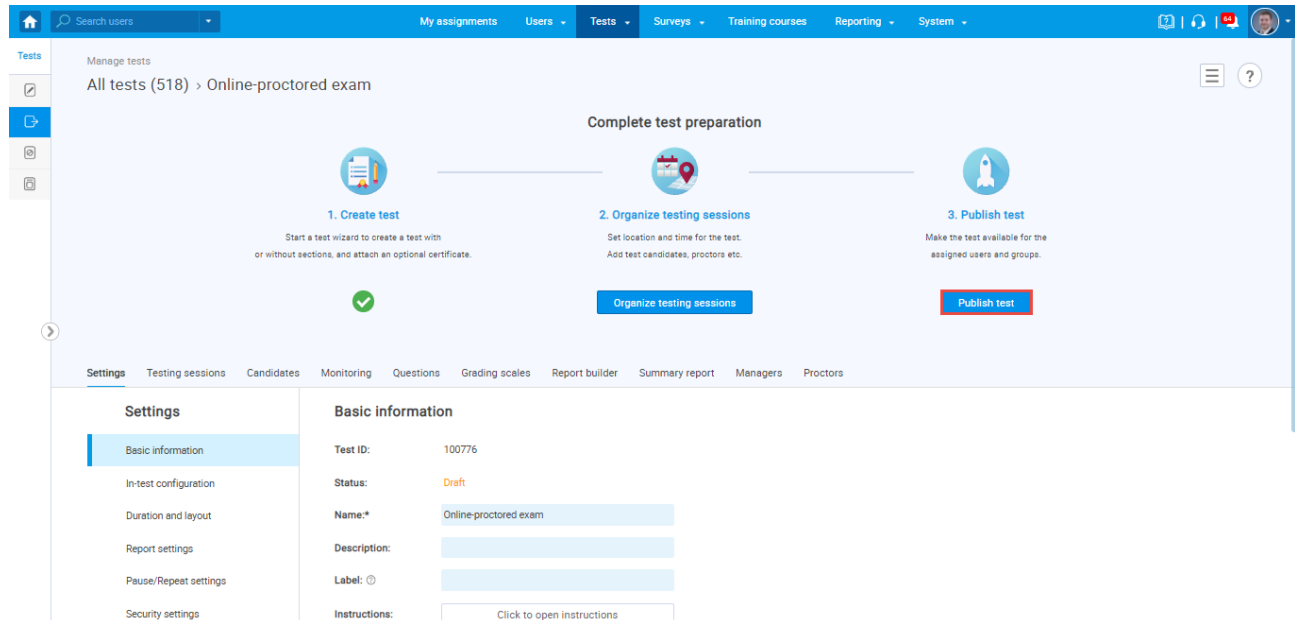
Delivery preference: Online

- Hide assignment metadata
- Configure report lifespan [Play video](#)
- Require answering all questions
- Enable 'I don't know' answer to avoid negative points
- Disable going backwards in test
- Disable answer deselect
- Enable answer feedback [Play video](#)
- Show question metadata to candidate
- Enable notes [Play video](#)
- Make notes persistent
- Automatically logout candidate after finishing
- Require updating profile information [Play video](#)
- Allow test continuation
- Allow test retaking [Play video](#)
- Enable browser lockdown [Play video](#)

Network access: All networks | Internal network

2.4 Publishing the exam

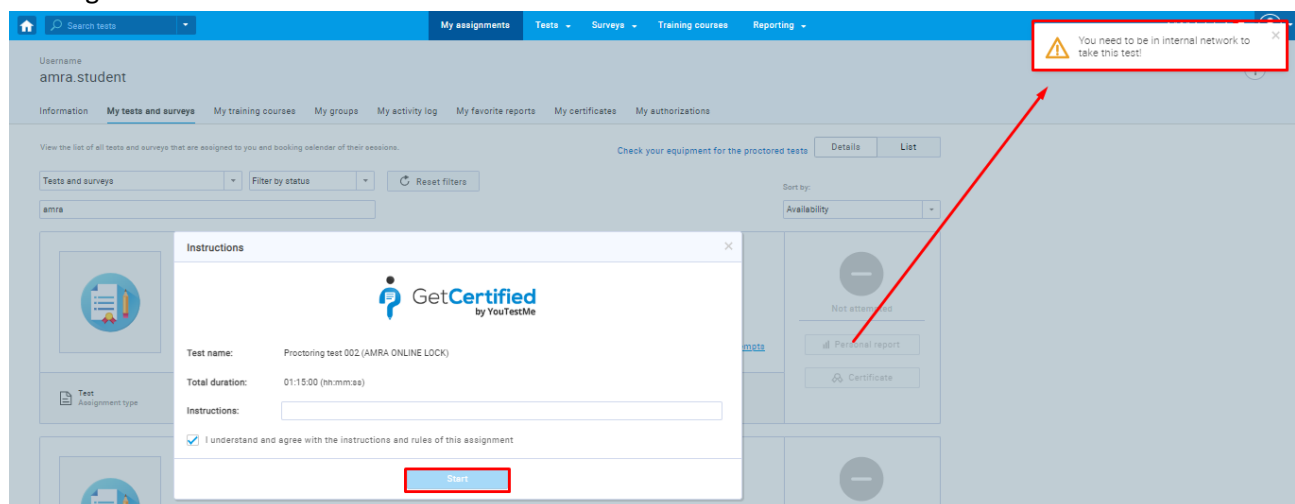
Once you finish the test creation, the test needs to be published. To do so, you should click on the "Publish" button.



Note: You can create a regular session without using a password since the exam access will already be handled in an above-described way.

3 Candidate's perspective

If the candidate is outside of the physical classroom and tries to access the exam, they will get the following message:



4 Conclusion

By following the instructions outlined in this document, the scenario of allowing only physically present candidates in the classroom to take an online exam has been successfully achieved.

This has been accomplished using the internal network feature, which restricts access to the exam to only devices within the classroom. Furthermore, the lockdown browser option has been configured to allow candidates to navigate back to the exam if they accidentally exit full-screen mode without requiring proctor intervention.

Additionally, if a candidate starts the exam in the classroom and needs to finish it at home, they will be unable to do so due to the internal network configuration.