



# YouTestMe

How to create a testing session for College Sullivan

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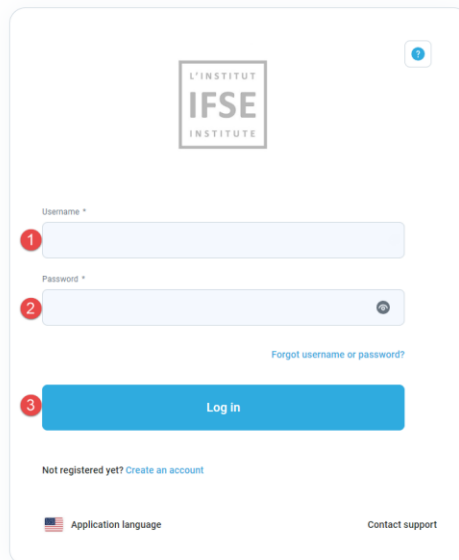
### 1 Introduction

The YouTestMe GetCertified platform with a new design enables you to create a testing session with handpicked tests. This functionality is perfect for the College Sullivan scenario, where in one testing session, you can organize the examination for both English (Canadian Investment Funds Course Exam) and French (Cours sur les fonds d'investissement au Canada examen) exams. This document provides step-by-step instructions on how to create such a testing session.

### 2 Accessing the application

To access the production instance, please go to <https://onlineexams.ifse.ca/ytm12/login.xhtml> and enter:

1. Username
2. Password
3. Click the “**Log in**” button to enter the platform.

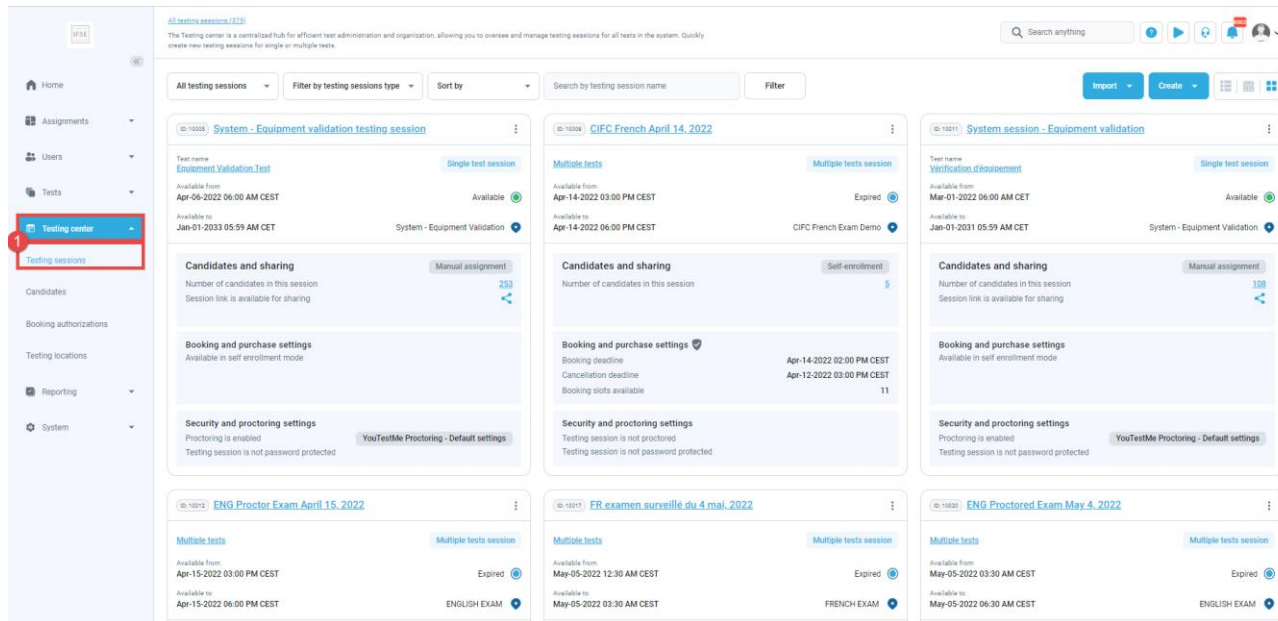


**Note:** To go through all the steps, you need to log in with the CSR role or a role that has a higher level of permissions.

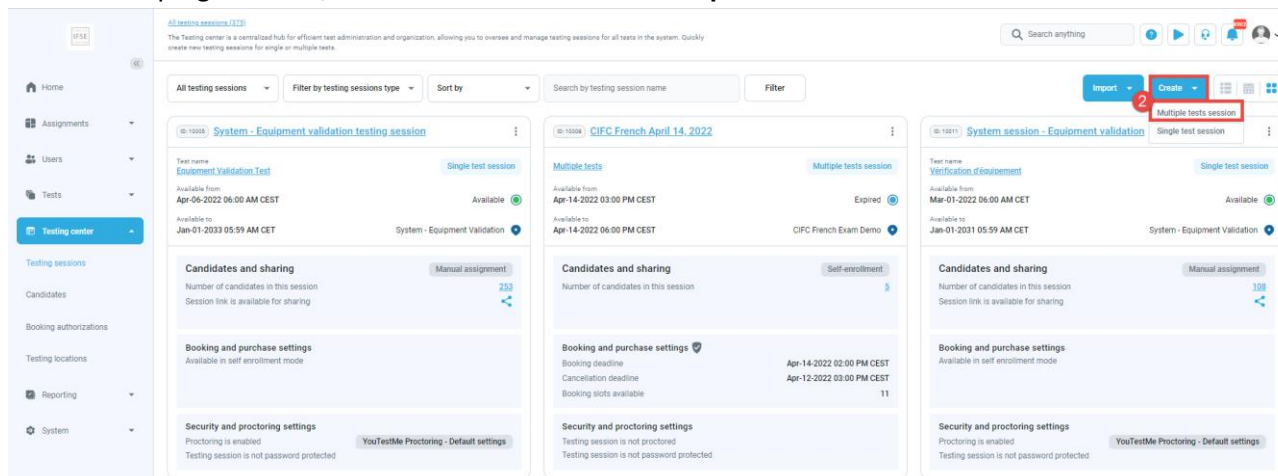
## 3 Creating online live-proctored multiple tests session for College Sullivan

To create online live-proctored multiple tests session for College Sullivan, follow the next steps:

1. Navigate to **"Testing center"** in the main menu and select **"Testing sessions"**.

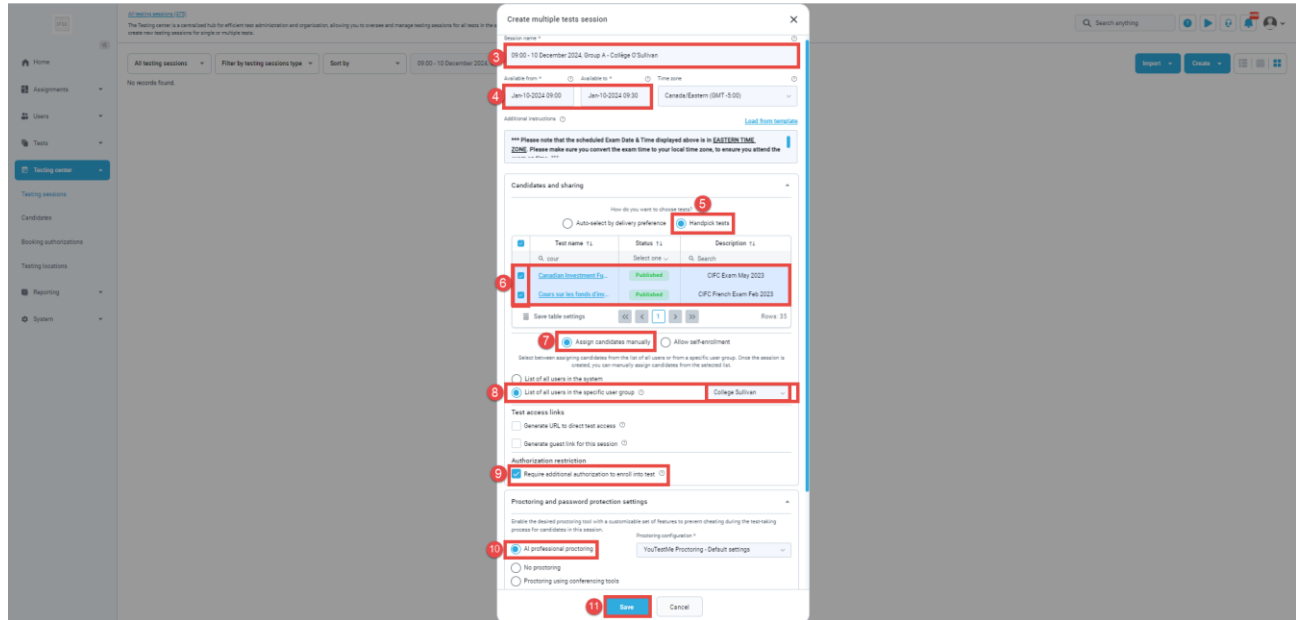


2. In the top right corner, click **"Create"** and select **"Multiple tests session"**.

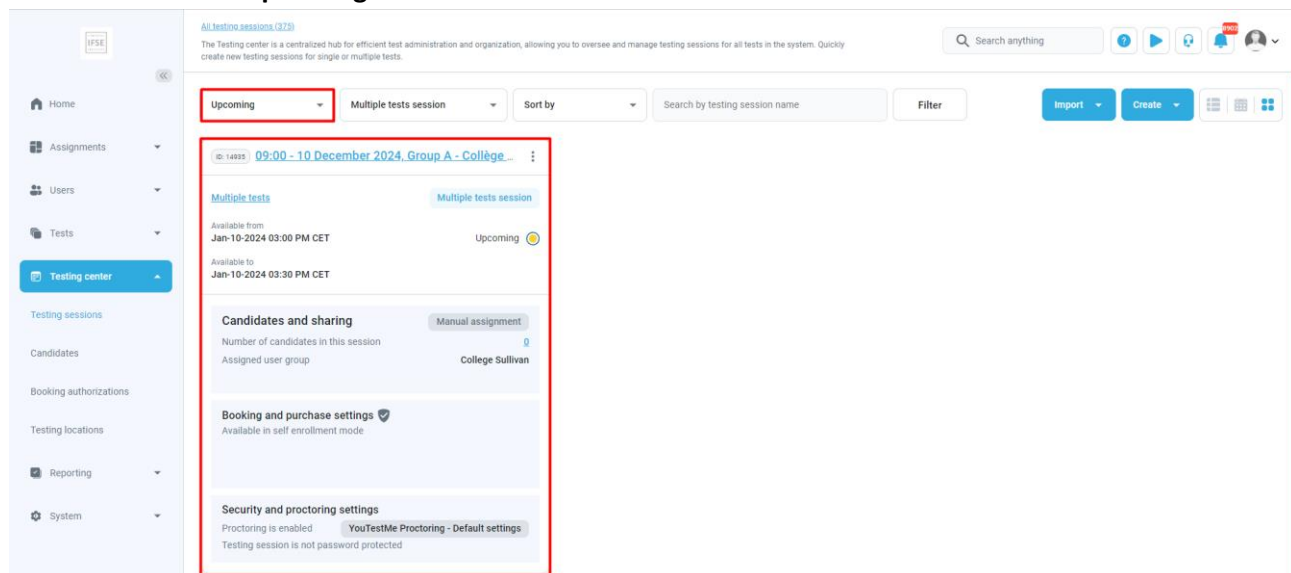


3. Enter the name of the testing session as you usually do, for example: **"09:00 - 10 December 2024, Group A - Collège O'Sullivan"**.
4. Set the availability of the testing session.
5. Select the **"Handpick tests"** option.
6. Tick both English (Canadian Investment Funds Course Exam) and French (Cours sur les fonds d'investissement au Canada examen) exams.
7. Select the **"Assign candidates manually"** option.

8. Tick the "List of all users in the specific user group" option and select the "College Sullivan" user group.
9. Select the "Require additional authorization to enroll into test" option.
10. Select the "AI professional proctoring" option.
11. Click the "Save" button.



Once the testing session is created, it will be displayed on the testing session screen. To find it quicker, you can set the filter to **Upcoming**.

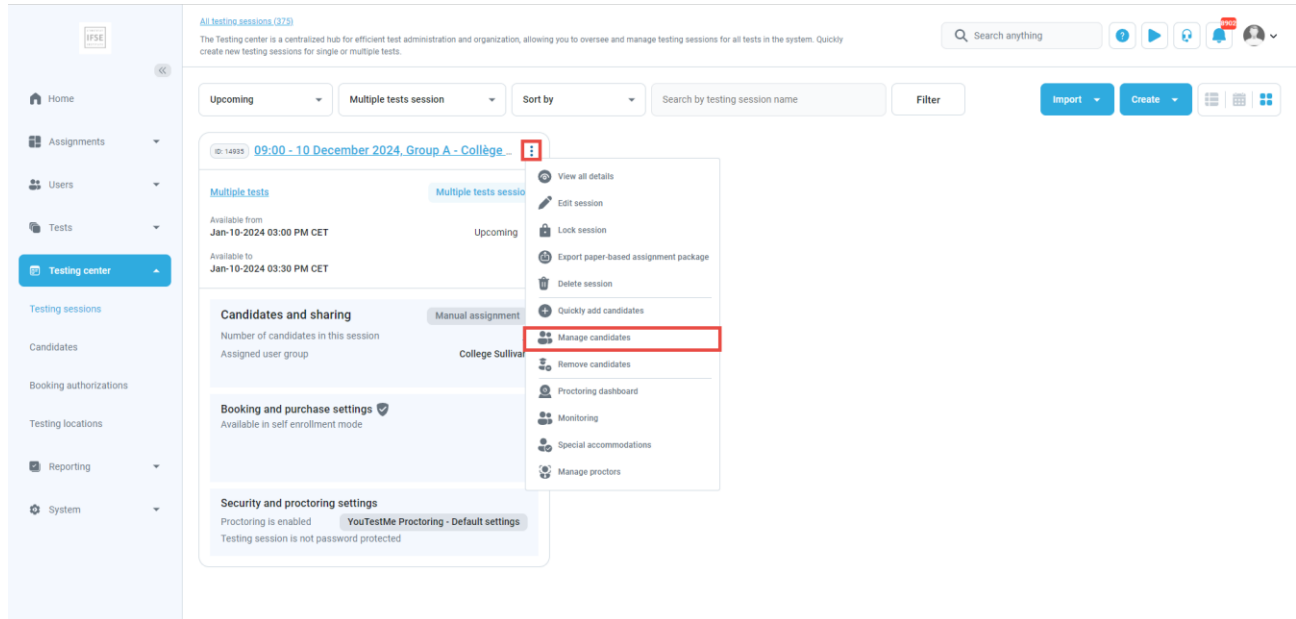


**Note:** Once the testing session is created, please send an email notification to the YTM team to assign their proctors.

## 3.1.1 Assigning candidates to the testing session a new testing location manually

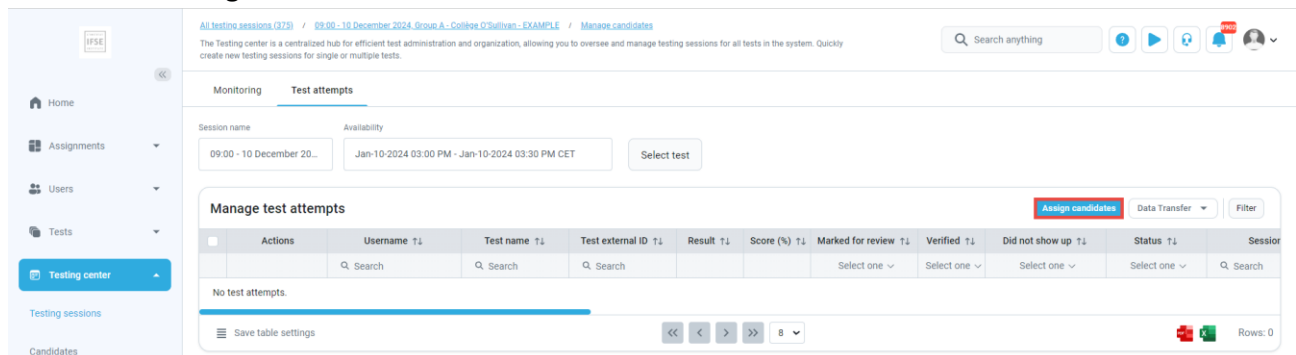
To assign candidates manually to previously created testing session, follow the next steps:

1. Click three dots and select the **"Manage candidates"** option.



The screenshot shows the 'Testing center' dashboard. A testing session is selected, and a context menu is displayed. The 'Manage candidates' option is highlighted with a red box.

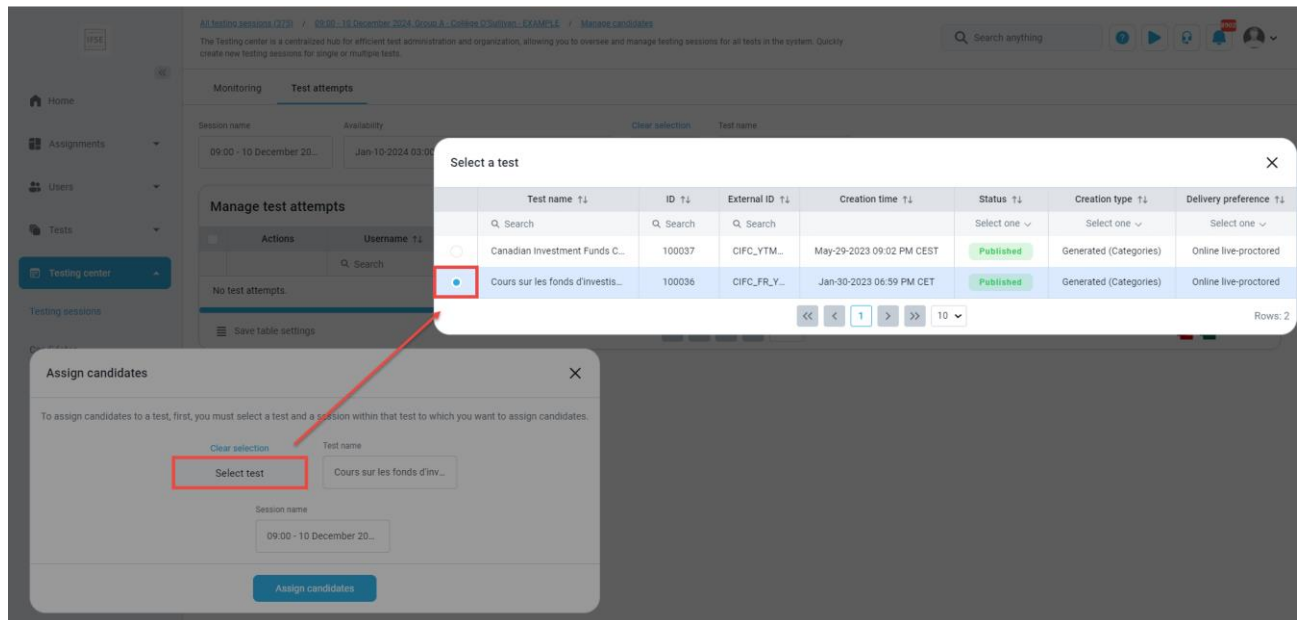
2. Click the **"Assign candidates"** button.



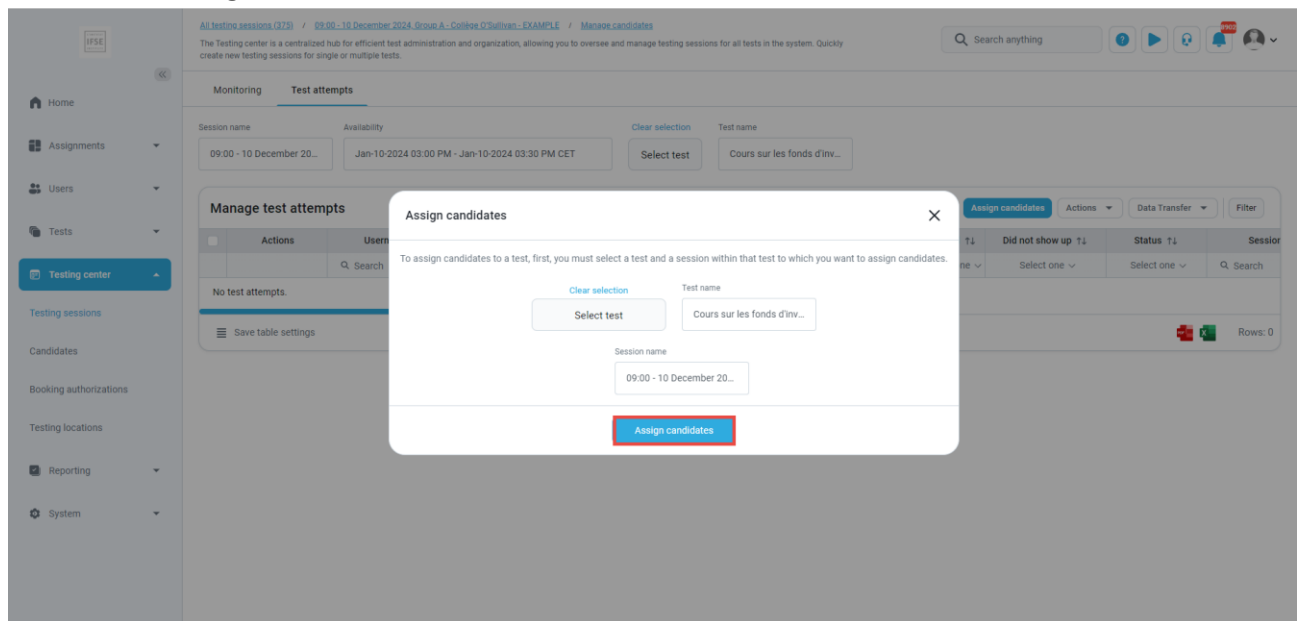
The screenshot shows the 'Manage test attempts' table. The 'Assign candidates' button is highlighted with a red box.

Actions	Username	Test name	Test external ID	Result	Score (%)	Marked for review	Verified	Did not show up	Status	Session
No test attempts.										

3. Select test (Canadian Investment Funds Course Exam or Cours sur les fonds d'investissement au Canada examen) to which you want to assign candidates.



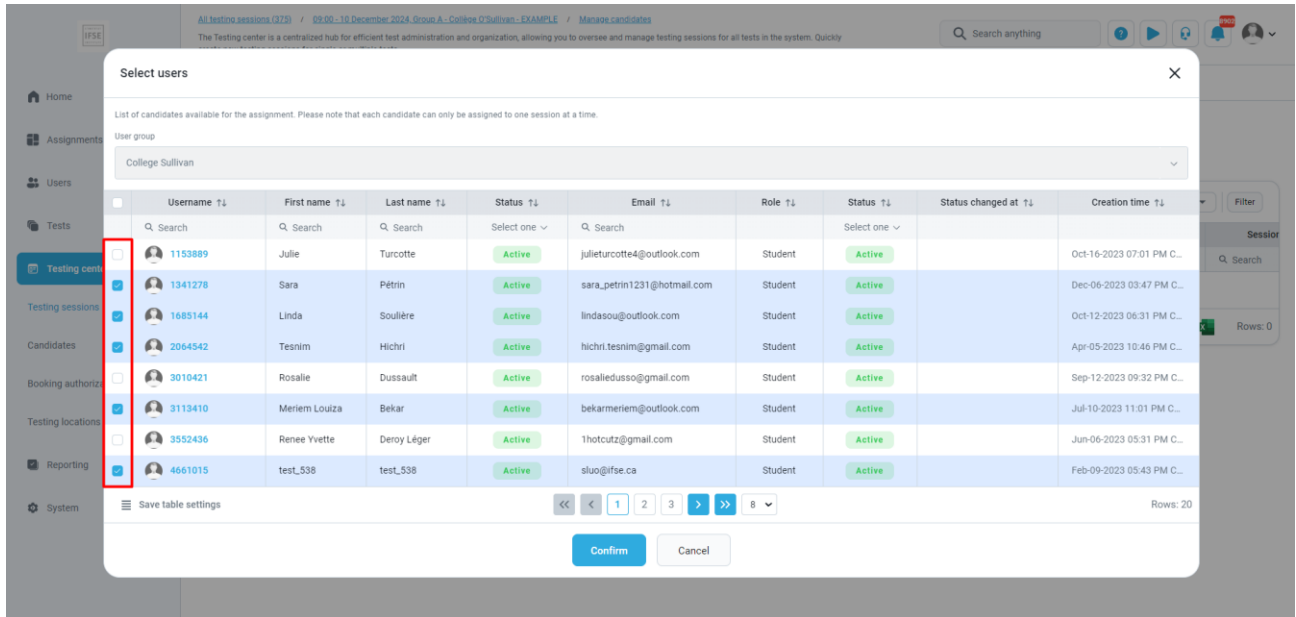
4. Click the "Assign candidates".



5. Tick the desired candidates.

**Note:** Only candidates with the authorization and who are members of College Sullivan user group will be displayed.

**Note:** You are allowed to assign 16 candidates for one online live-proctored testing session.



6. Click the "Confirm" button.

