



YouTestMe

How to release grades

Contents

1	Introduction.....	3
2	Accessing the application.....	3
3	AI-proctored exams - Release grades process.....	4
3.1	Reviewing suspicious test attempts.....	4
3.2	Releasing grades.....	6
4	Live-proctored exams - Release grades process.....	7

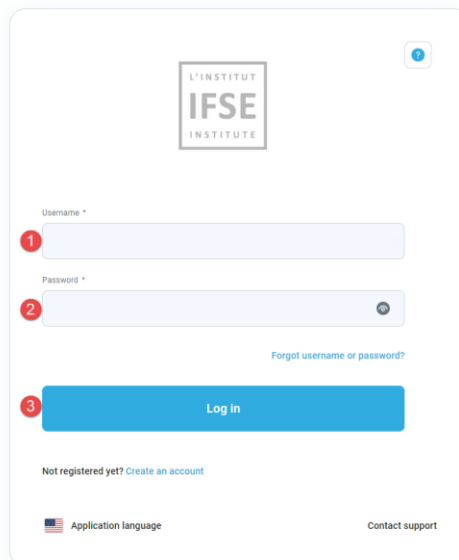
1 Introduction

This document provides step-by-step instructions on how to check the proctor's report and release grades for both AI and College Sullivan test attempts.

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 AI-proctored exams - Release grades process

3.1 Reviewing suspicious test attempts

All test attempts undergo review and analysis by the proctor. If cheating attempts or suspicious situations are identified, the proctor will rate them neutrally for further verification by IFSE CSR, who will then make a final decision.

To detect suspicious test attempts, follow these steps:

1. Navigate to the 'Testing Center' in the main menu and select 'Candidates'.

The screenshot shows the IFSE Testing Center interface. On the left sidebar, the 'Testing center' menu is expanded, and 'Candidates' is highlighted with a red box. In the main dashboard area, the 'Candidates' button is also highlighted with a red box. The main content area displays a table titled 'All candidates - Monitoring' with columns for Actions, Test name, Session name, Attempt ID, Username, Status, Verified, Started, Finished, Group name, Test version, and Proctor Contact. The table contains 10 rows of candidate data.

2. Click the 'Select Session' filter.

The screenshot shows the IFSE Testing Center interface. The 'Select session' button in the top left of the dashboard is highlighted with a red box. The main content area displays the same 'All candidates - Monitoring' table as in the previous screenshot.

3. Choose the LLQP AI-Online Proctor Exam Session.

Select session

Session name	Name	Session ID	External ID	Start time	End time	Delivery preference
LLQP AI-Online Proctor Exam S...		14732		Jan-10-2023 06:00 AM CET	Jan-01-2025 06:00 AM CET	Online

4. Set the test attempt status to 'Report Incomplete'.

Actions	Test name	Session name	Attempt ID	Username	Status	Verified	Started	Finished	Proctor Comment Added
	Life Module Exam	LLQP AI-Online Proctor Ex...	123249	1696411	Report incomplete	No	Jan-08-2024 06:03 AM CET	Jan-08-2024 06:56 AM CET	
	Life Module Exam	LLQP AI-Online Proctor Ex...	123246	9254018	Report incomplete	No	Jan-08-2024 02:54 AM CET	Jan-08-2024 03:58 AM CET	
	AS Module Exam	LLQP AI-Online Proctor Ex...	123243	5195451	Report incomplete	No	Jan-08-2024 12:50 AM CET	Jan-08-2024 02:07 AM CET	
	AS Module Exam	LLQP AI-Online Proctor Ex...	123241	7188525	Report incomplete	No	Jan-07-2024 11:08 PM CET	Jan-08-2024 12:29 AM CET	
	AS FR Module Exam	LLQP AI-Online Proctor Ex...	123222	8138816	Report incomplete	No	Jan-07-2024 03:09 AM CET	Jan-07-2024 04:45 AM CET	
	Life Module Exam	LLQP AI-Online Proctor Ex...	123221	5460595	Report incomplete	No	Jan-07-2024 02:38 AM CET	Jan-07-2024 03:54 AM CET	
	Life Module Exam	LLQP AI-Online Proctor Ex...	123219	4587821	Report incomplete	No	Jan-07-2024 01:31 AM CET	Jan-07-2024 02:25 AM CET	
	Seg Funds FR Module Exam	LLQP AI-Online Proctor Ex...	123218	7178109	Report incomplete	No	Jan-07-2024 01:01 AM CET	Jan-07-2024 02:25 AM CET	
	AS Module Exam	LLQP AI-Online Proctor Ex...	123217	1463001	Report incomplete	No	Jan-07-2024 12:56 AM CET	Jan-07-2024 02:10 AM CET	
	Ethics QC FR Module Exam	LLQP AI-Online Proctor Ex...	123213	3289783	Report incomplete	No	Jan-06-2024 11:30 PM CET	Jan-07-2024 12:48 AM CET	

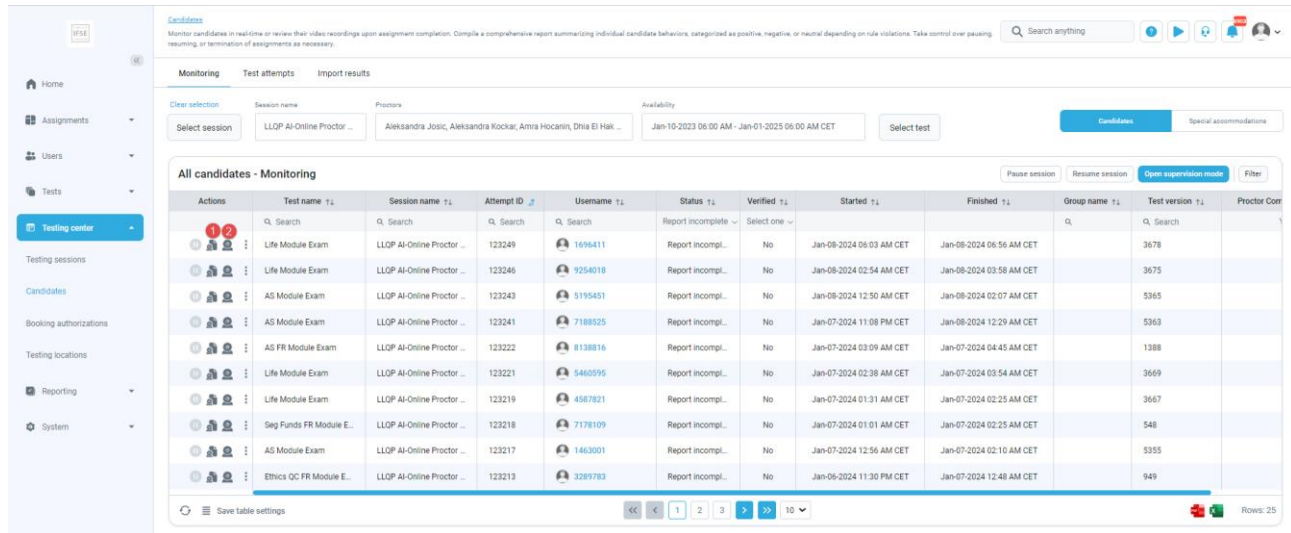
5. Set 'Proctor Comment Added' to 'Yes'.

Actions	Session name	Attempt ID	Username	Status	Verified	Started	Finished	Group name	Test version	Proctor Comment Added
	LLQP AI-Online Proctor ...	123249	1696411	Report incompl...	No	Jan-08-2024 06:03 AM CET	Jan-08-2024 06:56 AM CET		3678	Yes
	LLQP AI-Online Proctor ...	123246	9254018	Report incompl...	No	Jan-08-2024 02:54 AM CET	Jan-08-2024 03:58 AM CET		3675	Yes
	LLQP AI-Online Proctor ...	123243	5195451	Report incompl...	No	Jan-08-2024 12:50 AM CET	Jan-08-2024 02:07 AM CET		5365	Yes
	LLQP AI-Online Proctor ...	123241	7188525	Report incompl...	No	Jan-07-2024 11:08 PM CET	Jan-08-2024 12:29 AM CET		5363	Yes
	LLQP AI-Online Proctor ...	123222	8138816	Report incompl...	No	Jan-07-2024 03:09 AM CET	Jan-07-2024 04:45 AM CET		1388	Yes
	LLQP AI-Online Proctor ...	123221	5460595	Report incompl...	No	Jan-07-2024 02:38 AM CET	Jan-07-2024 03:54 AM CET		3669	Yes
	LLQP AI-Online Proctor ...	123219	4587821	Report incompl...	No	Jan-07-2024 01:31 AM CET	Jan-07-2024 02:25 AM CET		3667	Yes
	LLQP AI-Online Proctor ...	123218	7178109	Report incompl...	No	Jan-07-2024 01:01 AM CET	Jan-07-2024 02:25 AM CET		548	Yes
	LLQP AI-Online Proctor ...	123217	1463001	Report incompl...	No	Jan-07-2024 12:56 AM CET	Jan-07-2024 02:10 AM CET		5355	Yes
	LLQP AI-Online Proctor ...	123213	3289783	Report incompl...	No	Jan-06-2024 11:30 PM CET	Jan-07-2024 12:48 AM CET		949	Yes

This ensures the display of **reviewed suspicious** test attempts.

To double-check suspicious test attempts:

1. Click on the proctoring report to review proctor observations.
2. Click on the camera icon to review the recording.



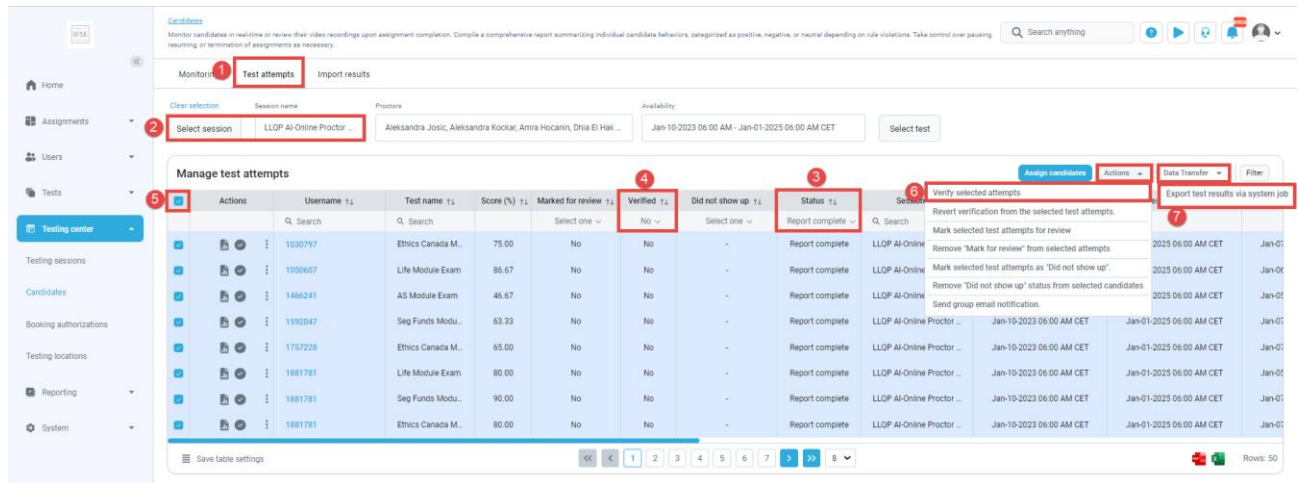
3.2 Releasing grades

To release the grades obtained by candidates in AI-proctored exams, follow these steps:

1. Navigate to "Testing center" in the main menu, select "Candidates"/"Test attempts" tab.
2. Click the "Select session" filter and choose the **LLQP AI-Online Proctor Exam Session**.
3. Set test attempt status to "Report complete".

Note: If the test attempt has a Report complete status, the test attempt has been finished, the proctor has reviewed the recording, and no attempt for cheating has been detected. Grades for these test attempts can be released immediately.

4. Set the verified mark to "No".
5. Tick all displayed test attempts.
6. Click "Actions" and select the "Verify selected attempts" option.
7. To transfer grades to the IFSE system, click "Data transfer" and select the "Export test results via system job" option.



The screenshot shows the 'Manage test attempts' interface. The 'Test attempts' tab is selected. A 'Select session' dropdown is set to 'LLQP AI-Online Proctor...'. The table below lists test attempts with columns for Username, Test name, Score (%), Marked for review, Verified, Did not show up, Status, and Search. A context menu is open over the first row, showing options like 'Verify selected attempts' and 'Export test results via system job'.

Actions	Username	Test name	Score (%)	Marked for review	Verified	Did not show up	Status	Search
[Icons]	1030797	Ethics Canada M...	75.00	No	No	-	Report complete	LLQP AI-Online
[Icons]	1050607	Life Module Exam	86.67	No	No	-	Report complete	LLQP AI-Online
[Icons]	1466241	AS Module Exam	46.67	No	No	-	Report complete	LLQP AI-Online
[Icons]	1192047	Seg Funds Modu...	63.33	No	No	-	Report complete	LLQP AI-Online Proctor ...
[Icons]	1757228	Ethics Canada M...	65.00	No	No	-	Report complete	LLQP AI-Online Proctor ...
[Icons]	1881781	Life Module Exam	80.00	No	No	-	Report complete	LLQP AI-Online Proctor ...
[Icons]	1881781	Seg Funds Modu...	90.00	No	No	-	Report complete	LLQP AI-Online Proctor ...
[Icons]	1881781	Ethics Canada M...	80.00	No	No	-	Report complete	LLQP AI-Online Proctor ...

4 Live-proctored exams - Release grades process

To review suspicious test attempts and release grades for live-proctored tests, repeat all the steps outlined in the [AI-proctored Exams - Release Grades process](#) chapter.

However, make one change: Instead of selecting the LLQP testing session, choose the live session for which you need to release grades.