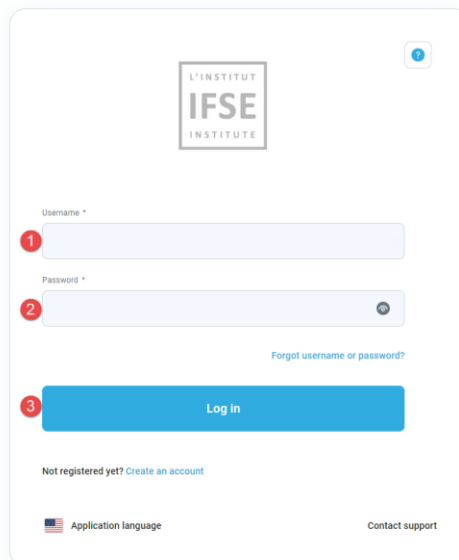# YouTestMe

How to release grades

Contents

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**'.

2. Click the **'Select Session'** filter.

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

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

5. Set **'Proctor Comment Added'** to **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.
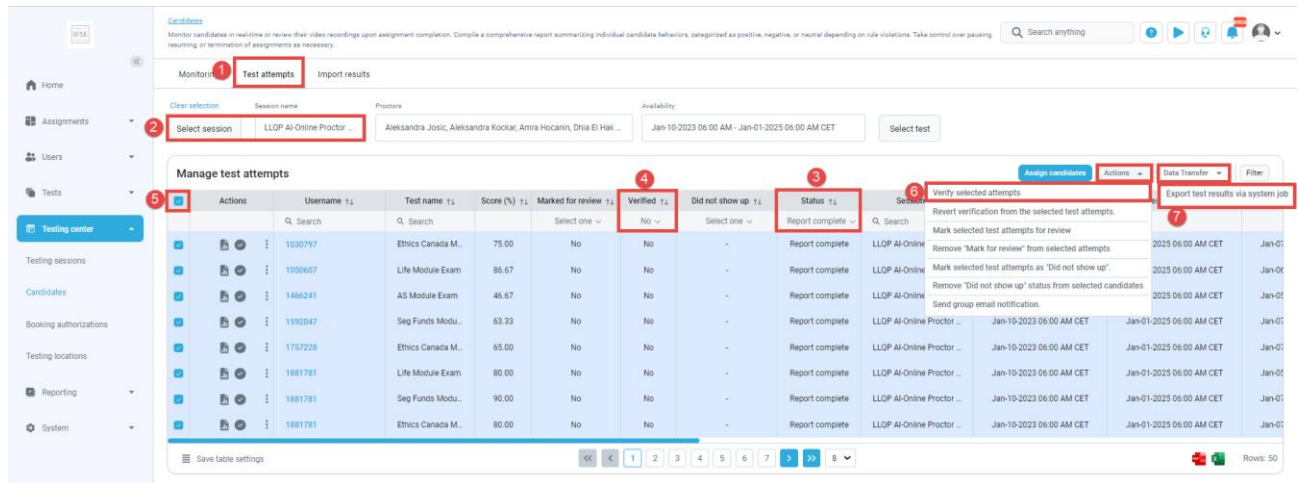2. Click on the camera icon to review the recording.
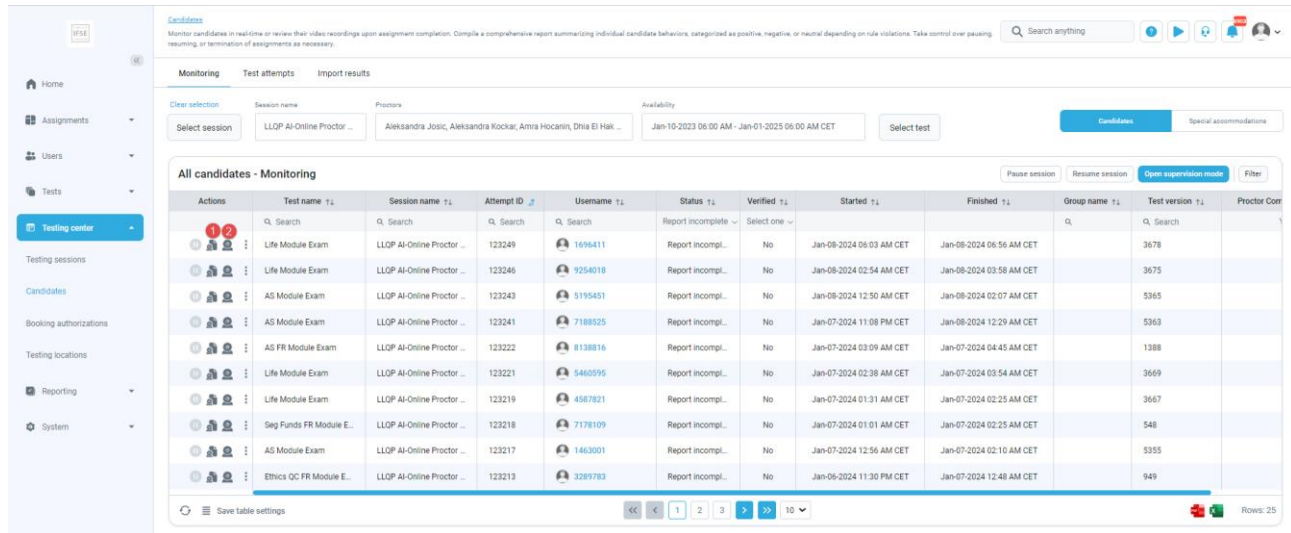
3.2   Releasing grades

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.

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.