# YouTestMe

How to enable the "Automatic lock of the screen in case of a violation" option



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# **1** Introduction

This document represents step-by-step instructions for performing UAT on the "Automatic lock of the screen in case of a violation" feature.



## 2 Steps

#### 2.1 How to access the sandbox instance

To access the p instance, please go to <u>sandboxexams.ifse.ca</u> and enter:

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



	Username	
1		
	Password	
2		
	Forgot your password?	
	Create account	Sign In

<u>Note</u>: To create tests, you need to log in with user that have the Content Manager role or other role with a higher level of permissions.

<u>Note</u>: To take the test from the candidate's perspective, you need to enter the application with the student role.

## 2.2 Creating a test

<u>Note for content admin role:</u> The setting of Online-Live proctored, and Online-AI proctored tests differs by delivery preference option and lockdown browser.

To create an exam, hover over the "Tests" in the main menu, and select "New test".



In the "Settings" of "Test wizard", the following options should be set to test this feature:

- 1. **"Enable proctoring"** should be enabled.
- 2. "Delivery preference" should be set to "Online-AI proctored".
- 3. "Enable browser lockdown" should be enabled.

分 Search users ▼	My assignments Users + Tests + Surveys + Training courses Reporting + System +	I 🕮 I 🗘 I 🌲 🎯
	1         2         3         4         5         6         7         8           Test information         Settings         Certificate         Method         Add questions         Grading         Review         Save test	
	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 (hhmm:ss)	
	Page format: O One question per page *	
	Show report: On manager's approval	
	Report content: O Score only *	
	Enable proctoring O	
	Delivery preference: O 2 Online Al-proctored -	
	Hide assignment metadata 🗇	
	Configure report lifespan 🗇 Zirzuideo	
	Require answering all questions	
	Enable 'I don't know' answer to avoid negative points	
	Disable going backwards in test	_
	Disable answer deselect (0)	
	Enable answer feedback © Elavisteo	
	Snow question metadata to candidate 🐨	
	Enable notes © They water	
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**Note:** Finish the test wizard process by configuring the test in the desired way.

### 2.3 Creating a common testing session

<u>Note for IFSE CSR role:</u> Unlike students who take Online-Live proctored exams at pre-scheduled times, the students who will take Online-AI proctored exams can take the tests at any time, 24 hours a day, 7 days a week, and 365 days a year.

This means that the Online-AI proctored exams should be organized in only one common testing session with unlimited time and without a defined capacity.

To create the common testing session, navigate to "**Tests**" in the main menu and choose "**Testing** locations".



Create the common session on the desired testing location by clicking the "Create common session" icon.

Search users	N	My assignments Us	ers - Tests - Surveys -	Training courses	Reporting + System +		I 🖾 I 🗛 I 单			
ting locations										
Table displays	List of all lo	ocations in the sy	stem							
List of all locations in the system										
List of locations you created	Create new	Load comm	on sessions							
List of locations with you as a proctor	ID ¢	External ID	Cocation name	≎ Time zone ≎	Actions	Street	Additional address info			
List of all common sessions	Q	لم	0	Q Q		Ç.				
List of all common sessions	ې 10008	ز	Demo location	Canada/Eastern	✓ ⊗ 100 E 2 1 1 10	C Kronprinsessegade 26				



The pop-up window will appear to configure the common testing session in the following way:

- 1. **Session name** You should put the general name of the testing session since it will be available all the time.
- 2. Delivery preference Should be set to "Online-AI proctored".
- 3. **Availability** Session should be available 24 hours a day, 7 days a week, and 365 days a year. Therefore you can set a big time range. An example is shown in the picture below.
- 4. The "Candidate self enrollment" option should be enabled.
- 5. The booking deadline should not exist.
- 6. The cancellation deadline should not exist.
- 7. Capacity should be unlimited.
- 8. The "Authorization required" option should be enabled.

Create common session for multiple tests	
Session name:*	R&R testing session
Choose room: An optional label for better defining physical or virtual location of the session.	Select one *
Additional instructions: An optional label for adding additional instructions for the session.	□     □     0 <sup>2</sup> · B     I     U     5     ×, × <sup>4</sup> □     ±     ±     ≡     +1     1, 0     +2       □     □     □     □     ±       □     □     □     ±     ±       □     □     □     ±       □     □     □     ±       □     □     □     ±
	*** Please note that the scheduled Exam Date & Time displayed above is in <u>EASTERN TIME ZONE</u> Please make sure you convert the exam time to your local time zone, to ensure you attend the exam on time. *** 
Delivery preference: The delivery preferenceallows test authors to plant the genization of the test in different locations and conditions. It facilitates filtering and highlightsprimary actions related to different types of test distribution. The selected option favors a certain way but does not prevent ther types of delivery if the testing session configuration allows it. The most common way to take the test is "online;" i.e., remotely through the application.	Online Al-proctored -
Availability: Select starting and ending time for this session. Define when the candidates will be able to take the assignment.	Start:* Jan-24-2022 00:00 End:* Jan-24-2032 10:00
Candidate self enrollment: 49 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 evaluable only to group members.	
Booking deadline: 53 Select the booking deadline for this session. Define until the candidates can book assignments.	
Cancellation deadline: 66 Select the cancellation deadline for this session. Define until the candidates can cancel assignments.	
Capacity:	Unlimited Set limit
Ance enabled, only those who have authorization in the test an book this session.	
Save	Cancel

## 2.4 Taking a test

For a student to start an Online-AI proctored test, they need to have authorization for it.

**Note:** The process is the same as for the Online-live proctored exams; Authorization is automatically created in the YTM system when a student purchases an exam in the IFSE system

Once students enter the YouTestMe system, they should be redirected to the "My tests and surveys" page with the "Details" view set as default.

<u>Note:</u> The default view can be changed from the "System" -> "Settings and customization" - > "System preference" -> "My tests and surveys view configuration".

	My assignments Users + Tests + Surveys + Training courses Reporting +	System -   😰   🎝   🔍 🕒 •
Settings and customization	Notifications Jobscheduler Support Attachmentallbrary Customproperties	Settings and customization Mail server and sufficient system performance, application booking, and more
System preferences	My tests and surveys view configuration Define default view for the "My test and surveys" table in the "My savignments" page.	Integrationa Single sign-on, active directory. LNI settings, prostoring settings and more
Date and time	My tests and surveys view: ①	Reports View and asport system performance reports
Internal network	Calendar session view: ① All -	Maintenance
Password configuration	Calendar delivery preference:  Online live-proctored  +	Services, disk and database info, system monitoring, server log and more
Test booking settings	Cancel	
Test cancellation settings		
Answer ordinal markup		
Score report setup		
Knowledge deficiency report setup		
Additional modules setup		
Mail server		
Upcoming tests reminder		
Expiring tests reminder		
Finish test URL		
My tests and surveys view configuration		
Descus of a second static life.		

The student should select the "List" view and click on the "Start" button.

<b>A</b>	My assignments			I 🖾 I 🗘 I 🌲 🕒 י
Username 0238516				?
Information My tests and surveys My training courses My activity log My authorizations			0	
View the list of all tests and surveys that are assigned to you and booking calendar of their sessions.		Check your equipment for the proctored	tests Details List	
Tests and surveys * Filter by status * Č Reset filters		s	fort by:	
			Availability	
Available from: Nov-11-2022 09:00 AM CET To: Dec-31-2022 04:40 PM CET YTM Online-AI proctored test			Not attempted	
2 ► Start 🔁 Book Utilimited Available seats		Previous attempts	II Personal report	
Assignment type	ate name	Result velidity	\lambda Certificate	

Upon starting the test, the student will be presented with a warning of what might trigger exam termination. Right-click menu options, cutting, copying, pasting with a shortcut, using the screen printing, closing the full-screen mode, using the function keys at the top of the keyboard, using the ESC key, using the Windows key, and changing the focus to another screen are disabled.

Browser lockdo	Wn Continue
When you click the	"Continue" button, the browser will go into full-screen mode and will stay in it until you submit the test.
During the test atte	mpt the following options are disabled:
• The right-click (p	pressing down the right mouse button)
Cutting with shore	rteut
<ul> <li>Copying with sho</li> </ul>	ortcut
<ul> <li>Pasting with sho</li> </ul>	ortcut
During the test atter	mpt, the following options are forbidden and will lead to exam termination:
<ul> <li>Using the print s</li> </ul>	creen key
<ul> <li>Closing the full-s</li> </ul>	screen mode
<ul> <li>Using the function</li> </ul>	on keys at the top of the keyboard
<ul> <li>Using the Esc ke</li> </ul>	24
<ul> <li>Using the Windor</li> </ul>	ws key
Changing the for	cus to another screen

<u>Note</u>: Once the candidate enters the test, it will be displayed on the full screen and cannot be minimized, as shown in the picture below.

Lockdown test	Remaining time for entire test
Question: 1/5 Type: Multiple choice	
A web application has been found to be vulnerable to a SQL injection attack. The security administrator needs to take action. Which of the following best describes required remediation action?	Progress bar 0/5
Select all that apply	Questions
1. Change the server's SSL key and add the previous key to the CRL.	All questions (5) Review list (0)
2. Install a host-based firewall.	1 2 3 4 5
3. Install missing security updates for the operating system.	
4. Add input validation to forms.	Not answered Answered
Next question	Notes
	Create new

**Note:** In case a candidate commits a violation, the screen will be locked.



#### Example

Suppose the candidate used ESC on the keyboard, the screen will lock. To continue with the test, the candidate should click on the **"Continue attempt"** button.



**Note:** The system will note the time the candidate spent outside the full screen.

#### 2.5 How to check the time a candidate spent outside of the full-screen

Enter the candidate's profile from the "**Users**" - > "**User profiles**".





Navigate to the list of all users and click on the username to go to their profile.

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User profile	s															?
List of all users Users created by me Registration requests Create new user Custom user properties																
ad multiple user a	ccounts from Excel file to crea	ate user profiles faster and sy	nchronize wit	ith external systems	more efficie	ently. Change multiple	e user sti	tuses at once by se	lecting them,	clicking the "Set	status	to" button and p	icking the adequat	e status. <u>L</u>	Learn mo	<u>re</u>
Load users	Load user certifica	ates														
	Username 0	First name	0	Middle name	0	Last name	٥	Email	٥	Role	٥	Status	• Emplo	yee ID	0	External ID
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Displayed co	lumns				14	a 1 e e	10	~								Rows: 1
						<u> </u>										

#### Navigate to the "Activity Log" tab. There, will be displayed a detailed log of user activity in the application.

î	s کر	earch users	My assignments	Users 👻 Tests 👻	Surveys + Training courses	Reporting - System -	I 🕮 I 🗭 I 🌲 👰 *
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D	etailed	log of user's in-app activities.					
	#	Action 0	Event date 0	IP address 0			
		Select one 🗸					
	1	Signed out on application shut down.	Dec-09-2022 01:28 PM CET	178.149.171.135			
	2	User logged out of the application	Dec-09-2022 12:34 PM CET	178.149.171.135			
	3	Pressed 'Continue later' - Pressed 'Co	Dec-09-2022 12:18 PM CET	178.149.171.135			
	4	Question finished - question 1, test "	Dec-09-2022 12:18 PM CET	178.149.171.135			
	5	Started violating browser lockdown r	Dec-09-2022 11:58 AM CET	178.149.171.135			
	6	Stopped violating browser lockdown	Dec-09-2022 11:57 AM CET	178.149.171.135			
	7	Started violating browser lockdown r	Dec-09-2022 11:52 AM CET	178.149.171.135			
	8	Stopped violating browser lockdown	Dec-09-2022 11:51 AM CET	178.149.171.135			
	9	Started violating browser lockdown r	Dec-09-2022 11:51 AM CET	178.149.171.135			
	10	Stopped violating browser lockdown	Dec-09-2022 11:51 AM CET	178.149.171.135			
		14 - 44 <u>1</u>	2 3 🏎 म 10 🗸	Rows: 24			
				100- 1000			

#### Example

This example shows that the candidate started violating browser lockdown rules on Dec-09-2022 at 05:01 PM CET and stopped violating Dec-09-2022 at 05:06 PM CET.

	؛ <b>م</b>	Search users 🔹	My assignments	Users 🗸					i@i@i# 👰 •
Use M	erna ari	me a.simpson ation Tests and surveys Training com	urses Pools <b>Activitylog</b> Subsc	ribers Certi	licates Ai	uthorizations	Grading reports		Options • ?
Det	tailed	log of user's in-app activities.							
	8	Action 0	Event date 0	IP add	ess o				
		Select one							
Г	1	Stopped violating browser lockdown	Dec-09-2022 05:06 PM CET	178.149.171.	135				
	2	Started violating browser lockdown r	Dec-09-2022 05:01 PM CET	178.149.171.	135				
	3	Stopped violating browser lockdown	Dec-09-2022 04:59 PM CET	178.149.171.	135				
	4	Started violating browser lockdown r	Dec-09-2022 04:58 PM CET	178.149.171.	135				
	5	Test started - Test started - name "Lo	Dec-09-2022 04:57 PM CET	178.149.171.	135				
	6	Lockdown test	Dec-09-2022 04:57 PM CET	178.149.171.	135				
	7	User logged in to the application	Dec-09-2022 04:54 PM CET	178.149.171.	135				
	8	Signed out on application shut down.	Dec-09-2022 01:28 PM CET	178.149.171.	135				
	9	User logged out of the application	Dec-09-2022 12:34 PM CET	178.149.171.	135				
	10	Pressed 'Continue later' - Pressed 'Co	Dec-09-2022 12:18 PM CET	178.149.171.	135				
		14 (4 <b>1</b>	2 3 № № 10 ¥		Rows: 31				
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