



# YouTestMe

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

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## 1 Introduction

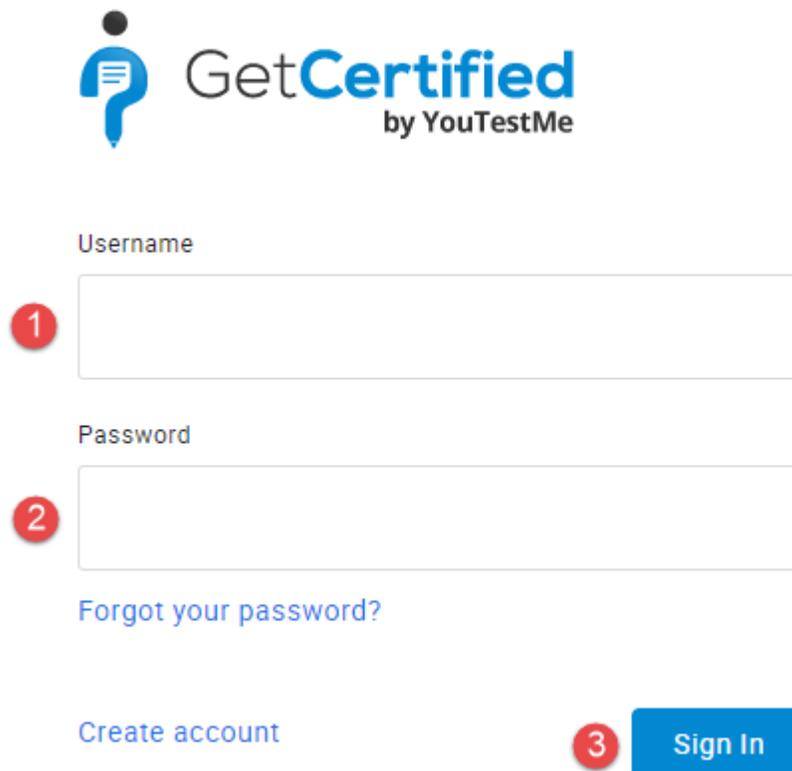
This document represents step-by-step instructions for performing UAT on the "Automatic lock of the screen in case of a violation" feature.

## 2 Steps

### 2.1 How to access the sandbox instance

To access the p instance, please go to [sandboxexams.ifse.ca](https://sandboxexams.ifse.ca) and enter:

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



Get Certified  
by YouTestMe

Username

1

Password

2

[Forgot your password?](#)

[Create account](#) 3

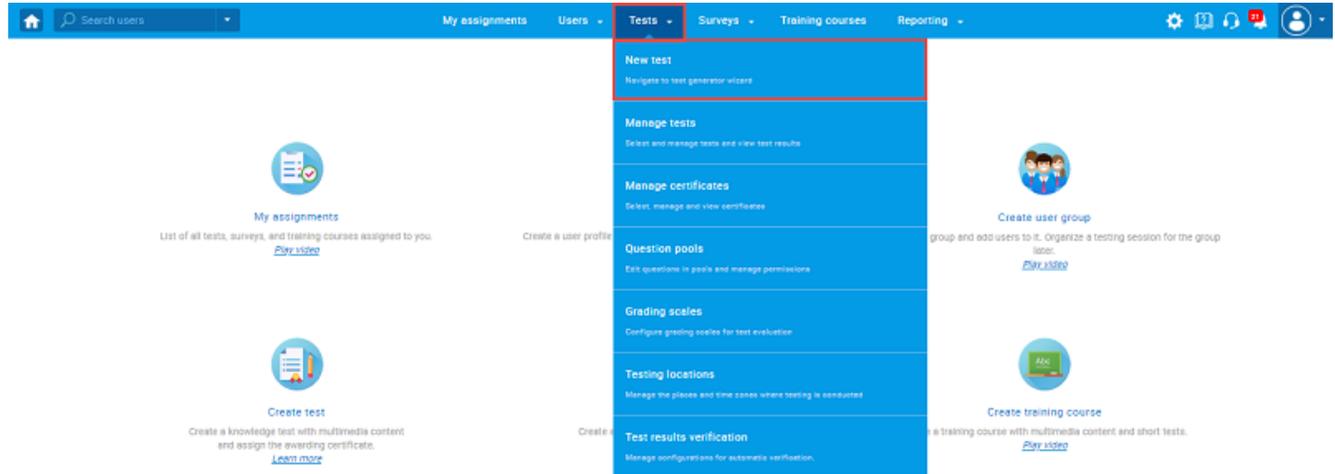
**Note:** To create tests, you need to log in with user that have the Content Manager role or other role with a higher level of permissions.

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

## 2.2 Creating a test

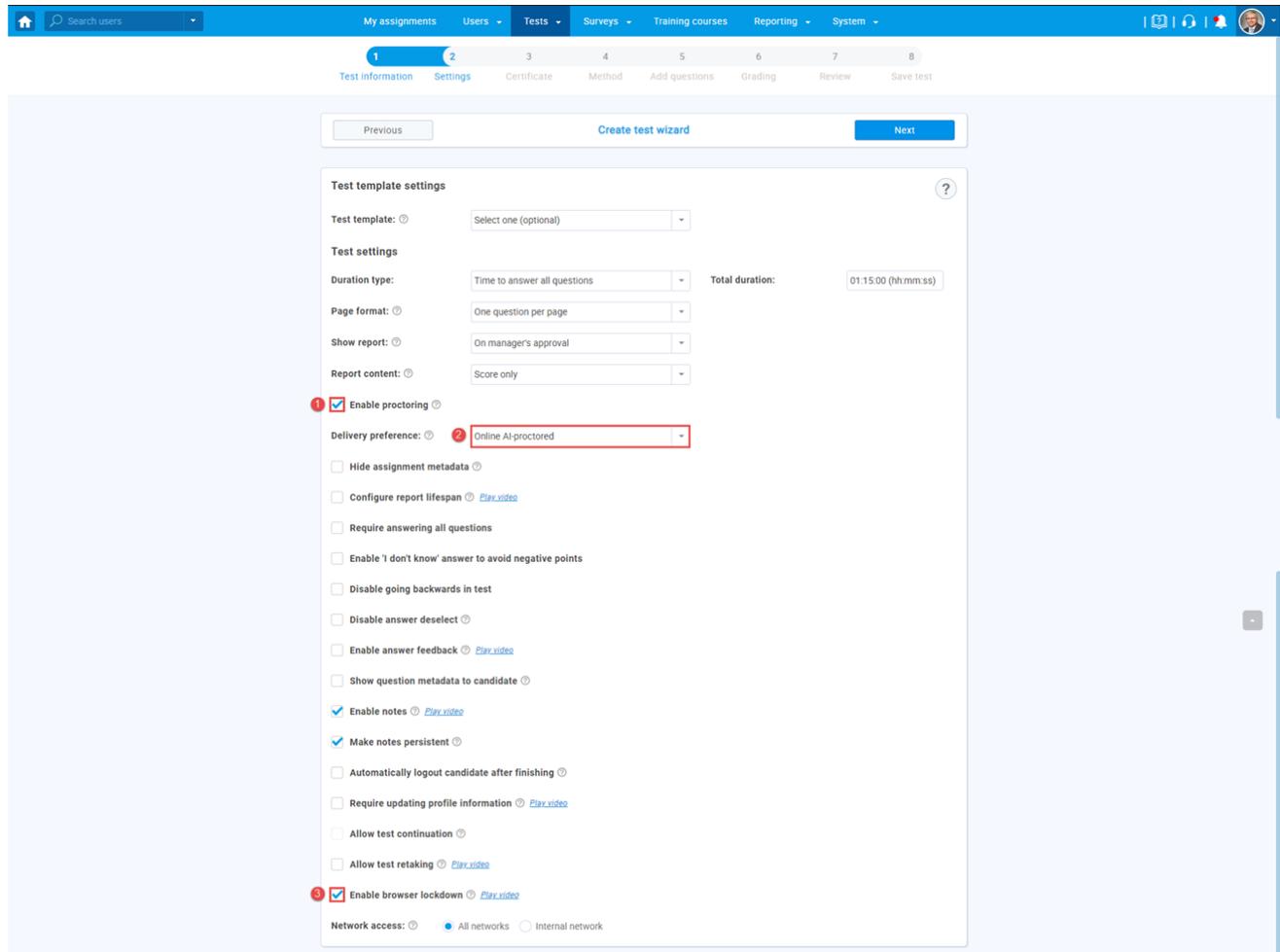
**Note for content admin role:** The setting of Online-Live proctored, and Online-AI proctored tests differs by delivery preference option and lockdown browser.

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.



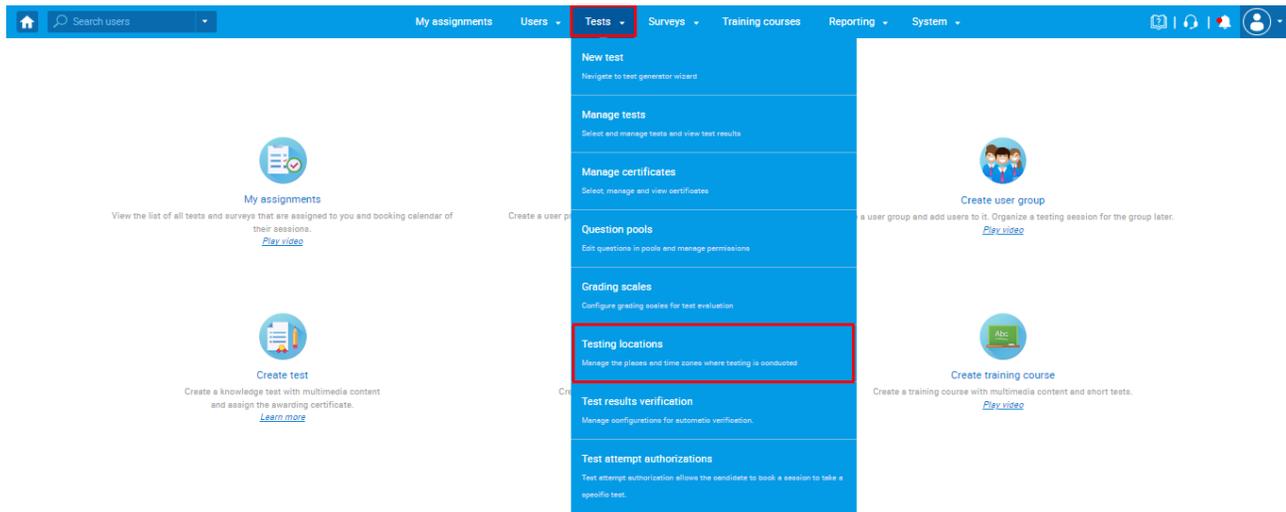
**Note:** Finish the test wizard process by configuring the test in the desired way.

## 2.3 Creating a common testing session

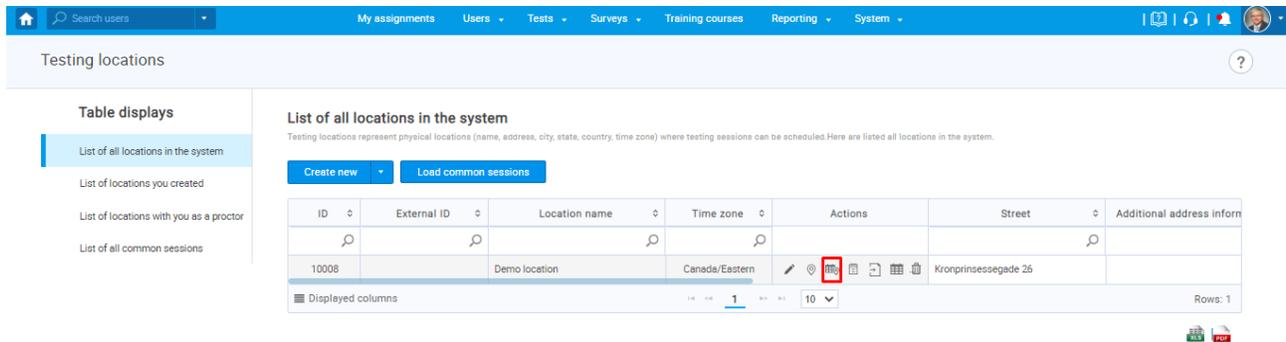
**Note for IFSE CSR role:** Unlike students who take Online-Live proctored exams at pre-scheduled times, the students who will take Online-AI proctored exams can take the tests at any time, 24 hours a day, 7 days a week, and 365 days a year.

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.



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:**\* 1 R&R testing session

**Choose room:** Select one ▾

An optional label for better defining physical or virtual location of the session.

**Additional instructions:**

An optional label for adding additional instructions for the session.

Load from template

**\*\*\* Please note that the scheduled Exam Date & Time displayed above is in EASTERN TIME\_ZONE. Please make sure you convert the exam time to your local time zone, to ensure you attend the exam on time. \*\*\***

.....

**ACCESS TO THE FINAL EXAM**

**Delivery preference:**\* 2 Online AI-proctored ▾

The delivery preference allows test authors to plan the organization of the test in different locations and conditions. It facilitates filtering and highlights primary actions related to different types of test distribution. The selected option favors a certain way but does not prevent other 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.

**Availability:** Start:\* 3 Jan-24-2022 00:00

Select starting and ending time for this session. Define when the candidates will be able to take the assignment. End:\* Jan-24-2032 10:00

**Candidate self enrollment:** 4

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 available only to group members.

**Booking deadline:** 5

Select the booking deadline for this session. Define until the candidates can book assignments.

**Cancellation deadline:** 6

Select the cancellation deadline for this session. Define until the candidates can cancel assignments.

**Capacity:** 7 Unlimited [Set limit](#)

Number of candidates that can be in the testing session.

**Authorization required:** 8

Once enabled, only those who have authorization in the test can book this session.

[Show additional options for external settings](#)

Save
Cancel

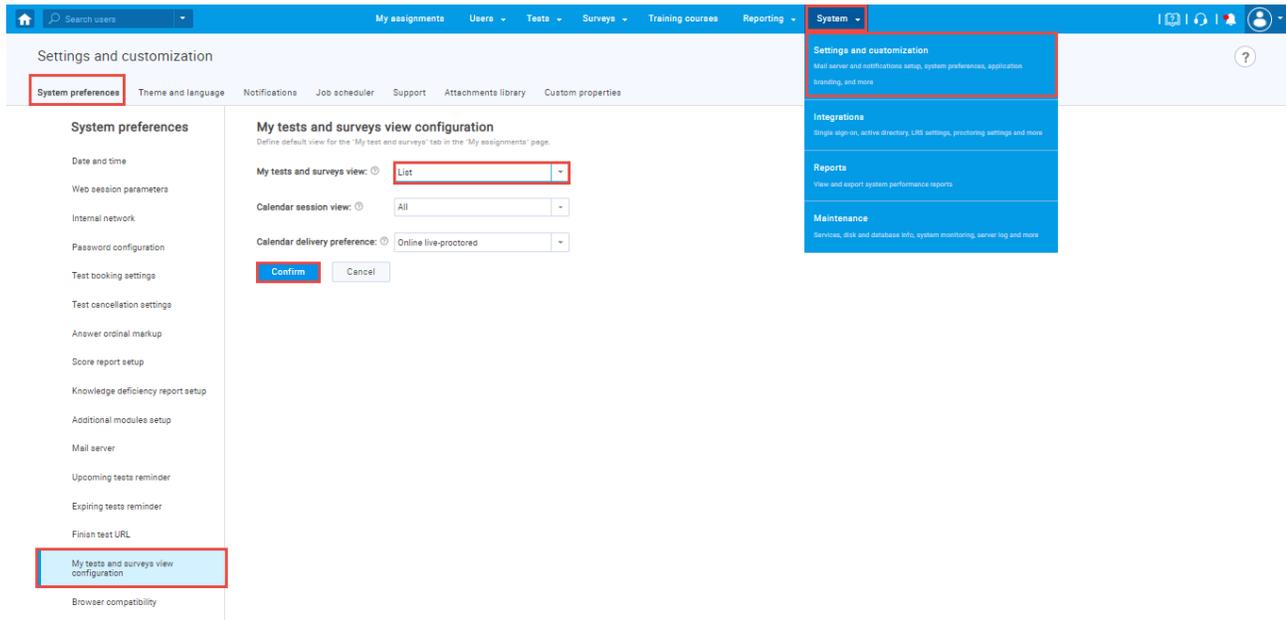
## 2.4 Taking a test

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

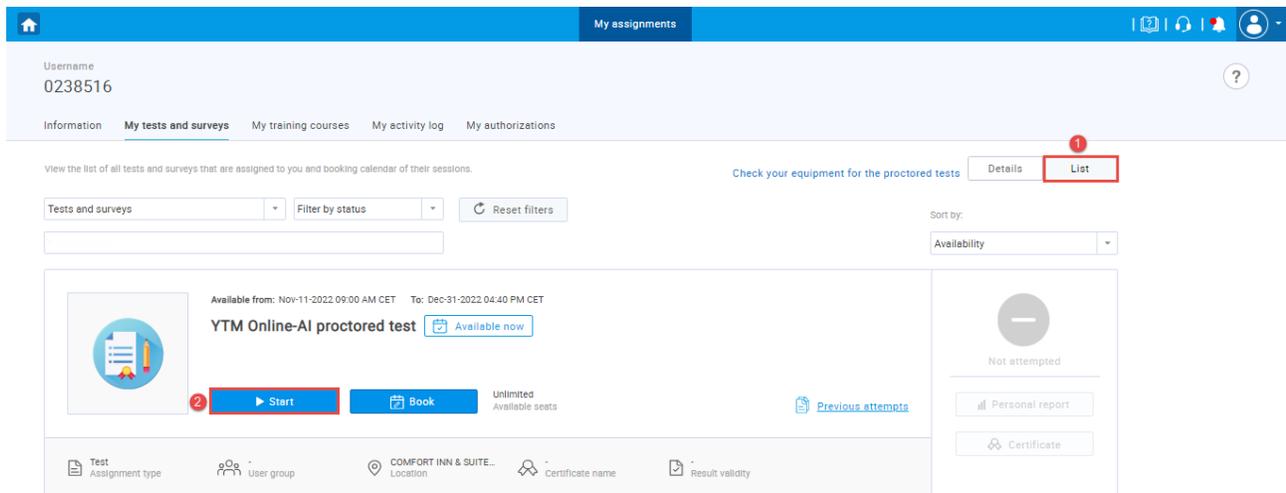
**Note:** The process is the same as for the Online-live proctored exams; Authorization is automatically created in the YTM system when a student purchases an exam in the IFSE system

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

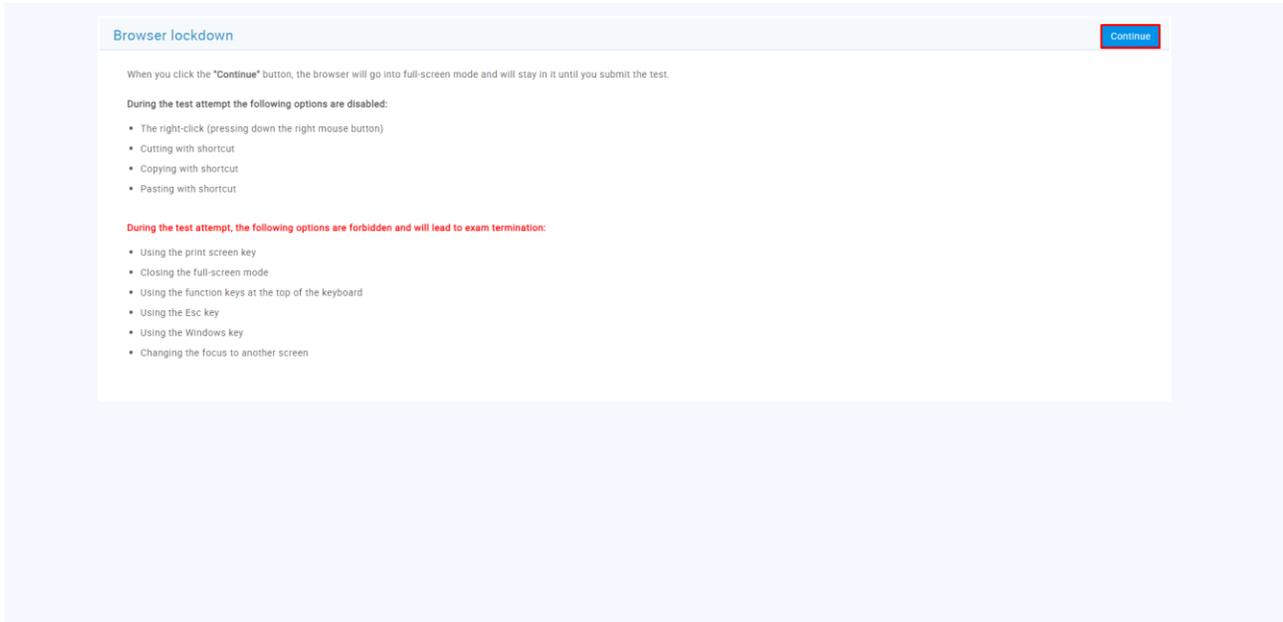
**Note:** The default view can be changed from the "System" -> "Settings and customization" -> "System preference" -> "My tests and surveys view configuration".



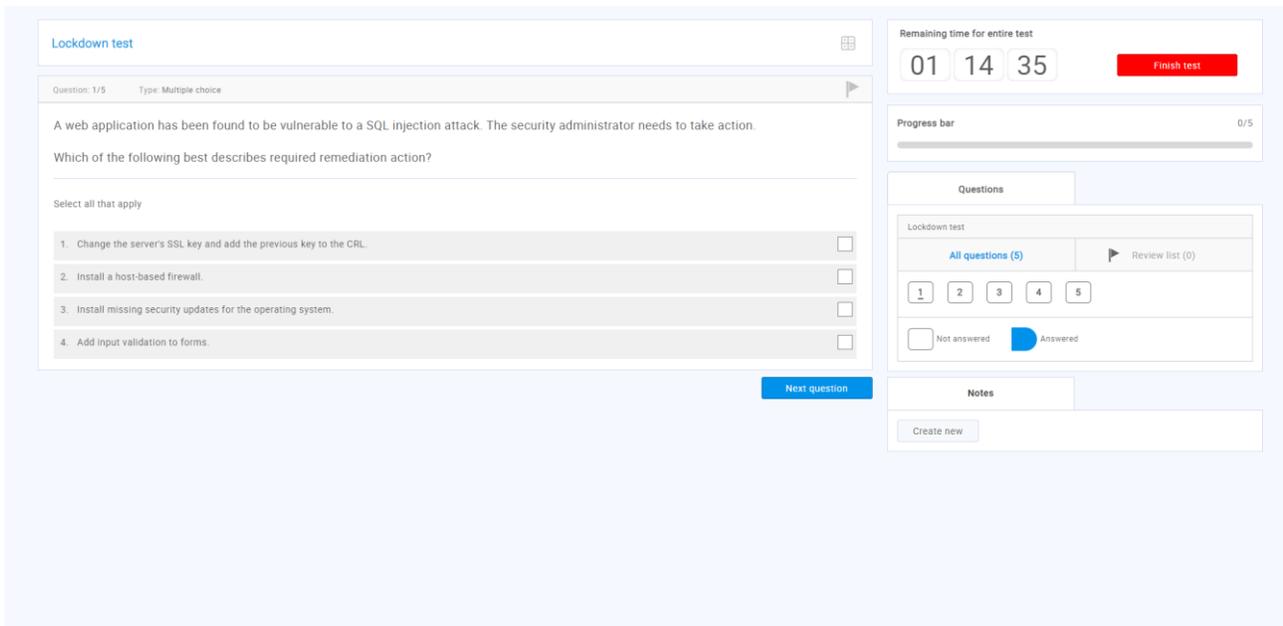
The student should select the "List" view and click on the "Start" button.



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.



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

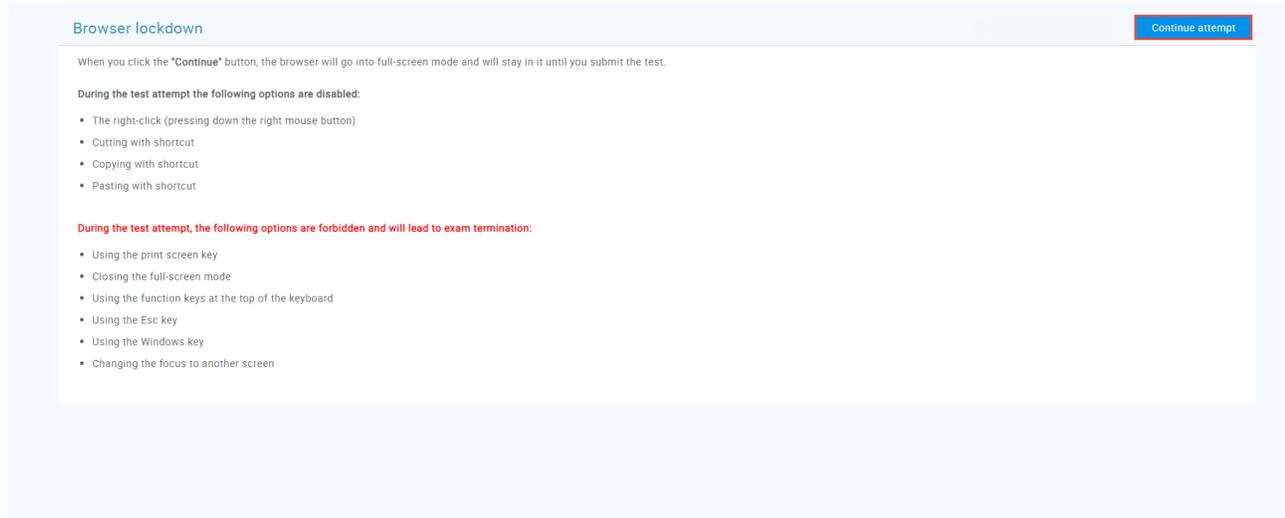


**Note:** In case a candidate commits a violation, the screen will be locked.

## Example

Suppose the candidate used ESC on the keyboard, the screen will lock.

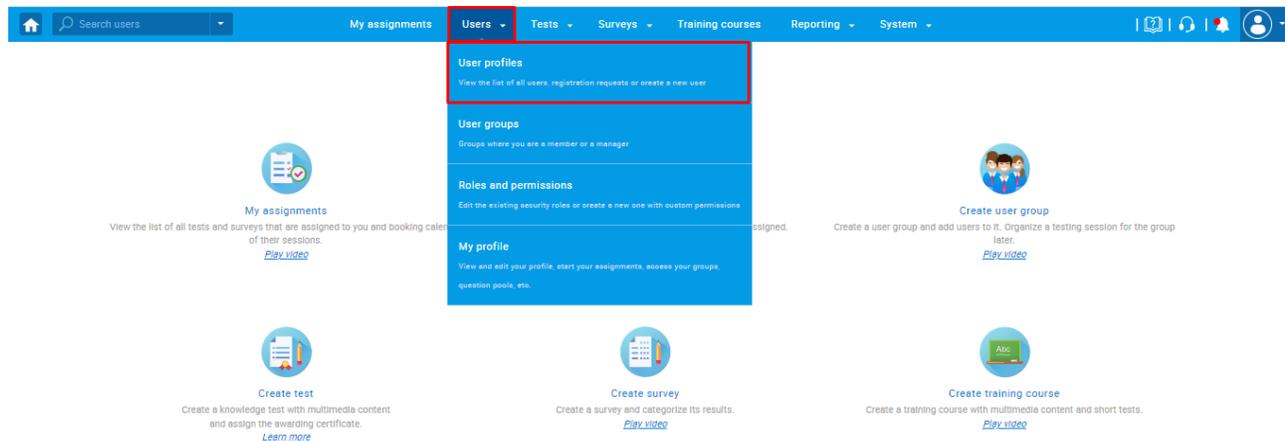
To continue with the test, the candidate should click on the "**Continue attempt**" button.



**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.

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

#	Action	Event date	IP address
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

### 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.

#	Action	Event date	IP address
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