



YouTestMe

New interface - Creating testing sessions

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1 Introduction

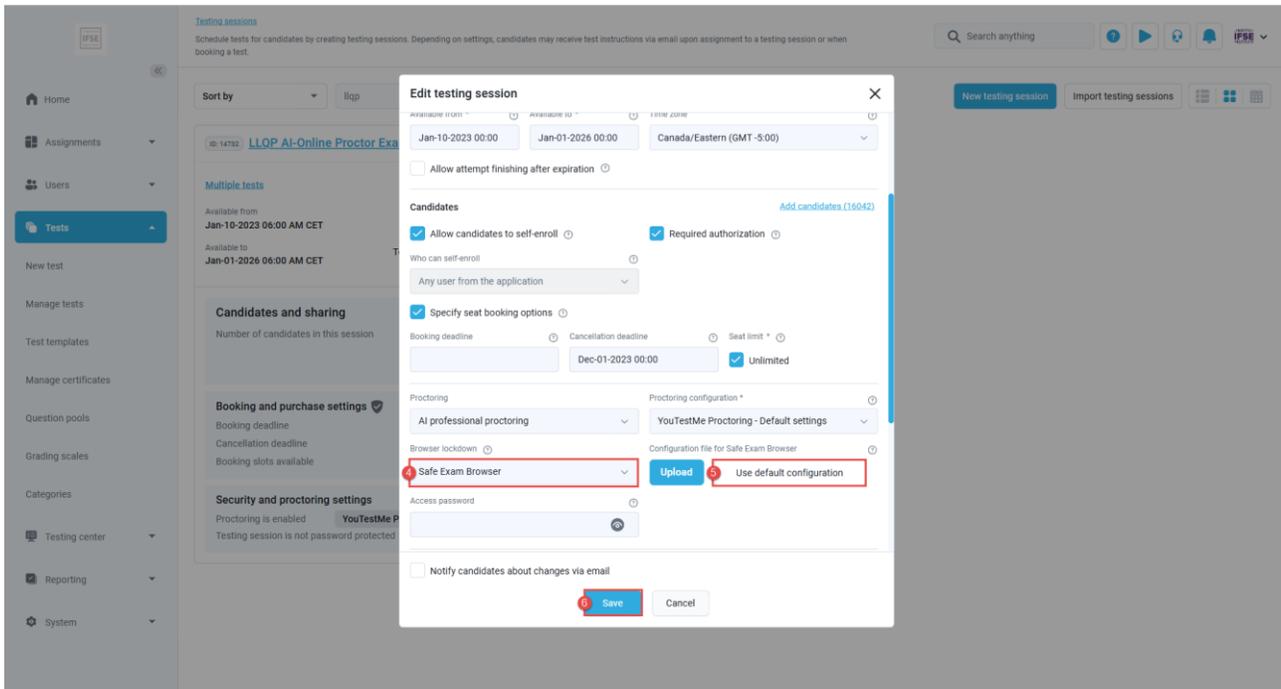
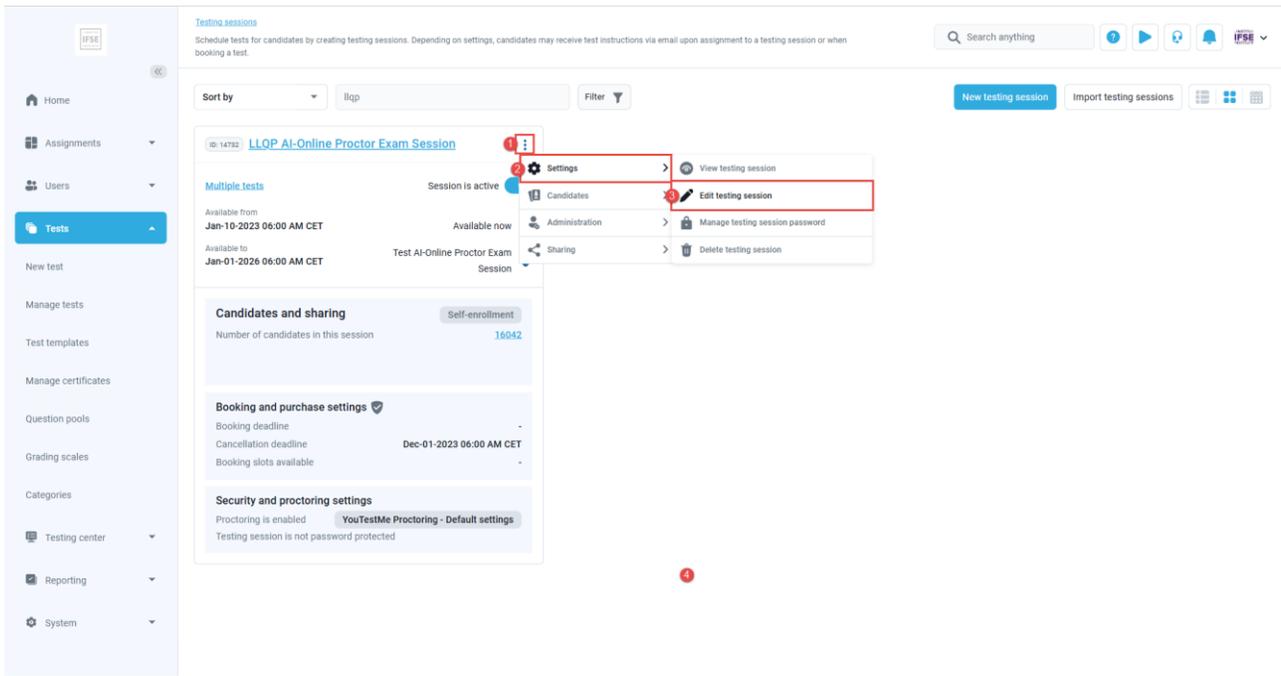
After the upgrade, scheduled for February 10, 2025, the dialog for creating testing sessions will be slightly different. This document provides instructions for creating testing sessions in the new version of the application.

2 How to create testing sessions

2.1 Testing sessions for AI-proctored tests

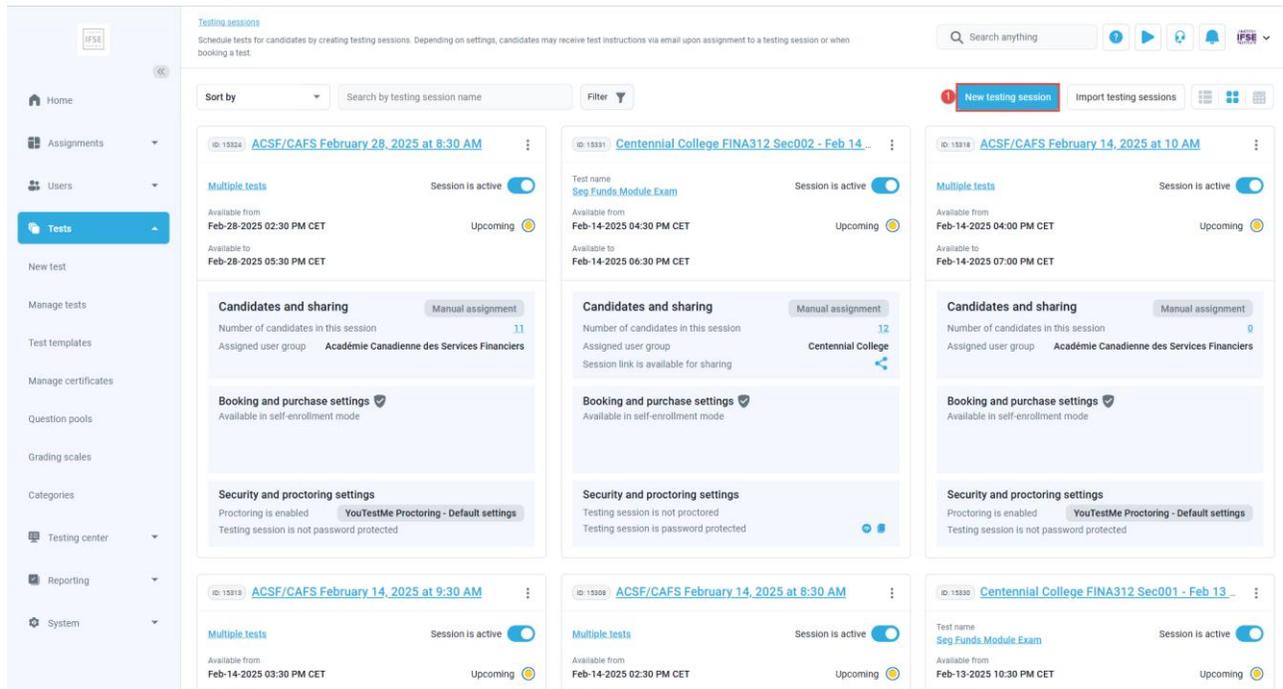
For AI-proctored tests, we will have two testing sessions:

a) LLQP AI-Online Proctor Exam Session – This testing session already exists. After the upgrade, you only need to edit it and set the "Safe Exam Browser" option from the "Browser lockdown" dropdown menu. Click on the "Use default configuration" option. Then, click the "Save" button.



b) LLQP AI-Online Proctor Exam Session: PRIVATE – To create this testing session, please follow these steps:

1. Click on the “New testing session” button.



The screenshot displays the 'Testing sessions' management interface. On the left is a navigation sidebar with options like Home, Assignments, Users, Tests, and Reporting. The main area shows a grid of session cards. Each card includes a title, a 'Multiple tests' section with an 'Available from' date and time, a 'Candidates and sharing' section with a 'Manual assignment' button and candidate count, and a 'Booking and purchase settings' section. A red box highlights the 'New testing session' button in the top right corner of the main area.

2. Enter the name of the testing session.
3. Click on "Select one or more tests."

New testing session ✕

Active testing session ?

Testing session name * ?

3 Select one or more tests

Testing location ?

Select one
▼

Available from * ?

Available to * ?

Time zone ?

Europe/Budapest (GMT +1:00)
▼

Allow attempt finishing after expiration ?

Candidates [Add candidates \(0\)](#)

Allow candidates to self-enroll ? Required authorization ?

Who can be assigned ?

Any user from the application
▼

Proctoring

No proctoring
▼

Browser lockdown ?

No browser lockdown
▼

Access password ?

Save

Cancel

[Play video](#)

4. Choose “Auto-select by delivery preference” and then select **Online-AI proctored** from the "Delivery preference" dropdown menu.
5. Click the “Confirm” button.

All tests ×

How do you want to choose tests?

Handpick tests Auto-select by delivery preference

Delivery preference 4 ?

Online AI-proctored ▼

All test with the selected delivery preferences will be added to the testing session.

5 Confirm Cancel

6. Set the **Available from** and **Available to** dates and times to match those of the **LLQP AI-Online Proctor Exam Session**.
7. Keep the "Allow candidates to self-enroll" option **DISABLED**.
8. Enable the "Required authorization" option.
9. Select "**Any user from the application**" from the "Who can self-enroll" dropdown menu.
10. Configure the proctoring settings as shown in the image below.
11. Select "**No browser lockdown**" from the "Browser lockdown" dropdown menu.

New testing session ✕

Active testing session ?

Testing session name * ?
LLQP AI-Online Proctor Exam Session

Select one or more tests
All tests with Online AI-proctored delivery preference

Testing location ?
Select one

Available from * ? **6** Available to * ?
Jan-01-2023 03:27 Jan-01-2026 08:47

Time zone ?
Canada/Eastern (GMT -5:00)

Allow attempt finishing after expiration ?

Candidates 7 8 [Add candidates \(0\)](#)

Allow candidates to self-enroll ? Required authorization ?

Who can be assigned ?
9 Any user from the application

Proctoring ? Proctoring configuration * ?

10 AI professional proctoring YouTestMe Proctoring - Default settings

Browser lockdown ?
11 No browser lockdown

[Save](#) [Cancel](#) [Play video](#)

12. Load the appropriate message template.

13. Click the "Save" button.

New testing session ✕

Any user from the application ▼

Proctoring Proctoring configuration * ?

AI professional proctoring ▼ YouTestMe Proctoring - Default settings ▼

Browser lockdown ?

No browser lockdown ▼

Access password ?

👁

Instructions for candidates ? 12 [Load from template](#)

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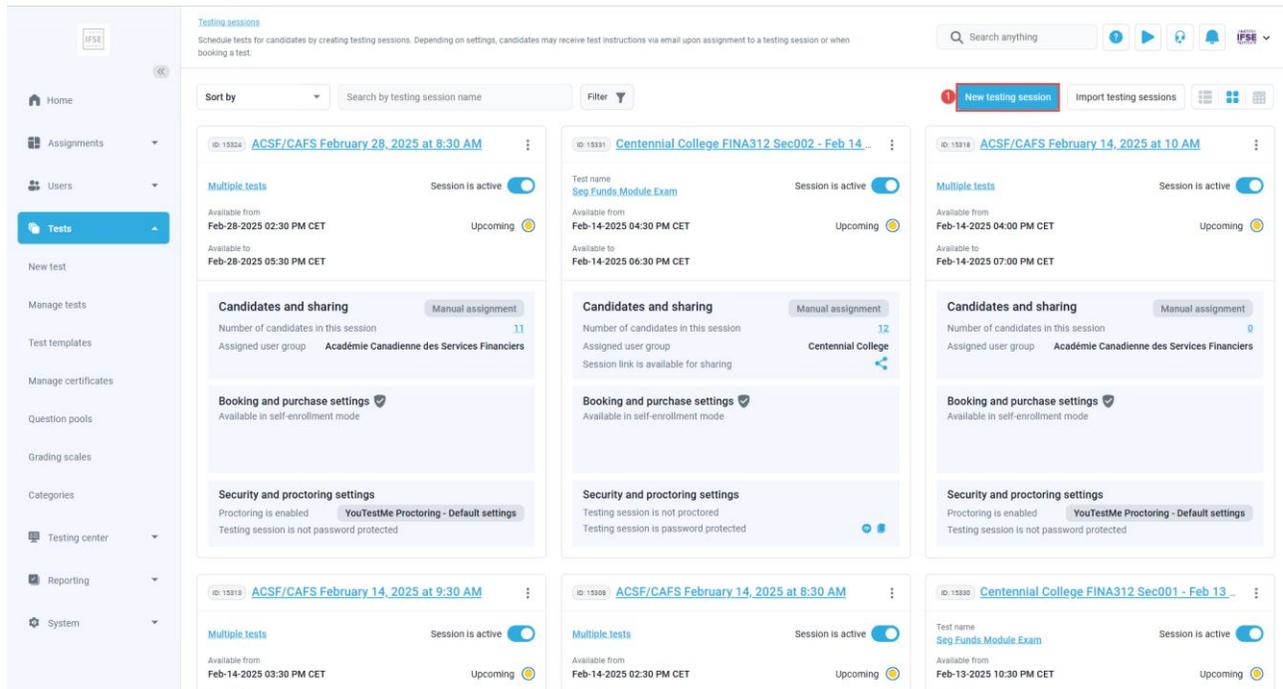
External ID ? External name ?

13 [Save](#) [Cancel](#) [Play video](#)

2.2 Testing sessions for live-proctored tests

To create a testing session for live proctored tests, follow these steps:

1. Click on the “New testing session” button.



2. Enter the name of the testing session according to your standard pattern.
3. Click on “Select one or more tests.”

New testing session ✕

Active testing session ?

Testing session name * ?

3 Select one or more tests

Testing location ?

Select one ▼

Available from * ?

Available to * ?

Time zone ?

Europe/Budapest (GMT +1:00) ▼

Allow attempt finishing after expiration ?

Candidates [Add candidates \(0\)](#)

Allow candidates to self-enroll ? Required authorization ?

Who can be assigned ?

Any user from the application ▼

Proctoring

No proctoring ▼

Browser lockdown ?

No browser lockdown ▼

Access password ?

Save

Cancel

[Play video](#)

4. Select “Auto-select by delivery preference” and then choose **Online-live proctored** from the “Delivery preference” dropdown.
5. Click on the “Confirm” button.

All tests ×

How do you want to choose tests?

Handpick tests Auto-select by delivery preference

Delivery preference 4 ?

Online live-proctored ▼

All test with the selected delivery preferences will be added to the testing session.

5 Confirm Cancel

6. Set the **Available from - Available to** time frame, typical for live sessions.
7. Keep the “Allow candidates to self-enroll” option **DISABLED**.
8. Enable the “Required authorization” option.
9. Select **“Member of a user group”** from the “Who can self-enroll” dropdown menu and then set the appropriate user group.
10. Select the proctoring settings as shown in the picture below.
11. Choose the **“No browser lockdown”** option from the browser lockdown dropdown menu.

New testing session ✕

Active testing session ?

Testing session name * ?
ACSF/CAFS February 7, 2025 at 8:30 AM

Select one or more tests
All tests with Online live-proctored delivery preference

Testing location ?
Select one

Available from * ? Available to * ? Time zone ?
6 Feb-07-2024 09:30 Feb-07-2024 12:30 Canada/Eastern (GMT -5:00)

Allow attempt finishing after expiration ?

Candidates 7 8 [Add candidates \(0\)](#)

Allow candidates to self-enroll ? Required authorization ?

Who can be assigned ? Select user group *
9 Member of a user group Académie Canadienne des Services Financiers

Proctoring Proctoring configuration * ?
10 AI professional proctoring YouTestMe Proctoring - Default settings

Browser lockdown ?
11 No browser lockdown

Access password ?

[Save](#) [Cancel](#) [Play video](#)

12. Load the appropriate message template.

13. Click on the "Save" button.

New testing session
✕

Any user from the application
▼

Proctoring

AI professional proctoring
▼

Proctoring configuration * ?

YouTestMe Proctoring - Default settings
▼

Browser lockdown ?

No browser lockdown
▼

Access password ?

👁

Instructions for candidates ?

12
Load from template

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External ID ?

External name ?

13

Save

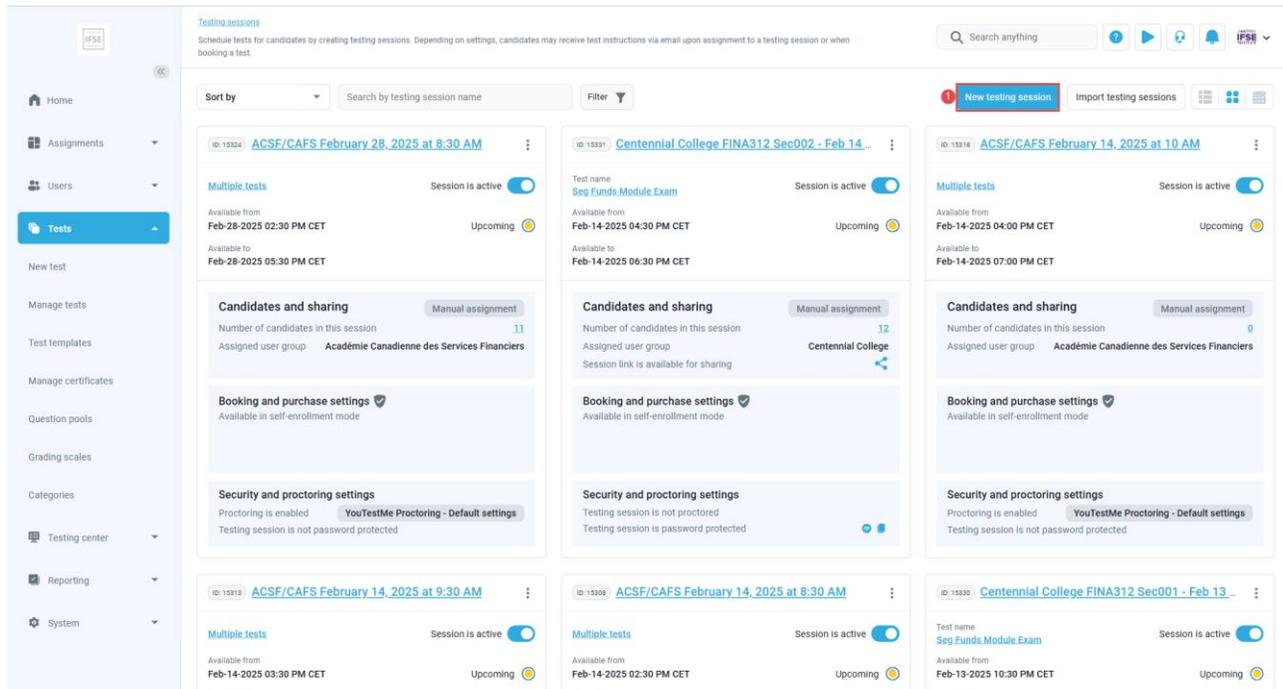
Cancel

[Play video](#)

2.3 Testing sessions for tests without proctoring

To create a testing session for live proctored tests, follow these steps:

1. Click on the “**New testing session**” button.



The screenshot displays the 'Testing sessions' management interface. On the left is a navigation sidebar with options like Home, Assignments, Users, Tests, and Reporting. The main area shows a grid of session cards. Each card contains the following information:

- Session ID and Name:** e.g., ID: 15924, ACSF/CAFS February 28, 2025 at 8:30 AM
- Availability:** Available from Feb-28-2025 02:30 PM CET to Feb-28-2025 05:30 PM CET
- Candidates and sharing:** Number of candidates (11), Assigned user group (Académie Canadienne des Services Financiers)
- Booking and purchase settings:** Available in self-enrollment mode
- Security and proctoring settings:** Proctoring is enabled (YouTestMe Proctoring - Default settings), Testing session is not password protected

A 'New testing session' button is highlighted in the top right corner of the interface.

2. Enter the name of the testing session according to your standard naming pattern.
3. Click on **“Select one or more tests.”**

New testing session ✕

Active testing session ?

Testing session name * ?

2

3 **Select one or more tests**

Testing location ?

Select one ▼

Available from * ? Available to * ? Time zone ?

Europe/Budapest (GMT +1:00) ▼

Allow attempt finishing after expiration ?

Candidates [Add candidates \(0\)](#)

Allow candidates to self-enroll ? Required authorization ?

Who can be assigned ?

Any user from the application ▼

Proctoring

No proctoring ▼

Browser lockdown ?

No browser lockdown ▼

Access password ?

[Play video](#)

4. Select **“Hand pick test”** and then choose the test(s) you want to include.
5. Click on the **“Confirm”** button.

All tests ✕

How do you want to choose tests?

Handpick tests
 Auto-select by delivery preference

	ID ↑↓	Test name ↑↓	Type	Creation time ↑↓	External ID ↑↓
	🔍 Search	🔍 Search	Select one ▾		🔍
<input type="checkbox"/>	100005	Vérification d'équipement	Test	Apr-08-2022 05:44 PM CEST	
<input type="checkbox"/>	100004	Equipment Validation Test	Test	Apr-06-2022 11:37 PM CEST	
<input type="checkbox"/>	100038	Test AI Proctor	Test	Sep-26-2024 08:38 PM CEST	AL_TEST
<input type="checkbox"/>	100039	Canadian Investment Funds Course Exam	Test	Oct-29-2024 03:42 PM CET	CIFC_YTM_1...
<input checked="" type="checkbox"/>	100029	Ethics Canada Module Exam	Test	Dec-08-2022 04:47 PM CET	ETC_101
<input type="checkbox"/>	100037	Canadian Investment Funds Course Exam	Test	May-29-2023 09:02 PM CEST	CIFC_YTM_1...
<input type="checkbox"/>	100040	Cours sur les fonds d'investissement au Can...	Test	Oct-29-2024 03:51 PM CET	CIFC_FR_YT...
<input type="checkbox"/>	100027	Life Module Exam	Test	Dec-08-2022 04:39 PM CET	Life_101

☰ Save displayed columns set

 << < 1 2 3 > >>

Rows: 17

5 Confirm
Cancel

6. Set the **Available from - Available to** time frame, typical for Centennial College sessions.
7. Keep the **“Allow candidates to self-enroll”** option **DISABLED**.
8. Enable the **“Required authorization”** option.
9. Select **“Member of a user group”** from the **“Who can self-enroll”** dropdown menu, then assign the **Centennial College** user group.
10. For the **proctoring option**, leave it set to **“No proctoring.”**
11. Select the **“No browser lockdown”** option from the **browser lockdown** dropdown menu.
12. Set a **password** to lock the session.

New testing session ✕

Select one or more tests

Ethics Canada Module Exam

Testing location ?

Select one

Available from * ? Available to * ? Time zone ?

6 Feb-06-2025 16:30 Feb-06-2025 18:30 Europe/Budapest (GMT +1:00)

Allow attempt finishing after expiration ?

Candidates 7 [Add candidates \(0\)](#)

Allow candidates to self-enroll ? Required authorization 8 ?

Who can be assigned ? Select user group *

9 Member of a user group Centennial College

Proctoring

10 No proctoring

Browser lockdown ?

11 No browser lockdown

Access password ?

12

Instructions for candidates ? [Load from template](#)

[Save](#) [Cancel](#) [Play video](#)

13. Load the appropriate **message template**.

14. Click on the **“Save”** button.

New testing session ✕

Member of a user group ▼ Centennial College ▼

Proctoring

No proctoring ▼

Browser lockdown ?

No browser lockdown ▼

Access password ?

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Instructions for candidates ? 13 Load from template

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External ID ? External name ?

14 Save Cancel [Play video](#)