# YouTestMe



# Contents

1	Intr	oduction	2
2	Hov	v to create testing sessions	2
	2.1	Testing sessions for AI-proctored tests	2
	2.2	Testing sessions for live-proctored tests	8
	2.3	Testing sessions for tests without proctoring	. 13

# **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.



IFSE		Testing sessions Schedule tests for candidates by creating testing sessio booking a test.	ns. Depending on settings, candidates may receive test	instructions via email upon assignment to a testing session or when	Q Search anything	0 <b>•</b> • • • •
A Home	«	Sort by 👻 IIqp	Filte	и Т	New testing session	Import testing sessions
Assignments	÷	ID: 14732 LLOP AI-Online Proctor Exa	m Session			
<b>9</b>	_		2 Settings	> 🔕 View testing session		
<ul> <li>Users</li> </ul>	Ť	Available from	Candidates	Edit testing session	]	
C Tests	<b>^</b>	Jan-10-2023 06:00 AM CET Available to T	Available now Administration	Delete testing session		
New test		Jan-01-2026 06:00 AM CET	Session			
Manage tests		Candidates and sharing	Self-enrollment			
Test templates		Number of candidates in this session	16042			
Manage certificates		Decking and surphase actings				
Question pools		Booking deadline	-			
Grading scales		Booking slots available	-			
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Testing center	*	Testing session is not password protected	roctoring - Default settings			
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		Testing sessions			O Search southing	
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Assignments	*	(ID: 14732) LLQP Al-Online Proctor Exa	Jan-10-2023 00:00 Jan-01-2026 0	0:00 Canada/Eastern (GMT-5:00) ~		
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Manage tests			Any user from the application	*		
Test templates		Candidates and sharing Number of candidates in this session	Specify seat booking options Booking deadline S Cancella	tion deadline ) Seat limit * )		
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wanage ceruncates		Booking and purchase settings 🦁	Proctoring	Proctoring configuration *	2	
Question pools		Booking deadline Cancellation deadline	Al professional proctoring	YouTestMe Proctoring - Default settings     Configuration file for Safe Exam Browser	<b>0</b>	
Grading scales		Booking slots available	a Safe Exam Browser	Vpload 5 Use default configuration		
Categories		Security and proctoring settings Proctoring is enabled YouTestMe F	Access password	0		
Testing center	*	Testing session is not password protected				
Reporting	*		Notify candidates about changes via em	all Sauce		
System	Ŧ		<u>e</u>			

**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.





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



New testing session			~
Active testing session ③ 🔵			
Testing session name *			0
Select one or more tests		Testing location	0
		Select one	~
Available from * ⑦ Available to *	0	Time zone	0
		Europe/Budapest (GMT +1:00)	~
Allow attempt finishing after expiration	0		
Candidates			Add candidates (0)
Allow candidates to self-enroll ③		Required authorization ⑦	
Who can be assigned	0		
Any user from the application	~		
Proctoring			
Proctoring No proctoring	~		
Proctoring No proctoring Browser lockdown	~		
Proctoring No proctoring Browser lockdown No browser lockdown	> ⑦ ~		

- 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 O Auto-select by delivery preference	
Delivery preference 4 o	
Online AI-proctored ~	
All test with the selected delivery preferences will be added to the testing session.	
6 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 ③	
Testing session name *	C
LLQP AI-Online Proctor Exam Session	
Select one or more tests	Testing location
All tests with Online AI-proctored delivery preference	Select one $\lor$
Available from * ⑦ Available to * ⑦	Time zone
Jan-01-2023 03:27 Jan-01-2026 08:47	Canada/Eastern (GMT -5:00) $\checkmark$
Candidates Allow candidates to self-enroll ③	8 Add candidates (0) Required authorization ③
Who can be assigned 📀	1
9 Any user from the application V	
Proctoring	Proctoring configuration *
10 AI professional proctoring 🛛 🗸 🗸	YouTestMe Proctoring - Default settings $\sim$
Browser lockdown 🧿	
🕕 No browser lockdown 🗸 🗸	

- 12. Load the appropriate message template.
- 13. Click the "Save" button.



Any user from the application	~	
Proctoring		Proctoring configuration *
AI professional proctoring	~	YouTestMe Proctoring - Default settings
Browser lockdown	0	
No browser lockdown	~	
Access password	0	
	0	
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### 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 ③	0
2 Select one or more tests	Testing location ⑦ Select one ~
Available from *   Available to *	Time zone ⑦ Europe/Budapest (GMT +1:00) ~
Allow attempt finishing after expiration ③	Add candidates (0)
Allow candidates to self-enroll ③	Required authorization ③
Any user from the application $\checkmark$	
Proctoring Volume Volum	
Browser lockdown   No browser lockdown	
Access password ⑦	Cancel Play vide

- 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	0	
Online live-proctored	~	
All test with the selected delivery preferences will be added to the	e testing session.	
0	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 *	0
ACSF/CAFS February 7, 2025 at 8:30 AM	
Select one or more tests	Testing location
All tests with Online live-proctored delivery preference	Select one ~
Available from * ⑦ Available to * ⑦	Time zone
6 Feb-07-2024 09:30 Feb-07-2024 12:30	Canada/Eastern (GMT -5:00) 🗸
Candidates Allow candidates to self-enroll ③	8     Add candidates (0).       ✓ Required authorization ⑦
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 $\lor$
Browser lockdown	
1 No browser lockdown ~	
Access bassword	
Save	Cancel Play video

- 12. Load the appropriate message template.
- 13. Click on the "Save" button.



Any user from the application	~		
Proctoring		Proctoring configuration *	0
AI professional proctoring	~	YouTestMe Proctoring - Default settings	$\sim$
Browser lockdown	0		
No browser lockdown	~		
Access password	0		
	0		
nstructions for candidates ⑦		12 Load from te	mplat
nstructions for candidates ⑦ BIU 중 ▲ ﷺ X <sub>2</sub> X <sup>2</sup> H1 H	H2 99 «)> 洼Ξ	Load from te	mplat
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## 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.





- 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 *			3
2			
Select one or more tests		Testing location	0
		Select one	~
Available from *	0	Time zone	?
		Europe/Budapest (GMT +1:00)	~
Allow attempt finishing after expiration	n າ		
Candidates			Add candidates (0)
Allow candidates to self-enroll ③		Required authorization ③	
Who can be assigned	0		
Any user from the application	~		
Proctoring			
No proctoring	~		
Browser lockdown	0		
No browser lockdown	~		
Access password	(?)		
	Save	Cancel	<u>Play video</u>

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



All	All tests								
How	How do you want to choose tests?								
$\bigcirc$	Handpick tests      Auto-select by delivery preference								
	ID ↑↓	Test name ↑↓	Туре	Creation time $~\uparrow\downarrow~$	External ID $\uparrow\downarrow$				
	Q Search	Q Search	Select one $ \smallsetminus $		Q				
	100005	Vérification d'équipement	Test	Apr-08-2022 05:44 PM CEST					
	100004	Equipment Validation Test	Test	Apr-06-2022 11:37 PM CEST					
	100038	Test Al Proctor	Test	Sep-26-2024 08:38 PM CEST	AI_TEST				
	100039	Canadian Investment Funds Course Exam	Test	Oct-29-2024 03:42 PM CET	CIFC_YTM_1				
	100029	Ethics Canada Module Exam	Test	Dec-08-2022 04:47 PM CET	ETC_101				
	100037	Canadian Investment Funds Course Exam	Test	May-29-2023 09:02 PM CEST	CIFC_YTM_1				
	100040	Cours sur les fonds d'investissement au Can	Test	Oct-29-2024 03:51 PM CET	CIFC_FR_YT				
	100027	Life Module Exam	Test	Dec-08-2022 04:39 PM CET	Life_101				
≣s	ave displayed colu	»>	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			Testing location		0
Ethics Canada Module Exam			Select one		~
Available from *	Available to *	?	Time zone		0
6 Feb-06-2025 16:30	Feb-06-2025 18:30	٦	Europe/Budapest (GMT +1:00)		~
Allow attempt finishing	after expiration ⑦				
Candidates 🕧			8	Add	<u>candidates (0)</u>
Allow candidates to sel	f-enroll 💿		Required authorization 💿		
Who can be assigned	(	0	Select user group *		
Member of a user group	~		Centennial College		~
Proctoring					
0 No proctoring	~				
Browser lockdown	(	0			
No browser lockdown	~				
Access password		?			
i2	0				
Instructions for candidates (?)				Load	from template
	Save		Cancel		<u>Play video</u>

- 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	0		
No browser lockdown	$\sim$		
Access password	0		
	0		
Instructions for candidates ③ BIUSA Marcola A Marcola X2 X2 H1 H2	2 99	⊡ ≣ ⊑ •¶ ≞ � ℤx	Load from template
External ID	0	External name	0
14	Sava	Cancel	Discusidas