YouTestMe

New interface - Creating testing sessions

Contents

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.
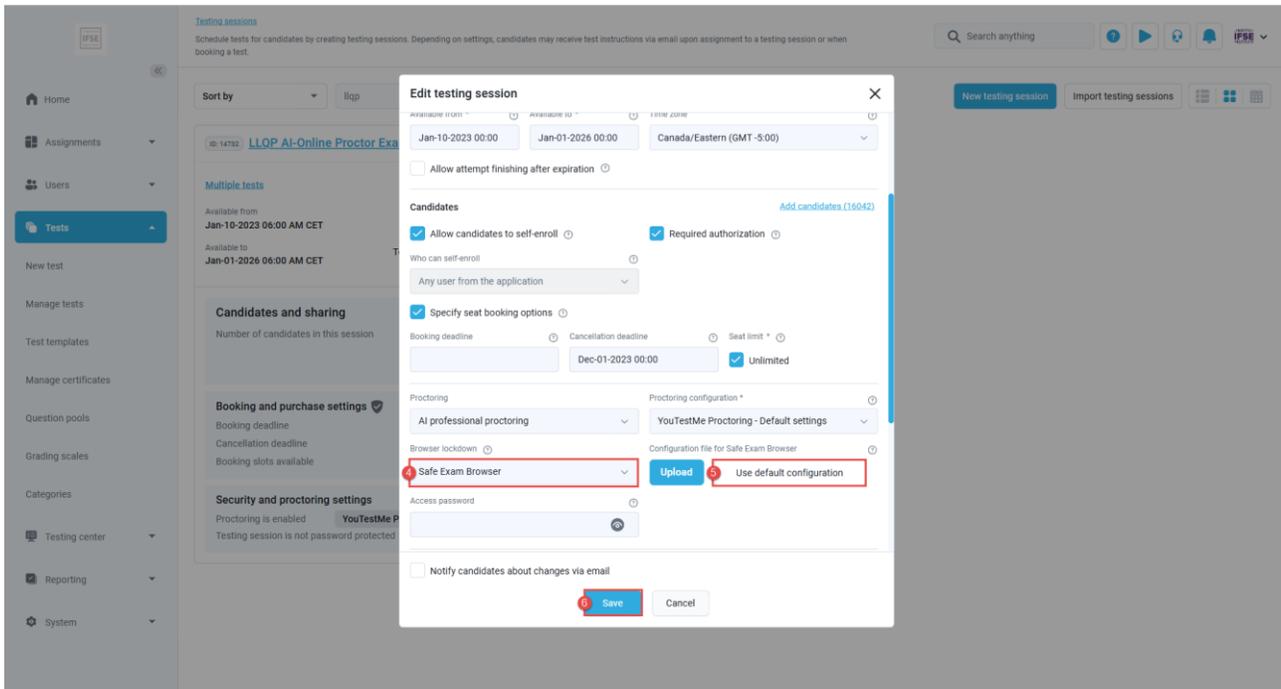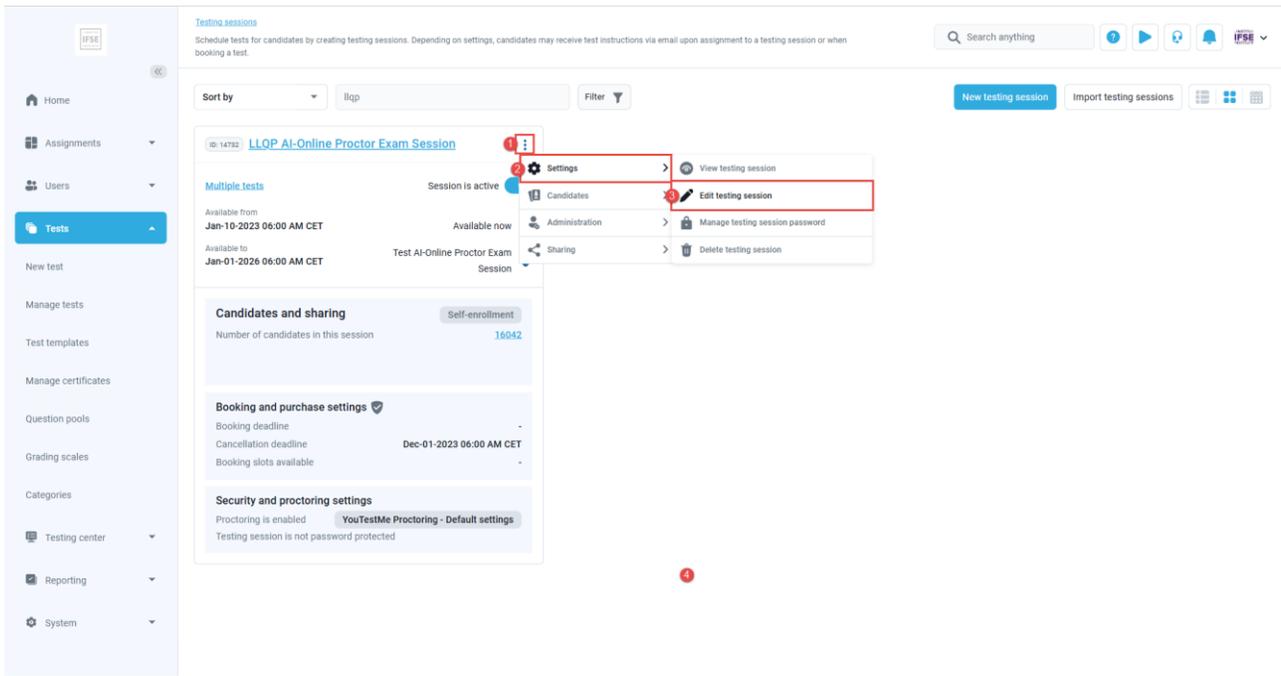
b) LLQP AI-Online Proctor Exam Session: PRIVATE – To create this testing session, please follow these steps:
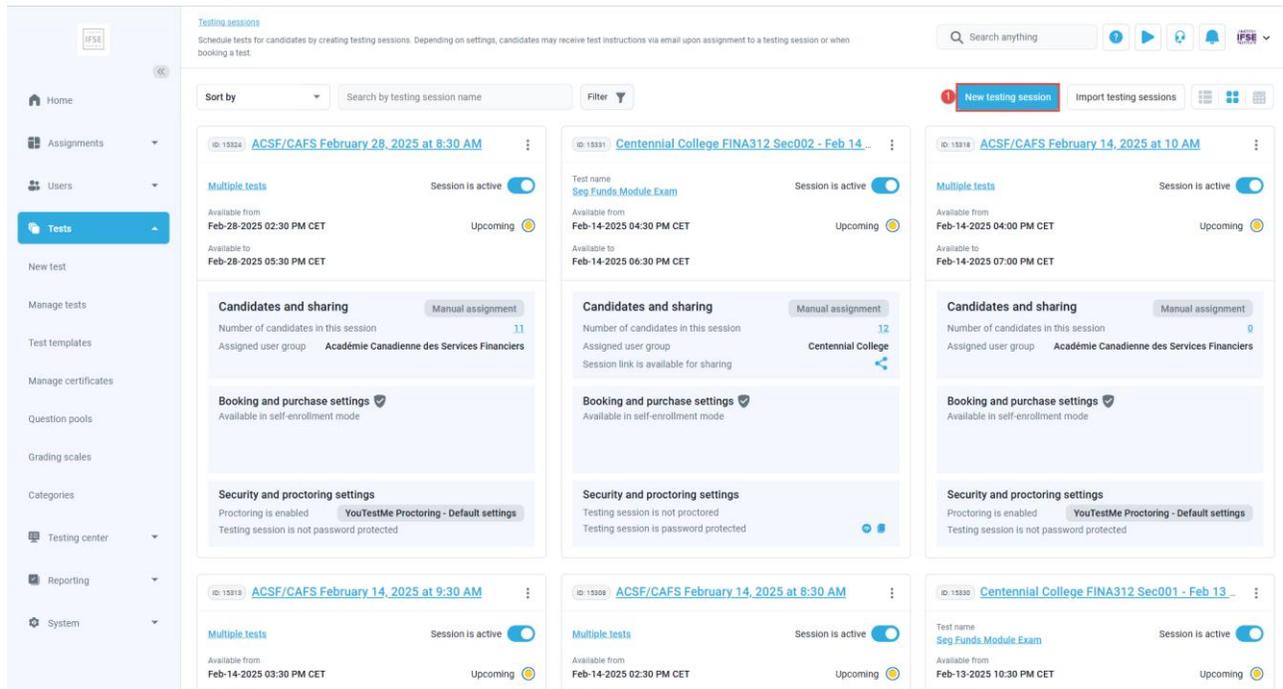
1. Click on the "New testing session" button.

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

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 ❹ ⑦

Online AI-proctored ⌄

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

❺ **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 ⑦ 🔵

Testing session name *   ⑦

LLQP AI-Online Proctor Exam Session

Select one or more tests   Testing location   ⑦

All tests with Online AI-proctored delivery   Select one   ⌄
preference

Available from *   ⑦   Available to *   ⑦   Time zone   ⑦

Jan-01-2023 03:27   Jan-01-2026 08:47   Canada/Eastern (GMT -5:00)   ⌄

☐ Allow attempt finishing after expiration ⑦

Candidates ⑦   ⑧   Add candidates (0)

☐ Allow candidates to self-enroll ⑦   ☑ Required authorization ⑦

Who can be assigned   ⑦

⑨ Any user from the application   ⌄

Proctoring   Proctoring configuration *   ⑦

⑩ AI professional proctoring   ⌄   YouTestMe Proctoring - Default settings   ⌄

Browser lockdown   ⑦

⑪ No browser lockdown   ⌄

            Save   Cancel   Play video

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

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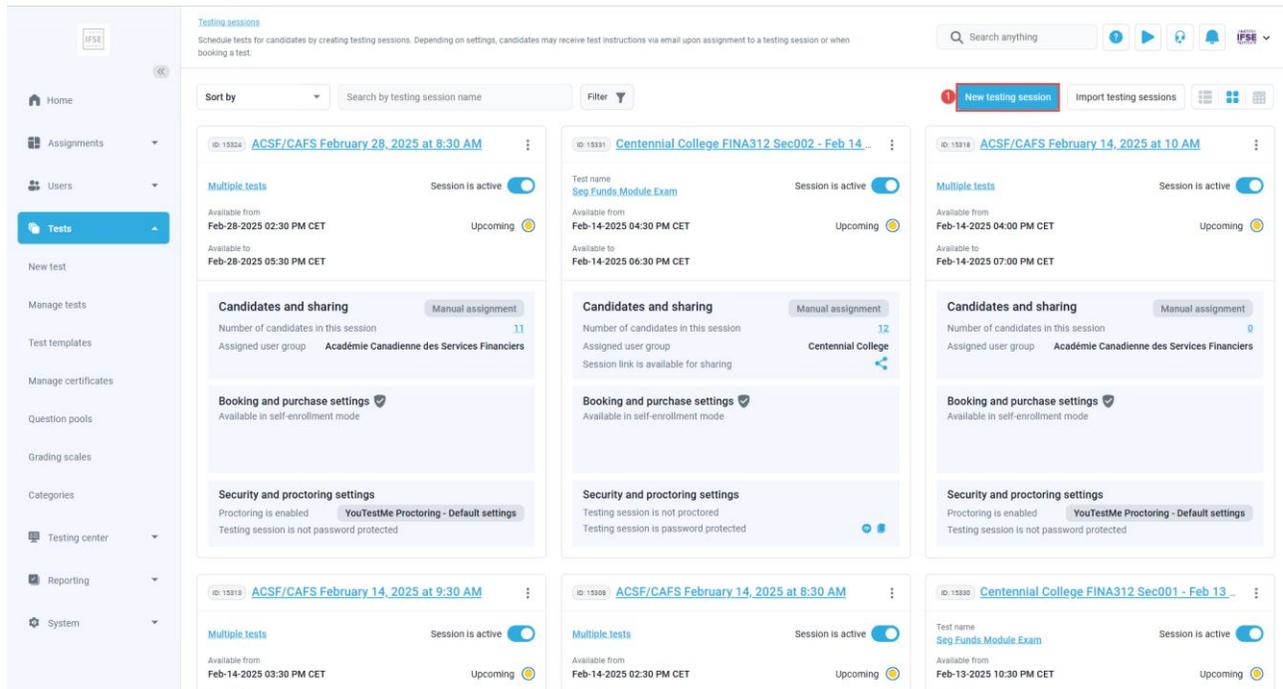
2. Enter the name of the testing session according to your standard pattern.
3. Click on "Select one or more tests."

New testing session ✕

Active testing session ⓘ 🔵

Testing session name * ⓘ

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 ⓘ

[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

Online live-proctored

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

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.

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

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 ⑦ 🔵

Testing session name *   ⑦

② [   ]

③ Select one or more tests   Testing location   ⑦

[   ]   [Select one   ⌄]

Available from *   ⑦   Available to *   ⑦   Time zone   ⑦

[   ]   [   ]   [Europe/Budapest (GMT +1:00) ⌄]

☐ Allow attempt finishing after expiration ⑦

Candidates   Add candidates (0)

☐ Allow candidates to self-enroll ⑦   ☐ Required authorization ⑦

Who can be assigned   ⑦

[Any user from the application   ⌄]

Proctoring

[No proctoring   ⌄]

Browser lockdown   ⑦

[No browser lockdown   ⌄]

Access password   ⑦

[**Save**]   [Cancel]   Play video

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

	ID ↑↓	Test name ↑↓	Type	Creation time ↑↓	External ID ↑↓
☐	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 AI 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

All tests ✕

How do you want to choose tests?

⦿ Handpick tests   ◯ Auto-select by delivery preference

≡ Save displayed columns set   « ‹ 1 2 3 › »   Rows: 17

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.

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   ⑦

No browser lockdown   ⌄

Access password   ⑦

••••   ◉

Instructions for candidates ⑦   ⑬ **Load from template**

B *I* U̲ S̶ A A̶ X₂ X² H₁ H₂ " </> ≣ ≡ ⊏ ⊐ ¶ ≣ 🔗 T̲ₓ

External ID   ⑦   External name   ⑦

⑭ **Save**   Cancel   Play video