



YouTestMe

Create Online Exam Guide

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1 Introduction

This document represents a guide on how to create an online exam.

2 Outlines

Online exam requirements:

- Delivery preference set to "Online"
- Choose the method for importing questions

3 Steps

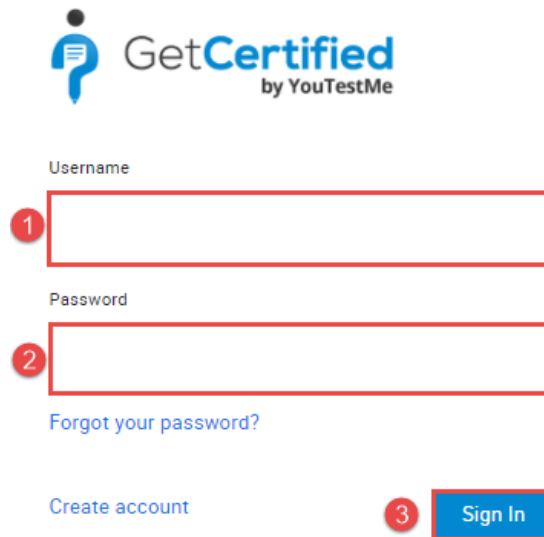
3.1 How to access the instance

3.1.1 How to access the sandbox instance

To access the sandbox instance, please go to <https://demo13.youtestme.com> and enter:

1. Username.

2. Password. (Once you receive the credentials, please make sure that you do not copy the blank space along with the password as you will not be able to log in.)
3. Click the “Sign in” button to enter the platform.



GetCertified
by YouTestMe

Username

1

Password

2

[Forgot your password?](#)

[Create account](#) 3

Note: To go through all the steps, you need to log in with the Content Manager role or a role that has a higher level of permissions.

3.1.2 How to access the production instance

To access the production instance, please go to ifse.youtestme.com and enter:

1. Username.
2. Password. (Once you receive the credentials, please make sure that you do not copy the blank space along with the password as you will not be able to log in.)
3. Click the “Sign in” button to enter the platform.

GetCertified
by YouTestMe

Username

1

Password

2

[Forgot your password?](#)

[Create account](#) [3 Sign In](#)

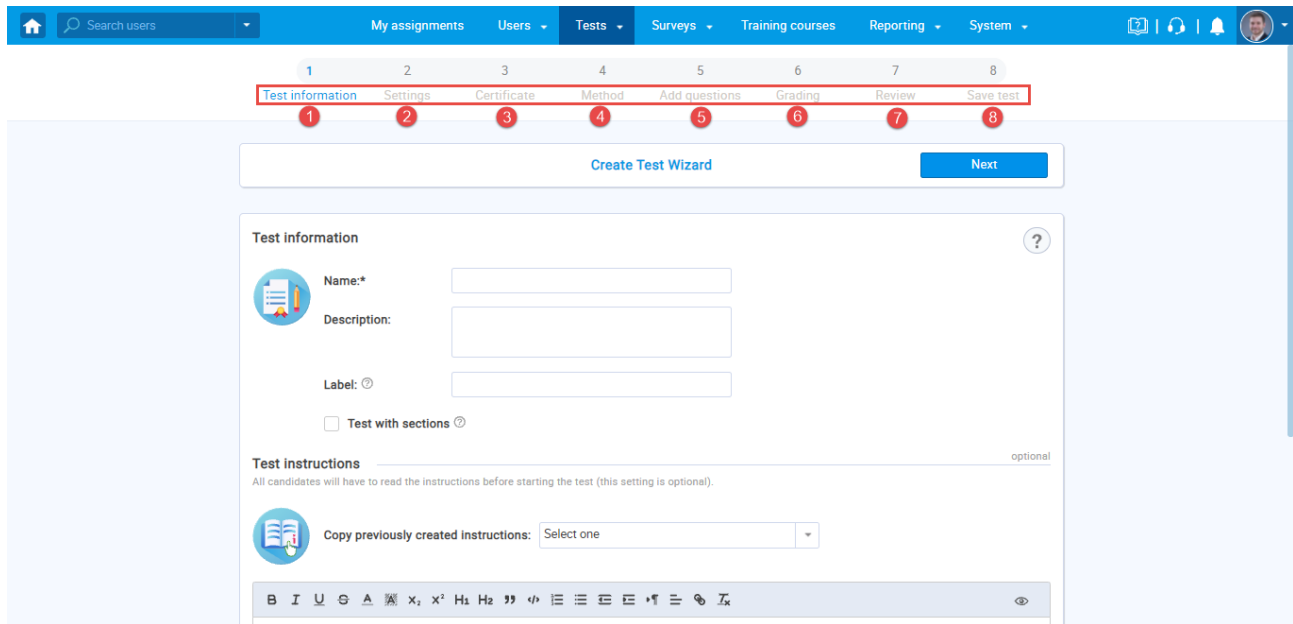
Note: To go through all the steps, you need to log in with the Content Manager role or a role that has a higher level of permissions.

3.2 Creating online exam

Navigate to “Tests” in the main menu, and choose “New tests”.

The screenshot shows the application dashboard with a blue navigation bar. The 'Tests' menu is open, showing options: 'New test' (highlighted with a red box), 'Manage tests', 'Manage certificates', 'Question pools', 'Grading scales', 'Testing locations', and 'Test results verification'. The dashboard also features tiles for 'My assignments', 'Create test', 'Create user group', and 'Create training course'.

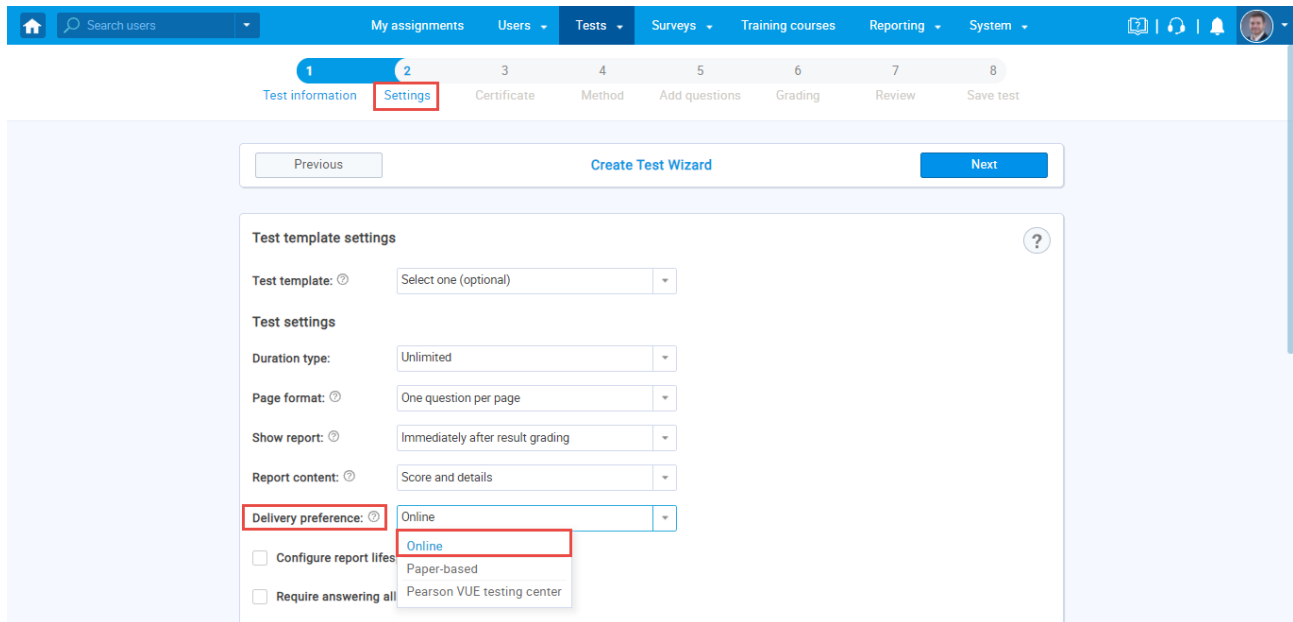
You will be redirected to steps of the “Create Test Wizard” process.



When creating an online-proctored exam, you should pay attention to the steps below.

3.2.1 The second step - "Settings"

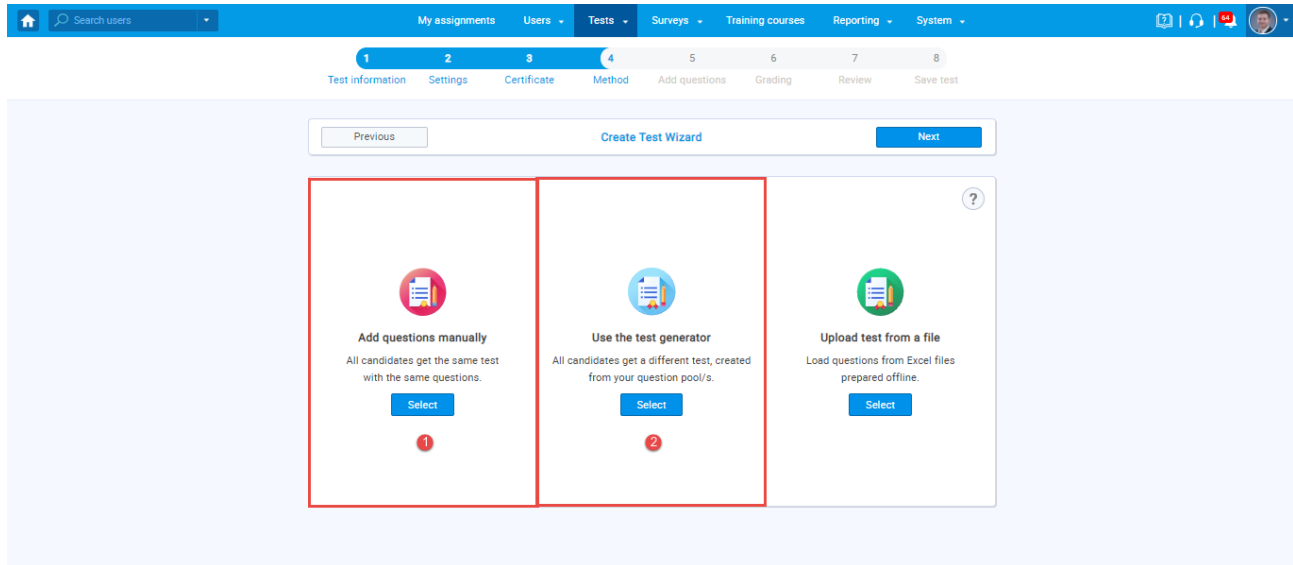
In the second step - "**Settings**", choose "**Online**" for the "**Delivery preference**" option.



3.2.2 The fourth step - "Method"

In the fourth step - "**Method**", you can choose between two options:

1. The "**Add question manually**" method
2. The "**Use the test generator**" method

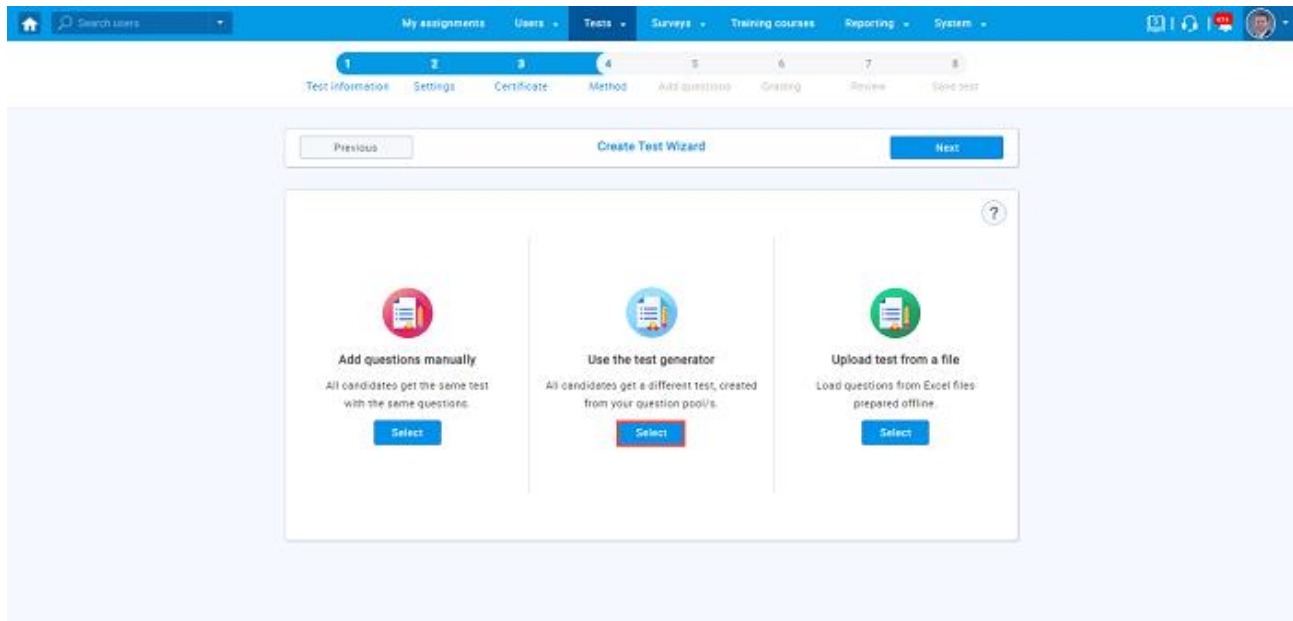


For more information about these methods, their options, and the differences between them, please read [this article](#).

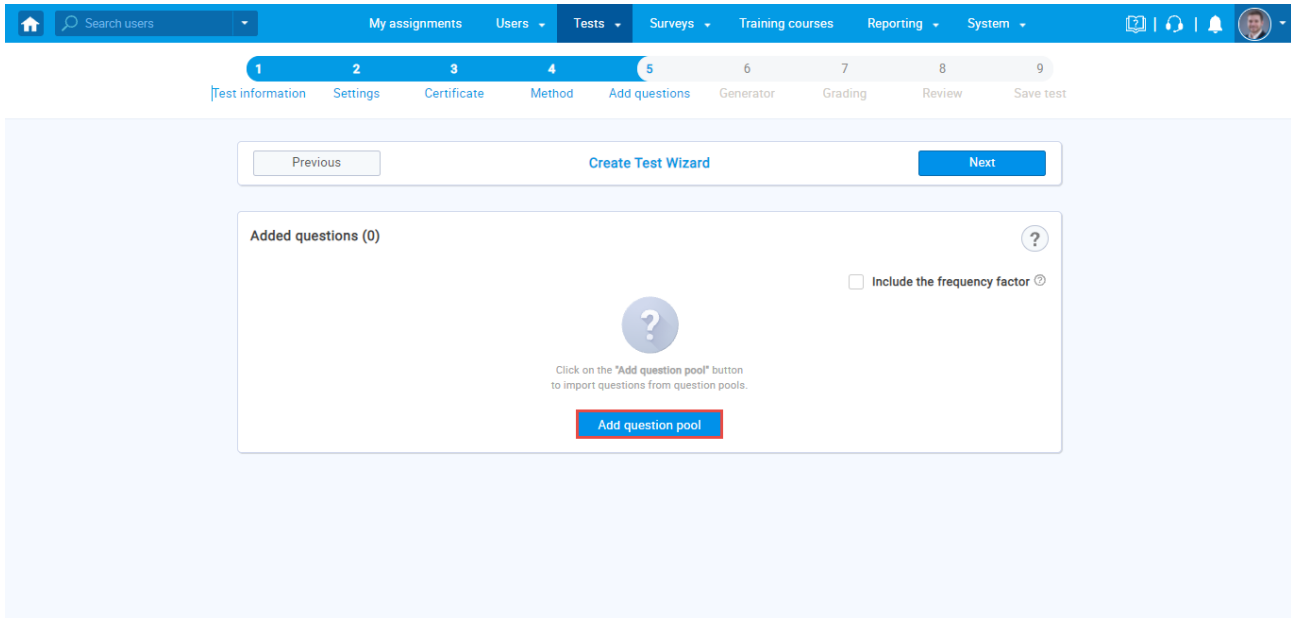
Note: For the online exam, you can use any type of question available in the YTM system.

3.2.2.1 Recommended method: "Use the test generator"

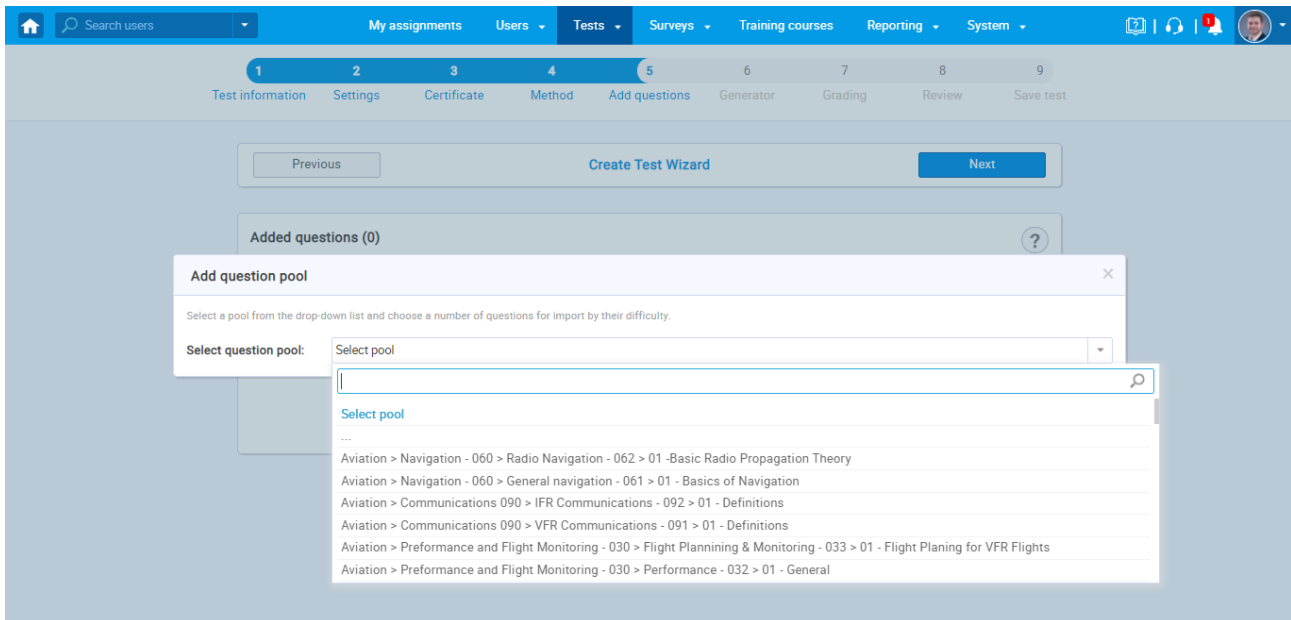
In the fourth step of Test Creation Wizard, the "Method", choose the "Use the test generator" option.



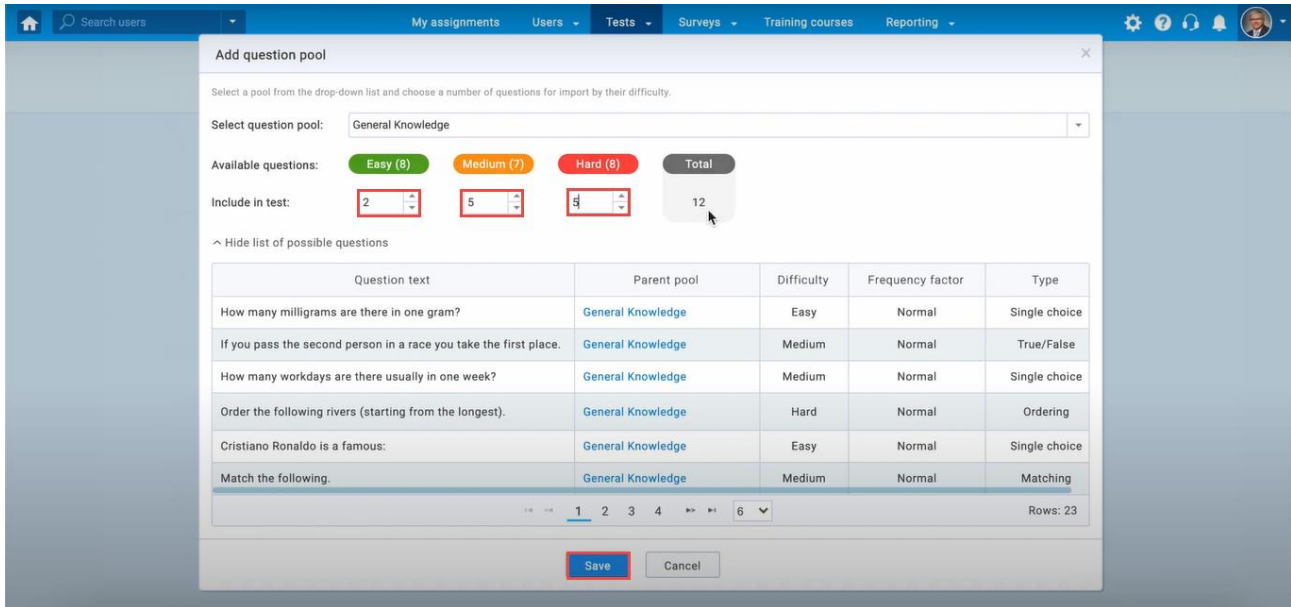
Click the "Add question pool" button to include questions from as many question pools as you wish. The system will use questions from selected pools to generate different versions of the test.



Click on the drop-down menu to view all available pools in the system and select the desired question pool.



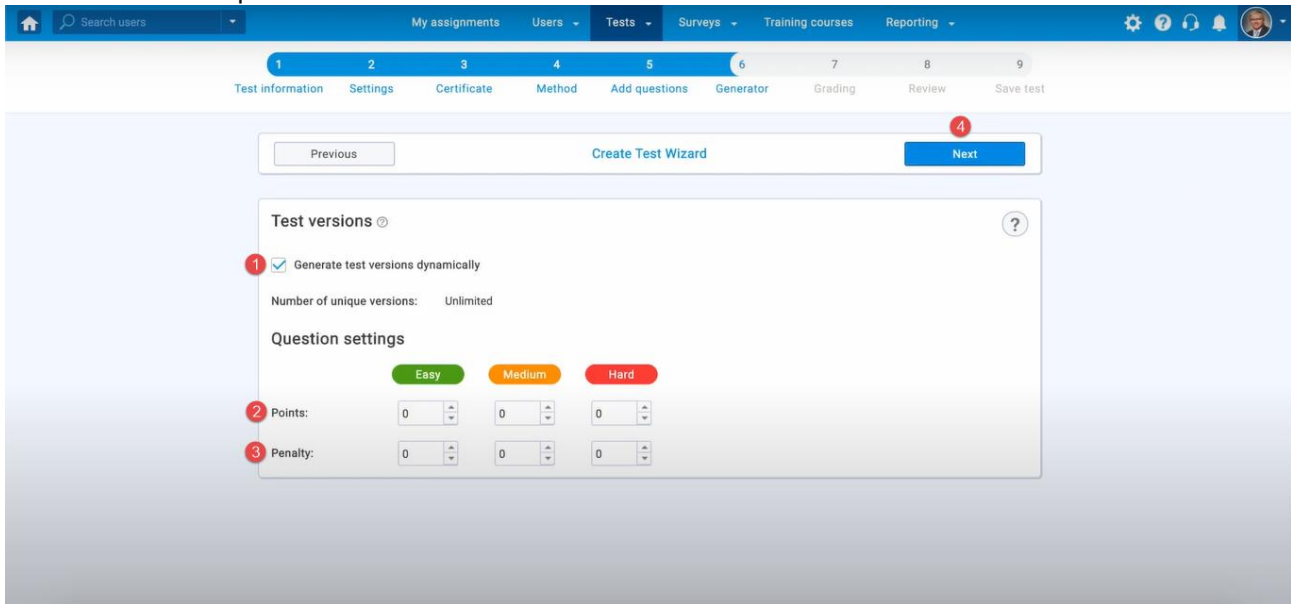
Choose the number of easy, medium, and hard questions that will be imported from the selected pool to the test. Click the **“Save”** button.



Note: For the online exam, you can use any type of question available in the YTM system.

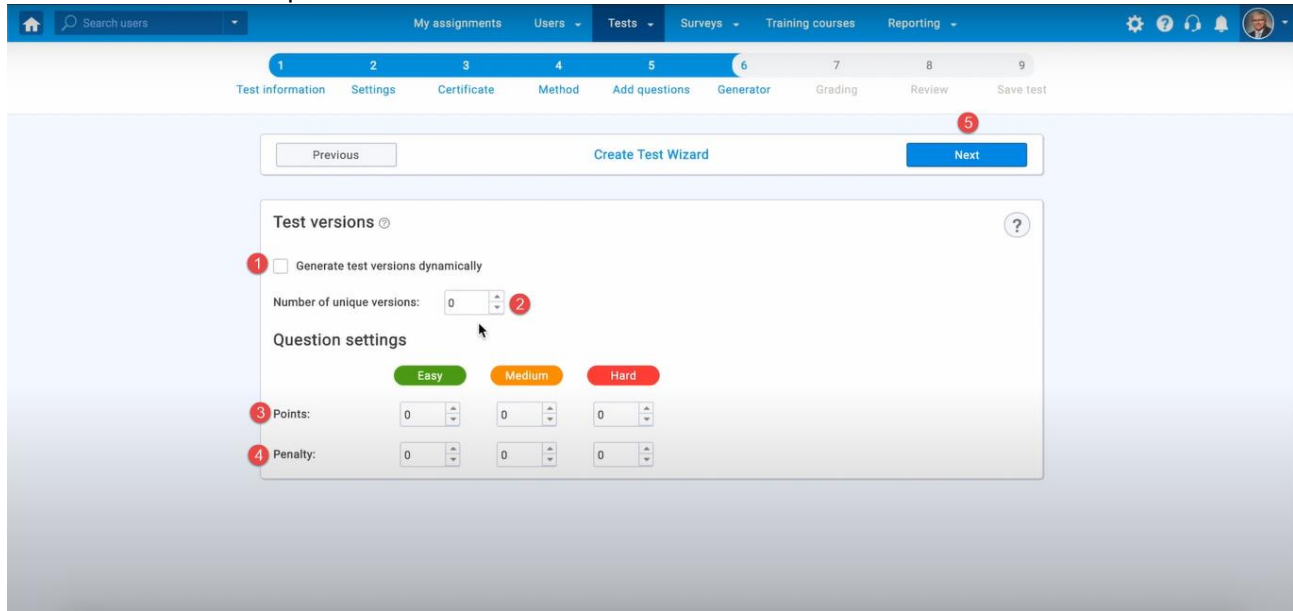
3.2.3 How to create dynamically generated online exam

1. To create an unlimited number of dynamically generated versions, you should enable the "**Generate test versions dynamically**" option.
2. Define the number of points per question difficulty category – points a candidate will achieve for answering correctly easy, medium, and hard questions
3. Define the number of penalty points per question difficulty category – points a candidate will achieve for answering incorrectly easy, medium, and hard questions.
4. Click "**Next**" to proceed.



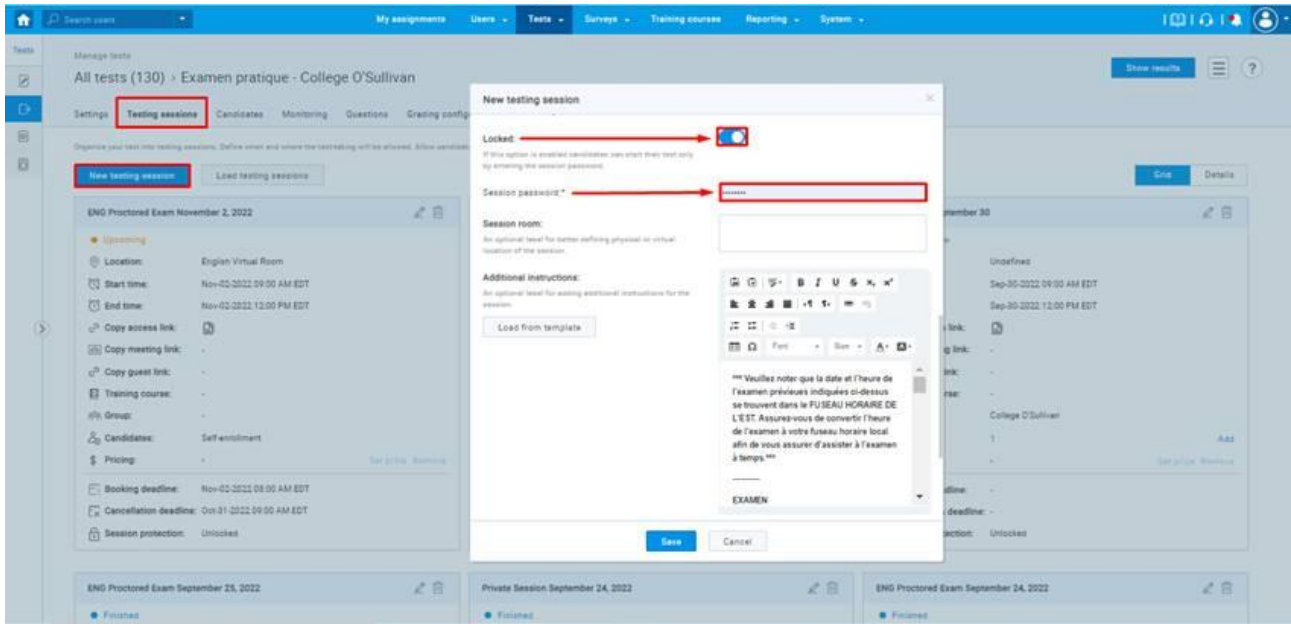
3.2.4 How to create statically generated online exam

1. To define the number of different test versions that will be created, you should disable the "Generate test versions dynamically" option.
2. Define the exact number of different test versions.
3. Define the number of points per question difficulty category – points a candidate will achieve for answering correctly easy, medium, and hard questions.
4. Define the number of penalty points per question difficulty category – points a candidate will achieve for answering incorrectly easy, medium, and hard questions.
5. Click "Next" to proceed.



3.3 Creating a testing session

The option to set a password to lock exams for a private individual testing session needs to be set when creating a session.



3.4 Publishing the exam

Once you finish the test creation, the test needs to be published. To do so, you should click on the "Publish" button.

