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# **1** Introduction

This document aims to demonstrate new features for the EmPass project and some additional instructions that cover EmPass scenario.

Demo video for the EmPass features can be found here: https://nextcloud.youtestme.com/index.php/s/tCQDXFJpS2Rf2Ym

# 1.1 Feature 1: Scoring method – score by rule

Release-info: Added a new kind of scoring type - By grading rules. Grading rules can be added to define how many points are awarded based on the number of correct answers. (3c04e75b63)

### 1.1.1 Description

Define how many points are awarded based on the number of successfully connected pairs. For example:

- 1. 0/4, 1/4, 2/4 pairs = 0 points
- 2. 3/4 pairs = 2 points
- 3. 4/4 pairs = 4 points

This scoring type can be used only for questions with multiple choices. Questions of said type are: multiple choice, fill in the blanks, matching, matrix, and hot spot types.

### **1.1.2 Demonstration**

To create a question with this scoring method, follow the steps:

- 1. Open question pool and Questions tab
- 2. Open dialog for creating matching type question
- 3. Add question text and answers

	= All pocks(1435) / text test		Q Search a	nything	• • •	
Home	Information Questions Use C	Create new question				
Assignments •	anually create new questions or import 1 N	Astching 5.00 points  0 penalty   Medium difficulty  2 minutes testion fest *	iestion pool.			
	Questions	Match the correct translations	estions with /	Import questions 👻	Add question 👻	Filter <b>Y</b>
Users +	Actions Commo		y ti	Туре та	Frequency factor †1	Cate
🕽 Workspaces 🛛 👻	Q Sei		one ~	Select one ~	Select one ~	Q Search
	○ / □ 133		um	Single choice	Normal	2 = Medium
iests	□ ◎ / C : 133	Match the items from the left and the right column to form the correct answers	m	Single choice	Normal	2 = Medium
ew test	Save displayed columns set	1 🕶 water 📋 1. vspó 💣			4	Rows: 1
Aanage tests		2 - cat 📋 2. yàra 🛱				
est templates		3 τ milk 対 3. γάλα				
lanage certificates		Left Right				
uestion pools						
rading scales		Show more settings				
Jategories		Add to pool Cancel				
Testing center 👻						
Surveys •						

4. Change the scoring type – click on more settings and select "By grading rules" option for the method

	= All cools(1435) / test test	Create new question	Q. Search anything
K Home	Information Questions Use	Show more settings	
🚼 Assignments 👻	Manually create new questions or import	Grading and duration settings Specify the grading method and set the question duration if it's time-limited. Points are awarded for each correct answer and deducted	estion pool.
👪 Users 👻	Questions	for each incorrect answer. Default values for points, penalties, and duration can be adjusted during the question creation. Scoring method	estions with AI Import questions 👻 Add question 👻 Filter 🍸
	Actions Commo	By grading rules 🗸 🗸	y ↑↓ Type ↑↓ Frequency factor ↑↓ Catego
🛞 Workspaces 👻	Q Sec	You can add grading rules to define how many points are awarded based on the number of correct answers. Edit or delete existing	ne v Select one v Select one v Q Search
	D 💿 🖉 🛱 🚦 133	grading rules to maintain full control over the scoring logic.	m Single choice Normal 2 = Medium (:
🍘 Tests 🔹 🔺	0 0 0 : 111	Correct answers * Points *	m Simila choica Normal 2 = Merlium /
Manufact		3 🗘 5.00 🗘	
New test	■ Save displayed columns set	Correct answers * Points *	💼 🜠 Rows: 2
Manage tests		2 2 3.00 🗘	
		Correct answers * Points *	
Test templates		1 2.00 🗢	
Manage certificates		Correct answers * Points *	
manage our arreated		0 🚖 0.00 🚖	
Question pools			
		Add grading rule 🗍 Remove last rule	
Grading scales		Duration *	
Categories		00:02:00	
		Adversed evention rates	
🖳 Testing center 🗸 🗸		Advanced question setUp Assign difficulty labels to questions to prepare for the Test generator and enhance filtration. Adjust appearance levels in randomly	
		Add to pool Cancel	
Surveys			

- 5. You will be presented with initial (suggested) configuration linear distribution of points for number of answers. You can create total of n + 1 rules, where n is the number of answers. This covers all the answers plus zero (if candidate doesn't match any answer).
- 6. Click on the "Remove last rule" button to remove rules from the last to first. In this configuration, higher number of points and answers matched are more important then lower.
- Adding a new rule to add a new rule, click on the "Add grading rule" button and rule will appear. Rule will decrement values of last rule by 1. Example bellow:

		Correct answers *	Points *
		3	5.00
Correct answers *	Points *	Correct answers *	Points *
3	5.00	2	3.00
Correct answers *	Points *	Correct answers *	Points *
2	3.00	1	2.00

- 8. In this case the user will get 5 points if they match 3 answers correctly.
- 9. Save the question.

#### 1.1.3 Notes

- 1. Highest points value will be used as max points on a question. Maximum number of points on a question in the following example would be 4:
  - a. 0/4, 1/4, 2/4 pairs = 0 points
  - b. 3/4 pairs = 2 points

- c. 4/4 pairs = 4 points
- 2. If the pair is missing, zero points will be assigned. In the following example, zero points will be assigned for 3 correct matches:
  - a. 0/4, 1/4 pairs = 0 points
  - b. 2/5 pairs = 2 points
  - c. 4/5 pairs = 4 points
  - d. 5/5 pairs = 5 points

Hint: because 3/5 pairs is missing.

Therefore, pairs that assign 0 points can be excluded. Improved configuration would be:

- a. 2/5 pairs = 2 points
- b. 4/5 pairs = 4 points
- c. 5/5 pairs = 5 points
- 3. Multiple pairs with same number of points can be created, but not with the same number of correct answers. For example, this configuration is okay:
  - a. 3/5 pairs = 5 points
  - b. 4/5 pairs = 5 points
  - c. 5/5 pairs = 5 points

But this is not:

- a. 3/5 pairs = 2 points
- b. 4/5 pairs = 3 points
- c. 4/5 pairs = 4 points
- d. 5/5 pairs = 5 points

Hint: because 4/5 pairs are defined twice. Rule with highest value will be kept.

- 4. Question must have at least one rule.
- 5. If you add answers, you have to add rules also. For example:
  - a. Question is created with 3 answers and 3 rules are created.
  - b. Question is updated with one more answer.
  - c. Forth rule have to be added. Number of max points can stay the same.

## 1.2 Feature 2: Skill Level Evaluation with grading scales

System has been enhanced to allow the assignment of a custom grading scale to each skill score in the test. This is presented in the grading configuration window and displayed in the personal report to provide performance overview.

To test this, follow the steps:



1. Create custom grading scales. Open Grading scales page and create new scale with grades displayed bellow:

	Grading scales		Q Search anything
K Home	Grading scales New grading scale Question grading templates	New question grading template	
Assignments 👻	Grade #1	Grade #2	
😁 Users 👻	#1 Grade	#2 Grade	
Workspaces •	From % To %	From % To %	
🍋 Tests 🔺	0 <b>\$</b> 59 <b>\$</b>	59 <b>C</b> 69 <b>C</b>	
New test	Grade #3	Grade #4	
Manage tests	#3 Grade	#4 Grade	
Test templates	From % To %	From % To %	
Manage certificates	69 🗘 79 🗘	79	
Question pools	Grade #5		
Grading scales	#5 Grade		
Categories	A From % To %		
Testing center •	89 🗘 100 🗢		
🔲 Surveys 👻	+ Add grading scale label		*

- 2. Create top pool with competence in the name
- 3. Add sub-pools with question versions
- 4. Create a test with sections where each section has four versions matched to four sub-pools
- 5. Set grading system to a test

Empass - demo	si _demo Dished	Q Search anything				
Settings Test sections	utterst / Encasts demo       Q Search anything         sections       Testing sessions       Candidates       Proctoring       Testadministration       Reports         sections       Testing sessions       Candidates       Proctoring       Testadministration       Reports         proctoring report       Image: Candidates       Proctoring report       Image: Candidates       Show advanced settings       Image: Candidates       Testadministration       Testadministration       Reports         Show advanced settings       Image: Candidates       Image: Candidates       Image: Candidates       Testadministration       Reports         Consertion       Conserting scale       Image: Candidates       Image: Candidates       Testadministration       Reports         Conserting       Image: Candidates       Consertings       Image: Candidates       Image: Candidates </th <th></th>					
Score report settings	proctoring report will not affect the final score on the test.           Require positive proctoring report					
Coupons	Show advanced settings					
Language settings						
Attachments	Map score to a grading scale Choose a grading scale that you have previously created to associate specific grades with corresponding points or percentages achieved. This mapping enables the system to represent the test results as grades, such as from A to F. To					
External attributes	create new grading scales, hover over the Tests section in the main menu, then select Grading scales, <u>Play video</u>					
Delivery preference	Grading scale US Letter Grading System					
+						



6. Set grading system to each pool

Empass - demo Published						Q Search anything	<b>(</b> ) ~
Settings Test sections Testin	g sessions Conceptions are and of knowledge returns the final score of	andidates Proctoring Tes aueumonic merquestion pools displaye garding a particular subject area. Whe in the test.	t administration Reports a perow. This is a descriptive passing m n option "Passing required" is enabled fo	ark and an ex or a pool, scol	pected level re will affect		
	Question	pools report setup		Refresh	pool list		
	Action	Pool name $\uparrow\downarrow$	Grading scale	Passing required	Inclusive passing mark		
	-	Action and Results - set 1	US Letter Grading System	No	No		
		Action and Results - set 1	US Letter Grading System	No	No		
	1	Personal effectiveness - set 1	US Letter Grading System	No	No		
		Personal effectiveness - set 1	US Letter Grading System	No	No		
		Interpersonal - set 1	US Letter Grading System	No	No		
		Action and Results - set 1	US Letter Grading System	No	No		
	1	Personal effectiveness - set 3	US Letter Grading System	No	No		
	1	Personal effectiveness - set 3	US Letter Grading System	No	No		
	1	Action and Results - set 3	US Letter Grading System	No	No		1
	/	Action and Results - set 3	US Letter Grading System	No	No		
		<b>« (</b> 1 2	3 4 5 > >> 10 •	•	Rows: 44		
Take the test							
Open personal repo	ort						
Empass - demo Published	/ admin's report					Q Search anything	<b>(</b> ] ~
Settings Test sections Testing	g sessions Ca	andidates Proctoring Tes	t administration Reports				

admin							Back			
Summary Aggregated reports Questions Special requests										
ggregated reports ports showing test attempt scores categorized by test sections, section groups, and question pools used in the test will be available if applicable.										
lest statistics							Â			
Score by question pools Scores on the test/sections categorized by question pools. Ti	hese passing marks o	describe the require	ed knowledge level o	of the topic but do not impact the final score						
Question pool ↑↓	Paccing mark	Passing	Inclusive							
Q Search	rassing mark ↑↓	required ↑↓	passing mark ↑↓	Score	Grade	Proficiency level ↑↓	Re			
Personal effectiveness - set 3	> 0.00%	No	No	40.74% (5.50/13.50 points) 2 correct, 1 incorrect, 1 skipped questions	F		F			
Personal effectiveness - set 3	> 0.00%	No	No	0.00% (0.00/13.50 points) 0 correct, 3 incorrect, 1 skipped questions	F					
Personal effectiveness - set 3	> 0.00%	No	No	0.00% (0.00/13.50 points) 0 correct, 2 incorrect, 1 skipped questions	F					
Personal effectiveness - set 3	> 0.00%	No	No	11.11% (1.50/13.50 points) 1 correct, 3 incorrect, 0 skipped questions	F	-	F			
Action and Results - set 3	> 0.00%	No	No	29.63% (4.00/13.50 points) 1 correct, 1 incorrect, 1 skipped questions	F	_	F			
Interpersonal - set 3	> 0.00%	No	No	22.22% (3.00/13.50 points) 2 correct, 2 incorrect, 0 skipped questions	F		F			

### **1.2.1** Notes

7. 8.

If section is not started or no question is answered, score by question pool will not be displayed for that pool.

## 1.3 Feature 3: Skill Score on Certificates

New certificate template is created to display grading labels on a test and pools used in a test. For certificate to be setup in whole, follow the instructions:

- 1. Create top pool with competence in the name
- 2. Add sub-pools with question versions
- 3. Create a test with sections where each section has four versions matched to four sub-pools
- 4. Set grading system to a test
- 5. Set grading system to each pool
- 6. Set user group to a session
- 7. Import the certificate template we've provided. Set title and subtitle as following:

	Style and orientation: *		
ide cert	Empass pool performance overview cert	ificate 2 pag \vee 🛛 Add new template	/ defi
litions.	Title *	ID	
	EmPass	1276	
	Subtitle		
	CERTIFICATE GOLD		
NEDTIEN			

8. Take the test.



#### 9. Export the certificate. Result:



### 1.3.1 Notes

1. If grading system is not set, percentage scored will be printed.

# **2** Additional instructions

### 2.1 Import questions

There are two ways to import questions to pools. One way is import with pools and sub-pools (one file containing data for questions and pools that have to be created) – this approach gives you only few settings on a question. Other way is to import only questions to existing pool – this is the advanced import.

#### 2.1.1 Import questions and pools

1. Go to Question pools page and select import from Excel.

	= All codds(1435) Question pools		Q. search anything
Kome	Question pools are sets of questions used for generating test which allows users to manage the question pool and its quest to you.	/surveys. They can be structured hierarchically, enabling users to create sub-poo ons, and P Import pools from Excel	is that are visible within the main question pool. There are two roles within the question pool. Modify, tion without making any changes to the questions. The table below lists the question pools available
Assignments 👻	Test question pools	Import multiple question pools from an Excel file. This loader supports the upload of question images from an	New Import +
😫 Users 👻	ID ↑↓ Name ↑↓	image folder. The uploaded file must be in a .zip format and contain the correct structure (one Excel file and one	Description 11
	Q Search Q Search	tolder with images).	Q. Search
Workspaces +	12898 test	Instructions here.	
Tests	12890 Sports	To view the structure, please download this sample. Select workspace	
New test	12888 Keith Practice Test Questions Pool #2	All workspaces ~	
Manage tests	12887 Keith Practice Test Questions	Select the question categories you wish to include in the	
	12886 Soft Skills	excel import Data Analysis	
Test templates	12885 Incident Response and Management	Investment Banking ment	
Manage certificates	12884 Security Awareness and Social Engineer	ng Pre-post ingineering	a
Question pools	12883 Identity and Access Management	Difficulty	
Grading scales	12881 Data Protection and Privacy	Select file	
	12880 Network Security	Upload Cancel Play video	
Categories	Save displayed columns set	« < 1 2 3 4 5 > »	10 🗸 🦉 🚛 Rows: 1435
🖳 Testing center 👻			
🔲 Surveys 👻			

- 2. Download the sample file.
- 3. Detailed instructions can be found in the dialog description.
- 4. Extract the zip file
- 5. Rename Math pool file with the top pool name. Change it to "Teamwork".
- 6. Open the excel file and add questions and sheets as sub-pools.

11112	interpersonal - set 1										
DESCRIPTION		1									
								Question			
External ID (optional)	Question	Image	Answer 1	Answer 2	Answer 3	Answer 4	Tags	feedback	Pre-post	Reference	
	-	image65	We should	It's great to	It's great that	Jamie keeps			Pre		
		5dd3f314	have a	have	Jamie is	things					
		8d5.ipg	conversation	someone so	willing to	straightforwa					
			with Jamie to	cooperative	compromise.	rd. When					
			understand	on the team.	but she	someone					
	How do you feel about Jappie's cituation?		why she's not	I'm glad that	should also	always					
	During a team meeting. Alex makes a		Mv	It's	Lcollaborate	Alex's			Post		
	decision without consulting the rest of the		proposition is	concerning.	with others	decisiveness			1000		
	team. How do you feel about this		to allow time	Alex should	and I try to	helps us					
	situation?		for each team	consider the	find a balance	move forward					
			member to	team's input	between	quickly, and I					
			share their	to make	willingness to	really value					
			thoughts	better	compromise	that kind of					
			before we	decisions.	and	straightforwa					
			make any		prioritizing	rdness in					
			decisions.		own ideas. I	people. It					
			Unique		think Alex	makes our					
			contributions		should do the	work more					
			of others is a		same.	efficient and					
			key.			less					
						complicated.					
· · · · · · · · · · · · · · · · · · ·											 

- 7. Pre-post is a question category optionally added.
- 8. Optionally add images to Images folder and write file names to Image column.
- 9. Zip the excel file and images folder
- 10. Import zip file to a dialog and select the category if it values are added in the file.

		ion pools			Q Search anything
K Home	Question pools are which allows user to you.	e sets of questions used for generating tests/surveys. s to manage the question pool and its questions, and i	Import pools from Excel	×	e sub-pools that are visible within the main guestion pool. There are two roles within the question pool. Modify, y generation without making any changes to the questions. The table below lists the question pools available
🚼 Assignments 👻	Test questi	on pools	Import multiple question pools from an Excel file. Thi loader supports the upload of question images from , image folder. The uploaded file must be in a .zip form and contain the correct structure (one Excel file and of folder with immone).	s an iat one	New Import +
👪 Users 👻	ID †↓	Name 11	To upload multiple images per guestion, follow the		Description 11
	Q. Search	Q. Search	instructions here.		Q. Search
<ul> <li>Workspaces *</li> </ul>	12968	blebla	To view the structure, please download this sample.		
Tests .	12967	Question pool 1	All workspace	v v	
New test	12955	test	Select the question categories you wish to include in	the	
	12954	Interpersonal - set 4	excel import		
Manage tests	12953	Interpersonal - set 3	Search Engine Marketing (SEM)		
Test templates	12952	Interpersonal - set 2	Pre-post English proficiency		
Manage certificates	12950	11 - Empass Teamwork	Testing phase		
Question pools	12951	Interpersonal - set 1	Difficulty level Категорички императив		
Grading scales	12949	Interpersonal - set 4	Difficulty		4
chaonig acarca	12948	Interpersonal - set 3	Select file Teamwork.zip 126.3 KB		3
Categories	E Save display	ed columns set	Upload Cancel Play	video	▶ 10 v 🚔 🔩 Rows: 1493
Testing center •					

11. Result: questions imported and organized into sub-pools

= Allocots(1459) / Teamwork Q Search anything 2													
Informatio	on Questions Users	F	Reports Comments										
Manually cre	ate new questions or import then	n from	an Excel file or a QTI packa	ge. View, modify, or delete existing questions. Copy or move questions to another question	pool.								
Questio	ns			Generate questions	with AI Import questions	► Add question ► Filter ▼							
	Actions		Common ID $\uparrow\downarrow$	Question text $\uparrow\downarrow$		Question pool $\uparrow\downarrow$							
			Q Search	Q Search		Q Search							
	o 🌶 🗟	:	134274	During a team meeting, Alex makes a decision without consulting the rest of the team. How	v do you feel about this sit	Interpersonal - Set 1							
	o 🎽 🗟	:	134273	How do you feel about Jamie's situation?		Interpersonal - Set 1							
	o 🎽 🗟	:	134272	During a team meeting, Alex makes a decision without consulting the rest of the team. How	v do you feel about this sit	Interpersonal - Set 2							
	o 🖍 🗟	:	134271	How do you feel about Jamie's situation?		Interpersonal - Set 2							
≣ Save di	splayed columns set			<< < 1 > >> 10 •		real x Rows: 4							

### 2.1.2 Import questions and setting points, weights and categories

In this chapter, questions will be imported to existing pools.

- 1. Create Teamwork top pool
- 2. Create sub-pools: Interpersonal Set 1, Interpersonal Set 2
- 3. Open Questions tab on top pool and choose Import questions without images

	ne	= All cools(14) Teamw	26) / Teamwork ork				Q Sear	sh anything	0 🕨 0 4 🎯 -
fi Home		Information	Questions Users	Reports Comm	ents				
Assignments		Manually create new	questions or import them	from an Excel file or a QT	'i package. View, modify, or delete existing questions. Cop	y or move questions to	another question pool.		
Be lines		Questions					Senerate questions with AI	Import questions	✓ Add question ✓ Filter ▼
osers (			Actions	Common ID †	Import questions X	Question text 11			Question pool 11
Workspaces				٩	Import questions from an Excel spreadsheet (supported				٩
		No questions add	ed to this pool.		Use this Excel template to create questions.				
iests.	_	≣ Save displayed	l columns set		Detailed instructions on filling out this template can be	) <b>~</b>			and the second s
New test					You can download this sample to view the structure or				
Manage tests					try out this feature.				
Test templates					Select file Skip the questions that already exist in the pool				
Manage certificates									
Question pools					Upload Cancel				
Grading scales									
Categories									
Testing center	٠								
Surveys									

- 4. Detailed instructions are available in the link in the dialog description.
- 5. Download and open the template.
- 6. You will be presented with three sheets: Questions, Answers and Legend. Write question text and settings to Questions, add answers and link them to questions in Answers tab and follow instructions in the legend.
- 7. We will create an excel file with 8 questions 4 for two subpools.
- 8. Add first question. Write ID as ordinal number of a question, add text, question type and scoring type to weight. Set the sub-pool id to the id of desired sub-pool.

	Clipboard Fig			Alignment		Number		Styles				Editin	g Add-ins
										F	G		
1	Question ID	Previous que	estion ID (Branching/Optional)	Q	uestion Tex	đ	Question Type	Duration		Difficulty Code	Scoring type	Points	Frequency Factor
1 2	Question ID	Previous que	estion ID (Branching/Optional)	Q How do you feel about Jamie's siti	uestion Tex	đ	Question Type SNC	Duration	120	Difficulty Code DEA	Scoring type QSCRTWGT	Points	Frequency Factor NORMAL
1 2 3	Question ID 1	Previous que	estion ID (Branching/Optional)	Q How do you feel about Jamie's site	uestion Tex uation?	đ	Question Type SNC	Duration	120	Difficulty Code DEA	Scoring type QSCRTWGT	Points	Frequency Factor NORMAL
1 2 3 4	Question ID 1	Previous que	estion ID (Branching/Optional)	Q How do you feel about Jamie's sitr	uestion Tex uation?	đ	Question Type SNC	Duration	120	Difficulty Code DEA	Scoring type QSCRTWGT	Points	Frequency Factor NORMAL
1 2 3 4 5	Question ID	Previous que	estion ID (Branching/Optional)	Q How do you feel about Jamie's site	uestion Tex uation?	đ	Question Type SNC	Duration	120	Difficulty Code DEA	Scoring type QSCRTWGT	Points	Frequency Factor NORMAL
1 2 3 4 5 6	Question ID	Previous qui	estion ID (Branching/Optional)	Q How do you feel about Jamie's siti	tuestion Tex ation?	d	Question Type SNC	Duration	120	Difficulty Code DEA	Scoring type QSCRTWGT	Points	Frequency Factor NORMAL

Points are not required for weighted questions

9. Add answers. Add incrementing ordinal numbers and question ID (ordinal number in Questions sheet).

				E	
Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Weight	Answer Feedback
1	Jamie keeps things straightforward. When someone alwa	1	N	0	
1	It's great to have someone so cooperative on the team.	2	N	1.5	
1	It's great that Jamie is willing to compromise, but she s	3	N	3	
1	We should have a conversation with Jamie to understand wh	4	N	4	
	Question ID 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Question ID         Answer Text           1         Jamie keeps things straightforward. When someone alwast           1         It's great to have someone so cooperative on the team.           1         It's great that Jamie is willing to compromise, but she since the source of the so	Question ID         Answer Text         Answer Ordinal Number           1         Jamie keeps things straightforward. When someone alwa         1           1         It's great to have someone so cooperative on the team.         2           1         It's great that Jamie is willing to compromise, but she s         3           1         We should have a conversation with Jamie to understand wh         4	Question ID         Answer Text         Answer Ordinal Number         Correct Answer           1         Jamie keeps things straightforward. When someone alway         1         N           1         It's great to have someone so cooperative on the team.         2         N           1         It's great that Jamie is willing to compromise, but she s         3         N           1         We should have a conversation with Jamie to understand wh         4         N	Question ID         Answer Text         Answer Ordinal Number         Correct Answer         Weight           1         Jamie keeps things straightforward. When someone alway         1         N         0           1         It's great to have someone so cooperative on the team.         2         N         1.5           1         It's great that Jamie is willing to compromise, but she s         3         N         3           1         We should have a conversation with Jamie to understand wh         4         N         4

Correct answer column is not relevant for the weighted questions

10. Add second question – matching type. Set type to MCH, points to 4 and penalty to 0. Set the sub-pool id to the id of desired sub-pool.

								к	
1 Question Text	Question Type	Duration	Difficulty Code	Scoring type	Points	Frequency Factor	Penalty	Subpool ID (Optional)	External ID (Optional)
2 How do you feel about Jamie's situation?	SNC	120	DEA	QSCRTWGT		NORMAL		12951	
3 What would be a good strategy to strengthen teamwork in this scenario?	MCH	120	DEA	QSCRTTOTAL	4	NORMAL	0	12951	
4									
5									
6									

11. Add answers. Add answers and mark answers on the left with "N" in the correct answer column and right ones with "Y". Write ordinal numbers for the answers on the right in incrementing order. Then write ordinal numbers that matches them in right answers' ordinal number.

							G
	Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Weight	Answer Feedback	
	1	It's great to have someone so cooperative on the team.	2	N	1.5		
	1	It's great that Jamie is willing to compromise, but she s	3	N	3		
	1	We should have a conversation with Jamie to understand wh	4	N	4		
	2	Allow independent work with minimal interaction.	1	N			
	2	Actively listen to your teammates and show appreciation	2	N			
	2	Poor Strategy	1	Y			
	2	Good Strategy	2	Y			
10							

There is a currently limitation in the import method that only allows 1-1 relation for matching questions. Matching one-to-many is available only through question editor.

12. Optionally add values for custom question properties and categories:

о	Р	Q	R	s	т
Categories (Optional)	Feedback (Optional)	custom_column_1	custom_column_2	custom_column_3	custom_colum
Pre-post: Pre;			4		
Pre-post: Pre;			3		
Pre-post: Post;			2		
Pre-post: Post;			1		
Dec. a set. Dec.					
Pre-post: Pre;			3		
Pre-post: Pre;			4		
Pre-post: Post;			1		
Pre-post: Post;			2		

To view the name of your custom question property, go to System settings and then Custom properties.

o youtest	me ertified	Settings and customization				Q Search anything	0 ►	0 📮 🎯 •
A Home	~	System preferences Theme a	nd language Noti	fications Job scheduler	Support Attachments library Custom properties	Templates		
		Custom data types	Custom question	properties refer to additional fi	elds that serve as attributes for questions and are not created in the a	pplication by default. They help categori	ize questions, provide ext-	ra data for easier search
Assignments	*	Custom question properties	and management	, and can be used to set criteria	for passing the test. <u>Play video</u>			
Users	•	Custom user properties	Custom q	uestion properties		Available	properties left for creatio	n: 2 Create new
Workspaces	÷		Actions	Name 11	Title †1	Description 11	Type ↑↓	Status ↑↓
-		Categories		Q Search	Q. Search	Q. Search	Select one $\checkmark$	Select one $\checkmark$
i Tests	*		P 🛈	custom_column_3	Binary Classification	0 indicates exclusivity	Dropdown	Enabled 😪
Testing center	÷		<i>i</i> 1	custom_column_4	Phase		Dropdown	Enabled 💛
-			<b>Ø</b>	custom_column_6	Competency II	The Competencies ca	Text	Enabled 😪
Surveys	٣		ŃÛ	custom_column_1	Difficulty level		Dropdown	Enabled 😪
Training courses	*		<i>1</i> Ù	custom_column_8	Custom question property 1		Dropdown	Enabled 🗸 🗸
-			ŃÙ	custom_column_9	Custom question property 2		Dropdown	Enabled 😪
Reporting	÷		10	custom_column_5	Type of Insurance		Dropdown	Enabled 😪
System	-		<i>1</i> Û	custom_column_2	External ID		Text	Enabled 😪
Settings and customiza	tion		Save displa	yed columns set	<< < 1 > >>	10 🗸		Rows: 8
Integrations								
Maintenance								

To view category values, open Categories tab in the same page and open desired category.

	e Settings and cus	stomization				Q Search anything	0 🕨 🤋 🌒 -
Home	System preferences	3 Theme and language	Notifications Jo	b scheduler Support Attachments library	Custom properties Ten	nplates	
			e 100000	Search Engine Marketing (SEM)			Question category
Assignments	*	<b>vo</b>	100005	Teation share	The share is when	the second second second	Question category
2 Users	-	0	100026	lesting phase	The phase in wr	tich questions will be used	Question category
		R. /	100031	Категорички императив	Immanuel Kant	the one who is for dualism, and stayed a	a Question category, Test/
Workspaces	*	≣ Save	displayed columns set		< 1 > >> 10 ×		🗧 🍋 Rows: 10
Tests		Pre-po	st - Values values for the category	You can also define sub-values for some values by click	king the desired value in the tree.		
Testing center		+ Per Pre	post				
Surveys	*	S F	ost				
Training courses	•	e F	re				
Reporting	*	Custor	n values				Add new value
O Contem		Action	ID †	Value J	(	Description	1 11
System			Q. Search	Q. Search	Q s	learch	
Settings and customization		10	100037	Post			
Integrations		/ W	100036	Pre			
Maintenance		≣ Save (	lisplayed columns set		< 1 > ≫ 10 •		💼 🜠 Rows: 2

13. Save the file and import it.

	ne		11) / Teamwork work			Q Search ar 🚺 Quest	ions successfully loaded.
A Home		Information	Questions Users	Re	eports Comments		
Assignments	•	Manually create n	ew questions or import the	m from a	an Excel file or a QTI pack	age. View, modify, or delete existing questions. Copy or move questions to another question pool.	
States Users	÷	Questions				Generate questions with Ai Import questions	✓ Add question ✓ Filter ▼
			Actions		Common ID ↑↓	Question text †↓	Question pool †↓
Workspaces	*				Q. Search	Q. Search	Q. Search
			0 / 6	:	134302	SET 2 During a team meeting, Alex makes a decision without consulting the rest of the team. How do you feel about t	Interpersonal - Set 1
Tests	Ť		0 / 6	:	134301	SET 2 Do you resonate with the following statement? As Alex's proactivity begins to dominate the meeting, it ends up	Interpersonal - Set 1
Testing center	*		0 / 12	:	134300	SET 2 How do you feel about Jamie's situation?	Interpersonal - Set 1
Surveys			0 / 🕼	:	134299	SET 2 What would be a good strategy to strengthen teamwork in this scenario? Drag and drop statements into approp	Interpersonal - Set 1
			o / G	:	134298	Do you resonate with the following statement? As Alex's proactivity begins to dominate the meeting, it ends up causi	Interpersonal - Set 2
Training courses	*		0/0	:	134297	Drag and drop statements into appropriate boxes:	Interpersonal - Set 2
Reporting	÷		o 🖍 🕼	:	134296	What would be a good strategy to strengthen teamwork in this scenario?	Interpersonal - Set 2
D Durters			0 🖍 🕼	:	134295	How do you feel about Jamie's situation?	Interpersonal - Set 2
Qr System		Save display	ed columns set			<< < 1 > >> 10 •	📥 🔽 Rows: 8
Settings and customizati	ion						
Integrations							

14. Four questions are import into two sub-pools

#### 2.1.3 Notes

- 1. Newly added Scoring by grading rules method is currently not available for import.
- 2. Instructions on other question types can be found in a document provided in import dialog

