

File name	Empass instructions
Author	YouTestMe
Confidentiality	Public
Last save date	Friday, March-21-2025 at 6:58:00 PM

Table of Contents

1	Introduction	1
1.1	Feature 1: Scoring method – score by rule.....	1
1.1.1	Description	2
1.1.2	Demonstration.....	2
1.1.3	Notes.....	3
1.2	Feature 2: Skill Level Evaluation with grading scales	4
1.2.1	Notes.....	6
1.3	Feature 3: Skill Score on Certificates.....	7
1.3.1	Notes.....	8
2	Additional instructions	8
2.1	Import questions.....	8
2.1.1	Import questions and pools.....	8
2.1.2	Import questions and setting points, weights and categories	10
2.1.3	Notes.....	14

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/tCQDXFjP2Rf2Ym>

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:

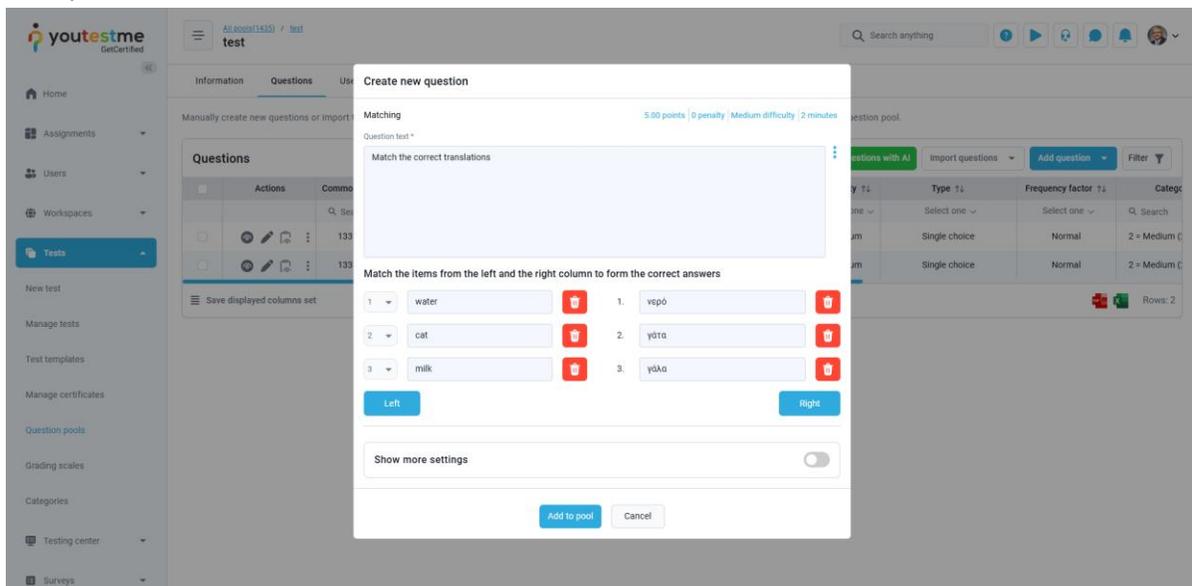
1. 0/4, 1/4, 2/4 pairs = 0 points
2. 3/4 pairs = 2 points
3. 4/4 pairs = 4 points

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.

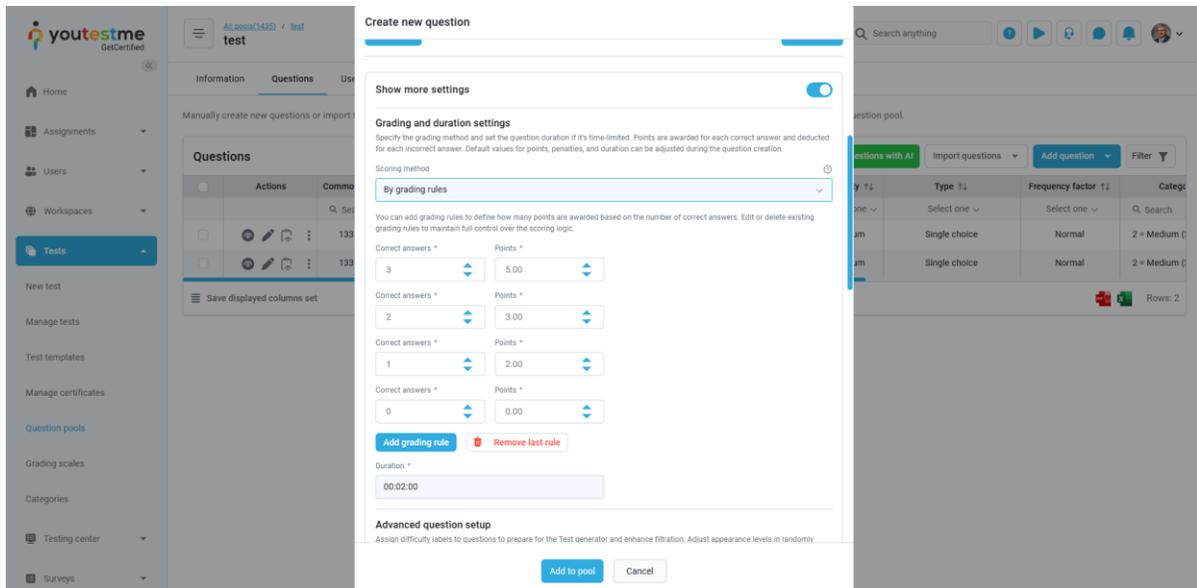
1.1.2 Demonstration

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



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



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 than lower.
7. 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 below:

<p>Correct answers * Points *</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <input type="text" value="3"/> <input type="text" value="5.00"/></div> <p>Correct answers * Points *</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <input type="text" value="2"/> <input type="text" value="3.00"/></div> <p>Correct answers * Points *</p> <div style="display: flex; justify-content: space-around;"> <input type="text" value="1"/> <input type="text" value="2.00"/></div>	<p>Correct answers * Points *</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <input type="text" value="3"/> <input type="text" value="5.00"/></div> <p>Correct answers * Points *</p> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <input type="text" value="2"/> <input type="text" value="3.00"/></div> <p>Correct answers * Points *</p> <div style="display: flex; justify-content: space-around;"> <input type="text" value="1"/> <input type="text" value="2.00"/></div>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Add grading rule Remove last rule </div>	<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Add grading rule Remove last rule </div>

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

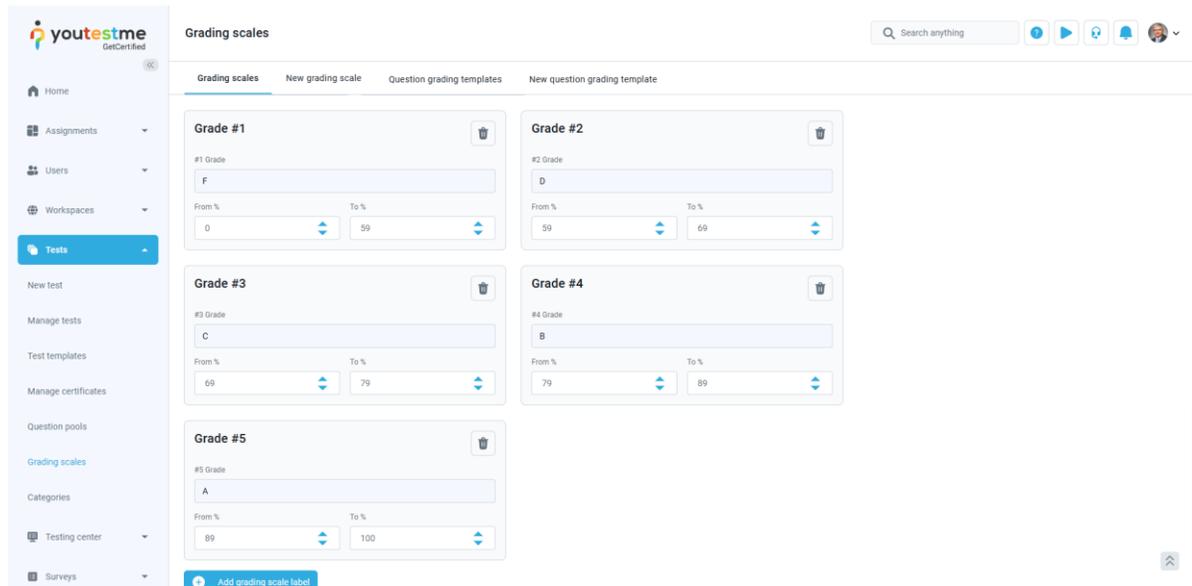
- c. 4/4 pairs = 4 points
2. If the pair is missing, zero points will be assigned. In the following example, zero points will be assigned for 3 correct matches:
- a. 0/4, 1/4 pairs = 0 points
 - b. 2/5 pairs = 2 points
 - c. 4/5 pairs = 4 points
 - d. 5/5 pairs = 5 points
- Hint: because 3/5 pairs is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

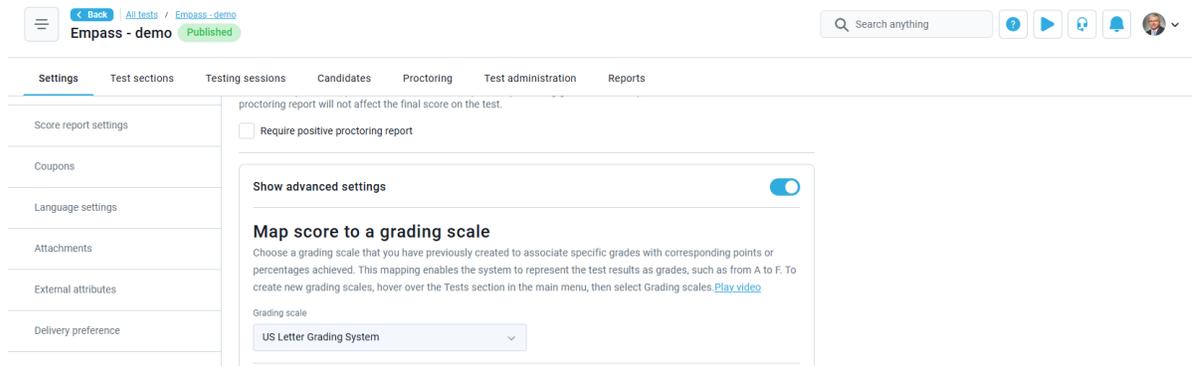
System has been enhanced to allow the assignment of a custom grading scale to each skill score in the test. This is presented in the grading configuration window and displayed in the personal report to provide performance overview.

To test this, follow the steps:

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



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



6. Set grading system to each pool

[Back](#) / [All tests](#) / [Empass - demo](#)
Empass - demo Published

[Settings](#) [Test sections](#) [Testing sessions](#) [Candidates](#) [Proctoring](#) [Test administration](#) [Reports](#)

Questions are added from the question pools displayed below. This is a descriptive passing mark and an expected level of knowledge regarding a particular subject area. When option "Passing required" is enabled for a pool, score will affect the final score on the test.

Question pools report setup

[Refresh pool list](#)

Action	Pool name ↑↓	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
	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
	Personal effectiveness - set 3	US Letter Grading System	No	No
	Personal effectiveness - set 3	US Letter Grading System	No	No
	Action and Results - set 3	US Letter Grading System	No	No
	Action and Results - set 3	US Letter Grading System	No	No

[<<](#) [<](#) 1 2 3 4 5 [>](#) [>>](#) 10 [v](#)

Rows: 44

7. Take the test

8. Open personal report

[Back](#) / [All tests](#) / [Empass - demo](#) / [admin report](#)
Empass - demo Published

[Settings](#) [Test sections](#) [Testing sessions](#) [Candidates](#) [Proctoring](#) [Test administration](#) [Reports](#)

admin [Back](#)

[Summary](#) [Aggregated reports](#) [Questions](#) [Special requests](#)

Aggregated reports

Reports showing test attempt scores categorized by test sections, section groups, and question pools used in the test will be available if applicable.

Test statistics

Score by question pools

Scores on the test/sections categorized by question pools. These passing marks describe the required knowledge level of the topic but do not impact the final score.

Question pool ↑↓	Passing mark ↑↓	Passing required ↑↓	Inclusive 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		F
Personal effectiveness - set 3	> 0.00%	No	No	0.00% (0.00/13.50 points) 0 correct, 2 incorrect, 1 skipped questions	F		F
Personal effectiveness - set 3	> 0.00%	No	No	11.11% (1.50/13.50 points) 1 correct, 3 incorrect, 1 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

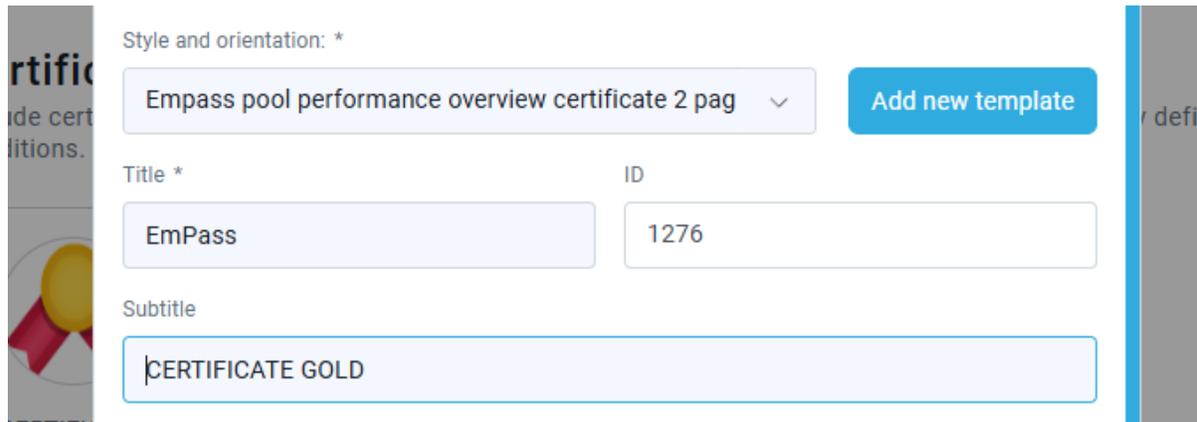
If section is not started or no question is answered, score by question pool will not be displayed for that pool.

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:



The screenshot shows a configuration interface for a certificate template. On the left, there is a partial view of a certificate with a gold medal and a red ribbon. The main configuration area includes:

- Style and orientation: *** A dropdown menu with the selected option "Empass pool performance overview certificate 2 pag" and a blue button labeled "Add new template".
- Title *** A text input field containing "EmPass".
- ID** A text input field containing "1276".
- Subtitle** A text input field containing "CERTIFICATE GOLD".

8. Take the test.

9. Export the certificate. Result:

EmPass
CERTIFICATE GOLD

Adam Smith

Name and Surname

1	Malta
User ID	Country

Micro-Credential Overall Grade: F

Skill	Grade
1 - Empass Resilience	D
2 - Empass Responsibility	F
3 - Empass Proactivity (+Enthusiasm)	F
4 - Empass Critical Thinking	F
5 - Empass Continuous Learning	F
6 - Empass Attention to Detail	F
7 - Empass Problem Solving	F
8 - Empass Commitment	F
10 - Empass Communication	F
9 - Empass Active Listening	F
11 - Empass Teamwork	C

Grade A: Analyze and evaluate | Grade B: Apply | Grade C: Remember and understand

1.3.1 Notes

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

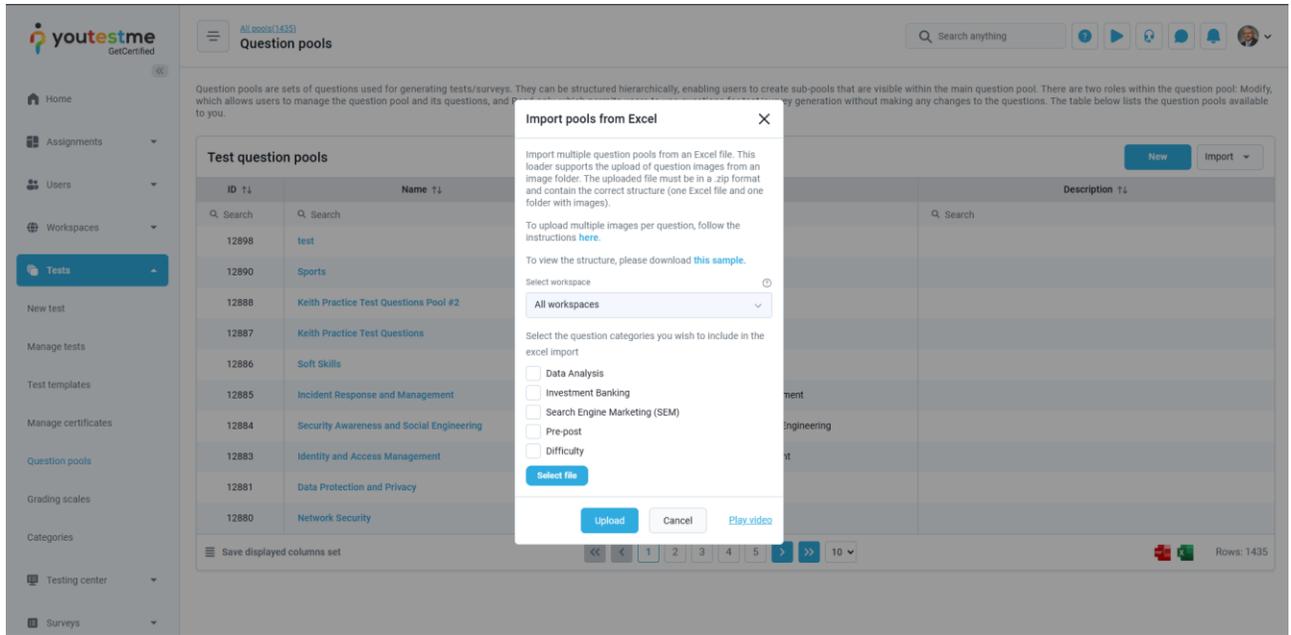
2 Additional instructions

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.



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.

External ID (optional)	Question	Image	Answer 1	Answer 2	Answer 3	Answer 4	Tags	Question feedback	Pre-post	Reference
	How do you feel about Jamie's situation? During a team meeting, Alex makes a decision without consulting the rest of the team. How do you feel about this situation?	image855dcdf3148d5.jpg	We should have a conversation with Jamie to understand why she's not	It's great to have someone so cooperative on the team. I'm glad that	It's great that Jamie is willing to compromise, but she should also	Jamie keeps things straightforward. When someone always			Pre	
			My proposition is to allow time for each team member to share their thoughts before we make any decisions. Unique contributions of others is a key.	It's concerning. Alex should consider the team's input to make better decisions.	I collaborate with others and I try to find a balance between team's input and willingness to compromise and prioritizing own ideas. I think Alex should do the same.	Alex's decisiveness helps us move forward quickly, and I really value that kind of straightforwardness in people. It makes our work more efficient and less complicated.			Post	

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.

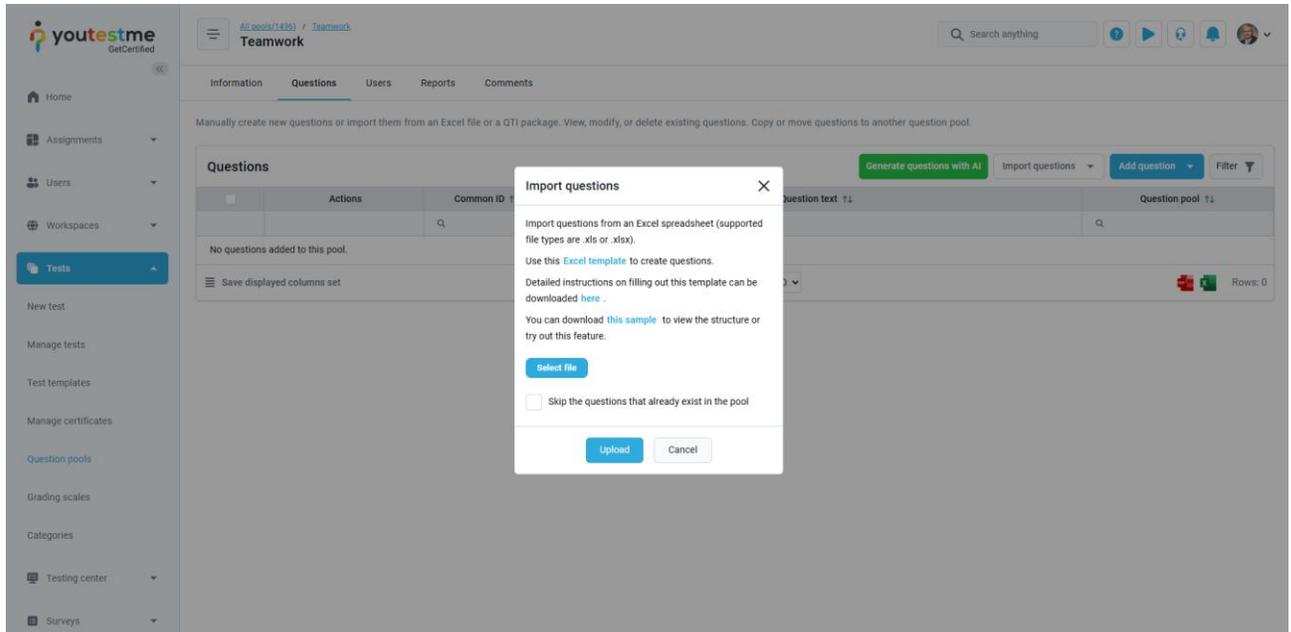
11. Result: questions imported and organized into sub-pools

Actions	Common ID	Question text	Question pool
[edit] [delete] [refresh]	134274	During a team meeting, Alex makes a decision without consulting the rest of the team. How do you feel about this sit...	Interpersonal - Set 1
[edit] [delete] [refresh]	134273	How do you feel about Jamie's situation?	Interpersonal - Set 1
[edit] [delete] [refresh]	134272	During a team meeting, Alex makes a decision without consulting the rest of the team. How do you feel about this sit...	Interpersonal - Set 2
[edit] [delete] [refresh]	134271	How do you feel about Jamie's situation?	Interpersonal - Set 2

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



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.

Question ID	Previous question ID (Branching/Optional)	Question Text	Question Type	Duration	Difficulty Code	Scoring type	Points	Frequency Factor
1		How do you feel about Jamie's situation?	SNC	120	DEA	OSCRWTGT		NORMAL
2								
3								
4								
5								
6								

Points are not required for weighted questions

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

Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Weight	Answer Feedback
1	Jamie keeps things straightforward. When someone always	1	N	0	
3	It's great to have someone so cooperative on the team.	2	N	1.5	
4	It's great that Jamie is willing to compromise, but she s	3	N	3	
5	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.

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

- 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.

	A	B	C	D	E	F	G
1	Question ID	Answer Text	Answer Ordinal Number	Correct Answer	Weight	Answer Feedback	
3	1	It's great to have someone so cooperative on the team.	2	N	1.5		
4	1	It's great that Jamie is willing to compromise, but she s	3	N	3		
5	1	We should have a conversation with Jamie to understand wh	4	N	4		
6	2	Allow independent work with minimal interaction.	1	N			
7	2	Actively listen to your teammates and show appreciator	2	N			
8	2	Poor Strategy	1	Y			
9	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.

- Optionally add values for custom question properties and categories:

O	P	Q	R	S	T
Categories (Optional)	Feedback (Optional)	custom_column_1	custom_column_2	custom_column_3	custom_colun
Pre-post: Pre;				4	
Pre-post: Pre;				3	
Pre-post: Post;				2	
Pre-post: Post;				1	
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.

Settings and customization

System preferences Theme and language Notifications Job scheduler Support Attachments library **Custom properties** Templates

Custom data types

Custom question properties

Custom user properties

Categories

Custom question properties refer to additional fields that serve as attributes for questions and are not created in the application by default. They help categorize questions, provide extra data for easier search and management, and can be used to set criteria for passing the test. [Play video](#)

Custom question properties Available properties left for creation: 2 [Create new](#)

Actions	Name	Title	Description	Type	Status
	custom_column_3	Binary Classification	0 indicates exclusivity...	Dropdown	Enabled
	custom_column_4	Phase		Dropdown	Enabled
	custom_column_6	Competency II	The Competencies ca...	Text	Enabled
	custom_column_1	Difficulty level		Dropdown	Enabled
	custom_column_8	Custom question property 1		Dropdown	Enabled
	custom_column_9	Custom question property 2		Dropdown	Enabled
	custom_column_5	Type of insurance		Dropdown	Enabled
	custom_column_2	External ID		Text	Enabled

Save displayed columns set

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

Settings and customization

System preferences Theme and language Notifications Job scheduler Support Attachments library **Custom properties** Templates

Actions	ID	Name	Description	Question category
	100009	Search Engine Marketing (SEM)		Question category
	100026	Testing phase	The phase in which questions will be used	Question category
	100031	Категорички императив	Immanuel Kant the one who is for dualism, and stayed a...	Question category, Test/...

Save displayed columns set

Pre-post - Values
Define new values for the category. You can also define sub-values for some values by clicking the desired value in the tree.

- Pre-post
 - Post
 - Pre

Custom values [Add new value](#)

Action	ID	Value	Description
	100037	Post	
	100036	Pre	

Save displayed columns set

13. Save the file and import it.

Actions	Common ID	Question text	Question pool
[edit] [delete] [refresh]	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
[edit] [delete] [refresh]	134301	SET 2 Do you resonate with the following statement? <i>As Alex's proactivity begins to dominate the meeting, it ends up...</i>	Interpersonal - Set 1
[edit] [delete] [refresh]	134300	SET 2 How do you feel about Jamie's situation?	Interpersonal - Set 1
[edit] [delete] [refresh]	134299	SET 2 What would be a good strategy to strengthen teamwork in this scenario? Drag and drop statements into approp...	Interpersonal - Set 1
[edit] [delete] [refresh]	134298	Do you resonate with the following statement? <i>As Alex's proactivity begins to dominate the meeting, it ends up causi...</i>	Interpersonal - Set 2
[edit] [delete] [refresh]	134297	Drag and drop statements into appropriate boxes:	Interpersonal - Set 2
[edit] [delete] [refresh]	134296	What would be a good strategy to strengthen teamwork in this scenario?	Interpersonal - Set 2
[edit] [delete] [refresh]	134295	How do you feel about Jamie's situation?	Interpersonal - Set 2

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

Import questions
✕

Import questions from an Excel spreadsheet (supported file types are .xls or .xlsx).

Use this [Excel template](#) to create questions.

Detailed instructions on filling out this template can be downloaded [here](#).

You can download [this sample](#) to view the structure or try out this feature.

Skip the questions that already exist in the pool