

Recruit, Develop, Perform, Reward

NetDimensions LMS 15.1

Exams Administration Guide

An overview of the Exam Administration features in PeopleFluent Learning NetDimensions LMS Version 15.1

www.peoplefluent.com/products/learning

Document Information

Document ID: EN15013 Document Title: NetDimensions LMS 15.1 - Exams Administration Guide Document Version: 1.0 Document Date: January 2020

This document may be revised from time to time.

Legal Notices

This document has been created for authorized licensees and subscribers ("Customers") of the software products and associated services of Learning Technologies Group, Inc. by its division PeopleFluent and all of its affiliates (individually and collectively, as applicable, "PeopleFluent"). It contains the confidential and proprietary information of PeopleFluent and may be used solely in accordance with the agreement governing the use of the applicable software products and services. This document or any part thereof may not be reproduced, translated or retransmitted in any form without the written permission of PeopleFluent. The information in this document is subject to change without notice.

PEOPLEFLUENT DISCLAIMS ALL LIABILITY FOR THE USE OF THE INFORMATION CONTAINED IN THIS DOCUMENT AND MAKES NO REPRESENTATIONS OR WARRANTIES WITH RESPECT TO ITS ACCURACY OR COMPLETENESS. PEOPLEFLUENT DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. PEOPLEFLUENT DOES NOT GUARANTEE THAT ITS PRODUCTS OR SERVICES OR ANY SAMPLE CONTENT CONTAINED IN ITS PRODUCTS AND SERVICES WILL CAUSE OR ENABLE CUSTOMER TO COMPLY WITH LAWS APPLICABLE TO CUSTOMER. USERS ARE RESPONSIBLE FOR COMPLIANCE WITH ALL LAWS, RULES, REGULATIONS, ORDINANCES AND CODES IN CONNECTION WITH THE USE OF THE APPLICABLE SOFTWARE PRODUCTS, INCLUDING, WITHOUT LIMITATION, LABOR AND EMPLOYMENT LAWS IN RELEVANT JURISDICTIONS. THE PEOPLEFLUENT PRODUCTS AND SAMPLE CONTENT SHOULD NOT BE CONSTRUED AS LEGAL ADVICE.

Without limiting the generality of the foregoing, PeopleFluent may from time to time link to third-party web sites in its products and/or services. Such third-party links are for demonstration purposes only, and PeopleFluent makes no representations or warranties as to the functioning of such links or the accuracy or appropriateness of the content located on such third-party sites. You are responsible for reviewing all content, including links to third-party web sites and any content that you elect to use, for accuracy and appropriateness, and compliance with applicable law.

Any trademarks included in this documentation may comprise registered trademarks of PeopleFluent in the United States and in other countries.

Microsoft, Windows, and Internet Explorer are trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries. Oracle and PeopleSoft are registered trademarks of Oracle International Corporation. Adobe and Acrobat are registered trademarks of Adobe Systems Incorporated. All other names are used for identification purposes only and are trademarks or registered trademarks of their respective owners. Portions of PeopleFluent Workforce Communication software may include technology licensed from Autonomy and are the copyright of Autonomy, Inc. Quartz Scheduler is licensed under the Apache License.

Website: www.peoplefluent.com

Email: support@peoplefluent.com

Copyright © 2020, Learning Technologies Group, Inc. All rights reserved.

Table of Contents

1. Introduction
2. Managing Question Pools
3. Managing Questions
4. Managing Exam Pools
5. Managing Exams
6. Automatic Exemptions
7. Assigning Exams to a Course
8. Exam Security
9. Exam Disclaimer
10. Exam / Question Reporting
11. Question Attributes

Introduction

Exams involves, among other things:

- Creation and Management of exam questions, which in turn involves:
 - Organization of exam types
 - The creation of questions
 - Uploading questions
 - Editing and updating of questions
 - Security who has the rights to view and modify questions
 - Question versions
 - Review of questions
 - Organization of exams into question pools
- Creation and Management of exams which involves the:
 - Creation and management of exam templates
 - Creation and management of exams
 - Update and editing of existing exams
 - Publication of exams (generation of exam instances)
- Organization and management of exams pool.

Managing Question Pools

Questions can be grouped into Question pools for easier organization. Question pools can be organized into multi-level hierarchies. Within a pool, you can have one or more sub-pools. For instance, you may have a question pool called 'Law' and within it pools named 'Tort' and 'Contract' and within each of those two pools, questions on particular topics (e.g. under 'Tort' - 'Defamation', 'Conversion' and under 'Contract' - 'elements of a contract', 'electronic contracts'). Question Pools have the following properties:

Property	Description
Name	The descriptive name of the question pool
Default Question Prefix	When an user tries to create a new question in this question pool, this would default this prefix to the question ID, followed by a sequence number
Default Weight	The default weighting of the question.
Default Difficulty	The default difficulty of the question.
Default Usage Limit	The default usage limit of the question.

To create, edit, delete or specify access permissions to a question pool, access Manage Center > Learning > Exam Utilities > Question Pools Manager:

Manage question pools

The list below indicates those question pools currently configured for NetDimensions. Pools are used as a means to group related questions for easy reference and assignment. To add, update, or delete an entry, click the appropriate button.



Creating New Question Pool

To create a new question pool:

- 1. Click on the **Add** button by the Question Pool field.
- 2. In the New Name field that appears enter the new name of the pool.
- 3. Click **Submit**. The new pool appears in the drop down list.

Manage question pools

The list below indicates those question pools currently configured for NetDimensions. Pools are used as a means to group related questions for easy reference and assignment. To add, update, or delete an entry, click the appropriate button.

Question Pool:	Geography	~	Add	Update	Delete	Copy to exam pool
Topic Pool:	Unassigned \checkmark		Add	Update	Delete	Copy to exam pool
Merge Pools	. Permissions	Close				

Creating Sub Pools

To create a sub pool:

- 1. Click the Add button at the level you want to create the sub pool
- 2. In the New Name field that appears enter the name of the new pool appears in that field.
- 3. Click Submit.

Manage question pools

The list below indicates those question pools currently configured for NetDimensions. Pools are used as a means to group related questions for easy reference and assignment. To add, update, or delete an entry, click the appropriate button.

Question Pool:	Geography		~	Add	Update	Delete	Copy to exam pool
Topic Pool:	Europe	~		Add	Update	Delete	Copy to exam pool
Subtopic Pool:	Unassigned	~		Add	Update	Delete	Copy to exam pool
Merge Pools	. Permissio	ns	Close				

Defining Pool Permissions

To define permissions:

- Select the pool to edit. Should you wish to edit a lower level pool, e.g. a Subtopic pool, you will need to first select the corresponding Question pool, then select the associated Topic pool before selecting the desired Subtopic pool.
- 2. Click on the Permissions button to launch the permissions selector

Manage question pools

The list below indicates those question pools currently configured for NetDimensions. Pools are used as a means to group related questions for easy reference and assignment. To add, update, or delete an entry, click the appropriate button.

Question Pool:	Geography	~	Add	Update	Delete	Copy to exam pool
Topic Pool:	Europe	~	Add	Update	Delete	Copy to exam pool
Subtopic Pool:	Italy	~	Add	Update	Delete	Copy to exam pool
Pool Level 4:	Unassigned	~	Add	Update	Delete	Copy to exam pool
Merge Pools	. Permissio	ons Close				

Updating a Question Pool

- 1. Select the pool to edit.
- 2. Click the Update button
- 3. Configure properties before saving:

						≜ H	IO Sa
Overview Learning	Talent Corr	municate Users	s Reports	System			
Question Pools Manager >							
Edit Question Be	ala						
East Question Po	ois						
These properties are used	as the default question	n properties when a q	uestion is first crea	ted in this pool.			
0							
General							
Name							
Pool -1004							
Default Question Prefix							
Q							
Default Weight							
1.0							
Default Difficulty							
1.0							
Default Usage Limit							
999999							
Automatic Exempti	ons 🛛						
"tester" test äöüß, Josi	n test, Feb 17, 2017 9	:00 AN ^					
Reminders							
Reminders Configure specific remin Recipients	der for this pool) selected					
Reminders Configure specific remin Recipients Search for a user	der for this pool) selected					
Reminders Configure specific remin Recipients Search for a user Frequency	der for this pool	elected					
Reminders Configure specific remin Recipients Search for a user Frequency Daily	der for this pool (selected					
Reminders Configure specific remin Recipients Search for a user Frequency Daily •	der for this pool) selected					
Reminders Configure spacific remin Recipients Search for a user Frequency Daily	der for this pool) selected					
Reminders Configure specific remin Recipients Search for a user Frequency Daily	der for this pool) selected					

Questions Pending Approval Reminders

The administrator(s) who set up a certain question pool may want to receive a notification on questions that are waiting to be approved on a regular basis until there are no more outstanding approvals to be made.

At the question pool level, it's possible to select recipients to receive a reminder email on outstanding questions requiring approval and set the frequency of the reminder.

Edit Question Pools

These properties are used as the default question properties when a question is first created in this pool.

Name The topic Default Question Prefix: Default Weight 1.0 Default Usage Limit 999999 AUTOMATIC EXEMPTIONS Add/Remove Program/Module Session FemiNDERS When Question in this pool is pending approval, this pool Inherits parent pools reminder settings as follows. 1. behaut Question in this pool is pending approval, this pool Inherits parent pools reminder settings as follows. 1. behaut Question in this pool is pending approval, this pool Inherits parent pools reminder settings as follows. 2. behaut Question in this pool is pending approval, this pool Inherits parent pools reminder settings as follows. 2. behaut Question in this pool is pending approval, this pool Inherits parent pools reminder settings as follows. 2. behaut Question in this pool is pending approval, this pool Inherits parent pools reminder settings as follows. 2. behaut Question in this pool is pending approval, this pool Inherits parent pools reminder settings as follows. 2. behaut Question in this pool is pending approval, this pool Inherits parent pools reminder settings as follows. 2. behaut Question in this pool is pending approval, this pool Inherits parent pools reminder settings as follows. 3. behaut Question in this pool is pending approval, this pool Inherits parent pools reminder settings as follows. 3. behaut Question in this pool Is pending approval, this pool Inherits parent pools reminder settings as follows. 3. behaut Question in this pool Is pending approval, this pool Inherits parent pools reminder settings as follows. 3. behaut Question in this pool Is pending approval, this pool Inherits parent pools reminder settings as follows. 3. behaut Question in this pool Is pending approval, this p	a new sector and				
Name The topic Default Question Prefix: 0 Default Weight 1.0 Default Usage Limit 999999 AutoMATIC EXEMPTIONS O AutoMATIC EXEMPTIONS O AddRemove Program/Module Session + - C REMINDERS Reminder for this pool is pending approval, this pool inherits parent pools reminder settings as follows, 1. Default Question in this pool is pending approval, this pool inherits parent pools reminder settings as follows, 1. Default Question Pool: Daily Reminder to ADMIN NTS (NTS_ADMIN) Config specific reminder for this pool Recipients O selected Search for a user O selected Frequency Daily T					
The topic Default Question Prefix: Q Default Weight 1.0 Default Weight 1.0 Default Usage Limit 399999 Add/Remove Program/Module Session Add/Remove Program/Module Session REMINDERS When Question in this pool is pending approval, this pool inherits parent pools reminder settings as follows. 1. Default Question Pool: Daily Reminder to ADMIN NTS (NTS_ADMIN) Config specific reminder for this pool Recipients O selected Search for a user Frequency Daily Config user	Name				
Default Question Prefix: O Default Weight 1.0 Default Usage Limit 999999 Automatic exemptions O Automatic exemptions O Add/Remove Program/Module Session • • • REMINDERS When Question in this pool is pending approval, this pool inherits parent pools reminder settings as follows. 1. Default Question Pool: Daily Reminder to ADMIN NTS (NTS_ADMIN) Config specific reminder for this pool Recipients 0 selected Search for a user • Prequency Daily •	The topic				
Q Default Weight 1.0 Default Usage Limit 99999	Default Question Prefix				
Default Weight 1.0 Default Weight 1.0 Default Usage Limit 999999 AutoMATIC EXEMPTIONS Add/Remove Program/Module Session	Q				
1.0 Default Difficulty 1.0 Default Usage Limit 999999 AutoMATIC EXEMPTIONS Add/Remove Program/Module Session Add/Remove Program/Module Session REMINDERS REMINDERS Reminder Solution Pool: Daily Reminder to ADMIN NTS (NTS_ADMIN) Config specific reminder for this pool Recepted to a user requency Daily Configure Content of the con	Default Weight				
Default Difficulty 1.0 Default Usage Limit 999999 AUTOMATIC EXEMPTIONS AUTOMATIC EXEMPTIONS <td>1.0</td> <td></td> <td></td> <td></td> <th></th>	1.0				
1.0 Default Usage Limit 999999 AUTOMATIC EXEMPTIONS Add/Remove Program/Module Session + - Add/Remove Program/Module Session + - REMINDERS When Question in this pool is pending approval, this pool inherits parent pools reminder settings as follows. 1. Default Question Pool: Daily Reminder to ADMIN NTS (NTS_ADMIN) Config specific reminder for this pool tecipients 0 selected Search for a user requency Daily	Default Difficulty				
Automatic exemptions Add/Remove Program/Module Session Reminders Reminders When Question in this pool is pending approval, this pool inherits parent pools reminder settings as follows. Default Question Pool: Daily Reminder to ADMIN NTS (NTS_ADMIN) Config specific reminder for this pool Recipients O selected Search for a user Frequency Daily	1.0				
999999 Add/Remove Program/Module Session Image: Comparison of the session of the set of th	Default Usage Limit				
Add/Remove Program/Module Session	999999				
Add/Remove Program/Module Session					
REMINDERS When Question in this pool is pending approval, this pool inherits parent pools reminder settings as follows. 1. Default Question Pool: Daily Reminder to ADMIN NTS (NTS_ADMIN) Config specific reminder for this pool Recipients 0 selected Search for a user Frequency Daily					
When Question in this pool is pending approval, this pool inherits parent pools reminder settings as follows. 1. Default Question Pool: Daily Reminder to ADMIN NTS (NTS_ADMIN) Config specific reminder for this pool Recipients 0 selected Search for a user ••• Frequency Daily •	REMINDERS				
Config specific reminder for this pool Recipients 0 selected Search for a user ••• Frequency Daily •		roval, this pool inherits parent po	ols reminder settings as l	ollows,	
Search for a user	When Question in this pool is pending app 1. Default Question Pool: Daily Reminder	to ADMIN NTS (NTS_ADMIN)			
Frequency Daily	When Question in this pool is pending app 1. Default Question Pool: Daily Reminder Config specific reminder for this pool Recipients	to ADMIN NTS (NTS_ADMIN)			
Daily	When Question in this pool is pending ap, 1. Default Question Pool: Daily Reminder Config specific reminder for this pool Recipients Search for a user	o selected			
	When Question in this pool is pending ap; 1. Default Question Pool: Daily Reminder Config specific reminder for this pool Recipients Search for a user Frequency	0 selected			
	When Question in this pool is pending ap; 1. Default Question Pool: Daily Reminder Config specific reminder for this pool Recipients Search for a user Frequency Daily	0 selected			
	When Question in this pool is pending app 1. Default Question Pool: Daily Reminder Config specific reminder for this pool Recipients Search for a user Frequency Daily	0 selected			

An email template can be assigned at the system level in System Configuration to be used in such email delivery. Within the template, a new parameter can be appended to the mail message plugging in the question pool name with which there are questions to be approved.

Learning modules launched as exams are of	ONLINE Learning Type Image: Type Image: Type		6.2	0
Allow Non-Gradable Exam Type To Mark Course as Completed	Survey		8.3	0
Questions Pending Approval Reminder Template:		8	11.1	0
Enrolled Learning Modules				
Show deadline information			5.5	

E-mail Template Editor	0 6	9 7 X			
Templates	Direct Appraiser HR Manager Course Specific instructor(s) Default System Approver Default System User/Adminis Appraiser Super-Appraiser Organization Approver Specific User External E-mail Messages may be sent to one	e or more external e-mail addresses. Use comma (.) to	separate multiple add	dresses.	* * * * *
APPRAISAL WORKFLOW TRAINING REQUEST Approval Expired Notification As_AfterDeploy As_OvergoOff As_OvergoOff As_CeviewerAccept As_ReviewerAccept As_ReviewerAccept As_ReviewerAccept As_ReviewerApprove As_SignOffReminder Cert Award CP_AdhocKxpire CP_AdhocKxpire CP_ModExpire CP_ModExpire	Message Enter a new message or selected are indicated as (keyword): Language Predefined Message Subject NOTE: For security rea This is a reminder for pending	ct text from one of the predefined messages (the text text and others may be added using the drop-down lis English Default Enrollment Approval Reminder question pending approval reminder secons, the external approval link is NOT a g question [question_pool]	may be altered for thi i below.	s specific message). S e-mails.	substitution parameters
C.P. Revoke Enail_prota email_plobal email_org1 Gentle_completion Reminder(Deadline) G_AssignedGoal G_CompletionReminder_toDA G_CompletionReminder_toDA G_Goal_doal_toDA G_ModifiedGoal_toDA G_ModifiedGoal_toDA G_ModifiedGoal_toDA Instructor Assigned to Class E-mail Instructor Deassigned to Class E-mail multi-anguage	Parameters Question Pool Attachments Select an attachment from th Assign attachment Remove assigned attachmen	Append To Me te repository.	ossago		

Deleting a Question Pool

To delete a question pool:

- 1. Select the pool to edit.
- 2. Click **Delete**. A confirmation dialog box opens.
- 3. Click **OK**. The selected Question pool is now deleted.

Merging Question Pools

The Merge Question Pools functionality allows the user or the administrator to migrate all questions from one pool (source pool) to another pool (target pool). To merge a question pool:

- 1. From the Manage Questions Pools menu, click the Merge Pools... button
- 2. Under the **Source** section, select the question pool level where the questions to be migrated is located.
- 3. Under the Target section, select the question pool level where the question will be migrated.
- 4. Click Submit

Merge Question Pools

All questions in the source pool(s) are migrated to the target pool(s). You may select any pool level for the source or target.

Question Pool Level 1:
Default Question Pool •

Question Pool Level 2:
Unassigned •

Target

Question Pool Level 1:
Default Question Pool •

Question Pool Level 1:
Default Question Pool •

Question Pool Level 1:
Default Question Pool •

Question Pool Level 2:
Unassigned •

5. The list of questions from the source question pool level is displayed. Click the **Continue** button.

Merge Question Pools

Que	estions Migrated
Q1	migrated
Q2	migrated
Q3	migrated
Q4	migrated
Q5	migrated

Continue

6. Once the **Continue** button is clicked, all questions from the Source pool will be migrated to the Target pool.

Managing Questions

Questions are managed at Manage > Exam and Question Manager > Questions, where you can launch the Question Editor to

- 1. Create a Question
- 2. Edit an existing question
- 3. Manage Question Pools
- 4. Export the list to CSV (in the Question Data Loader CSV format)

NetDim				-						,
OVERV	IEW LEAF	INING	TALENT	COMMUNICATE	USERS	REPORTS	SYSTEM			
Exam	and Quest	tion Mar	nager							
Exams	Questions									
						+ HIDE FILTERS				
Text/II	D		Question P	ool (Manage)	Question Type		Status Filter			
Diffieur			ALL		All		All	,	•	
Difficu	iity		Priority o	questions only						
Filter	Reset									
										Results per Page: 25
Showing:	1 - 25 of 338									< 1 2 3 4 >
Showing: Bulk A	1 - 25 of 338								Export	t to CSV + Create Question
Showing: Bulk A	1 - 25 of 338 action V Question IE) ^ Tex	xt			Priority	≎ Туре	Difficulty	Export \$ Status	t to CSV + Create Question
Showing: Bulk A	1 - 25 of 338 action V Question ID AM-Q1) 🔺 Tex Ver	xt rsion 2 is cho	oice 2		Priority No	≎ Type Single Choice	Difficulty 1.0	Export \$ Status Retired	t to CSV + Create Question ⇒ External Approval Not marked for review
Showing: Bulk A	1 - 25 of 338 ction Question ID AM-Q1 AM-Q2) ^ Tex Ver Ver	xt rsion 2 is cho rsion 2 is cho	oice 2 oice 2		Priority No	≎ Type Single Choice Single Choice	 Difficulty 1.0 1.0 	Export Status Retired Retired	1 2 3 4 to CSV Create Question External Approval Not marked for review Not marked for review
Showing: Bulk A	1 - 25 of 338 ction Question IE AM-Q1 AM-Q2 Edit	کم کر اور Ver روس ا	xt rsion 2 is cho rsion 2 is cho rsion 2 - B is	oice 2 oice 2 Correct		♦ Priority No No No No	Type Single Choice Single Choice Single Choice	 Difficulty 1.0 1.0 1.0 	Export Status Retired Retired Retired	1 2 3 4 > to CSV + Create Question Create Approval Not marked for review Not marked for review Not marked for review
Bulk A	1 - 25 of 338 ction Question IE AM-Q1 AM-Q2 Edit Manage Language	Ver	xt rsion 2 is cho rsion 2 is cho rsion 2 - B is e once	oice 2 oice 2 Correct		Priority No No No No No No No	 ↓ Type Single Choice Single Choice Single Choice Single Choice 	 Difficulty 1.0 1.0 1.0 1.0 1.0 	Export Export Export Retired Retired Retired Approved	1 2 3 4 > to CSV + Create Question Create Question Not marked for review
Showing: Bulk A	1 - 25 of 338 ction Question IE AM-Q1 AM-Q2 Edit Anage Language AM-Q5) Tex Ver Ver e Bundles	xt rsion 2 is chr rsion 2 is chr rsion 2 - B is e once mmy	bice 2 bice 2 Correct		 Priority No No No No No No No 	Type Single Choice Single Choice Single Choice Single Choice Single Choice Single Choice	 Difficulty 1.0 1.0 1.0 1.0 1.0 1.0 1.0 	Export C Status Retired Retired Retired Approved Approved	1 2 3 4 > to CSV + Create Question • External Approval • Not marked for review
Showing: Bulk A	1 - 25 of 338 ction V Question ID AM-Q1 AM-Q2 Ction AM-Q2 Ction AM-Q2 Ction AM-Q2 Ction Ction AM-Q2 Ction	o ∧ Tex Ver Por Bundles Sel	xt rsion 2 is cho rsion 2 is cho rsion 2 - B is e once mmy lect an Optio	olce 2 olce 2 Correct		 Priority No 	Type Single Choice	 Difficulty 1.0 	Export Cartered Retired Retired Approved Active	1 2 3 4 > to CSV + Create Cuestion • Net marked for review • Not marked for review
Showing: Bulk A	1 - 25 of 338 ction Question IE AM-Q1 AM-Q2 Ction Amage Language AM-Q5 DIAG LT-1	Ver Ver Bundles Sel Ple	xt rsion 2 is cho rsion 2 - B is e once mmy lect an Optio aase select tl	pice 2 correct in he option that most a	applies to you.	Priority No	Type Single Choice	 Difficulty 1.0 	Export Status Retired Retired Retired Approved Approved Active Active	1 2 3 4 > Lto CSV + Create Cuestion • Net marked for review • Not marked for review
Showing: Bulk A	1 - 25 of 338 ction V Question ID AM-Q2 AM-Q2 Cdit Am-Q2 DIAG DIAG LT-1 LT-2	A Tex Ver Ver Bundles Sel Ple Sel	xt rsion 2 is chr rsion 2 - B is e once mmy lect an Optio ease select tl lect an appro	pice 2 Correct in he option that most a spriate option	applies to you.	 Priority No 	Type Single Choice	 Difficulty Difficulty 1.0 	Export Status Retired Retired Approved Approved Approved Active Active Active	1 2 3 4 > to CSV + Create Cuestion • Net marked for review • Not marked for review
	1 - 25 of 338 ction Coestion IC AM-Q1 AM-Q2 Coestion IC AM-Q2 AM-Q2 Coestion IC AM-Q2 Coestion IC Coestion IC AM-Q2 Coestion IC Coestion	Control Contro	xt rsion 2 is chr rsion 2 is chr rsion 2 - B is e once mmy lect an Optio asase select tl lect an appro suld you reco	pice 2 Correct in he option that most a ppriate option immend this course	upplies to you.	C Priority No No No No No No No No No No No No	C Type Single Choice Single Choice	 Chiliculty 1.0 	Export Status Retired Retired Approved Approved Active Active Active Active	1 2 3 4 > Lto CSV + Create Cuestion • Not marked for review
Showing:	1 - 25 of 338 cton Coestion IC AM-Q1 AM-Q2 Coestion IC AM-Q2 AM-Q2 Coestion IC AM-Q2 Coestion IC AM-Q2 Coestion IC Coestion IC AM-Q2 Coestion IC AM-Q2 Coestion IC AM-Q2 Coestion IC Coestion IC AM-Q2 Coestion IC AM-Q2 Coestion IC AM-Q2 Coestion IC AM-Q2 Coestion IC AM-Q2 Coestion IC AM-Q2 Coestion IC AM-Q2 Coestion IC Coestion IC Co	Control Contro	xt rsion 2 is cho rsion 2 is cho rsion 2 - B is e once mmy lect an Optio aase select ti lect an appro suld you reco nich of these	oice 2 correct on he option that most a optiate option mmend this course are fruits	upplies to you.	C Priority No No No No No No No No No No No No No	C Type Single Choice Multiple Choice	 Chiliculty 1.0 	Export Status Retired Retired Approved Active Active Active Active Active	1 2 3 4 > Lto CSV + Create Cuestion • Not marked for review • Not marked for review

Question Types

The LMS supports the following question types:

	Туре	Description	Data Loader Code
1	Drag and Drop	drag the selection image to the correct area on the background image	DD
2	Essay	You need not enter a correct answer or choice column data	ES
3	Fill in the Blanks	Enter the matching text in the Correct Answer	FB
4	Hotspot	One or more invisible hot areas can be defined in a picture and a user answers the question correctly if he selects one of these hot areas. There can be more than one correct answer.	HS
5	Matching	Up to 20 column choices can be specified. If you leave the correct answer column blank, the system will automatically match the columns serially. That is, Choice 1 will be matched to Choice 2, Choice 3 to Choice 4, etc.	MA

6	Multiple choice	there are multiple correct answers. Select all the answers that are correct.	MC
7	Rating	Enter the high and low values in Choices 1 and 2 and the spread in the Correct Answer column.	RA
8	Single choice	there is a single correct answer - select the correct answer	SC
9	True/False	select True or False from the drop down menu.	TF
10	Triple Rating	Enter the high and low values in Choices 1 and 2 and the spread in the Correct Answer column. The system will apply default values if you do not enter your own information. The next three columns are used for the "column Heading" fields while the subsequent ten columns are used for "Item" fields	TR

Creating Questions

To create a new question, go to Manage > Exam and Question Manager > Questions:

1. Click the Create Question icon to launch the question editor

Question Editor				A	0	Ť	×
Question Pool Default Question Pool [Any	Create A New Question						
Display Questions	Create A New Question Enter a new Question ID below. Subsequent screen	s will a	allow y	ou to :	set qu	estion p	operties.
Legend Work In Progress Ready for Review Reviewed Approved Retired	Enter the Question ID: 01			Qu Qu Qu	estion estion estion	Type: Pool Le Pool Le	Single Choice Vel 1: Default Question Pool Vel 2: Unassigned Vel 2: Unassigned Vel 2: Unassigned Vel 2: Unassigned Vel 2: Unas Vel 2: Unas Vel 2: Unas Vel 2: Unas Vel 2:

- 2. Input the fields for: Question ID, Question Type and choose the Question Pool Level. Click **Creat** e.
- 3. Enter the remaining question properties and Save

Question Editor		
Guestion Pool Default Question Pool • Math • Any •	Question Editor Details Overclas D. 22	
Display Questions -Work In Progress - Ready for Review - Approved - Approved - Retired	Question ID: Q3 Version: 1 Status: Work In Progress	
	Reference Info: Mandatory (Question will always appear in sections with randomly selected questions): Text:	
	Always show choices in same order?	Correct Answer:
	Choice#1: Choice#2: Choice#3:	0
	Choice#4: Display Additional Choices Hide Additional Choices Display Additional Comments Hide Additional Comments	

- Different properties screens will appear depending on the question type.
- The "New Questions Have Public Permissions" default value is "un-checked" in System Configuration. With this, write permission is granted only to the owner of the question.

New Questions Have Public Permissions		4.6	?

Single Choice and Multiple Choice Options

Question authors are allowed to add choices dynamically in the Questions Editor without any limit for the number of choices in multiple choice or single choice questions and the Question CSV Loader provides the same support.

		Co	rrect Answer
Choice#1:	1		8
Choice#2:	2		0
Choice#3:	3		8
Choice#4:	4		8
Choice#5:	5		8
Choice#6:	6		8
Choice#7:	7		8
Choice#8:	8		8
Choice#9:			

To add choices in Questions CSV loader, add new column headers with format "Choice"+Index (e.g Choice21) and input corresponding choice values.

Info

The correct choices defined for a multiple-choice question in the Question CSV Loader require '|' as a separator

Drag and Drop Question Type

Drag and Drop question type allows draggable items to be set-up with correct answers defined as dragged item locations.

- No partial grading all draggable items must be correctly placed in order for a correct response.
- Draggable items do not have defined starting positions they are all initially positioned beneath the background image, in a row.
- Image files must be .jpg, .jpeg, .gif or .png

To create a Drag and Drop question type:

1. From the Question Editor, choose **Drag and Drop** from the Question type field then click **Create**.

Question Pool Mathematics Any	Create A New Question		
 Q12 (Fill in Blank) 	Create A New Question		
= Q14 (SC)	Enter a new Question ID below. Subsequent scre	ens will allow you to set question properties.	
Display Questions	Enter the Question ID: Q18	Question Type: Sing	jle Choice 💌
Legend		Question Pool Level 1: Dra	and Drop
Work In Progress Ready for Review Reviewed	Create	Question Pool Level 2: Fill- Hot Mat	m-the-Blank spot
Approved Retired		Mul Rati Sinı Trip Truc	iple Choice ng gle Choice le Rating a/False

2. The *Details* page appears.Click Add Draggable.

uestion Pool			
	Question Ed	itor	
thematics 💌			
	Preview/Approval		
 Q12 (Fill in Blank) Q14 (EC) 	Question ID: Q19		
- Q14 (SC)	Question is. Q is		
splay Questions			
	Question ID:	Q19	
end wk.lp. Programs	Version:	1	
ady for Review	Status:	Work in Progress	
eviewed	Reference Info:		
etired	Man delens (Quantin		
	mandatory (odestion	m will always appear in sections with randomly selected questions).	
	Taxt		
	I OAL		
	Set Hot Area		
	-		
	Background Image:	(🙀 💟	
	Draggables:		
	Draggable Image:		
	Hot Area: x: 0	Width: 0 Edit Hot Area Remove Draggable	
	У. <u>О</u>	Height O	
	Add Draggable		

3. The screen refreshes, adding another draggable settings.

		-						
athematics	Preview/Approval							
ny 💌	Question ID: Q19							
Q12 (Fill in Blank)								
= Q14 (SC)	Question ID:	Q19						
isplay Questions	Version: Status:	1 Work in Pro	gress					
Legend Work In Progress Reviewed Reviewed Approved Retired	Reference Info:							
	Mandatory (Questic	on will always ap	opear in se	ections with randomly	selected quest	ions):		
	Text:							
	Set Hot Area							
	Background Image	c				90	8	
	Draggables:							
	Draggable Image	8						
					-			
	Hot Area: x: 0	Width:	0	Edit Hot Area	Remove D	raggable		
	Y: 0	Height	0					
	Draggable Image					Q	×	
	Draggable image Hot Area: x: 0	:	0	Edit Hot Area	Remove D	R 💟	×	
	Draggable Image Hot Area: x 0 Y: 0	: Width: Height	0	Edit Hot Area	Remove D	R 🕅	×	

4. Select images from Repository Manager for the Background and Draggables by clicking the **Select** ic on.

Question Editor			0		C# X			
Question Pool		2						
Mathematics	Preview/Approval							
Any 🔻	Question ID: Q19							
Q12 (Fill in Blank)								
= Q14 (SC)	Question ID:	Q19						
Display Questions	Version: Status:	1 Work in Prog	ress					
Legend Work In Progress Ready for Review Reviewed Approved	Reference Info:							
	Mandatory (Question	ı will always apı	pear in se	ctions with randor	nly selected qu	iestions):		
Retired	Text:							
	Set Hot Area Background Image:					•	2	
	Draggables:							
	Draggable Image:					Q		
	Hot Area: x: 0	Width:	0	Edit Hot Are	a Remov	e Draggable		
	¥. 0	Height	0					
	Draggable Image:					Q	×	
	Hot Area: x: 0	Width:	0	Edit Hot Are	a Remov	e Draggable		
	У. О	Height	0					
	Add Draggable							
	Display Addition	al Comments	Hide	Additional Com	ments			

- 5. Define area of correct answer for each draggables by clicking on Edit Hot Area.
- 6. Click on the background image and drag out the hot area.
- 7. Click Set Hot Area to record the selected area.



Reviewing the Question

A draggable is marked as correct if it is:



A draggable is marked as wrong if:

The Hot Area and the draggable are not touching each other



Hotspot Question Type

This is a type of question where one or more invisible hot areas can be defined in a picture and a user answers the question correctly if he selects one of these hot areas.

To set up a Hotspot Question:

1. From the Question Editor, choose Hotspot from the Question type field.

Question Editor			8	a 0	Ľ* X
Question Pool Mathematics	Create A New Question				
 Q12 (Fill in Blank) Q14 (SC) Display Questions Legend -Work in Progress -Ready for Review -Reviewed -Approved -Retired	Create A New Question Enter a new Question ID below. Subsequent s Enter the Q20 Question ID: Create	screens	will all	OW YOU to set qu Question Type: Question Pool Level 1: Question Pool Level 2:	estion properties. Single Choice Drag and Drop Essay Fill-in-the-Blank Hotspot Matching Multiple Choice Rating Single Choice Triple Rating True/False

2. Click Create. The Question Editor screen refreshes.

Question Editor	
Guestion Pool Mathematics	Question Editor
 Q12 (Fill in Blank) 	PreviewApprova
= Q14 (SC)	Question ID: Q20
Display Questions	
	Q20
Legend Work In Progress Ready for Review Reviewed Approved	Version: 1 Status: Work In Progress
Retired	Info:
	Mandatory (Question will always appear in sections with randomly selected questions):
	Set Hot Area
	Background Image:
	Hotspot
	Hot Area: x: 0 Width: 0 Edit Hot Area Remove Hotspot
	y: n Height: n
	Add Hotspot
	Display Additional Comments Hide Additional Comments

3. Type a question in the *Text* field.

Question Editor		
Question Pool Geography Any - O15 (TR) Display Questions	Question Editor Preview/Approval Question ID: Q21	_
Legend Work in Progress Ready for Review Reviewed Approved Retired	Question ID: Q21 Version: 1 Status: Work In Progress Reference Info: Mandatory (Question will always appear in sections with randomly selected questions):	
	Text What is the capital of the Philippines?	
	Background Image:	
	Hotspot HotArea: X: 0 Width: 0 Edit Hot Area Remove Hotspot Y: 0 Height 0 Add Hotspot	
	Display Additional Comments Hide Additional Comments	

4. For the background image of the question, click the **Selector** button on the **Background Image**. The **Repository Manager** is displays on the new window.

Repository Manager			×
Folders	Overview Repository Manager cal	action mode allowe you to calact a file by us	sing the check hav beside the file
Kerresii	name and then clicking t	the Select button to choose the file(s).	sing the check box beside the life
Personal Folders Images	Select Create Fol	der Delete Cut Copy	
🖻 🖓 sample	Folder Name: Personal F	olders	
Shared/Public Folders	Name	Description	Owner
Certificate Templates	🔲 📂 Images	Contains images and pictures	MOLINA Alon [Properties] (NETD_ALON)
Sunny Test	🗖 🏁 sample		MOLINA Alon [Properties] (NETD_ALON)

5. Use the repository manager to select the background image for the question. Once the image is selected, you will be returned to *Question Editor* page with the selected image displayed.

6. Define the correct area by clicking Edit Hot Area.

7. Use the mouse to define the hot area.



8. Click Set Hot Area.

9. Click **Add Hotspot** if you want to define more areas. (For questions with more than one answer) 10. Click the **Save** icon on the toolbar.



Reviewing the Hotspot Question

The answer is marked as correct, if it is:



Automatic Grading for Rating Question Type

A supervisor or manager may be required to assess an employee using rating questions, it would be valuable to be able to tally the ratings and reflect them in the exam test score at the end. Rating question can support scoring based on the rating response, there's an auto-grade option for each rating question. Enabling it means that the particular rating question will be graded after submitting a response, the score of the question will be normalized based on the selected rating placement within the spread.

Details			
Question ID: RAT	NGTYPEID		
Question ID:	RATINGTYPEID		
Version:	1		
Status:	Work in Progress 🔹		
Reference Info:			
Mandatory (Questi	in will always appear in sections with randomly selected questi	ions.):	
Text			
Low Value Label:	Poor		
High Value Label:	Excellent		
Spread:	6 •		
Automatically G	ade 🛛		
	Score will be calculated by multiplying the maximum score f	or the question by the selected response and dividing by the spread	
Display Additional	Comments Thide Additional Comments		

Enable Question Attachments

In the Question Editor, the option **"Enable question attachment"** allows for a specific question to have attachments when it is used in an exam. This feature is applicable to all question types.

Question Editor			0 8	×	
Question Pool Default Question Pool	Choice#1:	Manila			
Any Display questions	Choic e#2:	London			08
Legend Work in Progress Ready for review Reviewed	Choice#3:	Kuala Lumpur			
Active Retired	Choice#4:	Phuket			<u> </u>
	Choic o#5				
	GIUL UN S.				
[Enable Question	Attachment			
	Display additional c	omments Hide addit	tional comment	S	

Figure 1: Enable Question Attachment checkbox, Question Editor

• Add question attachment

An exam question configured to have question attachment has a **+ Add attachment link** when used in an exam.

	SECTION 1: SECTION 1	
	QUESTION (1)	
	What is the capital of Malaysia?	
C	 Phuket Manila London Kuala Lumpur + Add Attachment 	
	Submit response	Points: 1.0

Figure 2: +Add attachment link for a question

When clicking the **+** Add Attachment link, the options to upload the attachment and add a descriptor appears for the user.

SECTION 1: SECTION 1

QUESTION (1)				
What is the capital	of Malaysia?			
Phuket				
○ Manila				
London Kuala Lumpur				
Upload File:	Choose File No file chosen			
Description:				
		Upload		
+ Add Attachment			•	
	_			
Submit response				
	•			

Figure 3: Adding question attachment

To upload a file, click on Choose File link where a pop-up will appear allowing users to select a file. A Description field is provided for the file description, then click Upload. Below is a sample test question with an attached file. Users can also have more than one attachment.

SECTION 1: SECTION 1		
QUESTION (1)		
What is the capital of Malaysia?		
● Phuket ● Manila ● Kuala Lumpur ● London		
Uploaded Files Attachment_Question1.docx	Description question 1	×
+ Add Attachment		
Submit response		
		Points: 1.0

Figure 4 Question attachment uploaded

Note

- File Type File types allowed for the question attachments are controlled by the System Configuration items Allowed General User File Extensions, and Disallowed File Extensions
- File Size Default maximum file size upload is 6mb

Delete question attachment

Added attachments are listed under the question. Each attachment file has a corresponding delete button (i.e. X icon), as shown in Figure 4 above. When deleting an attachment, a warning dialogue box

appears before proceeding with the deletion.

localhost:8080 says:			×
Are you sure you want to delete this file?			
	ОК	Cancel	

Figure 5: Delete File notification

• Automatic grading for questions with attachments

Exam questions configured with attachments is skipped on automatic grading. The points assigning for this question is left to the Instructor during exam review. This is also applies even if a participant doesn't upload an attachment for a question configured with question attachment.

• Viewing the attachment

In the Review Exam Responses, a new attachment section is added. The section contains the links to the corresponding attachments added to the question by the participant. An attachment can be downloaded via the link for viewing.

Questions	Mark	Points Earned	
1.1 (Q1)	×	0	
1.2 (Q2)	×	0	
1.3 (Q10)	×	0	1. What is the capital of Malaysia?
1.4 (Q7)		0	
1.5 (Q6)	×	0	♦
1.6 (Q3)		0	
1.7 (Q4)	×	0	Manila
1.8 (Q8)		0	Phuket
1.9 (Q9)	×	0	London
1.10 (Q5)	×	0	
			Reference Info
Questions	Mark	Points Earned	Capital of Malaysia
2.1 (Q2)	×	0	
			Uploaded Files Description
Maximum Po	ints: 11 0		Attachment_Question1.docx question 1 *
Maximum r o	111.5. 11.0		
			Edit guartien
			Edit question Grade This Question

Figure 6 Attachments section in Review Exam Responses

Also on Manual Question Grading (i.e. on click of Grade this Question button in Review Exam Responses), the question attachment section is also shown to aid in manual question grading.

1.1 (Q1)	×	0	Manual Question Grading
1.2 (Q2)	×	0	
1.3 (Q10)	×	0	
1.4 (Q7)		0	
1.5 (Q6)	×	0	
1.6 (Q3)		0	
1.7 (Q4)	×	1	1. What is the capital of Malaysia?
1.8 (Q8)		0	at a Kusha Lumaur
1.9 (Q9)	×	0	Manila
1.10 (Q5)	×	0	✓ ✓ Phuket
			London
Questions	Mark	Points Earned	
2.1 (Q2)	×	0	Uploaded Files Description
			Attachment Question1.docx guestion 1 *
Maximum Po	ints: 11.0		
			Enter a value for the score to be awarded for this question. This will override any value currently set, and
			section and exam totals will be updated to reflect this change.
			section and exam totals will be updated to reflect this change. Score (maximum 1; minimum 0): 0
			section and exam totals will be updated to reflect this change. Score (maximum 1; minimum 0): 0 Comments:
			section and exam totals will be updated to reflect this change. Score (maximum 1; minimum 0): 0 Comments:
			section and exam totals will be updated to reflect this change. Score (maximum 1; minimum 0): 0 Comments:
			section and exam totals will be updated to reflect this change. Score (maximum 1; minimum 0): 0 Comments:

Figure 7: Attachments section in Manual Question Grading

• Printing the attachment

As shown above, question attachments are shown for each question during Manual Question Grading. The attachment can be downloaded and then printed. Printing is done outside the system as the file type of the question attachment may vary.

Question Review

The Question Review feature provides the list of questions that are for review. The list contains information such as question ID, title, status and external approval. Question ID's are clickable which leads you to question editor, while the status indicates weather the question is approved, work in progress, retired, ready for review, or active and the external approvals, tells you if the question needs approval from external approvers.

To review questions, employ the Question Review function to help locate a question as follows:

1. Access Manage Center > Learning > Exam Manager > Question Review.

- 2. Select the desired question pool
- 3. Click the List button.

Home Training Records Catalog Dashboard Career Development Review Communicate Teach Manage

Manage >

List

Exam Manager Exam Generator Exam Template Editor Question Editor Question Review Questions are organized into pools that may be filtered using the drop-down boxes below. Filter Question By: Status Filter Default Question Pool • All •

4. A list of questions in the pool appears.

5. Click on the question to be edited. The Question Editor opens in a new window.

Question ID: 🥃	Title 🖁	Status	External Approval
Q1	Did you learn anything from this course that was useful for your field of work?	Work In Progress	•
02	This course was about navigation.	Active	•
Q3	Do you want to finish this exam?	Active	•
Q38	What are the measures of the internal angles in an equilateral triangle?	Approved	•
Q39	Which of the following are viable methods for traveling from London to Paris?	Approved	•
Q4	Blah	Approved	•
Q40	A number is selected at random from first thirty natural numbers. What is the chance that it is a multiple of either 3 or 13?	Approved	•
Q43	The sun is the center of our Solar System.	Approved	•
Q45	Education comes not from books but from practical experience.	Approved	•
Q47	Tool use for sending electronic messages on the internet.	Retired	•
Q49	Match the function of the computer part in Column A with its name in Column B:	Approved	•
Q5	What is the capital of Switzerland?	Ready for Review	•
Q51	The death penalty is justifiable under some circumstances.	Approved	•
Q54	Sample	Approved	•
Q57	Ankara is the capital of Turkey	Ready for Review	•
Q59	Baguio is the summer capital of the Philippines.	Work In Progress	Marked for Review
Q9	Do you like the new features in EKP 7.2?	Approved	•

Approval of Questions

There are two modes for question approval in the LMS:

- Simple Mode (Default) whereby a user can change the status of a question anytime.
- Approval Mode (Use in Exam System) Users have to follow specified steps (write > review -> approve) to approve a question.

Question approval can be set under System Configuration.

Question Versions

There will always only be one active version of a question, and this is will be what is currently considered to be a question.

A question is archived whenever question status changes from "Active" or "Approved" to any other statuses (including "Active" and "Approved" itself).

If the status is "Active" or "Approved" and does not change after an update, then the default status will be set to "Work In Progress". The default status of an archived question will be "Retired".

Question Expiration Date

In certain situations, exam questions can become irrelevant or invalid once past a certain date, for example, tax-related questions for which answers may differ from one tax year to the next. This function allows an optional expiry date to be defined for every exam question. After the expiry date, a question will no longer be valid. An exam cannot contain any expired question. The system validates a scheduled exam's availability date range and its questions to ensure the integrity of exams. Questions which will become expired during the exam's lifetime will not be allowed to be added to an exam section, whether it is a fix section or a random section. Question expiry date can be entered under the Administration tab in the Question Editor. The question expiry date and time are entered in user's time zone as specified in the user profile.

To set the expiration date of a question, proceed to **Administration** tab of the **Question Editor**.

Details	ration PreviewApprova	a Media Osage Stati	STICS		
Question ID: Q45					
Save					
Question ID:	Q45	Version:	1		
Question Pool Level 1:	Default Question Poo	ol 💌			
Question Pool Level 2:	Science 💌				
Question Pool Level 3:	Unassigned 💌				
Writer: netd_alon	Reviewer:	netd_alon	Approver: netd_alon		
Previous Status Transiti	on: Last updated by SYSTE	M on Jun 22, 2011 3:01 AM CD	т		
Expiration Date:	(not specified)				
Usage Limit Threshold:	999999	Current Usage Tot	al: 1		
Weighting is the maximi section.	um number of points that ca	an be awarded when the quest	ion is delivered in a randomized test		
Weighting:	1.0	Difficulty:	1.0		
The comment field will not appear on the exams and is for reference only.					
Comments					
Owner:	MOLINA Alon (NETD	_ALON)	elect Permissions		

Click the Calendar button to display the Calendar menu. Select the specific date of the expiration using

the Calendar. To remove the date you have specified, click the Remove button

When the question expiration date is saved, the system validates to make sure that the question has not been expired yet, and the question would not be expired before the end dates of all exams that contain this question. That is, no exam will be invalidated by the new question expiration date.

In the question data loader, the CSV loader template contains the ExpiryDate and ExpiryTimezone. They are used to specify the expiry date of the questions. The expiry date format and the expiry time zone must conform to certain guidelines. Please refer to the guidelines included in the CSV loader template.

AP	AQ	AR
Comment	ExpiryDate	ExpiryTimezone
:01	2/1/2010 9:00	Hongkong
Q2	3/2/2010 23:59	Hongkong
CQ3	12/8/2010 11:59	Etc/GMT-8
Q4	11/10/2010 18:00	America/Chicago
CQ5	1/12/2010 7:05	Etc/GMT+6
Q6	3/21/2011 12:00	Europe/London
:07	2/28/2011 22:59	America/New_York
CQ8	7/31/2011 7:30	America/Toronto

When importing a CSV file using the question data loader, the system also validates to ensure that the questions have not been expired yet. Expired questions are rejected. The results are shown in the loader output.

When changing the end date of an exam, the system checks it against the expiration date of all the questions in the exam. It will not allow the change if any question is expired before the exam end date. Like the question expiry date in the question editor, the end date and time of the exam are entered in user's time zone as specified in the user profile.

Usage Limit Threshold of the Specific Question

To set the usage limit threshold of a question, proceed to Administration tab of the Question Editor.

- 1. Enter the usage limit in the Usage Limit Threshold text box
- 2. You can also see the total current usage of the question.

Details	Administratio	on Preview/Approval	Media	Usage Statistics	Archive			
Question ID	: Q45							
Save								
Question ID:		Q45	Vers	ion:	1			
Question Po	ol Level 1:	Default Question Pool	•					
Question Po	ol Level 2:	Science 💌						
Question Po	ol Level 3:	Unassigned 💌						
Writer: netd_	alon	Reviewer: n	etd_alon	Appro	over: netd_alon			
Previous Status Transition: Last updated by SYSTEM on Jun 22, 2011 3:01 AM CDT								
Expiration Da	ate:	(not specified)		2				
Usage Limit	Threshold:	999999	Cur	rent Usage Total:	1			
Weighting is section.	the maximum	number of points that can	be awarded v	when the question is	delivered in a ran	domized test		
Weighting:		1.0	Diff	culty:	1.0			
The commen	it field will not a	ppear on the exams and i	s for referenc	e only.				
Comments								
Owner:		MOLINA Alon (NETD_A	ALON)	Selec	3	Permissions		

Adding Comments to a Question

To add comments to a question, proceed to Administration tab of the Question Editor, You can put your comments in the comment box found in the **Administration** tab of the **Question Editor**.

Details	Administratio	on Preview/Approval	Media	Usage Statistics	Archive	
Question ID	: Q45					
Save						
Question ID:		Q45	Vers	ion:	1	
Question Po	ol Level 1:	Default Question Pool 💌]			
Question Po	ol Level 2:	Science 💌				
Question Po	ol Level 3:	Unassigned 💌				
Writer: netd_	_alon	Reviewer: net	d_alon	Approv	ver: netd_alon	
Previous Sta	atus Transition:	Last updated by SYSTEM or	n Jun 22, 20	11 3:01 AM CDT		
Expiration D	ate:	(not specified)	0 🗸 (0 💌		
Usage Limit	:Threshold:	999999	Cur	rent Usage Total:	1	
Weighting is section.	the maximum	number of points that can b	e awarded v	vhen the question is d	lelivered in a ra	ndomized test
Weighting:		1.0	Diffi	culty:	1.0	
The commer	nt field will not a	ppear on the exams and is	for reference	e only.		
Comments	-	•				
Owner:		MOLINA Alon (NETD_AL	.ON)	Select	l	Permissions

Awarding Points to a Question

This functionality allows you to set the maximum number of points that can be awarded when the question is delivered in a randomized test selection. To do this, go to Administration tab of the Question Editor. Enter the limit in the Wighting text box. From here you can also set the level of difficulty of the question:

Details	Administration	Preview/Approval	Media 🗍 Usage Sta	tistics	Archive		
Question ID:	Q45						
Save							
Question ID:	Q4	5	Version:		1		
Question Poo Question Poo Question Poo	I Level 1: De I Level 2: Se I Level 3: Ut	efault Question Pool 💌 cience 💌 nassigned 💌					
Writer: netd_a	ilon	Reviewer: netd_a	ilon	Approve	r: netd_alon		
Previous Status Transition: Last updated by SYSTEM on Jun 22, 2011 3:01 AM CDT							
Expiration Da	te: 🛛 🗌	(not specified) 📠 🗾	0 • 00 •				
Usage Limit 1	Threshold: 99	9999	Current Usage Ti	otal:	1		
Weighting is t section.	he maximum nun	nber of points that can be a	warded when the que:	stion is de	livered in a randomized test		
Weighting:	1.0	ו	Difficulty:		1.0		
The comment	field will not appe	ar on the exams and is for	reference only.				
Comments							
Owner:	M	OLINA Alon (NETD_ALON	۹)	Select	Permissions		

Selecting or Changing the Owner of the Question

To select or change the owner of the question, proceed to **Administration** tab of the **Question Editor**.

Details Adm	inistration	Preview/Approval	Media	Usage Statistics	Archive
Question ID: Q45					
Save					
Question ID:	Q45		Vers	ion:	1
Question Pool Leve	I1: Defa	ault Question Pool	•		
Question Pool Leve	I 2: Scie	ence 💌			
Question Pool Leve	I3: Una	ssigned 💌			
Writer: netd_alon		Reviewer: ne	td_alon	Арр	rover: netd_alon
Previous Status Tra	nsition: Last u	updated by SYSTEM (on Jun 22, 20	11 3:01 AM CDT	
Expiration Date:	(ni	ot specified)	S 0 💌 (00 💌	
Jsage Limit Thresh	iold: 9999	399	Cur	rent Usage Total:	1
Veighting is the ma section.	iximum numb	er of points that can I	be awarded \	when the question i	s delivered in a r
Neighting:	1.0		Diffi	culty:	1.0
'he comment field v	vill not appear	r on the exams and is	s for referenc	e only.	
Comments					
Owner:	MOI	_INA Alon (NETD_A	LON)	Sele	ct

This opens the menu for selecting the owner. Use this menu to select the owner.

Selector

escription				
erform a search to ;) button to copy it int ompleted your sele	generate a list of ite to the 'Selections' pa ction, click the 'OK' b	ms in the 'Available Choices' par anel. Use the double arrow butto utton.	nel. Select one of the items listed and ns to move all items between the pan	click the single arrow (e. els. When you have
earch Criteria				
ne search result list	only displays the fir	st 1,000 rows. Check here to sw	itch between horizontal/vertical screer	n layouts: 🗹
ser ID:		Given Name:	Family Name:	
ole: All	•	Organization:	Sel	ect
		User Group:	Sel	ect
Records Retrieved	1: 0	UU U A		
elections				
1AY Gonzales (EN	/IPNO001)			
		OK Can	cel	

Once you've selected the new owner of the question, you will return to **Administration** tab menu with the select owner displayed on the owner's text box.

Setting Access Permission to a Question

Setting access permission to a question allows you to give control on the question. Currently, they are two types of access permission given to a user or groups, these are the following:

- Read Access
- Write Access

The **Read Access** allows you to view the question. On the other hand, the **Write Access** allows you to modify the question.

To give access permission to a question, proceed to **Administration** tab of the **Question Editor**. Click the **Permission** link to launch the Permissions selector:

Details	Administration	Preview/Approval	Media	Usage Statistics	Archive	
Question ID: Q	45					
Save						
Question ID:	Q4	5	Versi	on:	1	
Question Pool	Level 1: Di	efault Question Pool 💌]			
Question Pool	Level 2: S	cience 💌				
Question Pool	Level 3: U	nassigned 👻				
Writer: netd_ald	on	Reviewer: neto	d_alon	Appro	ver: netd_alon	
Previous Status	s Transition: Las	t updated by SYSTEM or	n Jun 22, 201	11 3:01 AM CDT		
Expiration Date	:	(not specified)	0 • 0	0 🗸		
Usage Limit Th	ireshold: 99	19999	Curr	ent Usage Total:	1	
Weighting is the section.	e maximum nun	nber of points that can be	e awarded w	hen the question is	delivered in a rando	omized test
Weighting:	1.	0	Diffic	culty:	1.0	
The comment fi	eld will not appe	ar on the exams and is f	for reference	only.		
Comments						
Owner:	М	OLINA Alon (NETD_AL	.ON)	Select		Permissio

The Question Data Loader

The Question Data Loader allows the import and update of multiple questions using CSV (comma/semicolon separated) and files that comply to the IMS Question and Test Interoperability specification (QTI). For more information, refer to EN145 Data Import Export.

Editing Individual Questions

To edit an existing question:

- 1. Enter the Question Editor.
- 2. Choose the question you wish to edit from the drop-down menu.
- 3. Click Display Questions. The screen refreshes.
- 4. Click the question you wish to edit in the left panel to display the question details.

Question Editor					
Question Pool	Question Ed	litor			
Mobile Access Exam pool		intration Devident/America	Madia Ulassa Otat	tattan Arabitan	
Any ▼ ■ Q101 (SC)	Details Admini Question ID: Q108	stration Preview/Approval	Media Usage Stat	stics Archive	
Q103 (SC) Q104 (SC) Q105 (MC) Q106 (SC) Q107 (MC) Q108 (SC) Q16 (T/F) Q17 (SC)	Question ID: Version: Status: Language:	Q108 1 Retired Multi-Language	¥		
 Q19 (T/F) Q24 (TR) Q26 (SC) Q28 (SC) Q29 (SC) Q30 (SC) Q32 (SC) Q32 (SC) 	Reference Info:	Product Management Tear	n Model		
Q33 (SC) Q34 (SC) Q45 (Rating) Q46 (SC)	Prioritize when sele	ecting questions for random ex	am sections:		
Q 51 (1R) Q55 (MC) Q65 (MC) Q68 (Fill in Blank) Q72 (SC) Q73 (SC) Q75 (SC) Q75 (SC) Q80 (DD) Q9 (TR) REEVEQ10 (SC) REEVEQ10 (SC) REEVEQ2 (Fill in Blank) REEVEQ3 (Essay) REEVEQ3 (Essay) REEVEQ3 (TR) REEVEQ5 (TR) REEVEQ6 (T/F) REEVEQ6 (T/F) REEVEQ6 (Matching) REEVEQ6 (Matching) REEVEQ6 (Matching) REEVEQ6 (Matching) REEVEQ6 (Matching) REEVEQ6 (Matching) REEVEQ6 (Matching) REEVEQ6 (Matching) REEVEQ8 (MS) REEVEQ9 (DD)	Text:	B I U S Arial A ▼ A ▼ ⓒ M Which deliverable(s) doe		▼ i≣ ▼ i≣ ▼	4
Display questions	Chaine#1			Corre	ect Answer:
Legend Work in Progress Ready for review Reviewed	Choice#1.	All options are correct			,
Approved Retired	Choice#2:	Communications plan		0 6	•
4					

Note: Different properties screens will appear depending on the question type.

The Details portion of the Question Editor screen appears.

- 1. Update the question information. You may also amend the image, video, audio or other links in the Media screen (click on the Media tab), preview the question, add comments or examine usage statistics.
- 2. Click Save.

Managing Exam Pools

To create, edit, delete or specify access permissions to an exam pool, go to **Manage Center >** Learning > Exam Utilities > Exam Pools Manager:

Exam Pools Manager

The list below indicates those pools currently configured. Pools are used as a means to group related items for easy reference and assignment. To add, update, or delete an entry, click the appropriate button.

Pool Level 1:	Default Test Pool	٠	Add Update Delete Copy to question pool
Pool Level 2:	Unassigned *		Add Update Delete Copy to question pool
Permissions			

Creating New Exam Pools

To create a new exam pool:

- 1. Click on the Add button by the Pool Level 1 field.
- 2. In the New Name field that appears, enter the new name of the pool.
- 3. Click Submit.

Add Exam Pools

Pool Level 1:	Default Test Pool	Add Update	Delete Copy to question pool	
Pool Level 2:	Unassigned V	Add Update	Delete Copy to question pool	
New Name:	Test 001	 1		
	Submit			

4. To (optionally) add a second level (which is a subset of a Level 1 Pool), click the Add button by the Pool Level 2 field and repeat the steps above.

Deleting Exam Pools

To delete an exam pool:

- 1. Select the pool to delete.
- 2. Click **Delete**. A confirmation dialog box opens.
- 3. Click **OK**. The selected Exam Pool has now been deleted.

NetDimension	is Talent Suite	Mana	ige Center				
OVERVIEW	LEARNING	TALENT	COMMUNICATE	USERS	REPORTS	SYSTEM	
Exam Pool	s Manager						
The list update,	below indicates the or delete an entry,	ose pools curre click the appro	ently configured. Pools a opriate button.	are used as a m	ieans to group rela	ated items for easy re	eference and assignmer
		Pool Level 1:	Test 001		Add Update	e Delete Copy to q	uestion pool
		Pool Level 2:	Unassigned v		Add Update	Delete Copy to q	uestion pool
		Dominciono					
		Permissions	1				

Updating Exam Pools

To update an Exam Pool:

- Select the pool to edit. (Should you wish to edit a lower level pool, e.g. a Level 3 pool, you will need to first select the corresponding Level 1 pool, then select the associated Level 2 pool before selecting the desired Level 3 pool)
- 2. Click the Update button.

JetDimensio	ns Talent Suite	Mana	ge Center			
OVERVIEW	LEARNING	TALENT	COMMUNICATE	USERS	REPORTS	SYSTEM
xam Pool	s Manager					
The list update,	below indicates th or delete an entry,	ose pools curre click the appro	ntly configured. Pools priate button.	are used as a m	neans to group rela	ated items for easy reference and assignme
		Pool Level 1:	Test 001		Add Update	e Delete Copy to question pool
		Pool Level 2:	Unassigned 🔻		Add Update	Delete Copy to question pool
		Permissions				

- 3. You may:
 - Change the name of the pool in the Name field.
 - Or choose to either display or not display the pool name as a sub menu item by checking the box by Show as a Sub-menu item field.

Exam Pools Manager >

Edit Exam Pools

Name	
Test 001	
Auto-exemption Policy	
No Policy	•
Submit	

Access Permissions

To define permissions:

- Select the pool to edit. (Should you wish to edit a lower level pool, e.g. a Level 3 pool, you will need to first select the corresponding Level 1 pool, then select the associated Level 2 pool before selecting the desired Level 3 pool)
- 2. Click on the Permissions button.
- 3. In the Permissions Selector screen define read and write access permissions.

Managing Exams

Accessing Exams

Exams are managed at Manage > Exam and Question Manager > Exams. From here you may:

- Search for exams
- Create an exam
- Create and Manage Exam Pools
- Delete exams

Exam and Question Manager

Exa	ms	Questions							
				+ HIDE F	ILTERS				
Ex	am Titl	ie/ID	Exam Pool (Manage)	Туре					
			All	All		¥			
F	ilter	Reset							
								Results per Page: 25	5 •
how	ing: 1 -	25 of 171						1 2 3 4 ,	. .
Bu	k Actio	on 🔻				Mar	nage Exam Ti	hemes + Create Exa	am
•							≎ ^{Is} Template		
D	•		DD3B4D24-2294-4EC4-AB5A- 8BF72D47DD24		Standard Exam	Default Test Pool	Yes	Oct 30, 2013 by Robert L	Lowe
0	0	RESIT_TEST	RESIT_TEST		Standard Exam	Product Management	No	Feb 26, 2016 by Ma. Juri Erin Vinluan	ica
	0	RESIT_TEST	RESIT_TEST1-9695657		Standard Exam	Product Management	No	Mar 15, 2016 by Ma. Juri Erin Vinluan	ica
	0	RESIT_TEST	RESIT_TEST1-9695657-RESIT1		Standard Exam	Product Management	No	Mar 15, 2016 by Ma. Juri Erin Vinluan	ica
						Product		Fab 26 2016 by Ma Juri	ica

Creating an Exam

To create an exam or exam template:

1. Go to Manage Center > Learning > Exams and Question Manager > Exams Exam Manager . Then click on the Create Exam button

NetDimension	s Talent Suite	Mana	ge Center					🛔 SAPLALA Katrina
OVERVIEW	LEARNING	TALENT	COMMUNICATE	USI	ERS REPO	RTS	SYSTEM	
Exam and G	uestion Ma	nager						
Exams Quest	ions							
				+ HIDE F	ILTERS			
Exam Title/ID		Exam Pool (Manage)	Туре				
		All		All		•		
Filter Rese								
								Results per Page: 25
Showing: 1 - 25 of	172							2 3 4 >
Bulk Action •							Manage Exar	m Themes + Create Exam
Title		 Exam ID 		٥	Туре	\$ Exam I	⁹ ool ≎ <mark>Is</mark> Templa	Create New Exam
• •		DD3B4D24- 8BF72D47D	2294-4EC4-AB5A- D24		Standard Exam	Default Pool	Test Yes	Oct 30, 2013 by Robert Low
	SIT_TEST	RESIT_TES	T		Standard Exam	Product	No	Feb 26, 2016 by Ma. Jurica Erin Vinluan

2. Select an Exam Pool for the new exam:

				+ HIDE FILTERS		
Ex	am Titl	le/ID	Create New Exam		×	
	illor	Deest	Exam Pool			
	Inter	Reset	Exam Type	Select an Exam Pool		× 25
Show	ring: 1 - Ik Actic	- 25 of 172	Exam ID Required			, am
		Title	Create Close	Maths Exams with Auto-Exemptio Mobile Access Exam pool Product Management Test Test	ns	Lov
		RESIT_TEST	RESIT_TEST	Solution of the Contraction		rica
		RESIT TEST	RESIT TEST1-9695657	Select Cancel		rica

3. Configure the exam properties:

Exam Editor		080000000	e x
EXAMS_01	Exam Edito	r	
Refresh	Details Prin	t Properties Security Exam Pools Usage Stat	tistics
renesit	EXAMS_01: Pr	operties	
	Exam ID Type: Title:	EXAMS_01 Standard Exam	
	Description	New Exam	
		n . K willouten Dierse Die	
	Language:	Multi-Language 💌	A
	Is a Template Presentation P Allow Section Disable mous	? operties /Question Navigation	Display question ID
	Colors and Font	S: Test Default	
	Grading Proper	fies	
	Maximum Time	Allowed (hh:mm):	00 00
	Maximum Time	per Question (seconds):	0
	Automatically G	rade? 0	Yes •
	Maximum Numb	er of Attempts for Each Participant (Max 9999):	9999
	Marking type: Required Numb	er of Points/Percentage:	Point [®] % 0.0
	Maximum Numb (Not available fo Allow hints?	er of Points: Ir Random Section types involving questions with differ	0.0 ent weightings) Yes •
	Show number o	f marks for each question	Vec •
	Pool Summary I	Level	3

Adding Exam Sections

An exam can consist of one or more sections which allow categorization of topics or other criteria and also can either display a selected set of questions or randomly chosen questions To create a new section:

1. Open the exam where the section will be created. Click the New Section icon in the toolbar.

Exam Editor	
EXAMS_02	Exam Editor
Refresh	Details Print Properties Security Exam Pools Usage Statistics
	EXAMS_02: Properties
	Exam ID EXAMS_02 Type: Standard Exam Title: New Exam
	Description: B I U ABC Font Family Font Size IE IE
	Madify the everall every properties as required below, or use and of the butter selections to edit the question

2. The Exam Template Editor refreshes with the Create a New Exam Section displayed on the main screen of the editor. Configure the Exam Section Properties and click "Create this section":

Exam Editor	□ 🖬 🐨 💜 🕩 🗞 ৪ 🖓 🕼 🗶
EXAMS_02	Create a new exam section
Refresh	Section 1 This form will create the next sequential section with the properties specified below. To populate this section with specific questions from the questions pools, set the question list selection below to select specific questions. The required number of points/percentage and time limit fields are optional and are for reference only. Exam ID EXAMS_02 Title: Section 1 Description (maximum 255 characters): Select specific questions • Question List Select specific questions • Randomize fixed question list within question pools. Weighting of Questions • Same weight for all questions Question Delivery Multiple Questions per Page Style: Sequential, Single Question per Page * Sequential, Single Question per Page * Use Maximum Time per Question as defined in Exam Template Editor: 0 sec * Points'Percentage: 0 0 0 0

Exam Sections have the following properties:

Properties	Description
Title	Enter the assign title of the section.
Description (maximum 255 characters):	This allows you to provide additional information about the section. You may want to put a brief description or simple instruction in this field. The field accepts a maximum size of 255 characters.
Question List Selection	 This allows you to specify the method in selecting the question to be included in this section. Currently there are two ways in selecting a question, namely; 1. Select Specific Questions – wherein you can manually select specify question to be assigned in this section. Or, 2. Generate Random Questions – wherein questions to be assigned in this section will be automatically generated from various question pools. If generate random is selected you may want to check the randomize fixed question list within question pools.

Weighting of Questions	This option is only available, if you selected the Generate Random Questions from the Question List Selection. This option allows you to use the weight of the questions in randomly selecting the question to be assigned in the section.
Question Delivery Style	This allows you how the questions will be presented to participants. Currently there are two way to present the question:1. Sequential, Single Question per Page2. Multiple Question per Page
Marking type	Allows you to specify the marking type in scoring the questions. You can mark the questions either by points or by percentage.
Required No. of Points	This allows you to specify the required number of points to pass in this section.
Time Limit (min.)	This allows you to specify the time limit (minutes) in answering all the questions in a section.

Fixed Question Sections

For "Select Specific Questions" Question List Selection sections, you can select the specific questions to add to the sections:

Open the Fixed Section for editing and at the right pane of the editor, click the Add Question lin k:



2. Select the pool where the questions will be selected. click the Display Questions



- 3. Questions are grouped according to the type of question. From here, you can select the question you want to include in the section.
 - a. To select a question, tick the box of the question and then click the **Add Selected Questions**.

Exam Template Edi	itor	08000000000000
GEOGRAPHY	Add Question	s to Section #1
■C True or Falese (Fixed)		
[Add Question] [Reorder Questions] [Remove Section] Refresh	Pool Questi Click on a que This can be re select multiple Default Ques Any • Display Que	on List estion to preview. On the preview screen you can then select the question for inclusion in this section. peated as many times as you like until you are finished with this pool. Alternatively, you can directly a questions and click on the button below to immediately add all checked questions. tion Pool r
	Single Choice	
	P Q1	Did you learn anything from this course?
	P 02	This course was about navigation.
	03	Do you want to finish this exam?
	C 038	What are the measures of the internal angles in an equilateral triangle?
	<u> </u>	Biah
	C Q40	A number is selected at random from first thirly natural numbers. What is the chance that it is a multiple of either 3 or 13?
	Multiple Choir	ce
	C 039	Which of the following are viable methods for traveling from London to Paris?
	True/False	
	E Q43	The sun is the center of our Solar System.
	Rating	
	© Q51	The death penalty is justifiable under some circumstances.
	Matching	
	C Q49	Match the function of the computer part in Column A with its name in Column B:
	Essay	
	Q45	Education comes not from books but from practical experience.
	Triple Rating	
	🖸 Q54	Sample
		Add Selected Questions

b. To see a preview of the question, click the question ID. To add the question, click the Add this question button. To return from question pool, click the Return to the question pool button.

Exam Template Editor				000	⇒ 🕅	8	69 65)	X
GEOGRAPHY Carrier or Falese (Fixed) [Add Question] [Reorder Questions] [Remove Section] Refresh	Question Status: External Approval External approvers may flag this	question fo	Acti	vate Ter Active nd leave a	npora ; comm	ry Ap ent in 1	oprover the text a	rea be	low.
	 Not Marked for Review Default Question Pool Question (1) Did you learn anything from this 	Tog S course?	igle Revie iubmit Co	ew Flag mment					
	 Yes No A Little 								
	Reference Info: Maritime Exam Add this question Retur	n to the	question	pool					

Reordering Questions

To change the order of questions in the selected question:

1. Open the exam. At the right pane of the editor, select the section where you want to reorder the question. Click **Reorder Questions**.



2. This leads you to Reorder Questions for Section.

Exam Template Edito	or 🗌			83	00	₿	8	8	69 G	Ø X
GEOGRAPHY	Reorder Questions	for Sec	ction 1							
■- ⁽¹⁾ True or Falese (Fixed) ■- ⁽¹⁾ Default Question Pool/		1.	Q1 (Single Choice)	Movella	Move Do	own				
Q1 [Remove] Q2 [Remove] Q2 [Remove] ⊡"\$ Default Question		2. 3. 4.	Q43 (True/False) Q38 (Single Choice)	Move Up	Move Do	own				
Pool/Science/ Q43 [Remove] Q38 [Remove]		<u></u>			1					
Add Question] [Reorder Questions] [Remove Section]										
Refresh										

3. Use the **Move Up** and **Move Down** to move a question. Once you have finalized the position of the questions, click the **Save** button in the toolbar to store the updates.

Removing a Question from a Section

To remove a question,

1. Open the exam and at the right pane of the editor, select the section where you want to delete a question. Click the **Remove** link of the question you want to delete.

Exam Template Edito	r 🤇			0 0 0	8 10 6		X
GEOGRAPHY	Exam Tem	nplate Editor					
True or Falese (Fixed) Default Question Pool/ Old Personal	Details F	rint Properties Security Exam Pools	Usage Statistics				
= Q2 [Remove]	GEOGRAPHY: P	roperties					
Default Question Pool/Science/	Exam ID Type:	GEOGRAPHY Standard Exam					
 Q43 [Remove] Q38 [Remove] 	Title:	New Exam					
	Description:						
[Add Question] [Reorder Questions] [Remove Section]							
Refresh	Modify the overa	Il exam properties as required below, or use one	e of the button selection:	s to edit the qu	estion sectio	ns.	

2. Click the **Remove Question** button to proceed with the deletion of the question.

GEOGRAPHY Are you sure you want to remove question 4 from s Remove Question C Q1 [Remove] Q2 [Remove]	ction 1	?
True or Falese (Fixed) P Default Question Pool/ Q1 [Remove] Q2 [Remove]		
Default Question Pool/Science/ Q43 [Remove] Q38 [Remove] [Add Question] [Reorder Questions] [Remove Section] Refresh		

Removing a Section in the Exam

To remove an exam section

1. Open the exam. At the right pane of the editor, select the section you want to delete. Click the **R** emove Section link.

Exam Template Edito	r 🤇				0 (3 6	0	•	8	8	69	đ	đ	8	X
GEOGRAPHY	Exam Ten	nplate Edito	or													
■ Default Question Pool/	Details	Print Properties	Security	Exam Pools	Usa	ge Sta	atistics									
Q1 [Remove] Q2 [Remove]	GEOGRAPHY: P	Properties														
Offeet Understein Offeet Understein Offeet Understein Offeet Understein Offeet Understein Offeet Understein One Understein	Exam ID Type: Title: Description:	GEOGRAPHY Standard Exa New Exam	m													
Refresh	Modify the overa	all exam propertie:	s as required	below, or use on	e of the k	outton	selec	tions t	o edit	the q	uesti	on sec	tion	в.		

2. Click the **Remove Section** button to proceed with the deletion of the section.

Exam Template Editor		0	8	3	đ	0	₿	8	8	69	P	Ľ
GEOGRAPHY	Are you sure you want to remo	ove	sec	tio	n 1'	?						
True or Falese (Fixed) True or Falese (Fixed) Gamma Default Question Pool/ Q2 [Remove] Default Question Pool/Science/ Q43 [Remove] [Add Question] [Reorder Questions] [Remove Section] [Remove Section] [Remove Section]] [Refresh]	Rem	ove	Sect	ion								

Random Section Type

When **Generate Random Questions** is selected as **Question List Selection**, questions will be selected at random for the learner each time s/he attempts the exam.

To configure:

1. open the Random exam section then click "Select Questions":

	occurritoperilea	
Section 1 (Random) Remove Section]	Section1	
on on enconcerned	Modify the properties for this sec	tion of the exam.
fresh	Exam ID	GEOGRAPHY
	Title:	Section 1
	Description (maximum 255 characters):	
	Section Type: Weighting of Questions	Random Question Generation Use weights as defined in the Question Editor
	Question Delivery Style:	○ Same weight for all questions Sequential, Single Question per Page
	No. of Questions: Marking type:	U O Point %
	Required No. of Points:	0.0
×	Time Limit (min.)	0 (For Reference Only)

2. Specify the number of questions to be drawn from question pools:

Exam Template Edit	
GEOGRAPHY	Section #1 Random Question Properties
Section 1 (Random) [Remove Section]	
Refresh	Question Pool List
	Select the Question Pools and the no. of questions from each. The system will randomly select the questions from the pool each time the exam is given, thus providing for a unique exam each time it is taken. By default, each question will be worth one point.
	Operault Question Pool (12)
	■ (3) Science (8) 0 (2)
	🗃 🖾 Geography (0)
	Mathematics (0) O
	Total: 0
	Next

3. Reorder the question pools if necessary and save:

Exam Template Edit	tor D I	8	3	ð	0	•	0	8	69	¢	ď	8	*
GEOGRAPHY	Section #1 Random Question Properties												
Section 1 (Random) [Remove Section]													
Refresh	Default Question Pool(12)	4				ş							
	Default Question Pool/Science(8)	4			Î								
	Total:	8			-								
	Back	í.											

4. You can click the **Preview** button to see the questions generated from the selected pool.

Exam Templates

Where you want all learners in the same sitting to take exactly the same set of randomly drawn exam questions, you can employ Exam Templates and generate Exam Instances.

An exam can be used as a template by enabling the "Is a Template?" checkbox in the Exam Properties. To generate an instance from an Exam Template:

1. Open the Exam Template and Click the Manage/Generate Instance button.

Exam Template Ed	itor				0	83	00	₿	8	80) &	X
MOBILE-TEMPLATE	Exam Tem	plate Edit	or									
[Add Question] [Reorder Questions] [Remove Section]	Details Pri MOBILE-TEMI	nt Properties PLATE: Proper	Security	Exam Pools	Usage	Statistic	3					
Refresh	Exam ID Type: Title:	MOBILE-TE Standard E Exam Tel	EMPLATE xam mplate for Mo	ibile Device Int	erface							
	Description:	To creat mobile o followed (1) "All	e an exam levices, t l: .ow Sectio	that is c hese items n/Question	ompati) should Navige	ole wit 1 be ation"	h in	•				
	Modify the ove	rall exam prop te?	erties as requ	iired below, or	use one (of the but	ton sei	lection:	to edit	the que:	stion s	ections.
	Presentation I	Properties										
	Allow Sectio	n/Question Na	vigation			E	Displa	y Que:	tion ID			
	Colors and Fo	nts		D-414								

2. Click Generate Unique Exam Instance.



3. If necessary, print the exam or answer sheet by clicking on the PDF launching icons



Failing Exams

In the Exam Template Editor, you can set a "Maximum Number of Attempts for Each Participant":

Exam Editor	C 🖬 🐨 🛈 🕩 🕅 🕄 🖓 🗗	2) X
RESIT_TEST-9693796	Presentation Properties	
Section 2 (Fixed) [Add question]	Allow Section/Question Navigation	Display question ID
[Reorder questions] [Remove section]	Colors and Fonts: Test Default	
Refresh	Grading Properties	
	Remaining Time: Maximum Time Allowed (hh:mm):	Exam Time Elapsed Time 00 00
	Maximum Time per Question (seconds):	0
	Automatically Grade? 🕐	Yes 🔻
	Maximum Number of Attempts for Each Participant (Max 9999):	3
	Required Number of Points/Percentage:	Point %

For a scheduled exam, if the learner still has not passed the exam by the time the attempt limit is reached, then the learner's status will be changed to "Failed". An email template configuration can be set on the Exam Template Editor when a user fails an exam attempt:

E-mail Notification	
Configure an e-mail to be sent when a user has faile	ed an exam attempt.
E-mail Message Name:	Q

A daily task will identify the failed exam attempts and send out the notification as configured. If a user has failed the same exam twice within the same day, the same email notification will be sent twice.

Automatic Exemptions

Automatic Exemption allows you to automatically exempt learners from courses based on exam results. Configurations are required at the following areas:

- 1. Question Pools
- 2. Automatic Exemption Policies
- 3. Exam Pools

Step 1: Configuring the Question Pools

There are a couple of settings in configuring exemption rules at the question pool level and at the exam pool level. At the question pool level, module sessions can be assigned to the question pool and this will also depend on the exemption policy setting described below which means if the user has scored sufficiently on questions drawn from this pool and other possible pool definitions in a policy then

- the user will be awarded with an "Waiver/Exempt" transcript for each of the selected modules if the user doesn't already have any previous enrollment on the module.
- If the user has an active enrollment, the transcript status would be updated to "Waiver/Exempt".
- No action will be taken if the user has already attained a complete-related status on a previous enrollment of the module.

Edit Question Pools

These properties are used as the default question properties when a question is first created in this pool.

Name Default Question Pool Default Question Prefix Q Default Weight 1.0 Default Difficulty 1.0 Default Usage Limit 999999 AUTOMATIC EXEMPTIONS @ Add/Remove Program/Module Session 777 Flight Transition CBT adhoc Title c1, Session1, Start Date: , Location: Un
Default Question Profix Q Default Question Prefix Q Default Weight 1.0 Default Difficulty 1.0 Default Usage Limit 999999 AUTOMATIC EXEMPTIONS @ Add/Remove Program/Module Session 777 Flight Transition CBT adhoc Title c1, Session1, Start Date: , Location: Un
Default Question Prefix Q Default Weight 1.0 Default Difficulty 1.0 Default Usage Limit 999999 Automatic exemptions @ Add/Remove Program/Module Session 777 Flight Transition CBT adhoc Title c1, Session1, Start Date: , Location: Un
Q Default Weight 1.0 Default Difficulty 1.0 Default Usage Limit 999999 Automatic EXEMPTIONS @ Add/Remove Program/Module Session 777 Flight Transition CBT adhoc Title c1, Session1, Start Date: , Location: Un
Default Weight 1.0 Default Difficulty 1.0 Default Usage Limit 999999 Automatic exemptions @ Add/Remove Program/Module Session 777 Flight Transition CBT adhoc Title c1, Session1, Start Date: , Location: Un
1.0 Default Difficulty 1.0 Default Usage Limit 999999 AUTOMATIC EXEMPTIONS @ Add/Remove Program/Module Session 777 Flight Transition CBT adhoc Title c1, Session1, Start Date: , Location: Un
Add/Remove Program/Module Session
1.0 Default Usage Limit 999999 AUTOMATIC EXEMPTIONS @ Add/Remove Program/Module Session 777 Flight Transition CBT adhoc Title c1, Session1, Start Date: , Location: Un
Automatic exemptions Add/Remove Program/Module Session 777 Flight Transition CBT adhoc Title c1, Session1, Start Date: , Location: Un
999999 AUTOMATIC EXEMPTIONS Add/Remove Program/Module Session 777 Flight Transition CBT adhoc Title c1, Session1, Start Date: , Location: Un
AUTOMATIC EXEMPTIONS @ Add/Remove Program/Module Session 777 Flight Transition CBT adhoc Title c1, Session1, Start Date: , Location: Un
REMINDERS
Config specific reminder for this pool Recipients 0 selected
Search for a user
Frequency Daily

Step 2: Configuring Automatic Exemption Policies

It is necessary to set up an exemption policy to put automatic exemption in effect. Automatic Exemption Policies is role access controlled.

A created policy can be edited or deleted with the relevant gear action.

utomatic Exemption Policies	
+ Create f	
	lew Polic
Maths Exemptions (MATHS) Introducing Addition Introducing Subtraction Introducing Multiplication Introducing Multiplication	

Within a policy, you can select a module session and define its exemption settings. There is detection on which question pools are already configured with this module session and list them. For each question pool, there's an option to enable it as required in the policy for exemption considerations.

Automatic Exemption Policies >		
Edit Automatic Exemption	Policy	
For Maths Exemptions (MATHS)	
GENERAL		
Policy Code* @		
MATHS		
Policy Name* @		
Maths Exemptions		
Question Pools Enabled for Auto-Exemption 🔻		
		+ Add Program/Module Session
Module Title, Session Title		
	Question Pool Name	Auto-Exemption Requirement
Introducing Addition (MOD- 0166)	New Address	Enabled •
Delete	Mans/Addition	Complete minimum 1 questions, with score of at least
	Question Pool Name	Auto-Exemption Requirement

Once a pre-assigned question pool is set to **Enabled** in the policy, you can specify the minimum number of questions and score required for auto-exemption.

tomatic Exemption Policies >		
dit Automatic Exemption	Policy	
or Maths Exemptions (MATHS)	
GENERAL		
Policy Code* @		
MATHS		
Policy Name* 🞯		
Maths Exemptions		
Question Pools Enabled for Auto-Exemption Module Title, Session Title 	Mapped Question Pool Auto-Ex	+ Add Program/Module Session
	Question Pool Name	Auto-Exemption Requirement
Introducing Addition (MOD- 0166) Delete	Maths/Addition	Enabled T Complete minimum 1 questions, with score of at least
	Question Pool Name	Auto-Exemption Requirement

Step 3: Configuring the Exam Pools

Once the policy is created then it can assigned to an exam pool. This association means that if a user takes any exam within this exam pool and fulfills all the auto-exemption requirements, then s/he will be auto-exempted from the configured module session.

Assigning Exams to a Course

An exam can be assigned to a learning module as a requirement or mandatory. To assign an exam to a learning module, the user must have an access to catalog editor menu. To do this:

1. Proceed to Manage Center > Learning > Catalog General Settings > Learning Modules

*	NetDimensio	ons Talent Suite	Mana	ge Center					
	OVERVIEW	LEARNING	TALENT	COMMUNICATE	USERS	REPORTS	SYSTEM		
	LEARNIN	G							
	CATALOC CE		ENDOLUM		COUDEEM				
	CATALOG GEI	NERAL SETTINGS	ENROLLM	ENT SETTINGS	COURSEN	ARE MANAGER			
	Learning Modul	es	Enrollment	Policy Editor	Courseware	Listing			
	Catalog List Ma	intenance	Auto-Enroll	Console	Courseware	Courseware Template Editor			
	Class Resource	es Editor	Auto-Enroll	User Listing					
	Assessment Wo	orkflow Manager	Auto-Enroll	Log					
	Web Catalogs								
	Virtual Classroo	m Account Setup							
	Integrated Instru	uctor Calendar							
	Migrate Learnin	g Object ID							
	CATALOG CO	NFIGURATION	IMPORT		EXAM MAN	AGER			
	Categories		Import cont	ent package	Exam Gene	rator			
	Subjects		Import AIC	C course structure	Exam Temp	olate Editor			
	Course Langua	ges	Import reso	ource	Question E	ditor			

2. The Learning Modules is displayed. Search for the module where the exam will be assigned using the searching parameters.

odule Title/ID/Description	Туре		Catalog		
	All	~			Include sub-catalogs?
ategory	Subject		Status		
	All	~	Active Only	~	
endor					
All	 				
anguage					
All	/				
Filter					

3. Search results will be displayed just below the searching parameters. From the search result, click the learning module where the exam will be assigned.

							Hide filte
Module Title/ID/Des	cription	Туре		Cal	talog		
English		All		~			Include sub-catalogs?
Category		Subject		Sta	atus		
All	~	All		✓ A	ctive Only	~	
Vendor							
All	~						
Language							
All	~						
All	~						
All Filter	V						
All Filter	×						Results per Page: 25
All Filter	~						Results per Page: 25
All Filter			Туре		Status	Last Modi	Results per Page: 25 + Create Learning Modu fied On
All Filter Hodule Title (ID) Inglish1 (7777)	V	_	Type Classroom		Status Active	Last Modi Sep 8, 20	Results per Page: 25 + Create Learning Modu fied On 13 11:06 AM
All Filter lodule Title (ID) nglish1 (77777) nglish1 (4444)	V	-	Type Classroom Online		Status Active Active	Last Modr Sep 8, 20 Sep 8, 20	Results per Page: 25 + Create Learning Modu fied On 13 11:06 AM 13 11:06 AM
All Filter lodule Title (ID) nglish1 (77777) nglish1 (44444) nglish1 (11111)			Type Classroom Classroom Classroom		Status Active Active Active Active	Last Modi Sep 8, 20 Sep 8, 20 Sep 2, 20	Results per Page: 25 + Create Learning Modu fied On 13 11:06 AM 13 11:06 AM 013 11:03 AM

4. The *Catalog Editor* screen is displayed. Under the Module Properties, click the **Assign Exam/Certification/Evaluation** link.

Session Properties Module Properties	Assigned relationships
English1 (11111)	
	English1 (11111)
1 Catalog Setup	Exam Assignment
1.1 Define Module Properties	The list below indicates those exams which currently are assigned to this learning module/program. You
1.2 Enter cost information	can select from the drop-down box to add or remove an assignment. Added exams automatically appear
1.3 Enter objectives	the exam list.
1.4 Enter references	
1.5 Preview	Exam Template for Mobile Device Interface (MOBILE-TEMPLATE
1.6 View usage statistics	(and a second a)
1.7 Indicated Interest List	Remove assigned exam(s)
1.8 Associated Programs Listing	
1.9 Virtual Archive	Passing an exam marks this module as No
2 Access control/enroliment control	Exams are mandatory
2.1 Define Module Security	Certification Assignment
2.2 Assign prerequisites	
12.3 Assign exam/certification/evaluation	select an available certification to associate with this learning object. Certificates are typically awarded on completion of the course or, if there is an associated certification exam, on passing the exam
2.4 Define Enrollment Policy	completion of the course of, if there is an associated certification exam, on passing the exam.
2.5 E-mail Preferences Setup	Certification MCP Certification
3 Knowledge Center Setup	
3.1 Setup Options	Evaluation

- 5. Under the assigned relationship you can set the following:
 - Click the **Assign Exam(s)** link to assign exam.
 - You can set the module as completed once the learner pass the exams from ANY or ALL of the exams listed on the assign exams(s) box.
 - You can also set the exam as mandatory by ticking the Exams are Mandatory box.
 - Once a certification exam has been assigned to learning module, this will be shown once the learning module is viewed.



Exam Security

Where there are dedicated exam centers, you can apply additional security by specifying allowed IP addresses when taking the exam:

Exam Editor	080	• 88 B PP 22 X							
EVALUATION1-597657 Section 1 (Fixed) Default Question Pool/ Q1 [Remove] Q2 [Remove] [Add question] [Reorder questions] [Remove section] Refresh	Exam Editor Details Print Properties Security Exam Point EVALUATION1-597657: Properties Permissions below allow you to identify administrators password(s), if configured, must be entered prior to a downer: ADMINISTRATOR System (NDADMIx)	usage Statistics s who may edit properties of this exam, while the learner taking the exam.							
	Permissions Enrollment Type: (a) Access codes: User Code: Supervisor Code: (b) Group/Auto-Enrollment								
	Allowed IP address range: 192.168.1.123	192.168.1.124 192.168.1.126							
	If you require more items than the number of boxes above, first, fill in all the available boxes, and then click Save. You will then be presented with additional boxes so that you can add more items. Extend IP address range restriction to include reviewing detailed exam results for: Participants Reviewers								

The allowed IP address range can also be extended to restrict reviewing by Participants and/or Reviewers.

On checking the options to extend security to include reviewing responses for specific exams, all links from the detailed transcripts concerning exam or response review will be hidden from the **Participants** / **Reviewers** outside the designated IP address range.

Exam Disclaimer

An Exam Disclaimer can be enabled using the "Show Exam Disclaimer" System Configuration. When enabled, the disclaimer will be presented to the Learner on starting on exam and they must confirm in order to proceed:

This exam contains the follow each question, and choose the the selection list. Hints (if any	ving sections, each of which contain ne correct answer by marking the ap r) may be viewed by clicking the "Hi	ns a sequence of quest opropriate radio butto nt" link.	stions. Carefully review n or check box(es) from
Depending on the structure or response(s) and proceed to t submitted, they cannot be ch	f the exam section, you may press the next question or to the next section anged. Therefore, please take your	the "Submit Respons ion. Note that once th time and review each	e" to confirm your e responses are n question carefully.
Section	Title	Questions	
1	Exam Disclaimer	×	
Summary of Exam Restricti	I confirm I am Alex Parker, alex.pa to launch URI Knowledge Test for	arker and I want course	
Maximum Time Allowed (ht	Advanced Business Management		No limit.
Incomplete attempts may b			No
Number of attempts permitt	Confirm and proposed Conor		9999
Attempts Taken	Coniirm and proceed Cance		0
Number of attempts remaining	ng		9999
To continue, please press the Start the exam	Start button below.	Cancel	

The text can be customized and the following placeholders used to display information dynamically:

- {0} for the Participant's Name
- {1} for the Participant's User ID
- {2} for the Exam Title
- {3} for the Module title (if applicable)

Exam / Question Reporting

After generating an instance, you may later run reports related to the specific test/exam instance such as reports on who did not take an exam (instance), user results, etc.

To run these reports:

1. Access **Manage Center > Report > Report Generator > Exam/Question Reports**. The *Standard Reports* screen appears.

Exam/Question Reports

Click on the icon to start the report process. Depending on the report selected, you may be prompted for some additional parameters.

	Title	Report Help
	R301 Exam Summary Report	0
	R302 Question Response Analysis for a Specific Question for True/False and Single Choice	0
	R303 - Question Response Analysis for a Specific Question for Misc. Question Types	0
	R304 Survey/Feedback Summary Report	0
	R305 User Exam Score and Status	0
	R307 – Assessment Exam Summary Report	0
	R308 Complete Exam Question Response Listing (one per row)	0
	R309 Complete Exam Question Response Listing (matrix format)	0
	R310 List of Users Who Have NOT YET TAKEN an Exam	3
	R311 Questions Detail Listing	0
	R312 - Questions Exported	0
	R313 Exam Results	0
	R314 Learner Performance at Question Level for An Exam	0
	R315 Exam Results (Report on wrong attempts)	0
	R316 OJT Supervisor Assessment Summary Report	(?)
۷	R317 Exam Results (Per User)	0
Back to I	Report Manager	

2. Click the question mark icon on the right for help on the reports

3. Run the desired report by clicking the title of the report or the book icon.

Note: Depending on the report selected, you may be prompted for some additional parameters.

Question Attributes

By tagging a question with an attribute value, you can categorize questions for easy filtering and reporting. It can also be used to tag questions for inclusion when randomly drawing questions for an exam.

Setting Up Question Attributes

Question Attributes can be configured at Manage > Learning > Exam and Question Manager > Question Attributes:

*	Manage Cente	r						🐣 NG Ronald	Logout
OVERVIE	EW LEARNING	TALENT	COMMUNICATE	USERS	REPORTS	SYSTEM			
Questio	on Attributes								
Bulk Actio	v nc							+ Create Questi	on Attribute
	Question Attribute		Туре		La	ibel Key	Locale Formatted Label		
	fuel	Drop-down		nwob	Fuel Fuel		Fuel		
•	leftright		Drop-0	down	Le	eft/Right	Left/Right		

The standard attribute types are supported:

Question Attributes >
Create Question Attribute
Attribute Code*
Required
Name
Type
Free Text
Free Text
Text Area
Drop-down
Numeric
Checkbox
Date

Attribute Values Per Question

In the Question Editor, the list of configured attributes is displayed according to permissions, their values can be specified for the question:

Question Pool	Question Editor							
Default Question Pool	Question Europ							
Any 🖌	Details Administration Preview/Approval Media Usage Statistics Archive							
	Question ID: Q10							
Display Questions	Question ID: Q10 Version: 2							
gend	Question Pool Level 1: Default Question Pool							
Work In Progress Ready for review Reviewed	Question Pool Level 2: Unassigned V							
tetired	Expiration Date: Date 0 V 00 V							
	Usage Limit Threshold: 9999999 Current Usage Total: 0							
	Weighting is the maximum number of points that can be awarded when the question is delivered in a randomized test section.							
	Weighting: 1.0 Difficulty: 1.0							
	The comment field will not appear on the exams and is for reference only. Comments							
	9wner:							
	NG Ronald (RONALD) - ***							
	Permissions							
	Fuel (Not Assigned) 🗸							
	Left/Right							

For the Question CSV Loader, the dynamic attributes are supported with the attributes appearing as column headers at the end of the template file. The configured attributes are also dynamically displayed as supported columns at the end in the CSV Formatting Help popup:

Manage Cent	e Question Pool Level 1	Name of the Level 1 Question Pool to which this question belongs	Pool Name must match the name of an existing question pool exactly or a new pool will be created	Default Question Pool	A NG Ronald Logout
Exam Utilities > Question Data L Question CSV Loade	O Question Pool	Name of the Level 2 Question Pool to which this question belongs	Pool Name must match the name of an existing sub-pool of the question pool specified in Question Pool Level 1 exactly or a new sub-pool will be created	None	
Me	Question Pool Level 3	Name of the Level 3 Question Pool to which this question belongs	Pool Name must match the name of an existing sub-pool of the question pool specified in Question Pool Level 2 exactly or a new sub-pool will be created	None	Download CSV file template 👩 CSV Formatting Help
Bulk Action	Read Permission Template	Read Permission Template		None	+ Import CSV File
	Write Permission Template	Write Permission Template		None	
	QT-fuel	Question Attribute: fuel	Diesel - Non-Diesel -	None	
	QT-leftright	Question Attribute: leftright	Left-Hand Drive - Right-Hand Drive -	None	

For the standard report R312, the attribute columns with any configured values are also included in the question import CSV format file:

astion tus	Writer Bevlewer Approver Version	Weighting Reference	UsageCount	ShuffleChoices	Comment	ExpleyDate	ExplryTimezone	PrimaryLanguage	Question Pool Level 1	Question Pool Level 2	QT-fuel	QT-leftright
4	3	<u>1.0</u>	0					*ALL*	Default Question Pool			
	2	1.0	0	Y				fr-FR	Default Question Pool		Non-Diesel	Right-Hand Drive
	1	1.0	0					*ALL*	Default Question Pool			
r.	1	1.0	0					*ALL*	Default Question Pool			
Ř.	1	1.0	0					*ALL*	Default Question Pool			
	1	1.0	0					*ALL*	Default Question Pool			

Using Attributes for Random Exam Sections

Attributes can be specified as criteria for a question random draw in an exam. When the exam administrator sets up a random draw section for the exam, under the section properties, it can be defined to only draw questions with certain attribute values. Note that if the pool level does not have enough questions with the specified attribute value then the exam won't be delivered and the learner will encounter an error message.

