



PeopleFluent Learning

21.04

Exam Administration

An overview of the Exam Administration features in
PeopleFluent Learning 21.04

Document Information

Document ID: EN210413

Document Title: PeopleFluent Learning 21.04 Exam Administration

Document Version: 1.0

Document Date: April 2021

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

Copyright © 2021, Learning Technologies Group, Inc. All rights reserved.

Table of Contents

1. Introduction	4
2. Managing Question Pools	5
3. Managing Questions	11
4. Managing Exam Pools	39
5. Managing Exams	42
6. Automatic Exemptions	56
7. Assigning Exams to a Course	60
8. Exam Security	63
9. Exam Disclaimer	64
10. Exam / Question Reporting	65
11. Question Attributes	66

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.

Question Pool:

Topic Pool:

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 ▼	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...	Permissions	Close
----------------	-------------	-------

Defining Pool Permissions

To define permissions:

1. 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

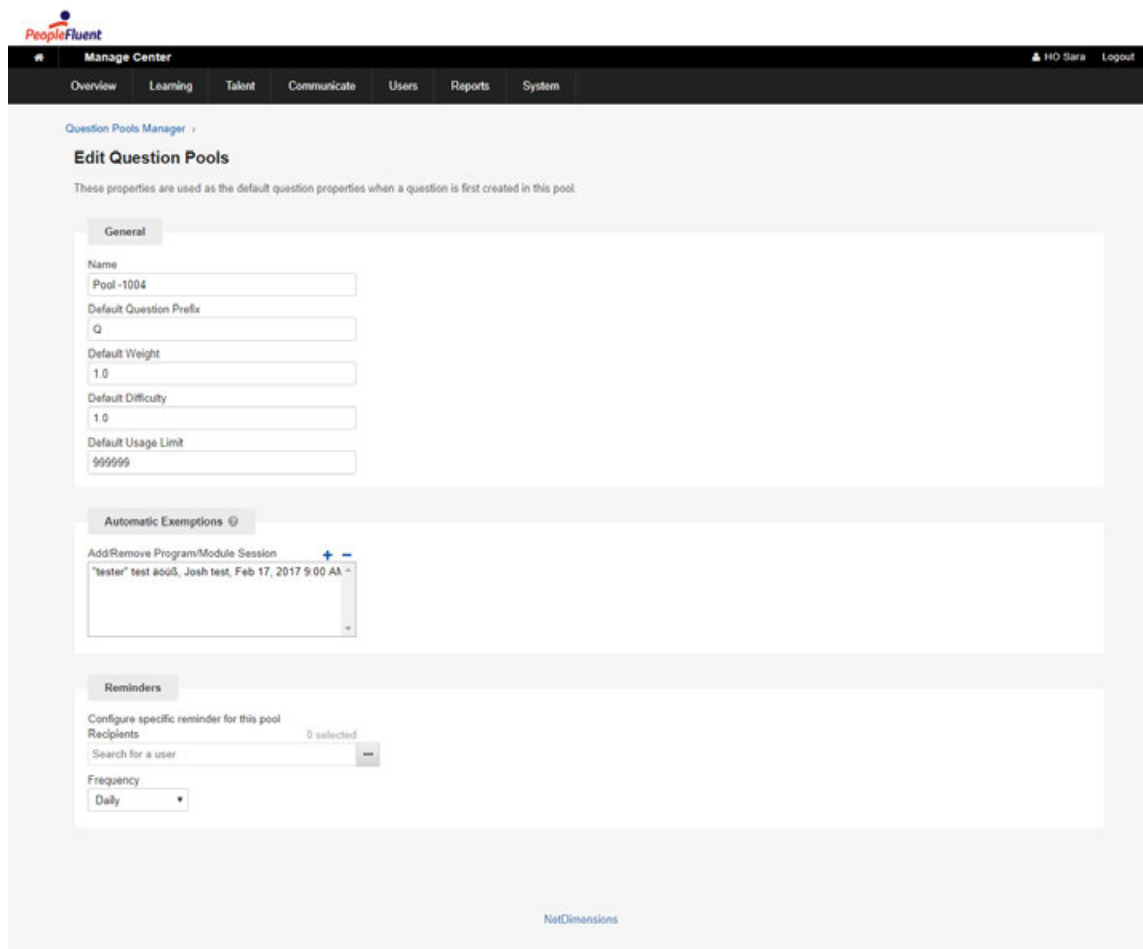
Manage question pools

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	<input type="button" value="Add"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy to exam pool"/>
Topic Pool:	Europe	<input type="button" value="Add"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy to exam pool"/>
Subtopic Pool:	Italy	<input type="button" value="Add"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy to exam pool"/>
Pool Level 4:	Unassigned	<input type="button" value="Add"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy to exam pool"/>

Updating a Question Pool

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



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.

GENERAL

Name
The topic

Default Question Prefix
Q

Default Weight
1.0

Default Difficulty
1.0

Default Usage Limit
999999

AUTOMATIC EXEMPTIONS

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

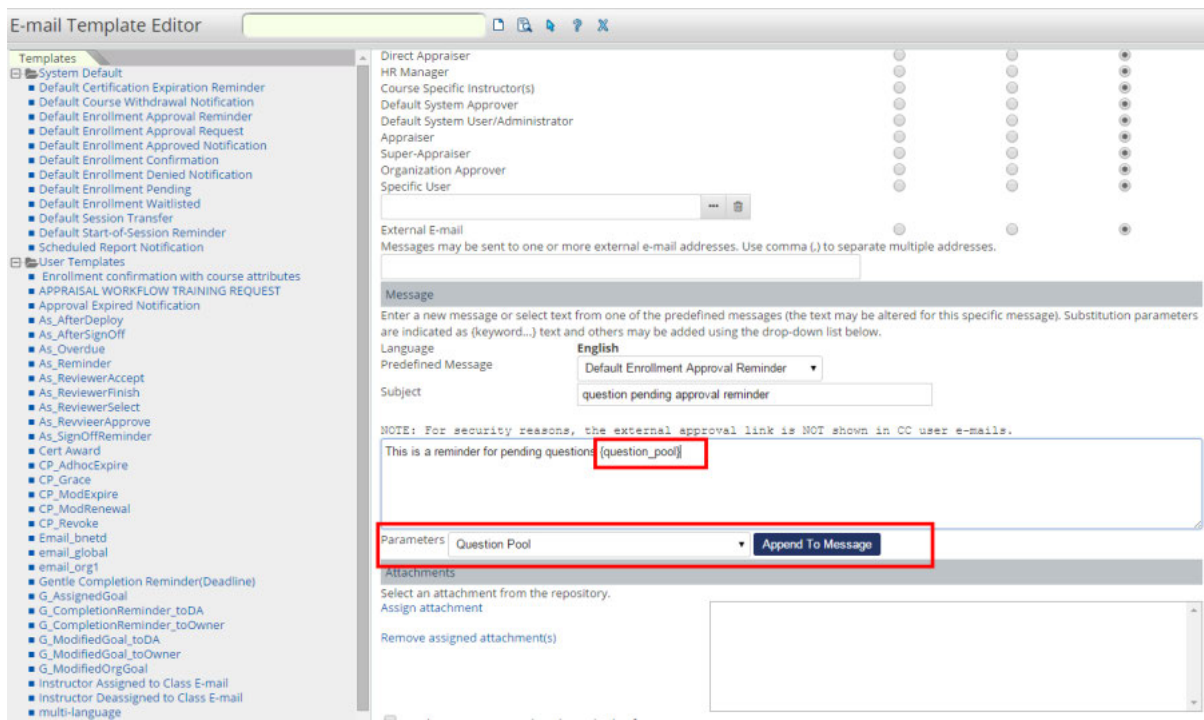
Recipients 0 selected
Search for a user

Frequency
Daily

Submit Close

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	6.2	?
Allow Non-Gradable Exam Type To Mark Course as Completed	<input type="checkbox"/> Survey	8.3	?
Questions Pending Approval Reminder Template:		11.1	?
Enrolled Learning Modules			
Show deadline information	<input checked="" type="checkbox"/>	5.5	



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.

Source

Question Pool Level 1:

Question Pool Level 2:

Target

Question Pool Level 1:

Question Pool Level 2:

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

Merge Question Pools

Questions Migrated

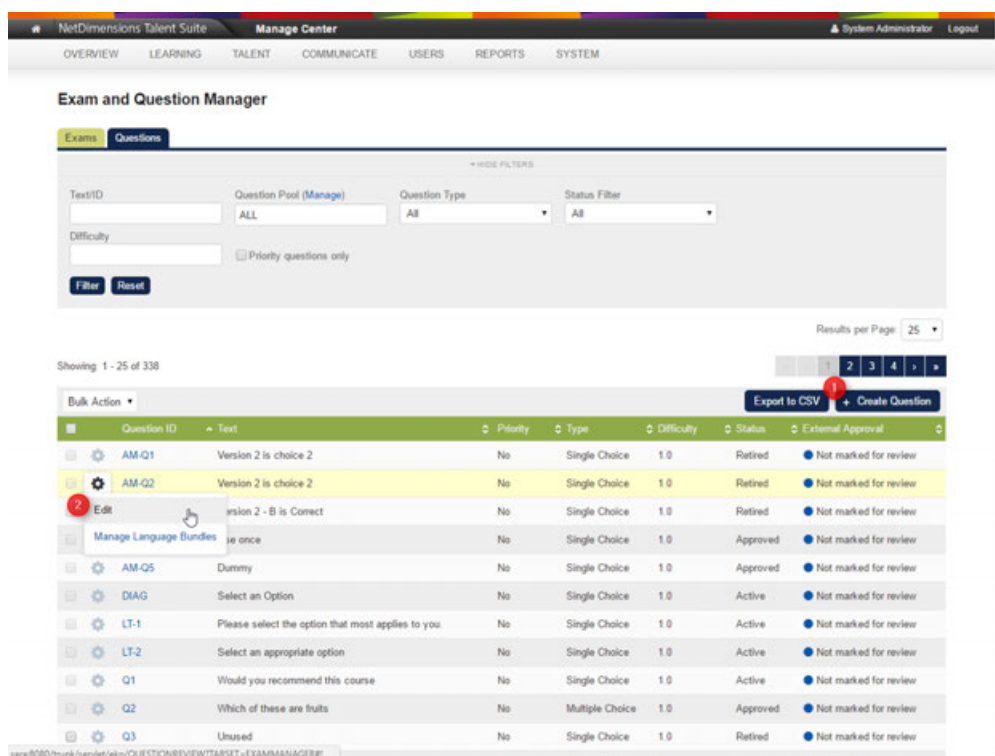
Q1	migrated
Q2	migrated
Q3	migrated
Q4	migrated
Q5	migrated

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)



Question Types

The LMS supports the following question types:

	Type	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

The screenshot shows the 'Question Editor' window. On the left is a sidebar with a 'Question Pool' section containing a 'Default Question Pool' dropdown set to 'Any' and a 'Display Questions' button. Below this is a 'Legend' with color-coded status indicators: Work In Progress (grey), Ready for Review (blue), Reviewed (orange), Approved (green), and Retired (red). The main area is titled 'Create A New Question' and contains a green header bar with the same title. Below the header, it says 'Enter a new Question ID below. Subsequent screens will allow you to set question properties.' There is a text input field for 'Enter the Question ID:' containing 'Q1'. To the right are three dropdown menus: 'Question Type:' set to 'Single Choice', 'Question Pool Level 1:' set to 'Default Question Pool', and 'Question Pool Level 2:' set to 'Unassigned'. A 'Create' button is located at the bottom left of the main form area.

2. Input the fields for: Question ID, Question Type and choose the Question Pool Level. Click **Create**.

3. Enter the remaining question properties and Save

- 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.

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.

		Correct Answer:
Choice#1:	1	<input type="radio"/> <input checked="" type="checkbox"/>
Choice#2:	2	<input type="radio"/> <input checked="" type="checkbox"/>
Choice#3:	3	<input type="radio"/> <input checked="" type="checkbox"/>
Choice#4:	4	<input type="radio"/> <input checked="" type="checkbox"/>
Choice#5:	5	<input type="radio"/> <input checked="" type="checkbox"/>
Choice#6:	6	<input type="radio"/> <input checked="" type="checkbox"/>
Choice#7:	7	<input type="radio"/> <input checked="" type="checkbox"/>
Choice#8:	8	<input type="radio"/> <input checked="" type="checkbox"/>
Choice#9:		<input type="radio"/> <input type="checkbox"/>

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

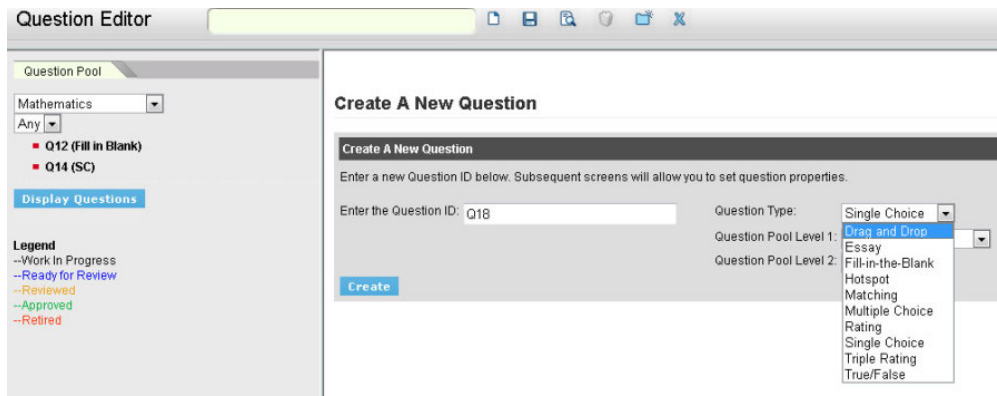
Drag and Drop Question Type

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

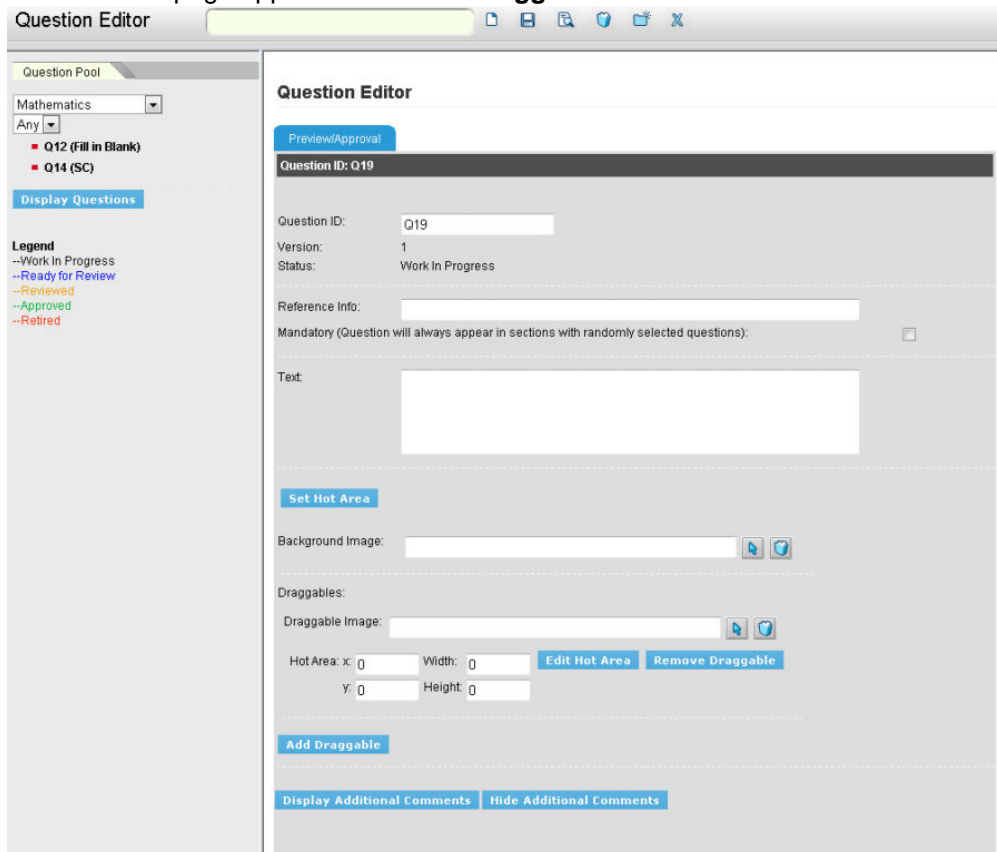
- No partial grading - all draggable items must be correctly placed in order for a correct response.
- Draggable items do not have defined starting positions - they are all initially positioned beneath the background image, in a row.
- Image files must be .jpg, .jpeg, .gif or .png

To create a Drag and Drop question type:

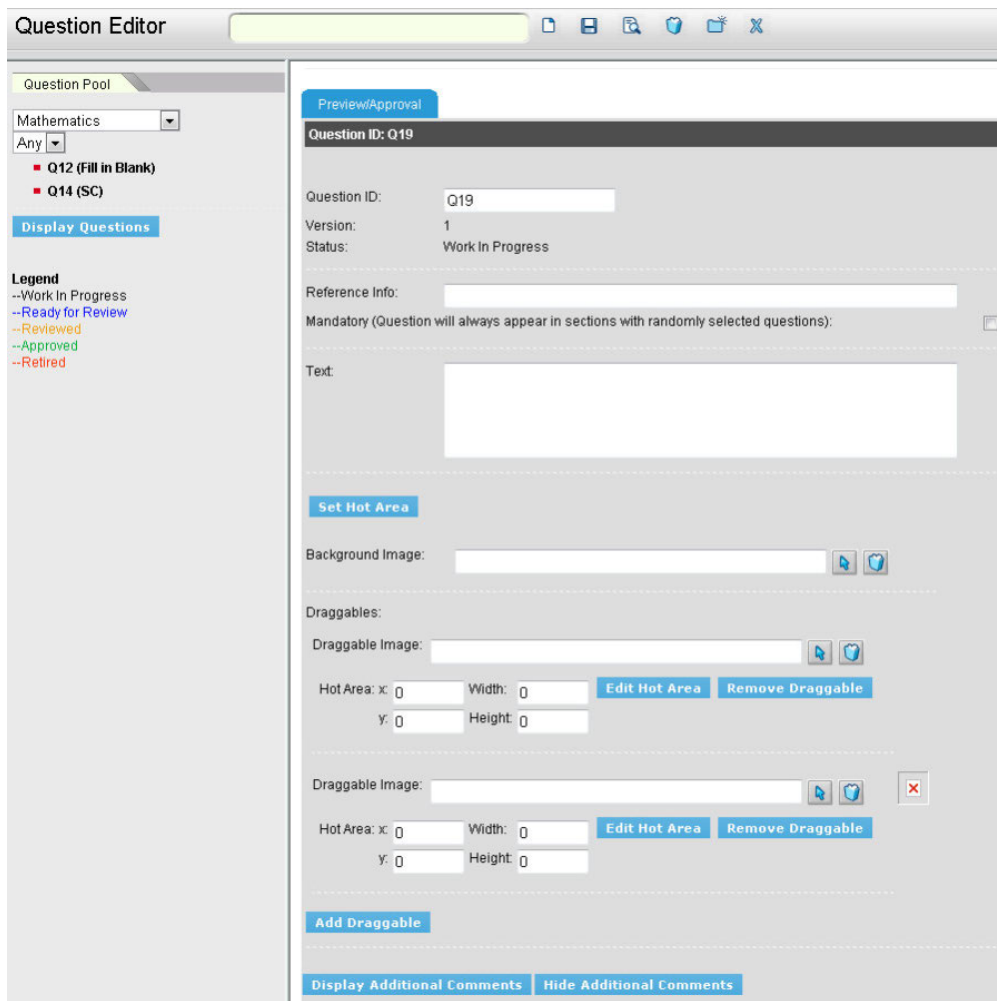
1. From the Question Editor, choose **Drag and Drop** from the Question type field then click **Create**.



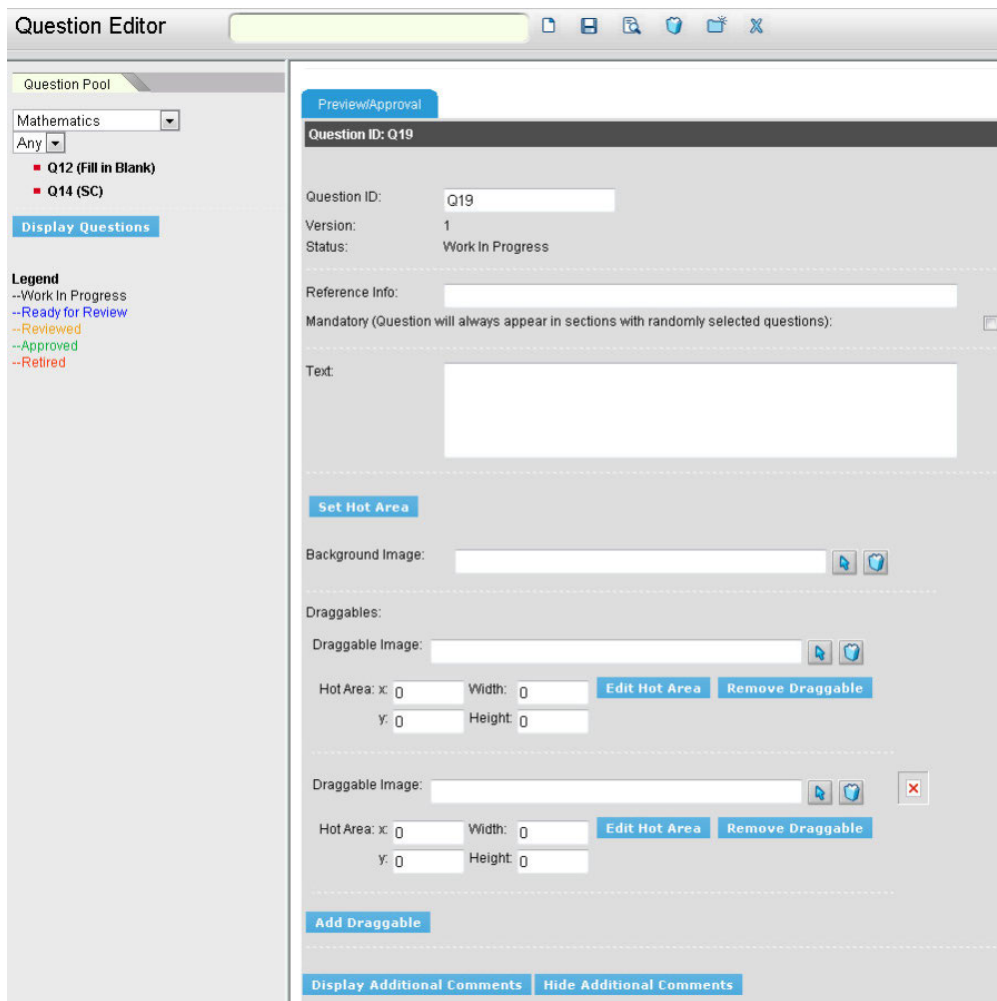
2. The *Details* page appears. Click **Add Draggable**.



3. The screen refreshes, adding another draggable settings.



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



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.

Exam: DragAndDrop Exam
 Legend: Not Attempted Attempted Bookmarked

SECTION 1

Question Filter: All

QUESTION	RESPONDED	BOOKMARKED
1.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Question (1)
Drag the numbers into the correct category

ODD NUMBER

EVEN NUMBER

Mark for review

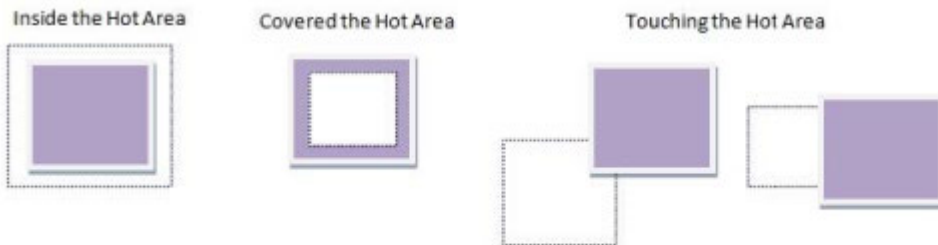
Submit

Total no. of exam question: 1
 No. of unanswered question: 1

[Summary and End Exam Page](#)

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

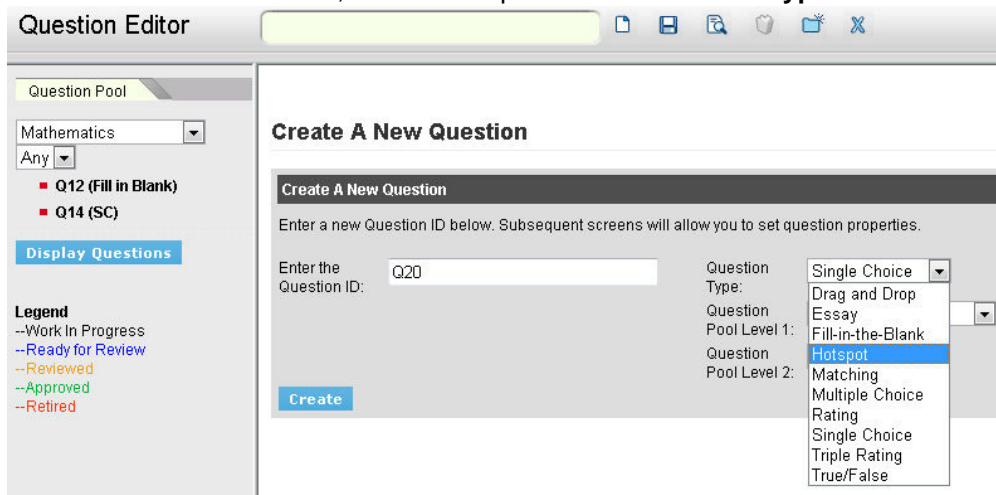


Hotspot Question Type

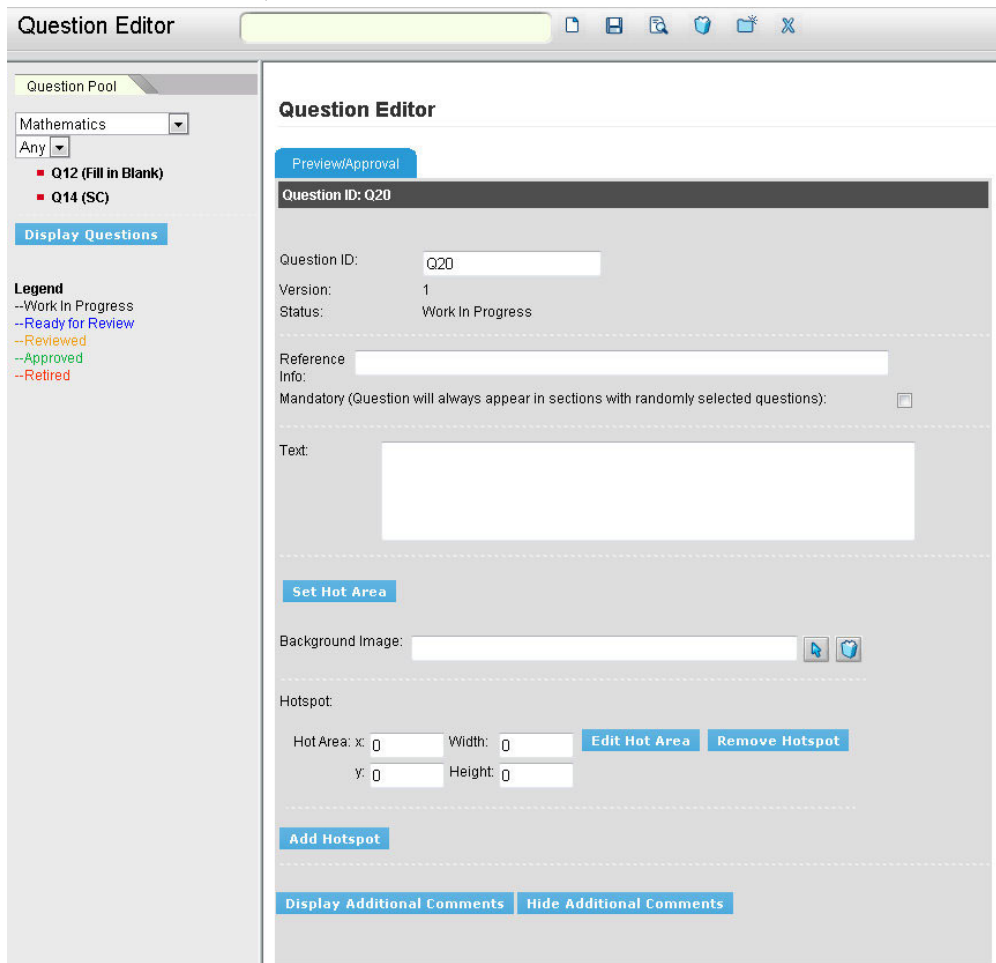
This is a type of question where one or more invisible hot areas can be defined in a picture and a user answers the question correctly if he selects one of these hot areas.

To set up a Hotspot Question:

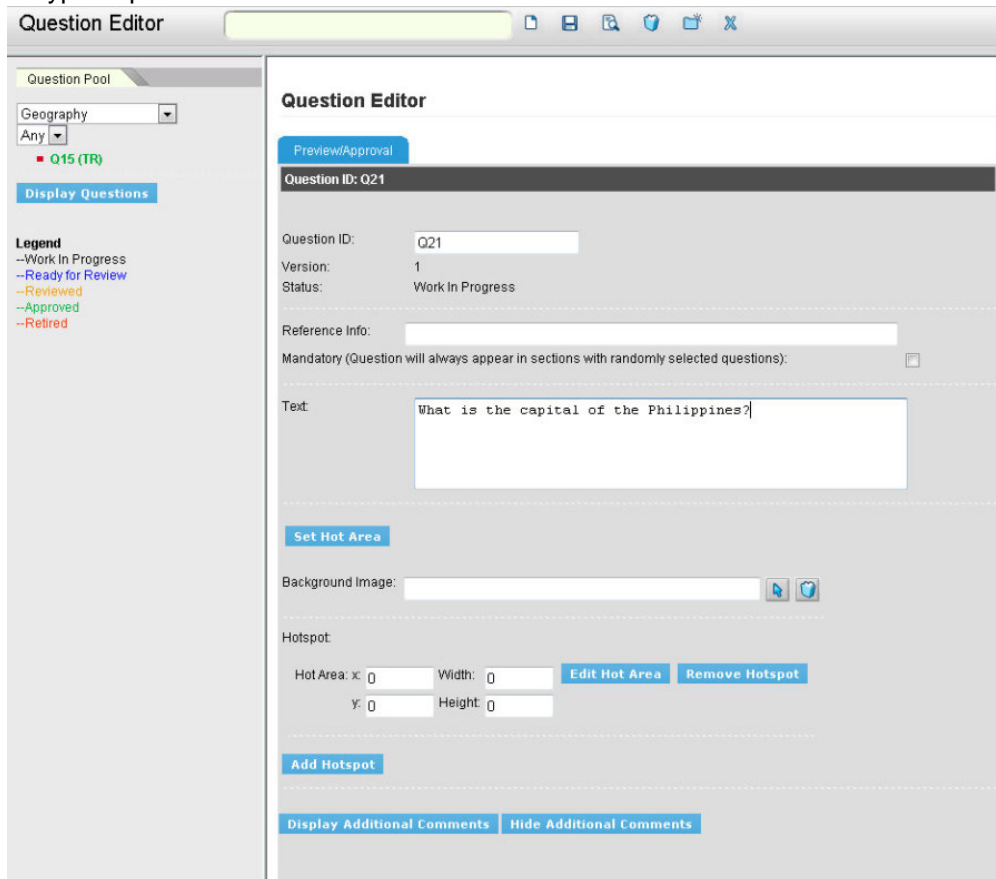
1. From the *Question Editor*, choose Hotspot from the **Question type** field.



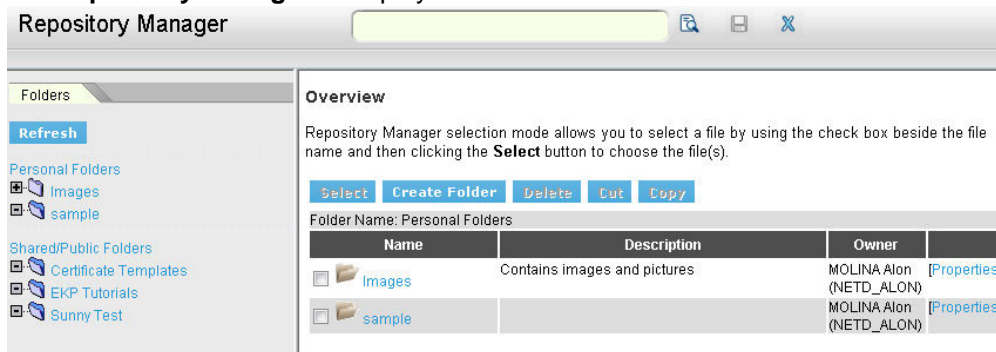
2. Click **Create**. The *Question Editor* screen refreshes.



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



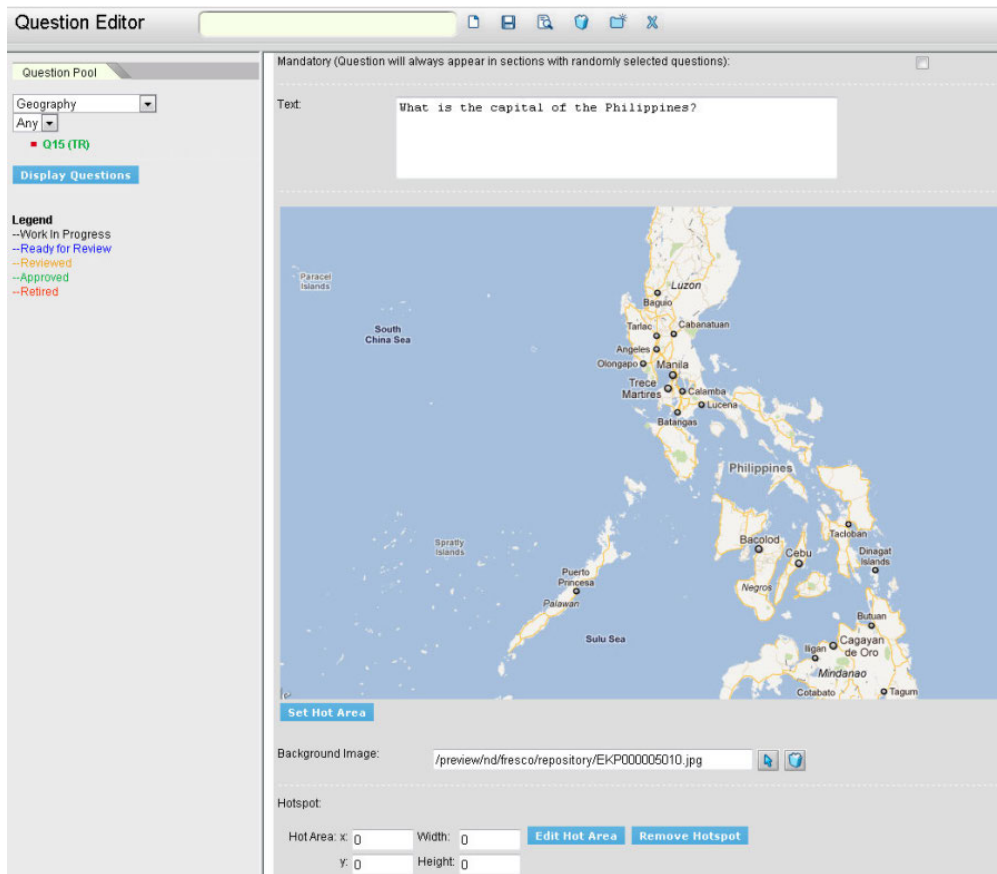
4. For the background image of the question, click the **Selector** button on the **Background Image**. The **Repository Manager** is displays on the new window.



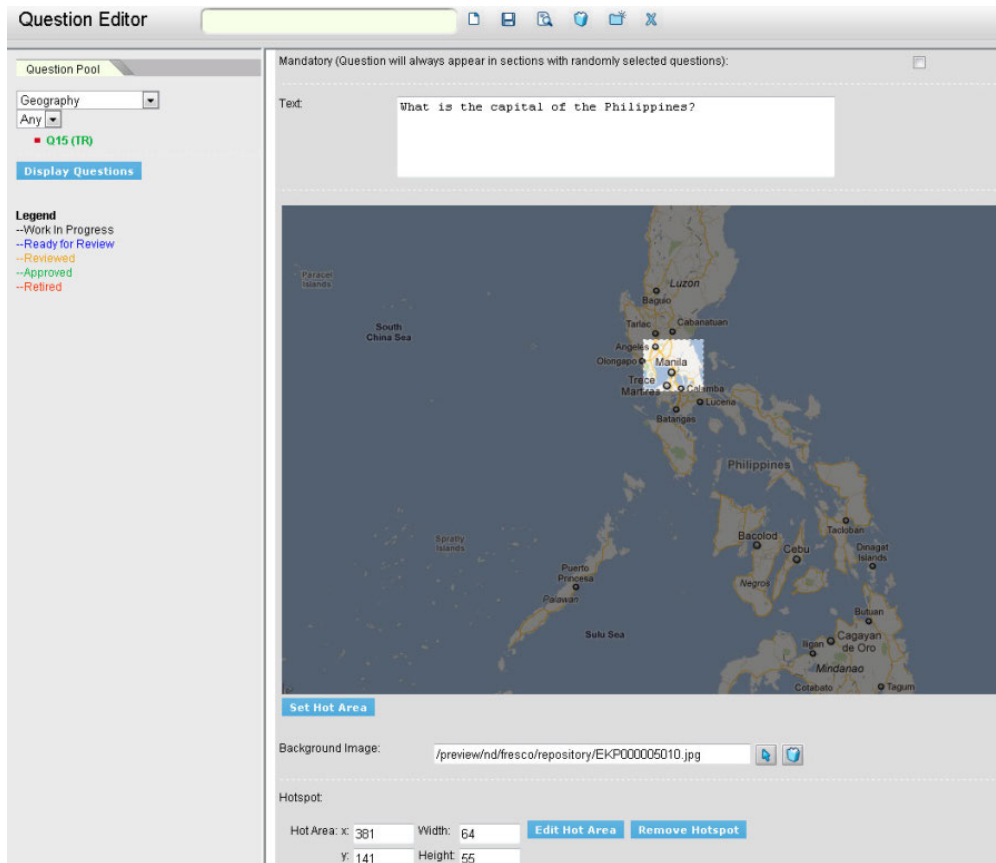
5. Use the repository manager to select the background image for the question. Once the image is selected, you will be returned to *Question Editor* page with the selected image displayed.

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

7. Use the mouse to define the hot area.

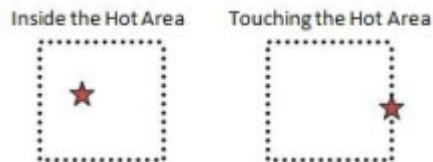


8. Click **Set Hot Area**.
9. Click **Add Hotspot** if you want to define more areas. (For questions with more than one answer)
10. Click the **Save** icon on the toolbar.



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.

Question Editor

Details

Question ID: RATINGTYPEID

Question ID:

Version:

Status:

Reference Info:


Mandatory (Question will always appear in sections with randomly selected questions.):

Text:

Low Value Label:

High Value Label:

Spread:

Automatically Grade 

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.

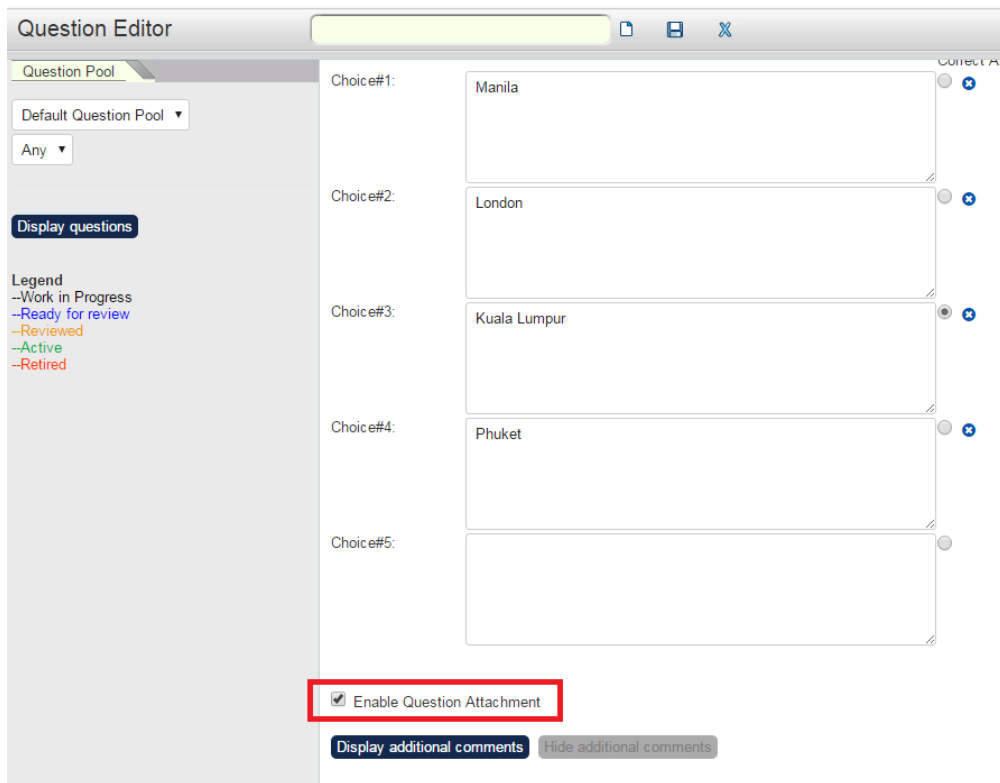


Figure 1: Enable Question Attachment checkbox, Question Editor

- **Add question attachment**

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

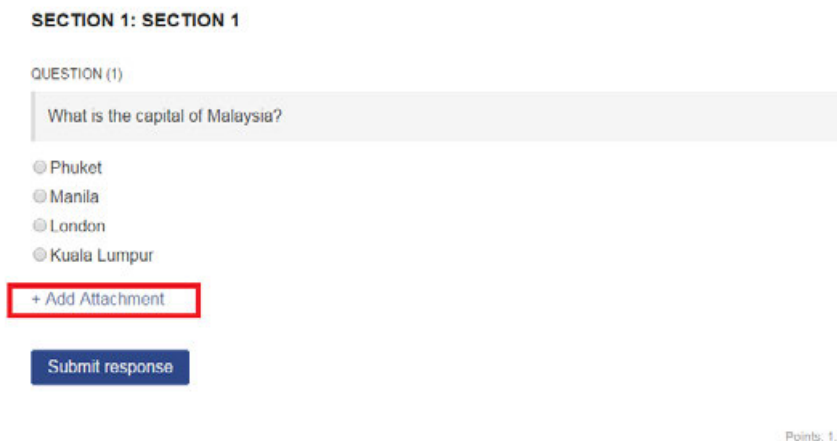


Figure 2: +Add attachment link for a question

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: No file chosen

Description:

+ Add Attachment

Points: 1.0

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	Description
Attachment_Question1.docx	question 1 ✕

+ Add Attachment

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.

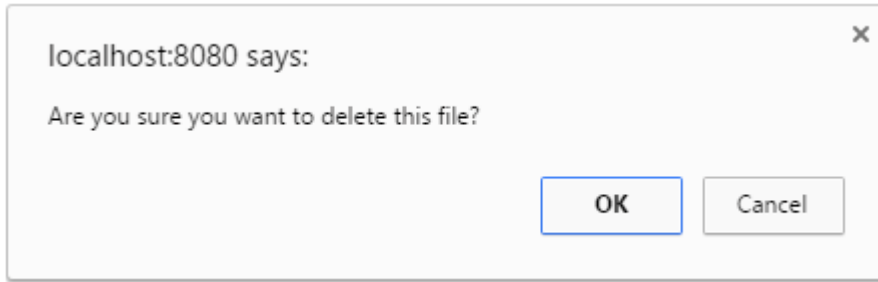


Figure 5: Delete File notification

- **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
1.4 (Q7)	--	0
1.5 (Q6)	✘	0
1.6 (Q3)	--	0
1.7 (Q4)	✘	0
1.8 (Q8)	--	0
1.9 (Q9)	✘	0
1.10 (Q5)	✘	0

Questions	Mark	Points Earned
2.1 (Q2)	✘	0

Maximum Points: 11.0

1. What is the capital of Malaysia?

- Kuala Lumpur
- Manila
- Phuket
- London

Reference Info:
Capital of Malaysia

Uploaded Files	Description
Attachment_Question1.docx	question 1 ✘

[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.

Questions	Mark	Points Earned
1.1 (Q1)	✘	0
1.2 (Q2)	✘	0
1.3 (Q10)	✘	0
1.4 (Q7)	--	0
1.5 (Q6)	✘	0
1.6 (Q3)	--	0
1.7 (Q4)	✘	1
1.8 (Q8)	--	0
1.9 (Q9)	✘	0
1.10 (Q5)	✘	0

Questions	Mark	Points Earned
2.1 (Q2)	✘	0

Maximum Points: 11.0

Manual Question Grading

1. What is the capital of Malaysia?

- Kuala Lumpur
- Manila
- Phuket
- London

Uploaded Files	Description
Attachment_Question1.docx	question 1 ✘

Enter a value for the score to be awarded for this question. This will override any value currently set, and the section and exam totals will be updated to reflect this change.

Score (maximum 1, minimum 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 >

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:

[List](#)

- A list of questions in the pool appears.
- 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	
Q2	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**.

Question Editor

The screenshot shows the 'Question Editor' interface with the 'Administration' tab selected. A red arrow points to this tab. The 'Expiration Date' field is highlighted with a red box. It contains the text '(not specified)', a calendar icon, a remove icon, and two dropdown menus for hours and minutes, currently set to '0' and '00' respectively. Other fields include Question ID (Q45), Version (1), Question Pool Levels (Default Question Pool, Science, Unassigned), Writer, Reviewer, Approver, Usage Limit Threshold (999999), Current Usage Total (1), Weighting (1.0), and Difficulty (1.0). The 'Owner' field shows 'MOLINA Alon (NETD_ALON)' with a 'Select' button and a 'Permissions' link.

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
:Q1	2/1/2010 9:00	Hongkong
:Q2	3/2/2010 23:59	Hongkong
:Q3	12/8/2010 11:59	Etc/GMT-8
:Q4	11/10/2010 18:00	America/Chicago
:Q5	1/12/2010 7:05	Etc/GMT+6
:Q6	3/21/2011 12:00	Europe/London
:Q7	2/28/2011 22:59	America/New_York
:Q8	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.

Question Editor

Details Administration **Preview/Approval** Media Usage Statistics Archive

Question ID: Q45

Save

Question ID: Q45 Version: 1

Question Pool Level 1: Default Question Pool

Question Pool Level 2: Science

Question Pool Level 3: Unassigned

Writer: netd_alon Reviewer: netd_alon Approver: netd_alon

Previous Status Transition: Last updated by SYSTEM on Jun 22, 2011 3:01 AM CDT

Expiration Date: (not specified) 0 00

Usage Limit Threshold: 999999 Current Usage Total: 1

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

Owner: MOLINA Alon (NETD_ALON) **Select** [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**.

Question Editor

The screenshot shows the 'Administration' tab of the Question Editor for question ID Q45. At the top, there are navigation tabs: Details, Administration (selected), Preview/Approval, Media, Usage Statistics, and Archive. Below the tabs, the question ID is Q45 and the version is 1. There are dropdown menus for Question Pool Level 1 (Default Question Pool), Question Pool Level 2 (Science), and Question Pool Level 3 (Unassigned). The writer, reviewer, and approver are all listed as netd_alon. A status message indicates the question was last updated by the system on Jun 22, 2011 at 3:01 AM CDT. The expiration date is set to (not specified). The usage limit threshold is 999999 and the current usage total is 1. Weighting is set to 1.0 and difficulty is also set to 1.0. A note states that the comment field will not appear on exams and is for reference only. A red arrow points to the 'Comments' text box. At the bottom, the owner is listed as MOLINA Alon (NETD_ALON) with a 'Select' button and a 'Permissions' link.

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:

Question Editor

Details Administration **Preview/Approval** Media Usage Statistics Archive

Question ID: Q45

Save

Question ID: Q45 Version: 1



Question Pool Level 1: Default Question Pool ▾

Question Pool Level 2: Science ▾

Question Pool Level 3: Unassigned ▾

Writer: netd_alon Reviewer: netd_alon Approver: netd_alon

Previous Status Transition: Last updated by SYSTEM on Jun 22, 2011 3:01 AM CDT

Expiration Date: (not specified)   0 ▾ 00 ▾

Usage Limit Threshold: 999999 Current Usage Total: 1

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

Owner: MOLINA Alon (NETD_ALON) **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**.

Question Editor

Details Administration **Preview/Approval** Media Usage Statistics Archive

Question ID: Q45

Save

Question ID: Q45 Version: 1

Question Pool Level 1: Default Question Pool

Question Pool Level 2: Science

Question Pool Level 3: Unassigned

Writer: netd_alon Reviewer: netd_alon Approver: netd_alon

Previous Status Transition: Last updated by SYSTEM on Jun 22, 2011 3:01 AM CDT

Expiration Date: (not specified) 0 00

Usage Limit Threshold: 999999 Current Usage Total: 1


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

Owner: MOLINA Alon (NETD_ALON) **Select** Permissions



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

Selector

Description

Perform a search to generate a list of items in the 'Available Choices' panel. Select one of the items listed and click the single arrow (e.g. >) button to copy it into the 'Selections' panel. Use the double arrow buttons to move all items between the panels. When you have completed your selection, click the 'OK' button.

Search Criteria

The search result list only displays the first 1,000 rows. Check here to switch between horizontal/vertical screen layouts:

User ID: Given Name: Family Name:

Role: Organization:

User Group:

[Specify Additional Attributes](#) [Use UserID Cut and Paste Direct Entry Form](#)

Available Choices

Records Retrieved: 0

Selections

MAY Gonzales (EMPNO001)

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:

Question Editor

Details
Administration
Preview/Approval
Media
Usage Statistics
Archive

Question ID: Q45

Save

Question ID: Q45
Version: 1

Question Pool Level 1:

Question Pool Level 2:

Question Pool Level 3:

Writer: netd_alon
Reviewer: netd_alon
Approver: netd_alon

Previous Status Transition: Last updated by SYSTEM on Jun 22, 2011 3:01 AM CDT

Expiration Date:

Usage Limit Threshold:
Current Usage Total: 1

Weighting is the maximum number of points that can be awarded when the question is delivered in a randomized test section.

Weighting:
Difficulty:

The comment field will not appear on the exams and is for reference only.

Comments:

Owner: Select
Permissions

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.

The screenshot shows the 'Question Editor' window with the 'Details' tab selected. On the left, a 'Question Pool' sidebar lists various questions with their IDs and types, such as Q101 (SC), Q102 (SC), Q103 (SC), Q104 (SC), Q105 (MC), Q106 (SC), Q107 (MC), Q108 (SC), Q16 (T/F), Q17 (SC), Q19 (T/F), Q24 (TR), Q26 (SC), Q28 (SC), Q29 (SC), Q30 (SC), Q32 (SC), Q33 (SC), Q34 (SC), Q45 (Rating), Q46 (SC), Q51 (TR), Q55 (MC), Q6 (SC), Q67 (MC), Q68 (Fill in Blank), Q72 (SC), Q73 (SC), Q75 (SC), Q80 (DD), Q9 (TR), REEVEQ1 (MC), REEVEQ10 (SC), REEVEQ2 (Fill in Blank), REEVEQ3 (Essay), REEVEQ4 (Matching), REEVEQ5 (TR), REEVEQ6 (T/F), REEVEQ7 (Rating), REEVEQ8 (HS), and REEVEQ9 (DD). A 'Legend' at the bottom left defines the status colors: Work in Progress (orange), Ready for review (blue), Reviewed (dark blue), Approved (green), and Retired (grey). The main editor area shows 'Question ID: Q108' and 'Version: 1'. The 'Status' is 'Retired' and 'Language' is 'Multi-Language'. The 'Reference Info' field contains 'Product Management Team Model'. A checkbox for 'Prioritize when selecting questions for random exam sections' is checked. The 'Text' field contains the question: 'Which deliverable(s) does the product marketer prepare?'. Below the text field, there is a 'Always show choices in same order?' dropdown set to 'No'. Two choices are listed: 'Choice#1: All options are correct' and 'Choice#2: Communications plan'. To the right of each choice is a radio button and a plus icon. The 'Correct Answer' field is empty.

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: **Add** **Update** **Delete** **Copy to question pool**

Pool Level 2: **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

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: **Add** **Update** **Delete** **Copy to question pool**

Pool Level 2: **Add** **Update** **Delete** **Copy to question pool**

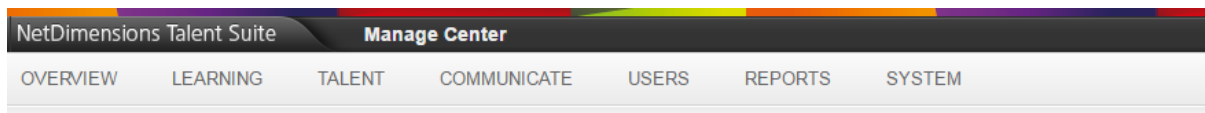
New Name: **Submit**

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.



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 update, or delete an entry, click the appropriate button.

Pool Level 1:

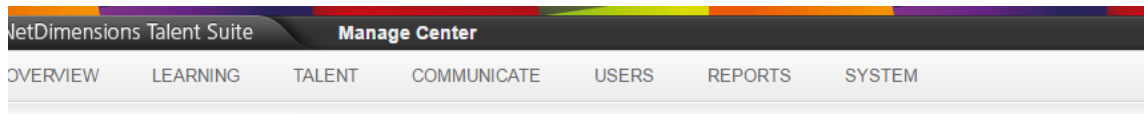
Pool Level 2:



Updating Exam Pools

To update an Exam Pool:

1. 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.



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 update, or delete an entry, click the appropriate button.

Pool Level 1:

Pool Level 2:



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

Auto-exemption Policy

Access Permissions

To define permissions:

1. 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

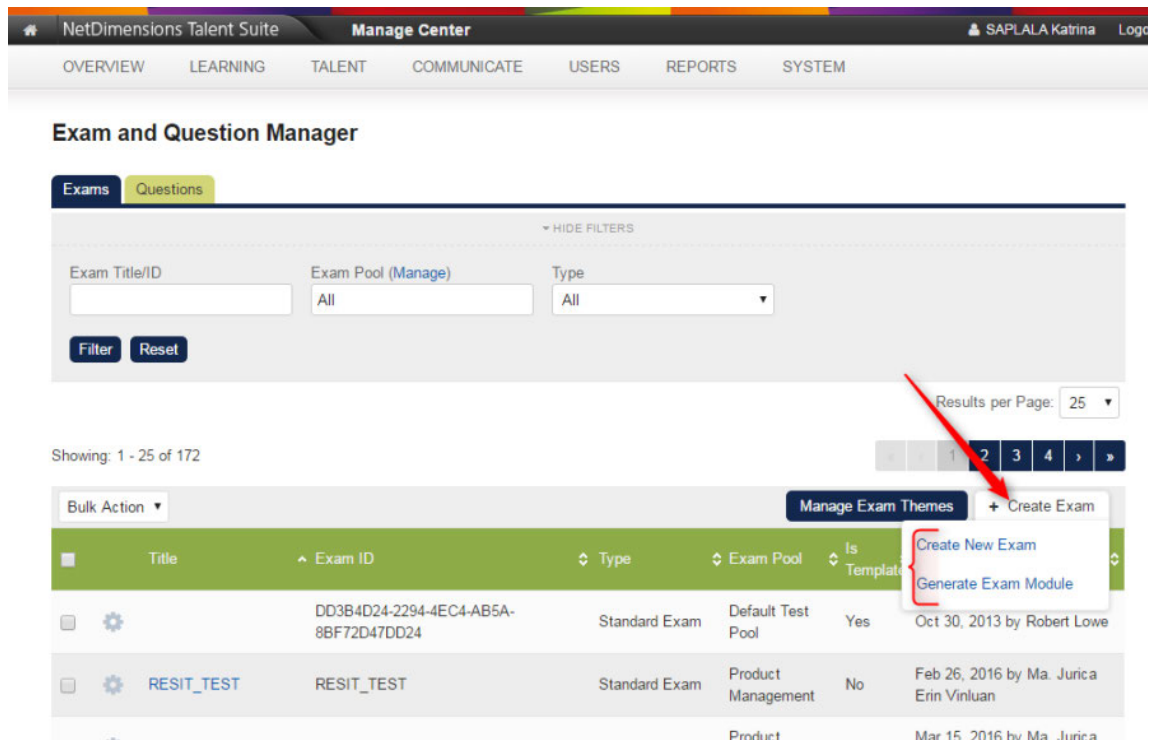
The screenshot shows the 'Exam and Question Manager' interface. At the top, there are tabs for 'Exams' and 'Questions'. Below the tabs is a filter section with a 'HIDE FILTERS' dropdown. The filter section contains three input fields: 'Exam Title/ID', 'Exam Pool (Manage)' (set to 'All'), and 'Type' (set to 'All'). There are 'Filter' and 'Reset' buttons below the filter fields. To the right of the filter section is a 'Results per Page' dropdown set to '25'. Below the filter section, it says 'Showing: 1 - 25 of 171'. There is a pagination bar with buttons for '1', '2', '3', '4', and arrows. Below the pagination bar is a 'Bulk Action' dropdown and two buttons: 'Manage Exam Themes' and '+ Create Exam'. The main content is a table with the following columns: Title, Exam ID, Type, Exam Pool, Is Template, and Created on. The table contains four rows of exam data.

Title	Exam ID	Type	Exam Pool	Is Template	Created on
	DD3B4D24-2294-4EC4-AB5A-8BF72D47DD24	Standard Exam	Default Test Pool	Yes	Oct 30, 2013 by Robert Lowe
RESIT_TEST	RESIT_TEST	Standard Exam	Product Management	No	Feb 26, 2016 by Ma. Jurica Erin Vinluan
RESIT_TEST	RESIT_TEST1-9695657	Standard Exam	Product Management	No	Mar 15, 2016 by Ma. Jurica Erin Vinluan
RESIT_TEST	RESIT_TEST1-9695657-RESIT1	Standard Exam	Product Management	No	Mar 15, 2016 by Ma. Jurica Erin Vinluan

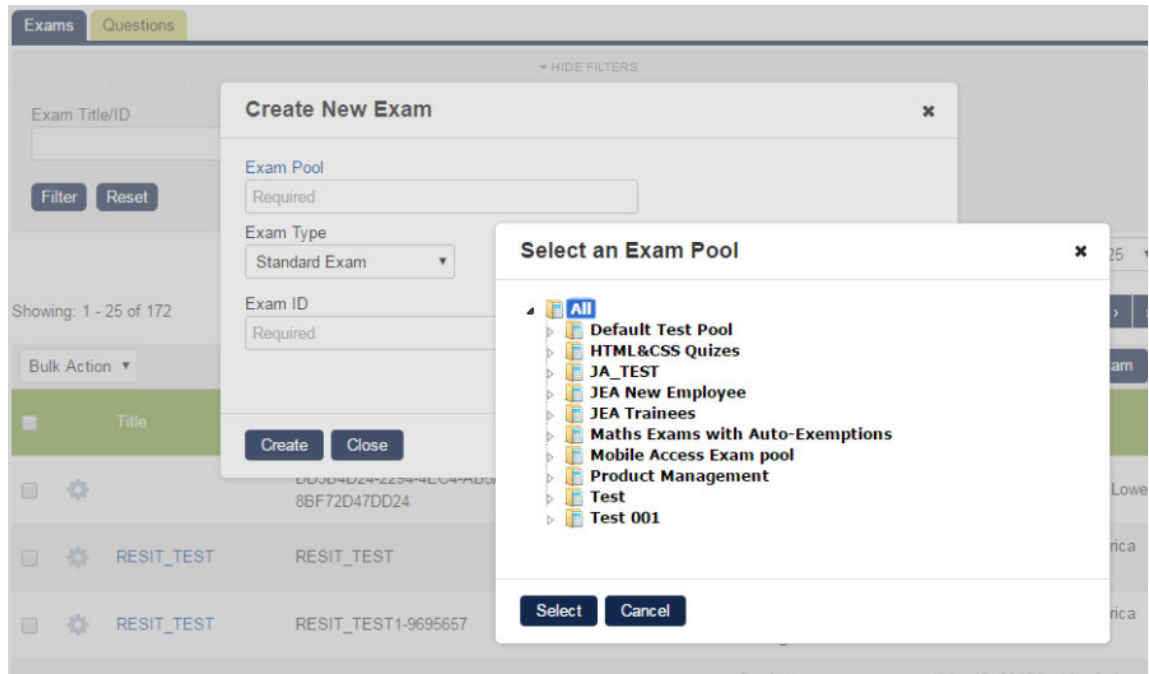
Creating an Exam

To create an exam or exam template:

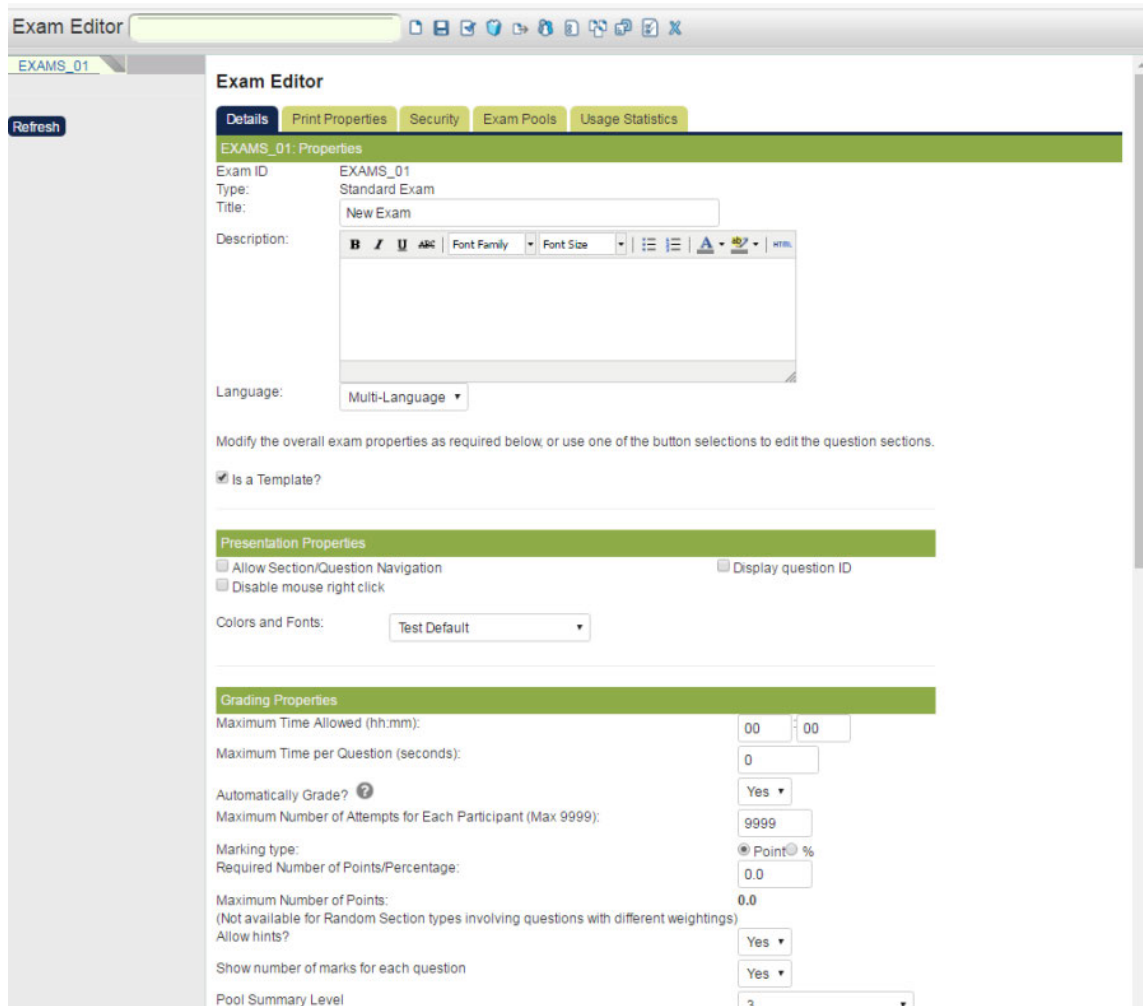
1. Go to **Manage Center > Learning > Exams and Question Manager > Exams Exam Manager**. Then click on the **Create Exam** button



2. Select an Exam Pool for the new exam:



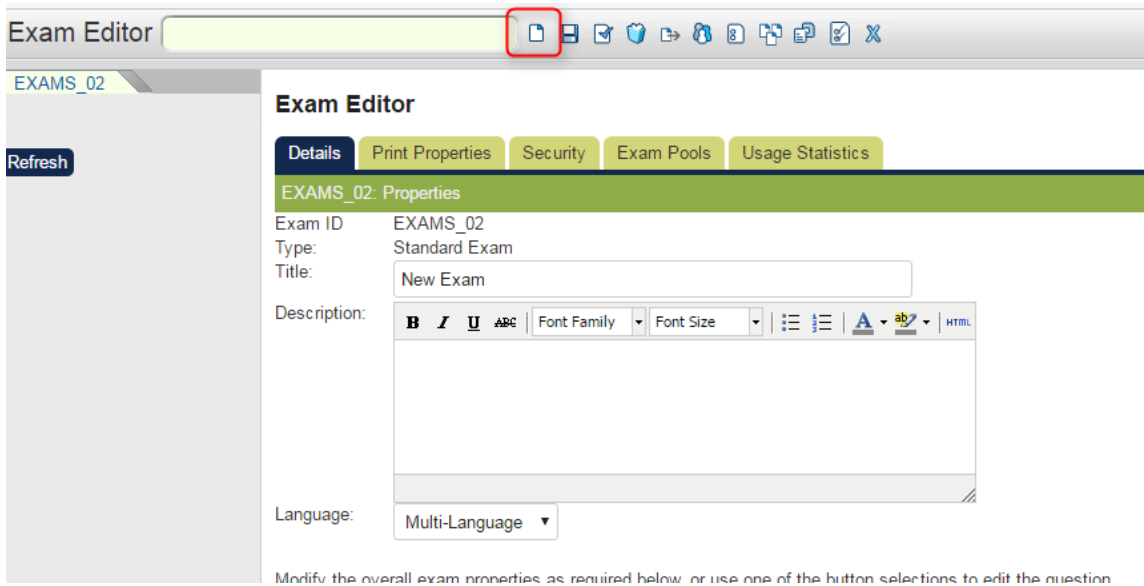
3. Configure the exam properties:



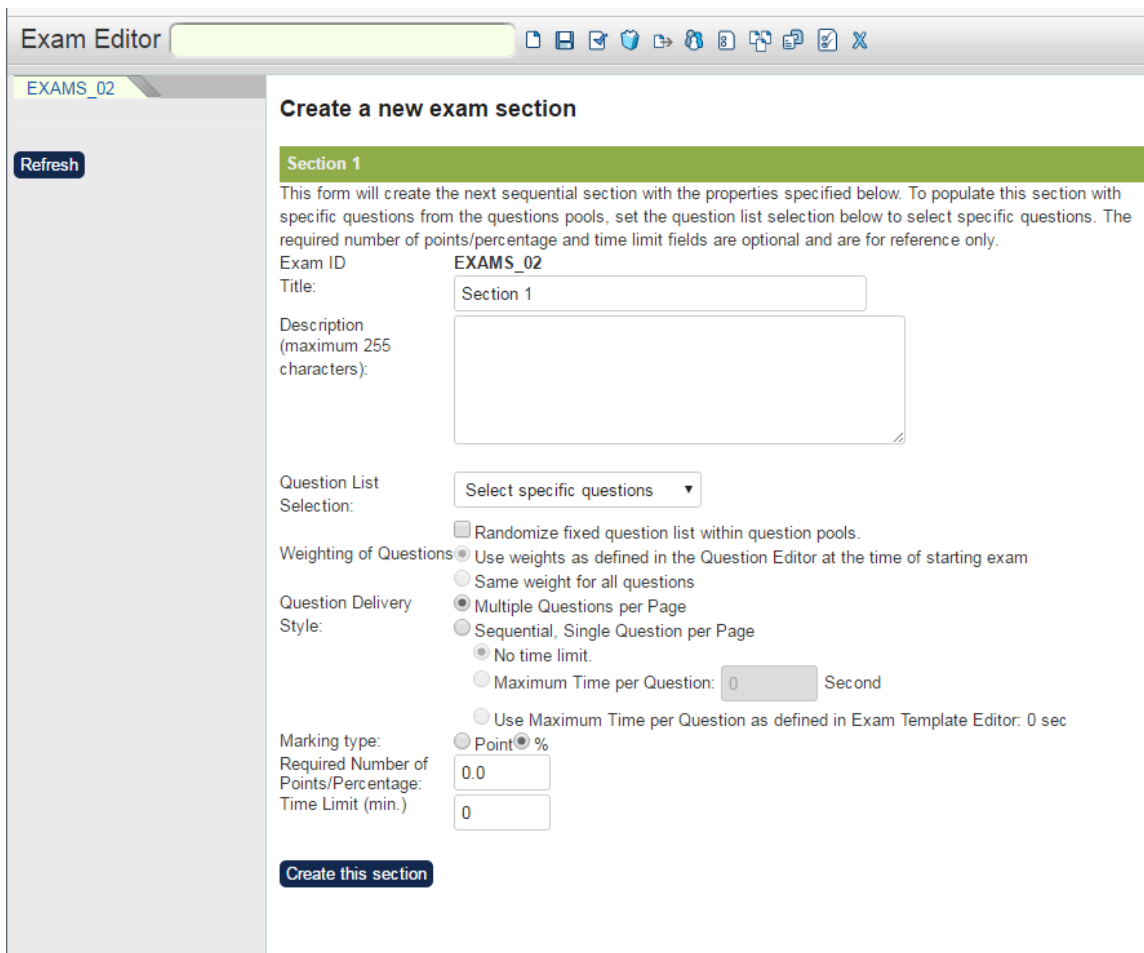
Adding Exam Sections

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.



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 Sections have the following properties:

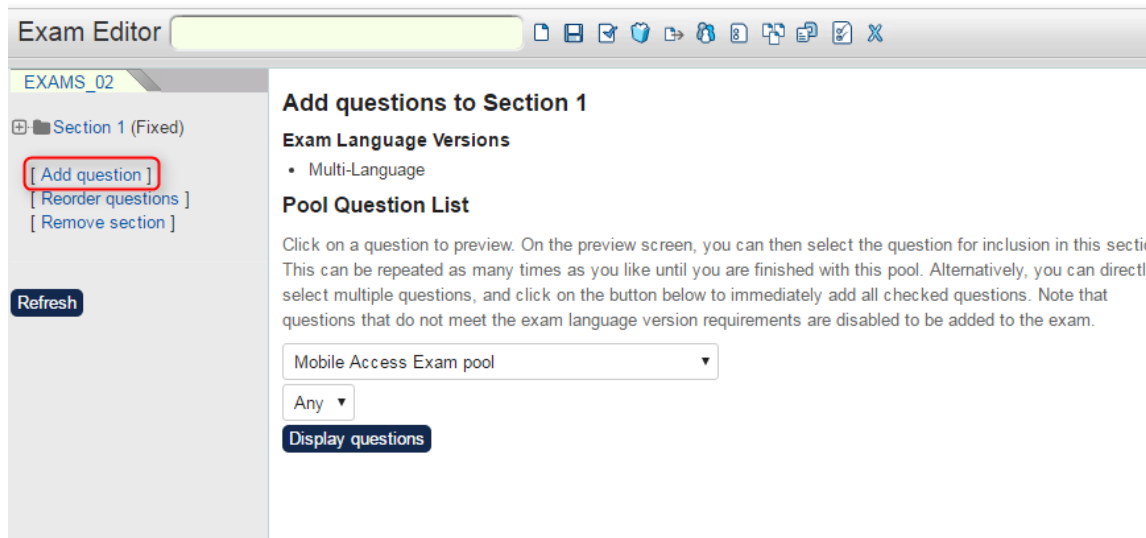
Properties	Description
------------	-------------

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; <ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 1. Sequential, Single Question per Page 2. 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.

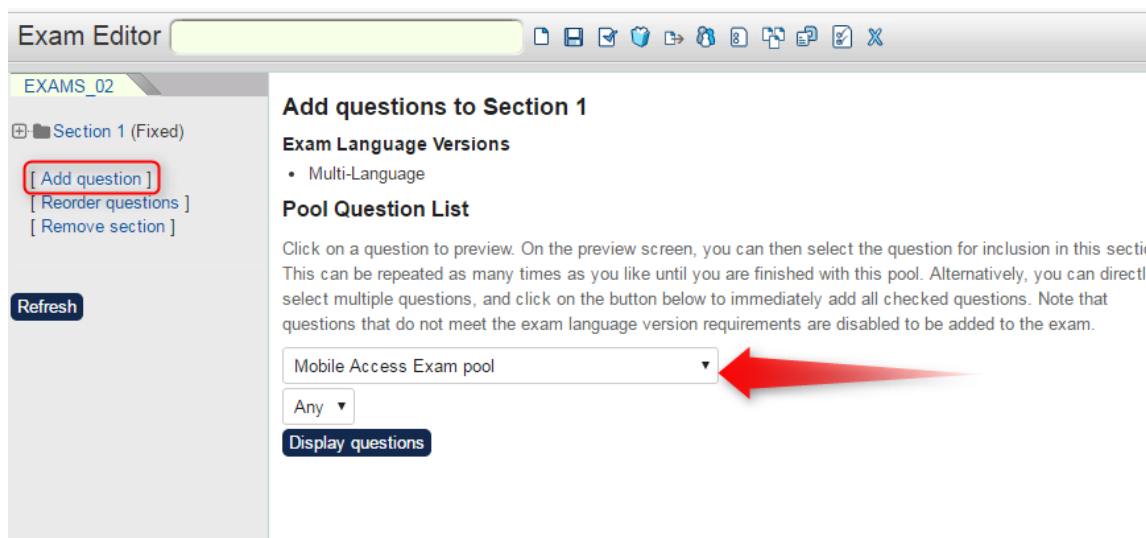
Fixed Question Sections

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

1. Open the Fixed Section for editing and at the right pane of the editor, click the **Add Question** link:



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 Editor

GEOGRAPHY

True or False (Fixed)

[Add Question]
[Reorder Questions]
[Remove Section]

Refresh

Add Questions to Section #1

Pool Question List

Click on a question to preview. On the preview screen you can then select the question for inclusion in this section. This can be repeated as many times as you like until you are finished with this pool. Alternatively, you can directly select multiple questions and click on the button below to immediately add all checked questions.

Default Question Pool ▾
Any ▾

Display Questions

Single Choice

- Q1 Did you learn anything from this course?
- Q2 This course was about navigation.
- Q3 Do you want to finish this exam?
- Q38 What are the measures of the internal angles in an equilateral triangle?
- Q4 Blah
- 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?

Multiple Choice

- Q39 Which of the following are viable methods for traveling from London to Paris?

True/False

- Q43 The sun is the center of our Solar System.

Rating

- Q51 The death penalty is justifiable under some circumstances.

Matching

- Q49 Match the function of the computer part in Column A with its name in Column B:

Essay

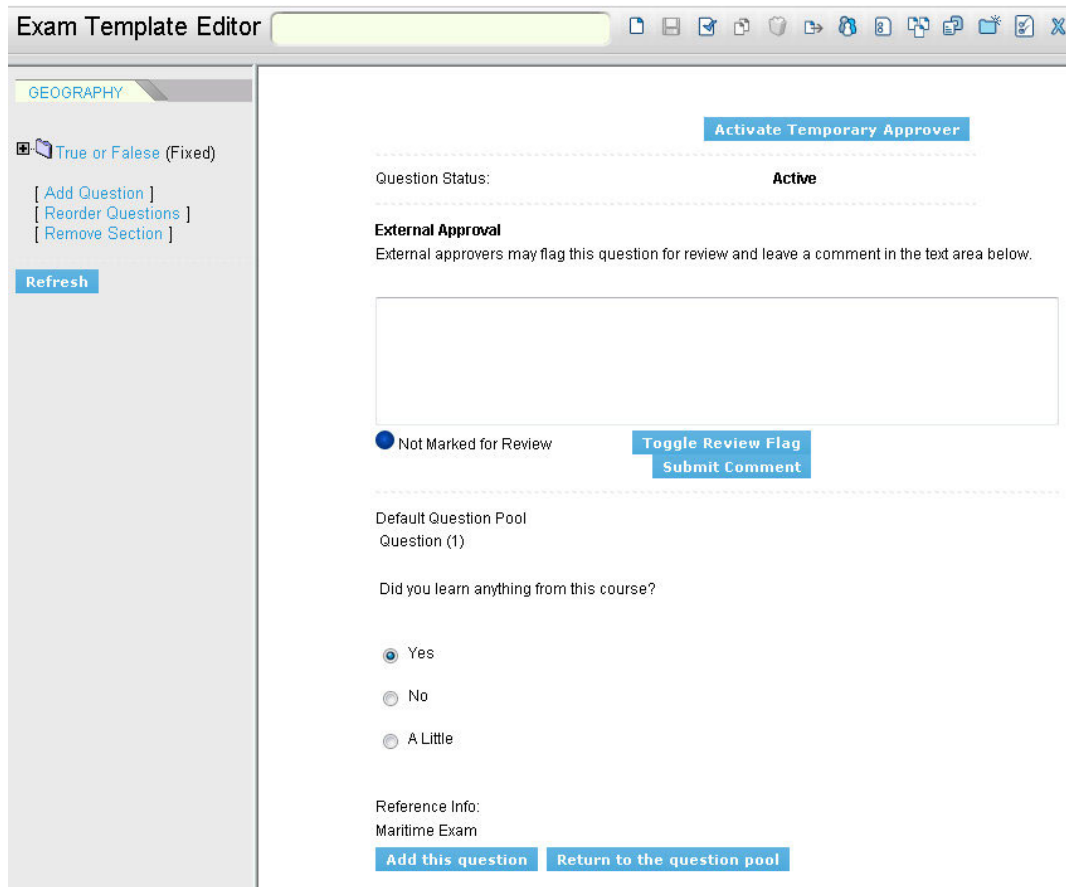
- Q45 Education comes not from books but from practical experience.

Triple Rating

- Q54 Sample

Add Selected Questions

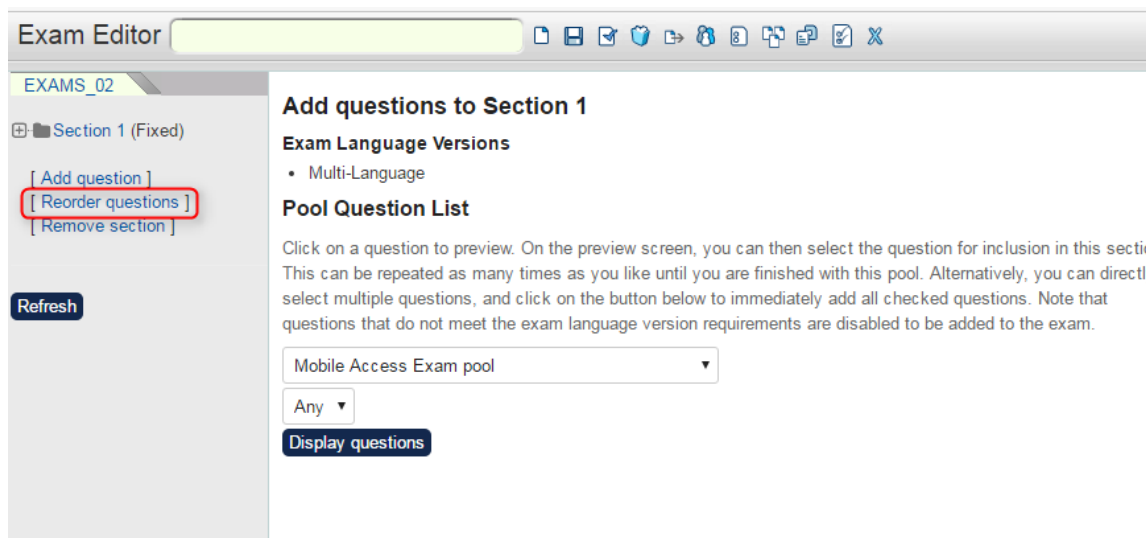
- b. To see a preview of the question, click the question ID. To add the question, click the **Add this question** button. To return from question pool, click the **Return to the question pool** button.



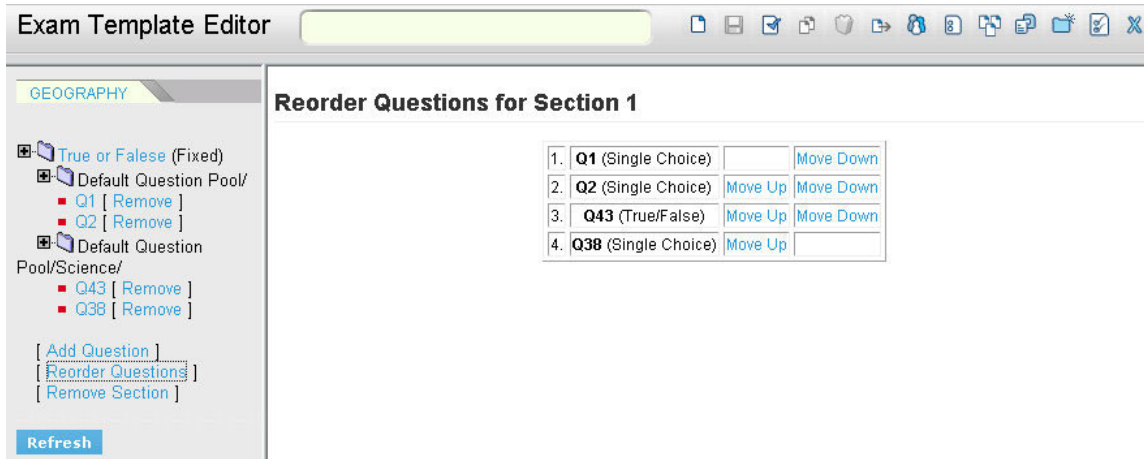
Reordering Questions

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**.

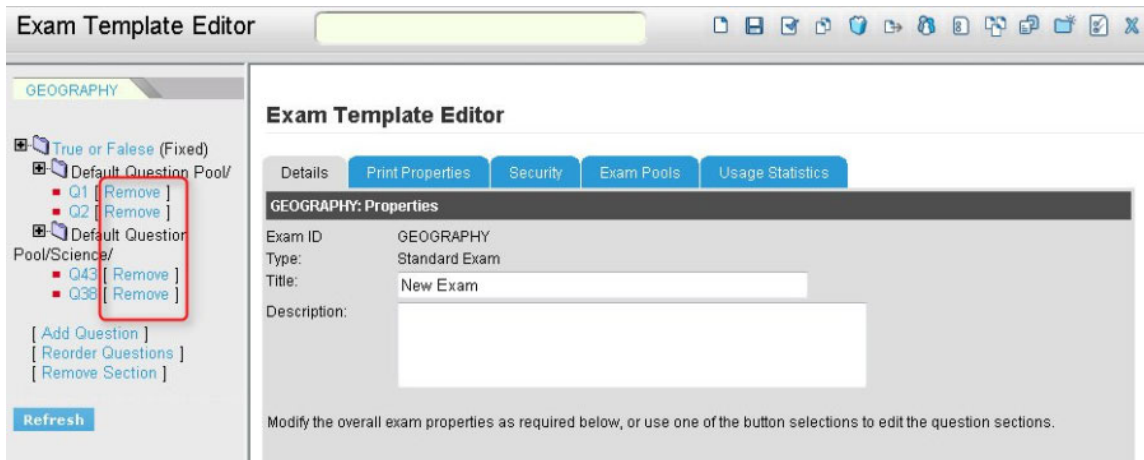


3. Use the **Move Up** and **Move Down** to move a question. Once you have finalized the position of the questions, click the **Save** button in the toolbar to store the updates.

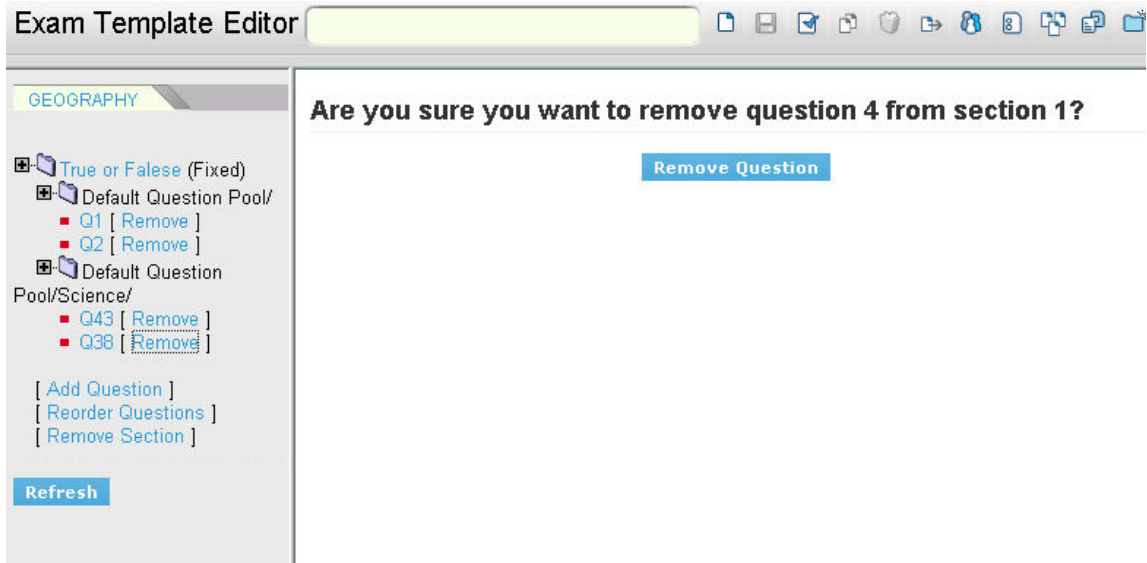
Removing a Question from a Section

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.



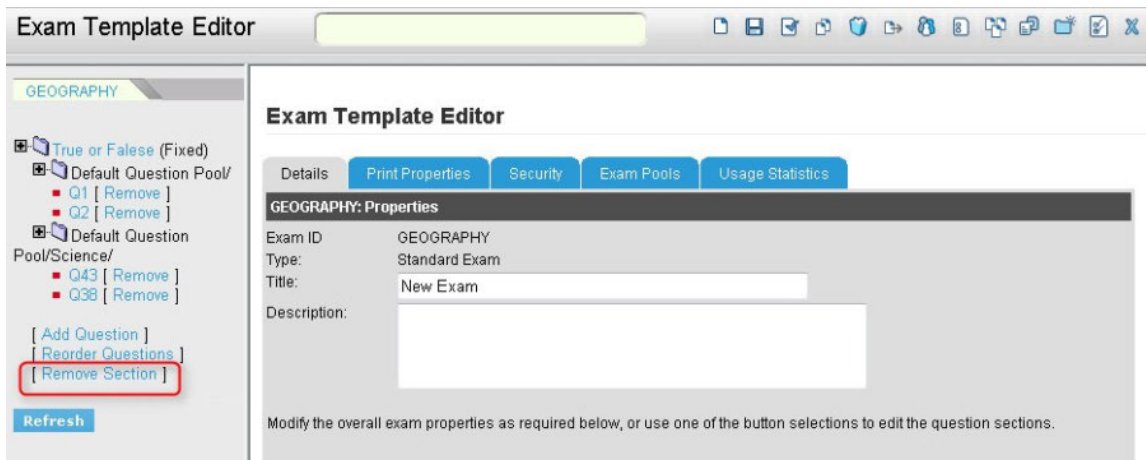
2. Click the **Remove Question** button to proceed with the deletion of the question.



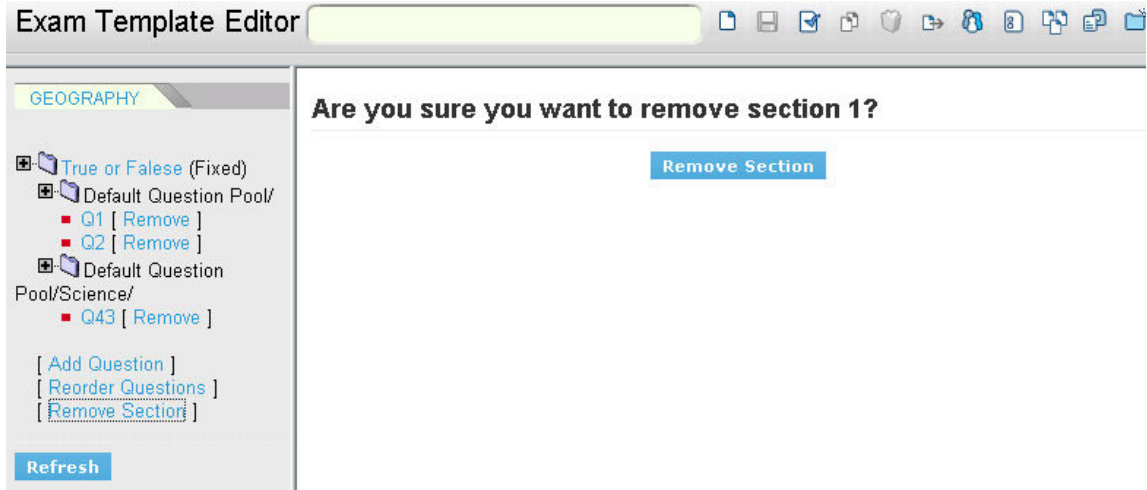
Removing a Section in the Exam

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 **Remove Section** link.



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

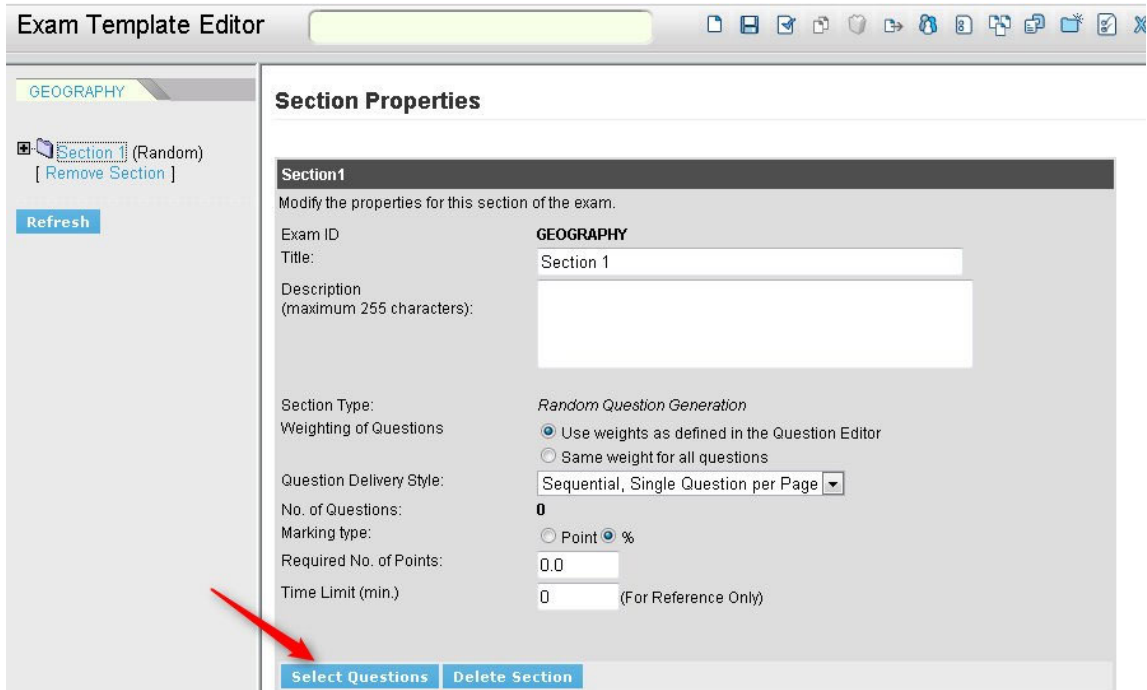


Random Section Type

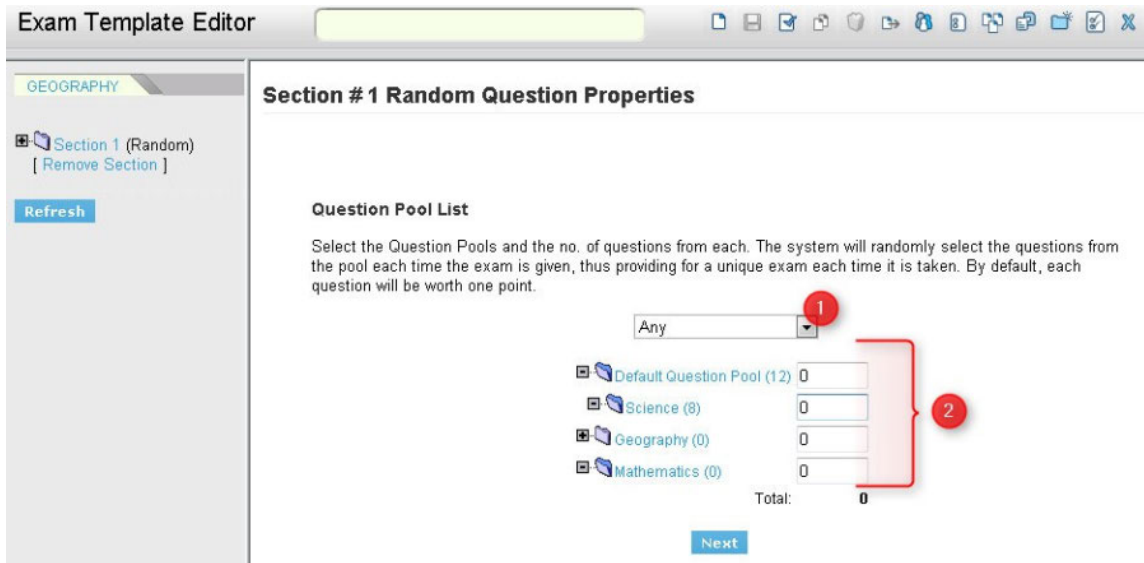
When **Generate Random Questions** is selected as **Question List Selection**, questions will be selected at random for the learner each time s/he attempts the exam.

To configure:

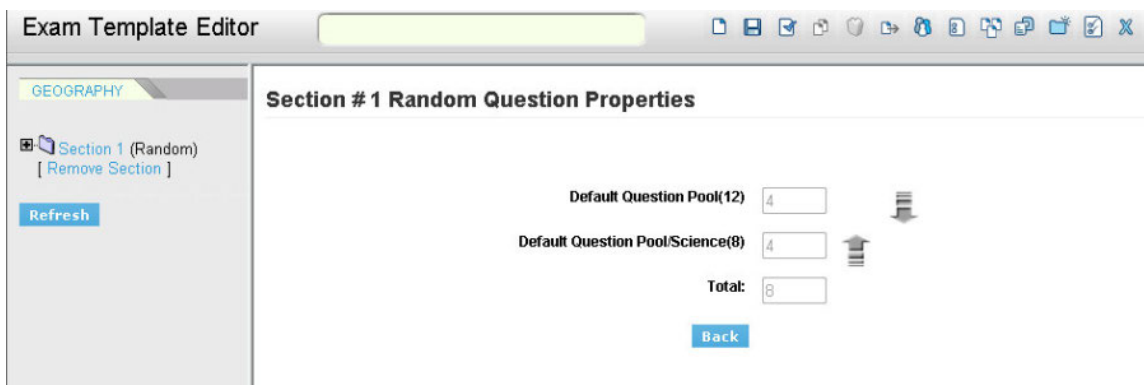
1. open the Random exam section then click "Select Questions":



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



- Reorder the question pools if necessary and save:



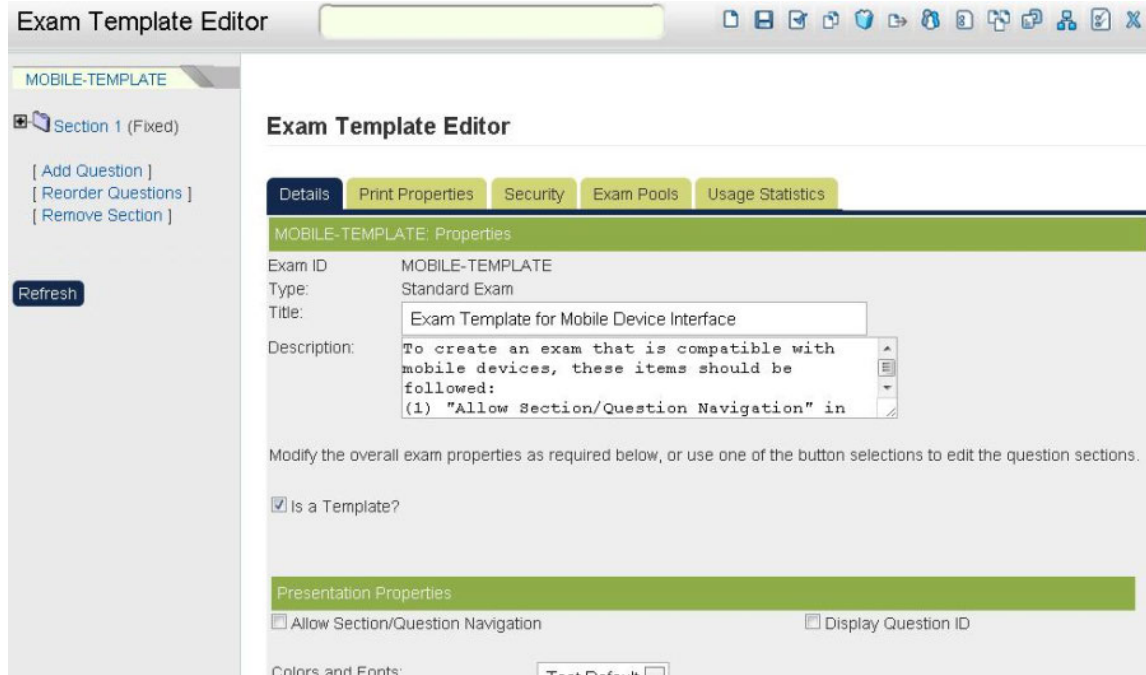
- You can click the **Preview** button to see the questions generated from the selected pool.

Exam Templates

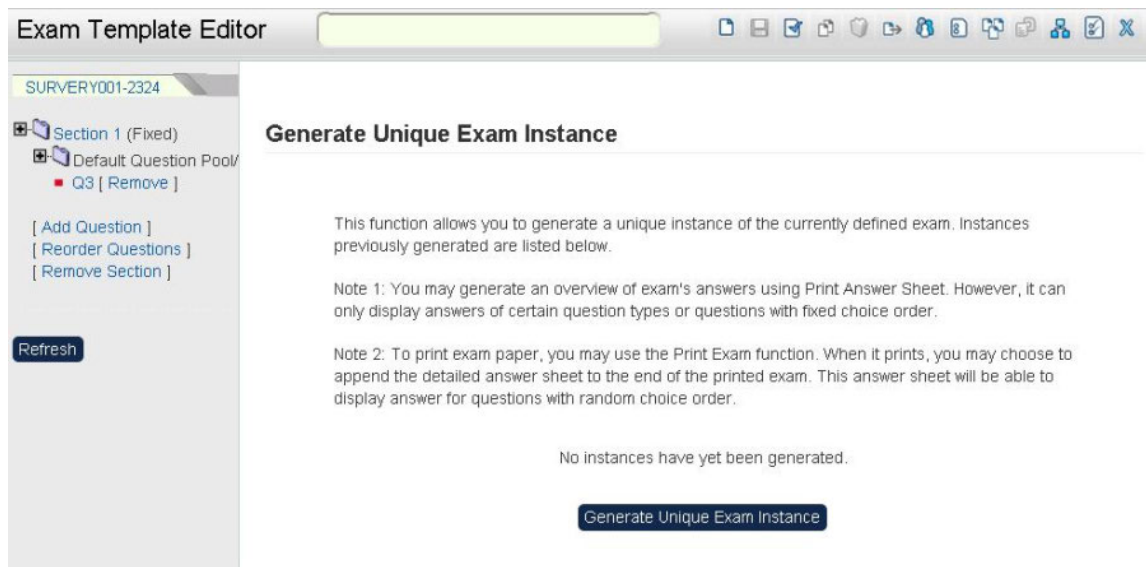
Where you want all learners in the same sitting to take exactly the same set of randomly drawn exam questions, you can employ Exam Templates and generate Exam Instances.

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:

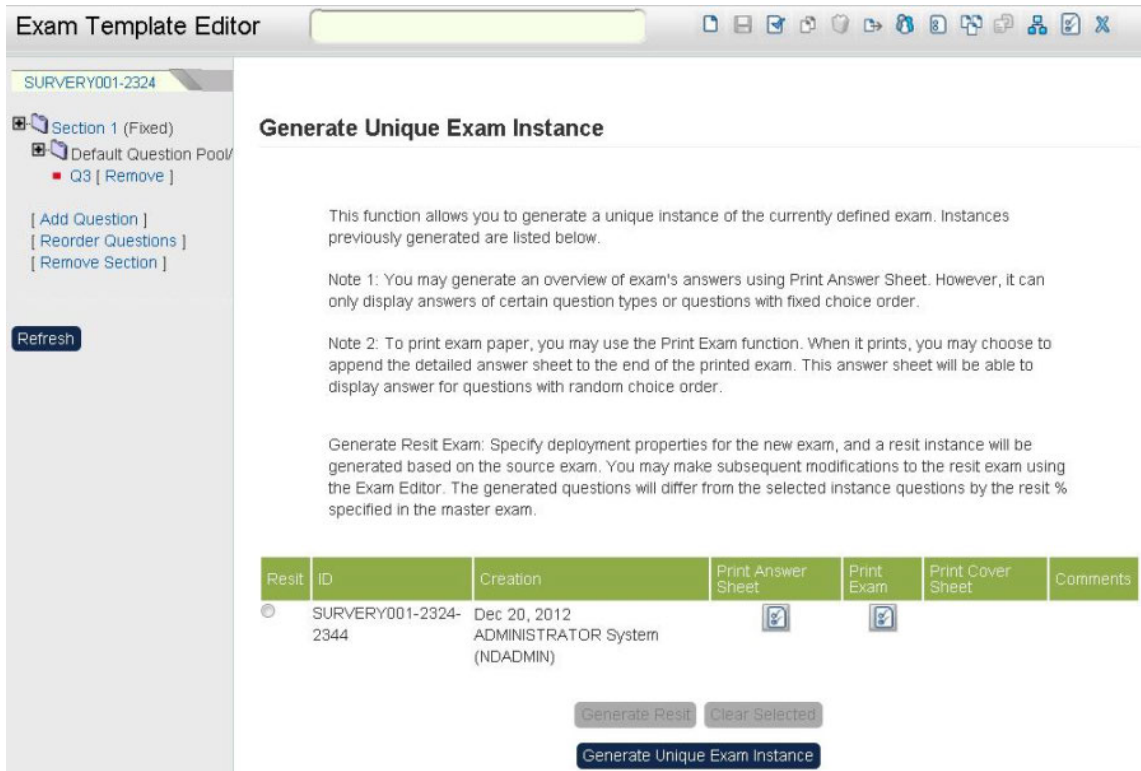
1. Open the Exam Template and Click the **Manage/Generate Instance** button.



2. Click **Generate Unique Exam Instance**.

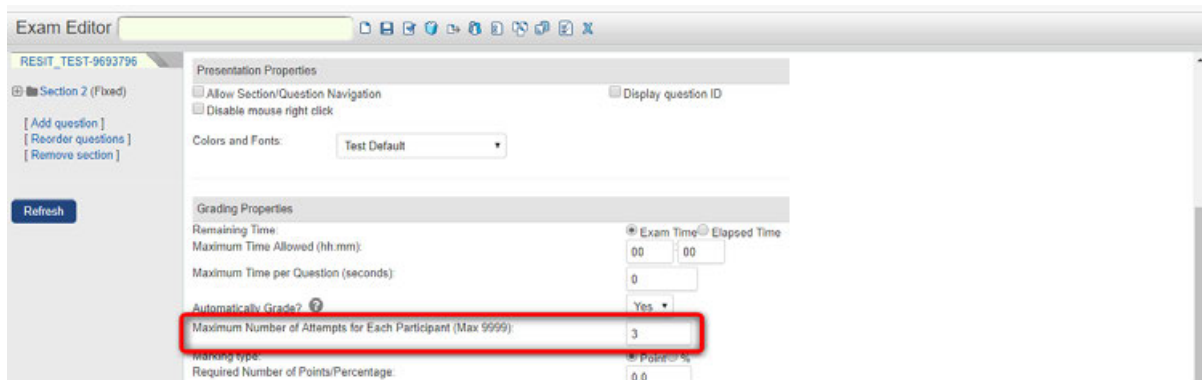


3. If necessary, print the exam or answer sheet by clicking on the PDF launching icons

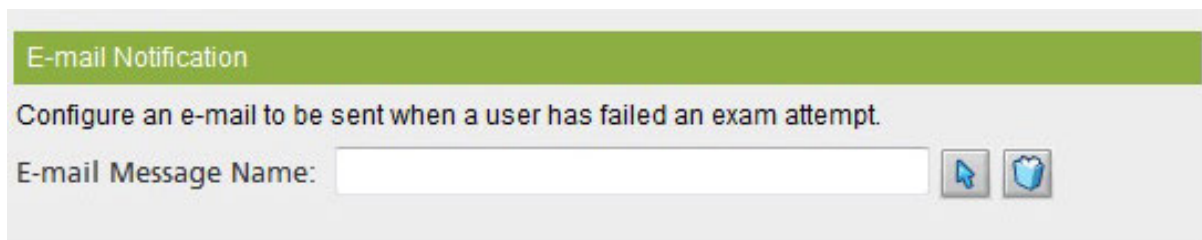


Failing Exams

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



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:



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.

GENERAL

Name



Default Question Prefix

Default Weight

Default Difficulty

Default Usage Limit

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

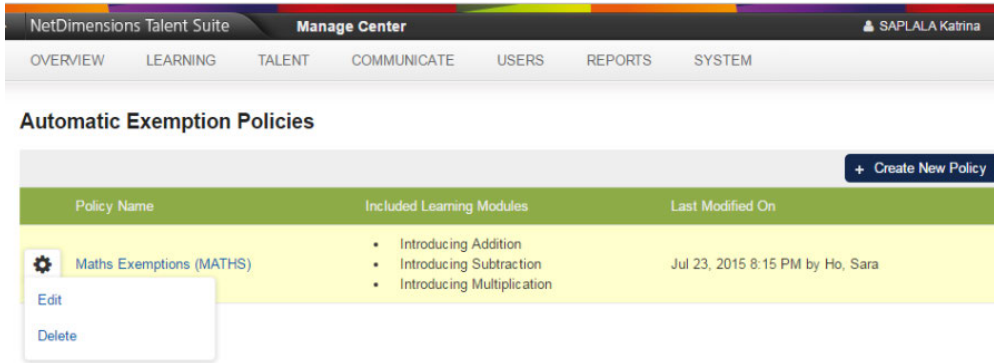


Frequency

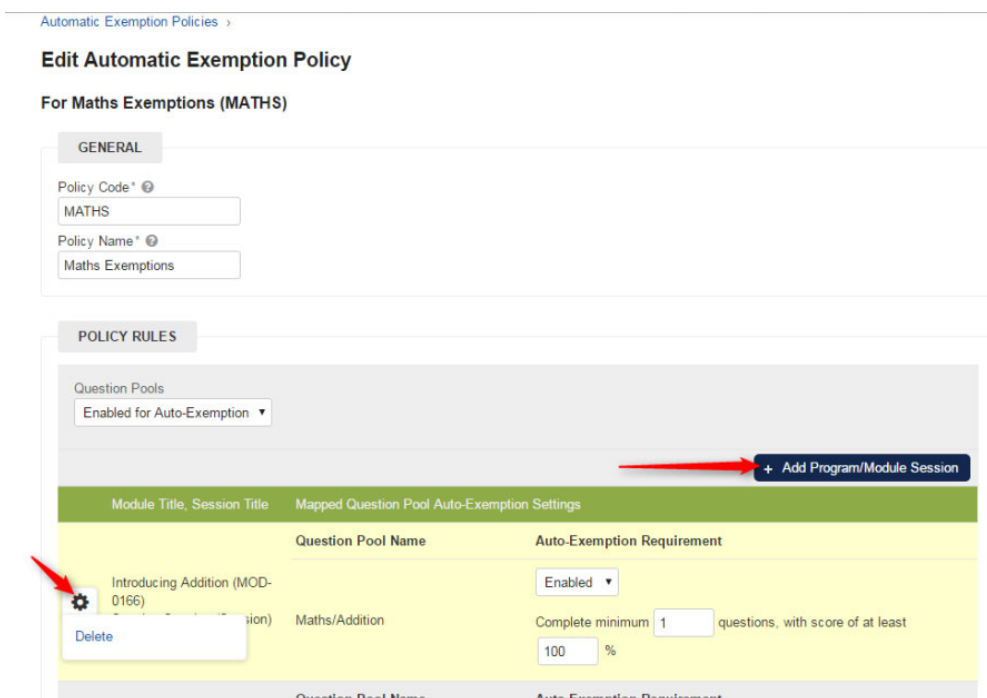
Step 2: Configuring Automatic Exemption Policies

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.



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.



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.

Automatic Exemption Policies >

Edit Automatic Exemption Policy

For Maths Exemptions (MATHS)

GENERAL

Policy Code*

Policy Name*

POLICY RULES

Question Pools
Enabled for Auto-Exemption

[+ Add Program/Module Session](#)

Module Title, Session Title	Mapped Question Pool	Auto-Exemption Settings
Introducing Addition (MOD-0166)	Maths/Addition	Auto-Exemption Requirement Enabled Complete minimum 1 questions, with score of at least 100 %

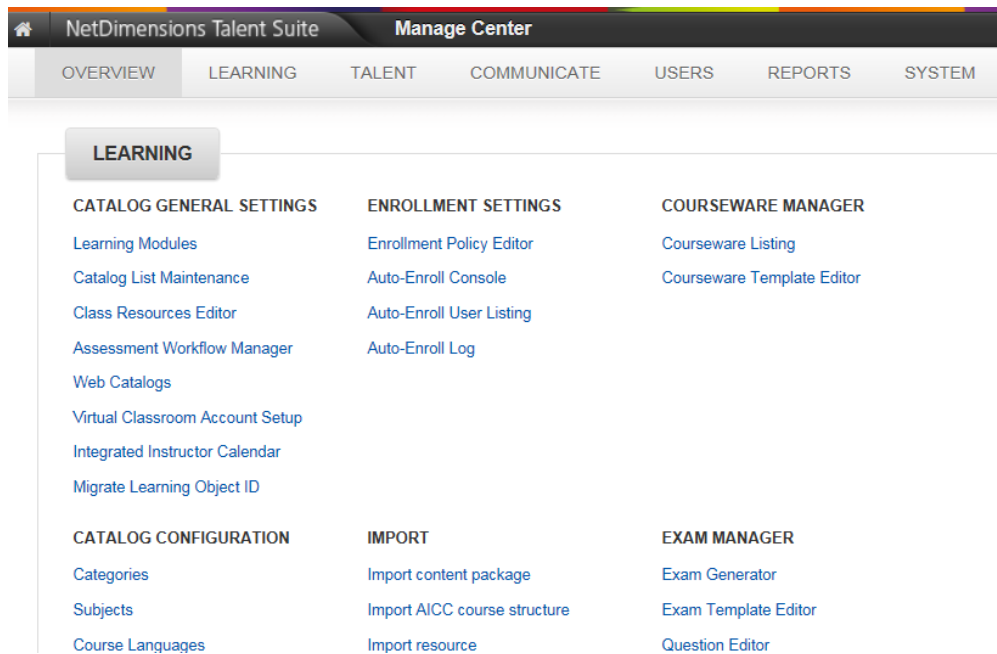
Step 3: Configuring the Exam Pools

Once the policy is created then it can be 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.

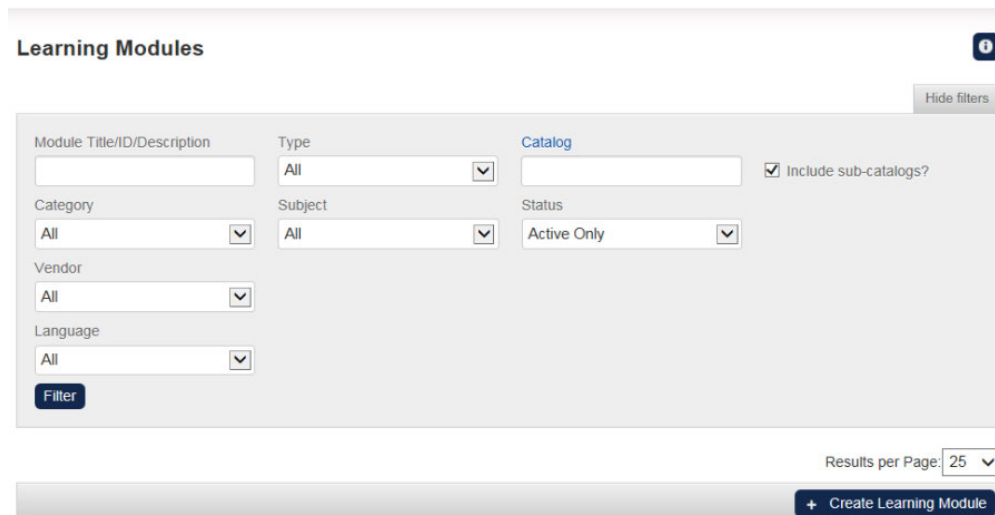
Assigning Exams to a Course

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**



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



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.

Learning Modules

Hide filters

Module Title/ID/Description English	Type All	Catalog <input type="text"/>	<input checked="" type="checkbox"/> Include sub-catalogs?
Category All	Subject All	Status Active Only	
Vendor All			
Language All			

Filter

Results per Page: 25

Module Title (ID)	Type	Status	Last Modified On
English1 (77777)	Classroom	Active	Sep 8, 2013 11:06 AM
English1 (44444)	Online	Active	Sep 8, 2013 11:06 AM
English1 (11111)	Classroom	Active	Sep 22, 2013 11:03 AM
English1 Copy (11111_1)	Classroom	Active	Sep 22, 2013 11:28 AM

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

Catalog Editor

📄 🔍 📄 🔍 🔍 🔍

Session Properties

Module Properties

English1 (11111)

1 Catalog Setup

- 1.1 Define Module Properties
- 1.2 Enter cost information
- 1.3 Enter objectives
- 1.4 Enter references
- 1.5 Preview
- 1.6 View usage statistics
- 1.7 Indicated Interest List
- 1.8 Associated Programs Listing
- 1.9 Virtual Archive

2 Access control/enrollment control

- 2.1 Define Module Security
- 2.2 Assign prerequisites
- 2.3 Assign exam/certification/evaluation
- 2.4 Define Enrollment Policy
- 2.5 E-mail Preferences Setup

3 Knowledge Center Setup

- 3.1 Setup Options

Assigned relationships

English1 (11111)

Exam Assignment

The list below indicates those exams which currently are assigned to this learning module/program. You can select from the drop-down box to add or remove an assignment. Added exams automatically appear in the exam list.

Assign exam(s) 2

Remove assigned exam(s)

Exam Template for Mobile Device Interface (MOBILE-TEMPLATE)

Passing an exam marks this module as completed.: No 3

Exams are mandatory 4

Certification Assignment

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.

Certification MCP Certification 🔍

Evaluation

Select a post-program evaluation for use with this learning module/program. The evaluations listed below

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.

Copyright © 2021, Learning Technologies Group, Inc.

Page 61


NetDimensions Talent Suite - Mozilla Firefox

localhost:8080/ekp/servlet/ekp?PX=N&TEACHREVIEW=N&CID=116782_eng&TX=FORMAT1&DECORATEPAGE=N

.NET Remoting

by SkillSoft
0 Reviews

To create and use specific .NET Remoting services



Learning Type: Online
Subject: Unassigned
Language: English
Duration: 04:00

Certification Exam Assigned: Yes

Who Should Take This: All Microsoft VB.NET developers wanting to write enterprise applications with serviced components, Windows Services, or .NET Remoting, or studying for the 70-310 exam Developing XML Web Services and Server Components with Microsoft Visual Basic .NET and the Microsoft .NET Framework


Objectives:

- .NET Remoting basics
- .NET Remoting concepts
- Designing a .NET Remoting service
- Creating remote objects and metadata with VB.NET
- Building a remote host with VB.NET
- Building and hosting a remote object with VB.NET
- Hosting remote objects in IIS with VB.NET
- Creating remoting clients with VB.NET
- Advanced remoting clients with VB.NET
- Building a remoting client with a lease with VB.NET
- Configuring .NET remote services using files
- Configuring a .NET remote server and client

More Information:

Wiki Link:

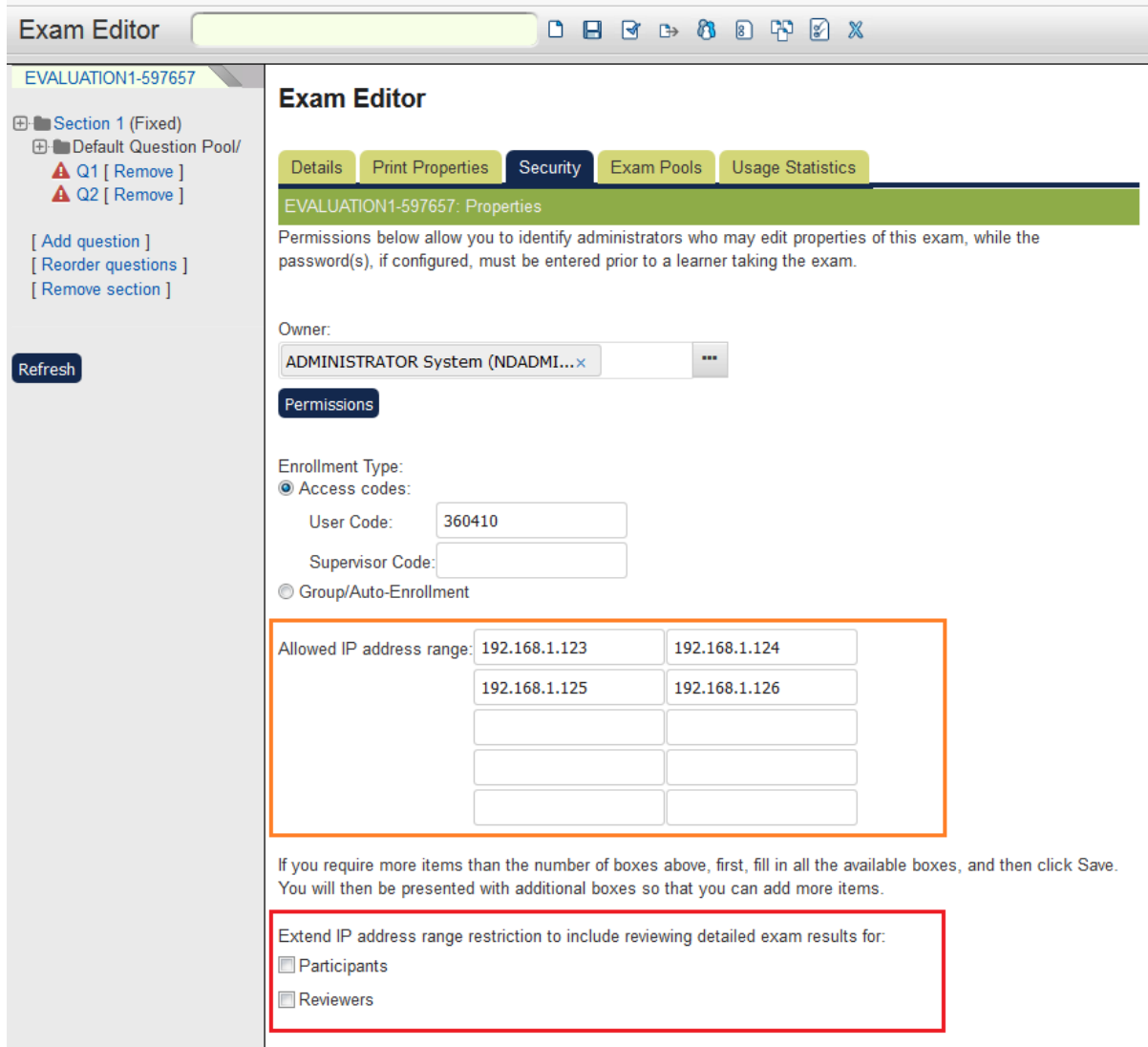
Support Contact:

Session(s):  .NET Remoting

Seats: Unlimited

Exam Security

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



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:

The screenshot displays an exam interface for a "URI KNOWLEDGE TEST". The participant is identified as "Parker, Alex". The interface includes instructions on how to answer questions and a table of exam restrictions. A modal window titled "Exam Disclaimer" is overlaid on the table, containing a confirmation message and two buttons: "Confirm and proceed" and "Cancel".

Section	Title	Questions
1		

Summary of Exam Restrictions	
Maximum Time Allowed (hr)	No limit.
Incomplete attempts may be	No
Number of attempts permitted	9999
Attempts Taken	0
Number of attempts remaining	9999

To continue, please press the Start button below.

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

[Back to 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.

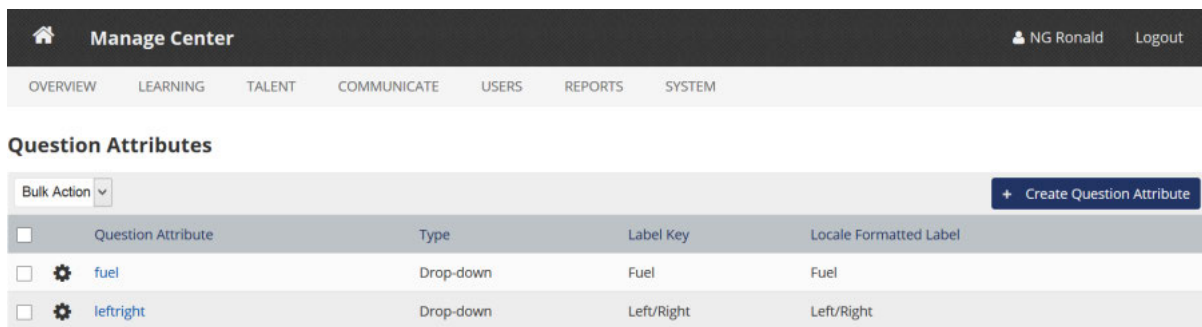
Note: Depending on the report selected, you may be prompted for some additional parameters.

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:



The standard attribute types are supported:

[Question Attributes >](#)

Create Question Attribute

Attribute Code*

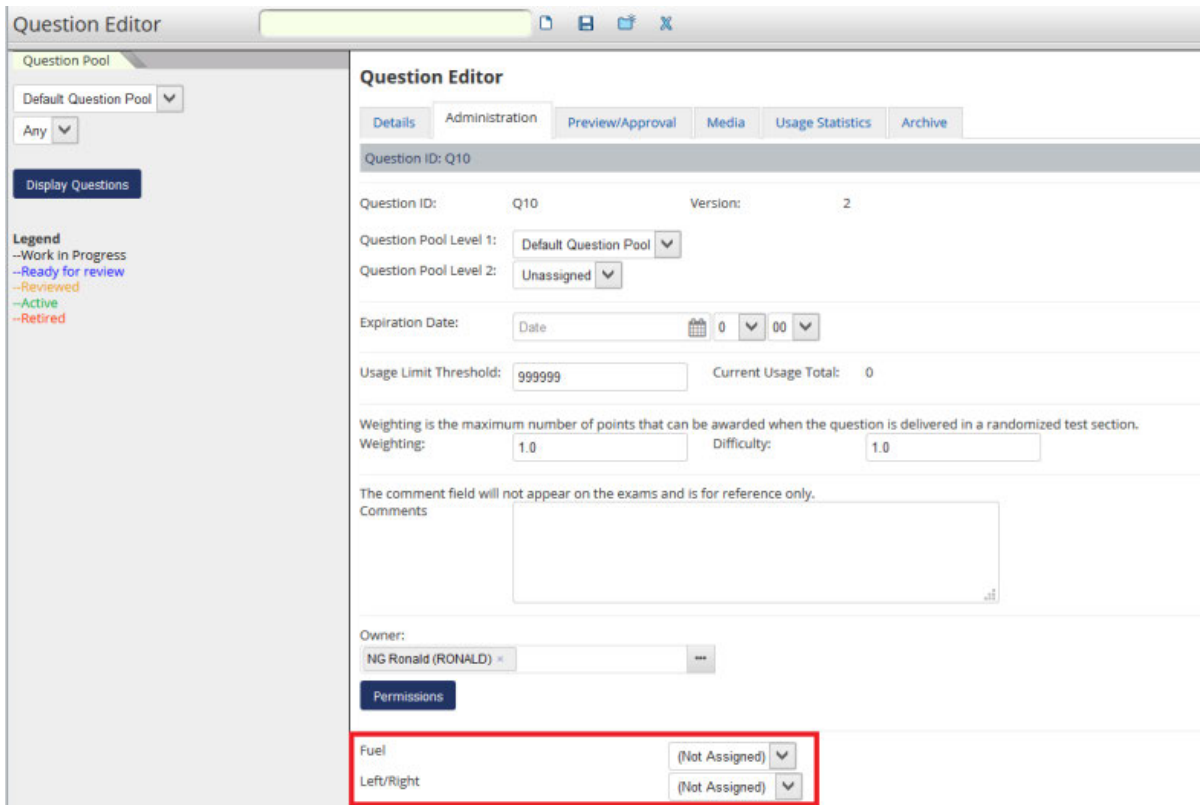
Name ?

Type

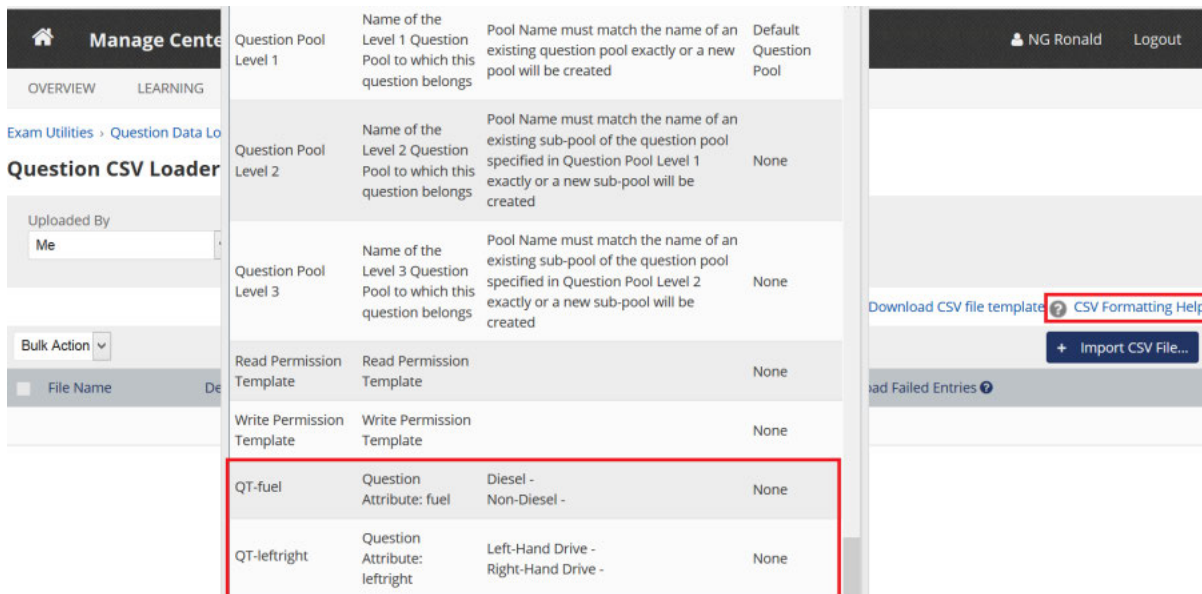
- Free Text ▾
- Free Text
- Text Area
- Drop-down
- Numeric
- Checkbox
- Date

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:



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:



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

Question ID	Version	Writer	Reviewer	Approver	Weighting	Reference	UsageCount	ShuffleChoices	Comment	ExpiryDate	ExpiryTimezone	PrimaryLanguage	Question Pool Level 1	Question Pool Level 2	QT-fuel	QT-left/right
1	1				1.0		0					*ALL*	Default Question Pool			
2	2				1.0		0	Y				fr-FR	Default Question Pool	Non-Diesel	Right-Hand Drive	
1	1				1.0		0					*ALL*	Default Question Pool			
1	1				1.0		0					*ALL*	Default Question Pool			
1	1				1.0		0					*ALL*	Default Question Pool			
1	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.

SCIENCE

- [-] Abschnitt 1 (Fixed)
 - > D1 [Remove]
 - > D4 [Remove]
- [Add question]
- [Reorder questions]
- [Remove section]
- [-] **Abschnitt 2 (Random)**
 - [Remove section]

Refresh

Section2

Modify the properties for this section of the exam.

Exam ID: **SCIENCE**

Title:

Description (maximum 255 characters):

Section Type:

Weighting of Questions:

Question Delivery Style:

Number of Questions:

Marking type: Point %

Required Number of Points:

Time Limit (min.): (For Reference Only)

Question Attributes

Only draw questions with the following attribute(s):

- 'Fuel' has any of the following values
 - Diesel
 - Non-Diesel
- 'Left/Right' has any of the following values
 - Left-Hand Drive
 - Right-Hand Drive