



## Test - Edit or Reversion

The process for editing or **reversioning** a test is similar to the process for creating a test with a few exceptions. [See \*Test - Create\*](#).

To edit a test, go to [Admin > Tools > Learning > Catalog Management > Tests](#). Then, click the Edit icon for the appropriate test.

### Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Test Engine - Manage	Grants ability to create and edit/manage tests via the Test Engine. This permission can be constrained by OU, User's OU, User, User's Self, and User's Subordinates. This is an administrator permission.	Learning - Administration

#### General:

- Changes made to the General section do not create a new version of the test.
- Changes made to the **Attempts Allowed** are not retroactively applied to users who have already used all attempts allowed.
- Each version of a test retains its original title and owner information, even when new versions of the test are created.

#### Structure:

- Changes made to the Structure section do create a new version of the test.

#### Availability:

- Changes made to the Availability section do not create a new version of the test.

#### Confirm:

The confirmation page states the following:

- If no users have started that version of the test, then the message says, "The structure of this test has changed but there are currently no users who have started this version of the test. You may update the existing version or create a new version."
- If users have started the version that was edited, the message says "Clicking on the 'Finish' button will create a new version of this test because the structure of the test has changed and there are users that have already started this test."

The Create New Test Version table appears if any fields on the Test Questions page are modified. Administrators can edit the following:

- **Options** - This option allows you to create new version or update the existing version. **Update Existing Version** is selected by default. This field only appears if no users have started this version of the test.
- **Effective date** - By default, the Effective Date option is set to the current date. If needed, the administrator can select a different date for the new version to be effective.
- Version Equivalency - In this section, the administrator can select from the following version equivalency options:
  - **Requires Retraining** - Select this option to require users with this test on their Completed transcript to retake the test in order to retain their Completed status for the test.
  - **Completed Equivalent** - Select this option to set the new test version as a Completed Equivalent of the previous version, allowing users to retain their Completed status for the test without needing to complete the new version. ***Note:** This setting only applies to tests within a curriculum. Standalone tests are not included.*

- **Changes made to this test** - In this field, describe any changes that have been made to the test, for future reference.

### Use Case #1: Test Version Equivalency

Right-click on a test in the LMS to initiate a new version of the test. This process is used to create a new version of the test. This process is used to create a new version of the test. This process is used to create a new version of the test.

Printable Guides	
What's New	▼
Analytics	▼
Content Studio	
Cornerstone Content	▼
Cornerstone HR	▼
Edge/Infrastructure/Tools	▼
General Features (Core)	▼
Learning	▲
Admin Compliance Dashboard	
Certifications	▼
Connect: Postings, Communities, and Live Feed	▼
Content	▲
Content Uploader	▼
Course Publisher (Legacy)	▼
LinkedIn Learning Integration	▼
Surveys	▼
Tests	▲
Test Administration	▲
Test - Create	▼
Test - Edit	
Test Grading	▼
Review Test	▼
Question Bank	▼
xAPI	▼
Cornerstone for Salesforce (CFS)	▼
Course Catalog	▼
Course Console	▼
Email Triggers for Learning	▼