- Jira Procedures
- Reporting
- Core
- Learning
  - Certificate Overview
  - Certifications
  - Connect Overview
  - Creating Approval Workflows
  - **Creating a Test**
  - Creating Deep Links
  - Curriculums
  - CustomGuide Process
  - Data Merge
  - Evaluations
  - Events, Sessions, Rosters User Gu
  - Events and Sessions
  - HTML Script for ILT Zoom Sessio
  - Learning Assignment Tool (LAT)
  - Learning Job Aids
  - Learning Objects Overview
  - Mobile App Login
  - Mobile App Navigation
  - New Employee Orientation (NEO
  - On the Job Training Overview
  - Removing Trainings with the Trai
  - System Generated Emails
  - Test Reset
  - Uploading Online Courses
  - Uploading Videos

Space tools

Creating a Test

Created by Harris, Jeffrey, last modified on 12/08/2021

Creating a test is one of the tasks that may be asked of Admin when taking on a project. Depending on the size of the test, or structure of the Project, this task can be extremely detailed. It is important to work closely with the customer take make sure each question and answers for those questions are entered correctly.

The first step to creating a test is to begin to gather information from the customer. You will need to get the questions bank from them to know how many questions and answers will be needed. You will need to find out how many attempts a user will be able to receive before being locked out of the test. You will also need to find out what the passing score will be on the test.

Creating the Question Bank:

1. The customer should have provided you with the questions, choices and the answers to the test. You are able to create multiple different types of responses:

   True/False

   Multiple Choice Single or Multiple answers

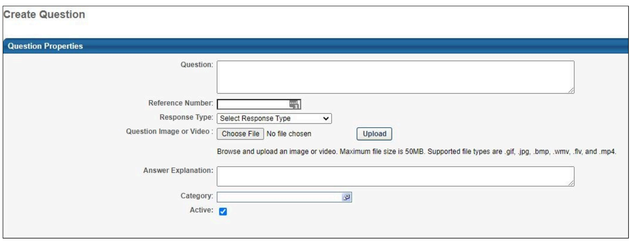
   Text only

   Click On The Image

   Free Form

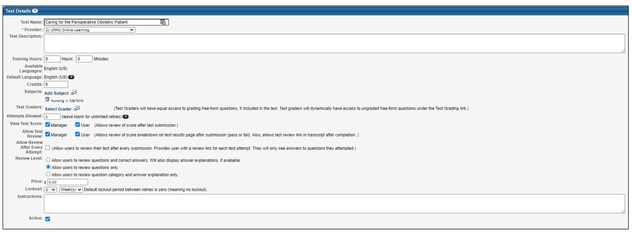
   Yes/No

   Sometimes the customer will provide you with answer explanations, not always however. You will use the **Category** and **Reference Number** to keep track of your questions for each test. (ex. Reference Number - PHL-Test5, ex. Category - Pharmacy)



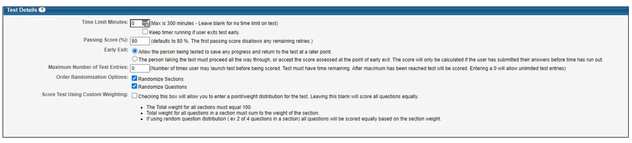
Creating the Test:

1. **General:** Once you have created the Question Bank, you will then move to create the Test. You will need to provide the **Test Name** and **Provider** of the test. You will want to enter to the **Test Description** that should have been provided to you by the customer. You will want to add the **Subject** affiliated with the test and the number of **Attempts Allowed**. **View Test Score**, **Allow Test Review**, **Allow Review After Every, Review Level** are settings you may want review with the client.



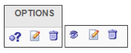
2. **Structure:** The next step is to create the Test Structure. If there Is a time limit you want to be sure to enter the amount of time. Here is where you will also enter the passing grade **(Note:** standard is 80%). You can also select whether you want to allow a person an early exit which allows a person to exit and return to the test keeping their progress and also you will select the max number of entries. You will then go through and select your previously created questions and start to build the test structures. If there are different sections, you can also build that into your test at this screen.

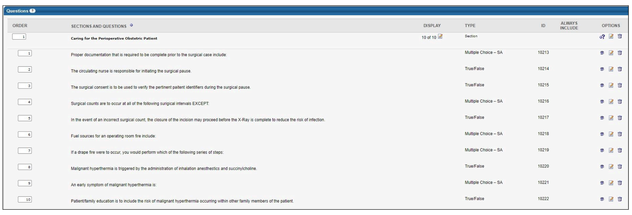
> **Randomization Options**
> **Order Randomization Options**: For these options, please select whether or not you would like complete randomization to occur. If the box is selected, all items will appear in random order. If it is unchecked, the items will appear in the original order listed. By default all options are selected for random order. Random Selection Options: When creating sections, you have the option to show a random subset of questions from a larger question pool. Use the display column to choose how many questions in each section pool should appear on the page.



3. **Sections and Questions:** It's recommended to add a section to the questions - ex. Caring for the Perioperative Obstetric Patient. To add a section click the plus icon next to **Sections and Questions**

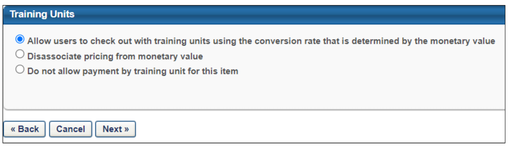
. Click the plus/question icon to add questions which will give you a wind to select questions from the question bank. The middle icon lets you edit the question (question cannot be edited if a test question has been answered), and the trash icon deletes the question. The eye icon lets you preview the question.



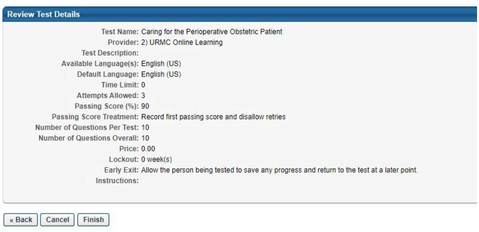


4. **Availability:** Once you have created the structure, you will then create the availability for the test which should be provided to you by the customer.

5. **Pricing/Training Units:** Pricing/Training Units does not change unless specifically requested by the customer.



6. **Review Test Details:** Here you can review all the test settings before saving.



Additional Information

- **Test Settings**
- **Question Settings**
- **Create New Question Category**

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