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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 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.

Q Search

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

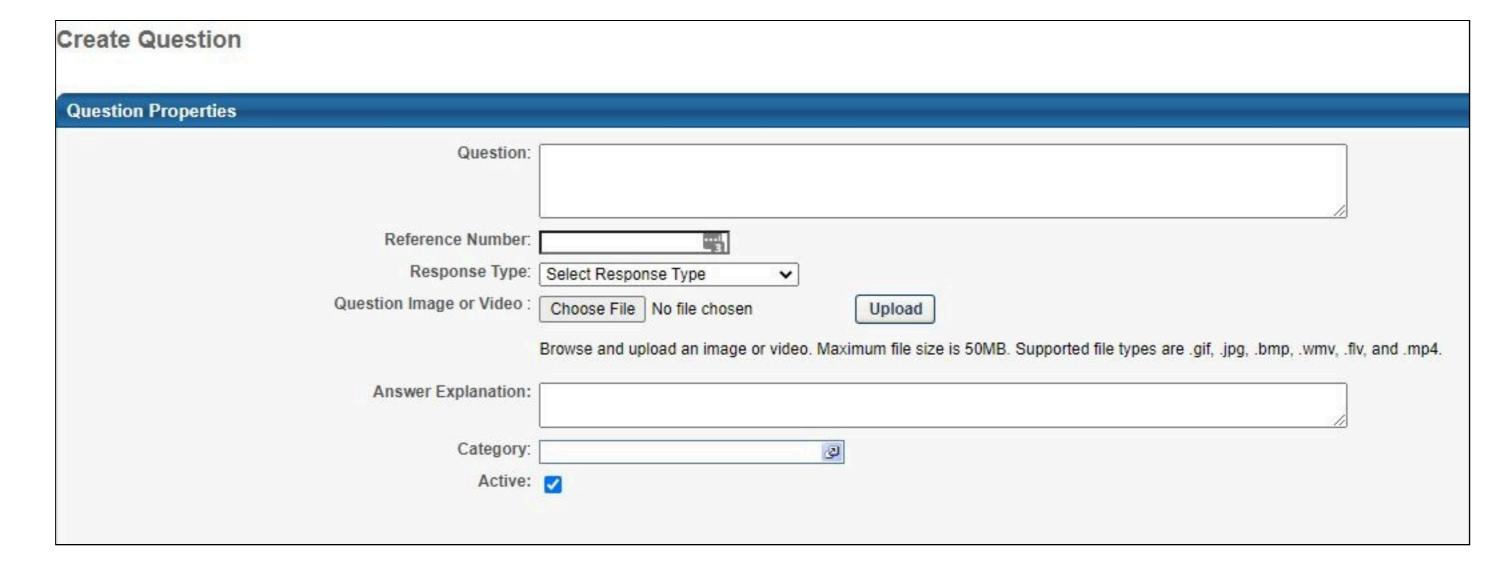
Multiple Choice Single or Multiple answers

Text only

Click On The Image

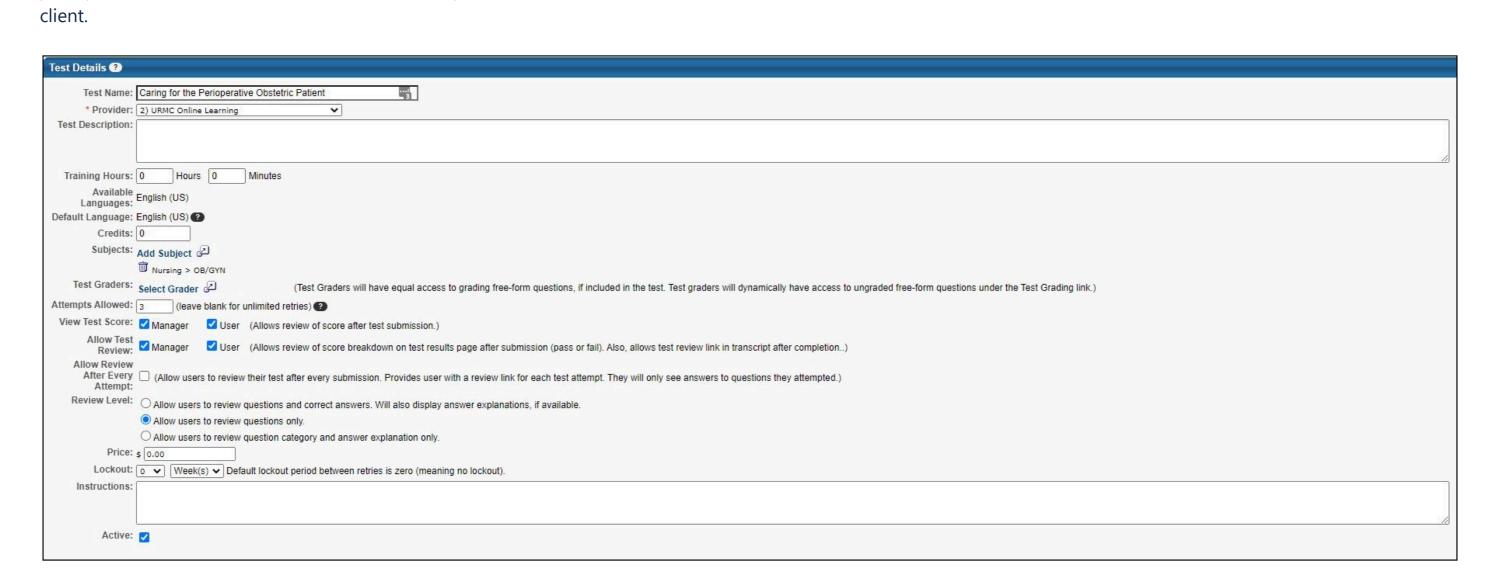
Free Form Yes/No

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:

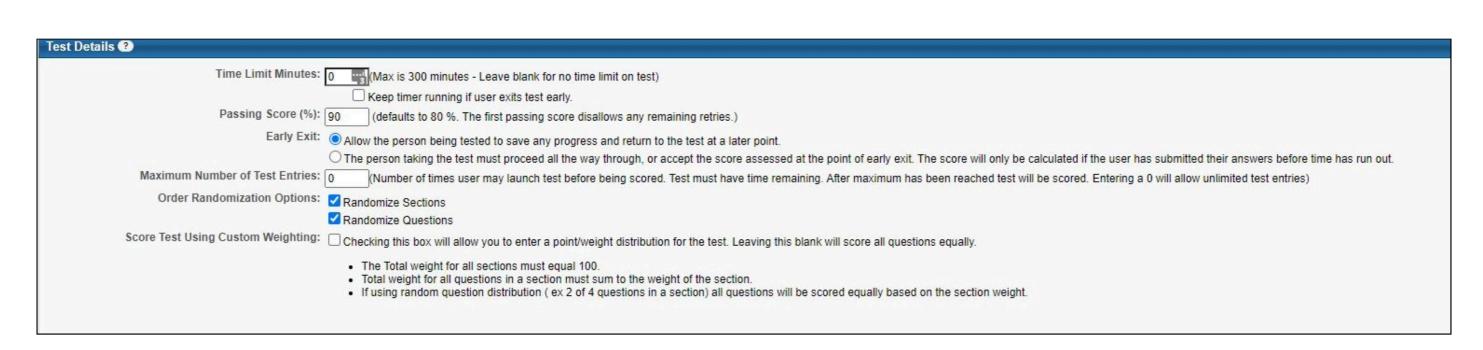
1. General: Once you have created the Question Bank, you will then move to create the Test. You will need to provide the Test Name and Provider of the test. You will want to enter to the Test Description that should have been provided to you by the customer. You will want to add the Subject affiliated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



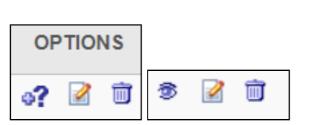
2. **Structure:** The next step is to create the Test Structure. If there is a time limit you want to be sure to enter the amount of time. Here is where you will also enter the passing grade (Note: standard is 80%). You can also select whether you want to allow a person an early exit which allows a person 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.

i 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.



SECTIONS AND QUESTIONS 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 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.



uestions 🕐					
ORDER	SECTIONS AND QUESTIONS ©	DISPLAY	TYPE	ID ALW INCL	
1	Caring for the Perioperative Obstetric Patient	10 of 10 🌌	Section		o? 🗹 🗓
1	Proper documentation that is required to be complete prior to the surgical case include:		Multiple Choice - SA	10213	∌ ☑ 🗓
2	The circulating nurse is responsible for initiating the surgical pause.		True/False	10214	③ ☑ 🗓
3	The surgical consent is to be used to verify the pertinent paitent identifiers during the surgical pause.		True/False	10215	
4	Surgical counts are to occur at all of the following surigical intervals EXCEPT:		Multiple Choice - SA	10216	∌ ☑ 🗓
5	In the event of an incorrect surgical count, the closure of the incision may proceed before the X-Ray is complete to reduce the risk of infection.		True/False	10217	∌ ☑ 📆
6	Fuel sources for an operating room fire include:		Multiple Choice - SA	10218	∌ ☑ 🗓
7	If a drape fire were to occur, you would perform which of the following series of steps:		Multiple Choice - SA	10219	∌ 2 🗓
8	Malignant hyperthermia is triggered by the administration of inhalation anesthestics and succinylcholine.		True/False	10220	∌ ⊘ 🗓
9	An early symptom of malignant hyperthermia is:		Multiple Choice – SA	10221	∌ ☑ 🗓
10	Patient/family education is to include the risk of malignant hyperthermia occurring within other family members of the patient.		True/False	10222	③ ☑ 🛅

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.

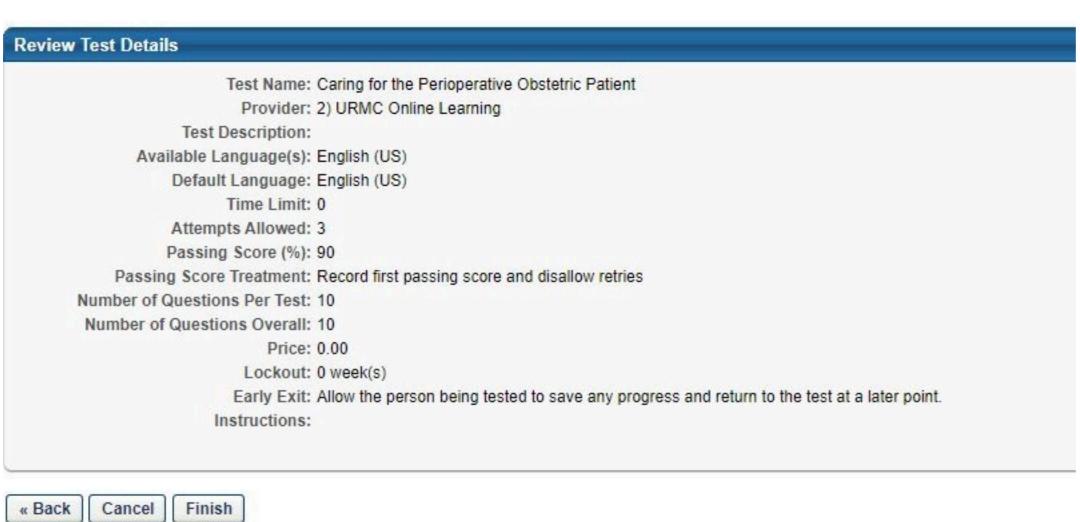
Select Criteria ◆ Create New Group			
EMOVE CRITERIA	INCLUDE SUBORDINATES	PRE-APPROVED	REGISTER UPON APPRO
All users in Division: CSOD System Admin (CSOD System Admin)	✓	✓	✓

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

```
Default Price : $ 0.00 History
                                            Apply custom invoice
                                           Default Link Expiration:
                                                                                                                                                                         Days v after registration. (Users will lose access to links in the options column on the transcript.)
Define currencies and prices for selected OUs or define default prices for the selected OU. Leave the End Date blank to make the rules permanent. If no currency/price is defined for a user the default price will be converted into the user's default currency using the Cornerstone Currency using the Cornerstone
    CREATE PRICING LOS BY OU RULES
    Select Criteria
                                                                                                                                    Create New Group
                                                        Criteria
« Back Cancel Next »
```

```
Training Units
 O Allow users to check out with training units using the conversion rate that is determined by the monetary value
 O Disassociate pricing from monetary value
 O Do not allow payment by training unit for this item
                    Next »
          Cancel
« Back
```

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



Additional Information

- Test Settings Question Settings
- Create New Question Category

Related articles

= Test Reset Creating a Test