EXAMINER MANUAL

Contents

1. SYSTEM CONFIGURATION

1.1. System requirements

For successful usage of the MyQtest application, the following system requirements have to be satisfied:

- Microsoft Internet Explorer 6 or higher - not necessary if desktop client is used
- Macromedia Flash Player 7 or higher
- Minimal screen resolution 1024x768
- Internet Connection higher than 100 Kbit/s per each test station
- Security level for Internet zone under Internet options of Internet Explorer set to default level (medium) (Picture 1) - not necessary if desktop client is used
- Tools for blocking pop-up windows have to be disabled for MyQtest web application - not necessary if desktop client is used
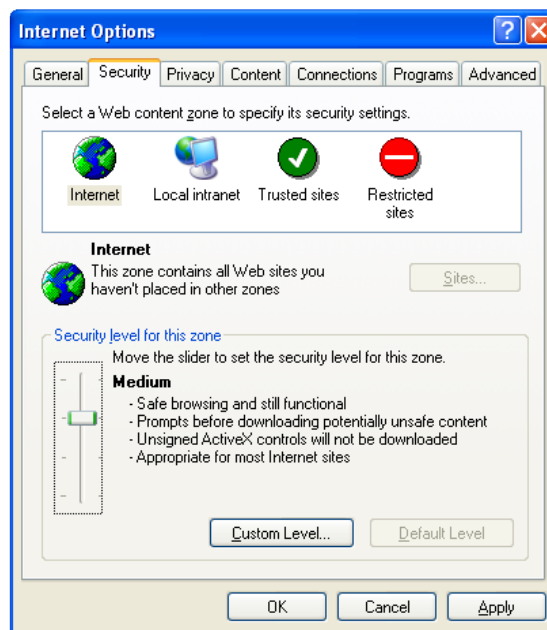
Picture 1 – Setting security level of MS Internet Explorer

2. GENERAL INFORMATION

With the examiner account you will be able to:
– create or delete candidate accounts
– add or remove a candidate from exam groups
– create new exam groups, or rename existing exam groups
– add exams to the exam group and configure their availability
– view the statistics of candidates and exams in the exam groups
– view the exams that are currently active

3. TESTING SYSTEM MANAGEMENT

3.1. Log in and the administration interface

The administration interface is located at the following URL:
http://www.myqtest.com/a_pages/admin_login.aspx
After arriving at the designated web page fill the log in form with this information, and then press the "Log In" button:
– E-mail : examiner@myqtest.com
– Password : examiner

After a successful log in, the administration interface will open.

The "**Basic administration**" main menu contains 6 buttons:
– **Candidates** – used for user management
– **Exam groups** – used for exam group management
– **Exam availability** – used for adding exams to exam groups
– **Exam statistics** – used for viewing detailed statistics of all finished exams
– **Log Off** – used for exiting the administration interface
– **Active exams** – used for viewing information of exams that are currently active
– **Start exam** – used for accessing the client component of the system

3.2. Exam groups

Pressing the **Exam groups** button in the administration interface will give you the **Exam group** interface.

To view currently created groups press the **Exam group** drop-down menu.
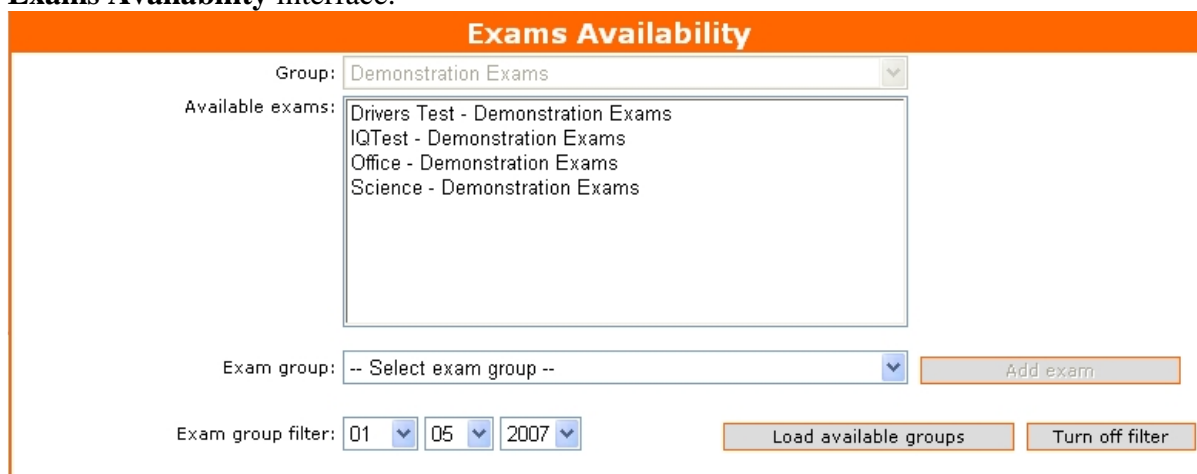
To create a new exam group select the proper date in the **Exam group name** drop down menus, and insert a group name in the empty field. The group code field is optional, but it's helpful for tracking down problems by the main administrator.
(Example: if you select 27.04.2007 as the date, and Test as the name, then the name of the exam group will be **27.04.2007_Test**.)

To create changes in the group name select the exam group from the **Exam group** drop-down menu. After you make the necessary corrections press the **Save changes** button.

To delete an exam group select the exam group from the **Exam group** drop-down menu, and press the **Delete group** button.

3.3. Exam availability

Pressing the **Exam availability** button in the administration interface will give you the **Exams Availability** interface.

The **Available exams** list contains all created and available exams.

To view exams that are currently available for a specific exam group, select the exam group from the **Exam group** drop down menu, and the availability table will be shown.

The availability table contains the following information:
- **Exam** – name of the available exam
- **Tries** – designates how many times a single candidate can access and take an exam. Available number of tries are 1,2,3,4, and 1000(used when there is no limit to the number of tries)
- **Exam starts at** – designates the starting point of the exam availability(must be written in a form of date & time – DD.MM.YYYY HH:MM:SS)
- **Exam ends at** – designates the ending point of the exam availability (must be written in a form of date & time – DD.MM.YYYY HH:MM:SS)
- **Multitake** – if checked designates that a single candidate that passed the exam can take the exam again. Candidates that failed the exam are not affected by this rule.
- **Lock** – designates if access to the available exam is temporarily locked. Available locking intervals are 0 days (no lock), 3 days, and 7 days.
- **Examiner** – designates the examiner for the selected exam.
- **Delete** – removes the exam from the exam group
- **Change** – if you made some changes in the exam configuration press this option to save them.

To add an exam into the exam group, first select the exam group from the **Exam group** drop down menu, press the exam that you wish to add from the **Available exams** list, and then press the **Add exam** button.

3.4. Candidates

Pressing the **Candidates** button in the administration interface will give you the **Candidates** interface, which is also the main interface after log in:

3.4.1. Creating a new candidate

Creation of a new candidate is carried out in the right side of the interface.

- **Name** – insert candidate's name.
- **Surname** – insert candidate's surname.
- **Password** – insert candidate's password. The password is used for logging in to the testing client. There are no letter or length restrictions.
- **DOB** – insert candidate's date of birth.
- **E-mail** – insert candidate's e-mail. Data entered in this field is also the candidate's user name for logging in to the testing client. Entered e-mail address must be valid.
- **Address, City, … , Gender** – insert candidate's specific information

After filling all of the above fields select the **Active** option under **Status** field, and press the **Create new user** button.

3.4.2. Searching for candidates and changing candidates information

To view a list of all created candidates, in the left side of the **Candidate** interface, under **Filter 1**, select **--ALL EXAM GROUPS--** from the drop down menu, and press the **Show** button.

To search for a specific candidate, and change candidate's information:

- In the left side of the **Candidate** interface, under **Filter 2**, select **surname** or **e-mail** from the drop down menu, depending on the wanted search criteria.
- Insert the candidates surname or e-mail, depending on the wanted search criteria
- Press the **Show** button, and the search results will appear.
- Press the **Details** link to view the candidate's information.
- Make the wanted changes in the candidate's profile, and the press the **Save changes** button.

3.4.3. Adding and removing candidates from exam group

To add a candidate into an exam group:

- Search for the wanted candidate using the procedure explained above.
- Press the **Details** link to view the candidate's information.
- At the lower right side of the interface, in the **Subgroup** drop down menu, select the exam group into which you want to add the candidate.
- Press the **Add Attendant** button.

To remove a candidate from an exam group:

- Search for the wanted candidate using the procedure explained above.
- Press the **Details** link to view the candidate's information.
- At the lower right side of the interface, in the **Attendant belongs to** list, select the exam group from which you want to remove the candidate
- Press the **Remove candidate** button.

3.4.4.Deleting a candidate

To delete a candidate:
- – Search for the wanted candidate using the procedure explained above.
- – Press the **Details** link to view the candidate's information.
- – In the right side of the interface, under **Status**, select **For Delete** option, and press the **Save changes** button.

Note that the candidates you delete are just marked as deleted, and not physically deleted from the database.

If you deleted the candidate by mistake:
- – use the **Filter 1** search tool
- – select **--ALL EXAM GROUPS--**
- – Select the **Show deleted** option, and press the **Show** button.
- – Press the **Details** link to view the candidate's information.
- – Select the **Active** option, and press the **Save changes** button.

3.5. Exam statistics

Pressing the **Exam statistics** button in the administration interface will give you the **Exam statistics** interface.

To view a list of all finished exams in a given time period, insert **Start date** and **End date** (must be written in the form DD.MM.YYYY), then press the **Show** button, and the list of finished exams will be shown.

To view a list of finished exams in a given time period, for a specific exam group, insert **Start date** and **End date** (must be written in the form DD.MM.YYYY), select the exam group form the **Exam group** drop down menu, then press the **Show** button, and the list of finished exams for the selected group will be shown.

The list contains the following information:
- **Full name -** candidate's name and surname
- **Exam name** - name of the exam that the candidate had taken
- **Date** - date and time when the exam was started
- **Result** - candidate's exam result, **Pass** or **Fail**
- **[%] -** the percentage that candidate reached, between 0 and 100
- **[min] -** duration of exam in minutes
- **Examiner -** examiner name, designated in the **Exam availability** section
- **Exam status -** designates if a exam was completed successfully, or if there were technical difficulties

There are three kinds of detailed statistical views for every exam:

1. **Summary**
   - In the **Type of view** drop down menu select **Summary**, and press the **Show** button that is in the same row as the exam that you wish to see the statistics of.
   - Used to see pass percentage, candidate's percentage, and specific question category percentage

2. **Category detailed**
   - In the **Type of view** drop down menu select **Category detailed**, and press the **Show** button that is in the same row as the exam that you wish to see the statistics of.
   - Used to see pass percentage, candidate's percentage, and specific question difficulty category percentage.

3. **Question detailed**
   - In the **Type of view** drop down menu select **Question detailed**, and press the **Show** button that is in the same row as the exam that you wish to see the statistics of.
   - Used to see candidate's percentage, candidate's number of points, total number of points, and question by question list that contains information:
     o Has the candidate answered correctly
     o How many points does the correct answer give
     o Question difficulty

3.6. Active Exams

Pressing the **Active Exams** button will give you the **Active Exams** interface. If there are no active exams the interface will only inform you that there are no active exams.

If there are currently active exams, the interface will look like this

| SessionID	AttID	Start	End	Full name	Exam group	
Active exams						
Number of currently active exams : **3**						
lfb0ku55cbvnki45ngix2c45	30931	11.5.2007 11:43:17	0	Alan Alda	01.01.2007_Demonstration_Exams	Delete
de50rn450ja3if55doteiurf	30933	11.5.2007 11:40:36	0	Eric Idle	01.01.2007_Demonstration_Exams	Delete
gqnqj2qqs4qyuv45j0ne2knl	30932	11.5.2007 11:42:53	0	Sean Bean	01.01.2007_Demonstration_Exams	Delete

The **Active Exams** list contains the following information:
- **SessionID -** a generated string unique for every exam. Helpful for tracking down errors in the exam
- **AttID -** the candidate's ID
- **Start -** date and time when the exam was started
- **End -** Value of 0 states that the exam is active, and value of 1 states that the exam finished, but the attendant is looking at the exam statistics.
- **Full name -** candidates Name and Surname
- **Exam group -** exam group that the candidate belongs to

If you want to abort an exam because the candidate was cheating, press the **Delete** button that is in the same row as the exam that you wish to abort.

4. TROUBLESHOOTING

4.1. Short reminder for creating and starting exams
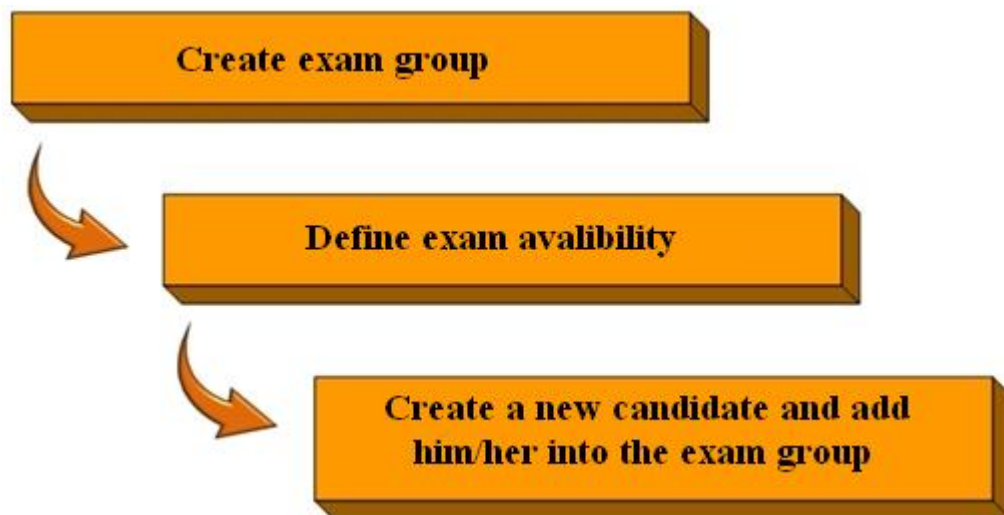
1. Create an exam group in the **Exam groups** interface
2. In the **Exam availability** interface, add exams into the exam group, and define their availability
3. In the **Candidates** interface, create a new candidate, or select an already created candidate, and add them into the exam group.

4.2. Deleting exam groups

To delete an already created exam group, you must follow these steps:
1. In the **Candidates** interface, use the search function under **Filter 1** to search for all candidates that are currently in the exam group that you wish to delete.
2. Remove all users from the exam group that you wish to delete, by selecting the exam group, and pressing **Remove candidate** button
3. In the **Exam availability** interface, select the group that you wish to delete from the drop down menu, and remove all exams from the exam group using the **Delete** option.
4. In the **Exam groups** interface, select the group that you wish to delete from the drop down menu, and press the **Delete group** button.