

Job Aid: Online Exams

Purpose

The purpose of the Online Exams job aid is to guide you through the step-by-step process of creating online exams using the Talent Management System Question Editor (TMS QE) to create questions, create an exam, and add an exam to an item.

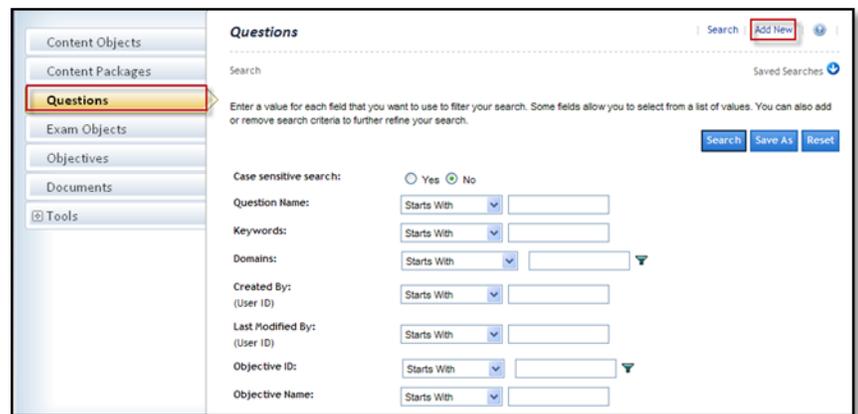
In this Job Aid, you will learn how to:

- Create a Question in the Talent Management System Question Editor
- Create an Exam Object

Task A. Create a Question in the TMS QE

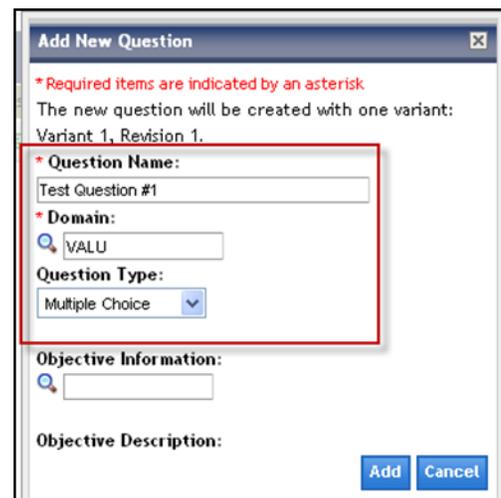
Note: Verify that the **Admin tab** is selected.

1. Navigate to **Content > Questions**.
2. Click the **Add New** link. The **Add New Question** pop-up window displays.



3. Enter the **Question Name**.
4. Enter a **Domain**, or click the **Search** icon to search for and select a domain.
5. Select a question type from the **Question type** drop-down menu.
6. Click **Add**.

Note: Details for associating objectives to an exam question are discussed later.



7. Double-click in the top text box and enter the question stem.
8. Double-click in each of the following boxes with the radio buttons and enter the answer choices for the question.
Note: Enter the correct answer in the text box with the selected radio button.
9. When you have finished entering your question stem and answer choices, click the **Available for Exams** checkbox to make this question active. An **Alert** pop-up appears.
10. Click **Activate** to make this question available for exams.

Question Name: Test Question #1 [Unsaved] Objective Name:

Variant: 1 Revision: 1 Type: Multiple Choice Question Settings: Randomize Point Value: 1.0 Available for Exams

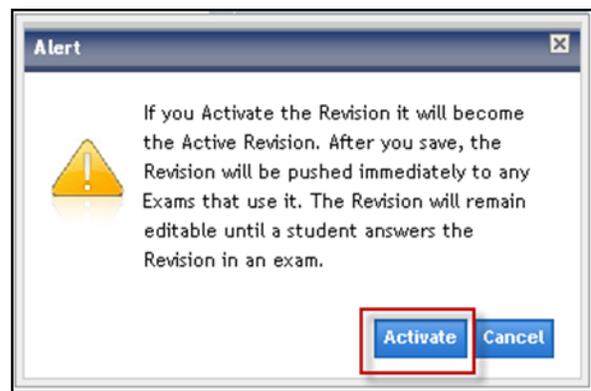
The answer to this test question is....?

A

B

A and B

Neither A nor B



11. Click **Save** or click the **expand** arrow for the **Question Metadata** section.

The answer to this test question is....?

A

B

A and B

Neither A nor B

Question Metadata

Objective Information

Variant Usage

- Enter a **Description** and relevant **Keywords** for the question in the **Question Metadata** section.

Task B. Create an Exam Object

- Navigate to **Content > Exam Objects**.
- Click **Add New**.

- Specify an **Exam Name** and choose a **Domain**.
- Click the **Is Active** checkbox and enter a **Description** for the exam.
- Select the appropriate radio button for the **Exam Type**.
- Enter the overall **Pass Percentage**.
- Enter a number for **Maximum Tries** (0 = unlimited).



- Enter the **Exam Duration** if the exam is timed.
- Select the appropriate checkboxes for exam **Actions**, **Feedback**, and **Scoring Options**.

(0 to 100)
Maximum Tries:
(0 = unlimited)
(1000,001)

Exam Duration (HH:MM:SS)

Actions:

- Proctor code is required to begin the exam
- Display a welcome message at the start of the exam
- User can stop and resume exam before it is scored (non-timed exams only)
- Display Point Values for each question

Feedback:

- Show only correct Feedback
- Show only incorrect Feedback
- Show both correct and incorrect Feedback
- Don't show any Feedback

Scoring Options:

- Show percentage correct once exam is scored
- Show Pass or Fail once exam is scored

- Click the **Analyze the exam results** checkbox to display objective statistics to the user at the end of the exam.
- Click the checkboxes to select the appropriate **On Passing** and **On Failure** options for the desired behaviors.
- Click **Add**. Review the **Summary** tab.

Add New Exam or Survey

Once an exam is graded, the results can be analyzed to determine the consequences that should occur for the User's records. If you opt not to analyze the results, the exam will still be graded, but none of the consequences listed below will occur.

Analyze the exam results

On Passing:

- Lock exam
- Lock Item
- Exit Item
- Set flags for passed objectives
- Clear flags for failed objectives

On Failure:

- Lock exam
- Lock Item
- Exit Item
- Notify Proctor
- Clear all objective flags
- Set flags for passed objectives
- Clear flags for failed objectives

- Click the **Is Online** checkbox to make this exam available, if ready.

Edit the Exam

* = Required Fields

Domain:

Is Active:

Is Online:

Description:

Exam Type:

- Sequential presentation exam
- Free-form movement exam

Is survey:

Question Count:
(0 to 9)

Pass Percentage:
(0 to 100)

Summary

- Custom Fields
- Item Usage
- Messages
- Printed Exams
- Questions
- User Usage



14. To add questions, select the **Questions** tab.
15. Enter search criteria for questions you wish to add to the exam.
16. Click **Search**.

17. Select the questions to add to the exam by clicking the respective **Objective ID**.
18. To view details about the question, such as variant, revision, and status, click the **Expand** icon.
19. Click **Select**. Review the added questions.

Add Questions to Exam

Select Questions to Add

If you selected criteria for Objectives or exams, the results display by exam or objective. Select questions you want to load into the Question Workspace either individually or by objective or exam. If you select questions by exam or objective, all questions associated to the exam or objective are loaded into the editor.

Field Chooser +

Select All Objectives | Deselect All + **Select**

Obj ID	Objective Name	Question Name	Number of Variants	Question ID
<input type="checkbox"/>	212-SC02	NCHS QEM 1	1	141424
<input type="checkbox"/>	362-Familiarize content on the Inside LMS website	NCHS QEM 2	2	141425
<input type="checkbox"/>	362-Familiarize content on the Inside LMS website	Intergenerational	2	5093
<input checked="" type="checkbox"/>	1782-obj_0017085CC192118C8617110A0000F4F	TEST_MD1	2	5098
<input type="checkbox"/>	SP4_UPGRADE_TEST_OBJ_1	SP4_UPGRADE_TEST_2	1	5083
17781				

20. Click the numbers to edit the **Minimum, Maximum, Pass** and **Points** fields.
21. Click **Save**.
22. Click the **Preview Exam** link.

23. Click the **Messages** tab to enable and enter an exam message (pre-exam, post-exam).