



Exams

ASSESSMENT ADMINISTRATION

- Comprehensive workflow authorization features for question authoring
- Ability to draw questions from a pool of test questions (up to six levels of pools) and to apply unique properties to each pool.
- Supported question pools allow:
 - Questions and answers that can be automatically randomized upon delivery
 - Automatic question usage limits
 - Automatic creation of re-sit assessments
- Use of template-driven exams that can be modified on exam instances based on question pools and pool criteria
- Creation and publishing of exams and exam objects with the same name that may be used as an online or offline course/module
- Import of test/assessments and questions -- CSV and XML question data import as well as IMS QTI
- Definition of test characteristics -- applicable to individual questions and test sections such as:
 - Question and answer order
 - Use of feedback
 - Weighting
 - Passing requirements such as required scores or percentages
 - Time limits
 - Number of possible attempts
- Comprehensive auditing functionality to ensure that changes are automatically tracked in the audit trail -- audit trail includes data entry, review and approval actions, as well as question versioning and archiving
- Question status that can be set in the creation process (applicable to multiple roles involved in the exam creation process) as:
 - Work in progress
 - Ready for review
 - Reviewed
 - Active
 - Archived / Retired
- Delivery of assessments that can be:
 - Scheduled based on designated start/end date and time for assigned groups or individuals
 - Set as a single question per page or with all questions on one page that can be set differently for different test sections
- Ability to add media to questions
- Email notifications to examinees to complete assessments
- Unique follow-up/post assessments to the leader of groups or individuals
- Tailor interfaces for individual groups

- Option to group frequently used functions together to maximize efficiency and accessibility
- Customizable visual display of tests using style sheets
- Assignment of assessments to a curriculum, course, job position or competency
- Enforcement of mandatory assessments in order to "complete" an assessment section
- Mapping of test questions to course/curriculum objectives
- Generation of PDF printable versions of exams
- Exam student home page with enrollment and dates of availability
- Exam welcome page for learners
- Question expiry dates
- Composite program support
- Support publishing of exam package and reading of response attempt in a descriptor file with graded results returned via API

QUESTION TYPES

- Multiple-choice (single correct answer out of unlimited choices)
- Multiple-choice (multiple correct answers out of unlimited choices)
- True/false
- Short answer (typed response)
- In-line, fill-in-the-blank questions (type answers in mid-sentence)
- Freeform essay question (graded by an instructor or keyword analysis of multi-sentence response)
- Matching
 - Sequence question (sequence the order of steps in a procedure)
 - Rating Questions
 - Triple Rating Questions
- Hot Spot Questions
- Drag and Drop Questions

SECURITY FEATURES

- Role-based security applicable to:
 - System administrators
 - Instructors (assessment creators, reviewers and approvers)
 - Exam officers/proctors
 - Examinees (end users)
 - Training managers (to review results and reports)
- Comprehensive auditing functionality to ensure changes are automatically tracked in the audit trail -- audit trail covers data entry, review and approval actions

- Ability to restrict and control test access by:
 - Creating individual access codes
 - IP addresses/range
 - Supervisor passwords for 2nd level proctored exam security
 - Number of attempts
 - Availability start/end date and time
 - Minimum interval between attempts
 - Workflow authorization for management of assessments

REPORTING

- Automatic immediate feedback that can be provided during the assessment
- Extensive configurable reporting capabilities
- Generation of PDF printable versions of test transcripts
- Ability for instructor to view comprehensive test score history of all examinees -- reports for individuals or an entire group of examinees
- Inclusion of all exams and certifications into the examinees' transcript record
- Ability for examinees to view detailed results of test performance
- Support for export of reports to PDF/XLS/CSV
- Report on assessment results including item level analysis
- Searching and download of assessment records
- Summary screen that shows test scores and other performance indicators that are automatically linked to available performance reports (without requiring additional testing to verify that the data is being captured correctly)
- Question exporter (R312) with question pool columns to accommodate column limits (Excel, CSV)

EXAMS SUPPORTS THE FOLLOWING LANGUAGES:

- | | | | |
|---------------------------------------|-------------------|-----------------------|----------------------|
| ■ English (US) | ■ Czech | ■ Hungarian | ■ Russian |
| ■ English (UK) | ■ Danish | ■ Indonesian (Bahasa) | ■ Serbian |
| ■ English (Canada) | ■ Dutch | ■ Italian | ■ Slovakian |
| ■ Arabic (Saudi Arabia) | ■ Estonian | ■ Japanese | ■ Slovenian |
| ■ Arabic (UAE) | ■ Filipino | ■ Korean | ■ Spanish (Europe) |
| ■ Bosnian | ■ Finnish | ■ Malay (Bahasa) | ■ Spanish (Columbia) |
| ■ Bulgarian | ■ French (Canada) | ■ Norwegian | ■ Spanish (Mexico) |
| ■ Simplified Chinese (Mainland China) | ■ French (Europe) | ■ Polish | ■ Swedish |
| ■ Traditional Chinese (Hong Kong) | ■ German | ■ Portuguese (Brazil) | ■ Thai |
| ■ Traditional Chinese (Taiwan) | ■ Greek | ■ Portuguese (Europe) | ■ Turkish |
| | ■ Hebrew | ■ Romanian | ■ Vietnamese |

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