# YouTestMe

Exam fees and re-sit fees



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#### 1 Introduction

This document's purpose is to explain how to configure test retakes fore a testing session.

### 2 Test retake number limitation

For instructions on how to limit the number of retakes for a test, watch this video.

#### 3 Test retake time limitation

#### 3.1 New test

When creating a new test, the test retake options can be found in the second step – Settings, under Show additional settings.



|                           |   | Settings and customizat  | ion Q. Search anything O Q  A G   |
|---------------------------|---|--------------------------|---|
| A Home                    |   | System preferences The   | ne and language Notifications Job scheduler Support Attachments library Custom properties Certificate templates                                   |
| -                         |   | Registration page layout | Registration page layout  |
| Assignments               | Ť | Theme                    | Modify the registration page by enabling/disabling fields for registration. Fields such as username, email, role, and captcha cannot be disabled. |
| Users Users               | * | White labeling           | Schole the sectore ID field on the registration page  |
| Workspaces                | • | Logo and favicon         | Enable the birthday field on the registration page  |
| Tests                     | - | Language settings        | Enable the address fields on the registration page  |
| E-testing center          |   | Language bundles         | Snable custom properties on the registration page   |
| Surveys                   | • |                          | Set all custom properties as required   |
| Training courses          | • |                          |   |
| Reporting                 | × |                          |   |
| 🗘 System                  | • |                          |   |
| Settings and customizatio |   |                          |   |
| Integrations              |   |                          |   |
| Maintenance               |   |                          |   |

In the Pause and repeat settings section, it is necessary to check the following two options:

- 1. Allow test retaking
- 2. Define retake availability in days

|   | New test |  | Q Search anything | 0 0 🕨 📮 🔇 - |
|---|----------|--|-------------------|-------------|
| Assignments   |          | Pause and repeat settings  |                   |             |
| Users 👻   |          | Allow test retaking ① ● Elaysideo Allow test retaking only for failed attempts ①   |                   |             |
| <ul> <li>Workspaces</li> <li>Tests</li> </ul>         |          | C Define retake availability in days   |                   |             |
| New test<br>Manage tests                              |          | Allow utilinited of limited number of test attempts and optionally determine time required to pass<br>between itempts.   |                   |             |
| Manage certificates<br>Question pools                 |          | Days         Hours         Minutes           Time between attempts         0 |                   |             |
| Grading scales<br>Question categories                 |          | Retake availability in days:   |                   |             |
| <ul> <li>E-testing center</li> <li>Surveys</li> </ul> |          | Additional possibilities for candidates Enable 1 don't know' answer to avoid negative points   |                   |             |
|   |          | Enable answer feedback 💿 💿 Play.video  |                   | *           |

When selecting these options, additional ones appear:



|                                  | New test   | Q. Search anything |
|----------------------------------|--|--------------------|
| A Home                           | Allow test continuation ①  Allow test retaking ①  Etispaideo   |                    |
| Assignments 👻                    | Allow test retaking only for failed attempts ① U Define retake availability in days ①  |                    |
| Users •                          | Test retaking settings<br>Allow unlimited or limited number of test attempts and optionally determine time required to pass<br>between attempts. Read more |                    |
| Tests 🔹                          | Test attempts  Unlimited Limited   | 1                  |
| New test<br>Manage tests         | Time between attempts 0 🗘 0 🗘  |                    |
| Manage certificates              | Retake availability in days: 1   |                    |
| Question pools<br>Grading scales | Additional possibilities for candidates  |                    |
| Question categories              | Enable 1 don't know' answer to avoid negative points   |                    |
| E-testing center                 | Enable answer feedback ② • Playsidee   |                    |
| Surveys •                        | Show question metadata to candidate ③<br>Fnable notes ①  | *                  |

You can set the exact time between attempts, if needed.

More importantly, you can set the desired test retake availability in days. The retake availability starts when the previous test attempt is finished.

#### 3.2 Manage tests

In the Settings tab of the selected test, you can access the Pause and repeat settings option.

|  | All tests (351) / New Test<br>Manage tests | Options - Q. Search anything O R - A G -  |
|--|--|---|
| A Home   | Overview Settings Testing                  | sessions Candidates Monitoring Questions Grading configuration Report builder Summary report Managers Proctors Authorizations Reports < >                         |
|  | Basic information                          | Test basic info   |
| Assignments  | Test instructions dialog settings          | See and manage basic information about the test, add specific rules or guidelines that students need to acknowledge before starting the test. Test ID Test status |
| St Users *   | In-test configuration                      | 100501 Druft  |
| Workspaces *   | Duration and layout                        | Test name *   |
| Tests 👻  | Report settings                            | New Test  |
| E-testing center   | Pause and repeat settings                  | Test description  |
| Surveys  | Security settings                          | Label O   |
|  | Result validity settings                   |   |
| Reporting *  | Certificate                                | Add test instructions   |
| <b>*</b>   | Personal report settings                   |   |
| AA System  | Score report settings                      | Add acinewidgment message O   |
|  | Language preference                        | Creation type   |
|  | Attachments                                | Manually created  |
| https://dev1.youtestme.com/devgc112swiqn/pages/quizzes.xhtml?quizId=1005 |  | # Test versions   |

Here, you have the access to the same options as in the test wizard, and you can set the test retake availability to your desired number of days.

| $\leftarrow \   \rightarrow \   {\tt C}$ |                | O A ≅ https://dev1.youtestr                                   | ne.com/devgc112swiqn/pages/quizzes.xhtml?quiztd=100501 🔄 👳 🐔 🖞   | 」 ≡ |
|--|----------------|---|--|-----|
|  | <b>e</b><br>10 | All tests (351) / New Test<br>Manage tests                    | Options - Q. Search anything 💿 😥 🕨 🌲   |     |
| A Home                                   |                | Overview Settings Testing s Test instructions dialog settings | essions Candidates Monitoring Questions Grading configuration Report builder Summary report Managers Proctors Authorizations Reports 🔇 | : > |
| Assignments                              | *              | In-test configuration   | Allow test retaking ⊙  |     |
| Users .                                  | -              | Duration and layout   | Allow test retaking only for failed attempts $\odot$   |     |
| Workspaces                               | ÷              | Report settings   | Zentre retake availability in days ⊙   |     |
| Tests                                    | ÷              | Pause and repeat settings                                     | Allow unlimited or limited number of test attempts and optionally determine time required to pass between attempts.                    |     |
| E-testing center                         | Ţ              | Security settings   | Unlimited     Unlimited  |     |
|  |                | Result validity settings                                      | Time required to pass between attempts:  |     |
| Surveys                                  | Ť              | Certificate   | Days Hours Minutes   |     |
| Training courses                         | •              | Personal report settings                                      | Retake availability in days:   |     |
| Reporting                                | *              | Score report settings   |  |     |
| 🕸 System                                 | *              | Language preference   |  |     |
|  |                | Attachments   |  |     |
|  |                | External attributes   |  |     |
|  | «              | Delivery preference   |  | *   |

#### 4 Test retake fee

For each testing session, you have the option to set the session enrollment fee, as well as the retake fee, in the Booking and purchase settings.

|                     | E All tests (351) / New Test Options • Q Search anything Q & A Q *  |
|---------------------|---|
| A Home              | Overview Settings Testing sessions Candidates Monitoring Questions Grading configuration Report builder Summary report Managers Proctors Authorizations Reports 🔇 > |
| Assignments 👻       | New testing session   |
| Users 👻             |   |
| Workspaces •        | Testing session new   |
| Tests 🔺             | reb ulo 2023 VIC 10 PM CET Active C   |
| New test            |   |
| Manage tests        | Accessibility and candidates<br>Enrolled candidates<br>0 Self-enrolled<br>0 More info   |
| Manage certificates | Booking & purchase settings Attempt price: SO WIND /  |
| Question pools      | Booking deadline 🔿 Retake price: Free 🌶   |
| Grading scales      | Proctoring settings   |
| Question categories | Session is not proceed  |
| E-testing center 👻  |   |
| Surveys             | 0   |
| »                   |   |

They are both free by default, you can change them according to your requirements.

You can set the price and the currency by clicking on the pen icon:

