Tests

Tests are assessments that are learning objects in Cornerstone. They can be requested, assigned, tracked. They can be stand-alone, part of a curriculum, pre-work, or post-work.

There are three steps in creating tests in Test Engine:

1. Create or select a category
2. Create questions
3. Create the test

Tests must be managed after tests are created and administered.

Categories

Each question in the Question Bank must also be associated with a Category. If there is no existing category, one must be created.

1. Navigate to the **Menu** and select **Content** > **Question Bank**.
2. Select the **Categories tab** to view the existing categories.
   - If an appropriate category does not exist, select **Create New Category.**
   - Enter the new category title in the **Category Title** text box.
   - If the new category has a parent, use the lookup icon in the **Parent Category** to search for and select the parent.
3. Select the **Save** button when finished.

Create Questions in the Question Bank

Questions used to create tests must first be added to the Question Bank.

1. Select the **Question tab**. View all the questions in the Question Bank by selecting the **Search** button.
2. Select **Create New Question**.
3. Enter the question into the **Question text box.**
4. Select the **Response Type** from the drop down. Each response type will have an opportunity to enter all the response choices and the correct answer that is specific to the type of response chosen.
   Choices are Yes/No, True/False, Multiple Choice/Single Answer, Multiple Choice/Multiple Answer Text Only, Free Form Essay, and Click on Image.
5. You may add an **Answer Explanation**.
6. Select the **Category**.
7. Select **Submit** when finished. You will be redirected back to the Question Bank.

> 💡 Each test question is assigned a unique ID number that can be searched.

Create a New Test

1. Navigate to the **Menu** and select **Content** > **Test Engine**.
2. Select **Create New Test**.

   In the **General** section, enter the **Test Details** for the **Test Name, Provider, Test Description, Training Hours, Subjects, Test Graders (for free-form questions). Attempts Allowed. View Test Score,** and **Instructions.**
3. It is important to carefully consider who will be able to review the test after submission, and if questions and correct answers can be reviewed. The review level will apply to the completed test on the learners' transcript. The **Allow Test Review, Allow Review After Every Attempt,** and **Review Level** fields will allow you to limit how much can be reviewed.

4. In the Structure section, enter the Test Details for Time Limit Minutes, Passing Score **Early Exit, Maximum Number of Test Entries, Order Randomization Options,** and **Score Test Using Custom Weighting.**
5. Create the **Structure** of the test. Select **Add Section.** Enter the Section Title and directions.
6. Select the **Add Question** button. The question bank will appear in a popup box.

   Search for the question(s) and select the **Add** link next to the question.

   When you have selected all the questions, select **Done.** You may add additional sections if needed. Select the **Next** button.
7. Select the **Availability**. Select **Next** to continue.
8. Set up the **Pricing** and **Training Units** sections if applicable.
9. Confirm the test details and select **Finish.**

Manage Tests

After a test has been created you can Edit, Copy, Delete, Print, Edit Evaluation, View or Review it.

Review Test Results

1. Navigate to the **Menu** and select **Content** > **Test Engine**.
2. After finding your test, select **Review** under the **Options** column in the dropdown menu.
3. Review Tests for each user that has attempted or completed the test. Review the attempt date, number of attempts, their score, and if they passed.
4. Select **View Results** to review how the user answered each question in the test.
5. Select **Adjust Test Attempts** if you need to reset the attempt status or delete the attempt for the user.