



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.

- 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
- 5. You may add an **Answer Explanation**.

Essay, and Click on Image.

- 6. Select the **Category**.
- 7. Select **Submit** when finished. You will be redirected back to the Question Bank.

Create Qu	lestion
Question Pro	operties
Question	
Response Type	Select Response Type
Question Image or Video	Choose File No file chosen Upload Browse and upload an image or video. Maximum file size is SOMB. Supported file types are gift, jpg, bmp, wmv, filv, and .mp4.
Answer Explanation	
Category	Select Category
Active	

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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**.
- 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.

Allow Test Review	Manager Vser
	(Allows review of score breakdown on test results page after submission (pass or fail). Also, allows test review link in transcript after completion)
Allow Review After Every Attempt	(Allow users to review their test after every submission. Provides user with a review link for each test attempt. They will only see answers to questions they attempted.)
Review Level	Allow users to review questions and correct answers. Will also display answer explanations, if available.
	Allow users to review questions only.
	Allow users to review question category and answer explanation only.

- 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.
- 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.

Options	
Edit Copy	_
Edit Copy	Delete
Edit Copy	Print
Edit Copy	Edit Evaluation
Edit Copy	Review

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View Results	
Adjust Test Attempts	