



CEMES-Manual

Creating an examination

IBS - CEMES Institut GmbH

CEMES-Manual – Creating an examination

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Introduction

Dear user!

The manual describes the use of the module „Creating an examination“ of the CEMES platform, a web-based application program on the basis of PHP scripts and MySQL data banks.

You can get to the login for that platform via ibs.cemes.eu.

For a failure-free work with the CEMES platform it is indispensable that JavaScript as well as Cookies are activated in the browser since JavaScript was used, e.g. for writing different tool tips, the dynamic menus and the language control. Cookies permit the administration of sessions, which remember the user and make an administration of the platform possible.

Important information for using this platform is displayed in this document in a separately marked field.

Preparation

Login

After entering the address of the platform in the browser's address line, the Welcome page opens in German language.

The screenshot shows the homepage of the CEMES platform. At the top, there is a navigation bar with the CEMES logo, a European Union flag, and a 'Menu' dropdown. Below the navigation bar, the word 'HOME' is centered. The main content area is divided into several sections:

- WELCOME TO THE CEMES WEBSITE:** A text block explaining the CEMES platform's purpose and structure.
- ABOUT THE CREATORS:** A text block describing the organization behind the platform.
- LOGIN:** A section with a 'Login' button and links for 'Important contact information', 'Tutorials', and 'Demotest'.
- THE USES OF THE PLATFORM:** A text block describing how the platform is used for generating tests and evaluating candidates.
- COMPETENCE RECOGNITION:** A text block explaining how the platform supports lifelong learning and competence recognition.
- DEVELOPMENT:** A text block providing information about the platform's development and funding.

For switching into another language, click the button



in the upper part of the page, then the window opens in the respective language.

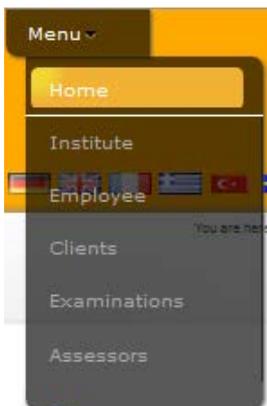
For logging in for the platform, first click the button „Login“ on the right side of the page.



The screenshot shows a login interface. At the top, there is a grid of 25 national flags. Below the flags is a "LOGIN" section with the following text: "Please enter your user-ID and your password and click on 'log in'". There are two input fields: "User-ID or e-mail:" and "Password:". Below the input fields is a yellow "Login" button. At the bottom of the login section, there is a link that says "Forgot your user-ID or your password?".

In the mask open now, please enter your user ID or Email-address as well as the password given to you. Then click on Login. After having logged in, your name appears in the right column of the screen.

Selection in the menu



For getting to the module for creating an examination, you have to select the menu button „Examinations“ in the upper part of the page using the mouse.

Then the starting page for the administration of examinations is displayed.

Administration of examinations

Creating an examination

CREATE NEW EXAMINATION (PRE-SELECTION)

TYPE OF EXAMINATION

Multiple choice Text questions Mixed examination

COMPETENCE AREAS

...

KIND OF EXAMINATION

Self test Certificate Questions without special status

QUESTIONS WITHOUT SPECIAL STATUS

5 10 15 20 25

Questions without special status:

[pre-selection](#) [Selection of questions](#) [Final options](#)

First, click on „You would like to create a new examination“ on the starting page of the administration of examinations, then on „Create new examination“. After clicking that, you are shown some fields for a pre-selection: “Type of examination”, competence areas”, “Kind of examination” and “Minimum number of questions”. After selecting or fixing the options, click the button “Selection of questions“.

In the area for the selection of questions, at first the competences for the selected competence area are displayed. After selecting (clicking) a competence, the skills of this competence become visible. After selecting a skill by clicking it, the technical terms can be seen. After selecting a term (by clicking it), the questions for this term are shown.

You can add a question to the list by clicking at “To add on“. Alternatively, you can also click on “Preview” for the respective question first to get some

Competences	Skills	Technical terms	Questions
Analyse of the development phase	Viewing, reviewing and controlling basic actions	economic	economic definition Questions: 2 Review: To add on
Creation of an organisational unit	Description of the methods (strategies)	Notes: There are technical terms where the question type does not match or where there are technical terms which are not connected to any question.	economic types Review: To add on
Planning, processing and post-processing of orders and assignments	Structuring of systems/plants (designation ...)	Improvement & modification	Review: To add on
Management of external subcontractors	Performance of a basic risk assessment		
Management of materials and spare parts	Assessment of the status of components		
Management of documents and information	Calculation of the requirements and...		
Controlling			
Support by data processing systems			
Technical diagnosis			
Office clerk as add-on visit			
(Occupational) safety, health protection and environment			

information on the answer to that question, and then you can add this question by clicking “Add question to the list”.

After adding a question, the button „Add“ changes into „Remove“. You can remove the question from the list immediately by clicking “Remove”.

On the page for the selection of the questions above (green field) the list of selected questions is continued. Using the “Info” button you

5 OF 5 PLANNED QUESTIONS

Proceed to saving the examination

1. information gathering
2. primary research
3. Position in the market
4. economic phases
5. stability Act

Info.
Info.
Info.
Info.
Info.

Edit list

can make the preview to the question visible. By clicking “Alter list” for each

question you see a button “Take out”, by which the respective question can be removed from the list.

During this selection procedure, the path from competence to question is displayed in orange colour. This selection procedure can be repeated until the required number of questions has been chosen.

Information: By clicking „Module options“ on the right side, fields are opened for variations of the question. By activating or deactivating or entry or selection you can determine (at any time) whether the type of question is to be indicated, whether terms are to be shown without questions, how many questions per term are available or whether a description is to be shown. The planned number of questions can be changed; also the type of question (MC, OQ or Mix) can

be adapted.

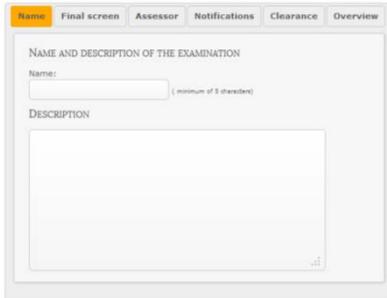
By clicking „Save Template“ you can save this template here for creating an examination later. However, this is only possible when the fixed number of questions was added.

After clicking „Save Template“ you have to give this template a title and a description in the opened window and then click “Save template”. After that the optional question appears whether the automatic saving

function for alternations in the template is to be activated.

As soon as the required (planned) number of questions has been selected, a button appears on the top right above the list of questions which is “Continue to save examination”. By clicking this button you open the page with the final options.

From the header you can select: name, final screen, assessor, notification, clearance and overview.

The image shows a web interface for creating an examination. At the top, there is a navigation bar with tabs: 'Name', 'Final screen', 'Assessor', 'Notifications', 'Clearance', and 'Overview'. The 'Name' tab is currently selected. Below the navigation bar, the main content area is titled 'NAME AND DESCRIPTION OF THE EXAMINATION'. It contains a 'Name:' label followed by a text input field with a placeholder '(minimum of 5 characters)'. Below this is a 'DESCRIPTION' label followed by a larger text area for entering details. A small 'Save' button is visible in the bottom right corner of the form area.

In the field „Name“ you give this examination a name. This name is also an index for the order in the databank.

Information: After entering the name (at least 5 letters or digits), the button „Save“ appears. In the field „Descriptions“ you describe the content of the examination. This description can also be read by the client later before the examination.

In the field „Final screen“ you select the desired final screen according to the type of examination; it will be shown to the client after the end of the examination.

In the field „Assessor“ you can provide stipulations on the assessor or select an assessor from a list.

In the field „Notification“ you can fix stipulations regarding the monitoring of the examination.

In the field “Clearance” you decide whether the examination is accessible or still blocked. When you release the examination, you have to decide which institute is to use the examination.

In the field „Overview“ you are given information regarding the number of selected questions, competences, skills and terms as well as the type of examination and the competence area.

After going through the fields in the area „Final options“, click the button „Save“ on the top right.

Editing an examination

After clicking „You would like to edit an existing examination / template“ you can select whether you want to edit an examination (button „Edit examination“) or a template (button „Edit template“).

After clicking „Edit examination“ you are shown the list of existing examination. While going over the fields with the names of the

EDIT EXAMINATION - LIST OF EXAMINATIONS

Test1	Information about the examination: Name: ESyCQ - Kurztest
ESyCQ - Mustertest	
ESyCQ - Kurztest	Competence area: Description:
ESyCQ - Kurztest	Attention! This Examination was already used and cannot be changed any more.
Berufsbild Bürokauffrau/-mann MC	
Berufsbild Bürokauffrau/-mann OQ	
ESyCQ Testprüfung MC	
ESyCQ Testprüfung OQ	
ESyCQ - Profilpass - Test	
Berufsbild Bürokauffrau/-mann MC	
Berufsbild Bürokauffrau/-mann OQ	

examinations, name, competence area and description appear on the right. The respective field changes the colour to red or green. In case of red colour, you cannot edit the examination any

more because it is already used. In case of green, you can open this examination for editing by clicking it. Editing is made as described in “Creating an examination” from the list. You can add or delete questions or alter the final options.

Editing a template

After clicking „Edit a template“ you see the list of templates. When going over the field with the name of the examination, information on this examination is provided on the right.

After selecting a template you get to the selection of questions. You can edit the questions as described under Creating / Editing an examination. Provided the automatic saving function for the template has been activated, all changes in the template are automatically saved in the databank.

After editing the final options (Remember to enter the minimum of 5 letters or digits!) you can save the template as an examination now.

Final remarks

Thanks for reading this manual and much success in the administration of examinations.