

TestOut[®]

Custom Exam Migration

A Guide to Updating Old Custom Exams

TUTORIAL

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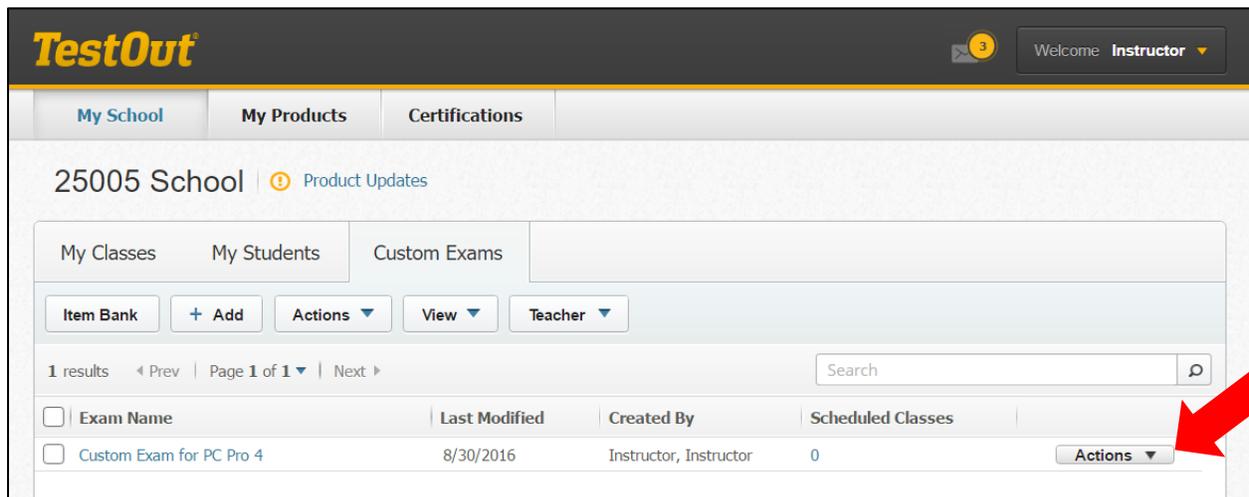
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Introduction

In this document we will introduce you to the Custom Exam Migration feature. This feature takes your Custom Exams created using content from the old version and helps you create a new Custom Exam using the newest version of the product.

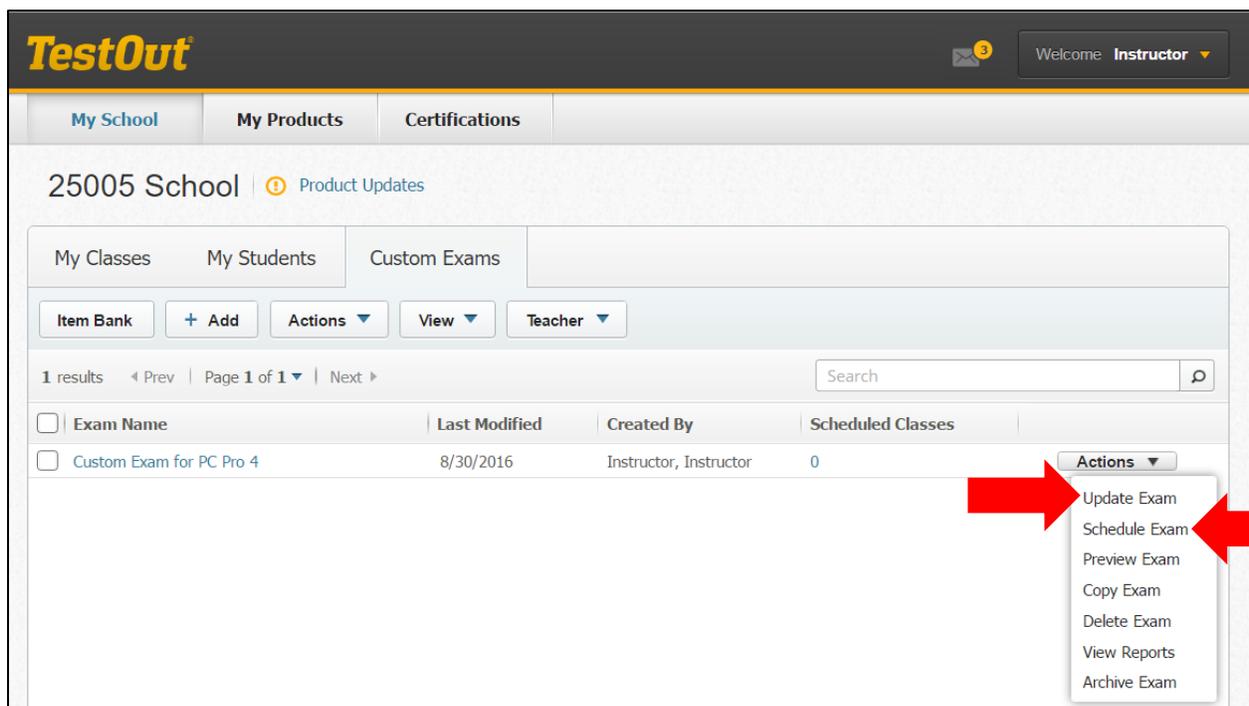
Getting Started

From your Custom Exams tab, click on the “Actions” dropdown.



The screenshot shows the TestOut interface for a user named 'Instructor'. The 'Custom Exams' tab is active. Below the navigation tabs, there are buttons for 'Item Bank', '+ Add', 'Actions', 'View', and 'Teacher'. A table lists one exam: 'Custom Exam for PC Pro 4', last modified on 8/30/2016, created by 'Instructor, Instructor', and with 0 scheduled classes. A red arrow points to the 'Actions' dropdown menu for this exam.

Clicking on “Update Exam” will take you straight into the Custom Exam Migration feature (you will skip the next step). For demonstration purposes, let’s click on “Schedule Exam”.

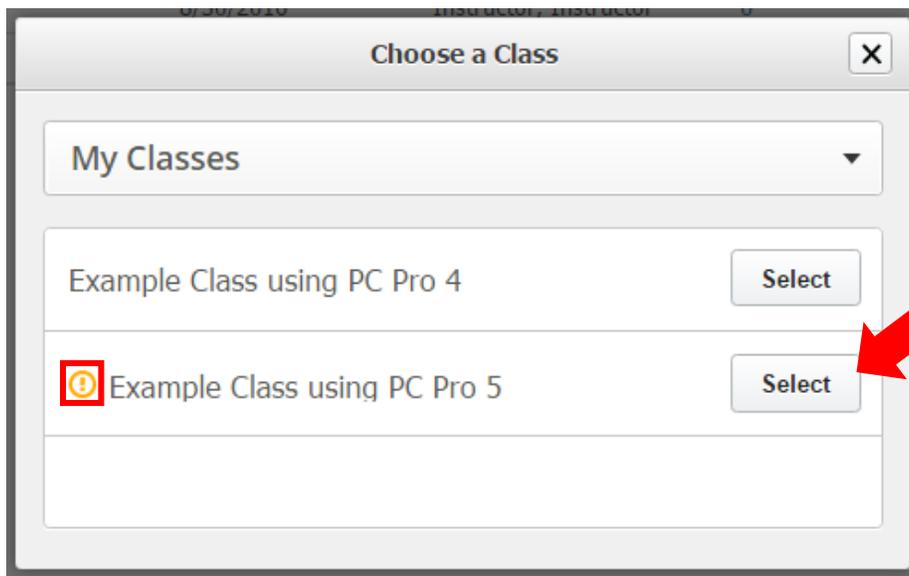


The screenshot shows the same TestOut interface, but the 'Actions' dropdown menu is open. The menu items are: 'Update Exam', 'Schedule Exam', 'Preview Exam', 'Copy Exam', 'Delete Exam', 'View Reports', and 'Archive Exam'. Two red arrows point to the 'Update Exam' and 'Schedule Exam' options.

In the Choose a Class dialogue box, you will be asked to choose for which class you want to schedule the Custom Exam.

You will notice that we can schedule the Custom Exam for a class that is on the older version (PC Pro 4 in this instance) or the updated version (PC Pro 5). If the exam needs to be updated for the class using the new version, you will see the warning icon.

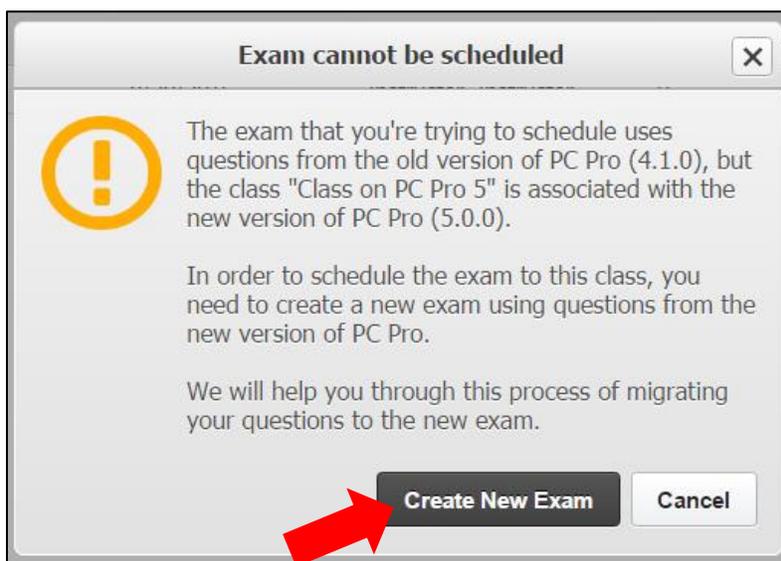
Let's choose *Example Class using PC Pro 5*. Click "Select".



You will be notified that this Custom Exam cannot be scheduled for this class using the updated product because it was made using an older product.

To schedule the Custom Exam you will need to create a new exam with questions from the updated version. LabSim will help you through the process of migrating the questions to the new exam.

Click "Create New Exam".



Instructions

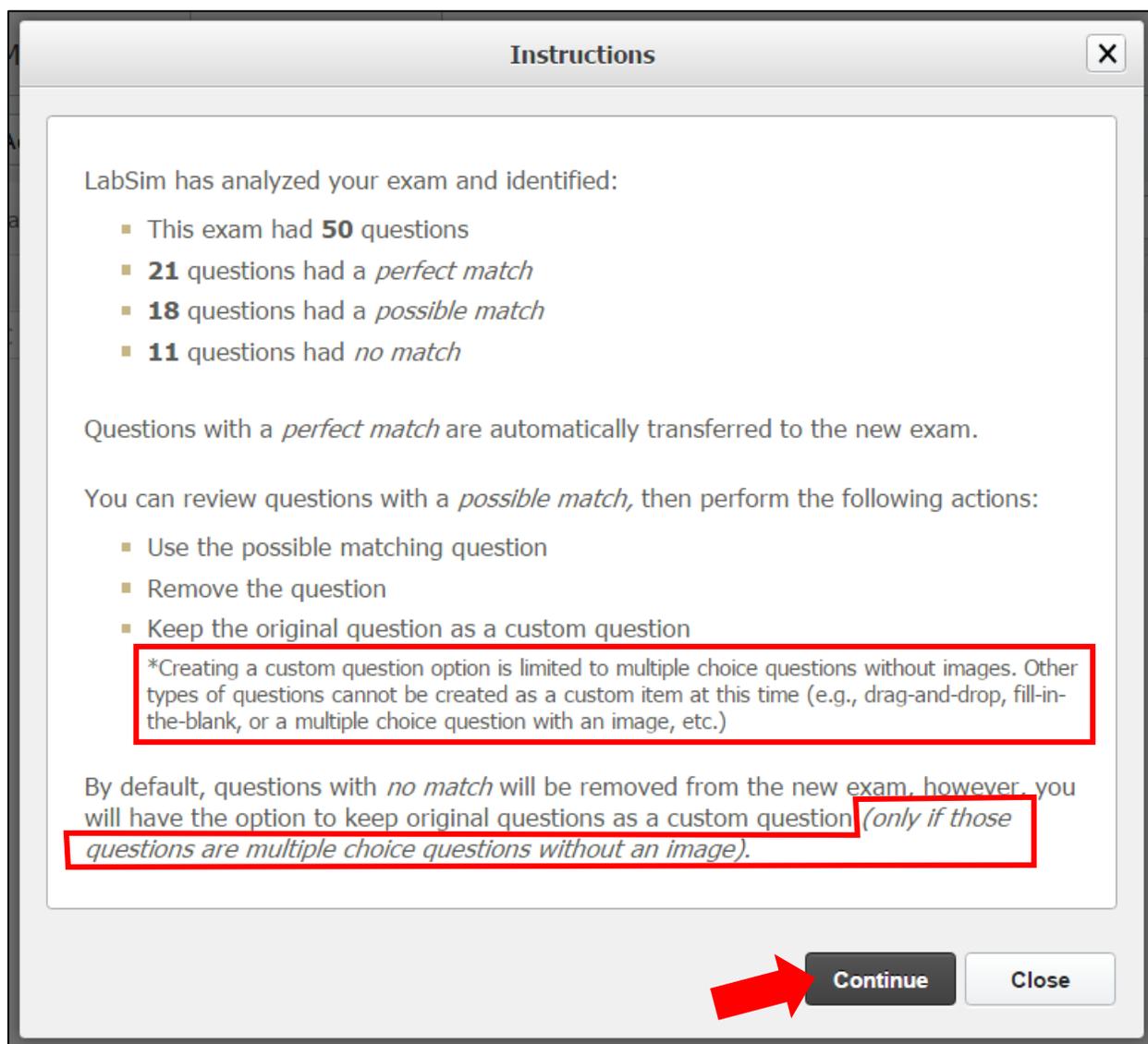
On the Instructions dialog box, you will see how the questions from your old Custom Exam match the questions that exist in the updated version of the product.

In this particular example, our Custom Exam had 50 questions. 21 questions have a **perfect match** and will be automatically transferred to the new exam.

18 questions have a **possible match**. In the next step, we will review these questions with the option to use the possible matching question, remove the question, or keep the original question as a custom question (with the limitations listed below).

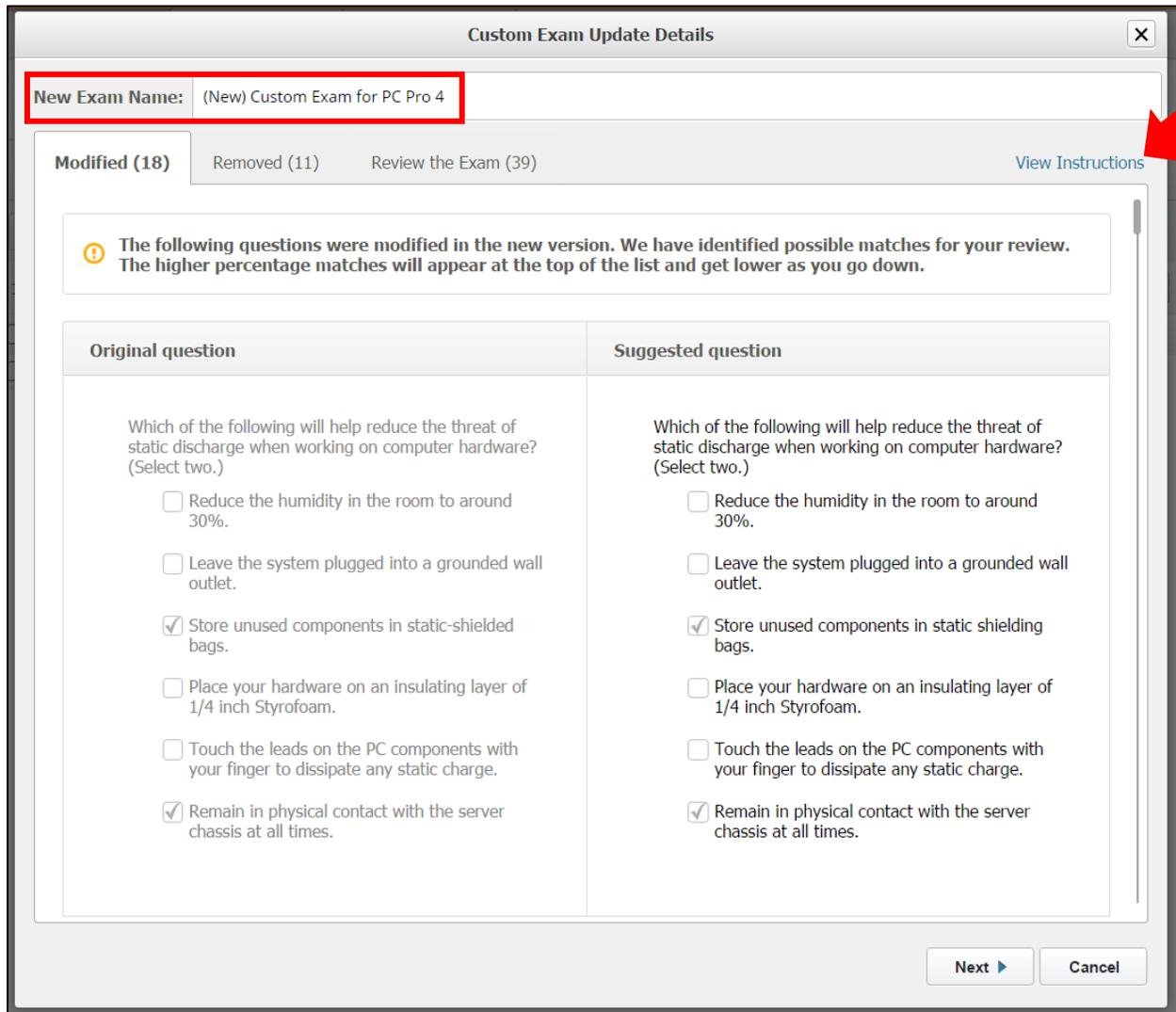
Finally, 11 questions have **no match** and will be removed. However, you have the option to keep the original questions as custom questions (with the limitations listed below).

Click "Continue".



On the “Custom Exam Update Details” screen, you will notice that the new Custom Exam name is simply the old one with the tag *(New)* at the beginning. I am going to rename this exam “Custom Exam for PC Pro 5” to accurately describe our new exam.

Additionally, you can click on “View Instructions”. Doing so will pop up the previous dialogue box containing the question breakdown of your exam.



Custom Exam Update Details [X]

New Exam Name: (New) Custom Exam for PC Pro 4

Modified (18) Removed (11) Review the Exam (39) [View Instructions](#)

! The following questions were modified in the new version. We have identified possible matches for your review. The higher percentage matches will appear at the top of the list and get lower as you go down.

Original question	Suggested question
<p>Which of the following will help reduce the threat of static discharge when working on computer hardware? (Select two.)</p> <ul style="list-style-type: none"><input type="checkbox"/> Reduce the humidity in the room to around 30%.<input type="checkbox"/> Leave the system plugged into a grounded wall outlet.<input checked="" type="checkbox"/> Store unused components in static-shielded bags.<input type="checkbox"/> Place your hardware on an insulating layer of 1/4 inch Styrofoam.<input type="checkbox"/> Touch the leads on the PC components with your finger to dissipate any static charge.<input checked="" type="checkbox"/> Remain in physical contact with the server chassis at all times.	<p>Which of the following will help reduce the threat of static discharge when working on computer hardware? (Select two.)</p> <ul style="list-style-type: none"><input type="checkbox"/> Reduce the humidity in the room to around 30%.<input type="checkbox"/> Leave the system plugged into a grounded wall outlet.<input checked="" type="checkbox"/> Store unused components in static shielding bags.<input type="checkbox"/> Place your hardware on an insulating layer of 1/4 inch Styrofoam.<input type="checkbox"/> Touch the leads on the PC components with your finger to dissipate any static charge.<input checked="" type="checkbox"/> Remain in physical contact with the server chassis at all times.

Next ▶ **Cancel**

Modified Questions

There are three tabs: Modified, Removed, and Review the Exam.

First, we are going to review the 18 questions that have been modified in the new version of the product. On the left, we see the original question. On the right, the updated question that LabSim suggests you replace it with.

Please note that the questions most similar (highest percentage match) will appear at the top. Please note that the changes may be very subtle (such as the difference between “static-shielded” and “static shielding” in the example below).

The screenshot shows a dialog box titled "Custom Exam Update Details" with a close button (X) in the top right corner. Below the title bar, there is a text input field for "New Exam Name:" containing "Custom Exam for PC Pro 5". Below this, there are three tabs: "Modified (18)", "Removed (11)", and "Review the Exam (39)". The "Modified (18)" tab is selected and highlighted with a red box. To the right of the tabs is a "View Instructions" link. Below the tabs, there is a message box with a yellow information icon and the text: "The following questions were modified in the new version. We have identified possible matches for your review. The higher percentage matches will appear at the top of the list and get lower as you go down." Below the message box is a table with two columns: "Original question" and "Suggested question". The table contains one row of data. The "Original question" column contains the text: "Which of the following will help reduce the threat of static discharge when working on computer hardware? (Select two.)" followed by a list of six options. The third option, "Store unused components in static-shielded bags.", is checked and the text "static-shielded" is highlighted with a red box. The "Suggested question" column contains the same text and list of options, but the third option is "Store unused components in static shielding bags.", which is also checked and "static shielding" is highlighted with a red box. At the bottom right of the dialog box, there are two buttons: "Next" with a right-pointing arrow and "Cancel".

Original question	Suggested question
<p>Which of the following will help reduce the threat of static discharge when working on computer hardware? (Select two.)</p> <ul style="list-style-type: none"><input type="checkbox"/> Reduce the humidity in the room to around 30%.<input type="checkbox"/> Leave the system plugged into a grounded wall outlet.<input checked="" type="checkbox"/> Store unused components in static-shielded bags.<input type="checkbox"/> Place your hardware on an insulating layer of 1/4 inch Styrofoam.<input type="checkbox"/> Touch the leads on the PC components with your finger to dissipate any static charge.<input checked="" type="checkbox"/> Remain in physical contact with the server chassis at all times.	<p>Which of the following will help reduce the threat of static discharge when working on computer hardware? (Select two.)</p> <ul style="list-style-type: none"><input type="checkbox"/> Reduce the humidity in the room to around 30%.<input type="checkbox"/> Leave the system plugged into a grounded wall outlet.<input checked="" type="checkbox"/> Store unused components in static shielding bags.<input type="checkbox"/> Place your hardware on an insulating layer of 1/4 inch Styrofoam.<input type="checkbox"/> Touch the leads on the PC components with your finger to dissipate any static charge.<input checked="" type="checkbox"/> Remain in physical contact with the server chassis at all times.

As you scroll down, below the question, you are given three options. You may use the suggested question, remove the question, or keep the original question as a custom question (we cover this in the [Adding a Custom Question](#) section).

“Use suggested question” is always selected by default. If you click “Next” you will automatically use LabSim’s suggested questions in your new Custom Exam.

Custom Exam Update Details [X]

New Exam Name: Custom Exam for PC Pro 5

Modified (18) Removed (11) Review the Exam (39) [View Instructions](#)

Original question	Suggested question
<p>Which of the following will help reduce the threat of static discharge when working on computer hardware? (Select two.)</p> <ul style="list-style-type: none"><input type="checkbox"/> Reduce the humidity in the room to around 30%.<input type="checkbox"/> Leave the system plugged into a grounded wall outlet.<input checked="" type="checkbox"/> Store unused components in static-shielded bags.<input type="checkbox"/> Place your hardware on an insulating layer of 1/4 inch Styrofoam.<input type="checkbox"/> Touch the leads on the PC components with your finger to dissipate any static charge.<input checked="" type="checkbox"/> Remain in physical contact with the server chassis at all times.	<p>Which of the following will help reduce the threat of static discharge when working on computer hardware? (Select two.)</p> <ul style="list-style-type: none"><input type="checkbox"/> Reduce the humidity in the room to around 30%.<input type="checkbox"/> Leave the system plugged into a grounded wall outlet.<input checked="" type="checkbox"/> Store unused components in static shielding bags.<input type="checkbox"/> Place your hardware on an insulating layer of 1/4 inch Styrofoam.<input type="checkbox"/> Touch the leads on the PC components with your finger to dissipate any static charge.<input checked="" type="checkbox"/> Remain in physical contact with the server chassis at all times.

Use suggested question Remove this question [Add as custom question](#)

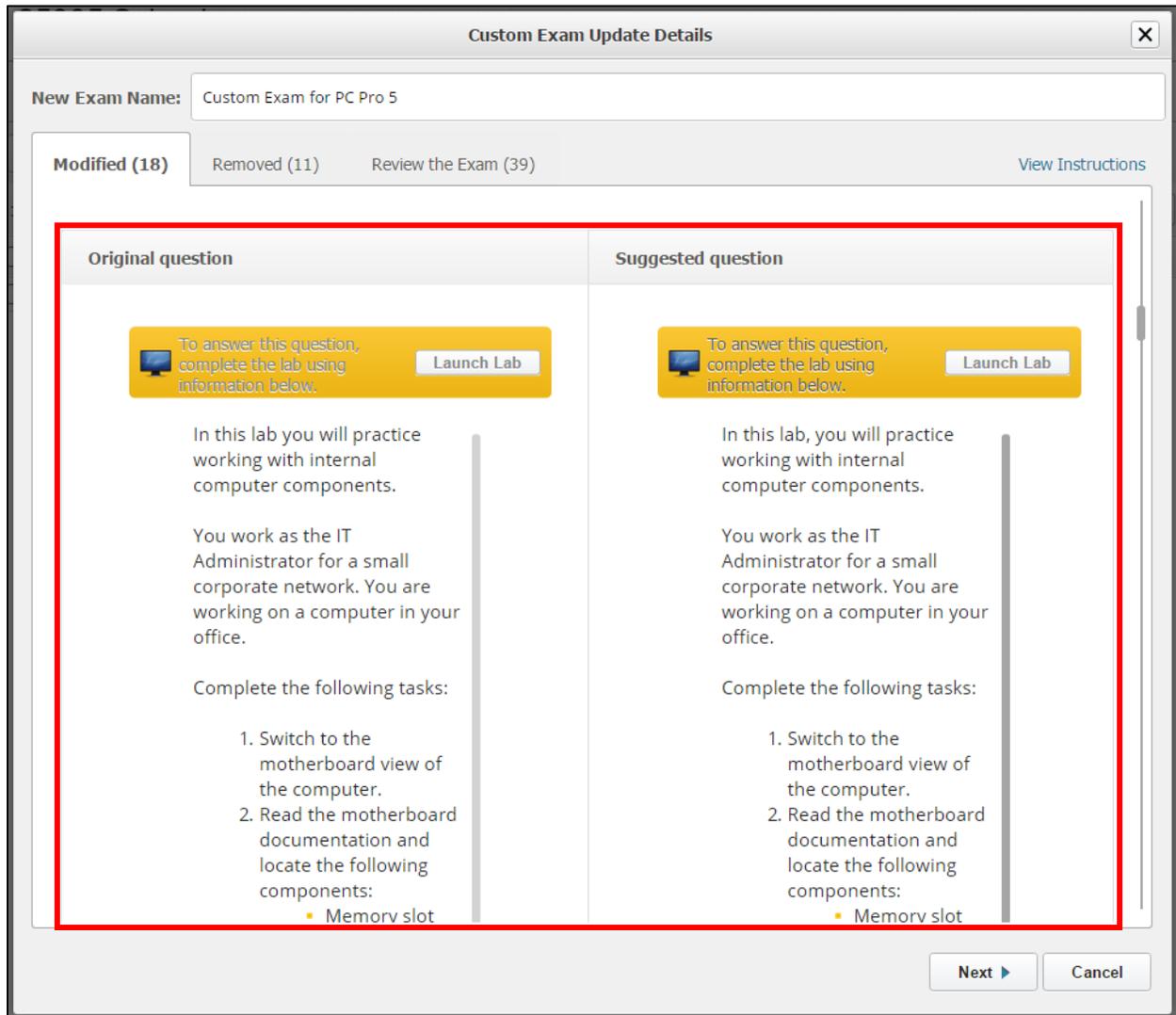
Next ▶ **Cancel**

Another situation you may encounter as you review the Modified questions is that there are two possible Suggested questions to choose from. You may select the one that best fits your needs or remove the question altogether.

Again, the closest match is displayed at the top and automatically selected.

The screenshot shows a dialog box titled "Custom Exam Update Details" with a close button (X) in the top right corner. Below the title bar, there is a text field for "New Exam Name:" containing "Custom Exam for PC Pro 5". Below this, there are three tabs: "Modified (18)", "Removed (11)", and "Review the Exam (39)". A "View Instructions" link is located to the right of the tabs. The main content area is divided into two columns. The left column is titled "Original question" and contains a question: "Which component of Windows 7 prompts the user for credentials or permission to minimize the dangers of unintended software installations?" with four radio button options: "Firewall with Advanced Security", "Defender", "Firewall", and "User Account Control (UAC)". The right column is titled "Choose which updated Question to use" and contains two questions. The top question is identical to the original question and has four radio button options: "Sidebar", "Defender", "Firewall", and "User Account Control (UAC)". The bottom question is also identical to the original question and has four radio button options: "Firewall with Advanced Security", "Defender", "Firewall", and "User Account Control (UAC)". A red rectangular box highlights the "Choose which updated Question to use" section. At the bottom right of the dialog box, there are two buttons: "Next >" and "Cancel".

You will also be asked if you want to use Labs that have been modified.



You have the option to use the new lab or remove it from your Custom Exam but you cannot add it as a custom question.

Click "Why?".



Clicking “Why?” brings up the Instruction dialogue box and highlights the reason you cannot add this specific question to your new Custom Exam.

This one specifically cannot be added because it is not a multiple choice question.

You can review questions with a *possible match*, then perform the following actions:

- Use the possible matching question
- Remove the question
- Keep the original question as a custom question

*Creating a custom question option is limited to multiple choice questions without images. Other types of questions cannot be created as a custom item at this time (e.g., drag-and-drop, fill-in-the-blank, or a multiple choice question with an image, etc.)

Once we are finished reviewing the Modified questions, click “Next” to move on to the “Removed” tab.

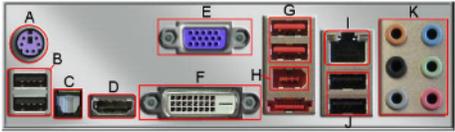
Custom Exam Update Details

New Exam Name: Custom Exam for PC Pro 5

Modified (18) Removed (11) Review the Exam (40) [View Instructions](#)

Consider the external connectors for a typical PC system shown in the image below.

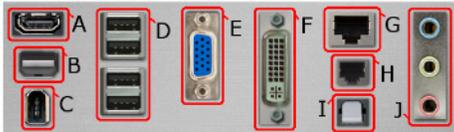
Drag the label on the left and drop it on the letter on the right that best identifies the associated connector.



A	B	C
<input type="text"/>	<input type="text"/>	<input type="text"/>
D	E	F
<input type="text"/>	<input type="text"/>	<input type="text"/>
G	H	I
<input type="text"/>	<input type="text"/>	<input type="text"/>
J	K	
<input type="text"/>	<input type="text"/>	

Consider the external ports for a typical PC system (pictured below).

Drag the port type on the left to the letter on the right that best identifies it. (Each type can be used once.)



A	B	C
<input type="text"/>	<input type="text"/>	<input type="text"/>
D	E	F
<input type="text"/>	<input type="text"/>	<input type="text"/>
G	H	I
<input type="text"/>	<input type="text"/>	<input type="text"/>
J		
<input type="text"/>		

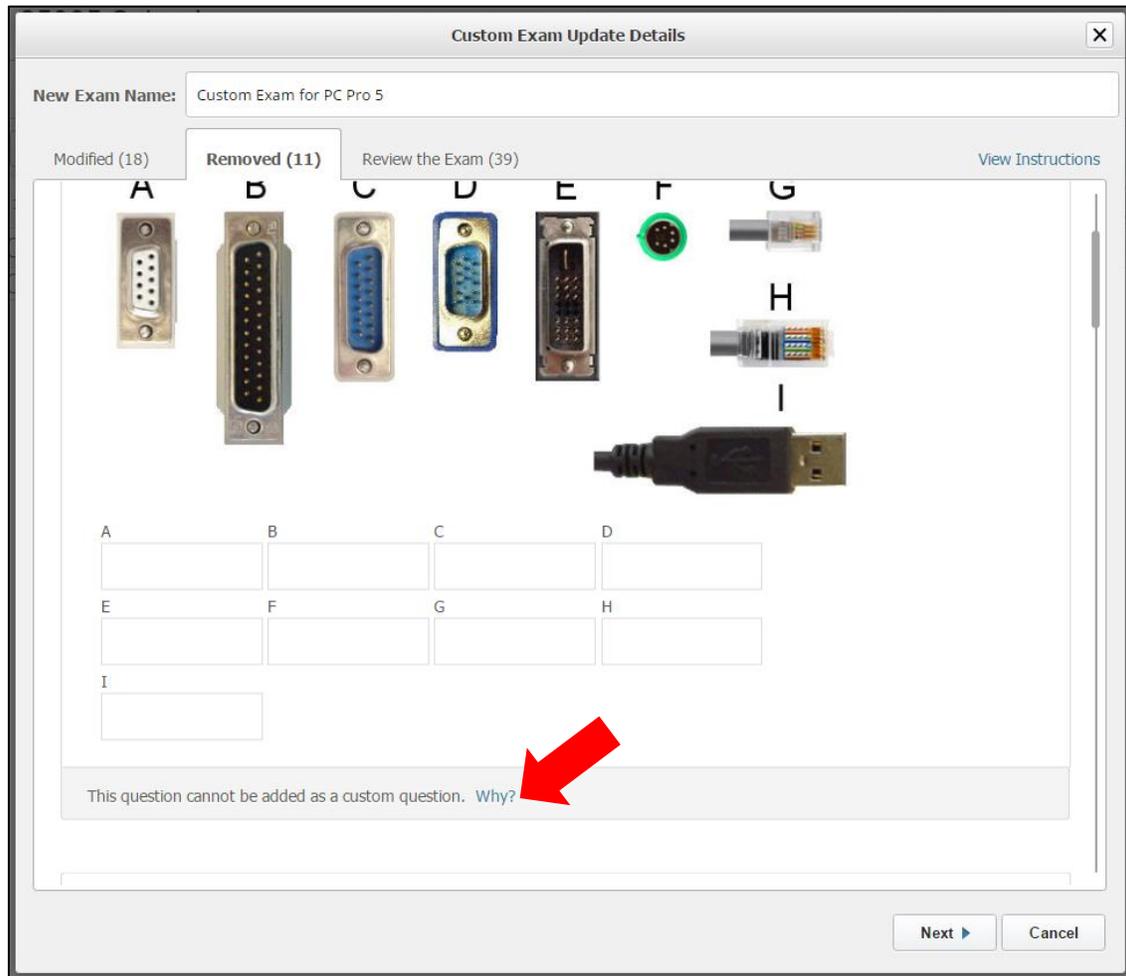
Use suggested question
 Remove this question
This question cannot be added as a custom question. [Why?](#)

➔

Removed Questions

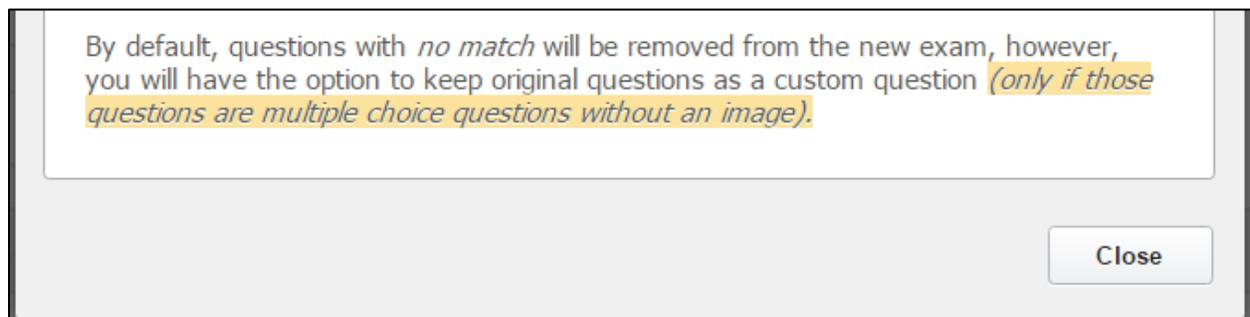
The Removed tab highlights the questions that no longer exist in the newest version of the product.

Some of these removed questions cannot be added as a custom question. Click “Why?” for an explanation.



Clicking “Why?” will pop up the Instructions and highlight why this question can’t be used as a Custom Question.

In this case, it is a drag and drop question not a multiple choice question.



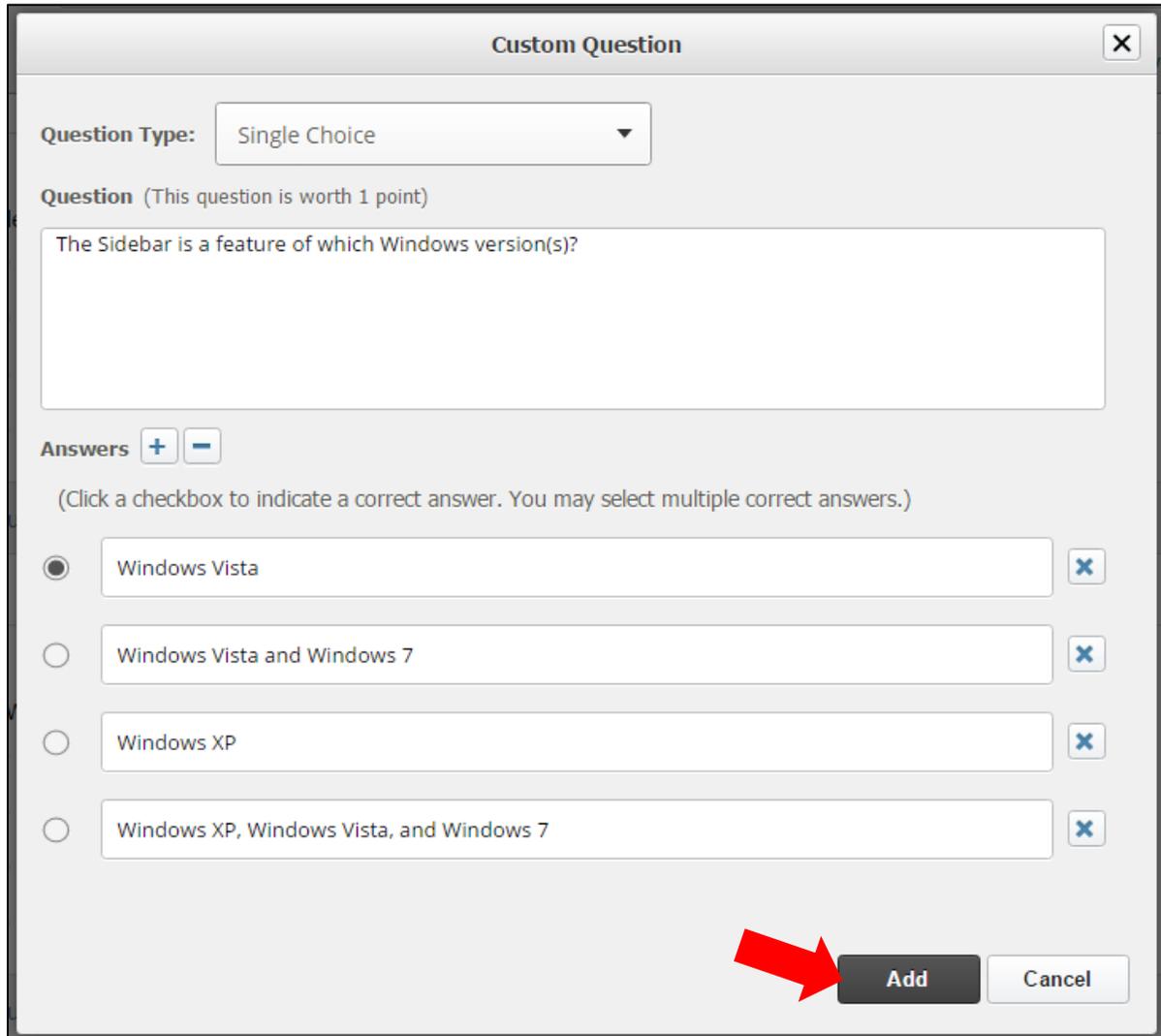
Adding a Custom Question

Multiple Choice questions (those without images) that have been removed can be added as a custom question if you wish to keep the question in your new Custom Exam.

Click “Add as custom question”.

The screenshot shows a dialog box titled "Custom Exam Update Details" with a close button (X) in the top right corner. Below the title bar, there is a text field for "New Exam Name:" containing "Custom Exam for PC Pro 5". Below this, there are three tabs: "Modified (18)", "Removed (11)", and "Review the Exam (39)". The "Removed (11)" tab is selected. To the right of the tabs is a link for "View Instructions". The main content area contains two question cards. The first card has the question "The Sidebar is a feature of which Windows version(s)?" and four radio button options: "Windows Vista", "Windows Vista and Windows 7", "Windows XP", and "Windows XP, Windows Vista, and Windows 7". Below the options is a button labeled "Add as custom question", which is highlighted with a red arrow. The second card has the question "Which Windows version(s) include the following features: Flip 3D, Gadgets, Snap, and Peek?" and four radio button options: "Windows 7", "Windows Vista and Windows 7", "Windows Vista", and "Windows XP, Windows Vista, and Windows 7". Below the options is another button labeled "Add as custom question". At the bottom right of the dialog box are two buttons: "Next ►" and "Cancel".

The question is populated in the Custom Question dialogue box. Make any changes you wish to make and click “Add”.



Custom Question [X]

Question Type: Single Choice

Question (This question is worth 1 point)

The Sidebar is a feature of which Windows version(s)?

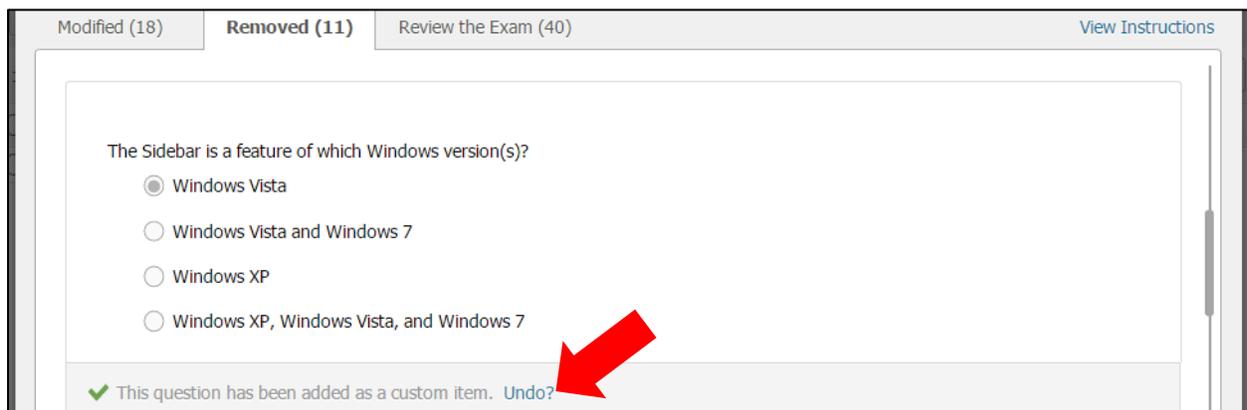
Answers + -

(Click a checkbox to indicate a correct answer. You may select multiple correct answers.)

- Windows Vista [X]
- Windows Vista and Windows 7 [X]
- Windows XP [X]
- Windows XP, Windows Vista, and Windows 7 [X]

Add **Cancel**

Once added, you will see confirmation that it was added as a custom question. You have the option to undo the action if you wish.



Modified (18) **Removed (11)** Review the Exam (40) [View Instructions](#)

The Sidebar is a feature of which Windows version(s)?

- Windows Vista
- Windows Vista and Windows 7
- Windows XP
- Windows XP, Windows Vista, and Windows 7

✓ This question has been added as a custom item. [Undo?](#)

Once you are finished reviewing the Removed questions, click “Next” to move on to the Review the Exam tab.

Custom Exam Update Details ✕

New Exam Name:

Modified (18) **Removed (11)** Review the Exam (40) [View Instructions](#)

around the monitor and stacks of papers and folders on the desk. This makes you feel uncomfortable while you work. What is the best thing to do?

- Leave the office exactly as it is. Even if it makes you uncomfortable, you should never alter someone else's workspace.
- Re-arrange the workspace to be more organized and tidy. The user will appreciate your willingness to help.
- Move the objects that are bugging you while you work, then put them back in the same place before you leave.
- Move the objects that are in your way then continue working. The user knows how she likes her office best, so she can re-arrange things when you're done.

[Add as custom question](#)

While on a service call at a customer site, you are discussing the problem with the customer when your cell phone rings. You check the caller ID and you see that the call is not work-related. What is the most professional way to handle the situation?

- Immediately forward the call to voicemail.
- Ignore the phone; let it continue ringing until the caller reaches your voicemail.
- Answer the phone by saying, 'I'm busy right now, I'll call you right back.'
- Ask the customer to excuse you, then step into the hallway to briefly take the call.

[Add as custom question](#)



Review the Exam

On the final tab, you can review the changes between the original and new exams, including the breakdown of the migrated questions, the modified questions, the custom questions and those the number of removed questions.

As you scroll through the questions, you will notice the questions are labeled with their own icons.

Custom Exam Update Details

New Exam Name: Custom Exam for PC Pro 5

Modified (18) Removed (11) **Review the Exam (40)** [View Instructions](#)

Original Custom Exam for PC Pro 4 (using PC Pro 4.1.0) **→** **New** Custom Exam for PC Pro 5 (using PC Pro 5.0.0)

50 total questions

- 21 questions have been migrated to the new exam without any changes needed
- 18 questions have been modified using the suggested match
- 1 question has been added to the new exam as a custom item
- 10 questions have been removed

40 total questions

Original question

1. The eerie sense of having previously experienced a situation is known as:

- the serial position effect
- mood-congruent memory
- source amnesia
- deja vu

Original question

Create New Exam **Cancel**

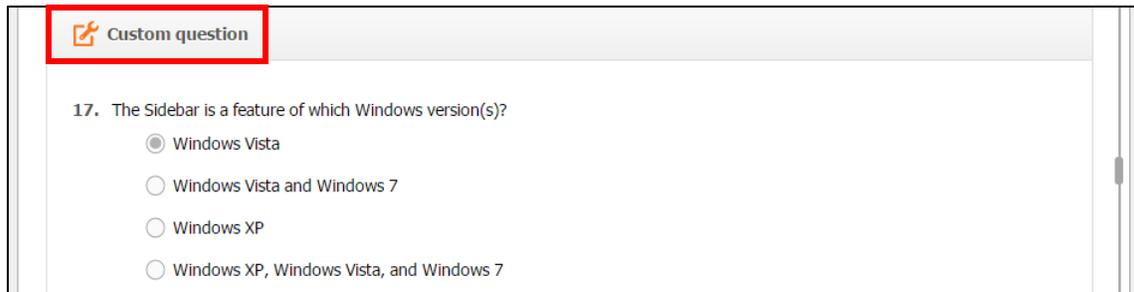
Modified questions are shown with the below icon.

Modified question

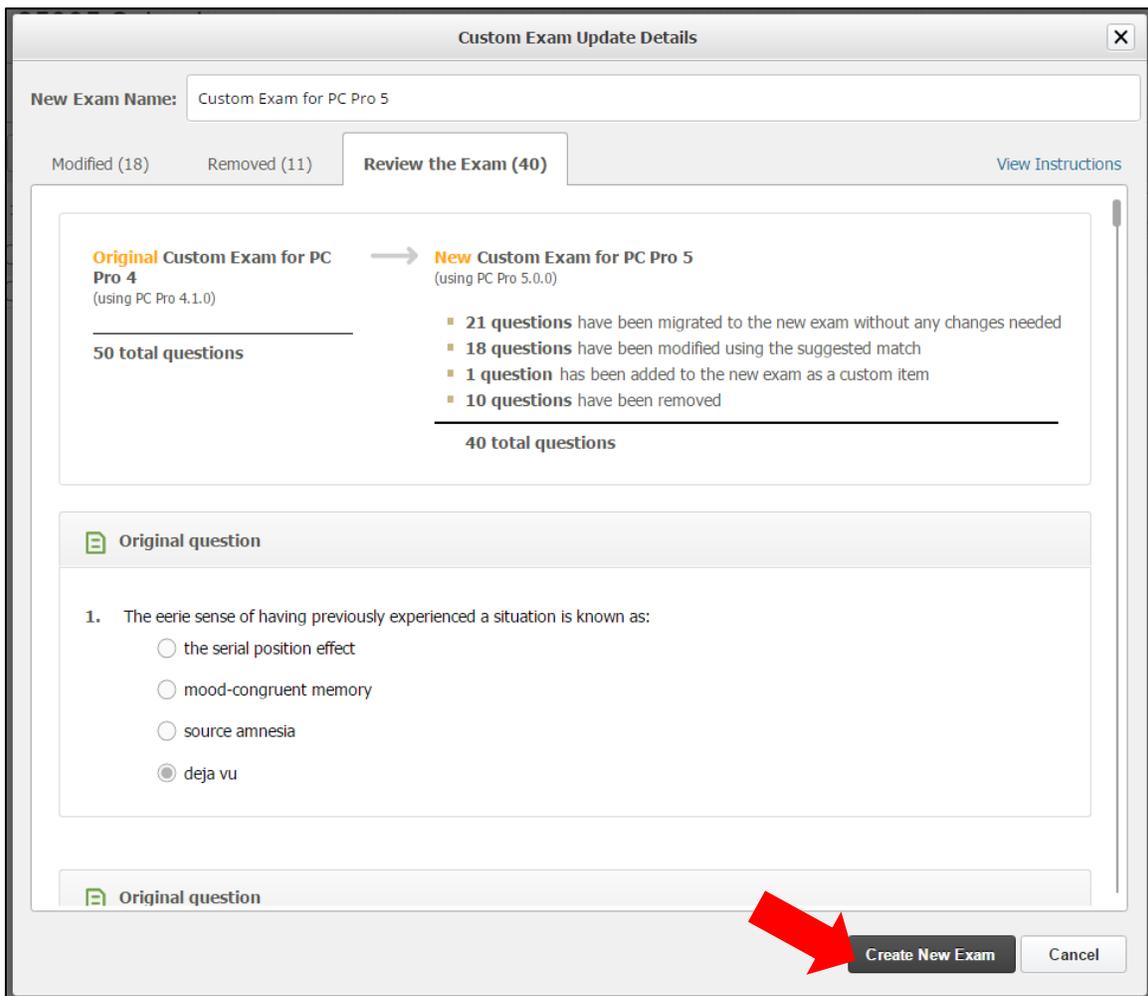
4. **To answer this question, complete the lab using information below.** [Launch Lab](#)

In this lab, you will have the chance to learn about how to use the TestOut simulator that will

Custom questions are shown with the below icon.

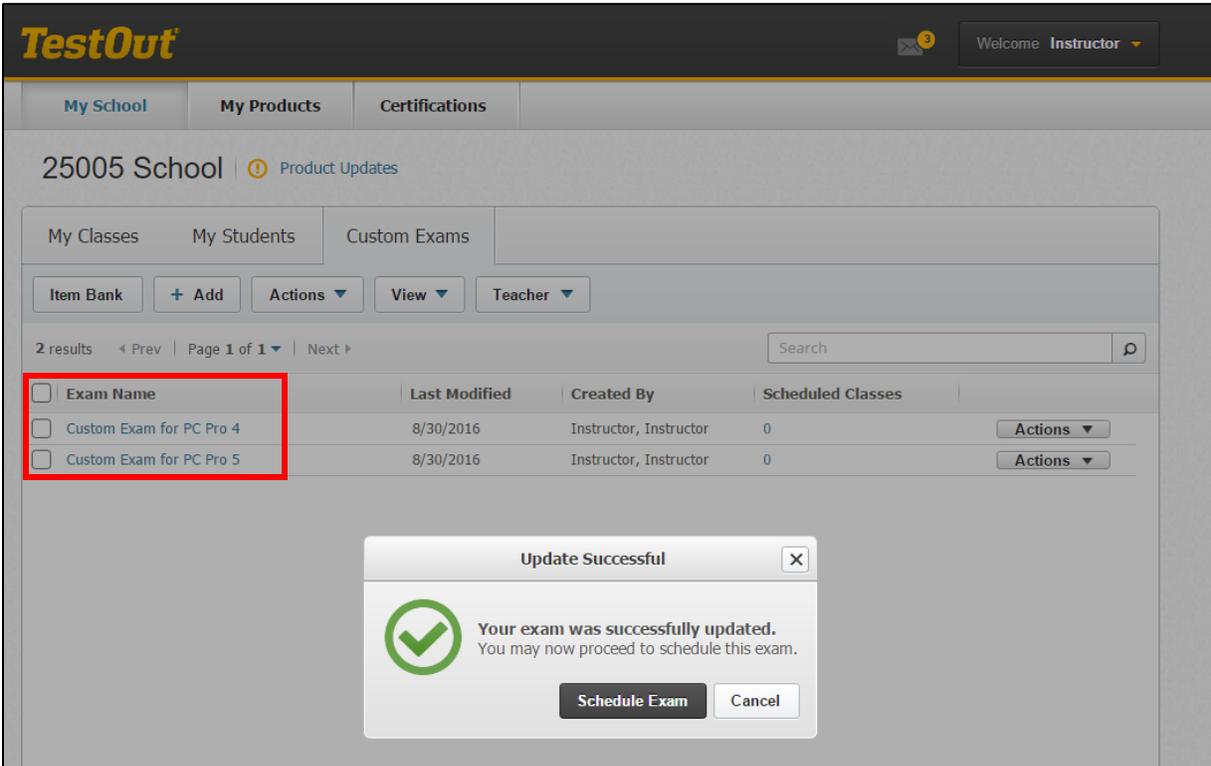


Click "Create New Exam" to complete create your new updated exam.



You will see confirmation that the exam was successfully updated. You may go ahead and Schedule your new exam for your students.

Note that both Custom Exams still show up in your Custom Exam list and you may want to archive the old version.



The screenshot displays the TestOut user interface. At the top, the TestOut logo is on the left, and a user profile for 'Instructor' is on the right. Below the logo, there are navigation tabs for 'My School', 'My Products', and 'Certifications'. The main content area is titled '25005 School' and includes a 'Product Updates' notification. Underneath, there are tabs for 'My Classes', 'My Students', and 'Custom Exams'. A toolbar contains buttons for 'Item Bank', '+ Add', 'Actions', 'View', and 'Teacher'. Below the toolbar, a pagination bar shows '2 results' and 'Page 1 of 1'. A search bar is also present. The main table lists two custom exams, both with a last modified date of 8/30/2016 and 0 scheduled classes. The first two columns of the table are highlighted with a red box. A modal dialog titled 'Update Successful' is overlaid on the table, featuring a green checkmark icon and the text: 'Your exam was successfully updated. You may now proceed to schedule this exam.' The dialog has 'Schedule Exam' and 'Cancel' buttons.

<input type="checkbox"/>	Exam Name	Last Modified	Created By	Scheduled Classes	Actions
<input type="checkbox"/>	Custom Exam for PC Pro 4	8/30/2016	Instructor, Instructor	0	Actions
<input type="checkbox"/>	Custom Exam for PC Pro 5	8/30/2016	Instructor, Instructor	0	Actions

Review the Updates

If you wish to review your exam to see how the exam was updated, click on the “Actions” dropdown.

The screenshot shows the TestOut interface for a user named 'Instructor'. The main content area displays a table of exams under the 'Custom Exams' tab. The table has columns for 'Exam Name', 'Last Modified', 'Created By', and 'Scheduled Classes'. Two exams are listed: 'Custom Exam for PC Pro 4' and 'Custom Exam for PC Pro 5', both last modified on 8/30/2016. The 'Actions' dropdown menu for the second exam is open, showing options: 'Schedule Exam', 'Preview Exam', 'Copy Exam', 'Delete Exam', 'View Reports', 'Archive Exam', and 'View Updates'. Two red arrows point to the 'Actions' dropdown and the 'View Updates' option.

Exam Name	Last Modified	Created By	Scheduled Classes	Actions
<input type="checkbox"/> Custom Exam for PC Pro 4	8/30/2016	Instructor, Instructor	0	Actions
<input type="checkbox"/> Custom Exam for PC Pro 5	8/30/2016	Instructor, Instructor	0	Actions

You will see the breakdown of how the exam was updated from its previous version.

The screenshot shows the 'Custom Exam Update Details' window for 'Custom Exam for PC Pro 5'. The window title is 'Custom Exam Update Details'. The main content area shows the following summary:

Original Custom Exam for PC Pro 5 → **New Custom Exam for PC Pro 5**

50 total questions

- 21 questions have been migrated to the new exam without any changes needed
- 18 questions have been modified using the suggested match
- 1 question has been added to the new exam as a custom item
- 10 questions have been removed

40 total questions

Below the summary, the 'Original question' is displayed:

1. The eerie sense of having previously experienced a situation is known as:

- the serial position effect
- mood-congruent memory
- source amnesia
- deja vu

The 'Close' button is visible at the bottom right of the window.