

Manual for Module I-Building a Test in Testmoz

To create a FREE test on Testmoz, go to <https://testmoz.com/> . A page will appear as shown in Figure 1. Click on 'Build Test' highlighted in Figure 1.

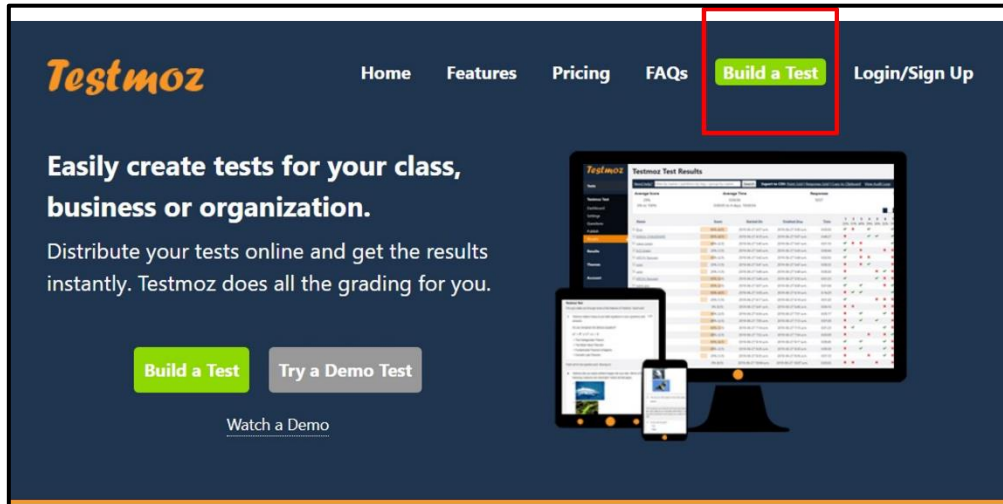


Figure 1

A page will open as shown in Figure 2. Insert a name for the test and enter a password (space shown in Figure 2). Click on 'Create Test' (highlighted in Figure 2).

Note: Remember the password as it cannot be retrieved in future for free version.

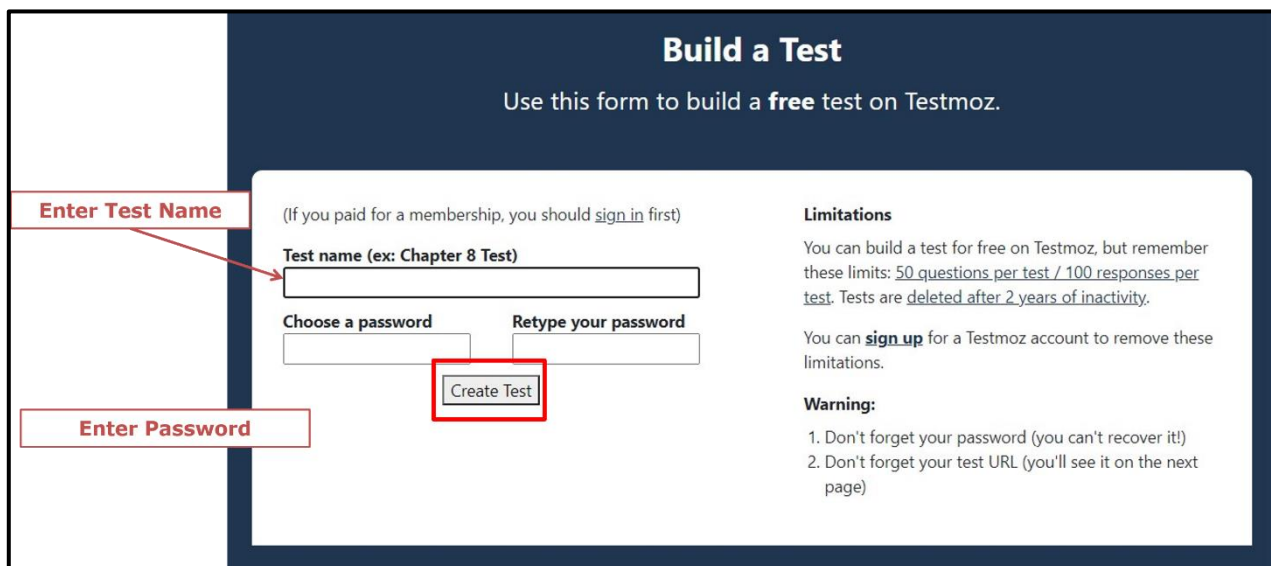


Figure 2

A page will appear as shown in Figure 3, it is the dashboard of the test.

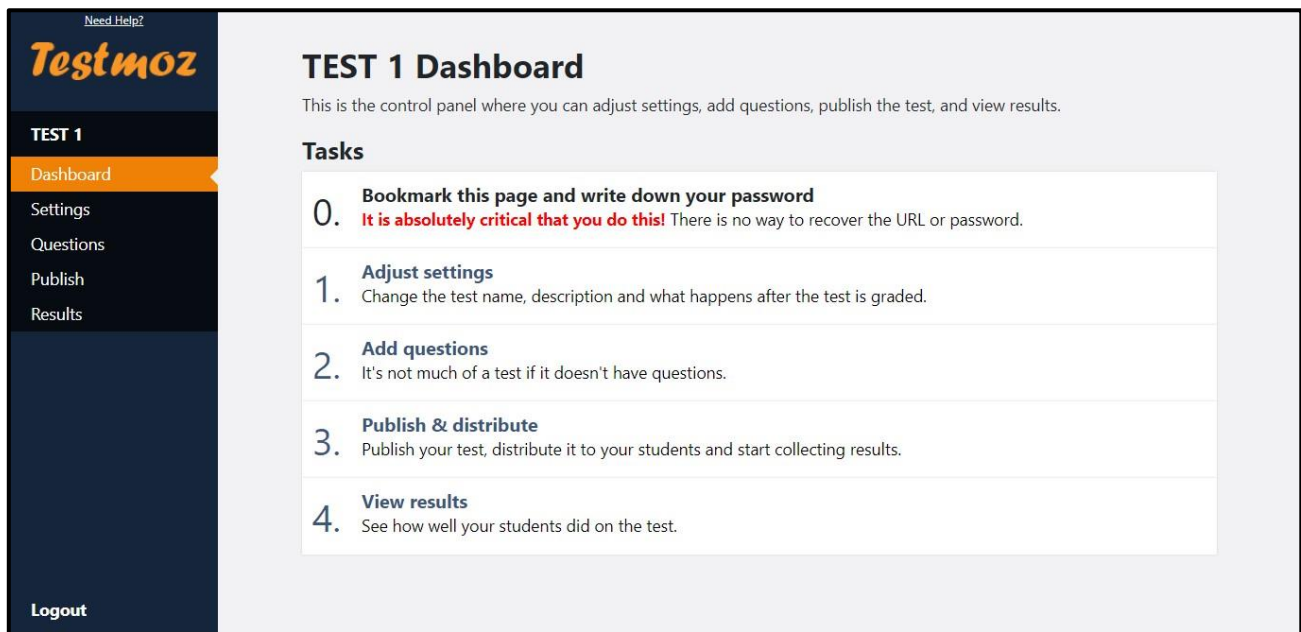


Figure 3

- **Settings**

To adjust the settings of the test, click on 'Settings tab on the dashboard (shown in Figure 4) and page will open as shown in Figure 4. The user can change various settings according to the requirement from this tab.

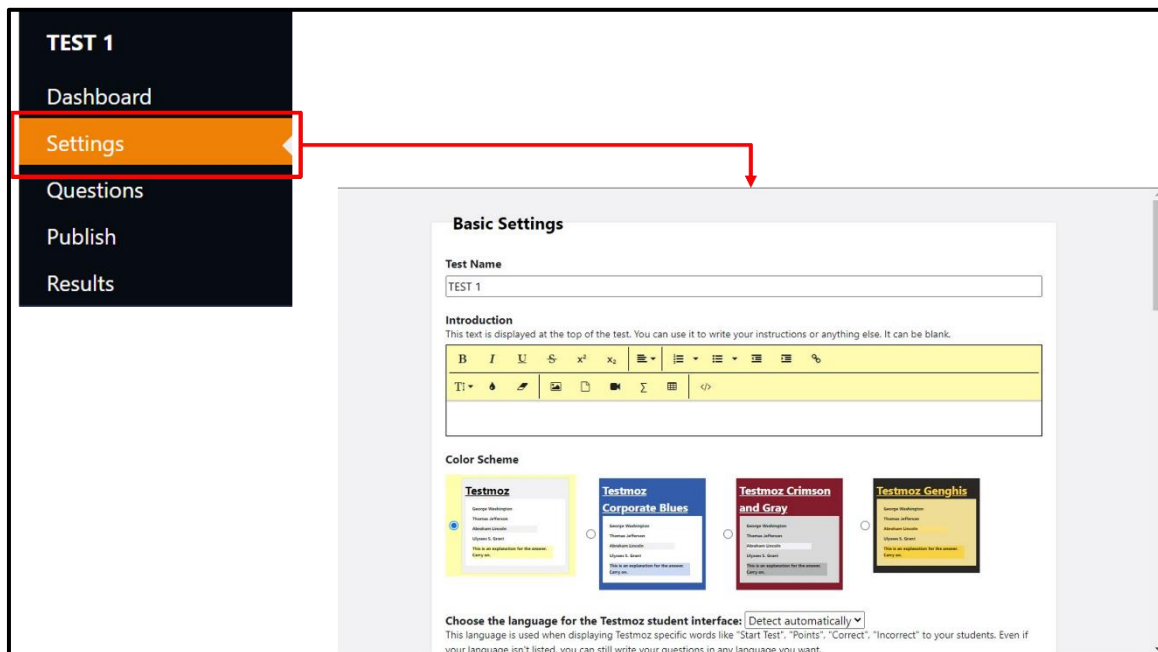


Figure 4

To change the *Basic setting* of the test, go to Setting tab (as shown in Figure 4) and go to Basic Setting section as shown in Figure 5. Change the setting according to the details shown in Figure 5.

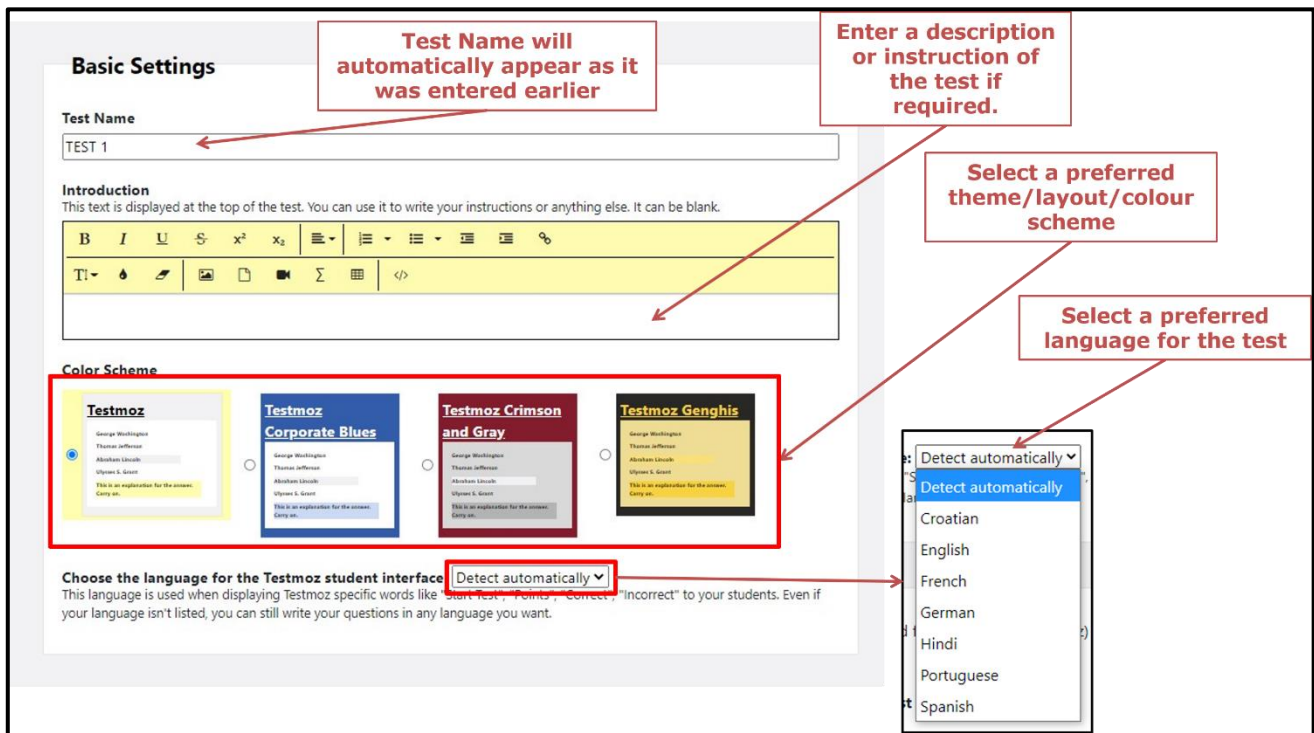


Figure 5

To change the *Question setting* of the test, go to Setting tab (as shown in Figure 4) and go to Question Setting section as shown in Figure 6. Change the setting according to the details shown in Figure 6.

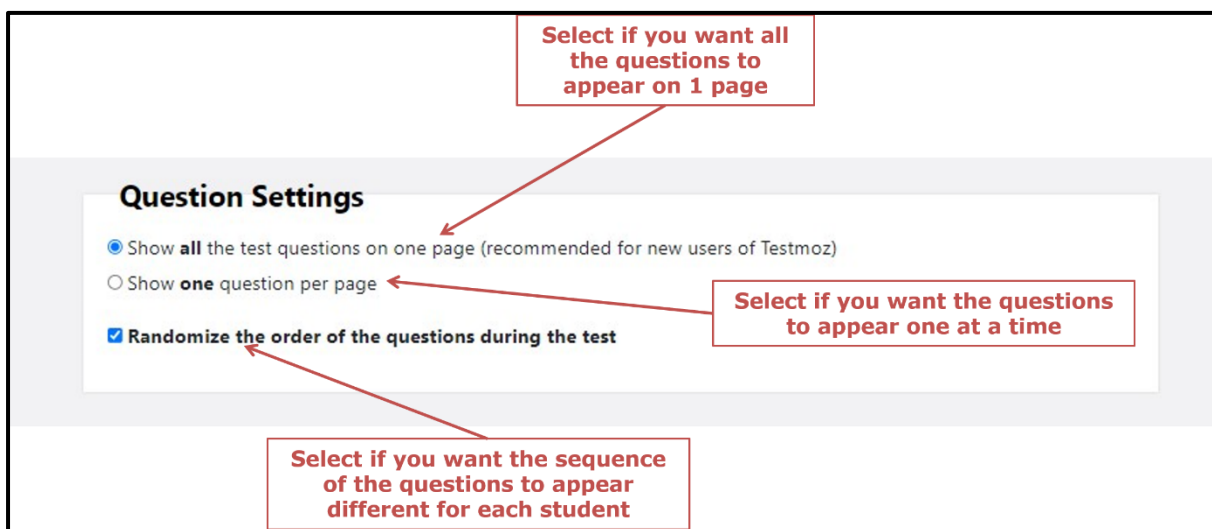
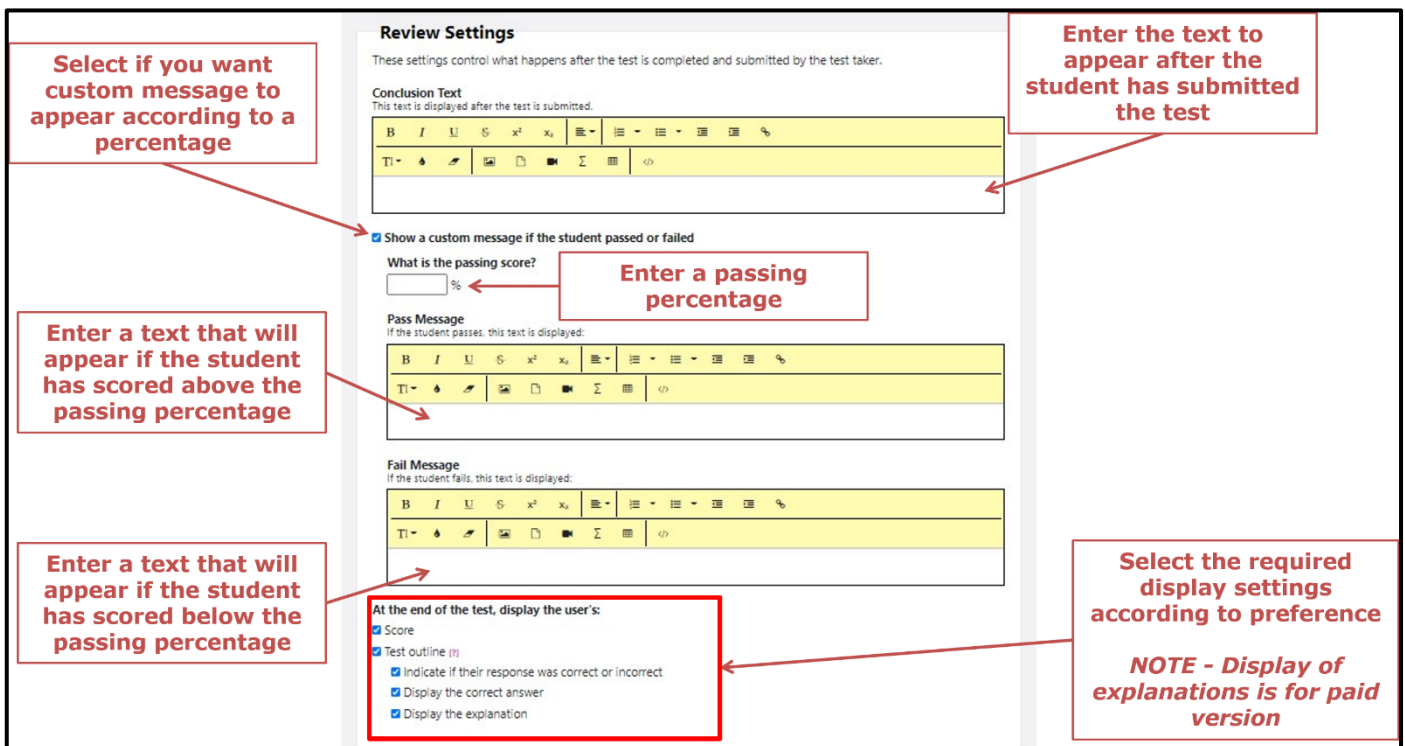


Figure 6

To change the *Review setting* of the test, go to Setting tab (as shown in Figure 4) and go to Review Setting section as shown in Figure 7. Change the setting according to the details shown in Figure 7.



Review Settings
These settings control what happens after the test is completed and submitted by the test taker.

Conclusion Text
This text is displayed after the test is submitted.

Enter the text to appear after the student has submitted the test

Show a custom message if the student passed or failed

What is the passing score?
 % **Enter a passing percentage**

Enter a text that will appear if the student has scored above the passing percentage

Pass Message
If the student passes, this text is displayed:

Enter a text that will appear if the student has scored below the passing percentage

Fail Message
If the student fails, this text is displayed:

At the end of the test, display the user's:

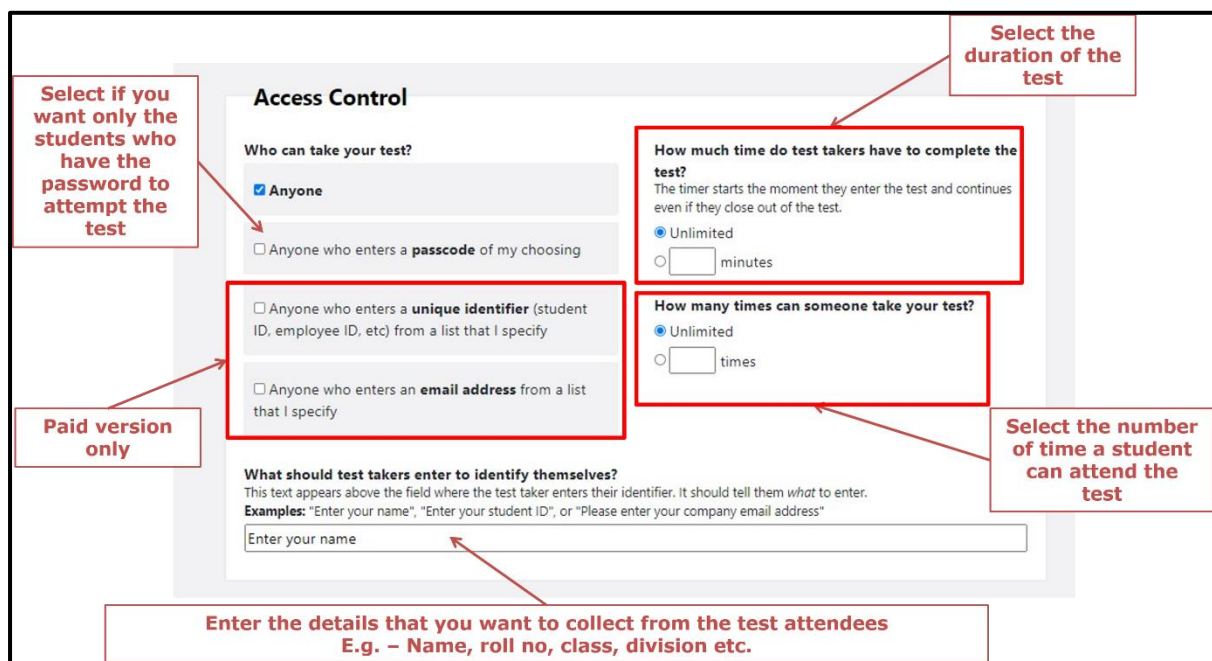
- Score
- Test outline (n)
- Indicate if their response was correct or incorrect
- Display the correct answer
- Display the explanation

Select the required display settings according to preference

NOTE - Display of explanations is for paid version

Figure 7

To change the *Access setting* of the test, go to Setting tab (as shown in Figure 4) and go to Access Setting section as shown in Figure 8. Change the setting according to the details shown in Figure 8.



Access Control

Who can take your test?

- Anyone
- Anyone who enters a **passcode** of my choosing
- Anyone who enters a **unique identifier** (student ID, employee ID, etc) from a list that I specify
- Anyone who enters an **email address** from a list that I specify

Select if you want only the students who have the password to attempt the test

Paid version only

How much time do test takers have to complete the test?
The timer starts the moment they enter the test and continues even if they close out of the test.

- Unlimited
- minutes

Select the duration of the test

How many times can someone take your test?

- Unlimited
- times

Select the number of time a student can attend the test

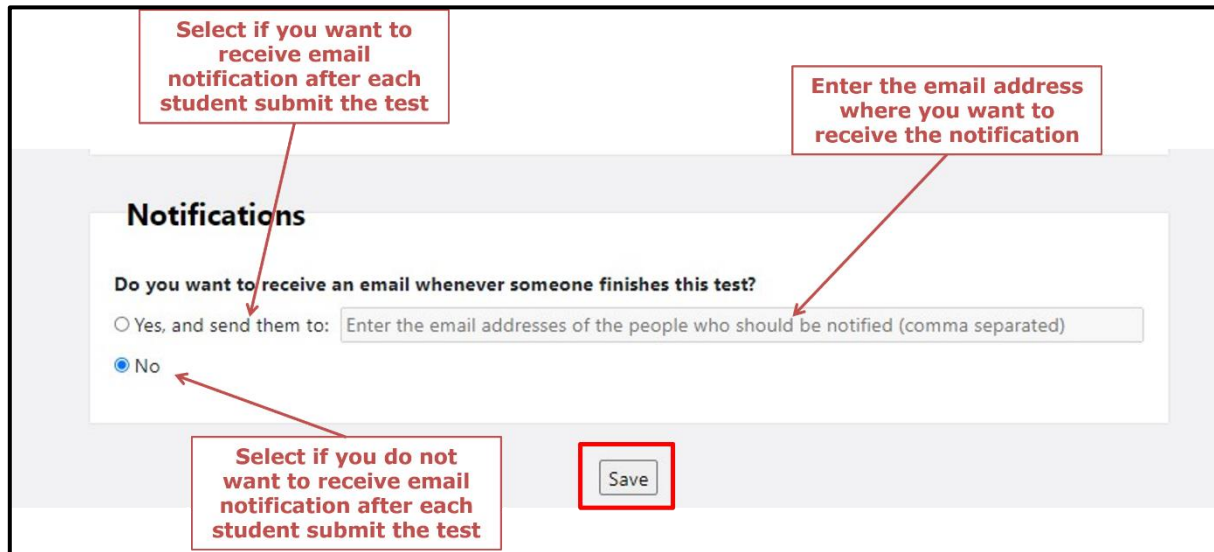
What should test takers enter to identify themselves?
This text appears above the field where the test taker enters their identifier. It should tell them what to enter.
Examples: "Enter your name", "Enter your student ID", or "Please enter your company email address"

Enter your name

**Enter the details that you want to collect from the test attendees
E.g. - Name, roll no, class, division etc.**

Figure 8

To change the *Notification setting* of the test, go to Setting tab (as shown in Figure 4) and go to Notification Setting section as shown in Figure 9. Change the setting according to the details shown in Figure 9.



Notifications

Do you want to receive an email whenever someone finishes this test?

Yes, and send them to:

No

Select if you want to receive email notification after each student submit the test

Enter the email address where you want to receive the notification

Select if you do not want to receive email notification after each student submit the test

Figure 9

After all the settings are changed according to the preference, click on at the bottom of the page (highlighted in Figure 9)