



# TG Tutorial

Scheduling

## About this Tutorial

*This tutorial describes features and behaviors that define and influence the performance of TG's Eligibility Module. The current tutorial was prepared in 2009 and was last updated in 2011.*

*Since that time, we have released several updates and releases. Consequently, some of the screen shots may not represent the most recent changes to the user interface. We will be updating these screens in a subsequent version of this tutorial.*

*While this review is fairly comprehensive, it does not cover every possible combination of settings that test authors might attempt and we encourage your contributions.*

*We welcome your comments and suggestions for improving this, or any other TG tutorial we publish and we invite you to [contact us](#) at your convenience.*

*Thank You.*

## TG Tutorial: Scheduling

### Definitions

**T.taker (t.taker).** The test-taking audience: a.k.a, *students, employees or trainees*. Test takers designations can be changed under TG's home page: System > Settings > Designations tab.

**T.admin (t.admin).** The test author or designated t.admin -- the person responsible for creating or managing courses and tests.

**Tester.** Refers to the software used to deliver a test. In TG Desktop and TG LAN, this is a Windows-based client that is installed on machines that will be used by your test-taking audience. In TG Web, it refers to the web Tester which is accessed through a web browser.

**Course or Class.** These terms are used interchangeably and refer to the TG folder/directory under which you save your tests.

**Test Properties.** In TG, a menu option accessible to t.admins during test creation/editing. It contains various test parameters that can be applied to a test. *Deadline, Frequency* and *Notification* settings are test properties found under the *Test Properties' Schedule* tab.

**Deadline.** A defined span of time (X hours/days/months) within which t.takers can take a test. It is calculated based on the t.taker's *eligibility* date – the date of their enrollment in the test.

**Frequency.** A defined span of time (X hours/days/months) following a t.taker's last (allowed) test attempt. By *allowed*, we are referring to test settings that will influence how often and under what conditions they are able to test. See *Scenarios*, later in this tutorial, for more details.

Frequency + Except when Test has already been passed

A defined span of time (X hours/days/months) following a t.taker's last (allowed) test attempt. If enabled, the frequency setting applies *if* the t.taker has failed their test. If they pass the test, the t.taker is not *eligible* to take the test again.

**Enabled or Checked.** These terms refer to a class property, below an example of an enabled or checked property:

Test Takers enrolled in this Course are automatically enrolled in all tests / surveys for this Course

Below, an example of a disabled/un-checked class property:

Test Takers enrolled in this Class are automatically enrolled in all tests / surveys for this Class

## TG Tutorial: Scheduling

### Knowledge Level

Intermediate to advanced-level t.authors, t.admins

### Prerequisites

If you have not already done so, we recommend reviewing the [Enrollment](#) tutorial before reviewing this tutorial.

### Training/Customer Support

Customers possessing an active support subscription can schedule an online demo.

### TG Version 2.4.20

Please note, some of the screens in this tutorial are TG version 2.4.20 screens. If you have an active support subscription and would like to update to TG2.4.20, please [contact us](#).

### Eligibility Module Overview

The Eligibility module is located under Test Properties > the Schedule tab > Eligibility.

It is a test-specific feature that enables t.authors to apply *Deadline*, *Frequency* and *Notification* parameters regarding t.taker eligibility. T.admins can also construct and send email notifications based on the *Deadline* and *Frequency* settings.

**Eligibility**

Eligibility begins with enrollment at a Test level and is defined based on the current, or some future date/time. The Test must be active in order for these settings to take effect. Note: Email notifications are only supported in TG Web.

**Deadline** A defined period of time during which a Test can be taken: X hours, days, or months after eligibility.

[ ] hours after eligibility.

**Frequency** A defined period of time before being eligible to retake this Test: X hours, days, or months, after last eligibility.

[ ] hours after last eligibility period.

Except when Test has been passed.

Re-eligibility "day" starts at midnight

**Notifications** Emails will be sent until retake options are exhausted.

When	Message

Add Edit Delete OK Cancel

**Note:** TG's *Retakes* and *Frequency* are two separate properties – each can be set independent of the other. However, in certain cases, the *Frequency* setting is influenced by the date and time of retakes defined by the t.admin.

As with other more advanced TG features, if you wish to incorporate the Schedule/Eligibility feature into your testing program, we recommend reviewing this tutorial and then contacting us to set up an online support session.

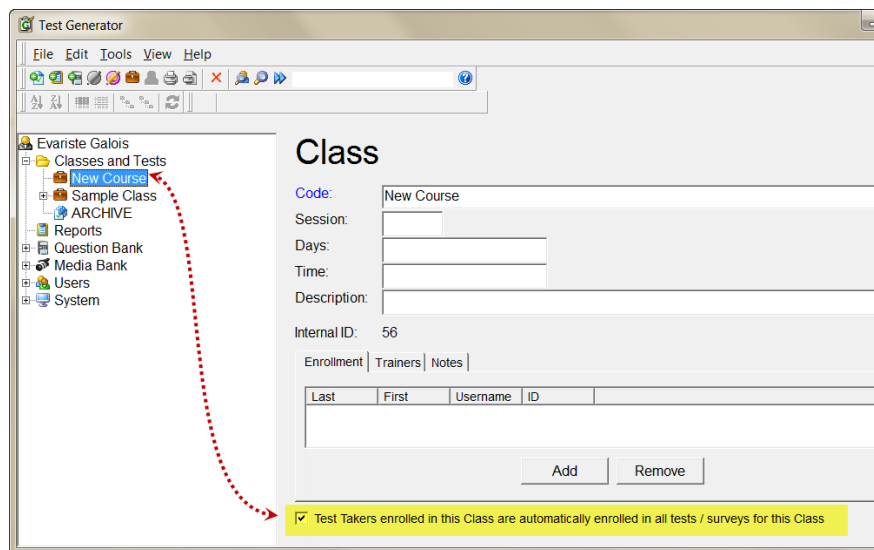
### Assumptions

In order for *any* t.taker to be able to take a test:

- They must have a TG **User Profile** which contains a UserID and Password
- They must be enrolled in a **Class** that contains one or more tests
- They must also be enrolled at a **Test** level and
- The **Test** must be activated by the t.author/admin

### TG Classes: Automatic Test Enrollment Enabled

When a t.author creates a class, one of the automatically-enabled class parameters is the “Test Takers enrolled...” checkbox, highlighted.



Test Takers enrolled in this Course are automatically enrolled in all tests / surveys for this Course

With this parameter enabled, any t.taker that the t.admin enrolls in the class will be automatically enrolled in *all* tests that have been created under that class.

Their enrollment date and time are defined by the t.admin’s computer system date and time.

**Note:** t.taker eligibility begins at the point of enrollment. This approach works well in testing scenarios where the t.author/t.admin plans on testing the enrolled t.takers as a group in, for example, a classroom setting. This scenario does not work well if t.taker schedules are staggered due to variables such as hire dates, training dates, self-paced learning, etc.

### TG Classes: Automatic Test Enrollment Disabled

If a t.author needs to enroll t.takers in specific tests on an “as-needed” basis, we recommend un-checking the “Test Takers enrolled...” checkbox when the class is created.

Test Takers enrolled in this Class are automatically enrolled in all tests / surveys for this Class

**Note:** this *global* setting applies to any test created and saved under this type of class. This parameter should not be treated as a “switch” that can be turned on and off. Once this property has been disabled, and tests are saved under the class, we do not recommend changing it—doing so may lead to unintended consequences such as triggering unexpected email notifications.

In the example below, the *Demo1TestSamples* class, with its “Test Takers enrolled...” checkbox unchecked, lists the enrolled t.takers under the class’s *Enrollment* tab—by design, these individuals are *not* automatically enrolled in tests organized under this class.

The screenshot shows a software interface with a sidebar on the left containing a tree view of classes. The class 'Demo1TestSamples' is selected, and a red arrow points to its 'Enrollment' tab. The main content area displays the 'Enrollment' tab for 'Internal ID: 97'. Below the tab are three sub-tabs: 'Enrollment', 'Instructors', and 'Notes'. The 'Enrollment' tab is active and shows a table with the following data:

Last	First	Username	ID
Jennie	Jennie	Jennie	
Audra	Audra	Audra	
Deshnee	Deshnee	Deshnee	
Penelope	Penelope	Penelope	
2			
Jerome	Jerome	Jerome	
Ken	Ken	Ken	
Scott	Scott	Scott	
Jason	Jason	Jason	
Kaisa-Liisa	Kaisa-Liisa	Kaisa-Liisa	
Michael	Michael	Michael	
Louisa	Louisa	Louisa	
rajesh	rajesh	rajesh	
Nathan	Nathan	Nathan	
Regina	Regina	Regina	
Nitin	Nitin	Nitin	

Below the table are 'Add' and 'Remove' buttons. At the bottom of the interface, there is a checkbox with the text:  Test Takers enrolled in this Course are automatically enrolled in all tests / surveys for this Course.

## TG Tutorial: Scheduling

### Test Enrollment Date and Time

The Eligibility date/time setting defines when t.takers are eligible to take a test.

**Note:** By default, t.takers are enrolled in a test based on the eligibility date/time settings displayed at the bottom of the test enrollment screen. These settings reflect the date/time of the TG admin client—not the server date/time.

If the server and the TG admin client are in the same time zone, the enrollment date/time should be similar. However, if the t.admin is using TG in one time zone, and the server is set to a different time zone and the t.takers are scattered across two or more time zones, the t.admin should be aware that t.takers in certain time zones may not be able to take a test at the time designated by the t.admin.

The screenshot shows the TG admin interface with the following components:

- Navigation tabs: Activation | Scores | Sharing | Test Takers
- Section: All Test Takers enrolled in this Class
- Table of enrolled takers:

Last	First	Username
Anthony	Susan	guest1
Apgar	Virginia	guest5
Galois	Evariste	Admin
Minoka	Lillie	guest4
Pelletier	Marie	guest3
Potter	Beatrix	guest2

- Buttons: Add >> and << Remove
- Section: Test Takers eligible to take this Test
- Table of eligible takers:

Last	First	Username	Eligible
Anthony	Susan	guest1	8/28/2014 6:03:23 ...

- Eligibility settings at the bottom: Eligible (dropdown), Thursday, August 28, 2014 (dropdown), 6:03:23 AM (dropdown)
- Copy From... button

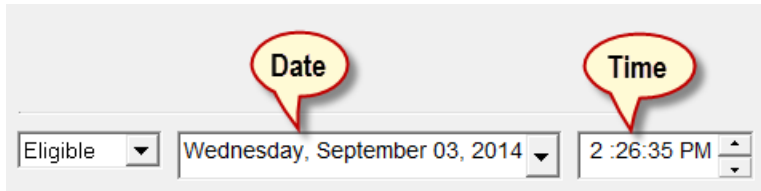
A red dotted arrow points from the highlighted eligibility date/time window to the 'Eligible' column in the table of eligible takers.

In the example above, the t.admin enrolled Susan Anthony based on the default date and time settings displayed under the highlighted Eligibility date/time window.

**Note:** The t.admin can change the date and time settings and thus enroll one or more t.takers at some future date/time. T.admins can also use the File > Enrollment feature to schedule, re-schedule or un-enroll individual t.takers, or t.takers enrolled at a Class or Test level.

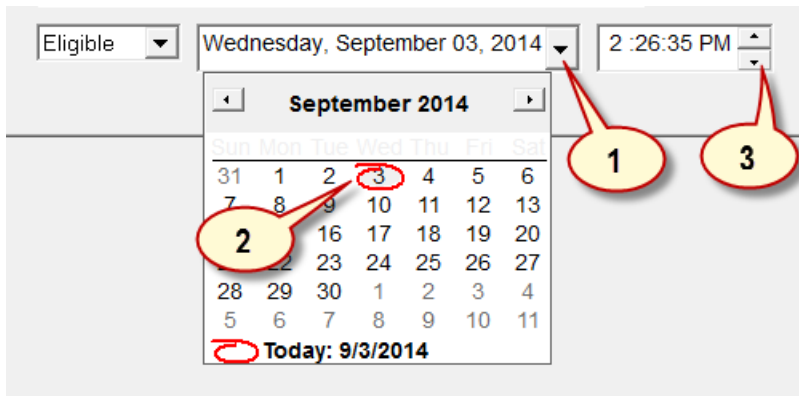
## TG Tutorial: Scheduling

### Date and Time Fields



The Date field includes Day, Month, ## and Year cells.  
The Time field includes Hour, Minute and Seconds cells.

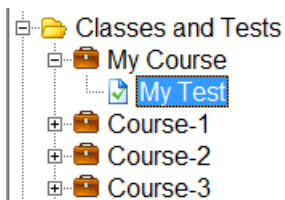
To the right of the Date field, clicking the arrow button [1] will display a pull-down calendar [2].  
Under the Time field the two buttons on the right side of the field [3] can be used to change whichever time cell is highlighted.



#### Scenario: Modifying the Eligibility Date and Time

Let's say that the t.admin wants to enroll Susan Anthony on a date/time that is different than the default date/time displayed on the screen. To do so they would...

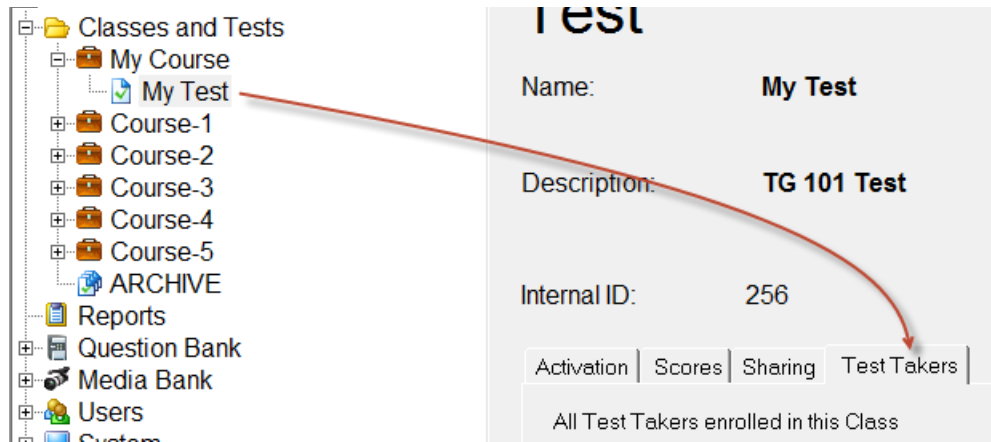
1- Select/highlight the test under TG's tree view...



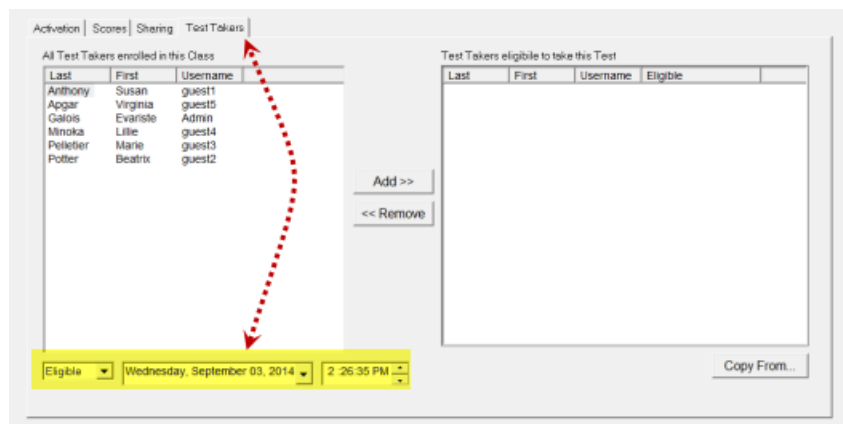


## TG Tutorial: Scheduling

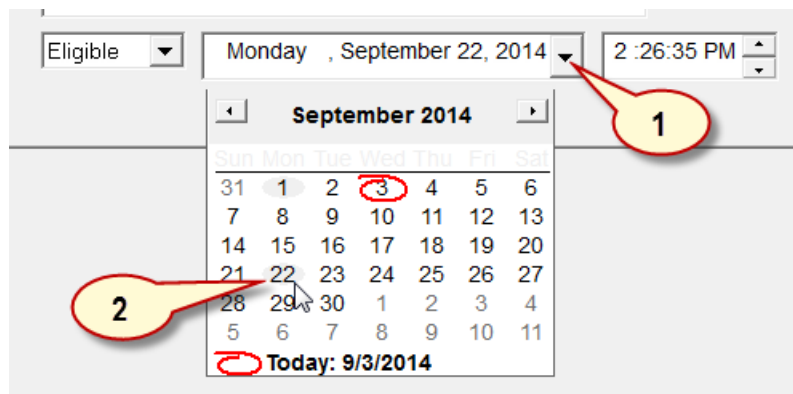
... and then click on the *Test Takers* tab on the right side of the test information screen.



The Eligibility date/time window is located at the bottom of the Test Takers screen.



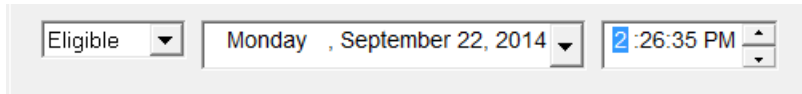
In our example, the t.admin clicked on the down arrow [1] to display the pop-up calendar [2], and then clicked on "22" to select Monday, September 22, 2014 as the eligibility date. The chosen date is then displayed under the Date field.



## TG Tutorial: Scheduling

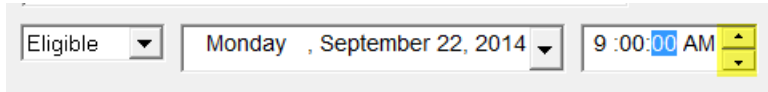
### Modifying the Eligibility Time

The t.admin then clicked on the hour cell in the time field...



The screenshot shows a time selection interface with three dropdown menus. The first is labeled 'Eligible' and has a downward arrow. The second shows 'Monday , September 22, 2014' with a downward arrow. The third shows '2 :26:35 PM' with up and down arrows.

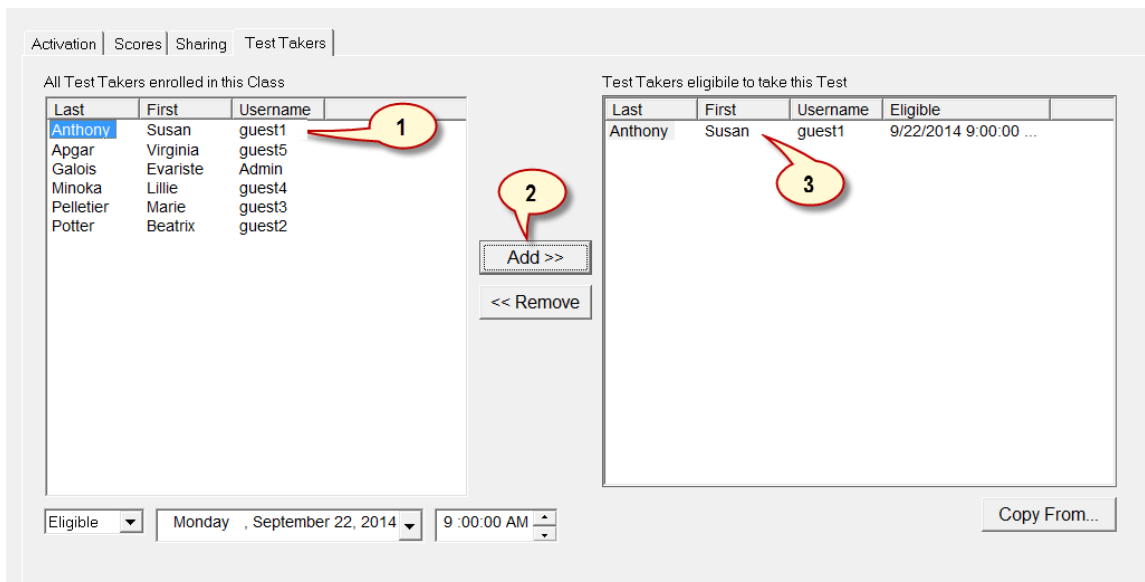
... and typed in "9" then clicked the right arrow key on the keyboard to highlight the minute cell and typed in "00", then clicked the right arrow key again to highlight the seconds cell and typed in "00", then clicked the AM/PM cell and typed in "A" to change the display to "AM".



The screenshot shows the same time selection interface as above, but the time is now '9 :00:00 AM'. The AM/PM dropdown is highlighted in yellow.

Note: the t.admin could have also clicked to highlight each cell in the time field and then typed in a number, or used the up/down arrow keys to change the values.

Next, the t.admin enrolled Susan Anthony in the test by highlighting her name in the *All Test Takers enrolled in this Class* column [1], clicked the *Add* button [2] to add her name under the *Test Takers eligible to take this Test* column on the right [3].



The screenshot shows a web interface with two tables and a central control area. The left table is titled 'All Test Takers enrolled in this Class' and has columns for Last, First, and Username. The right table is titled 'Test Takers eligible to take this Test' and has columns for Last, First, Username, and Eligible. A central area contains 'Add >>' and '<< Remove' buttons. At the bottom, there is a time field and a 'Copy From...' button. Red callouts with numbers 1, 2, and 3 point to the 'Anthony' row in the first table, the 'Add >>' button, and the 'Anthony' row in the second table, respectively.

Last	First	Username
Anthony	Susan	guest1
Apgar	Virginia	guest5
Galois	Evariste	Admin
Minoka	Lillie	guest4
Pelletier	Marie	guest3
Potter	Beatrix	guest2

Last	First	Username	Eligible
Anthony	Susan	guest1	9/22/2014 9:00:00 ...

Eligible | Monday , September 22, 2014 | 9 :00:00 AM | Copy From...

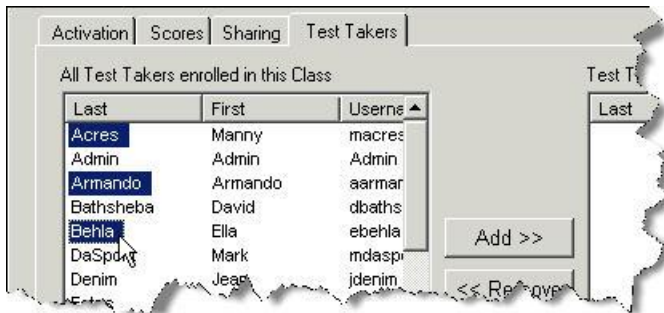
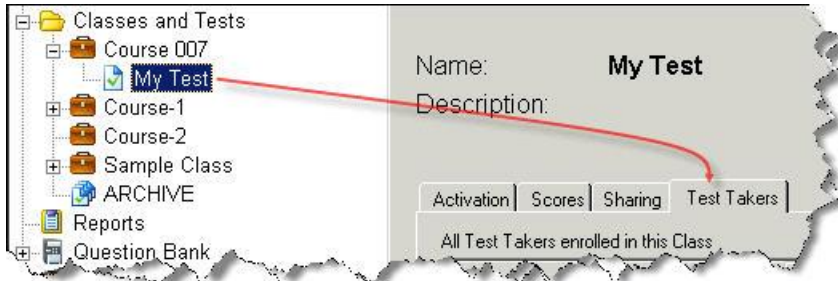
**Note:** The t.admin could have also selected a group of t.takers from the *All Test Takers enrolled in this Class* column and added them to the test.

## TG Tutorial: Scheduling

### Enrolling Test Takers with Different Eligibility Dates

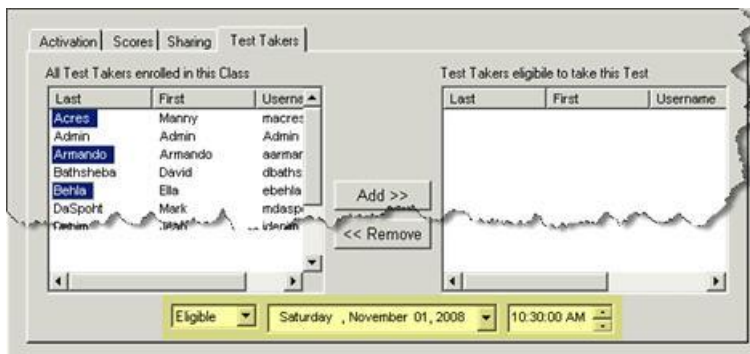
To enroll individual t.takers or groups and assign a future eligibility date:

From the tree view under TG's main screen (home page), select the test you want to enroll t.takers in, and click the *Test Takers* tab to display the enrollment columns.



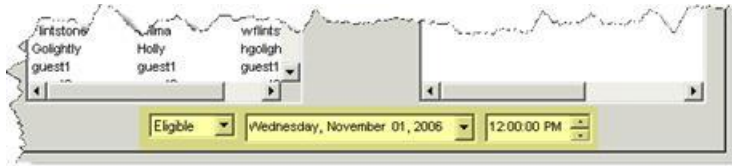
From the *All Test Takers enrolled in this Class* column, select one user, or shift-click to select a group of users or ctrl-click to select a specific set of users.

Next, select an eligibility date/time at the bottom of the screen...



## TG Tutorial: Scheduling

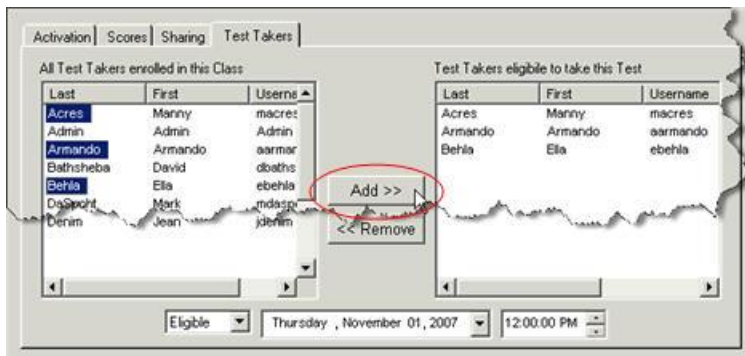
Note: As mentioned earlier, the date/time display below is set to whatever the current date/time happens to be on your computer. In this example, if a t.taker were enrolled on Wednesday, November 01, 2006, they would be eligible to take the test on that date – any time after 12:00:00 PM.



If you were to enroll t.takers – and *not* set a *different* eligibility date – your new enrollees would be able to take the test on the day you enrolled them, or any time before the test expiration date specified under the Test Properties' *Schedule* tab.



Next, click the *Add* button to enroll your t.takers under the *T.takers eligible to take this Test* column. In this example, the enrolled t.takers would be eligible to take the test on Thursday, November 01, 2007.



You can continue to enroll t.takers using the steps outlined above. If you make a mistake or set the wrong enrollment date for your t.takers, un-enroll them, set the correct enrollment date and then, re-enroll them.

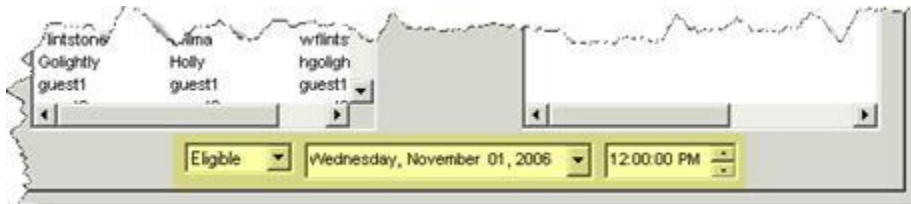
Note: your enrollment is in effect regardless of whether or not your test has been activated. *If* the test has not been published (activated), then your t.takers would not be able to take the test on their eligibility date.

### Summary

Management of the testing process, and which test behaviors will be seen by the t.takers, are policy decisions made by t.admins *in advance* of any large-scale test deployment.

### Test Admins/Authors

- Can control whether or not t.takers are automatically enrolled in tests by checking or un-checking the *T.takers enrolled in this Class are automatically enrolled in all tests/surveys for the Class* checkbox.
- Can enroll t.takers at the same time or stagger their enrollment so that enrollees become eligible to take tests on different dates/times. Note: the eligibility date, at the bottom of the test enrollment window, is based on the computer's system clock. It is, by default, set to the current day and time.



### Test Takers

- Are enrolled in courses by t.admins
- Are eligible to take any test that is active under a course
- Can be un-enrolled and re-enrolled with different eligibility dates
- Are eligible to take a test providing the:
  - . T.taker is enrolled in the test
  - . T.taker has not exhausted their retake attempts
  - . Test has been activated
  - . Test has not expired

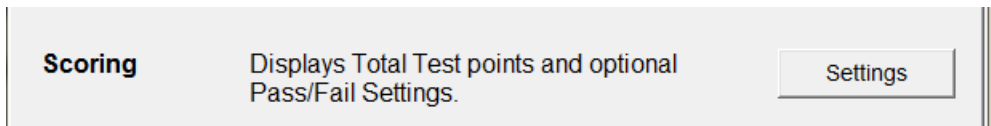
Test Settings > Test Properties > Schedule > Eligibility Settings

A t.taker's test-taking eligibility is based on the following criteria.

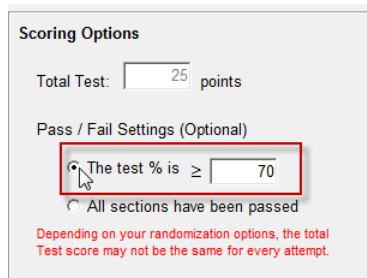
- The t.taker has been enrolled in a **course** and
- The t.taker has been enrolled in a **test** based on a specified date/time

**Note:** The following settings are not required for test activation; however, Scoring > Pass Fail is required if the t.author is enabling Schedule and Retake settings.

Under Test Properties > General tab > Scoring

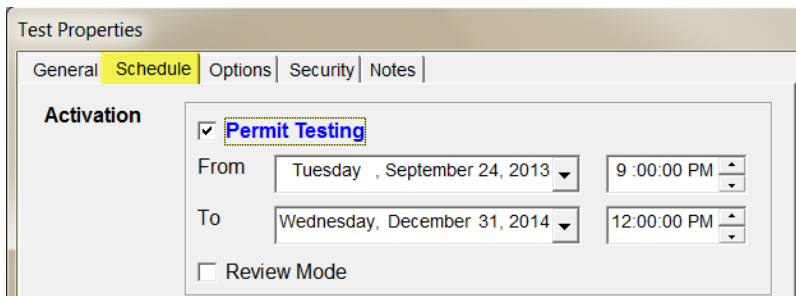


**Scoring Option** Pass/Fail Settings: 'The test % is  $\geq$  X' is enabled and includes a % value.



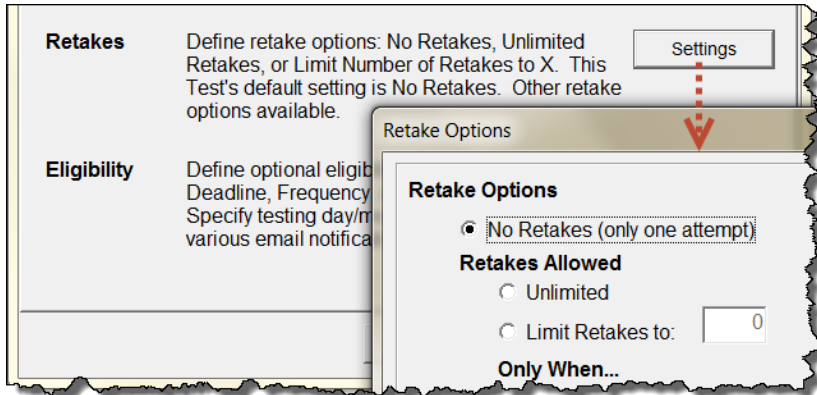
Under Test Properties > Schedule tab > Activation

**Activation:** the test must be active in order for these settings to apply—**active** means that the *From* and *To* dates/times have not expired and the *Permit Testing* checkbox is enabled.

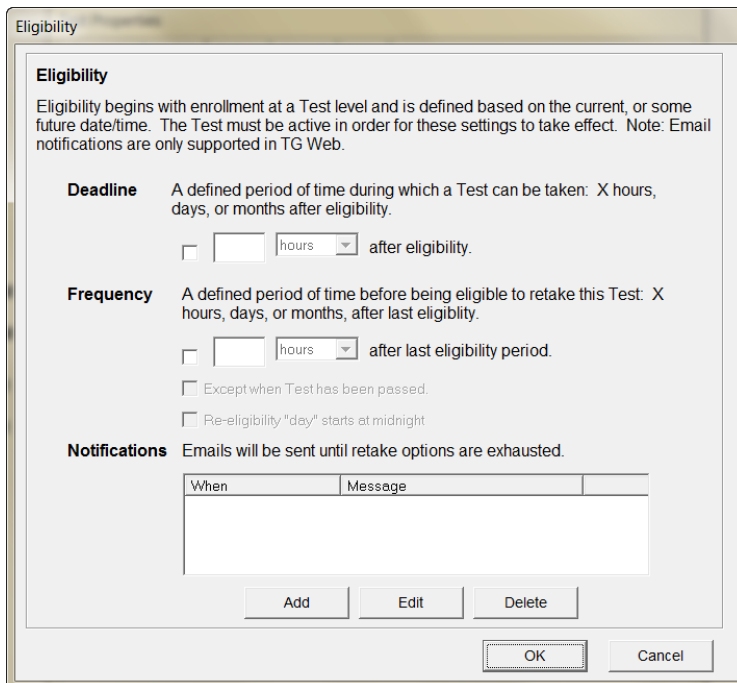


Under Test Properties > Schedule tab

**Retakes:** A retake parameter has been selected – by default, No Retakes is enabled.



Under Test Properties > Schedule > Eligibility Settings



*Deadline* and *Frequency* parameters can be defined in hours, days or months.

### Deadline

This setting enables the t.admin to define a deadline period within which a test can be taken.

**Deadline** A defined period of time during which a Test can be taken: X hours, days, or months after eligibility.

hours  after eligibility.

### Frequency

Define a re-test period following a t.taker's last eligibility.

**Frequency** A defined period of time before being eligible to retake this Test: X hours, days, or months, after last eligibility.

hours  after last eligibility period.

Except when Test has been passed.

Re-eligibility "day" starts at midnight.

**Notification:** Email notifications can be defined based on Deadline and/or Frequency settings and sent out **before** or **after** the specified deadline and/or frequency period.

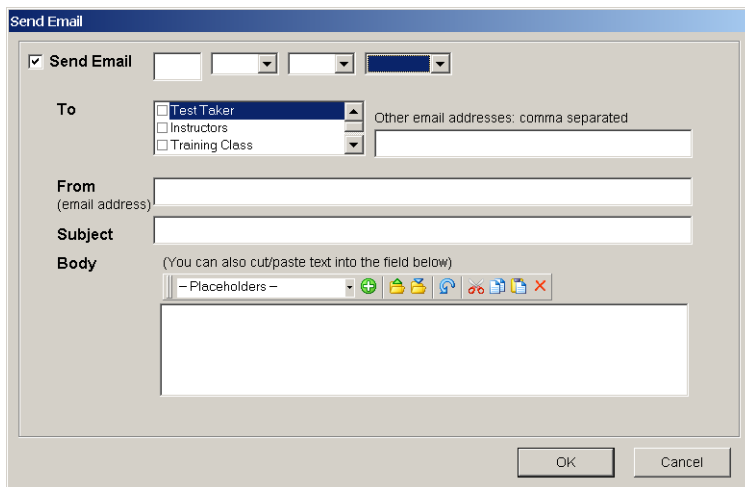
**Notifications** Emails will be sent until retake options are exhausted.

When	Message



## TG Tutorial: Scheduling

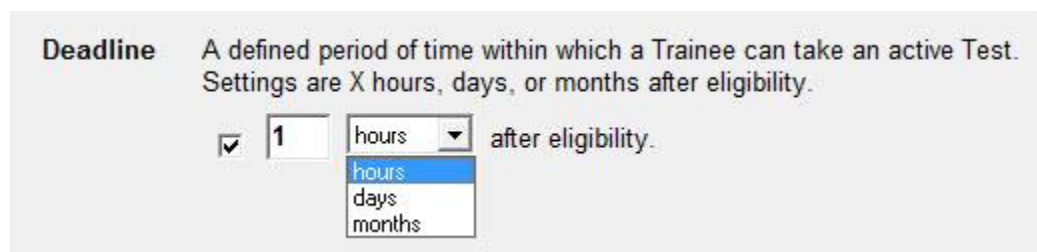
Clicking the *Add* button will display a *Send Email* window. This is various notification parameters can be defined. These settings trigger email notifications based on the *Deadline* and/or *Frequency* parameters that have been defined by the test author.



### Test Settings > Test Properties > Schedule > Eligibility > **Deadline**

This test property enables t.admins to select a specified number of hours, days or months that a test will remain active for eligible t.taker. In this example, the test author can define a 1-hour, 1-day or 1-month deadline.

Depending on which option (hour-day-month) is selected, t.takers would have that period of time within which to take the test. The defined time period would be based on their individual *eligibility* date -- the day/time they were enrolled in the test -- regardless of whether the date is today, tomorrow or several months/years from now.



Best Practice. We recommend establishing a policy regarding the grace period within which a test can be taken. Arbitrarily changing the deadline period could lead to some confusion on the part of your t.takers. If you do change the date, you may also want to check any notification emails to make sure that your message is consistent with the revised deadline policy.

## TG Tutorial: Scheduling

### Deadline Policies and Best Practices

When creating a new course, *if* you plan on staggering your t.taker enrollments at a test level, we recommend disabling the 'Trainees enrolled in this Course...' parameter.

Trainees enrolled in this Course are automatically enrolled in all tests / surveys for this Course

- T.takers must be enrolled in a course in order to be enrolled at a test level.
- Deadline start and end dates/time will vary based on when the t.taker was enrolled.
- Setting a deadline is not a requirement for test activation.
- A test must be activated in order for Deadline settings to apply.
- Deadlines can be enabled or disabled.
- Deadlines will vary based on a t.taker's eligibility – the date specified in their enrollment.
- Activating a deadline does not *also* require the activation of a *Frequency* parameter.
- Deadline and Frequency settings can operate together or independently of one another.
- Deadline email notifications are optional.
- Email notifications can be sent out **before** or **after** the deadline.
- Staggered Retakes are influenced by Deadline parameters.

### Test Settings > Test Properties > Schedule > Eligibility > **Frequency**

Frequency is a specific period of time after which a t.taker can retake. Note: "Restest"—not to be confused with "retake"—refers to a longer interval of time between test attempts, for example, re-certification where a t.taker is required to take a yearly exam.

It is influenced by Test Properties:

- Scoring: Pass/Fail
- Schedule > Activation
- Schedule > Retakes
- Eligibility > Deadline

**Frequency** A defined period of time before a Trainee is eligible to retake this Test. Settings: X hours, days, or months, after last eligibility.

3 hours after last eligibility period.

Except w days been passed.

Re-Eligibility Day starts at midnight

**Notification** Email will be sent out until retake tions are exhausted

Frequency parameters are defined in *hours, days or months*.

## TG Tutorial: Scheduling

Two other parameters influence Frequency:

- Except when test has been passed
- Re-eligibility Day starts at midnight

If **1** was enabled and a t.taker successfully completed their test, they would not be required to re-test – regardless of the hour/day/month parameter selected.

If **1** and **2** were enabled...

... and the t.taker passed, the t.taker would not be eligible to re-test

If **1** and **2** were enabled...

... and the t.taker failed, the t.taker would be eligible to re-test beginning midnight of the day or month specified under *...after last eligibility period*. We do not recommend selecting **2** if the frequency parameter is set to *hours*.

### Testing Option/Scenarios

The following test scenarios are based on various test property settings. They represent a few of many combinations available to test administrators.

#### Enrollment

The following course parameter will influence a t.taker's ability to access and take tests based on the courses they are enrolled in. When a Course is selected/highlighted in the tree view on TG's home page, course information is displayed on the right – this parameter is listed at the bottom of the course information window:

Trainees enrolled in this Course are automatically enrolled in all tests / surveys for this Course

When a t.admin creates a new course, this parameter is, by default, checked (active). If t.takers are enrolled in the course, with this parameter checked, every t.taker is *automatically* enrolled in *every* test or survey under that course.

This means that any t.taker under that course would be eligible to log in to the Tester and take any *active* test (or survey) saved under that course – assuming the test's activation date (TO/FROM) range coincided with the date/time the t.taker logged in to the Tester.

Important: If you do not want to automatically enroll every test taker in every test or survey under that course, be sure to uncheck/disable the 'Trainees enrolled in this Course...' checkbox. This is especially important if you plan to stagger your testing audience's Retake and Eligibility settings.

The process described in these scenarios is based on the following assumptions:

- Your test-taking audience has user profiles stored in TG's database.

- These user profiles were entered manually, imported from a TG-friendly file or synched using TG's AD/LDAP plugin (paid option).

- Your test-taking audience, knows or will be provided with their login information so they can login to the Windows Tester (TG Desktop and TG LAN customers), or the web Tester (intra- or internet, TG Web customers).

#### Exceptions

Some TG Web customers are auto-registering their test takers through the use of a customized registration form created by us. The registration process and behaviors that follow the submission form will vary based on the customer's specification.

In most cases, these auto-registrants will bypass the normal login process (UserID and Password). After their registration form has been submitted, they will be presented with a single test (in TG's web Tester) or will view and select from a list of tests displayed in the web Tester's 'Choose a Test/Survey' table.

## TG Tutorial: Scheduling

These exceptions may pose other challenges if/when you consider applying the Activation, Retake and Eligibility parameters described in this tutorial. We recommend contacting us in advance of implementing your test.

### Best Practices

Between the various test property behaviors and eligibility options, you get a broad and, at times, bewildering range of choices. And as demonstrated through these examples, test activation, staggered enrollment, retake and prerequisite settings may influence eligibility.

We recommend creating one or more “practice” tests that include various Scoring, Eligibility, Scheduling and Retake parameters.

For this purpose, we suggest creating a “Master” course – authoring your draft test under this course. Create one or more peer evaluation user profiles and enroll one or more of these users in your Master course. Then, whenever you need/want their feedback, have them log in to the Tester and take the test. You might consider enabling the *Allow User Feedback* option so that your evaluators can provide written feedback as they take the test.

### Test Evaluation Requirements

- Test is complete and has been activated
- Activation dates have been set to allow test taking within the dates you specify.
- Peer evaluators are enrolled in the Master course and have been notified by you.
- No member of your test-taking audience (students/employees) is enrolled in this course.

Once you’ve defined, and tested, a set of parameters that satisfy your testing requirements, we recommend saving a copy of the test as a *template*, and save it in a course called *Templates* – name it whatever you wish. You can then re-use these templates if/when you need to create new tests that exhibit the same, or similar, test parameters.

### Testing Scenario Background/Assumptions

#### Course

- . The t.author has created a course (**C\_1**)

#### Test

- . The t.admin has completed one test (**T\_1**) and activated it

#### Test Takers

- . T.taker user profiles have been imported/created in TG’s database
- . The t.admin has enrolled one or more t.takers in **C\_1**
- . Note: whether or not they are actively enrolled in **T\_1** is defined by the course setting:
- . The *‘Trainees enrolled in this Course...’* checkbox.

**Testing Scenarios**

/ Scenario_1	
Test Generator version The following behaviors are based on pre-TG2.4.15 r2009051100 features	
Course (C_1) Properties The 'Trainees enrolled in this Course...' checkbox is chk'd/enabled:	
<div style="background-color: #ffffcc; padding: 5px;"> <input checked="" type="checkbox"/> Trainees enrolled in this Course are automatically enrolled in all tests / surveys for this Course         </div>	
Test (T_1) Properties Only the default test properties have been enabled	
p	Retakes
..	No Retakes (default): the test can only be taken once
p	Eligibility – by default, not enabled
p	Activation
	Permit Testing enabled/chk'd
	FROM: Jan 1, 2009, 12:00PM
	TO: Dec. 31, 2009, 12:00PM
/ T.takers log in to the Tester any time within the FROM/TO activation dates...	
*	The T_1 test is displayed under the 'Choose a Test/Survey table. <b>Note:</b> See 'Exceptions' on the previous page
*	Once the t.taker has completed their test by clicking the 'Finished Taking the Test' button, the test is graded automatically and the test results are stored in TG's database.
*	If the t.taker attempts to login again, they will be prompted with a message 'There are no tests available for you to take at this time.'
/ Since the t.take is only enrolled in C_1 and the only available (active) test is T_1, the t.taker has no additional testing opportunities until such time as the t.admin creates and activates other tests under the C_1 course.	
<b>Note:</b> There are no retake opportunities.	

Testing Scenarios

<b>/ Testing Scenario_2</b>	
In this example, we are defining Deadline <i>and</i> Frequency test settings to include the parameter, <i>except when Test has already been passed</i> , to illustrate how both settings influence eligibility.	
Test Generator version: pre-TG2.4.15 r2009051100	
Course (C_1) Properties The 'Trainees enrolled in this Course...' checkbox is <u>not</u> chk'd/enabled.	
<b>/ Test (T_1) Properties</b>	
p	General tab > Scoring
..	Pass/Fail Settings: 'The test % is $\geq$ X' is enabled and includes a % value of 70.
p	Schedule tab > Activation
	Permit Testing enabled/chk'd
	FROM: Jan 1, 2009, 12:00PM
	TO: Dec. 31, 2009, 12:00PM
p	Schedule tab > Retakes Allowed > Limit Number of Retakes To
..	This parameter is set to "2" (the first attempt + 2 retakes)
..	Only when test is not passed is chk'd/enabled
p	Schedule tab > Eligibility
..	Deadline: 30 days after eligibility
..	On June 1, 2009 the t.admin pre-enrolled a group of t.takers and set their eligibility date to June 15, 2009, 12:00:00PM
..	Frequency: chk'd and set to: 12 months after their last eligibility . Except when Test has been passed is <u>not</u> chk'd . Re-eligibility "Day" starts at midnight is <u>not</u> chk'd
..	Notifications: none
<b>/ Pre-eligibility Attempt:</b> A t.taker eligible to test beginning June 15, 2009, attempts to log in to the Tester on June 14 <sup>th</sup> , 2009, at 12:30pm	
*	A prompt appears with the message 'There are no tests available for you to take at this time.'

## TG Tutorial: Scheduling

Testing Scenario\_2 continued...

/ <b>First Attempt:</b> A t.taker logs in to the Tester on June 15 <sup>th</sup> , 2009, any time after 12:00pm	
*	<p>The T_1 test is displayed under the 'Choose a Test/Survey table. The t.taker selects/opens the test, completes it by clicking the <i>Finished Taking the Test</i> button. At that point, the test is automatically graded and the test results are stored in TG's database.</p> <p><b>Note:</b> if the test contains any essay questions, a t.admin will have to grade that portion of the exam in order to arrive at a final grade.</p>
*	<p><b>First Attempt: If the t.taker passes,</b> they would not be able to log in and take the test again. Recalling that we set the Schedule &gt; Eligibility &gt; Frequency setting to '<i>12 months after their last eligibility</i>', the t.taker would be eligible to re-test 12 months after the date/time they <u>completed</u> their initial test attempt.</p>
*	<p><b>First Attempt: If the t.taker fails,</b> recalling that the Retakes parameter was set to "2" (the first attempt + 2 retakes), the t.taker could retake (retake attempt #1) the test immediately (if testing policy allowed), or at some later date/time – providing the retake attempt fell within the 30 day deadline period.</p>
*	<p><b>Retake Attempt #1: If the t.taker fails,</b> they could login -- immediately upon completion of retake attempt #1 -- and take the test a third time (retake attempt #2) – providing the retake attempt fell within the 30 day deadline period.</p>
*	<p><b>Retake Attempt #1: If the t.taker passes,</b> the t.taker would be eligible to retest 12 months after the date/time they <u>completed</u> this test attempt.</p> <p>If they attempted to login and take the T_1 test prior to the completion of the 12-month waiting period, they would receive a 'There are no tests available for you to take at this time.' Message.</p> <p>Note: if there are other tests in the same course, or other courses, that the t.taker is eligible to take, they would be able to login to the Tester and view/select/take other tests.</p>



Testing Scenario\_2 continued...

<p>*</p>	<p><b>Retake Attempt #2: If the t.taker fails</b>, they would have exhausted all of their retake options and would not be able to login and take the test again. If they attempted to login they would receive a 'There are no tests available for you to take at this time.' message.</p> <p>Recalling that we set the Schedule &gt; Eligibility &gt; Frequency setting to '<i>12 months after their last eligibility</i>', the t.taker would be eligible to retest 12 months later. The '<i>...last eligibility</i>' period begins on the date/time they <u>completed</u> their <i>last</i> test attempt:</p> <p>12 months later... The t.taker would be eligible to re-test based on the conditions described above.</p>
<p>*</p>	<p><b>Retake Attempt #2: If the t.taker passes</b>, they would have exhausted all of their retake options and would not be able to login and take the test again. If they attempted to login they would receive a 'There are no tests available for you to take at this time.' message.</p> <p>The t.taker would be eligible to retest 12 months later. The '<i>...last eligibility</i>' period begins on the date/time they <u>completed</u> their <i>last</i> test attempt:</p> <p>Exception: If the t.author had chk'd the <i>Except when Test has been passed</i> Frequency parameter, the t.taker would not re-test in 12 months. This parameter was not enabled under this scenario.</p> <p>12 months later... The t.taker would be eligible to re-test based on the conditions described above.</p> <p>What happens in-between these test events is subject to your organization's testing policies and guidelines.</p>
<p>*</p>	<p>Since the t.taker is only enrolled in C_1 and the only available (active) test is T_1, the t.taker has no additional testing opportunities unless the t.admin creates and activates other tests under the C_1 course.</p>
<p>/ A t.taker eligible to test beginning June 15, 2009, attempts to log in to the Tester any time after 12pm on July 14, 2009. Recalling that the Schedule tab &gt; Eligibility &gt; Deadline date was set to 30 days after their test enrollment date, the t.taker would be unable to take the T_1 test.</p>	
<p>*</p>	<p>A prompt appears with the message 'There are no tests available for you to take at this time.' The t.admin would have to un-enroll and then re-enroll the t.taker in order to re-activate their eligibility.</p>

**TG2.4.15 R200905110**

Beginning with TG2.4.15 r2009051100, we introduced the feature, *Staggered Retakes (SR)*. SR allows the t.author the flexibility of setting a time period (days/months) *between* retakes and prevents the t.taker from being able to immediately log back in to the Tester and retake a test.

This feature can work *independent of* the Scheduling feature, or can be used in combination with Scheduling (Deadline, Frequency and Notification).

/ Scenario_3	
Test Generator version: TG2.4.15 r2009051100 or later	
Course (C_1) Properties The 'Trainees enrolled in this Course...' checkbox is <u>not</u> chk'd/enabled.	
/ Test (T_1) Properties	
p	General tab > Scoring
..	Pass/Fail Settings: 'The test % is $\geq$ X' is enabled and includes a % value of 70.
p	Schedule tab > Activation
	Permit Testing enabled/chk'd
	FROM: Jan 1, 2009, 12:00PM
	TO: Dec. 31, 2009, 12:00PM
p	Schedule tab > Retakes Allowed > Limit Number of Retakes To
..	This parameter is set to "2" (the first attempt + 2 retakes)
..	Only when test is not passed is chk'd
p	Schedule tab > Staggered Retakes
..	After attempt #1, wait 7 days
..	After attempt #2, wait 7 days
p	Schedule tab > Eligibility
..	Deadline: 30 days after eligibility
..	On June 1, 2009 the t.admin pre-enrolled a group of t.takers and set their eligibility date to June 15, 2009, 12:00:00PM
..	Frequency: chk'd and set to: 12 months after their last eligibility . Except when Test has been passed is <u>not</u> chk'd . Re-eligibility "Day" starts at midnight is <u>not</u> chk'd
..	<i>Notifications:</i> defined – this feature is addressed in a separate section of this tutorial.

## TG Tutorial: Scheduling

Scenario\_3 continued...

/ <b>Pre-eligibility Attempt:</b> A t.taker eligible to test beginning June 15, 2009, attempts to log in to the Tester on June 14 <sup>th</sup> , 2009, at 12:30pm	
*	A prompt appears with the message 'There are no tests available for you to take at this time.'
/ <b>First Attempt:</b> An t.taker logs in to the Tester on June 15 <sup>th</sup> , 2009, any time after 12:00pm	
*	<p>The T_1 test is displayed under the 'Choose a Test/Survey table. The t.taker selects/opens the test, completes it by clicking the <i>Finished Taking the Test</i> button. At that point, the test is automatically graded and the test results are stored in TG's database.</p> <p><b>Note:</b> if the test contains any essay questions, a t.admin will have to grade that portion of the exam in order to arrive at a final grade.</p>
*	<p><b>First Attempt: If the t.taker passes,</b> they would not be able to log in and take the test again. Recalling that we set the Schedule &gt; Eligibility &gt; Frequency setting to '12 months after their last eligibility', the t.taker would be eligible to re-test 12 months after the date/time they <u>completed</u> their initial test attempt.</p>
*	<p><b>First Attempt: If the t.taker fails,</b> recalling that the <i>Retakes Allowed</i> and the <i>Staggered Retakes</i> defined above, the t.taker would have to wait 7 days before they would be eligible to retake the test.</p> <p>If they completed their test at 1:15pm on June 15, 2009, their <i>new</i> eligibility would be defined by the date/time they <i>completed</i> their test. They would then be able to retake the test any time after 1:15pm on June 22, 2009,</p>
*	<p><b>Retake Attempt #1: If the t.taker fails,</b> recalling that the <i>Retakes Allowed</i> and the <i>Staggered Retakes</i> defined above, the t.taker would have to wait 7 days before they would be eligible to retake the test – providing the retake attempt fell within the 30 day deadline period.</p> <p>If they attempted to login prior to the 7-day waiting period, they would receive a 'There are no tests available for you to take at this time.' Message.</p>
*	<p><b>Retake Attempt #1: If the t.taker passes,</b> the t.taker would be eligible to retest 12 months after the date/time they <u>completed</u> this test attempt.</p> <p>If they attempted to login and take the T_1 test prior to the completion of the 12-month waiting period, they would receive a 'There are no tests available for you to take at this time.' Message. Note: if there are other tests in the same course, or other courses, that the t.taker is eligible to take, they would be able to login to the Tester and view/select/take other tests.</p>

Scenario\_3 continued...

*	<p><b>Retake Attempt #2: If the t.taker fails</b>, they would have exhausted all of their retake options and would not be able to login and take the test again. If they attempted to login they would receive a 'There are no tests available for you to take at this time.' Message.</p> <p>Recalling that we set the Schedule &gt; Eligibility &gt; Frequency setting to '<i>12 months after their last eligibility</i>' – the t.taker would be eligible to retest 12 months after the date/time they <u>completed</u> their <i>last</i> test attempt.</p> <p>A <i>completed</i> test is defined as one in which the t.taker has clicked the <i>Finished Taking the Test</i> button, which automatically grades the test and stores the results in TG's database.</p> <p>12 months later...</p> <p>The t.taker would be eligible to re-test based on the conditions described above.</p> <p>What happens in-between these test events is subject to your organization's test policies and guidelines.</p>
*	<p><b>Retake Attempt #2: If the t.taker passes</b>, they would have exhausted all of their retake options and would not be able to login and take the test again. If they attempted to login they would receive a 'There are no tests available for you to take at this time.' Message.</p> <p>Recalling that we set the Schedule &gt; Eligibility &gt; Frequency setting to '<i>12 months after their last eligibility</i>' and In this case, the t.taker would be eligible to retest 12 months after the date/time they <u>completed</u> this test attempt.</p> <p>If they attempted to login and take the T_1 test prior to the completion of the 12-month waiting period, they would receive a 'There are no tests available for you to take at this time.' Message.</p> <p>Note: if there are other tests in the same course, or other courses, that the t.taker is eligible to take, they would be able to login to the Tester and view/select/take other tests.</p>

/ Scenario_4	
Test Generator version: pre-TG2.4.15 r2009051100	
Course (C_1) Properties The 'Trainees enrolled in this Course...' checkbox is <u>not</u> chk'd/enabled.	
/ Test (T_1) Properties	
/ Test Properties	
p	General tab > Scoring
..	Pass/Fail Settings: 'The test % is $\geq X$ ' is enabled and includes a % value of 70.
p	Schedule tab > Activation
	Permit Testing enabled/chk'd
	FROM: Jan 1, 2009, 12:00PM
	TO: Dec. 31, 2009, 12:00PM
p	Schedule tab > Retakes Allowed > Limit Number of Retakes To
..	This parameter is set to "1" (the first attempt + 1 retakes)
..	Only when test is not passed is chk'd
p	Schedule tab > Staggered Retakes
..	After attempt #1, wait 30 days Note: this means that if the taker fails the test, they can't take it again for 30 days.
p	Schedule tab > Eligibility
..	Deadline: 24 hrs after eligibility
..	Recalling: On March 15, 2009 a t.admin decides to enroll a group of test t.takers in a test (T_1). He/she post-dates their (t.taker) eligibility to July 15, 2009, 12:00pm, and enrolls them. Based on the Deadline (24 hrs) listed above the enrolled t.takers have 24hrs within which to take the test -- beginning July 15, 2009, 12:00pm.
..	Frequency: chk'd and set to: 12 months after their last eligibility . Except when Test has been passed is chk'd . Re-eligibility "Day" starts at midnight is <u>not</u> chk'd

## TG Tutorial: Scheduling

Scenario\_4 continued...

p	Notification: email notification sent
..	Send email chk'd: parameter 7 days before Eligibility
..	Repeat every X days parameter is un-chk'd
/No Attempt: If the t.taker does not take the test within the 24-hr deadline period...	
..	Their eligibility expires and they won't be able to take the test again.
	The t.admin will have to un-enroll the t.taker and re-enroll them in order to reset their eligibility.
First Attempt: If the t.taker passes...	
..	The t.taker would not be eligible to take the test again and the Frequency parameter, <i>12 months after last eligibility period</i> would not apply – recalling that we chk'd/enabled the Frequency parameter <i>Except when Test has been passed</i> .
First Attempt: If the t.taker fails...	
..	They are eligible to retake it 30 days after their first attempt, based on the Staggered Retakes parameter defined in this scenario.
Staggered Retake Attempt: If the t.taker passes...	
..	The t.taker would not be eligible to take the test again – recalling that we chk'd/enabled the Frequency parameter <i>Except when Test has been passed</i> .  Also, based on the Frequency parameters defined for this scenario, they would not be eligible to take the test in 12 months.
Staggered Retake Attempt: If the t.taker fails...	
..	They would have exhausted all of their retake options and would not be able to login and take the test again. If they attempted to login they would receive a 'There are no tests available for you to take at this time.' Message.  Recalling that we set the Schedule > Eligibility > Frequency setting to ' <i>12 months after their last eligibility</i> ' and the ' <i>Only when test is not passed</i> ' parameter was set to true (chk'd), the t.taker would be eligible to retest 12 months after the date/time they <u>completed</u> , their <i>last</i> test attempt.  Also, the Deadline and Retake parameters would "reset" and a new testing cycle would begin – this of course assumes that the test Activation (TO/FROM) dates are "broad" enough to enable a t.taker more than one testing cycle for this test.  What happens in-between these test events is subject your organization's test policies and guidelines.

## TG Tutorial: Scheduling

### Email Notifications

*Notifications* is an *optional* scheduling parameter. It enables t.admins to customize email notifications that will be sent to individuals who are enrolled in a test.

These email notifications are separate from other email notifications found under the *Options* tab.



Email notification options include:

- X days before deadline, repeat every X days
- X days after deadline – does not repeat
- X days before eligibility, repeat every X days
- X days after eligibility, repeat every X days

Repeating the email notification is *optional*.

Email notifications can be sent to the t.taker, t.admin who is managing the course, or others.

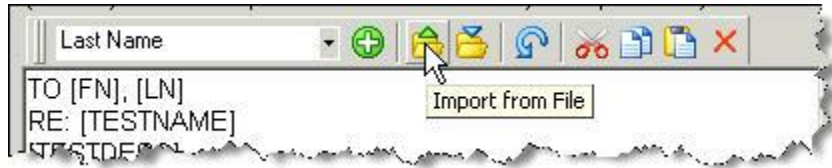


Email notifications can be saved to a file for use in other tests, for editing purposes or both.

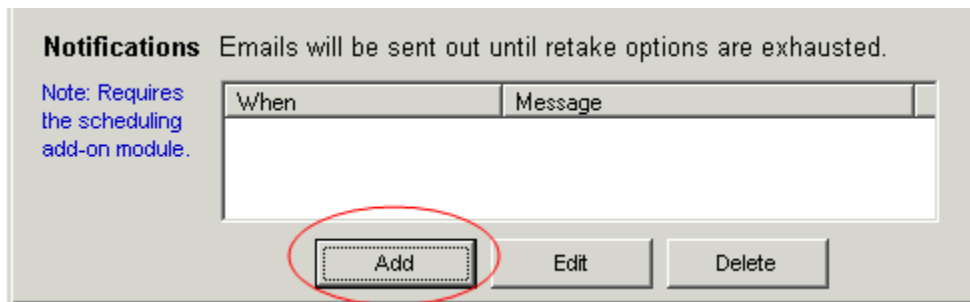


## TG Tutorial: Scheduling

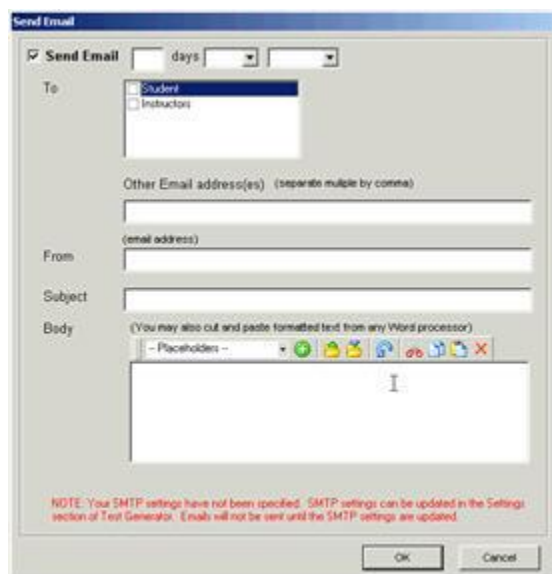
Notifications can be imported into a test from an external TG-friendly rtf file.



To access email notifications, the t.admin clicks the "Add" button:



This opens the Send Email window.



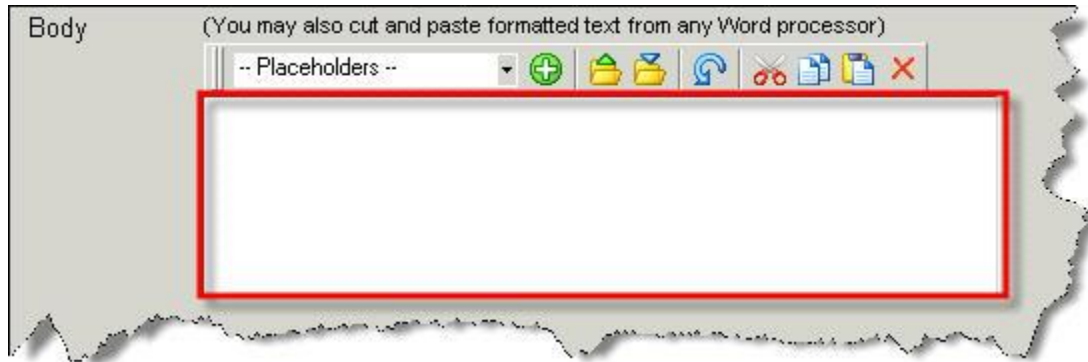
This is where the t.admin can specify the various email settings associated with the *Deadline* and *Frequency* scheduling parameters described earlier in this document. Note: There can be more than one email notification.

Best Practices. We recommend establishing a policy regarding email content and frequency. If you have also enabled some of the other email notifications found under the *Test Properties' Options* tab, your t.takers and other staff members on your email distribution list, may get various test email notifications.



### Email Composition and Placeholders

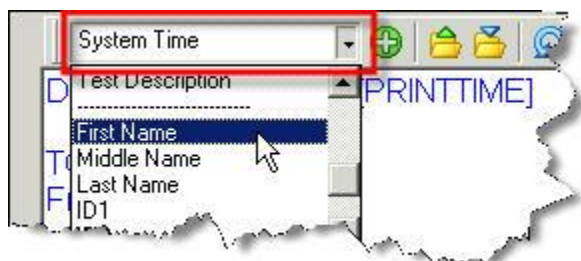
This is the “stage” where your emails are composed. As we mentioned earlier, if you have already composed a message, and have it saved in a separate .rtf file, you can import it. It will appear in the stage area.



You can also cut and paste a formatted text message into the stage area. This example was cut and pasted into the stage from MS Word.



Note: The placeholders (items in brackets) in the sample were drawn from the rtf editor’s pull down menu.



## TG Tutorial: Scheduling

Placeholders can be added to your message by selecting the placeholder you wish to add and then selecting the “+” button located to the right of the placeholder.



This inserts the placeholder into your text document.



If you inserted it in the wrong place, you can always undo the insert by clicking the Undo icon.



### Sample Message

DATE: [PRINTDATE], [PRINTTIME]

TO: [FN] [LN]

From: <t.admin or supervisor/manager name here>

RE: Test [TESTNAME]

This is to inform you that your yearly safety review is coming up....etc.

### Email Notifications

As mentioned earlier, you can create various email notification based on your *Deadline* and *Frequency* settings. It's important to keep in mind that t.takers (and anyone on the email distribution list) will be receiving these emails at various times throughout the year.

**Notifications** Emails will be sent out until retake options are exhausted.

Note: Requires the scheduling add-on module.

When	Message
7 days before enrollment	Your message here....
1 days after deadline	Your message...

### Tutorials

Here are some other related-topic tutorials that you may wish to review.

[Enrollment](#)

[Email](#)

[Print Template](#)

### Online Support

We also invite you to schedule an online support session.

Please [contact us](#) or email [support@testshop.com](mailto:support@testshop.com).

### Thank You