

# ADMINISTRATOR GUIDE







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For any questions, please contact our support department:



+33 (0)1 76 41 14 88  
supportadmin@testwe.eu



A man with glasses and a dark jacket is sitting at a desk, looking at a laptop. He has his hand to his chin in a thoughtful pose. The background shows a window with a view of a building. The right side of the image is overlaid with a semi-transparent purple and red gradient.

# CREATING A USER MANUALLY

1

Click on the button

Users

2

Click on the button

Create user

The screenshot shows the testwe dashboard with the 'Users' menu item in the top navigation bar highlighted with a red circle. The main content area displays 'Greetings Anchala' and a list of exams under the 'In creation' tab. The 'Academic Year' is set to '2021-2022'. The table below lists several exams with columns for Name, Subject, Classes, Associate professor, Date and hour, and Options.

Name	Subject	Classes	Associate professor	Date and hour	Options
DEMO EXAM - Business School of P...	Test Subject	DEMO EXAM - Business Scho...	Juan Pablo Guzman	07/11/2022 at 11:54	[Icons]
cwxvw	--	--	Aurélie Mendez	07/11/2022 at 10:13	[Icons]
Prérequis Technique 2 [FR] - Montp...	NOM DE MA MATIERE	Max	Max Zhu	07/09/2022 at 05:03	[Icons]
Prérequis Technique 2 [FR] - Malongo	NOM DE MA MATIERE	Max	Max Zhu	07/09/2022 at 05:03	[Icons]
Prérequis Technique 2 [FR] - LSTI	NOM DE MA MATIERE	Max	Max Zhu	07/09/2022 at 05:02	[Icons]

The screenshot shows the 'Users management' page in testwe. The 'Users' menu item in the top navigation bar is highlighted with a red circle. The page features a table of users with columns for Student number, First Name, Last Name, Email, Roles, and Version. The 'Create user' button in the top right corner is also highlighted with a red circle.

Student number	First Name	Last Name	Email	Roles	Version
--	Cédric	De Jacquelot	cedric.dejacquelot@testwe.eu	[Icon]	--
--	Clément	Regnier	clement.regnier@testwe.eu	[Icon]	--
--	Cedric	Manager	cedricdj+admin@gmail.com	[Icon]	--
--	Charles	Zhu	charles.zhu@testwe.eu	[Icon]	undefined undefined
--	Maud	Montell	maud.montell@testwe.eu	[Icon]	undefined undefined
--	John	Smith étudiant	john.smithetudiant@test.fr	[Icon]	--
--	John	Smith prof	john.smithprof@test.fr	[Icon]	--
--	John	Smith surveillant	john.smithsurveillant@test.fr	[Icon]	--

3

Fill in the information of the user to create

testwe Home Users Administration Establishments Business School of Paris

### Create user

First name\*

Last name\*

Email\*

student number

Password\*

Confirm password\*

Version ---

**Your password must contain at least :**

- at least 1 special character
- 1 upper case
- 1 lower case
- 1 number
- 12 characters
- must be different from user ID

+ Edit the roles

4

create a password



**Your password must contain at least :**

- at least 1 special character
- 1 upper case
- 1 lower case
- 1 number
- 12 characters
- must be different from user ID

testwe Home Users Administration Establishments Business School of Paris

### Create user

First name\*

Last name\*

Email\*

student number

Password\*

Confirm password\*

Version ---

**Your password must contain at least :**

- at least 1 special character
- 1 upper case
- 1 lower case
- 1 number
- 12 characters
- must be different from user ID

+ Edit the roles



5

A + Edit the roles

B Select the role(s) to assign

C Add

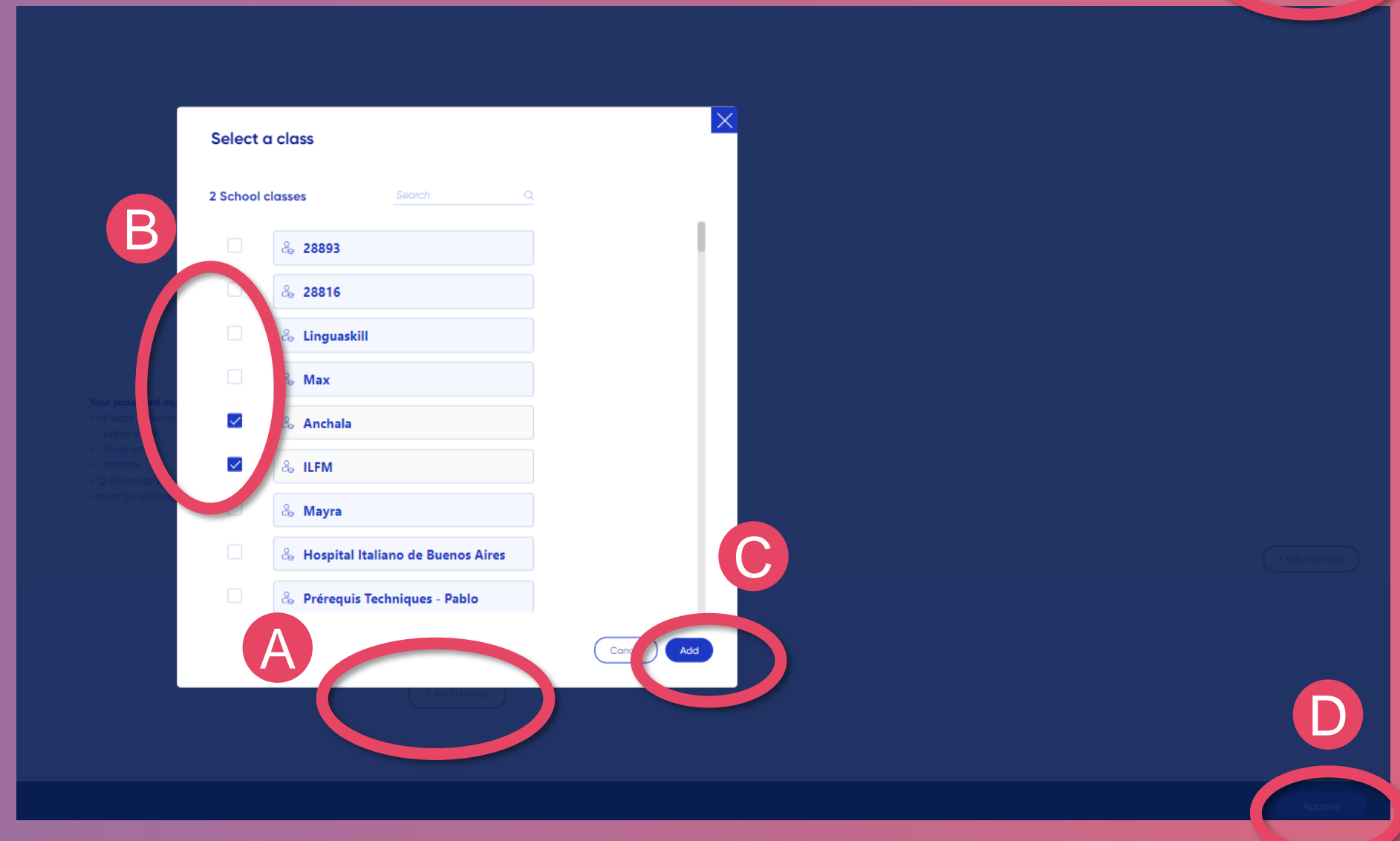
6

A + Add a class

B Select the class(es) to assign

C Add

D Approuve



# CREATING A CLASS

*Reminder : A class is a group of users taking the same exam.*

A

testwe Home Users Administration Establishments

School administration

Academic years (2) Classes (116) Subjects (26) Programs (9) Assessment types (2)

2021-2022

Name ▼	Beginning date ▼	End date ▼	Classes ▼
2021-2022	07/31/2021	07/30/2022	Test CDJ, Test 17-08, Tes...
2020-2021	09/01/2020	07/31/2021	B3 - Cursus international...

Line per page: 25 ▼

1

A

Click on the tab Administration

B

Click on the sub tab Classes

2

Click on the button + Add a new class

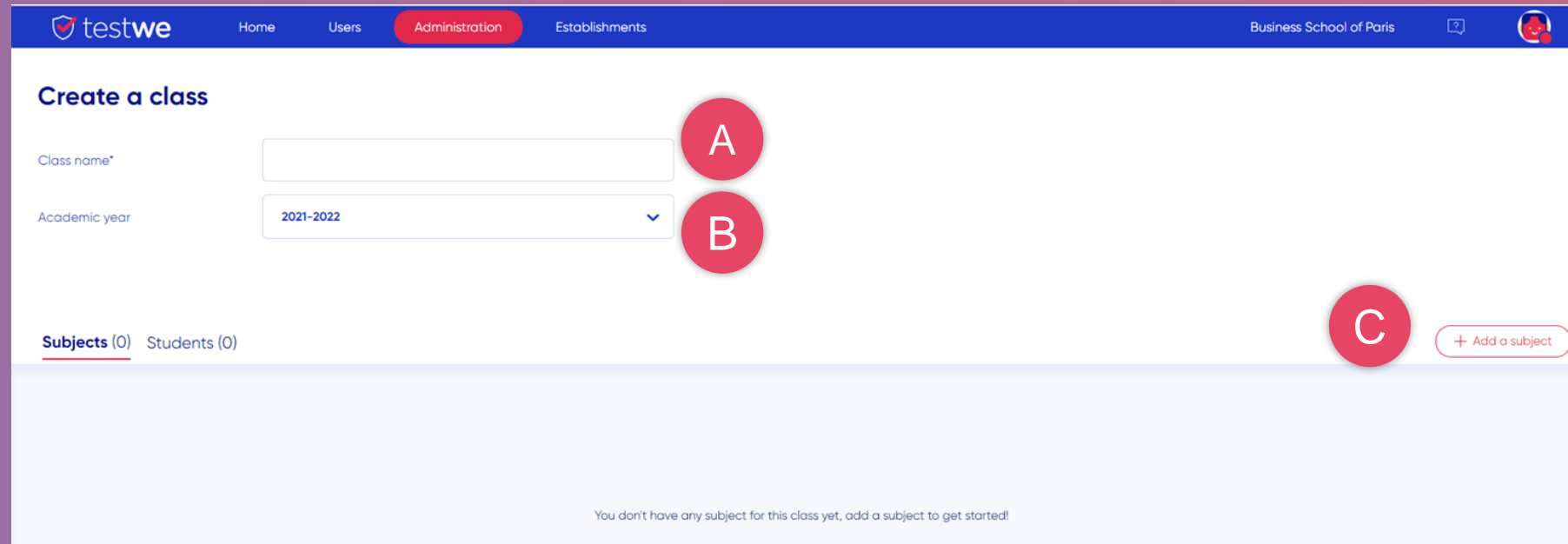
(9) Assessment types (2) Class name

+ Add new class

Subject Number ▼	Student Number ▼
--	--
--	--
--	2

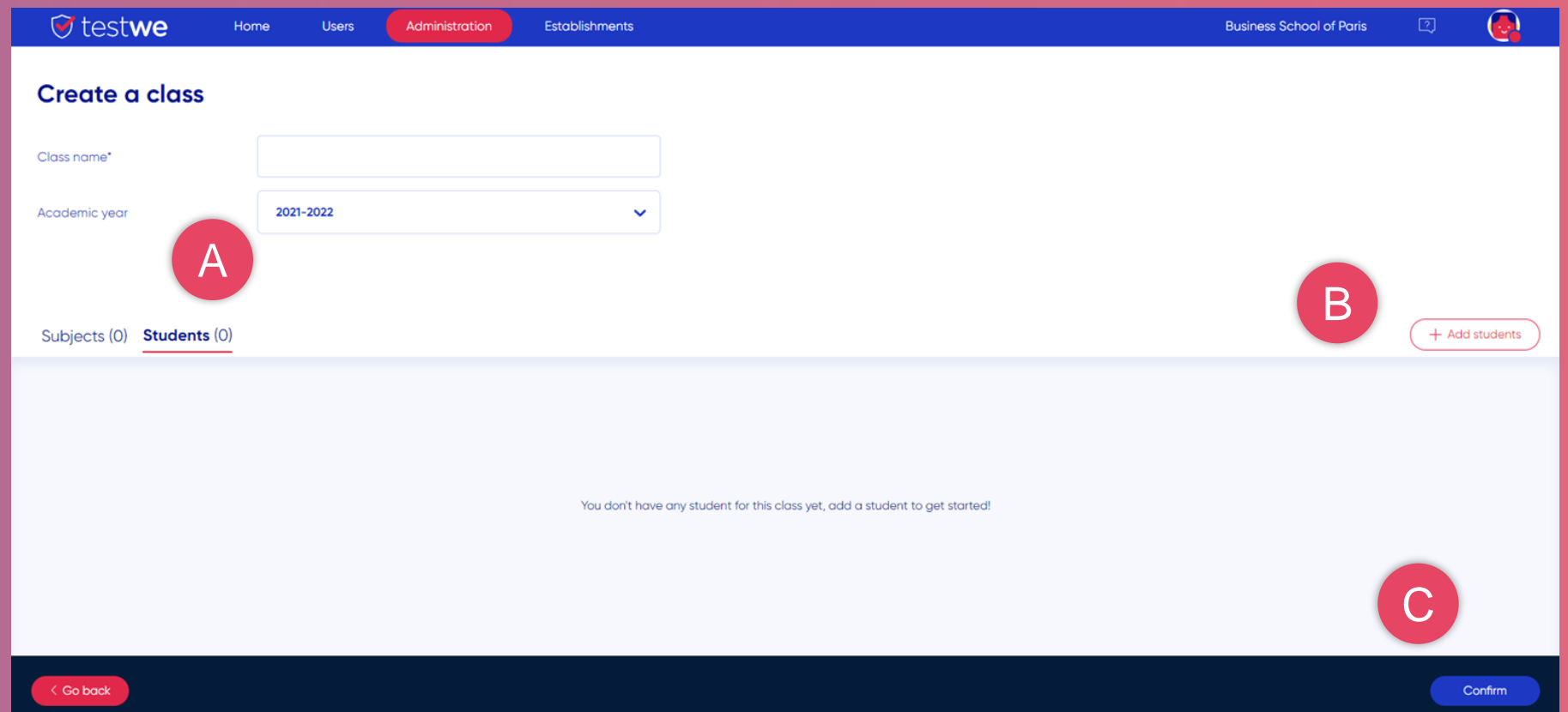


3



- A Enter the class name
- B Select school year
- C Assign a subject(s) to the class by clicking on + Add a subject

4

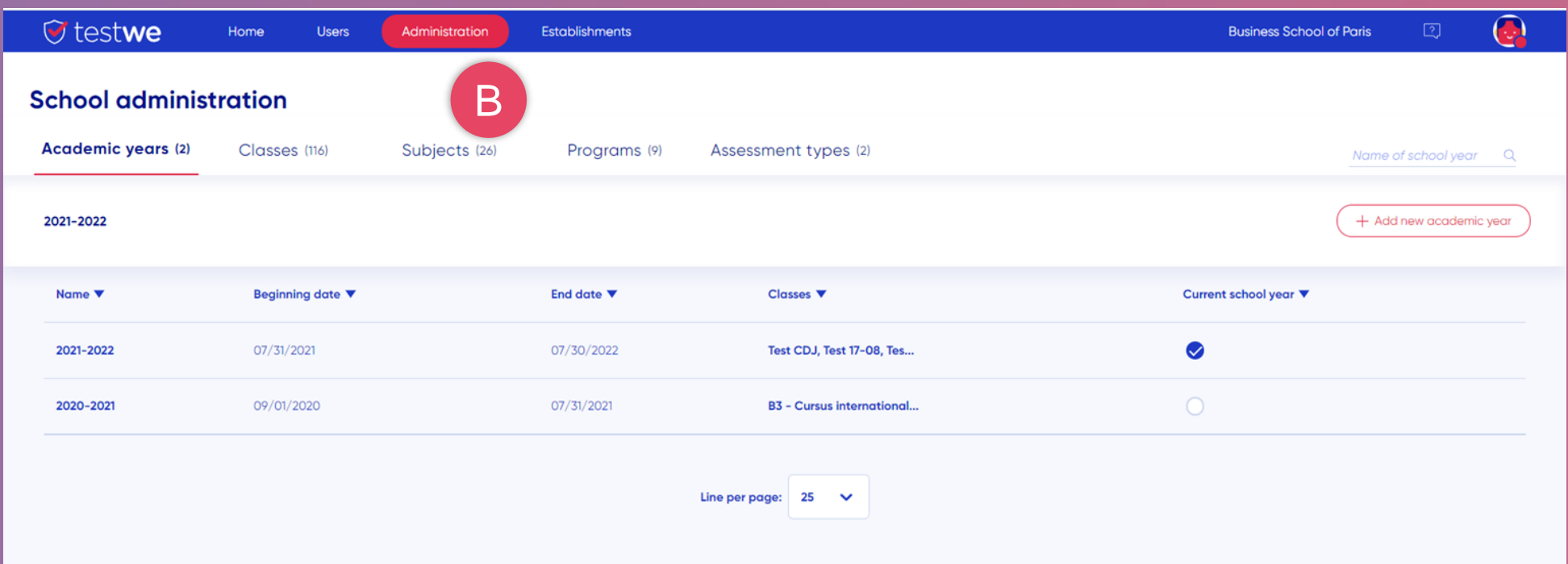


- A Click on the tab Students
- B Assign student(s) to the class by clicking + Add students
- C Click on the button Confirm

# CREATION OF A SUBJECT

*Reminder : A subject is a module or an exam theme. It must be attached to teachers/graders in order to be used in exams.*



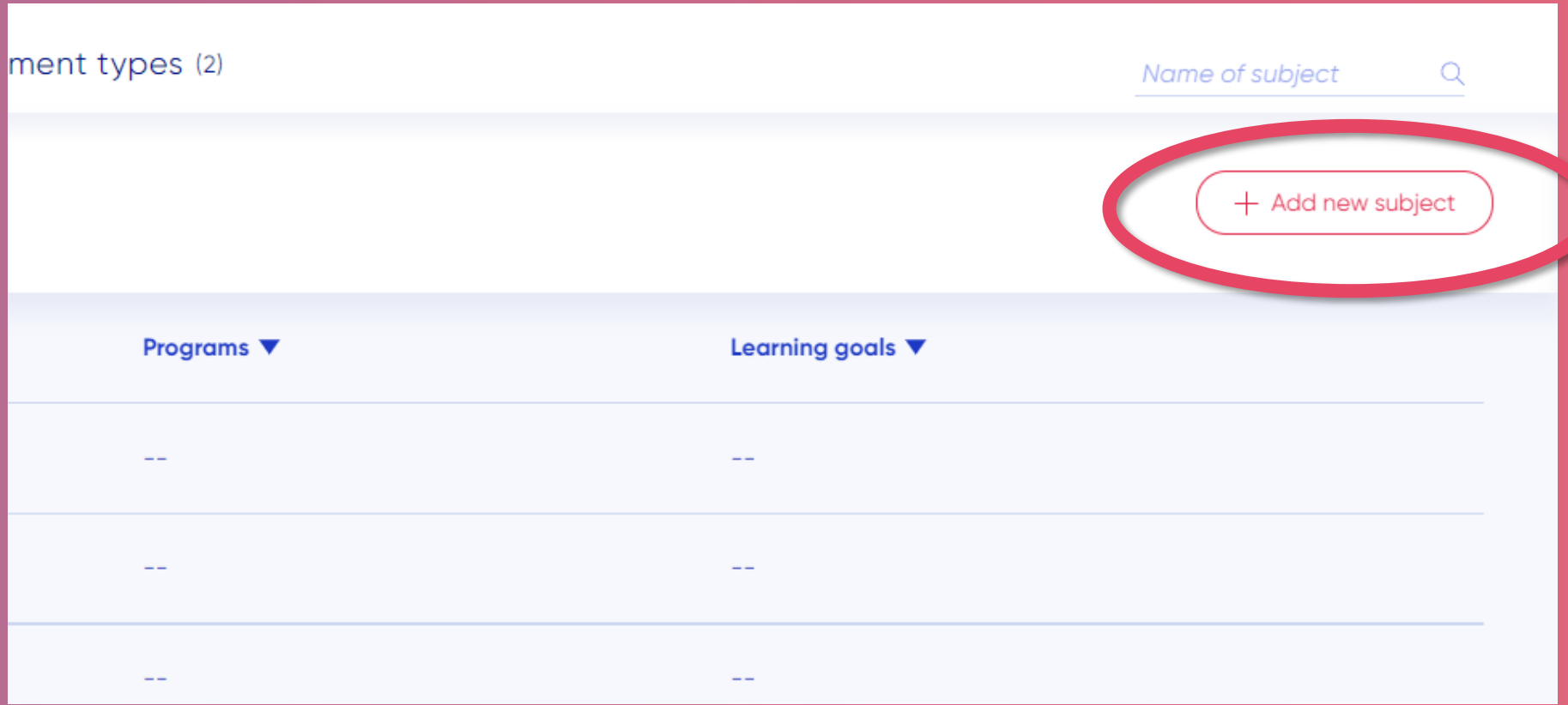


1

- A Click on the tab Administration
- B Click on the sub tab Subjects

2

Click on the button + Add new subject



3

A Enter the name of the subject

B Specify the coefficients to put by type of evaluation for this subject

C Assign a program(s) to the subject by clicking on + Add a program

D Select the program(s), then click the button Add

E Click on the button confirm



A woman with curly hair and a red headband is smiling while sitting at a desk in an office, typing on a keyboard. A large computer monitor is on the left, and a coffee cup is on the desk in front of her. The background shows office cubicles.

# MASS CREATION OF USERS BY EXCEL IMPORT FILE

1

Click on

A Users

B Import users

2

Click on the button

Download the sample file

Student number	First Name	Last Name	Email	Roles	Version
--	Cédric	De Jacquelot	cedric.dejacquelot@testwe.eu	[icon]	--
--	Clément	Regnier	clement.regnier@testwe.eu	[icon]	--
--	Cedric	Manager	cedricj+admin@gmail.com	[icon]	--
--	Charles	Zhu	charles.zhu@testwe.eu	[icon]	undefined undefined
--	Maud	Monteil	maud.monteil@testwe.eu	[icon]	undefined undefined

Import a file (authorized format: /xlsx, .xls)

Download the sample file

Classes	SubjectsAsExaminer	SubjectsAsProfessor	ExtraTime	Language	Password	Cl
#12 #14	#1 #4	#2 #5	1	fr	Azertyuiop123!	#C 2 -



# 3

## Fill in the import file



The required columns are A, B and C.

G

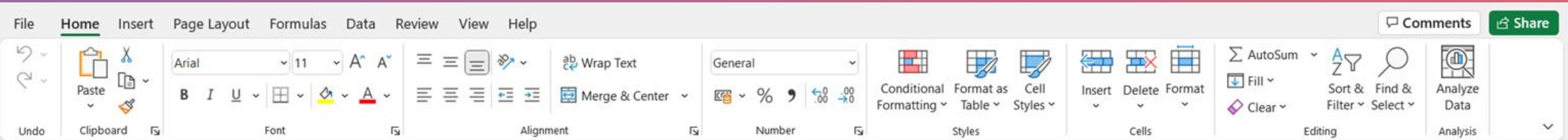
H

- The name of the class **exists on TestWe** : the user will be attached to the existing class (Warning: the name must be EXACTLY the same, with the capital letter or the accent)
  - The name of the class **does not exist on TestWe** it will be created automatically when the file is imported and the user(s) will be attached to it.
- It is possible to attach a user to several classes in the same import. You must put a # in front of each class name. A class name cannot contain a # because the # is considered as a separator in the import file.

I

J

- The name of the subject **exists on TestWe** : the user will be attached to the existing subject Warning: the name must be EXACTLY the same, with the capital letter or the accent)
  - The name of the subject **does not exist on TestWe** : it will be created automatically when importing the file and the user(s) will be attached to it.
- It is possible to link a user to several subjects in the same import. You must put a # in front of each name of subject. The name of the subject cannot contain a # because the # is considered as a separator in the import file



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Email	Firstname	Lastname	StudentId	Password	IsStudent	IsExaminer	IsProfessor	IsProctor	IsProctorManager	IsManager	Classes	ClassesAsProfessorOrExaminer	SubjectAsProfessor	SubjectAsExaminer	ExtraTime	MailLanguage
2	john.smith@demo.fr	John	Smith		Password1Password1#	1	0	0	0	0	0	#Test Student Class					0 fr
3	jane.smit@demo.fr	Jane	Smith		Password2Password2#	0	1	1	1	0	0	#Test Staff Class		#Test Subject	#Test Subject		1 en
4																	
5																	

A

B

C

D

E

F

G

H

I

J

K

L

Mail  
First name  
Last name  
Registration number (not required)  
Password (see p.5)

Roles  
(1 = give role, 0 = don't give role)

Class(es) to be attached to students/candidates

Class(es) to be attached to a teacher/corrector

Teacher subject(s)

Corrector subject(s)

Third time suppl.  
(1=yes, 0=no)

Language sending emails  
fr, en, es, de, nl

4

Click on the button



Import a file (allowed formats: .xlsx, .xls)

5

Select the file to import from  
your files

Import a file (authorized format: /xlsx, .xls)

↓ Download the sample file

sManager   Classes   SubjectsAsExaminer   SubjectsAsProfessor   ExtraTime   MailLanguage   Password   Cl



# 6

The columns of the file are found automatically if the names of the columns are the same as those of the sample file.

A

If one of your columns is not detected (does not have the front of its name) please click on the drop-down menu

to associate the correct column with the correct field in the database.

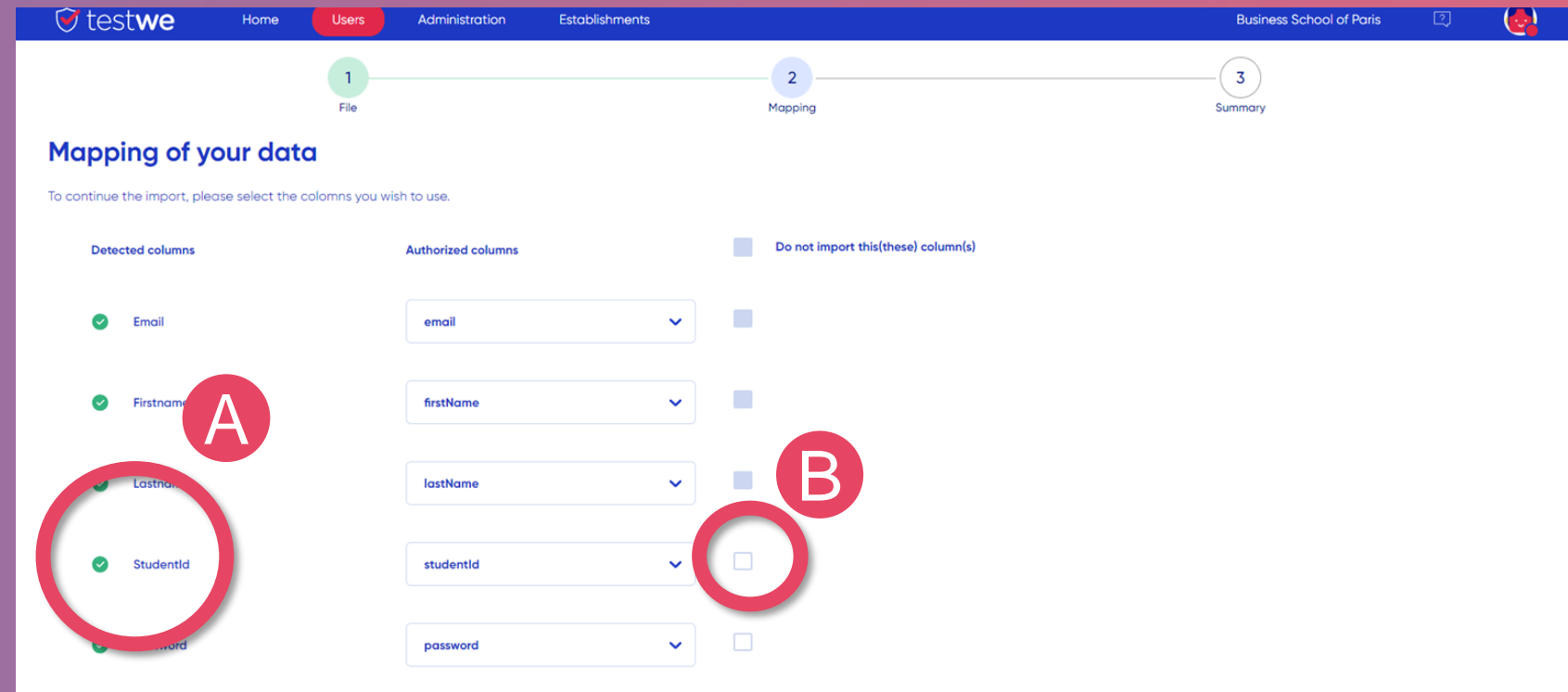
B

To not import certain data from the file, click on the box to the right.

C

Click on the button

Import



For any import, the following columns are mandatory: Email, Firstname, Lastname

7

A

If you wish, you can select one of these two options:

Do not send a welcome email to new users  
*This option blocks the sending of the first email containing the identifiers and the software download link.*

Resend welcome emails to users existing (only those present in this import file)  
*This option allows the resending of the email containing the identifiers and the software download link.*

B

To approve the import, click again on the button

Import

testwe Home Users Administration Establishments Business School of Paris

1 File 2 Mapping 3 Summary

Import summary: /tmp/2b32076b-8ea9-4125-aeef-d0c765b08401\_f62008cb-528d-46dc-b51c-0a394819ddcc.xlsx

File OK, ready for import

Student number	First Name	Last Name	Email	Roles
--	John	Smith	john.smith@demo.fr	
--	Jane	Smith	jane.smith@demo.fr	

Line per page: 25

Do not send a welcome email to new users  
 Resend the welcome email to existing users (only those included in this import file)  
 Disable training tests for new and existing users

Go back Import



You can only select one option at a time.  
 If you have selected an option and wish to change it, please deselect it before you can select the other.  
 It is possible not to select any.

A close-up photograph of a person's hands typing on a laptop keyboard. The laptop is silver and sits on a wooden desk. The background is softly blurred, showing a person's face and hair. The right side of the image is overlaid with a purple-to-red gradient.

# DELIVERY OF EXAMS TO STUDENTS/CANDIDATES

*Reminder: The exam delivery allows a particular student/applicant to take the exam on a second version of the exam because the access time has passed or a technical problem prevents them from starting it.*



A

testwe Home Users Administration Establishments Downloads

### School administration

Academic years (2) **Classes (116)** Subjects (26) Programs (9) Assessment types (2)

Academic Year: 2021-2022

Name ▼	Subject Number ▼
28893	--
28816	--
Linguaskill	--
Max	--

1

A

Click on the tab Administration

B

Click on the sub tab Classes

2

Click on the button + Add new class

Programs (9) Assessment types (2) *Class name* 🔍

+ Add new class

Subject Number ▼	Student Number ▼
--	--
--	--
--	2
--	1
--	1

# 3

A

Enter the class name in the following format: "V2 - exam name"

B

Click on the tab Students

C

Assign student(s) to the V2 class by clicking on + Add students

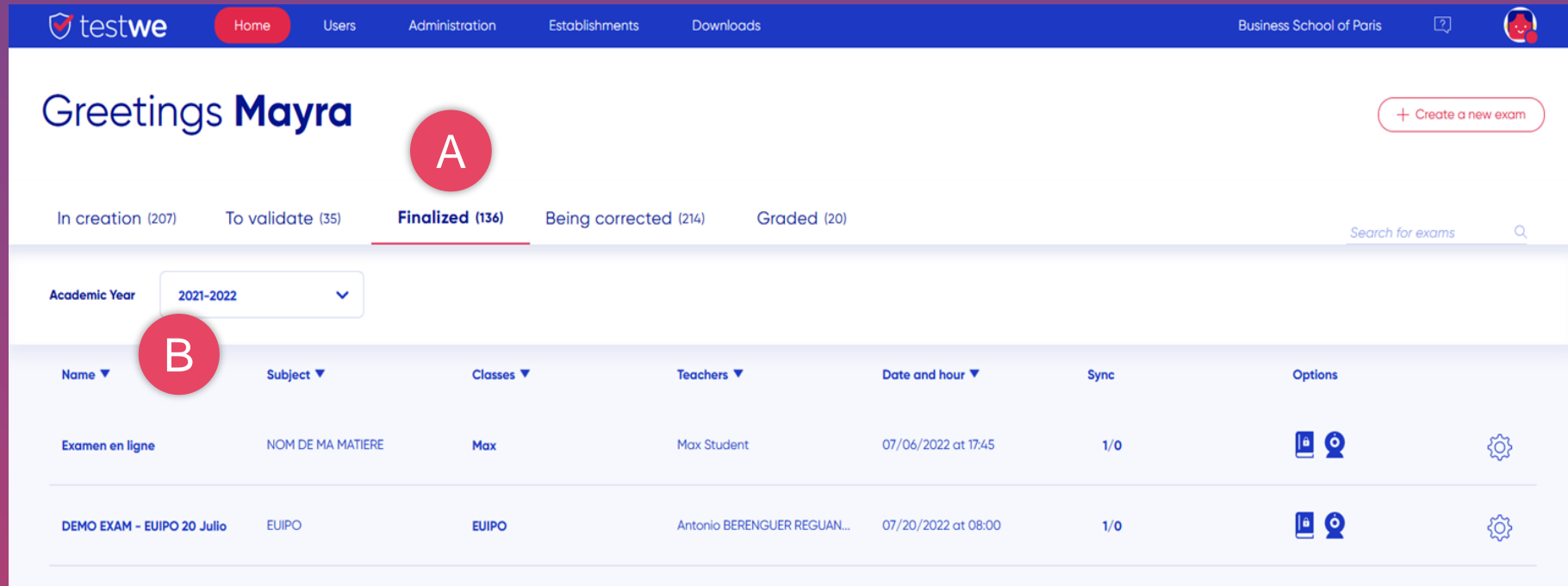
D

Click on the button Confirm

## IF A V2 IS ALREADY CREATED AND VALIDATED

- Add users back to the class called "V2 - exam name" if the exam is still available.
- Create a new class called "V3 - exam name" etc.

# 4



A

Go to the Home tab, then find your exam in the sub tab Finalized or being corrected

B

Find the name of your exam in the list

C

Click on the wheel to the right of your exam line

D

Click on the button Copy  
(Your duplicate exam will then open.)





**Settings**

**General**

Options

Exam name: DEMO EXAM - Business School of Paris

Exam subject: Test Subject

Assessment type: Partiels

App type:  Desktop app  Web browser

Platform:  TestWe  External app

Academic year: 2021-2022

Exam date: 07/11/2022 Exam time: 11h54m Timezone: (UTC +02:00) Paris

Exam duration: 02h00m

School class(es): DEMO EXAM - Business School of... X

Total number of students: 22

Public instructions

This is a mock exam designed to allow you to explore the functions offered by the TestWe platform.

You will be able to perform the process from the point of the student or candidate, so you will have to perform a security phase (identification) and 360° identification of the environment where you are. Afterwards, you will be able to take the exam.

In the development of the exam you will find different types of sections and questions that will allow you to familiarize yourself with the types of exams and options available.

92 WORDS

Warning, exam instructions are accessible to students as soon as the exam has been validated, hence before the planned date and hour for the exam.

**Professors with edition permission (0)**

Select all

Natalia Teacher

**Graders (0)**

Grading  Simple  Parallèle

Multiple

Corrections are visible between graders

Select all

Natalia Grader4

Natalia Don Juan Sanchez long name

**Proctors (1)**

Proctoring:  No proctoring  Proctoring

Proctoring options:  Microphone activated  Onboarding 360

Jhon Smith 100.00 %

Total: 100%

A

5

Click on “Settings” and make the following changes:

- Modify the name of the exam by adding the words “V2 –” in front of the existing name (or “V3 –”, etc.)
- If it is a “partner exam” check the option external application and WEB
- Change the exam time
- Click on the cross to remove the class(es) from the basic exam
- Add the class created previously

A

B

Click on the button Approve

TO NOTE THAT:

- *If your exam is in “To validate”, it means that there is double validation. Don't forget that it must be in “Finalized” so that users attached to the V2 class can synchronize it and start it.*
- *If your exam is proctoring-free, click on the V2 exam name in “Finalized” and get the exam unlock password and give it to students/candidates. This password is unique to each exam.*

B

# DUAL VALIDATION

This principle requires a first validation to pass the exam in the "Pending" tab, then a second before being available for students/candidates.

testwe Home Users Administration Establishments Downloads Business School of Paris

Greetings **Mayra** [+ Create a new exam](#)

In creation (207) **To validate (35)** Finalized (136) Being corrected (214) Graded (20) [Search for exams](#)

Academic Year

Name ▼	Subject ▼	Classes ▼	Associate professor ▼	Date and hour ▼	Options
Test Formation	Test	Anchala	Anchala Balaskanthan	07/01/2022 at 17:32	
Test partenaire	Test	Mayra	Mayra Cervantes	06/21/2022 at 16:10	

1

A

Click on the tab Home

B

Click on the sub tab To validate

2

C

Find the name of your exam among the list and click on the wheel to the right of the line of your exam

D

Click on the button Confirm

14) Graded (20) [Search for exams](#)

Associate professor ▼	Date and hour ▼	Options
Anchala Balaskanthan	07/01/2022 at 17:32	
Mayra Cervantes	06/21/2022 at 16:10	

# ADD TIME

The screenshot shows the testwe dashboard for user Mayra. The 'Home' tab is selected, and the 'Finalized' sub-tab is active. A table lists exams, with the 'Finalized' count highlighted as 136.

Name	Subject	Classes	Teachers	Date and hour	Sync	Options
Examen en ligne	NOM DE MA MATIERE	Max	Max Student	07/06/2022 at 17:45	1/0	[Icons]
DEMO EXAM - EUIPO 20 Julio	EUIPO	EUIPO	Antonio BERENQUER REGUAN...	07/20/2022 at 08:00	1/0	[Icons]

1

- A Click on the tab Home
- B Click on the sub tab Finalized

2

- C Find at click the name of your exam from the list
- D Add time in the **Extended Accessibility Duration** part  
This allows you to add time to the time originally scheduled for the exam.

The screenshot shows the details for a 'Test examen'. It includes fields for Subject, Classes, Date, Duration, Teachers, Examiners, Supervisors, Synchronization, Password, Evaluation, and Proctor. A table below lists students, with the 'Extended accessibility duration' field highlighted for 'CervantesB, Mayra'.

Name	Email	Paper status	Paper	Sync	Sent paper	Version	Comment	Extended accessibility duration
CervantesB, Mayra	[Email Icon]	<input type="checkbox"/> Present	Exam paper	<input checked="" type="checkbox"/>	Synchronized	1.72 Windows		00h00m [Refresh Icon]

\*The student must refresh his list of tests following your manipulation.



A photograph of three people sitting at a table in a dimly lit room, looking at a laptop. A man with glasses and a beard is on the left, a woman with long white hair is in the middle, and another person is partially visible on the right. The scene is lit with blue and purple tones.

# SHARED CORRECTION

*Reminder : Several graders correct the same exam but they are assigned a percentage of the copy to be corrected.*

The screenshot shows the testwe dashboard for user Mayra. The navigation bar includes Home, Users, Administration, Establishments, and Downloads. The main content area has tabs for 'In creation (207)', 'To validate (35)', 'Finalized (136)', 'Being corrected (214)', and 'Graded (20)'. The 'Being corrected' tab is active. Below the tabs is a filter for 'Academic Year' set to '2021-2022'. A table lists exams with columns for Name, Subject, Classes, Grader, Date and hour, and Progression. The first row is 'Test épreuve partenaire' with subject 'Test', class 'Anchala', grader 'John Smith prof', and date '07/04/2022 at 14:00'. The second row is 'Test Formation épreuve partenaire' with subject 'Test', class 'Anchala', grader 'John Smith prof', and date '07/04/2022 at 12:29'. Both rows have an 'Approve' button and a settings icon.

1

A

Click on the tab Welcome

B

Click on the sub tab Being corrected or graded

C

Find the name of your exam in the list and click on it to open it

2

Click on the button Download Students

The screenshot shows the 'Download the students' interface. At the top, there are buttons for 'Download the students' and a search bar for 'Student name'. Below is a table with columns: 'us', 'Submission date', 'Posted at', 'Duration', and 'Grade'. The first row shows a progress bar at 1.75%, a submission date of '06/22/2022 at 15:06', a posted date of '06/22/2022 at 15:07', a duration of '00h00m', and a grade of '-3/3.75'. At the bottom, there is a 'Line per page' dropdown menu set to '25'.

TO NOTE THAT  
*the list of the copy correction status will be downloaded in Excel format indicating the name of the graders assigned to each copy.*



# DOWNLOAD RESULTS

*Reminder : The results are downloaded in PDF or Excel form.*



**A**

**B**

Name	Subject	Classes	Grader	Date
Web exam	Subject One	Max	Max Test	07/
test mep 1.7 du 16/06 - correc...	Marketing	classe Soukaina	Mr Happy	06/
test mep 1.7 du 16/06 - correc...	Marketing	classe Soukaina	Mr Happy, Sad Mr	06/

1

A

Click on the tab Home

B

Click on the sub tab Graded

2

Find the name of your exam in the list and click on it

Click on the button



Web exam Approve all corrections

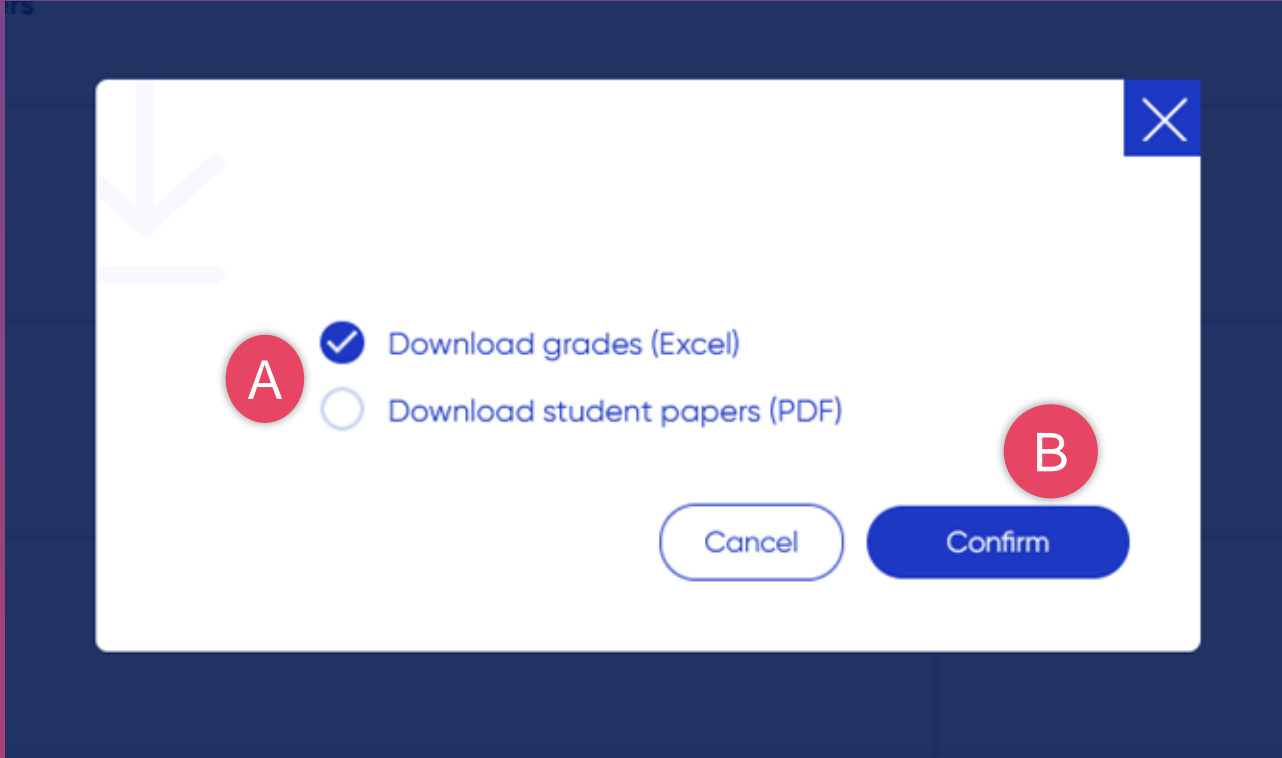
Grade Good/Bad answers

1/1 Average

0:00 Average duration

Total 1

Grade	Good/Bad answers
0.8	1



3




A Choose the download option

B Click on the button Confirm

4

A Wait a few minutes and click Reload the List

B Click on the button 

Type of file	Status	Download
exam_papers_3cc62257.zip	The file is ready to be downloaded	
exam_papers_17b239b8.zip	The file is ready to be downloaded	
exam_papers_33080185.zip	Awaiting...	

# SHARING RESULTS

*Reminder : The results are shared directly on the application of each student/candidate.*



**A**

**B**

testwe Home Users Administration Establishments Downloads

## Greetings Mayra

In creation (207) To validate (35) Finalized (136) Being corrected (214) **Graded (20)**

Academic Year 2021-2022

Name	Subject	Classes	Grader	Date
Web exam	Subject One	Max	Max Test	07/
test mep 1.7 du 16/06 - correc...	Marketing	classe Soukaina	Mr Happy	06/
test mep 1.7 du 16/06 - correc...	Marketing	classe Soukaina	Mr Happy, Sad Mr	06/

1

A

Click on the tab Home

B

Click on the sub tab Graded

2

Find the name of your exam in the list and click on it

Click on the button

Web exam Approve all corrections

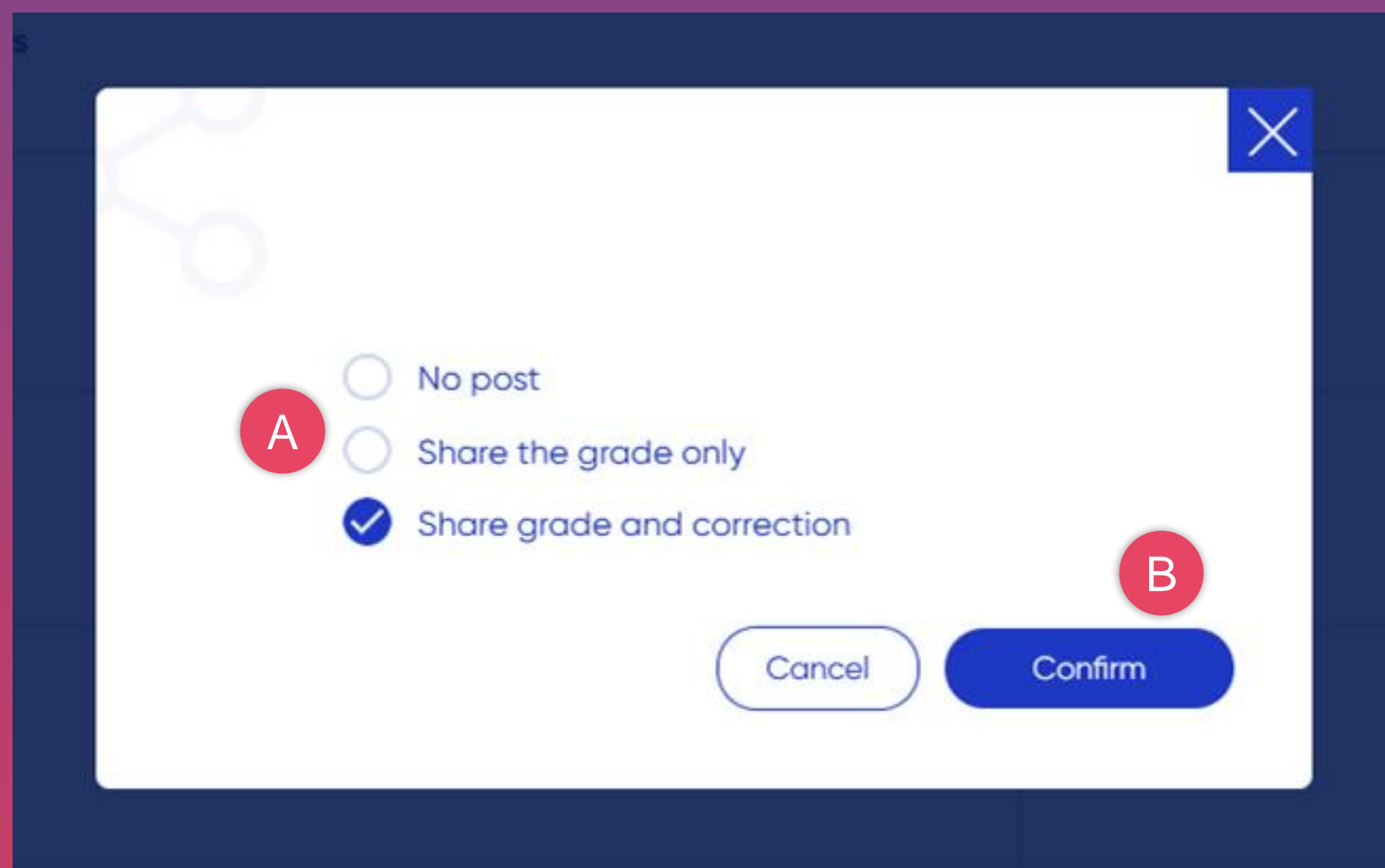
1/1 Average

0:00 Average duration

Total 1

Grade Good/Bad answers

Grade	Good/Bad answers
0.8	1



3

A

Choose the sharing option

B

Click on the button  
Confirm

NOTE THAT

*you can change the sharing option at any time by selecting it here.*



+33 (0)1 76 41 14 88

