**Validation Details**

This validation test covers competency assessments, specifically, creating questions and making use of images, within the competency tool found in iPassport.

**Changes between iPassport versions:**

Current version: v3.5.1

Previous version: v3.4.1

Changes to this area of iPassport:

This update mainly deals with minor updates in the appearance of the screens.

**Pre-requisites:**

Administration access is NOT required for this test, there are no permissions associated with it. But access to the **Competency** main menu is required as well as **Assessment Designer**.

This process creates a new example assessment template.

You require access to two users during this series of tests, one to be assessed (we’ll call *candidate*) and one to be the examiner (we’ll call *examiner*). It does not matter which user you create the assessment template with, as long as they have the role *Competency Editor* in the appropriate OU. You and your alternate user should have less than 10 tasks assigned so that the **My Tasks** sidebar can be used as it is in the test. An image (.jpg) is required, to include as an attachment in one of the questions.

It is recommended that you check the automatic log out time for the account (this can be obtained from iPassport support) before commencing validation as some steps may require you are you to be logged in for longer than the 15 minutes’ default period.

This procedure should be performed within a test or training account so that unwanted records are not stored within a live account.

There are repetitions in this validation document; these are necessary as there are multiple pathways that can be used to record and obtain information.

All names such as menu items and sub-menu items will be displayed in bold, for example **Noticeboard.**

This test starts from within iPassport.

| **Area** | **Action** | **Expected Outcome** | **Observed Outcome** | **Pass/ Fail** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| Menu | Hover over the **Competency** main menu | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Assessment Designer** sub-menu | The **Assessment Designer** item should be highlighted |  |  |  |
|  | Click the **Assessment Designer** item | The **List Assessment Templates** tab should be displayed |  |  |  |
|  | Click the **Create Assessment Template** tab | The **Create Competency Assessment** **Template** screen should be displayed. |  |  |  |
| Create Assessment | Check the screen | There should be two required fields (**Code** & **Title**) – the pink background denotes a required field |  |  |  |
|  | Click the **Create** button | A warning message should be displayed informing you there are two required fields |  |  |  |
|  | Add a code in the **Code** field | The text should be visible in the **Code** field |  |  |  |
|  | Add a title in the **Title** field | The text should be visible in the **Title** field |  |  |  |
|  | Click the dropdown menu under **What Info Can the Candidate See?** | A list of 4 options should appear with “Pass or Fail only” set as the default |  |  |  |
|  | Click the option, “**All info including examiner comments**” | The selected option should display in the text box |  |  |  |
|  | Click the **Create** button | The test should create and you should be in the **Draft Competency Assessment Template** (heading) |  |  |  |
|  | Check the **Code** field | This should display the code you added previously |  |  |  |
|  | Check the **Title** field | This should display the title you added previously |  |  |  |
| Advanced Settings | Scroll down the page to the **Advanced Settings** | - - - - - - |  |  |  |
|  | Check the **Advanced Settings** | There should be six categories |  |  |  |
|  | Check the **Examiner Settings** option | There should be a (0) next to the title to show there are no examiners set |  |  |  |
|  | Click the **Examiner Settings** option | The **Examiner Settings** option should expand |  |  |  |
|  | Click the pencil icon under Examiner(s) | A list of eligible examiners should appear with a search filter at the top |  |  |  |
|  | Start typing the name of your *examiner* in the Search Filter or scroll down the list of examiners in the **Examiners** field | You should be able to see your examiner |  |  |  |
|  | Select your *examiner* | A tick should appear against their name |  |  |  |
|  | Click the **Save** button | The field should close and you should see the name of your *examiner* displayed under **Examiners** |  |  |  |
|  | Click the sub-heading **Examiner Settings (1 User)** to collapse it | The section should collapse to only show the heading; the value in parentheses, (1 User), should reflect the number of examiners selected. |  |  |  |
| Adding Questions | Scroll down to the **Add Question** area of the template | - - - - - - |  |  |  |
|  | Click the **Add Question** button | The new question area should be displayed and you should see an area where “**You can upload images here**” |  |  |  |
|  | Scroll down to the **Question Type** selector | There Should be two options visible: **Checkbox** (default) & **Text** |  |  |  |
|  | Select the Question Type of **Text** | The **Text** radio button should be highlighted under the **Question Type** field |  |  |  |
|  | Click the **Save Question** button (you may need to scroll for this depending on your screen resolution) | A warning message should be displayed informing you the **Question text can’t be blank**. The warning also appears under the text field. |  |  |  |
|  | Click the cursor in the **Question** field | The cursor should be visible in the **Question** field |  |  |  |
|  | Add your text based question | The text should be displayed |  |  |  |
|  | Set the points for this question to “5” in the **Maximum Points Available** field | The number “5” should be visible in the field |  |  |  |
|  | Click the cursor in the **Guidance for the Assessor** field | The cursor should be visible in the **Guidance for the Assessor** field |  |  |  |
|  | Enter guidance text for the *examiner* (alternate user) who is marking this test | The text should be visible. |  |  |  |
|  | Click the **Save Question** button | The question should save and you should see this under the **Questions** area of the template |  |  |  |
|  | Check the points value in the **Question 1** grey heading bar | This should show **5 points** |  |  |  |
|  | Click the **Edit Question** button | This should open the question in a lightbox |  |  |  |
|  | Click the pencil edit icon for the **Allow Attachments** field | The field should ‘open’ and you should see a checkbox |  |  |  |
|  | Select this box | A tick should appear |  |  |  |
|  | Click the **Save** button | The field should collapse and you should see the text, “**Yes”** |  |  |  |
|  | Click the x button in the top right corner of the lightbox (you may need to scroll up for this depending on scree resolution and the length of question/ guidance you added) | The lightbox should close |  |  |  |
|  | Click the **Add Question** button | The new question area should be displayed and you should see an area where “**You can upload images here**” |  |  |  |
|  | Scroll down to the **Question Type** selector | There Should be two options visible: **Checkbox** (default) & **Text** |  |  |  |
|  | Leave the **Question Type**, *Checkbox* selected | The *Checkbox* radio button should be highlighted under the **Question Type** field |  |  |  |
|  | Tick the checkbox for the **Mandatory** field | The checkbox should appear ticked under, **Mandatory** |  |  |  |
|  | Click the cursor in the **Question** field | The cursor should be visible in the **Question** field |  |  |  |
|  | Add a text question that has 3 correct answers/choices | The text should be displayed |  |  |  |
|  | Set the **Points** fieldto “1” | A “1” should be displayed in the **Points** field |  |  |  |
|  | Click the field with the default text, “*for all correct answers*” | A dropdown menu should appear with only two options |  |  |  |
|  | Select the option, “*for each correct answer*” | The text, “*for each correct answer*” should now display in the field |  |  |  |
| NOTE: This setting allows candidates to earn points for only selecting some of the correct choices. The option, “*for all correct answers*” is an “all or nothing” setting and points will only be awarded if all correct choices are selected. If one incorrect choice is selected, no points are awarded to discourage candidates from ticking all of the choices. | | | | | |
|  | Set the **Minimum Score** fieldto “2” | A “2” should be displayed in the **Minimum Score** field |  |  |  |
| NOTE: In this case, the question has 3 correct choices, worth a point each. If only 1 is selected, since the minimum score is 2, the candidate will get 0 points awarded. | | | | | |
|  | Click the **Save Question** button | You should be returned to the overall template and you should be able to see the **Answer Text** field (you may need to scroll down for this) |  |  |  |
|  | Click the **Add Answer** button | A warning message should be displayed informing you **Answer text can’t be blank.** The warning also appears under the text field. |  |  |  |
|  | Click the cursor in the **Answer Text** field | The cursor should be visible in the field |  |  |  |
|  | Add your first answer (note: this answer is **not** going to be correct) | The text should be visible in the **Answer Text** field |  |  |  |
|  | Click the **Add Answer** button | The answer should be added to your question (you may need to scroll to see it); it should be marked, *Not Correct* and have a delete (trash/bin) icon; a new **Answer Text** field should be visible |  |  |  |
|  | Click the **Add Answer** button (under the answer just added) | A warning message should be displayed informing you **Answer text can’t be blank.** The warning also appears under the text field. |  |  |  |
|  | Click the cursor in the **Answer Text** field | The cursor should be visible in the field |  |  |  |
|  | Add your second answer (note: this answer **is** to be correct) | The text should be visible in the **Answer Text** field |  |  |  |
|  | Select the **Is Correct** field | The **Is Correct** field should be selected/ ticked |  |  |  |
|  | Click the **Add Answer** button | The answer should be added to your question (you may need to scroll to see this); it should be marked, ***Correct*** and have a delete (trash/bin) icon; a new **Answer Text** field should be visible |  |  |  |
|  | Click the cursor in the **Answer Text** field for the next answer | The cursor should be visible in the field |  |  |  |
|  | Add your third answer (note this answer **is** to be correct) | The text should be visible in the **Answer Text** field |  |  |  |
|  | Select the **Is Correct** field | The **Is Correct** field should be selected/ ticked |  |  |  |
|  | Click the **Add Answer** button | The answer should be added to your question (you may need to scroll to see this); it should be marked, ***Correct*** and have a delete (trash/bin) icon; a new **Answer Text** field should be visible |  |  |  |
|  | Click the cursor in the **Answer Text** field | The cursor should be visible in the field |  |  |  |
|  | Add your fourth answer (note this answer **is** to be correct) | The text should be visible in the **Answer Text** field |  |  |  |
|  | Select the **Is Correct** field | The **Is Correct** field should be selected/ ticked |  |  |  |
|  | Click the **Add Answer** button | The answer should be added to your question (you may need to scroll to see this); it should be marked, ***Correct*** and have a delete (trash/bin) icon; a new **Answer Text** field should be visible |  |  |  |
|  | Click the **Finish** button | You should be returned to the test template and the question/ answer ‘closed’ (you may need to scroll down) |  |  |  |
|  | Check the question | You should now be able to see the **Edit Question** and **Delete Question** buttons |  |  |  |
|  | Check the **Answers** area for the second question | You should see four possible answers, three of which are marked as ***Correct*** |  |  |  |
|  | Click the **Add Question** button | The new question area should be displayed and you should see an area where **You can upload images here** |  |  |  |
|  | Scroll down to the **Question Type** selector | There Should be two options visible: **Checkbox** (default) & **Text** |  |  |  |
|  | Select the Question Type of **Text** | The **Text** option should be displayed in the **Question Type** field |  |  |  |
| NOTE: Please use any simple image as an attachment for validation purposes only. The candidate can refer to it for the question being asked but you must also enter a text in the question field. | | | | | |
|  | Click the icon under **You can upload images here** | A browser window should appear to search your image |  |  |  |
|  | Select your image | The image should load into the image area of the question |  |  |  |
|  | Click the **Save Question** button (you may need to scroll for this depending on your screen resolution) | A warning message should be displayed informing you the **Question text can’t be blank**. The warning also appears under the text field. |  |  |  |
|  | Click the cursor in the **Question** field | The cursor should be visible in the **Question** field |  |  |  |
|  | Add your text based question | The text should be displayed |  |  |  |
|  | Set the points for this question to 3 in the **Maximum Points Available** field | The number 3 should be visible in the field |  |  |  |
|  | Click the checkbox under **Allow Attachments** | A tick should appear in the checkbox, allowing the *examiner* to attach files during the assessment |  |  |  |
|  | Click the cursor in the **Guidance for the Assessor** field | The cursor should be visible in the **Guidance for the Assessor** field |  |  |  |
|  | Enter guidance text for the *examiner* (alternate user) who is marking this test | The text should be visible. |  |  |  |
|  | Click the **Save Question** button | The question should save and you should see this under the **Questions** area of the template |  |  |  |
|  | Check the **Questions** area | There should be 3 questions and only Question 2 (the checkbox question) should be marked, **Mandatory** |  |  |  |
|  | Click the tab **List Assessment Templates** | Your new assessment should appear listed as a draft |  |  |  |
| NOTE: There are another two validation documents that work in conjunction with this to completely cover the Competency Assessments area | | | | | |

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| **Comments/ Changes** | | |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 9th October 2018 | Document created |
| v1.1 | 13th February 2020 | Updated to reflect current interface |