**Validation Details**

This validation test covers competency questionnaires, specifically questions, within the competency tool found in iPassport.

**Changes between iPassport versions:**

Current version: v3.4.2

Previous version: v3.3.4

Changes to this area of iPassport:

The field, *Category* has been added to help classify tests and test templates.

**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 **Test Designer**.

This process creates a new example test template.

You require access to two users during this test, one to complete the test and one to mark it. It does not matter which user you create the test template with. 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.

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 **Test Designer** sub-menu  | The **Test Designer** item should be highlighted  |  |  |  |
|  | Click the **Test Designer** item | The **List Templates** tab (for test templates) should be displayed |  |  |  |
| Create Test Template | Click the **Create Template** option | The **Create new Competency Test** **Template** screen should be displayed. |  |  |  |
|  | Check the screen  | There should be two required fields (**Code** & **Title**) |  |  |  |
|  | 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 |  |  |  |
| Adding a Category | Click the **edit** (pencil) icon under **Category** | The area should expand to show a textbox with a spanner icon, *Save* and *Cancel* buttons |  |  |  |
|  | Click the text box under **Category** | A dropdown menu of categories should appear (if any have been created) |  |  |  |
|  | Assuming you need to create a new category, click anywhere outside of the dropdown menu | The dropdown menu should vanish, leaving the field blank |  |  |  |
|  | Click the **manage** (spanner) icon next to the textbox | The lightbox, *Competency Test Categories* should pop up |  |  |  |
|  | Click **[+]Add Competency Test Categories** | The lightbox should expand to show the *Create Competency Test Categories* section |  |  |  |
|  | Enter a new category in the **Name** field | Your entry should display in the text box |  |  |  |
|  | Click the **Create Competency Test Categories** button | The lightbox should shrink back down and the new category should be displayed in the list below |  |  |  |
| Removing a Category | Assume you discover that category is redundant and remove it by clicking the **delete** (trash/bin) icon under *Actions*, on the right | The category should disappear from the list |  |  |  |
|  | Create another new category by clicking the **Create Competency Test Categories** button  | The lightbox should expand again to show the *Create Competency Test Categories* section |  |  |  |
|  | Enter a new category in the **Name** field | Your entry should display in the text box |  |  |  |
|  | Click the **Create Competency Test Categories** button | The lightbox should shrink back down and the new category should be displayed in the list below |  |  |  |
|  | Click the **close** (X) button on the top right of the lightbox | The lightbox should close and the new category should be displayed in the textbox |  |  |  |
|  | Click **Save** under **Category** | The area should shrink down to only show the category with the pencil icon next to it |  |  |  |
| Setting feedback for candidate | Click the textbox under **What Info Can the Candidate See?** | A dropdown menu should appear with 4 options |  |  |  |
|  | Select (click) the option, **Show failed questions** | The option, *Show failed questions* should be displayed in the textbox |  |  |  |
|  | Click the **Create** button | The test should create and you should be in the **Draft Competency Test 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 |  |  |  |
|  | Click the **Examiner Settings** option | The **Examiner Settings** option should expand |  |  |  |
|  | Click the **edit** (pencil) icon under **Examiner(s)** | A search/selection box should appear with *Save* and *Cancel* buttons below |  |  |  |
|  | Scroll down the list of examiners in the **Examiners** field | You should be able to see your alternate user |  |  |  |
|  | Select you alternate user | A tick should appear against their name |  |  |  |
|  | Click the **Save** button | The field should close and you should see the name of your alternative user displayed under **Examiners** |  |  |  |
|  | 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 **Please enter the question text below**  |  |  |  |
|  | Expand the **Question Type** selector | There Should be two options visible: **Checkbox** & **Text** |  |  |  |
|  | Select the Question Type of **Text** | The **Text** option should be displayed in 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** |  |  |  |
|  | 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 **Points for correctly answering this question** field | The number 5 should be visible in the field |  |  |  |
|  | Click the cursor in the **Guidance for the Examiner** field | The cursor should be visible in the **Guidance for the Examiner** field |  |  |  |
|  | Enter guidance text for the person (alternate user) 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 **Mandatory** field | The field should ‘open’ and you should see a select box |  |  |  |
|  | Select this box | A tick should appear |  |  |  |
|  | Click the **Save** button | The field should ‘close’ and you should see the **Yes** text |  |  |  |
|  | 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 **Please enter the question text below** |  |  |  |
|  | Expand the **Question Type** selector | There Should be two options visible: **Checkbox** & **Text** |  |  |  |
|  | Select the Question Type of **Checkbox** | The **Checkbox** option should be displayed in 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** |  |  |  |
|  | Click the cursor in the **Question** field | The cursor should be visible in the **Question** field |  |  |  |
|  | Add your text question | The text should be displayed |  |  |  |
|  | Set the **Points for correctly answering this question** to 3 | A 3 should be displayed in the **Points for correctly answering this question** |  |  |  |
|  | Click the **Save** 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** |  |  |  |
|  | 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 this), and a new **Answer Text** field should be visible |  |  |  |
|  | Click the **Add Answer** button (on the new answer) | A warning message should be displayed informing you **Answer text can’t be blank** |  |  |  |
|  | Click the cursor in the **Answer Text** field | The cursor should be visible in the field |  |  |  |
|  | Add your second 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 this), and a new **Answer Text** field should be visible |  |  |  |
|  | Click the **Add Answer** button (on the new answer) | A warning message should be displayed informing you **Answer text can’t be blank** |  |  |  |
|  | Click the cursor in the **Answer Text** field | 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), and a new **Answer Text** field should be visible |  |  |  |
|  | Click the **Add Answer** button (on the new answer) | A warning message should be displayed informing you **Answer text can’t be blank** |  |  |  |
|  | Click the cursor in the **Answer Text** field | The cursor should be visible in the field |  |  |  |
|  | Add your fourth 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 this), and 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** button |  |  |  |
|  | Check the **Answers** area for the second question | You should see for possible answers, one of which is marked as **Correct** |  |  |  |
| Try to delete used category | Scroll up to the header section and click the **edit** (pencil) icon under **Category** | The area should expand to show a textbox with a spanner icon, *Save* and *Cancel* buttons |  |  |  |
|  | Click the **manage** (spanner) icon under **Category** | The lightbox, *Competency Test Categories* should pop up |  |  |  |
|  | Note the absence of the **delete** (trash/bin) icon on the row of your new category | The delete icon should not be available as the category is in use |  |  |  |
|  | Assume you want to modify the category and click its **edit** (pencil) icon under *Actions* | The lightbox should expand to show the *Edit Competency Test Categories* section |  |  |  |
|  | Edit the category in the **Name** field | Any changes should be visible in the textbox |  |  |  |
|  | Click **Save Competency Test Categories** | The lightbox should shrink back down and the edited category should be visible in the list |  |  |  |
|  | Click the **close** (X) button on the top right of the lightbox | The lightbox should close and the new category should be displayed in the textbox |  |  |  |
|  | Click **Save** under **Category** | The area should shrink down to only show the category with the pencil icon next to it |  |  |  |
|  | Click inside the **Actions** textbox on the right side of the header section | The dropdown menu should expand and show, **Clone Template**, **Delete** and **Publish** |  |  |  |
|  | Select the **Publish** option | The **Publish** option should be displayed in the dropdown menu area |  |  |  |
|  | Click the **Go** button | The information message **Are you sure you want to publish this Template?** Should be displayed |  |  |  |
|  | Click **Ok** in the information message | A warning message should be displayed saying **Pass score can’t be set to zero** |  |  |  |
|  | Click **Close** in the warning message | The message should be hidden/ removed |  |  |  |
|  | Click the pencil edit icon for **Pass Score** | The Pass Score field should become editable  |  |  |  |
|  | Set the **Pass Score** to 2 points | The field should show 2 points |  |  |  |
|  | Click the **Save** button | The **Pass Score** field should be ‘closed’ again and the score should show 2 |  |  |  |
|  | Click the pencil edit icon for the **Number of Questions** | The **Number of Questions** field should open |  |  |  |
|  | Add 2 to the field | A 2 should be visible in the field |  |  |  |
|  | Click the **Save** button | The **Number of Questions** field should close again and display a 2 |  |  |  |
|  | Expand the drop down menu in the header area and select **Publish** | **Publish** should be displayed in the drop down menu area |  |  |  |
|  | Click the **Go** button | The information message **Are you sure you want to publish this Template?** Should be displayed |  |  |  |
|  | Click **Ok** in the information message | The test should be published and you should see **PUBLISHED** in the header area of the test template |  |  |  |
|  | Click inside the **Actions** field to expand the dropdown menu, on the right side of the header area | The menu should be expanded and you should see the options: **Archive**, **Assign Tests**, **Clone Template,** **Create new Version**, & **Delete** |  |  |  |
|  | Select the **Assign Tests** option | The **Assign Tests** option should be displayed in the dropdown menu |  |  |  |
|  | Click the **Go** button | The assign test lightbox should open  |  |  |  |
|  | Select your test from the **Test Template** list | The test should show as selected and the **Title** field should auto populate with that name of the test |  |  |  |
|  | Click the **Filter** area of the **Assign test to Staff Member(s)** field | The cursor should be displayed in the Filter area of the **Assign test to Staff Member(s)** field |  |  |  |
|  | Start to type your name | The search results should filter down to you.NOTE: This is partially dependant on the length of your search string, it may show more users |  |  |  |
|  | Select yourself | A tick should appear against your name |  |  |  |
|  | Click in the **Due Date** field | A calendar tool should be displayed |  |  |  |
|  | Select the day after today and click | The calendar tool should be closed and the date should be displayed in the **Due Date** field |  |  |  |
|  | Click the **Assign Test(s)** button | You should see a Successfully **Assigned information** message |  |  |  |
|  | Close the message using the x icon in the top right corner | You should be returned to your test template screen |  |  |  |
|  | Hover over the **Competency** main menu item | The sub-menu should be displayed |  |  |  |
|  | Hover over the **Tests** option | The **Tests** option should be highlighted |  |  |  |
|  | Click the **Tests** option | The **Lists Tests** tab should be displayed |  |  |  |
|  | Click the **Candidate** field | The **Candidate** field should expand |  |  |  |
|  | Start to type your name | The list should filter onto that userNOTE: This depends how much you type, the list does not filter down but should highlight the candidate |  |  |  |
|  | Click/ hit the return key on your keyboard | The list results should filter down to candidate selected |  |  |  |
|  | Click the **Logout** option in the top right corner of iPassport | You should be logged out |  |  |  |
|  | Log into iPassport again | You should be logged in |  |  |  |
|  | Click the **My Tasks** sidebar | The **My Tasks** sidebar should open |  |  |  |
|  | Check the task list here | You should see the **Take Test** for the newly assign one |  |  |  |
|  | Check the **Due** date | This should show the day after your test (the date you selected) |  |  |  |
|  | Click the **Take Test** option | The test should open |  |  |  |
|  | Check the number of questions | There should be two questions |  |  |  |
|  | Check the question types | There should be one text and one checkbox question |  |  |  |
|  | Complete your questions | - - - - - -  |  |  |  |
|  | Click the submit button | You should see the information message **Test Completed** |  |  |  |
|  | Click the Close button | The test lightbox should be closed |  |  |  |
|  | Click the refresh (recycle symbol) button in the **My Tasks** area | The **Take Test** option should be removed as it is now complete |  |  |  |
|  | Click the **Logout** option in the top right corner | You should be logged out of iPassport |  |  |  |
|  | Login as your alternative user | You should be logged in |  |  |  |
|  | Click the **My Tasks** sidebar | The **My Tasks** sidebar should open |  |  |  |
|  | Check the sidebar | You should see a **Mark Test** task listed |  |  |  |
|  | Click the **Mark Test** task option | The test results should open |  |  |  |
|  | Check the test results | It should clearly show **Awaiting Marking** |  |  |  |
|  | Mark the text answer with a suitable **Score** (a positive value) | A number should be visible in the Score |  |  |  |
|  | Click the **Submit Test** button (you may need to scroll down) | You should see a warning message appear stating **Not all questions are marked yet. Make sure you save all questions before submitting the test** |  |  |  |
|  | Click the **Save** button for the first question | A confirmation message should be displayed informing you **The question has been marked. …** |  |  |  |
|  | Click the **Submit Test** button (you may need to scroll down) | The test should be marked as **Pass** |  |  |  |

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| **Comments/ Changes** |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 9th March 2018 | Document created |
| v1.1 | 19th Feb 2019 | Included ‘Category’  |
| v1.2 | 23d Sep 2019 | Updated changed menu name |