**Validation Details**

This validation test covers re-take management (attempts allowed) within the competency questionnaire tool within iPassport.

**Changes between iPassport versions:**

Current version: v3.3.4

Previous version: N/A

Changes to this are of iPassport:

N/A – No changes have been made to re-take management during the development of v3.3.4

**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 Template**.

This process edits an existing **Test Template**; therefore please ensure you have an unpublished **Test Template**. The test template should have the other components completed and ready to publish. The test needs to be made up of checkbox answers only.

It is a requirement to fail the test, as this tests the re-take attempts.

Ensure the **Cool Off Period** is set to 0.

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 Templates** sub-menu  | The **Test Templates** item should be highlighted  |  |  |  |
|  | Click the **Test Templates** item | The **List Templates** tab (for test templates) should be displayed |  |  |  |
|  | Open your test template | The test template should open |  |  |  |
|  | Click the **Re-Take Settings** option | The **Re-Take Settings** area should open/ expand |  |  |  |
|  | Click the pencil/ edit icon for **Number of attempts allowed** | This should open the **Number of attempts allowed** field |  |  |  |
|  | Delete current contents and add 2 to the field | The field should display 2 |  |  |  |
|  | Click **Save** | The field should close and 2 should be shown |  |  |  |
|  | Publish the test | **- - - - - -** |  |  |  |
|  | Assign the test to yourself | **- - - - - -** |  |  |  |
|  | Hover over the **Competency** main menu | The sub-menu should appear |  |  |  |
|  | Hover over **Tests** | The **Tests** item should be highlighted |  |  |  |
|  | Click the **Tests** menu item | The **List Tests** tab should be displayed |  |  |  |
|  | Start to type your name into the **Candidate** field | The **Candidate** field should filter down to your name |  |  |  |
|  | Click your name | Your name should be displayed in the **Candidate** field |  |  |  |
|  | Expand the **Status** field | The **Status** options should be displayed |  |  |  |
|  | Select **Not Started** | **Not Started** should be shown in the **Status** field |  |  |  |
|  | Check the tests | They should only show tests for you that are not started |  |  |  |
|  | Click the **Take Test** button | The test should open |  |  |  |
|  | Answer the questions (Note: You **MUST** fail this test) | The questions should have a response next to them |  |  |  |
|  | Click **Submit** | The **Test Complete** screen should be displayed stating **Unfortunately, you have Failed the Test** |  |  |  |
|  | Check the text | It should show **You have 1 attempt(s) remaining** |  |  |  |
|  | Click **Close** | You should be returned to the **List Tests** tab |  |  |  |
|  | Click **Logout** | You should be logged out of iPassport |  |  |  |
|  | Log into iPassport | **- - - - - -** |  |  |  |
|  | Hover over the **Competency** main menu item | The sub-menu item should be displayed |  |  |  |
|  | Hover over **Tests** | The **Tests** item should be highlighted |  |  |  |
|  | Click **Tests** | The **List Tests** tab should be displayed |  |  |  |
|  | Select **No Started** from the **Status** field | **Not Started** should be displayed in the **Status** field |  |  |  |
|  | Check the tests | There should only be tests with the status of **Not Started** |  |  |  |
|  | Select yourself from the **Candidate** drop down | Your name should appear in the **Candidate** field |  |  |  |
|  | Check the tests | There should only be tests with the status of **Not Started** and assigned to you |  |  |  |
|  | Check the tests assigned to you | The previously failed test should be assigned to you again |  |  |  |
|  | Click the **Take Test** button | The test should open |  |  |  |
|  | Complete the test (and fail this) | The **Test Completed** screen should be displayed |  |  |  |
|  | Check the text | You should see **Unfortunately, you have Failed the Test** |  |  |  |
|  | Check the details | There should be no mention of retakes |  |  |  |
|  | Close the screen | You should be Returned to the **List Tests** tab |  |  |  |
|  | Click the row for your most recently failed test | The test details should be displayed |  |  |  |
|  | Check the header details | You should see **This user failed maximum number of times. Test will not be automatically reissued** |  |  |  |

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| **Comments/ Changes** |
| **Document Version** | **Date** | **Summary of changes** |
| v1.0 | 28th October 2017 | Document created |
| V1.1 | 9th March 2018 | Added extra text in the introduction/ prerequisite to ensure only checkbox answers are used following the introduction to text based answers |