

Submitting a Quayn test

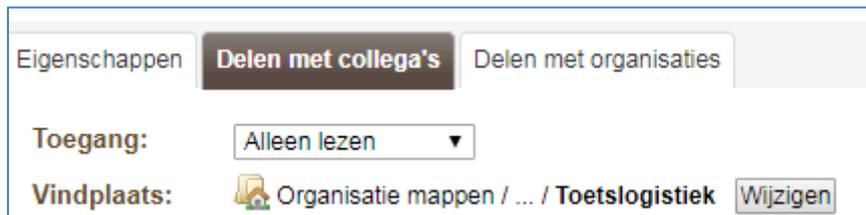
Halfway through the term you will receive an invitation to make an appointment to check your test which is going to take place in the next test week (also see Tijdsfad Toetsing/Test weeks schedule). At the moment of the appointment the test (project) must be ready in Quayn.

Location in Quayn

To be able to share your project with Team Toetslogistiek you have to create a separate folder. You only have to do this once and can use this folder for every test you make.

How to create and share a folder with Team Toetslogistiek:

- You create a folder in MIJN PROJECTEN (My Projects) which you give your name: Last name, First name, e.g. Braaksma, Eelco.
- You share this folder with the people involved (names are in the invitation email) and as **Vindplaats** () you use "Toetslogistiek":



- Access rights remain "Alleen lezen" (reading only).

You now have a folder in which you can put your test, which makes it possible for Team Toetslogistiek to see and plan this test. The next step is to actually create the test in Quayn and to share it with Team Toetslogistiek. You can share the test by placing/putting the project in the folder you have just created.



Contrary to WinToets it is not possible to modify the test questions once the project has been created. If you do want to modify a question you have to do this in the item bank and after that the test/project has to be created again.

Once a project (test) has been created you cannot modify the questions. *Nor can the colleagues of Toetslogistiek.* So make sure that when you are about to share your project (test), it is correct as far as content is concerned.

After the test

After the test you have to do a few things. It is very important for Team Toetslogistiek that you remove your test/project from the folder you shared with them.

If you do not remove the test Team Toetslogistiek will still see all the prior tests/projects which is undesirable, because then there is a chance that a wrong test might be given during an upcoming test week.

What is useful:

Create your own folder for all tests taken. You obviously do this in your MIJN PROJECTEN (My Projects) folder, like you did during step 1 when you created a folder for sharing your project/test with Team Toetslogistiek. This time you create a folder that you do not share with anyone (unless you would like to share it with a colleague).

Name the folder "Tests taken" for example.

In this case it is sufficient to just enter a name in the tab Eigenschappen (Properties). Then choose "save".

Now you can move the test from the shared folder (with Toetslogistiek) to the folder "Tests Taken".

In order to do this click on the shared folder.

You will then see the project (or projects) that you shared with Toetslogistiek. Now drag the project to the folder "Tests Taken" (click and drag to other folder and drop).