Quizzing & Certification Module

This module provides an easy way to quiz employees for verification of training. This is becoming a major focus for the FDA and ISO auditors. Test questions rotate to prevent individuals from sharing questions and answers. Below is a list of popular features.

MAJOR FEATURES	SUMMARY OF FUNCTIONALITY
Question Format	Ability to create tests with various formats such as: true/false, multiple-choice, fill-in-the-blank. (TMSWeb base system required).
Question Maintenance	All questions can be edited, changed or deleted at any time with the correct user permission.
Test Assignment - Documents	Test questions can be assigned to documents in which a user would need to pass the test in order for the system to record their training record.
Test Assignment - Jobs	Test questions can be assigned to a specific job or multiple jobs and can be issued as a standalone test. An example would be an annual safety test that is required by OSHA
Taking the Test	Tests are taken on-line using web-based technology. Tests can be issued independently or integrated with the issuing of new versions of documents.
Pass/Fail Determination	Passing a test is determined by assigning a predetermined number of correct answers. Each test can have different number of questions and percentages assigned.
Test Activities	Activities for taking a test are assigned to the "My Activities" screen of the individual user.
Activity Due Dates/Overdue	Due Dates are assigned to the testing activity and reminders are sent once the activity is overdue
Notification elevation	Notification to managers and directors can automatically be sent for overdue test activities
Re-Testing	Re-testing is allowed for a predetermined number of times after which a department manager can be notified for pass or fail condition.
Test Failure	If an individual fails a test, activities will stay open for flagging by system. Due dates will turn red - flagging overdue status of tests.
Creating of Training/Testing Records	Training records are created for all individuals who pass tests with the Name of Test, Test Number, Version Number, Date and Time stamp.
Test Access	Access to tests and test designs is via our standard permission table.
Testing Deviations	Whenever a job specific document is updated, training verification can require reissuing the entire test or creating a new test. Deviation to tests will be flagged during the normal running of TMS deviation reports and automatic notification programs. Test activities can be issued automatically when test cycles expire.
Self Training Update	Ability to provide a test when an individual self trains on a document.
Summary Page	Optional Summary Page can be displayed to the user which summarizes questions, answers and explanations on why particular answers were incorrect or accurate.
Reports	Reports provide details on questions on the following: How often someone took the test Number of times a questions was asked Failures frequency for each question Success frequency for each question Total failure percentage of each question
Certificates	Optional certificate printing after successfully completion of a test is available to the user for printing.

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