



PeopleFluent Learning

Exams Import Guide

How to import exams via the Background Task Console
in PeopleFluent Learning 22.07

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About Importing Exams

In PeopleFluent Learning exams have three components:

- The exam
- One or more exam sections
- One or more questions per section

The LMS includes a Question CSV Loader, which can be used to import questions only. However, you can import exams, exam sections and questions from comma-separated values (CSV) files via the Background Task Console. This can be particularly useful for migrating exams from another LMS.

 You can only add exams, sections and questions using the Background Task Console. Updating and deleting are not supported.

To import an exam, its exam sections, and the questions for those sections, you have to create three Background Console tasks to import three CSV files populated with the corresponding data. You can then run the tasks immediately or at any time.

CSV Files

This section describes the fields needed for the CSV files to be imported. The order of the fields is not important, but they must all be present in the CSV file.

Main Exam CSV File Reference

When you import the main exam CSV file into the Background Task Console, the task type is *mainExamImports*.

Table: Exam CSV File Field Reference

Field	Content	Data Handling	Default	Mandatory
ExamID	Exam ID	A unique ID that conforms to ID constraints (maximum 85 characters)	None	Yes
AutoGrade	Automatically Grade?	"Y" or "N"	Y	No
AttemptLimit	Maximum Number of Attempts for Each Participant	Any positive whole number	1 if system license is Exam only, otherwise 9999	No
ParticipantReview	Allow participant review	Must be one of: Y - Always P - If Passed N - Never	Y	No
AllowHints	Allow hints?	"Y" or "N"	N	No
DateEntered	Date and time record is created	Must be in the format yyyy-MM-dd HH:mm:ss, for example, 2010-08-25 13:00:00 denotes August 25, 2010, 1:00 p.m.	System Date	No

RequiredPoints	Number of points required to pass the exam, based on the Marking Type.	Any positive whole number. Up to 100 for percentage, or the number of points based on the intended number of questions and their weighting.	System Configuration - Default Passing Grade	No
Title	Title	Any text (Max field length:255)	None	Yes
Description	Description	Any text (Max field length:None)	None	
Stylesheet	Colors and Fonts	Existing style sheet name. If the specified stylesheet does not exist, the default stylesheet is used.	Test Default	No
ExamType	Exam type	Must be one of: 0 - Standard Exam 1 - Survey 3 - Course Evaluation 4 - Certification 5 - Skills Exam 6 - Supervisor Assessment	0	No

MaxTimeAllowed	Maximum Time Allowed	<p>Must be in the format HH:mm, for example, 10:10 denotes 10 hour and 10 minutes.</p> <p>Applicable for gradable exam types only (i.e. Standard Exam, Certification, Skills Exam)</p>	None	No
ValidFrom	Not available before	<p>Must be in the format yyyy-MM-dd HH:mm:ss (mm is at intervals of 30mins), for example, 2010-08-25 13:00:00 denotes August 25, 2010, 1:00 p.m.</p>	None	No
ValidTo	Not available after	<p>Must be in the format yyyy-MM-dd HH:mm:ss (mm is at intervals of 30mins), for example, 2010-08-25 13:00:00 denotes August 25, 2010, 1:00 p.m.</p>	None	No
AllowPrint	Allow candidates to print exams	"Y" or "N"	N	No
AllowResume	Allow candidates to resume incomplete attempts	"Y" or "N"	Y	No

MinimumRetakeIntervalAmount	Participants cannot retake exam within (amount field)	Any positive whole number Applicable when system license is not Exam only	0	No
MinimumRetakeIntervalUnit	Participants cannot retake exam within (unit field)	Must be one of: D - Day W - Week M - Month Y - Year Applicable when system license is not Exam only	D	No
AllowScoreDisplay	Display score	"Y" or "N"	Y	No
AllowNavigation	Allow Section/Question Navigation	"Y" or "N"	N	No
AllowQuestionIdDisplay	Display question ID	"Y" or "N"	N	No
DisallowAbandon	Disallow abandonment of a resumed exam?	"Y" or "N"	N	No
IsTemplate	Is a Template?	"Y" or "N"	N	No

ReviewQuestion	After each page of questions	<p>Must be one of:</p> <p>NOREVIEW - Just continue to the next page</p> <p>ANSWERCORRECT - Mark answers "correct" or "incorrect", then continue to the next page</p> <p>REVIEWNOTFORCE - Show the correct responses, then continue to the next page</p> <p>REVIEWFORCE - Show the candidate's responses, then redeliver the questions if any of the responses were incorrect</p>	NOREVIEW	No
MarkType	Marking type	<p>Must be one of:</p> <p>M - Point</p> <p>P - % (percentage)</p>	P	No
ShowMark	Show number of marks for each question	"Y" or "N"	Y	No
ReviewType	Participant can review	<p>Must be one of :</p> <p>A - All</p> <p>C - Correct answers</p> <p>I - Incorrect answers</p> <p>O - Incorrect answers only</p>	O	No

MaxTimePerQuestion	Maximum Time per Question (seconds)	Any positive whole number	0	No
PoolSummaryLevel	Pool Summary Level	0-7	0	No
AllowDownload	Allow download	"Y" or "N"	N	No
DisableMouseRightClick	Disable mouse right click	"Y" or "N"	N	No
LastUpdated	Last Updated	Must be in the format yyyy-MM-dd HH:mm:ss, for example, 2010-08-25 13:00:00 denotes August 25, 2010, 1:00 p.m.	System Date	No
ExamPool	An existing Exam Pool	A complete exam pool path, forward slash-delimited("/")	Default Test Pool	No

The value for an exam's Maximum Points is not included in the list as it is updated internally when exam sections or questions are added to an exam.

Exam Section CSV File Reference

When you import the exam sections CSV file into the Background Task Console, the task type is *examSectionImports*.

The exam section CSV file adds exam sections to an existing exam. The CSV file can include multiple sections (one section per row). The exam sections are added in the same sequence as specified in the input CSV file.

Table: Fields in the Exam Section CSV File

Field	Content	Data Handling	Default	Mandatory
ExamID	An existing Exam ID	A unique ID that conforms to ID constraints (maximum 85 characters)	None	Yes
TimeLimit	Time Limit (min.)	Any positive whole number	0	No

LayoutType	Questions per Page	Must be one of 1 - Sequential, Single Question per Page 3 - Multiple Questions per Page	3	No
SectionType	Question List Selection/ Section Type	Must be one of: 1 - Fixed Question List 2 - Random Question Generation	1	No
RequiredPoints	Required Number of Points	Any positive whole number	0	No
MaxPoints	Maximum Number of Points	Any positive whole number	100	No
Title	Title	Any text (Max field length:255)	"Section " + (n+1), where n is number of sections of an exam	No
Description	Description	Any text (Max field length:255)	None	No
QuestionDeliveryStyle	Question Delivery Style	Must be one of: 0 - Standard Section 1 - Instructor Evaluation Section	0	No
MarkType	Marking type	Must be one of: M - Point P - % (percentage)	P	No

RandomizeFixedQuestionList	Randomize fixed question list within question pools (For Fixed Question section only)	"Y" or "N"	N	No
Weighting	Weighting of Questions (For Random Question section only)	Must be one of: Q - Use weights as defined in the Question Editor at the time of starting exam S - Same weight for all questions	Q	No
MaxTimePerQuestion	Maximum Time per Question	Any positive whole number	0	No
MaxTimePerQuestionType	Time limit for Sequential delivery style	Must be one of: -1 - Not Applicable 0 - No time limit 1 - Maximum Time per Question 2 - Use Maximum Time per Question as defined in Exam Template Editor	-1	No
LastUpdated	Last Updated	Must be in the format yyyy-MM-dd HH:mm:ss, for example, 2010-08-25 13:00:00 denotes August 25, 2010, 1:00 p.m.	System Date	No

Exam Sections Questions CSV File Reference

When you import the exam sections questions CSV file into the Background Task Console, the task type is *examSectionQuestionImports*.

The LMS supports two types of exam section: fixed question sections and random question sections.

Table: Fields in the Exam Section CSV File

Field	Content	Data Handling	Default	Mandatory
ExamID	An existing Exam ID	A unique ID that conforms to ID constraints (maximum 85 characters)	None	Yes
SectionNum	An existing Section Number	Any positive whole number	None	Yes
QuestionPool	An existing Question Pool	Complete path of an existing question pool, forward slash-delimited("/"), e.g. Pool Level 1/Pool Level 2/Pool Level 3.	None	Yes
LastUpdated	Last Updated	Must be in the format yyyy-MM-dd HH:mm:ss, for example, 2010-08-25 13:00:00 denotes August 25, 2010, 1:00 p.m.	System Date	No
For Fixed Question section only				
Maximum Score	Maximum Score	Any positive whole number	1	No
PenaltyPoints	Penalty Points	Any positive whole number	0	No
For Random Question section only				
nQuestions	No. of questions from question pool	Any positive whole number This value will replace the number of questions that is already set on the question pool.	None	Yes

Create a Scheduled Import Background Task

To import an exam, its exam sections, and the questions for those sections, you have to create three Background Console tasks to import three CSV files populated with the corresponding data (for more information, see [CSV Files](#)). You can then run the tasks immediately or at any time.

Administrators with unrestricted or read only access to the *System Administration* feature in System Roles (Manage Features > System Administration) can create scheduled import and export tasks in the Background Task Console.

To create a scheduled import background task

Go to **Manage Center > System > Background Task Console**. The Background Task Console page opens and lists any existing scheduled tasks.

1. Click **+ Add Tasks**. The Add Background Task page opens.
2. Select **Import** from the Task drop-down list.
3. Select the frequency it will run.
4. Enter a title for the task.
5. Enter the task type corresponding to the CSV file:
 - `mainExamImports` for importing the exam
 - `examSectionImports` for importing the exam sections
 - `examSectionQuestionImports` for importing the exam section questions
6. Enter the URL for the imported or exported file. Files must be on the server or accessible from it.
7. Enter an email address for the task's start and end notifications.
8. Click **Save**. The task is added to the list on the Background Task Console page.
9. Repeat steps 1 to 8 as required to create the background tasks for all three CSV imports.
10. Click **Run** for each task to import the CSV files.

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