

TESTING & 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. Questions on quiz rotate so individuals cannot share answers.

MAJOR FEATURES	SUMMARY OF FUNCTIONALITY
Question Format	Ability to create tests with true/false, multiple-choice, fill-in-the-blank formats (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 specific documents.
Test Assignment - Jobs	Test questions can be assigned to a job or multiple jobs.
Taking the Test	Tests are taken on-line using web-based technology. Test can be issued independently or integrated with issuing new versions of documents.
Pass/Fail Determination	Passing a test is determined by assigning a predetermined number of correct answers.
Test Activities	Activities for taking a test are assigned to the My Activities screen of the individual user.
Assignment of Test Activities	Tests can be sent directly to the manager for manager oversight.
Activity Due Dates/Overdue	Due Dates are assigned to the testing activity.
Notification	Auto-notifications are sent as reminders for individual to take test. Optional notification to managers 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 will be created for all individuals who pass the test with the Name of Test, Test Number, Version Number, Date and Time stamp
Test Access	Access to tests and test designs would be via our standard permission table
Testing Deviations	Whenever a job specific document has been updated, verification can require re-taking 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 individual self trains on a document.
Summary Page	Optional summary page can be displayed to the user which summarizes questions, answers and explanation on why a particular answer was wrong or right.