
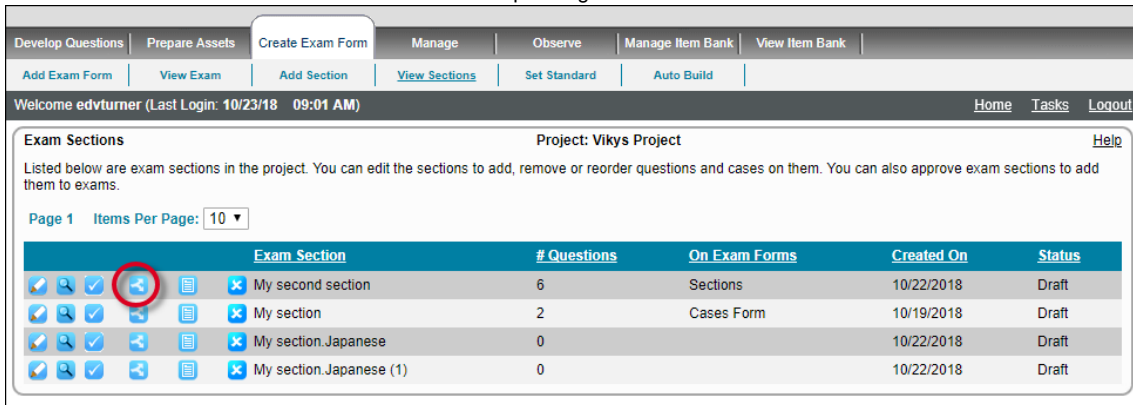


4.2.5 Clone Exam Sections

Cloning an exam section, makes it possible to create an exact copy of an exam section with the same contents as a published exam section. It is also possible to clone a Draft state exam section. This allows users to create a new (cloned) exam section when they need to make some modifications, while the original exam section remains untouched.

Generate a clone of an exam section

1. Select the **Create Exam View Sections** menu.
2. Click the  **Clone / Translate Section** icon corresponding to the exam section.



Develop Questions | Prepare Assets | **Create Exam Form** | Manage | Observe | Manage Item Bank | View Item Bank

















Add Exam Form | View Exam | Add Section | **View Sections** | Set Standard | Auto Build

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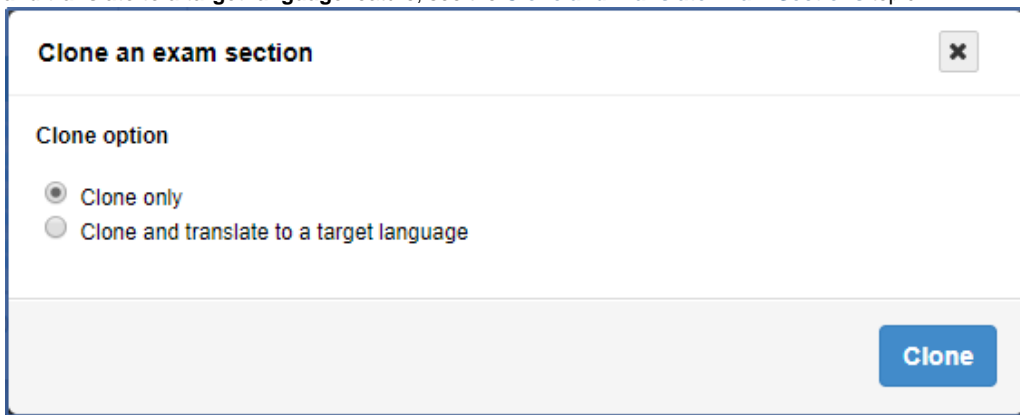
Exam Sections Project: Vikys Project [Help](#)


Listed below are exam sections in the project. You can edit the sections to add, remove or reorder questions and cases on them. You can also approve exam sections to add them to exams.

Page 1 Items Per Page: 10

	Exam Section	# Questions	On Exam Forms	Created On	Status
   	My second section	6	Sections	10/22/2018	Draft
   	My section	2	Cases Form	10/19/2018	Draft
   	My section.Japanese	0		10/22/2018	Draft
   	My section.Japanese (1)	0		10/22/2018	Draft

3. In the pop-up that appears, leave the selection at the default radio button **Clone only** and click the **Clone** button. To learn about **Clone and translate to a target language** feature, see the [Clone and Translate Exam Sections](#) topic.



Clone an exam section 

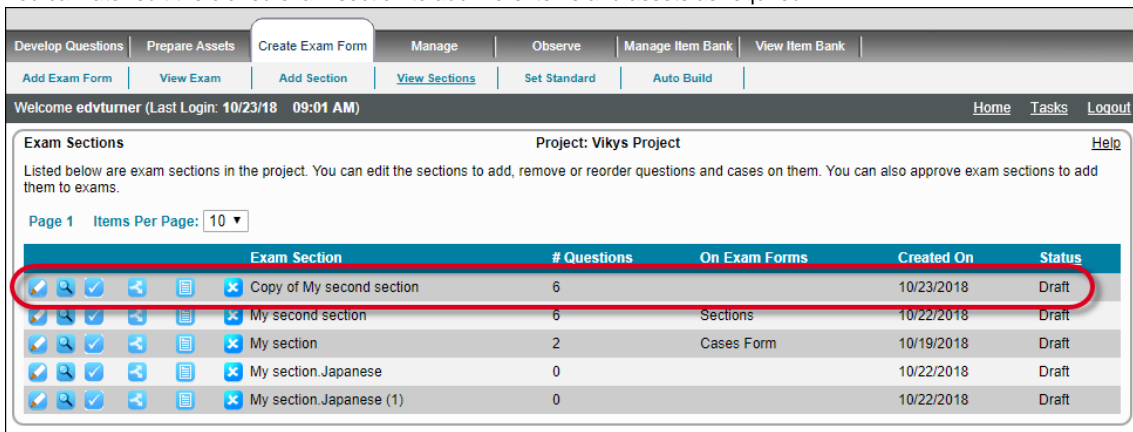
Clone option

Clone only

Clone and translate to a target language

Clone

4. A pop-up displays the progress of the cloning process.
5. An exact copy of the original exam section is generated with the name of the original exam section prefixed by "Copy of". The state of the cloned exam section is set to Draft.
6. You can later edit the cloned exam section to add more items and assets as required.



Develop Questions | Prepare Assets | **Create Exam Form** | Manage | Observe | Manage Item Bank | View Item Bank





















Add Exam Form | View Exam | Add Section | **View Sections** | Set Standard | Auto Build

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Exam Sections Project: Vikys Project [Help](#)

Listed below are exam sections in the project. You can edit the sections to add, remove or reorder questions and cases on them. You can also approve exam sections to add them to exams.

Page 1 Items Per Page: 10

	Exam Section	# Questions	On Exam Forms	Created On	Status
   	Copy of My second section	6		10/23/2018	Draft
   	My second section	6	Sections	10/22/2018	Draft
   	My section	2	Cases Form	10/19/2018	Draft
   	My section.Japanese	0		10/22/2018	Draft
   	My section.Japanese (1)	0		10/22/2018	Draft

