

2.7.2 Modify an Item during Review

Make corrections to an item

i When you modify an item this creates a new version of the item. If you choose to return the item after modifying it, the new revision of the item must be reviewed again. Users that previously reviewed the item must review the new changes to the item so the item can be either advanced or returned.

1. Click the **Modify** button on the **Review Questions** page. On the **Modify Question** page, which is identical to the **Write Questions** page that authors view, you may be asked to enter a reason for the modification if the project configuration requires it.

The screenshot shows the 'Review Questions' interface for 'Project: Vikys Project'. At the top, there are tabs for 'Develop Questions', 'Observe', 'Review', and 'Validate'. Below the tabs, a navigation bar includes 'Home', 'Tasks', and 'Logout'. The main content area has a 'Summary' sidebar on the left. The central panel displays the 'Question Summary' for a question with the following details:

- Type: MCQ, One Correct Option
- State: Review: Review One
- Stem: What is the final stage of a caterpillar's life?
- Options:
 - A. Caterpillar
 - B. Egg
 - *C. Butterfly
 - D. Chrysalis

Below the question summary, there is a section for 'User Tracking' with tabs for 'Question Metadata', 'User Tracking', 'Comments', and 'History'. The 'User Tracking' tab is active, showing a table with the following data:

Validate:	Not validated
Review: Review Three:	Not reviewed
Review: Review Two:	Not reviewed
Review: Review One:	Not reviewed

The 'Modify' button in the top navigation bar is circled in red.

2. A message notifies you that you checked out the item thus preventing other users from editing the item until you check it back in.

i When the item is checked out, the **Modify** button is disabled for all other users on the Review Questions and Examine Questions pages. Project Managers can override this check-out from the **Examine Questions** page by clicking the **Check-in** button.

Make the required edits to the item.

Develop Questions | Observe | Review | Validate

Welcome rev1 (Last Login: Never) | Home | Tasks | Logout

Modify Question | Project: Vikys Project | Help

You checked out item 747985 on Feb 07, 2019 at 14:33.

Question Type: MCQ, One Correct Option | Question Number : 747985 | Language: English | Weight : Default

* Question Stem: What is the final stage of a caterpillar's life?

* Answer Options: Please select the correct answer by ticking the box next to it Custom Option Label

A: Caterpillar Correct

B: Egg Correct

C: Butterfly Correct

D: Chrysalis Correct

Check Spelling | Blueprint | References | Comments | Metadata | Advanced Properties

Save | Advance | Return | Exit

3. You have four options once you have completed the edits to the item.
 - a. Click **Save**: The changes are saved, the item remains checked out, you stay on the Modify Question page, and a message notifies you that changes to the item have been saved.

Develop Questions | Observe | Review | Validate

Welcome rev1 (Last Login: Never) | Home | Tasks | Logout

Modify Question | Project: Vikys Project | Help

You checked out item 747985 on Feb 07, 2019 at 14:33.

Changes to this question have been saved

Question Type: MCQ, One Correct Option | Question Number : 747985 | Language: English | Weight : Default

i Project Managers have the ability to check in an item while a Reviewer is actively working on an item. If the Project Manager checks-in the item, modifies the item and Submits the item, a new revision of the item is created. The Reviewer editing the item is not notified until they click **Save**, **Advance**, **Return** or **Exit**. A new message stating, "It is not possible to save this item as it has been updated. Refresh the page to load the latest data; you will need to input any changes you made again before saving."

If a Project Manager deletes an item while a Reviewer is actively editing an item, a message notifies the user that, "**It is not possible to save this item as it has been deleted.**"

It is not possible to save this item as it has been deleted.

If a Project Manager makes an item so it is no longer editable in the current project while a Reviewer is actively editing the item, a message notifies the user that, "**It is not possible to save this item as it is no longer editable on the current project.**"

It is not possible to save this item as it is no longer editable on the current project.

- b. Click **Advance**: The changes are saved, the item is checked-in, and the item is advanced to the next reviewer in the list or to the next stage in the workflow. If multiple Advance Outcomes are configured, the final reviewer must select where to advance the item by selecting the **Outcome** drop-down list.

- i** Advance states can be configured to require a comment. See [Review Workflow](#) for details on how to configure an Advance state to include a comment.

Outcome State with no required comment

Outcome State with required comment

Advance Question

Outcome:

Comment:

Edit ▾ Insert ▾ Format ▾ Table ▾ Tools ▾

Arial ▾ 9pt ▾ A ▾ **B** *I* ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾

- c. Click **Return**: The changes are saved, the item is checked-in, and a new revision is created, you must add a Comment, and the item is returned to the previous workflow state. If multiple users must review the item, they must review this new version of the item even though they may have already reviewed the old version of the item.

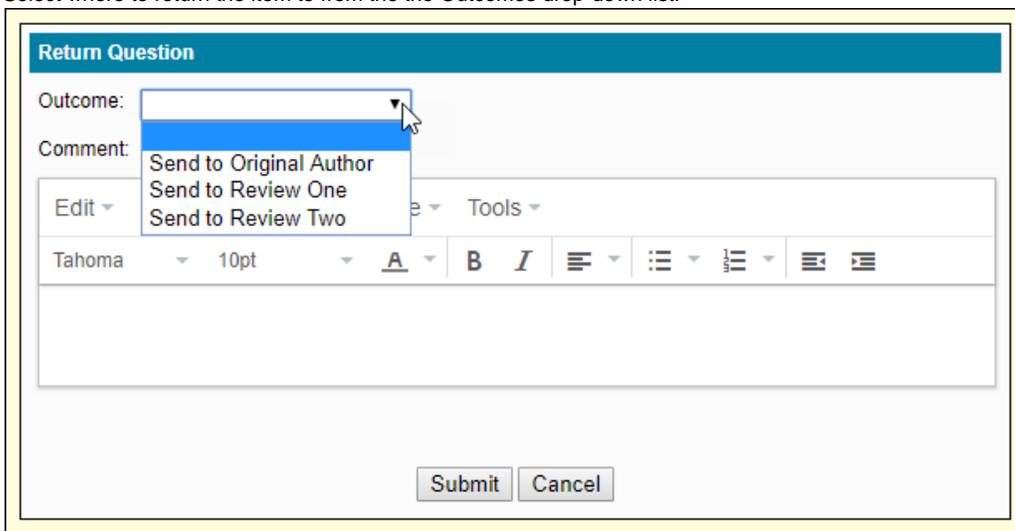
Return Question

Comment:

Edit ▾ Insert ▾ Format ▾ Table ▾ Tools ▾

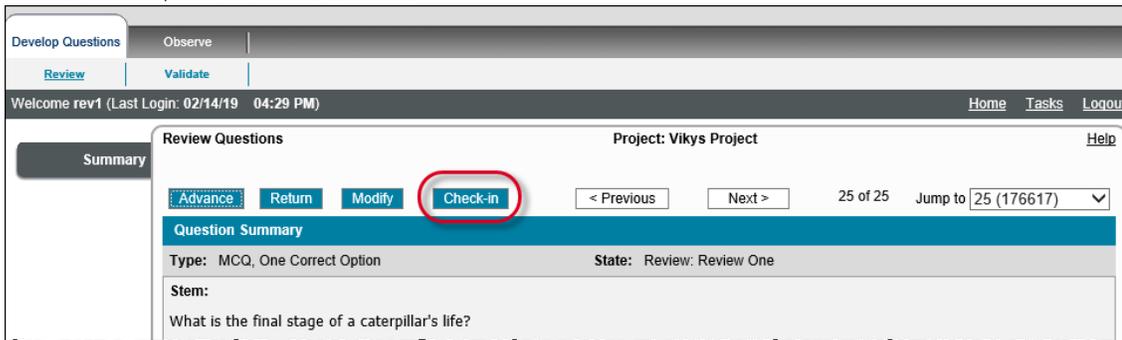
Arial ▾ 9pt ▾ A ▾ **B** *I* ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾ ▾

When multiple Outcomes are possible, only the last reviewer has the ability to choose where to send the item when returning it. Select where to return the item to from the the Outcomes drop-down list.



 If you need to see the items in order enter your comment, you can move the **Return Question** pop-up window around on the page. Just click anywhere in the pop-up and drag the window to another location within the ExamDeveloper window.

- d. Click **Exit**: Cancel all changes to the item, return to the Review Question page, and the item remains checked-out. If you want to check-in the item, click the **Check-in** button.



Change a Review action for previously reviewed and modified items

When you advance or return an item, you have the option to change your mind and change the review action for the item as long as the item is still in the current review state and you currently have more than just the one item in the review queue. For instance, the review workflow is configured so that two users are required to advance an item. The first reviewer has the option to change the review state from Advance to Return. The Final reviewer would not have the option to change the review state. In the following steps, we are assuming the initial review for the item is to advance the item. These same steps can be followed to reverse a Return step to an Advance step.

 This action is only possible if multiple items are in the review queue for the reviewer.

1. Open an item for Review and click the **Modify** button.
2. Make the necessary changes to the item and click the **Advance** button.
3. Click the **Previous** navigation button to move back to the item.

A message in red states **You have reviewed this question recently**. The **User Tracking** tab lists the review state as **Advance**.

Develop Questions | Observe | **Review** | Validate

Welcome rev2 (Last Login: Never) | Home | Tasks | Logout

Review Questions | Project: Vikys Project | Help

You have reviewed this question recently.

Advance | **Return** | Modify | < Previous | Next > | 1 of 2 | Jump to 1 (731103) *

Question Summary

Type: MCQ, One Correct Option | State: Review: Review Two

Stem:
What is the name of the Disney character that falls asleep when she pricks her finger on a spinning wheel?

Options:

- A. Maleficent
- B. Flora
- *C. Aurora
- D. Merryweather

To add comments, click on the Comments tab.

Question Metadata | **User Tracking** | Comments | History

Validate:	Not validated
Review: Review Three:	Not reviewed
Review: Review Two:	Advance by Reviewer2 smith on Jan 15, 2019 at 14:11
Review: Review One:	Advance by Reviewer1 smith on Jan 14, 2019 at 16:10 to Review Two

4. Click the **Return** button.
5. Enter a Return **Comment** and click **Submit**.

Return Question

Comment:

Edit | Insert | Format | Table | Tools

Arial | 9pt | **A** | **B** | *I* | [List Icons]

Submit | Cancel

6. Click the **Previous** navigation button to move back to the item. The **User Tracking** tab now lists the review state as **Return**.

Develop Questions | Observe | Review | Validate

Welcome rev2 (Last Login: Never) [Home](#) [Tasks](#) [Logout](#)

Review Questions Project: Vikys Project [Help](#)

You have reviewed this question recently.

[Advance](#) [Return](#) [Modify](#) < Previous Next > 1 of 2 Jump to 1 (731103) *

Question Summary

Type: MCQ, One Correct Option State: Review: Review Two

Stem:
What is the name of the Disney character that falls asleep when she pricks her finger on a spinning wheel?

Options:

- A. Maleficent
- B. Flora
- *C. Aurora
- D. Merryweather

To add comments, click on the Comments tab.

Question Metadata | User Tracking | **Comments** | History

Validate:	Not validated
Review: Review Three:	Not reviewed
Review: Review Two:	Return by Reviewer2 smith on Jan 15, 2019 at 14:29
Review: Review One:	Advance by Reviewer1 smith on Jan 14, 2019 at 16:10 to Review Two



Locked Items

Project Managers have the ability to override item locking. If a Project Manager checks-in an item that a Reviewer is editing and then checks-out the item, when the Reviewer tries to Save the item they are editing a message at the top of the page notifies the Reviewer of the name of the user who checked out the item and provides a time stamp for when the item was locked.

Develop Questions | Observe | Review | Validate

Welcome rev1 (Last Login: 02/08/19 12:59 PM) [Home](#) [Tasks](#) [Logout](#)

Modify Question Project: Vikys Project [Help](#)

Viky smith checked out item 747985 on Feb 08, 2019 at 14:27.

Question Type: MCQ, One Correct Option Question Number : 747985 Language: English Weight : Default

* Question Stem: What is the final stage of a caterpillar's life?

Item Types except Shared Option List (R-Type) items:

Develop Questions | Observe | **Review** | Validate

Welcome rev1 (Last Login: Never) Home Tasks Logout

Modify Question Project: Vikys Project Help

You checked out item 747985 on Feb 07, 2019 at 14:33.

Question Type: **MCQ, One Correct Option** Question Number : 747985 Language: English

Weight : **Default**

* Question Stem:

* Answer Options: Please select the correct answer by ticking the box next to it Custom Option Label

A: ↓ -

B: ↑ ↓ -

C: ↑ ↓ -

D: ↑ -

[Check Spelling](#)

[Blueprint](#)

[References](#)

[Comments](#)

[Metadata](#)

[Advanced Properties](#)



To remove an Option, you can simply click the **Remove Distractor** icon, or click the **Add Distractor** icon to add one. The order of the Options can also be changed by using the up and down arrows to the right of the option.



- You can modify the type of an item from the **Question Type** drop-down list for items that are not of the type **Shared Option List (R-Type)**. Such an item type cannot be changed to the type **Shared Option List (R-Type)**.
- An item can now be *modified* even if it has been included in a *published* exam form or section.
- An item contained in a published section can be modified without having to change the state of the section, even though a section itself cannot be unpublished.
- Items in a *published* exam form or section are now in a *Completed* state as against the *Locked* state in previous versions of ExamDeveloper. Once modified, the item retains its Question ID, but is assigned a new Revision Code.
- The *published* exam form retains the version of the item *before* it was modified. If the item is added to a new exam form, then its *latest* version is used.
- All versions of the items can still be viewed in the **History** tab, along with the respective Revision Codes, while examining the item.

Shared Option List (R-Type) Items:

The screenshot displays the 'Modify Question' page for 'Project: Vikys Project'. The 'Summary' tab is selected, showing a message: 'You checked out item 749486 on Mar 05, 2019 at 16:56.' The question number is 749486 and the language is English. The 'Lead-In' field contains 'Colors of the Indian flag.' The 'Options' tab is active, showing a 'Select One' template options group. There are four options listed: A: Orange, B: White, C: Green, and D: Navy blue. Each option has a text input field and control icons (up/down arrows and a red minus sign). A 'Populate Options List' button and a 'Custom option label' checkbox are also visible. At the bottom, there are buttons for 'Save', 'Advance', 'Return', and 'Exit'.

Modify the Lead-In, Item and/or Answer Options on the **Options** tab, as well as Item Stems and/or Correct option choice on the **Stems** tab, as necessary.



If you missed adding enemies in the **Write Question** page, you can add enemies from the **Modify Question** page. To add enemies refer to **Create Item Enemies**.

Users cannot specify an item as an enemy if it is in the same case/section/exam form as the current item.

Modify the R-Type Item Stems

To remove an Item Stem, you can simply click the  **Remove Distractor** icon, or click the  **Add Distractor** icon to add one. You can also add stems of other R-Type items present in the project, to the Stems tab of an R-Type item. The order of the Item Stems can also be changed by using the up and down arrows on their right.

1. On the **Stems** tab, click the **Search for Stems** button to search for and add additional Item Stems.

Develop Questions | Observe | Review | Validate | Welcome rev1 (Last Login: 03/04/19 04:12 PM) | Home | Tasks | Logout

Modify Question | Project: Vikys Project | Help

You checked out item 749486 on Mar 05, 2019 at 16:56.

Question Number : 749486 | Language: English

Lead-In: Colors of the Indian flag.

Options | Stems

Stem Number : 749487 | Weight: Default

* Question Stem: Top color of the horizontal bar.

Correct option: Option A - Orange

Correct option text: Orange

Stem Number : 749488 | Weight: Default

* Question Stem: Color of central horizontal bar.

Correct option: Option B - White

Correct option text: White

Check Spelling | Blueprint

2. A new window opens with the usual options to retrieve items. The **Type** search criteria and **Shared Option List (R-Type)** are selected by default. Selecting any other search criteria still results in only R-Type items being displayed on this page, as long as the criteria holds true. Other item types are not displayed.
3. Click the **Retrieve Questions** button to display R-Type items from the currently selected project. The result lists R-Type items according to the search criteria with the Question ID, Lead-In, Stem IDs of all available Stems separated by commas, Stem count, and author name.

Provide your search Criteria (Retrieving 1 Questions. [Refresh for Count](#))

Question ID Not is equal to

Add New Criteria

Retrieve Questions | Save Search | Load Search

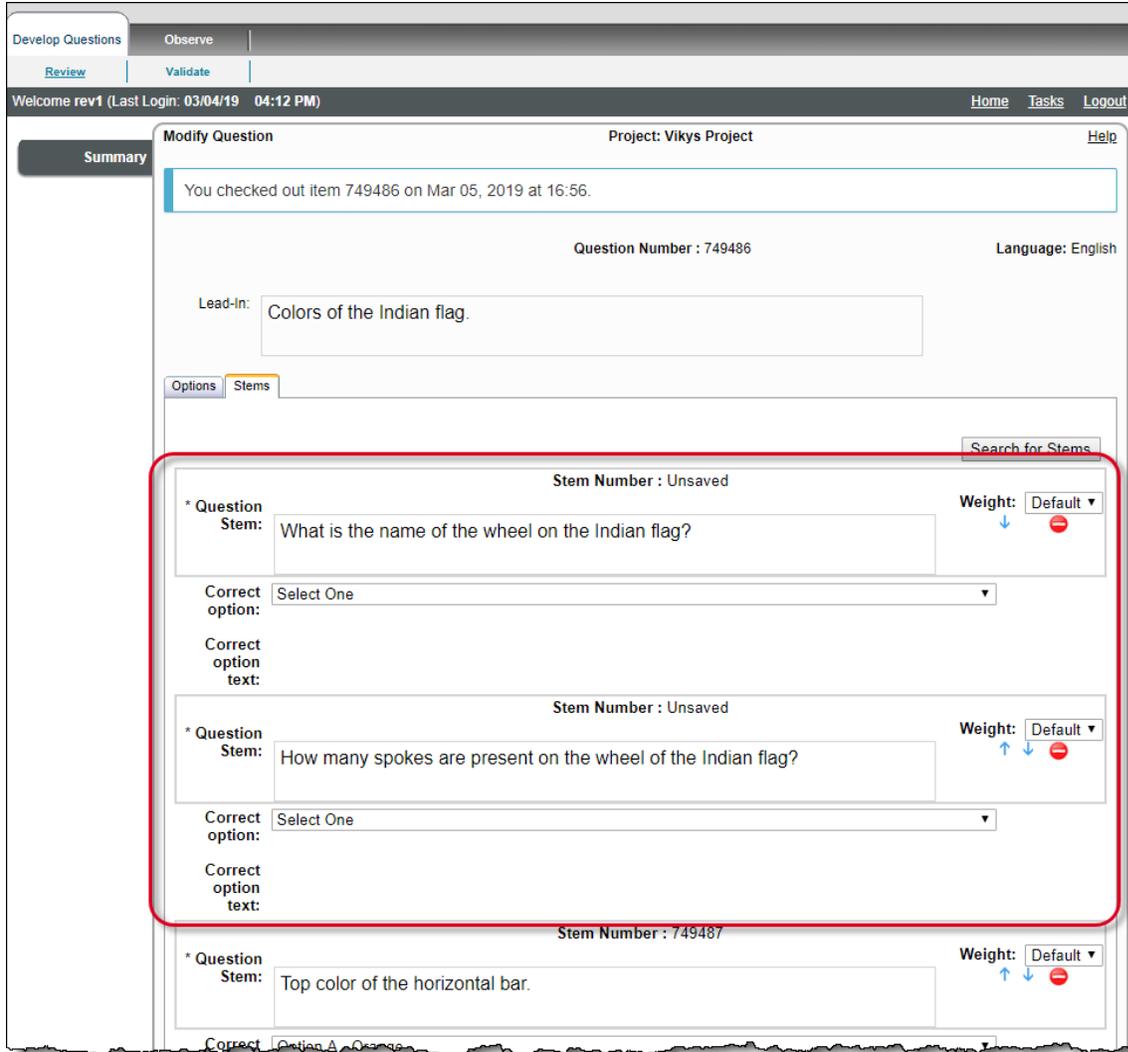
Page 1 | Items Per Page: 20

Page	Question ID	Question	Stem Questions	Stem Count	Written by
<input checked="" type="checkbox"/>	752619,English	Parts of the Indian flag.	752620, 752621	2	smith, Viky

Add Question Stem

4. Select the check box corresponding to the item whose Stems are to be added to the R-Type item and click the **Add Question Stem** button. All the Item Stems from the selected R-Type item are added to the R-Type item being modified. If you do not require all the Stems from

that R-Type item, you may remove the unwanted ones by clicking the  **Remove Distractor** icon corresponding to them.



 Only the item stems are imported from the other item. You must add the correct option answers to the Options tab.

5. Select one of the Shared Options as the correct option for this new Item Stem.

 User is advised not to reorder or modify the number of Item Stems for R-Type items that have multiple language versions, as this can have undesirable results when exported to Pearson VUE Compiler.



- A user cannot modify the item type of a **Shared Option List (R-Type)** item from the **Question Type** drop-down list.
- When a user modifies and saves an item, it is the same as if he/she has approved the item. Therefore, the system automatically registers the modification as an "Advance." However, note that anyone else who "Advanced" the item previously must review that user's changes and "Advance" the item again.

6. Click one of the following options:

- **Save** button: Save the R-Type item's modifications. Reviewer stays on the Modify Question page, and the item remains checked-out.
- **Finish Later** button: Save the changes made to the item without forwarding the item in the review process. The item is checked-in and the reviewer returns to the Review Questions page.
- **Advance** button: Save the changes, checks-in the item, and moves the item forward in the review process.
- **Cancel** button: Cancel and return to the Review Questions page. The item remains checked-out. Click the Check-in button if you

need to check-in the item.



When a user tries to **Save**, **Advance**, or **Return** an item with Statistics tied to the version after modifications, he/she sees a pop-up message prompting him/her to **Retain Statistics**, **Do not retain Statistics**, or **Cancel** if the Outcome Statistics are set to **Reviewer choice** on the Review Workflow page. If the Outcome Statistics are set to **Always Retain**, this message is not displayed. See [Review Workflow](#) for details on how to configure the Statistics.

- **Retain Statistics:** Statistics of the item prior to modifications are inherited by the modified item.
- **Do not retain Statistics:** The modified item does not have any Statistics.
- **Cancel:** Discards the edited content and does not update the item.

Modify Question

⚠ Warning: You are about to make an edit to a question which has statistics tied to this version. If your edit does not meaningfully change content of question, you can retain the statistics. If the change is significant, do not retain statistics from previous version.

Retain Statistics Do not retain Statistics Cancel

The pop-up to confirm retaining statistics is not shown while saving the item with statistics after modifications if the **Show 'Retain Statistics' pop-up warning for modified items** check box on the **Project** tab of the project's configuration page is not selected, and the statistics are retained. This check box is enabled by default, and therefore the pop-up also appears by default.

The user must have *Review Question* or *Validate Question* permission to modify an item.



If an item being reviewed has statistics attached to it, and the last Reviewer **Returns** or **Advances** it, then a pop-up window appears prompting the Reviewer to explain the reason for returning or advancing the item in a Rich Text Editor window. All other reviewers except the last reviewer can only add comments on why they are returning or advancing the item. Also, there are two radio buttons:

- **Retain Statistics:** Statistics are retained while rejecting the item.
- **Do not retain statistics:** Statistics are removed from the item being rejected.

If there are more than one Outcomes for returning or advancing the item you must select where to return the item to from the **Outcome** s drop-down list.

Return Question

Outcome:

Comment:

Edit

Tahoma 10pt **A** **B** *I*

Statistics:

Retain Do not retain

Submit Cancel

Advance Question

Outcome:

Comment:

Send to Review Two
Send to Review Three

Edit ▾ Insert ▾ Format ▾ Table ▾ Tools ▾

Tahoma ▾ 10pt ▾ A B I ≡ ≡ ≡ ≡ ≡ ≡

Statistics:

Retain Do not retain

Submit Cancel

If there is only one Outcome for returning or advancing the item, the Outcome is listed.

Return Question

Outcome: **Send to Original Author**

Comment:

Edit ▾ Insert ▾ Format ▾ Table ▾ Tools ▾

Tahoma ▾ 10pt ▾ A B I ≡ ≡ ≡ ≡ ≡ ≡

Statistics:

Retain Do not retain

Submit Cancel

Advance Question

Outcome: **Send to Review Two**

Comment:

Edit ▾ Insert ▾ Format ▾ Table ▾ Tools ▾

Tahoma ▾ 10pt ▾ A ▾ **B** *I* ≡ ▾ ≡ ▾ ≡ ▾ ≡ ▾

Statistics:

Retain Do not retain

- **Submit** button: The item is returned to the author so that he/she incorporates changes as usually specified in the Rich Text edit or. The item state changes to Returned if all Reviewers return it. The pop-up window closes and the Reviewer is returned to the **Project Review Summary** page.
- **Cancel** button: The pop-up window closes while discarding any changes it contains and the Reviewer returns to the **Review Questions** page for that item.

! If you do not select an **Outcome**, enter a **Comment** in the Rich Text editor, or select what to do regarding **Statistics** and click **Submit** button, then the following error message is displayed.

Return Question

Outcome: **Send to Original Author**

Comment:

Edit ▾ Insert ▾ Format ▾ Table ▾ Tools ▾

Tahoma ▾ 10pt ▾ A ▾ **B** *I* ≡ ▾ ≡ ▾ ≡ ▾ ≡ ▾

Statistics:

Retain Do not retain

A comment is required.
A decision on statistics is required.

Select an Outcome, enter an appropriate reason for returning the item and also select a radio button for retention or non-retention of statistics before clicking **Submit** button to avoid the above errors

i **How does the 'Retain Statistics' pop-up setting at Project and Review State affect Reviewers while modifying a Question with statistics?**

The pop-up window to confirm whether or not to retain statistics while trying to save an item with statistics after modifying for a Review State is not shown if the **Show 'Retain Statistics' pop-up warning for modified items** check box on the **Review Workflow** page is

not selected. This check box is enabled by default, and therefore the pop-up window also appears by default. Also, the pop-up window to confirm whether or not to retain statistics while trying to Advance or Return an item with statistics after modifying a Review State is not shown if the Advance or Return Outcome statistics is set to Always retain on the [Review Workflow](#) page.

If the **Show 'Retain Statistics' pop-up warning for modified items** check box at the **Project level** is not selected, then the check box on the **Review Workflow** page is grayed out and the statistics retained while saving an item with statistics after modifying for any Review State.



Blueprints, references, comments, and metadata can also be modified in the same way as on the **Write Question** page.

Modify an item with multiple language versions

When the default language version of an item having multiple language versions in a project is modified, task notifications are created to modify the remaining language versions of the same item to reflect the change of content. This happens when one or more of the following modifications are made: Stem, Answer Option, Correct Answer Option, adding/deleting Answer Options, Lead-In, Assets, adding/deleting Stem, and changing the item type.



In order for a task notification to modify other language versions of an item, to be created once the default language version of the item is modified, the check box next to **Create task for notification of any Question from Group** in the project's **Configuration** page must be selected. If this check box is not selected, then the task notifications are not created.

The screenshot shows the 'Configuration' page for 'Project: Casey's Project'. The 'Write Configuration' section includes several settings:

- Allow Differing Option Count: Yes 4
- Default option labels: Alphabetic (A,B,C) Numeric (1,2,3)
- Restrict users to only write assigned questions: Yes
- Questions must have references: Yes
- Require writer to classify questions to level: Yes None
- Allow question types: Yes No
- Create task for modification of any question from Group**: Yes
- Show submitted question to writer: Yes
- Maximum Stems for R-Type Questions: 0

The checkbox for 'Create task for modification of any question from Group' is circled in red in the original image.

Once the default language version of the item is modified, task notifications appear under the **My Tasks** section on the home page, prompting the user to modify the remaining language versions of the same item.



- When a Project Manager/Reviewer modifies the default language version of an item, task notifications to modify the remaining language versions of the same item are created and assigned to the respective writers of the items except for the writer whose item has been modified.
- When a Project Manager modifies the default language version of an item he/she has created on behalf of another user, task notifications to modify the remaining language versions of the same item are created and assigned to the respective writers of the items except the Project Manager who has created the item on behalf of another user.

My Tasks

[Build Exam \(Demo Project1\)](#)

[Questions of language group\(74758\) should be updated. \(Demo Project1\)](#)

[Questions of language group\(75050\) should be updated. \(Demo Project1\)](#)

[Image request for Orange tower 040-480 \(2\).jpg \(Demo Project1\)](#)

[Full Task List](#)

Click the task titles under **My Tasks** on the home page, the **Task View** page opens and displays information about the task. As you can see in the screenshot below, a deadline of 7 days from the date of modification of the default language version of the item is set to complete the said task.

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

Write Item | Review | Validate | Cases

Welcome demouser2f (Last Login: 07/13/17 12:15 AM) [Home](#) [Tasks](#) [Logout](#)

Task View Project: Demo_Project1 [Help](#)

Overview

List

Add

Title	: Questions of language group(75050) should be updated.	Priority	: High
Assigned To	: Admin, Admin; QWriter, QWriter	Status	: Not Started
Due Date	: 10/31/2017	% Completed	: 0%
Description	: 75050.English was modified. Please update 75050.German to match.		

By Admin, Admin 07/13/2017 04:48:49

- changed % Completed from Zero percent To Forty percent

By Admin, Admin 07/13/2017 04:48:26

- changed description
- changed due date from "01/30/2017" To "10/31/2017"



- A section cannot be unpublished, once it is part of a published exam form. An item contained in such a published section can still be modified without having to change the state of the section.
- No task notification is created if a translated version of the item is modified.
- The Language Code of an item cannot be modified once it is set while its creation.

Visit [Work with Enemy Items](#) to learn more about enemy items.