

## Document and Question Types

**Overview:** There are four different **Document Types** available to create in StaffReady (Exam, Blind Duplicate, Graded Exam, and Remedial Exam). Each **Document Type** serves a specific purpose and must be chosen at creation. Depending on the **Document Type** that is selected, you will be given a list of available **Question Types**. After a document has been created, its type **cannot** be changed. If that is required, the document must be deleted and a new one created. Documents that are under the same folder cannot have the same **Document Id** and the **Document Id** is limited to 30 characters.

### Exam

This document type is used for most elements of competency. The question types include questions that can automatically be graded by the StaffReady application and questions that are for informational purposes only. Below are the different question types that are available:

#### Automatically Graded

1. **Observation w/ N/A:** Most often used for elements 1-4. Allows an observer to mark “yes”, “no”, or “n/a”. Also allows for a comment to be input.
2. **Checkboxes:** Multiple options with multiple answers
3. **Radio Button:** Multiple options with one answer (can achieve true/false)
4. **Sortable:** Sort answers in a specific order

#### Informational:

5. **Date Picker:** Allows the user to select a date
6. **Large Text Area:** Large text box for information
7. **Small Text Area:** Small text box for information
8. **File Upload:** Ability to upload and save a file.

### Blind Duplicate

The **Blind Duplicate** document type is only used for proficiency testing. In addition to the above question types, it allows the following two additional question types:

1. **Validated Numeric:** A correct value is specified by a Qualified Personnel, then is evaluated against a result that the Employee inputs. The value must be a number and there are 4 options for Validated Numeric:
  - a. **Percentage:** Specify the allowable tolerance percentage for a result.
  - b. **Range:** Specify a min and max value for the result to fall between.
  - c. **Standard Deviation:** Specify the standard deviation range and number of deviations for the result.
  - d. **Logarithmic:** Specify a logarithmic value for the result

2. **Validated Selection:** A correct value is specified by a Qualified Personnel, then is evaluated against a result that the Employee inputs. The possible values must be predefined in the document and is qualitative.

### Graded Exam

The **Graded Exam** document type is typically only used for problem solving when a Qualified Personnel is going to grade an employee's short answer. If this type is chosen, the types of questions that can be used are limited to **Large Text and Small Text**. This document type is used with the "Employee-Qualified" workflow that you will learn about in the **Building Test Systems** training module.

### Remedial Exam

The **Remedial Exam** document type is used when an individual fails a competency assessment. There are two question types.

1. **Remedial Document Review:** Specify a document at the time of remediation that the employee will need to acknowledge.
2. **Remedial Observation:** Specify an observation of the employee at the time of remediation

Typically, the remedial documents are created for you during implementation.