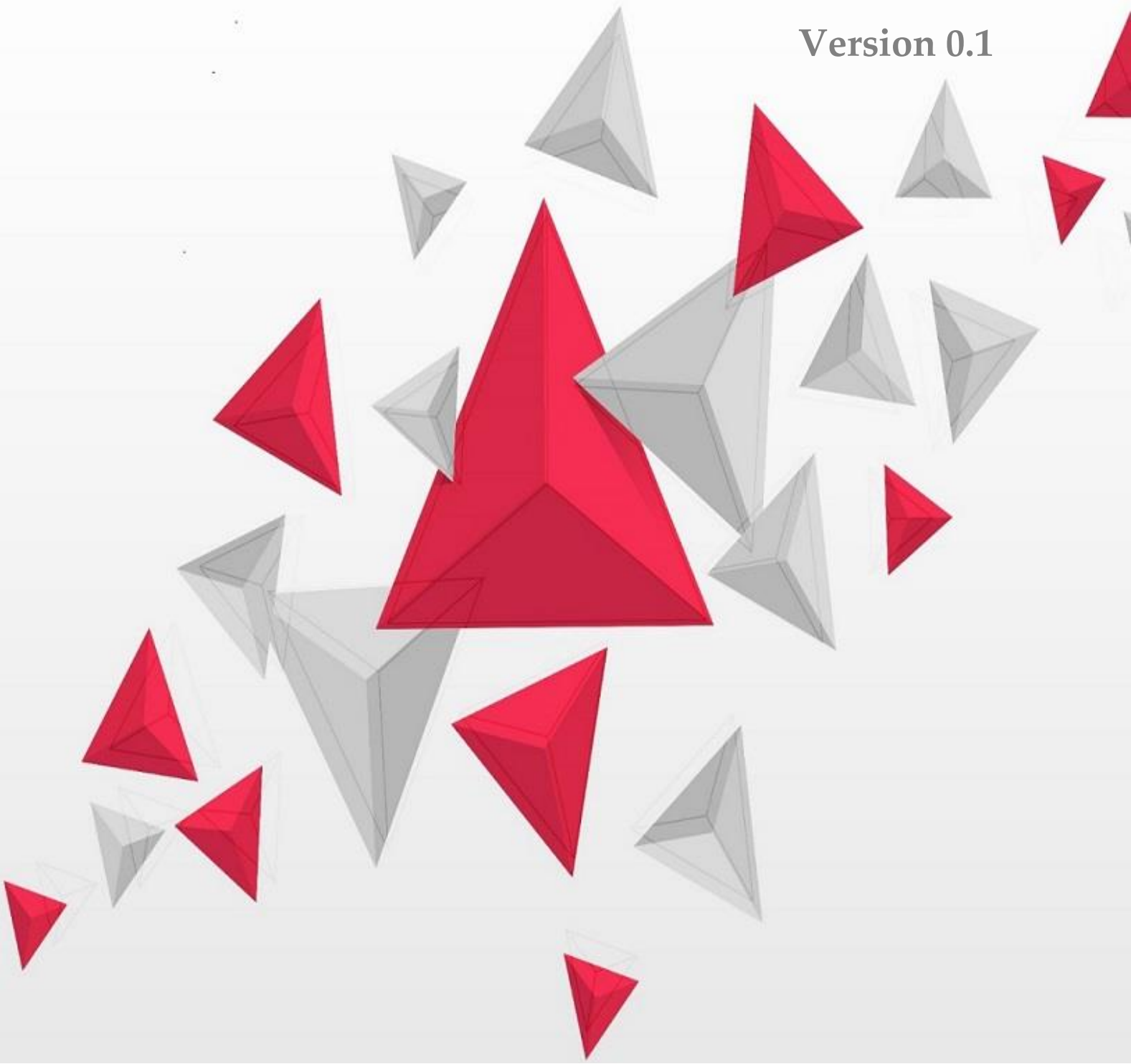


Use Case Document

Acme Corporation

Professional Evaluation Application (PEA)

Version 0.1



Revision Records

Version	Date	Action	Author	Approver
.1	17-Jan-2022	The first draft of the use case document	Robin Gupta	
.2	18-Jan-2022	Added details for the Assessment Instructions Flow	Robin Gupta	
.3	19-Jan-2022	Added exception flows	Robin Gupta	

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[UC_PEA_005] Evaluation Panel – Add New Assessment

1. Description

The user with the 'evaluation panel' role will have the primary responsibility to create an assessment against a new job position within the organization on the 'Professional Evaluation Application'.

This use case describes how a user with the 'evaluation panel' role will be able to create a new assessment by entering information against the below sections:

- Assessment Instructions
- Assessment Settings
- Assessment Sections
- Assessment Questions

2. Pre-conditions

- **PrC1** - The user should be logged in to the Professional Evaluation Application
- **PrC2** - The user should either have the 'evaluation panel' role or the 'supervisor' role
- **PrC3** - The user should be on the assessment listing page

3. Post-conditions

- **PoC1** - The system will successfully create a new assessment with the information entered by the user with the 'assessment panel' or 'supervisor' role.

This assessment, once submitted, can be assigned by the recruitment members to the candidate.

4. Actor(s)

Actor 1

Role - Evaluation Panel

Type – Internal

Restriction - Cannot assign the assessment to the candidate

Actor 2

Role - Supervisor

Type – Internal

Restriction - None

5. Use Case Flows

Flow 1 – Assessment Name Flow

Actor Action	System Action
F1.1 User Clicks on the 'Add Assessment' button on the assessment listing page	Clicking on the 'Add Assessment' button on the assessment list page will take the user to the add assessment page, where the user can add a new assessment. The add assessment page will have a field called 'Assessment Name'.
F1.2 User Clicks on the 'Assessment Name' field	This mandatory field is a text box and shall allow the user to enter the name of the assessment being created. This field shall allow only alphanumeric characters to be entered (and should restrict entering any special characters).
F1.3 User clicks on the 'Next' button on the assessment list page	The add assessment page will have a 'Next' button below the 'Assessment Name' field, and clicking this button will save the name of the assessment (written in the Assessment Name field) and redirect the user to the next page. The assessment name, once saved, is available for future editing of an assessment by a user with a valid role (i.e. 'assessment panel' role or the 'supervisor' role) If the user tries to move to the next page without entering the assessment name, the system should restrict the user and display an alert message reading 'Assessment Name is a mandatory field'.
F1.4 User moves to the next page after entering the assessment name	The user, after successfully entering the assessment name, should be taken to a page that contains 4 tabs, namely: <ul style="list-style-type: none"> • Assessment Instructions • Assessment Settings • Assessment Sections • Assessment Questions

	These 4 tabs facilitate the creation of an assessment, and the user will need to enter information against each of these tabs.
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Flow 2 – Assessment Instructions Flow

F2.1 User enters the Assessment Instructions tab	<p>Assessment Instructions is the first tab and allows the user to define the set of instructions that shall be followed by the candidate while attempting the assessment. The logged-in user will have 3 options here, namely:</p> <ul style="list-style-type: none"> • Pre-defined instructions • Define new instructions • Upload instructions PDF/PPT <p>Each of the two options will have a radio button beside it, and only one of the options can be selected at a time by the logged-in user.</p> <p>The user has to select one of the options presented, and in case the user tries to move to the next tab without choosing any of the options, the system should prevent the same and show an alert message reading 'Selection of one of the options is mandatory'.</p>
F2.2 User selects the 'Pre-defined instructions' option in the Assessment Instructions tab	<p>Selecting the 'Pre-defined instructions' option will display the general instructions that have been pre-defined within the application (the guidelines have not been drafted by the SMEs yet, and dummy text should be placed for now). These instructions cannot be edited, and the logged-in user will have to assign these instructions as-it-is.</p>
F2.3 User selects the 'Define new instructions' option in the Assessment Instructions tab	<p>Selecting the 'Define new instructions' option will open an additional section within the Assessment Instructions tab and allow the logged-in user to create a new set of instructions altogether. This section contains a text area and a WYSIWYG (what-you-see-is-what-you-get) editor where the user can write and format the new instructions. This text area, just like other commercial WYSIWYG editors, should contain the basic word editing options like selecting font size, making the font Bold and Italic, numbering, etc..</p>

<p>F2.4 User selects the 'Upload instructions PDF/PPT' option in the Assessment Instructions tab</p>	<p>For the users who wish to upload a PDF/PPT document containing the instructions, the system should allow them to do so by displaying a field reading 'Upload instructions PDF/PPT'. This field contains:</p> <ul style="list-style-type: none"> • an 'Upload' button which, when clicked, shall allow the user to select a PDF or PPT document available on his local computer • a 'Download' button which shall enable the user to download an already uploaded file and check its contents • a 'Cancel' button which, when clicked, shall cancel and remove an already uploaded file <p>The system should ensure that the file being uploaded is a PDF or PPT type, and in case a file of any other type is uploaded, the system should present an alert reading 'Only PDF and PPT files are permitted'.</p> <p>Once the user has selected one of the options (pre-defined instructions or define new instructions or Upload instructions PDF/PPT) above, they can click on the 'Next' button, which shall take the user to the 'Assessment Settings' tab.</p>
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Flow 3 – Assessment Settings Flow

<p>F3.1 User enters into the Assessment Settings tab</p>	<p>This section will show and allow the logged-in user to define the following parameters against the assessment being created:</p> <p><u>Difficulty level:</u> This mandatory field is a dropdown that will allow the logged-in user to determine the difficulty level of the assessment being created. This level will not be shown to the candidate, and it's only for internal reference purposes.</p> <p>The options available for selection in the dropdown are 'Easy', 'Average', and 'Difficult'.</p> <p><u>Overall cutoff percentage:</u> This mandatory field is a textbox that will allow the user to define the total cutoff percentage (percentage of questions to be answered correctly by a candidate to pass the assessment) against the assessment being</p>
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	<p>created. This cutoff percentage will be used to decide whether a candidate passed the assessment or failed and help determine whether a candidate can be shortlisted for the next round of interviews.</p> <p>This field shall accept only numerical values (from 1 - 100) and decimal values (up to 2 decimal places).</p> <p><u>Overall completion time:</u> This mandatory field will allow the user to define the time within which a candidate should complete the assessment. This is a 'time' field that accepts the hours and the minutes in 'hh:mm' format. This field should allow only numerical values, and the user shouldn't be able to enter any decimal values.</p> <p>The system should not allow any candidate to work on an assessment beyond the defined completion time against the respective assessment and should automatically log the candidate out by displaying the message:</p> <p>'Assessment time limit is over! Your assessment is being automatically submitted, and you will now be redirected to the feedback page.' (associated use case UC-PEA-1.07_ Evaluation Panel – Assessment Feedback)</p> <p><u>Assessment level:</u> This mandatory field is a dropdown that will allow the user to define the level of the assessment being created. This level will not be shown to the candidate, and it's only for internal purposes. The options available for selection in the dropdown are: 'Fresher', 'Junior', 'Experienced', 'Manager', 'Senior Manager' and 'Leadership'.</p> <p>The logged-in user should click on the 'Next' button (available at the bottom of the page) after defining all the settings against the assessment, taking the user to the next tab, i.e., the Assessment Sections tab.</p> <p>However, suppose any of the mandatory fields are missed by the user in the assessment settings tab. In that case, the system</p>
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	shall not allow the user to proceed and alert the user to read ' <i><field name></i> is a mandatory field'.
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Flow 4 – Assessment Sections Flow

F4.1 User enters into the Assessment Sections tab	<p>An assessment could have subsections like Comprehension, Technical, Reasoning. The assessment sections tab will allow the logged-in user to define the sub-sections contained within the assessment being created.</p> <p>The system will show a mandatory text box reading 'Subsection count' where the user will enter the number of subsections that need to be created within the assessment. This text box will accept only numerical values, and the maximum number of subsections within an assessment can be 9.</p> <p>For <i>each</i> of the subsections, the system should show three fields:</p> <ul style="list-style-type: none"> • <u>Subsection name</u>: This first text box should allow the user to enter the name of the sub-section and should accept alphanumeric characters • <u>Subsection weightage</u>: This second field should allow the user to enter the weightage for each section individually by showing a numerical text box that accepts values between 1 and 100. Also, a user shouldn't be allowed to enter values in decimal places within this field. This sub-section-wise weightage will help determine the candidate's overall score against an assessment. The system should ensure that the weightage of all the sub-sections put together should add up to 100%. • <u>Subsection cutoff percentage</u>: This third field should allow the user to enter the respective cutoff percentage of that sub-section (since a candidate should pass the overall cutoff percentage of the assessment as well as the
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	<p>individual cutoff percentage for each of the sub sections).</p> <p>All the above fields are mandatory, and if the user misses entering the information against any of the field, the system shall not allow the user to proceed and give an alert message to the user reading '<field name> is a mandatory field'</p> <p>The logged-in user should click on the 'Next' button available at the bottom of the page after defining all the sections against the assessment, which shall take the user to the next tab, i.e., Assessment Questions.</p>
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Flow 5 – Assessment Questions

<p>F5.1 User enters into the Assessment Questions tab</p>	<p>Each of the assessment sections created above will contain the assessment questions, and the logged-in user can either create <i>new</i> questions or select <i>existing</i> questions.</p> <p>The system should automatically divide the screen into subsections (as per the sections defined in the assessment Sections tab), and each of the subsections will have the following functionalities:</p> <p><u>Select Skill:</u> The logged-in user should first select the skill against which the questions need to be created through a dropdown. The permitted (hardcoded) values for the dropdown are:</p> <ul style="list-style-type: none"> • Pre-sales • Business Development • Business Analysis • Technical • Testing • Quality Assurance • User Interface • User Experience • Project management • Program Management
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	<ul style="list-style-type: none"> • Finance • Marketing • Comprehension • Business Communication <p>The user is allowed to choose only one value from the dropdown.</p> <p>After the user has selected the skill, the system will show the following options so that the user can create questions under the subsection(s):</p> <p><u>Select existing questions:</u> Rather than creating a new question against an assessment (and subsection), a user can also import previously created and saved questions. These questions are saved in a questions library based on the skill to which the question belongs.</p> <p>Selecting this option should open up a utility that contains questions belonging to the <i>skill</i> chosen by the logged-in user. Each of the questions will have a checkbox beside them, and the user will select the questions they would like to import against the skill by clicking on the button 'Import selected questions to the current assessment'.</p> <p>The system should ensure that the checkbox against at least one of the questions is checked, and if it isn't, the system should show an alert reading 'Please check at least one checkbox'.</p> <p><u>Define new question:</u> A user may select this option if they wish to define a new question(s), and the system should populate the below choices of 'question type' for the user to select:</p> <ul style="list-style-type: none"> • Dropdown • Multiple choice, single answer • Multiple choice, multiple answers • Fill in the blank, drag and drop • Fill in the blank, drop down • Reorder
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	<p>The system should allow the user to <i>define</i> the question based on the selected question type and <i>add</i> the respective answers as well (please refer F5.2 TO F5.7 below for details). Also, there should be an ‘Add question’ button that will allow the user to add more questions when clicked.</p> <p><u>Add customized scoring/weightage:</u> By default, each question should be one point (i.e., a candidate shall be awarded one point after successfully answering the question). However, if the user wishes, they can customize the scoring, and the system shall have an option to add customized scoring/weightage to questions. This should be done by having a small text area on the right side of each question and by default ‘1’ written in it (signifying the default scoring). However, the user can edit the same and give a new scoring to this question</p> <p>The system should ensure that scores can be given only as whole numbers (single digit) and not in decimals. Also, the customized scoring is applicable only on the <i>current</i> assessment and not when this question is assigned to any future assessments (by using the import existing questions functionality).</p> <p><u>Delete question:</u> Each of the question(s) will have a ‘Delete’ button beside them which, when clicked, shall delete <i>that</i> specific question. However, the system should show an alert before deleting a question, reading ‘Are you sure you wish to Delete this question?’ with Options Yes and No. Clicking on ‘Yes’ shall delete the question; however, clicking on ‘No’ shall cancel the operation of question deletion, and the user should stay on the same page.</p> <p>Note - If a question <i>imported</i> from the questions library is deleted, the system should remove it from the current assessment (and not from the questions library). However, a question created just for the ongoing evaluation and is not yet imported should be deleted permanently by the delete functionality.</p>
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<p>F5.2 User selects the 'Dropdown' question type</p>	<p>[<u>Functionality and application</u> - A 'Dropdown' question type allows the candidate to choose from a preset set of options. These sets of options are given after a statement or paragraph (i.e., the question), and the candidate has to select the correct answer by choosing one (and only one) option from the dropdown.]</p> <p>If the logged-in user selects the 'Dropdown' question type, the system shall show three text boxes, namely:</p> <ul style="list-style-type: none"> • <u>Question Statement</u>: This mandatory field is a text area and allows the user to define the text of the question • <u>Question Options</u>: This mandatory field is a text area that allows the user to define the options available in the dropdown while answering the question. A user can write a maximum of 10 options (by separating each of them with a comma) in this text area and all of them shall appear in the dropdown. The system should validate the number of options written by the user (by counting the number of commas entered) and shouldn't allow entering more than 10 options. • <u>Answer</u>: This mandatory field is a text grid and allows the user to define the correct answer to the question. <p>The system automatically populates all the options written by the user (in the previous field) in a text grid, and each grid box contains a checkbox within it. The user can select only one grid box, and the selected option shall be considered the correct answer by the system to the question.</p> <p>Since all the above fields are mandatory, if the user misses entering the information for any fields, the system should not allow the user to proceed. The system should indicate an alert message reading 'This field is mandatory' by highlighting the missing field.</p>
<p>F5.3 User selects the 'Multiple</p>	<p>[<u>Functionality and application</u> - A 'Multiple choice, single answer' question type allows the candidate to provide one</p>

<p>choice, single answer' question type</p>	<p>answer to a multiple-choice question. These sets of choices are given after a statement or paragraph (i.e., the question), and the candidate has to select the correct answer by choosing one (and only one) option from the available choices.]</p> <p>If the logged-in user selects the 'Multiple choice, single answer' question type, the system shall show three text boxes, namely:</p> <ul style="list-style-type: none"> • <u>Question Statement</u>: This mandatory field is a text area and allows the user to define the text of the question • <u>Question Choices</u>: This mandatory field is a text area that allows the user to define the options available in the dropdown while answering the question. A user can write a maximum of 6 options (by separating each of them with a comma) in this text area. All of these options shall be displayed to the candidate while answering the question. <p>The system should validate the number of choices written by the user (by counting the number of commas entered) and shouldn't allow entering more than 6 choices.</p> <ul style="list-style-type: none"> • <u>Answer</u>: This mandatory field is a text grid and allows the user to define the correct answer to the question. The system automatically populates all the choices written by the user (in the previous field) in this text grid, and each grid box contains a checkbox within it. The user can select only one checkbox, and the chosen choices shall be considered the correct answer to the question by the system. <p>Since all the above fields are mandatory, if the user misses entering the information for any fields, the system should not allow the user to proceed. The system should indicate an alert message reading 'This field is mandatory' by highlighting the missing field.</p>
<p>F5.4 User selects the 'Multiple</p>	<p>[<u>Functionality and application</u> - A 'Multiple choice, multiple answer' question type allows the candidate to provide more</p>

<p>choice, multiple answer' question type</p>	<p>than one answer to a multiple-choice question. These set of choices are given after a statement or paragraph (i.e., the question), and the candidate has to select the correct answer(s) from the available options.</p> <p>If the logged-in user selects the 'Multiple choice, multiple answer' question type, the system shall show three text boxes, namely:</p> <ul style="list-style-type: none"> • <u>Question Statement</u>: This mandatory field is a text area and allows user to define the text of the question • <u>Question Choices</u>: This mandatory field is a text area and allows user to define the different options available in the dropdown while answering the question. A user can write a maximum of 10 options (by separating each of them with a comma) in this text area, and all of them shall be displayed to the candidate while they are answering the question. The system should validate the number of choices written by the user (by counting the number of commas entered) and shouldn't allow entering more than 10 choices. • <u>Answer</u>: This mandatory field is a text grid and allows user to define the correct answer to the question. The system automatically populates all the choices written by the user (in the previous field) in a text grid, and each grid box contains a checkbox within it. The user can select more than one checkboxes, and the selected choices shall be considered the correct answer to the question by the system. <p>Since all the above fields are mandatory, if the user misses entering the field's information, the system should not allow the user to proceed. The system should indicate an alert message reading 'This field is mandatory' by highlighting the missing field.</p>
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F5.5 User selects the 'Fill in the blank, drag and drop' question type	Note – <i>This functionality has been moved out of the scope of the current phase of the project.</i>
F5.6 User selects the 'Fill in the blank, drop down' question type	Note – <i>This functionality has been moved out of the scope of the current phase of the project.</i>
F5.7 User selects the 'Reorder' question type	Note – <i>This functionality has been moved out of the scope of the current phase of the project.</i>
F5.8 User clicks on 'Add to question library' checkbox	<p>Each of the questions created by the user will have an additional checkbox against them, reading the 'Add to question library'. This checkbox, when checked, will signal the system to add <i>that</i> question to the existing questions library <i>against</i> the selected skill. This action shall be performed when the questions are finally submitted.</p> <p>Post submitting, all such questions should become available for import (through the 'Select existing questions' functionality) while creating future assessments when the individual skill is selected.</p>
F5.9 User clicks on 'Save' button	<p>The system will have a save button against the assessment, which, when clicked, should save all the sections of the assessment and the questions contained within.</p> <p>However, saved assessments will not be available for assignment to a candidate (only <i>submitted</i> assignments are permitted), and the system should ensure that they should not appear to the recruitment for assignment.</p>
F5.10 User clicks on 'Submit' button	The system will maintain a Submit button beside the Save button. Clicking the Submit button will submit the assessment, and the user cannot edit them post submitting. Once the user is clicking on the submit button, the system should ensure that

	none of the mandatory fields is left to be entered. If any such field is left, the system should provide an alert reading '<field name> is a mandatory field'.
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6. Alternative Flows

AF1.1 A User clicks on the Cancel button on the add assessment page	Clicking the Cancel button should cancel the operation of assessment creation and should take the user back to the assessment listing page
AF1.2 User clicks on the Cancel button on 'assessment instructions' and 'assessment questions' tab	<p>Clicking the Cancel button on any of the assessment sub-sections tabs should alert the user with a message reading, 'Are you sure you want to move from this page? All the unsaved information will be lost.'</p> <p>This message will have options 'Yes' and 'No'. Clicking 'Yes' shall move the user from the add assessment section to the section being clicked (without saving the information). However, clicking 'No' should let the user stay on the same page.</p>

7. Exception Flows

EF1.1 User clicks on the main menu tabs while being on any of the assessment creation page/tabs	<p>The system should alert the user with a message reading, 'Are you sure you want to move from this page? All the unsaved information will be lost.'</p> <p>This message will have options 'Yes' and 'No'. Clicking 'Yes' shall move the user out of the current assessment creation page/tabs (to the section being clicked), and all the information entered by the user on the current page/tab will not be saved.</p> <p>However, clicking 'No' should let the user stay on the same page.</p>
EF1.2 The user's internet	When the application is not connected to the internet, and the user tries to perform an operation, the system should display a

connection gets interrupted/no internet connection	message reading, 'You are not connected to the internet! This operation could not be completed'.
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8. Related Use Cases(s)

- **Extends Use Case:** UC-PEA-1.05_ Assessment Panel – Edit Assessment
- **Includes Use Case:** None

9. Business Rules: Use Case

- **BR1** - The user should not be allowed to edit the existing questions which were imported
- **BR2** - If the delete button is pressed against an imported question, it will just get removed from the assessment being created but will continue to be there in the assessment library
- **BR3** - The system should make sure that weightage to the questions should add up to 100% for every sub-sections within the assessment, and either customized scoring or weightage can be selected at a time (but not both) – there should be an internal algorithm for the underlined calculations
- **BR4** - If a question is added to the questions library, the system should pull and display that questions the next time a user exercises the 'import existing questions' (provided that the correct skill against the questions is chosen)
- **BR5** - While creating the 'Multiple choice, single answer' question type, the system shouldn't allow the user to enter more than 6 options
- **BR6** - While creating the 'Multiple choice, multiple answer' question type, the system shouldn't allow the user to enter more than 10 options
- **BR7** - The system should not allow any candidate to work on an assessment beyond the defined completion time against the respective assessment
- **BR8** – The maximum number of subsections within an assessment can be 9
- **BR9** – While adding a customized scoring/weightage to a question, the system should ensure that score is applicable only on the *current* assessment, and future assessments using this question should have the default scoring (i.e., 1 point) only

10.Data Fields

Field Name	Type and Precision	Mandatory (Y/N)	Valid Value(s)
Assessment Name	Textbox with max 80 characters	Y	Alphanumeric
Define new instructions	WYSIWYG editor (for e.g. TinyMCE)	N	Alphanumeric and special characters
Upload instructions PDF/PPT	Upload button	N	PDF and PPT file types
Difficulty level	Dropdown	Y	Easy, Average, and Difficult
Overall cutoff percentage	Numeric textbox with max 4 digits	Y	Numerical values (from 1 – 100) up to 2 decimal places
Overall completion time	Time field with hh:mm format	Y	Whole numbers
Assessment level	Dropdown	Y	Fresher, Junior, Experienced, Manager, Senior Manager, and Leadership
Subsection name	Textbox with max 20 characters	Y	Alphanumeric
Subsection weightage	Numeric textbox with max 3 digits	Y	Whole numbers (from 1 – 100)
Subsection cutoff percentage	Numeric textbox with max 4 digits	Y	Numerical values (from 1 – 100) up to 2 decimal places

Field Name	Type and Precision	Mandatory (Y/N)	Valid Value(s)
Select Skill	Dropdown	Y	Pre-sales, Business Development, Business Analysis, Technical, Testing, Quality Assurance, User Interface, User Experience, Project management, Program Management, Finance, Marketing, Comprehension, Business Communication
Select existing questions	-	N	-
Add customized scoring/weightage	Numerical textbox	N	(Default value – 1) Single-digit whole number
Question Statement	Text area with max 999 characters	Y	Alphanumeric
Question Options (for Dropdown question type)	Text area with max 200 characters	Y	Alphanumeric with special characters
Question Choices (for multiple-choice, single answer question type)	Text area with max 200 characters	Y	Alphanumeric with special characters (maximum of 6 choices)
Question Choices (for multiple choice, multiple answer question type)	Text area with max 200 characters	Y	Alphanumeric with special characters (maximum of 10 choices)
Answer	Text grid with checkboxes	Y	-

Field Name	Type and Precision	Mandatory (Y/N)	Valid Value(s)
Add to question library	Checkbox	N	-

11.UI Notes

Screen Field Label	Type	Placement
Add Assessment	Button	Should be present on the top right section of the assessment list page
Add question	Button	Should be present on the bottom right section of the Assessment Questions page
All mandatory fields	Field	The mandatory fields should have a red-colored 'asterisk' to denote that it's a mandatory field.
Save and Submit	Button	The 'Save' and 'Submit' buttons should be on the bottom right of the page
Cancel and Next	Button	The 'Cancel' and 'Next' buttons should be on the bottom right of the page
Download	Button	Shall allow the user to download an already uploaded file

12.Prototype/UI Screens

TBD