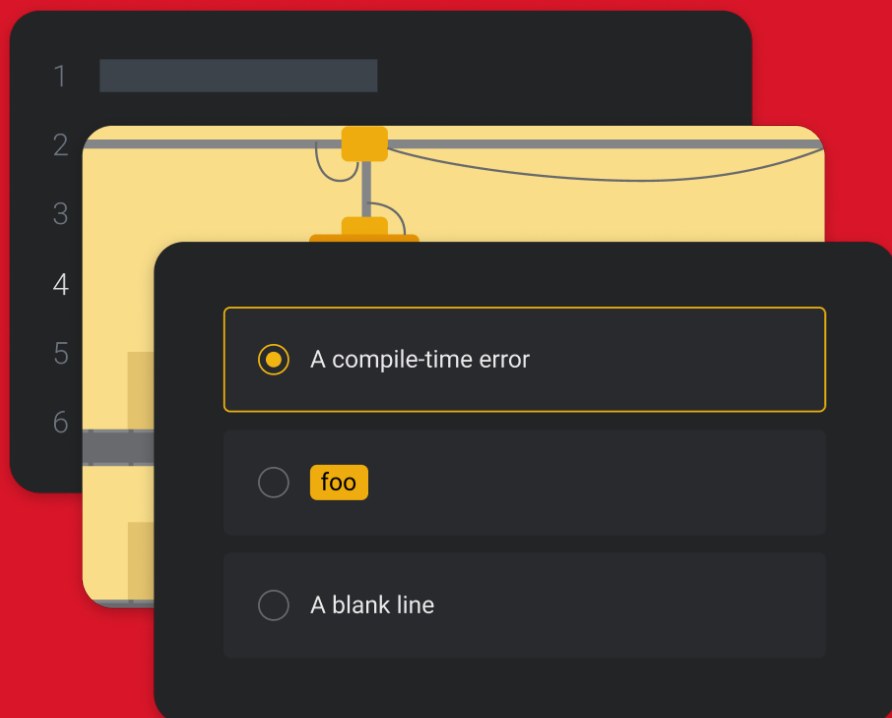




Screen Onboarding Checklist



support@coderpad.io

Version 1.1

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✓ You can find more details on using CoderPad Screen by checking out our [full documentation](#).

■ Getting started with account setup

- [Create a team](#)
- [Invite team members](#)

Create a team

✓ This feature is only available for Enterprise accounts.

The team workspace is the top-level component of your Screen account. Imagine it as a folder containing users, tests, and custom questions.

Team workspaces are a great way to organize your account and make it easy for everyone to access the tests that are relevant to them. It also allows you to avoid unintentional changes by unauthorized users that could impact the candidate experience by allowing you to refine roles and permissions.

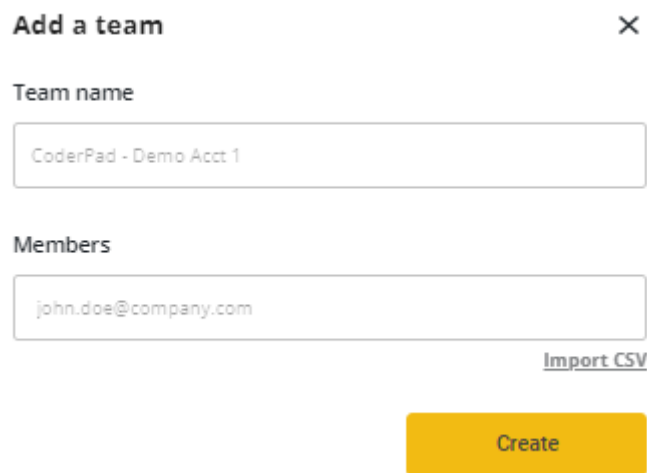
By default, all users, tests, and custom questions in your Screen account belong to the same team workspace. This default setting means all users with the appropriate permissions can access and edit all tests and custom questions without restriction.

To create a new team in your account, click the Settings icon (1) to open the settings menu and select the Users option (2). Then click on **Add a team**:

The screenshot displays the 'Users' management page. At the top, there are three team cards: 'CoderPad - Demo A...' (1 Admin, 1 Member), 'Team B' (1 Admin, 2 Members), and 'Team C' (1 Admin, 2 Members). A red circle '3' highlights the 'Add a team' button. Below the cards is a search bar and a table of users. A red circle '1' points to the settings gear icon in the top right, and a red circle '2' points to the 'Users' option in the settings dropdown menu.

Name	Email	Role	Team
Ken S	ken+test@coderpad.io	Admin	CoderPad - Demo Acct 1
Kan Deplum	ken+1@coderpad.io	Member	CoderPad - Demo Acct 1
Nom Deplum	ken+fun@coderpad.io	Admin	Team B
Plum DeNom	ken+31@coderpad.io	Member	Team C
Pla Va	ken+op@coderpad.io	Member	Team B
Simone Paris	ken+5@coderpad.io	Member - Restricted	Team C
Jean V	ken+xx@coderpad.io	Member	Team B

You'll then add the team's name and the email addresses of any team members you'd like to add to the team – don't worry if you don't have the email addresses on hand; [you can always invite people to the team later](#). Then click **Create** to finish the process.



Add a team X

Team name

CoderPad - Demo Acct 1

Members

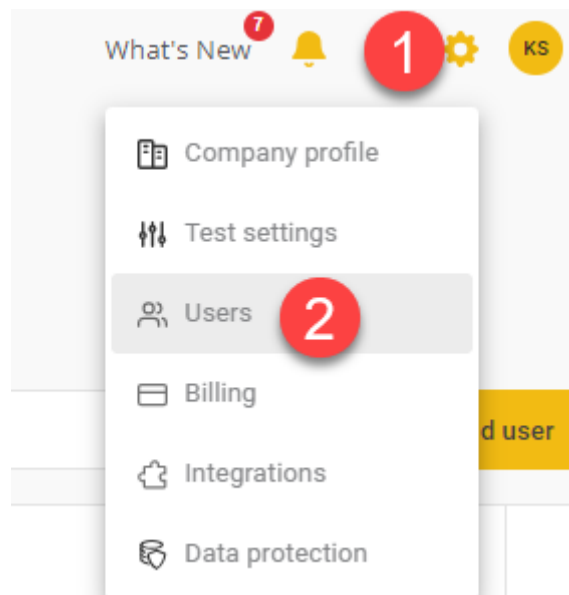
john.doe@company.com

[Import CSV](#)

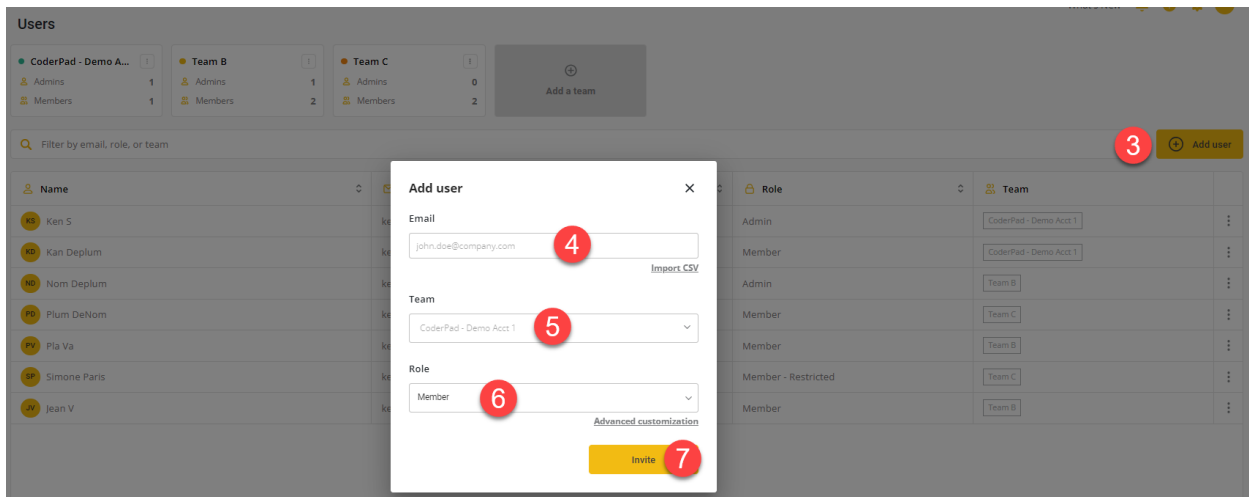
Create

Invite team members

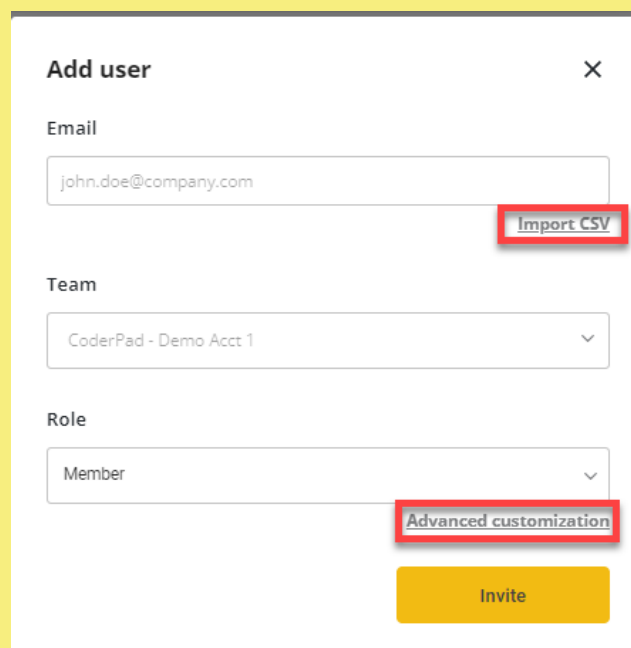
To create a new team in your account, click the Settings icon (1) to open the settings menu and select the Users option (2).



Then click on **Add user** (3). You'll then fill out the new user's email address (4), select the team you want to add them to (5), and the role you'd like them to have (6). Click **Invite** (7) when you're done, and the user will receive an email with a link to accept your invitation.



✓ Have more than one user you'd like to add? Click the **Import CSV** button in the *Add user* window to add multiple users via a CSV file. You can also customize access for the different roles by selecting **Advanced Customization**.



■ Creating your first test

- [Log in](#)
- [Create a test](#)
- [Customize the test](#)
- [Create a custom question](#)
- [Adjust test settings](#)
- [Invite candidates](#)

Log in

If you're already logged into CoderPad Interview, just click on the Screen icon on the left side of your screen.

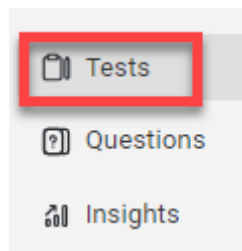
If not, go to <https://app.coderpad.io/> to log in using your username and password or SSO if enabled by your company.

If you're not already in CoderPad Screen, click on the Screen symbol:

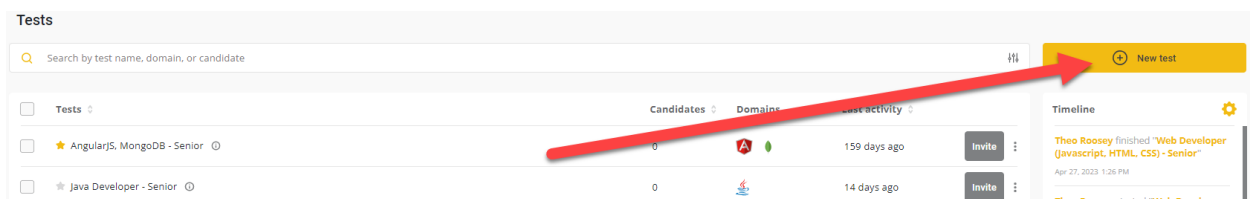


Create a test

Once logged in, click the *Tests* link in the left navigation menu.




Then click on the **New test** button.



On the *Create a new test* screen, select the job role (1), the experience level you want to test (2).

Create a new test 1

1. Which role do you want to test?

Front-end	Back-end	Full-stack
Mobile	Data engineer	Data scientist
SRE / DevOps	Cybersecurity	Embedded
 Other		

2. What is the required experience?

Junior 1-3 years Senior 3-5 years Expert 5+ years

Next step: choose skills →

On the next step select and the skills you want to test for (3) and click **Create test** (4).

Create a new test

3. Which skills do you want to test? 3

HTML × Angular 2+ + AngularJS + CSS +

🔍 Search for a language, framework, or technical skill

Back

Create my test →

4

You'll then be taken to a confirmation page where you can rename your test (5) and then [customize the test](#) or [send the test to candidates](#).

Your test is ready!

Send it to a candidate or edit the selected questions.

Test name:

Front-end - Node.js, React, SQL - Senior [Edit](#) **5**

[Edit](#)

Duration 38-76 min (27 questions)	Language English	Randomization Disabled
---	----------------------------	----------------------------------

Test structure:

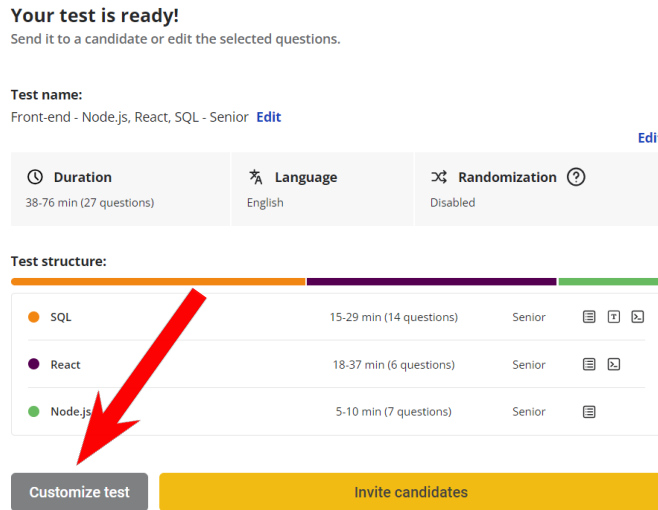
SQL	15-29 min (14 questions)	Senior	
React	18-37 min (6 questions)	Senior	
Node.js	5-10 min (7 questions)	Senior	

6 [Customize test](#)

[Invite candidates](#) **7**

Customize the test

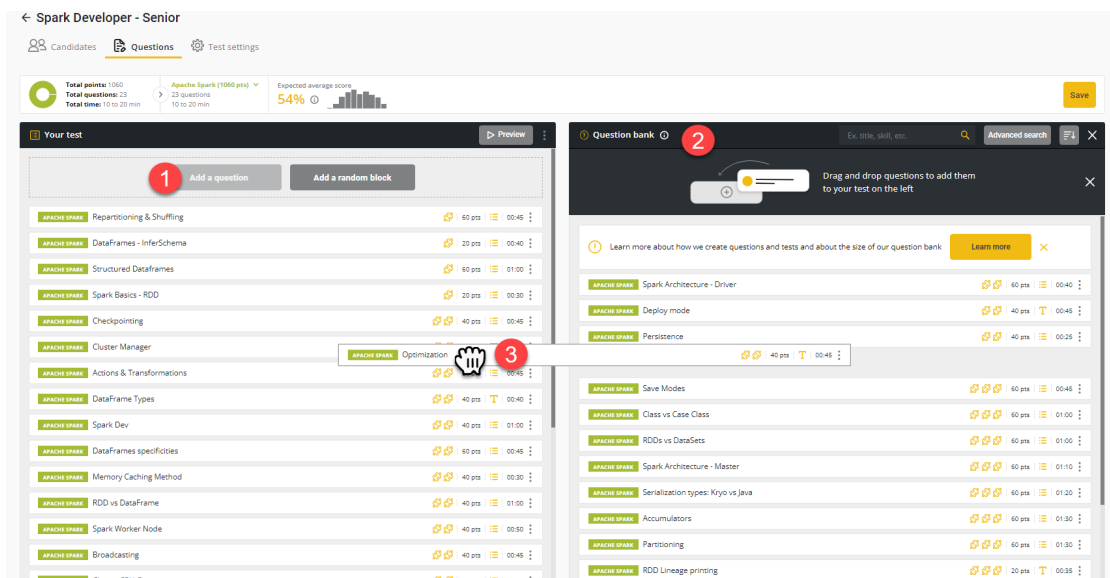
You can access the Customize test button by navigating to the tests list and selecting the test you want to customize.



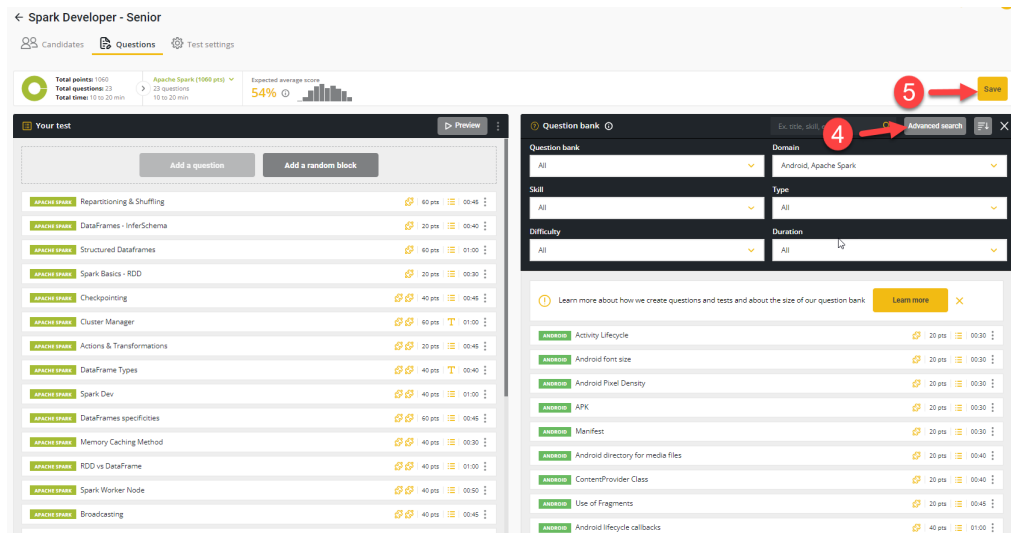
There are a few ways to customize your test.

1. Add a question or questions

When you click Add a question (1), the Question bank will open on the right (2). You can drag and drop questions from the question bank into Your test on the left side of the screen (3).



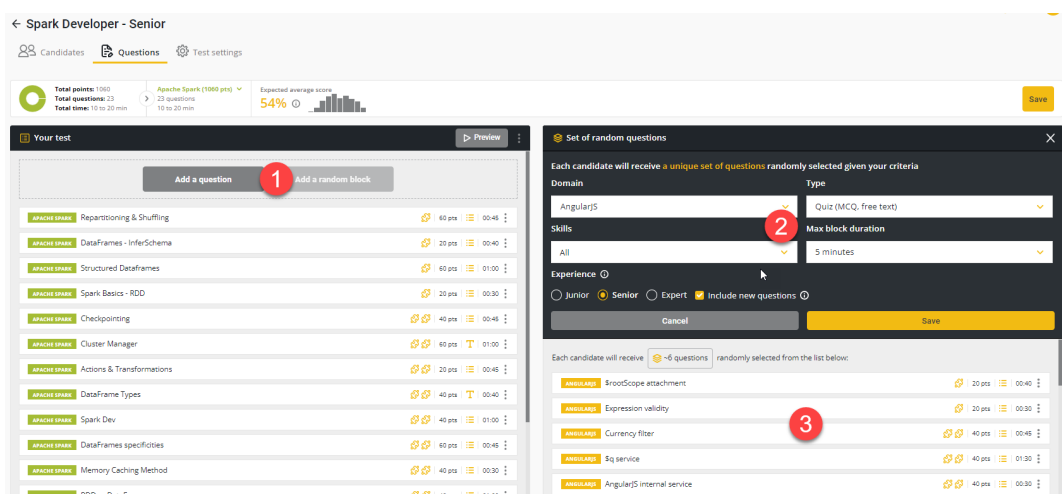
Clicking on the Advanced search button (4) will give you access to more question filters, including the ability to add questions from other programming languages and difficulty levels. Once you add questions, click Save (5) to finish.



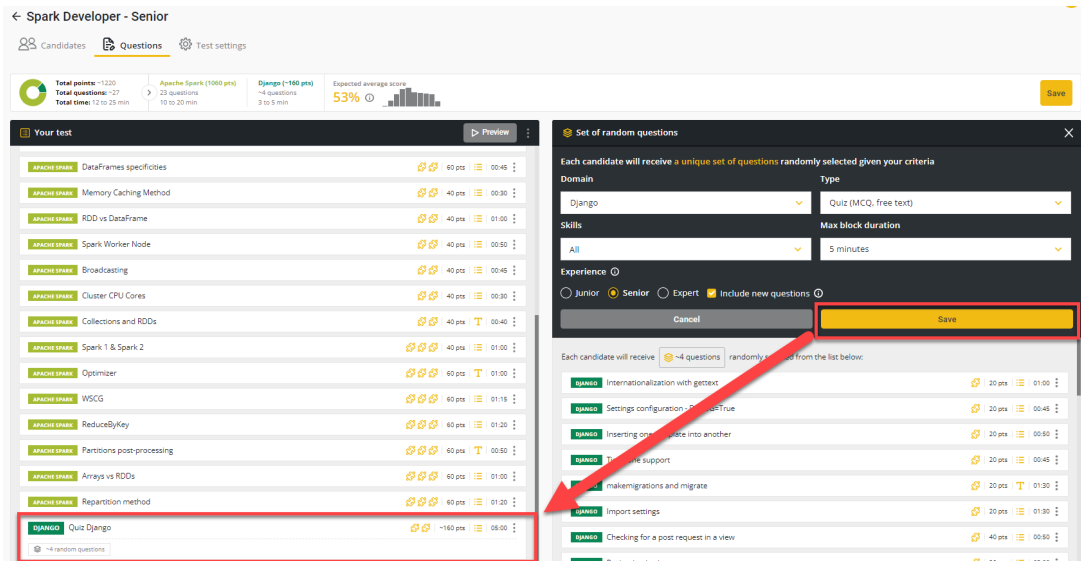
2. Add a random block

You can add [random blocks](#) to your test to create unique tests for each candidate to reduce potential cheating.

When you click Add a random block (1), you'll be presented with four search parameters – Domain, Type, Skills, and Max block duration. Setting these filters (2) will give you a list of questions (3).



When you click Save, Screen will add the block to your test.

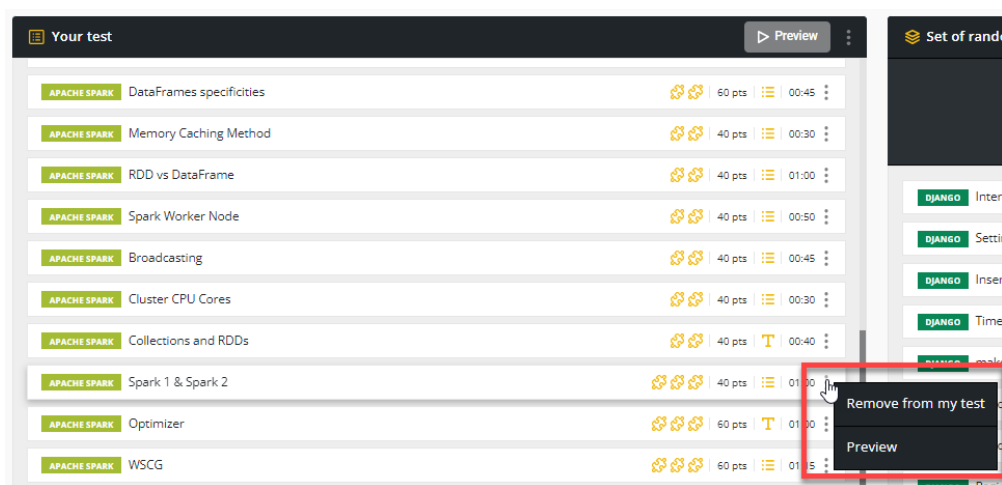


When the candidate takes the test, they'll be presented with randomly selected questions from the random block.

3. Remove a question or questions

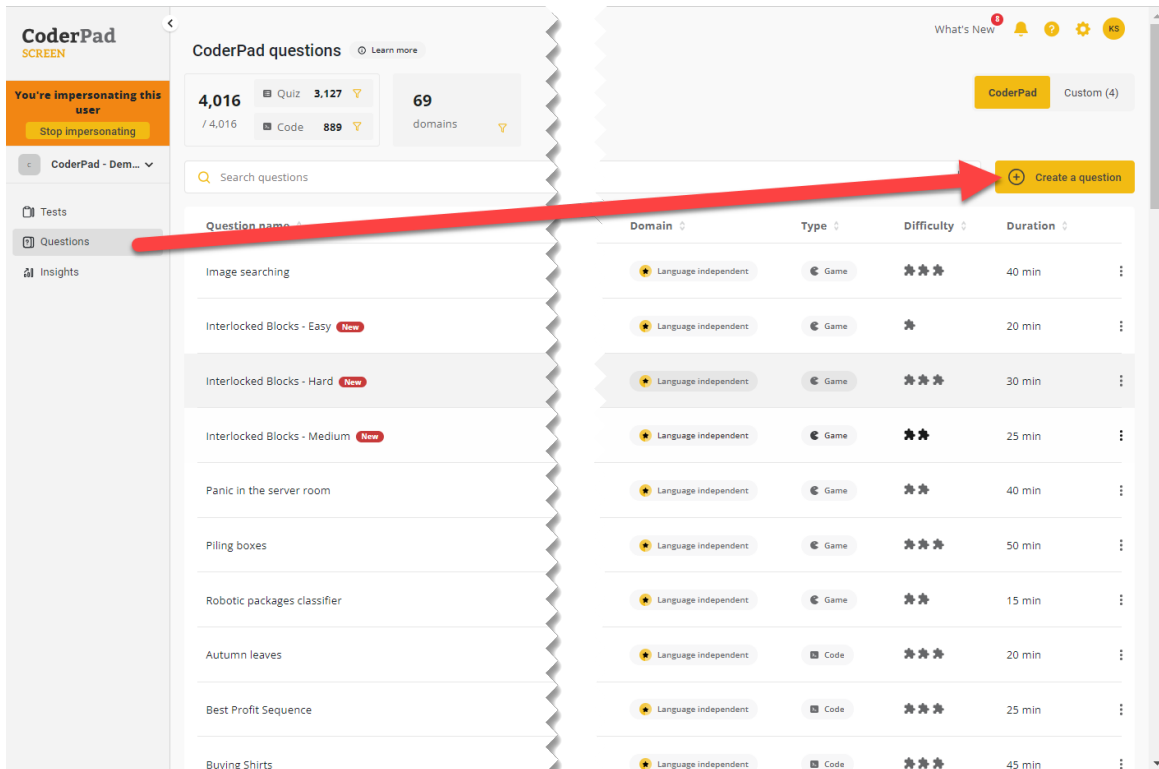
If you need to shorten the test time – or simply don't like a test question – you can remove questions from your test.

To do this, go to Your test and click on the three vertical dots next to the question you'd like to remove, and select Remove from my test from the drop-down.

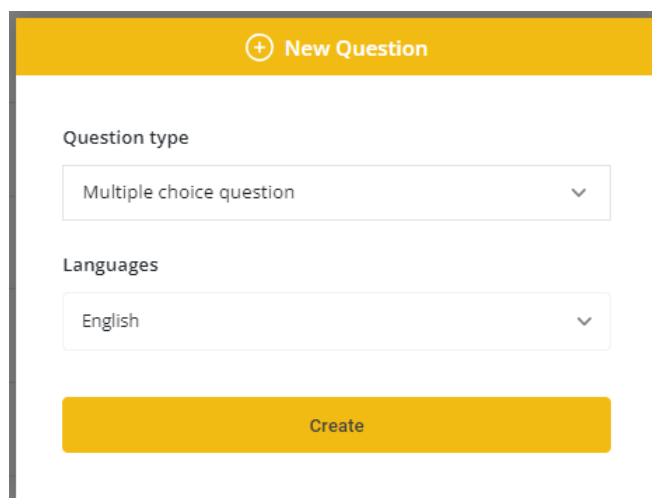


Create a custom question

To create your own custom questions for your tests, navigate to the custom question page by clicking Questions in the left nav menu and then select Create a question in the top right.



You'll then be asked to select the testing language and question type. Click Create to open up the question editor and create your question.



You can create four types of questions, each with a slightly different implementation process. For more details on each one, check out the in-depth documentation linked in the list below:

- [Multiple choice questions](#)
- [Text questions](#)
- [Programming exercise](#)
- [Project exercise](#)

Adjust test settings

Click on any test in your test list, and you'll be taken to the summary screen. To change your test configuration, simply click on the Test settings tab at the top of the screen:

← AngularJS, MongoDB - Senior

Candidates Questions Test settings

Congratulations! Your test has been created.

Test name: AngularJS, MongoDB - Senior

Total points: 1260
Total questions: 30
Total time: 13 to 26 min

Difficulty

Types of exercises

[Click here](#) to see the candidate experience.

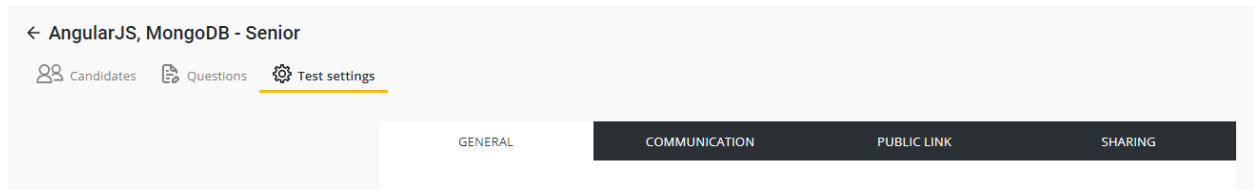
Domains to be tested

AngularJS (700 pts)
16 questions
6 to 13 min

MongoDB (560 pts)
14 questions
6 to 13 min

Customize test Send test

The test settings are divided into four sections:

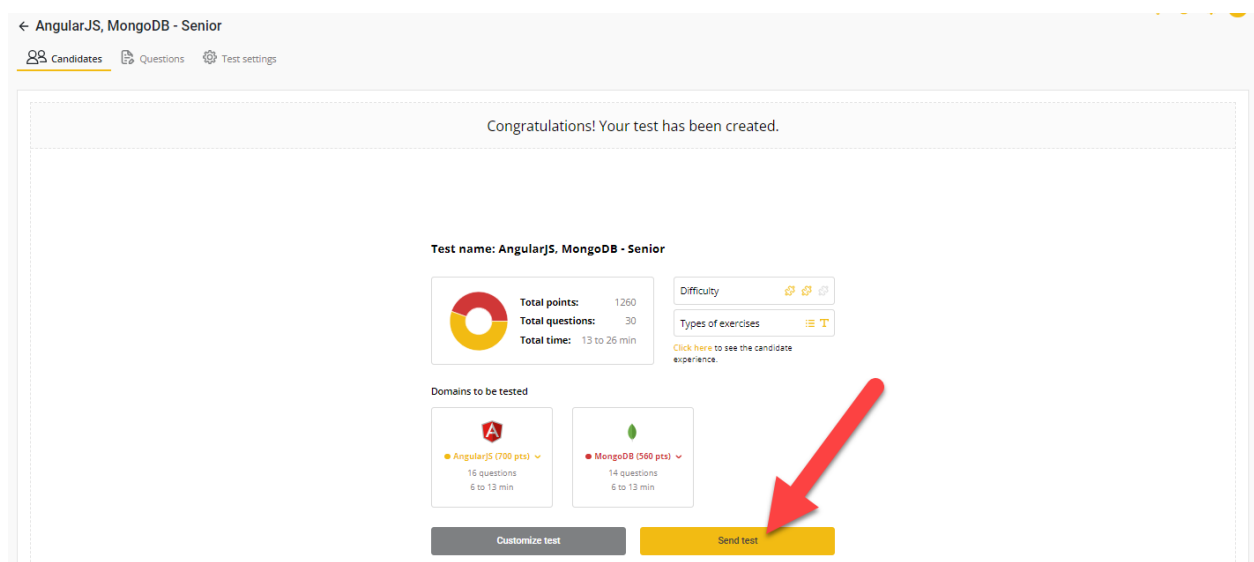


For more details on each one, check out the in-depth documentation linked in the list below:

- [General](#): Configurations like test name, invitation expiration, test time, etc.
- [Communication](#): Brand your tests and customize invitations and emails.
- [Public Link](#): Send one link to a group of test takers.
- [Sharing](#): Share tests with other teams and accounts here.

Invite candidates

To invite candidates to take a test, navigate to your test list and click on the test you want to send. You'll be taken to the test summary screen, where you'll click Send test.



The test invitation window will open, and you'll see three different ways to invite candidates to take a test (click the links below for more detailed documentation).

1. [Batch invites via Import CSV](#): Use a structured CSV file to import a list of candidates.
2. [Input individual candidates](#): You can send individual invites to candidates using their name, email address, and any [tags](#) you'd like to add for tracking purposes.
3. [Get a public link](#): You can generate a public link to include in a job ad or post on your website.

The screenshot shows a form titled "Who do you want to send the test to?" with a yellow header "Test name : Web Developer (Javascript, HTML, CSS) - Senior". A red circle with the number "3" is placed over the header. A red circle with the number "1" is placed over the "Import CSV" button, with a red arrow pointing to it. A red circle with the number "2" is placed over the "Name" input field, with a red arrow pointing to it. The form includes a "Hint" section, an "Import CSV" button, and two tabs: "Invite candidates" (selected) and "Get public link". The "Invite candidates" tab contains three input fields: "Name" (with "Alexandre Doe" entered), "Email" (with "Alexandre@coderpad.io" entered), and "Tags" (with "location, contract type, etc." entered). Below these is a "Select users who should receive the test report" dropdown menu with "Ken S" selected. A yellow button at the bottom right says "Next step: email setup".

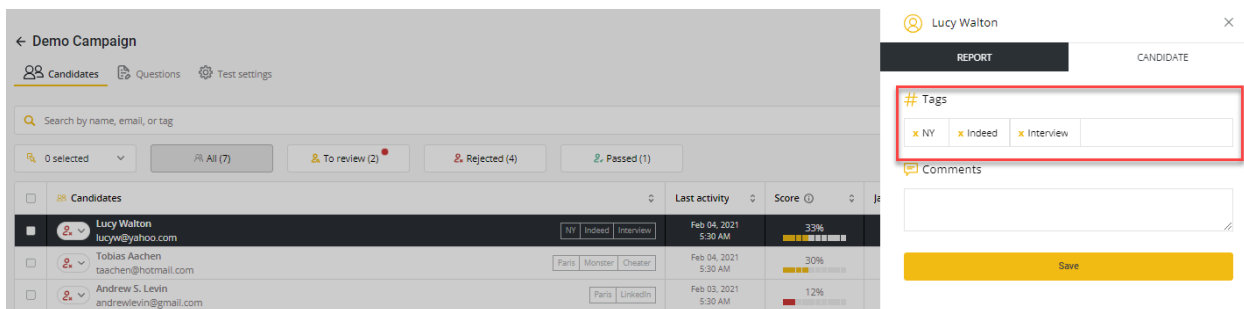
Manage candidates with tags

If you're inviting [individual candidates](#) or [importing via a CSV](#), you can add custom tags to the candidates to indicate things like their location, contract type, experience level, etc. You can see the tags in the candidate dashboard:

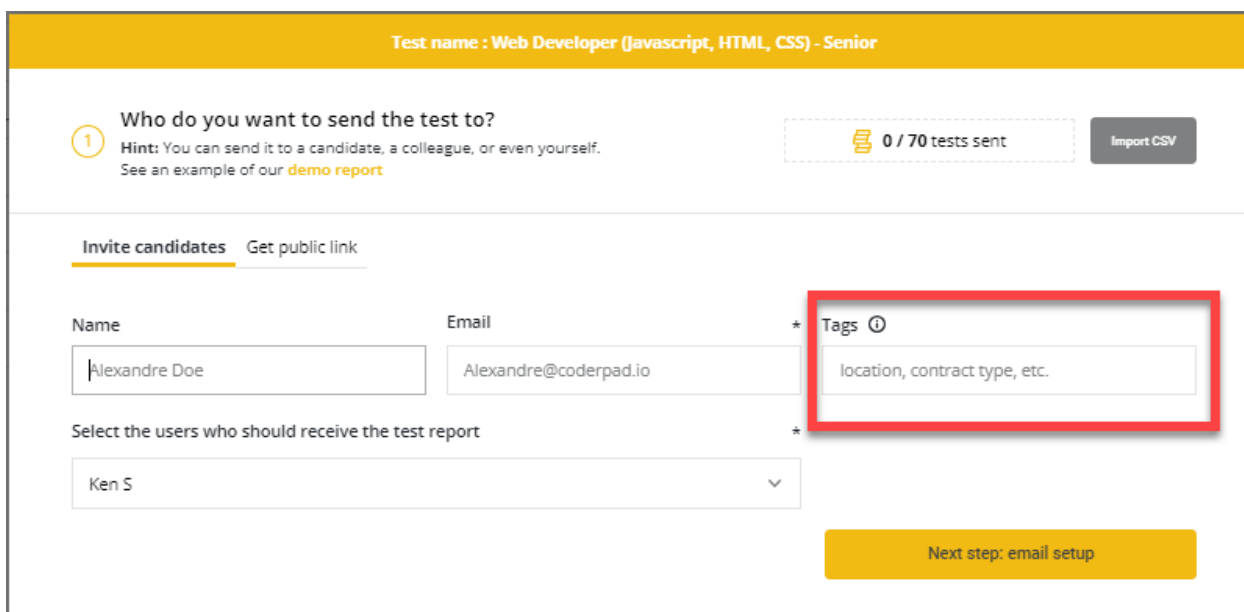
The screenshot shows a "Candidates" dashboard with a list of candidates. A red box highlights the tags for each candidate. The candidates and their tags are:

Name	Tags
Lucy Walton lucyw@yahoo.com	NY, Indeed, Interview
Tobias Aachen taachen@hotmail.com	Paris, Monster, Cheater
Andrew S. Levin andrewlevin@gmail.com	Paris, LinkedIn
Michael S. Chen mchen@yahoo.com	NY
Edward B. Finley ed.finley@bullsphere.com	London, LinkedIn, Interview
Stanley P. Harris stanley.harris@hotmail.com	London, Indeed, Hired
Laurent Giroux laurent.giroux@gmail.com	London, Interview

You can also view and edit them in the candidate's test profile after their invitation has been sent:



For individual candidate invites, you can simply fill in the *Tags* field. In the CSV import, the first two values are designated for the candidate's name and email, but any values after that will be turned into tags.



For example, the below CSV would import three candidates and create location tags for any values in the third position and job role tags for any values in the fourth position.

Alex Anderson, aanderson@aa.org, Argentina, Senior Dev

Bishop Bosphorus, bbosphours@bb.com, Botswana

Celia Crashpot, ccrashpot@cc.io, , React Eng

■ Reviewing candidates

- [Access candidate reports](#)
- [Share test results](#)

Access candidate reports

Once your candidates have completed their tests, you'll have access to their scores with a total and their scores broken down by test subject.

There are two ways to view candidate test scores. First, you can quickly compare candidate test scores in the Candidates tab of a selected test:

Candidates		Last activity	Score	Java	JavaScript / HTML / CSS	SQL	Time
<input type="checkbox"/>	Lucy Walton lucyw@yahoo.com NY Indeed Interview	Feb 04, 2021 5:30 AM	33%	43%	36%	<1%	11min
<input type="checkbox"/>	Tobias Aachen taachen@hotmail.com Paris Monster Cheater	Feb 04, 2021 5:30 AM	30%	47%	<1%	<1%	16min
<input type="checkbox"/>	Andrew S. Levin andrewlevin@gmail.com Paris LinkedIn	Feb 03, 2021 5:30 AM	12%	16%	<1%	<1%	10min
<input type="checkbox"/>	Michael S. Chen mchen@yahoo.com NY	Feb 03, 2021 5:30 AM	9%	6%	>99%	<1%	5min
<input type="checkbox"/>	Edward B. Finley ed.finley@bullisphere.com London LinkedIn Interview	Feb 02, 2021 5:24 AM	>99%	>99%	>99%	>99%	7min
<input type="checkbox"/>	Stanley P. Harris stanley.harris@hotmail.com London Indeed Hired	Feb 02, 2021 10:20 AM	58%	>99%	>99%	<1%	6min
<input type="checkbox"/>	Laurent Giroux laurent.giroux@gmail.com London Interview	Feb 02, 2021 9:05 AM	62%	27%	>99%	>99%	8min

You can view the full report for a particular candidate by clicking on their row in the list of test-takers in the Candidates tab:

Edward B. Finley ×

REPORT **CANDIDATE**

Better than **>99%** of professionals

Rank 1 / 7
Duration 7m / 28m
Points 770 / 770 (100%)

Java 490 / 490pts (100%) Better than **>99%** of professionals

Design	40 / 40pts
Language knowledge	41 / 41pts
Problem solving	245 / 245pts
Reliability	164 / 164pts

JavaScript / HTML / CSS
80 / 80pts (100%) Better than **>99%** of professionals

Design	40 / 40pts
Language knowledge	40 / 40pts

SQL 200 / 200pts (100%) Better than **>99%** of professionals

Language knowledge	200 / 200pts
--------------------	--------------

History

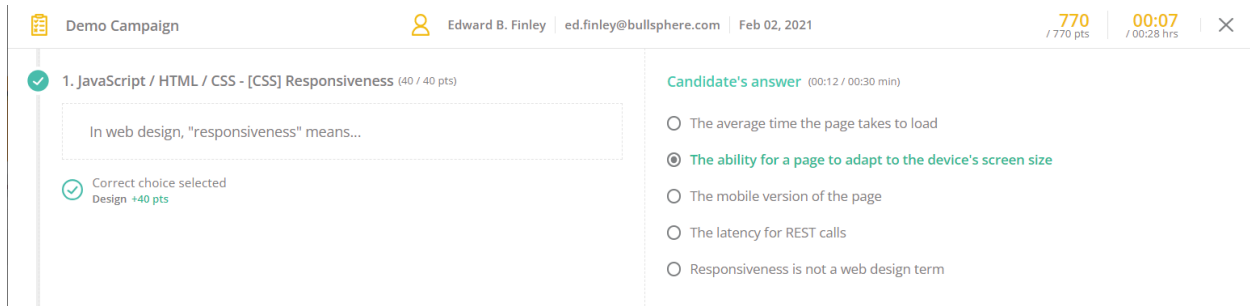
- Status updated: Passed Feb 03, 2021, 5:24 AM
- Test completed Feb 02, 2021, 5:17 AM

United Kingdom, London

Update status

Actions ▼

You can also review the results of individual questions by clicking on the View detailed report button. This includes the answers they selected and how long it took them to answer each question.

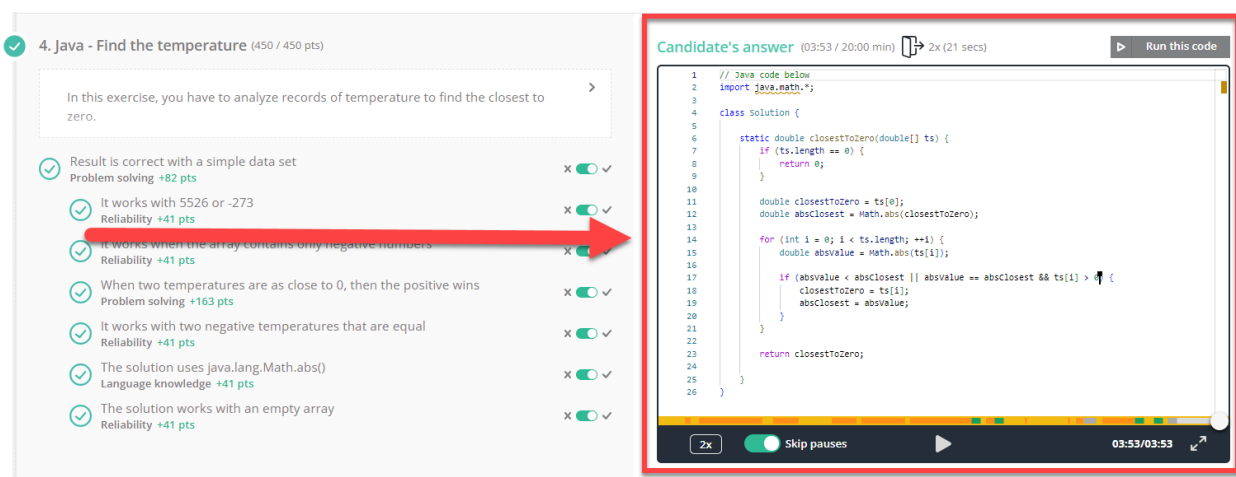


The screenshot shows a quiz interface for a 'Demo Campaign'. The user is Edward B. Finley, and the date is Feb 02, 2021. The score is 770 / 770 pts, and the time taken is 00:07 / 00:28 hrs. The question is '1. JavaScript / HTML / CSS - [CSS] Responsiveness (40 / 40 pts)'. The question text is 'In web design, "responsiveness" means...'. The correct choice is 'The ability for a page to adapt to the device's screen size', which is highlighted in green. Other options include 'The average time the page takes to load', 'The mobile version of the page', 'The latency for REST calls', and 'Responsiveness is not a web design term'.

Question playback

For programming exercises that require a candidate to write and test code, you'll have access to a playback where you can watch a recording of the candidate's progress.


You'll access it in the same detailed report above; when you scroll to a programming question with playback, you'll see a playback screen.



The screenshot shows a programming question '4. Java - Find the temperature (450 / 450 pts)'. The question text is 'In this exercise, you have to analyze records of temperature to find the closest to zero.' The question is marked as correct. The playback screen shows the candidate's Java code for finding the closest temperature to zero. The code is as follows:

```
1 // Java code below
2 import java.math.*;
3
4 class Solution {
5
6     static double closestToZero(double[] ts) {
7         if (ts.length == 0) {
8             return 0;
9         }
10
11         double closestToZero = ts[0];
12         double absClosest = Math.abs(closestToZero);
13
14         for (int i = 0; i < ts.length; ++i) {
15             double absvalue = Math.abs(ts[i]);
16
17             if (absvalue < absClosest || absvalue == absClosest && ts[i] > 0) {
18                 closestToZero = ts[i];
19                 absClosest = absvalue;
20             }
21         }
22
23         return closestToZero;
24     }
25 }
26
```

The playback screen also includes a 'Run this code' button, a '2x' speed control, a 'Skip pauses' button, and a play button at the bottom. The current time is 03:53/03:53.

You can either click Run this code to see the results of the candidate's code or click the play button  at the bottom of the screen to watch their coding progress.

Share test results

If you'd like to send a candidate's test report to other interviewing stakeholders, simply navigate to the candidate's test profile and select the Share link option from the Actions menu.

The screenshot displays the CoderPad interface. On the left, a sidebar shows navigation options like 'Candidates', 'Questions', and 'Insights'. The main area shows a 'Demo Campaign' with a list of candidates. A red arrow points to the 'Share link' option in the 'Actions' menu for the candidate Edward B. Finley. On the right, a detailed report for Edward B. Finley is shown, including a bar chart for overall performance, a table of scores for various tests (Java, JavaScript / HTML / CSS, SQL), and a 'Share link' button.

Candidate	Last activity	Score
Lucy Walton	Feb 04, 2021 5:30 AM	33%
Tobias Aachen	Feb 04, 2021 5:30 AM	30%
Andrew S. Levin	Feb 03, 2021 5:30 AM	12%
Michael S. Chen	Feb 03, 2021 5:30 AM	9%
Edward B. Finley	Feb 03, 2021 5:24 AM	>99%
Stanley P. Harris	Feb 02, 2021 10:20 AM	58%
Laurent Giroux	Feb 02, 2021 9:30 AM	62%

Test	Score	Percentage
Java	490 / 490pts	100%
JavaScript / HTML / CSS	80 / 80pts	100%
SQL	200 / 200pts	100%

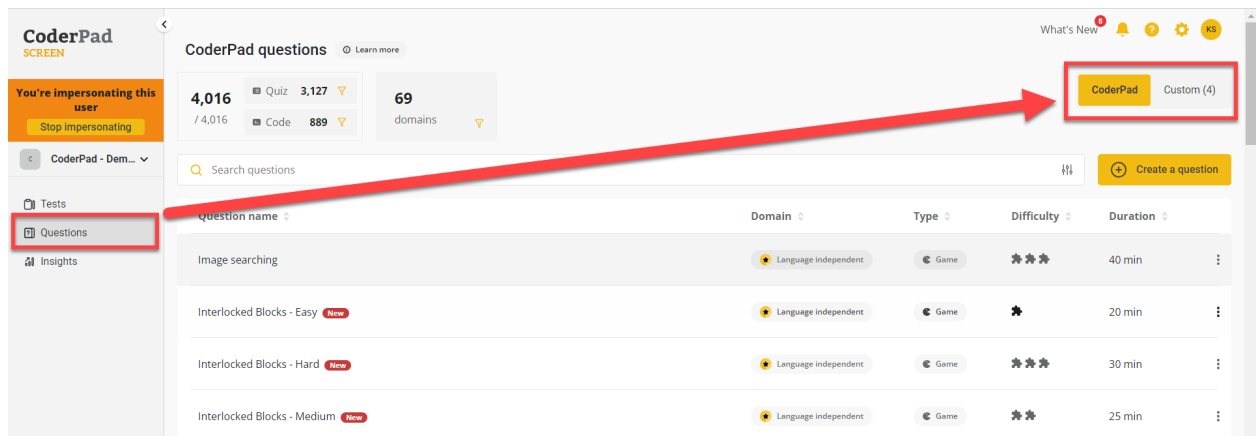
A link will be copied to your clipboard, and you'll be able to share it with other members of your team.

■ Navigate the questions page

- [Navigate through the question bank](#)
- [Review filters](#)
- [Learn how to report an issue on a question](#)

Navigate through the question bank

Curious to see what questions are available for your tests? You can view both the CoderPad-supplied questions or your own custom questions by clicking on the Question option in the left navigation bar.



You can toggle between CoderPad's questions and your custom questions with the toggle at the top right of the question bank. If it's a CoderPad question, you can click on it to get more details or a preview of it from a candidate's point of view. If it's a custom question, you can edit, duplicate, or remove it from your custom question bank.

The screenshot shows the 'Custom questions' page. At the top right, there are two toggle buttons: 'CoderPad' and 'Custom (4)'. Below is a search bar and a 'New question' button. The main table has the following data:

Questions	Author	Domain	Duration	Type	Actions
Woodchucks	Ken S	New Domain	5 min	TEXT	[edit] [duplicate] [delete]
Vérifier qu'un fichier contient un texte copy	Ken S	Node.js	12 min	CODE	[edit] [duplicate] [delete]
Quelle est la réponse à la vie l'univers et tout?	Ken S	New Domain	5 min	MCQ	[edit] [duplicate] [delete]
Somme d'une série d'entiers copy	Ken S	Language independent	12 min	CODE	[edit] [duplicate] [delete]

Review filters

CoderPad question filters

You can filter CoderPad's questions based on the following:

- Keywords
- Question type
- Question difficulty
- Question duration
- Question availability

The screenshot shows a search interface for CoderPad questions. At the top, there is a search bar labeled "Search questions" with a magnifying glass icon and a filter icon. Below the search bar, there are several filter sections: "Domain:" with a dropdown menu set to "All"; "Type:" with a dropdown menu set to "All"; "Difficulty:" with three buttons labeled "Easy", "Normal", and "Hard", each with a star icon; "Duration:" with a horizontal slider ranging from "0 s" to "2 h"; and "Available questions only:" with a checkbox. A yellow "Search" button is located at the bottom right of the filter section.

Custom question filters

You can filter your custom questions based on the following:

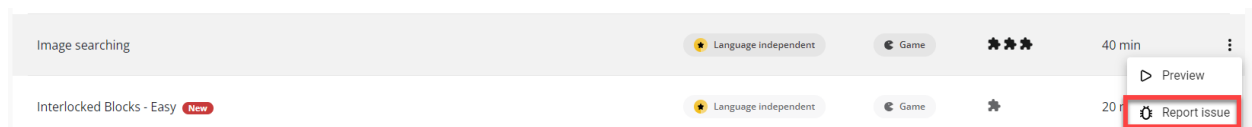
- Keywords
- Question author
- Question domain/language
- Question type

The screenshot shows the "Custom questions" filter interface. At the top, there are two tabs: "CoderPad" and "Custom (4)". Below the tabs, there is a search bar and five dropdown menus for filtering: "Title", "Author", "Domain", "Duration", and "Type". A yellow "New question" button is located to the right of the dropdowns. Below the filter section, there is a table with the following columns: "Questions", "Author", "Domain", "Duration", "Type", and "Actions".

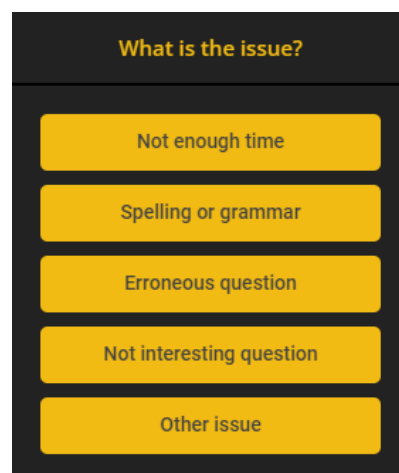
Questions	Author	Domain	Duration	Type	Actions
Woodchucks	Ken S	New Domain	5 min	TEXT	
Vérifier qu'un fichier contient un texte copy	Ken S	Node.js	12 min	CODE	

Learn how to report an issue on a question

If you come across a problematic question – you’ve seen it leaked on the internet, there are spelling issues, the question is erroneous, etc. – then you can report it to us by clicking on the three vertical dots next to the question and selecting Report issue:



You’ll then see a menu to submit the issue type:



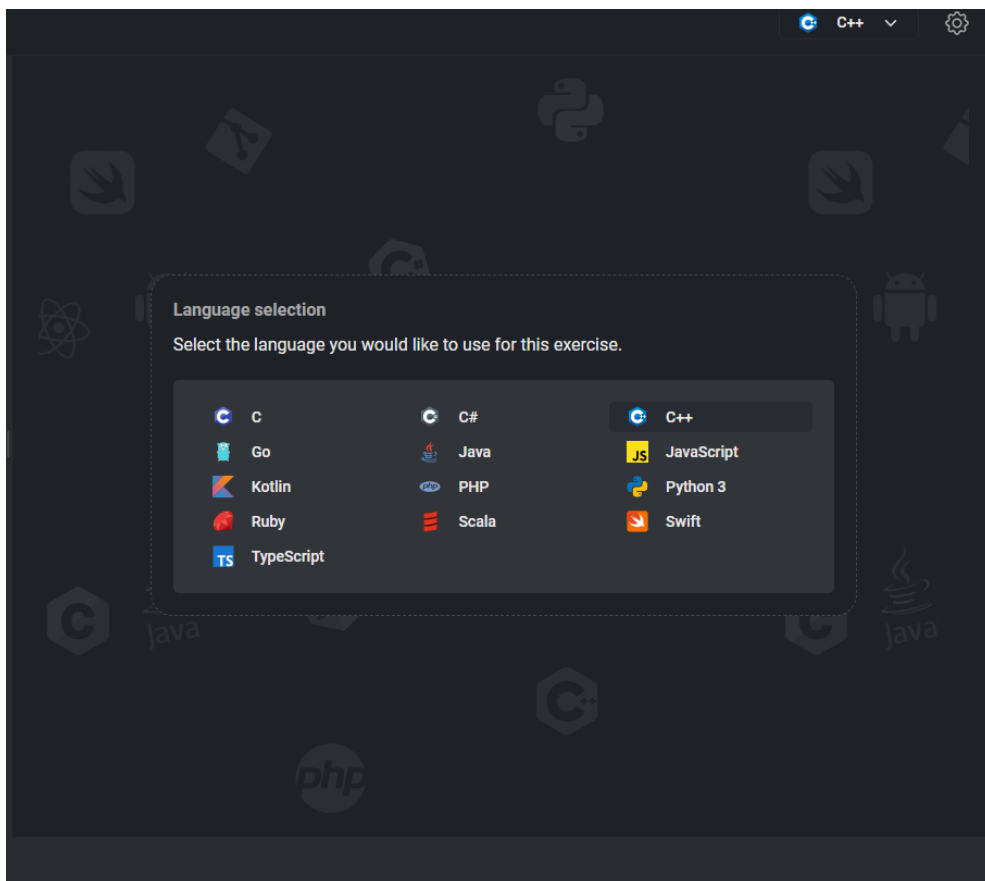
■ Tips

- [Consider language-independent tests](#)
- [Understand Screen's anti-cheat measures](#)

Consider language-independent tests

Sometimes, you care less about specific language skills and more about a candidate's grasp of fundamental software development concepts.

In these instances, we recommend using a language-independent test. These questions allow candidates to answer them in a language they're comfortable with, better reflecting their development skill set.



To create a language-independent test, simply select Language-independent from the domain drop-down when you create a test and then click Create test.

Create a new test

Select a role

Custom

Or

Select one or more domains

Language independent

Select the required experience

Junior ⓘ Senior ⓘ Expert ⓘ

In which language should questions be asked to the candidates?

English French Spanish

Name your test

Language independent - Senior

Understand Screen's anti-cheat measures

CoderPad Screen has several cheating prevention and detection measures to ensure your tests' integrity. Click on the links in the list below to learn more.

Prevention

- [Random blocks](#): You can use randomly selected questions in your tests so that each candidate will have a unique test.
- [Cheat warnings](#): Before they start a test, candidates are presented with a welcome screen and confirmation pop-up mentioning our cheat detection mechanisms and clarifying expectations
- [Time limits](#): Set limits on the amount of time a candidate can take to answer a question to make it more difficult to Google or ChatGPT the answer.
- [Copy/pasting prevention](#): When this is turned on, candidates cannot paste text that was copied from outside the Screen platform.

Detection

- [Automatic detection](#): CoderPad Screen has algorithms to detect cheating patterns during a test.
- [Cheating notifications](#): You'll be notified in several places if a cheat pattern has been detected for a particular candidate, including the Candidates tab and in the candidate's test results.

For more questions, contact support@coderpad.io

   · sales@coderpad.io



SCREEN

Assess with fair & accurate tests.



INTERVIEW

Code together in a realistic editor.