CoderPad

Screen Onboarding Checklist

✅ You can find more details on using CoderPad Screen by checking out our full documentation.
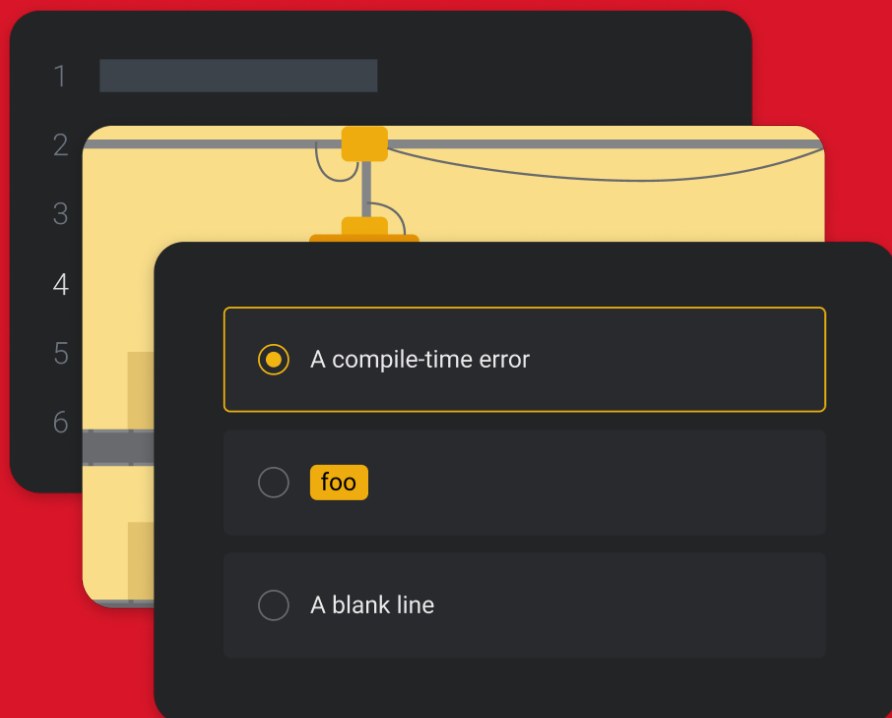
🟥 Getting started with account setup

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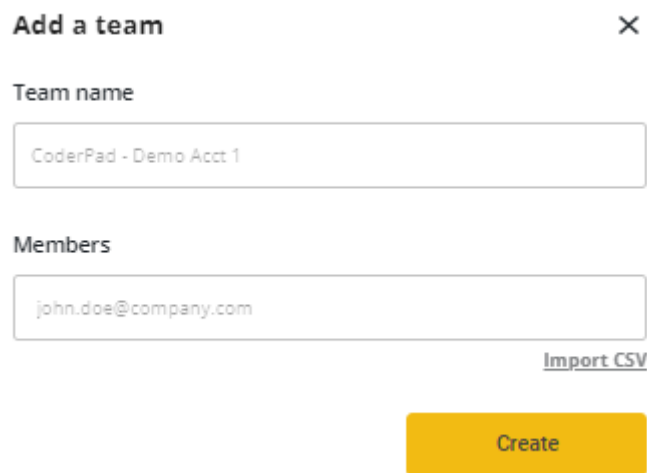
By default, all users, tests, and custom questions in your Screen account belong to the same team workspace. This default setting means all users with the appropriate permissions can access and edit all tests and custom questions without restriction.

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**:

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; <u>you can always invite people to the team later</u>. Then click **Create** to finish the process.


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).
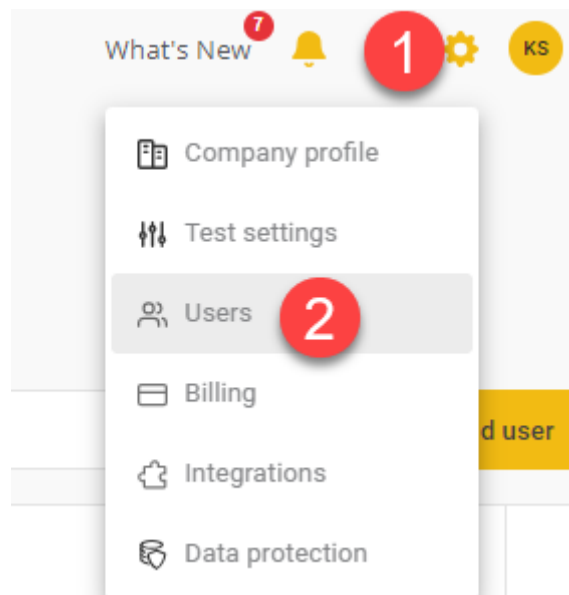
Then click on **Add user** (3). You'll then fill out the new user's email address (4), select the team you want to add them to (5), and the role you'd like them to have (6). Click **Invite** (7) when you're done, and the user will receive an email with a link to accept your invitation.
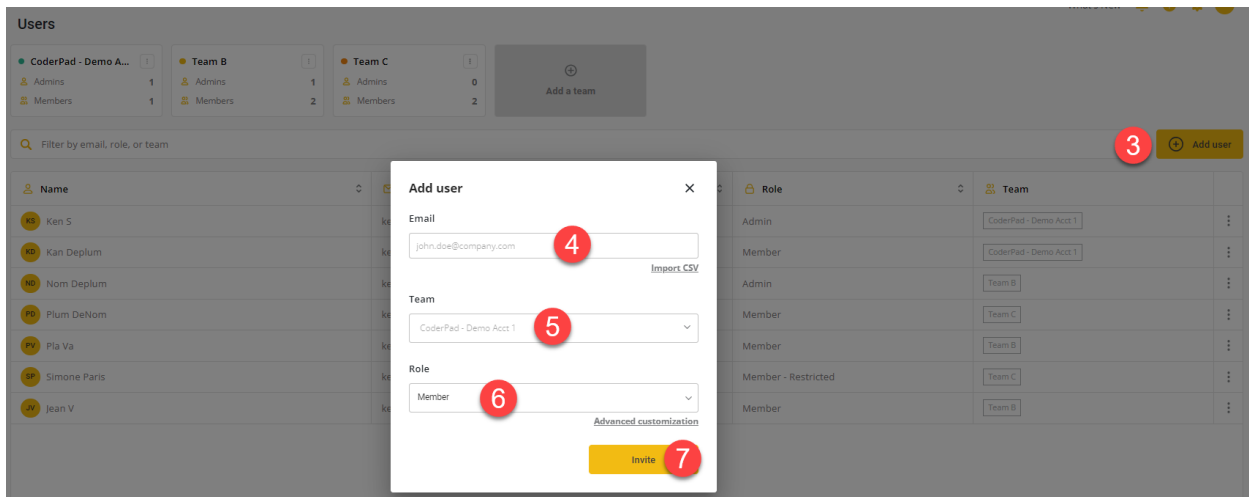
✅ Have more than one user you'd like to add? Click the **Import CSV** button in the *Add user* window to add multiple users via a CSV file. You can also customize access for the different roles by selecting **Advanced Customization.**
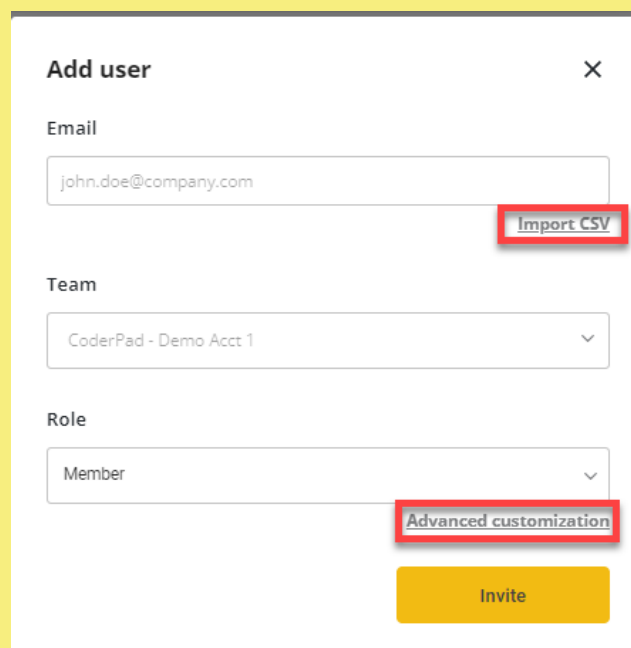
■ Creating your first test

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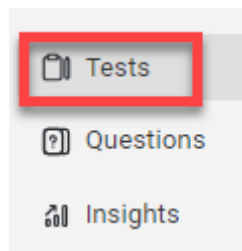
If not, go to https://app.coderpad.io/ to log in using your username and password or SSO if enabled by your company.

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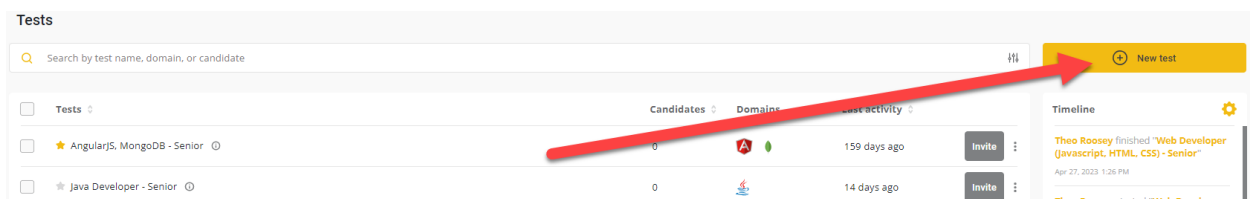
Create a test

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? (2)

◯ 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**	🗚 **Language**	⤬ **Randomization** ⑦
38-76 min (27 questions)	English	Disabled

Test structure:

🟠 SQL	15-29 min (14 questions)	Senior	📋 T ⌘
🟣 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.
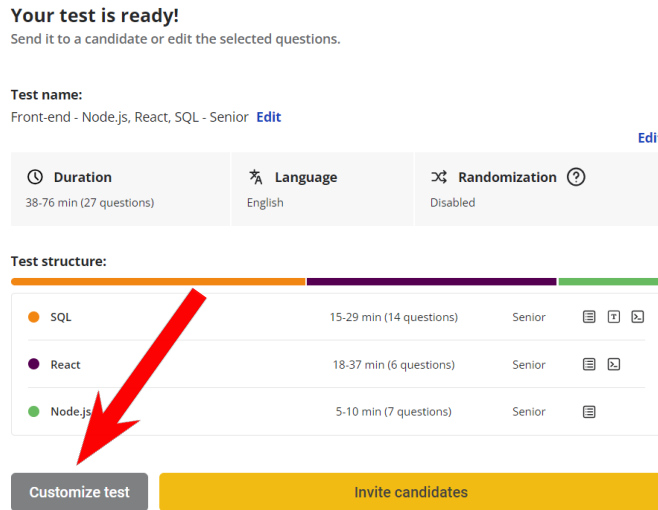

There are a few ways to customize your test.

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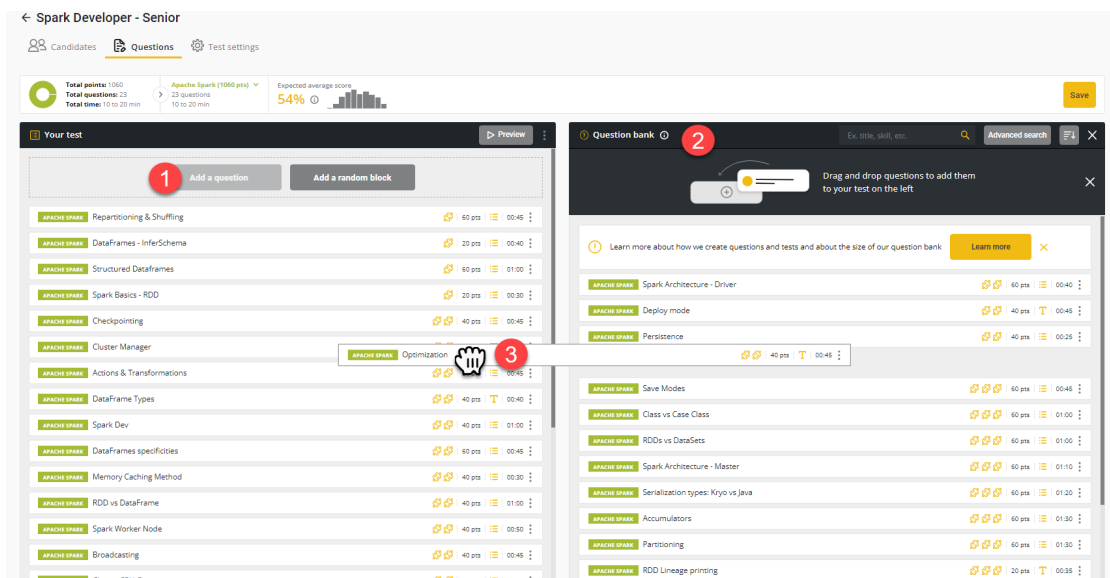
Clicking on the Advanced search button (4) will give you access to more question filters, including the ability to add questions from other programming languages and difficulty levels. Once you add questions, click Save (5) to finish.
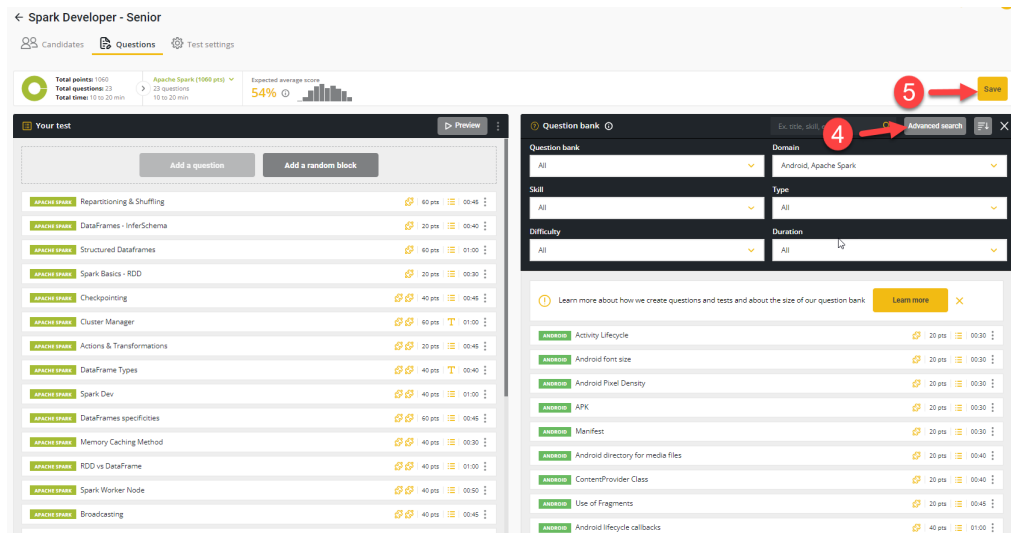
2. Add a random block

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).
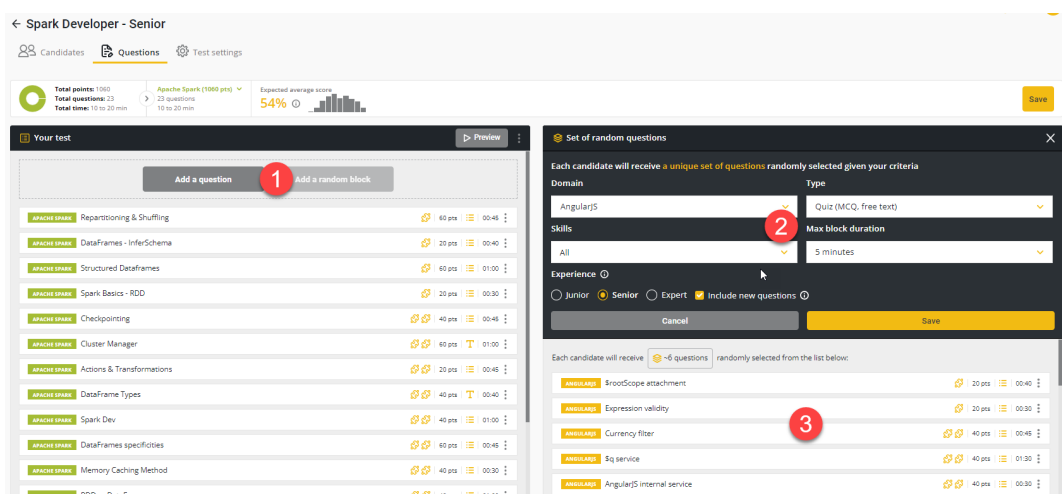
When you click Save, Screen will add the block to your test.
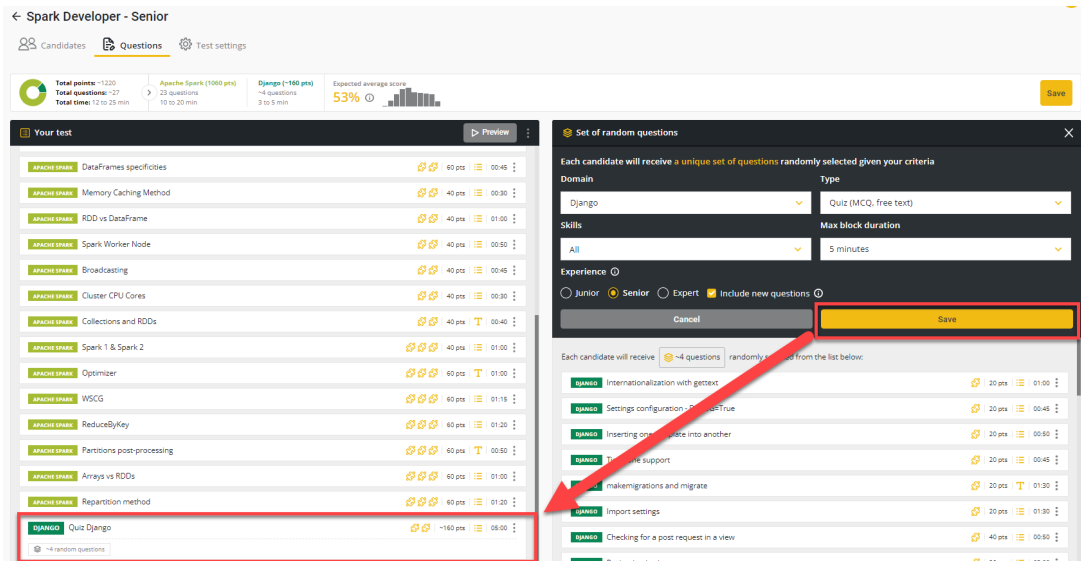
When the candidate takes the test, they'll be presented with randomly selected questions from the random block.

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.
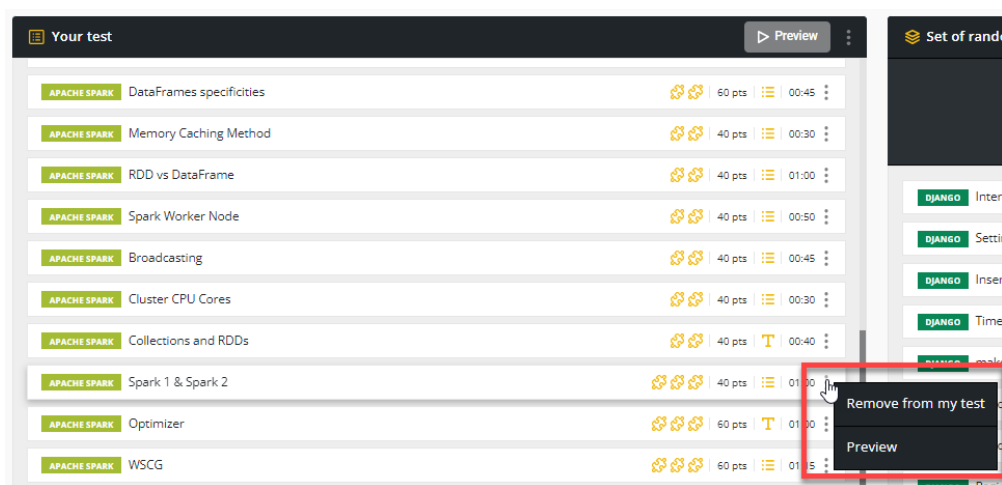
Create a custom question

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.
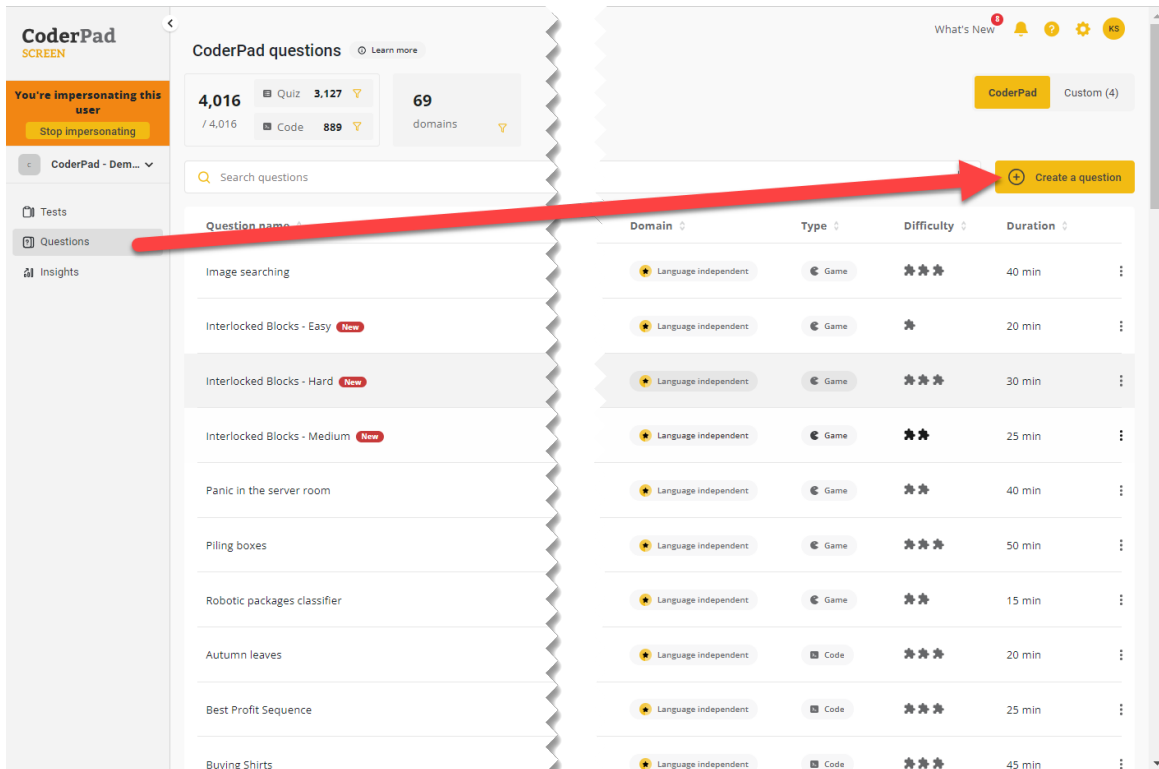
You'll then be asked to select the testing language and question type. Click Create to open up the question editor and create your question.
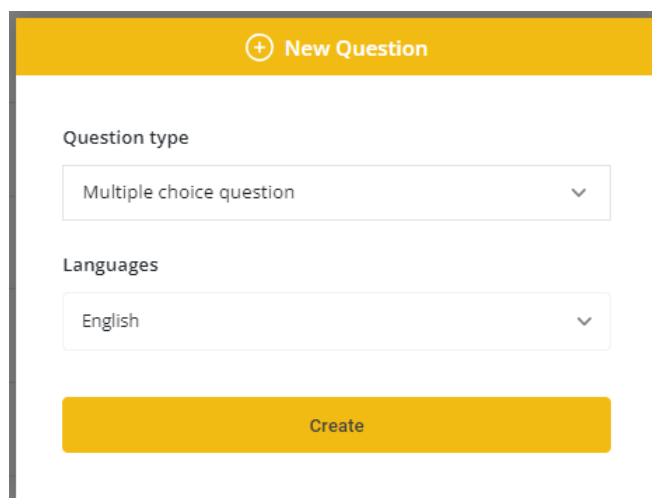
You can create four types of questions, each with a slightly different implementation process. For more details on each one, check out the in-depth documentation linked in the list below:

- [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:

The test settings are divided into four sections:
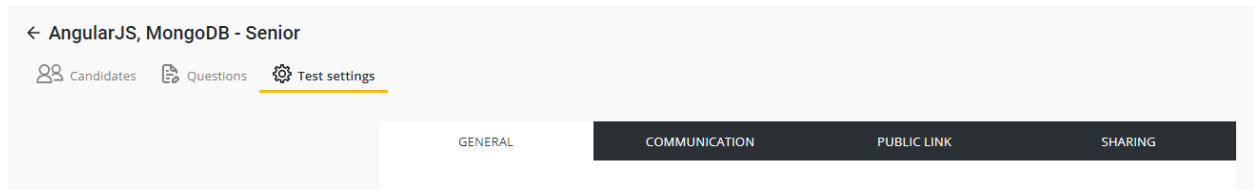
For more details on each one, check out the in-depth documentation linked in the list below:

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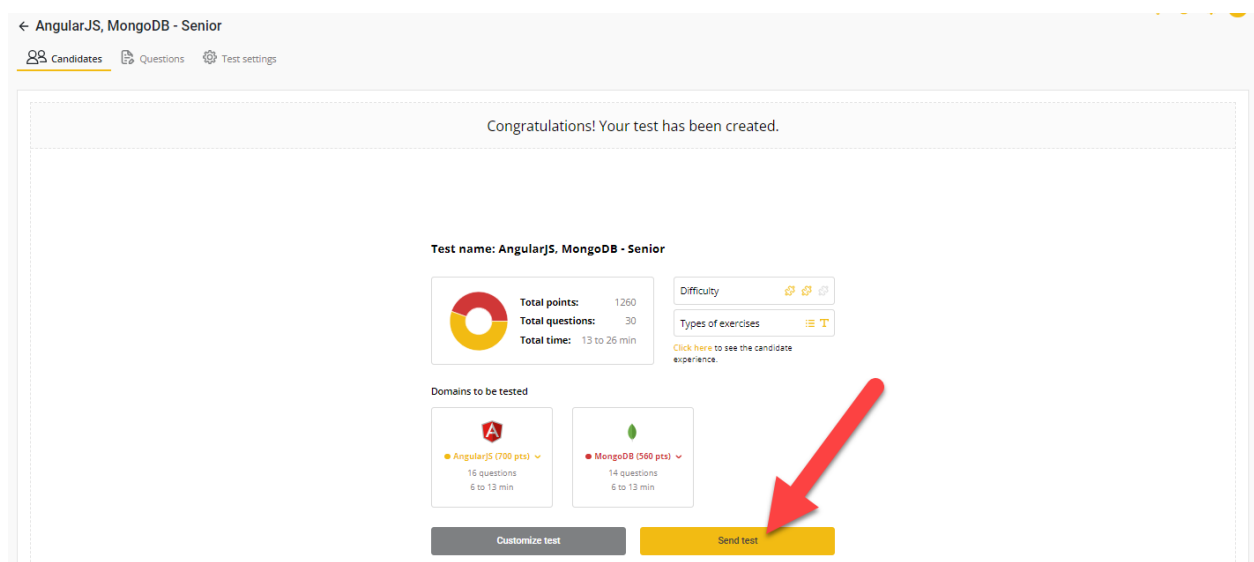
The test invitation window will open, and you'll see three different ways to invite candidates to take a test (click the links below for more detailed documentation).

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.

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:

You can also view and edit them in the candidate's test profile after their invitation has been sent:
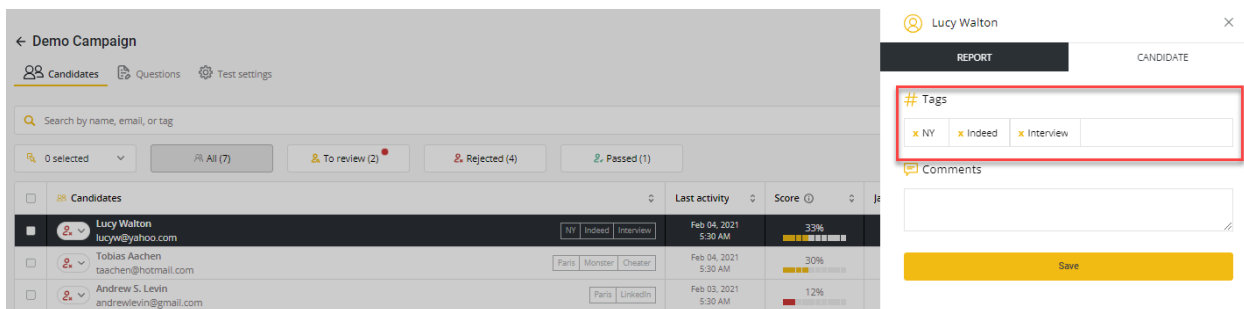
For individual candidate invites, you can simply fill in the *Tags* field. In the CSV import, the first two values are designated for the candidate's name and email, but any values after that will be turned into tags.
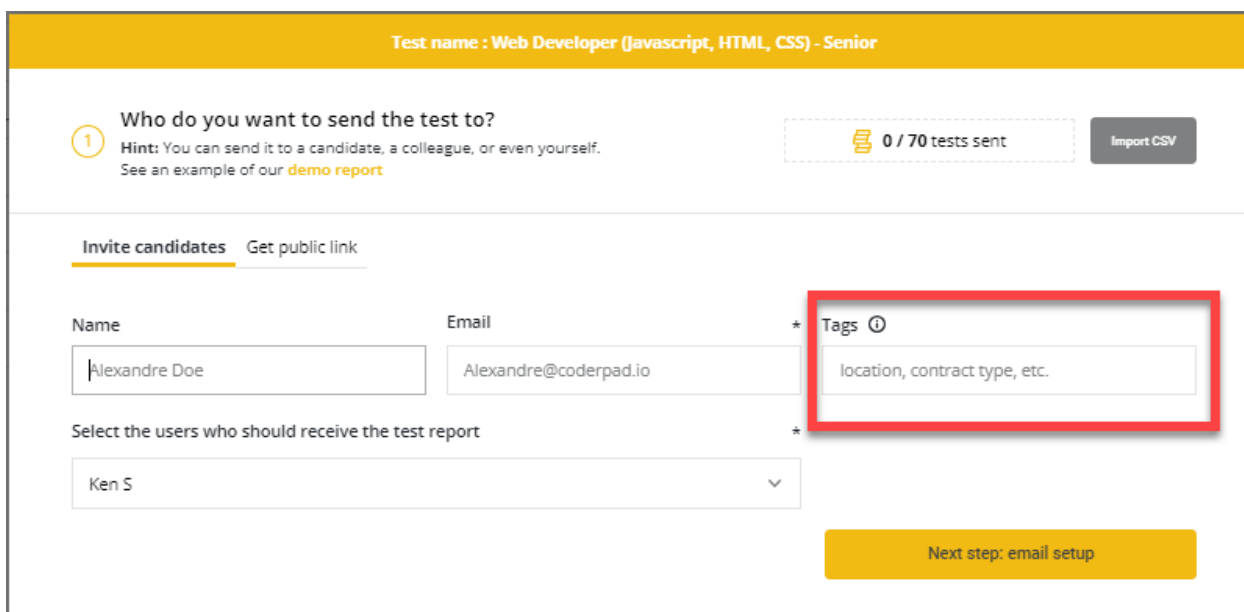
For example, the below CSV would import three candidates and create location tags for any values in the third position and job role tags for any values in the fourth position.

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:

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:

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.
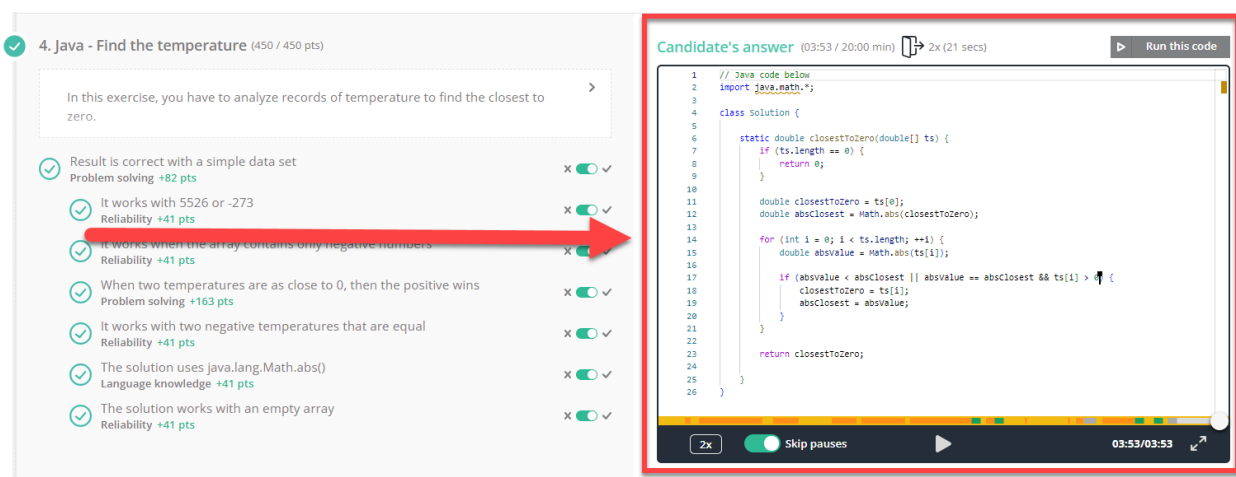
Question playback

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.

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.


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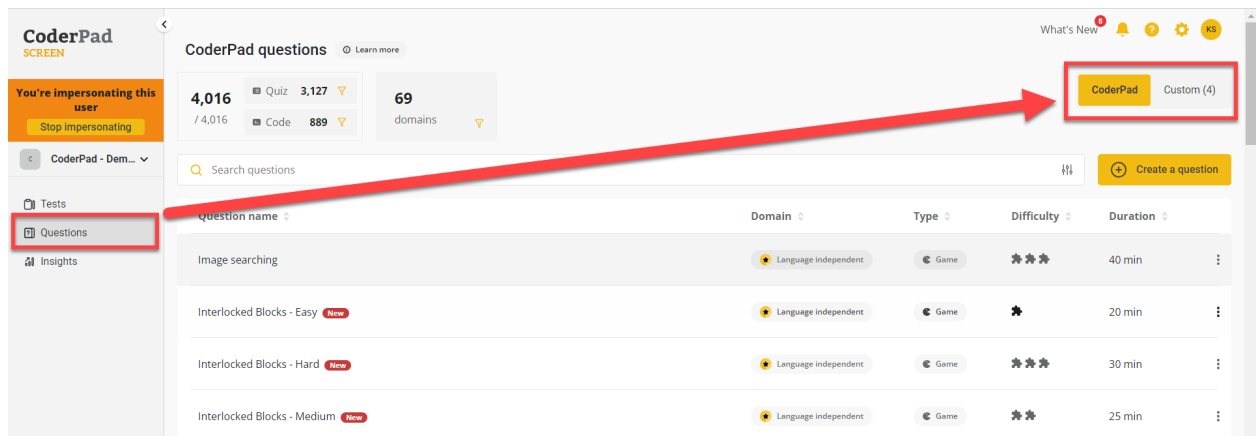
You can toggle between CoderPad's questions and your custom questions with the toggle at the top right of the question bank. If it's a CoderPad question, you can click on it to get more details or a preview of it from a candidate's point of view. If it's a custom question, you can edit, duplicate, or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

Review filters

CoderPad question filters

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

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

Custom question filters

You can filter your custom questions based on the following:

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

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:
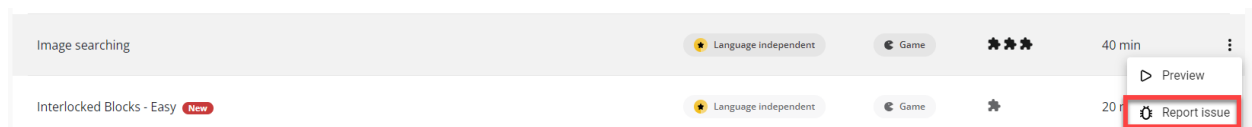
You'll then see a menu to submit the issue type:
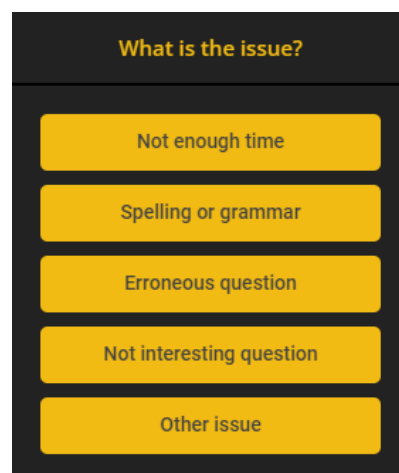
🟥 Tips

Consider language-independent tests

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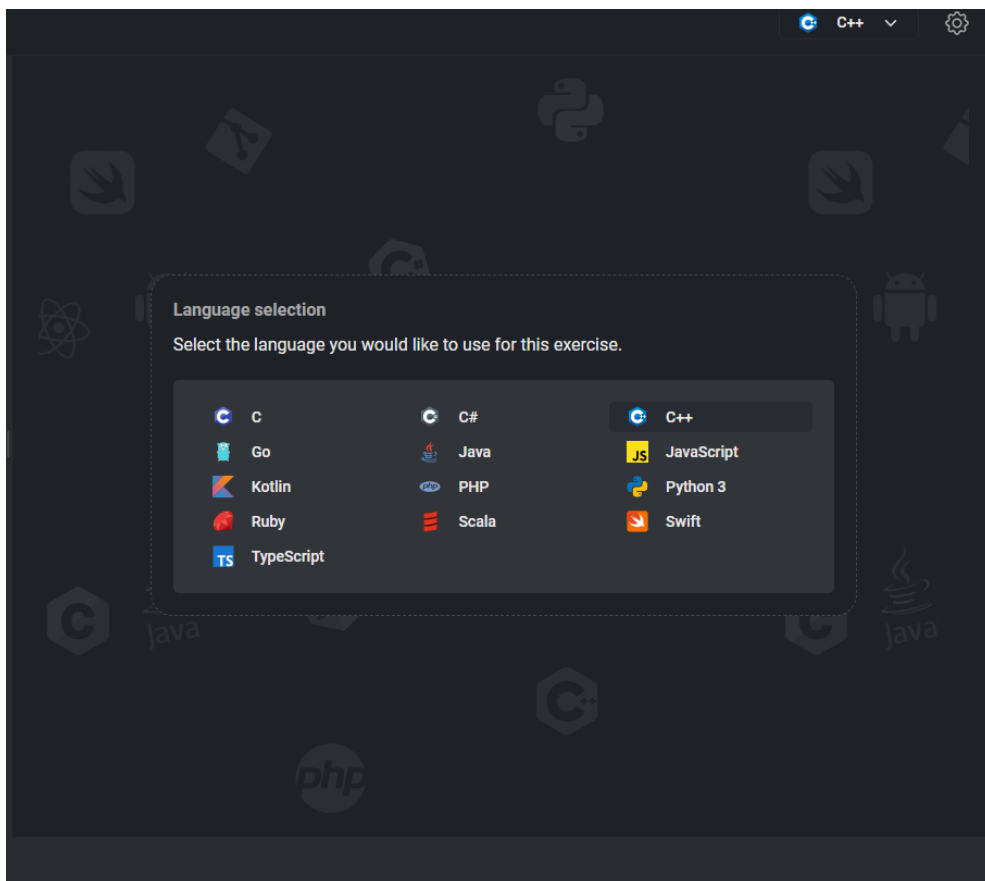
To create a language-independent test, simply select Language-independent from the domain drop-down when you create a test and then click Create test.

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.

</> CoderPad

For more questions, contact support@coderpad.io

SCREEN
Assess with fair & accurate tests.

INTERVIEW
Code together in a realistic editor.

</> **CoderPad**