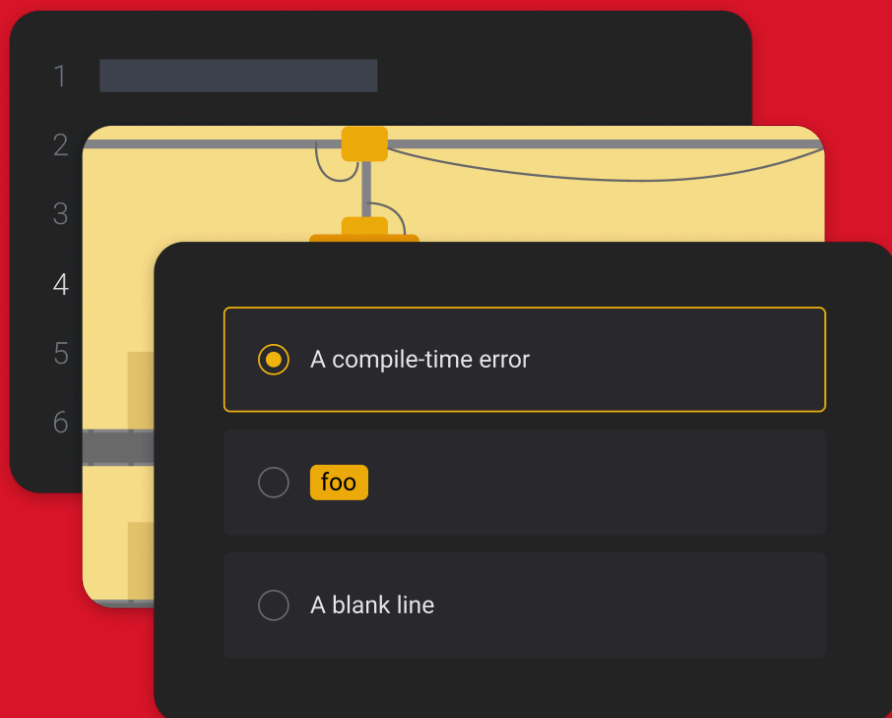




Screen Onboarding Checklist



support@coderpad.io

Version 1.2

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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

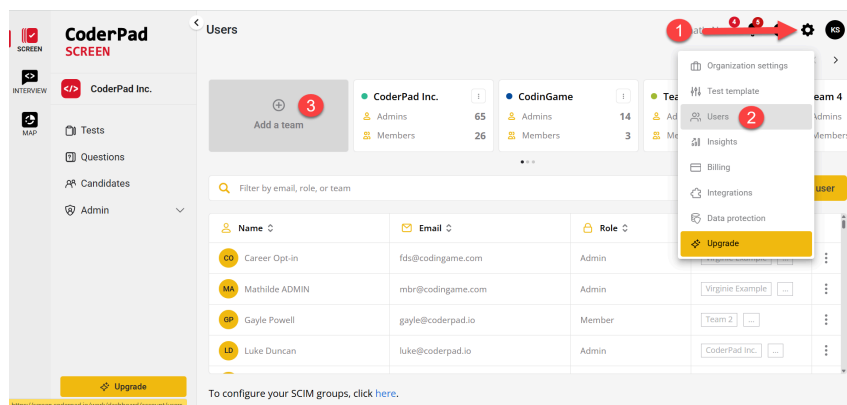
✓ This feature is only available for Enterprise accounts.

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

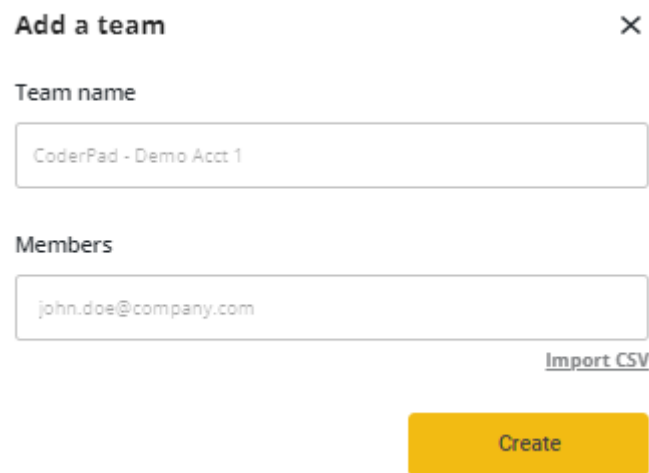
Team workspaces are a great way to organize your account and make it easy for everyone to access the tests that are relevant to them. It also allows you to avoid unintentional changes by unauthorized users that could impact the candidate experience by allowing you to refine roles and permissions.

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** (3):



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

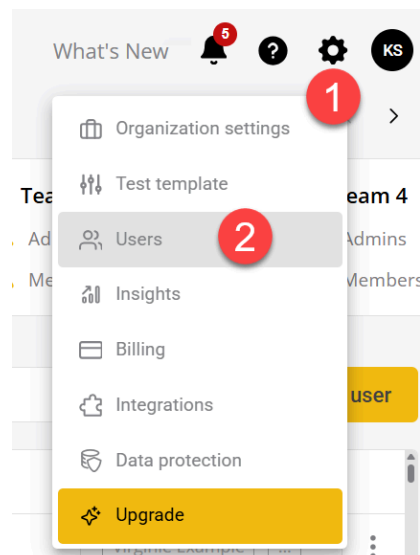
john.doe@company.com

[Import CSV](#)

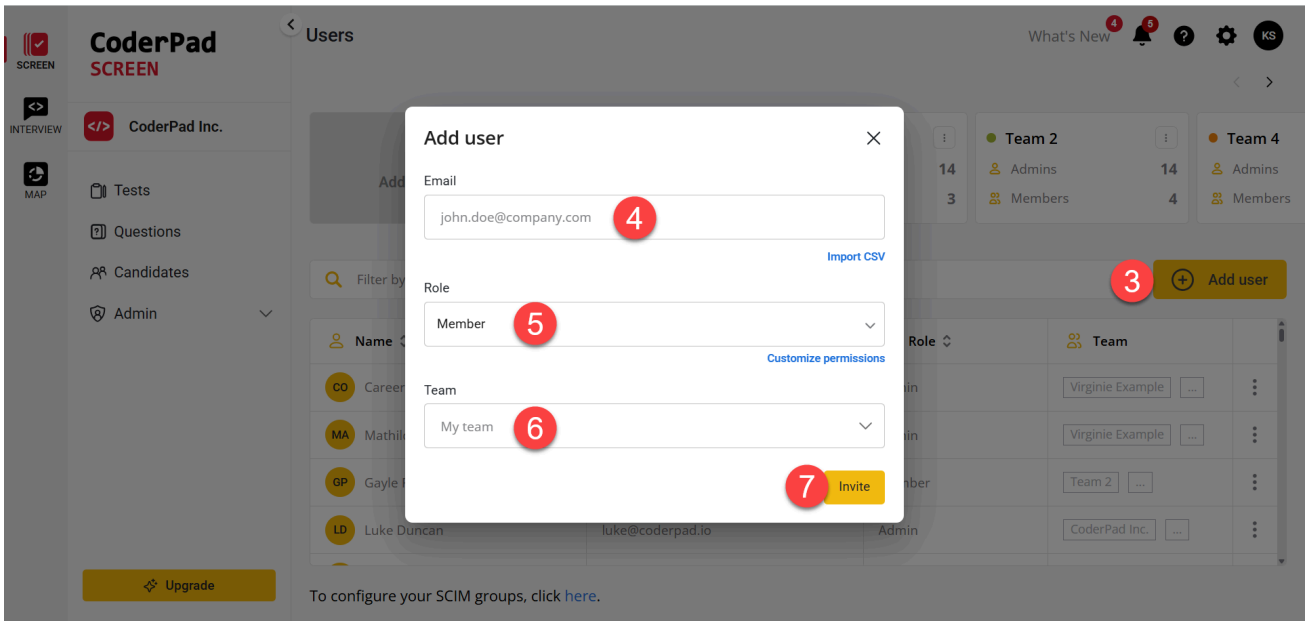
Create

Invite team members

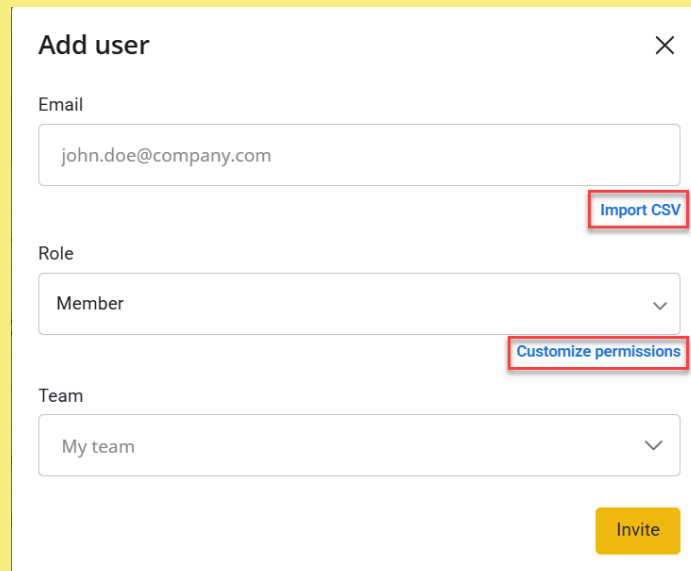
To create a new team in your account, click the Settings icon (1) to open the settings menu and select the Users option (2).



Then click on **Add user** (3). You'll then fill out the new user's email address (4), the role you'd like them to have (5), and the team you want to add them to (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 **Customize permissions**.



■ 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.

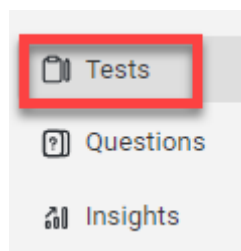
If not, go to <https://app.coderpad.io/> to log in using your username and password or SSO if enabled by your company.



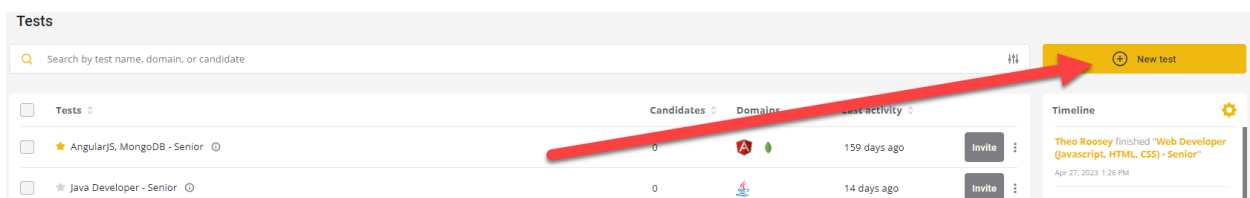
If you're not already in CoderPad Screen, click on the Screen symbol:

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](#) (6) or [send the test to candidates](#) (7).

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

Duration 60-119 min (~21 questions)	Language English	Anti-cheating Default options
Edit settings		

Test structure:

Node.js	24-47 min (~9 questions)	Senior	
SQL	14-28 min (~6 questions)	Senior	
React	22-44 min (~6 questions)	Senior	

6

[See questions](#)

[Invite candidates](#) →

7

Edit anti-cheat settings

When you select **Edit settings**, you'll be able to enable or disable a number of anti-cheat detection and prevention features.

Test name:
HTML - Senior [Edit](#)

⌚ Duration
7-13 min

🌐 Language English ▾

🚫 Cheating prevention

Question randomization [?](#)

Timer per question [?](#)

Copy/paste blocking [?](#)

Full-screen mode [?](#)

🚫 Cheating detection

Unusual activity alerts [?](#)

Follow-up questions [?](#)

Webcam proctoring [?](#)

[Hide settings](#)

Prevention

- [Random blocks](#): You can use randomly selected questions in your tests so that each candidate will have a unique test.
- [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.
- [Full-screen mode](#): Candidates must enter full-screen mode before starting the test. Exiting full-screen mode or switching to another monitor will trigger an alert.

Detection

- [Automatic detection](#): CoderPad Screen has algorithms to detect cheating patterns during a test. 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.
- [AI follow-up questions](#): Our ChatGPT integration will generate a follow-up question asking a candidate to explain a piece of their code and then validate the answer.

- [Webcam proctoring](#): Automated face-detection software will let you know if a candidate leaves the room, has an additional person in the room, or has another person take the test for them.

Customize test content

You can customize the test by navigating to the tests list, selecting the test you want to customize, and then clicking **See questions**.

Your test is ready!
Send it to a candidate or edit the selected questions.

Test name:
Front-end - Node.js, React, SQL - Senior [Edit](#)

⌚ Duration 60-119 min (~21 questions)	🌐 Language English	🚫 Anti-cheating ? Default options
---	------------------------------	---

[Edit settings](#)

Test structure:

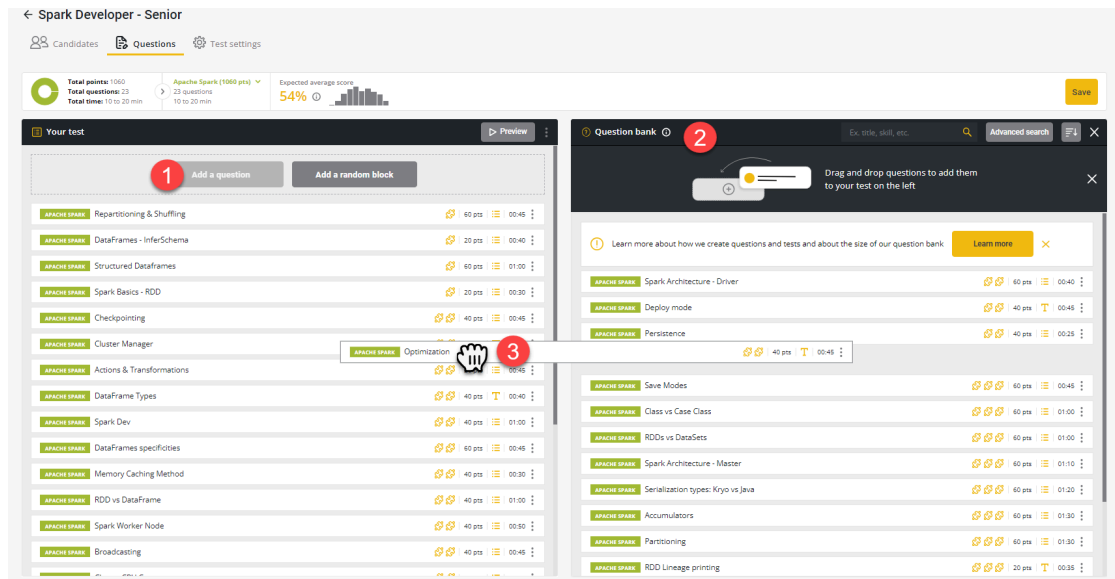
● Node.js	24-47 min (~9 questions)	Senior	📄 🗑️ 🔄
● SQL	14-28 min (~6 questions)	Senior	📄 🗑️ 🔄
● React	22-44 min (~6 questions)	Senior	🗑️ 📄 🔄

[See questions](#) [Invite candidates](#) →

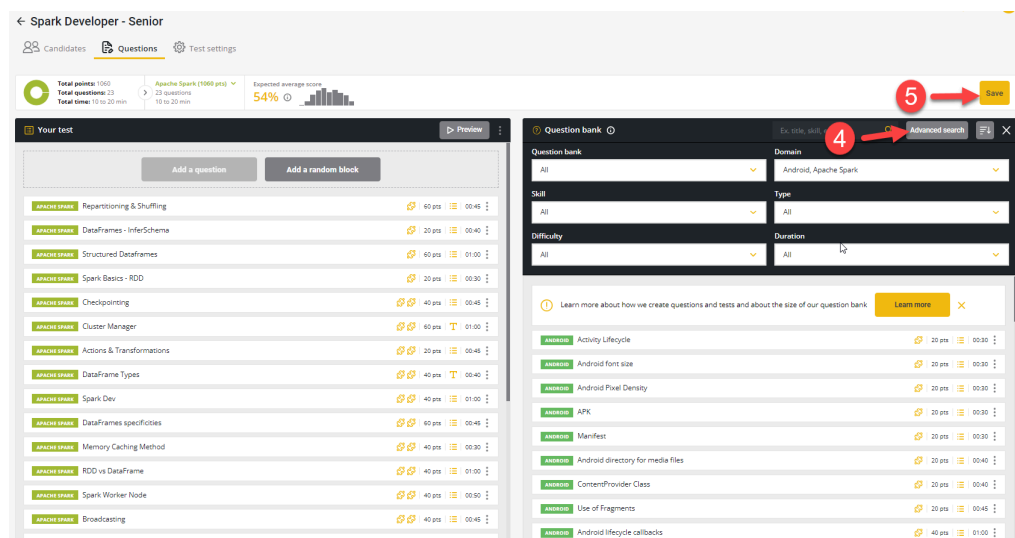
There are a few ways to customize your test.

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).



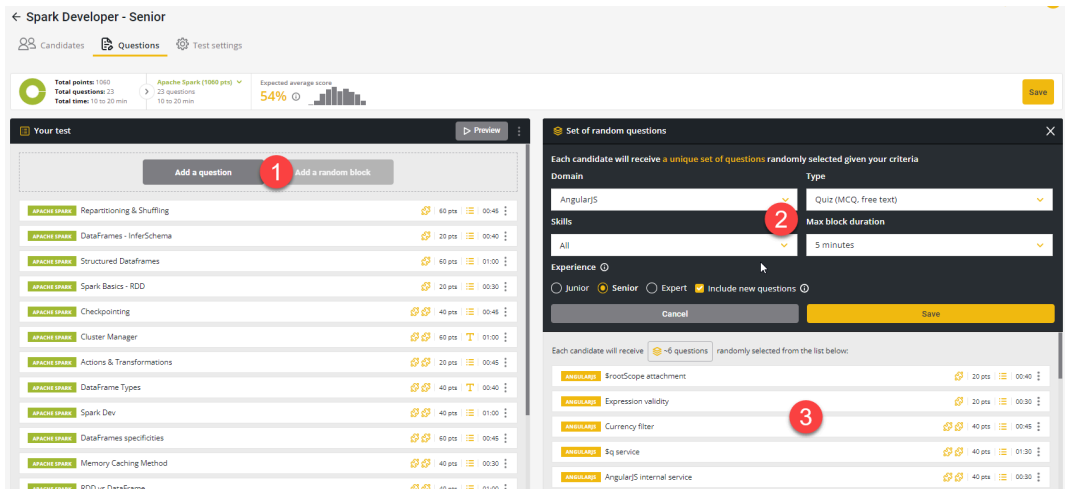
Clicking on the Advanced search button (4) will give you access to more question filters, including the ability to add questions from other programming languages and difficulty levels. Once you add questions, click Save (5) to finish.



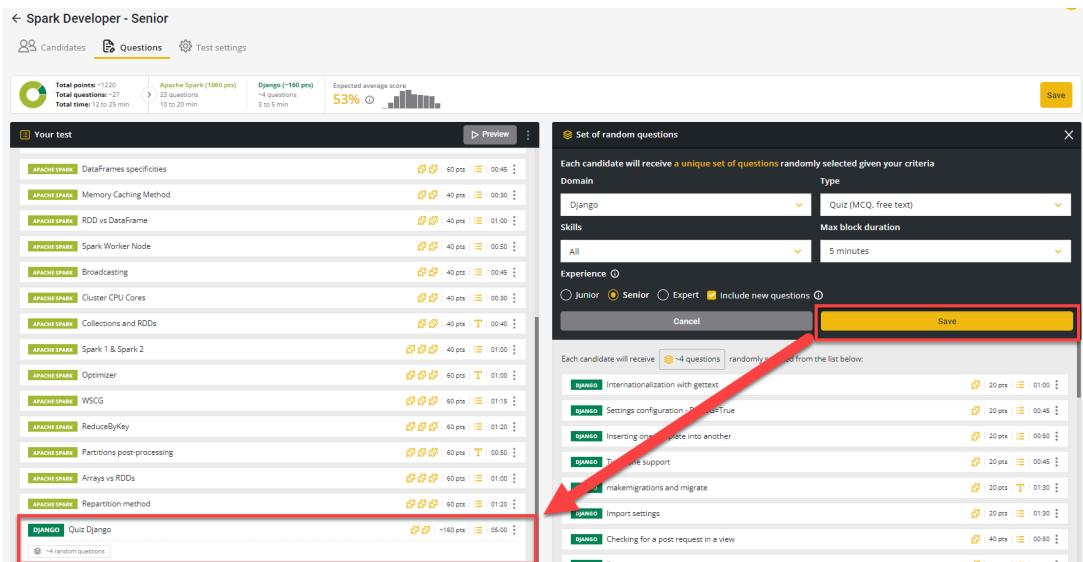
2. Add a random block

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

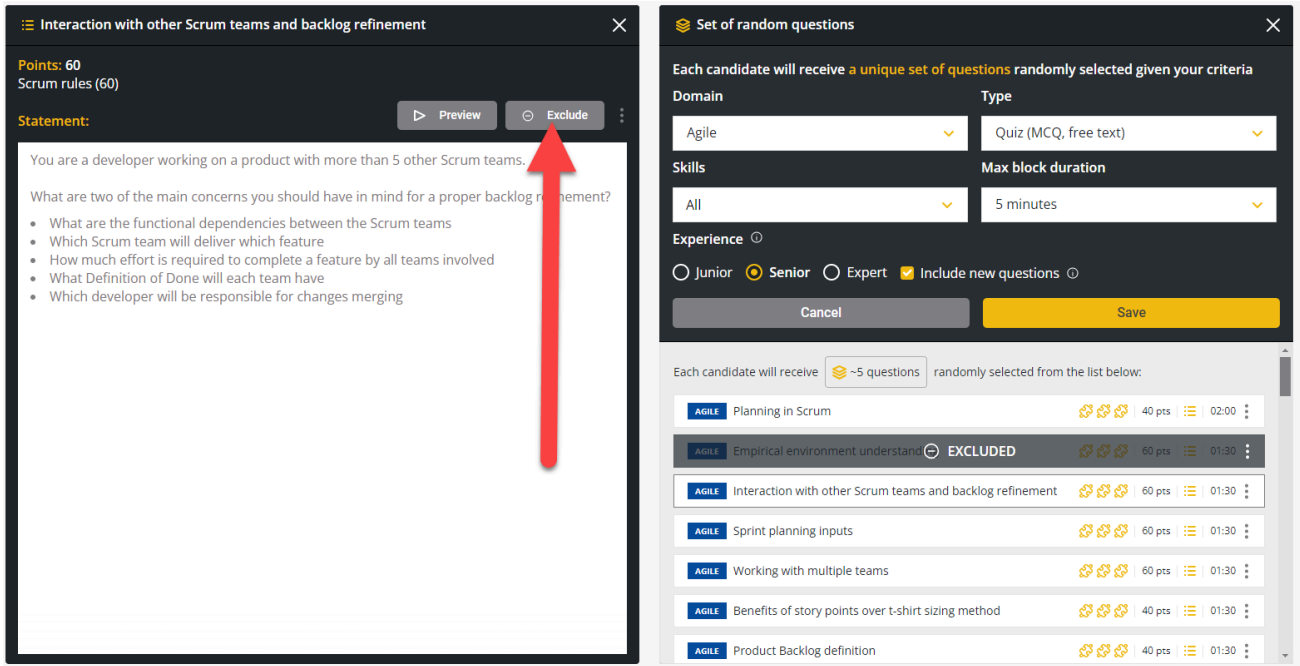
When you click Add a random block (1), you'll be presented with four search parameters – Domain, Type, Skills, and Max block duration. Setting these filters (2) will give you a list of questions (3).



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



✓ Want to keep a question out of your random block? Simply select the question in the *Set of random questions* and then click **Exclude** in the left window.

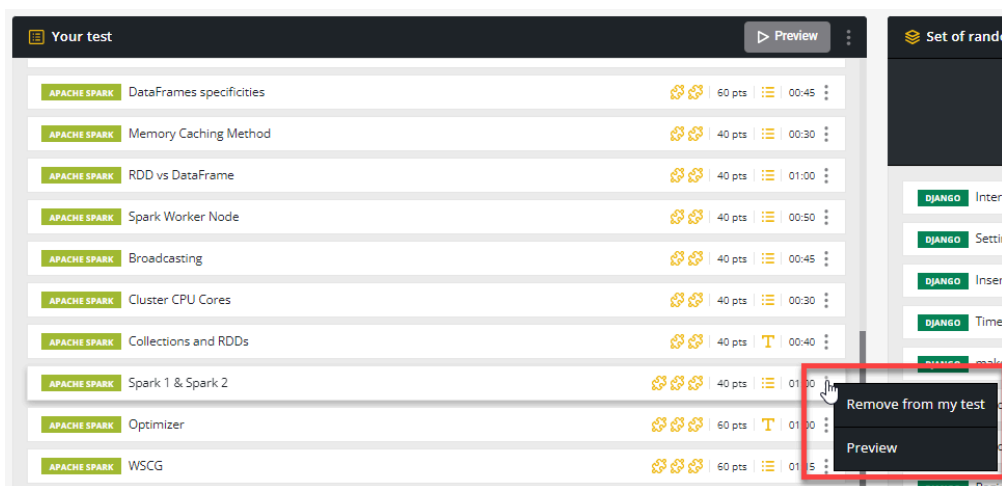


When the candidate takes the test, they'll be presented with randomly selected questions from the random block.

3. Remove a question or questions

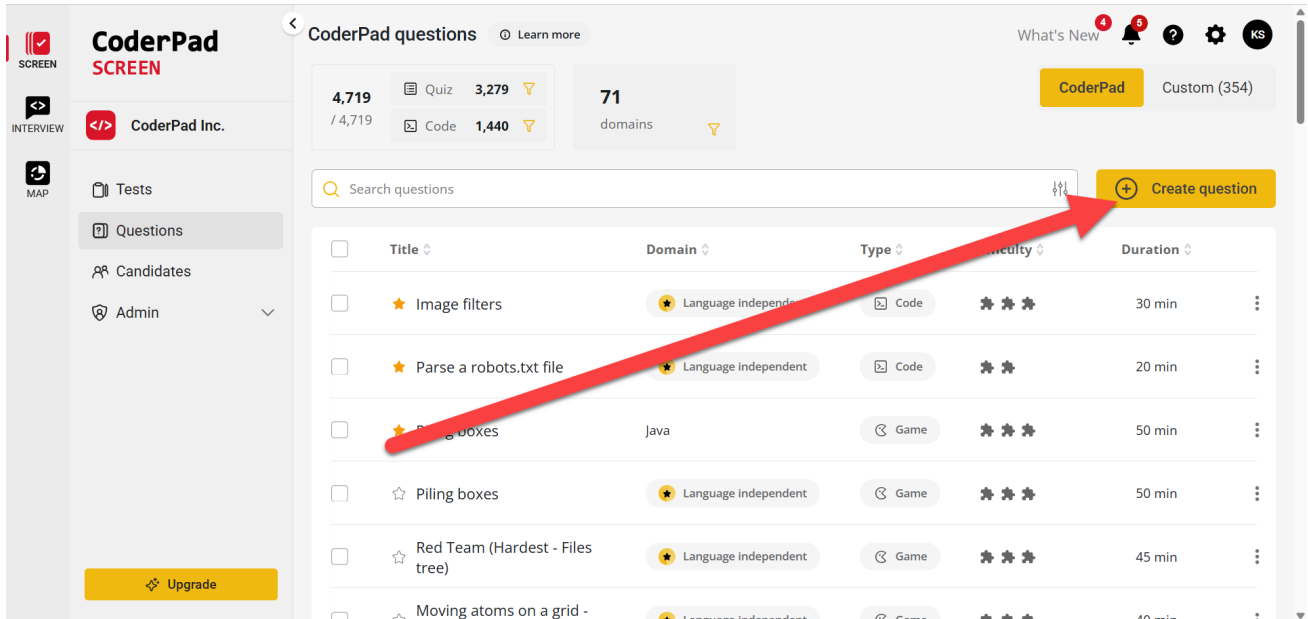
If you need to shorten the test time – or simply don't like a test question – you can remove questions from your test.

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.



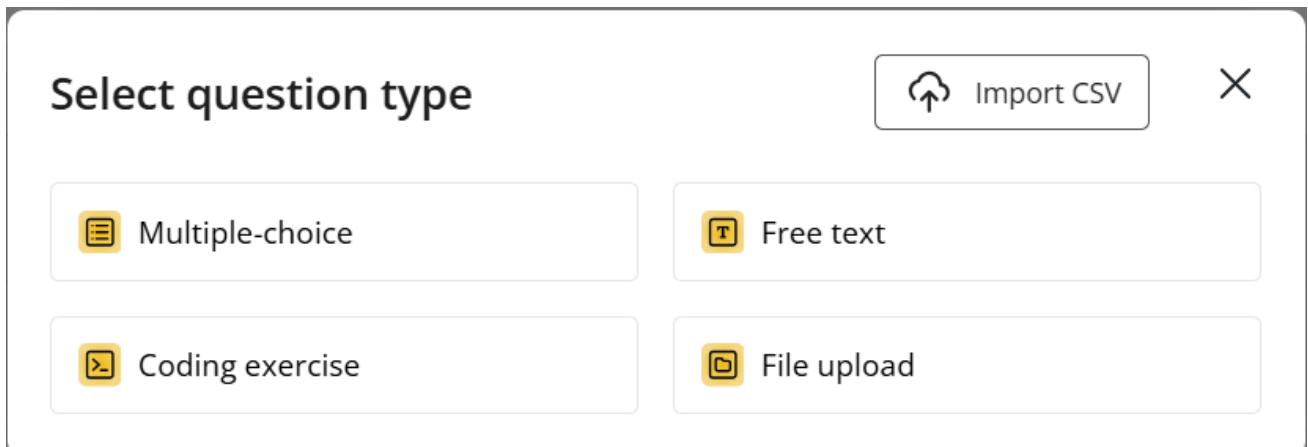
Create a custom question

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.



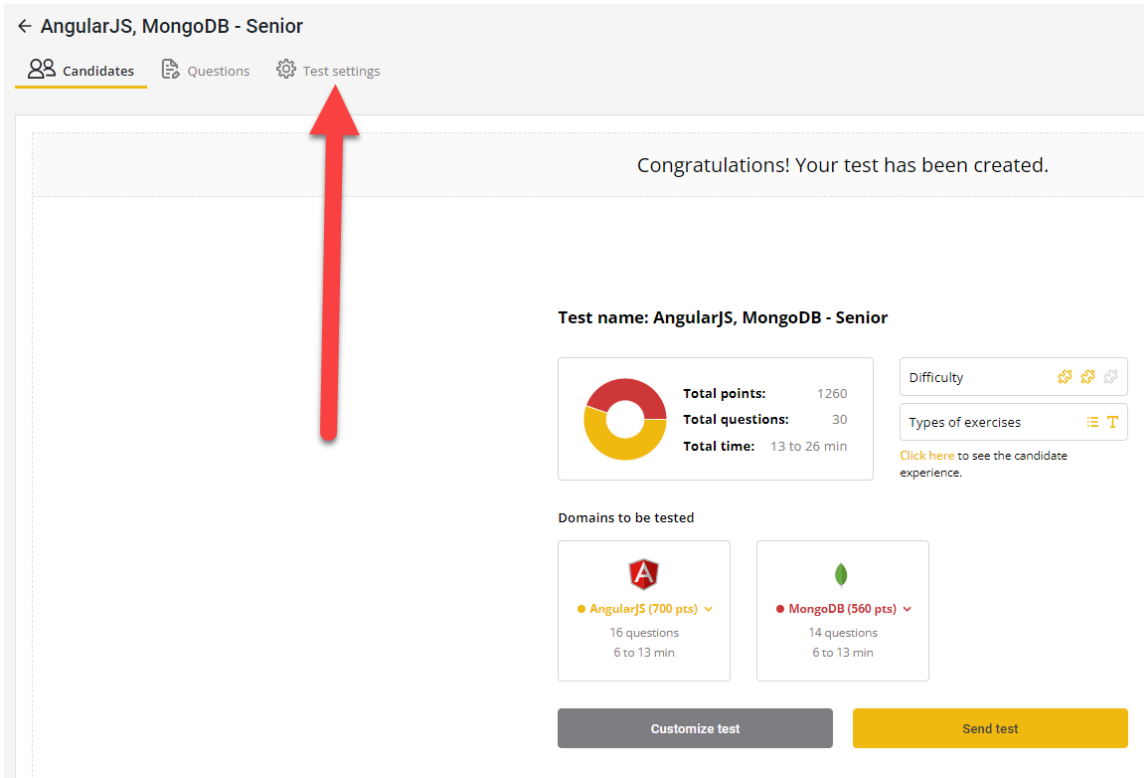
In the New Question pop-up, select a Question type and then follow the subsequent instructions. There are four primary options:

- [Multiple choice question](#)
- Free text question
- [File upload](#)
- Coding exercise: [function](#) or [language](#)-based questions

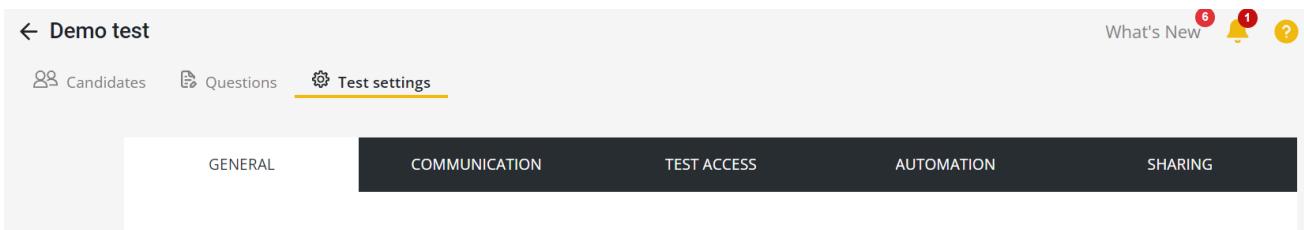


Adjust test settings

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 five 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.
- [Test Access](#): Send one link to a group of test takers.
- [Automation](#): Automatically set candidate statuses based on their test scores.

- [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 **Invite candidates**.

Your test is ready!
Send it to a candidate or edit the selected questions.

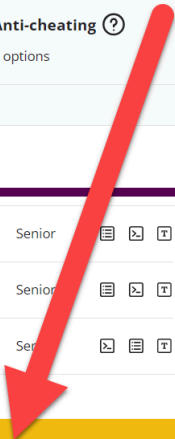
Test name:
Front-end - Node.js, React, SQL - Senior [Edit](#)

⌚ Duration 60-119 min (~21 questions)	🌐 Language English	🚫 Anti-cheating ⓘ Default options
Edit settings		

Test structure:

● Node.js	24-47 min (~9 questions)	Senior	📄 🗑️ 🔄
● SQL	14-28 min (~6 questions)	Senior	📄 🗑️ 🔄
● React	22-44 min (~6 questions)	Sen	🗑️ 📄 🔄

[See questions](#) [Invite candidates](#) →



The test invitation window will open, and you'll see two different ways to invite candidates to take a test.

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.

Invite candidates

You have **unlimited** pads and tests

Name **2**

Email *

Tags








[Import CSV ?](#) **1**

Send test reports to...

Next step: preview invitation

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:

Candidates	
 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:

👤 robert ✕

Report Candidate

Tags

✕ French ✕ frontend ✕ Project A

💬 Comments

Save

Update status

👤 To review 🚫 Rejected ✅ Passed

Actions ▼ Invite again

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.

Invite candidates

You have **unlimited** pads and tests

Name

Email *

Tags

Location, contract type, etc.

[Import CSV](#) ?

Send test reports to...

Ken Swaerengen ▼

Next step: preview invitation

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:

The screenshot shows the 'Candidates' tab for a 'Demo test with many candidates - Bis'. The interface includes a search bar, a filter dropdown, and a 'Send test' button. Below these are filters for '0 selected', 'All (598)', 'To review (598)', 'Rejected (0)', and 'Passed (0)'. The main table lists candidates with the following columns: Candidates, Last activity, Score, Java, Spring Framework, and Time. The candidate 'Leticia Bradford' is highlighted in black.

Candidates	Last activity	Score	Java	Spring Framework	Time
monamed	5:50 AM	>99%	>99%	>99%	2h
Stacy	Jun 14, 2024 4:26 AM	Expired	-	-	-
Alena	Jun 09, 2024 3:31 PM	59%	34%	94%	56min
Leticia	Jun 09, 2024 2:20 PM	1%	<1%	36%	2h
America	Jun 08, 2024 4:14 PM	<1%	37%	<1%	10min
Adrian	Jun 08, 2024 12:38 PM	74%	31%	>99%	2h
Maritza Ellison	Jun 08, 2024 5:29 AM	Expired	-	-	-
Zackary Meyers	Jun 05, 2024 5:11 PM	>99%	>99%	92%	1h 48min
Leticia Bradford	Jun 01, 2024 12:45 PM	>99%	>99%	>99%	1h 7min

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

Update status

To review Rejected Passed

Actions View detailed report

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.

Demo Campaign Edward B. Finley | ed.finley@bullsphere.com | Feb 02, 2021 770 / 770 pts 00:07 / 00:28 hrs

1. JavaScript / HTML / CSS - [CSS] Responsiveness (40 / 40 pts)

In web design, "responsiveness" means...

Correct choice selected Design +40 pts

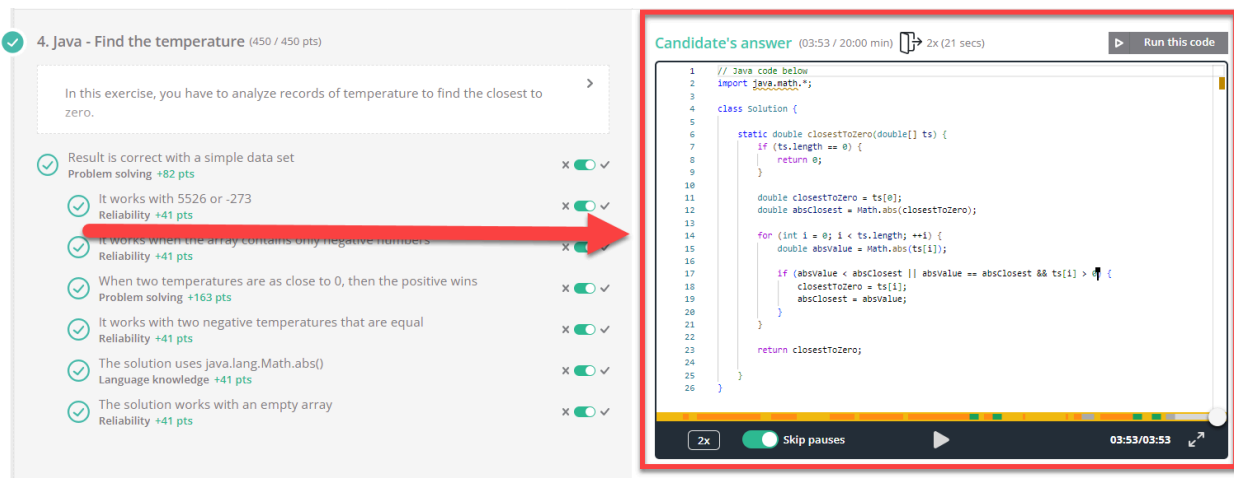
Candidate's answer (00:12 / 00:30 min)

- The average time the page takes to load
- The ability for a page to adapt to the device's screen size
- The mobile version of the page
- The latency for REST calls
- Responsiveness is not a web design term

Question playback


For programming exercises that require a candidate to write and test code and text questions, 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 coding exercise report on the left and a playback screen on the right. The report is for a Java exercise titled "4. Java - Find the temperature (450 / 450 pts)". It contains a list of test cases with their results and scores. A red arrow points from the third test case to the playback screen. The playback screen shows the candidate's Java code for finding the temperature closest 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] > closestToZero) {
18                 closestToZero = ts[i];
19                 absClosest = absvalue;
20             }
21         }
22
23         return closestToZero;
24     }
25 }
26
```

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 for a 'Demo Campaign'. On the left, there's a sidebar with navigation options like 'Candidates', 'Questions', and 'Test settings'. The main area shows a list of candidates with columns for 'Candidates', 'Last activity', and 'Score'. Edward B. Finley is highlighted, and a red arrow points to the 'Share link' option in the actions menu. An inset window on the right shows the candidate's report, including a bar chart for Java performance and detailed scores for JavaScript/HTML/CSS and SQL.

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 10:29 AM	58%
Laurent Giroux	Feb 02, 2021 9:...	62%

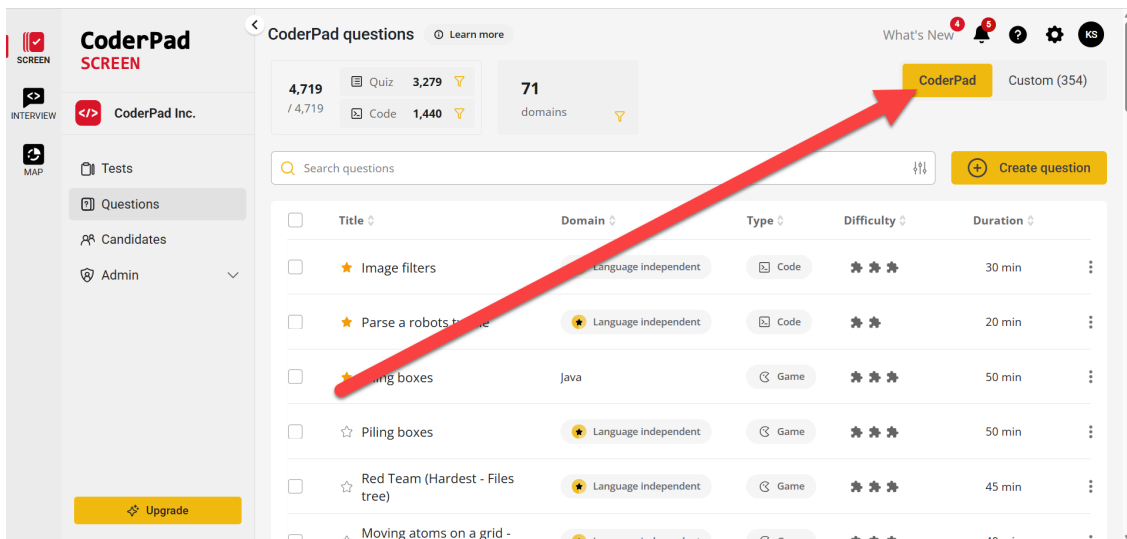
A link will be copied to your clipboard, and you'll be able to share it with other members of your team.

■ 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.

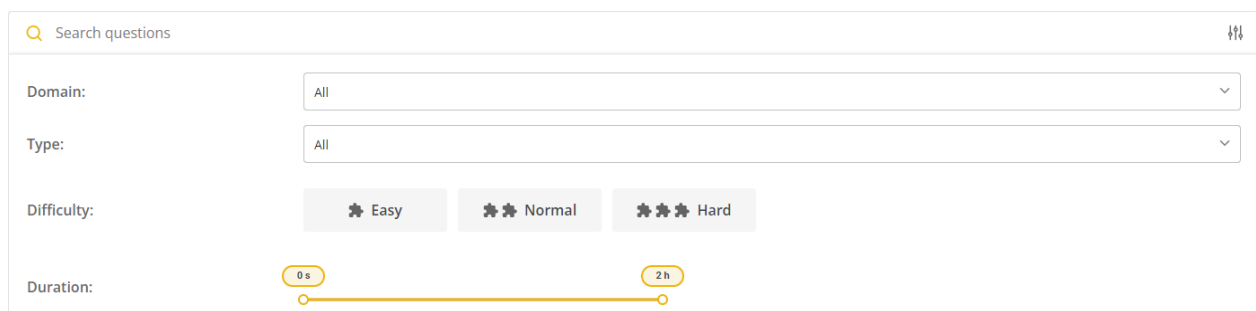
<input type="checkbox"/> Title	Domain	Type
<input type="checkbox"/> ★ Question with custom data	Python 3	MCQ
<input type="checkbox"/> ☆ Sum of a series of integers copy	Language independent	Code
<input type="checkbox"/> ☆ Test Emilie	Python 3	Code
<input type="checkbox"/> ☆ [TakeHome] Build an App - comb through	Custom	File

Review filters

CoderPad question filters

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

<ul style="list-style-type: none">- Keywords- Question type	<ul style="list-style-type: none">- Question difficulty- Question duration
--	---



The screenshot shows the CoderPad question filter interface. At the top is a search bar labeled "Search questions". Below it 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; and "Duration:" with a horizontal range slider between "0 s" and "2 h".

Custom question filters

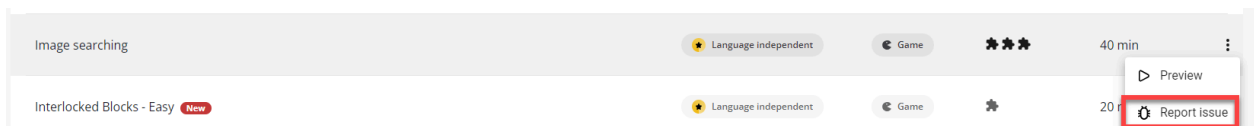
You can filter your custom questions based on the following:

<ul style="list-style-type: none">- Keywords- Question author- Question domain/language- Question type	<ul style="list-style-type: none">- Skill name- Question difficulty- Question duration
---	--

The image shows a search interface for CoderPad questions. At the top is a search bar labeled "Search questions" with a magnifying glass icon and a close button. Below are several filter categories: "Domain:", "Type:", "Author:", and "Skill:", each with a dropdown menu currently set to "All". The "Difficulty:" filter has three buttons: "Easy" (1 star), "Normal" (2 stars), and "Hard" (3 stars). The "Duration:" filter is a slider ranging from "0 sec" to "3000 hrs".

Learn how to report an issue on a CoderPad 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:

The image shows a dark-themed menu titled "What is the issue?". It contains five yellow buttons with the following text: "Not enough time", "Spelling or grammar", "Erroneous question", "Not interesting question", and "Other issue".

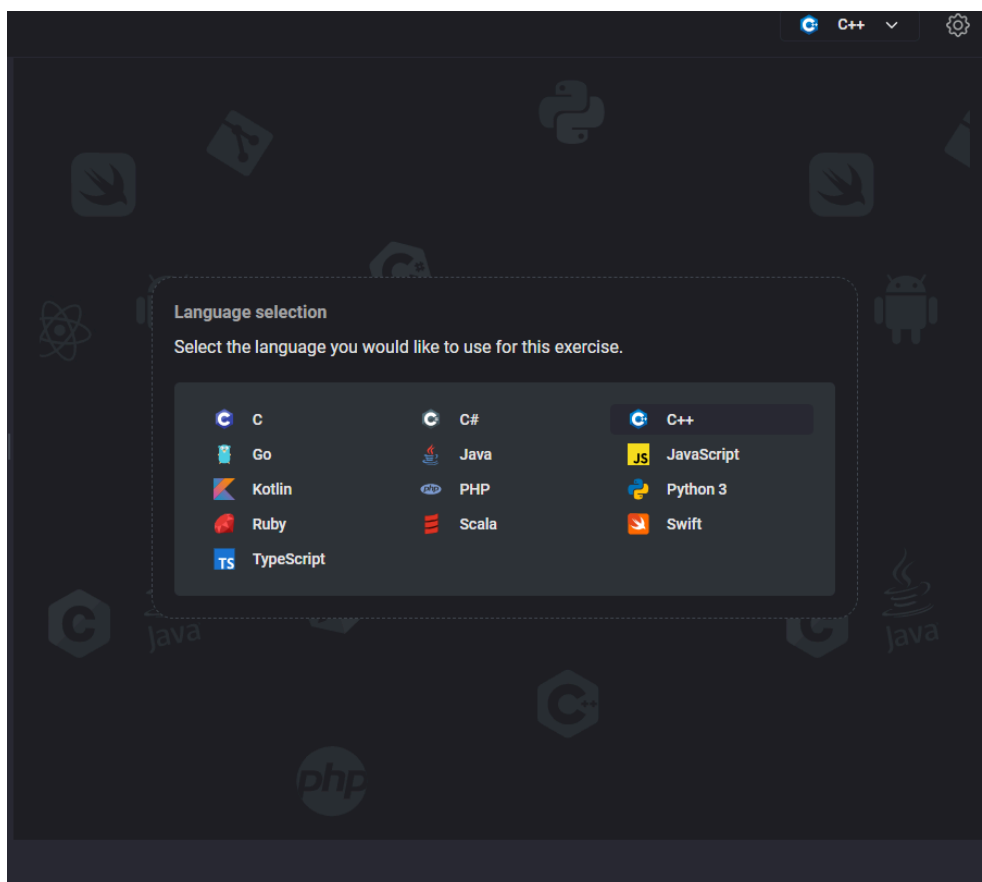
■ Tips

- [Consider language-independent tests](#)
- [Utilize test insights](#)
- [Understand your test usage](#)

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 **Other** from the role you want to test, and then on the next screen you'll search for "language independent" and select that option from the drop down.

Create a new test

3. Which skills do you want to test? (0 selected)

Required

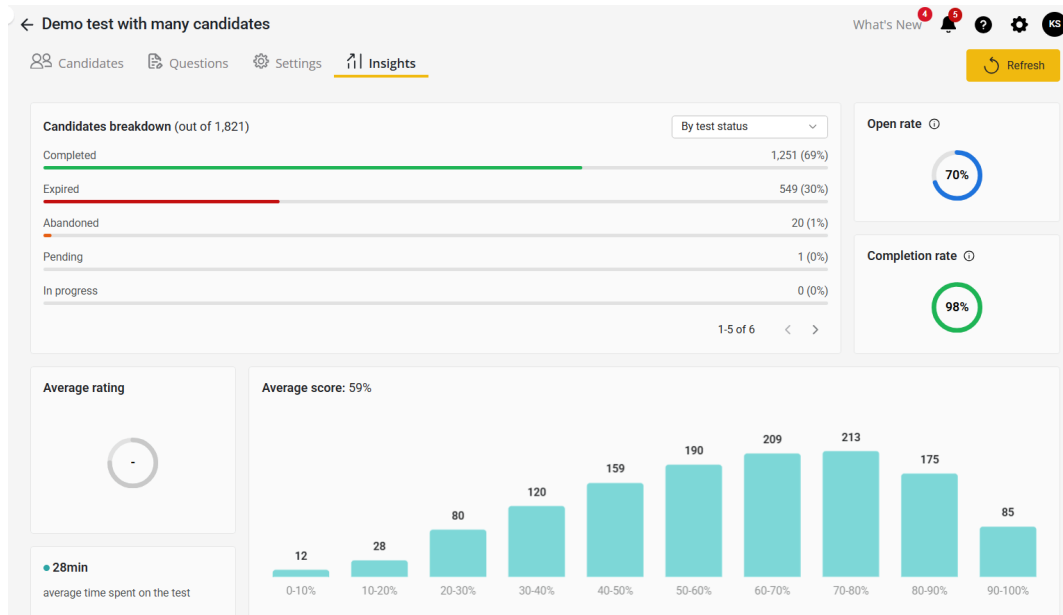
×

Language independent +

Back Create my test →

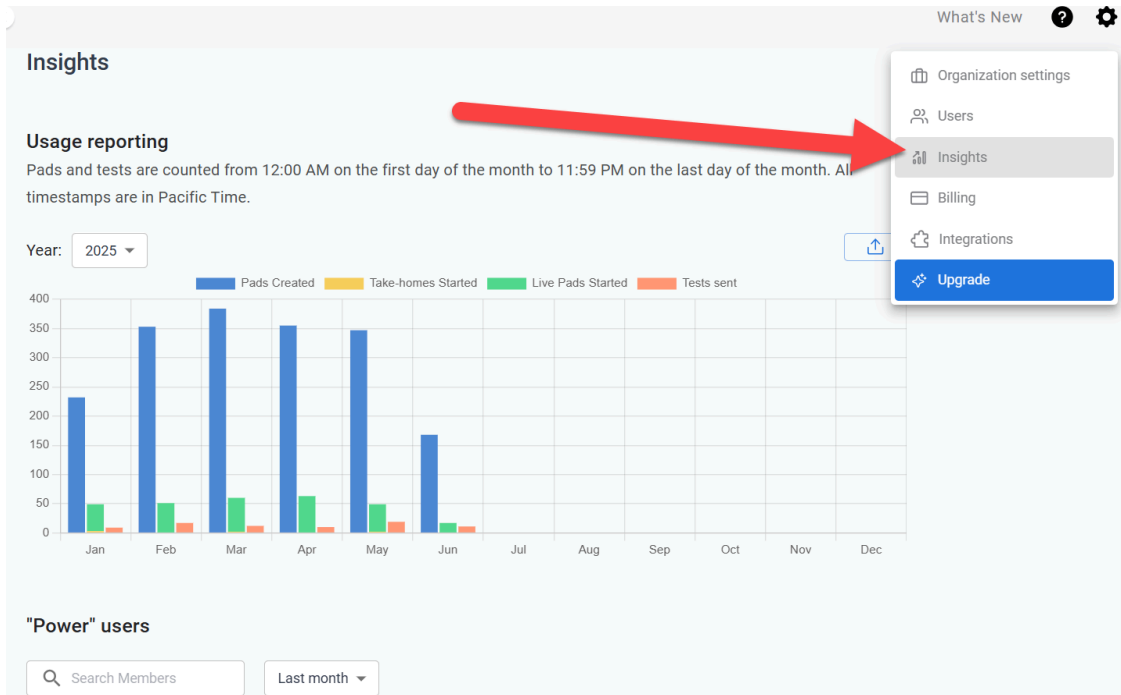
Utilize test insights

You can see how well candidates are doing on each test by clicking on the *Insights* tab at the top of the test. Abnormally low or high completion rates may warrant rethinking your test content.



Understand your test usage

Account administrators can also see how their company is using CoderPad by navigating to the settings icon and clicking on *Insights*.



Here you can view usage reports to get a better idea of how your company is using their pad and test quota.

For more questions, contact support@coderpad.io

   · sales@coderpad.io



SCREEN

Assess with fair & accurate tests.



INTERVIEW

Code together in a realistic editor.



CoderPad