



## Time and Progress

At any point in the exam, you can see how much time you have remaining in the upper right corner of the screen. This will be presented in hours:minutes:seconds. For example, 00:08:47, would designate 8 minutes and 47 seconds remaining in a particular section or test.

The time remaining will reset to the actual exam time once you start the exam.

Just below the time remaining, you will see "1 of 7". This indicates that you are viewing the first of 7 questions.

You can minimize the time remaining and the question number reminders by clicking on them. During the exam, when you have five (5) minutes remaining, the time remaining will automatically reappear. To restore them, click on the  and  icons.

## Navigation

The **Previous** and **Next** buttons on the bottom of this screen will be available throughout the exam. **Next** moves you from screen to screen. **Previous** moves you back one screen.

The navigation buttons and functions can be selected by:

- clicking the appropriate button with the mouse, or
- using the shortcut keys, ("Alt-N", "Alt-P"), or
- using the Tab key to move through the options and pressing the spacebar to select an option.

## Using the Scrollbar

Some exam items may not fit on the screen. For these items, a scroll bar will appear along the portion of the screen that can be scrolled. To reveal the rest of the item, either use the mouse to click and drag the scroll bars, or click on the arrows on either end of the scroll bar.

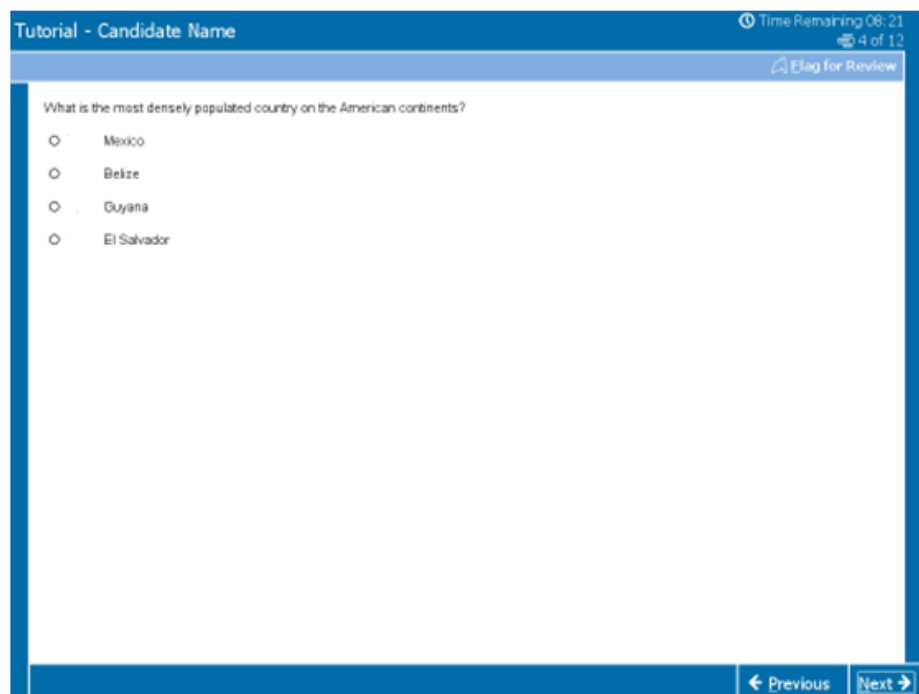
For some exams, if you attempt to complete an item without scrolling to the bottom of the screen, a user prompt may appear to remind you to scroll down before completing the item.

To close the user prompt, click **OK** and then scroll down the page to reveal the remainder of the item. Be sure to read all the information carefully and then proceed to the next item.

Select the **Next** button to continue.

## Multiple Choice Questions

A multiple choice question with a single answer appears like this on your screen.



The screenshot shows a digital interface for a multiple choice question. At the top left, it says "Tutorial - Candidate Name". To the right, it displays "Time Remaining 08:21" and "4 of 12". Below this is a "Flag for Review" button. The question text is "What is the most densely populated country on the American continents?". There are four radio button options: Mexico, Belize, Guyana, and El Salvador. At the bottom of the interface, there are "Previous" and "Next" navigation buttons.

Tutorial - Candidate Name

Time Remaining 08:21

4 of 12

Flag for Review

What is the most densely populated country on the American continents?

- Mexico
- Belize
- Guyana
- El Salvador

Previous Next

You select the one best answer by clicking the radio button with the mouse

Select the **Next** button to continue to a sample question.


The following is an example of a multiple choice question with a single answer. You are allowed only one answer. If you select the first option and then select the third option, your first answer is removed. The last selection you make is your recorded answer.

Make a selection now and move on to the next question.

On a cloudless day, the sky typically appears:

- blue
- black
- green
- orange

### Calculator Tutorial

A calculator is sometimes required to complete an item. There is a button located on the upper left corner of the screen that makes the calculator available. ( Calculator)

When this button is clicked, the calculator appears and is available for use. The calculator can be dragged, closed, and re-opened like any other application. If preferred, pressing "Alt-L" will also open the calculator.

Practice using the calculator to answer the question.

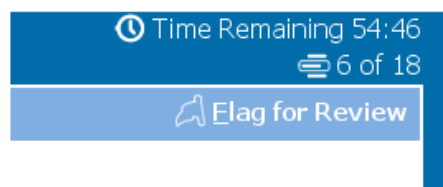
What is  $10 + 7$ ?

- 16
- 17
- 18
- 19

Select the **Next** button to continue.

## Flag for Review

This exam allows you to flag items that you want to revisit. To flag an item, click the icon in the upper right corner labeled **Flag for Review**. If you flag an item for review, a flag will appear next to that item on the review screen.



Review of items must be done during the testing time. You can select items for review whether you have answered them or not.

To flag an item for review:

- click the **Flag for Review** text in the upper right hand corner, or
- use the Tab key to move through the options and then press the spacebar to select, or
- use the shortcut key ("Alt-F")

The flag icon will be filled in when the item has been flagged for review. If you wish to unflag the item, click on the **Flag for Review** icon again.

When you reach the last item in a section, press the **Next** button to move to the Review Screen.

Select the **Next** button to continue.

### Using the Review Screen

This exam allows you to review items at the end of a section.

If you selected the **Flag for Review** icon on an Item Screen, a flag appears beside that item on the Review Screen. In this example, items 6 and 10 were flagged for review. Unanswered items are displayed as "Incomplete."

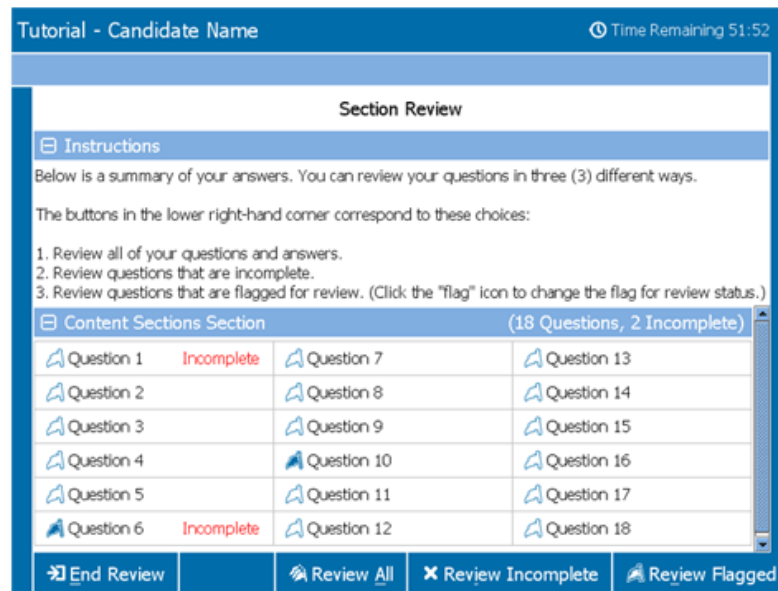
From the Review Screen you can review items in a number of ways. The following buttons are available on the Review screen:

**Review All** Click to review all the items and answers in the section.

**Review Incomplete** Review only the items that are not answered.

**Review Flagged** Review the items that are flagged for review.

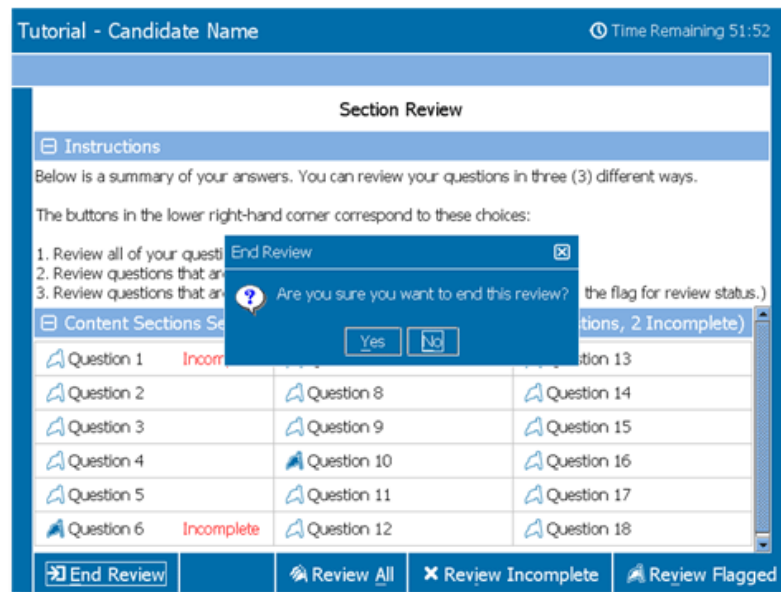
You can select or deselect additional items to be flagged by clicking on the flag outline to the left of the item number.



Select the **Next** button to continue.

### Ending Review

To exit a section, select the **End Review** button in the Review Screen. Once you end the review, you can no longer go back and review or change your responses for any questions. Be sure to read all screen instructions carefully!



Select the **Next** button to practice and review.

Review Period

☰ Instructions

Below is a summary of your answers. You can review your questions in three (3) different ways.








The buttons in the lower right-hand corner correspond to these choices:

1. Review all of your questions and answers.
2. Review questions that are incomplete.
3. Review questions that are flagged for review. (Click the 'flag' icon to change the flag for review status.)

You may also click on a question number to link directly to its location in the exam.

☰ Tutorial Items Section

(2 Unseen/Incomplete)

 Tutorial Item 1	 Tutorial Item 2	 Tutorial Item 3 <span style="color: red;">Incomplete</span>
 Tutorial Item 4 <span style="color: red;">Incomplete</span>	 Tutorial Item 5	 Tutorial Item 6
 Tutorial Item 7		