

Computer Testing Guide

This guide provides information when taking a computer exam at a test site or with live remote proctoring (LRP). Please make sure you review the HELP page before starting your computer exam. Below is some information on the HELP page, comment box and calculator.

- All candidates are taken to the following HELP Page before starting the Practice Exam tutorial. This page shows where the Calculator and Comment buttons are located. You can Bookmark any item on the test if you want to return to it later. The item status will be answered, unanswered or bookmarked. You can click to a previous or next item or put in a question number to go directly to an item. The time button will tell you the time remaining on the test.

Testing Software HELP Screen And Important Features

Below is an image of a sample test item with tips that highlight important features of the software you may need during the examination.

Once you begin the examination, this Help Screen may be viewed by selecting the **Help** button in the lower left portion of the screen. Select the links below to read more about the following key features:

A SCROLL BAR WILL BE AVAILABLE ON THE RIGHT SIDE OF THE ITEM WINDOW WHEN NEEDED TO SEE THE ENTIRE ITEM.

[Online Comments](#) [Bookmark](#) [Double Arrow](#) [Exit Button](#) [Navigation Control](#)

Which of the following is the capital of the United States?

- A. Washington, DC
- B. New York, NY
- C. Chicago, IL
- D. Los Angeles, CA

Click or type choice to indicate your Response

Some tests allow you to provide a Comment on items.

Some tests have a calculator available that can be toggled on/off by clicking the icon.

Click to Bookmark an item to return to.

Click to go to the previous item, a specific item, or the next item.

Item Status
Answered
Unanswered
Bookmarked

Exit Help Calculator Comment Time Bookmark < 1 > >>

When you are finished entering responses, click Exit to exit the test.

Click to display Time remaining on timed tests, or the current time on untimed tests.

Click to go to the next Unanswered or Bookmarked item.

NOTE: You may also use the keyboard to select a response to test items. Simply press the corresponding letter on the keyboard. To advance to the next item or return to the previous item, use the right and left arrow keys on the keyboard.

Exit Help

- A comment box is provided with each question for notes or when doing calculations. Not all exams require calculations. Scrap paper may be provided at test centers but is not guaranteed and must be left with the proctor to be destroyed. Scrap paper is not allowed with remote proctoring. Select the comment box to enter a comment on any exam questions. You can

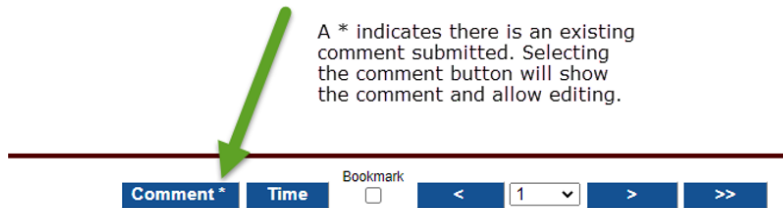
submit the comment to keep it or cancel the comment to discard it. After a comment is submitted, an asterisk * will appear on the Comment button to indicate there is a comment submitted for that question. Candidates may select the Comment button to submit, view, edit or remove the comments on any items up until the timer ends or the candidate exits the exam.



After entering a comment, the candidate must either submit the comment or cancel.



After a comment has been submitted, an asterisk * will appear on the Comment button to indicate there is a comment submitted for that question.



- The computer exam has a full screen with a calculator enabled. The calculator button toggles the calculator on and off. It is available on all questions when enabled for a test. The calculator appears directly below the answer options

