



PROMETRIC EXAM SOFTWARE TUTORIAL

The following slides are not interactive but will allow you the chance to familiarize yourself with Prometric's testing software prior to your test appointment.

EXAM INTRO

Welcome to the {Exam Name} Exam

Exam Structure

This exam contains {xx} questions. You will have {xx} Minutes to answer all questions within this exam.

Please note if you requested specific timing adjustments for this exam and your request was approved, then the above exam time will be adjusted to support your request.

Before you begin, it is strongly encouraged that you take a few minutes to review the tutorial before attempting any exam questions. The tutorial provides an overview of the features available to you during the examination.

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the "**Finish Section**" button in the top-right corner of the screen.

Once clicked, a pop-up window will appear confirming that you want to finish the section. Click "**Yes**" to submit your answers for the current section and progress to the next section.

Click "**No**" to return to the current section. Please note that once you progress past a section you may not return at any point. Any questions that are incomplete will be marked as incorrect.

To change the color scheme at any time, click on the "**Gear**" icon in the bottom-left corner of the screen. To view this information again at any time, click on the "**Information**" icon at the bottom of the screen.

To begin the tutorial, click "**Next**" to continue.

TUTORIAL - INTRO

Welcome to the Tutorial

This tutorial provides a series of screens that orient you to the computer testing environment. You will be instructed on how to use the mouse and the different parts of the screen.

Notice the timer at the top of the screen. A similar display will appear during the actual exam. To the left of the screen is a numbered list that shows you where you are in the series of examination questions (or in this case, screens of the tutorial). Other screen features are described later in the tutorial.

Click the 'Next' button to continue.

TUTORIAL – USING THE MOUSE

Using the Mouse



The mouse pointer moves when you move the mouse around on a surface. Although it can assume different shapes, the arrow shown above is most common. To point with the mouse, move the pointer until it rests on the desired object. To click on an object, point to it and then quickly press and release the left mouse button.

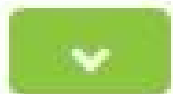
Click the 'Next' button to continue.

TUTORIAL – NAVIGATION

Navigating Through the Exam

Click the **Next** button displayed at the bottom of the screen to move to the next screen or question. Click the **Back** button to move to the previous screen or question.

In addition to the navigation buttons, you can use the numbered buttons displayed on the left side of the screen. Depending on the number of questions in the section, you may need to click on the down arrow to navigate to additional questions.



The numbered buttons change appearance to indicate different question states: Current, Attempted, Unattempted, and Flagged.

- The current question will be indicated by an arrow-shaped numbered button.
- For all attempted questions, the numbered button will appear darker in color.
- For all unattempted questions, the numbered button will remain the original color.
- Flagged questions will show a flag icon on the numbered button.

Click the 'Next' button to continue.

TUTORIAL – SCROLL

Using the Scroll Function

When a question does not fit on a single screen, the following warning will appear at the bottom of the screen.



This page requires scrolling 

To scroll through the screen contents, click and drag the scroll bar as necessary or use the scroll wheel on the mouse.

Click the 'Next' button to continue.

TUTORIAL – TIME REMAINING W/SURVEY

Time Remaining

The amount of time remaining is displayed at the top of the screen.



Each section of this examination is allocated a specific amount of time, including the Tutorial and Survey. There is also an overall amount of time provided for your full exam appointment. Clicking on the clock will switch between the amount of time remaining in the current section of the exam and the amount of time remaining in all content sections, if applicable.

The most important time display for you as a test taker is the "Section Time Remaining."

Note that, where applicable, an alert box will appear below the exam clock to signal when 30 minutes, 15 minutes, and 5 minutes remain in the current section.

Click the 'Next' button to continue.

TUTORIAL – FLAGS

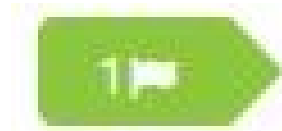
Flagging Questions



You can flag a question as a reminder to go back and check your answer or attempt it later.

To flag a question, click the **Flag** button displayed at the bottom of the exam screen.

Any questions that are flagged for review will show a flag icon on the numbered button, as shown below. Click the **Flag** button again to remove the flag.



TUTORIAL – MULTIPLE CHOICE W/ LABELS

Answering Multiple-Choice Questions

This examination uses multiple-choice questions. This type of question has one correct answer.

To complete each multiple-choice question, click on the option that you believe to be the single best answer. Once selected, the option will appear darker in color. To change your response, click on a different option. If you would like to unselect a chosen option, click on it a second time.

Practice answering the multiple-choice question below. Once you have finished practicing, click the 'Next' button to continue.

Of the following biological levels of organization, which represents the smallest or lowest level?

A

B

C

D

TUTORIAL – BASIC CALCULATOR-LABEL-CALCULATOR

Using the Calculator

A calculator is available for your use on every item in the exam. This calculator is similar to the calculator found in Microsoft Windows.

You can use the calculator to perform any of the standard operations for which you would normally use a handheld calculator. The calculator performs basic arithmetic, such as addition, subtraction, multiplication, and division.

Click the 'Next' button to continue.

TUTORIAL – HIGHLIGHT

Highlighting Text

During the examination, you will be able to highlight question text that you feel is important to refer back to as you progress through the exam. The highlight will remain present as you navigate through the exam, unless you select to remove it.

To highlight text, click and drag the mouse cursor over the desired text. Click the **Highlight** button, as shown in the image below, that appears after releasing the mouse button. To remove, click on any area of the highlighted text and click the **Highlight** button again.

How would you characterize the young Frederick Douglass?



The highlight feature cannot be applied to text within the answer options.

Click the 'Next' button to continue.

TUTORIAL – STRIKEOUT

Striking Out Options

During the examination, a Strikeout feature is available to help you visually eliminate possible options from consideration. A struck out option will remain present as you progress through the exam, unless you select to remove it.

Right-click on an option to strike it out. Right-click again to remove the strikeout. Left-click on a struck out option to select it as your response. You may strike out as many or as few items as you like.

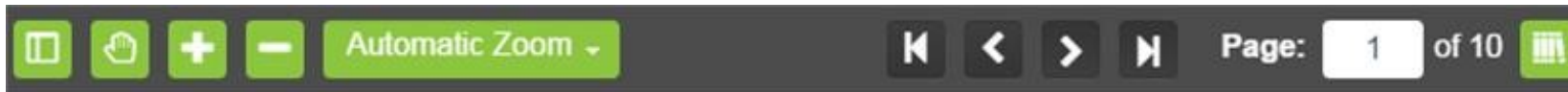
Practice using the Strikeout feature below. Once you have finished practicing, click the 'Next' button to continue.

How many lungs does the typical human body have?

TUTORIAL – REFERENCE PDF

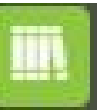
Using the PDF Viewer

Refer to the image below to assist you in understanding the PDF functionality. Please note that depending on your exam, some PDF functions may not be available.



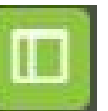
Open the PDF Viewer within the exam

If the PDF does not automatically open, click on the relevant source material to open the PDF Viewer. If more than one PDF exists for your exam, select the "library button" in the upper right-hand corner to display all available PDFs.



Navigating through the PDF Viewer

You can use the mouse to navigate through the PDF document. To view thumbnails of each PDF page, click on the "Thumbnail" button



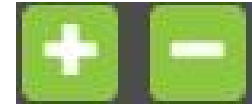
TUTORIAL – REFERENCE PDF (CONT.)

Other Functions of the PDF Viewer

- Pan – Click and drag to pan around the document



- Zoom In/Out – Click to zoom in and out of the document. Other predefined options available in the drop-down list are: Automatic Zoom, Actual Size, Fit Page, and Full Width.



- Highlight – To highlight text, click and drag the mouse cursor over the desired text. Click the Highlight Button that appears after releasing the mouse button. To remove the highlight, click on any area of the highlighted text.

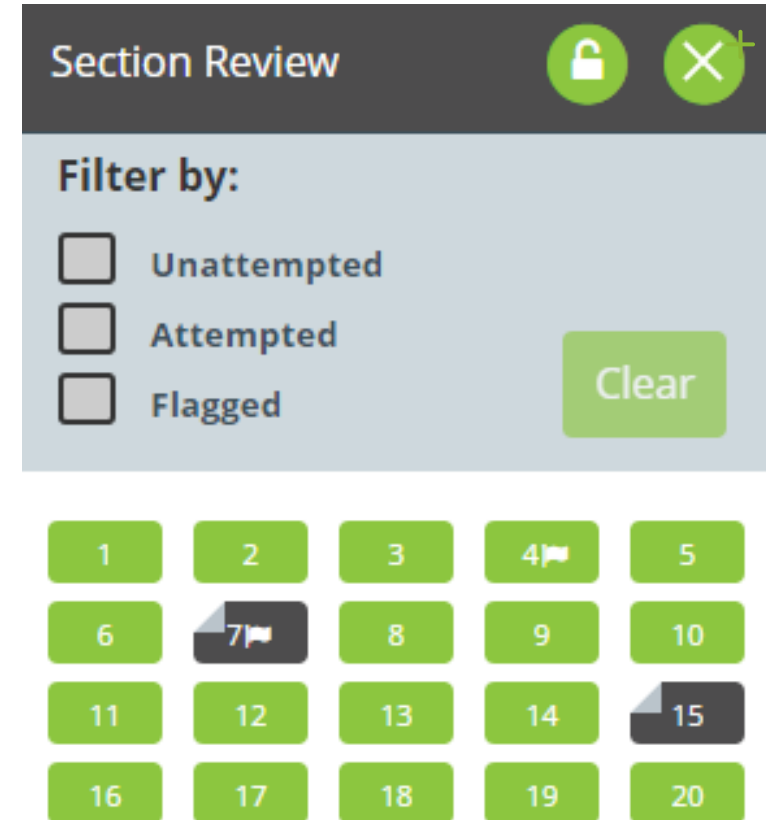


TUTORIAL - SECTION REVIEW

Section Review

During the examination, you can review the status of all questions in a current exam section using the grid icon <Section Review Button> located in the bottom left corner of the exam screen.

To navigate directly to a question, click the corresponding numbered icon. You may also filter your view by unattempted, attempted, and flagged questions. The Section Review can be locked in place using the padlock icon and closed using the "X" icon.



TUTORIAL - ENDING EXAM W/ SURVEY

Ending Exam Sections

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the "**Finish Section**" button in the top-right corner of the screen. Once clicked, a pop-up window will appear confirming you want to finish the section. Select "**Yes, I would like to finish this section**" to submit your answers for that section and progress to the next section.

The final section of the test is a short survey. Once you have completed the survey, you can end your session by clicking the "**Finish Test**" button in the top-right corner of the screen and confirming you would like to finish the test.

Please note that once you leave a section, you may not return. Any questions that are left incomplete will be marked as incorrect.

Click the 'Next' button to continue.

TUTORIAL – CONCLUSION

Tutorial Conclusion

This concludes the tutorial. You can review the tutorial by clicking on the “Back” button to back up one screen at a time, or by using the numbered buttons displayed on the left side of the screen. You may view the tutorial at any point during an active examination by clicking on the question mark icon. This icon can be found in the bottom left of the screen once you have begun testing.

Good luck with the examination.

Click the “Start the Test” button to exit the tutorial and begin the examination.