

ExamPro Help Topics

While reading this Help File, you may click onto any underlined **Hyperlink** to view a complete description of that particular Topic. The **Index** contains an alphabetical list of all the Topics contained within this Help File.

Overview: A general description of the entire program.

Quick Tour: Demonstrates all the features of ExamPro.

Registering ExamPro: Until you Register the program, you may only run the Sample Exam.

Taking an Exam: How to use the Menu and Toolbar options while an Exam is in progress.

Viewing Results: How to see which of your answers are Correct and Incorrect.

Opening and Saving Files: You may Run more than one Exam, and Save a partially completed Exam.

The Settings Screen: You may Filter the Questions that are displayed, and display Questions in a Random Order.

Although this program does not include technical support, you may send comments to the author at the following Email address:

ExamPro@FTPPro.com

Overview

This program will enable you to practice taking an Exam. **Exam Files** are created with the **ExamPrep** program (which is a separate program that is included with ExamPro). A default Exam File (called ExamPro.exm) is automatically Opened whenever the ExamPro program is initially run (if the ExamPro.exm file exists) .

The ExamPro screen is divided into the following sections:

1. **Status Bar:** The row at the very bottom of the screen will display the following information:

- a) **Mode:** One of the following two Modes will be displayed: 'Exam in Progress' or 'Viewing Results'.
- b) **Percent Correct:** This section is only displayed while Viewing Results.
- c) **Answered:** The Number of Questions Answered will be displayed.
- d) **Current Page:** The Current Page and Total Number of Pages will be displayed.
- e) **Time Left:** While the Mode is set to 'Exam in Progress', this section will continually display the Time Remaining for the Exam. When the Time reaches zero, you may continue taking the Exam without being timed. While Viewing Results, the **Time Left** will remain unchanged.

2. **Exam Section:** The entire middle portion of the screen will display the Questions and Answers in the Exam. Press **[PgUp]** and **[PgDn]**, to move to the **Next** and **Previous** Pages of the Exam. The **[Tab]** and **[Shift Tab]** keys will move the cursor to the Next and Previous **Question**, and the **[Up]** and **[Down]** Arrow keys will move the cursor to the Next and Previous **Answer**.

3. **Tool Bar:** You may select most of the program's features by clicking one of the Buttons at the top of the screen. A 'Tool Tip' may be displayed for any Button, by moving the mouse pointer over a Button and leaving the pointer there for several seconds. Some of the Buttons have abbreviated captions, so this is an easy way to see the complete description for any Button.

You will notice that one letter is underlined in each Button's caption. This is called a **shortcut key**. You may activate any Button by holding down the **[Ctrl]** key and pressing the shortcut key. For example, the **Results** Button may be activated by pressing **[Ctrl R]**.

4. **Menus:** All of the program's features may also be selected from the **Dropdown Menus** which are located at the very top of the screen.

Quick Tour

1. When **ExamPro.exe** is initially run, you will be asked to **Press Enter to Start the Exam**. After pressing **[Enter]** the ExamPro screen will be displayed.
2. The **Time Left** display on the lower-right corner of the screen will show you the Time Remaining for the Exam. When this Time reaches **00:00:00**, you may continue to take the Exam without being Timed.
3. The **Sample Exam** has ten questions pertaining to Measurements. Pressing **[PgDn]** will display the 2nd Page of the Exam, and pressing **[PgUp]** will return you to the 1st Page.
4. Go ahead and Answer some of the Questions, by clicking on the **Radio Buttons** (the small circular buttons to the left of each Answer). Notice that you may **Unanswer** any question, by clicking on an Answer that is already 'checked'.
5. While you Answer Questions, notice that the **Answered** section of the **Status Bar** continually changes to display the Total Number of Questions that are currently Answered.
6. After you have Answered some of the questions, click the **Results** Button (at the upper-left corner of the screen). The **Mode** section of the **Status Bar** will now display '**Viewing Results**'.
7. While **Viewing Results**, the Incorrect Answers will be shown in Red, and the Correct Answers will be shown in Blue. The Comments to the left of Correct Answers demonstrate how an **actual Exam** could show you the Chapter where an explanation would be found for the Correct Answer.
8. Display the **Settings** screen, by clicking the **Settings** button on the Toolbar.
9. On the **Settings** screen, click the '**Answered Only**' option (in the topmost frame), and click the '**Yes - Scramble them**' option (in the lowermost frame). After selecting those options, click the **OK** Button.
10. You will notice that only the **Answered** Questions are displayed, and that they are displayed in a **Random Order**.
11. To **Restart** the Exam, click the **Restart** button on the Toolbar. A message will be displayed, indicating that the current Settings would cause **NO** Questions to be displayed (a Restarted Exam contains **NO** Answered Questions). The program will then reset the **Settings** options to their default

state.

Registering ExamPro

The **Evaluation Version** of this program does not allow you to **Open** or **Save** any Exam Files. After you have experimented with the **Sample Exam**, you will probably want to run the **Real Exam** which your school has provided for this program.

If you are satisfied that ExamPro will suit your needs, then you are ready to **Register** the program:

1. Click the **Register** button on the Toolbar. The **ExamPro Registration** screen will be displayed.
2. Complete **ALL** of the fields on the Registration Form, and click the **Create Register.txt** Button.
3. A File named **Register.txt** will be created. This file may be Viewed or Printed using any Text Editing program.
4. You must either Email this file (as an attachment) to: ExamPro@FTPPro.com, or (if you do not use Email) you can Fax a Printout of Register.txt to: (310) 581-0655.
5. Within 24 hours, you will receive a **Registration Confirmation** letter from Sabine Consulting. This letter shall include your **Registration #** and **Serial #**.
6. After you have received your **Registration Confirmation**, you will again display the **ExamPro Registration** screen (by clicking the **Register** button on the Toolbar). Enter your **Registration #** and **Serial #** into the fields at the bottom of the **Registration** screen.
7. After entering your **Registration #** and **Serial #**, click the **Complete Registration** Button. If you had entered the numbers correctly, then a message will be displayed indicating that you are now a Registered User of ExamPro.

Taking an Exam

The following commands may be performed while ExamPro is displaying **Exam in Progress** in the Status Bar:

1. **Selecting an Answer:** Click on any Radio Button in the **Exam Section** of the screen, to select the Answer described to the right of that Radio Button.
2. **UnSelecting an Answer:** Click on a Radio Button that had been previously 'checked', to **UnSelect** that Answer.
3. **View Results:** Click the **Results** Button on the Toolbar, to change the Mode to **Viewing Results**. This will cause the Timer to be halted, and the Correct and Incorrect Answers will be displayed.
4. **Break:** Click the **Break** Button to temporarily halt the Exam. A message will instruct you to **Press [Enter] to Continue the Exam**.
5. **Restart:** Click the **Restart** Button to **Clear** all of the **Selected Answers**, and reset the Timer to the total time allowed for the Exam.
6. **Settings:** Click the **Settings** Button to Filter the Questions that are displayed, and to display Questions in a Random Order.

The Timer will be temporarily halted whenever a different screen or application is displayed.

Viewing Results

To enter the **View Results** mode, click the **Results** Button while an Exam is in Progress. The Timer will then be temporarily halted, until the **Exam** Button is clicked (to Continue the Exam).

While **Viewing Results**, the Incorrect Answers will be shown in Red, and the Correct Answers will be shown in Blue. The Exam may contain **Correct Answer Comments**, which will be displayed to the left of Correct Answers that had not been selected.

All of the features which are available while **Taking an Exam** are also available while **Viewing Results** (except **Break**).

Opening and Saving Files

These features are not available in the **Evaluation Version** of ExamPro. To **Open** or **Save** an Exam or Results File, you must be using a **Registered** copy of ExamPro.

ExamPro uses two types of files:

1. **Exam** files have an extension of **.exm**. Exam files are created by the **ExamPrep** program (which is a separate program that is included with ExamPro). Exam files do not contain any **Selected Answers**; they only contain the **Questions** and **Unselected Answers** for an Exam. For that reason, Exam files may only be **Opened** from ExamPro (they may **not** be **Saved**).
2. **Results** files have an extension of **.rsu**. Results files contain **both** the **Questions** and **Selected Answers** for an Exam. You may **Save** a partially completed Exam as a Results file, and then **Open** that file at a later time to continue the Exam.

ExamPro includes the following **Open** and **Save** Commands:

1. **Open Exam File:** Clicking the **Open Ex.** Button will display a dialog which will enable you to **Open** any Exam file that is contained on your computer (an Exam file has an extension of **.exm**). This feature will allow you to perform more than one Exam with ExamPro.
2. **Open Results File:** Clicking the **Open Ru.** Button will display a dialog which will enable you to **Open** any Results file that you had previously **Saved** from ExamPro (a Results file has an extension of **.rsu**). This feature will allow you to view the **Selected Answers** that you had previously chosen for a particular Exam, and to continue taking an Exam that you had not yet completed.
3. **Save Results File:** Clicking the **Save** Button will cause the current Exam (and it's **Selected Answers**) to be Saved to a Results file. If a **Results Filename** had not been previously selected, then the program will prompt you to select a Results Filename.
4. **Save Results File:** Clicking the **Save As** Button will cause the current Exam (and it's **Selected Answers**) to be Saved to a Results file. The program will prompt you to select a Results Filename.

Whenever changes have occurred to the Answers in an Exam, you will always be asked if you want to **Save** the altered Results file, before that Exam is removed from memory.

The Settings Screen

Clicking the **Settings** Button on the Toolbar will cause the **Settings** screen to be displayed. The Settings screen contains the following three sections:

1. **Answered / Unanswered Criteria:** While taking a long Exam, it is sometimes easier to only view the Questions that had been previously **Answered** or **Unanswered**. When the '**Answered and Unanswered**' option is selected, all Questions will be displayed.
2. **Correct / Incorrect Criteria:** While Viewing Results, you might want to only see the Answers that are **Incorrect**. Selecting the '**Correct and Incorrect**' option will cause all Questions to be displayed.
3. **List Questions in Random Order:** Choosing the '**Yes - Scramble them**' option will cause the Questions (which meet the other criteria) to be displayed in a **Random Order**. This feature was implemented so you would not accidentally memorize the correct Answers by the Order that the Questions appeared.

If the currently selected Criteria causes **NO** Answers to be displayed, then the program will display a message, and all the Criteria Settings will be reset to display **ALL** Questions.

The **Percent Correct** and **Answered** sections on the Status Bar will reflect the Number of Questions that are displayed by the currently selected Criteria on the Settings screen. For example, imagine that an Exam contained 10 Questions, and 4 of those Questions were currently Answered. If '**Answered Only**' was selected on the Settings screen, then the **Answered** section of the Status Bar would display '**Answered: 4 of 4**' (instead of 4 of **10**).

