

# Kaplan Digital Test Booklet Help

Select one of the topics below for help on using the **Kaplan Digital Test Booklet**.

[Navigating through the test](#)

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[Using the menus](#)

## NAVIGATING THROUGH THE TEST



As you begin each section, the first question will be displayed. After selecting your answer choice, use the **Right Arrow** button to move on to the next question. You can use the **Right** or **Left Arrow** buttons to browse the next or previous question in the section.



At any time you may press the **Grid** button to see a record of your answer choices within the section. You can then access any question directly by either double-clicking on the question number or highlighting it and clicking **OK**.

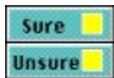
## TAKING THE TEST

**Select an answer choice** by positioning the cursor on the bubble matching your choice and clicking the **left button on your mouse**. Clicking the left button again will de-select your choice. Selecting a new answer choice will automatically cancel your previous selection.

**Eliminate answer choices** from consideration by positioning the cursor on the bubble matching the choice to be eliminated and clicking the **right button on your mouse**. You will see a slash appear across the letter.



**Mark a question for subsequent review** by clicking the **Mark It** button. The **Grid** window will indicate which questions are Marked.



**Indicate your level of confidence in your response** by clicking the **Sure** or **Unsure** button. If you have just moderate confidence in your choice, do not click on either button.

Two **clocks** provide time remaining on the **Section** and elapsed time on the current **Question**. If you find the clocks distracting, click on either to hide the time from view. Click again to restore the time.

When you are through with a section, choose the **Finished** button. If you wish to delete your responses to the current section, click on the **Erase** button.

## USING THE MENUS

Use the **Test** menu to begin or resume a test. You can access the explanations through the **Explanation** menu. The **Analysis** menu allows you to view the reports of your score, and strategic tips on your performance. Use the **Windows** menu to move from one screen to another. You can also view the directions with this menu.

