

active

The window or icon you are currently using or that is selected. Commands, mouse action, and key input affect only the active window or icon. Only one window or icon can be active at one time. The title bar of a window changes color when it becomes the active window.


click

To click an item, move the mouse pointer to the item you wish to select, then press and quickly release the main mouse button (usually the left mouse button).

check box

A small, square box () that can be selected to turn an option on or cleared to turn the option off. When a check box precedes answer choices in a question, more than one choice can be selected.

Control-menu box

The  icon at the left of the title bar that opens the Control menu. The Control menu contains commands used to manipulate the window; for example, to size and close the window.

double-click

To rapidly click an item twice in a row with the mouse.

drag

To use the mouse to move something to a new location. To drag an object, point to it with the mouse pointer, press and hold down the left mouse button, move the object to the desired location, and then release the mouse button to drop the object.

exhibit

A window containing additional information, such as text and/or graphics, needed to answer the question.

insertion point

A flashing vertical bar that indicates where text will be inserted when you type. Also called the text cursor.

Item N

Item 10

in the title bar at the top of the window shows the number of your current item. In this example, the current item is the tenth item presented in the test.

Item N of NN

Item 2 of 37

in the title bar at the top of the window shows the sequence of your current item in the whole test. In this example, the current item is the second of 37 total items.

Item Review window


A window that contains a numbered list of all items on the test and your answers for them, with notations indicating any items you have not answered completely and any you have marked for review. This window appears only in tests that allow review, after you have viewed all items in the test.

jumps

Help text or graphics that you can click to move to other Help topics or to additional information about the current topic. If the jump you click is linked to another Help topic, the new topic will appear in the Help window. If it is linked to additional information, such as a definition, a small pop-up window (like this one) appears on top of the main Help window.

To return to your previous topic from a jump, click the Back button or press the B key. **To dismiss a popup window**, click anywhere in the main Help window or press any key.

Maximize button

The  at the right of a window's title bar. Clicking it with the mouse enlarges the window to fill the entire screen. The window is then said to be *maximized*.


option button

A small, round button (○) that appears when you can select only one option of the group.

pointer

The arrow-shaped cursor that appears on the screen and responds to movement of the mouse (or other pointing device). The pointer may change shape during certain tasks. It indicates which area of the screen will be affected by pressing the mouse button.

Restore button

The  at the right of the title bar on a window that has been maximized. Clicking it with the mouse returns the window to the size it was before it was maximized.

scroll

To move through text or graphics to view parts that do not fit on the screen. You can use the mouse and the scroll bar or the PAGE UP, PAGE DOWN, and arrow keys to scroll.

scroll bar




A bar that appears at the right edge or bottom edge of a window when the entire contents of the window is not visible. To view information not currently shown, click the arrow on the scroll bar that points in the direction you wish to move.

Time Remaining

Time Remaining: 1:29:03
└──┬── seconds
└──┬── minutes
└── hours

The time you have left to complete the test appears in the upper right corner of the display. After the first item appears, time you spend reviewing Help counts toward your total test time.

title bar

A horizontal bar at the top of a window that lists the window's title. The title bar generally contains the  and



and/or



buttons.

topic

Information that appears in a Help window. Topics usually begin with a title and provide information about a particular test option, display, or task.

window

A rectangular area of the screen in which you view a portion of your test, such as an item, an exhibit used to support an item, or the on-line Help. You can open, close, move, and change the size of certain windows in the testing system.

Get help if you need it.

On-line Help is always available by clicking the Help button or pressing F1. If you do not understand how to proceed, contact your test administrator. Your administrator can answer questions about how your test functions (but not about test questions).

Read all test information carefully.

Each test's introduction provides important information about the test. Introductions often indicate the time allowed for the test, number of questions to be presented, score required to pass the test, and other information the organization sponsoring the test wants you to know. Be sure to read the introduction so you are aware of any special conditions affecting your test.

Each item also provides specific instructions for answering. Read the on-screen prompts before answering a question to ensure that you understand what is expected.

Watch your time carefully.

Every test presents questions to be answered in a specified amount of time. After you begin the test, the remaining time available to complete the test appears in the upper right corner of the display. When the time limit is exceeded, the test will end.

Be sure you see the entire question before answering.

If the More button, the Exhibit button, or scroll bars appear, the entire question is not displayed on the screen at once. Scroll to see the remainder of the question; click the Exhibit button to view an exhibit. See [Scrolling in a window](#) and [Viewing an exhibit](#) for more information.

Mark items if you are unsure of the answer.

Not all tests allow review. If your test does, click the Mark check box **Mark** to mark items you wish to review after you have answered all items.

Use a mouse.

Although you can complete your test using only the keyboard, some tasks are most easily accomplished by using a mouse. If you do not know how to use a mouse, review the Help topic [Using a mouse](#).

Only the options displayed are available.

Each test is prepared according to its sponsoring organization's specifications. Tests do not all provide the same options, and individual tests may change at any time. You may see options documented in this Help that do not appear in your test because the organization sponsoring your test has chosen not to use them.

Choose your answers very carefully.

This test does not allow you to return to a question and change your answer for it once you have moved on to the next question. Answer each question carefully before going on to the next question.

Contents

Help Instructions

If you are not familiar with Windows™ Help, **first** click the Help Instructions button: point to it with your mouse pointer, then press the left mouse button. (Or press the TAB key once and then press ENTER.) Click an underlined topic in the following menu to see more information about it. If you are new to the Drake Testing System, we suggest you choose Test Basics.

Introductory Topics

Test basics

Using a mouse

Viewing the tutorial

How To...

Answer questions

Scroll in a window

View an exhibit

Size and move windows

Mark items for review

Review items and your answers for them

Print your score report

Run an application associated with your test

End your test

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Using Help

Note: To return to your previous place when you have finished reading these instructions, press the B key.



A window containing information about your current test options appears whenever you choose the Help button or press the F1 key. If the information available does not all fit in the Help window, a scroll bar (illustrated right) will appear. You can then scroll to see information not visible in the Help window.

To scroll in the Help window

- ▶ Click the arrow on the scroll bar that points in the direction you wish to move. To **click** an arrow, point to it with your mouse pointer and then quickly press and release the left mouse button.
Or you could press the arrow keys and the PAGE UP and PAGE DOWN keys.

Moving to information you wish to view



Certain words in this Help are green and underlined. If you point to them with your mouse, the mouse pointer changes to a hand. The hand will also appear if you point to certain graphics. The hand indicates that additional information is available.

These underlined words and graphics are called jumps, because you choose them to *jump*, or move, to topics you want more information about. Try choosing a jump now by clicking the underlined word jump (above). First, point to it with your mouse pointer, then press and release the left mouse button.

To choose a jump

- ▶ Click the underlined text or the graphic, after the hand appears.
Or press the TAB key until the desired topic is highlighted, then press ENTER. (Press SHIFT+ TAB to move the highlight backward. Press CTRL+ TAB to highlight all the jumps in a topic.)

Some jumps link to information that appears in a small, pop-up window on top of the main Help window.


To close a pop-up Help window

- ▶ Click anywhere in the main Help window or press any key.

To return to the previous topic

- ▶ Click the Back button or press B.

To exit the Help window

- ▶ Do **one** of the following:
 - Click the Exit Help button at the top of the Help window or press the X key.
 - Double-click the  in the Help title bar.
 - Press ALT+ F4.
 - Choose Exit from Help's File menu (press ALT, F, X).

Finding the information you need

You can find information in this Help by using the Contents or by searching for it. The Contents displays a list of topics covered in the Help. To view the Contents, click the Contents button or press

the c key from anywhere in this Help. You can then click the topic you wish to view.

You can also search for specific words you want more information about. To begin your search, click the Search button or press the s key from anywhere in this Help.

The Help buttons

These buttons at the top of the Help window are available (when not dimmed).

Clicking this ...	Does this ...
Contents button	Displays the Contents, the list of main topics covered in the Drake Testing System Help.
Search button	Lists the words you can use to search for Help <u>topics</u> . Type or select one of these words to search for and go to a specific Help topic.
Back button	Displays the last topic you viewed. Select it repeatedly to move back one topic at a time in the order you viewed the topics.
History button	Displays the last 40 topics you have viewed, with the most recent topic listed first. To view a topic again, double-click it.
Using Help button	Returns you to this Help topic.
Exit Help button	Closes the Help window and returns you to your test.

You may size and move the Help window to display it and your current test window at the same time.


See Also

[Sizing and moving windows](#)

[Searching for a Help topic](#)

[Scrolling in a window](#)

Test basics








You complete your test by answering questions and choosing actions represented by various command buttons, such as 

To choose a command


- ▶ Click its button with your mouse.
Most command buttons have an underlined letter, such as the N in Next. You can choose these commands by pressing ALT and the underlined letter at the same time. For example, you would press ALT+ N to choose the Next button.

Notes and suggestions

For additional information about a suggestion, click its + button (or press TAB to highlight it and then press ENTER).

-  Get help if you need it.
Note: after the first item appears, time you spend viewing on-line Help counts toward total test time.
-  Read all test information carefully.
-  Watch your time carefully.
-  Be sure you see the entire question before answering.
-  Mark items if you are unsure of the answer.
-  Use a mouse.
-  Only the options displayed are available.

Test basics

You complete your test by answering questions and choosing actions represented by various command buttons, such as 

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Note: after the first item appears, time you spend viewing on-line Help counts toward total test time.
- Read all test information carefully.
- Watch your time carefully.
- Be sure you see the entire question before answering.
- Choose your answers very carefully.
- Use a mouse.
- Only the options displayed are available.

Answering questions

If s or

s precede answer choices, you will select your answer. If the insertion point (|) appears in a box, you will type your answer.

To select your answer

Click an answer choice, or press the letter or number immediately following the

or

. If more than one choice is allowed, click any additional choices you feel are correct.

If... You can select ...

only one choice

more than one choice

Note: unless the prompt specifies the number of answers to select, the author **may** have specified only one correct answer.

and

indicate selected choices. To clear a selection, click the choice again. If only one choice is allowed, simply click a different answer.

To type your answer

Use the keyboard to type your answer, changing it as needed.

Press BACKSPACE to erase the character preceding the insertion point. To insert an omitted character, use the arrow keys (or the mouse) to move the insertion point to the appropriate place and then type the omitted character.

Answering questions

You will answer questions by selecting your answer from the choices displayed.

To select your answer



Click an answer choice, or press the letter or number immediately following the



indicates a selected choice.

To clear a selection



Click the choice again, or simply select a different answer.

Viewing an exhibit

An exhibit provides additional information needed to answer the question that refers to it. The Exhibit button appears in any item that has an on-screen exhibit.

To display the exhibit for an item



Click the Exhibit button or press ALT+ E.

The Exhibit window will appear. If the exhibit contains a scroll bar, scroll to see the portion not visible on the screen.

To display both the Exhibit and Item windows at once



Do one of the following:



Resize the windows.



Click the Tile button or press ALT+ T.



The Item window will be displayed above the Exhibit window. You can then click in either window to make it your active window. (Or press CTRL+ F6 to cycle back and forth between the two windows.)

Note: You cannot answer a question unless you make the Item window your active window (by clicking in it, for example).

To close the Exhibit window and return to the item



Do one of the following:



Click the Close button.



Press ESC or ENTER.



Double-click the



in the upper left corner of the Exhibit window.



Press ALT, SPACEBAR and then press C.

See Also

[Scrolling in a window](#)

[Sizing and moving windows](#)

Reviewing items and your answers for them

If review is allowed in your test, the [Item Review window](#) will appear after you have seen all items in the test. From the Item Review window, you can return to any item in the test. You can also see which items you have left incomplete and which you have marked for review and review these items conveniently.

The Item Review window lists the numbers of all items in the test and your answer for each item. If a scroll bar appears, the entire list is not visible and you must [scroll](#) to see the remainder of the list.

If you have not completely answered an item, **I** appears after its item number and the Review Incomplete button is displayed. You can [click](#) the Review Incomplete button to review all incomplete items. Make sure you have answered all items completely before ending your test. Any incomplete items will be scored as incorrect.

If you have marked an item by clicking its Mark check box, **M** appears before its item number and the Review Marked button is displayed. You can click the Review Marked button to review all items you have marked for review.

See Also

[Marking items for review](#)

Item Review window

This window shows the total number of items in your test in its upper left corner and the Time Remaining in its upper right corner.

The list in the center shows the numbers of all items in the test and your response for each item. If a scroll bar appears in the list, all items in your test cannot be displayed at one time. You must scroll to see the remainder of the list.

If you have not completely answered an item, **I** appears after its item number and the Review Incomplete button is displayed. Make sure you have answered all items completely before ending your test. Any incomplete items will be scored as incorrect.

If you have marked an item by clicking its Mark check box, **M** appears before its item number and the Review Marked button is displayed.

To review an individual item

- ▶ Do one of the following:
- ▶ Double-click the item in the numbered list.
- ▶ Click the item and then click the Review Item button.
- ▶ Type the item number in the box to the right of the Review Item button, and then press ENTER or ALT+ R or click the Review Item button.
- ▶ Use the arrow keys and PAGE UP and PAGE DOWN keys to scroll the item list until the desired item is highlighted, then press ENTER to go to the item. (You may need to press TAB to make the item list active before you can use the keyboard to scroll.)

Options that may be available

Any of the following options that appear on the screen are available. To select an option, click its button or press ALT and the underlined letter at the same time.

Clicking this ...	Does this ...
Review Marked button	Displays all items you have marked for review as a series, beginning with the first marked item. This button is displayed only when you have marked items.
Review Incomplete button	Displays all items you have not answered completely as a series, beginning with the first incomplete item. This button is displayed only when you have left one or more items incomplete.
End Test button	Ends the test and initiates scoring. You will be prompted to confirm your intention to end the test, so you do not need to worry about choosing this option accidentally.

See Also

[Reviewing incomplete items](#)


[Reviewing marked items](#)

[Scrolling in a window](#)

Reviewing marked items

In the Item Review window **M** appears next to the number of any item you have marked for review. You can review all items you have marked for review by clicking the Review Marked button in the Item Review window. You will then be taken to the first marked item in the test.


Click the Next button after reviewing your answer for that item to go to the next marked item. (Clicking the Previous button takes you to the previous marked item.) If you continue this process until you have seen all marked items, you will return to the Item Review window.

After you begin reviewing the series of marked items, you are not committed to reviewing the entire series. You can return to the Item Review window from any item by clicking the  button.

Reviewing incomplete items

Incomplete items are marked with **I** in the Item Review window. You can review all incomplete items by clicking the Review Incomplete button in the Item Review window. You will then be taken to the first incomplete item in the test.

Click the Next button after completing your answer for that item to go to the next incomplete item. (Clicking the Previous button takes you to the previous incomplete item.) If you continue this process until you have seen all incomplete items, you will return to the Item Review window. The Review Incomplete button will no longer appear in the Item Review window when you have completely answered all items.

After you begin reviewing the series of incomplete items, you are not committed to reviewing the entire series. You can return to the Item Review window from any item by clicking the  button.

Printing your score report

Most (but not all) sponsoring organizations have score reports printed at the end of their tests. Your printed score report is proof of your score.

If your test is to provide a printed score report, make sure you have the report before leaving the Score Display window at the end of the test. In most cases, you do not have to do anything to print your score report; it will print automatically.

Printers occasionally run out of paper or toner. If an error occurs or if the print quality of the report your test administrator provides is poor, you can request a reprint as long as you remain on the Score Display window. After you exit your test, only the test administrator can request a new print of your score report.

Ending your test

When you have answered all items on the test and completed your review of any items you were unsure of, click the End Test button in the [Item Review window](#). If you have left any items incomplete, you will be informed of this fact and be allowed to return to the Item Review window.

If you have answered all items completely, you will be asked to confirm your intention to end the test. If you do not wish to end your test, you may at that time return to the Item Review window.

When you end your test, your test will be scored and you will no longer be able to see questions or change your answers for them. The Test Results window or an alternative summary your test's sponsoring organization has chosen will then be displayed.

Your test will also end if the specified time limit expires.

See Also

[Running out of time](#)

Ending your test

Your test will end automatically when you have met the conditions your test's sponsoring organization has specified for ending the test. One condition is the time limit specified for the test; your test will end if you exceed its time limit.

See Also

[Running out of time](#)

Item window

[Click](#) an underlined term or topic to see more information about it.

Answering the question

Read the entire question carefully before selecting your answer. If a [scroll bar](#), the More button, or the Exhibit button appears, part of the question is not visible on the screen. If you are unsure of your answer, mark the item so you can review it if time permits after you have answered all questions.

To select your answer

▶ Click an answer choice, or press the letter or number immediately following the



◉ indicates a selected choice. To clear your selection, either click the choice again or select a different answer.

Other options that may be available

Any of the following options that appear on the screen are available in this item. To select an option, click it or press ALT and the underlined letter at the same time.

Clicking this ...

Does this ...

Next button

Displays the next item in the test or review series

Previous button

Displays the previous item in the test or review series

Mark check box

Marks the current item for review **M**ark ; clicking this check box (in the item's upper left corner) again unmarks the item



More button Displays part of the item not currently visible on the screen; this button is replaced by the Next button after you have seen the entire question

Exhibit button Displays an [exhibit](#); this button appears only in items that require on-screen exhibits

Item Review button Returns you to the [Item Review window](#); this button appears in items only when you return to them using options in the Item Review window, which appears after you view all questions in a test that allows review

See Also

[Item Number](#)

[Time Remaining](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Reviewing items and your answers for them](#)

[Running out of time](#)

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[Item Number](#)

[Time Remaining](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

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[Running out of time](#)

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[Time Remaining](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Running out of time](#)

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To type your answer

- ▶ Use the keyboard to type your answer, changing it as needed.
Press BACKSPACE to erase the character preceding the [insertion point](#) (|). To insert an omitted character, use the arrow keys to move the insertion point to the appropriate place and type the omitted character.

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[Item Number](#)

[Time Remaining](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Reviewing items and your answers for them](#)

[Running out of time](#)

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[Item Number](#)

[Time Remaining](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Running out of time](#)

Item window

Click an underlined term or topic to see more information about it.

The title bar identifies this window as an item, but no response is expected. View the contents of this display and carefully follow any instructions provided.

Options that may be available

Any of the following options that appear on the screen are available. To select an option, click its button or press ALT and the underlined letter at the same time.

Clicking this ...	Does this ...
Next button	Displays the next item in the test or review series
Previous button	Displays the previous item in the test or review series (in tests that allow review)
Exhibit button	Displays an <u>e</u> xhibit; this button appears only in items that require on-screen exhibits
Item Review button	Returns you to the <u>I</u> tem <u>R</u> eview <u>w</u> indow; this button appears in items only when you return to them using options in the Item Review window, which appears after you view all questions in a test that allows review

See Also

Time Remaining

Viewing an exhibit

Scrolling in a window

Running out of time

Item feedback window

This window provides you with feedback about your response to the current item. When you have viewed all the information carefully, click the OK button or press the ENTER key to return to the item.

Warning window

You have tried to select more answer choices than allowed in this item. To clear a selection, click it with the mouse (or press the letter or number preceding the choice). You can then select a different answer choice.

Now, click the OK button or press ENTER to close the Warning window and return to the question.

Warning window

You have either not answered this question or not selected the minimum number of answer choices expected for it. If you do not completely answer this question before clicking the Next button, this item will be scored as incorrect. Your test does not allow you to return to an item after you have left it.

Read the prompt in the lower left corner of the screen to learn how many answers are expected. When you have answered the question completely, click the Next button to go on.

Now, click the OK button or press ENTER to close the Warning window and return to the question.

Warning window

You have not selected the minimum number of answer choices required for this question. The prompt in the lower left corner of the screen indicates the minimum number required. When you have selected the minimum number of answers, you can click the Next button to go on.

To close the Warning window and return to the question, click the OK button (or press TAB until a dotted line encloses OK and then press ENTER).

Warning window

This test does not allow you to skip any items. You must answer each question completely before you will be allowed to go on to the next one.

To close the Warning window and return to the question, click the OK button (or press TAB until a dotted line encloses OK and then press ENTER).

Warning window

In this test you are allowed to review questions and your answers to them, but you are *not* allowed to change your answers for any items.

To close the Warning window and return to the question, click the OK button (or press TAB until a dotted line encloses OK and then press ENTER).

Warning window

You have not completely answered all the items in your test. If you exit the test now, your incomplete items will be scored as incorrect. We strongly recommend you answer all questions completely before ending your test.

To finish answering incomplete questions

- 1 Click the No button (after exiting this Help window and returning to the Warning window) to avoid exiting the test.
- 2 Click the Review Incomplete button. You will be routed to all items you have not answered completely.
- 3 Answer each question carefully, reading the prompts to ensure that you know what is expected. When you have completed a question, click the Next button to go on to the next item you have left incomplete.

Note window

This note is your final indication that your test will end. If you are **not** ready to leave the test now, click the Cancel button in the Note window to return to the test.

If you are ready to end the test, click the OK button (or press TAB until a dotted line encloses OK and then press ENTER). You will then see your test results, if your test's sponsoring organization has chosen to provide them, or another ending display.

Warning window

You tried to specify an item number greater than the maximum number of items in this test. Check the number of the item you wish to review and enter it again, or simply double-click the entry for the desired item.

Warning window

You have run out of time for this test. When you click the OK button in this Warning window, you will exit the test and not be allowed to enter again.

Marking items for review

You can mark items so you can review your answers for them later if you have time at the end of your test.

To mark an item for later review

- ▶ Click
- ▶ in the upper left corner of the display.
- ▶ **Mark** indicates that the item is marked.

When the Item Review window is displayed (after you view all items in the test), **M** will appear before any item you have marked. You may double-click the item to return to it, or click the Review Marked button to review all items you have marked.

Note: some sponsoring organizations do not allow review in their tests. When review is not allowed, the marking option is unavailable. Instructions at the beginning of your test should advise you of the conditions that apply to your test.

Running out of time

Each test has a specific time limit. If you exceed this time limit, your test will end immediately. You will not be allowed to answer any more questions.

If you are in the Item Review window when time runs out, your test will end immediately. If you are in an item when time runs out, you are allowed to respond to that item. After you respond, you are notified that time has run out, and the test ends immediately.

Running out of time

Each test has a specific time limit. If you are in an item when time runs out, you are allowed to respond to that item. After you respond, you are notified that time has run out, and the test ends immediately. You will not be allowed to answer any more questions.

Test Results window

Organizations sponsoring tests use a wide variety of options for expressing test results. Some organizations choose **not** to provide results at the end of their tests, preferring instead to mail results later.

When results are provided immediately after the test ends, they can include any text or graphics the sponsoring organization has chosen. Results displays may be only one page or several pages.

Many sponsoring organizations provide a bar graph comparing your score with the score required to pass the test. This is often accompanied by text indicating whether you have passed or failed the test, the score required to pass the test, and your score.

Some organizations also display a breakdown of scores by section or by topics covered in the test. Others may provide a list of learning or testing objectives covered by your test or only those for which you missed items.

Options that may be available

Any of the following options that appear on the screen are available. To select an option, click its button or press ALT and the underlined letter at the same time.

Clicking this ...	Does this ...
Exit Test button	Closes the test window so that you no longer have access to the test. If your sponsoring organization provides a printed score report, do not exit the test until you have received the report.
Next button	Displays the next page of results information, if your test provides more than a one-page explanation.
Previous button	Displays the previous page of results information, if your test provides more than a one-page explanation.
Section Scores button	Displays a window showing your scores on individual sections of the test; this button is present only if the sponsoring organization has chosen to provide section scores.
Reprint Report button	Prints another copy of your score report. This button appears only if the organization sponsoring the test has requested a printed score report. Normally, you should not need to click this button, because your score report is printed automatically. If your report is not printed or if the print your test administrator provides is of poor quality, you can click this button to request another print.

See Also

[Printing your score report](#)

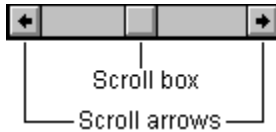
Section Scores window

This window appears only if the organization sponsoring your test has chosen to provide scoring information about individual sections of the test. The information presented and the format in which it is presented are determined by the sponsoring organization.

Many organizations choose to display the title of each section on the test, accompanied by your actual score for the section, and a bar graph comparing your score to the total possible range for the section.

When you have examined your section score information, click the OK button or press the ESC key to return to the Test Results window.

Scrolling in a window



A scroll bar appears when the entire contents of a window cannot be displayed at one time. Scroll bars can be either horizontal, as illustrated here, or vertical.

The scroll box shows the position of information currently visible in the window relative to the entire contents of the window.

To scroll through the window contents

- ▶ Click a scroll arrow to move a short distance in the direction it points, or drag the scroll box to scroll quickly.
Or press an arrow key to move in the direction it points.

To scroll up or down, one page at a time

- ▶ Click the scroll bar above or below the scroll box.
Or press the PAGE UP or PAGE DOWN key.

To scroll left or right, one page at a time

- ▶ Click the scroll bar to the left or right of the scroll box.
Or press CTRL+ PAGE UP or CTRL+ PAGE DOWN.

Viewing the tutorial

An on-line tutorial offers instruction for using the testing software to complete your test. Each tutorial provides a sample test so you can practice answering questions before you begin your test.

We recommend you view the tutorial before beginning your test, especially if you are unfamiliar with the testing software or will be taking a new type of test. If you have already started your test, you can exit the test and view the tutorial any time **before** the first question is displayed.

Several tutorials are available. If you choose to view the tutorial, the testing system presents the tutorial that most closely matches the options used in the selected test.

To access the on-line tutorial

- 1 If you have already started your test and are in an introductory display, click the Exit Test button (or press ALT+ X) to return to the Activity dialog box.
If you have not started your test, go on to step 2.
- 2 In the Activity dialog box (which welcomes you to the testing system), click the test for your current appointment to highlight it (after entering your Identification Number).
Or press ALT+ T and then use the arrow keys to highlight the test.
- 3 Click the Tutorial button (or press ALT+ U).

When you have finished viewing the tutorial, you will return to the Activity dialog box. Click the Start Test button (or press ALT+ S) to begin your test.

Using a mouse

Your testing workstation should be equipped with a mouse. Only a few, simple mouse techniques are required to complete a test, and many people find using a mouse the easiest way to complete their tests.



The mouse pointer appears on the display and moves when you move the mouse around on a surface. Although the mouse pointer can assume different shapes, the arrow shown here is common.

You can use the mouse to select things (answers to questions, for example) and to choose command buttons that indicate what you wish to do (for example, to choose the Next button to move to the next question).

Basic mouse techniques

Following are some basic mouse terms and techniques used in this Help.

This term ... Means to do this ...

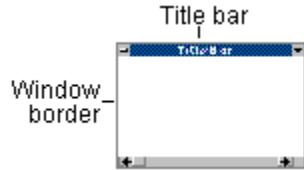
Point	Move the mouse pointer until it rests on the desired object. You point to the object you wish to select.
Click	Quickly press and release the main mouse button (generally the left mouse button). To choose the action represented by the Next button, you point to that button and click it.
Double-click	Click the mouse button rapidly twice in a row.
Drag	Point to the desired object, then press and hold down the mouse button while moving the mouse. Dragging is used to move objects on the screen. When you release the mouse button, you drop the object you were moving.

Sizing and moving windows

You may wish to change the size of a window or move it. This could allow you to view both an item and the Help or an item and its on-screen exhibit at the same time, for example. The easiest way to perform both of these functions is to use a mouse.


To move a window

- ▶ Place the mouse pointer on the window's title bar and drag the window to its new location.



To avoid problems locating the window next time it is opened, do not drag the window nearly off the screen and then close the window.

To change the size of a window

- ▶ Move the mouse pointer slowly over the border of the window until the pointer changes to . Then drag the border until the window is the size you want it to be.

To enlarge a window to cover the full screen

- ▶ Click
- ▶ (the Maximize button) in the window's title bar.
- ▶ (the Restore button) will replace
- ▶, and the window will be enlarged to its maximum size (become *maximized*).

To restore a maximized window to its former size

- ▶ Click the
- ▶ in the window's title bar.

See Also

[Sizing windows with the keyboard](#)

[Moving windows with the keyboard](#)

Sizing windows with the keyboard

You may wish to change the size of a window, so you can view both an item and the Help or an exhibit at the same time, for example. Although it is easiest to resize windows with a mouse, you can also use the keyboard to do it.

To change the size of a window using the keyboard

- 1 Select the window you want to change, by pressing CTRL+ F6 to cycle among the windows. (Make sure NUM LOCK is off.)

The title bar of the selected, or active, window is highlighted.

- 2 Press ALT, SPACEBAR to open the window's Control menu.
- 3 Press S to choose Size from the Control menu.

Notice that the pointer changes to .

- 4 Use an arrow key to move the pointer to the border you wish to change.
For example, you would press the LEFT ARROW key if you wished to move the left border of the window or the UP ARROW+ LEFT ARROW keys to select the upper left corner of the window.
- 5 Use an arrow key to move the selected border in the desired direction.
An outline of the window shows the changing shape of the window.
- 6 Press ENTER when the window has the desired size.
Or press ESC instead to cancel the changes.

Moving windows with the keyboard

You may wish to move a window, so you can view both an item and the Help or an exhibit at the same time, for example. Although it is easiest to move windows with a mouse, you can also use the keyboard to do it.

To change the size of a window using the keyboard

- 1 Select the window you want to change, by pressing CTRL+ F6 to cycle among the windows. (Make sure NUM LOCK is off.)

The title bar of the selected, or active, window is highlighted.

- 2 Press ALT, SPACEBAR to open the window's Control menu.
- 3 Press M to choose Move from the Control menu.

Notice that the pointer changes to .

- 4 Use the arrow keys to move the window to the desired location.
An outline of the window shows the results of your keypresses.
- 5 Press ENTER when the window has the desired location.
Or press ESC instead to cancel the move.

Running an application associated with your test

Some tests have one or more associated applications that can be used during the test. For example, you may be allowed to use an on-line calculator to calculate answers. If your test has an associated application, its introduction should inform you. Time spent using applications counts toward total test time.

To run an associated application

- 1 From within your test, press CTRL+ ESC to display the Task List dialog box.
- 2 Select Drake Testing Center Manager from the list by doing **one** of the following:
 - ▶ Double-click it with the mouse.
 - ▶ Click it and then click the Switch To button.
 - ▶ Use the arrow keys to highlight it and then press ENTER.
The Execute Application dialog box should appear. It indicates your name and test information and lists all applications you can run.
- 3 Select the application to run by doing **one** of the following:
 - ▶ Double-click the application's name.
 - ▶ Click the application's name and then click the Run Application button.
 - ▶ Use the arrow keys to highlight it and then press the ALT+ R keys.

To return to your test, leaving the application running

- 1 Press CTRL+ ESC to make the Task List dialog box reappear.
- 2 Select Drake Windows Test Driver from the list by doing **one** of the following:
 - ▶ Double-click it with the mouse.
 - ▶ Click it and then click the Switch To button.
 - ▶ Use the arrow keys to highlight it and then press ENTER.

To close the application and return to your test

- 1 Close the application by doing **one** of the following:
 - ▶ Double-click the
 - ▶ in the application's title bar.
 - ▶ Press ALT+ F4.
The Execute Application window will reappear.
- 2 Click the Resume Test button (or press ALT+ T).

Searching for a Help topic

You can use the Search button in the Help window to find information quickly. Clicking the Search button opens a dialog box, where you can either type one or more words about which you want information or select search Help topics from the list.

To search for information in Help

- 1 Click the Search button in the Help window or press the s key.
- 2 Type the word or phrase you want information about.
As you type, the words that most closely match your entry appear in the list.
- 3 Click the Show Topics button, then select the topic you want to view.
If necessary, scroll to see additional topics.
- 4 Click the Go To button.
The topic you have chosen should appear in the Help window.

