



**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 Item window shows the number of your current item. In this example, the current item is the tenth item presented.

**Item N of NN**

**Item 2 of 37**

in the title bar at the top of the Item window shows the sequence of your current item in the test. In this example, the current item is the second of 37 total items. In tests with timed sections, the numbers indicate the sequence of your current item in the current section and the title of the current section precedes them.

**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, often after you have viewed all items in the test or in an individually timed section.

## **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

The diagram consists of three L-shaped brackets pointing to the right. The top bracket is aligned with the '03' and is labeled 'seconds'. The middle bracket is aligned with the '29' and is labeled 'minutes'. The bottom bracket is aligned with the '1:' and is labeled 'hours'.

The time still available for you to complete the current timed unit of the test. In tests with only one time limit (for the session), the Time Remaining value indicates the time left to complete the entire test. In tests with individually timed sections, the value indicates the time available to complete the current section.

Click the  following the Time Remaining value to view the current time and information about time available for completing your test. 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. Some tests have only a single time limit for the entire test. Others have separate time limits for individual sections of the test as well. After you begin a test, the remaining time available to complete either the entire test or the current section (if individual sections are timed) appears in the upper right corner of the display. When the time limit is exceeded, the test or section 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.

**Item window**

The basic display component within the body of a test. Item windows prompt you for the expected response and provide the buttons used to move through the test (Next and Previous, for example). Item windows may pose questions and tasks to be performed and provide information, graphics, and other special options.





## 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 Prometric 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

View time information

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

Enter comments

End your test

## Contents

### **Help Instructions**

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### **Help Instructions**

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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).

<b>Clicking this ...</b>	<b>Does this ...</b>
Contents button	Displays the Contents, the list of main topics covered in the Drake Prometric 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 your total test or section 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.

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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.

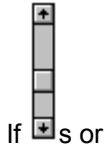




Only the options displayed are available.

## Answering questions

A prompt in the lower left corner of the Item window indicates how to answer the current question. Read each prompt to make sure you know how to indicate your answer correctly.



s precede answer choices, you will select your answer from those choices. If the insertion point ( | ) appears in a box, you will type your answer. If the prompt instructs you to click points on a graphic, you will use the mouse to indicate your answer. If you are instructed to perform tasks with an application, you will use the application to provide your answer.

### To select your answer



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

**If... You can select ...**



only one answer for each set of choices



more than one answer for the question

**Note:** Unless the prompt indicates the specific number of answers to select, the item **may** have only one specified 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 select an answer with the keyboard, press TAB or SHIFT+ TAB until  encloses the



or



for your answer choice, then press SPACEBAR.

### 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.

### To indicate points on a graphic with the mouse



Move the mouse pointer into the gray selection frame. It will change from its normal arrow shape to a + (crosshair).



Place the + on the correct answer, then click the left mouse button.  
⊕ indicates a selected answer. To clear a selection, click its marker.

### To perform specified tasks with an application



Use the application to complete the specified task or tasks exactly as instructed.  
The application must be your active window. Click anywhere in a window to make it your active window. Or hold down the ALT key and press TAB until you see the desired application, then release both keys.

## 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. You can also select a choice by pressing TAB or SHIFT+ TAB until  encloses its



, then press SPACEBAR.

### 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 (or sometimes a custom 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.

One or more custom exhibit buttons may be displayed instead of the standard Exhibit button. Each generally identifies the exhibit to appear. Click a button to see the exhibit associated with it.

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

If an item has more than one exhibit, a list of exhibits will appear when you click the Exhibit button. To select an exhibit, click its title and then press ENTER or click the OK button.

### 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](#)

## Exhibit List window

The current item has more than one exhibit available for you to view. Their titles appear in the Exhibit List window.

### To select the exhibit you wish to see



Click its title and then click the OK button, or simply double-click the title.  
Or use the arrow keys to highlight the title and then press ENTER. (If the highlight does not move when you press the arrow keys, press ALT+S first.)

You can open more than one Exhibit window at a time. Depending on the size and number of exhibits and the screen resolution, you may be able to display all exhibits for an item (or at least the pertinent portions). Open additional Exhibit windows, then move and resize them as you wish.


### To open additional Exhibit windows



Click the Exhibit button in an Exhibit or Item window, then select the title of another exhibit.  
Click in any window to make it your active window or press CTRL+F6 to cycle among windows.

### To close the Exhibit List window without selecting an exhibit



Click the Cancel button, or press TAB until  encloses Cancel and then press ENTER.

### See Also

[Viewing an exhibit](#)

[Sizing and moving windows](#)

## Reviewing items and your answers for them

If your test allows review, the Item Review button appears in each item. If immediate review is allowed, this button will appear in the first item. If review is not allowed until the end of the test or section, the [Item Review window](#) will appear after you have seen all included items. When you return to an item, the Item Review button is present.

Clicking the Item Review button or pressing ALT+I takes you to the Item Review window. From the Item Review window, you can return to any item in the test or section. 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 or section 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 or section. 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.

A listed item that appears dim is not available for your review. Some tests present questions based on your answers to other questions. One or more items may be unavailable because they are not on your current path through the test.

### 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. To see additional information about time remaining in your test,



click the  or press ALT+ T.

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.

An item that appears dim is not available for your review. Items may be unavailable if they are not on your current path through a test (or survey) that presents questions based on your answers to other questions.

### 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 ...

Review Marked button

#### Does this ...

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 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.



Displays the current time and information about time limits in your test; pressing ALT+T has the same effect

**See Also**

[Reviewing incomplete items](#)

[Reviewing marked items](#)


[Scrolling in a window](#)

[Viewing time information](#)

## 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 Results 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 Results 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 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 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](#)

[Viewing time information](#)

## **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](#)

[Viewing time information](#)

## 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.



You can also select a choice by pressing TAB or SHIFT+ TAB until  encloses its



, then press SPACEBAR.

### 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 ...

Next button

Previous button

Mark check box

#### Does this ...

Displays the next item in the test or review series

Displays the previous item in the test or review series

Marks the current item for review  **Mark**; 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 Takes you to the Item Review window; this button appears only in tests that allow



review, often after you view all questions in the test or section



Displays the current time and information about time limits in your test; pressing ALT+T in the Item window has the same effect

**See Also**

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

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

[Running out of time](#)

[Entering comments](#)

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, then press SPACEBAR.

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#### Clicking this ...

Next button

Exhibit button

More button


#### Does this ...

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Displays an exhibit; this button appears only in items that require on-screen exhibits

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



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

### Answering the question

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### To select your answer



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



. Click any additional choices you feel are correct.



indicates a selected choice. To remove a selection, click the choice again to clear its check box (



).



You can also select a choice by pressing TAB or SHIFT+ TAB until  encloses its



, then press SPACEBAR.

**Note:** Unless the prompt specifically indicates the number of answers to select, the author **may** have specified only one correct 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 ...

Next button

Previous button

Mark check box

#### Does this ...

Displays the next item in the test or review series

Displays the previous item in the test or review series

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



Exhibit button Displays an exhibit; this button appears only in items that require on-screen exhibits

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

Item Review button Takes you to the [Item Review window](#); this button appears only in tests that allow review, often after you view all questions in the test or section



Displays the current time and information about time limits in your test; pressing ALT+T in the Item window has the same effect

### **See Also**

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

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

[Running out of time](#)

[Entering comments](#)

## 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.

### To select your answer



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



. Click any additional choices you feel are correct.



indicates a selected choice. To remove a selection, click the choice again to clear its check box (



).



You can also select a choice by pressing TAB or SHIFT+ TAB until  encloses its



, then press SPACEBAR.

**Note:** Unless the prompt specifically indicates the number of answers to select, the author **may** have specified only one correct 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 its button or press ALT and the underlined letter at the same time.

#### Clicking this ...

Next button

Exhibit button

More button

#### Does this ...

Displays the next item in the test or review series

Displays an exhibit; this button appears only in items that require on-screen exhibits

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



Displays the current time and information about time limits in your test; pressing ALT+T in the Item window has the same effect

**See Also**

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Running out of time](#)

[Entering comments](#)

## Item window

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

### Answering the question

Read the entire question carefully before answering. 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 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.

### 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 ...

Next button

Previous button

Mark check box

#### Does this ...

Displays the next item in the test or review series

Displays the previous item in the test or review series

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



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

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

Item Review button Takes you to the [Item Review window](#); this button appears only in tests that allow review, often after you view all questions in the test or section



Displays the current time and information about time limits in your test; pressing ALT+ T in the Item window has the same effect

### See Also

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

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

[Running out of time](#)

[Entering comments](#)



## Item window

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

### Answering the question

Read the entire question carefully before answering. If a scroll bar, the More button, or the Exhibit button appears, part of the question is not visible on the screen.

### 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.

### 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 its button or press ALT and the underlined letter at the same time.

#### Clicking this ...

Next button

Exhibit button

More button

#### Does this ...

Displays the next item in the test or review series

Displays an exhibit; this button appears only in items that require on-screen exhibits

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



Displays the current time and information about time limits in your test; pressing ALT+T in the Item window has the same effect

### See Also

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Running out of time](#)

[Entering comments](#)

## Item window

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

No response is expected for this screen. View the contents 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.

<b>Clicking this ...</b>	<b>Does this ...</b>
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>exhibit</u> ; this button appears only in items that require on-screen exhibits
Item Review button	Takes you to the <u>Item Review window</u> ; this button appears only in tests that allow review, often after you view all questions in the test or section



Displays the current time and information about time limits in your test; pressing ALT+ T in the Item window has the same effect

### See Also

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Running out of time](#)

[Entering comments](#)

## Item window

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

### Answering the question

To answer this question, you must select a point on the graphic in the gray selection frame. Read the entire question carefully before answering.

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



Move the mouse pointer into the gray selection frame. It will change from its normal arrow shape

to a



(crosshair).



Place the



on the correct answer, then click the left mouse button.



indicates a selected answer. To clear a selection, either click its marker or click elsewhere in the selection frame.

### 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 ...

Next button

Previous button

Mark check box

#### Does this ...

Displays the next item in the test or review series

Displays the previous item in the test or review series

Marks the current item for review  **Mark**; 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 Takes you to the [Item Review window](#); this button appears only in tests that allow review, often after you view all questions in the test or section



Displays the current time and information about time limits in your test; pressing ALT+T in the Item window has the same effect

**See Also**

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

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

[Running out of time](#)

[Entering comments](#)

## Item window

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

### Answering the question

To answer this question, you must select a point on the graphic in the gray selection frame. Read the entire question carefully before answering.

If a scroll bar, the More button, or the Exhibit button appears, part of the question is not visible on the screen.

### To select your answer



Move the mouse pointer into the gray selection frame. It will change from its normal arrow shape to a



(crosshair).



Place the



on the correct answer, then click the left mouse button.



indicates a selected answer. To clear a selection, either click its marker or click elsewhere in the selection frame.

### 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 ...

Next button

More button

Exhibit button

#### Does this ...

Displays the next item in the test or review series

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

Displays an exhibit; this button appears only in items that require on-screen exhibits



Displays the current time and information about time limits in your test; pressing ALT+T in the Item

window has the same effect

**See Also**

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Running out of time](#)

[Entering comments](#)

## Item window

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

### Answering the question

To answer this question, you must select one or more points on the graphic in the gray selection frame. Read the entire question carefully before answering.

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



Move the mouse pointer into the gray selection frame. It will change from its normal arrow shape

to a



(crosshair).



Place the



mouse pointer on a correct answer, then click the left mouse button. Click any additional answers you feel are correct.



marker indicates a selected answer. To clear a selection, click near the center of the marker.

**Note:** Unless the prompt indicates the specific number of answers to select, the item **may** have only one specified correct 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 ...

Next button

Previous button

Mark check box

#### Does this ...

Displays the next item in the test or review series

Displays the previous item in the test or review series

Marks the current item for review  **Mark** ; 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** Takes you to the [Item Review window](#); this button appears only in tests that allow review, often after you view all questions in the test or section



Displays the current time and information about time limits in your test; pressing ALT+T in the Item window has the same effect

### **See Also**

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

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

[Running out of time](#)

[Entering comments](#)



## Item window

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

### Answering the question

To answer this question, you must select one or more points on the graphic in the gray selection frame. Read the entire question carefully before answering.

If a scroll bar, the More button, or the Exhibit button appears, part of the question is not visible on the screen.

### To select your answer



Move the mouse pointer into the gray selection frame. It will change from its normal arrow shape to a



(crosshair).



Place the



mouse pointer on a correct answer, then click the left mouse button. Click any additional answers you feel are correct.



The top marker indicates a selected answer. To clear a selection, click near the center of the marker.

**Note:** Unless the prompt indicates the specific number of answers to select, the item **may** have only one specified correct 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 ...

Next button

More button

Exhibit button

#### Does this ...

Displays the next item in the test or review series

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

Displays an exhibit; this button appears only in items that require on-screen exhibits



Displays the current time and information about time limits in your test; pressing ALT+T in the Item window has the same effect

**See Also**

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Running out of time](#)

[Entering comments](#)

## Item window

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

### Answering the question

To answer this question, you must select one answer from each set of choices. Read the entire question carefully before answering.

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 a choice to select your answer for one set of choices.



Repeat the selection process for the remaining sets until you have selected one answer for each set of choices.



indicates a selected choice. To clear a selection, click the choice again or select a different answer for that set of choices.



To select an answer with the keyboard, move the  so it encloses the



for your answer choice, then press SPACEBAR.



To move the  to the ... Press this ...

Next answer choice      TAB  
Previous answer choice    SHIFT+ TAB  
Next set of answer choices      CTRL+ TAB  
Previous set of answer choices    CTRL+ SHIFT+ TAB

### 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  **Mark**; 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    Takes you to the Item Review window; this button appears only in tests that allow review, often after you view all questions in the test or section



                         Displays the current time and information about time limits in your test; pressing ALT+T in the Item window has the same effect

**See Also**

- [Item Number](#)
- [Time Remaining](#)
- [Viewing time information](#)
- [Viewing an exhibit](#)
- [Scrolling in a window](#)
- [Reviewing items and your answers for them](#)
- [Running out of time](#)
- [Entering comments](#)

## Item window

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

### Answering the question

To answer this question, you must select one answer from each set of choices. Read the entire question carefully before answering. If a scroll bar, the More button, or the Exhibit button appears, part of the question is not visible on the screen.

### To select your answer



Click a choice to select your answer for one set of choices.




Repeat the selection process for the remaining sets until you have selected one answer for each set of choices.




indicates a selected choice. To clear a selection, click the choice again or select a different answer for that set of choices.



To select an answer with the keyboard, move the  so it encloses the



 for your answer choice, then press SPACEBAR.



**To move the  to the ... Press this ...**

Next answer choice	TAB
Previous answer choice	SHIFT+ TAB
Next set of answer choices	CTRL+ TAB
Previous set of answer choices	CTRL+ SHIFT+ TAB

### 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 its button or press ALT and the underlined letter at the same time.

#### Clicking this ...

Next button  
Exhibit button

#### Does this ...

Displays the next item in the test or review series  
Displays an exhibit; this button appears only in items that require on-screen exhibits

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



Displays the current time and information about time limits in your test; pressing ALT+ T in the Item window has the same effect

**See Also**

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Running out of time](#)


[Entering comments](#)

## **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.

## Note window




You pressed a key for answering a question when the focus (indicated by ) was out of the Item window. The testing system has returned the




 to the Item window for you.



When you return to the question, press `TAB` or `SHIFT+TAB` to move the  to the answer you wish to select, then press `SPACEBAR` to select it. Or simply click your choice with the mouse to select it.



To close the Note window and return to the question, click the OK button (or press `TAB` until the  encloses OK and then press `ENTER`).



### **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 tried to select more points than allowed in this item. To clear a selection, click the center of



its selection marker (the  symbol) with the mouse. You can then click elsewhere in the selection frame to make a new choice.



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

## **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 it 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 it 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 encloses OK and then press ENTER).

## **Warning window**

You have not completely answered all the items, either in the test or in an individually timed section. If you exit now, your incomplete items will be marked as incorrect. We strongly recommend you answer all questions completely before ending your test or section.

### **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 or section.
- 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.

## **Warning window**

The application you wish to run cannot be executed. This can occur if the application cannot be found, if insufficient memory or other system resources are available to run the application, or for a variety of other reasons.

Please contact your test administrator for assistance immediately.



**Warning window**


One or more files are supposed to be copied into your personal directory when this application is executed. The copy cannot be successfully completed.

Please contact your test administrator for assistance immediately.

## Note window

This note is your final indication that your test or the current section (in a test with timed sections) will end. If you are **not** ready to leave the test or section now, click the Cancel button in the Note window to return to the test.



If you are ready to end the test or section, click the OK button (or press TAB until  encloses OK and then press ENTER). If you are ending your testing session, the test will display the results or summary information the sponsoring organization has chosen to provide. If you are ending a timed section not at the end of your testing session, instructions for proceeding will appear.

### **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 the test or for this section of the test (in a test with timed sections). When you click the OK button in this Warning window, you will exit and not be allowed to enter the test or section again.

If you feel circumstances beyond your control were responsible, contact the administrator now rather than clicking OK.

## 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 or timed section.


### 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,  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 an overall time limit for the entire testing session. Some tests have specific time limits for individual sections as well. If you exceed a time limit, the test or section 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 or section 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 or section ends immediately.

If your test has time limits for individual sections as well as for the entire session, the session time limit overrides any individual section time limit. If you begin a section so late that using the maximum section time would allow you to exceed the maximum session time, your time for that section will be reduced.

## **Running out of time**

Each test has an overall time limit for the entire testing session. Some tests have specific time limits for individual sections as well. 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 or section ends immediately. You will not be allowed to answer any more questions.

If your test has time limits for individual sections as well as for the entire session, the session time limit overrides any individual section time limit. If you begin a section so late that using the maximum section time would allow you to exceed the maximum session time, your time for that section will be reduced.

## 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.

<b>Clicking this ...</b>	<b>Does this ...</b>
Exit 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 Results window.

## Comments window

In the Comments window, you may enter comments you wish to share with the organization sponsoring this test. For each comment you write, the sponsoring organization can identify your name and registration information, the testing center where you completed the test, the test name, and your current location in the test.

**Note:** Time you spend writing comments counts toward total test time.

### To enter a comment



Use the keyboard to type your comment, changing it as needed. Press BACKSPACE to erase the character preceding the insertion point. To insert a character, use the arrow keys (or the mouse) to move the insertion point to the appropriate place and then type the omitted character.



Click the OK button to store your changes or the Cancel button to discard your changes.



Or press TAB until  encloses the desired button's name and then press ENTER.

You may change a comment later if you return to the place you wrote it and click the Comment button again.

### See Also

[Viewing time information](#)

## Warning window

You have changed the contents of the Comments window, but your changes have not yet been saved.  
You must do one of the following:



To save the current changes and return to the test, click the Yes button.



To discard your changes and return to the test, click the No button.



To return to the Comments window, click the Cancel button.



Or press TAB until  encloses the desired button's name and then press ENTER.

## Entering comments

Organizations sponsoring tests may choose to collect comments. If a test allows comments, the Comment button appears at the bottom of the screen.

Each comment you write will be sent to the sponsoring organization along with your name and registration information, the testing center where you completed the test, the test name, and your current location in the test.

**Note:** Time you spend writing comments counts toward total test time.

### To enter a comment

- 1 From the place in the test that prompted your comment, click the Comment button (or press ALT+C).
- 2 Type your comment in the Comment window, changing it as needed.
- 3 Click the OK button to store your comment or the Cancel button to discard your changes.

You may change a comment later if you return to the place you wrote it and click the Comment button again.

### See Also

[Viewing time information](#)

## **Warning window**

Your test is exchanging information with the application used for this item. You will not be permitted to move to another item until the exchange of information is complete. When the hourglass pointer no longer appears, you can proceed.

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

## Item window

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

### Completing the specified task

To complete this item you must use an application to perform the specified task or tasks. Instructions appear in the Item window, and the application you are to use appears in another window.

#### To perform the task



Read all information and instructions carefully to ensure that you know what is expected. If a scroll bar, the More button, or the Exhibit button appears, part of the question is not visible on the screen.



Use the application to complete the specified task or tasks exactly as instructed. The application must be active; if it is not, switch to the application window. You may resize the windows.



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 switch between windows



Click anywhere in a window to make it your active window.  
Or hold down the ALT key and press TAB until you see the desired application, then release both keys.

### 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 ...

Next button

Previous button

Mark check box

#### Does this ...

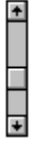
Displays the next item in the test or review series

Displays the previous item in the test or review series

Marks the current item for review  **M**ark ; clicking this check box (in the upper left corner of the Item window) 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 Takes you to the [Item Review window](#); this button appears only in tests that allow review, often after you view all questions in the test or section



Displays the current time and information about time limits in your test; pressing ALT+T in the Item window has the same effect

**See Also**

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)

[Viewing an exhibit](#)

[Scrolling in a window](#)

[Sizing and moving windows](#)

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

[Running out of time](#)

[Entering comments](#)

## Item window

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

### Completing the specified task

To complete this item you must use an application to perform the specified task or tasks. Instructions appear in the [Item window](#), and the application you are to use appears in another window.

#### To perform the task



Read all information and instructions carefully to ensure that you know what is expected. If a [scroll bar](#), the More button, or the Exhibit button appears, part of the question is not visible on the screen.



Use the application to complete the specified task or tasks exactly as instructed. The application must be [active](#); if it is not, switch to the application window. You may resize the windows.

#### To switch between windows



Click anywhere in a window to make it your active window. Or hold down the ALT key and press TAB until you see the desired application, then release both keys.

### 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 its button or press ALT and the underlined letter at the same time.

#### Clicking this ...

Next button

Exhibit button

More button

#### Does this ...

Displays the next item in the test or review series

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

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



Displays the current time and information about time limits in your test; pressing ALT+T in the Item window has the same effect

#### See Also

[Item Number](#)

[Time Remaining](#)

[Viewing time information](#)



Viewing an exhibit

Scrolling in a window

Sizing and moving windows

Running out of time

Entering comments

## **Warning window**

This test (or survey) presents items based on your answers to other items. Your path through the test depends on your answers to certain questions. Items that appear dim are not available because they are not on your current path through the test. (Changing your answers to questions can change your path.)


Click OK to exit the Warning window. Then select any item that does not appear dim.

## Warning window

This test (or survey) presents items based on your answers to other items. While reviewing items, you changed your answer to one or more items. Changing your answer has changed your path through the test. The test must now present the other item or items that correspond to your changed answer. (You may or may not have seen these items before.)

Click OK to exit the Warning window, then click the Review Incomplete button and answer all



remaining incomplete items. Or select and answer all items marked with  before trying to end the test again.

## Time Remaining window

This window shows the current time and information about Time Remaining in your testing session. Use the following information to plan how to use your time wisely.

**Current Time** The time right now, according to your testing workstation's clock

**Time Remaining in Session** The maximum time still available for completing the entire test. It is expressed as h:mm:ss (hours:minutes:seconds); the value 1:11:17 would indicate you have 1 hour, 11 minutes, and 17 seconds before the test will stop.

**Time Remaining in**

**Current Section** The time available for you to complete your work in the section of the test you are in now. It also is expressed as h:mm:ss.

The box lists all sections of your test and the maximum time allowed for each. An asterisk (\*) precedes the title of any section you have completed.

**Note:** The overall session time limit overrides any individual section time limit. If the Time Remaining in Session is lower than the Time Remaining in Current Section, the lower value applies. Plan your time accordingly.

## **Time Remaining window**

This window shows the current time and information about Time Remaining in your testing session. Use the following information to plan how to use your time wisely.

**Current Time** The time right now, according to your testing workstation's clock

**Time Remaining**

**in Session** The maximum time still available for completing the entire test. It is expressed as h:mm:ss (hours:minutes:seconds); the value 1:11:17 would indicate you have 1 hour, 11 minutes, and 17 seconds before the test will stop.

**Time Limit** The maximum total time allowed for completing the entire test, counting from when you start the first item. It also is expressed as h:mm:ss.


## Warning window

Your test has a maximum time limit for the entire testing session in addition to the time limits for individual sections. You have started this section of the test late. If you were allowed the normal maximum time to complete the current section, you would exceed the maximum time allowed for the entire testing session. Because the organization sponsoring your test does not permit that, the time allowed for completing this section will be reduced to match the session time limit instead.

The Warning window indicates the number of minutes remaining in your testing session (expressed as minutes:seconds). A warning that you have only 0:49 minute(s) left would indicate that your test will stop in 49 seconds.

Click OK to exit the Warning window and return to the test. Pay close attention to the time to ensure that you finish this section within the reduced time limit. To see additional information about time



remaining in your test, click the  or press ALT+ T while in an Item window or the [Item Review window](#).

## Viewing time information

Most test screens display Time Remaining to help you judge how to use your time. If your test has only one time limit, the Time Remaining value indicates how much time you still have to finish the entire test. If individual sections of your test have separate time limits, it indicates how long you have to finish the current section.



shows the current time. You can also use it to view additional information about your test's time limits and available test time.

### To view test time information



Do one of the following:



Click the



Press ALT+ T in an item or in the Item Review window.



Press TAB until



encloses the



and then press SPACEBAR.

## Item Review window


The upper left corner of this window shows the total number of items in the current section. Time Remaining appears in the upper right corner. To see additional information about time remaining in




your test, click the  or press ALT+ T.

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



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



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

An item that appears dim is not available for your review. Items may be unavailable if they are not on your current path through a test (or survey) that presents questions based on your answers to other questions.

### 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 ...

Review Marked button

Review Incomplete button

End button

#### Does this ...

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.

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.

Ends the current section. You will be prompted to confirm your intention to exit the section, so you do not need to worry about choosing this option accidentally.



Displays the current time and information about time limits in your test; pressing ALT+T has the same effect

#### See Also

[Reviewing incomplete items](#)

[Reviewing marked items](#)

[Scrolling in a window](#)

[Viewing time information](#)

## Test Introduction window



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.) To see a menu of topics that may be of interest, click the Contents button above.

Each test's introduction consists of one or more pages of important information the organization sponsoring the test has chosen to provide. Be sure to read the introduction carefully so you are aware of any special conditions affecting your test.

If you wish to review an on-line lesson before beginning your test, click the Exit button (or press ALT+ X). The signon window will be displayed, and you can click the Tutorial button to begin the lesson. When you begin the test again, you will return to the first introductory page.

### Other options that may be available

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

#### Clicking this ...

#### Does this ...

Start button	Displays the first item of your test; after you click it, you may not return to the introduction
Next button	Displays the next page of introductory information, if your test provides more than a one-page introduction
Previous button	Displays the previous page of introductory information, if your test provides more than a one-page introduction
Exit button	Closes the test and returns you to the signon window



until



encloses the



and then press SPACEBAR

### See Also

[Time Remaining](#)

[Viewing time information](#)

## Section Introduction window

Section introductions may provide instructions for proceeding and other important information about the current section of the test. Read all information carefully to determine what is expected.

If your test has individually timed sections, you may exit the test from a Section Introduction window to take a break, if time permits. To exit the test, click the Exit button (or press ALT+ X). When you begin the test again, you will return to the page you were on when you exited the test.

**Note:** If your test has timed sections and an overall session time limit, plan your time for breaks very carefully. If you begin a timed section too late, your time for that section may be reduced.

### Other options that may be available

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

Clicking this ...	Does this ...
Start button	Displays the first item of the current section and starts timing for the section; in a test with timed sections, you may not return to the introduction after you click this button
Next button	Displays the next page of introductory information, if more than one is provided
Previous button	Displays the previous page of introductory information, if more than one is provided
Exit button	Closes the test and returns you to the signon window



Displays the current time and information about time limits in your test; you can also press TAB until



encloses the



and then press SPACEBAR

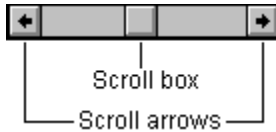
### See Also

[Time Remaining](#)

[Viewing time information](#)



## 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 sample questions 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. The tutorial for a test is chosen to match that test's options as closely as possible.

### To access the on-line tutorial

- 1 If you have already started your test and are in an introductory display, click the Exit 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 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.

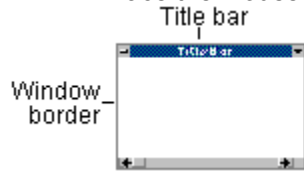
## Sizing and moving windows

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 move 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.

## 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.

## 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 or check information in an on-line reference. If your test has an associated application, it should inform you.

**Note:** Time spent using applications counts toward total test time. Because the time required to open some applications can be significant, you may save time by leaving these applications open throughout your test. You do **not** need to exit an application and then open it again when moving to a new item.

Some tests provide special buttons for running applications; others do not. For instructions on running applications, [click](#) the phrase that describes your test.

[Application buttons are present](#)

[Application buttons are absent](#)

## Running applications when buttons are present

Application buttons simplify access to applications. If your test provides buttons for running other applications, follow these instructions.

### To run an application with a button



Click the button for the application you wish to run. The application should start automatically. If it does not, contact your test administrator immediately.

### To return to your test or other open application



Hold down the ALT key and press TAB until you see the desired application, then release both keys.

Repeat this process to switch between your test and other open applications throughout the test.

### To close the application and return to your test



Do **one** of the following:



Double-click the



in the application's title bar.



Press ALT+ F4.

### See Also

[Running applications when buttons are absent](#)

## Running applications when buttons are absent

Follow these instructions if your test has one or more associated applications but does not provide application buttons.

### To run an associated application

- 1 From within your test, press CTRL+ ESC to display the Task List dialog box.
- 2 Select Drake Prometric 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 Prometric 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).

**See Also**

[Running applications when buttons are present](#)



