Online Exam Navigation Controls

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This document describes the buttons and onscreen tools candidates will encounter during an online exam. This information is also presented to candidates before beginning their online exams, as well as being available via the Help button in the lower left corner of the online exam screen.

Test Question and Answers

The upper portion of the testing screen displays the current question and possible answers. To answer a question, click on the answer in the corresponding list. The answer you select will show as being highlighted, and the radio button will be selected.

When answers have been provided for every question in the test, a green bar will appear above the question stating that all questions have been answered. A red bar will appear above the question if it is bookmarked. For more details on bookmarking, see the Bookmark [Checkbox] section of this help document.

1. **Test Controls**

    a. **Previous Question** [Button]

    This button will bring you to the test question prior to the one currently visible.

    b. **Next Question** [Button]

    This button will bring you to the next test question.

    c. **Next Unanswered Question** [Button]

    This button will bring you to the next unanswered test question. If all test questions have been answered, it will bring you to the first question in the test.

    d. **Help** [Button]

    Clicking the Help button brings up this screen.

    e. **Show Time** [Button]

    If you are taking a timed test, this button will show the time remaining when you click on it. Clicking this button again will hide the time.

    f. **Show All Questions** [Button]

    This button will display the Test Question Navigator, which shows a list of all questions on your test. See the Test Question Navigator section below for more details.

    g. **Question Number** [Dropdown]

    Select a test question number in this dropdown to navigate to a particular question in your test.

    h. **Bookmark** [Checkbox]

    Checking this box will bookmark the question, allowing you to move on and come back later. You will know a question is bookmarked by the red bar that will appear above the question, as well as a red exclamation point next to the question number in the Test Question Navigator.

2. **Test Question Navigator**

    The Test Question Navigator shows a list of all questions in the current test. The current question will be <u>underlined</u>. Test questions whose number appears in **bold** have not been answered. A red exclamation point (!) next to a question number means that question has been bookmarked by you. Clicking any test question number will bring you to the corresponding question in the test.