

Prometric Electronic Examination Tutorial Demo

This Prometric Tutorial Demo is available to help familiarize you with the electronic format of ISA's CAP[®], CCST[®] Levels I and III, and ISA84 Safety Certificate Program multiple choice exams given through the Prometric testing network. This information does NOT apply to the CCST Level II simulation exam given through the CASTLE[®] Worldwide network.

The screen shots below are not interactive in this document, though they will be in the tutorial you may use when you appear to take your examination.

When you appear for your exam you will also have access to a standard windows calculator, which can be accessed by clicking the button marked calculator. This is not shown below.

Welcome to the tutorial

This tutorial provides a series of screens that orient you to the computer testing environment. This will give you an opportunity to try each feature before using it in questions that will be scored. You will be instructed on how to use the mouse and the different parts of the screen.

You may use the tutorial for 15 minutes. Notice the "Time remaining" box in the upper right corner of this screen. A similar display will appear during the actual exam. In the upper left corner is a box that shows where you are in the series of questions (or in this case, screens of the tutorial). Other screen features are described later in the tutorial.

Click on the 'Next' button to continue.

Using the mouse



The mouse pointer moves when you move the mouse around on a surface. Although it can assume different shapes, the arrow shown at left is common. To point with the mouse, move the pointer until it rests on the desired object. To click something, point to it and then press and quickly release the left mouse button.

Practice:

1. Rest your hand lightly on the mouse and move it. Note how the pointer moves as your hand does.
2. Point to the correct answer (A) on the sample question below and click. You can click anywhere in the answer. Notice that the open circle next to the answer you chose is now filled in.

Sample Question

- A. Correct answer
- B. Incorrect answer

Click on the 'Next' button to continue.

Navigating through the exam

You can use the mouse to move through the exam one question at a time. Buttons appear at the bottom of the screen.

To move backwards

Click the **Previous** button.



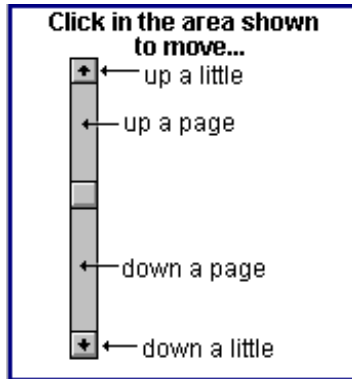
To move forwards

Click the **Next** button.



Click on the 'Next' button to continue.

Using the scroll function



A scroll bar appears when a question doesn't fit on a single screen. Scroll bars may be horizontal or vertical.

To scroll through the screen contents, click the scroll arrow that points in the appropriate direction to move a short distance. To move up or down one screen at a time, click within the scroll bar above or below the scroll box.

Click on the 'Next' button to continue.

Multiple choice items

This test uses multiple choice items.

To answer each multiple choice question in your exam, click your answer with the mouse.

Practice on the sample question by doing the following:

1. Select an answer. Notice that the open circle next to the answer you chose is now filled in.
2. Change your answer by selecting different choices.

Sample Question

What is the color of the sky?

- A. Purple
- B. Yellow
- C. Green
- D. Blue

Click on the 'Next' button to continue.

Marking questions for later review

Your score is determined by the number of questions you answer correctly. Therefore it is to your advantage to answer every question. If you are unsure of your answer, you can mark the question to review if time permits.

To mark a question

Click the **Mark** button.



To unmark a question

Click the **Marked** button. This button will only appear if you have marked the question.



Unmark each question when you are satisfied with your answer choice. If you forget to unmark the question, it's OKAY. The scoring process does not differentiate between marked and unmarked questions.

You can also leave a question unanswered (incomplete). Marked and Incomplete questions will be highlighted in a Review Questions screen before you exit the exam, and you will have the opportunity to go back to those if you have time remaining.

Click on the 'Next' button to continue.

Reviewing items

Questions	Marked	Incomplete	Complete
<input checked="" type="checkbox"/> Question 1			Yes
<input checked="" type="checkbox"/> Question 2			Yes
<input type="checkbox"/> Question 3		Yes	
<input checked="" type="checkbox"/> Question 4	Yes	Yes	
<input checked="" type="checkbox"/> Question 5	Yes		Yes

At the end of the examination, you will see a scrollable listing of all the question numbers. This list displays each question number and indicates if the question has been marked for review, completed or skipped.

To review questions

Click on the **Review All** button. You will be moved to the first question. Clicking on the **Next** button will cause you to move to the next question. You can also double-click on the question number in the list to move to a particular question.



To review marked questions

Click on the **Review Marked** button. You will be moved to the first marked question. Clicking on the **Next** button will cause you to move to the next marked question.



To review incomplete questions

Click on the **Review Incomplete** button. You will be moved to the first incomplete question. Clicking on the **Next** button will cause you to move to the next incomplete question.



Click on the 'Next' button to continue.

End of tutorial

This concludes the tutorial. If you have time remaining, you can repeat the tutorial by clicking on the **Previous** button to back up one screen at a time.

Good luck with the examination.

Click the 'End' button.