

Welcome!

This tutorial will provide you with an opportunity to familiarize yourself with how to navigate your way through a Pearson VUE computer-based examination.

If you have a question as you go through the tutorial, please raise your hand for assistance from the Test Administrator.

Select the **Next** button to continue.

How to Navigate between Questions

You may move forward and backward through the test questions. Locate the **Next** and **Previous** buttons at the bottom-right of the screen. Select the **Next** button to move forward to the next question and select the **Previous** button to move back to the prior question.

You may also use the keyboard to navigate forward or backward by selecting the ALT-N keys or ALT-P keys.

Select the **Next** button to continue.



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How to Track Remaining Time and Progress Indicator

Once you begin the exam, a **Time Remaining** timer (located in the upper-right corner) will countdown to zero (HH:MM:SS). Below that, a question **Progress Indicator** displays the number of the item currently visible and the total number of items remaining in the section or exam.

You may hide the time remaining by clicking on the timer icon (⏱). To unhide, click the timer icon again.

You may also hide the questions progress indicator by clicking on the progress icon (📄). To unhide, click the progress icon again.

All test questions and their review must be completed within the allotted time or the exam will automatically end.

Select the **Next** button to continue.

A button with a flag icon and the text "Flag for Review". The button is highlighted with a red rectangular border, and a red arrow points to it from the text below.

How to Mark a Question for Review

Click on the **Flag for Review** button (located in the upper-right corner) in the tool-bar to mark a question for review at the end of the test block. The flag will be filled in once it has been selected. To unselect, click the **Flag for Review** icon again.

Select the **Next** button to continue.

 Calculator Scratch Pad Flag for Review

Using the Calculator and the Scratch Pad

Calculator: Click on the **Calculator** button in the tool-bar to use the built-in calculator. Data is automatically cleared when the calculator window is closed.

Scratch Pad: Click on the **Scratch Pad** button in the tool-bar to utilize the built-in scratch pad. Content typed into the scratch pad is automatically saved and may be accessed throughout the exam session. Data is not saved when the exam session has ended.

Select the **Next** button to continue.

Using Highlight and Strikethrough

Highlight: Select text that you wish to highlight by clicking where you want to begin the selection, holding down the left mouse button, and then dragging the pointer over the text that you want to highlight.

Next, select the dropdown in the **Highlight** button to select a highlight color. Selected text should be highlighted.

To remove highlights, re-select the highlighted text, then select “Remove highlight” from the **Highlight** dropdown.

Strikethrough: Similarly to highlighting text, select text that you wish to strikethrough by clicking where you want to begin the selection, holding down the left mouse button, and then dragging the pointer over the text that you want to strikethrough.

Next, click the **Strikethrough** button. To remove strikethroughs, re-select the struck through text, then select the **Strikethrough** button again.

Select the **Next** button to continue.

Sample Question 1 - Flag for Review

Each exam question will have multiple choices with a single correct answer. You select the one best answer by:

- Clicking the letter,
- Clicking the circle next to the letter, or
- Pressing the letter on the keyboard

The correct answer to the sample question below is “B”, “blue”. Select “**B**” now. Additionally, select the “**Flag for Review**” icon for this question.

The sky is:

- A. red
- B. blue
- C. purple
- D. orange

Select the Next button to continue.

Sample Question 2 - Last selection is recorded answer

Only one answer is allowed. If you select letter A and then select letter C, your first answer A is removed. The last selection you make is your recorded answer.

The correct answer below is “C” green. Select response “A” then response “C” now and note that only your last selection remains and is recorded as your answer.

The grass is:

- A. black
- B. purple
- C. green
- D. orange

Select the Next button to continue.

Sample Question 3 - Incomplete

You may skip any question and return to it later via the “Item Review” screen.

To review how this works, **DO NOT** select an answer for this question.

Which mountain is the tallest in the world?

- A. Nepal
- B. Everest
- C. Kilimanjaro
- D. Anconcagua

Select the **Next** button to continue.

How to Use the Item Review Screen

The item review screen will provide a summary of your answers. You may review your questions in four (4) different ways.



1. **Review All:** Allows you to review all of the items in the test block
2. **Review Incomplete:** Allows you to review all of the incomplete items in the test block
3. **Review Flagged:** Moves you through each item flagged for review in the test block
4. **Question number:** Click on any question number to link directly to its location in the test block

IMPORTANT: Once you select the “**End Review**” button, you will exit the test block and can no longer go back and review or alter your responses.

Select the **Next** button to continue.

Item Review Screen

☰ Instructions

Below is a summary of your answers. You can review your questions in three (3) different ways.

The buttons in the lower right-hand corner correspond to these choices:

1. Review all of your questions and answers.
2. Review questions that are incomplete.
3. Review questions that are flagged for review. (Click the 'flag' icon to change the flag for review status.)

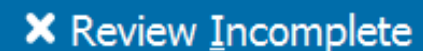
You may also click on a question number to link directly to its location in the exam.

☰ Exam Section

(1 Unseen/Incomplete)

 Question 1 Question 2 Question 3 Question 4

Incomplete

 End Review Review All Review Incomplete Review Flagged

This completes your tutorial on using the Pearson VUE testing software.

Select the **Next** button to continue.

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