Test time per question

♦ Default exam time per question is 1.2 minutes. For exams you create yourself (not faculty assigned) you can change this. ***Before*** creating exam, use [My Account] and [Font/Exam Settings] to change anywhere from 1.0 to 1.9.

Creating and accessing exams you build from available outlines

♦ **Creating**

- Select [New Exam] to build exams and study.
  - o **Create Exams** – Select Product Group. Select any outline level - topics, subjects, or categories.
    - Select up to 150 questions for exam (default 50).
    - Create one exam for immediate use. Or when creating multiple exams, click **SAVE ALL EXAMS**.
  - o **Search Exams** – Build an exam based on search words or an outline search.
    - Choose from FIND ANY word or FIND ALL words.
    - Check the box to EXCLUDE questions from previous exams.

♦ **Accessing**

- Select [My Exams] to view Test and Study sessions that you have created.
- Select [Exams] (This tab will not show if do not have access to Practice Exams). Newly created

  exams will be indicated by [New] .

- Select [Test] or [Study].
  - o Exams may be taken twice beginning with **Test 1**. Click [Test]. Second time click [Retest].
  - o Study mode gives you access to explanations.

Practice Exams (If you have access to Practice Exams)

♦ **Creating**

- Select [New Practice Exam] to create exams and study sessions.
- **SELECT** one of the available practice exams.

♦ **Accessing**

- Select [My Exams] Select [Practice Exams].
- Click [Go to Exam]
- Select [Test] or [Study].
  - o Exams may be taken twice beginning with **Test 1**. Click [Test]. Second time click [Retest].
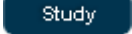 - o Study mode gives you access to explanations.

20110623

Test mode features

♦ With the optional **Auto Advance** feature, selecting an answer advances you to next question.
♦ Click on images to view **full size**. Click and drag to any position.
♦ **Mark** questions to return to prior to scoring your exam. Click the **Unmark** button to remove.
♦ You may make and save annotations.
♦ A **Calculator** is available for use during an exam. Click and drag to any position.
♦ **Normal Labs** are available. Click and drag **Normal Labs** screen to any position.
♦ You may submit **Feedback** on questions.
♦ **Pause** an exam to return later to complete. Exiting stops the timer. Return to the place you left off.

Description of exam button functions available by hovering over button

Previous question	Next question	Turn on Auto-Advance	Turn off Auto-Advance
Mark/unmark question	Make annotation	Calculator	Normal Labs
Score exam	Give Feedback	Help On/Off	Pause exam

Study Mode

♦ A **Study** session with **EXPLANATIONS** is available for each exam. Click [Study]
♦ Check box if you want to display answers immediately
♦ You can study your last exam (indicates answers you selected), or create a new study session.
♦ By selecting (Review/Options) you may review All Questions, Marked Questions, or Unanswered Questions, Wrong Answer Questions, or any individual question by clicking on the question number. Save time by studying just the incorrectly answered questions.
♦ You can score an exam in study mode for additional practice and feedback

How do I review my scores?

♦ Select [My Stats] to view completed exam scores.
♦ Drop down menu gives access to following categories:
  ▪ All (compilation of all categories)
  ▪ User (exams created by yourself)
  ▪ Practice Exams (if available to you)
  ▪ Academic (if available to you)
♦ Click on an Exam Name to view scores by topic, subject, and category for that exam
♦ Click on **All Exam Summary** above the list of individual exams for a compiled breakdown of all exams
  ▪ Click on Exam Outlines for scores by Topic
  ▪ Click on Topic for scores by Subject
♦ Create exams with study sessions to target weak areas revealed by your scores