

# Test Delivery Platform

## Tutorial

**Version:** 1.0

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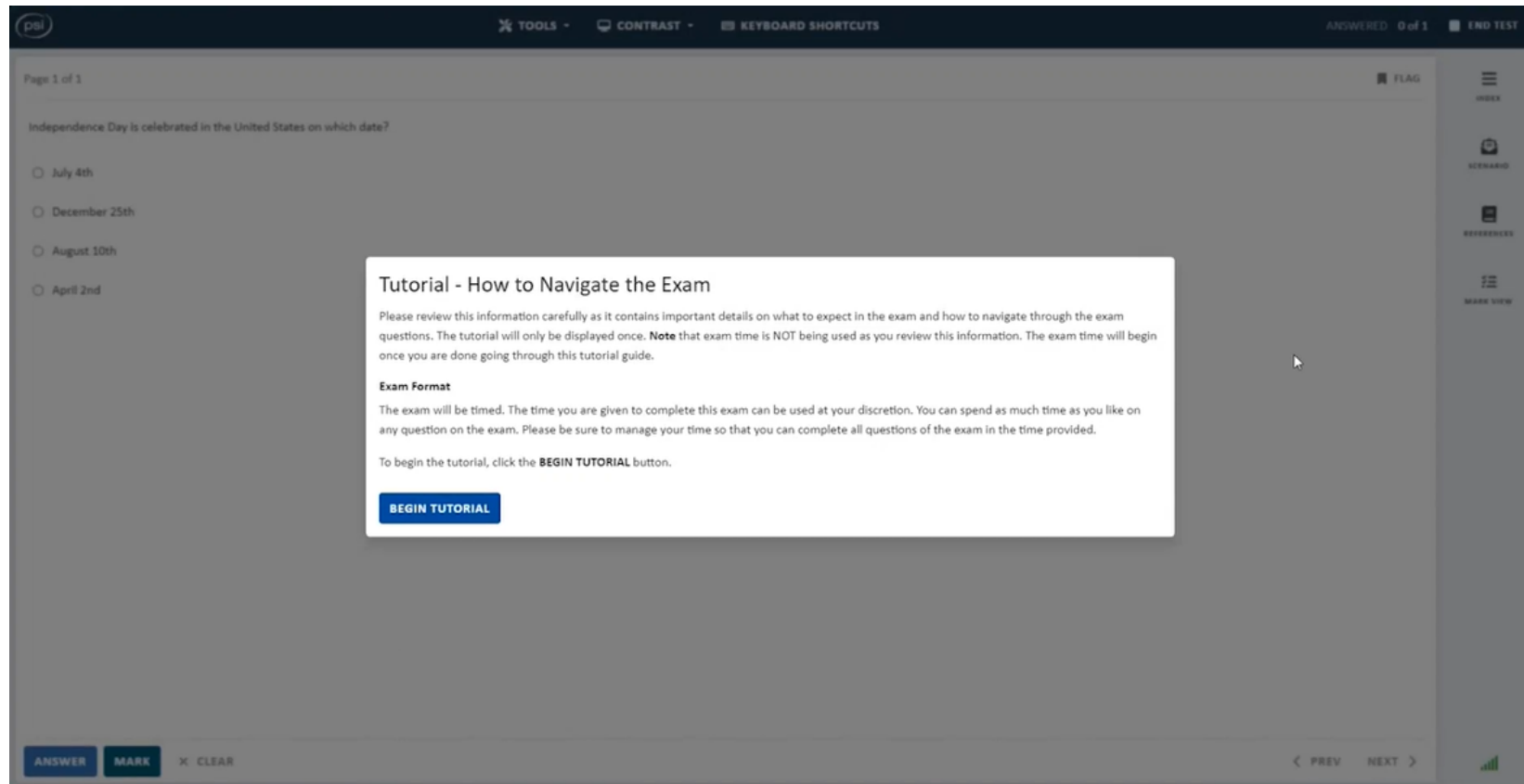
**Classification:** Public

[psiexams.com](https://psiexams.com)



# Test Taker Tutorial – Quick Guide

Welcome to our short test taker tutorial quick guide for online proctoring. **Designed to help you take your test with confidence and ease.**



To begin the tutorial, click the “**Begin tutorial**” button. We ask that you read through this introduction information carefully as it does contain important details on what to expect in the exam and how to navigate through the exam questions. The tutorial will only be displayed once.

Note that the **exam time** is not being used as you review this tutorial information. The exam time will begin once you select the “**Begin Exam**” button after completing the tutorial.

The screenshot displays a PSI exam interface. At the top, there is a dark blue header with the PSI logo on the left, and navigation options: TOOLS, CONTRAST, and KEYBOARD SHORTCUTS. On the right side of the header, it shows 'ANSWERED 0 of 1' and 'END TEST'. Below the header, the main content area shows 'Page 1 of 1' and a 'FLAG' button. The question text reads: 'Independence Day is celebrated in the United States on which date?'. There are four radio button options: July 4th, December 25th, August 10th, and April 2nd. A blue 'NEXT' button is positioned below the options. An 'Exam Question' tutorial box is overlaid on the question, containing the text: 'The exam questions are located here and is where you will be able to answer the question presented. Depending on your exam you may see one or more different question types.' The bottom of the interface features 'ANSWER', 'MARK', and 'CLEAR' buttons on the left, and '< PREV' and 'NEXT >' buttons on the right. A signal strength indicator is visible in the bottom right corner.

You can spend as much time as you like on any question on the exam. Please be sure to manage your time so that you can complete all questions of the exam in the time provided. Depending on your exam, you may see one or more different question types.

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TOOLS - CONTRAST - KEYBOARD SHORTCUTS

ANSWERED 0 of 1 END TEST

Page 1 of 1

INDEPENDENCE DAY IS CELEBRATED IN THE UNITED STATES ON WHICH DATE?

July 4th

December 25th

August 10th

April 2nd

FLAG

INDEX

SCENARIO

REFERENCES

MARK VIEW

**Answer**

To enable the button, you must answer the question (at least partly). Once the **ANSWER** button is enabled, you must select it in order to move to the next question. You can move to any question using the **INDEX** menu on the right side of the screen.

NEXT

ANSWER MARK X CLEAR

< PREV NEXT >

Once you are sure of your answer and you have selected it, you may click on the “Answer” button to mark the answer for that question or the “Next” button to go to your next exam question. The “Clear” button reverts the specific question to an unanswered state.

PSI TOOLS CONTRAST KEYBOARD SHORTCUTS ANSWERED: 0 of 1 END TEST

Page 1 of 1 FLAG

Independence Day is celebrated in the United States on which date?

- July 4th
- December 25th
- August 10th
- April 2nd

ANSWER MARK X CLEAR

PREV / NEXT

To navigate to the previous / next questions, select the appropriate button. **Note** that the previous functionality is disabled when the navigation is not allowed.

To skip a question, select **NEXT** in the lower right-hand corner of the screen.

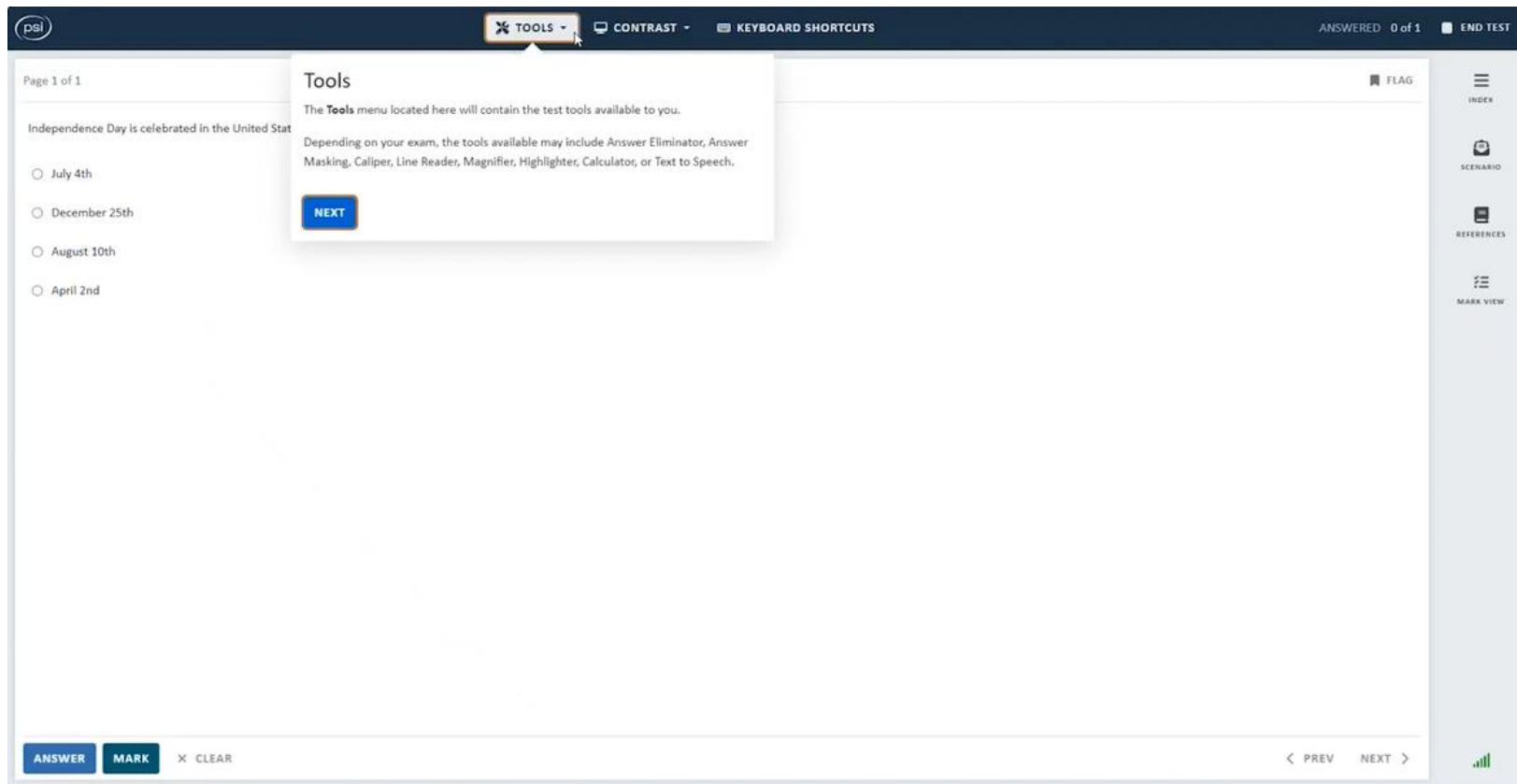
NEXT

< PREV NEXT >

If the navigation functionality is available in your specific exam, you will be able to navigate between questions with the “**Previous/Next**” buttons. Just click on the appropriate button to move to the previous or next question.

The screenshot displays a PSI exam interface. At the top, there is a dark blue header with the PSI logo on the left and navigation options: 'TOOLS', 'CONTRAST', and 'KEYBOARD SHORTCUTS'. On the right side of the header, there is an 'END TEST' button. Below the header, the main content area shows 'Page 1 of 1' and a question: 'Independence Day is celebrated in the United States on which date?'. The question has four radio button options: 'July 4th', 'December 25th', 'August 10th', and 'April 2nd'. At the bottom of the question area, there are buttons for 'ANSWER', 'MARK', and 'X CLEAR'. On the right side of the screen, there is a vertical sidebar with icons for 'INDEX', 'SCENARIO', 'REFERENCES', and 'MARK VIEW'. An 'Index' pop-up window is overlaid on the right side of the main content area. The pop-up window has the title 'Index' and contains the following text: 'Select the INDEX button to see a list of questions in the exam. This allows you to navigate to specific questions, see questions that are unanswered, and those that are flagged. Questions are marked as 'Answered' only if the Answer button has been selected. Questions that are flagged will be displayed with a red flag.' Below the text is a blue 'NEXT' button. At the bottom right of the main content area, there are navigation buttons for '< PREV' and 'NEXT >' and a signal strength indicator.

You can also move through your exam questions using the “**Index**” menu on the right side of the screen and navigate through the questions.



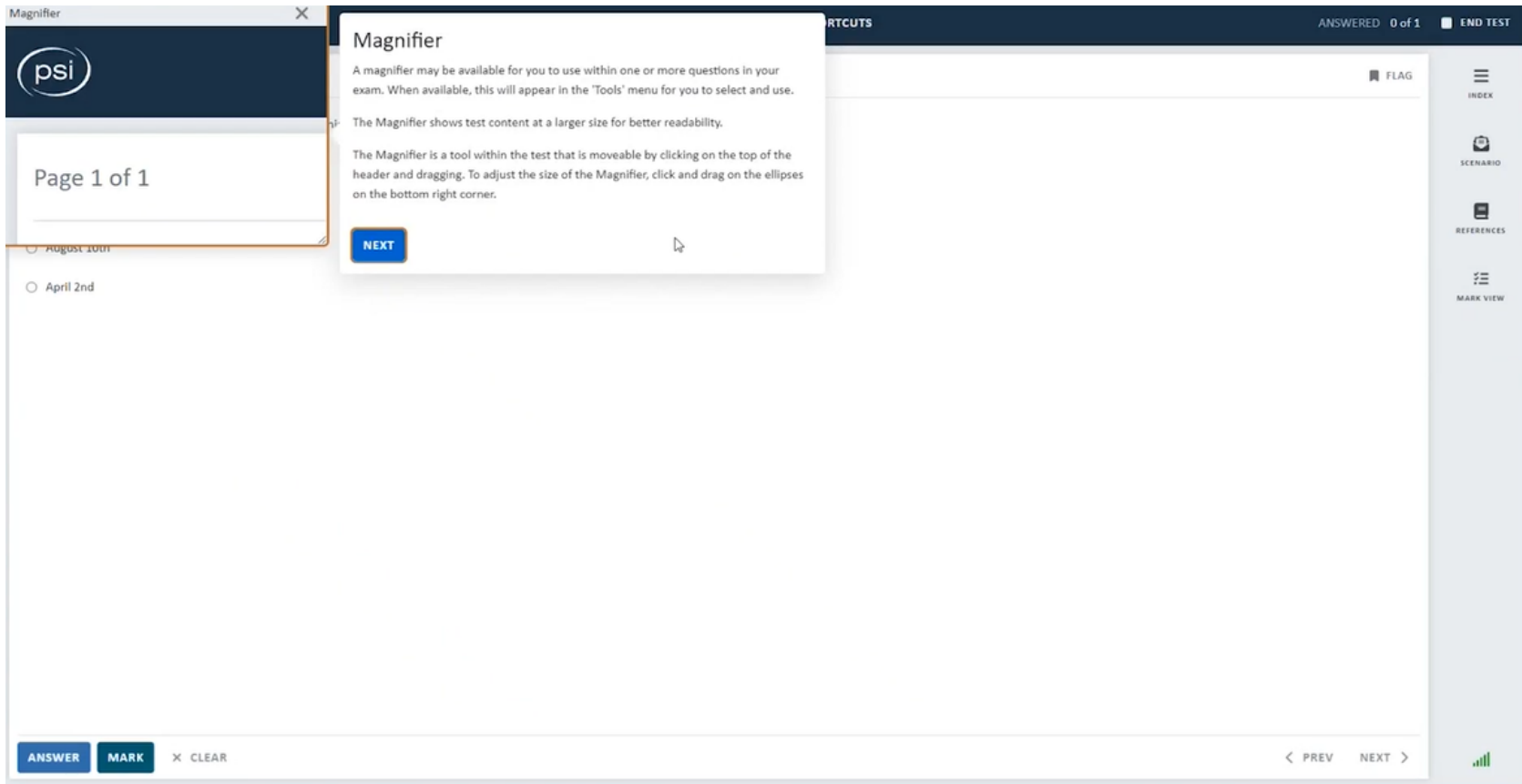
The “**Tools**” menu is located at the top of the menu, and it will contain the test tools available to you. Depending on your exam and its configurations by your Test Sponsor, the tools available may include answer eliminator, answer masking, caliper, line reader, magnifier, highlighter, calculator, or text to speech answer masking.

Each available tool in the tutorial provides a short description of its functionality and uses.

We will exemplify three commonly used tools: The calculator, the magnifier and the highlighter.

The screenshot shows a PSI exam interface. At the top, there is a dark blue header with the PSI logo on the left, and navigation options: 'TOOLS', 'CONTRAST', and 'KEYBOARD SHORTCUTS'. On the right side of the header, it says 'ANSWERED 0 of 1' and 'END TEST'. Below the header, the main content area is white. On the left, it says 'Page 1 of 1' and 'Independence Day is celebrated in the United States on which date?'. There are four radio button options: 'July 4th', 'December 25th', 'August 10th', and 'April 2nd'. At the bottom left of the main area are buttons for 'ANSWER', 'MARK', and 'CLEAR'. In the center, a 'Calculator' tool is displayed. It has a title 'Calculator' and a description: 'A calculator may be available for you to use within one or more questions in your exam. When available, it will appear in the "Tools" menu for you to select and use. The calculator is a tool within the test that is moveable by clicking on the top of the header and dragging. To adjust the size of the calculator, click and drag on the ellipses on the bottom right corner.' Below the description is a blue 'NEXT' button. To the right of the calculator tool is a 'Scientific Calculator' window. It has a title bar with a close button, a display showing 'Rad' and '0', and a grid of buttons for various mathematical functions and operations. The buttons include 'Abs', 'Rand', 'Deg', '%', 'MC', 'M+', 'M-', 'MR', '(', ')', '2^x', 'x^2', '1/x', 'CE', 'C', 'x', 'y^x', '1/x', 'x!', 'sqrt(x)', '7', '8', '9', '+', 'sin', 'cos', 'tan', 'log\_2', '4', '5', '6', '-', 'sinh', 'cosh', 'tanh', 'log\_10', '1', '2', '3', '+', 'pi', 'e', 'e^x', 'ln', '+/-', '0', '.', '=', and a blue '=' button. On the far right, there is a vertical sidebar with icons for 'INDEX', 'SCENARIO', 'REFERENCES', and 'MARK VIEW'. At the bottom right of the main area, there are 'PREV' and 'NEXT' navigation buttons and a signal strength indicator.

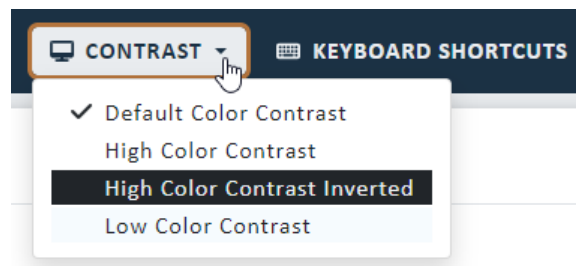
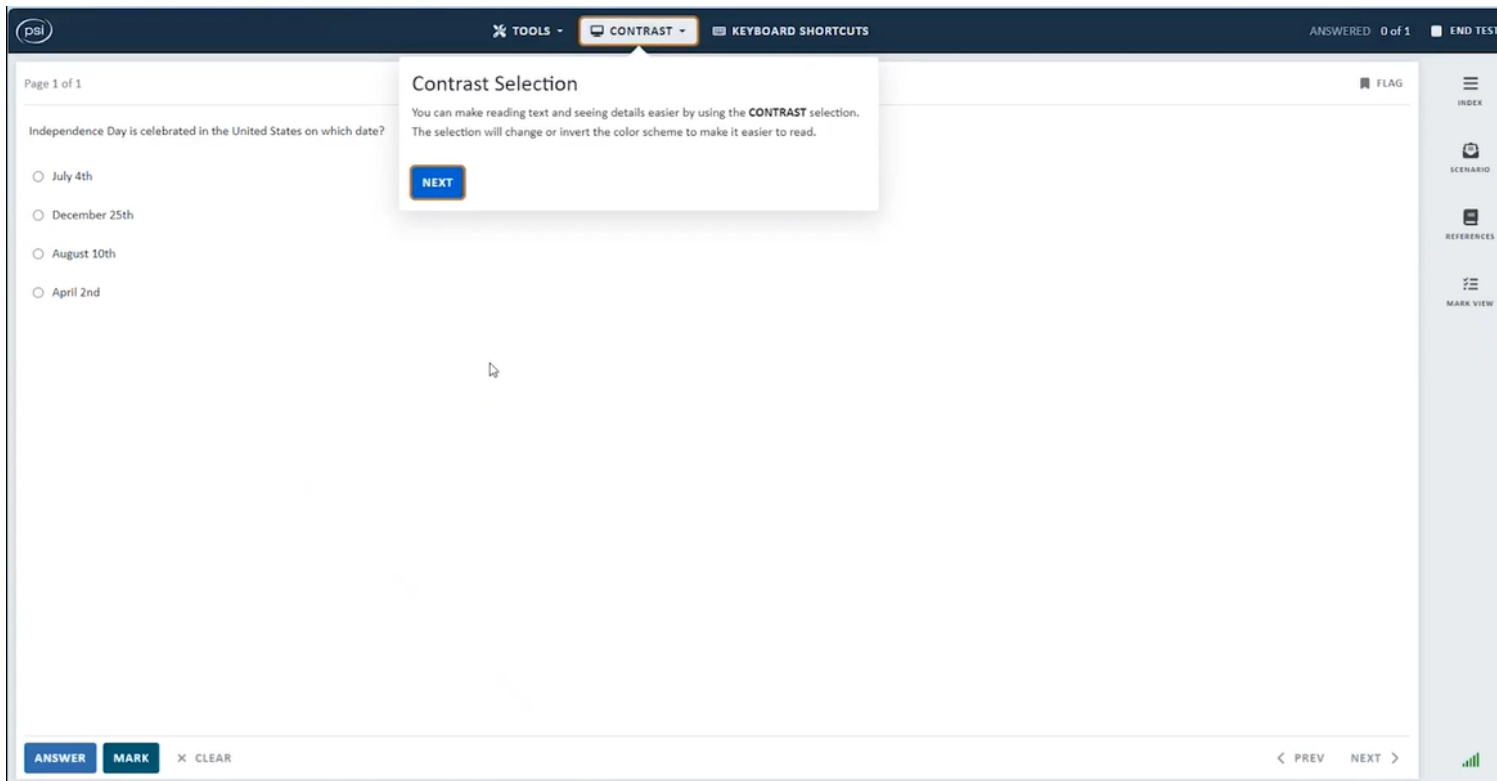
The “**Calculator**” tool may be available for you to use within one or more questions in your exam. This tool is movable within the secure browser by clicking on the top of the header and dragging, as well as resizable.



The “**Magnifier**” tool may be available for you, and it shows test content at a larger size for better readability, and it has movable capabilities within the secure browser.

The screenshot displays a PSI test interface. At the top left is the PSI logo. The main content area shows a question: "Independence Day is celebrated in the United States on which date?" with four radio button options: "July 4th", "December 25th", "August 10th", and "April 2nd". A "Highlighter" popup window is centered on the screen, containing the following text: "A highlighter may be available for you to use within one or more questions in your exam. When available, this will appear in the 'Tools' menu for you to select and use. The highlighter is a tool within the test that is moveable by clicking on the top of the header and dragging. To highlight text within a question, when the **Edit** button is active (blue), click and drag your cursor over the area of text or question you wish to highlight." Below the text is a blue "NEXT" button. To the right of the popup, a smaller "Highlighter" tool window is visible, featuring a close button (X), a blue "EDIT" button, and a grey "CLEAR" button. The top right of the interface shows "ANSWERED 0 of 1" and "END TEST". The bottom left has "ANSWER", "MARK", and "X CLEAR" buttons. The bottom right has "< PREV" and "NEXT >" buttons. A vertical sidebar on the right contains icons for "INDEX", "SCENARIO", "REFERENCES", and "MARK VIEW".

The “**Highlighter**” tool, when available, allows you to highlight certain text lines within a question, it has movable capabilities within the secure browser.



The “**Contrast**” menu, located at the top of the menu, will contain options to make reading exam text and seeing details easier by using different contrast selections. The different selections will change or invert the color schemes to make the exam content easier to read.

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TOOLS - CONTRAST - **KEYBOARD SHORTCUTS**

ANSWERED 0 of 1 END TEST

Page 1 of 1

Independence Day is celebrated in the United States on which date?

- July 4th
- December 25th
- August 10th
- April 2nd

**Keyboard Shortcuts**  
During the exam selecting this will allow you to view what keyboard shortcuts are available to use.

**NEXT**

FLAG

INDEX

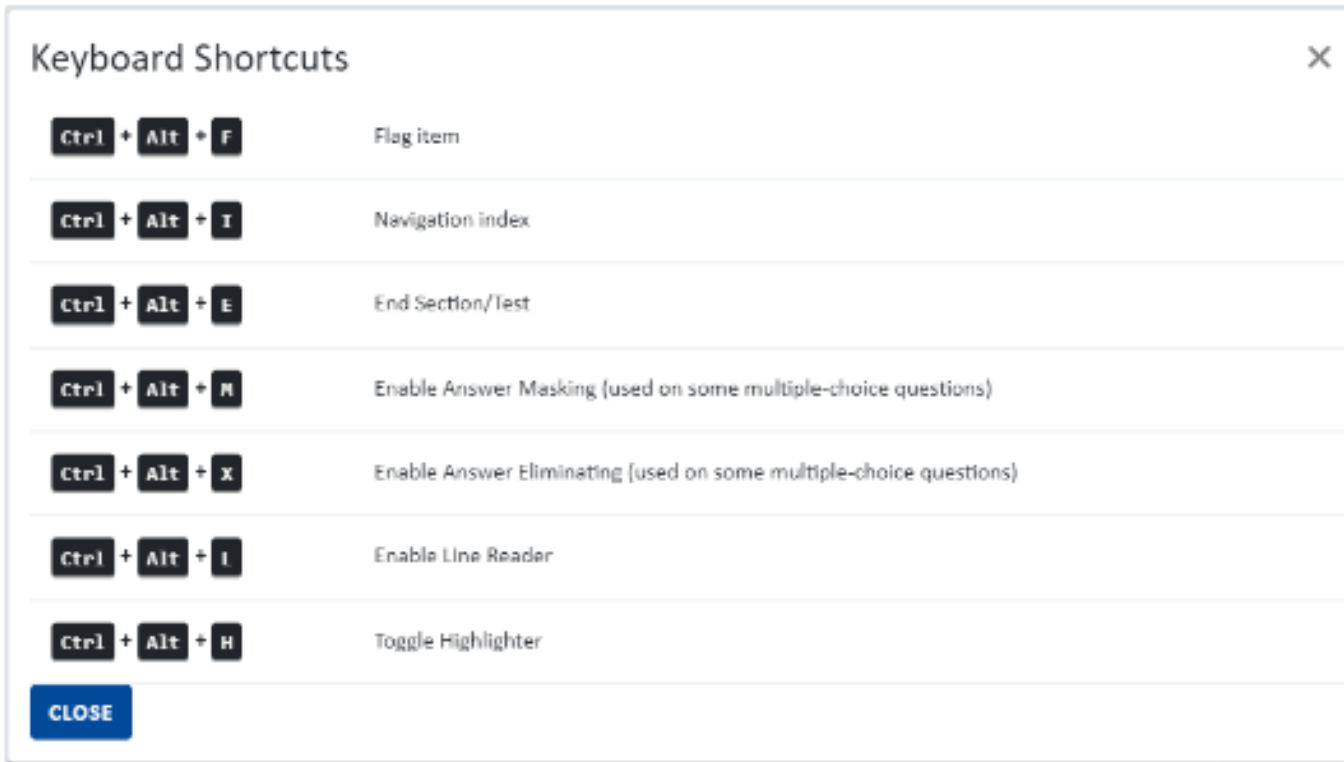
SCENARIO

REFERENCES

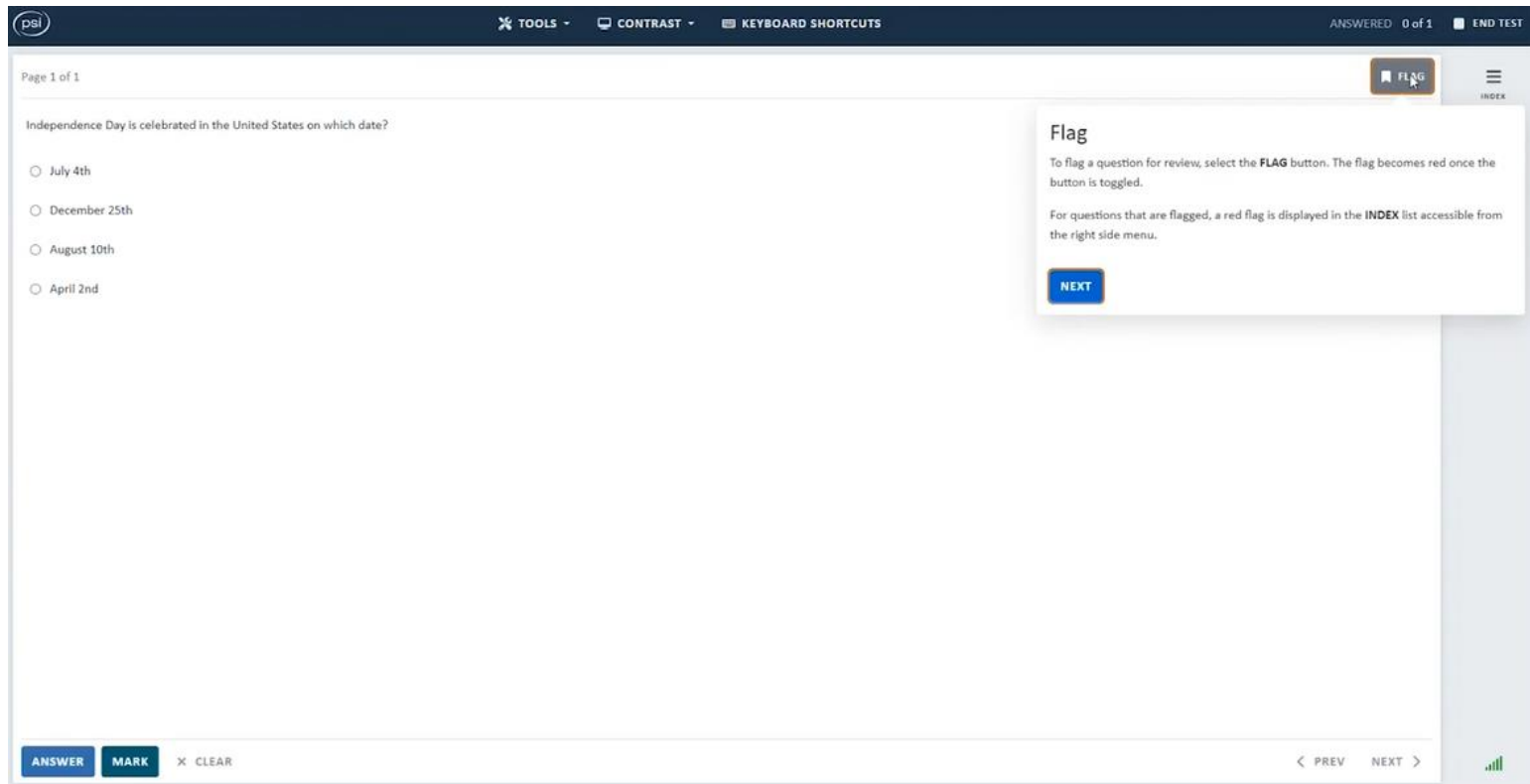
MARK VIEW

ANSWER MARK X CLEAR

< PREV NEXT >



The “**Keyboard Shortcuts**” menu, located at the top of the menu, will allow you to view what keyboard shortcuts are available are available in your exam.



The “**Flag**” option allows you to flag a question to mark it as relevant, the flag becomes red once the toggle is enabled with a red flag displayed in the index list, accessible from the right-side menu.

Questions are marked as answered only if the “**Answer**” button has been selected. Questions that are flagged will be displayed with a red flag to notice them in the Index.

Page 1 of 1

Independence Day is celebrated in the United States on which date?

- July 4th
- December 25th
- August 10th
- April 2nd

### Scenario

A scenario may be available for you to view within one or more questions in your exam.

The **SCENARIO** button allows you to view the information you need to answer the question.

**NEXT**

INDEX

SCENARIO

REFERENCES

MARK VIEW

ANSWER MARK X CLEAR

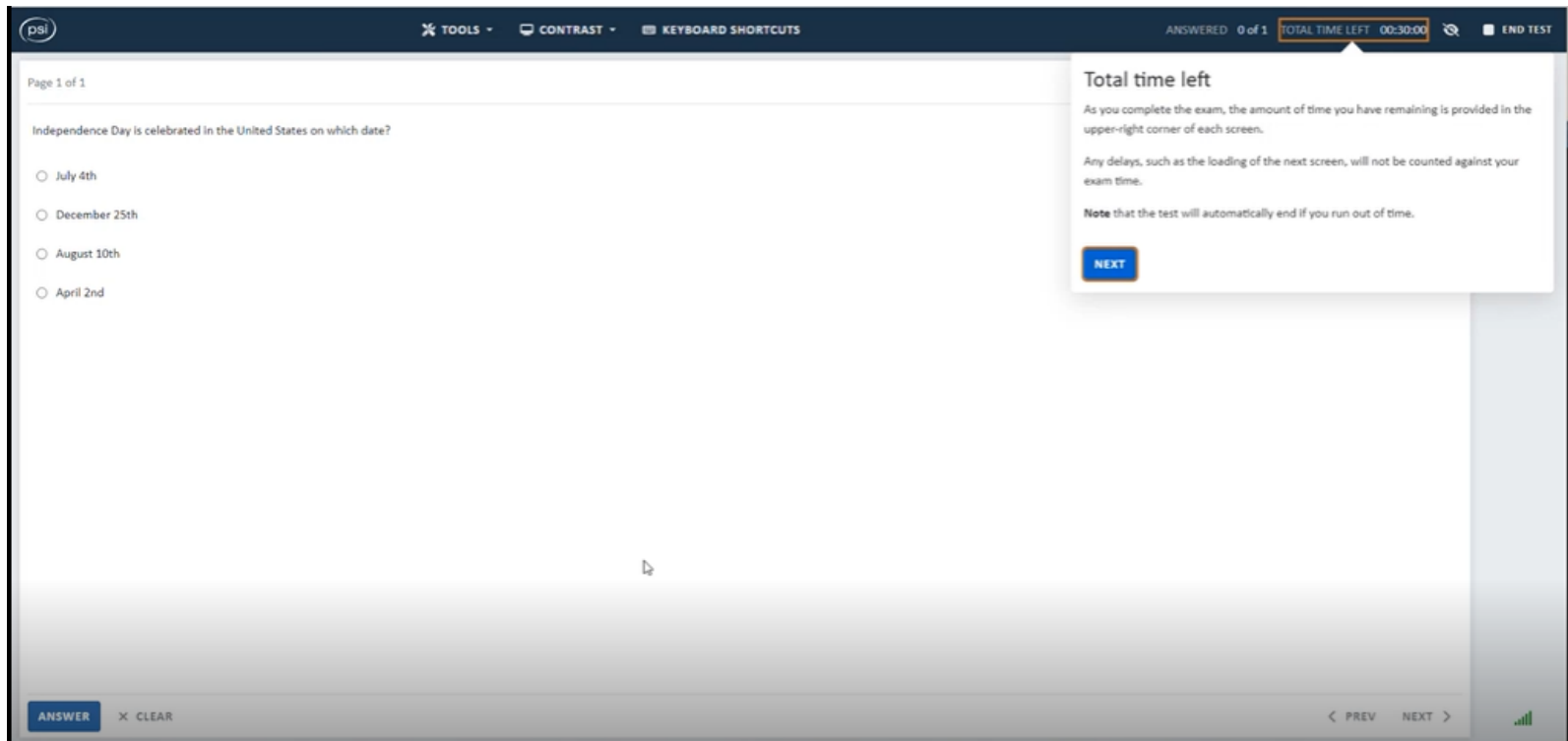
< PREV NEXT >



The screenshot displays a PSI exam interface. At the top, a dark blue header contains the PSI logo, navigation options for 'TOOLS', 'CONTRAST', and 'KEYBOARD SHORTCUTS', and a status bar indicating 'ANSWERED 0 of 1' and an 'END TEST' button. The main content area shows a question: 'Independence Day is celebrated in the United States on which date?' with four radio button options: 'July 4th', 'December 25th', 'August 10th', and 'April 2nd'. A 'References' panel is open on the right, containing text about reference materials and a 'NEXT' button. A vertical sidebar on the far right includes icons for 'INDEX', 'SCENARIO', 'REFERENCES' (which is highlighted), and 'MARK VIEW'. At the bottom of the question area, there are 'ANSWER', 'MARK', and 'CLEAR' buttons, along with 'PREV' and 'NEXT' navigation arrows and a signal strength indicator.

Depending on the configurations by your Test Sponsor, you may be able to view the “[Scenarios](#)” and “[References](#)” options. When available, they will appear as an option for you to select.

The “[Scenario](#)” button allows you to view the information you need to answer the specific question you are in. The “[References](#)” button allows you to access reference materials that are available for you one or more questions in your exam.

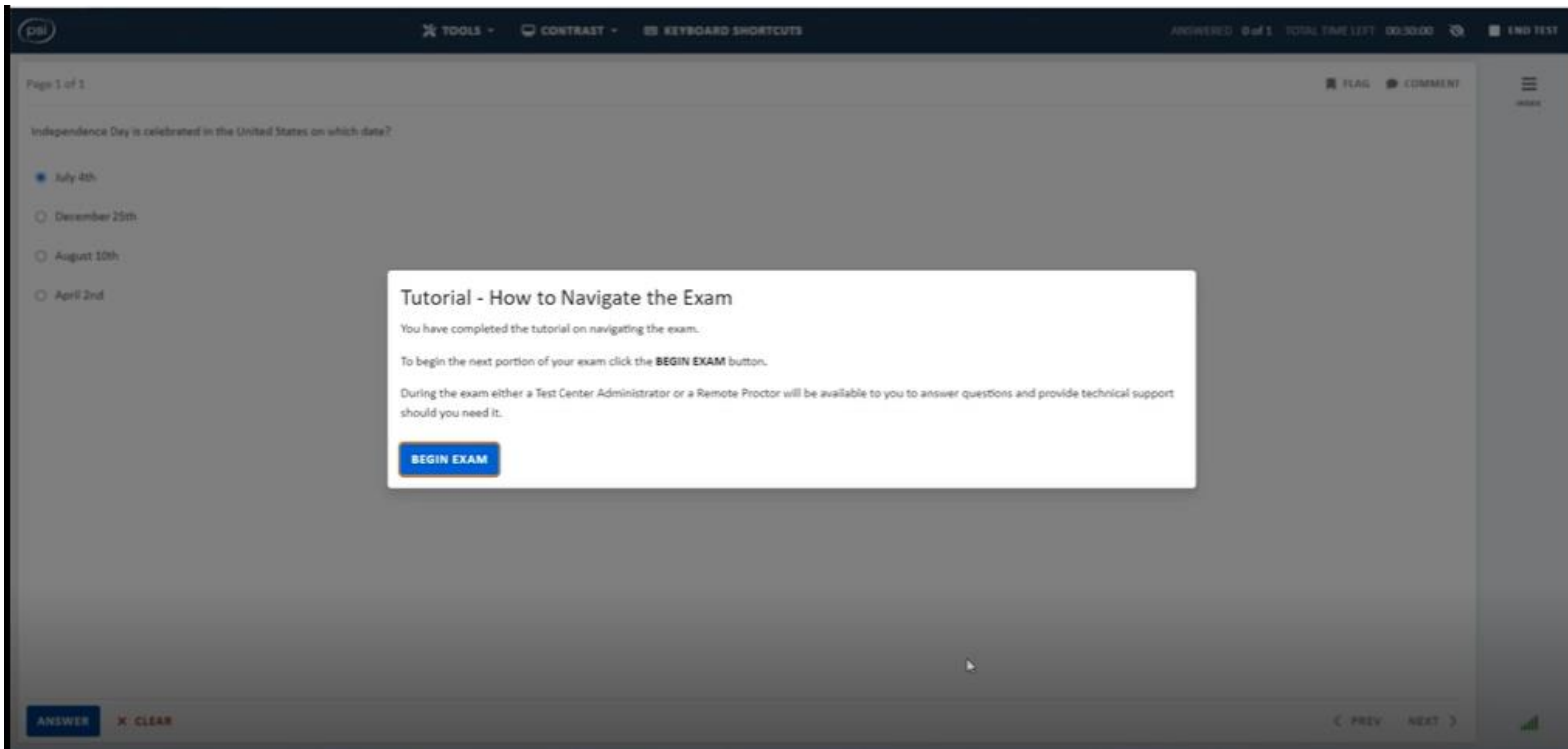


When available in your Test Sponsor configurations for your exam, you will be able to see a **countdown** and **answer tracker** on the upper right-hand corner of the screen, where you will see how much time you have left for your exam and the number of answers you have marked as compared to the total number of questions to be answered.

The screenshot displays a PSI exam interface. At the top, there is a dark blue header with the PSI logo on the left, and navigation options: 'TOOLS', 'CONTRAST', and 'KEYBOARD SHORTCUTS'. On the right side of the header, it shows 'ANSWERED 0 of 1' and a red 'END TEST' button. Below the header, the main content area shows 'Page 1 of 1' and a question: 'Independence Day is celebrated in the United States on which date?'. There are four radio button options: 'July 4th', 'December 25th', 'August 10th', and 'April 2nd'. At the bottom of the main area, there are buttons for 'ANSWER', 'MARK', and 'CLEAR'. On the right side, there is a vertical sidebar with a 'MARK VIEW' button. A white dialog box titled 'End Test' is overlaid on the right side of the screen. It contains the following text: 'To end the test you must click the **END TEST** button in the upper right corner of the screen. You will be provided with the opportunity to either return to the exam or end the exam. Once you have confirmed that you are ending the exam you **CANNOT** go back to change any of the answers.' Below this text is a blue 'NEXT' button.

To use the end to end the test, you must click the “**End Test**” button in the upper right-hand corner of the screen. When you click it, you will be provided with the opportunity to either return to the exam or end the exam.

**Please bear in mind that once you have confirmed that you are ending the exam, you cannot go back to change any of the answers.**



You have completed the main tools and options of the test tutorial on how to navigate your exam. To begin your exam, click the “**Begin Exam**” button.

During your exam, either a Test Center Administrator or a Remote Proctor will be available to you to answer questions and provide Technical Support should you need it. **We wish you every success!**