



examEngine **Help**

Using the examEngine

You can use the exam aid to study for an exam or to test yourself by sitting a simulated electronically delivered exam.

The exam aid is divided into three modes: Study, Practice, and Review. You can switch between the modes by opening a tab (see figure 1.0), or by using a keyboard shortcut. By default, the examEngine opens in Study mode.

NOTE: To use keyboard shortcuts to invoke commands or to navigate, please select Shortcuts from the View menu, or see the list of keyboard shortcuts on page five of this Help file.

You can customise the exams delivered in Practice mode by using the options in the Settings tab. For example, you can increase the number of questions delivered, or raise the passing score, or decrease the allotted time to make an exam more difficult.

NOTE: Settings cannot be changed while an exam is in progress.

Making a Start

After launching the examEngine, either accept the default Study mode or change to Practice mode (figure 1.0).

Study Mode

In Study mode, you can do the following:

- Work linearly through all of the modules or one by one
- View an answer on demand
- View an extended answer on demand
- View module Summary on demand
- View hyperlinked Help pages
- Rotate the multiple choices
- Flag and view flagged questions
- Skip and view skipped questions
- Add a note to a question
- View a single note or all notes

Navigating

To study the modules linearly, accept the default module and click the Next/Previous buttons.

To study a particular module, choose one from the Select Module menu.

Previewing Answers

To preview an answer, click the Answer button (not available in Practice mode). Clicking Answer will also reveal a relevant hyperlink from the corresponding application's Help file. Double-click the hyperlink to open the page in your browser (Internet connection required).

Flagging Questions

To flag a question, click the Apply Flag button (it toggles). To clear a flag, click the Clear Flag button. To clear all flags, select Clear All Flags from the View menu.

Sorting Questions

To sort questions, use the View menu (figure 1.0). You can view all, flagged or skipped questions.

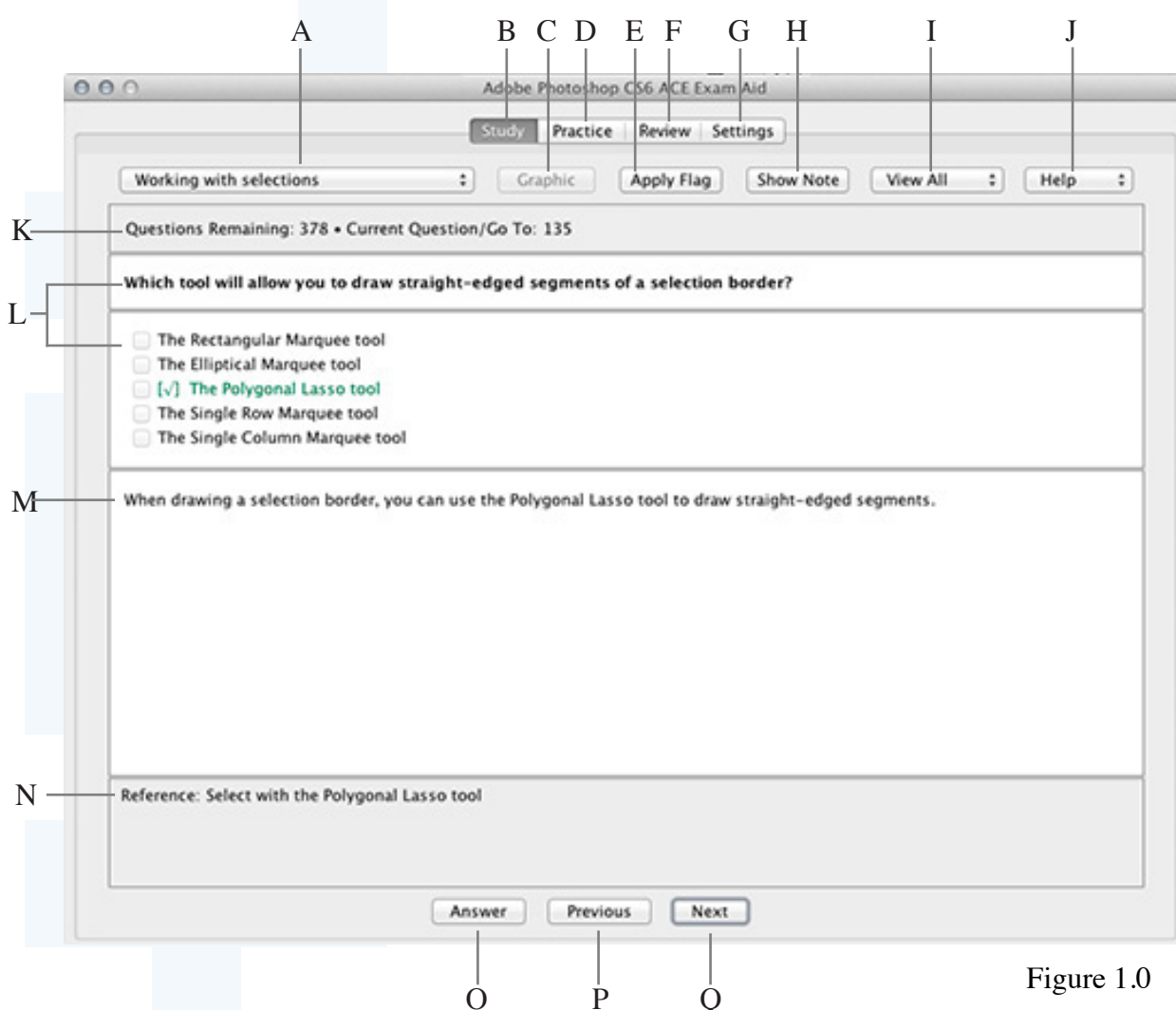


Figure 1.0

A. Module selector **B.** Study mode **C.** View graphic **D.** Practice mode **E.** Apply / Clear flag **F.** Review mode **G.** Settings **H.** Add/Show note **I.** View options **J.** Help / Tips & Tricks / About / Updates **K.** Questions remaining / Current question / Go to question (click to input value) **L.** Question and choices panes **M.** Extended answer pane **N.** Reference hyperlink **O.** Show answer **P.** Go to previous **Q.** Go to next

Custom Notes

To attach a note to a question, click the Add Note button and then save it. When a question has a note attached, the button changes to Show Note.

To see all notes, select View All Notes from the View menu. To clear all notes, select Clear All Notes from the View menu.

Rotating Choices

To rotate the multiple choices, select Rotate Choices from the View menu.

Clearing Checkmarks

To clear all checkmarks in Study mode, choose Reset from the View menu (this cannot be undone).

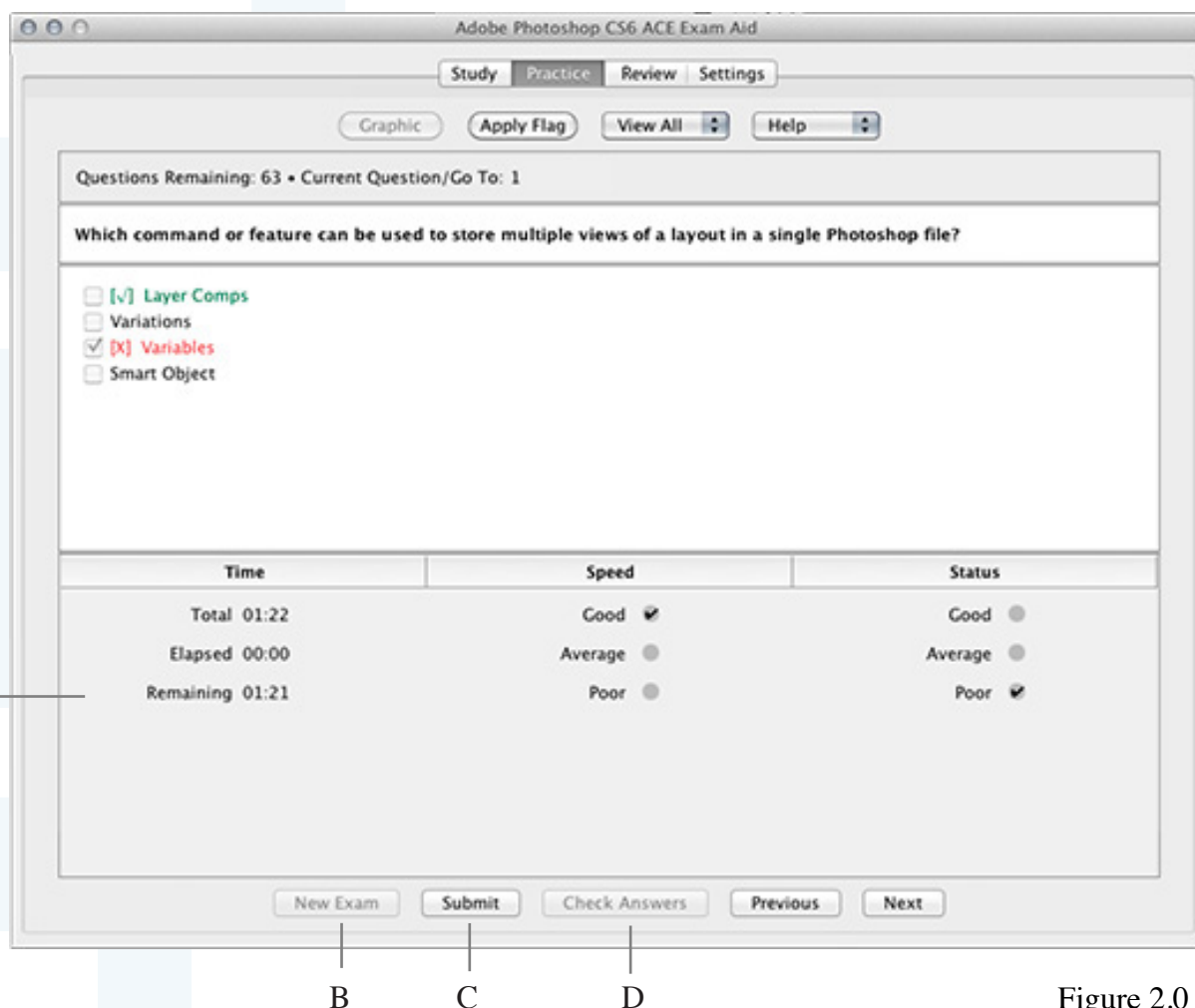


Figure 2.0

A. Countdown clock, exam speed and status **B.** New exam **C.** Submit exam and view score
D. Compare exam answers

References

The hyperlinked page(s) listed below the extended answers (Study and Reference modes only) have been selected from the corresponding application's Help file, or community help. You can view the pages for further study, should you require it. To view, double-click the hyperlink to open the page in your default browser (Internet connection required).

Review

The Review mode shows the question, choices, extended answer and hyperlinks in one windows. You can use it to refresh your knowledge without having to click the Answer button.

Practice Mode

Having absorbed the extended answers and the hyperlinked pages in Study mode, you can test yourself under a simulated exam environment by switching to Practice mode (figure 2.0). To switch modes, click the Practice tab.

In Practice mode, you can do the following:

- Test yourself in a simulated official test-like environment
- Create unlimited exams based on the questions in the study section
- Select/deselect the modules you wish to include/exclude in the exam
- Specify the maximum number of questions you wish to answer
- Increase or decrease the exam duration
- Increase or decrease the passing score
- Skip or flag questions and answer them subsequently
- Rotate the multiple choices
- Check the exam results and view the passing score
- Compare your answers against the correct answers

Creating Custom Exams

In Practice mode, you can specify which modules to include/exclude in the exam, how many questions to include from the selected module (double-click a value in the Questions column, change value and then click anywhere in the window), the time allotted to complete the exam, and the passing score.

Ending an Exam

Click the Submit button to end the current exam and to view your passing score. After submitting an exam, you can compare your answers against the correct answers by clicking the Check Answers button.

Starting Another Exam

You can sit as many practice exams as you like. Each time you click the New Exam button, the examEngine delivers a fresh exam by randomly selecting questions from the pool available in Study mode.

What's New

The What's New (Recertification) module includes questions based on the new features. You

NOTE: The questions contained in the What's New (Recertification) module are also included in other modules. The module is excluded by default from Practice mode.

| Keyboard Shortcuts | | |
|--------------------|------------------|-----------------|
| | | |
| Command | Windows | Mac OS |
| Study | Ctrl+S | Cmd+S |
| Practice | Ctrl+P | Cmd+P |
| Review | Ctrl+R | Cmd+R |
| Settings | Ctrl+T | Cmd+T |
| Next | Ctrl+Right Arrow | Cmd+Right Arrow |
| Previous | Ctrl+Left Arrow | Cmd+Left Arrow |
| Answer | Ctrl+Enter | Cmd+Return |
| Graphic | Ctrl+G | Cmd+G |
| Summary | Ctrl+Y | Cmd+Y |
| View Shortcuts | Ctrl+K | Cmd+K |
| Apply Clear/Flag | Ctrl+F | Cmd+F |
| Clear All Flags | Ctrl+Shift+F | Cmd+Shift+F |
| Add/Clear Note | Ctrl+O | Cmd+O |
| Clear All Notes | Ctrl+Shift+O | Cmd+Shift+O |
| View All Notes | Ctrl+E | Cmd+E |
| Rotate Choices | Ctrl+I | Cmd+I |
| Submit Exam | Ctrl+M | Cmd+M |
| New Exam | Ctrl+N | Cmd+N |
| Help | F1 | Cmd+/' |
| Updates | Ctrl+U | Cmd+U |
| Exit/Quit | Alt+F4 | Cmd+Q |

TIP: Select View Shortcuts from the View pop-up menu to see above list.

