

Institutional Program: Examination Procedures

Test taking procedures and important matters you should bear in mind

Entry into test screen

- Enter your Examinee ID and Password on the login screen of the exam site to enter into My Page screen.
- Run the programs displayed on My Page in order of Demonstration, Questionnaire and FASS Test Institutional Program.

How to proceed with menus

- By clicking the START button, downloading of the examination question set will start. As the download may take a long time depending on your Internet connection, please be patient until the test session starts and do not click the START button more than once.
- Once the session starts and the **first** test question is displayed, a countdown of the time remaining will begin.
- You can answer a question by selecting and clicking the radio button of the answer option that you think is correct. After you have answered a question, click the NEXT button to proceed to the next question.
 - * For the details on navigating through the test screen, please see “Navigating through the Test Screen” on the next page.
- When you click the FINISH button, the test session will be re-connected to the network in order to start marking your answers. So please wait for a while until the result is displayed on the screen.

Important Matters

- If you discontinue the ongoing session by closing the browser or other methods, your answer will not be marked and you are considered to have “aborted” the ongoing session but to have taken the test once. You cannot restart taking the test.
- If you click the START button again during the test, such a conduct will be regarded as cheating and the new test will be reloaded while the ongoing session will be treated as an “aborted” transaction.
- You are not allowed to take away the test questions and answers by transcribing or taking pictures.
- You are neither allowed to refer to books and notes, nor allowed to consult with others.

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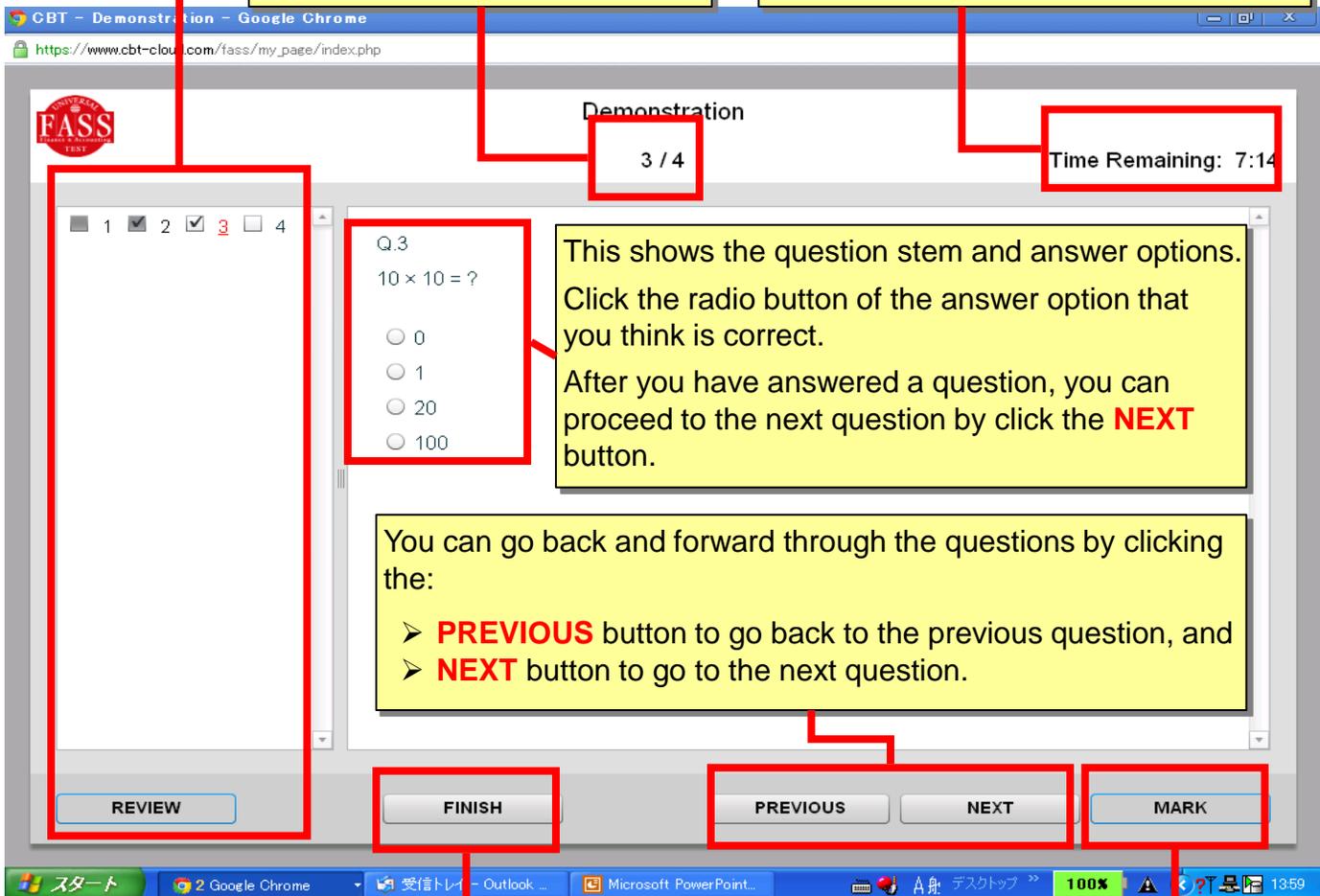
Navigating through the Test Screen

By clicking and re-clicking the **REVIEW** button, you can show/hide your answer status to check how you have answered the questions so far.

- The question number of the question currently shown on the screen is displayed in red color.
- indicates that the question is unanswered.
- indicates that the question is answered.
- indicates that the question is marked.

This shows you the number of the question you are answering.

This shows you how many minutes and seconds are left before the time is up.



This shows the question stem and answer options. Click the radio button of the answer option that you think is correct. After you have answered a question, you can proceed to the next question by click the **NEXT** button.

You can go back and forward through the questions by clicking the:

- **PREVIOUS** button to go back to the previous question, and
- **NEXT** button to go to the next question.

Click this button when you finish the test. Please be noted that once you finish the test, you cannot return to the session.

If you wish to return to this question later, click this button so that it is check marked () in the **REVIEW** window.