Yardstick

Assessment Strategies
Stratégies en évaluation

Computer-Based Testing Tutorial Guide

("CBT Tutorial Guide")

Information for Test Writers

Introduction

Background Information

Yardstick Assessment Strategies Testing System
Computer-based examinations will be delivered by way of Yardstick Assessment Strategies (YAS) testing and measurement software, featuring YAS's test driver on servers hosted in Canada.

YAS's Computer-Based Testing Tutorial (CBT Tutorial)
A short CBT tutorial is available to test writers. The purpose is to familiarize test writers on how to take a CBT test by way of YAS's test delivery system. A test writer needs no special computer skills, except the ability to use a mouse to navigate on a screen. How to access YAS's CBT Tutorial and features of YAS's test delivery system are described below.

> You are strongly encouraged to take the CBT tutorial in advance to become familiar with the computer-based test experience and to become comfortable with the CBT navigation features.

YAS Support

If you experience any difficulties accessing the CBT tutorial, please contact YAS's support line.

> **Yardstick Assessment Strategies**
> Phone: 1-888-900-0005, Press Option "1"
> Email: support@yas.getyardstick.com
>
> Business Hours:
> Monday through Friday from 8:00am to 7:00pm Eastern Time Zone
>
> *This support information is for difficulties regarding YAS's CBT tutorial only.*
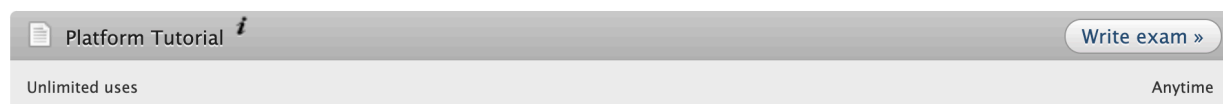
Login

Step 1: Go to HCA Directory Profile; Click on the Exam Launchpad radial button on your profile to access exams.

Step 2: Click on the Link that provides you authorization to access the exams, if you are having issues, please contact CLPNA for additional support.

Step 3: Access the tutorial exam
Once you have logged in, you will see the 'available examinations' on your screen. You will now be able to click "Write Exam" on the Exam Platform Tutorial. You can take this tutorial exam as many times as you wish as there are no use restrictions.
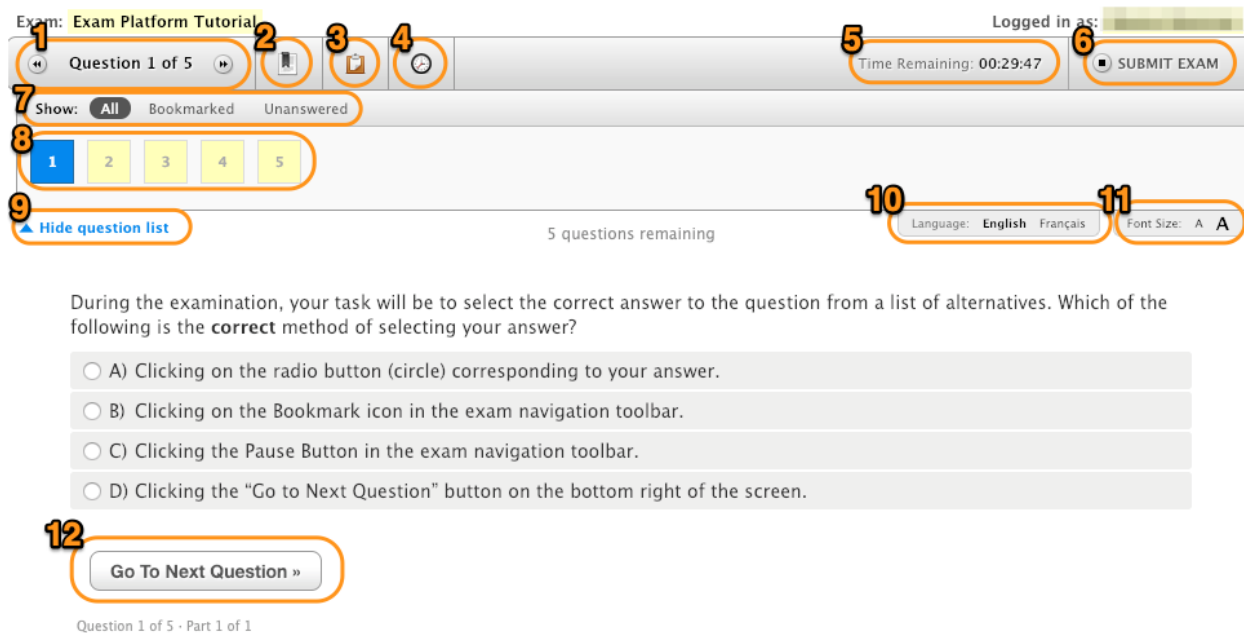

Beginning the Exam

Upon clicking "Write Exam" to begin the tutorial, you will be prompted to a full screen window which explains this assessment and its intent. You must click the acknowledgement section in order to proceed.

Once this is selected, the time limit and "Start Exam >>" button will appear. When you are ready, you can begin the tutorial exam.
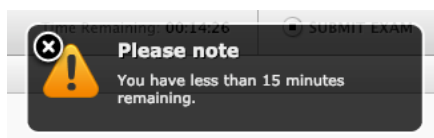
Exam Interface Features

Below is a description of each numbered feature in the screen shot above:

1. **Current question display:** this will show you which question number you are currently on as well as the total number of questions available.

2. **Bookmark Ribbon**: here you can bookmark a question using the ribbon. When selected, the question number in the question display box will then have a red ribbon displayed over top so you can easily refer back to questions as needed.

3. **Clipboard/Online Notes**: this is used as an online scrap paper function. You can type in notes or information pertaining to each question and come back to it later for reference. Each piece of information is stored with that particular question, it does not carry over to the next.

4. **Clock Icon:** this is used to hide the time remaining countdown clock. You can click this again to bring the countdown clock back.

5. **Time Remaining Countdown clock**: this will display the amount of time remaining on your assessment. This will begin at the full time allotment and begin counting down towards 0:00:00. Once the timer runs out, the assessment will automatically submit.

6. **Submit Exam button**: once you are ready to submit your answers, click this button to submit the assessment.

7. **Question status display:** here you can choose which question boxes appear in the question box area. You can choose to show all questions, all bookmarked questions, or all unanswered questions.

8. **Question display box**: here is where all questions will be shown. Boxes with a Yellow colour and grey outline are 'unseen'; boxes with a Yellow colour and a black outline are 'seen' but 'unanswered'; boxes that are white and a black outline are 'seen' and 'answered'. You can click on a question box to quickly jump to that question as well.

9. **Hide Question list**: clicking this button will hide the Question display box. Click this again to re-display the question boxes.

10. **Language Toggle**: here you can choose which language you wish to have the question displayed in. If an alternate language is available, it will be displayed here. You can go back and forth between languages as needed.

11. **Font Size Toggle**: Here you are able to increase or decrease the font size. There is no limit to how large or small you can make the font.

12. **Go To Next Question button**: here you can quickly move to the next question in order.

As you get closer to the end of the allotted examination time, a time remaining pop-up window will appear. This is to ensure candidates are aware of the time limit remaining and can be removed by clicking the X.

Exam Completion

Upon Submission of the tutorial examination, you will be given a brief summary of your points, results, and score. Following that, you will see all questions displayed with the answer selection you chose, points given for correct or incorrect, as well as the correct answer for that question.

EXAM REVIEW

Summary

Exam	Exam Platform Tutorial
Started	December 19, 2018 at 01:06 PM (EST)
Finished	December 19, 2018 at 01:13 PM (EST)
Points	5 / 5
Score	100.00%
Result	Passed