# CERTIPORT

A PEARSON VUE BUSINESS

## IC3 GS5 (Office 2016) Exam Tutorial

#### **Key Applications - Compass**



# Welcome, Test Candidate

### **Key Applications**

Maximum exam time: **50 minutes** Number of exam questions: **45** 

Minimum score required to pass exam: 700



Tools -

Start Exam

#### Key Applications

- · This exam has 45 questions.
- The maximum exam time is 50 minutes.

#### Exam Process

The exam experience follows this process:

- 1. Tutorial. The tutorial (this page) provides helpful information about the exam environment. Read the tutorial carefully. When you are ready to begin taking the exam, select Start Exam.
- 2. Exam Questions. The exam timer starts and the questions appear. You can move forward and back through them, answer them, and mark them for review or feedback.
- 3. Exam Summary. The exam summary indicates the questions you have answered, not answered, marked for review, and marked for feedback. You can review and change your answers. The exam timer stops and your answers are submitted when you select Finish Exam.
- 4. Feedback. You can leave feedback about the exam and individual items. When you finish leaving feedback, select Exit Exam to display your score report.

#### **Exam Interface and Controls**

Each page of the exam has three panes.

Ques	tion 2 of 45	Time Remaining	00:42:52	
You	u are purchasing a new iPhone.			
You	u need to select the phone that weighs the least.			
Wh	nich model should you choose?			
	iPhone X iPhone 8			
0	iPhone 7 iPhone 6s			
Canton	nener Mark for Daview - Mark for Fredhads - Tesla			
Go to Sur	mmary Mark for Review Mark for Feedback Tools 🔻	Back	Next	

- 1. The Information pane at the top of the page shows the current question number, the total number of questions, and the remaining exam time. The progress bar fills to indicate the percentage of questions answered.
- 2. The Content pane in the center of the page contains the question and answer options.
- 3. The Navigation pane at the bottom of the page contains the following commands for moving through the exam.
- Go to Summary Displays the Exam Summary page that shows the questions you've answered, marked for review, and marked for feedback.
- Mark for Review Flags the question to indicate that you want to return to it before you finish the exam.
- Mark for Feedback Flags the question to indicate that you want to leave feedback about it.
- Tools Tools Displays a menu of commands that allow you to access exam environment instructions or change the color scheme. Other tools, such as a calculator or reset button, might be available for the current question.
  - Back Saves your response and moves to the previous question.



Saves your response and moves to the next question.

Finish Exam

Submits your answers, stops the exam timer, and moves to the exam feedback stage.

#### **Reviewing Questions**

The Exam Summary appears after the final exam question. You can also move to this page by selecting Go to Summary from any question.

The Exam Summary indicates the questions you have answered, not answered, marked for review, and marked for feedback.

Exam Summary		Time Remaining 00:20:50		
Select any category column heading or icon to return to items in that category	e			
Question 1	Answered 27	Unanswered 12	Review	Leave Feedback
The are reading a fractificating lag for a small company that same .	1	12	5	3
2 You and creating a companier senser of a busht age for a france arts if .				
3 The Russiantin Josef Jakes gain Anali, dour for it only caroling				
4 Burng write load, pro solution for plant colleg competition for .	~			~
5 No. are arting a game that allow you to gam a decument that can .	~		~	~
6 is can meeting agency free provide trade comage for a said tracking .				

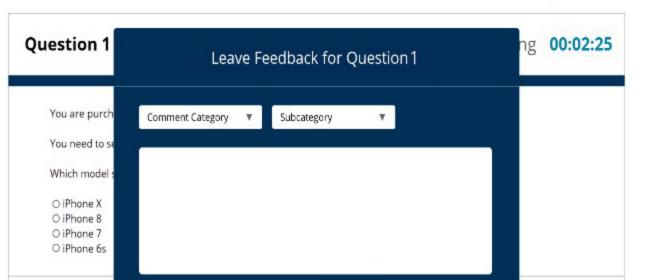
#### On the Exam Summary page:

- 1. Select any question to return to that question.
- Select the Answered, Unanswered, Review, or Leave Feedback category heading or icon to return to the set of questions in that category. You can review and modify your answers, clear the review flags, and mark items for feedback. The exam timer runs until you select Finish Exam. You will have the opportunity to leave feedback after you submit your answers.
- Select Finish Exam to submit your answers, stop the exam timer, and move to the feedback stage of the exam. You cannot change your answers after you finish the exam.

#### Feedback and Exam Results

After you submit your answers, you can leave feedback about individual exam items and about the exam in general. The exam team will review your feedback and use it to improve future exam experiences. You cannot change your answers during the feedback stage.

You leave feedback about individual items in Comment mode. For each item you comment on, select a comment category and subcategory. If none of the category or subcategory options applies to your comment, select Other.





When you finish leaving feedback or the feedback period ends, select Exit Exam to display your exam score report.

This is the end of the tutorial. Select Start Exam to leave the tutorial and start the exam. Your exam time begins when you start the exam.



Start Exam

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