

OCR Vocational Electronic Testing


Navigation Instructions


These instructions are to help you complete your forthcoming on-screen test. You will learn how to:

- move from question to question
- use the scroll bars to move around the screen
- use the 'Jump to' list
- select your answer
- change your answer
- end your test

The test is made up of multiple-choice questions and each question will have 4 possible answers. Of the 4 possible answers, only one is correct and the other 3 are incorrect.

To move through the test, use the 'Next' and 'Previous' buttons in the top panel.

To go to the next question click on the  button in the top panel.

To go back to the previous question click on the  button in the top panel.

A scroll bar will appear on the right-hand side of the screen if it is not possible to see the whole question at once. Use this scroll bar whenever necessary to look at the 4 possible answers and then make your choice.

When you have chosen the answer you think is correct, click in the circle to the left of your selection. The question will appear again with your chosen answer now highlighted (see below).

<input type="radio"/> sort the	<input type="radio"/> sort the
<input type="radio"/> create	<input type="radio"/> create
<input type="radio"/> insert a	<input checked="" type="radio"/> insert a
<input type="radio"/> insert a	<input type="radio"/> insert a
<u>Clear</u>	<u>Clear</u>

Click to select your answer

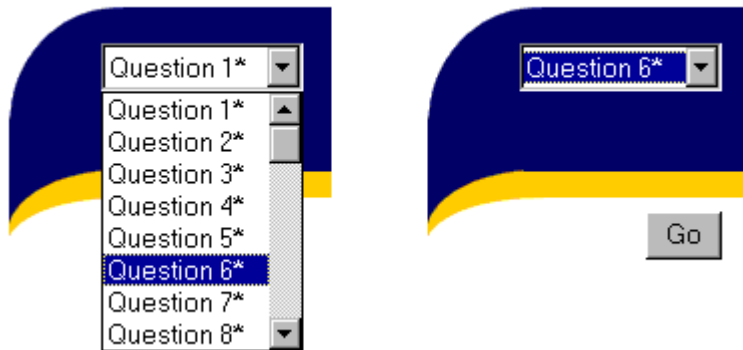
If you are happy with this answer and are ready to move on to the next question, click on the 'Next' button in the top panel.

In order to answer some of the questions, you may need to look at a diagram, table, bar charts or letters.

If you make a mistake or if you want to change one of your answers, click in the circle to the left of your new answer selection. The question will appear again with your new answer highlighted. Alternatively, you can click on the 'Clear' button (located at the very bottom of the screen) and then select your new answer.

You can answer the questions in any order by using the 'Jump to' list in the top panel.

To use the 'Jump to' list, click on the arrow to show the list of question numbers. Move the mouse to highlight the question number you want to answer. Then, click on the 'Go' button and the question you have selected will appear on the screen.




'Jump-to' list

The 'Jump to' list also shows which questions you have answered. The questions you have **NOT** yet answered will be marked with * (an asterisk).

Before finishing the test, use the 'Jump to' list to check that you have answered all the questions.

When you have finished the test and checked to make sure you have answered all the questions, click on the 'End' button in the top panel -

shown here: . You will then be asked to confirm if you intend to end the test.

If you **DO NOT** want to end the test, click on the 'No' button - you will then be returned to the same point in the test.

If you **DO** want to end the test, click on the 'Yes' button. This means that you will **NOT** be able to return to any part of the test.