ONLINE ‘WRITTEN’ TEST INSTRUCTIONS

ENTRY LEVEL TEST

JANUARY 24 & 26, 2022

Barkhamsted Fire District

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Welcome to the Test

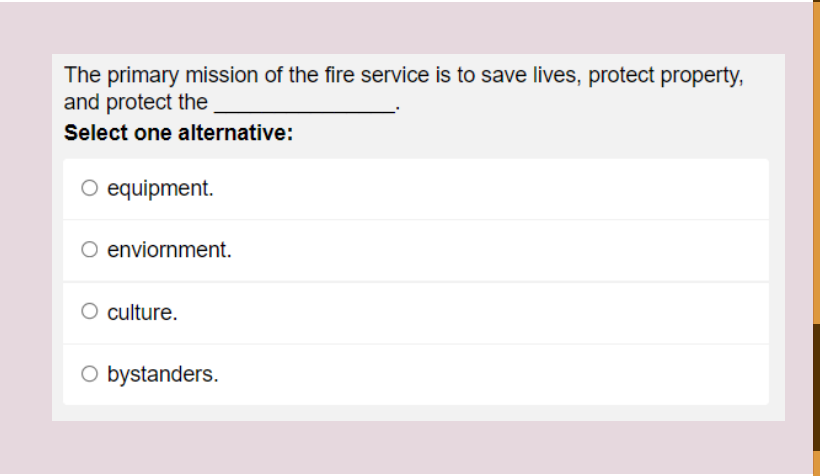
- Welcome to the Barkhamsted Fire District Entry Level Test being held January 24 & 26, 2022.
- Today is the first part – an Online 'Written' exam.
- Please follow the instructions on the following slides.
- You can watch and rewatch this video until you are comfortable and ready to start.
- Please ask the Proctors if you have remaining questions.
- The initial Overview of the Test follows



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About the Test

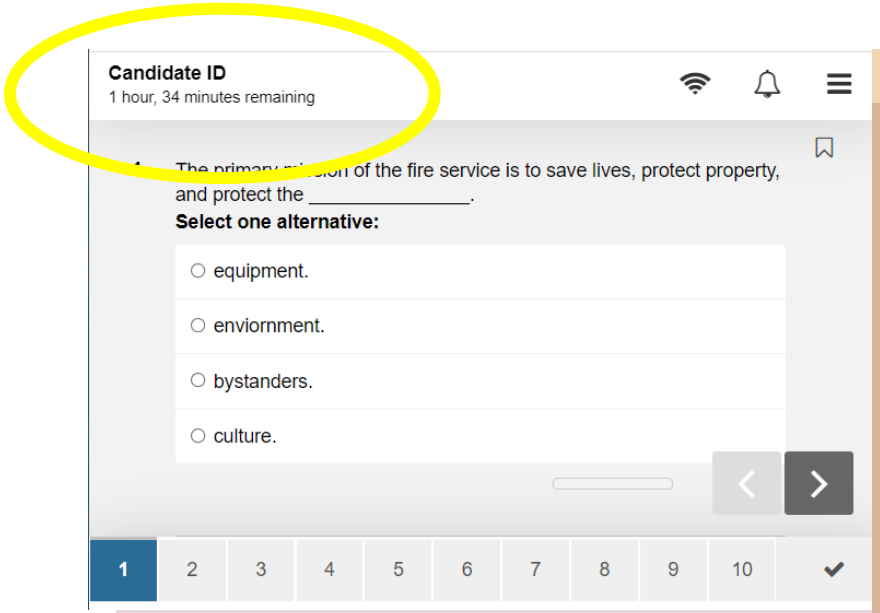
- There are 100 Multiple Choice Questions that are delivered in random order.
- Question answers are also in random order.
- *Bottom line – the question being answered by the person next to you will be different – so don't bother looking.*



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Time to Complete

- You have 2 hours to complete the exam.
- The clock starts when you begin the exam.
- A Timer in the upper left corner of the page lets you know how much time is remaining



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Scoring & Results

- Scoring is done by the computer for this section after you press ‘Submit’.
- Your total score includes the Oral Exam given on Wednesday January 26, 2022.
- Barkhamsted FD will post the final scores sometime after the Oral Exam is given.
- You will be notified when scores are available.



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Part 2 – Rules & Security



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Login Credentials

- You should have received your login credentials from the proctor when your candidate verification has been verified.
- If you do not have your login – like the picture on the slide, please see one of the proctors immediately.
- Verify that the e-mail address is yours!
- Do not use the credentials on this slide! They are for demonstration only.

Email: bfd@gmail.com

Username: **99358064**

Password: **y7vd**

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On your desk – What's allowed?

- When you signed in, you should have received a paper with your login credentials plus one (1) blank sheet of paper and a pen.
- Your testing station that includes a laptop, mouse & mousepad.
- Water or beverages in closed containers
- That's it!
- Once you have finished the exam, you must return the paper to the Proctor(s) – the pen is yours.



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What's NOT allowed?

- No smoking
- No cellphones or other electronic devices unless cleared 'in writing' with the proctors
- No cameras
- Nothing in your lap
- No bags, briefcases or other containers
- You will not be permitted to leave the testing area once the examination begins.





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On your computer | What's allowed?

- Using the testing workstation as is – no changes are allowed!
- You can watch this instructional PowerPoint
- You can click on the link to the Test
- You can take the test
- That's it

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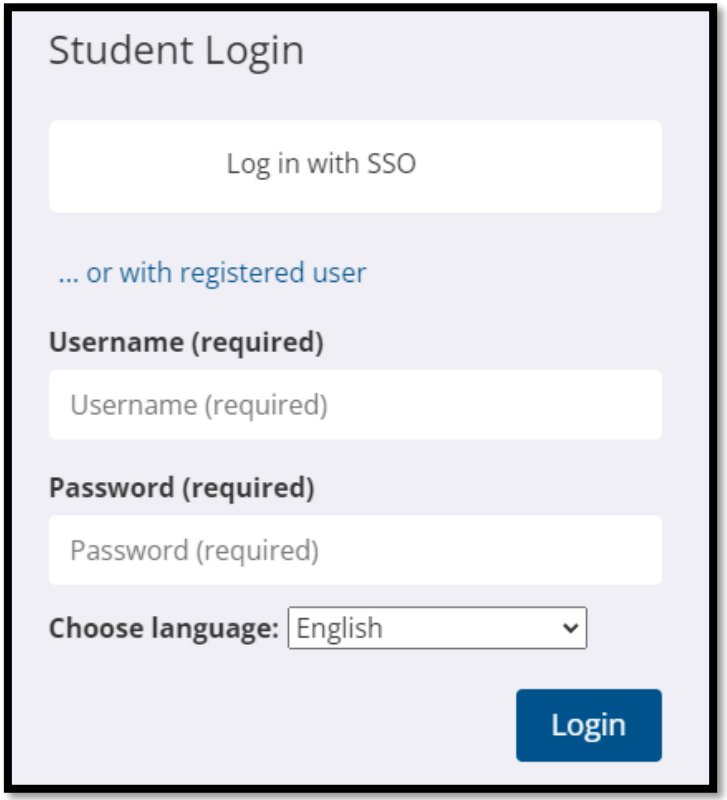
On your computer | What's NOT allowed?

- Browsing the internet
- Opening a second browser window or new tab
- No email
- Changing computer settings
- Opening any other programs
- Connecting any device to the laptop computer



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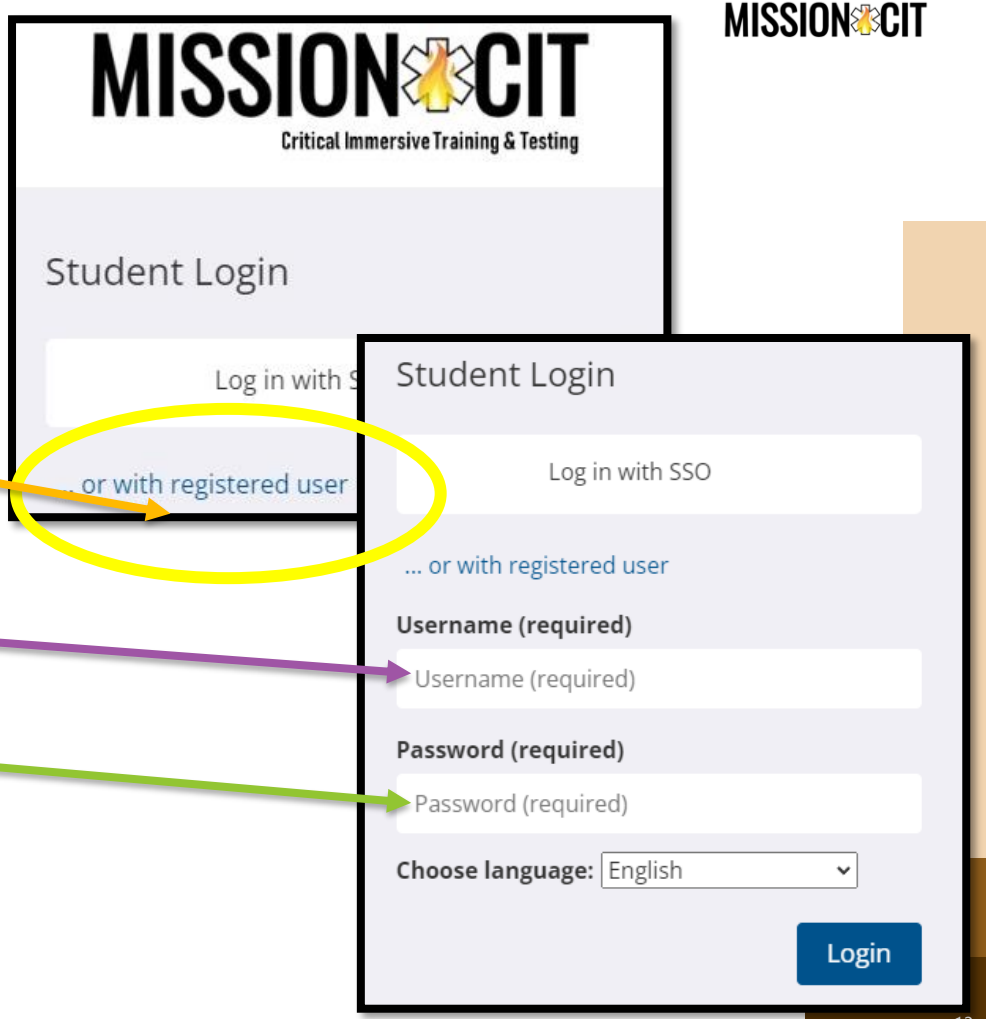
Part 3 – Logging into the Test



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How to Login

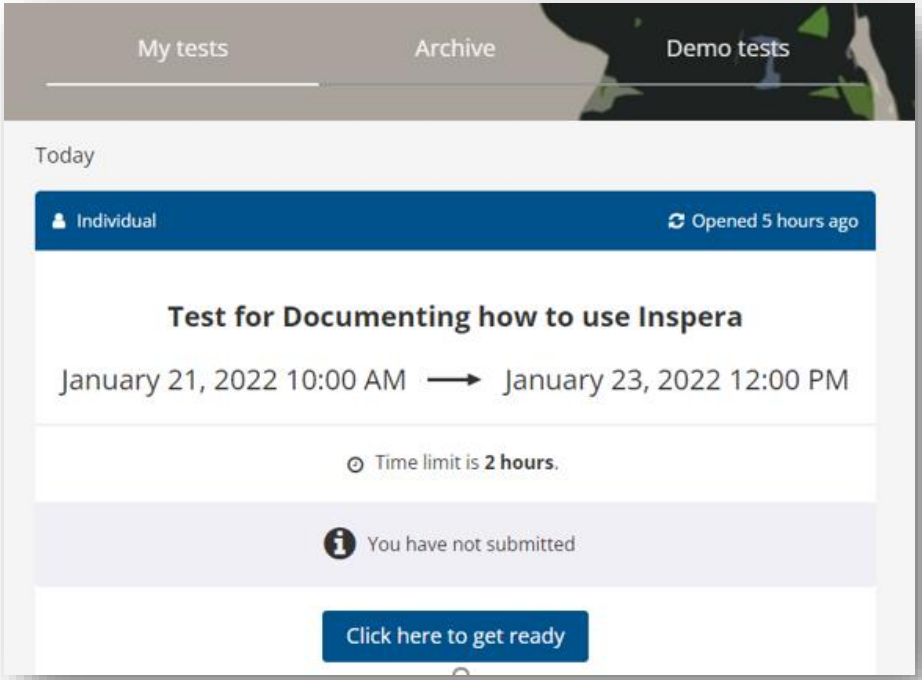
- Once you complete this PowerPoint, you will be directed to press a link that takes you to the test.
- Once there:
  - Press ...or with registered user
  - Then the full login appears
  - Enter your Username – an eight (8) number code
  - Enter your Password – a four (4) character code – that is case sensitive
  - Then press 'Login'



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After you Login | First Screen

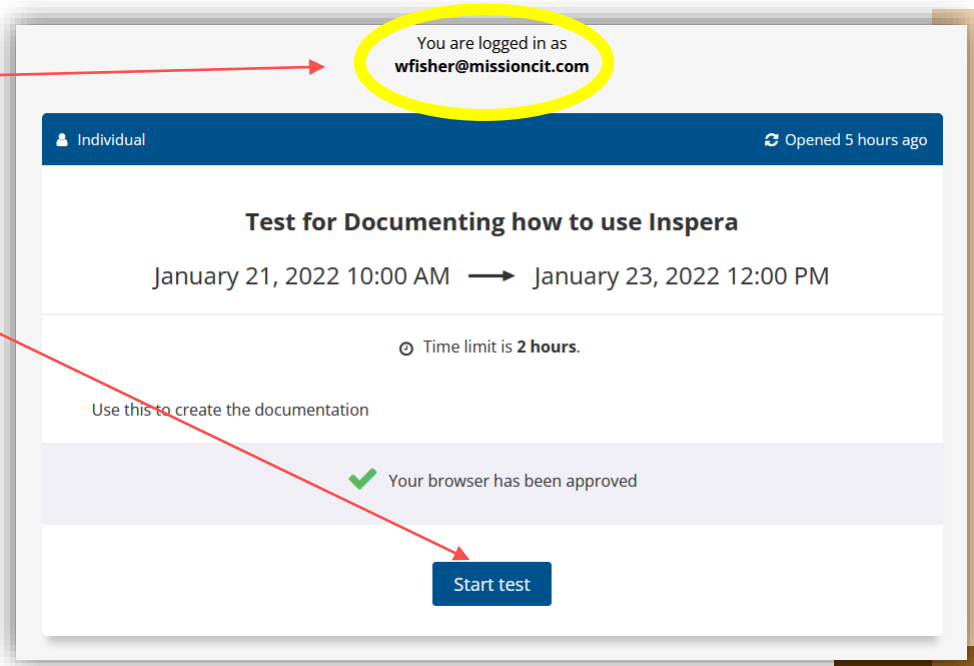
- First Screen – you will see this screen
- Press ‘Click here to get ready’
- This checks your browser and takes you to the next screen



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After you Login | Second Screen

- Make sure your email address is at the top of the screen
- When ready, press ‘Start test’
- This will bring you to the first question



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Part 4 – Test Instructions

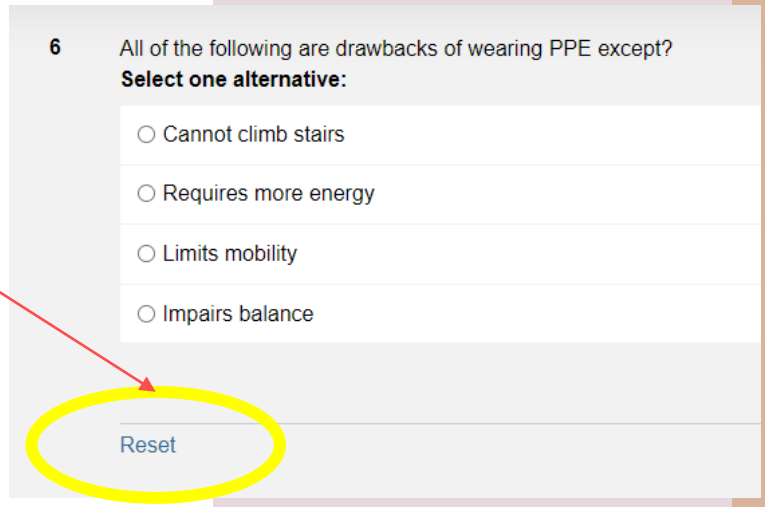


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Once in the test | On the question pages

You can:

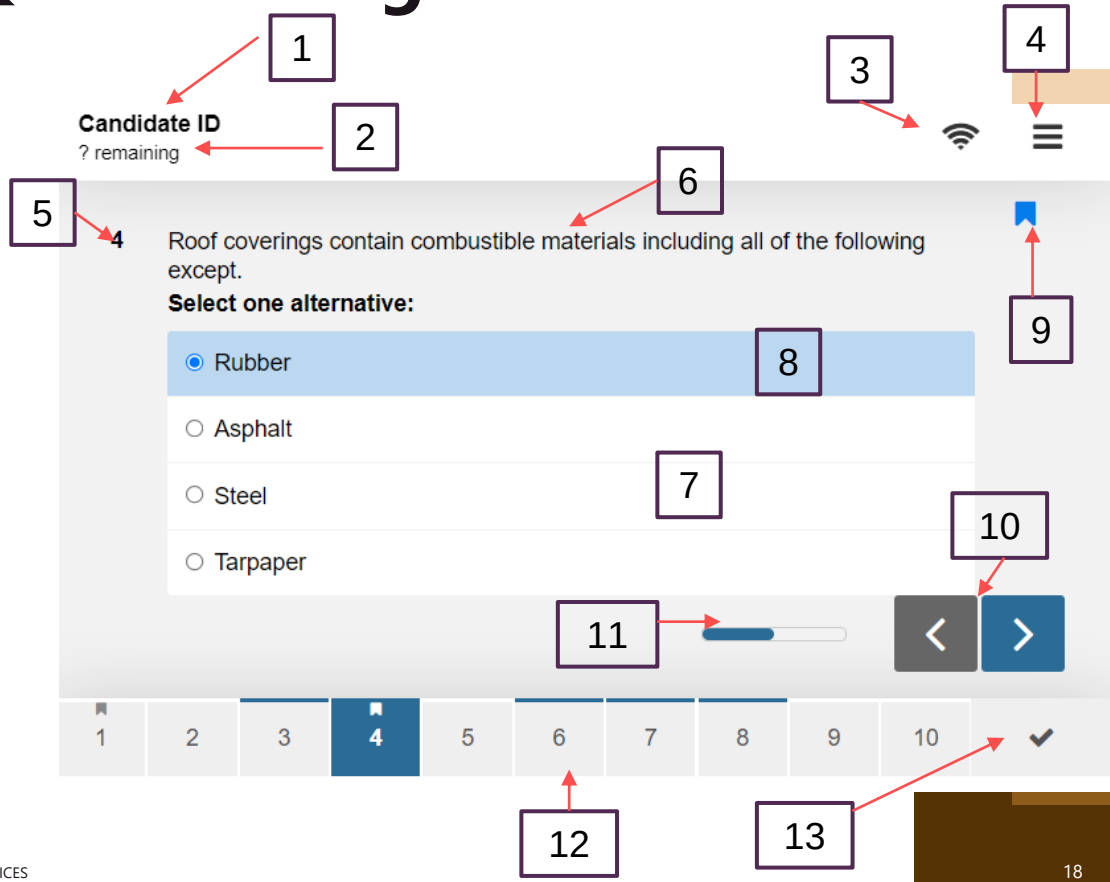
- Answer a question and go to the next one
- Skip a question and come back later
- Reset a question – removes the answer and leaves the question unanswered
- ‘FLAG’ a question to come back and review later – answered or unanswered
- Go to a summary page showing status of answered, unanswered and flagged pages
- Navigate to a specific question using the navigation bar at the bottom



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Elements on the Question Page

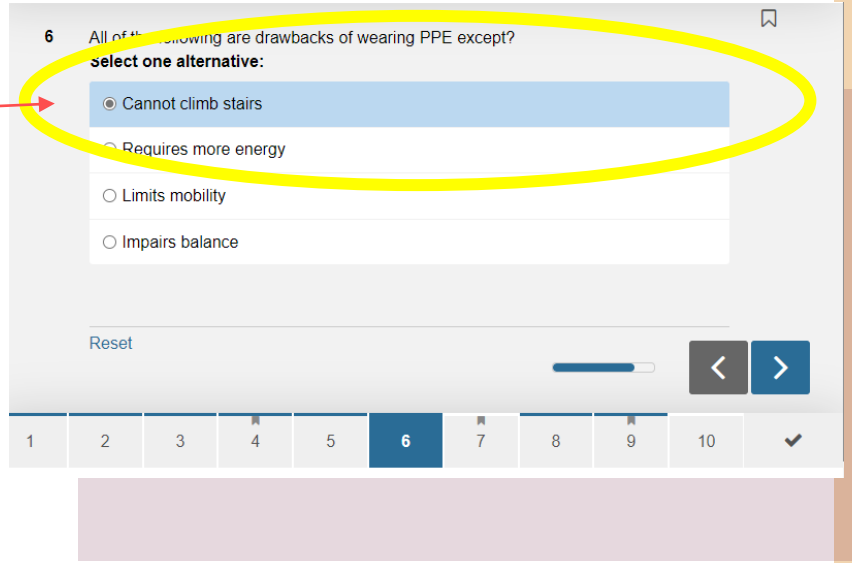
1. Candidate ID – should be yours!
2. ? Remaining – time remaining on test
3. Shows you have an internet connection
4. Options menu – you can change the font size if you like
5. Question Number
6. The question
7. The available answers
8. The answer you chose (blue)
9. Flag
10. Arrows to go forward or back a question
11. Progress bar on % answered questions
12. Navigation bar showing questions answered, unanswered and flagged
13. Checkmark – takes you to summary page – showing answered, unanswered, flagged questions



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Answering a Question

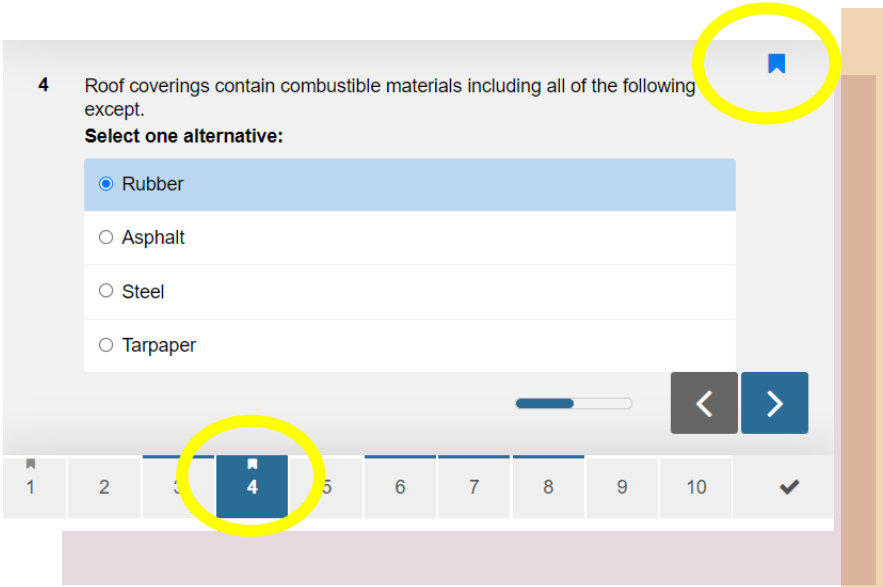
- Simply click on the answer you want
- It will turn blue
- You can press reset to clear the answer
- Pressing on another answer selects that answer
- There is only one answer allowed per question for multiple-choice questions



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Flagging a question

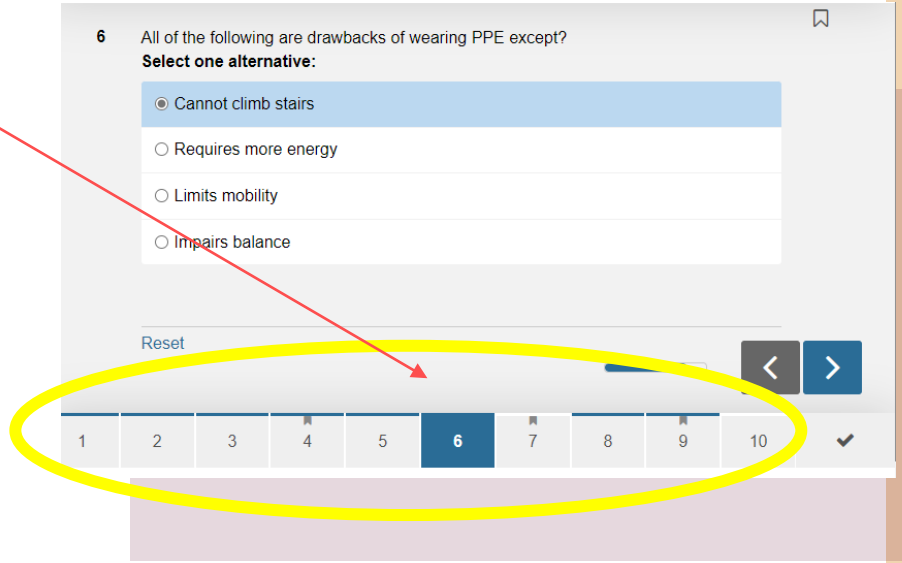
- You may want to review a question later after you have gone through the test – and before submitting your answers.
- To flag a question, click on the ‘flag symbol’ in the upper right-hand corner.
- You can still answer the question and move on.
- Notice that the question is marked as flagged in the navigation bar.



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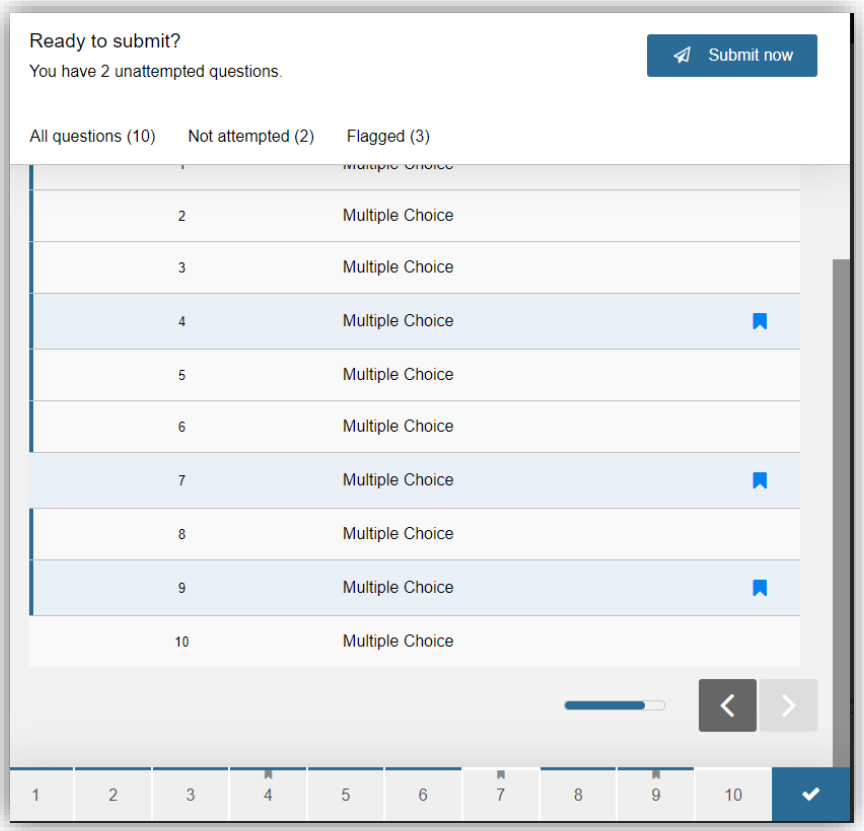
Navigation Bar

- The Navigation Bar is at the bottom of the question. You can:
- Jump to any question
- See if a question is answered, unanswered or flagged as follows:
  - Answered – horizontal blue bar at the top
  - Unanswered – White bar
  - Flagged – the flag is blue
- The Check Mark takes you to the summary screen where you can submit your answers



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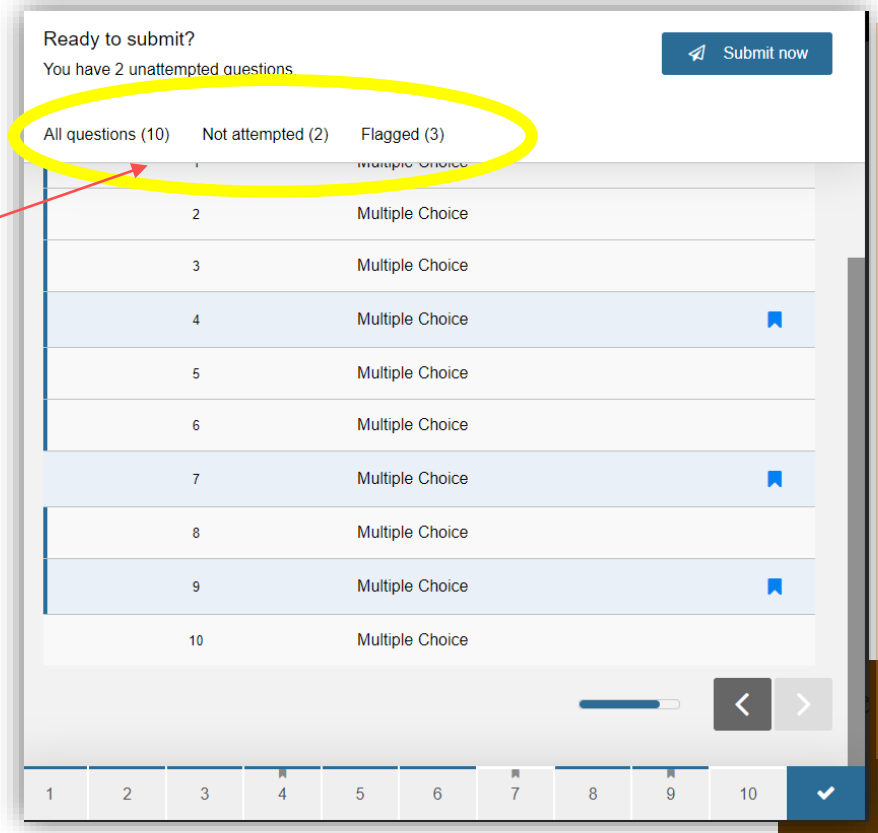
Part 5 – Review your answers, unanswered and flagged questions | Complete the test



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Before Submitting your Answers

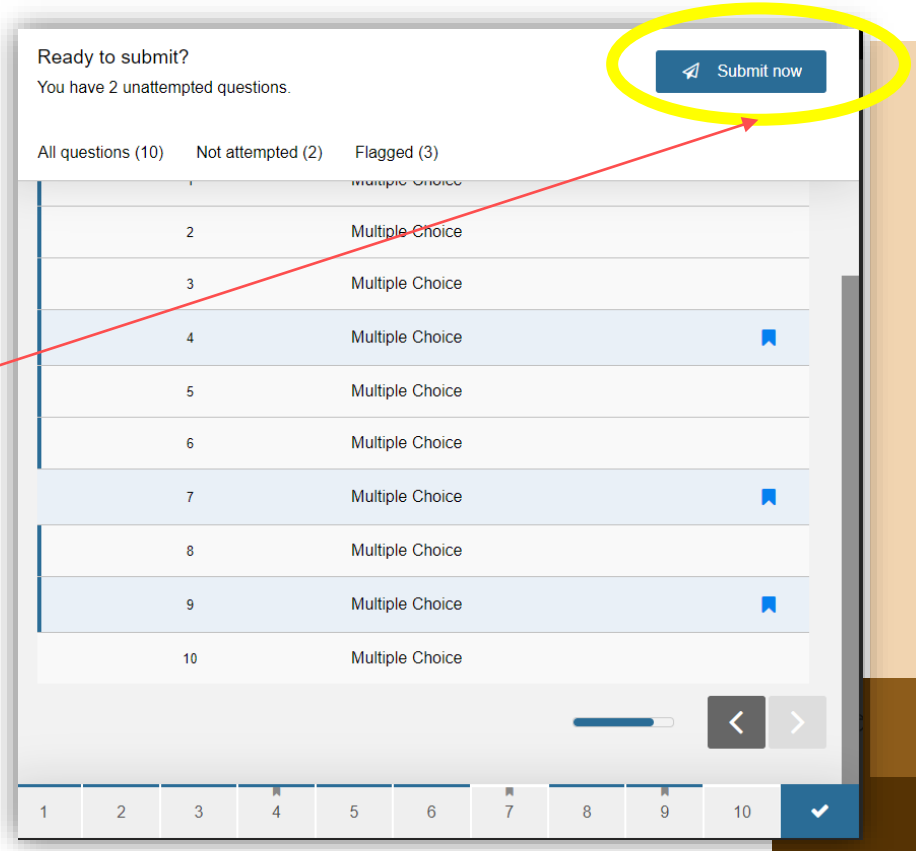
- Press the ✓ on the navigation bar – this brings you to a summary page
- Here you can navigate to questions that you want to review or may be unanswered
- To see a set of questions, you can click on
  - All Questions
  - Not Attempted or
  - Flagged
- Note: there is no penalty for an incorrect answer – so do your best.



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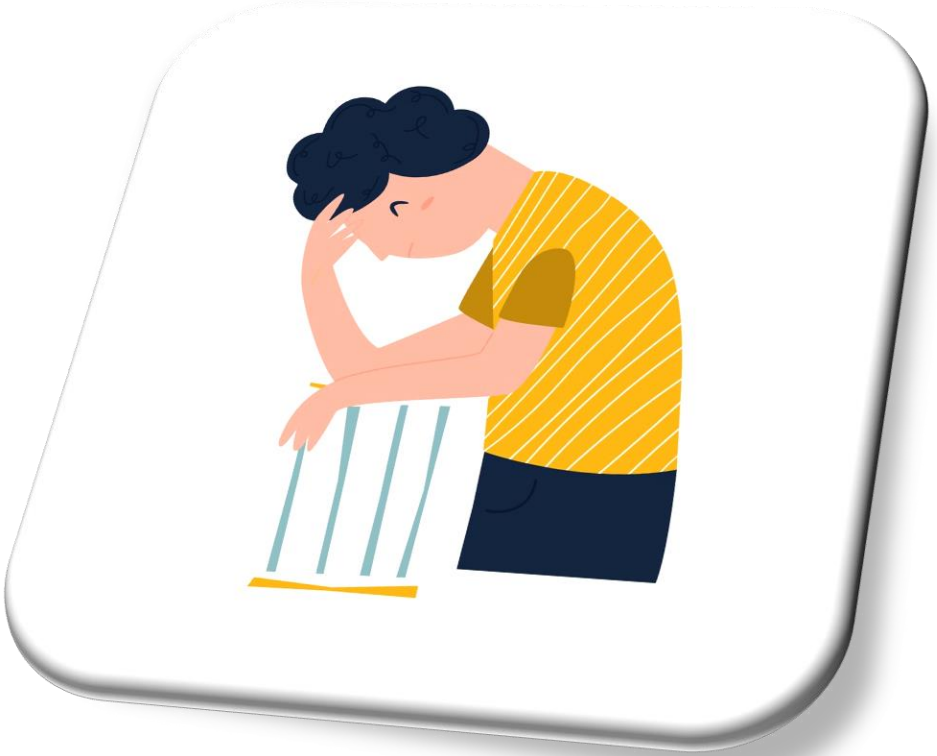
Completing the Test – Press Submit Now

- Once you are satisfied with your answers you are ready to complete the test.
- Press the ✓ on the navigation bar – this brings you to a summary page
- When you are absolutely sure – there is no going back – then Press Submit Now



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Part 6 – Stuff happens – now what?



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Technical Difficulties

- Technology Breaks
  - → No worries – we have spare laptops, mice and power supplies. Even if you need a new laptop, you will be able to continue where you left off
- No Internet
  - → No worries – we have a hot spot – and if that doesn't work, we can download your test to pen drive and submit when the internet returns

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User Difficulties

- I pressed submit before I was ready
  - → No worries – the proctor can reopen your test
- I am lost – can't figure out how to work the computer or the software
  - → No worries – let a proctor know and we will help you become comfortable
- I am ill or have a personal emergency and can't continue
  - → No worries – we can provide an alternate test at another time – if permitted by rules

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Security Violation

- I pulled out my cell phone – it's a habit – but I didn't look
  - → No worries – give your cell phone to the proctor
- I have to use the restroom
  - → No worries – give all your electronics to the proctor – we can pause your test (if permitted by the rules)
- However, any cheating violations are not tolerated and will result in dismissal from the test and a failed score
  - → So do not open another browser page, open your cell phone, answer a call, open another program, bring out any unauthorized materials.

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Part 7 – It all worked! What's next?



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Answers Submitted – What's Next?

- Congratulations on completing Part 1 of the Exam!
- The Oral Exam is scheduled for Wednesday 26-Jan-2022.
- You should have received your time.
- See you then!

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