ONLINE ‘WRITTEN’ TEST INSTRUCTIONS

INITIAL EMT FINAL

JUNE 22-26, 2023

Spring 2023 Class



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

Welcome to the Test

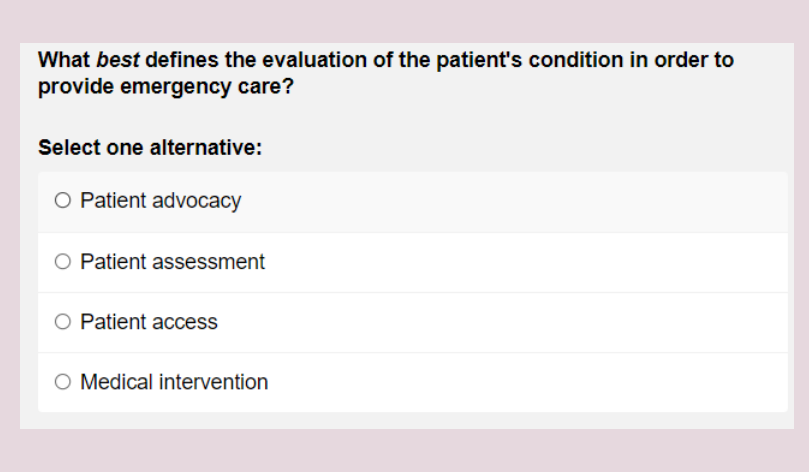
- Welcome to the EMT Initial Final Test being held June 22-26, 2022.
- This exam is provided on MissionCIT's secure testing site
- Please follow the instructions on the following slides.
- Please ask the Instructors if you have remaining questions.
- The initial Overview of the Test follows



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

About the Test

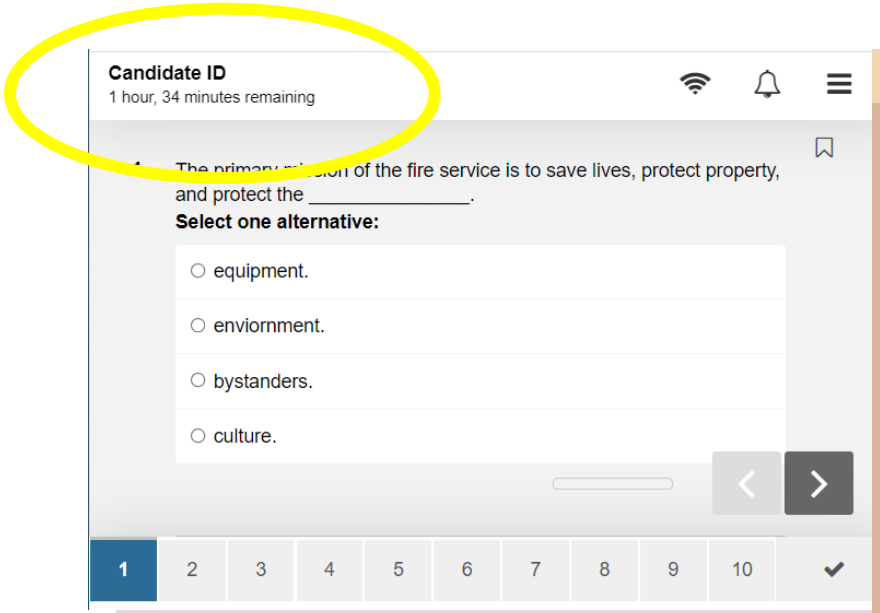
- There are 100 Multiple Choice Questions that are delivered in random order.
- Question answers are also in random order.



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

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



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

Scoring & Results

- Scoring is done by the computer for this section after you press ‘Submit’.



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

Login Credentials

- You should have received your login credentials via email.
- 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.

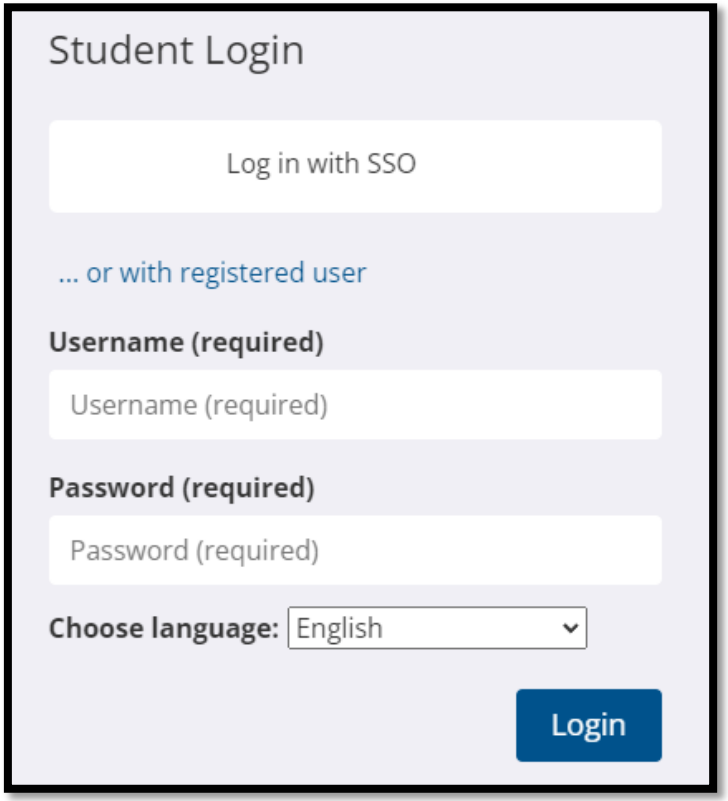
Email: bfd@gmail.com

Username: **99358064**

Password: **y7vd**

COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

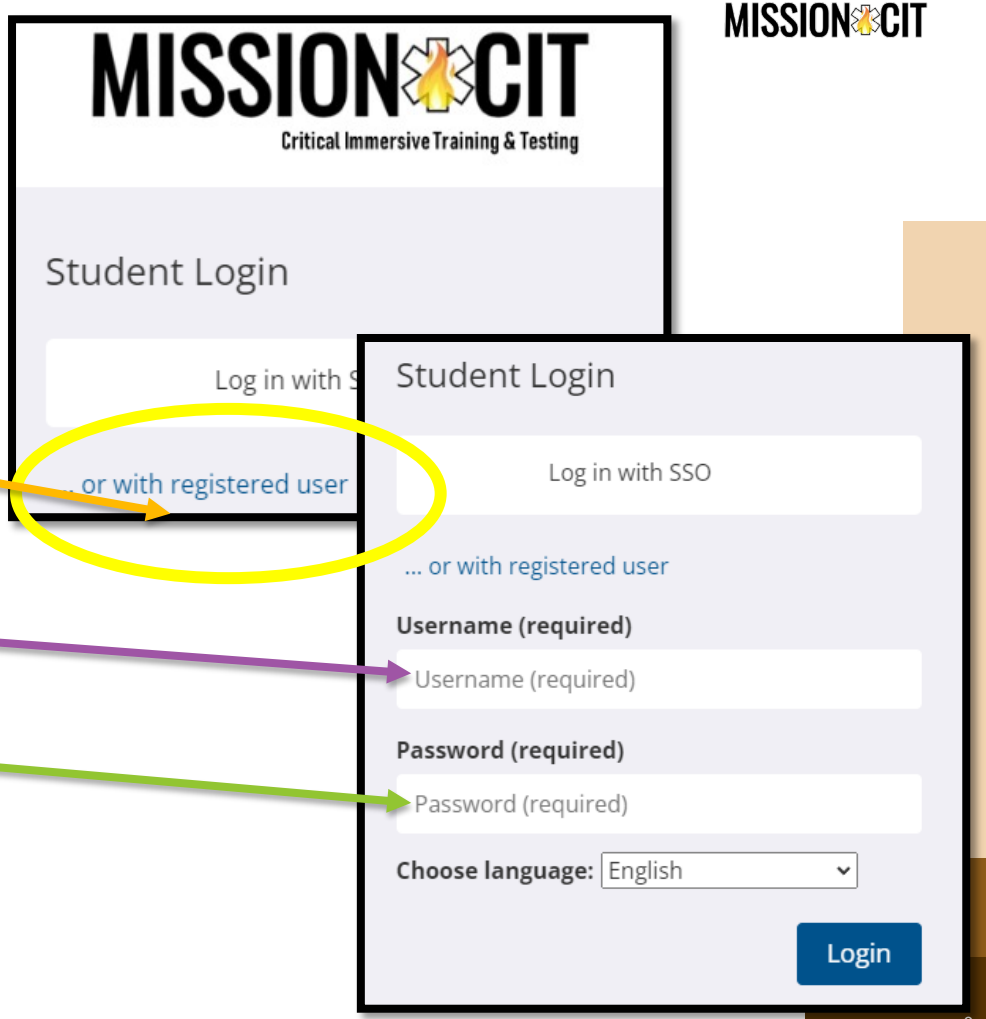
Part 2 – Logging into the Test



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

How to Login

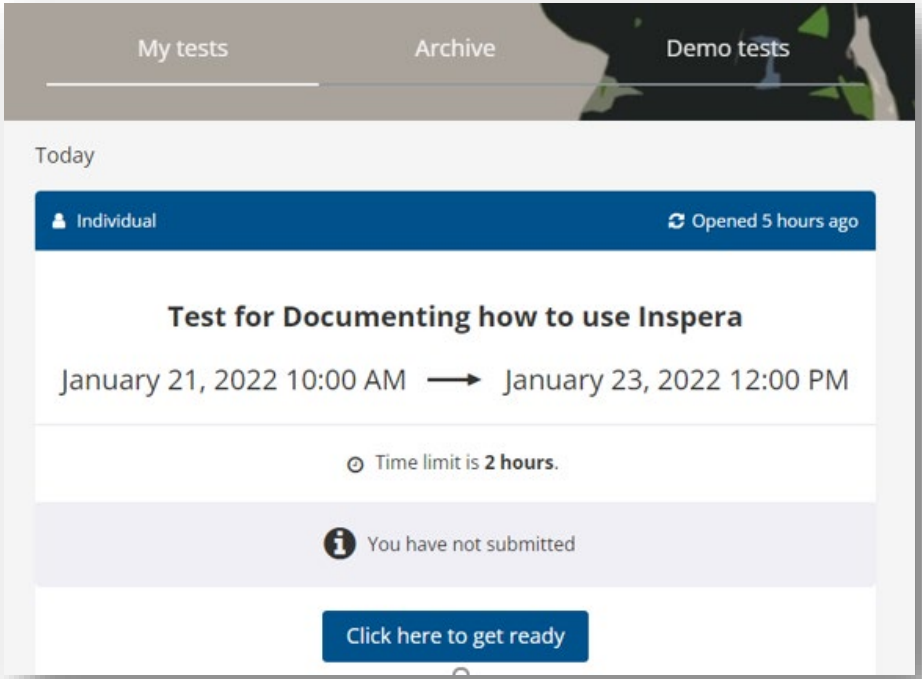
- Once you complete this PowerPoint, you will be directed to press a link that takes you to the test.
- Once there:
  - Press ...or with registered user
  - Then the full login appears
  - Enter your Username – an eight (8) number code
  - Enter your Password – a four (4) character code – that is case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



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

After you Login | First Screen

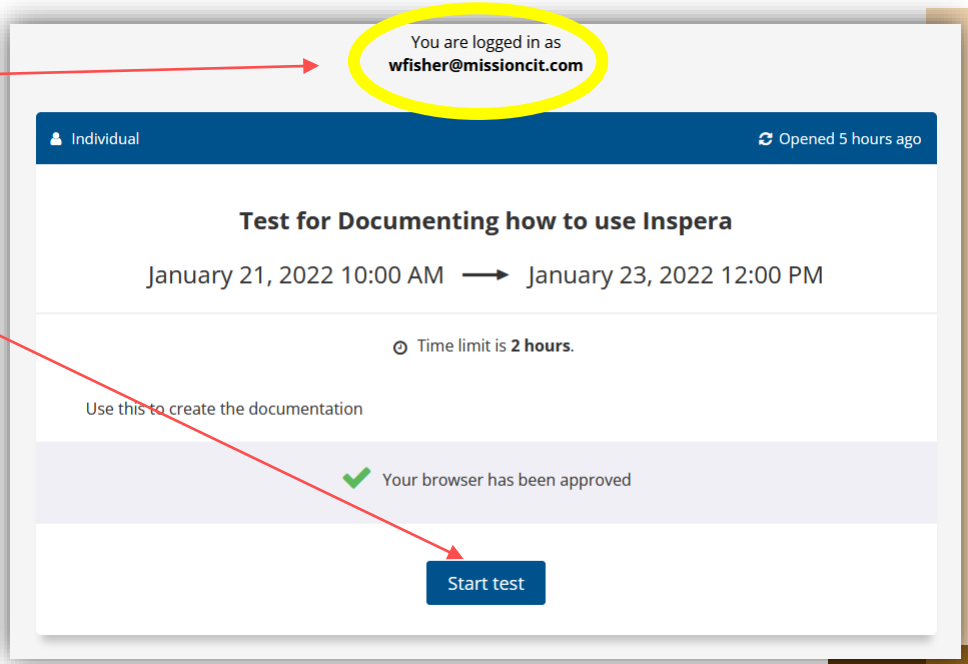
- First Screen – you will see this screen
- Press ‘Click here to get ready’
- This checks your browser and takes you to the next screen



Copyright © MissionCIT, LLC 2020-2022 All rights reserved | Entry & Promotional Testing Services

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



Copyright © MissionCIT, LLC 2020-2022 All rights reserved | Entry & Promotional Testing Services

Part 3 – Test Instructions

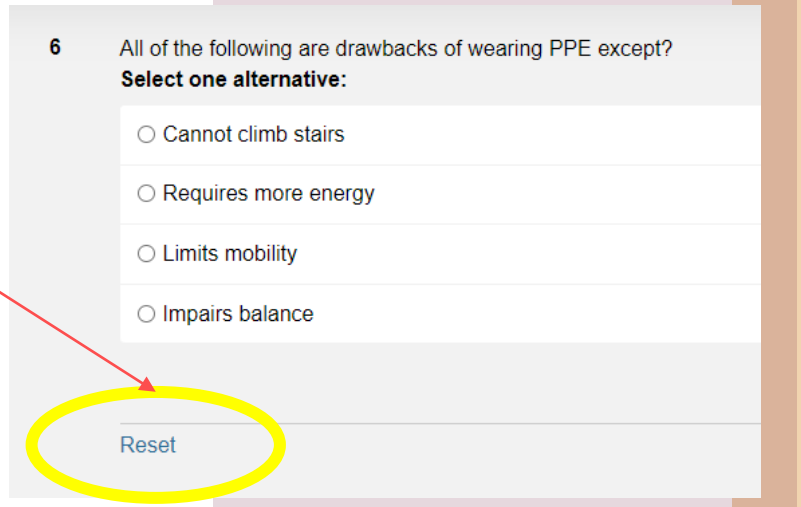


COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

Once in the test | On the question pages

You can:

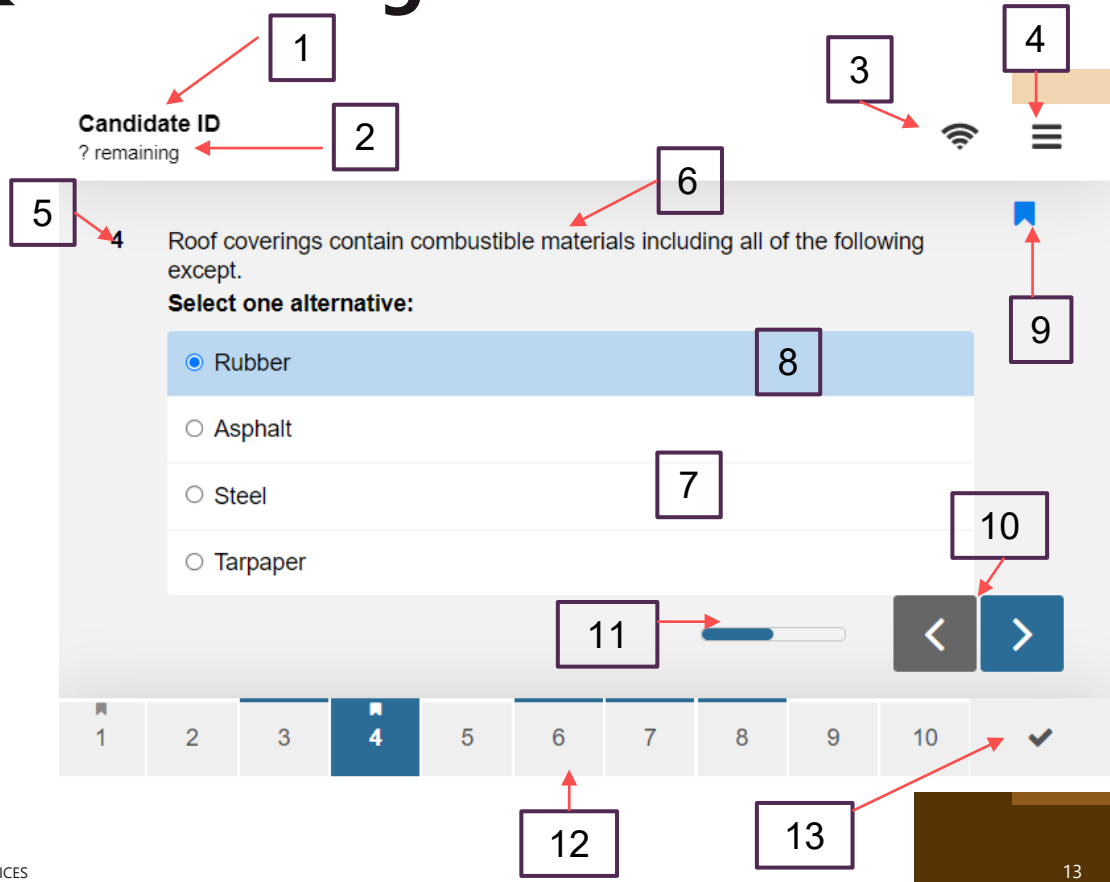
- Answer a question and go to the next one
- Skip a question and come back later
- Reset a question – removes the answer and leaves the question unanswered
- ‘FLAG’ a question to come back and review later – answered or unanswered
- Go to a summary page showing status of answered, unanswered and flagged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



Copyright © MissionCIT, LLC 2020-2022 All rights reserved | Entry & Promotional Testing Services

Elements on the Question Page

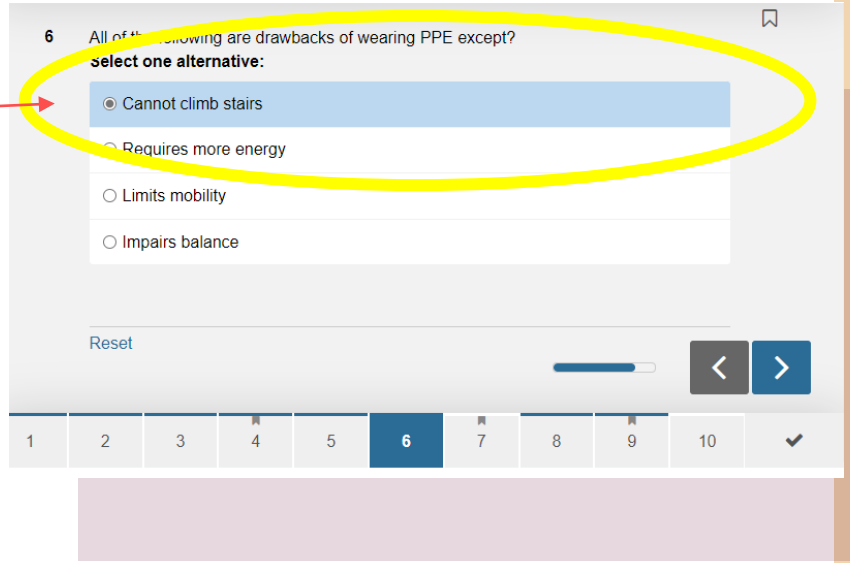
1. Candidate ID – should be yours!
2. ? Remaining – time remaining on test
3. Shows you have an internet connection
4. Options menu – you can change the font size if you like
5. Question Number
6. The question
7. The available answers
8. The answer you chose (blue)
9. Flag
10. Arrows to go forward or 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



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

Answering a Question

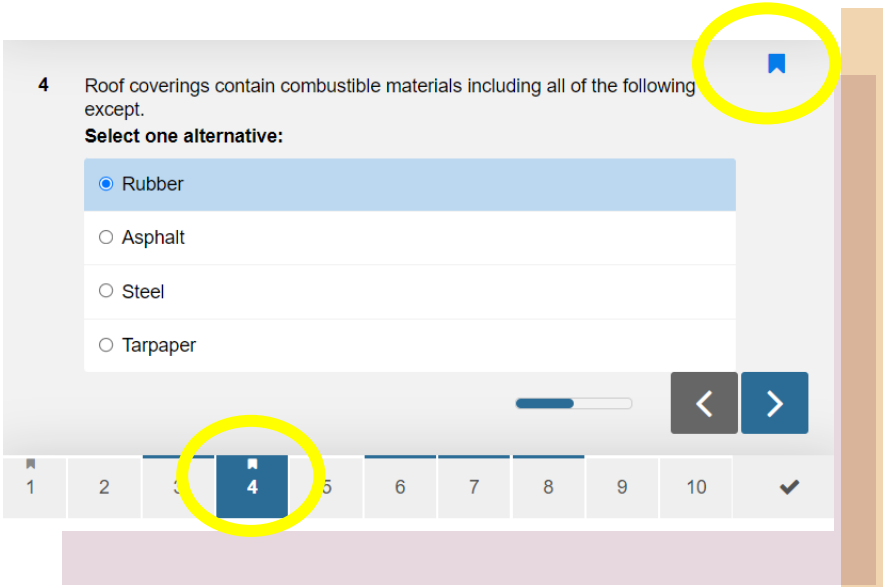
- Simply click on the answer you want
- It will turn blue
- You can press reset to clear the answer
- Pressing on another answer selects that answer
- There is only one answer allowed per question for multiple-choice questions



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

Flagging a question

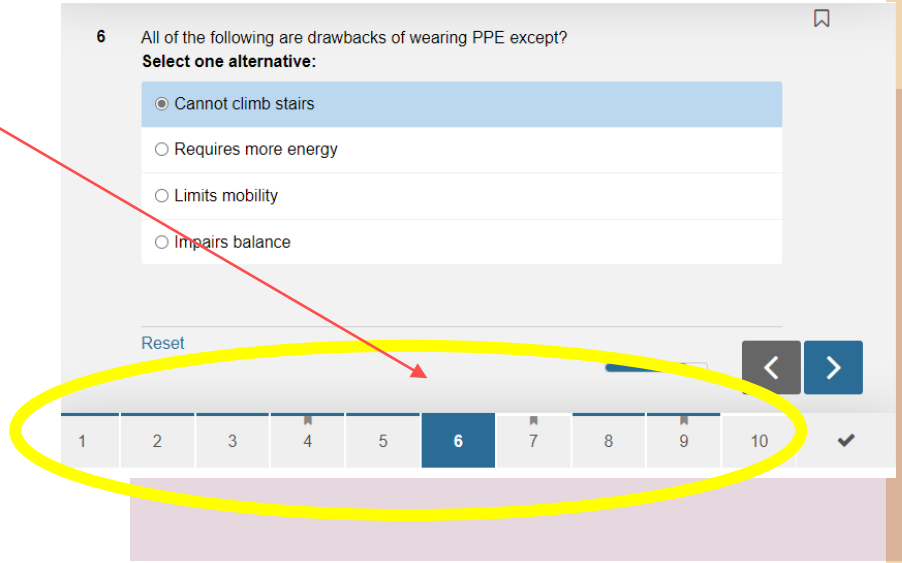
- You may want to review a question later after you have gone through the test – and before submitting your answers.
- To flag a question, click on the ‘flag symbol’ in the upper right-hand corner.
- You can still answer the question and move on.
- Notice that the question is marked as flagged in the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



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

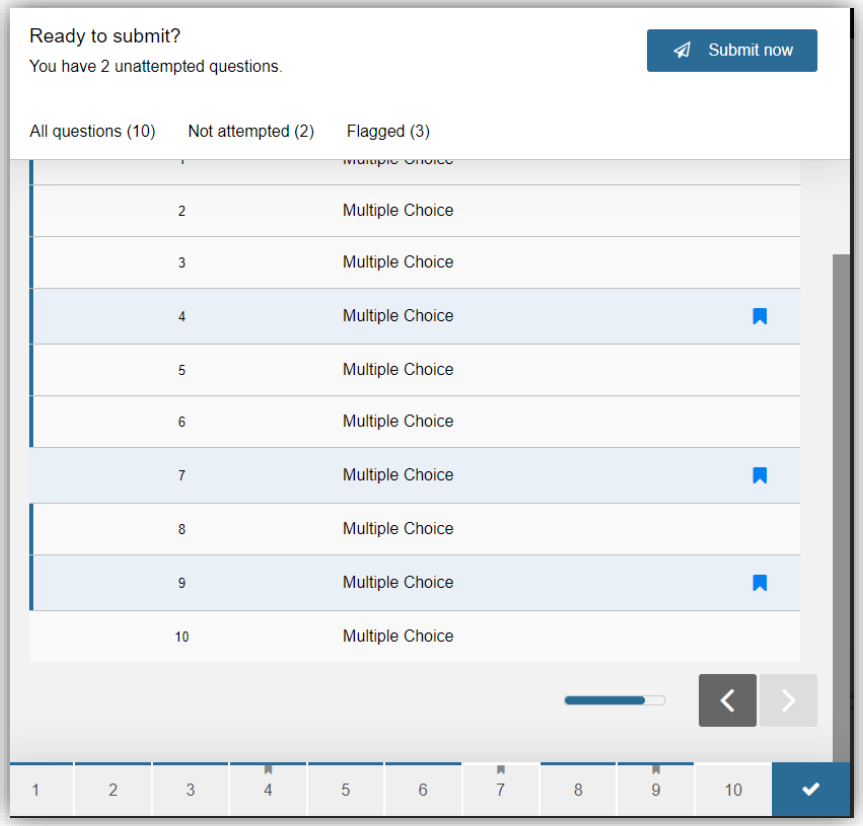
Navigation Bar

- 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



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

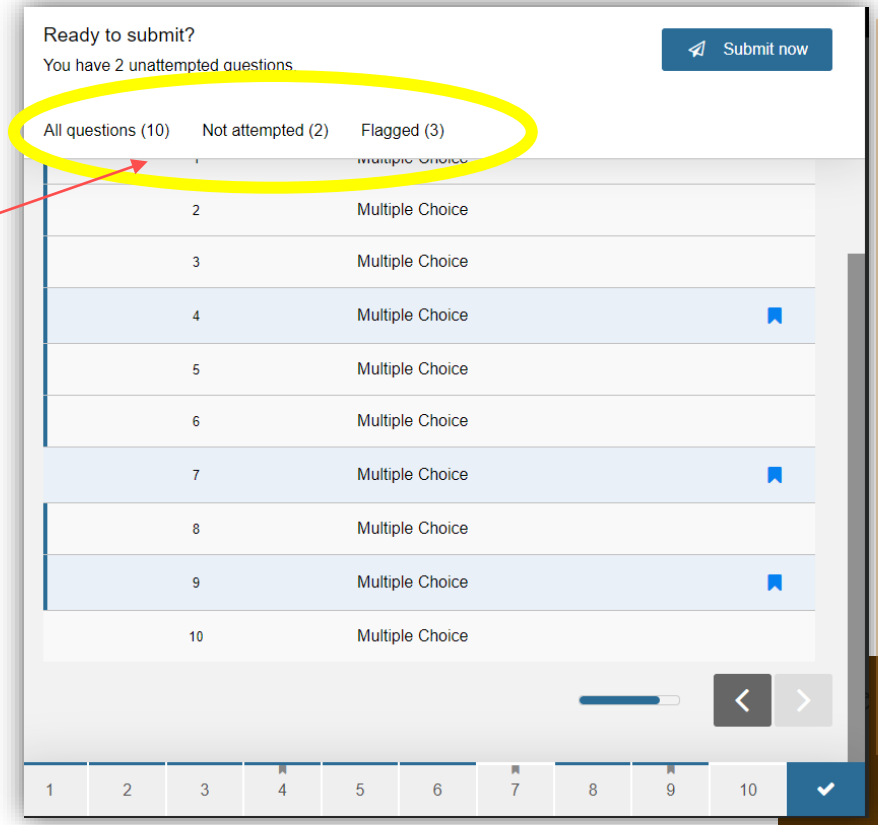
Part 4 – Review your answers, unanswered and flagged questions | Complete the test



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

Before Submitting your Answers

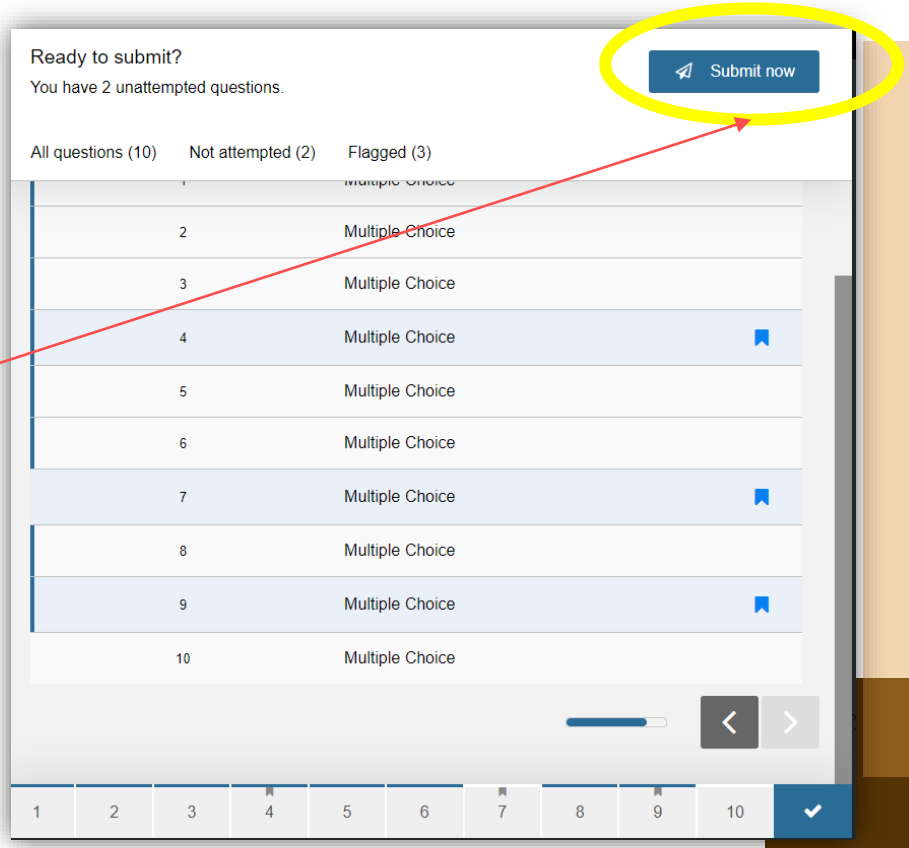
- Press the ✓ on the navigation bar – this brings you to a summary page
- Here you can navigate to questions that you want to review or may be unanswered
- To see a set of questions, you can click on
  - All Questions
  - Not Attempted or
  - Flagged
- Note: there is no penalty for an incorrect answer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



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

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



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

Part 5 – It all worked! What's next?



COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES

Answers Submitted – What's Next?

- Congratulations on completing the Exam!

- You should see you score after hittinf submit as xx "marks" of 100
- Contact Doug Coy or Warren Fisher if you want to see your detailed test results.

COPYRIGHT © MISSIONCIT, LLC 2020-2022 ALL RIGHTS RESERVED | ENTRY & PROMOTIONAL TESTING SERVICES