

American College of Veterinary Pathologists

COMPUTER EXAMINATION INSTRUCTIONS

DO NOT WRITE ON THIS BOOKLET.

Please review all of the instructions contained in this booklet. You have 15 minutes for the instructions, honor code, and practice test. Use that time to become familiar with all of the topics listed in this booklet. Do not **[Quit]** the practice test until you are comfortable with the computer examination. You cannot restart the practice test once you have quit.

Please begin the practice test when instructed to do so.

The first examination will begin after everyone has finished the practice test. Instructions for accessing the examination will be provided by the proctor at the appropriate time.

1. Starting the Practice Test.

The computer screen will display the Examinee Registration window below.

 American College of Veterinary Pathologists	Examinee Registration
	User ID _____
	Password _____
	Test ID _____

Type your user ID Number in the **'User ID:'** field. Press the [Tab] key (or move the mouse pointer to the **'Password:'** field and click the left mouse button).

In the **'Password:'** field, type the first four letters of your last name. Capitalization is not necessary. Do not enter any spaces or hyphens between the characters, thus Van Horne becomes 'vanh', and O'Brien becomes 'obri'. As you enter your password, it will appear as asterisks (****). If your last name has less than four characters, enter only the one, two or three letters of your last name. Press the [Tab] key (or move the mouse pointer to the **'Test ID:'** field and click the left mouse button).

In the **'Test ID:'** field **for the practice test only**, type the word 'fun'. The proctor will provide the Test ID for the actual examination at the appropriate time.

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After you have entered your User ID, Password, and the Test ID, position the mouse pointer on the **[Begin Exam]** button and click the left mouse button.

If you **have not** correctly entered the information, you will be prompted to re-enter the login data. At this time, you should repeat the login process. If you are having difficulty logging into the test, please raise your hand and a proctor will assist you.

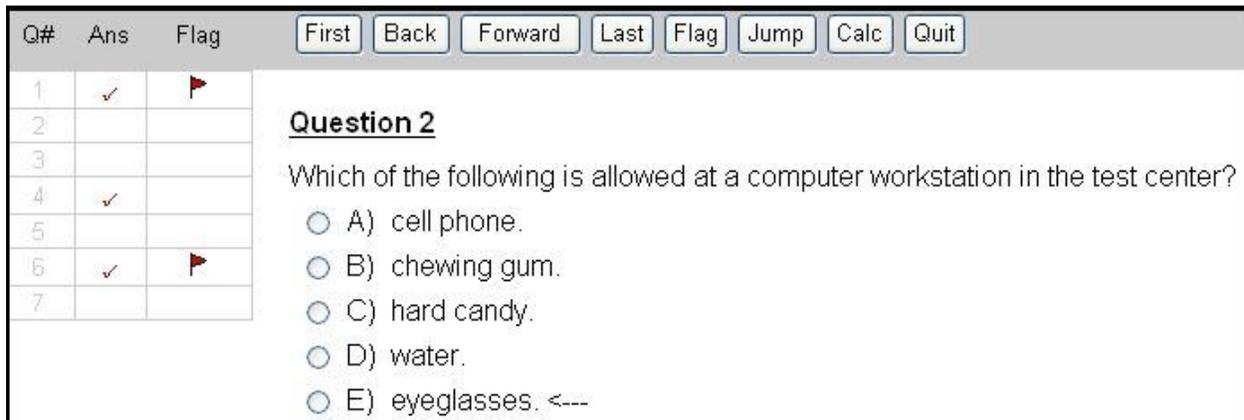
If you **have** correctly entered the information, you will receive a **'Successful Login!'** message that displays your name and the test for which you are registered. Click the **[OK]** button and wait for the test to begin. It may take a few seconds for your computer to display the first item.



2. Selecting Multiple Choice Questions.

You may take the multiple choice questions in any order you prefer and go back and forth to questions. There are two methods to select questions in the multiple-choice test:

For the first method you can use the four question navigation buttons, **[First]**, **[Back]**, **[Forward]**, and **[Last]**. To activate one of these buttons, place the mouse pointer on it, and click the left mouse button. The **[First]** button will present the first question in the test. The **[Back]** button will present the previous question in the test. The **[Forward]** button will present the next item in the test. The **[Last]** button will present the last question in the test. If a navigation button has a grayed appearance, it is not available for use. In the image below, questions have been answered are indicated by a 'checkmark', and some questions 'flagged' for further review.



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For the second method for selecting questions you can utilize the **Test Progress Panel** on the left side of the screen. To select a question, place the mouse pointer on the question number and click the left mouse button. For tests with large numbers of questions, the panel has a vertical bar called the scroll bar (the movable bar on the right side of the **Test Progress Panel**). You can move up and down in the **Test Progress Panel** and thereby move through the test questions by using the scroll bar. Note: the scroll bar is not visible in the practice test because the 7 items illustrated fit on one screen.

Test question numbers that you have not viewed appear in the **Test Progress Panel** in bold text. When you select an answer or move to another question, the question number in the **Test Progress Panel** will change to normal (non-bolded) text. This helps you differentiate between questions you have viewed and questions you have not yet seen. There is no penalty for incorrect answers. It is in your best interest to answer all questions

3. Selecting an Answer.

To select an answer, position the mouse pointer in the middle of the circle on the left of the answer and click the left mouse button. When you click the left mouse button, the circle will be filled, a **red check mark** will appear beside the question number in the 'Ans' (answer) column in the **Test Progress Panel**, and the screen will refresh (a momentary flash of the screen is normal).

4. Changing an Answer.

To change an answer, position the mouse pointer in the middle of the circle beside your newly selected answer and click the left mouse button. This action will remove the fill from your previous answer and fill your current answer.

5. Removing an Answer.

To remove an answer, position the mouse pointer in the middle of the circle with the answer, and click the left mouse button. Clicking on the text of any answer will also remove an answer.

6. Flagging Questions for Review.

To flag a question for later review, position the mouse pointer on the **[Flag]** button and click the left mouse button (**not** the word 'Flag' over the column in the **Test Progress Panel**).

Q#	Ans	Flag	First	Back	Forward	Last	Flag	Jump	Calc	Quit
1	✓	🚩								
2										
3										
4	✓									
5										
6	✓	🚩								
7										

Question 2

Which of the following is allowed at a computer workstation in the test center?

A) cell phone.

B) chewing gum.

C) hard candy.

D) water.

E) eyeglasses. <---

A red flag will appear beside the question in the 'Flag' column on the **Test Progress Panel**. In the example, questions 1 and 6 have been flagged for review. To remove a flag, click the '**Flag**' button again (**not** the word 'Flag' over the column in the **Test Progress Panel**).

7. Jumping to Flagged Questions.

To review questions that you have flagged, position the mouse pointer on the **[Jump]** button on the toolbar and click the left mouse button. Continue to click the **[Jump]** button to move successively through the questions you have flagged. Flags left on questions do not affect the answers

8. Enlarging an Image.

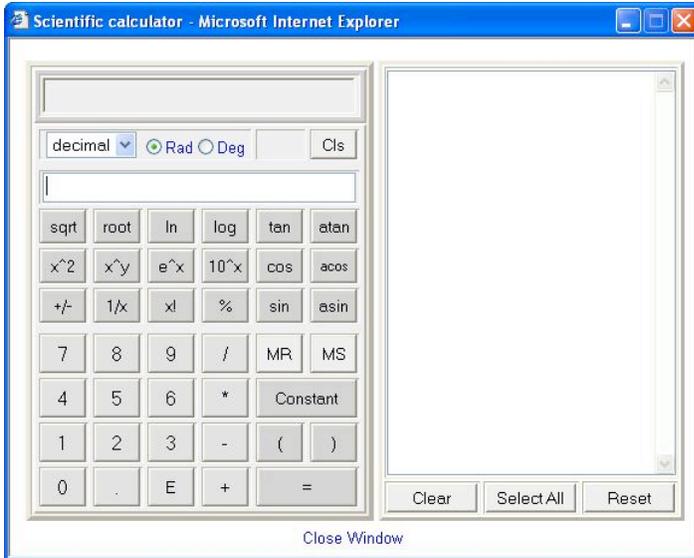
Some questions require analyzing an image. Images may be enlarged to full screen by placing the mouse pointer over the image and clicking the left mouse button. Clicking the **[Close Window]** button returns the screen to the normal viewing screen.

9. Essay questions.

There will be a list of 12 microscopic (Anatomic Pathology) essay questions/cases, and 10 microscopic and 2 laboratory data questions/cases (Clinical Pathology). Click on the number of the question you wish to answer. A new screen will open, and you can enter text up to a maximum of 8000 characters (with spaces). Note that text is entered using "text" word processing software that does not have "auto-correct" features but allows cutting and pasting using "Ctrl+C" and "Ctrl+V" keyboard combinations. Entered text will be automatically saved every minute. At the end **[Save]** your completed answer and return to the **[List]** to select the next question. To flag a question for review, position the mouse pointer on the **[Flag]** button and click the left mouse button.

10. Calculator.

A calculator is available by clicking the **[Calc]** button.



Close the calculator by clicking **[Close Window]**.

10. Scrolling Through Questions that Do Not Fit on the Screen.

There may be items that are too long to fit on the screen. To see the remainder of the question, position the mouse pointer on the scroll bar on the right side of the screen, click and hold the left mouse button, and drag the scroll bar down.

11. Contacting the Proctor.

If you need assistance during the test, please raise your hand and wait for a proctor to acknowledge you. If you need to go to the rest room, please go to the proctor seated at the entrance of the Exam Center. In all ACVP exams, only one candidate of each gender is allowed to leave the room at a time.

12. Time Remaining Messages.

Periodically, you will receive message boxes that announce the amount of testing time that you have left. An example of such a message box is below.



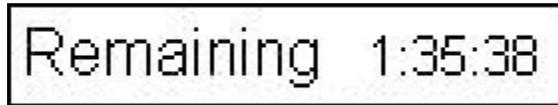
You must acknowledge this message. Place the mouse cursor on the **[OK]** button and click the left mouse button. When a message is on your screen, the time remaining may

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appear to stop. However, only the display of the time has stopped. Once you click 'OK', the time advances to the correct time remaining.

13. Checking the Time Remaining.

The lower right corner of screen shows the amount of testing time remaining at all times. The label '**Remaining**' identifies the time remaining portion of the window.



When the time remaining is zero, the computer will end the examination and return to the login screen. You will not be able to override the computer ending of the examination.

14. Ending the Test.

To end the test, place the mouse pointer on the **[Quit]** button and press the left mouse button. If you have any unanswered questions or questions which are still flagged, you will be presented with a message window shown below. Leaving questions flagged for review will **not** affect your answers. If you wish to quit the exam, place the mouse cursor on the **[OK]** button and click the left mouse button. If you do NOT wish to quit the exam, place the mouse cursor on the **[Cancel]** button and click the left mouse button.



Caution: You **cannot** resume the test once you have quit.

Computer Monitor Adjustments

Tilt: Grasp the monitor at the top and bottom. Gently push the top of the monitor to tilt it up, push the bottom to tilt it down.

Raise/Lower: Grasp the monitor and gently pull up or push down.

DO NOT move the monitor around the desk more than a few inches.

DO NOT leave fingerprints on the screen.

DO NOT make adjustments with the buttons on the monitor.

Chair Adjustments



Seat Height (lever on right side of the seat):

To lower: Lift the lever while sitting in the chair

To raise: Lift the lever while keeping your weight off the chair

Back Height:

To lower: Lift the seat back all the way up to release

To raise: Slowly lift the seat back

Back Recline (lever at the back of the seat):

To increase recline: Push the lever while leaning back in the chair

To decrease recline: Push the lever while leaning forward in the chair

