There will be a single question on each screen. You will advance or go back by hitting the NEXT or BACK buttons at the bottom of each screen. **Answers are saved when you click on the NEXT or BACK buttons.**

The orange arrow points to a timer that will count down the time remaining for just this part of the exam (a new timer will start for the optional break, and for part 2). The ribbon that is now yellow will turn pink when there are 15 minutes remaining in this part of the examination, and red at 5 minutes remaining. The purple arrow points to the completion bar that shows how much of this part has been completed. The green arrow points to the “Flag this page” function which allows you to designate a question for review. The red arrow points to the “Highlighter,” “Notepad,” and “Navigator” functions that will be described in subsequent slides. Each page will have all these features.

**NOTE:** In this sample, questions and answers have been redacted with gray boxes.
The orange arrow is pointing to text that was highlighted. This can be employed by clicking on “Highlighter” and then click and scroll your cursor over the text you want to highlight. If you highlight part of an answer, be aware it may select that answer as your answer for the question.
When you click on “Highlighter” this drop down will also appear (green arrow). If you click on “Clear all highlighted text” all the highlights will be removed. You cannot selectively remove highlighted text.
If you click on “Notepad” then this pop up will appear. This feature allows you to type notes for this specific question if you would like to review it later. “Save” it and the next time you click Notepad these notes will appear. **These notes are question specific so notes for question 2 will only be seen when you are on question 2 etc.**
The green arrow is pointing to the “Flag this page” box that has been clicked. On the next slide you will see how that can be helpful.
On each screen you can click on “Navigator” and this box will appear. You can use the scroll bar (red arrow) within the navigator box to scroll through all the test questions. The **status column** shows whether questions:

- were answered - answer B was selected for question 1
- were viewed but not answered - questions 2 and 3 are marked Incomplete
- Have not been viewed yet - questions 3 and higher are marked as Not Seen.

The Question column serves as a link to each question. Click on the blue “Question” to be taken directly to that question.

The Flagged column shows which questions you flagged for review (question 1). Questions **cannot** be unflagged on the navigator page. They only can be unflagged by clicking it on the question page itself. Flagging questions does **NOT** have any impact on recording answers so they can remain flagged if you don’t want to unflag them.

**If you need to take an unscheduled break, be sure to use the Navigator feature to answer any incomplete questions prior to stepping away since any questions revisited after a break will be marked incorrect.**
After the last question you will be brought to an “Answer Record Summary” page. This is very similar to the “Navigator” page and functions the same way.
On the Answer Record Summary page, you must use the scroll bar (green arrow) to scroll to the end of the question list to see the navigation buttons. Click “CONTINUE TO BREAK” (red arrow) when you are done with this part of the examination.

Note, if the timer runs out, you will automatically be moved to the optional 30-minute break.
Once you have finished the first part you will be taken to this break page. Part 2 will automatically start after 30 minutes but you can start sooner by clicking the “CONTINUE” button at any time.

If you take a break, inform your online proctor that you are doing so and stay connected to the Examity session. Be sure that you have disabled any sleep or power save settings on your computer.