

When working on a test, you have the option to save your test and come back later to finish it. Your teacher will provide you with a time to finish this test during the school week. Once you have finished the test, you will grade it and receive a report of your score and answers.

### Finishing a Test

- 1 From the Main Menu, click **Test Administration**.
- 2 Select **Finish a Test**.
- 3 Look through the list of tests. Click **Resume** next to the test that your teacher has asked you to finish today.
- 4 You will return to the first question on the test.

### Answering the Test Questions

- 1 Look at the progress bar at the bottom of your screen. The green circles are questions that you have already answered. The yellow circles are questions that you have not answered yet. Click the first yellow circle to answer that test question.
- 2 Carefully read the test item. Mark your answer by clicking the oval just before the answer. Your answer will be saved and marked dark blue. You may need to wait a second for the computer to save your answer. Once you have saved your answer, the yellow circle for this item at the bottom of the screen will change to green.
- 3 To move to the next question, click **Next** at the bottom of your screen. You can also click the next yellow circle to see the next question.
- 4 Follow the same steps to answer all the questions on your test. When you have finished your test, click **Exit** at the bottom of the screen.

### Exiting Your Test

- 1 If you have left any questions blank, you will see a message on your screen that some question numbers were unanswered. To return to your test and finish, click **Go Back**.
- 2 You can also either save your test again and finish it later or grade it. To save your test and finish it later, click **Save**. All your work will be saved.
- 3 If you are finished and want to grade your test, click **Grade**.
- 4 Next, you will see a screen asking if you are sure that you want to grade your test. Make sure that you are finished with your test before you grade it because you will not be able to go back and work on the test if you click **Yes**. If you have made a mistake and want to go back, click **No**. If you are sure you want to grade your test, click **Yes**.
- 5 Once you grade the test, your results will display with your score and answer options. You can print a copy of this report by clicking **File** and **Print** on your Web browser.

### How to Use This Card

- Review this card before you finish your test to be sure that you remember how to find your test and finish answering the questions.
- Print this Quick Reference Card and keep it by your computer when finishing an online test.

### Why is this test important?

Your teacher has asked you to complete this test so that he or she will know if you need more help or if you are ready to learn new skills. Carefully read each question and select the option you think best answers the question. Be sure to review your answers before grading the test to be sure you have selected the best option.

Do you have questions about this feature?

Call PLATO Learning Customer Support at 800.869.2200.