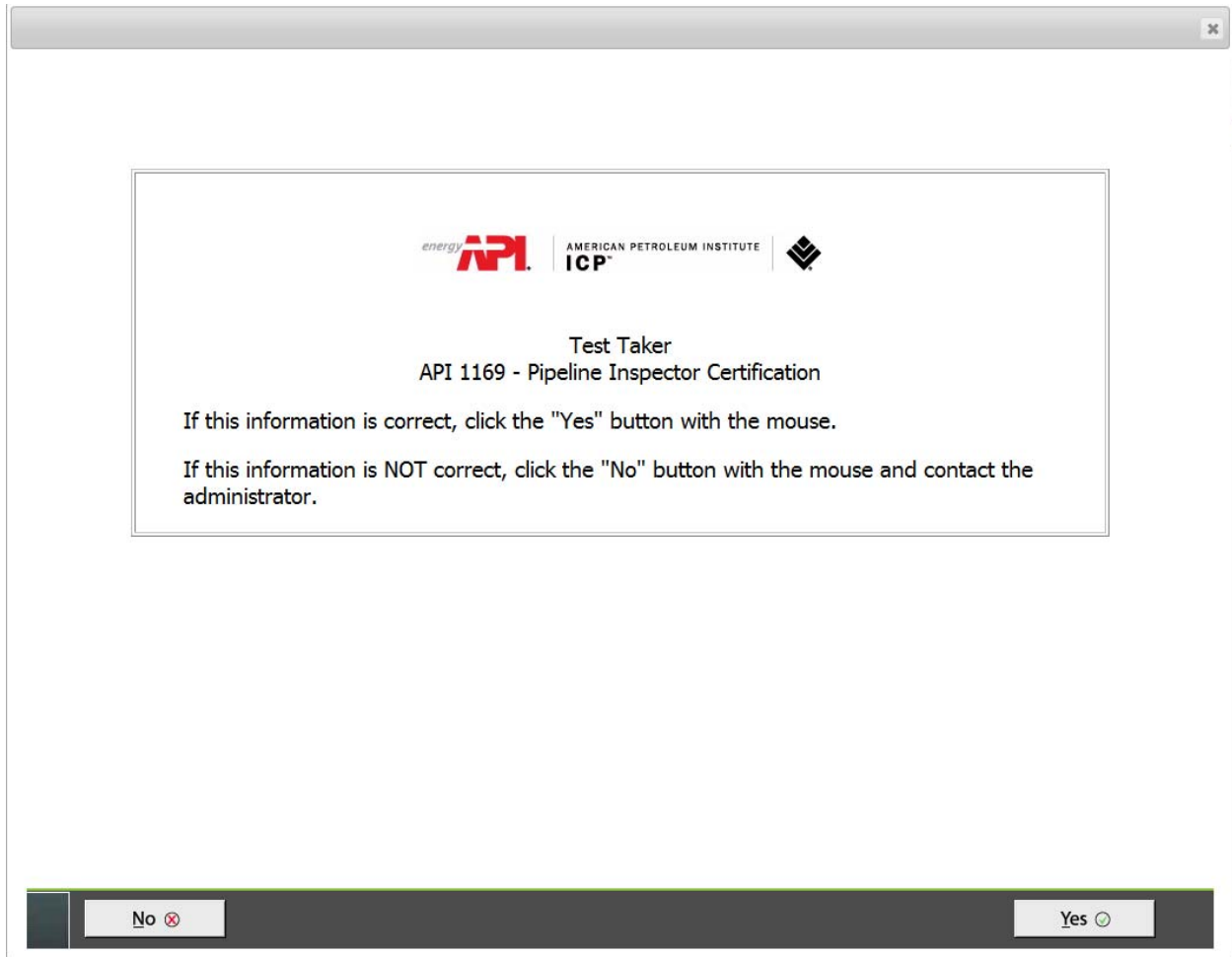# Welcome to the Computer based exam tutorial for the API 1169 Exam

This tutorial provides a series of screens that orient you to the computer testing environment.

Test Taker
API 1169 - Pipeline Inspector Certification

Welcome to the Tutorial

This tutorial provides a series of screens that orient you to the computer testing environment. This will give you an opportunity to try each feature before using it on the exam. You will be instructed on how to use the mouse and the different parts of the screen.

You may use the tutorial for 13 minutes. Notice the "Time remaining" box in the upper right corner of this screen. A similar display will appear during the actual exam. In the upper left corner is a box that shows where you are in the series of questions (or in this case, screens of the tutorial). Other screen features are described later in the tutorial.

Click on the "Next" button to continue.

End

Next ▶

Navigating Through the Examination

You can use the mouse to move through the exam one question at a time. These navigation buttons appear at the bottom of the screen.

To move backwards, click the **"Previous"** button.

◄ Previous

To move forwards, click the **"Next"** button.

Next ►

Click on the "Next" button to continue.

Using the Calculator

A calculator is available for your use on every item in the exam and it is located at the bottom of the examination screen. This calculator works similarly to the calculator found in Microsoft Windows.

You can use the calculator to perform any of the standard operations. This is an optional feature as you may also use a handheld calculator given to you by the proctors. If you would like a handheld calculator and did not receive one, let your proctor know now.

If you choose, you may take this opportunity to practice with the calculator now. Click the "Calculator" button at the bottom of the page to open the calculator.
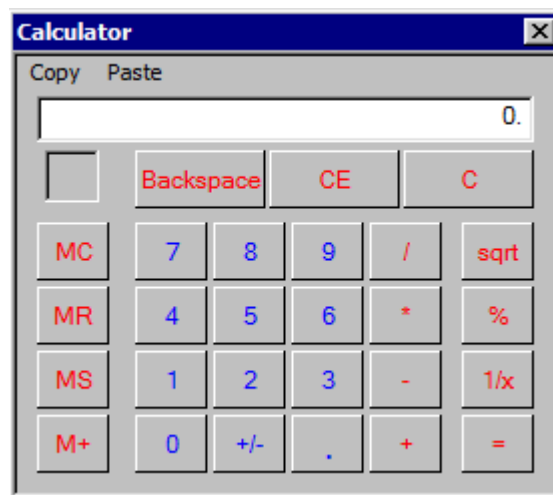
Click on the "Next" button to continue.

Calculator 🖩

◀ Previous   End   Next ▶

Calculator

Copy   Paste

                                    0.

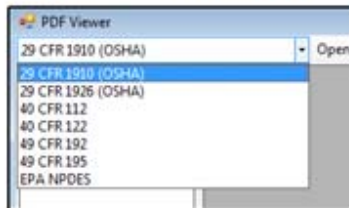|	Backspace	CE	C
MC	7 8 9 /		sqrt
MR	4 5 6 *		%
MS	1 2 3 -		1/x
M+	0 +/- . +		=

Using the PDF Viewer

You are not permitted any printed reference materials during these examinations, but the electronic reference materials on the US Federal Regulations necessary for the completion of the exam are provided.
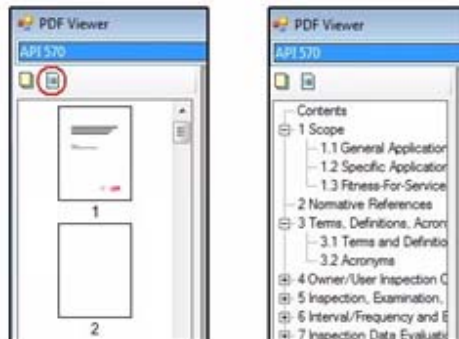
Starting the PDF Viewer

When you click on the Reference Button, you will be presented with a drop-down menu of the available documents. Click on the drop-down arrow to view the entire list, and then click on the document of your choice to display it. Once you select the document click open to view it.

Reference

When first opened, the reference appears as shown on the left. To view the bookmarks, click on the icon circled in red below. The list of bookmarks will now appear as shown on the right.

You may wish to format the document for continuous scroll. To do so, click on the circled icon as shown in the picture below:

Upon opening the reference material, the text may be too small to read or appear "greyed-out." This can be corrected by increasing the size of the PDF using the plus (+) sign or by increasing the document's percentage size at the bottom of the reference screen.

Please note: due to the size of the documents, it may take several seconds to load.

Click on the "Next" button to continue.

Additional Functions of the PDF Viewer

You have a variety of functions to help better the use of your PDF viewer during the exam.

Each document has a Table of Contents (TOC) in the left column, set up as bookmarks. Each section in the TOC has a plus sign in front of it. Click on the plus sign to expand the view and show all the subsections within. Clicking on any Section or Subsection within the TOC will take you to the first page of that section.

If you accidentally close the Bookmarking view, you may click on the "open" button above to reload the document, or contact your proctor for assistance.

Page Display *(in order from left to right)*

- Single Page - This allows you to view on page within the content window.
- Continuous - This allows you to view the content, one page after another, on top of each other.
- Facing - This allows you to view two pages side by side on the page at one time

Zoom *(in order from left to right)*

- Zoom Out - By clicking the circle with the minus sign, you will decrease the magnification of the content of the pdf viewer.
- Zoom Percentage - By clicking the down arrow, you can select the magnification percentage of which you would like to view the pdf content.
- Zoom In - By clicking the circle with the plus sign, you will increase the magnification of the content of the pdf viewer.

Page Sizing *(in order from left to right)*

- Actual Size - This allows you to bring the content to the original size of which the content was saved.
- Fit Width - This allows you to bring the content to the width of the viewing area, so there is no horizontal scrolling.
- Fit Page - This allows you to bring the content to the width and height of the view area, so there is no scrolling horizontally or vertically.

Click on the "Next" button to continue.

◀ Previous   End   Next ▶

Marking Questions for Later Review

Your score is determined by the number of questions you answer correctly. Therefore it is to your advantage to answer every question. If you are unsure of your answer, you can mark the question to review if time permits.

To mark a question, click the **"Mark"** button below.

| Mark |

To unmark a question, click the **"Marked"** button. Notice how the button changes back to Mark.

| Marked |

Unmark each question when you are satisfied with your answer choice. If you forget to unmark the question, it's OKAY. The scoring process does not differentiate between marked and unmarked questions.

You can also leave a question unanswered (incomplete). Marked and Incomplete questions will be highlighted in a Review Questions screen before you exit the exam, and you will have the opportunity to go back to those if you have time remaining.

Click on the "Next" button to continue.

Reviewing Questions

At the end of the examination, you will see a list of all the delivered questions, as shown below. This list displays each question number and indicates if the question has been marked for review, completed or skipped. The available review features are described in further detail on the next page.

Questions	Marked	Incomplete	Completed
☑ Question 1			Yes
⊡ Question 2	Yes	Yes	
⚠ Question 3		Yes	
⊡ Question 4	Yes		Yes
⚠ Question 5		Yes	

Symbols Key

⊡ = Marked question   ☑ = Completed question   ⚠ = Incomplete question

Click on the "Next" button to continue.

◄ Previous   End   Next ►

Reviewing Questions (continued)

This list can also be viewed at any time during the exam by clicking the Review button. This list displays each question number and indicates if the question has been marked for review, completed or skipped. To exit the review and return back to your exam double click any question in the Review All category.

To review questions
Click on the **"Review All"** button. You will be moved to the first question. Clicking on the **"Next"** button will cause you to move to the next question in the exam. You can also double-click on the question number in the list to move to a particular question.

Review All

To review marked questions
Click on the **"Review Marked"** button. You will be moved to the first marked question. Clicking on the **"Next"** button will cause you to move to the next marked question. To return to the exam, click on the Review All button, and then double-click on any question.

Review Marked

To review incomplete questions
Click on the **"Review Incomplete"** button. You will be moved to the first incomplete question. Clicking on the **"Next"** button will cause you to move to the next incomplete question. To return to the exam, click on the Review All button, and then double-click on any question.

Review Incomplete

To end the examination
Click on the **"Submit"** button. This will conclude the examination and submit your exam responses.

Click on the "Next" button to continue.

◀ Previous   End   Next ▶

Making Comments

During this examination, you will have the opportunity to record feedback to questions by clicking on the "Comment" button.

To practice entering a comment, click the **"Comment"** button below.

Please note: The examination time will continue to run during this period.

To save the comment, click the **"Ok"** button. To withdraw the comment, click the **"Cancel"** button.

Click on the "Next" button to continue.

◀ Previous   Comment   End   Next ▶

Comments ✕

OK   Cancel

End of tutorial

This concludes the tutorial. If you have time remaining, you can repeat the tutorial by clicking on the **"Previous"** button to back up one screen at a time.

Please remember that clicking on the "Submit" button will end your examination and submit your responses.

Good luck with the examination.

Click on the "End" button to begin the examination.

◄ Previous   End

This will end the tutorial. Do you wish to end?

Yes   No