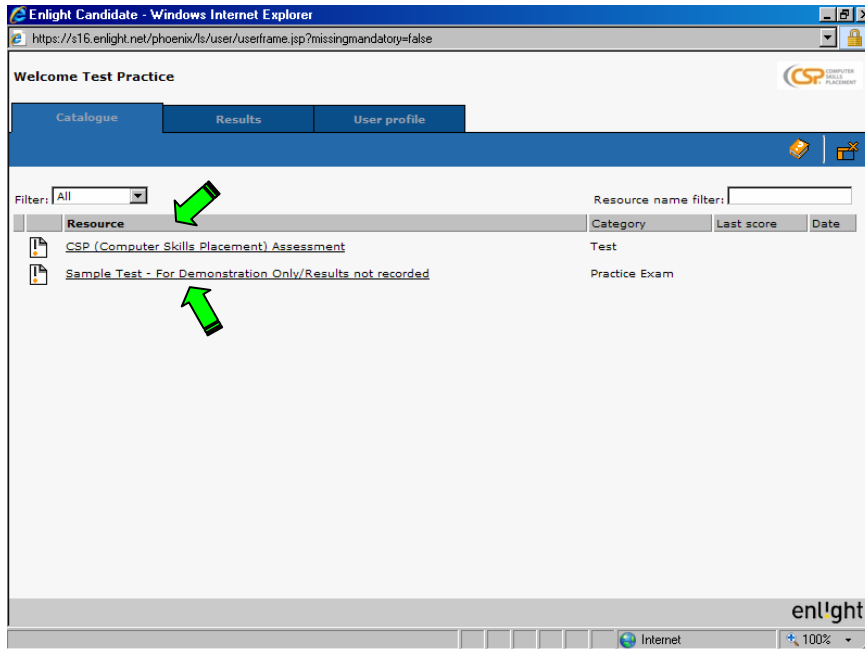


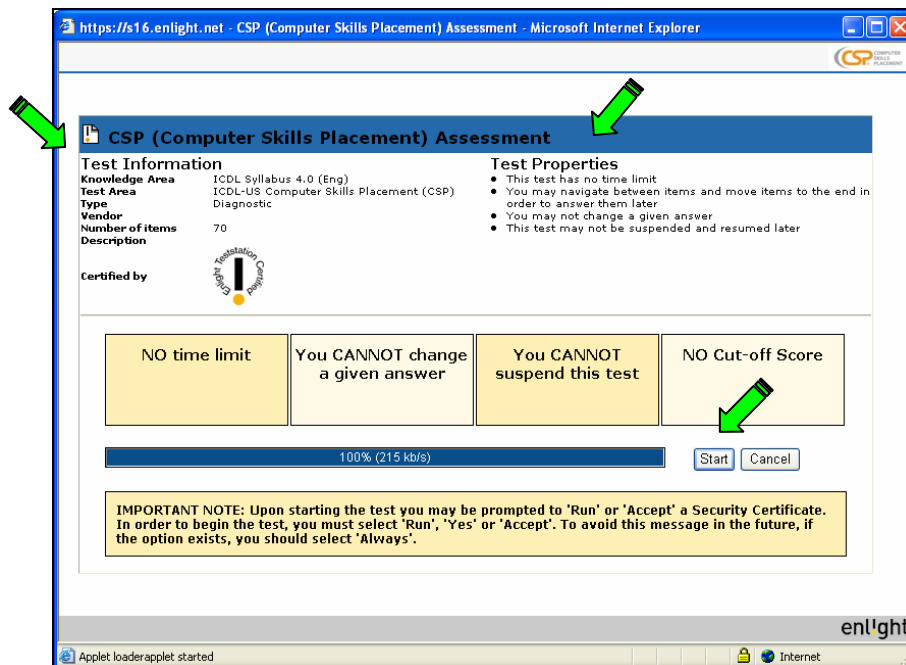
Step-by-Step Instructions for taking the Computer Skills Assessment (CSP)

Starting and Answering Test Questions

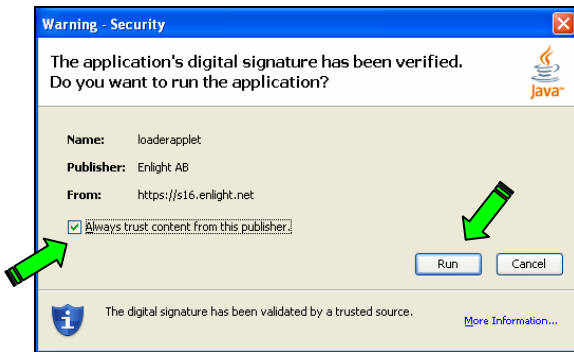
- Once the MDC Test Center Administrator has activated your test, you will then be asked to take the **CSP (Computer Skills Placement) Assessment** Test or the **Sample Test** Practice Exam. Select a link to begin.
Note: The practice version on the internet will only display the *Sample Test* link.



- Review the **Test Information** and **Test Properties** while you wait for the test to load (this will take approximately 60 seconds). Once you see that the blue bar at the bottom has reached 100%, click onto the **Start** button to begin the test.

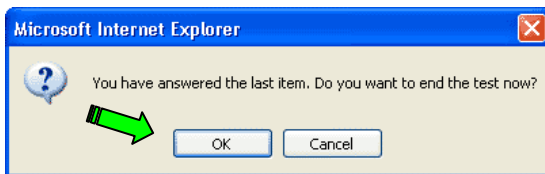


3. You may be prompted to 'Run' or 'Accept' a **Security Certificate**. In order to begin the test, you must select 'Run', 'Yes' or 'Accept'.
Note: If the option exists, you should select 'Always trust content from the publisher'.



At the Completion of Test-All Questions Have Been Answered

4. If all test questions have been answered this dialog box is displayed. Click on the **OK** button.



5. A result page is displayed.

The browser window title is "https://s16.enlight.net/phoenix/ts/scrollresult.jsp?rid=41555 - Microsoft Internet Explorer". The page content includes:

- Username: Heather Shay (hshay)
- Date, Time, Duration: 4/25/07 2:30 PM, 00:17:50
- Virtual Server: CSP Demo Access
- Knowledge Area: Syllabus 4.0 CSP demo (Eng) (1) (1)
- Test Area: TechReady Assessment
- Test Type: Diagnostic
- Number of items: 70

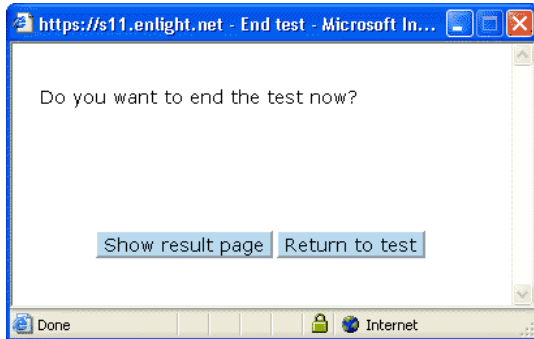
TEST RESULT

Category	Score
Total result	62 %
Result by Category	
Basic Concepts	60 %
File Management	60 %
Word Processing	60 %
Spreadsheets	60 %
Databases	70 %
Presentations	50 %
Information and Communication	80 %

The page also features a "CSP (Computer Skills Placement) Assessment - demo version" logo and a "Print" button. A green arrow points to the "Print" button. A tooltip "Scrolling Window Capture (Ctrl + F10)" is visible over the table.

At the Completion of Test-All Questions Have NOT Been Answered

6. If all questions have not been answered, or if you have clicked on the **End test** button this dialog box is displayed. Click on the **Show result page** button or **Return to test** to answer any questions that have not been answered. You will continue to be asked this question until you either answer all questions, or choose to **Show result page**.



7. Once you choose **Show result page**, you will see a results page as shown in **Number 5** above.
8. Click on the **Print** button at the top of the result page and contact the MDC Test Center Administrator.

