# Instructions and Practice Activities

**Buttons**

During your test, you can use these buttons.

You can click on the **Previous button** to go back one screen.

You can click on the **Next button** to go forward one screen.

Click Next to continue.

## Scroll bar

Sometimes a question will have a document that is bigger than the screen.

If the document is longer that the screen, you will see a **scroll bar on the right of the text.**

If the document is wider than the screen, you will see a **scroll bar below the text.**

**Click on a scroll bar.**

Drag the scroll bar **ALL** the way to the **bottom** or **ALL** the way to the **right**.

## Page tabs

On some screens you will need to click on page tabs to view each of the pages in a document.

When a document has multiple pages, you will see page tabs at the top of the document.

## Multiple choice questions

On some questions, you can use your mouse to click on your choice, or use your keyboard to enter your choice.

If you want to change your answer, click on another choice.

## Multiple select questions

On some questions, you will have to select multiple answers.

You can use your mouse to click on your choice, or use your keyboard to enter your choice.

## Fill-in-the-blank questions

On some questions, you will type an answer.

You may need to type a numeric answer, or you may need to type one or two words.

Click in the answer box, then type your answer.

To change your answer, first use the Backspace key to delete what you typed, then type a new answer.

## Drop-down questions

Some questions will have boxes that say "Select".

Click in the "Select" box to open a drop-down list. Then, click on your choice to complete the sentence or mathematical expression.

Repeat these steps for each "Select" box in the question.

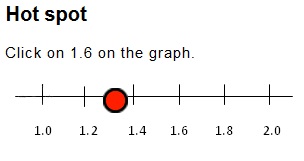
To change an answer, click in the "Select" box again.

## Hot spot questions

On some questions you will click on an image to give your answer.

The image could be a graph, chart, map, coordinate grid, or text.

To change your answer, click on a new location.

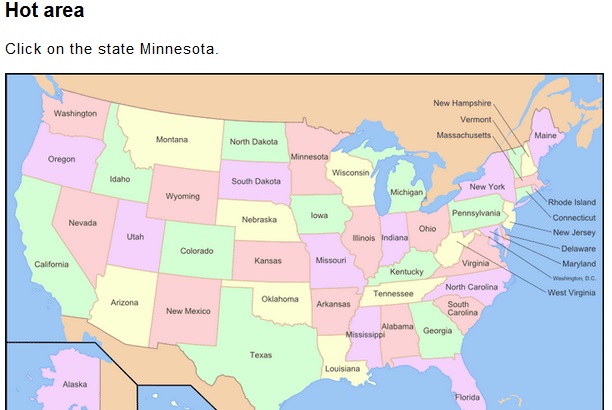


## Hot area questions

On some questions you will click on an image to give your answer.

The image could be a graph, chart, map coordinate grid or text.

To change your answer, click on a new area of the graphic.



## Drag-and-drop questions

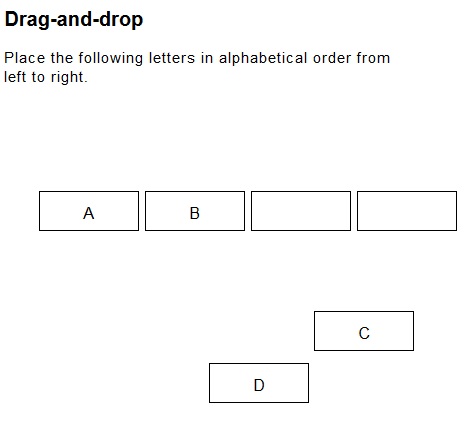
On some questions you will drag answers to new locations.

Click on an answer, then drag it to the location of your choice and drop it there.

Sometimes, a copy of the answer will still be in its starting place. On these questions, you can drag another copy of the answer.

Repeat these steps for each answer you wish to move.

To change an answer, drag an answer to another location, or drag the answer back to its starting place.



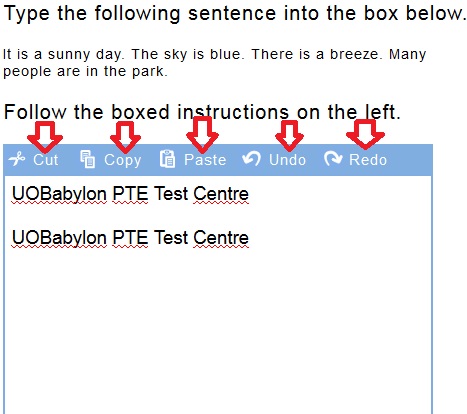
## Practice with all the editing tools

The editing tools can be used together to help you when you want to revise your typed response.

Type the practice sentences in the box on the right.

After you have typed the practice sentences on the right, practice using all the editing tools.

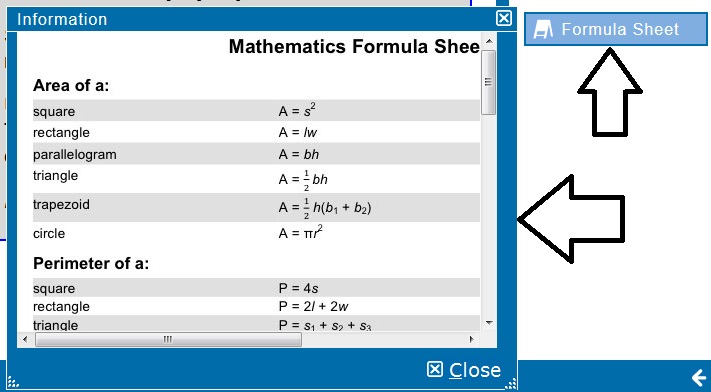
* Copy the first sentence. "It is a sunny day," and Paste it at the end.
* Cut the sentence "The sky is blue," and Paste it before the sentence, "Many people are in the park."
* Undo the move you just made.
* Make other edits and practice using all the editing tools.



## Practice with pop-up exhibits

Some questions will have pop-up exhibits with reference materials.

Use your mouse to click on the pop-up exhibit. To close the pop-up exhibit, click the x in the corner of the window.



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| --- | --- |
| Test time remaining Each subtest and instruction screen is separately timed.  A Countdown timer will be present onscreen in the top right hand corner.  When there is less than a minute remaining, the timer will turn yellow.  You will be notified via a pop-up once your time has expired.  If you don’t click ‘OK’ and move on you will lose time from other sections.  This screen has an example of the timer. Test progress A Progress Indicator will be located just below the timer.  The Progress indicator will show what question you are on out of the total available. |  |

## Color and font accessibility

You may be allowed to change the display text, by clicking buttons in the upper right corner during the test.

You will see this information when you begin the test.

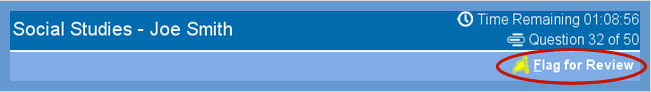


1. You can change the text using Custom Font. This will allow you to increase the font size.
2. You can change the Color Scheme of the text and the screen. This will allow you to select a foreground and background color.

## Mark Questions for Review

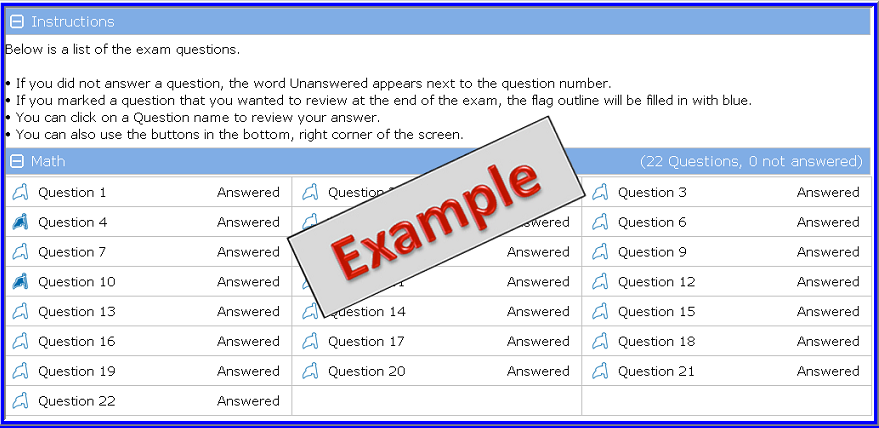
If you want to review a specific question after completing the test, you can click on Flag for Review to mark the question. If you click on Flag for Review the flag will display in yellow.

The question will be marked on the Review Screen.



## The Review Screen

At the end of the test, you may have time to review questions that you marked. Questions flagged for review will appear with a blue flag in the Review Screen. You may then go back to the flagged questions and answer them.



<http://en.toefl.uobabylon.edu.iq/PearsonPTE.aspx>

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