	Document Number: Internal Program Document: ICP-PD-201b	Revision Date: December 28, 2023
ICP Tutorial: API 571, API 577, API 580, API SI Suite, API TES, API 936, API 982, API 1184		

Welcome to the computer-based exam tutorial for the API 571, API 577, API 580, API SI Suite, API TES, API 936, API 982, and API 1184 exams.

The exam contains **(based on exam) questions**, presented in random order. You will have **(based on exam) minutes** to answer all questions on this exam. This exam is a one-part exam.

Before you begin, it is strongly suggested that you take a few minutes to review the tutorial. The tutorial provides an overview of the features available to you during the exam.

To view this tutorial again at any time, click on the “Question Mark” icon at the bottom of your screen.



A calculator is available on screen during the exam. If you are in an in-person testing center and prefer a handheld calculator, please request one from the proctor.

After completing and reviewing all questions within the exam, you can click the “Finish Section” button in the top right corner of the screen. Once the “Finish Section” button is clicked, a sequence of pop-up windows will appear confirming that you want to finish. Once you confirm your decision to finish this section, you will progress to the general comment box.

Click “No” to return to the exam questions. Please note that once you submit the open-book section, you may not return at any point and your exam is finished. Any unanswered questions will be marked as incorrect.

To change the color scheme at any time, click on the “Gear” icon in the bottom left corner of the screen.



To begin the tutorial, click “Next” to continue.

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Welcome to the Tutorial

This tutorial provides a series of screens that orient you to the computer testing environment. You will be instructed to use the mouse and different features available.

Notice the time at the top of the screen, this will appear throughout the exam, counting down the time available for each section. To the left of the screen is a numbered list that shows you where you are in the series of examination questions (or in this case, screens of the tutorial). Other screen features are described later in the tutorial.

Please note: the exam timer will continue to run during unscheduled breaks, question challenges and re-review of the tutorial.

Click the 'Next' button to continue.



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Translations

For candidates who have selected to take a translated to during their registration process with API, the English question and option will be present above the translation.

The selection of testing with a translation cannot be made or modified on the test day.

Click the 'Next' button to continue.



< Back

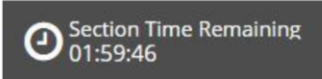
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Time Remaining

The amount of time remaining is displayed at the top of the screen.



Each section, including the tutorial and survey, is allocated a specific amount of time. There is also an overall amount of time provided for your full exam appointment. Clicking on the clock will switch between the amount of time remaining in the current section of the exam and the amount of time remaining in all content sections, if applicable.

As a test taker, the "Section Time Remaining" is most important.

In the exam section, an alert box will appear below the section click to signal when you have 30 minutes, 15 minutes and 5 minutes remaining.

Click the 'Next' button to continue.



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Using the Mouse



The mouse pointer is an arrow, as seen above, which moves when you move the mouse around on a surface. To click on an object within the window, move pointer until it rests on the desired object and then quickly press and release the left mouse button.

Click the 'Next' button to continue.



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Using the Scroll Function

When a question does not fit on a single screen, the following warning will appear at the bottom of the screen.



To scroll through the screen contents, click and drag the scroll bar, that will appear on the right, as necessary or use the scroll wheel on the mouse.

Click the 'Next' button to continue.



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Using the Calculator

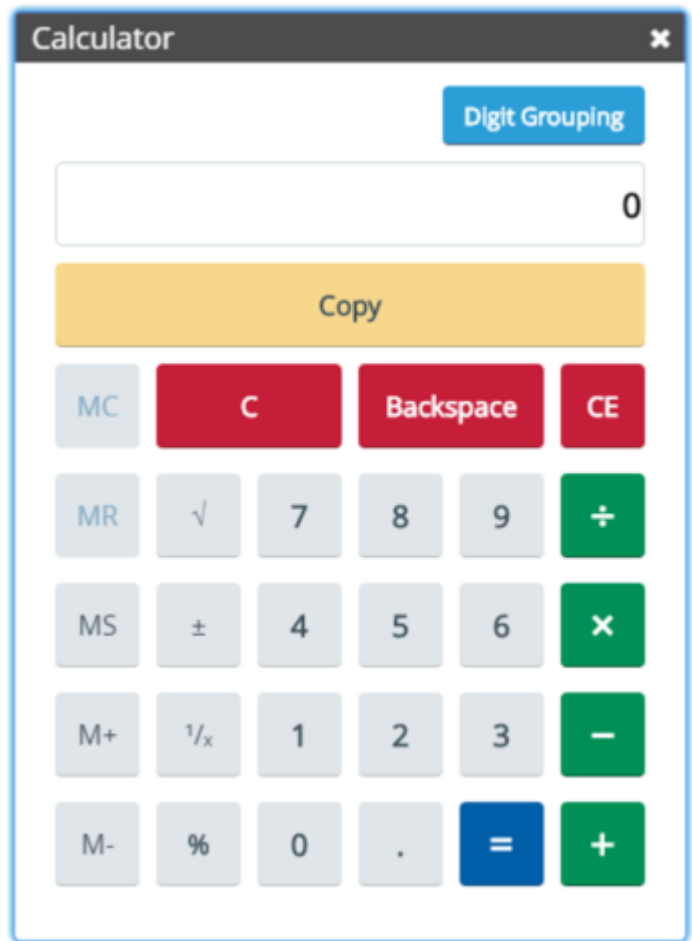
Calculator

A non-scientific calculator is available for use in the exam, similar to the calculator found in Microsoft Windows.

You can use the calculator to perform basic arithmetic functions, such as addition, subtraction, multiplication and division. If you are in an in-person testing center and prefer a handheld calculator, please request one from the proctor.

If you choose, you may take this opportunity to practice with the calculator now. Click the **"Calculator"** button on this page to open the calculator.

Click the 'Next' button to continue.



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Navigating Through the Exam

Click the **Next** button displayed at the bottom of the screen to move to the next screen or question. Click the **Back** button to move to the previous screen or question.

In addition to the navigation buttons, you can use the numbered buttons displayed on the left side of the screen.

The numbered buttons change appearance to indicate different question states: Current, Attempted, Unattempted, and Flagged.

-  • The current question will be indicated by an arrow-shaped numbered button.
-  • For all answered questions, the numbered button will appear darker in color.
-  • For all unanswered and unattempted questions, the numbered button will remain the original color and shape.
-  • Flagged questions will show a flag icon on the numbered button.
-  • Depending on the number of questions in the section, you may need to click on the down arrow to navigate to additional questions.

Click the 'Next' button to continue.



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Answering Multiple-Choice Questions

This exam uses multiple-choice questions with one correct answer.

To complete a multiple-choice question, click the most correct answer. The selected answer will change color. To unselect a chosen option, click on it a second time. To change your response, click on a different option.

Practice answering the multiple-choice question below. Once you have finished practicing, click the 'Next' button to continue.

Of the following biological levels of organization, which represents the smallest or lowest level?

- A
- B
- C
- D



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Answering Multiple-Response Questions

This exam uses multiple-responses questions, which have two or more correct answers. These items will be identified by a line that states "This may have more than one correct answer, please select all answers that apply."

To complete each multiple-response question, click on all answers that you believe are the most correct responses. Once selected, the options will change colors. To unselect a chosen option, click on it a second time. To change your response, click on a different option.

Practice answering the multiple-response question below. Once you have finished practicing, click the 'Next' button to continue.

Which of the following are planets in our Solar System? Select the two that apply.

- A Venus
- B Europa
- C Titan
- D Mars



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Using the Drag and Drop Items

For a Drag and Drop Question, a single panel box with a options is presented. You must select all the options that you believe answer the question by placing them in the provided answer box(es).

To place an option in the answer box, click the selected option with your mouse and then drag, holding down the left mouse button, to the answer box. To remove an option, click and drag it out of the answer box.

Note: Depending on the specific question, options in the panel box may be placed in multiple answer boxes.

You can practice with the sample below, when you are finished click the 'Next' button to continue.

Options

December Horse June Dog

Months of the year

Animals



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Next >

Continue the Test >

Options

Months of the year

December
June

Animals

Horse
Dog

Applicants will answer the question correctly only if they place all correct options in the provided box. If any option placed in the box is incorrect, the question is wrong. No partial credit is given.

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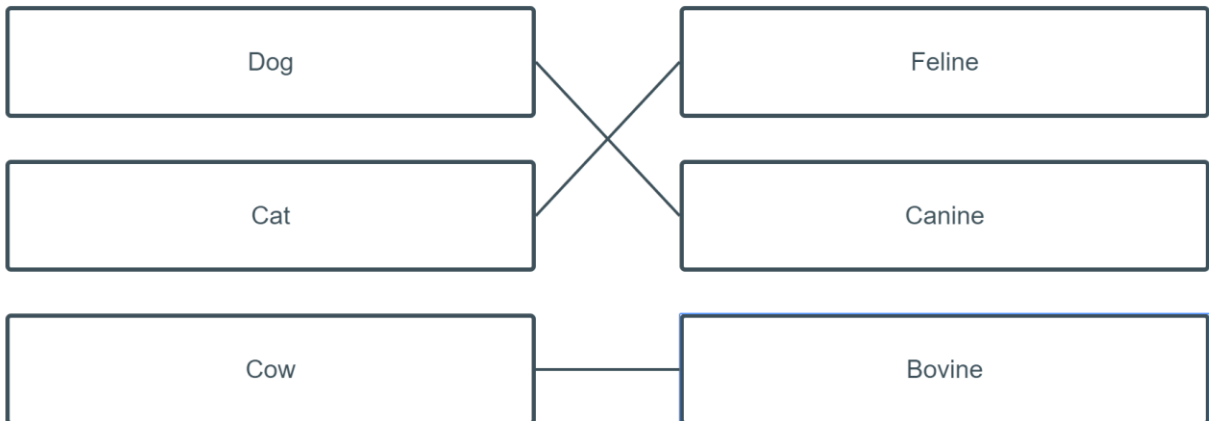
Answering Extended Matching Items

To complete a match, click on the option you would like to choose, then click on the corresponding answer in the opposite row. This will connect the boxes with a red line

Repeat this procedure for all the answer boxes. Note: Multiple lines can be drawn to individual boxes. Certain boxes have a maximum allowance of usage.

If you wish to remove a connecting line that was drawn in error, simply use the mouse to click on the red line. It will disappear and allow you to redraw connections.

Use the example below to become familiar with the functionality, when you are finished click the 'Next' button to continue.



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Extended matching questions will be correct if the options in the left and right columns are correctly matched. No partial credit will be given.

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Flagging Questions



You can flag a question as a reminder to go back and check your answer or attempt it later.

To flag a question, click the **Flag** button displayed at the bottom of the exam screen.

Any questions that are flagged for review will show a flag icon on the numbered button, as shown below. Click the **Flag** button again to remove the flag.



If you have left any flagged items, a pop-up will notify you when you go to submit your section.

Click the 'Next' button to continue.

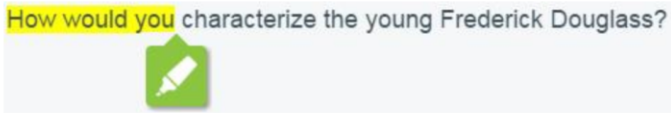


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Highlighting Text

During the exam, you will be able to highlight within questions. To highlight, click and drag the mouse cursor over the desired text. Click the Highlight button that appears, as shown in the image below. The highlight will remain, unless you select to remove it. To remove it, click on any area of the highlighted text.

To highlight text, click and drag the mouse cursor over the desired text. Click the **Highlight** button, as shown in the image below, that appears after releasing the mouse button. To remove, click on any area of the highlighted text and click the **Highlight** button again.



The highlight feature cannot be applied to text within the answer options.

Click the 'Next' button to continue.



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Striking Out Options

During the examination, a Strikeout feature is available to help you visually eliminate possible options from the list. The option that was struck out will remain crossed out unless you select to remove it.

Right-click on an option to strike it out. Right-click again to remove the strikeout. Left-click on a struck out option to select it as your response. You may strike out as many or as few items as you like.

Practice using the Strikeout feature below. Once you have finished practicing, click the 'Next' button to continue.

How many lungs does the typical human body have?

- A
- B
- C
- D



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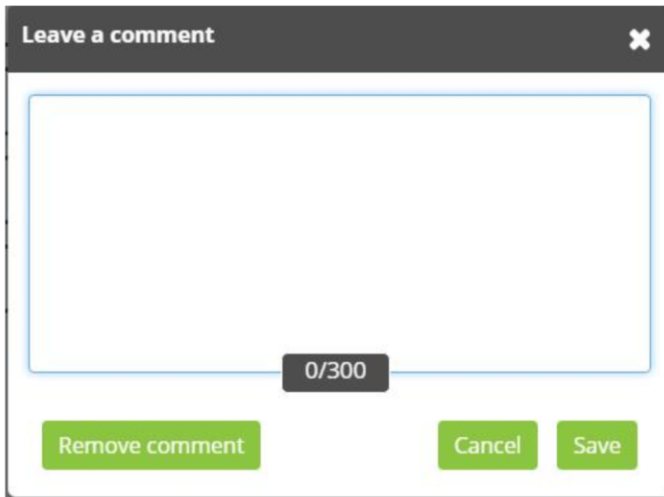
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Providing Feedback



During the examination, you will have the opportunity to give feedback to each question presented to you.

To comment on a question, click the **Comment** button displayed at the bottom of the exam screen. Then proceed to type the comment in the pop-up window, or remove the comment if necessary.



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Please make sure your comment is relevant to the question you are viewing. Comments intended to challenge questions should provide the problematic details, such as the technical reason why, an explanation and possibly a reference code. At the end of the examination there will be a general comments box to capture the overall testing experience.

Please note that providing feedback is optional. The examination timer will continue to run while comments are being entered.

Click the 'Next' button to continue.



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Section Review



In any current exam section, you can review the status of all questions using the grid icon (example above) located in the bottom left corner of the screen.

To navigate directly to a question, click the corresponding numbered icon. You may also filter your view by unattempted, attempted, and flagged questions. The Section Review can be locked in place using the padlock icon and closed using the "X" icon.

Click the 'Next' button to continue.



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Ending Exam Sections

After completing and reviewing all questions within a section, navigate to the next section by clicking the **"Finish Section"** button in the top-right corner of the screen. Once the **"Finish Section"** button is clicked, a sequence of pop-up windows will appear confirming that you want to finish the exam section. Once you confirm your decision to finish the section, you will progress to the next section.

After completing your exam, the final section is a general comment box. You may enter any overall comments here. Once you have completed your comments, you can end your session by clicking the **"Finish Test"** button in the top-right corner of the screen and confirming you would like to finish the test.

Please note that once you leave a section, you may not return. Any questions that are left incomplete will be marked as incorrect.



Click the 'Next' button to continue.



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Tutorial Conclusion

This concludes the tutorial. You can review the tutorial by clicking on the **"Back"** button to back up one screen at a time, or by using the numbered buttons displayed on the left side of the screen. You may view the tutorial at any point during an active examination by clicking on the question mark icon. This icon can be found in the bottom left of the screen once you have begun testing.

Good luck with the examination.

Click the 'Start the Test' button to exit the tutorial and begin the examination.



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Continue the Test >

Question Screen:

Question: 49
Section: 2

Section Time Remaining
03:44:39

0/150
Items Attempted

Finish Section

Test: 510 - Pressure Vessel Inspector Certification **Candidate: VIERS Amanda**

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