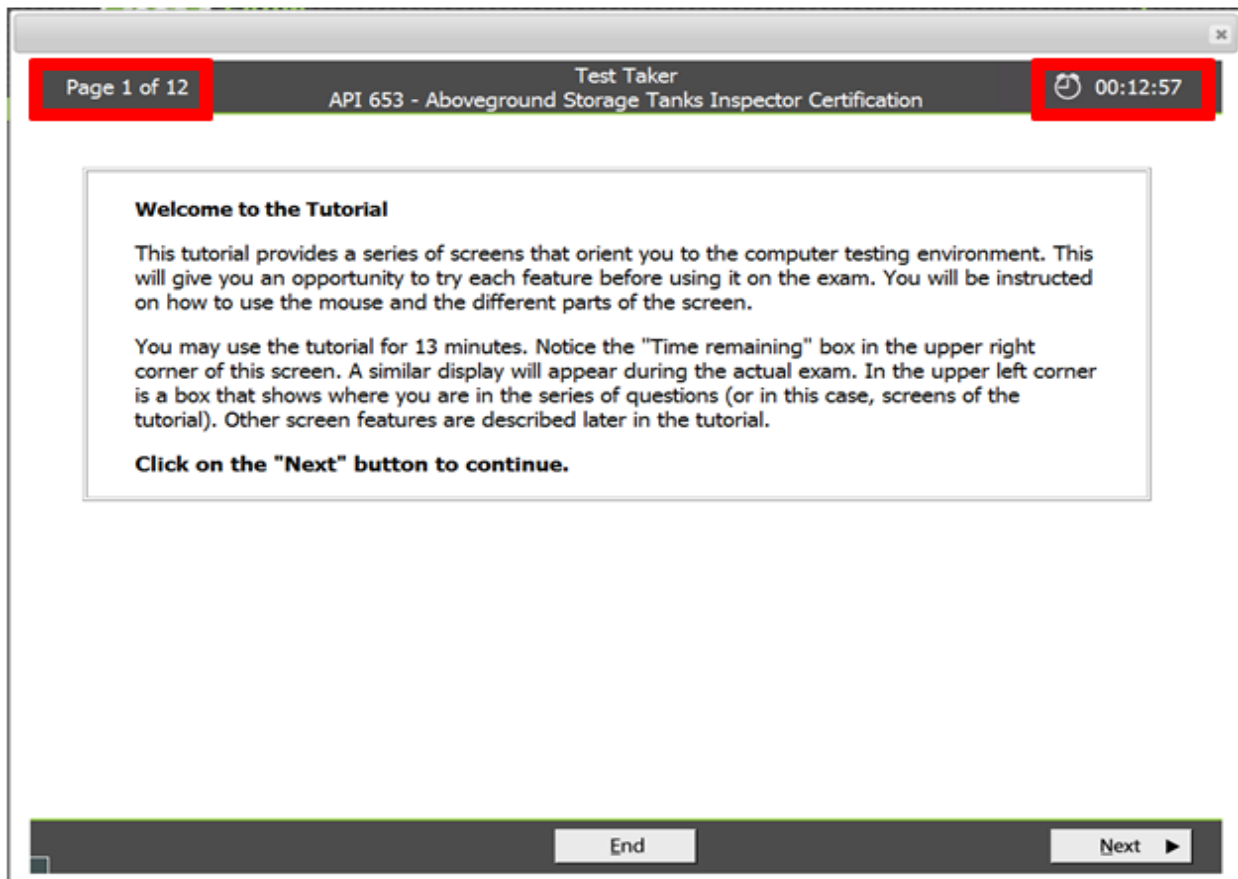**欢迎您来到电脑考试辅导**

这项辅导提供了一系列屏幕，帮助您适应电脑测验环境。

考场辅导将以英文展示。这份指南将有助于您理解如何使用各种各样的考试功能和懂得必要的英文词语。

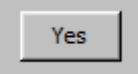## 1: 辅导过程中的截屏

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.

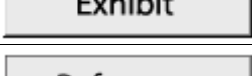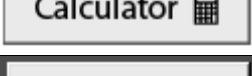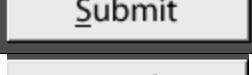**Click on the "Next" button to continue.**

End   Next ▶

在考试中使用这些功能前，考场辅导将给予您机会试用每项功能。这份指南将指导您如何使用屏幕的不同部份。

您也许可用 13 分钟的考试辅导。注意屏幕右上角的 Time Remaining (剩余时间) 方框。在实际考试过程中将出现类似显示。左上角的方框显示您所在的考题系列 (在这种情况下，或也指辅导屏幕)。在随后的辅导过程中，将对其它屏幕功能进行解释。

屏幕/按钮上将显示下列英文词语。您必须懂得这些词语才能浏览试卷。请记住这些词语和它们的中文翻译:

英文	图像	中文
Yes	Yes	是
No	No	否
Next	Next ▶	向后
Previous	◀ Previous	向前
Mark	Mark	做标记
Marked	Marked	已做标记的
Review	Review	回看
Comment	Comment	提交评论
Review All	Review All	回看全部
Review Marked	Review Marked	回看已做标记的
Review Incomplete	Review Incomplete	回看未完成的
Scroll	Scroll ▼	向下滚屏
Exhibit	Exhibit	展示
Reference	Reference	参考
Calculator	Calculator ▦	计算器
Submit	Submit	提交
End	End	结束

2: 考题如何出现

为选择用翻译考卷的考生，考卷将展示在分区屏幕上。英文考题和回答展示在左边。相应的翻译展示在右边。考生必须在英文考题分区中选择正确回答。

浏览试卷
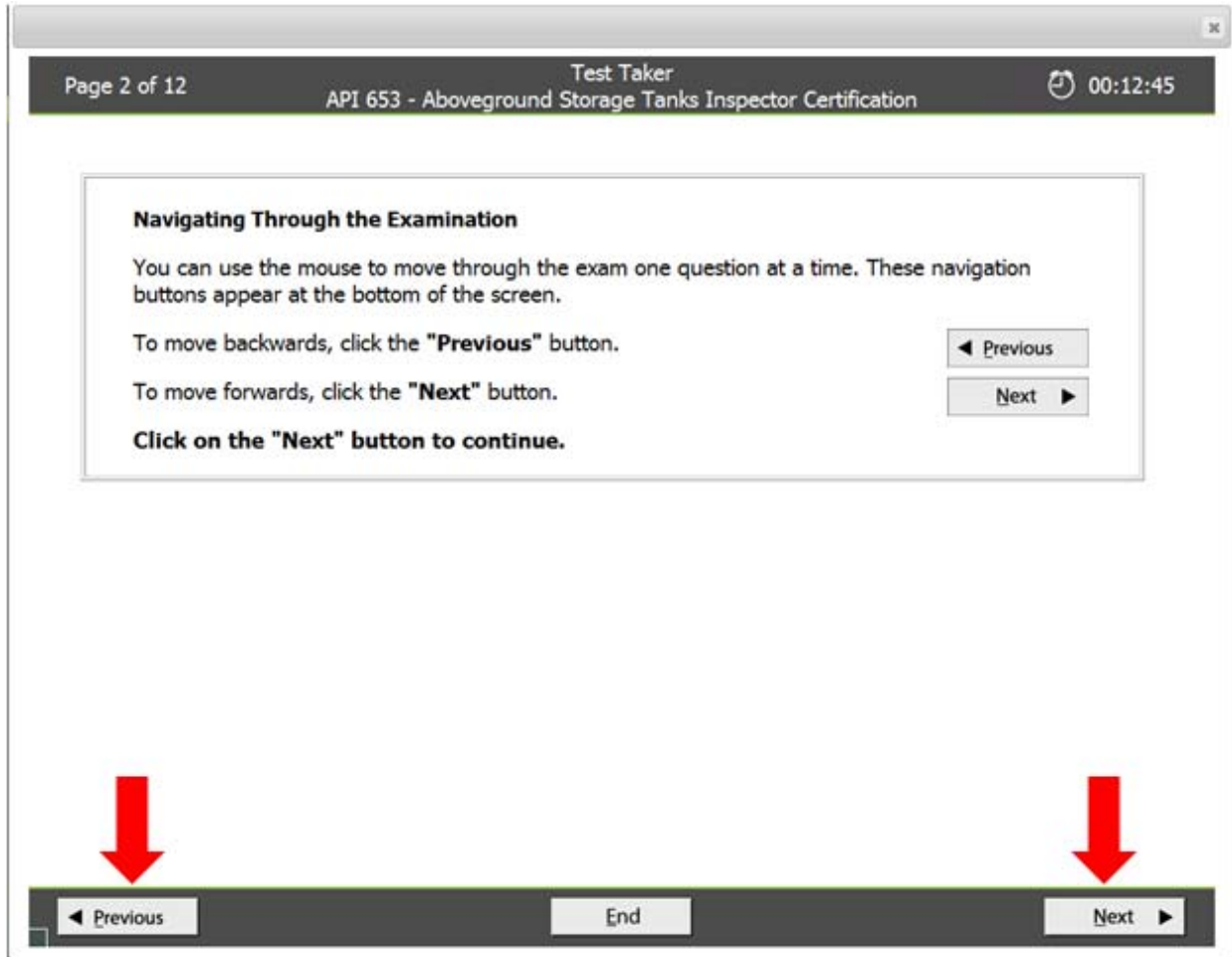
3: 辅导过程中的截屏

您可用鼠标逐个浏览每道考题。按钮在屏幕底部出现。

往回看 - 点击 Previous (向前) 按钮。

往后看 - 点击 Next (向后) 按钮。

使用计算器

2: 辅导过程中的截屏

您可在考试中为每道考题使用计算器。计算器位于考试屏幕的右下角。这个计算器的工作方式和微软视窗中的计算器类似。

您可用计算器进行任何标准操作。这是一项可选功能，因为您也许会使用监考人给您的手持计算器。如果您想用手持计算器但没有得到，请立即告知您的监考人。

使用 "全能文档阅读器" (PDF Reader)

不准许您在测验中心使用任何印制的参考材料。所有必要的参考材料将在屏幕上向您展示。只有在开卷考试时，才能为您提供参考材料。在考试中，只能为您提供考试的 "有效性出版" (Publication Effectivity) 列单中列出的参考材料的部份。

考卷中 **没有** 启动 Ctrl+ F (寻找功能)。您将使用 "全能文档阅读器" 左手侧显示的书签浏览参考。

5: 辅导过程中的截屏

Using the PDF Viewer

You are not permitted any printed reference materials during these examinations, but electronic reference materials necessary for the completion of the exam are provided. These materials will only be available for the second portion of your examination.

Starting the PDF Viewer

This computer provides all the necessary API and ASME documents for the open book portion of your exam.

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.
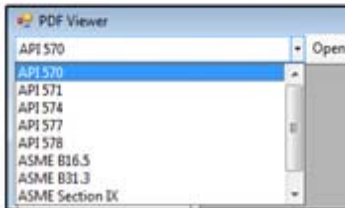
When first opened, the reference appears as shown on the left. To view the bookmarks, click on the icon circled in red below. The list of bookmarks will now appear as shown on the right.
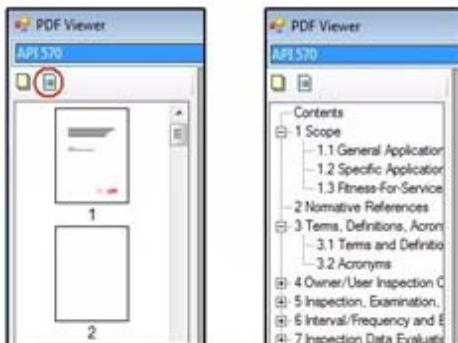
You may wish to format the document for continuous scroll. To do so, click on the circled icon as shown in the picture below:

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.
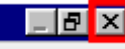
Click on the "Next" button to continue.

"全能文档阅读器" 的屏幕/按钮将显示下列词语和标志。您必须懂得这些词语和标志才能浏览 "全能文档阅读器"。请记住这些词语/标志及它们的中文翻译:

英文	图像	中文
Open	Open	开启
Thumbnail view of Document pages	Thumbnail view of document pages	文件页的缩略图视图
Document Bookmarks	Document bookmarks	文件书签
Singe-page View		单页视图
Continuous Scroll		接连滚屏
Facing		两页并立
Move to First Page	1 / 163	至首页
Previous Page	1 / 163	至前页
Next Page	1 / 163	至后页
Move to Last Page	1 / 163	至最后一页
Zoom Out	50%	缩小显示
Zoom In	50%	放大显示
Additional Percentage Options	50% 75% 100% 125% 150% 175% 200% 300% / 50%	可选的加大百分比
Actual Size		实际尺寸

Fit Page Width		适应页宽
Fit Page		适应页面
Minimize		最小化
Maximize		最大化
Close		关闭

开启参考材料

为在开卷考试中查看参考材料，您将点击考题屏幕底部的 Reference (参考) 按钮。

当您点击 Reference (参考) 按钮时，将会为您展示一个可提供文件的下拉式菜单。点击下拉式菜单右边的下向箭头，以查看可提供文件的列单。点击您想要使用的文件，然后点击下拉式菜单右边的 Open (开启) 按钮。

您也许每次只能开启一个参考文件。

格式化 "全能文档阅读器" (PDF Reader)

为查看"全能文档阅读器"的书签，您必须选择您的阅读器左上方的 Document Bookmarks (文件书签) 按钮。这将使您能查看并使用书签。
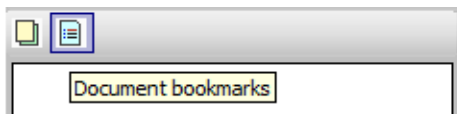
特别要建议的是，您需要格式化 "全能文档阅读器"，才能做 continuous scroll (接连滚屏)。这将使您在翻页时能使用阅读器右手侧的滚动条，或使用您键盘上的 Page Up (向上翻页) 和 Page Down (向下翻页) 按钮。

请注意: 您不能使用鼠标中心的 "滚屏轮" 翻页。

为格式化阅读器以能做接连滚屏，您必须点击下面显示的按钮。

您必须在每一个考题上都格式化您的 "全能文档阅读器"。

重要信息

Actual Size	
Fit Page Width	
Fit Page	

如果您正在查看参考材料中的一个页面，并用 Actual Size (实际尺寸) 按钮、Fit Page Width (适应页宽) 按钮或 Fit Page (适应页面) 按钮调整页面尺寸，您的参考材料将回到您正在回看的标准的或 RP (建议规程) 的封面。要想调整页面尺寸，使用 Zoom In (放大显示) 或 Zoom Out (缩小显示) 按钮。

6: "全能文档阅读器" (PDF reader) 截屏

以下是 "全能文档阅读器" 的截屏。显示出的是 Document Bookmarks (文件书签) 按钮和
Continuous Scroll (接连滚屏) 按钮。
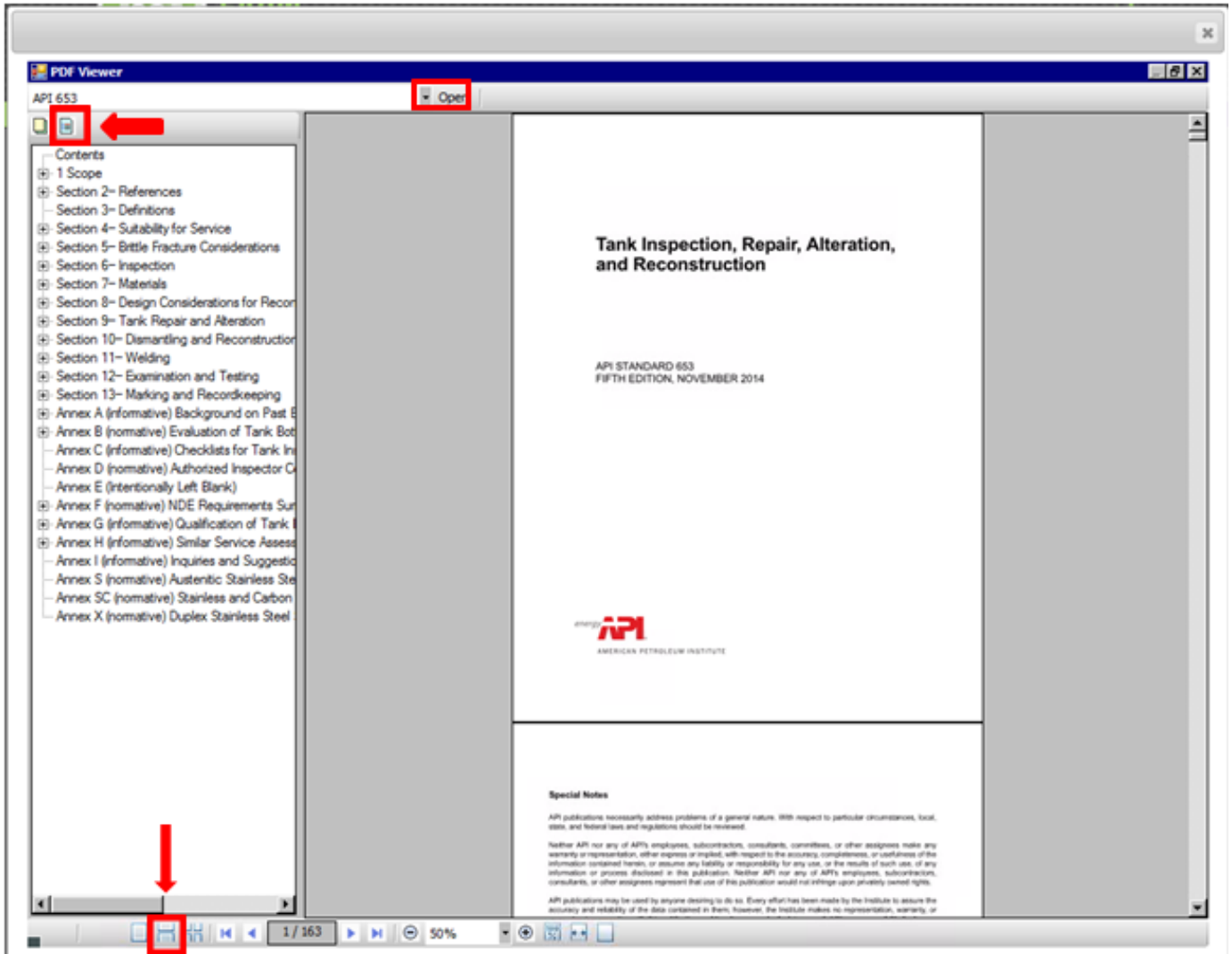
在考题上做标记，以便之后回看

7: 辅导过程中的截屏

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.

◄ Previous | Mark | End | Next ►

您的分数取决于您正确回答考题的数目。因此，回答每道考题甚至是猜答，对您都有利。如果您不确定自己的回答，可在考题上做标记。如果时间允许，您可以回看。

为考题做标记 - 点击 **Mark (做标记)** 按钮。您会看到出现一面红旗。

取消考题标记 - 点击红色的 **Marked (已做标记的)** 按钮。仅在您为考题做过标记的情况下，这个按钮才会出现。

当您满意您的回答选择时，请逐个取消考题的标记。如果您忘记取消考题的标记也没关系，因为记分过程不会区别做标记的和取消标记的考题。

您也可暂留一个未回答考题 (未完成考题)。在您提交考卷前，**Review Questions (回看考题)** 屏幕将突出显示做标记的和未完成的考题。如果您有富裕时间，将有机会回看这些考题。

回看考题

8: 辅导过程中的截屏

您也可在考试过程中任何时间点击 Review (回看) 按钮，查看这个列单。这个列单显示出每道考题的编号，并注明该考题是否被做标记以便回看、是否已完成或被跳过。要想退出回看并返回您的考卷，在 Review All (回看全部) 类别中双击任何考题。

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 ►

回看考题

点击 Review All (回看全部) 按钮。您将抵达第一道考题。点击 Next (向后) 按钮，您将抵达考卷中下一道考题。您也可双击列单中的考题编号，以抵达一道特定的考题。

回看做标记的考题

点击 Review Marked (回看做标记考题) 按钮。您将抵达第一道做标记的考题。点击 Next (向后) 按钮，您将抵达下一道做标记的考题。要想返回考卷，点击 Review All (回看全部) 按钮，然后双击任何考题。

回看未完成考题

点击 Review Incomplete (回看未完成考题) 按钮。您将抵达第一道未完成考题。点击 Next (向后) 按钮，您将抵达下一道未完成考题。要想返回考卷，点击 Review All (回看全部) 按钮，然后双击任何考题。

回看页

9: 回看页的截屏

点击 Review (回看) 按钮后，便抵达这样的回看页。您可从这里回看考题或提交试卷。

图像	Chinese
▣ = Marked question	
☑ = Completed question	
⚠ = Incomplete question	

请记住，一旦点击 Submit (提交) 按钮，您的考试即结束，您还须提交您的回应。

重要信息:

无论是闭卷考试还是开卷考试，如果您试图提交带有未回答考题的考卷，您将收到以下警示:

"您还有未完成的 (未回答的) 考题。如果您选择提交，这些考题将被标为错答。一旦点击 **Submit (提交)**，不能再返回考卷。您是否希望提交并结束您的考卷？"
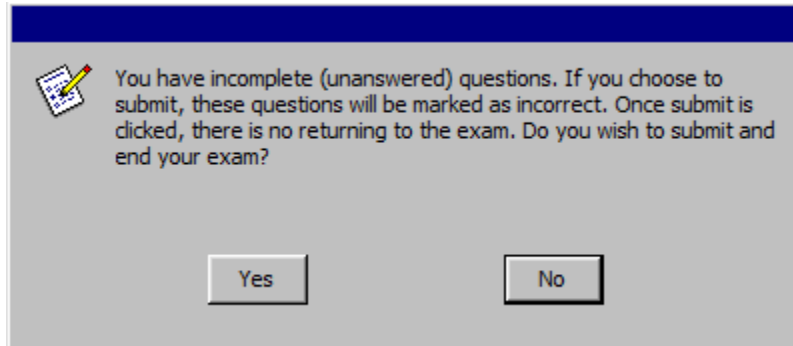
如果您点击 Yes (是) 按钮，您将提交并结束您的考卷。在您确认想结束您的考卷前，请不要点击 Yes (是) 按钮。您的分数取决于您回答考题正确的数目。因此，回答每道考题甚至是猜答，对您都有利。

如果您点击 No (否) 按钮，您将回到 Review (回看) 页。

在考试过程中提交评论

在考试过程中，点击 Comment (提交评论) 按钮，您便可记录对考题的反馈。

10: 辅导过程中的截屏
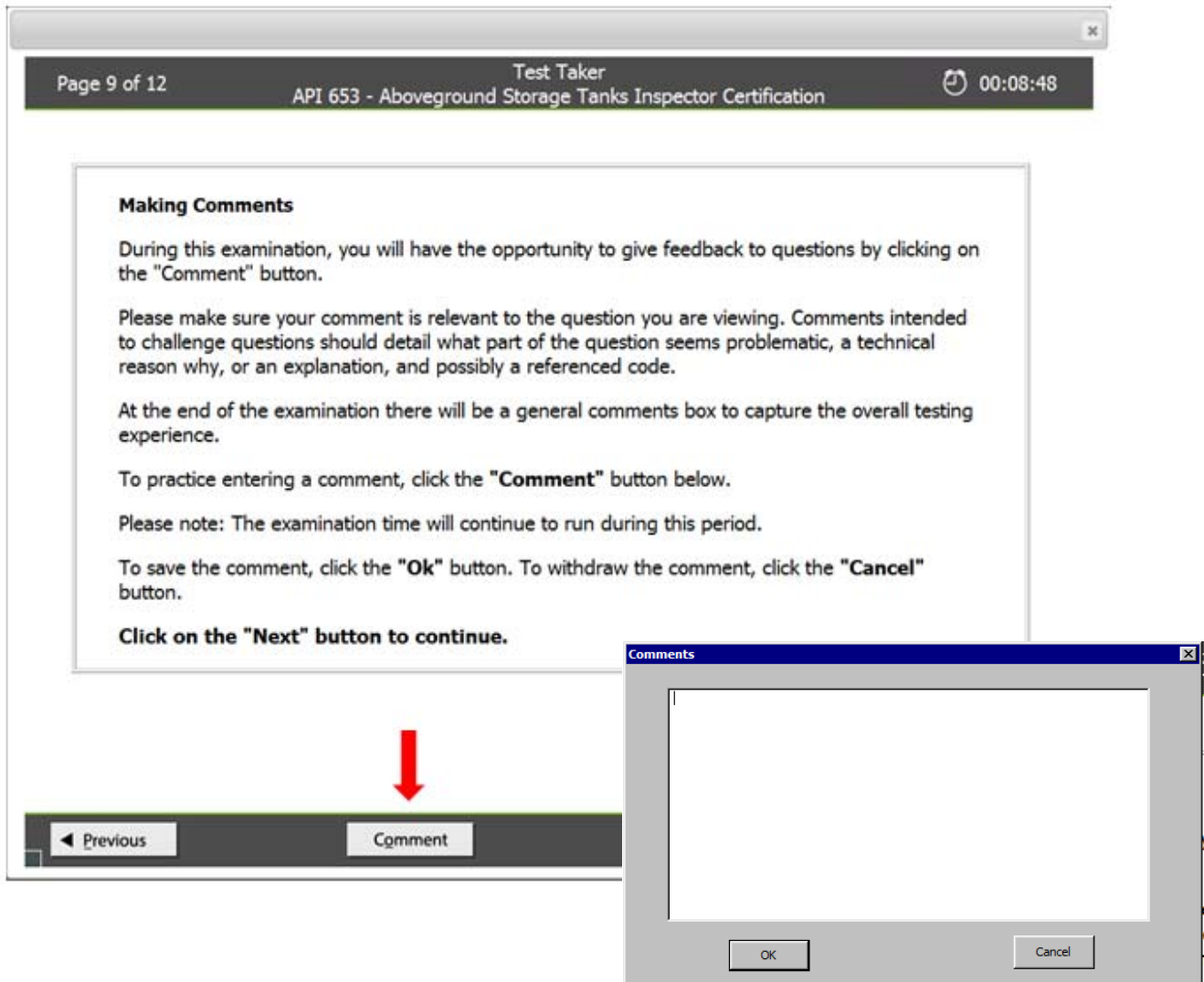
点击 Comment (提交评论) 按钮将开启一个文字框，请在这个区域里打字提交任何评论。只有用 English (英文) 写的评论才会被查阅。点击 OK (完成) 按钮，结束评论。请注意，在这个阶段中，考试时间仍在继续。

《美国石油学会》人员将查阅用英文书写的所有评论。

预先安排的考试中的休息

11: 辅导过程中的截屏

在闭卷考试和开卷考试之间，将给考生 60 分钟休息时间。休息屏幕右上角将显示已过去的时间。您可点击休息屏幕底部的 **End (结束)** 按钮，选择提前结束您的休息。

12: 辅导过程中的截屏

Test Taker
API 653 - Aboveground Storage Tanks Inspector Certification

⏱ 00:59:55

This is a 60 minute break.

You may take a break for the time allotted. If you wish to continue with the next section of the exam before the time elapses, press the "End" button.

End
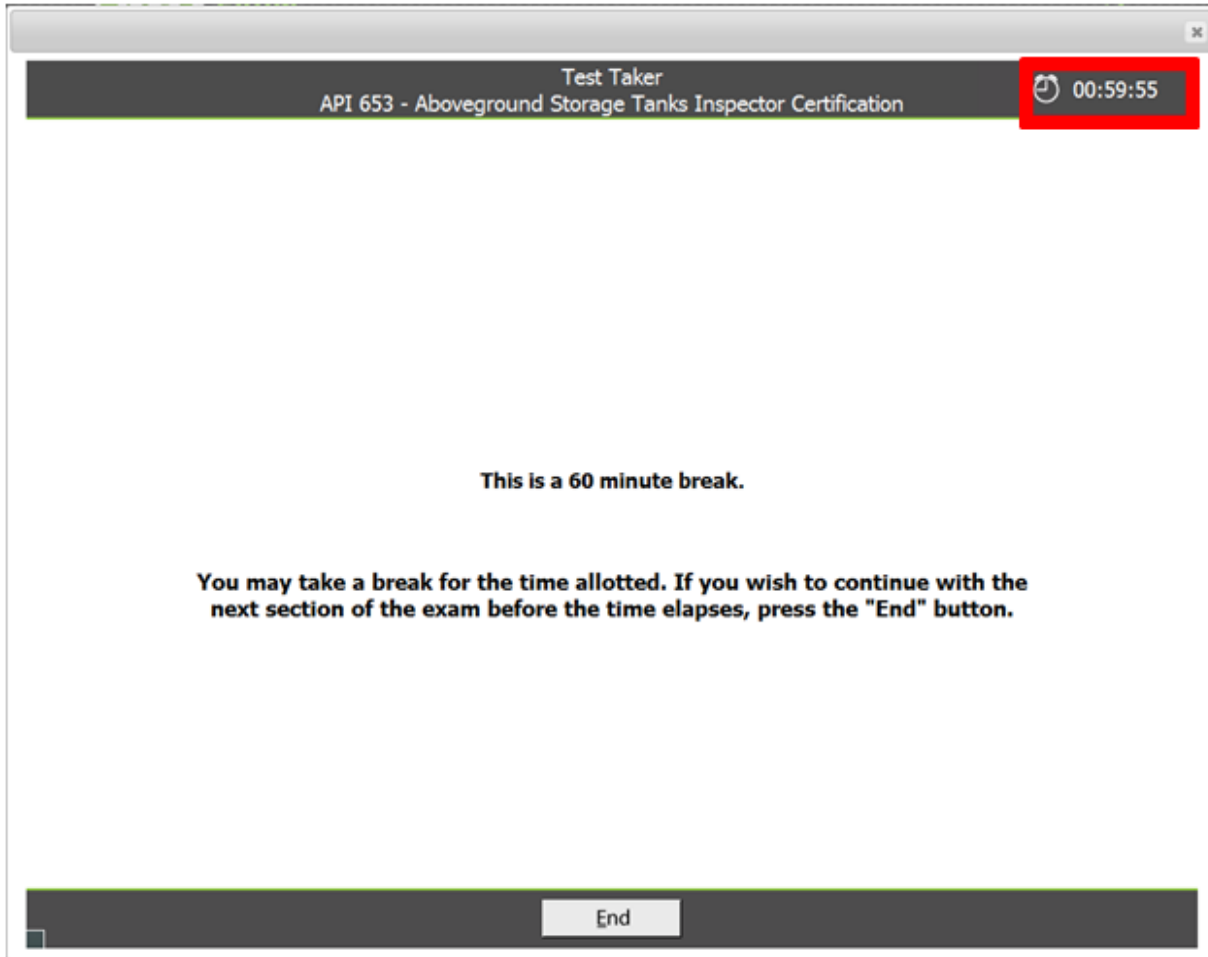
如果您决定在时间过去之前结束您的休息，您将收到以下警示。要想结束您的休息并开始考卷的下一个部份，点击 **Yes (是)** 按钮。如果您希望继续您的休息，请点击 **No (否)** 按钮，您便返回到休息屏幕。

This will end your break. Are you sure you want to end your break?

Yes   No

翻译

在与《美国石油学会》做登记的过程中，如果您选择做配有中文翻译的考卷，我们可提供考题的翻译考卷。对做配有中文翻译的考卷的选择，不能在考试当日决定或更改。

14: 辅导过程中的截屏

辅导结束

您收到的最终屏幕将告知您将退出辅导。如果时间允许，您也可点击 Previous (之前) 按钮，以回看辅导屏幕。

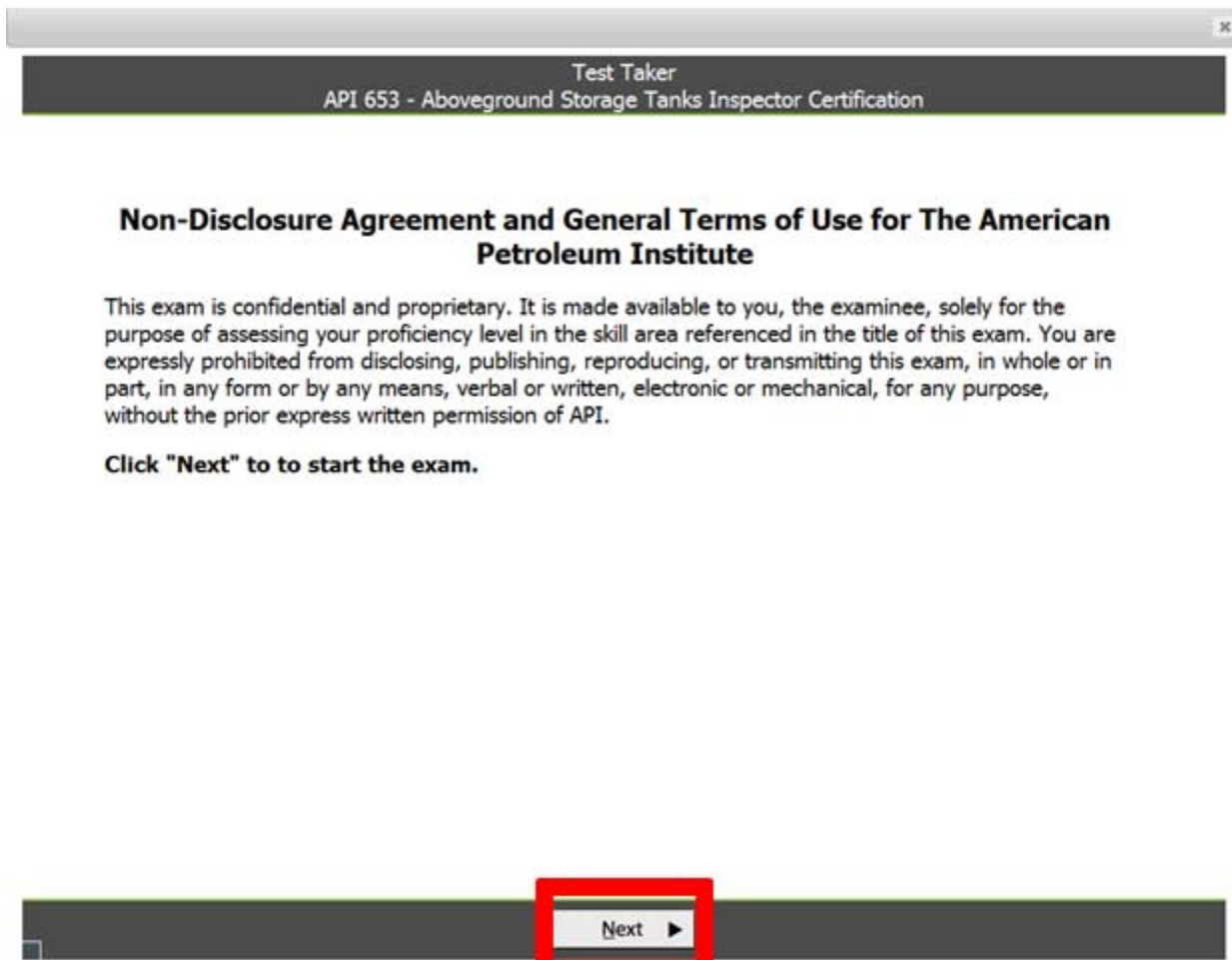您也可在任何时候点击 **End (结束)** 按钮，以结束辅导。一旦点击此按钮，您会收到一个警示信息：
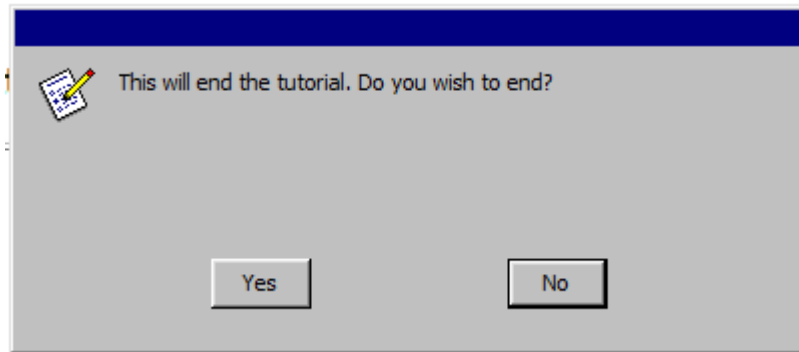
要想结束辅导，点击 **Yes** (是) 按钮。

15: 辅导过程中的截屏

保密协议

《美国石油学会》的考卷是机密的并具有所有权。提供给您 (即考生) 使用的唯一目的，是为评估您在此标题考试中技能的熟练程度。没有《美国石油学会》事先的书面许可，您被明确禁止为任何目的披露、出版、复制或传输这份考卷，无论是整体还是部份，无论是任何形式还是任何手段，无论是口头还是书面，无论是电子的还是机械的。您必须点击此屏幕上的 Next (向后) 。

当您点击 Next (向后)，您将开始考试。

16: 一般评论框的截屏

考试结束时，将出现一个一般评论框，以获取全面的考试体验。

17: 初始结果

ICP (个人证书项目) 在电脑考试结束时提供初始分数。在学科专家委员会审核所有考生的考卷之前，《美国石油学会》不做最终评分。这项审核频繁地导致评分过程中的变化，这就是为什么即时评分仅产生初始结果。最终结果将在测验窗口关闭后 6-8 周发布。

初步通过： 您的分数初步界于通过范围。要做额外的分析，以确认并最终确定您的分数。有很小的可能，即是此分析将影响您的通过/未通过的状况。在您决定登记并开始重考的准备工作之前，请等待您最终的、确定的分数报告。

边际结果： 需要对您的分数做额外的分析，以确认您是否通过或未通过。在测验窗口关闭后 6-8 周，您将收到您最终的、确认的分数报告。在您决定登记并开始重考的准备工作之前，请等待您最终的、确定的分数报告。

初步未通过： 您的分数初步界于未通过范围。要做额外的分析，以确认并最终确定您的分数。有很小的可能，即是此分析将影响您的通过/未通过的状况。在测验窗口关闭后 6-8 周，您将收到您最终的、确认的分数报告。与此同时，您也许想登记并开始重考的准备工作。

祝您考试好运。