



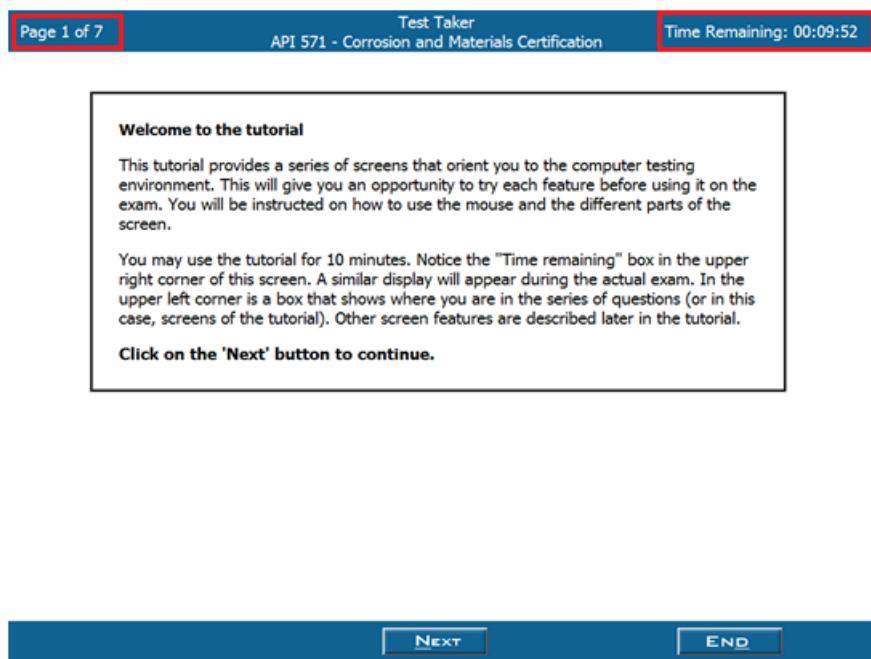
个人检验员计算机考试

操作指南

一、介绍

欢迎您浏览《个人检验员计算机考试操作指南》。这份说明材料提供了一系列电脑屏幕截图，以帮助您提前适应计算机考试环境，并有助于您理解如何使用考试屏幕上的各种按键功能和相应的英文单词。当您在考试过程中使用这些按键前，该指南将为您提供提前试用每项功能的机会。浏览此份指南将占用您 10 分钟时间。但考试时电脑屏幕显示的《操作指南》为英文。

截图一



请留意截图一右上角的 Time Remaining(剩余时间)，在实际考试过程中也将出现该提示信息。截图一左上角的数字显示您所在的考题系列。截图一里显示的其它功能，将在随后的内容中给予解释。

屏幕/按键上还将出现以下英文单词。您需要提前了解这些单词的含义以便浏览试卷。请参考以下中文翻译。

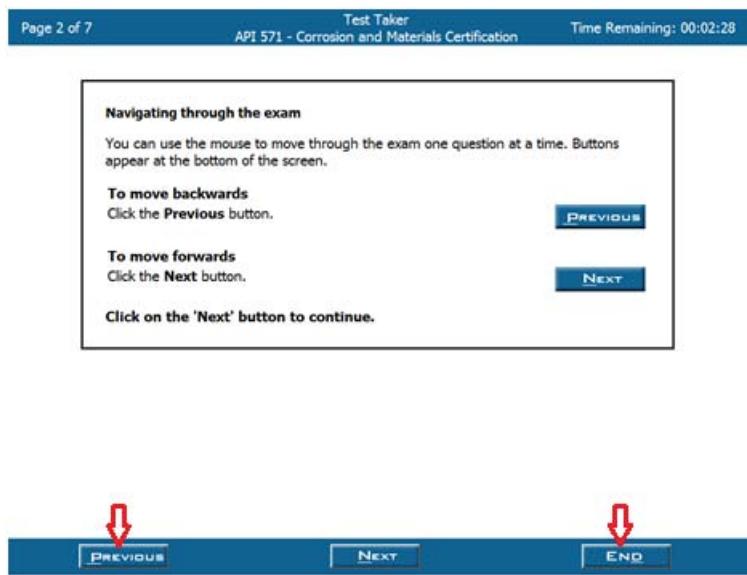
English	标识	中文
Yes		是
No		否
Next		向后
Previous		向前
Mark		做标记
Marked		已做标记的
Review		查看
Comment		提交建议
Review All		全部回看
Review Marked		查看已做标记的
Review Incomplete		查看未完成的
More/Scroll Down		向下滚动鼠标
Calculator		计算器
Submit		提交
End		结束

二、浏览试卷

您可用鼠标点击截图二底部的按键以便浏览每一道考题。

- 向前移动-点击 Previous (向前) 按键。
- 向后移动-点击 Next (向后) 按键。

截图二



三、在考题上做标记

考试分数取决于正确的答题数目。因此，考生尽可能答完每一道题将有利于提高考分。如果您对考试答案不确定，可在考题上做标记，以便在考试时间允许的情况下，返回并重新查看考题。请参照以下标记方法：

- 在考题上做标记 – 点击 Mark (做标记) 按键。您会看到该按键变成红色。如下方截图三所示。
- 取消考题标记 – 点击红色的 Marked (已做标记) 按键。如下方截图三所示。

当您对考题答案确定时，请取消该考题的标记。如果您确实忘记取消考题上的标记了也没有关系，因为阅卷过程将不会区分做标记和未做标记的考题。

您也可将不确定答案的考题空着并标记为未完成。在您提交试卷前，“检查考题答案”的电脑页面上将突出显示做标记和未完成的考题。如果您有剩余考试时间，可以返回查看。

截图三

Page 3 of 7 Test Taker API 571 - Corrosion and Materials Certification Time Remaining: 00:01:56

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. You will see the button turn red.

MARK

To unmark a question
Click the **Marked** button. This button will only appear if you have marked the question.

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 **NEXT** **END**

四、考试工具

在考试过程中允许使用计算器。计算器标识位于截图四的右下方，并与微软视窗中的计算器功能相似。

您可用电脑上的计算器进行任何基础性的操作，也可以选择使用监考人员发给您的手持型计算器。如果您没有被发放到手持型计算器却需要使用时，请立即告知监考人员。

截图四

Page 4 of 7 Test Taker API 571 - Corrosion and Materials Certification Time Remaining: 00:01:01

Using the Calculator

A calculator is available for your use on every item in the exam and it is located in the lower-right corner 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.

The screenshot shows a blue header bar with the text 'Page 4 of 7', 'Test Taker', 'API 571 - Corrosion and Materials Certification', and 'Time Remaining: 00:01:01'. Below the header is a white content area with a black border. The content area contains text about the calculator, including instructions to click the 'Calculator' button. At the bottom of the content area is a bold instruction: 'Click on the 'Next' button to continue.' Below the content area is a blue footer bar with three buttons: 'PREVIOUS', 'NEXT', and 'END'. A red arrow points down to the 'CALCULATOR' button in the footer.

5、查看考题

在考试过程中，可通过点击 **Review**（查看考题）按键，返回查看考题列表。这个列表将显示每一道考题的编号，并注明该考题是否被做过标记、已完成或被跳过，以便考生返回查看。如需退出‘查看考题’页面并返回到您的答题页面，请在 **Review All**（查看全部考题）列表中双击任何考题。

- **查看全部考题**

点击 **Review All**（查看全部考题）按键，您将返回到第一道考题。点击 **Next**（向后）按键，您将进入到考卷中的下一道考题。您也可双击列表中的考题编号，以进入到指定的考题。如截图五所示。

- **查看做过标记的考题**

点击 **Review Marked**（查看做标记的考题）按键。您将返回到第一道做标记的考题。点击 **Next**（向后）按键，您将进入到下一道做标记的考题。如想返回考卷，点击 **Review All**（查看全部考题）按键，然后双击任意考题。如截图五所示。

- **查看未完成考题**

点击 **Review Incomplete** (查看未完成考题) 按键。您将返回第一道未完成考题。
 点击 **Next** (向后) 按键, 您将进入下一道未完成考题。如想返回考卷, 点击
Review All (查看全部考题) 按键, 然后双击任意考题。如截图五所示。

截图五

Page 5 of 7 Test Taker API 571 - Corrosion and Materials Certification Time Remaining: 00:00:07

Questions	Marked	Incomplete	Complete
Question 1			Yes
Question 2			Yes
Question 3		Yes	Yes
Question 4	Yes	Yes	Yes
Question 5	Yes	Yes	Yes

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. 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 end the examination and submit your responses.

SUBMIT

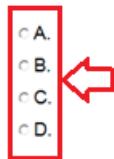
PREVIOUS **NEXT** **END**

六、考题显示

中文考卷将采用分区方式显示在电脑屏幕上。英文考题和供选择的答案显示在屏幕左边。对应的翻译内容显示在屏幕右边。考生必须在英文考题分区中选择正确的答案。如截图八红色箭头所示。

截图六

Question 1 of 52 Test Taker
API 510 - Pressure Vessel Inspector Certification Time Remaining: 03:59:41



- A.
- B.
- C.
- D.



七、提交考卷

当您点击 Submit (提交) 按键时，将出现一个提醒窗口，再次确认您是否要结束考试。如果您点击 Yes (是)，您将完成考试。

同时，您也可通过点击 Review(查看考题) 按键，进入截图七所示页面后，点击屏幕右下方 Submit (提交) 按键提交考卷。

截图七

Test Taker
API 571 - Corrosion and Materials Certification Time Remaining: 03:59:18

Questions	Marked	Incomplete	Complete
Question 1		Yes	
Question 2		Yes	
Question 3		Yes	
Question 4		Yes	
Question 5		Yes	
Question 6		Yes	
Question 7		Yes	
Question 8		Yes	
Question 9		Yes	
Question 10		Yes	
Question 11		Yes	
Question 12		Yes	
Question 13		Yes	
Question 14		Yes	
Question 15		Yes	
Question 16		Yes	
Question 17		Yes	
Question 18		Yes	
Question 19		Yes	
Question 20		Yes	
Question 21		Yes	
Question 22		Yes	
Question 23		Yes	
Question 24		Yes	
Question 25		Yes	

Double-click on the question you want to review.

Symbols Key

▶ = Marked question ✅ = Completed question 🟢 = Incomplete question

REVIEW ALL **REVIEW INCOMPLETE** **SUBMIT**



八、提交建议

在考试过程中，点击 Comment（建议）按键，将出现一个文字框，您可在此框中键入任何对考题的英文建议，完成后点击 Ok（确认）。如截图八所示。请注意：该操作所用时间将计入考试时间中。API 的工作人员将查看所有考生提交的建议。

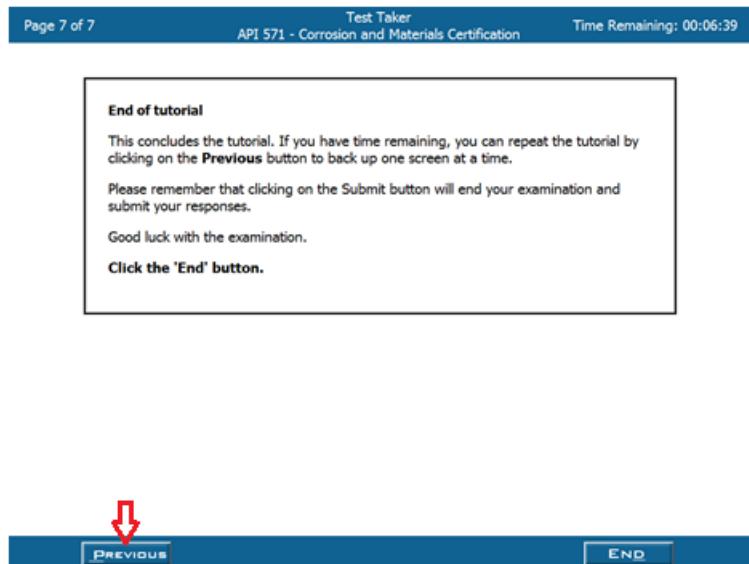
截图八



九、返回/结束查看指南

如果考试时间还有剩余，您可通过点击 **Previous** (向前) 按键，以返回查看操作指南。如截图九所示。

截图九



您也可在任何时候点击 End (结束) 按键，以退出‘指南’页面。一旦点击此按键，您会收到一个提醒窗口，再次确认您是否需要退出，并选择 Yes 或 No。如截图十所示。

截图十

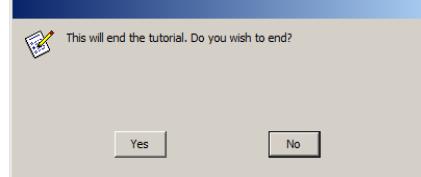
End of tutorial

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 the 'End' button.



十、考试语言

如您在考试报名时，考试语言选择了‘中文’，计算机将为您提供中英文双语对照考卷。在考试当天将不能重新选择考试语言。

十一、保密协议

该试卷属于机密文件并已获得版权。供您使用的唯一目的是为了评估您在该专业领域中相关技能的熟练程度。若您未获得美国石油学会事先的书面许可，将不允许为任何目的、通过任何形式和手段、不管是口头或书面、电子或机械方式披露、出版、复制或传递完整或部分的试卷内容。

十二、开始考试

您现在可以点击此屏幕上的 Next (下一步) 开始考试了。如截图十一所示。

截图十一

