Welcome to the Computer based exam tutorial for the API 571, 577, 580, 936, TES and Source Inspector Exams

This tutorial provides a series of screens that orient you to the computer testing environment.

Test Taker
API 580 - Risk Based Inspection Certification

⏱ 00:12:59

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 ▶

00:12:46

Navigating Through the Examination

You can use the mouse to move through the exam one question at a time. These navigation buttons appear at the bottom of the screen.

To move backwards, click the **"Previous"** button.

◄ Previous

To move forwards, click the **"Next"** button.

Next ►

Click on the "Next" button to continue.

◄ Previous

End

Next ►

Using the Calculator

A calculator is available for your use on every item in the exam and it is located at the bottom 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.
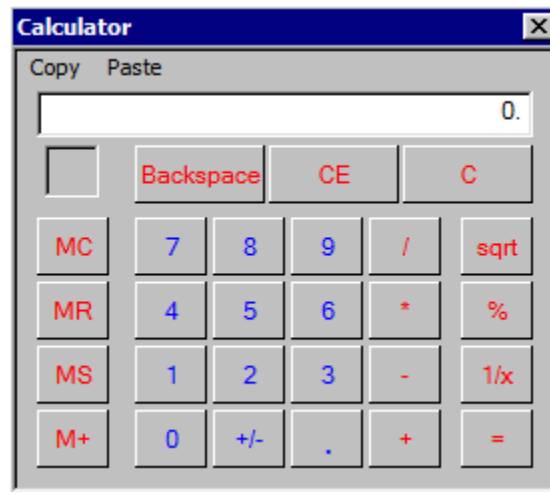
Click on the "Next" button to continue.

Calculator 🖩

◄ Previous | End | Next ►

Calculator

Copy   Paste

0.

| | Backspace | CE | C |

MC	7	8	9	/	sqrt
MR	4	5	6	*	%
MS	1	2	3	-	1/x
M+	0	+/-	.	+	=

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 ►

00:11:31

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 ▶

00:11:14

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 ▶

Making Comments

During this examination, you will have the opportunity to record feedback to questions by clicking on the "Comment" button.

To practice entering a comment, click the **"Comment"** button below.

Please note: The examination time will continue to run during this period.

To save the comment, click the **"Ok"** button. To withdraw the comment, click the **"Cancel"** button.

Click on the "Next" button to continue.

◄ Previous   Comment   End   Next ►

Comments   ✕

OK   Cancel

Translations

If during the registration process with API, you elected to test with an available translation, it will be available for test questions. The selection of testing with a translation cannot be made or modified on the test day. For candidates who have selected to test with an available translation, the exam will be presented with a split screen. The English question and answers will be presented on the left. The translation will appear on the right. Candidates must select the correct response to the English question.

Click on the "Next" button to continue.

◄ Previous   End   Next ►

Test Taker
API 580 - Risk Based Inspection Certification

🕐 00:10:08

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 on the "End" button to begin the examination.

◄ Previous   End

This will end the tutorial. Do you wish to end?

Yes   No