



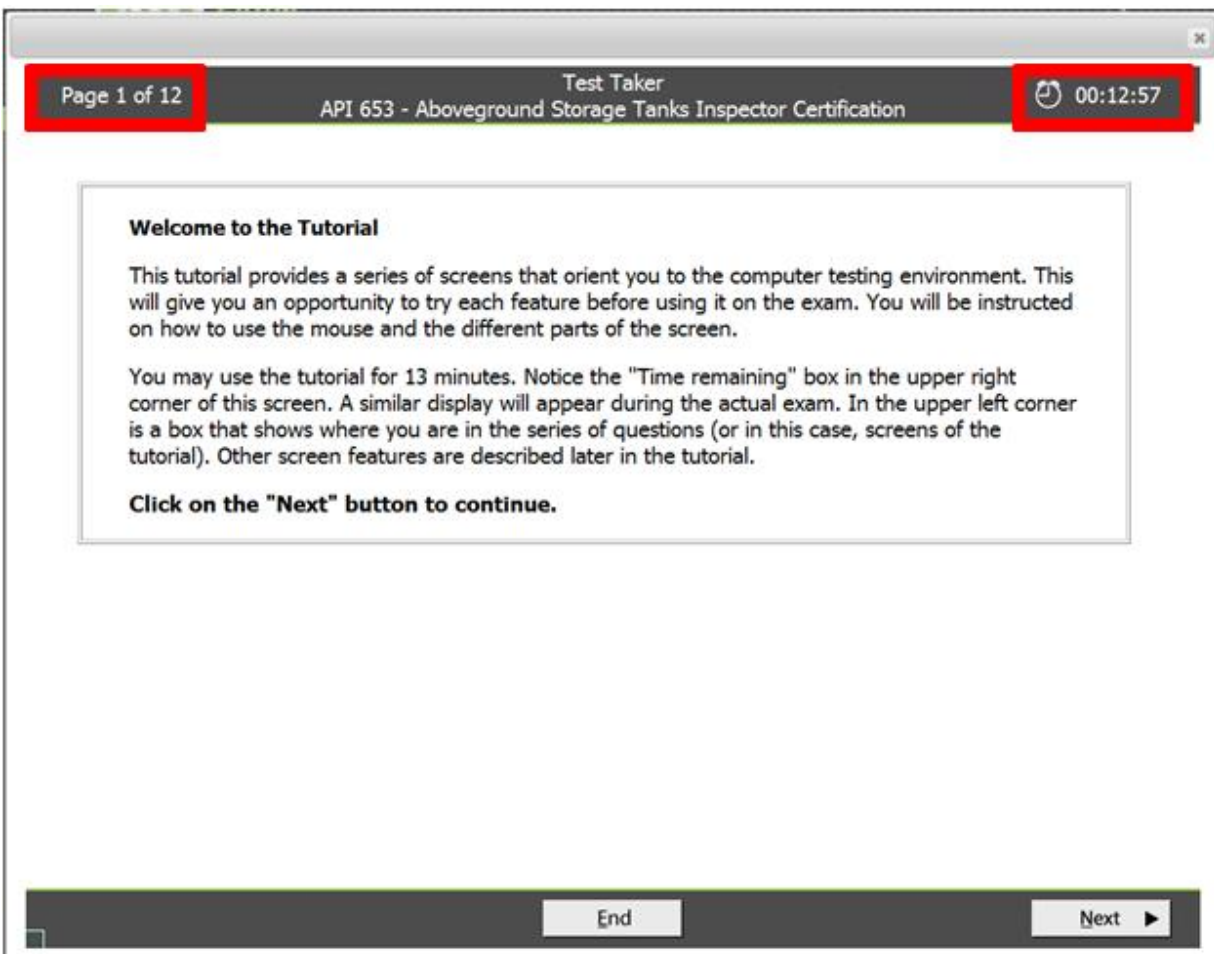
Welcome to the computer-based exam tutorial for the API 510, 570 and 653 exams.

This tutorial will provide you with the opportunity to become familiar with the computer testing environment before you begin your exam. This is an explanation of the tutorial that will be provided on exam day. It is highly recommended that you review this document prior to exam day.

The tutorial will guide you through a series of screenshots to demonstrate different parts of the computer screen, as well as the features available to you during the exam.

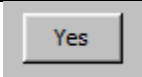
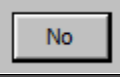
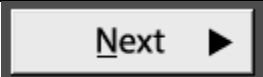








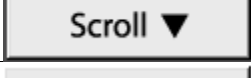
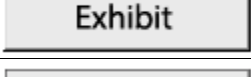
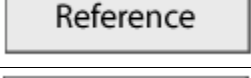
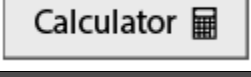
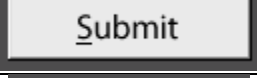
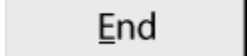
You will have 13 minutes to review the tutorial. Notice the "time remaining" box in the upper right corner of the screen. A similar display will appear during the actual exam. In the upper left corner is a box that shows where you are in the series of questions (or in this case, screens of the tutorial). Other screen features are described later in this tutorial.

1: Screenshot during tutorial





The following buttons are options that you will have during your exam. Each is explained later in the tutorial.

| | | |
|---|--|--|
| Image | | |
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For candidates who have elected to test with an available translation, the exam will be presented with a split screen. The English question and answer choices will be on the left; and the corresponding translation will appear on the right. Select your answer by clicking on one of the buttons on the left next to the English question.

2: How questions will appear

The screenshot displays the exam interface for the API 653 - Aboveground Storage Tanks Inspector Certification. The top header bar includes the following information:

- Question 2 of 49
- Test Taker
- API 653 - Aboveground Storage Tanks Inspector Certification
- Timer: 03:59:48

The main content area is split into two columns, each displaying a version of the same question. On the left, the English version is shown with four radio button options labeled A, B, C, and D. On the right, the Spanish translation of the question and options is displayed.

At the bottom of the interface, there is a navigation bar with the following buttons:

- Reference
- Calculator
- Previous
- Mark
- Comment
- Review
- Next



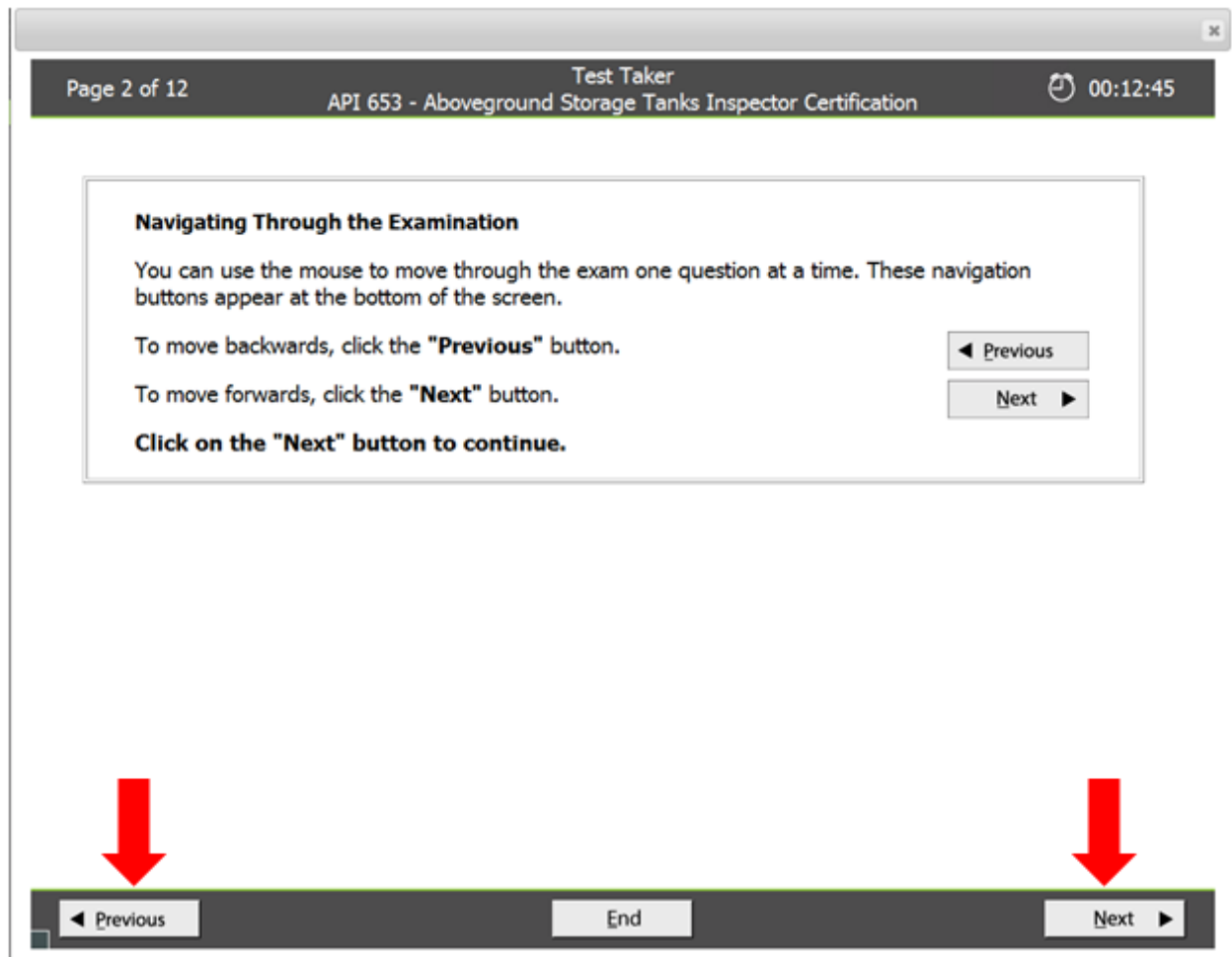
Navigating Through the Exam

Use the buttons that appear at the bottom of the screen to move through the exam one question at a time

To move backward - Click the **Previous** button.

To move forward - Click the **Next** button.

3: Screenshot during tutorial





Using the Calculator

A calculator is available for your use on every item in the exam and it is located in center 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.

4: Screenshot during tutorial

The screenshot displays the exam interface. At the top, a header bar shows 'Page 3 of 12', 'Test Taker', 'API 653 - Aboveground Storage Tanks Inspector Certification', and a timer at '00:12:33'. The main content area contains the following text:

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.

At the bottom of the page, there is a 'Calculator' button with a calculator icon. Below this are 'Previous' and 'End' buttons.

Overlaid on the bottom right is a Windows-style 'Calculator' window. It has a title bar 'Calculator' and a menu bar with 'Copy' and 'Paste'. The display shows '0.'. The keypad includes buttons for 'Backspace', 'CE', 'C', 'MC', 'MR', 'MS', 'M+', '7', '8', '9', '4', '5', '6', '1', '2', '3', '0', '+/-', '.', '+', '-', '*', '/', 'sqrt', '%', '1/x', and '='.

Using the PDF Reader

Printed reference materials are not allowed in the testing center. All necessary reference materials will be presented to you as PDF files on the screen and will be available to you during the open-book portion of the exam. Only those sections listed in the exam's Publications Effectivity Sheet will be available during the exam.

The "Find or Search" feature will not be available. You will navigate the references using the bookmarks that are displayed on the left-hand side of the documents.

Please carefully review the screen shots below as they will help you to quickly navigate through the PDF documents during your exam.

5: Screenshot during tutorial



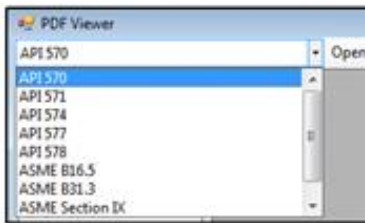
Using the PDF Viewer

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.

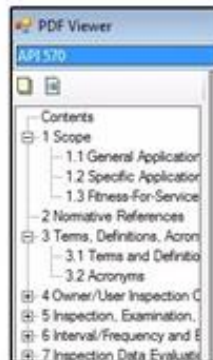
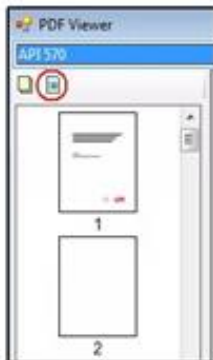
Starting the PDF Viewer

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.

Reference

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 one 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.













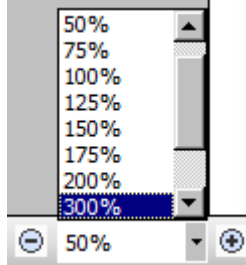


Page Sizing *(in order from left to right)*

- 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.



The following words and symbols will appear on the screen/ buttons of the PDF reader and are explained further in the tutorial.

| Meaning | Image on the PDF Reader |
|----------------------------------|---|
| Open |  |
| Thumbnail view of Document pages |  |
| Document Bookmarks |  |
| Singe-page View |  |
| Continuous Scroll |  |
| Facing |  |
| Move to First Page |  |
| Previous Page |  |
| Next Page |  |
| Move to Last Page |  |
| Zoom Out |  |
| Zoom In |  |
| Additional Percentage Options |  |
| Actual Size |  |
| Fit Page Width |  |



| | |
|-----------------|--|
| Fit Page |  |
| Minimize |  |
| Maximize |  |
| Close |  |



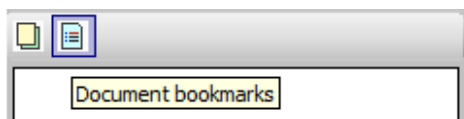
Opening the Reference Material

To view a reference document during the open-book portion of your exam, click on the **Reference** button located at the bottom of the question screen.

You will then be presented with a drop-down menu of the available documents. Click the "Down" arrow located to the right of the drop-down menu to choose a document, and then click the **Open** button located to the right of the drop-down menu.

Formatting the PDF Reader

IMPORTANT: To view and use the bookmarks in the PDF reader, you must select the **Document Bookmarks** button on the upper left-hand side of your reader.



It is strongly advised that you format the PDF reader for **Continuous Scroll**. This will allow you to move from page to page either using the scroll bar on the right hand side of the reader or by using the Page Up and Page Down buttons on your keyboard.

Please note: You will not be able to use the "scroll wheel" in the center of your mouse to move from page to page.

To format the reader to continuous scroll, click on the button indicated below.



NOTE: You will have to re-format your PDF reader on every question.

Important Information

| | |
|-----------------------|--|
| Actual Size | |
| Fit Page Width | |
| Fit Page | |

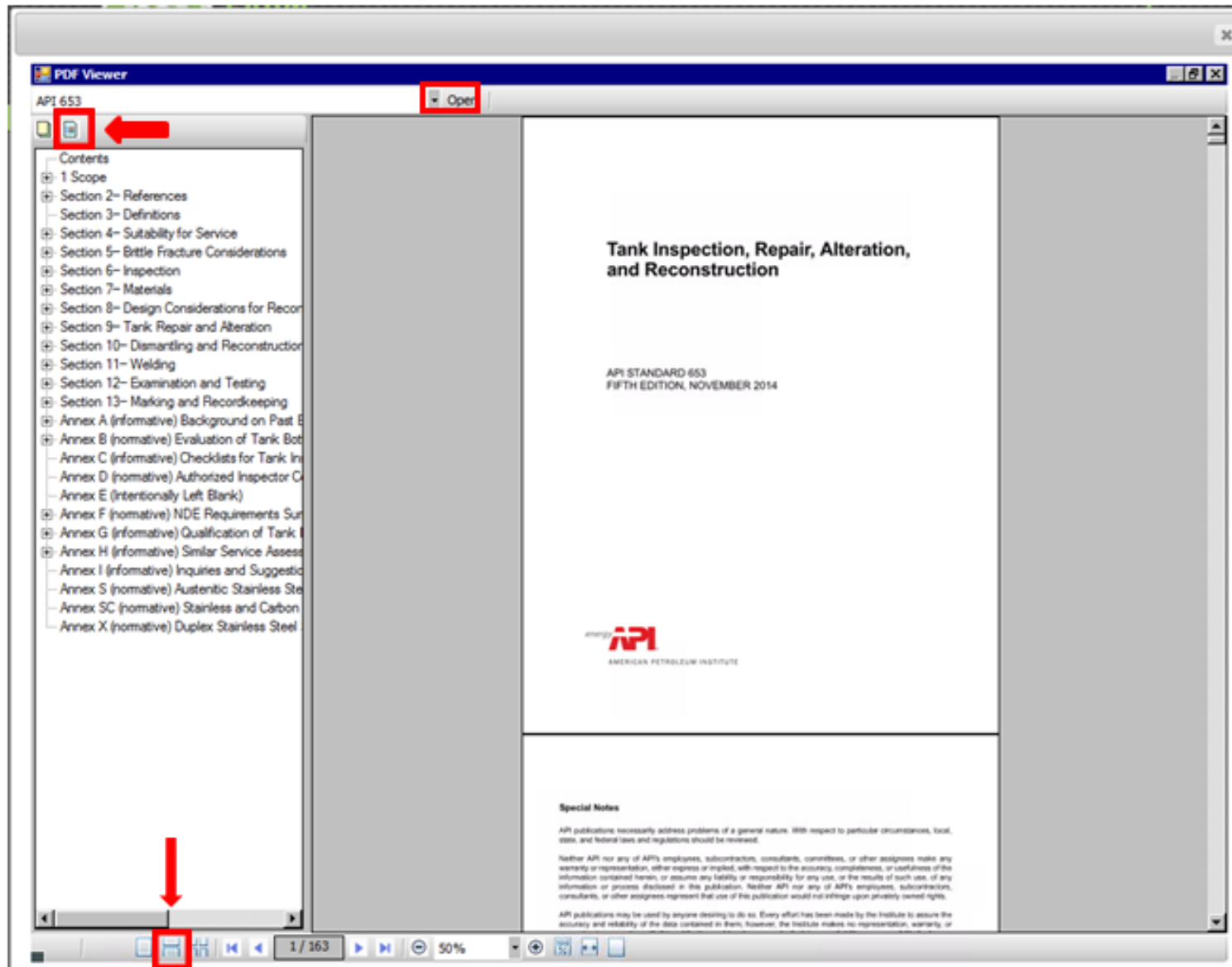
To resize a page, use the **Zoom In** or **Zoom Out** buttons.

If you use the **Actual Size** button, or the **Fit Page Width** button, or the **Fit Page** button to resize the page, your reference will return to the cover page of the reference document that you are reviewing.



Below is a screenshot of the PDF reader. Note that the **Document Bookmarks** button and the **Continuous Scroll** button are indicated.

6: Screenshot of PDF reader





Marking Questions for Later Review

7: Screenshot during the tutorial

The screenshot shows a web-based exam interface. At the top, a dark header bar contains the text 'Page 6 of 12', 'Test Taker', 'API 653 - Aboveground Storage Tanks Inspector Certification', and a timer '00:10:15'. Below this, a large white box with a thin border contains the tutorial text. At the bottom of the interface is a dark navigation bar with buttons for 'Previous', 'Mark', 'End', and 'Next'.

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.

To unmark a question, click the "**Marked**" button. Notice how the button changes back to Mark.

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.

Your score is determined by the number of questions you answer correctly. Therefore it is to your advantage to answer every question even if you guess. If you are unsure of your answer, you can mark the question to review it later, if time permits.

To mark a question - Click the **Mark** button. You will see a red flag appear.

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

Unmark each question when you are satisfied with your answer. 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 submit the exam, and you will have the opportunity to go back to those if you have time remaining.



Reviewing Items

This list can also be viewed at any time during the exam by clicking the **Review** button at the bottom of the question screen. 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.

8: Screenshot during tutorial

Page 7 of 12

Test Taker
API 653 - Aboveground Storage Tanks Inspector Certification

00:09:49

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 |
|--|--------|------------|-----------|
| <input checked="" type="checkbox"/> Question 1 | | | Yes |
| <input checked="" type="checkbox"/> Question 2 | Yes | Yes | |
| <input checked="" type="checkbox"/> Question 3 | | Yes | |
| <input checked="" type="checkbox"/> Question 4 | Yes | | Yes |
| <input checked="" type="checkbox"/> Question 5 | | Yes | |

Symbols Key

☒ = Marked question ☒ = Completed question ☒ = Incomplete question

Click on the "Next" button to continue.

Previous

End

Next



Page 8 of 12

Test Taker

API 653 - Aboveground Storage Tanks Inspector Certification

00:09:24

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.

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.

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.

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.

Review All

Review Marked

Review Incomplete

Previous **End** **Next**

To review questions

Click on the **Review All** button. You will be moved to the first question. Click **Next** 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.

To review marked questions

Click on the **Review Marked** button. You will be moved to the first marked question. Click **Next** 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.

To review incomplete questions

Click on the **Review Incomplete** button. You will be moved to the first incomplete question. Click **Next** 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 Page

9: Screenshot of the Review page

This is how the review page will look when you click the review button. You may review the questions from here or submit the exam.

IMPORTANT: Clicking on the “Submit” button will end your examination and submit your responses. You will not be able to return to the exam after it is submitted.

Test Taker
API 653 - Aboveground Storage Tanks Inspector Certification

02:58:49

| Questions | Marked | Incomplete | Complete |
|---|--------|------------|----------|
| <input checked="" type="checkbox"/> Question 1 | | | Yes |
| <input checked="" type="checkbox"/> Question 2 | | | Yes |
| <input type="checkbox"/> Question 3 | Yes | Yes | |
| <input checked="" type="checkbox"/> Question 4 | | | Yes |
| <input checked="" type="checkbox"/> Question 5 | | | Yes |
| <input checked="" type="checkbox"/> Question 6 | | | Yes |
| <input checked="" type="checkbox"/> Question 7 | | | Yes |
| <input checked="" type="checkbox"/> Question 8 | | | Yes |
| <input checked="" type="checkbox"/> Question 9 | | | Yes |
| <input checked="" type="checkbox"/> Question 10 | | | Yes |
| <input type="checkbox"/> Question 11 | | Yes | |
| <input checked="" type="checkbox"/> Question 12 | | | Yes |
| <input type="checkbox"/> Question 13 | Yes | Yes | |
| <input type="checkbox"/> Question 14 | Yes | | Yes |
| <input type="checkbox"/> Question 15 | | Yes | |
| <input checked="" type="checkbox"/> Question 16 | | | Yes |
| <input checked="" type="checkbox"/> Question 17 | | | Yes |
| <input checked="" type="checkbox"/> Question 18 | | | Yes |
| <input type="checkbox"/> Question 19 | Yes | Yes | |
| <input type="checkbox"/> Question 20 | Yes | Yes | |
| <input type="checkbox"/> Question 21 | Yes | Yes | |
| <input type="checkbox"/> Question 22 | | Yes | |
| <input type="checkbox"/> Question 23 | | Yes | |
| <input type="checkbox"/> Question 24 | | Yes | |

To return to the exam, double-click on the question you want to review.

Symbols Key

☐ = Marked question ☒ = Completed question ☐ = Incomplete question

Review All

Review Incomplete

Review Marked

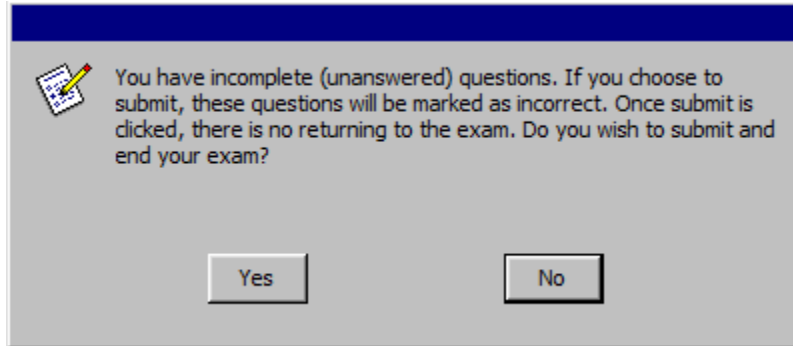
Submit



Important Information:

If you attempt to submit either the open book exam or the closed book exam with unanswered questions you will receive the below warning:

“You have incomplete (unanswered) questions. If you choose to submit, these questions will be marked as incorrect. Once **Submit** is clicked, there is no returning to the exam. Do you wish to submit and end your exam?”



If you click the Yes button, you will submit and end your exam. Please do not click the Yes button unless you are certain that you wish to end your exam. Your score is determined by the number of questions you answer correctly. Therefore it is to your advantage to answer every question even if you guess.

If you click the No button, you will return to the Review page.

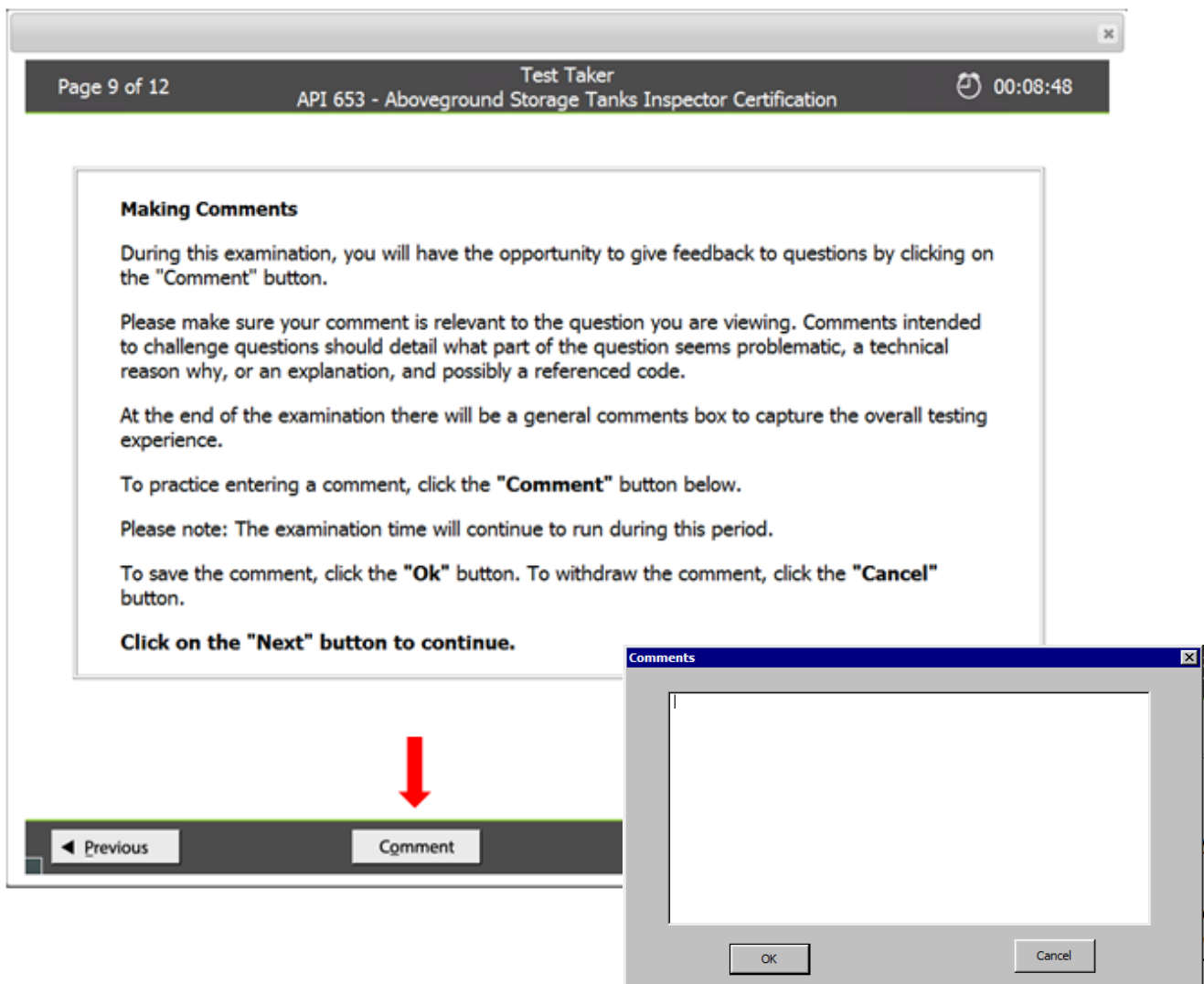


Making Comments During the Examination

You will have the ability to add comments and provide feedback to questions by clicking on the **Comment** button. Click 'Ok' to close the box after you have added your comment. You may only enter comments in **English**. All comments will be reviewed by API staff.

PLEASE NOTE: Adding comments does not stop the examination clock. The examination time will continue to run during this period.

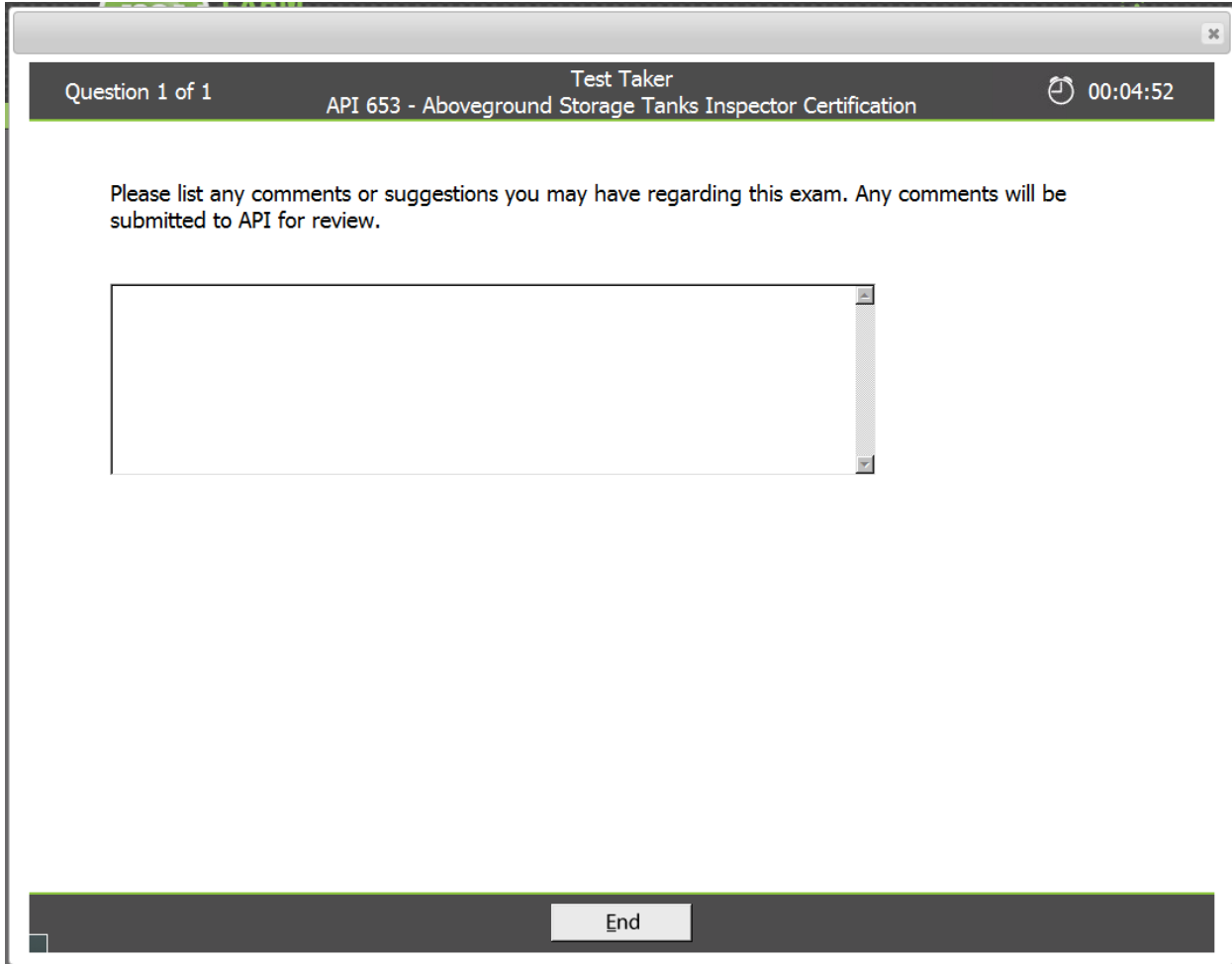
10: Screenshot during tutorial





At the end of the examination, there will be a general comment box to capture the overall testing experience.

11: Screenshot of general comment box



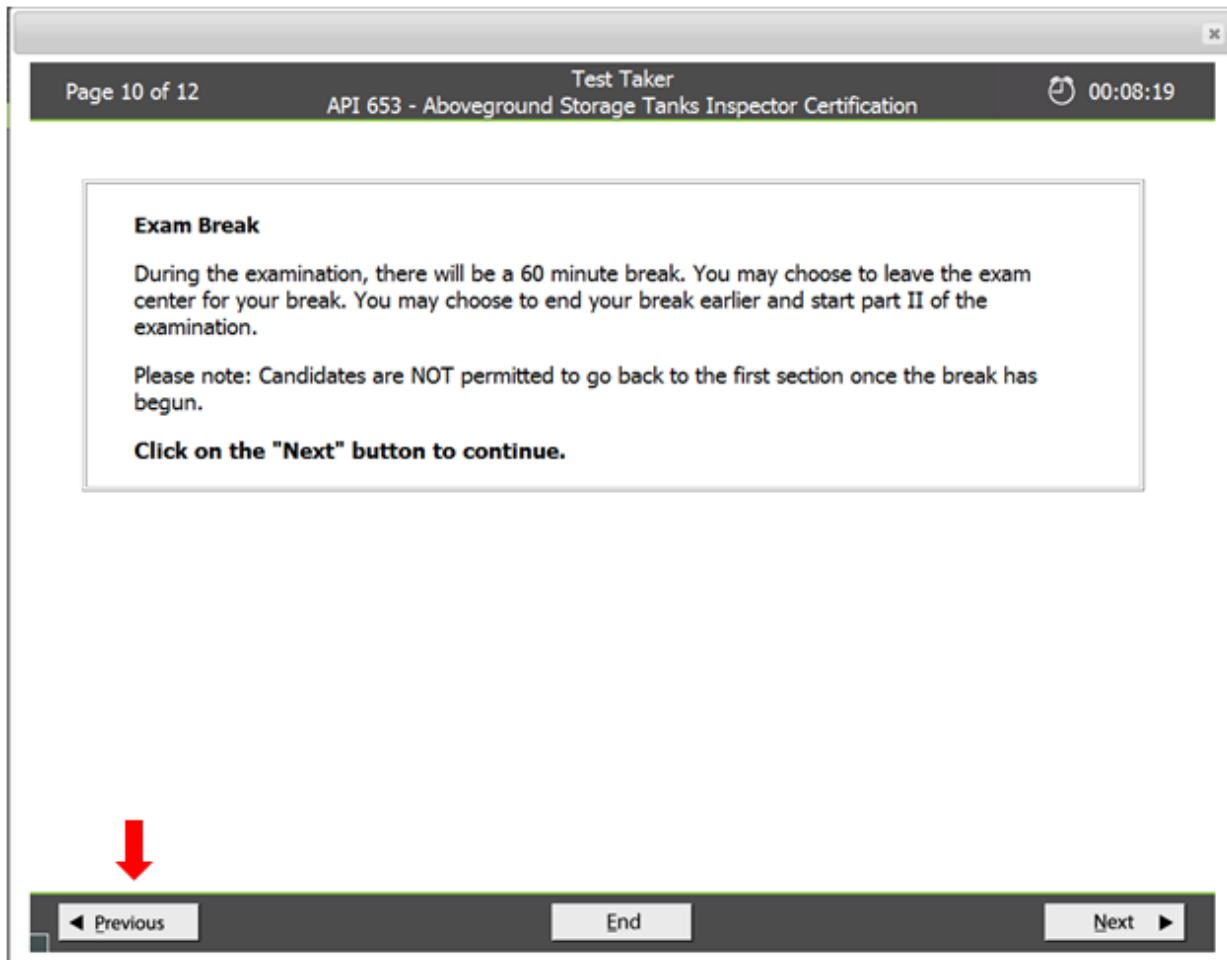
The screenshot shows a web-based exam interface. At the top, a dark header bar contains the text "Question 1 of 1" on the left, "Test Taker" in the center, and a clock icon followed by "00:04:52" on the right. Below the header, the text "API 653 - Aboveground Storage Tanks Inspector Certification" is displayed. The main content area contains the instruction: "Please list any comments or suggestions you may have regarding this exam. Any comments will be submitted to API for review." Below this text is a large, empty rectangular text input box with a vertical scrollbar on the right side. At the bottom of the interface, there is a dark bar with a small square icon on the left and a button labeled "End" in the center.



Taking the Scheduled Exam Break

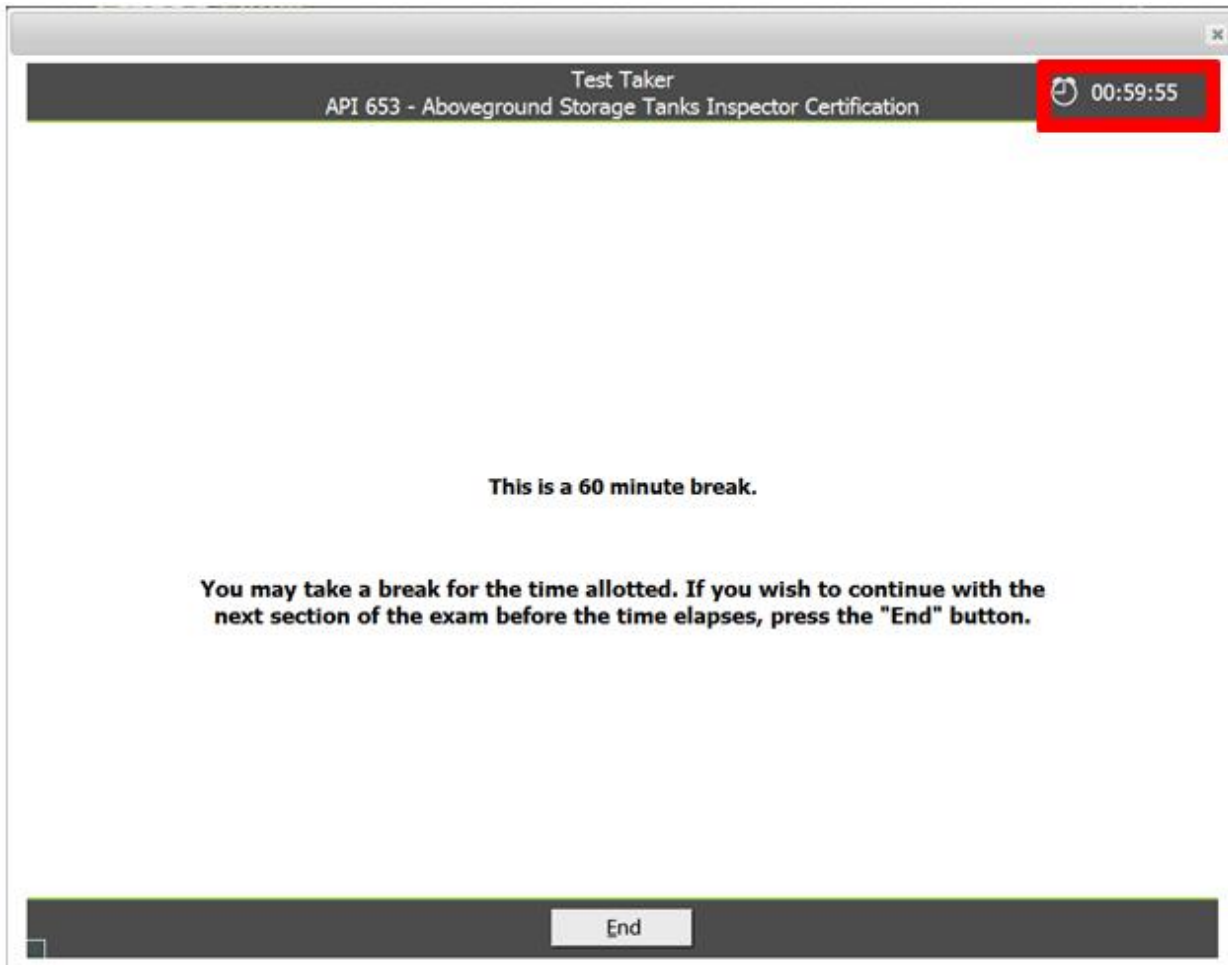
Applicants are given a 60-minute break between the closed book portion of the exam and the afternoon open-book session. The time elapsed will be displayed in the upper-right hand corner of the break screen. You may choose to end your break early by clicking the **End** button at the bottom of the break screen.

12: Screenshot during tutorial

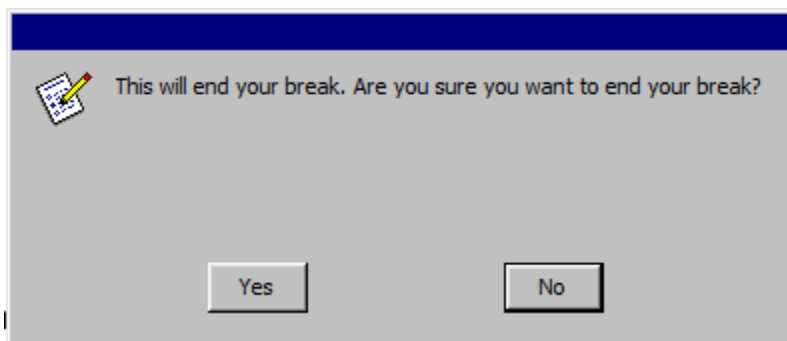




13: Screenshot of break screen



If you decided to end your break before the time has run out, you will receive the warning below. To end your break and start the next portion of the exam, click the **Yes** button. If you wish to continue your break, please click the **No** button and you will return to the break screen.





Translations

For Translated Exams: Only the exam questions will be in the translated language. Questions will be presented in both the translated language and in English and will be presented side-by-side on the computer screen. Exam instructions and tutorials will NOT be presented in the translated language.

The selection of your preferred language cannot be made or modified on the test day

14: Screenshot during tutorial

The screenshot shows a web-based tutorial interface for the API 653 - Aboveground Storage Tanks Inspector Certification. The interface includes a header bar with the page number 'Page 11 of 12', the title 'Test Taker API 653 - Aboveground Storage Tanks Inspector Certification', and a timer '00:12:28'. The main content area displays a section titled 'Translations' with the following text: '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.' Below this text is a bold instruction: 'Click on the "Next" button to continue.' The bottom of the interface features a navigation bar with three buttons: 'Previous', 'End', and 'Next'.

Page 11 of 12

Test Taker
API 653 - Aboveground Storage Tanks Inspector Certification

00:12:28

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.

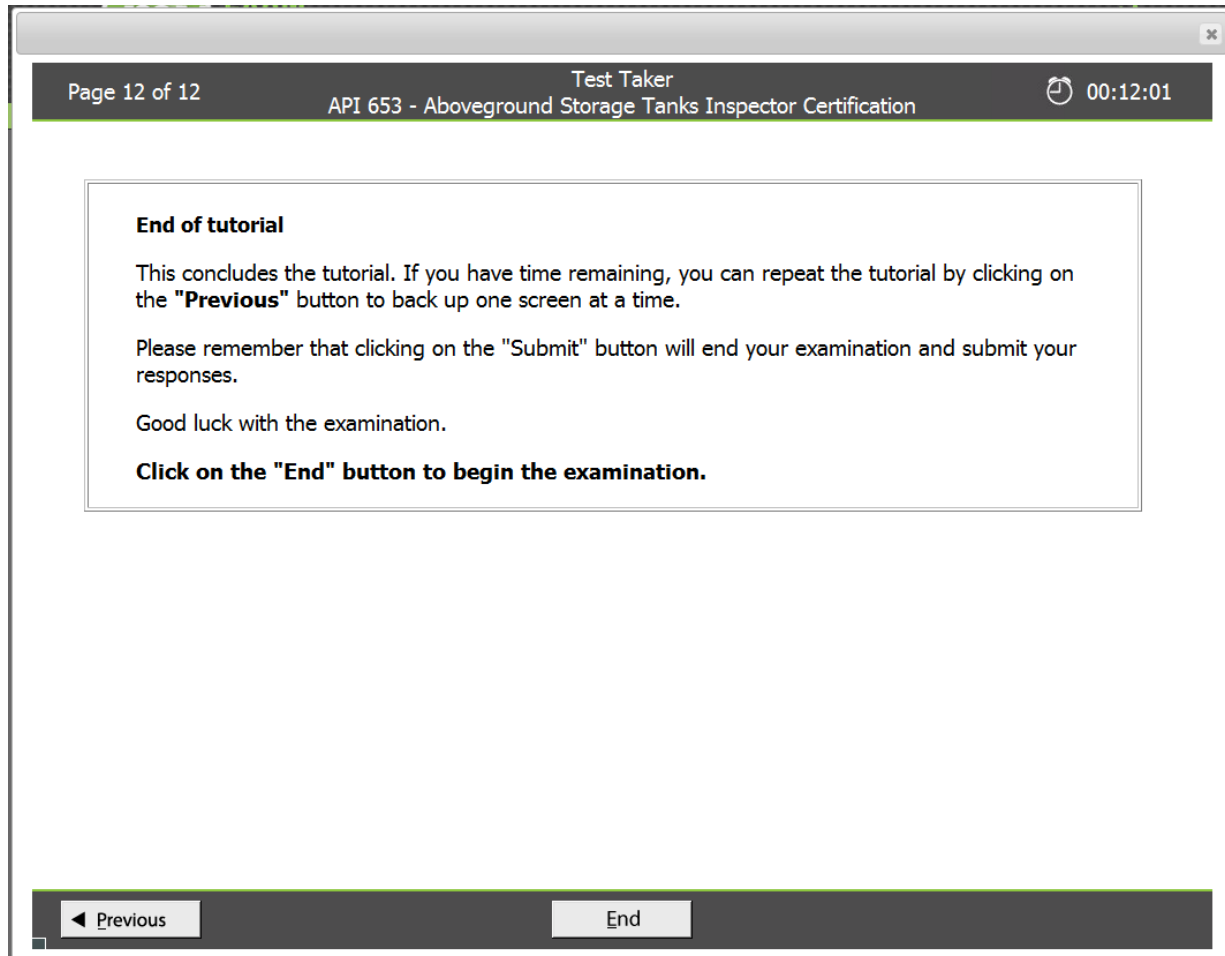
Click on the "Next" button to continue.

Previous End Next



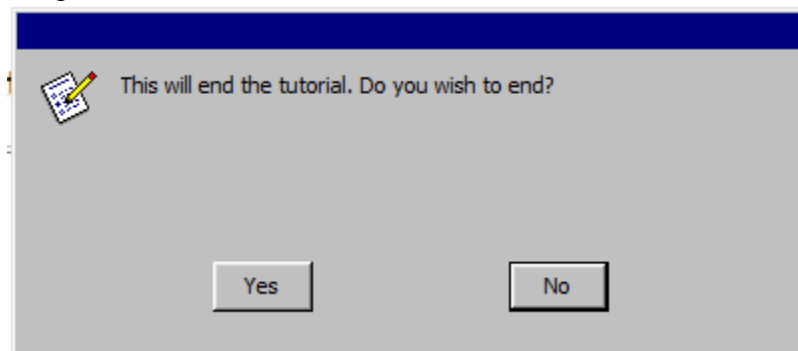
End of Tutorial

15: Screenshot during tutorial



The final screen you will receive lets you know that you will exit the tutorial. If time permits you may review the screens of the tutorial by clicking the **Previous** button.

You may end the tutorial at any time by clicking the **End** button. Once the button is clicked you will receive a warning message:



To end the tutorial, click the **Yes** button.

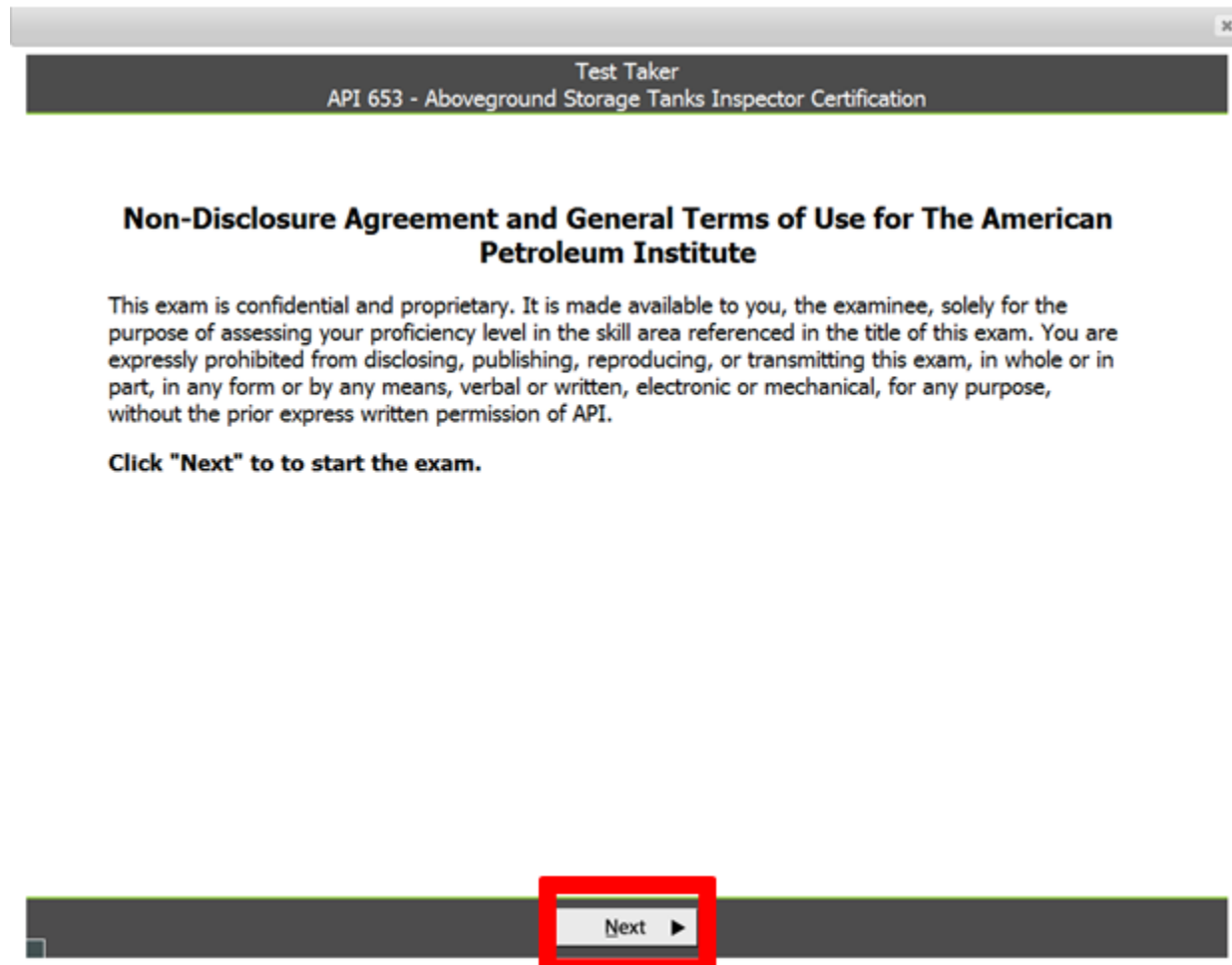


Non-Disclosure Agreement

API exams are confidential and proprietary. It is made available to you, the examinee, solely for the purpose of assessing your proficiency level in the skill area referenced in the title of this exam. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose, without the prior express written permission of API.

Click “**Next**” on this screen to begin the exam.

16: Screenshot during tutorial





Preliminary Results

ICP provides preliminary results at the completion of computer-based examinations. API does not finalize the scores until all candidate exam challenges have been reviewed by a committee of subject matter experts. This review may result in a change to the scoring process, which is why the instant scoring will only yield the preliminary results. The final results will be released 6-8 weeks after the testing window ends.

Preliminary pass: Your score preliminarily falls into the passing range. Additional analysis will be conducted to confirm and finalize your score. There is a slight possibility that this analysis will impact your final pass/fail status. Please wait for your final, confirmed score report before you decide to register and begin preparations for an exam retake.

Marginal result: Your score requires additional analysis to confirm whether you passed or failed. You will be receiving your final, confirmed score report 6-8 weeks following the end of the testing window. Please wait for your final, confirmed score report before you decide to register and begin preparations for an exam retake.

Preliminary fail: Your score preliminarily falls into the failing range. Additional analysis will be conducted to confirm and finalize your score. There is a slight possibility that this analysis will impact your final pass/fail status. You will receive your final, confirmed score report 6-8 weeks following the end of the testing window. In the meantime, you may want to register and begin preparations for an exam retake.