Welcome to the API TES – Tank Entry Supervisors Certification

Exam Structure

This exam contains 135 questions, presented in random order. You will have 195 minutes to answer all questions on this exam. This exam is a one-part exam.

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

A calculator is available to you on the computer screen during the exam. This is an optional feature as you may use a handheld calculator that can be given to you by the proctors. If you prefer the handheld calculator, please request that now.

After completing and reviewing all questions within the exam, you can navigate to the general comment box 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. Once you confirm your decision to finish your exam, you will progress to the general comment box.

Click "No" to return to the exam questions. Please note that once you submit the exam, you may not return at any point. Any unanswered questions will be marked as wrong.

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

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

To begin the tutorial, click "Next" to continue
Welcome to the Tutorial

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

Notice the timer at the top of the screen. A similar display will appear during the actual exam. 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.

Click on the "Next" button to continue.
Using the Mouse

The mouse pointer moves when you move the mouse around on a surface. Although it can assume different shapes, the arrow shown above is most common. To point with the mouse, move the pointer until it rests on the desired object. To click on an object, point to it and then quickly press and release the left mouse button.

Click on the "Next" button to continue.
Navigating Through the Exam

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

In addition to the navigation buttons, you can use the numbered buttons displayed on the left side of the screen. If the section includes more than twenty questions, you will need to click on the down arrow to navigate to additional questions.

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

- The current question will be indicated by an arrow-shaped numbered button.
- For all completed questions, the numbered button will appear darker in color.
- For all incomplete questions, the numbered button will remain the original color.
- Flagged questions will show a flag icon on the numbered button.

Click the "Next" button to continue.
Using the Scroll Function

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

![This page requires scrolling](image)

To scroll through the screen contents, you may either click and drag the scroll bar as necessary, or use the scroll wheel on the mouse.

Click on the "Next" button to continue.
Time Remaining

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

Section Time Remaining:
00:09:32

Each section of this examination is allocated a specific amount of time, including the Tutorial. 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 overall time remaining for the full exam appointment.

The most important time display for you as a test taker is the “Section Time Remaining.”

Note that, where applicable, an alert box will appear below the exam clock to signal when 30 minutes, 15 minutes, and 5 minutes remain in the current section.

Click on the “Next” button to continue.
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 on the "Flag" button displayed at the bottom of the screen.

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

Click the "Next" button to continue.
Answering Multiple Choice Questions

This examination uses Multiple Choice questions. This type of question has one correct answer.

To complete each Multiple Choice question, click on the option that you believe to be the best response. Once selected, the option will appear darker in color. To change your response, click on a different option. If you would like to unselect a chosen option, click on it a second time.

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?

- population
- ecosystem
- cell
- organism
Using the Calculator

Basic Calculator

A calculator is available for your use on every item in the exam. This calculator works similarly to the calculator found in Microsoft Windows.

You can use the calculator to perform any of the standard operations for which you would normally use a handheld calculator. The calculator performs basic arithmetic, such as addition, subtraction, multiplication, and division.

Click the "Next" button to continue.
Highlighting Text

During the examination you will be able to highlight question text that you may feel is important to refer back to as you progress through the exam. The highlight will remain present as you navigate through the exam, unless you select to remove it.

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

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

Click the "Next" button to continue.
Striking Out Options

During the examination a Strikeout feature is available to help you visually eliminate possible options from consideration. A struck out option will remain present as you progress through the exam, 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. Click on the "Next" button to continue.

How many lungs does the typical human body have?

Three

Four

Two

One
Using the Drag and Drop Items

A drag and drop item has two sets of panels - source panels on the top or left and target panels on the bottom or right.

To answer each drag and drop question in your exam, use the mouse to click and drag each source panel to its appropriate target panel. If you would like to change your answers, you will need to drag the option back to the original location or to an open target panel. The most common use of this item type is to list information in its proper sequence.

Click on the "Next" button to continue
NOTE: In addition to the multiple-choice questions, API’s TES exam now includes alternative item types (AITs). AIT questions are practical items that can help better identify candidates with a minimum level of knowledge. During this exam, you will encounter drag and drop and ordered response items.

1. **Drag and Drop:**

   Applicants will be presented with a list of options and must select all that answer the question by placing them in the provided answer box. If an applicant places more answers in the provided box than are needed, the system will “kick out” the first option the applicant placed in the answer box, regardless of its correctness.

   The applicant may remove a selection from the box by clicking and holding the option and dragging it out of the box.

   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.

2. **Ordered Response:**

   Applicants will be asked to identify the correct order of a process. Several options will be listed under the question and applicants must arrange them, by clicking and dragging, in the correct step order in the boxes provided below the question. All options will be used in the answer and no options will be used twice.

   To answer the question correctly, an applicant must place all options in the right order. If any option is out of order, then the question is incorrect. No partial credit is given.
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.

Please make sure your comment is relevant to the question you are viewing. Comments intended to challenge questions should provide the problematic details. 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.
Ending Exam Sections

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the Finish button in the top-right corner of the screen. Once clicked, a pop-up window will appear confirming you want to finish the section. Select "Yes, I would like to finish this section" to submit your answers for that section and progress to the next section.

The final section of the test is a short survey. Once you have completed the survey, you can end your session by clicking the Finish button in the top-right corner of the screen. A series of pop-ups window will appear confirming you want to finish the section and the test. Select "Yes, I would like to finish this section" and then confirm 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.
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 Exam' button to exit the tutorial and begin the examination.