

## 1. Announcement

*If you do not have any experience with computer keyboards or a mouse please inform the board of examiners for assistance.*

For identification type in your **last name** and the **4 digit PIN number** you have got.. then press the button **Continue**.

## 2. Selection of the subject (a session)

Mark the wished subject with a left mouse click. If there is a **X** in the last column you can not open corresponding subject: you have already finished this part.

Press the button **Start subject** do begin the session. The program now arrange your individual examination.

Confirm the subject start: press **OK**.

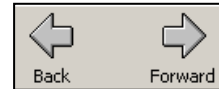
**Please note: once you have pressed the OK button the time will run!**

Of course later you will get a warning message when the allowed time is nearly reached. After time is over the program will automatic close the session.

## 3. Work with the system

Most or all of the questions are Multiple-Choice Questions with 4 answers. As a rule there is only 1 correct answer in one question.

## 4. Scroll thru the questions

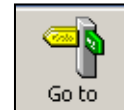


All necessary buttons you find in the above symbol bar.

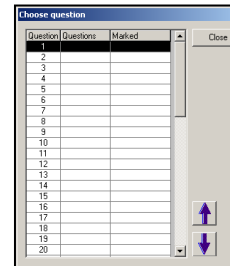
One question backward or forward.

Please note that the available number of questions depends from the filter setting (see No.6 (below)).

## 5. Quick overview



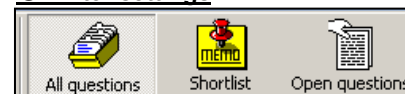
The button **Go to** opens an additional window to get a comfortable possibility to go thru all question matching the active filter (see No.6 (below)).



Please use the **arrow buttons** or just click in a line to highlight the corresponding question.

Please note that the available number of questions depends from the filter setting (see No.6 (below)).

## 6. Filter settings



**Note:** In the beginning always use **All questions** (default). Later you will use **Shortlist** to review only the marked questions or **Open questions** to go only thru questions you not have answered yet.

- All questions:** All questions are in the view.
- Shortlist:** Only marked questions are in the view (this filter is disabled when there are no questions marked).
- Open question:** Only the not answered questions are in the view.

**Exit** to finish the session

**Mark** mark current question for later review

**Note** shows remarks to the question (only enable if a note exists)

**Your statement** here you have the opportunity to type in a comment

**Calculator** open the calculator

**Filter settings**  
**All questions:** view all questions  
**Shortlist:** view only marked questions  
**Open questions:** view only not answered questions

**Notes about the question**  
 For this question use annex 061-9441A

**Your statement**  
 If you find a mistake in the question or you have a suggestion for improvement, please write it down. Thanks for your assistance!  
 very good question

**Annex**  
 To maximize an annex window hold left mouse button on the window border and throw it.  
 Or use the scroll bars for large documents

**Remaining time** 00:04:37

**Remaining time** 00:01:51

3 Points 3.00 minutes Remaining time 01:47:47 Questions total 54 Questions done 0

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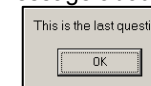
# The right way to do

## Start Examination Session

Try to solve the question and go to the next question by using the **Forward** button in the symbol bar on top. If you do not know the answer immediately you may use the button **Mark** to review this question later again.

While scrolling through the questions you may pay attention if the button **Note** is active. You use this button to view messages from the author.

When you have reached the last question you will get a message about this. Confirm by pressing **OK**.



## Go through critical questions

Select the filter button **Shortlist** (if possible).

Now you can scroll through all marked questions forward or backward or use the button **GoTo** in order to get a quick overview about all marked questions.

Try to solve the marked questions and click the button **Mark** to remove this question from the Shortlist.

If there are no more marked questions you must use the button **All** to get all questions in the view again.

For a final check you should use the button **Open Questions** (if possible) in order to navigate through all questions that were not answered yet. You can also use the **GoTo** button to get an overview of only the open questions.

At the end you should use the button **All** in order to switch off the filter.

## Finish

Click the button **Exit**, confirm the next dialog with the button **OK** and wait until the program has finished the evaluation.



Now you can open the next sitting or make a break. Or was it the last subject? Good luck!