



# Alabama State Board of Auctioneers Examinations

## Candidate Information Bulletin

### Table Of Contents

- General Testing Information ..... 1
- Contact Information ..... 1
- Examination Categories ..... 2
- Exam Administration Methods ..... 2
  - Computer-Based Testing ..... 2
- Accepted Methods of Payment ..... 2
- Test Center Locations and Availability ..... 2
- Scheduling Process ..... 3
  - Advance Scheduling ..... 3
  - Scheduling Methods..... 3
    - Online Scheduling..... 3
    - Phone Scheduling..... 5
  - Cancel/Rescheduling Policy ..... 5
- Retesting Policy ..... 5
- Results Reporting..... 5
- Exam Challenge Process..... 5
- Hand Score Request..... 5
- Test Day Rules and Procedures..... 6
  - Check-in Deadline ..... 6
  - Proof of Identity ..... 6
  - Prohibited Items ..... 6
  - Approved Items..... 6
  - Visitor Policy ..... 6
  - Unethical Conduct Policy ..... 6
- Prov’s Non-Discrimination Statement ..... 6
- Special Accommodations..... 6
- Preparing for Your Exams..... 7
  - Studying for your Exam..... 7
- Sample Test Questions ..... 7
- Answers to Sample Questions ..... 7
- Exam Descriptions ..... 8
- Prov** Candidate Instructions Handout..... 9
  - Navigating in the Computer Testing System .... 10

### General Testing Information

The Alabama State Board of Auctioneers has contracted with Prov, Inc. to develop, and administer their licensing examination program for state licensed Auctioneer and Apprentice Auctioneer. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your Auctioneer and Apprentice Auctioneer licenses.

Alabama law requires that each individual who is engaged in the auctioneer business or performing work as an auctioneer or apprentice auctioneer to be licensed. To become licensed, an individual must first complete the appropriate application with the Alabama State Board of Auctioneers. Applications are posted online at the Alabama State Board of Auctioneer website. Once you have been approved for testing, the Board will notify you that you are eligible to contact Prov to schedule your examination. You will be eligible to take the exam within 60 days of the approval date. Failing candidates must re-apply each time they test.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, they must call the Alabama State Board of Auctioneers at **(334) 269-9990**.

### Contact Information

For questions not addressed in this bulletin contact:

For Licensing Questions -  
**ASBA**  
 2777 Zelda Road  
 Montgomery, AL 36106  
 Ph: (334) 420-7235  
 Fax: (334) 263-6115  
[www.auctioneer.alabama.gov](http://www.auctioneer.alabama.gov)  
 Office Hrs: 8:30 a.m. to 4:30 p.m.

For Testing Questions -  
**Prov Inc.**  
 13614 Progress Blvd.  
 Alachua, FL 32615  
 Toll Free: (866) 720-7768  
 Fax: (386) 518-6419  
[www.provexam.com](http://www.provexam.com)  
 Office Hrs: 8 a.m. to 6 p.m.

## Examination Categories

The following is a list of the examinations administered by Prov for licensing through the Alabama State Board of Auctioneers. All exams are closed book and are timed. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

- **Apprentice Auctioneer**
- **Auctioneer**

## Exam Administration Methods

### Computer-Based Testing

Prov has taken every effort to make its computer testing system as easy to use as possible. No specific computer experience or typing skills are needed to take the test. Candidates who take a computer-based test will be given verbal and written instructions and will complete an interactive tutorial prior to testing.

The written instructions for computerized exams are included in this bulletin. Please refer to the CBT Candidate Notice for these instructions and a visual of the screen layout.

For an opportunity to preview Prov's computer-based testing system before arriving at the test center, candidates can watch a demonstration video by visiting <https://www.provexam.com/Movies/CBT2.swf>. This short movie provides a basic demonstration of how to take a test on Prov's computer system.

## Accepted Methods of Payment

Examination fees are never collected by Prov. Payment for exams should be made directly to the Alabama Board of Auctioneers during the application process. Please visit the Alabama Board of Auctioneers website for a complete schedule of fees.

Candidates paying for any other services provided by Prov can use the following methods of payment:

- Money Orders
- Cashier's Checks
- Certified Checks
- Credit Cards (American Express, Discover, Master Card, Visa)

No personal or company checks will be accepted and all registrations that include personal or company checks will be returned without processing.

## Test Center Locations and Availability

Prov has established nine (9) testing centers within Alabama where candidates can take their examinations. These testing centers are located in Auburn, Birmingham, Enterprise, Huntsville, Mobile, Montgomery, Sheffield and Tuscaloosa. Please refer to the individual list for each site for its testing availability and directions.

### 1. **Jefferson State Community College – Jefferson Campus**

Lurleen Wallace Hall - Room 322  
2601 Carson Road  
Birmingham, AL 35215

Directions: From I-65 S, Take exit 267 for Walkers Chapel Rd, Turn left at Co Rd 120/Walker Chapel Rd, Continue onto Co Rd 121/New Castle Rd, Continue onto Carson Rd. Turn left into Jefferson State Community College and follow the road .1 miles to a parking lot on your right. Lurleen Wallace Hall will be the three-story building in front of you. Enter the building through the center doors, go to the third floor and follow the signs to the testing center. For a campus map, please visit <http://www.jeffstateonline.com/locations/jefferson/>.

### 2. **Jefferson State Community College – Shelby-Hoover Campus**

4600 Valleydale Rd  
General Studies Building, Room 110  
Birmingham, AL 35242

Directions: For a campus map please visit <http://www.jeffstateonline.com/locations/shelby/>.

### 3. **Oakwood College**

7000 Adventist Boulevard NW  
Cunningham Hall, Room 309  
Huntsville, AL 35896

Directions: From I-565, Take exit 14 for Research Park Blvd, Merge onto AL-255 N/Rideout Rd, Continue to follow AL-255 N, Take the Oakwood Rd exit, Continue straight, Turn right at Oakwood Rd NW, Continue onto Adventist Blvd NW.

### 4. **University of South Alabama**

307 University Boulevard N  
Alpha Hall East - Room 326  
Mobile, AL 36688

## Scheduling Process

Directions: From I-65 N, Take exit 3 for Airport Blvd, Keep left at the fork, Follow signs for Airport Blvd W, Turn left at Airport Blvd/County Rd 56, Turn right at S University Blvd, Turn left at University Drive South, Site is located on the left. Parking: You will need to obtain a visitor parking pass from Parking Services located at 290 Stadium Blvd., Mobile, AL.

- 5. Auburn University**  
1818 Foy Hall  
282 Thatcher Course  
Auburn, AL 35848

Directions: For directions and a map please visit <http://wp.auburn.edu/biggio/distance-learning/testing-services/>. To park you must pick up a guest pass from Parking Services. The Parking Services is located at the corner of Lem Morrison and Duncan Drive, in the South Quad Multi-Modal Parking Deck. A shuttle is available to take you from the parking garage to Foy Hall. i

- 6. North Alabama Electrical JATC**  
1805 E. 17th Street  
Sheffield, AL 35660

Directions: From I-65 N, Take exit 351 toward Athens, Turn left at AL-2 W/US-72 W/Lee Hwy, Turn right to stay on AL-2 W/US-72 W/Lee Hwy, Continue to follow AL-2 W/US-72 W, Turn left at AL-13 S/AL-2 W/US-43 S/US-72 W/S Court St, Continue to follow AL-13 S/AL-2 W/US-43 S/US-72 W, Turn right at E 17th St

- 7. Alabama State University**  
915 S. Jackson Street  
McGehee Hall 105  
Montgomery, AL 36104
- 8. Enterprise State Community College**  
600 Plaza Drive  
Enterprise, AL 36331

Directions: Turn left when you arrive on campus & then turn right into parking lot. The library is on the right.

- 9. Shelton State Community College**  
Testing and Assessment Center, Room 1826  
9500 Old Greensboro Road, #188  
Tuscaloosa, AL 35405

In order to schedule an exam through Prov all candidates must have received their authorization letter from the Alabama State Board of Auctioneers. The Board registers each approved candidate with Prov using the information provided on their application. Approved candidates can schedule with Prov to take an exam within 60 days of their approval date.

Once the candidate has contacted Prov and selected their preferred testing date and location, the scheduling process is complete. Candidates will be sent an appointment letter which includes their testing session details.

### Advance Scheduling

Candidates must schedule in advance for their examinations in order to ensure that a testing seat will be available. There are a limited number of seats at each testing facility and seating availability is based on a first-come, first-served basis.

Prov offers two convenient methods to allow candidates to schedule their examination(s) in advance. Candidates may use any of these methods to schedule their testing appointments and there are no extra fees charged for use of any of these methods.

The advance scheduling methods available are:

- Online
- Over the phone

The advance scheduling deadline for all test center locations is **three** business days prior to the testing date.

### Scheduling Methods

#### **Online Scheduling**

If you have any difficulties with online scheduling, give us a call at (866) 720-7768.

To schedule online, a candidate must go to Prov's home page at [www.provexam.com](http://www.provexam.com). Then they must select the CANDIDATE LOGIN link found under the Test Taker heading (left-side of home-page). Once candidates have accessed Arkiv (Prov's information management system), they must select Alabama State Board of Auctioneers as their Program Name and click NEXT STEP.

**Login**

Candidates should enter their CANDIDATE IDENTIFIER (candidate’s Social Security number). Candidates logging in for the first time should enter their pre-assigned password which is the first three letters of their last name and the last four numbers of their Social Security number. The first letter of their last name should be an upper case letter and the other two letters are lower case.

Example: An individual named John Tucker, with a Social Security number of 123-45-6789 would enter the following as a password: Tuc6789.

If you are a returning user enter the password that was created the last time the candidate entered. Then press NEXT STEP.

Before entering Arkiv the Candidate should confirm that they are entering the correct account and then click the ENTER button.

**Password**

To access the candidate information inside of Arkiv, the candidate will need to set up a password. If candidates have forgotten their Arkiv password, they may press the FORGOT PASSWORD button and their passwords will be emailed to the email address the candidates have provided when their testing profile was initially created. If candidates still encounter difficulties, they must contact Prov staff during business hours to receive help.

**Schedule a Testing Session**

It is recommended that all candidates read their candidate information bulletin prior to scheduling. If they

have not yet read the candidate bulletin, they may access it by selecting the PROGRAM DOCUMENTS tab.

Once a candidate is logged into Arkiv, they should select the SCHEDULE button listed in the Action Items next to their exam name.

One the next page Candidates will be asked to complete three steps in order to select a testing session.

Step 1: Select Examination - Use the mouse to select an unscheduled exam from the list to the left. (Note: If only one exam is shown, it will automatically be the selected exam.)

Step 2: Enter Search Criteria – Enter the date when the candidate would like to test. Enter a ZIP Code where the candidate would like to search from. Select the maximum distance the candidate will travel to a testing center. Select or confirm the testing method. Then press FIND AVAILABLE SEATS.

Step 3: Select Testing Dates, Times and Location – Using the mouse, click on one of the rows listed containing the testing date, time and location wanted and the press SELECT SEAT. If the candidate only has one exam to schedule they will automatically be taken to the payment screen. If the candidate has more exams to schedule return to step 1 and select the next test.

TestSiteName	Date	Start Time	End Time	DistanceMiles	Available Computer Seats
WV - Prov Charleston	11/30/2010	08:30 AM	12:00 PM	74	4
WV - Martinsburg	11/30/2010	11:00 AM	01:59 PM	218	7
WV - Wheeling	11/30/2010	09:00 AM	11:59 AM	186	3
WV - Morgantown	11/30/2010	05:00 PM	07:59 PM	164	10

If a mistake is made, a candidate can unselect an exam by selecting the VIEW MY SCHEDULE link from the candidate console, then requesting to cancel the selected test.

## Phone Scheduling

To schedule for an examination by phone, candidates should contact Prov toll free at 866-720-7768. Prov scheduling staff is available 8:00 a.m. through 6:00 p.m. ET, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, Candidate ID (their Social Security number), and their ZIP code. Once Prov confirms the candidate's identity, Prov staff will search the database for the next available testing session at the candidate's preferred testing location and will provide candidates with any alternate locations that may be in close proximity to their address. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

## Cancel/Rescheduling Policy

If candidates need to change or cancel their testing appointment, they must contact Prov at least three business days prior to their scheduled date. Changes will be made at no cost if candidates notify Prov by the deadline.

If candidates fail to appear for their test or fail to cancel or reschedule their testing session by the close of business three days prior to their scheduled test date, they will forfeit their exam fees.

## Retesting Policy

Candidates who fail the exam or who fail to take the exam by the end of their 60 day eligibility must submit to the Alabama State Board of Auctioneers a retake form along with an additional examination fee. Please visit the Alabama State Board of Auctioneers website for more details and a copy of the form.

Candidates cannot retake an exam once they have passed that exam unless required by the State of Alabama.

## Results Reporting

Because the examination process is a requirement for licensure with the State of Alabama, candidates automatically consent to permit Prov to share their test results with the State. Upon completion of an examination, a candidate's test will be scored and sent to the Alabama State Board of Auctioneers.

Prov's scoring system will grade your exam immediately upon completion of your test and will automatically forward the results to the state board. The Board will mail you your score. Auctioneers must achieve a 73%

score in order to pass. Apprentice Auctioneers must achieve a 71% score in order to pass.

## Exam Challenge Process

If during an exam or review, the candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment to Prov detailing why they feel the question is in error.

Candidates testing on computer may make their comments in the testing system. Candidates who are reviewing an exam will automatically be provided with an Exam Comment form.

Prov staff will review each comment within two weeks of submittal.

Should any comment result in a change to a test question and/or candidate score, Prov will report the change to the Alabama State Board of Auctioneers. The Board will notify the candidate of the score change and issue a new result letter. Detailed answers to questions or comments are not provided for test security purposes.

## Hand Score Request

Prov ensures the accuracy of our exam results. Our computer system, Arkiv, is designed to identify and report any potential error in data collected from an exam session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-866-720-7768 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is \$25.00 (includes tax).

## Test Day Rules and Procedures

### Check-in Deadline

The doors to each testing center will open at least 30 minutes before all scheduled testing appointments in order to check candidates into the testing center. Candidates should plan to arrive early to make sure they are seated by the time the testing begins. If candidates are late in arriving, AND the testing session has already begun, CANDIDATES WILL BE TURNED AWAY and will forfeit their exam fees and will be required to reschedule for a future testing date.

### Proof of Identity

Upon arriving at the testing center, candidates will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Candidates will also be required to sign a test center log, and will be photographed by the test center staff. If candidates cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, they will be dismissed from the testing center and forfeit all testing fees for that testing session.

There may be times for religious reasons, a candidate does not have a photo ID. In this situation, if they have a State driver's license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate, we will accept these as valid identification.

### Prohibited Items

No cameras, recorders, cell phones or other communication devices are allowed in the testing room.

Talking and smoking are not allowed in the testing room.

Exams are closed book and reference materials are prohibited in the testing room.

### Approved Items

Candidates may bring the following approved items into the testing center:

- **Pencils.** (Paper/pencil testing only)
- **Calculator.** Only simple 4-function calculators are permitted. PDAs, cell phones or other special calculators (i.e. ElectriCalc, etc.) are NOT permitted.

## Visitor Policy

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

## Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported directly to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

## **Prov's Non-Discrimination Statement**

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 866-720-7768 or write to: Prov, Inc., 3600 NW 43rd Street, Ste. D-1, Gainesville, FL 32606

## **Special Accommodations**

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for a special accommodation during testing, they should contact Prov at (866) 720-7768. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

## Preparing for Your Exams

### Studying for your Exam

It is NOT mandatory that candidates purchase any study materials in preparation for their examinations. It is highly recommended that candidates review the Auctioneer License Act and Rules and Regulations in addition to the Preparation and Review Guide for Auctioneer and Apprentice Auctioneer Licensing Examinations. Both of these references can be found at the Board's website but neither is allowed in the testing room.

### Sample Test Questions

The following are sample questions that reflect the format and style of the questions found on exams. They intentionally do not reflect the content of the auctioneer exams.

1. The bonding conductor used to connect the bonding grid on a swimming pool shall NOT be smaller than a solid #
  - a. 10 AWG.
  - b. 8 AWG.
  - c. 6 AWG.
  - d. 4 AWG.
2. What does the alpha character  $\alpha$  represent when stating the equation  $P = E \times I$ ?
  - a. Intrinsic circuit
  - b. Intrinsic electromotive force
  - c. Intensity of current
  - d. Isotopic character
3. If 15 amp circuits were used, the NEC would require a 2000 square foot house to have a MINIMUM of how many branch circuits?
  - a. 2
  - b. 3
  - c. 4
  - d. 5
4. Equipment that is electrically connected to a telecommunications network is required to be listed in accordance with section \_\_\_\_\_ of the NEC.
  - a. 110.16
  - b. 240.6
  - c. 800.18
  - d. Chapter 9, Table 5(A)

5. A required emergency standby generator that utilizes an internal combustion engine as the "prime mover" is required to have sufficient fuel supply on premises to operate for a period of NOT less than \_\_\_ hours at full demand operation of the system.
  - a. 24
  - b. 12
  - c. 8
  - d. 2
6. Which section of the NEC determines the installation of service equipment on manufactured buildings?
  - a. 230.60
  - b. 230.70
  - c. 240.6
  - d. 250.66
7. The MAXIMUM ampacity of an individual branch circuit using type FCC cable is
  - a. 15 amps.
  - b. 20 amps.
  - c. 30 amps.
  - d. 50 amps.

### Answers to Sample Questions

1. **B** - 8 AWG.
2. **C** - Intensity of current
3. **C** - 4
4. **C** - 800.18
5. **D** - 2.
6. **B** - 230.70.
7. **C** - 30 amps

# Exam Descriptions

## Apprentice Auctioneer

**Closed Book**  
**Number of Questions** 60  
**Time allowed (hours)** 2

<b>Subject Area</b>	<b># Quest.</b>
Auction Laws and Ethics	23
Contract Law	6
Law of Principal and Agent	1
Conducting an Auction	12
Auction Advertising	6
Auction Types	4
Accounting Terminology	1
Basic Math	7

**References**

- Auctioneer License Act and Rules and Regulations
- Preparation and Review Guide for Auctioneer and Apprentice Auctioneer Licensing Examinations.

## Auctioneer

**Closed Book**  
**Number of Questions** 80  
**Time allowed (hours)** 2

<b>Subject Area</b>	<b># Quest.</b>
Auction Laws and Ethics	26
Contract Law	14
Law of Principal and Agent	7
Conducting an Auction	12
Auction Advertising	6
Auction Types	4
Accounting Terminology	5
Basic Math	6

**References**

- Auctioneer License Act and Rules and Regulations
- Preparation and Review Guide for Auctioneer and Apprentice Auctioneer Licensing Examinations.



# Prov Candidate Instructions Handout

Please take a moment to read the testing rules below. If you have any questions or need clarification then please let your proctor know. Failure to follow these testing rules can have serious consequences. Be advised, the testing center and testing room may be under video surveillance.

You will receive a survey by email from Prov, please let us know how we did!

## Testing Rules:

- Non-testing visitors are not permitted to wait in the lobby while candidates test.
- Cell phones and other electronic devices are not allowed in the testing room under any circumstance.
- Eating, drinking, or tobacco use in the testing center is not permitted.
- You may use a simple, non-programmable calculator.
- Please be courteous by entering and leaving the testing room without disturbing others who may be testing.
- During your test keep your eyes on your own station and do not communicate with other testers.
- During your test, you may not write, highlight, or mark in your text book.
- You are only permitted to leave the testing room during the test if you need to use the restroom or in the case of an emergency. In these situations, you must turn in all testing materials. Your time will be reset in the case of an emergency. If you take a restroom break your allotted test time will continue to countdown while you are away and the lost time cannot be recovered.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.

## Reference Rules for Open Book Exams:

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book. **EXCEPTION: The AL HACR client allows handwritten formulas written in PEN ONLY to be written in a reference book. No other notes of any kind can be written in the reference books.**
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm' Law) CANNOT be added, glued or taped to a reference book.

## Unethical behavior:

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

## Computer Test Navigation:

On the back of this handout and prior to starting your exam, you will be presented with a tutorial instruction screen that tells you how to answer questions, navigate through the test, make comments, etc. Please review this page carefully to ensure that you are familiar with these functions. If you have any questions regarding these instructions, please notify your proctor.

- Question Comments - During the assessment, you may find that you have a question or concern about a particular test question. **The proctor cannot answer questions about test content at any time;** however, you can send a comment to Prov's Test Development Department by clicking the 'Make Comment' button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
- Technical Issues - If at any point during the exam you have a technical problem (e.g., computer freezes or shuts down, test will not proceed to next question, etc.) please notify your proctor immediately.

**Exam Results:**

If permitted by your jurisdiction, you will be provided with your testing results within a few minutes of completing your test; otherwise, you'll be notified of your testing results in writing by your jurisdiction.

Please return these instructions to the proctor and let them know that you are ready to begin.

**Pro**™ Exam Services for Occupational Assessment John Smith (551885239)

**Exam: Sample exam - Knowledge of states**

Question 3 of 10 This Question is Marked

What is the state capital of Pennsylvania?

**A** Harrisburg

**B** Philadelphia

**C** Scranton

**D** Pittsburgh

**End Test**

**Time Remaining**  
00:05

**Unanswered Questions**  
7

**Marked Questions**  
1

Make Comment (M)

Unmark Question (Q)

Show Question List (S)

< Previous (P) Jump to Question  Go Next (N) >

**Navigating in the Computer Testing System**

You can use either the Keyboard or the Mouse to select test answers.

- Press a letter (**A**, **B**, **C**, or **D**) to select an answer (either with the keyboard or mouse). The answer is highlighted when selected (as in the example of Harrisburg shown above).
- Press **Next** to move forward. Press **Previous** to move backward. You can use either your mouse to select the Next or Previous buttons, or you can use a hotkey button that will perform the same action. **All Hotkeys are shown in parentheses.** For example, pressing the letter **N** will move to the next question. Pressing **P** will move to the prior question.
- Press **Mark Question** to help you keep track of questions you wish to return too at a later time. Marking questions has no impact in scoring. Press the button again to Unmark the question.
- Press **Show Question List** to see which questions are unanswered or which you have marked.
- Press **End Test** when you are ready to leave the test. The test will also end automatically when the time remaining reaches 0:00.

Ask the test proctor for help if you need assistance.