Computer-Based Testing Instructions

Candidate Login Screen

Please enter your Social Security or ID Number in the space provided then click CONTINUE. If you have difficulty with this step, the proctor will assist you.

Continue
Select Exam Portion

You are scheduled today to take the examinations listed below. Using the mouse, click on the examination you wish to attempt first, then click CONTINUE.

Certified Tumor Registrar Examination - Part 1: closed-book
Certified Tumor Registrar Examination - Part 2: open-book

Agree to Terms and Conditions

TERMS AND CONDITIONS FOR TESTING

Please read the information below before proceeding with your test. By choosing to “Proceed with Test,” you will be agreeing to be bound by these terms and conditions, in addition to all applicable laws that govern the use and reproduction of the information in this test. If you do not agree to these terms and conditions, choose the option labeled “Do not agree,” in which case you will not be able to take the test and will be excused from the testing facility. Your fee will not be refunded.

1. By proceeding, you will gain access to test questions that have been devised to evaluate the readiness of candidates for professional certification or licensure. You understand and acknowledge the test questions, their arrangement, and the manner in which they are displayed, presented, and laid out is confidential and proprietary information on which a substantial amount of money and effort have been expended to develop.

2. You agree, under no circumstances, may you remove test questions or any part of the test from the testing facility. Both during and after the test, you may not reproduce test questions or any aspect of the test by any means, including without limitation, paper or electronics. Both during and after the test, you may not disclose test questions or any aspect of the test to others by use of paper copies, electronic media, oral communication, or any other means.

3. You agree, if you violate these terms and conditions, Applied Measurement Professionals, Inc. (AMP) will have the right to take all appropriate action against you. This may include, but will not be limited to, barring you from taking future tests prepared or administered by AMP, canceling your scores and refusing to report them, and forfeiting your registration fee. You agree that AMP or its clients may seek injunctive relief, as well as any other relief that the law may permit, against you for breach of your agreement to these terms and conditions, as well as for any other reasons the law may recognize. You also agree that AMP will not be required to post a bond or provide other security in order to pursue any remedies it may have against you.

Do not agree
Proceed with Test
Candidate’s Name, Exam and Exam Portion are displayed for verification.

Select “Take My Picture” to capture photo to display on completion report/score report. Candidates may keep selecting “Take My Picture” until they are satisfied with their photo.
Candidates are then prompted to instructions for the Practice Exam.

You may now PRACTICE taking an examination on this computer. You have 5 minutes to PRACTICE answering 5 questions. The time you use for this PRACTICE session is NOT counted as part of your examination time. When you are comfortable with the testing process, you may quit the PRACTICE session and begin the timed examination.

Press ENTER or use the mouse to click CONTINUE to begin the PRACTICE SESSION.

A Help Screen is displayed that provides a description of key features.

Below is an image of a sample test question with tips that highlight important features of the software you may need during the examination. Once you begin the examination, this Help Screen image may be viewed by clicking on the HELP button in the lower left portion of the screen. Click on the links below to read more about the following key features:

A SCROLL BAR WILL BE AVAILABLE ON THE RIGHT SIDE OF THE QUESTION WINDOW WHEN NEEDED TO SEE THE ENTIRE QUESTION

NOTE: You may also use the keyboard to select a response to test questions. Simply press the A, B, C, or D keys on the keyboard. To advance to the next item or return to the previous item, use the right and left arrow keys on the keyboard.
Below are descriptions if a candidate selects the blue underlined options above.

**ONLINE COMMENTS**

By clicking on the icon with an exclamation point, you open a text box in which you may enter comments about the content of any test question if you believe it is misleading or deficient in accuracy or content. To close this text box, click on the X in the upper right corner of the text box window. While your comments will be reviewed, individual replies to comments will not be provided. Any comments made will have NO EFFECT on the scoring of your examination.

*Return to main Help Screen*

**BOOKMARK FEATURE**

You may click in the checkbox located immediately to the right of the TIME button to “bookmark” any item you want to return to later, but before the testing time expires. A checkmark indicates the item has been bookmarked. To remove a bookmark from any item, simply click in the checkbox again and the checkmark will be removed. If you exit/quit the examination with bookmarks still in place, this will have NO EFFECT on the scoring of your examination.

*Return to main Help Screen*

**HAND ICON**

Clicking on the Hand icon in the lower right corner of the screen will take you to any un answered OR bookmarked test question. This icon points to the right when there are items on the test that have not yet been answered or have been bookmarked. If all test questions have been answered and no items remain bookmarked, the Hand icon will point to the left. If you click on the Hand icon when it is pointing left, you will exit the test, and will be taken to a screen where you will have an opportunity to confirm you want to exit the test.

*Return to main Help Screen*

**COVER ICON**

When you click on the Cover icon in the lower left corner of the screen, you will exit the test, even if you have not yet completed the test. You will have an opportunity to then confirm you really want to quit the test.

*Return to main Help Screen*

**NAVIGATION CONTROL**

The Navigation Control area is located in the lower right portion of the screen, immediately to the left of the Hand icon. The left and right arrow buttons allow you to move to the previous or next question, respectively. The question number of the question currently on screen is displayed between the left and right arrow buttons. The drop down box to the right of the current question number allows you to select and go to any question within the test. The question numbers are color-coded in the drop down box as follows:

- An item number displayed in GREEN means that the item is unanswered.
- An item number displayed in RED means the item has been bookmarked for later review.
- An item number displayed in BLACK means the item has been answered.
Example of Practice Test

PRACTICE TEST

Which of the following is the capital of the United States?

A. Washington, DC  
B. New York, NY  
C. Chicago, IL  
D. Los Angeles, CA

By clicking the word Time (as shown in image above – bottom right-hand corner) the exam time remaining will display (as shown in image below). The candidate may toggle back and forth or leave the word Time, or time remaining, displayed.
When a candidate clicks the down arrow next to the numbered question, they may scroll through the numbers to easily see the color coding of answered, unanswered or bookmarked questions. If preferred, a candidate may then advance to those questions by clicking the number with the mouse.

Once the candidate is finished, they will select the Cover button (shown in image above – bottom left-hand corner) to exit the exam. A summary screen will then display. The candidate may select Test to go back into the exam if time is remaining or select Quit to end the exam. This is the same functionality in the actual exam.
Candidates are then provided with another opportunity to take the Practice Exam to ensure they are comfortable with the features/functions of the exam.

Once they click continue, a screen is displayed that provides the amount of time, number of questions and exam portion that is being taken.

Your practice session is over, and you are about to begin the timed examination. You will have 2.5 hours to complete the examination.

The examination is composed of 188 total questions (180 scored and 8 unscored). Please refer to the candidate handbook for an explanation of the unscored questions.

Click on the START button below with the mouse to begin the first question of the Certified Tumor Registrar Examination - Part 1, closed-book.
Candidates then proceed with exam (for security purposes screen shots of the actual exam are not displayed). Exam questions display the same as on the Practice Exam. Upon finishing the exam, the candidate will click the Cover button. This will prompt the screen below that displays the number of questions answered out of the total number of questions and the time utilized out of total time remaining. If time is remaining, candidates then select either Test, to go back into the examination and continue testing, or Quit to end the exam session.
Candidates are then prompted to the next portion of the examination with an optional break.

Exam time limit, exam portion name and number of questions are displayed.
Candidates then proceed with exam (for security purposes screen shots of the actual exam are not displayed). Exam questions display the same as on the Practice Exam. Upon finishing the exam, the candidate will click the Cover button. This will prompt the screen below that displays the number of questions answered out of the total number of questions and the time utilized out of total time remaining. If time is remaining, candidates then select either Test, to go back into the examination and continue testing, or Quit to end the exam session.
Once the examination has ended, candidates are prompted to take the Post-Test Survey.

Please respond to the following questions about your experience with this computer administered examination; your responses will not affect your examination score in any way.

Important: You must access and complete the survey before your score report will be produced.

The Cover button is selected to exit the post-test survey and a summary page is displayed.
This is the final screen that is displayed before exiting the assessment center room.

Thank you for completing the Certified Tumor Registrar Examination - Part 2, open-book. Please quietly exit the testing area and see the assessment center supervisor. Please be courteous to other candidates who may not be finished with the examination.

Thank you and best wishes for success!