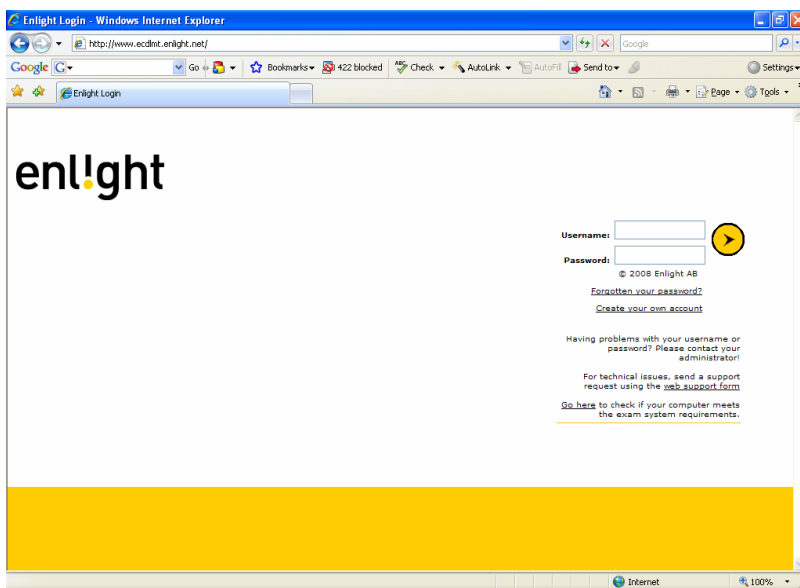


# Enlight ET2.8 test properties and navigation options

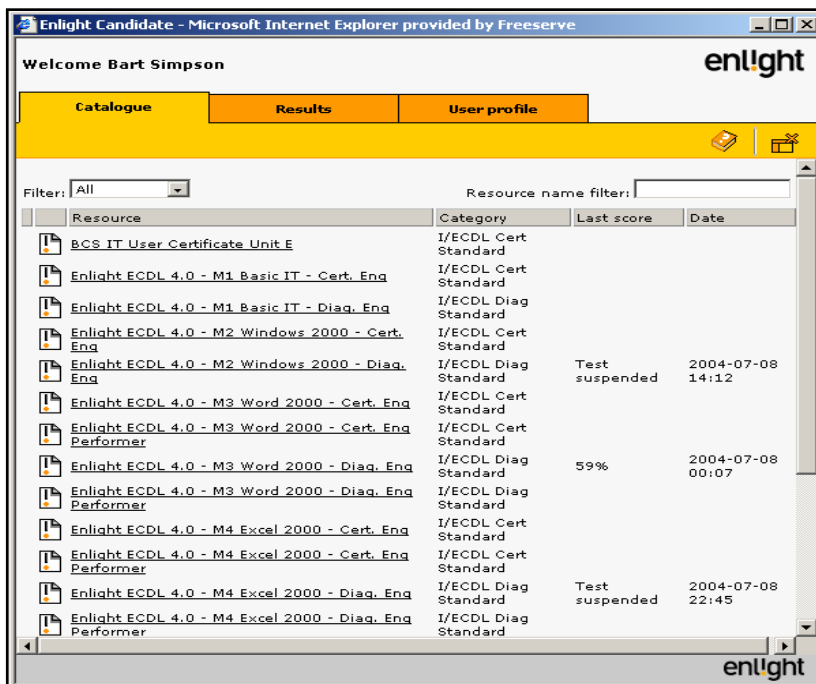
Each test from Enlight has been assigned different properties that affect the test situation (how the test operates). An online test differs from a traditional pen and paper test as test takers cannot browse between the test questions in the same way as a printed test form. In Enlight tests there are a number of different navigation options. Information about which navigation options are available within the test are displayed after you have logged in with your username and password and selected a test. It is important for you to study this information in order for you to be well prepared to navigate within a test.

## Starting an Enlight test



Open your web browser and go to [www.ecdlmt.enlight.net](http://www.ecdlmt.enlight.net) - this will take you to the Enlight Malta testing site.

Enter your username and password (note; these are case sensitive) and then press [ENTER] or click on the arrow button.

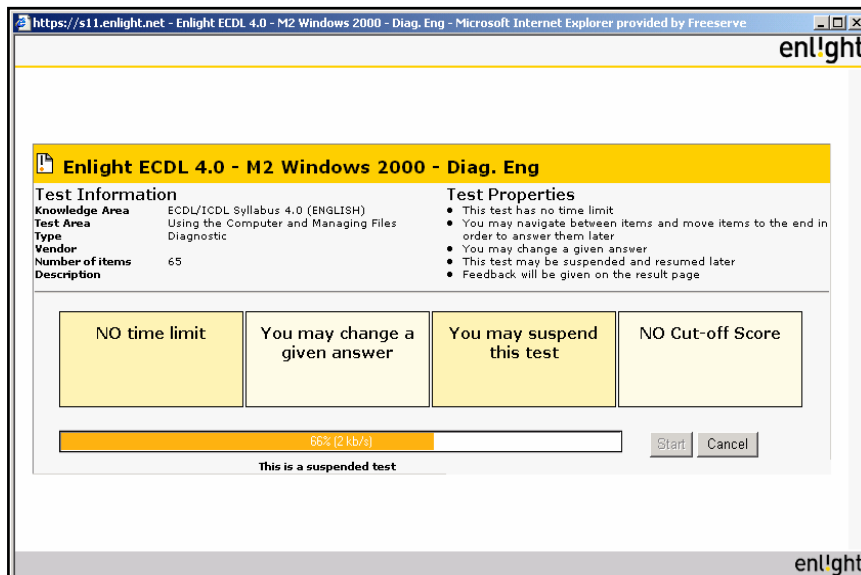


From the list of available tests, select the test you wish to take.

If you are taking a CERTIFICATION test, the system will ask for a valid Administrator/Invigilator login before the test will start.

Note: We have PERFORMER tests for some modules. Performers contain questions that use the actual application to test the candidate.

## Test properties screen

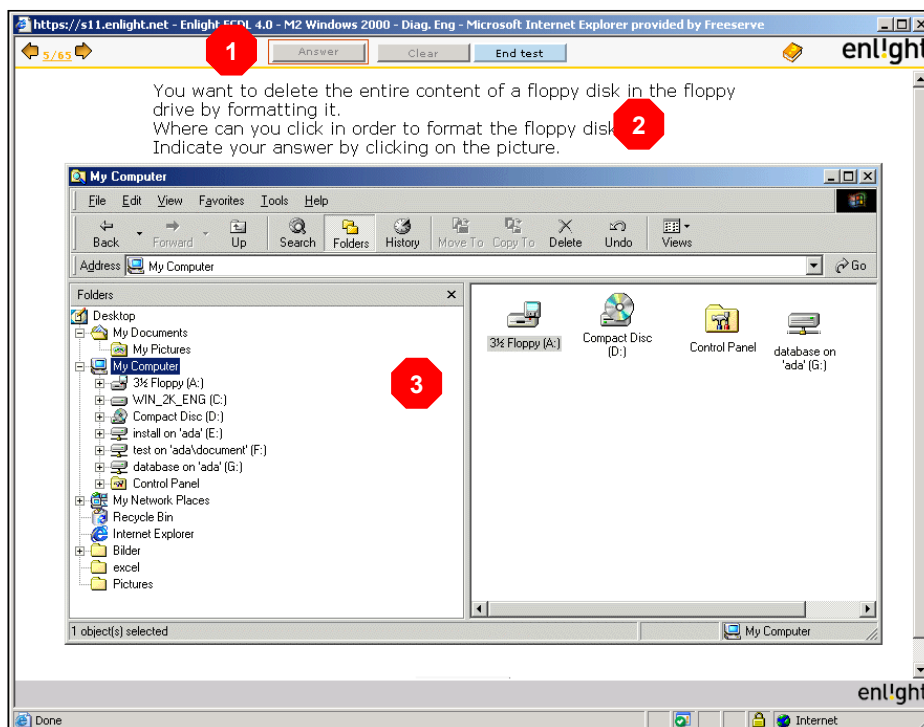


When you have selected the test to take you will be presented with the test properties screen. This will explain the rules for this test and what you are allowed to do (e.g. time limit, changing answers, etc)

When the test load has reached 100%, click on the START button.

## The test window

Once you have started your test you will see the test window displayed which consists of 3 sections; (1) CONTROL PANEL, (2) QUESTION TEXT and (3) QUESTION AREA



**Working through the control panel**

**Answering a Question** – There are a variety of question styles in an Enlight test (e.g. Multiple Choice, Hotspot, Performer Questions). When you have made your answer to the specific question you can select the **ANSWER** button to confirm that answer - You will automatically move on to the next question. Note: the ANSWER button will be grey until you attempt to answer the question.



**Clearing an Answer** –The **CLEAR** button is used when you have made an attempt to answer a question and would like to clear that answer and attempt that specific question again. Note: In an ECDL Certification test, once you have selected the Answer button you are not permitted to CLEAR that question and re-answer it.

The **END TEST** button – is used when the candidate wants to finish a test. Note if you have answered all questions within a test, you will see a message to confirm this (in other words you have finished). This button is also used to SUSPEND a test so that you can continue with that test at another time if it is allowed with that test. Note: ECDL Certification tests cannot be suspended and must be completed in one attempt.



**HELP/INFO** button – is used to identify the exact question number you are currently viewing and the style of question (e.g. multiple Choice, Hotspot) and how to answer it. This window will also highlight where in the ECDL syllabus document this question relates to.

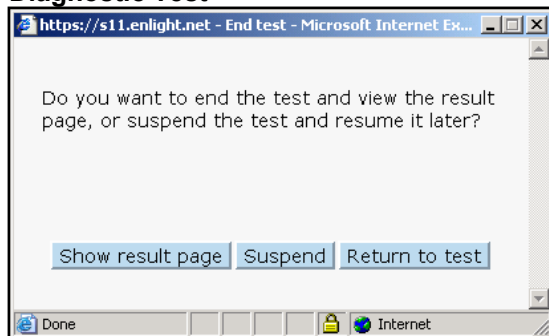


The **NAVIGATION** button – is used to move/navigate between questions. Clicking this button will display the navigation window and allow the user to jump forward or backwards to another question within the test.

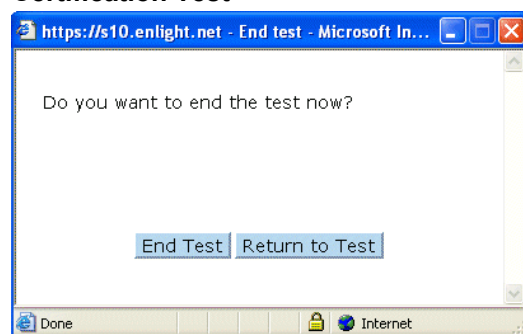
**Ending a test**

A candidate can end a test at any time by clicking on the **END TEST** button. This will display one of the following dialog boxes

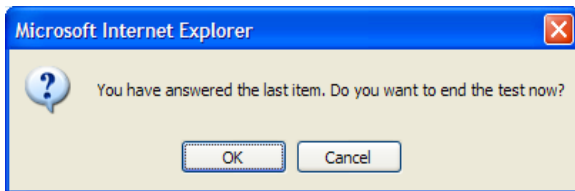
**Diagnostic Test**



**Certification Test**



The candidate can now choose to end the test completely by clicking on the SHOW RESULT PAGE button. This can be done at any time but by doing this the candidate is saying that they wish to end the test and not go any further with it. Within Enlight’s ECDL Diagnostic tests, candidates have the option to SUSPEND the test and continue with it at another time. Enlight’s system will record where you have got to so that when you next login and take this test, it will continue where you left off. Note that within ECDL Certification tests candidates must complete their test in one attempt and are NOT ALLOWED to suspend a test, therefore this button does not appear within certification tests. The RETURN TO TEST button allows you to go back and continue the test.



If you have answered all questions in a test, the following message will be displayed. If you answer the last question in a test but have skipped over any other question(s), the test will automatically go back to the first unanswered question.

### Navigating around a test

The simplest way to navigate within a test is by clicking the ANSWER button. This will confirm your answer and move on to the next unanswered question. Alternatively you can select the **NEXT** or **PREVIOUS** question buttons either side of the navigation button. If you are looking at a question you are not sure the answer to, you may navigate past it and come back to it later in the test. To do this you must select the NAVIGATION button, which will open the Navigation window.

The Navigation window lists all questions within the test along with the first few words of the question text. The current question will be highlighted and to move on to the next question, simply click on the question number. There is no limit to the number of times you can navigate past a question.

To go back to a question you have not answered, simply click on the main NAVIGATION button again and then select the question number you wish to view. (Note: when you have answered the last question, the test will automatically cycle round to questions that you skipped/haven't answered).



This window provides additional information;

- (1) In the first column **ANSWERED** questions have a dark blue 'filled' box and **UNANSWERED** questions have a light grey 'unfilled' box
- (2) The diagram in the second column highlights what style of question it is (e.g. Multiple Choice)

NOTE: Within ECDL Certification tests, BCS rules do not allow candidates to change the answer to questions they have previously answered. For any questions you are not sure about, you are advised to use the navigation window to move on to the next question and then come back to that question later in the test (if you have time left). This rule does not apply to diagnostic tests where previous answers can be changed.

## The help/info button

Clicking on the HELP button will display one of the following windows (depending upon the question type you are viewing).

### Help with a hotspot question

enlight

Item information	Test information	About
Item number	529	
Measuring point	2.3.1.2	
Difficulty level		
Cognitive level		

**Hotspot**

The Hotspot item contains a question. However, there are no answer alternatives. The test taker answers the question by clicking somewhere in the image accompanying the question.

- Read the question.
- Click on the image with the right mouse button. Several answers can be correct, but only one can be selected. A green arrow will indicate your chosen answer.
- Click on the **Answer** button.

enlight

This window provides information about the specific question you are viewing. The ITEM NUMBER refers to the specific Enlight question number (within our database of questions). The MEASURING POINT refers to the part of the syllabus that this question refers to (each question is mapped to the syllabus document).

The window also includes a description of the question type and instructions on how to answer it (but not the answer!)

### Help with a performer question

enlight

Item information	Test information	About
Item number	532	
Measuring point	3.3.2.5	
Difficulty level		
Cognitive level		

**Performer**

The test taker works in an active window of the program and performs the requested action there. Performer questions are only created for Windows environments.

- Read the request.
- Do the requested task in the active program.
- Click on the **Answer** button.

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### Help with a multiple choice question

enlight

Item information	Test information	About
Item number	550	
Measuring point	2.3.7.1	
Difficulty level		
Cognitive level		

**Multiple choice**

The multiple choice item type consists of a question and two to eight answer alternatives. The correct answer could be one or several. Radio buttons indicates that one alternative should be selected and check boxes indicates that several alternatives should be selected. The multiple choice item type can come both with and without an image.

- Read the question.
- Click the radio button or check-box for your chosen answer.
- Click on the **Answer** button.

**Note!** The **Answer** button stays inactive until correct number of alternatives have been selected.

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## Viewing test results

By selecting to end the test and show results (or if a certification, when your time has expired) you will automatically be taken to the results page for that test. The results page provides details of your score/s, date and time of the test and, if you are taking an Enlight diagnostic test, you will see which questions were answered incorrectly.

The screenshot shows a web browser window displaying the results for a test titled "Enlight ECDL 4.0 - M1 Basic IT - Cert. Eng". The page includes a header with the Enlight logo and a navigation menu. The main content area displays the following information:

- Username:** (Martin Chakki)
- Date, Time, Duration:** 04/10/05 16:15, 00:07:49
- Virtual Server:** UK - office
- Knowledge Area:** ECDL/ICDL Syllabus 4.0 (ENGLISH)
- Test Area:** Concepts of Information Technology (IT)
- Test Type:** Certification
- Number of items:** 36

The **TEST RESULT** section shows a total result of 75% with a progress bar. Below this, it states "You passed" and shows a cut-off score of 75%. A **Result by Category** table is provided:

Category	Score
General Concepts	33 %
Hardware	50 %
Software	100 %
Information Networks	100 %
The Use of IT in Everyday Life	83 %
Health and Safety, Environment	75 %
Security	100 %
Copyright and the Law	33 %

At the bottom of the page, there are "Print" and "Close" buttons.

The results page of any test taken can be viewed by selecting the RESULTS tab and clicking on the result. Note the candidate can print these pages.

The screenshot shows a web browser window displaying the results for a diagnostic test titled "Enlight ECDL 4.0 - M3 Word 2000 - Diag. Eng". The page includes a header with the Enlight logo and a navigation menu. The main content area displays the following information:

- Username:** Bart Simpsonx (uk0001)
- Date, Time, Duration:** 2004-07-08 00:07, 00:09:20
- Virtual Server:** DEMO Test Centre (Martin)
- Knowledge Area:** ECDL/ICDL Syllabus 4.0 (ENGLISH)
- Test Area:** Word Processing
- Test Type:** Diagnostic
- Number of items:** 74

The **TEST RESULT** section shows a total result of 59% with a progress bar. Below this, a **Result by Category** table is provided:

Category	Score
Using the Application	66 %
Main Operations	75 %
Formatting	70 %
Objects	66 %
Mail Merge	0 %
Prepare Outputs	0 %

Below the category table, there is a section for **Incorrectly answered items** with a table:

Item Text	Your Answer	Correct Answer	Result
<b>Using the Application</b>			
You want to switch to the 'Print Layout view' view mode but don't know how to do this. Where can you click to open the help function to find this out? Indicate your answer by clicking on the picture.	The View menu	The Help menu; The Help button	Incorrect
You have saved the document and have consequently finished your article. Where can you click to close the document? Indicate your answer by clicking on the picture.	Unanswered	The File menu; The Title bar; The Control Menu icon; The Close program button	Incorrect
You want to save the document as a template. Where should you click to specify that the document should have the file type '.dot'? Indicate your answer by clicking on the picture.	Unanswered	The Save as type list box	Incorrect

At the bottom of the page, there are "Print" and "Close" buttons.

Enlight DIAGNOSTIC tests offer candidate's additional feedback including incorrectly answered questions and the correct answer alternatives.

For any further help or information visit [www.enlight.net](http://www.enlight.net), or email [support@enlight.net](mailto:support@enlight.net)