



NAVIGATE²
TESTPREP™

STUDENT HELP & WALKTHROUGH

Contents

What are the system requirements for Navigate 2 TestPrep?	3
Navigate 2 TestPrep Dashboard	4
Create or Review My Tests	4
Review My Performance	4
What is the difference between a practice test and an assessment test?	5
How are questions chosen?	5
How do I create a practice test?	6
How do I take a practice test?	9
Practice Test Tools	9
Using the Highlighting and Strikeout Tools on a Mac or PC	12
Taking a Practice Test	13
How do I view my practice test results?	14
How do I export practice test results?	16
How do I take an assessment test?	17
Assessment Test Tools	17
Taking an Assessment Test	18
How do I view my assessment test results?	20

What are the system requirements for Navigate 2 TestPrep?

To work successfully with Navigate 2 TestPrep, your computer or mobile device should match one of the supported browser and operating system configurations listed in the table below. Navigate 2 may run on newer (or even slightly older) versions of these browsers, but a version is not considered fully supported unless it is marked with a ✓ in the table below.

OS/Platform	Safari 7.0	Safari 8.0	Firefox 36	Chrome 41	IE11	IE10
MAC 10.7	✓	✓	✓	✓		
MAC 10.9	✓	✓	✓	✓		
Windows 7			✓	✓	✓	✓
Windows 8.1			✓	✓	✓	✓
iPad 2 with IOS 8+		✓				
iPad 3/Air with IOS 8+		✓				
iPad Mini with IOS 8+		✓				
iPhone with IOS 8+*		✓				
Android tablet with OS 4.3**				✓		
Android phone with OS 4.1*				✓		
Windows 8 tablet					✓	✓

+Minimum version, tested to latest current version widely available.

*Applications currently operate correctly, but in an attenuated manner within small screen sizes.

**Excludes Kindle and Nook platforms.

Navigate 2 TestPrep Dashboard

NAVIGATE 2 TESTPREP™ Back | Welcome, MarkS53 | Logout

Create or Review My Tests

CREATE NEW PRACTICE TEST REVIEW PRACTICE TESTS

COMPLETE ASSESSMENT TEST REVIEW MY ASSESSMENT TESTS

Review My Performance

Completed

0	1	30
Assessment	Practice	Questions

Last Test

25 Correct, 5 Incorrect

Qbank (599 Questions)

30 Taken, 569 Remaining

Recent Practice Tests

Practice Test, 30 questions, 25 Correct

When you first log in to Navigate 2 TestPrep, you see the screen shown above, called the Dashboard. It includes two sections.

Create or Review My Tests

In this section, you can:

- Select the [CREATE NEW PRACTICE TEST](#) button to choose the subject(s) you want to be tested on and create a practice test.
- Select the [REVIEW PRACTICE TESTS](#) button to review the results of the practice tests you've already taken.
- Select the [COMPLETE ASSESSMENT TEST](#) button to start an assessment test.
- Select the [REVIEW MY ASSESSMENT TESTS](#) button to review the results of the assessment tests you've already taken.

Review My Performance

The **Review My Performance** section gives you a quick snapshot of your work to date in Navigate 2 TestPrep.

- Under **Completed**, you can see the number of assessments and practice tests you've completed, and the number of questions you've been tested on.
- The **Last Test** shows you how you did on your last assessment or practice test, specifically the number of correct answers versus the number of incorrect answers.
- **Qbank (### Questions)** shows you how many of the available questions you have been tested on, and how many questions remain.
- **Recent Practice Tests** displays the results of your most recent practice tests, and reports how any questions were in the test, and how many you answered correctly.

What is the difference between a practice test and an assessment test?

A **practice test** is an opportunity to practice questions that will closely mimic the content and format you will see in an actual exam. You can take an unlimited number of practice tests, and you can view the same test questions multiple times. A practice test differs from an assessment test because you are the one who chooses which areas you want to focus on and how many questions will be on the test. Your practice test will give you immediate feedback on whether or not you've gotten a question right, as well as the rationale behind the answer.

An **assessment test** is a preset number of randomly chosen questions across all subject areas. You will not receive any feedback on whether your answers are right or wrong until after the exam is complete, so as to more closely mimic an actual exam. Taking an assessment test and reviewing your results will give you an accurate account of both your strengths and your weaknesses so that you may know where you need more practice.

How are questions chosen?

Practice tests and assessment tests are built from the same repository of questions, but the way the test questions are chosen differs.

For example, assessment questions are chosen and distributed based on the distribution of categories or subjects on the actual exam.

When you generate a practice test, you can choose not only how many questions will be on the test, but how those questions are distributed. For example, if you feel that most of your weakness lies in Subject A, you are 100% confident in Subject B, and you need just a bit more practice in Subject C, you can design a 50-question practice test with 35 questions in Subject A, no questions in Subject B, and 15 questions in Subject C.

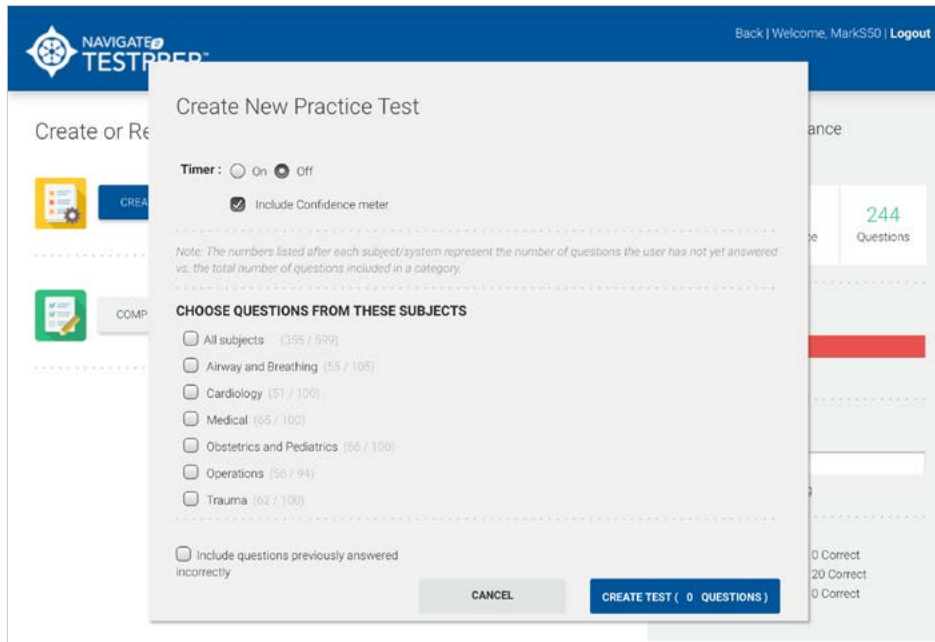
Navigate 2 TestPrep uses your past performance to determine how to generate both practice tests and assessment tests. It chooses questions for each test based on the following hierarchy:

1. Questions you haven't yet seen
2. Questions you have seen but have answered incorrectly or questions you have skipped
3. Questions you have seen and have answered correctly

How do I create a practice test?

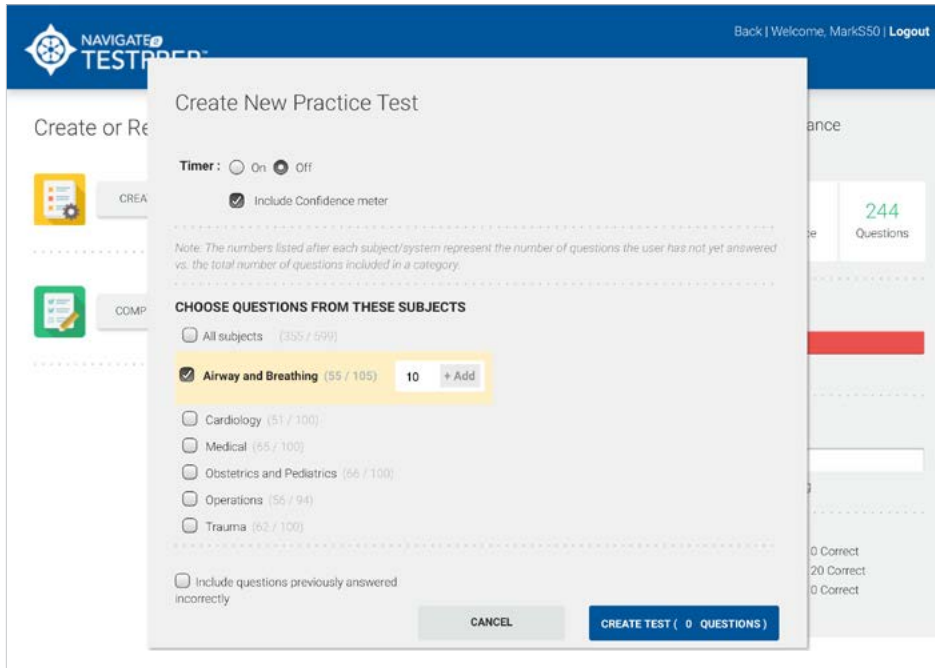
Take the following steps to create a practice test:

1. Select the **CREATE NEW PRACTICE TEST** button under Create or Review My Tests on the Navigate 2 TestPrep home page.

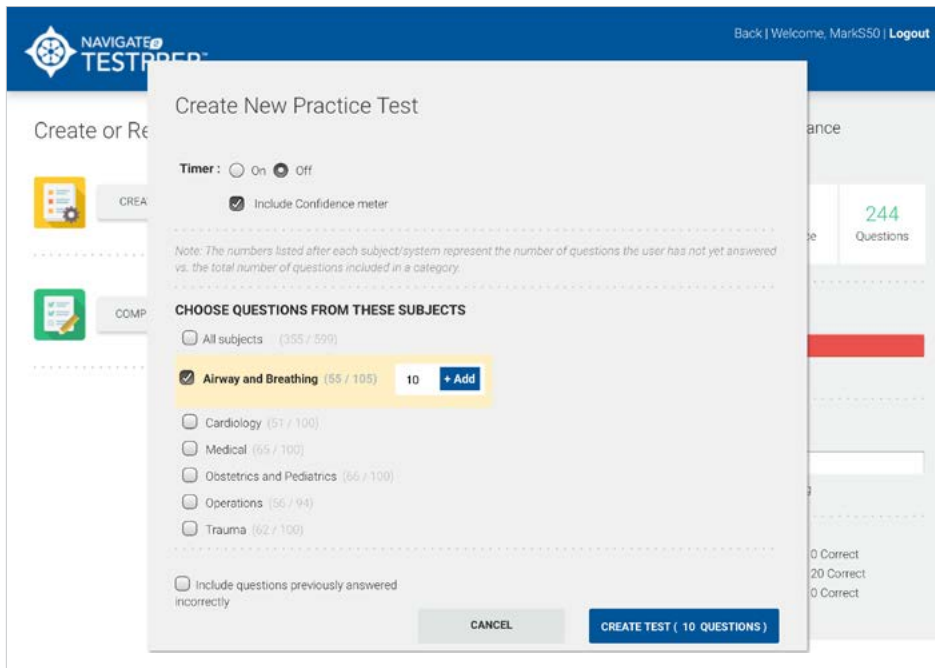


2. Select the **Timer On** option button to turn the timer on.
or
Select the **Timer Off** option button to turn the timer off.
The timer keeps track of how long you spend on each question.
3. Select or deselect the **Include Confidence** meter check box. The **Confidence meter** lets you record how confident you feel when you answer a question.
4. Select a subject from the **CHOOSE QUESTIONS FROM THESE SUBJECTS** list. Each subject is followed by two numbers, such as 90/105, which indicate how many questions you have not yet answered (or seen) versus the total number of questions in a category or subject. For example, 90/105 means that you have not answered 90 of the 105 possible questions and have only seen 15.

5. Type the number of questions in the selected subject that you want the practice test to include.



6. Select the **Add** button.



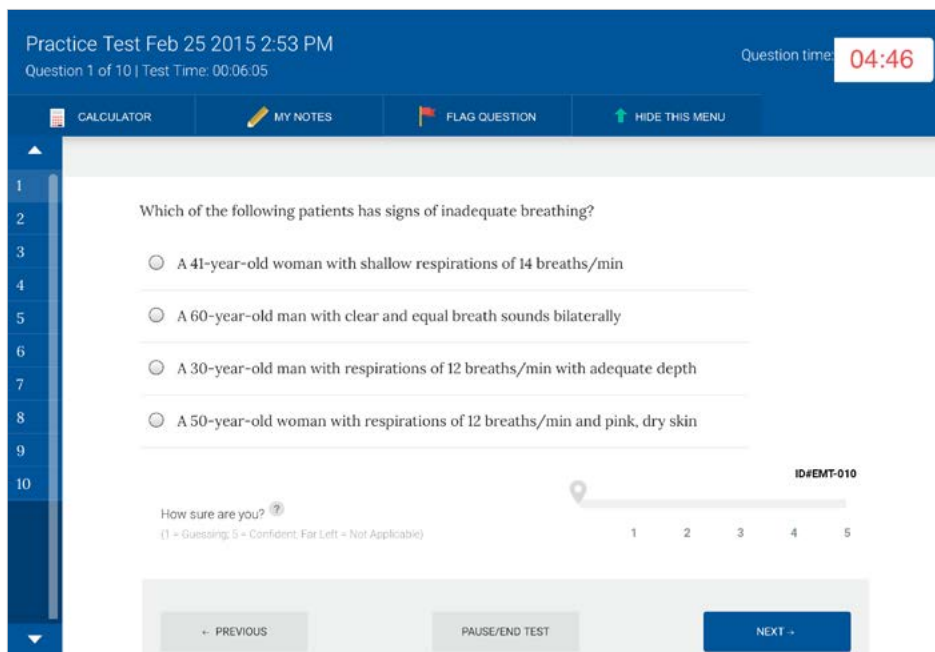
Navigate 2 TestPrep keeps a tally of the number of questions in your practice test in parentheses on the CREATE TEST button.

7. Repeat steps 4 through 6 until you have added questions from all of the subjects you want to appear on the practice test.
Note: You can also choose **All subjects** to have Navigate 2 TestPrep create a practice test with a distribution of questions in all of the subjects. If you choose **All subjects**, you can still add questions from specific subjects where you believe you need more practice.
8. (Optional): Select the **Include questions previously answered incorrectly** check box.
9. Select the **CREATE TEST** button. Navigate 2 TestPrep displays the first question on the test. See [How do I take a practice test?](#) to continue.

The screenshot displays the 'Practice test Feb 17 2015 9:06 AM' interface. At the top, it indicates 'Question 1 of 10'. A navigation bar includes 'CALCULATOR', 'MY NOTES', 'FLAG QUESTION', and 'HIDE THIS MENU'. A vertical sidebar on the left shows question numbers 1 through 10, with '1' highlighted. The main content area contains the following text: 'After an adult cardiac arrest patient has been intubated by a paramedic, you are providing ventilations as your partner performs chest compressions. When ventilating the patient, you should:'. Below this are four radio button options: 'deliver 2 breaths during a brief pause in chest compressions.', 'deliver each breath over 1 second at a rate of 8 to 10 breaths/min.', 'hyperventilate the patient to maximize carbon dioxide elimination.', and 'deliver each breath over 2 seconds at a rate of 12 to 15 breaths/min.'. To the right of the question is the ID# EMT-021. Below the question is a 'How sure are you?' scale from 1 to 5, with a tooltip indicating '(1 = Guessing; 5 = Confident, Far Left = Not Applicable)'. At the bottom, there are three buttons: 'PREVIOUS', 'PAUSE/END TEST', and 'NEXT'.

How do I take a practice test?

Before you can take a practice test, you have to [create it](#). After you select the **CREATE TEST** button, the test opens on-screen and displays the first question.






Practice Test Tools

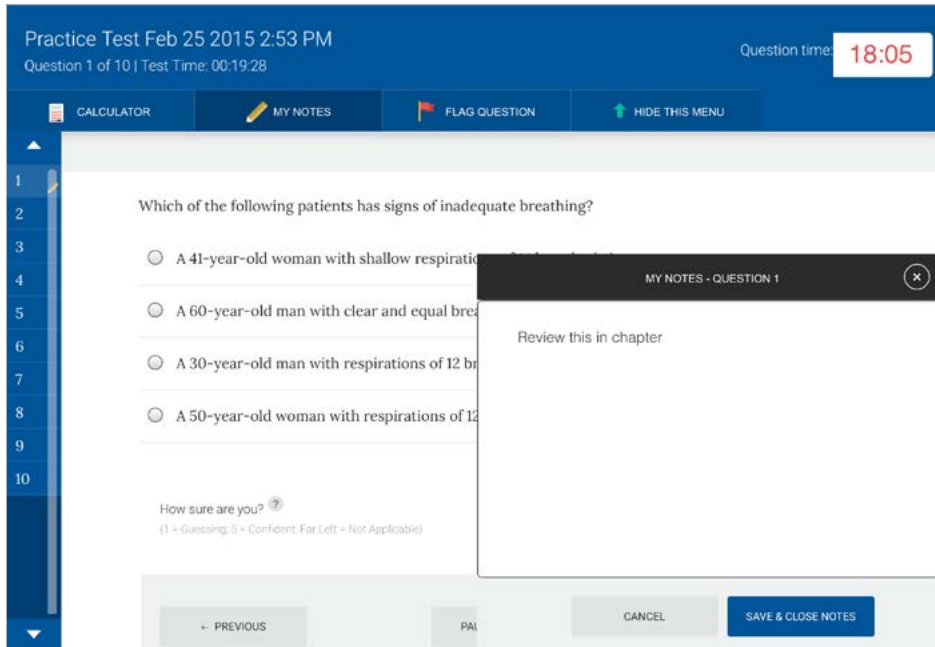
During a practice test, the following tools are available:

- **TIMER**—If you have set up your test to include a timer, Navigate 2 TestPrep displays the Question time, or the amount of time you have spent on an individual question. It also displays the time remaining at the top of the screen, beneath the date and time.
- **CALCULATOR**—To use a calculator, select the **CALCULATOR** button.



If you have finished working with the calculator but think you may need it later, select the minimize button . You can select the maximize button  to redisplay it at any time. If you want to close the calculator, select the close button .

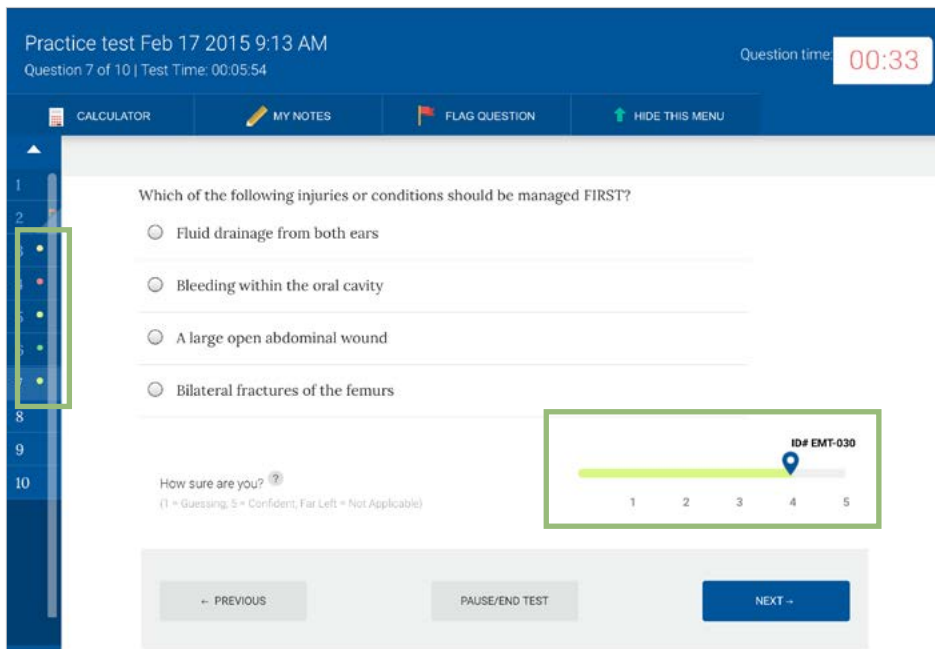
- **MY NOTES**—To take notes about the current question, select the **MY NOTES** button.



You can save a note so you can go back to it before submitting the practice test. To save a note, select the **SAVE & CLOSE NOTES** button. When a question has a note attached, Navigate 2 TestPrep includes a pencil icon to the right of the question number. A note only persists while you are taking the practice test. Once you submit the test, your notes are no longer available.

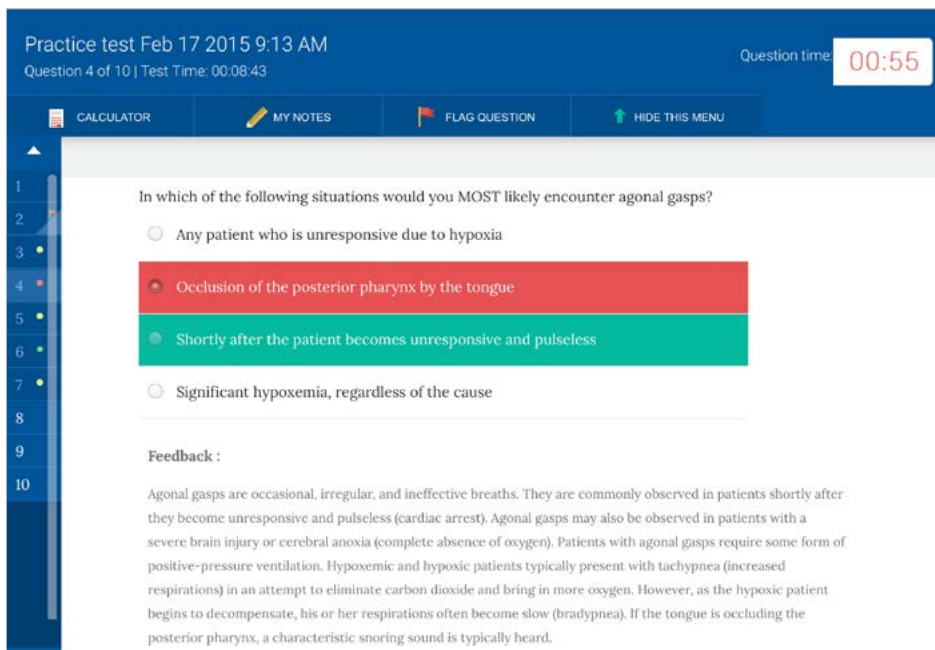
- **FLAG/UNFLAG QUESTION**—You can flag a question that you want to return to later. When you flag a question, a small flag icon appears to the right of the question number on the navigation bar. Before you submit a test, you can return to a flagged question by selecting its number. If you no longer want a flag to appear next to a question number, select **UNFLAG QUESTION**.
- **HIDE THIS MENU/SHOW THIS MENU**—If you want more space on the screen, you can select **HIDE THIS MENU**. You can redisplay the menu by selecting **SHOW THIS MENU**.
- **Highlighting and strikeout tools**—While you are taking a test, these tools let you highlight important information. You can also cross out information that you don't need to see. These tools are not available on a mobile device such as an iPad or iPhone. See [Using the highlighting and strikeout tools on a Mac or PC](#).

- **Confidence meter**—The confidence meter lets you record your confidence in an answer. The Confidence meter uses a scale of 1 to 5, with 1 = Guessing and 5 = Confident.



The navigation bar on the left displays your confidence for each question you have answered by placing a colored circle to the right of the question number. Red signifies that you were not confident, while yellow signifies that you were somewhat confident. Green signifies that you were 100% confident of your answer
Note: You can also see a record of confidence numbers when you look at your test results.

- **Feedback:** After you answer a question, the Feedback section provides appropriate feedback.



- **NEXT and PREVIOUS**—The **NEXT** and **PREVIOUS** buttons let you navigate forward and backward during the test. You can also select a number on the navigation bar to return to a specific question—for example, a question you have flagged to revisit.

CAUTION: Never use the browser's Back and Forward buttons to navigate a test.




- **PAUSE/END TEST**—You can pause a test to stop the timer. When you do, you can choose to resume the test or submit it. If you submit a test without answering all of the questions, those questions are marked as Skipped or Not Seen and are graded as incorrect.


Note: When you skip a question, you see it on screen but don't answer it before selecting **NEXT**. For a question to be designated **Not Seen**, you need to bypass it either using the numbers on the left-hand navigation bar (going from 26 to 28, for example, to “not see” 27), or you need to submit the test before the end (thus not seeing the final questions).

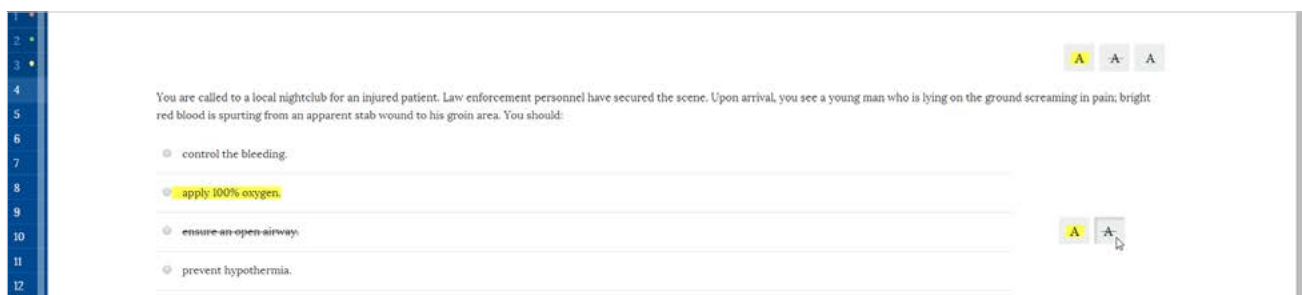
Using the Highlighting and Strikeout Tools on a Mac or PC





When you take a practice test on a PC or Mac computer, Navigate 2 TestPrep provides tools for highlighting and crossing out information. There are two versions of these tools. The first, shown above, can be used to highlight or cross out details in the question itself:

- Select  and then drag over the text you want to highlight.
- Select  and then drag over the text you want to cross out.
- Select  to clear all highlights and strikeouts in the question.

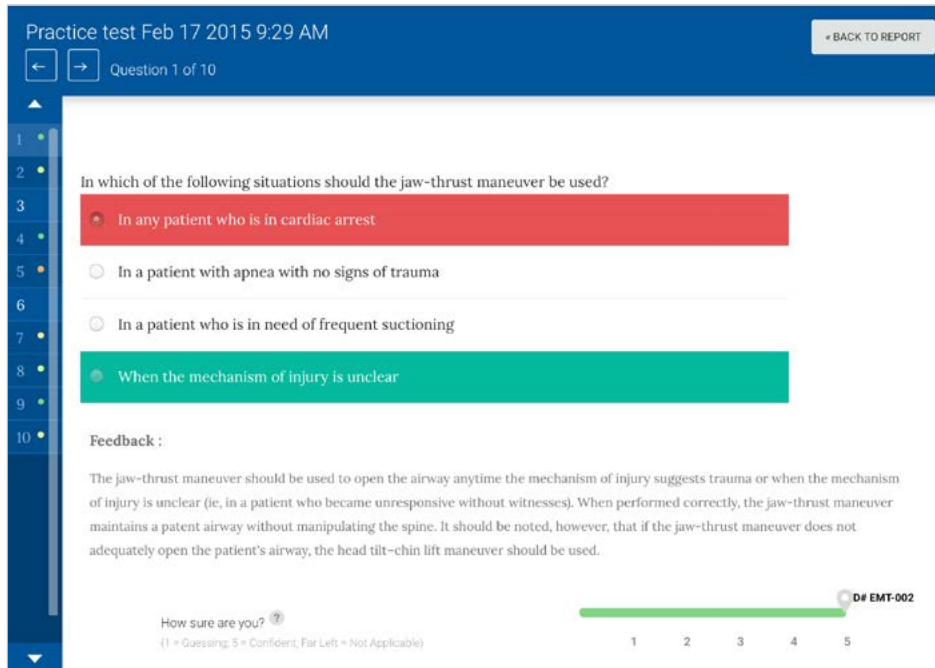
As you hover over an answer, the  and  buttons appear to the right, as shown below.



- Select  to highlight the answer (for example, if you think it might be correct)
- Select  to cross out the answer (for example, if you believe it is incorrect).
- If you change your mind, simply select the button a second time to clear the highlight or strikeout.

Taking a Practice Test

1. Select an answer for the first question by tapping or clicking on it.



The screenshot shows a practice test interface for "Practice test Feb 17 2015 9:29 AM". The question is "In which of the following situations should the jaw-thrust maneuver be used?". The options are:

- In any patient who is in cardiac arrest (highlighted in red)
- In a patient with apnea with no signs of trauma
- In a patient who is in need of frequent suctioning
- When the mechanism of injury is unclear (highlighted in green)

Feedback: The jaw-thrust maneuver should be used to open the airway anytime the mechanism of injury suggests trauma or when the mechanism of injury is unclear (ie, in a patient who became unresponsive without witnesses). When performed correctly, the jaw-thrust maneuver maintains a patent airway without manipulating the spine. It should be noted, however, that if the jaw-thrust maneuver does not adequately open the patient's airway, the head tilt-chin lift maneuver should be used.

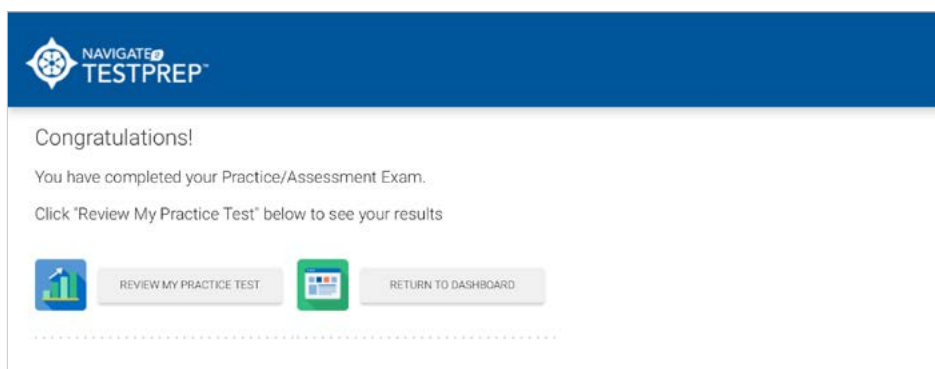
How sure are you? (1 = Guessing, 5 = Confident, Far Left = Not Applicable)

1 2 3 4 5

DF EMT-002

If you have answered correctly, the response is highlighted in green. If you have answered incorrectly, your incorrect answer is highlighted in red and the correct answer is highlighted in green.

2. You can also select **NEXT** to skip the question or select **FLAG QUESTION** and then **NEXT** so you can easily return to it. **Note:** You cannot change your answer to a question during a practice test.
3. Repeat steps 1 and 2 until you reach the end of the test.
4. If you have not answered a question, select a question number on the navigation bar to return to it.
5. When you have answered all of the questions, select **SUBMIT**. You are prompted to confirm the submission. **Note:** If you have not answered all of the questions, you are notified that any unanswered questions will be marked incorrect. You can return to the test by selecting **NO**, or you can select **YES** to confirm the submission.
6. Select **YES** to submit the test.



NAVIGATE 2 TESTPREP™

Congratulations!

You have completed your Practice/Assessment Exam.

Click "Review My Practice Test" below to see your results

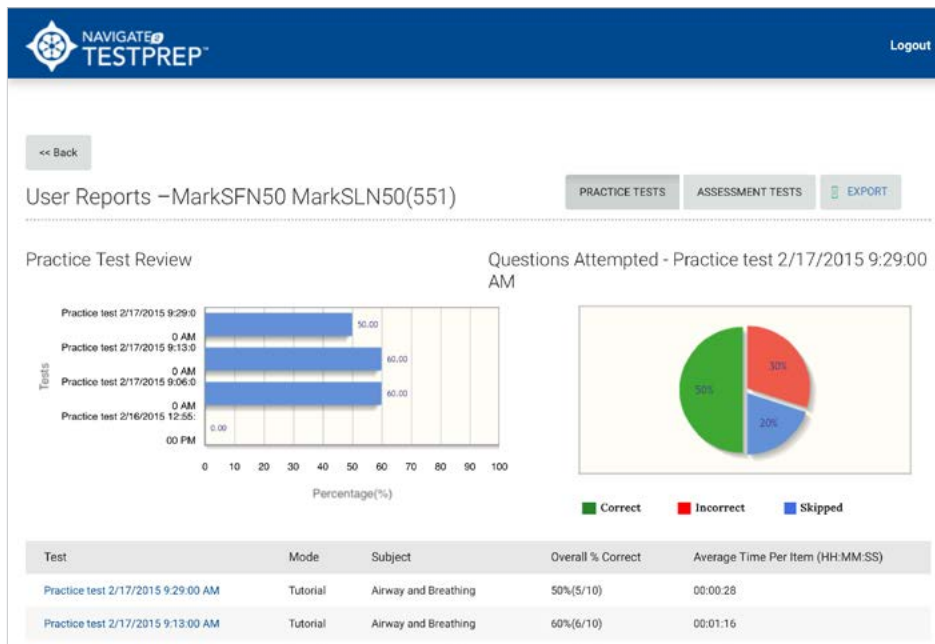
REVIEW MY PRACTICE TEST RETURN TO DASHBOARD

Navigate 2 TestPrep displays a **Congratulations!** screen. You can either review your results or return to the Dashboard.

How do I view my practice test results?

After you have submitted a practice test, you can either return to the Dashboard or immediately review your results.

1. From the **Congratulations!** screen, select **REVIEW MY PRACTICE TEST**.



Navigate 2 TestPrep displays a list of the practice tests you have taken, with the most recent test results displayed in chart form on top. The chart on the left is a bar chart showing your percentage results for all of the assessment tests you've taken. The chart on the right is a pie chart showing what percentage of questions you answered correctly, incorrectly, or skipped during your most recent test. If you would like to see a pie chart of an earlier test, hover over that test's bar with the mouse pointer or select the bar. The pie chart will display the results of the test you have chosen.

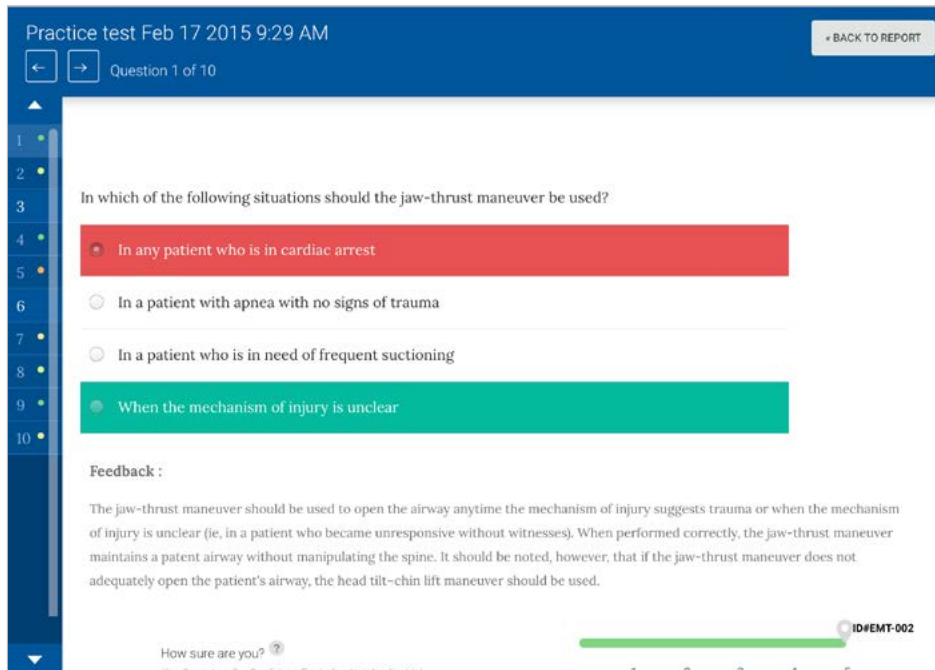
1. To see detailed results of a test, select the test name.

The screenshot shows the detailed results for the 'Practice test 2/17/2015 9:29:00 AM'. The page title is 'Test Name : Practice test 2/17/2015 9:29:00 AM'. Below the title, there is a legend for 'Correct' (green checkmark), 'Incorrect' (red X), 'Skipped' (grey square), and 'Not Seen' (grey circle). The main content is a table with columns for 'Item', 'Item Status', 'Subject', 'Class Average % Correct', 'Time Spent Per Item (HH:MM:SS)', and 'Confidence Rating'.

Item	Item Status	Subject	Class Average % Correct	Time Spent Per Item (HH:MM:SS)	Confidence Rating
EMF-002	✗	Airway and Breathing	2%	00:00:23	5
EMF-015	✓	Airway and Breathing	21%	00:00:13	4
EMF-018	Ⓜ	Airway and Breathing	10%	00:00:14	0
EMF-030	✓	Airway and Breathing	1%	00:00:13	5
EMF-039	✗	Airway and Breathing	51%	00:00:19	2
EMF-040	Ⓜ	Airway and Breathing	0%	00:00:07	0
EMF-041	✗	Airway and Breathing	0%	00:00:25	3
EMF-042	✓	Airway and Breathing	2%	00:00:21	4

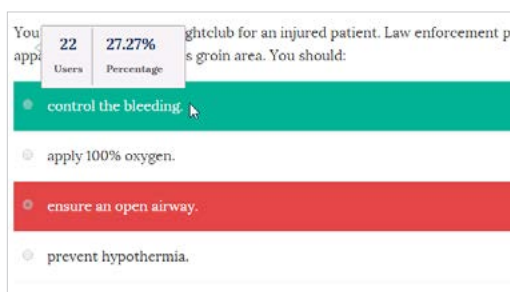
Navigate 2 TestPrep lists all of the items in the practice test and displays data about each. It also adds an **EXPORT** button, which you can use to export your results. Items marked with a green checkmark were answered correctly. Items answered incorrectly are marked with a red X. Skipped items are marked with a slash, and items you haven't seen (for example, the items at the end of a test if you submitted before finishing) are marked with an eye icon with a line through it. You can also see the **Subject**, the **Class Average % Correct**, the **Time Spent Per Item**, and your **Confidence Rating**.

To review a particular question, select its link under Item.



Note: For questions you have skipped, you will not be able to view the correct answer with feedback. This behavior ensures that unseen questions will be available for use in future tests.

2. If you want to see the percentage of users who have gotten the question right, mouse over the question. In the example below, 27.27% of the students who have answered this question answered it correctly.



3. To return to the report, select **BACK TO REPORT**. **Note:** Do not use the browser's Back button to return to the report.

4. Scroll to the bottom of the screen to see data about your proficiency by subject. This data can help you determine where your strengths and weaknesses lie.

The screenshot shows the NAVIGATE TESTPREP interface. At the top, it says 'Welcome, MarkSSOJ Logout'. Below this is a table of test items with columns for item ID, status (red X or green checkmark), subject, percentage correct, time spent, and score. Below the table is a 'Proficiency by Subject' table with columns for Subject, Correct, Incorrect, and My % Correct.

Item ID	Status	Subject	% Correct	Time Spent	Score
EMT-114	✗	Cardiology	1%	00:00:06	0
EMT-115	✓	Cardiology	29%	00:00:18	0
EMT-116	✗	Cardiology	1%	00:00:11	0
EMT-106	✗	Cardiology	3%	00:00:06	0
EMT-119	✓	Cardiology	4%	00:00:19	0
EMT-120	✓	Cardiology	2%	00:00:20	0
EMT-121	✓	Cardiology	48%	00:00:06	0
EMT-122	✓	Cardiology	2%	00:00:23	4
EMT-123	✓	Cardiology	2%	00:08:18	5

Subject	Correct	Incorrect	My % Correct
Airway and Breathing	11	4	73%
Cardiology	9	6	60%

5. To return to the Dashboard, scroll up and then select **Back**.

How do I export practice test results?

Once you have opened test results by clicking a test name in a user report, Navigate 2 TestPrep adds an **EXPORT** button to the right of the **ASSESSMENT TESTS** button. Select this button to download your results in an .xls file, which you can then open in a spreadsheet program such as Microsoft Excel.

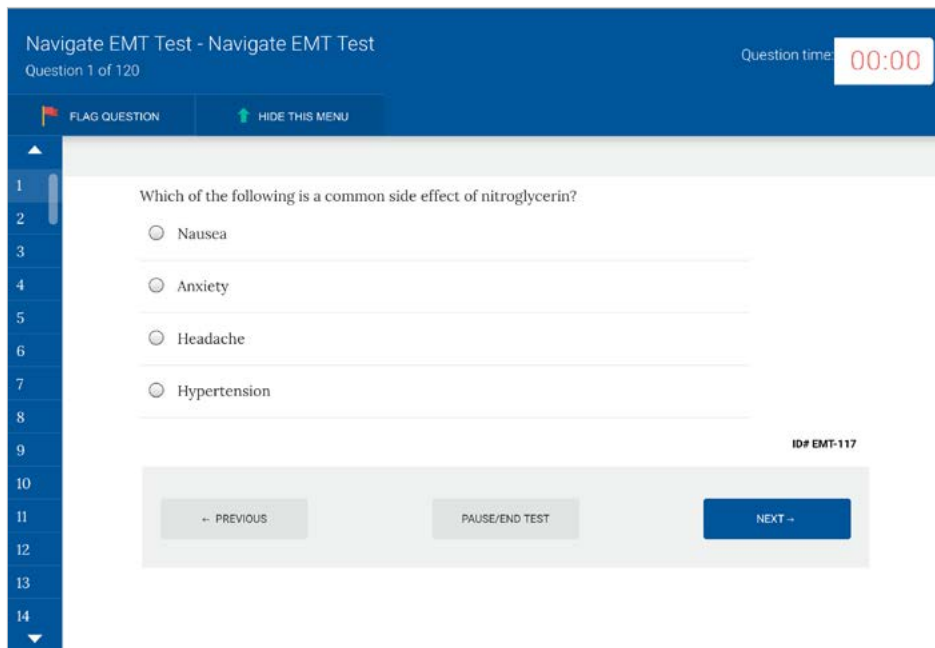
Test	Mode	Subject	Overall % Correct	Average Time Per Item
Practice Test 3/30/2015 12:55:00 PM	Tutorial	Multiple	30%(6/20)	0:05:28

Item	Class Average %	Time Spent Per Item	Confidence
EMT-001	16%	0:02:45	1
EMT-501	17%	0:00:52	5
EMT-207	21%	0:01:12	3
EMT-502	27%	0:01:53	3
EMT-505	13%	0:01:12	0
EMT-509	20%	0:00:58	5
EMT-206	19%	0:00:52	4
EMT-407	21%	0:00:52	2
EMT-406	24%	0:00:53	2
EMT-002	13%	0:00:39	4
EMT-307	13%	0:00:15	4
EMT-504	25%	0:00:59	3
EMT-500	14%	0:00:11	3
EMT-507	21%	0:00:04	5
EMT-106	11%	0:00:56	5
EMT-306	20%	0:00:05	4
EMT-107	14%	0:02:45	1
EMT-508	29%	0:00:52	1
EMT-506	10%	0:00:56	4
EMT-503	14%	0:00:56	3

Subject	Correct	Incorrect	My % Correct
Airway and Breathing	1	1	50%
Cardiology	0	2	0%
Medical	1	1	50%
Obstetrics and Pediatrics	0	2	0%
Operations	1	1	50%
Trauma	3	7	30%

How do I take an assessment test?

To take an assessment test, select the **COMPLETE ASSESSMENT TEST** button from the Dashboard. Navigate 2 TestPrep displays the first question on the test.



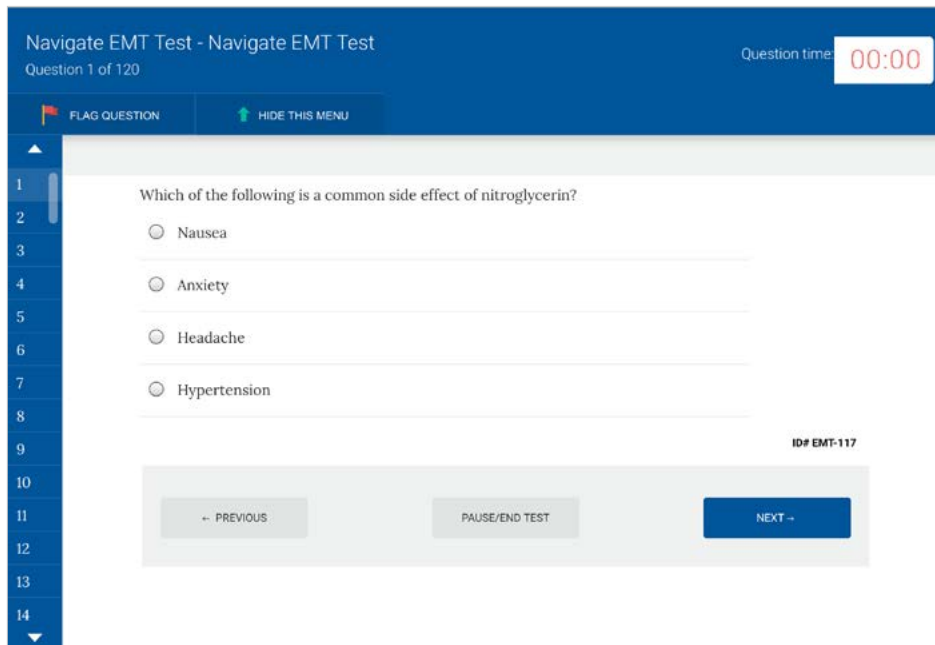
Assessment Test Tools

During an assessment test, the following tools are available:

- **FLAG/UNFLAG QUESTION**—You can flag a question you want to return to later. When you flag a question, a small flag icon appears to the right of the question number on the navigation bar. Before you submit a test, you can return to a flagged question by selecting its number. If you no longer want a flag to appear next to a question number, select **UNFLAG QUESTION**.
- **HIDE THIS MENU/SHOW THIS MENU**—If you want more space on the screen, you can select **HIDE THIS MENU**. You can redisplay the menu by selecting **SHOW THIS MENU**.
- **NEXT and PREVIOUS**—The **NEXT** and **PREVIOUS** buttons let you navigate forward and backward during the test. You can also click a number on the navigation bar to return to a specific question—for example, a question you have flagged to revisit.
- **PAUSE/END TEST**—You can pause a test to stop the question timer. However, the test timer will continue to run. If you pause a test, you can choose to resume the test or submit it. If you submit a test without answering all of the questions, those questions are marked as Skipped or Not Seen.
Note: Pausing a test only affects the question timer. The overall test timer, which will be reflected in your test report, will continue.

Taking an Assessment Test

1. Select an answer for the first question by tapping or clicking on it.



Note: You can change your response to a question at any time during an assessment test by selecting a different answer. Questions that have not been answered are white on the navigation bar, whereas questions that have been answered are shaded. You can return to either.

You can also select **NEXT** to skip the question or select **FLAG QUESTION** and then **NEXT** so you can easily return to it.

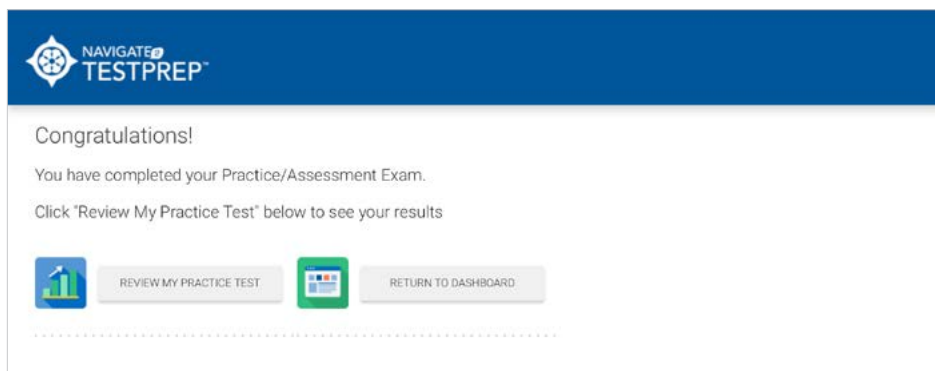
2. Select **NEXT** to display the next question.

3. Repeat steps 1 and 2 until you reach the end of the test.

4. If you have not answered a question or have flagged it, select a question number on the navigation bar to return to it.

5. When you have answered all of the questions, select **SUBMIT**. You are prompted to confirm the submission.

6. Select **YES** to submit the test.



Navigate 2 TestPrep displays a **Congratulations!** screen. You can either [review your results](#) or return to the Dashboard.

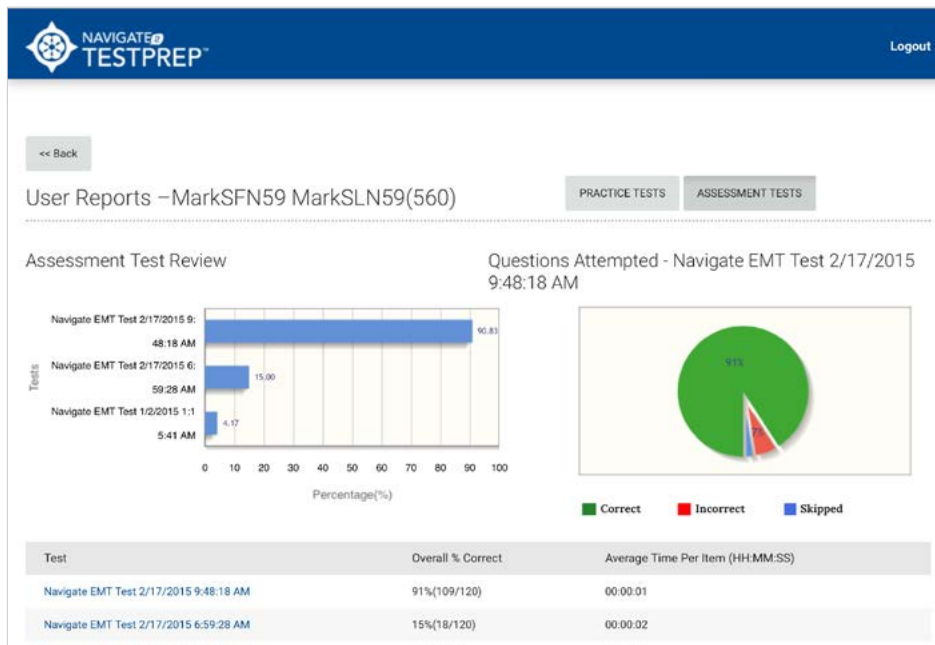
Note: You can also select **NO** to return to the test and answer questions you may have skipped or to change an answer. If you have left any questions unanswered, you will be prompted with the question “Are you sure you want to end the test? Any questions unanswered will be scored incorrect.”

Note: Pausing a test only affects the question timer. The overall test timer, which will be reflected in your test report, will continue.

How do I view my assessment test results?

After you have submitted an assessment test, you can either return to the Dashboard or immediately review your results.

1. From the **Congratulations!** screen, select **REVIEW MY ASSESSMENT TEST**.





Navigate 2 TestPrep displays a list of the assessment tests you have taken, with test results displayed in chart form on top. The chart on the left is a bar chart showing your percentage results for all of the practice tests you've taken. The chart on the right is a pie chart showing what percentage of questions in the last test you took you answered correctly, incorrectly, or skipped. If you would like to see a pie chart of an earlier test, hover over that test's bar with the mouse pointer, or select the bar. The pie chart will display the results of the test you have chosen.

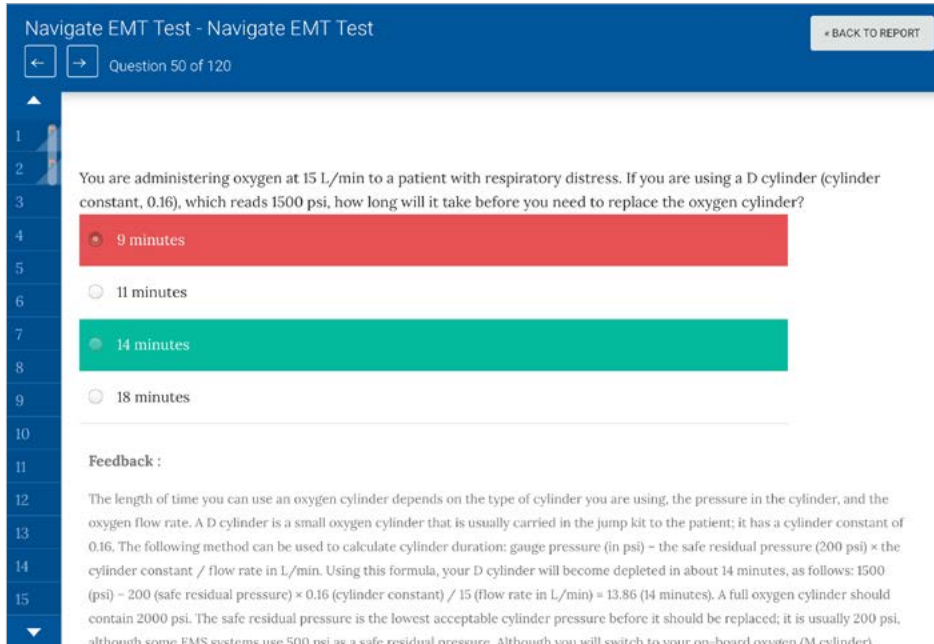
2. To see detailed results of a test, select the **Test name**.

Item	Item Status	Subject	Time Spent Per Item (HH:MM:SS)	Average Time Per Item (HH:MM:SS)	Class Average % Correct
EMT-117	✓	Cardiology	00:00:02	00:00:04	2%
EMT-261	✓	Medical	00:00:02	00:00:02	3%
EMT-311	✓	Obstetrics and Pediatrics	00:00:02	00:00:21	3%
EMT-597	✓	Trauma	00:00:02	00:00:03	4%
EMT-326	✓	Obstetrics and Pediatrics	00:00:02	00:00:03	2%
EMT-453	✓	Operations	00:00:02	00:00:02	6%
EMT-089	✓	Airway and Breathing	00:00:01	00:00:05	2%
EMT-489	✓	Operations	00:00:01	00:00:03	4%
EMT-202	✓	Cardiology	00:00:01	00:00:03	3%

Navigate 2 TestPrep displays a list of the questions (Item) with information about each one.

- **Item Status**—Items marked with a green checkmark were answered correctly. Items answered incorrectly are marked with a red X. Skipped items are marked with a slash . Items you did not see are marked with an eye icon .
- **Subject**—TestPrep shows you the subject area for the question.
- **Time Spent Per Item** displays the amount of time you spent before answering an item.
- **Average Time Per Item** displays the average time it took the students in your class to answer a question.
- **Class Average % Correct** displays the percent of students who have viewed this question who answered the question correctly

3. To review a particular question, select its link under **Item**.



Navigate 2 TestPrep displays the question you answered. An answer shaded in red indicates you gave the incorrect answer and is accompanied by the correct answer shaded in green. If you answered a question correctly, you can still review the Feedback.

4. To return to the report, select **BACK TO REPORT**.

5. To return to the Dashboard, select **Back**.



JONES & BARTLETT
LEARNING

An Ascend Learning Company

5 Wall Street | Burlington, MA | 01803
978-443-5000 | www.jblearning.com

Revised 05/2015