Taking a Test in the PD Portal

1. When you have completed the online class within a curriculum, you will be able to activate and **launch your test**.

Note: The icon with the clipboard represents a test.
2. After reading the Examination Instructions, please click **Continue**.

3. Answer the test questions with the best of your ability. If you want to review the question before submitting the test, check the box **Mark for follow up**.

4. When you have completed the test, click on the **Summary** button to submit your answers.
5. Lastly, check to make sure you have answered all questions. Then **Submit Final Answers**.

6. **WAIT!** Click **Review** to look your test results.
REMINDERS

You are able to retake most tests as many times as needed. If you do not pass the test on the first 3 attempts, it is **highly** recommended that you review the content in the course again. To do this, please click on the **Launch** button of the computer screen icon.

After the content has been thoroughly reviewed, click on the **Retake** button and follow steps 2-6 again.

**Please be patient!** Some of our tests include a manual component that must be graded by a TCALL team member. If this is the case, the test status will say **Pending Grade.** It can take up to 2 business days to be graded.