

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**.

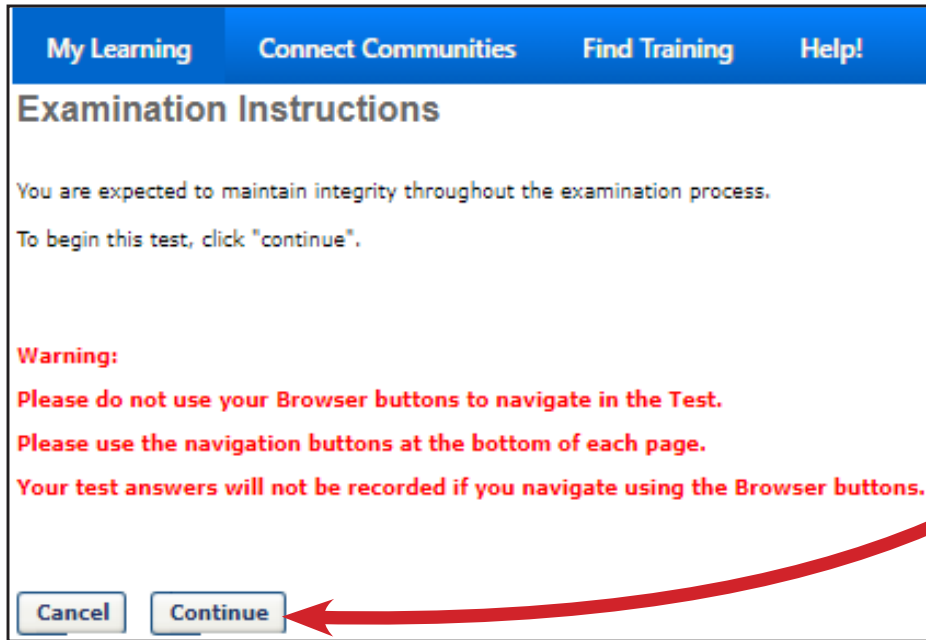
The screenshot shows the 'Goal-Driven Learning ('18-'19)' page in the PD Portal. It includes an 'Options' dropdown menu and a description of the 3-hour Goal Setting curriculum. Below this, there are three course entries:

- Read Me First! (Course Instructions)** (Status: Completed, Due: No Due Date) with a 'Launch' button.
- Goal-Driven Learning ('18-'19)** (Status: Completed, Due: No Due Date) with a 'Launch' button.
- Goal-Driven Learning Test (2018-19)** (Status: In Progress, Due: No Due Date, Training Hours: 3 hrs, Program year: 2018-2019) with a 'Launch Test' button.

A red arrow points from the 'Launch Test' button to the clipboard icon in the third course entry.

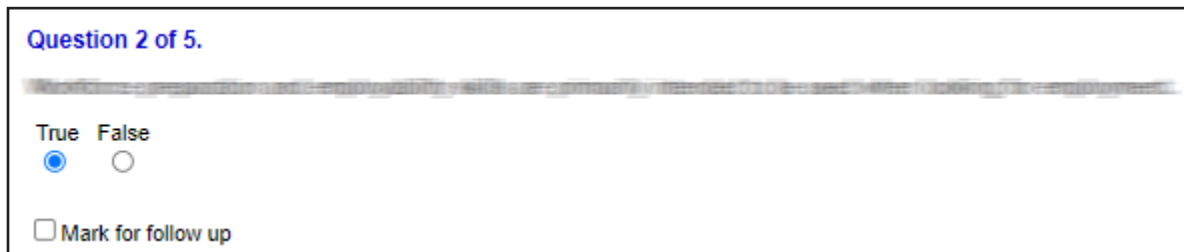
! Note: The icon with the clipboard represents a test.

2. After reading the Examination Instructions, please click **Continue**.



The screenshot shows a web interface with a blue header bar containing the links: My Learning, Connect Communities, Find Training, and Help!. Below the header, the title "Examination Instructions" is displayed. The main content area contains the following text: "You are expected to maintain integrity throughout the examination process. To begin this test, click 'continue'." Below this is a "Warning:" section in red text that reads: "Please do not use your Browser buttons to navigate in the Test. Please use the navigation buttons at the bottom of each page. Your test answers will not be recorded if you navigate using the Browser buttons." At the bottom left, there are two buttons: "Cancel" and "Continue". A large red curved arrow originates from the top right and points directly to the "Continue" button.

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**.



The screenshot shows a question interface titled "Question 2 of 5." Below the title is a blurred question text. Underneath, there are two radio buttons labeled "True" and "False". The "True" radio button is selected, indicated by a blue dot. At the bottom left, there is a checkbox labeled "Mark for follow up" which is currently unchecked.

4. When you have completed the test, click on the **Summary** button to submit your answers.



The screenshot shows two buttons side-by-side: "Save / Return Later" and "Summary". A red curved arrow points from the right side towards the "Summary" button.

5. Lastly, check to make sure you have answered all questions.
Then **Submit Final Answers**.

Questions		
FOLLOW UP	SECTION	ANSWERED
	Instructions	20 of 20
	Question 1 of 20	Answered
	Question 2 of 20	Answered
	Question 3 of 20	Answered
	Question 4 of 20	Answered
	Question 5 of 20	Answered
	Question 6 of 20	Answered
	Question 7 of 20	Answered
	Question 8 of 20	Answered
	Question 9 of 20	Answered
	Question 10 of 20	Answered
	Question 11 of 20	Answered
	Question 12 of 20	Answered
	Question 13 of 20	Answered
	Question 14 of 20	Answered
	Question 15 of 20	Answered
	Question 16 of 20	Answered
	Question 17 of 20	Answered
	Question 18 of 20	Answered
	Question 19 of 20	Answered
	Question 20 of 20	Answered

Submit Final Answers

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

Test Results - Myrtle Snow

Questions on Test: 5

Questions Correct: 2

Questions Incorrect: 3

Percent Correct: 40%

Passing Score: 80%

Pass/Fail: Failed

Review Test: [Review](#)

Scores By Section

Test Instructions: 40% (2 Out Of 5)

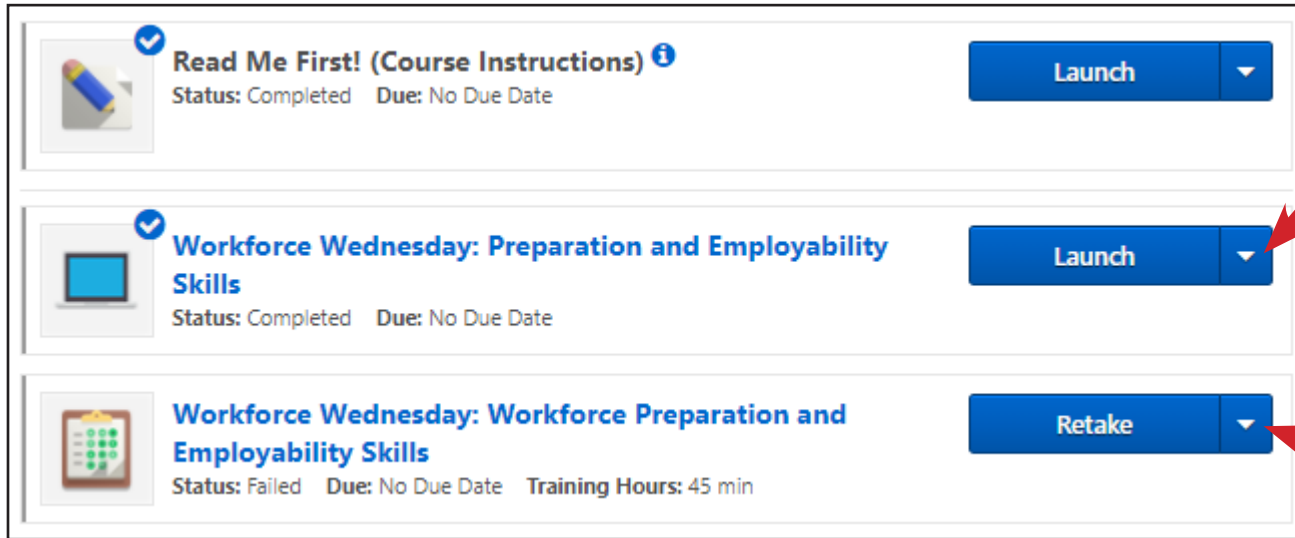
Overall Score: 40% (2 Out Of 5)




Print

Done

REMINDERS

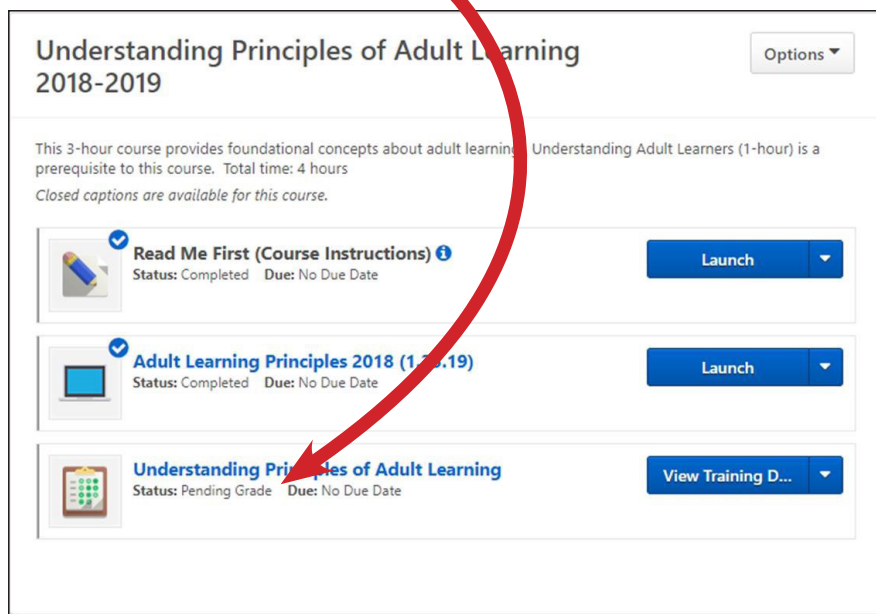
You are able to retake most tests as many times as needed. If you do not pass the test on the first 3 attempts, it is **highly** recommended that you review the content in the course again. To do this, please click on the **Launch** button of the computer screen icon.






	Read Me First! (Course Instructions) Status: Completed Due: No Due Date	Launch
	Workforce Wednesday: Preparation and Employability Skills Status: Completed Due: No Due Date	Launch
	Workforce Wednesday: Workforce Preparation and Employability Skills Status: Failed Due: No Due Date Training Hours: 45 min	Retake

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.



Understanding Principles of Adult Learning 2018-2019		Options ▾
This 3-hour course provides foundational concepts about adult learning. Understanding Adult Learners (1-hour) is a prerequisite to this course. Total time: 4 hours Closed captions are available for this course.		
	Read Me First (Course Instructions) Status: Completed Due: No Due Date	Launch
	Adult Learning Principles 2018 (1/2019) Status: Completed Due: No Due Date	Launch
	Understanding Principles of Adult Learning Status: Pending Grade Due: No Due Date	View Training D...