

This is a **tutorial** where you will learn how to take a computer-based test at a Pearson VUE testing Center.

You will be asked **Multiple-Choice Items**, like the following:

Demo Exam - Candidate Name Time Remaining 119:31

Calculator 7 of 14

Flag for Review

You are able to select an answer by clicking on the circle to the left of the answer. To change your answer, select another answer.

Practice selecting different answers below.

Which of the below is NOT an animal

- A. Cat
- B. Dog
- C. Mouse
- D. Tree

Practice selecting different answers below.

Which of the below is NOT an animal

- A. Cat
- B. Dog
- C. Mouse
- D. Tree

[← Previous](#) [Next →](#)

Navigation Buttons and Function Keys

Buttons and functions can also be selected by pressing a combination of keys on your keyboard. For example, to select the **N**ext button, you can press the **N** key on your keyboard while holding down the **Alt** key.

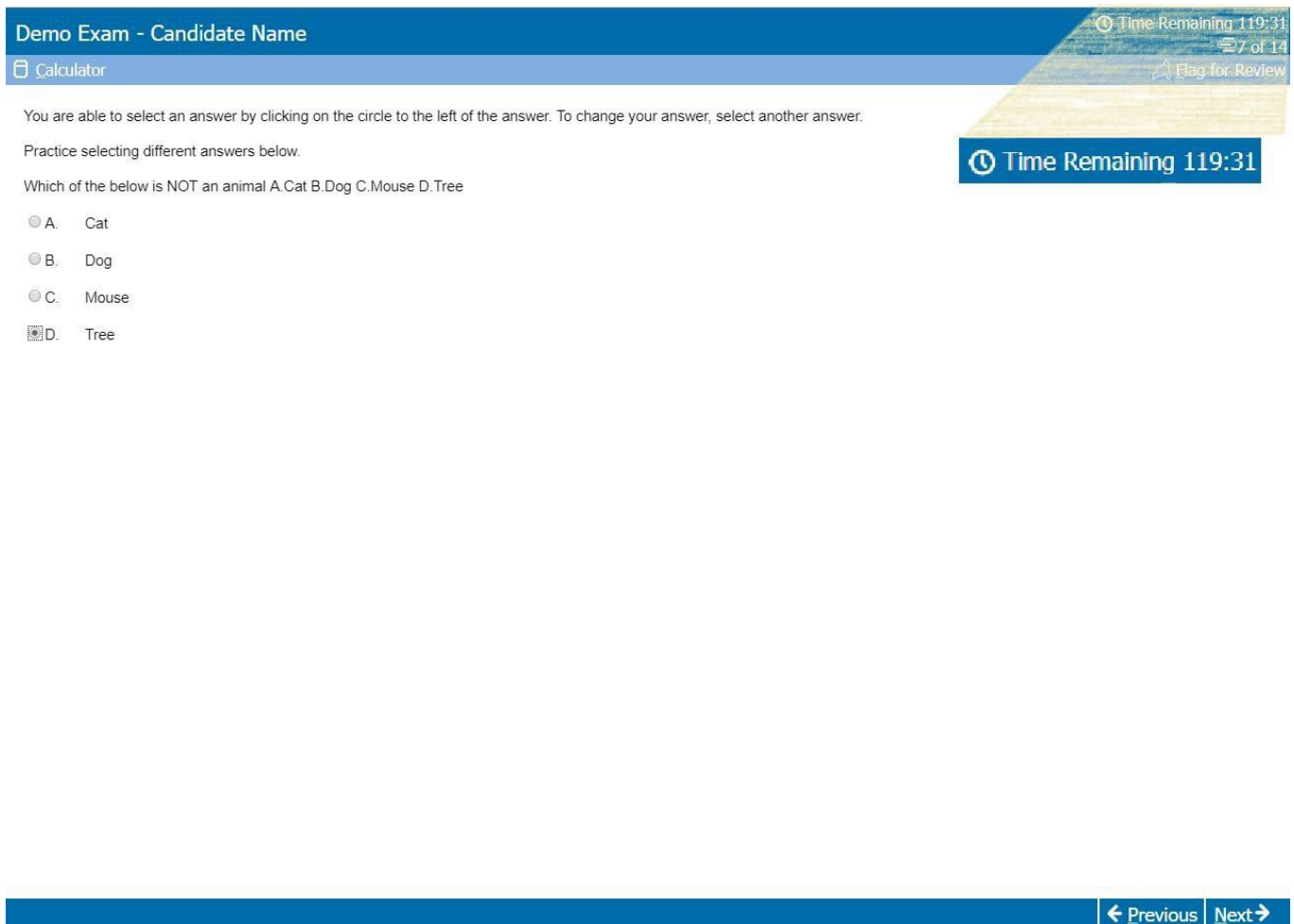
There are also **P**revious and **N**ext buttons on the bottom edge of the screen. These buttons will be available on most screens throughout your exam. The **N**ext button moves you from this screen to the next screen. Should you wish to back up and view a screen you've already seen, select the **P**revious button. It moves you back one screen.



How to Track the Time Remaining

Certain sections of the exam are timed. As soon as you start testing, the clock starts to run down to zero. All test items and review of test items must be completed within the allotted time, or the test will automatically end. At any point in a timed section, you can see how much time you have remaining for that section in the upper right corner of the screen. We recommend that you check the time periodically.

If you do not want to view the time remaining during the exam, click on the clock icon to hide this information. If you click again, the time remaining will appear.



The screenshot shows an exam interface. At the top left, it says "Demo Exam - Candidate Name". Below that is a "Calculator" icon. The main content area contains a question: "Which of the below is NOT an animal A. Cat B. Dog C. Mouse D. Tree". There are four radio button options: A. Cat, B. Dog, C. Mouse, and D. Tree. In the top right corner, there is a clock icon, "Time Remaining 119:31", "7 of 14", and a "Flag for Review" icon. A larger clock icon and "Time Remaining 119:31" are also visible on the right side of the question area. At the bottom right, there are "Previous" and "Next" navigation buttons.

How to Use the Item Review Screen

When you have completed your examination, you will see the "Item ReviewScreen" as shown below.















This screen lists every question within the examination and any that you flagged for later review will be indicated here by a filled-in flag icon next to the question number. In this example, items 6, 10, and 13 were selected for review.

Demo Exam - Candidate Name ⌚ Time Remaining 113:00

📖 Instructions

Item Review

☰ Items Section (13 Unseen/Incomplete)

 Question 1	Incomplete
 Question 2	Incomplete
 Question 3	Incomplete
 Question 4	Incomplete
 Question 5	Incomplete
 Question 6	Incomplete
 Question 7	
 Question 8	Incomplete
 Question 9	Incomplete
 Question 10	Incomplete
 Question 11	Incomplete
 Question 12	Incomplete
 Question 13	Incomplete
 Question 14	Incomplete

➔ End Review 🏠 Review All ✖ Review Incomplete 🚩 Review Flagged

How to Use the Item Review Screen

From the Item Review Screen, you can select all items for review or select individual items for review. The following functions are available on the Item Review Screen:

Review All Allows you to review all of the items in the exam

Review Incomplete Allows you to review all of the incomplete items in the exam

Review Flagged Moves you through each item flagged for review

End Review Terminates the review

If you select the **End Review** button in the Item Review Screen, you will exit the exam and can no longer go back and review or alter your responses. Be sure to read all screen instructions carefully!



How to Adjust Font Size

You can use CTRL+ and CTRL- to magnify content up to 200%.

Enlarge Text (CTRL+)



Decrease Text (CTRL-)



How to View and Search the References

The reference materials will appear on the left-hand side of the screen as PDF links, while the exam questions will appear on the right-hand side. You will be able to open as many referenced at one time as you want, switch between them, and drag them to your preferred location on the screen. You will also be able to resize the references by clicking, holding, and dragging the corners of the PDF.

Certified Equity Professional (Level 3) - Candidate Name Time Remaining 239:50
1 of 7

[Comment](#) [Calculator](#) [Flag for Review](#)

- CEPI Study Packet (2021)
- XYZ Corporation Equity Incentive Plan (2021)
- XYZ Corporation Employee Stock Purchase Plan (2021)
- Consider Your Options (2019 ed.)
- Selected Issues in Equity Compensation (17th ed.)
- The Stock Options Book (21st ed.)
- Equity Alternatives (18th ed.)
- GPS 2021
- Accounting for Equity Compensation (17th ed.)

Questions appear here.

[Next](#) →

How to View and Search the References

The size of the font can be adjusted by using the zoom feature on the toolbar of the PDF. You can also search keywords and phrases by clicking on the magnifying glass symbol on the toolbar of each reference or by using the **Ctrl+F** keyboard shortcut. Be aware that references open on top of each other, so you will need to drag the most recent reference to the side in order to see the previous reference(s). In addition, you will need to re-open the references when you move on to the next question, but please note that they will open on the same page and setting as the previous question.

The screenshot displays a PDF viewer window with the title "Consider Your Options (2019 ed.)". The toolbar at the top features a magnifying glass icon on the left and a zoom control on the right, which is currently set to "Automatic Zoom". The document content is visible in the main area, with the heading "An opportunity to build wealth" and several paragraphs of text. The first paragraph discusses "equity compensation" and its benefits. The second paragraph explains that equity compensation gives you a stake in your company's fortunes. The third paragraph mentions tax savings as another potential advantage. The right sidebar contains the text "Questions appear here." and a "Next" button at the bottom right. The top right corner of the window shows "Time Remaining 238:52" and "1 of 7".

The Calculator

A calculator is available during the exam. You can access the calculator by clicking on the **Calculator** symbol that is located on the top, left-hand side of the screen. The calculator can be moved to any location on the screen by clicking and dragging the calculator.

The screenshot shows an exam interface for 'Equity Compensation Associate (Level 1) - Candidate Name'. At the top right, it displays 'Time Remaining 235:41' and '1 of 13'. On the left side, there is a list of study materials: 'CEPI Study Packet (2022)', 'XYZ Corporation Equity Incentive Plan (2022)', 'XYZ Corporation Employee Stock Purchase Plan (2022)', 'Consider Your Options (2019)', 'Selected Issues in Equity Compensation (18th ed.)', 'The Stock Options Book (22nd ed.)', 'Equity Alternatives (19th ed.)', and 'GPS 2022'. In the top navigation bar, the 'Calculator' icon is circled in red. A central window displays a TI-30XS MultiView calculator. To the right of the calculator, the text 'Questions appear here.' is visible. At the bottom right, there is a 'Next' button with a right-pointing arrow.