

# Computer Literacy Test-Out FAQs

The Computer Literacy Test-Out exam will be held on **Wednesday, December 12** (4:00 – 6:00) for seniors who wish to try to test out of the class. There will be application problems in Microsoft Word, PowerPoint, and Excel. (See the link to Computer Apps competencies on the page that brought you here.)

**Following are a few (OK, maybe more than a few) answers to frequently asked questions help you prepare for the test:**

1. **What if it snows and school is cancelled?**
    - a. It has happened before, and if it happens again this year, the test date will be moved to Wednesday, December 19.
  2. **Do I have to sign up, or can I just show up and take the test?**
    - a. You must sign up in advance when the sign-up sheet is posted. No drop-in tests will be administered. **A sign-up sheet will be posted November 12-30 outside the Business Education office (Room 132). You must sign up prior to the end of school on Friday, 11/30).**
  3. **When and where will the test be given?**
    - a. We will start in Room 137 promptly at 4:00. If a large number of students sign up to take the test, we may need to split the group into another computer lab, but come to Room 137 for instructions anyway.
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4. **What do I need to bring with me?**
    - a. **You will need to bring your Student ID, driver's license, or other photo ID along with you to the test.**
  5. **What can't I bring?**
    - a. **If it's electronic, turn it off or leave it behind.** During the test, you will not be allowed to use ChromeBooks, cell phones, calculators, MP3/iPods or similar devices, flash drives/memory sticks or any other form of data storage. You will not be able to use notes of any kind, Internet or computer files of any form (you will not have access to the Internet or to your H:\ drive during the test). If you choose to use one of the above, your test will be discarded. Also - please no food or beverages.
  6. **What? I can't listen to my music, have a pop, or text a friend during the test?**
    - a. Nope.
  7. **But what if my mom texts – can't I reply?**
    - a. Feel free to text back *after* you have finished the test.
  8. **Can I leave the room during the test?**
    - a. Please use the rest room prior to starting the test. You will need to turn in your test for final scoring before leaving the room for any reason (other than fire).

9. **Do I have to stay until 6:00?**

- a. No. You are free to leave the room whenever you like, but remember that if you leave, you will not be allowed to resume work on your test.

10. **What does it take to pass?**

- a. **You must earn a score of at least 75% to pass this test.** In addition, you must complete a major portion of each part of the exam. Skipping a section will not earn a passing score.

11. **I heard that Computer Apps is transcribed. Can I get CVTC credit by passing the test?**

- a. Sorry; no. The only way to earn CVTC transcribed credit is to take and pass the course with a grade of C or better.

12. **I also heard that you can earn Microsoft certification in Computer Apps. Can I get certified if I pass the test?**

- a. Sorry; no. Microsoft certification exams are given as a part of the class.

13. **What's on the test and how can I prepare? What software is available?**

- a. This test will have four hands-on/application problems (see above). Look over the Course Competencies sheet for a list of skills that may be included on the test.
- b. At this time, our lab is equipped with Microsoft Office 2016, including Word (word processing), Excel (spreadsheet), Access (database), and PowerPoint.

14. **What if I only know how to use three of the four programs? Can't I just learn the programs as I go?**

- a. You could try, but remember, you must complete a major portion of each of the parts of the exam to be able to pass the test.
- b. This is a timed exam. You probably won't have enough time to complete the entire exam if you try to learn the programs while you take it.

15. **How much time do I have to take the test?**

- a. The exam will begin with instructions at 4:00. It will end at 6:00 (you'll get advance warning as the end of testing gets close). Basically, you'll have about the same amount of time as you would have for one of your finals.

16. **Can I 'wing it' and still pass?**

- a. Probably not.

17. **What if I don't pass - can I try again?**

- a. Sorry, no. This is a one-take option. If you do not pass the test with a score of 75% or higher on the majority of all of the projects/problems, you will need to take and pass one of the Computer Applications 1 courses prior to graduation.

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18. **What if I don't know my login/password?**

- a. Please be sure that you know that your login and password are working before you come to the test. The test is after-hours, and we won't be able to contact technical support if you can't get logged in.

19. **What if I don't have Internet access?**

- a. You will not need Internet access to complete this exam.

20. **Can I get one of the computer teachers to tutor me?**

- a. Please don't ask. There are a lot of great resources online if you wish to practice your skills – check out YouTube, for example

21. **When do I find out the results?**

- a. The test will be scored by two instructors. It can take time to do this, particularly if there are a lot of people taking the test. We'll try to get them done as quickly as we can, but it might take a few days. Test results will be given to your guidance counselor, who will call you down when they have the results.

22. **What if I sign up, but change my mind about taking the test?**

- a. If you change your mind and don't take the test this year, you will need to take Computer Applications next semester. This year's seniors are the last class for which Computer Apps is a graduation requirement, so this will be the last year the test needs to be administered. (We'd appreciate knowing if you do change your mind – just as a courtesy.)

23. **Can there possibly be anything else?** Yep.

- a. **All files printed will have to have your name keyed on them (in the header, title, etc.).** Printed files that do not include your name will not be scored.
- b. **Be sure you know how to use the printing function within the programs.** You'll be provided with specific printer information at the time of the test.
- c. **Be sure you know how to display and print formulas within the spreadsheet.** You will be asked to turn in both an 'answer' spreadsheet and a copy of the spreadsheet that shows formulas. Know how to adjust column widths so that data and formulas show up without being cut off. Spreadsheets that are turned in without an accompanying formula sheet or one with formulas that are cut off because the columns are too narrow will not be scored.

Really, we do wish you the best. If you choose to sign up for the test, prepare well, and we'll see you on the 12th.