Certified Paralegal Skills Exam Navigation Instructions

Exam Structure

This exam contains **one essay question.** You will have **120 minutes** to answer the question.

Before the Skills Exam starts, you must complete the exam navigation tutorial so you know how to access and use the exam functions. Failure to review the navigation instructions will negate appeals related to the subject matter and contents thereof.

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the "**Finish Section**" button in the top-right corner of the screen.

Once clicked, a pop-up window will appear confirming that you want to finish the section. Click "**Yes**" to submit your answers for the current section and progress to the next section.

Click "**No**" to return to the current section. Please note that once you progress past a section you may not return at any point. Any questions that are incomplete will be marked as unanswered.

To change the color scheme at any time, click on the "**Gear**" icon in the bottom-left corner of the screen. To view this information again at any time, click on the "**Information**" icon at the bottom of the screen.

To begin the tutorial, click "**Next**" to continue.

Page: 2
Section: Introduction

Introduction Time Rem...
00:09:03

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam   **Candidate:** SURPASSITGUSER SurpassItgUser

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

Welcome to the Tutorial

This tutorial provides a series of screens that orient you to the computer testing environment. You will be instructed on how to use the mouse and the different parts of the screen.

Notice the timer at the top of the screen. A similar display will appear during the actual exam. To the left of the screen is a numbered list that shows you where you are in the series of examination questions (or in this case, screens of the tutorial). Other screen features are described later in the tutorial.

Click the 'Next' button to continue.

< Back   Next >   Start the Test >

Page: 3
Section: Introduction

Introduction Time Rem...
00:08:29

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam   **Candidate:** SURPASSITGUSER SurpassItgUser

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

Using the Mouse

The mouse pointer moves when you move the mouse around on a surface. Although it can assume different shapes, the arrow shown above is most common. To point with the mouse, move the pointer until it rests on the desired object. To click on an object, point to it and then quickly press and release the left mouse button.

Click the 'Next' button to continue.

< Back   Next >   Start the Test >

Page: 4
Section: Introduction

Introduction Time Rem...
00:08:37

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam   **Candidate:** SURPASSITGUSER SurpassItgUser

Navigating Through the Exam

Click the **Next** button displayed at the bottom of the screen to move to the next screen or question. Click the **Back** button to move to the previous screen or question.

In addition to the navigation buttons, you can use the numbered buttons displayed on the left side of the screen. Depending on the number of questions in the section, you may need to click on the down arrow to navigate to additional questions.

The numbered buttons change appearance to indicate different question states: Current, Attempted, Unattempted, and Flagged.

This page requires scrolling

- The current question will be indicated by an arrow-shaped numbered bu

< Back   Next >   Start the Test >

Page: 5
Section: Introduction

Introduction Time Rem...
00:07:19

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam   **Candidate:** SURPASSITGUSER SurpassItgUser

Using the Scroll Function

When a question does not fit on a single screen, the following warning will appear at the bottom of the screen.

This page requires scrolling

To scroll through the screen contents, click and drag the scroll bar as necessary or use the scroll wheel on the mouse.

Click the 'Next' button to continue.

< Back   Next >   Start the Test >

Page: 6
Section: Introduction

Introduction Time Rem...
00:06:32

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam

Candidate: SURPASSITGUSER SurpassItgUser

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

Time Remaining

The amount of time remaining is displayed at the top of the screen.

Section Time Remaining
01:59:46

Each section of this examination is allocated a specific amount of time, including the Tutorial and Survey. There is also an overall amount of time provided for your full exam appointment. Clicking on the clock will switch between the amount of time remaining in the current section of the exam and the amount of time remaining in all content sections, if applicable.

The most important time display for you as a test taker is the "Section Time Remaining."

Note that, where applicable, an alert box will appear below the exam clock to signal when 30 minutes, 15 minutes, and 5 minutes remain in the current section.

Click the 'Next' button to continue.

This page requires scrolling ✕

< Back | Next > | Start the Test >

Page: 7
Section: Introduction

Introduction Time Rem...
00:05:31

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam

Candidate: SURPASSITGUSER SurpassItgUser

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

Flagging Questions

You can flag a question as a reminder to go back and check your answer or attempt it later.

To flag a question, click the **Flag** button displayed at the bottom of the exam screen.

Any questions that are flagged for review will show a flag icon on the numbered button, as shown below. Click the **Flag** button again to remove the flag.

1 ⚑

Click the 'Next' button to continue.

< Back | Next > | Start the Test >

Page: 8
Section: Introduction

Introduction Time Rem...
00:04:46

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam

Candidate: SURPASSITGUSER SurpassItgUser

Answering Essay Questions

Essay questions require a written analysis or explanation, usually of a specified length. An essay question contains a question or statement, and an answer box where the response is to be provided.

Practice typing your response for an essay question below. Click the 'Next' button to continue.

Consider this statement:

"The primary goal of every business should be to maximize profits."

In essay format, describe a situation in which the statement is true and a situation in which the statement is false.

Back | Next > | Start the Test >

Page: 9
Section: Introduction

Introduction Time Rem...
00:01:45

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam

Candidate: SURPASSITGUSER SurpassItgUser

Using the PDF Viewer

Refer to the image below to assist you in understanding the PDF functionality. Please note that depending on your exam, some PDF functions may not be available.

Automatic Zoom | Page: 1 of 10
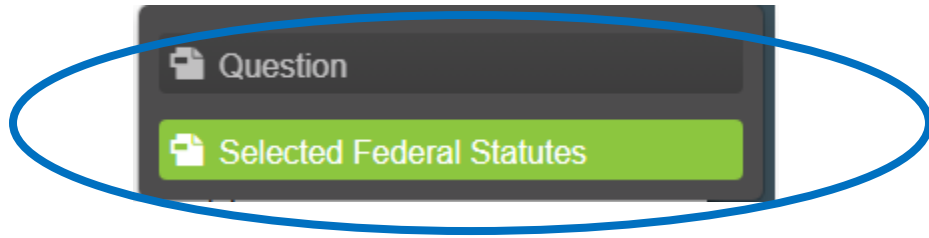
Open the PDF Viewer within the exam

If the PDF does not automatically open, click on the relevant source material to open the PDF Viewer. If more than one PDF exists for your exam, select the "library button" in the upper right-hand corner to display all available PDFs.

Navigating through the PDF Viewer

You can use the mouse to navigate through the PDF document. To view thumbnails of each PDF page, click on the "Thumbnail" button and select a page to view. If your PDF has bookmarks, click on the bookmark icon to view.

Back | Next > | Start the Test >

PDF Viewer

Automatic Zoom | Page: 1 of 2

Navigating through the PDF Viewer

You can use the mouse to navigate through the PDF document. To view thumbnails of each PDF page, click on the "Thumbnail" button and select a page to view. If your PDF has bookmarks, click on the bookmark icon to view.

Other Functions of the PDF Viewer

- Pan - Click and drag to pan around the document.
- Zoom In/Out - Click to zoom in and out of the document. Other predefined options available in the drop-down list are: Automatic Zoom, Actual Size, Fit Page, and Full Width.
- Highlight - To highlight text, click and drag the mouse cursor over the desired text. Click the Highlight button that appears after releasing the mouse button. To remove the highlight, click on any area of the highlighted text.

Click the 'Next' button to continue.

< Back   Next >   Start the Test >

Page: 10
Section: Introduction

Introduction Time Rem...
00:00:28

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam   **Candidate:** SURPASSITGUSER SurpassItgUser

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

Highlighting Text

During the examination, you will be able to highlight question text that you feel is important to refer back to as you progress through the exam. The highlight will remain present as you navigate through the exam, unless you select to remove it.

To highlight text, click and drag the mouse cursor over the desired text. Click the **Highlight** button, as shown in the image below, that appears after releasing the mouse button. To remove, click on any area of the highlighted text and click the **Highlight** button again.

How would you characterize the young Frederick Douglass?

The highlight feature cannot be applied to text within the answer options.

Click the 'Next' button to continue.

This page requires scrolling ⊗

⚙ ⚏   ‹ Back   Next ›   Start the Test ›

Page: 11
Section: Introduction

Introduction Time Rem...
00:00:11

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam   **Candidate:** SURPASSITGUSER SurpassItgUser

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

Section Review

During the examination, you can review the status of all questions in a current exam section using the grid icon located in the bottom left corner of the exam screen.

To navigate directly to a question, click the corresponding numbered icon. You may also filter your view by unattempted, attempted, and flagged questions. The Section Review can be locked in place using the padlock icon and closed using the "X" icon.

Section Review   🔒 ✕

Filter by:
☐ Unattempted
☐ Attempted
☐ Flagged   Clear

1   2   3   4⚑   5
6   7⚑   8   9   10
11   12   13   14   15

⚙ ⚏   ‹ Back   Next ›   Start the Test ›

Page: 12
Section: Introduction

Introduction Time Rem...
00:08:53

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam

Candidate: SURPASSITGUSER SurpassItgUser

Ending Exam Sections

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the **"Finish Section"** button in the top-right corner of the screen. Once clicked, a pop-up window will appear confirming you want to finish the section. Select **"Yes, I would like to finish this section"** to submit your answers for that section and progress to the next section.

The final section of the test is a short survey. Once you have completed the survey, you can end your session by clicking the **"Finish Test"** button in the top-right corner of the screen and confirming you would like to finish the test.

Please note that once you leave a section, you may not return. Any questions that are left incomplete will be marked as incorrect.

Click the 'Next' button to continue.

< Back   Next >   Start the Test >

Page: 13
Section: Introduction

Introduction Time Rem...
00:08:36

Progress 0%

Finish Test

Test: Certified Paralegal Skills Exam

Candidate: SURPASSITGUSER SurpassItgUser

Tutorial Conclusion

This concludes the tutorial. You can review the tutorial by clicking on the **"Back"** button to back up one screen at a time, or by using the numbered buttons displayed on the left side of the screen. You may view the tutorial at any point during an active examination by clicking on the question mark icon. This icon can be found in the bottom left of the screen once you have begun testing.

Good luck with the examination.

Click the 'Start the Test' button to exit the tutorial and begin the examination.

< Back   Next >   Start the Test >

If time runs out before completing the tutorial, the exam automatically starts. Otherwise, click

Start the Test >
.