



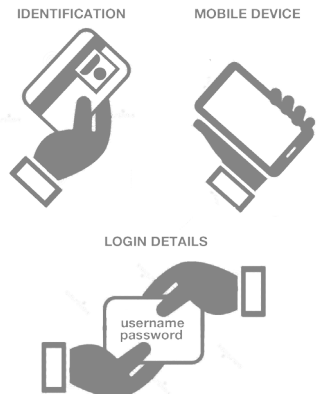
# ORTRAC™

## How to participate in a PART I/A examination

### Before examination

#### 1. Arrival

- Check in, by showing identification
- Leave your mobile phone at the front desk (if required)
- Receive the login details, from the front desk (username and password)



#### 2. Start up computer

- Computer power ON
- Open a web browser (Chrome, Firefox, IE, Safari)
- Go to **www.ortrac.com**
- Verify that your computer is compatible, click button (marked circle)
- Login, by entering received username and password



#### 3. Examination waiting room

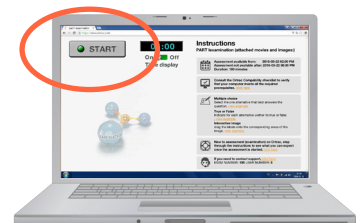
This screen is a waiting room for the participant of an examination. The participant can get familiarized with the questions types and read instructions, how to navigate inside the examination, awaiting the start of the examination (= start button appears, at the top left corner)

- Instructions: (opening hours for exam + your personal duration)
- Sample questions: try test questions before the examination, click links)
- Manual: on line manual, learn how to navigate inside the examination
- Support information: information if you need to contact support



#### 4. The opening of the examination

- At the appointed time, the exam opens = START button appears
- Click the button and your personal time for the exam, starts
- You may enter the examination

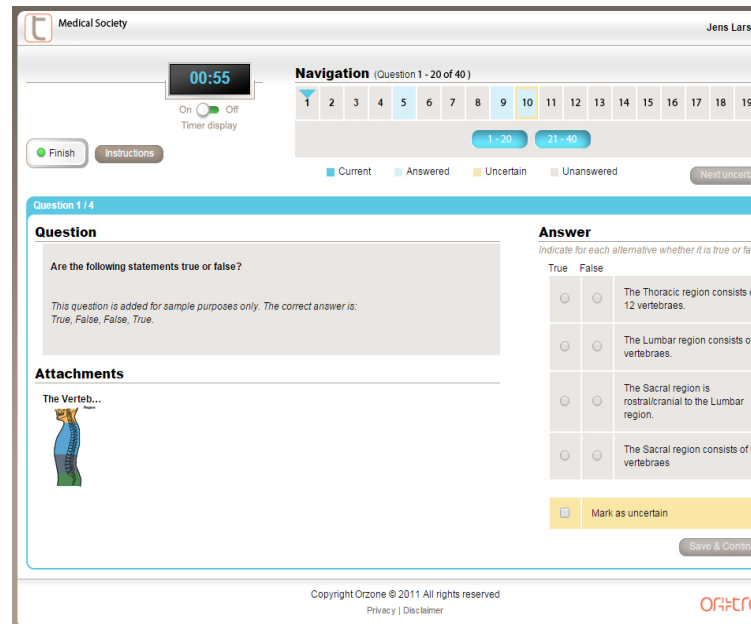


# During examination

## 1. Main functions

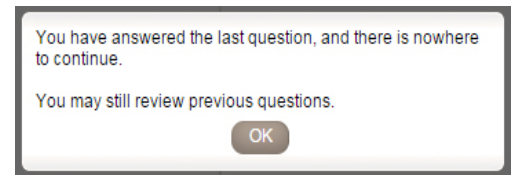
Inside the examination; at the top you find a control-panel, for navigation between the questions. At the right hand side the stem of the question (+ image/video attachments) To the right; question options. By marking option(s) you have fulfilled the logic of the question and can save the answer and move on.

- come back to answered questions as long as you want, within the duration of the active session.
- mark a question as uncertain as a mental note, to come back later for a second opinion.



## 2. Answered all the questions

After the last answered question, you will see this message. Its only a recommendation for you, if you have time left, use the time and review your answers over again, use the uncertain color to find tricky questions. By pressing OK you return to the examination.



## 3. Finish the examination

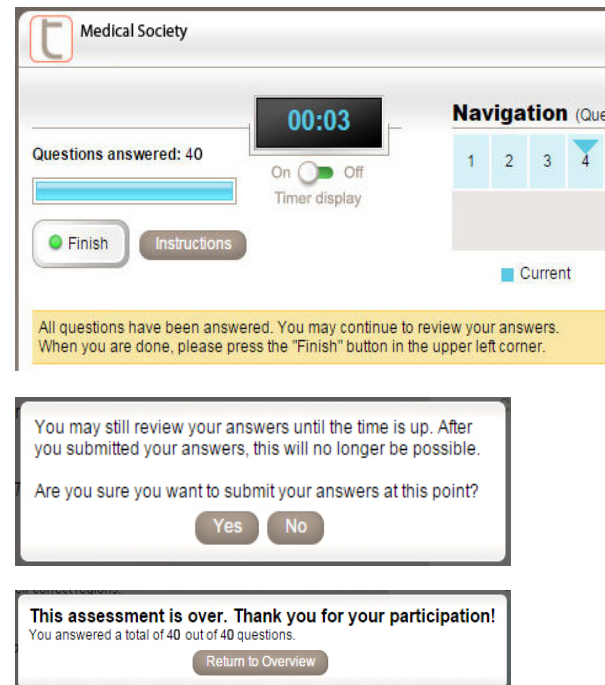
After reviewing your answers and you feel ok with your answers, to to the top left corner and press the Finish button. This will close down the examination for you.

A window will give you the change to turn back to the examination, if you by accident, pressed the "Finish" button

By pressing Yes button you will see a final message, summarizing the number of questions you answered out of the total number of questions.

The examination is over! Depending on which type of setup your society uses, you may see the results afterwards.

Logout from the system



# After examination

## Checkout process

- Leave your station
- Show your identification to check out
- Get your mobile device
- Leave the room
- After a few days/week you will receive results from examination

