

## Exambuilder instructions

1. Click: <https://testing.exambuilder.com> and enter your username and password.
2. You will find that you have been enrolled in the first exams for each of the items in your learning plan. Full Program and Partial Technical Program will begin with a total of 9 exams. Partial Business Program will begin with a total of 5 exams.

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Logged in as **John Doe**

**Exams** 9 >

**Results** 0 >

Adventure is worthwhile in itself.  
Amelia Earhart

You're not alone! Also taking exams:

Exam Name	Total Questions	Action
Business Communications Study Guide I	10	>
Finance Study Guide I	8	>
Personnel & Ethics Study Guide I	12	>
Project Management Study Guide I	10	>
Sales & Marketing Study Guide I	12	>
Technical Basics - Quiz 1	10	>
Technical Codes - Quiz 1	10	>
Technical Safety - Quiz 1	11	>
Technical Tasks - Quiz 1	10	>

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3. Click the green arrow to the right of the exam you wish to begin. This page will display instructions pertaining to the exam you have selected.

The screenshot shows a web browser window with the URL <https://testing.exambuilder.com/v2/students/11de52c8ec1042291289effc3aa3c4c9/studente>. The page is titled "Technical Safety - Quiz 1" and is part of the VTMP (Vertical Transportation Management Program). The user is logged in as "John Doe". The interface includes a "Powered by EXAM BUILDER" logo, a "CONTINUE" button, and an "Exit Exam" button. The "From Your Instructor" section provides the following instructions: "This quiz consists of 11 questions randomly chosen from the VTMP Technical Safety Course. To pass, you must answer 75% of the questions correctly. All of the questions are multiple choice. Select your choice and click answer. This will register your answer and display the next question. If you do not click answer, your choice will not be registered." The page also features a "Please don't use the back button!" warning, a note that "Each response is automatically saved," and a note that "'Exit Exam' returns you to the exams list."

4. Click the continue button after reviewing the instructions to begin the test.
5. The first question will be displayed. Review the question and select the answer/answers that best answer.
6. You **MUST** click Submit Answer to your selection to be recorded. You may Skip Question or Flag Question.
7. After you have answered all questions, click Review Questions button on the left side. Review Questions allows you to review any skipped or flagged questions. You may also update any previous answers.
8. Once you have reviewed your questions and ready to submit your test, click the Submit Exam button.
9. You will immediately review your score. If you have passed the test, you will automatically be enrolled in the next test. If you have failed this test, you may retake.

To review your test results, click the Test Results button on the left side. Upon passing of a test, the NAEC VTMP Program Administrator will be notified.