



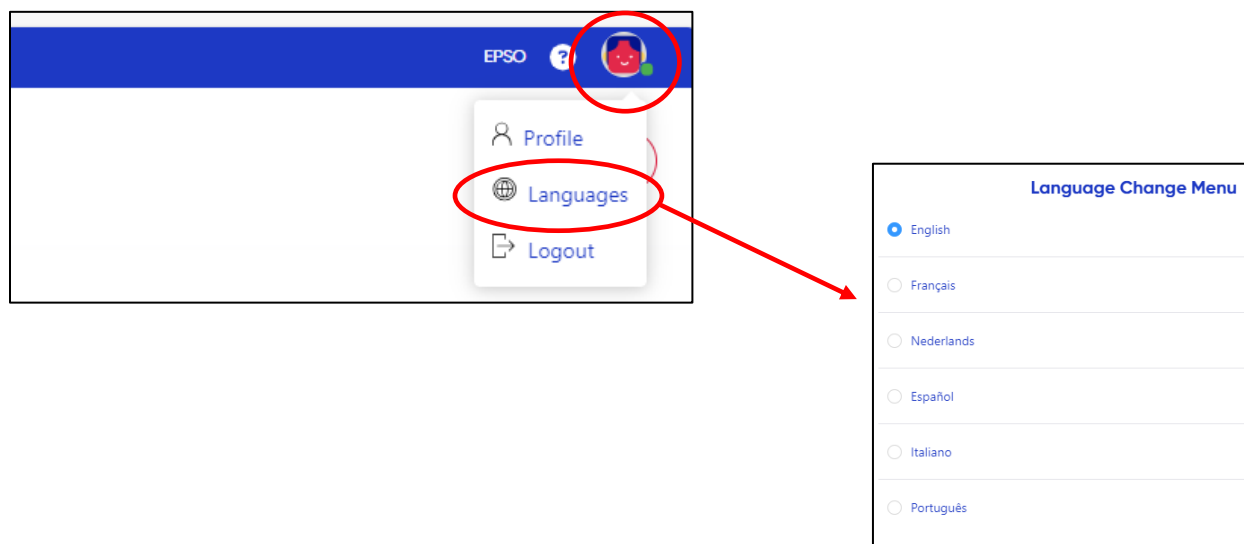
This document is meant to guide you through the TestWe environment. Please also refer to the 'Instructions for remotely proctored testing' attached to your letter, in particular to the section '2. Before the exam'.

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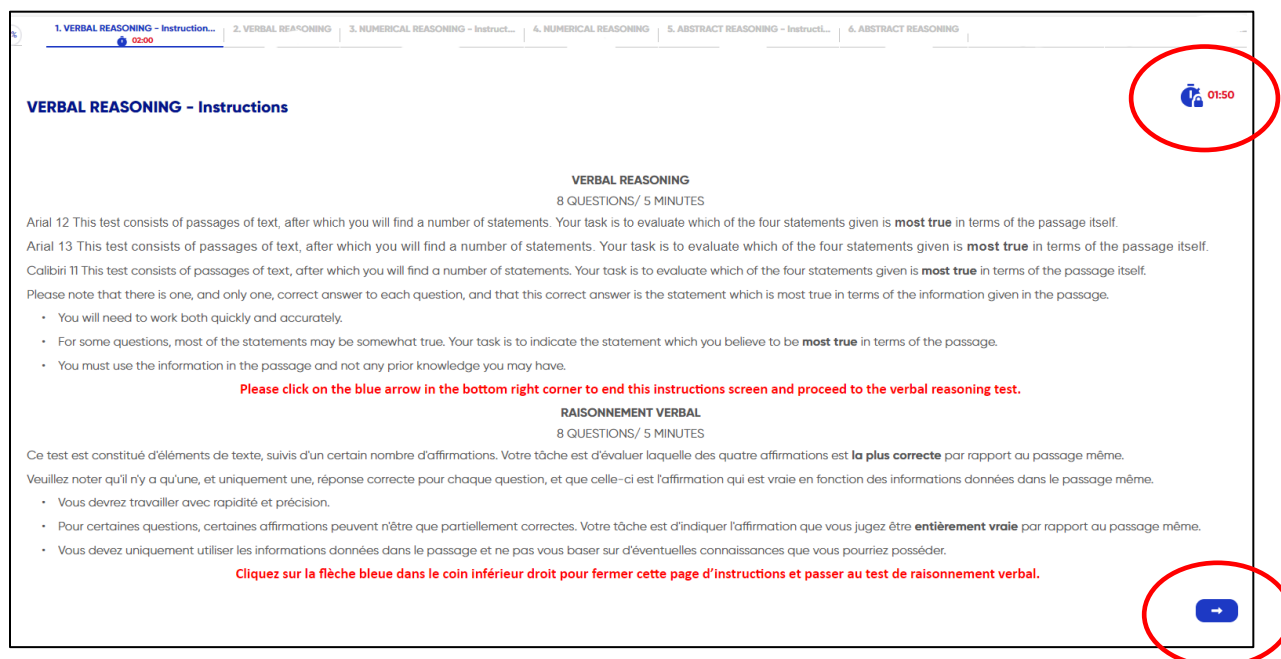
1. Language

The language of the platform (English or French) can be changed via the Profile dropdown menu in the top right corner of the application window (Languages). **This can only be done before launching the test!**



2. Instructions

You have 2 minutes to read the instructions before each test. The timer is placed in the top right corner. Click on the blue arrow on the bottom right corner to move on to the test:

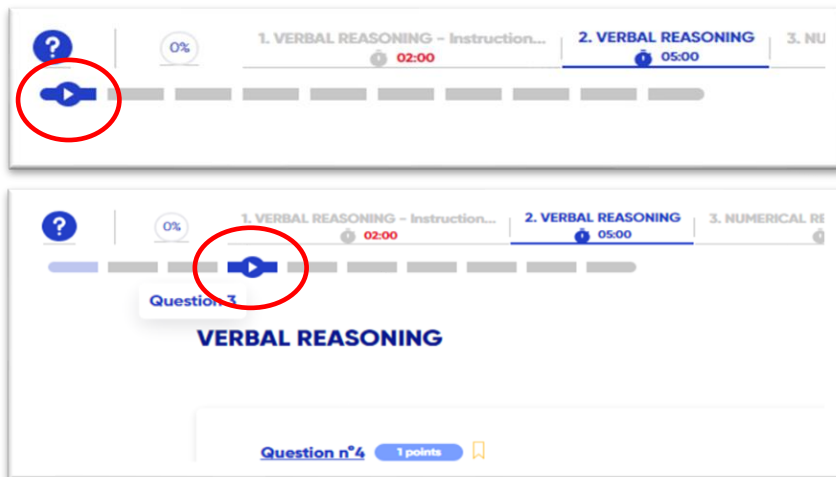


3. Move from one question to another

Within each reasoning test, you can move from one question to another. Either click on the **white arrow**, at the bottom **left** corner, to go to the previous question or on the **blue arrow**, at the bottom **right** corner, to go to the next question:

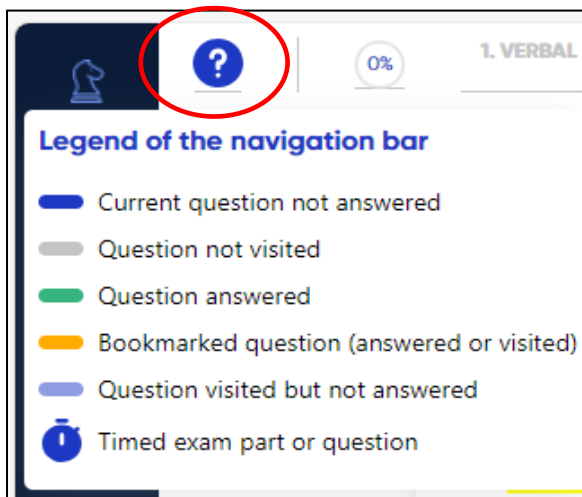


You can also use the navigation bar at the top of the page:



Navigating between questions is only possible within the same reasoning test and not between different parts of the test.

The “Legend of the navigation bar” is available by clicking on the blue question mark:



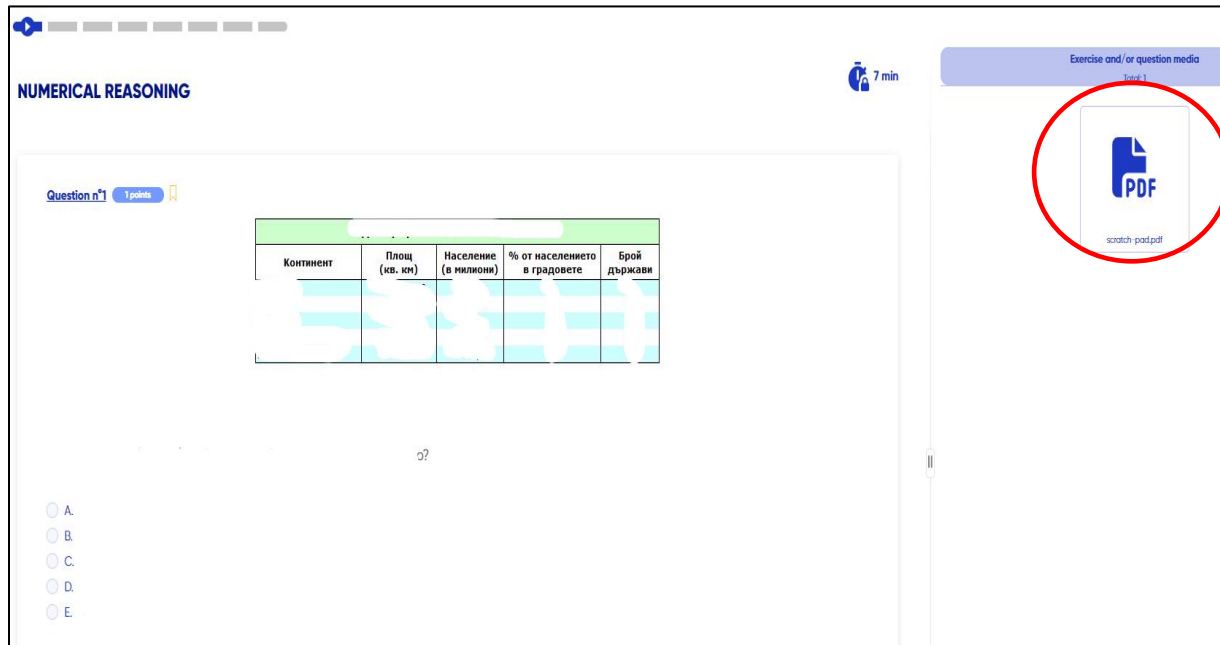
4. Calculator

A basic calculator is available on the left side of the screen. It can be dragged and moved around the screen. Click on the icon to open it:



5. Taking notes

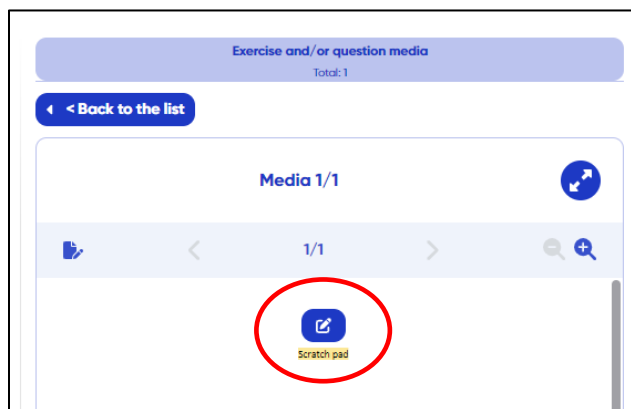
During the numerical reasoning test, a scratch pad will be available on the right side of the screen for you to take notes. Click on the PDF icon.



You will then see this:



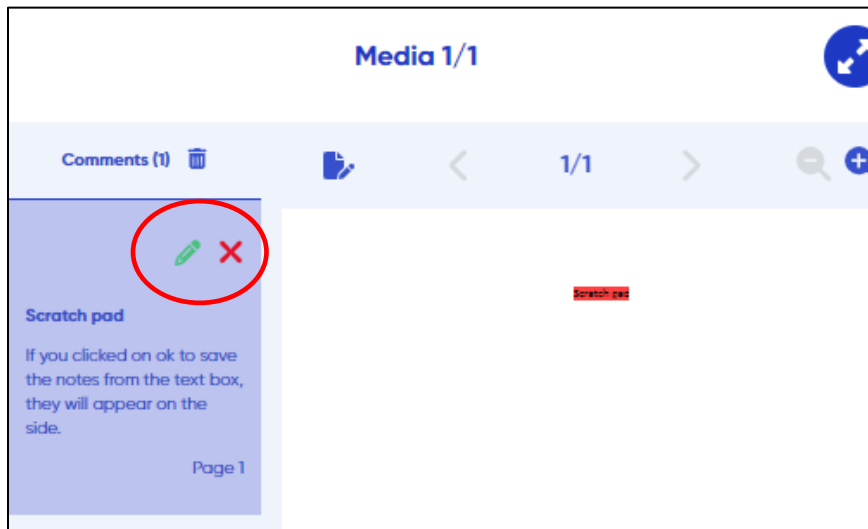
Double-click 'Scratch pad' in the PDF, it will highlight the word in yellow and the blue pen & paper icon will appear. Click on it:



A text box will open where you can take notes:



The easiest way to use the box is to keep it open without clicking on the 'OK' button.
If you click on the 'OK' button, your notes will be moved to the left side of the PDF. You can edit them by clicking on the green pencil.

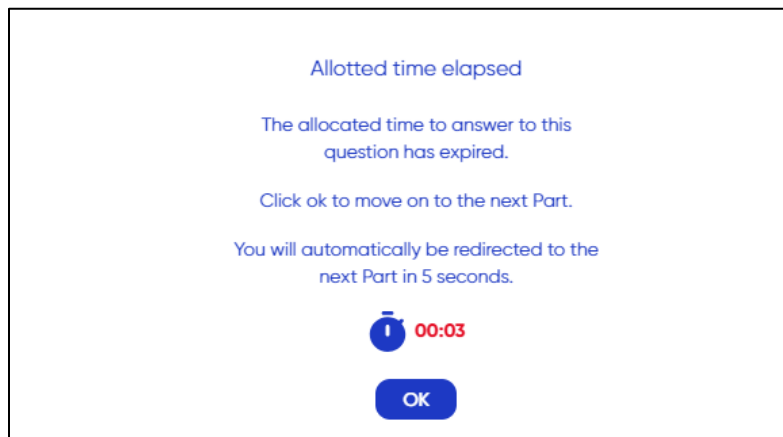


This action has to be repeated for each question.

Please note that your notes **will not be assessed** by EPSO!

6. Timer

A timer indicating the remaining time for each *Part* of the exam is available in the top right corner of your screen. The system will **NOT** display any notifications during the test, except at the end of each *Part*.



If there is still time left and you want to move from one *Part* (instructions/tests) to the next, the window below will appear. You can either proceed to the next *Part* or go back to the current *Part*.

The allotted time is not elapsed

You still have time to answer this question

Are you sure you would like to move on to next ?

 **Warning, you will not be able to go back**

Yes, move on next

No, I want to go back


7. Validation of the exam


On the last question's page of the exam a red '**Validate exam**' button will appear.

Validate exam

Type the indicated digits and click on '**Yes, send**'.

To confirm that you want to send your copy, **type 1234** in the box below instead of the greyed out word.

 **Warning. After sending, no turning back is possible.**

 **1234**

Yes, send

No, I want to go back

Once your exam is validated, you will not be able to go back.