

EXAMBUILDER INSTRUCTIONS FOR QUIZZES

All of the quizzes are open book. However, we highly recommend that you really read the information before taking them, or you'll probably have to take them multiple times to pass (and we promise that won't be much fun for you).

While taking a quiz, you can technically leave and come back to it, however, we'd prefer that you do it in one sitting so we know how long it takes everyone. Keep in mind that once you begin a quiz it will record the "time of completion" from when you answer the first question to when you submit the quiz, no matter what you did in between (logging out, closing the browser, or just stepping away from it with the quiz still open).

If something does happen while you're taking the quiz (logging out, losing internet connection, closing browser window, etc.), the questions that were already completed will be saved for when you log back in.

Throughout the quiz, if you come to a question you're not sure about, or that you want to double check, you can click on "Skip Question" and it'll automatically move it to the end of the quiz. To save yourself time we suggest that you do this so that you can look them all up at once rather than checking back and forth each time you come to one of these.

Another option is clicking on "Flag Question," which will allow you to mark the answer you think is correct, and then come back and check it at the end. **To look over your answers before submitting your exam, just click on the blue "Review Questions" tab at the top of the page (you'll be able to see here which questions have been flagged).** *If you decide to change an answer that you already marked just make sure that you click "Answer Question" again when you've made the change or it will leave the first answer you marked.*

When you've answered all of the questions, make sure to click on "Submit Exam," or your quiz will not be recorded!

After submitting the quiz it'll give you a "Post-Exam Summary," showing whether you passed or failed, and at what percentage. You're allowed to take the quiz as many times as needed (although we hope it's no more than twice...), but a retake includes the entire quiz, not just the incorrect questions.

If you "fail" the first time you take the quiz, click on "Exam Review" to view the questions you answered incorrectly. It'd be a good idea to make a note of the actual question (not just the number of the question, because the order of the questions is randomized each time) and make sure you know the correct answer before you start the quiz again.

After you "pass" the quiz, click on "Exam Review" to view the questions (if there are any) that you answered incorrectly. EVERY VOLUNTEER is required to e-mail these questions to info@orphanagesupport.org with the correct answers, so that we can assure that you know the correct information. To do this, copy and paste from the "Exam Review" page JUST the question into an e-mail, and write out the correct answer next to it.

Here are the directions on how to actually take a quiz:

- Go to www.exambuilder.com
- Click on Employee/Student Login (at the top)
- Enter your username and password for Exambuilder (what was e-mailed to you)
- Click "Go" on the appropriate quiz
- Read the instructions given and click "continue" until the quiz begins
- DON'T FORGET to "Submit" the quiz at the end, or it won't record the results!

Please contact us if you have question about any of this information.