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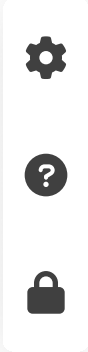


Welcome to the NextGen UBE

The NextGen UBE is divided into three sections. Each section is three hours long under standard testing conditions.

At the end of a section, select the “End Section” button to access a review screen. From there, you may return to any question in that section or choose to finalize and submit the section.

Before the exam begins, you will have 5 minutes to review the platform’s tools. These are the same tools introduced in the Exam Tutorial.



Navigating the Exam



Exam Navigation

You can select to hide or show the exam navigation tool in the top-left corner. The exam navigation tool displays the progress you have made in each question type.

Select a drop-down to see the status of each question in that category. Each question will display whether the question is unanswered (⊗), partially answered (◐), answered (◑), or marked for review (🚩).

This drop-down also allows you to navigate the exam nonlinearly by selecting to navigate to any question in the section.

03:00:00 

Exam Timer

You can select to hide or show the timer in the top-right corner. With 5 minutes left in the section, the timer will remain visible and cannot be hidden. When the time runs out, your responses will be submitted automatically.



Security Screen

Any time your administrator permits you to step away from your screen, select the lock icon in the left toolbar to lock your screen and hide exam content.

Note that your exam timer will continue to count down when the screen is locked.

End Section ×

Review and End Section

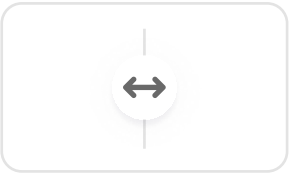
Select this button when you are ready to finish a section and go to the review screen. You will then be able to review the status of your responses before selecting to end the section.



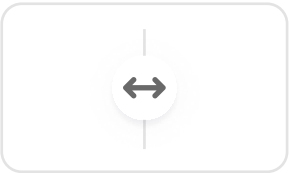




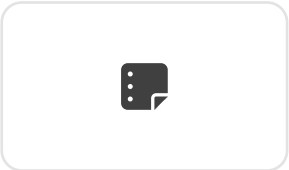
Platform Tools



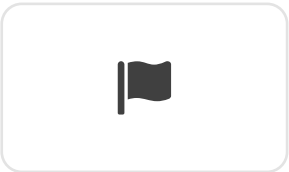
Battery Indicator
The battery icon located in the top-right corner shows your computer's current power status. If your laptop is unplugged, reminders will appear as the battery level decreases. To avoid interruptions, keep your computer plugged in for the duration of the exam.



Split-Screen
Located in the middle of the screen on integrated question sets and performance tasks, the split-screen tool can be dragged left or right to adjust the width of each side of the screen to give yourself more space to review resources or more space to enter written responses.



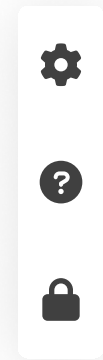
Notepad
Select this icon to open the notepad, where you can take notes for any question. Click and drag to move or resize the notepad. Notes are saved when you leave the question. Notes are not graded and will be cleared when the exam section ends. **Any content in the notepad that you would like graded needs to be entered into an answer field.**



Mark for Review
Select Mark for Review below a question (near the Back and Next buttons) to flag it for later. Marked questions are clearly indicated in the navigation and review screens, making it easy to find and return to them before you finish the section.

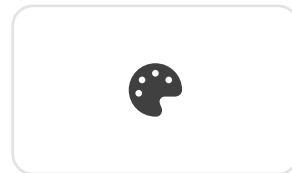


Strikeout
Within the Settings drop-down, you can enable and disable the strikeout tool for all multiple-choice questions. When strikeout is enabled, select the strikeout icon at the end of a response option to strike it out. Selecting the icon again will remove the strikeout.



Accessibility Settings

These settings are provided for your comfortability while taking the exam. We recommend that you update these settings prior to beginning the exam as to not take away from your exam time.



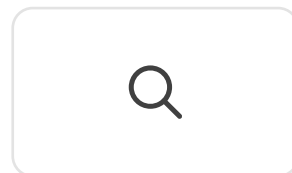
Color Scheme

Found in the Settings drop-down, this feature allows you to customize interface colors for improved readability and reduced eye strain during the exam. You can select from light, dark, and high contrast.



Text Size

Within the Settings drop-down, you can change the text size. You can select from four different sizes.

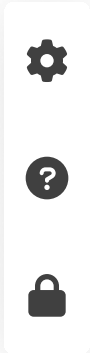


Zoom

This feature allows you to increase or decrease the size of all the elements on your screen, including text.

To zoom in, use the shortcut **Ctrl + plus(+)** (Windows) or **Command + plus(+)** (Mac).

To zoom out, use the shortcut **Ctrl + minus(-)** (Windows) or **Command + minus(-)** (Mac).

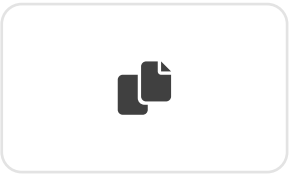


Highlighting & Formatting



Highlighting

To use the highlight and copy tools, start by selecting text. A menu will appear with options to copy the text or to add or remove a highlight color. You can copy or highlight text in both the task materials and the questions.



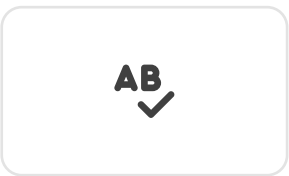
Copy & Paste

To copy, after selecting the desired text, you can either select the Copy button in the menu or use the shortcut Ctrl + C (Windows) or Command + C (Mac). To paste the copied text, you can either select the Paste button in the menu or use the shortcut Ctrl + V (Windows) or Command + V (Mac). You can use this feature in both the integrated question sets and the performance tasks.



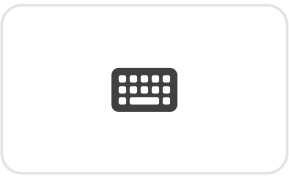
Formatting Tools

When responding to a question, you will have access to standard text formatting tools. However, please note that the use of these formatting tools will not affect your score.



Spell Check

This feature automatically identifies misspelled words in text responses and highlights them with red underlines. You can see suggested corrections by right-clicking on the underlined word.



Caret Browsing (Windows)

Press F7 to enable caret browsing. Use the arrow keys to move the cursor, then hold Shift + arrow keys to select text.

After selecting text, press the Down arrow to move to the menu and Enter to choose an option.

Shortcuts:

- Ctrl + C to copy selected text
- Alt + H to move through highlights on the page (or within a tab for performance tasks)



Keyboard Shortcuts

General Keyboard Shortcuts

Action	Windows	macOS
Focus to toolbar	Alt+F10	⌘+F10
Splitter bar: Move left	Alt+1	⌘+1
Splitter bar: Move right	Alt+2	⌘+2
Multiple-Choice Option Selection	A, B, C, D or 1, 2, 3, 4, etc.	A, B, C, D or 1, 2, 3, 4, etc.

To disable the Multiple-Choice option selection shortcut commands, select the “Disable button”

Disable Multiple-Choice Shortcut Keys

Answer Field Keyboard Shortcuts

Action	Windows	macOS
Bold	Ctrl+B	⌘+B
Italic	Ctrl+I	⌘+I
Underline	Ctrl+U	⌘+U
Select All	Ctrl+A	⌘+A
Redo	Ctrl+Y / Ctrl+Shift+Z	⌘+Y / ⌘+Shift+Z
Undo	Ctrl+Z	⌘+Z



When Time Expires

When the timer reaches 00:00, your screen will automatically refresh and display the instructions for the multiple-choice section.

If you would like to use any remaining time to review the introductory information, select the Back button to navigate through the previous screens.