

YARDSTICK ASSESSMENT STRATEGIES INC.

**COMPUTER-BASED TESTING
DEMONSTRATION GUIDE**

(“CBT Demo Guide”)

Information for Test Writers

Effective Date: 28 August 2017

Computer-Based Testing (CBT) Demonstration Guide (CBT Demo Guide)

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1. Introduction

1(a). Background Information

Yardstick Assessment Strategies Inc. Testing System

Computer-based examinations will be delivered by way of Yardstick Assessment Strategies Inc. (YASI) testing and measurement software, featuring YASI's test driver on servers hosted in Canada.

YASI's Computer-Based Testing Demonstration (CBT Demo)

A short CBT Demo is available to test writers. The purpose is to familiarize test writers on how to take a CBT test by way of YASI's test delivery system. A test writer needs no special computer skills, except the ability to use a mouse to navigate on a screen. How to access YASI's CBT Demo and features of YASI's test delivery system are described below.

Your provincial regulatory body/college strongly encourages test writers to take the CBT Demo in advance to become familiar with the computer-based test experience and to become comfortable with the CBT navigation features.

1(b). YASI Support

If you experience any difficulties accessing the CBT Demo, please contact YASI's Support Line.

YARDSTICK ASSESSMENT STRATEGIES INC.

SUPPORT LINE

1-888-900-0005, press "1"

Email: support@asinc.ca

This telephone line is only for difficulties regarding YASI's CBT Demo.

All other inquiries should be directed to your provincial regulatory body/college.

2. Login

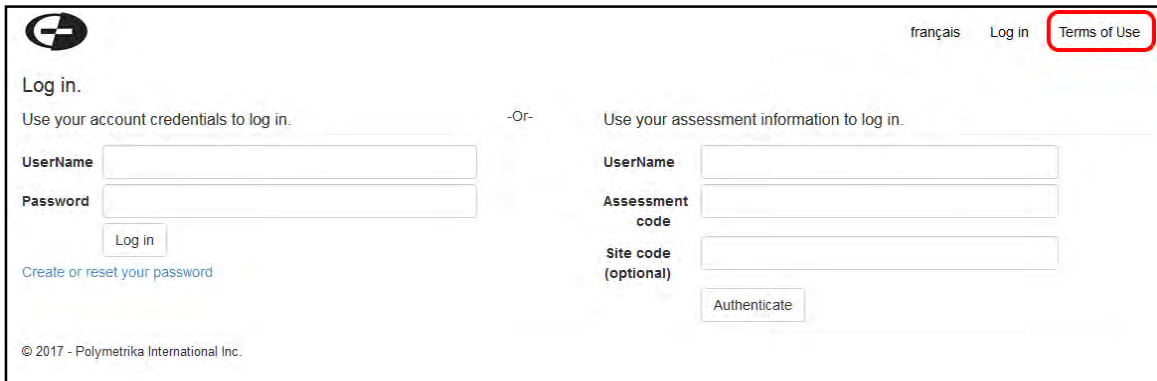
Step 1: ENTER LINK TO YASI'S CBT DEMO

Using Google Chrome, Mozilla Firefox or Internet Explorer 11 enter the link below to access the login page for YASI's CBT Demo. YASI recommends using Chrome or Firefox.

<https://asitest.canadatest.ca>

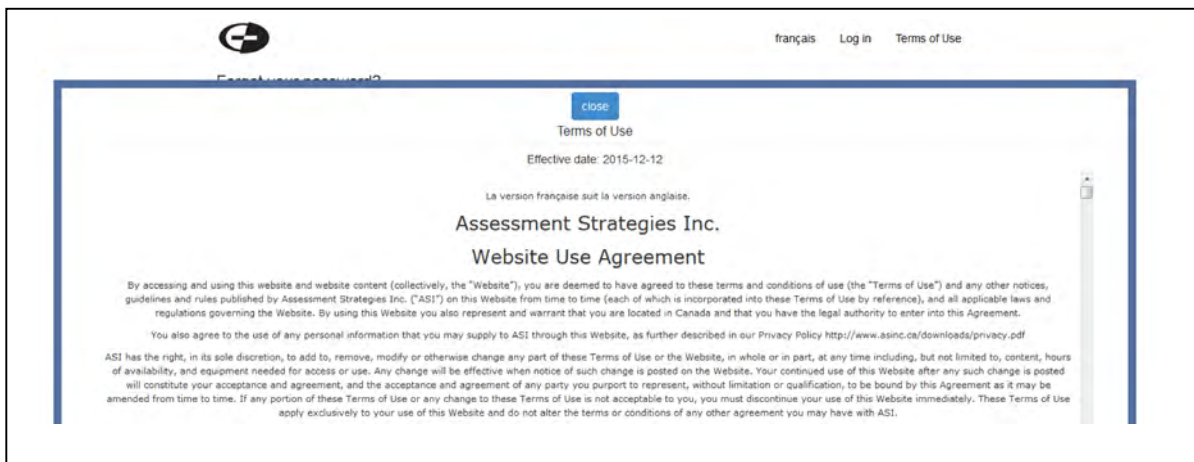
Step 2: YARDSTICK ASSESSMENT STRATEGIES INC. WEBSITE USE AGREEMENT

When accessing YASI's computer-based testing delivery system to take the CBT Demo and the CDRE, you must agree to the "**Yardstick Assessment Strategies Inc. Website Use Agreement**". Click "**Terms of Use**".



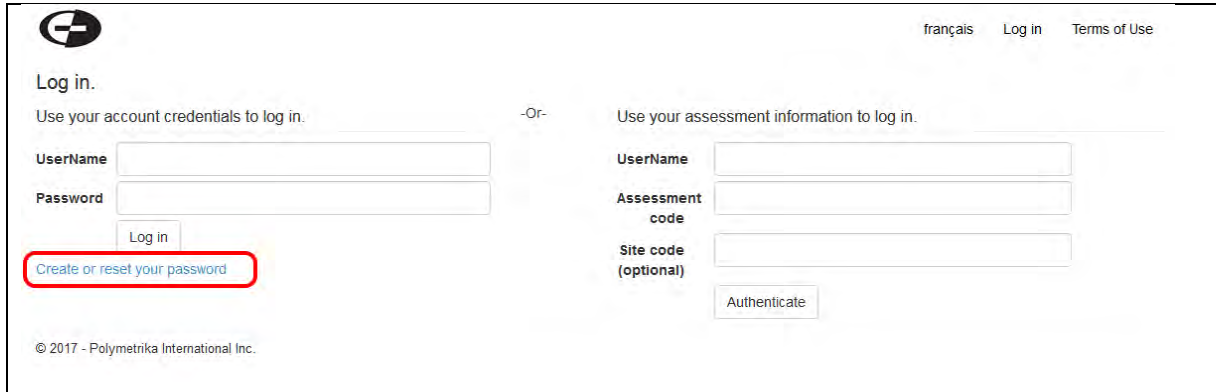
The entire agreement is available on YASI's Website, please refer to the following links:

- YASI's Terms of Use <https://asitest.canadatest.ca>
- YASI's Privacy Policy <http://www.asinc.ca/downloads/privacy.pdf>
- Click "**Close**" to return to the login Screen.



Step 3 – Part 1: LOGIN

- To access the CBT Demo, go to <https://asitest.canadatest.ca> and login using the **left side of the screen**. It is recommended that you go into full screen mode before logging into the test; you can do this by clicking the function F11 key.
- You can access the CBT Demo a maximum twenty (20) times.
- Click **“Create or Forgot your password?”**



The screenshot shows the login interface. On the left, there are fields for 'UserName' and 'Password', and a 'Log in' button. A red box highlights the link 'Create or reset your password' below the password field. On the right, there are fields for 'UserName', 'Assessment code', and 'Site code (optional)', and an 'Authenticate' button. The page includes a logo, language options ('français'), and links for 'Log in' and 'Terms of Use'. The copyright notice at the bottom reads '© 2017 - Polymetrika International Inc.'

Step 3 – Part 2: PASSWORD EMAIL

- Insert your **“UserName”** which is the email address you provided to your provincial regulatory body/college at the time of application.
- Click **“Send Email”**.



The screenshot shows the 'Create or reset your password' page. It prompts the user to 'Enter your email' and has a 'UserName' field. A red box highlights the 'Send Email' button below the 'UserName' field. The page includes a logo, language options ('français'), and links for 'Log in' and 'Terms of Use'. The copyright notice at the bottom reads '© 2016 - Polymetrika International Inc.'

Step 3 – Part 3: EMAIL LINK

- You will receive an email from noreply@asinc.ca
- Click on the link in the email, **“Please create or reset your password by clicking here”**.



Step 3 – Part 4: RESET PASSWORD

- Enter your **“UserName”** (email address), and create your **“Password”**.
Note: The **“Password”** must be at least 6 characters in length and include at least one non letter / non digit character (!,@,#,\$, etc.), one digit ('0'-'9') AND one capital letter (A, B, etc.). For example: Test4!
- Click **“Create or reset your password”**.

A screenshot of a web form titled 'Create or reset your password'. The form has three input fields: 'UserName', 'Password', and 'Confirm password'. Below the 'Confirm password' field is a button labeled 'Create or reset your password', which is highlighted with a red rectangular box. In the top right corner, there are links for 'français', 'Log in', and 'Terms of Use'. At the bottom left, there is a copyright notice: '© 2017 - Polymetrika International Inc.'

Step 3 – Part 5: RESET PASSWORD CONFIRMATION

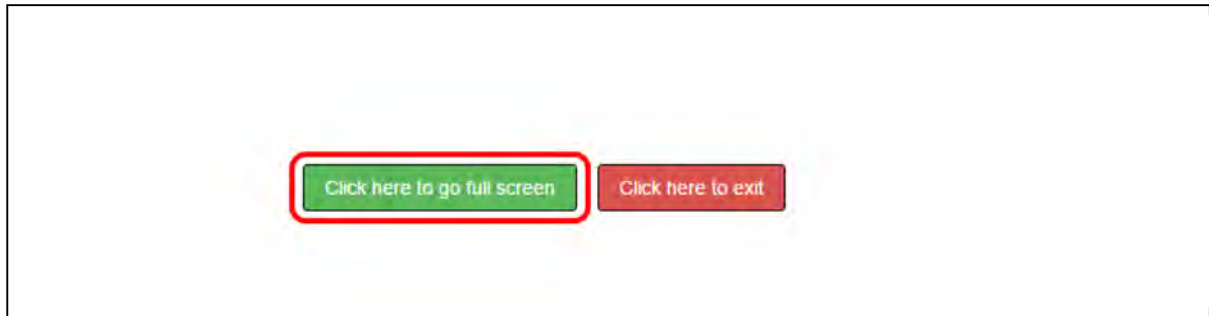
- Your **“Password”** reset is now confirmed.
- Click on the link to return to the login page.
- Login using the **left side of the screen**.



3. Full Screen Warning

3(a). The “Full Screen Warning” interface may appear whenever your browser is not in full screen mode. In order to complete your assessment and respond to questions, you must be in full screen mode.

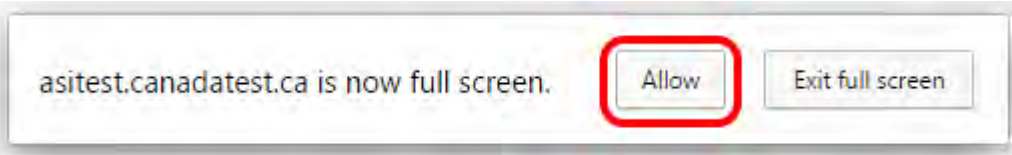
3(b). When the “Full Screen Warning” interface appears, select “Click here to go full screen”.



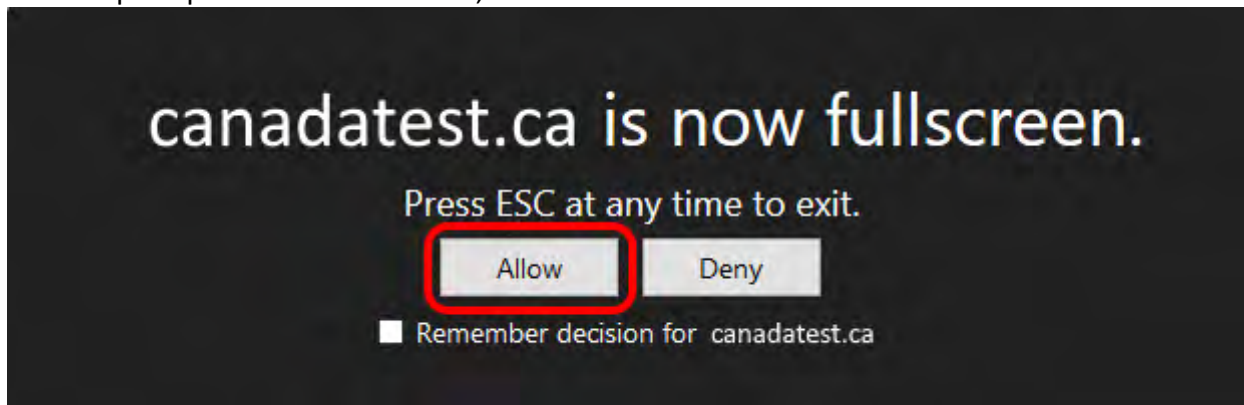
If you select “Click here to exit”, your session will close. If you have already begun the YASI CBT Demo, you will use up one of your 20 access times. The behaviour of the YASI CBT test driver in response to exiting varies between browsers. If you are using Internet Explorer 11, the browser will close. If you are using Google Chrome or Mozilla Firefox, you will return to the “Homepage” interface.

3(c). You may be prompted to confirm full screen mode.

- If prompted in Google Chrome, click “Allow”.



- If prompted in Mozilla Firefox, click “Allow”.



Note – Once you have begun the YASI CBT Demo in Mozilla Firefox, do not press “ESC” or “F11”. If you do, you will exit full screen and must press “F11” before selecting “Click here

to go full screen". If you attempt to return to full screen without pressing "F11", your assessment session will end.

- If prompted in Internet Explorer 11, click **"Allow"** once.



Note – Do not press "ESC" or "F11" while in Internet Explorer 11 full screen. If you do, you will exit full screen. To get back into full screen and return to the YASI CBT Demo you will need to select **"Click here to go full screen"**. If you have NOT already begun the YASI CBT Demo, you may select "x" when prompted with **"Do you want to view canadatest.ca in full screen? (Press Esc to exit.)"** If you HAVE already begun the CBT demo, clicking on this box will end your session.

4. Test Information

The **"Test Information"** interface provides you with information about the YASI CBT examination session prior to beginning the examination. This interface includes three screens:

- Yardstick Assessment Strategies Inc. Terms of Use Agreement – Executive Summary,
- Demographic Information – provides demographic information,
- Start – you must confirm when you are ready to begin the examination.

You may navigate between the three screens (identified above) by using the **"Previous"** and **"Next"** buttons at the top of the interface.

4(a). YARDSTICK ASSESSMENT STRATEGIES INC. TERMS OF USE AGREEMENT – EXECUTIVE SUMMARY

When taking the YASI CBT Demo from a personal computer and when taking the CDRE at the Pearson VUE test centre via YASI's computer-based testing delivery system, you must agree to the **"Yardstick Assessment Strategies Inc. Terms of Use Agreement – Executive Summary"** (as below). To view the Terms of Use Agreement in French, use the scroll bar (right hand side of the page).



The following “**Yardstick Assessment Strategies Inc. Terms of Use Agreement – Executive Summary**” will appear before you begin the CDRE:

**Yardstick Assessment Strategies Inc.
Terms of Use Agreement – Executive Summary**

This abridged version of Terms of Use provides a very brief summary of the Terms of Use governing the access and use of Assessment Strategy Inc.’s Website. For a complete version of the Terms of Use and Privacy Policy, please refer to the following links: for Terms of Use <https://YASItest.canadatest.ca> and for Privacy Policy <http://www.YASInc.ca/downloads/privacy.pdf>

By accessing and using this website and website content (collectively, the “Website”), you are deemed to have agreed to these terms and conditions of use (the “Terms of Use” or “Agreement”) and any other notices, guidelines and rules published by Yardstick Assessment Strategies Inc. (“YASI”) on this Website from time to time (each of which is incorporated into these Terms of Use by reference), and all applicable laws and regulations governing the Website. By using this Website you also represent and warrant that you have the legal authority to enter into this Agreement. If any portion of these Terms of Use is not acceptable to you, you must discontinue your use of this Website immediately. These Terms of Use apply exclusively to your use of this Website and do not alter the terms or conditions of any other agreement you may have with YASI.

1. Your Use of This Website

YASI grants you a limited license to display on your computer, print, download and use the Website for your own personal use. This site and any portion hereof may not be reproduced, duplicated, copied, downloaded, sold, resold, visited or otherwise exploited for any commercial purpose without the express written consent of YASI. Except as otherwise expressly stated, no other use is permitted. Without limiting the generality of the foregoing, you may not use the Website to infringe the rights of, restrict or inhibit anyone else's use or enjoyment of the Website, disseminate any unlawful or objectionable material, obtain unauthorized access to or interfere with YASI’s computer systems, or otherwise breach applicable laws or regulations.

2. Intellectual Property

YASI either owns the intellectual property rights in the Website (including, without limitation, underlying HTML, trademarks, logos, designs, photos, information and material in text, graphical, video and audio forms, images, reports, articles, data, databases, charts, graphics, interfaces, and other content), or has obtained the permission of the owner of the relevant intellectual property for use in connection with the Website. Except for any rights you may have in User Content posted by you on this Website, YASI reserves all rights that are not specifically granted under these Terms of Use.

3. Disclaimer

The Website is provided “as is” and “as available”. Your use of the Website is at your own risk, and you acknowledge that you are solely responsible for actions and communications undertaken or transmitted by you in the course of your usage of this Website. The Website is not guaranteed to be error-free or uninterrupted. YASI assumes no responsibility and provides no warranties, representations, guarantees, covenants or conditions, express or implied (either in fact or by operation of law) or statutory, including, without limitation, with respect to the quality, accuracy, reliability, currency, truth, completeness, merchantability, merchantable quality, fitness for a particular purpose, non-infringement, or continued availability of the Website.

4. Restricted Areas

Certain areas of this Website may be accessed only by use of a unique user identification and password. If you are provided with or submit a password, you are responsible for ensuring that your user identification and password are not disclosed to or used by any other person. YASI is under no obligation to verify the actual identity or authority of any person using the unique user identification and password to access and/or use this Website or any part thereof. You are fully responsible for all activities that occur under your user identification or password, and release YASI from and indemnify YASI against all claims, proceedings, liabilities, obligations and costs resulting directly or indirectly from the use of your identification or password by any other person.

5. Privacy

YASI only collects and uses or discloses Personal Information for purposes consistent with operationalizing its mandate and core function which purposes include testing, certification and credentialing services to candidates and prospective candidates and for candidate verification and identification purposes. YASI may disclose Personal Information only when i) the recipient is the data provider that originally provided the Personal Information to YASI; ii) the disclosure is required by legislation; or iii) YASI has obtained the consent of the individuals concerned and the recipient has signed an agreement that limits the purposes for which the Personal Information may be used or disclosed to those identified prior to its collection. For

the purpose of this section of the Executive Summary "Personal Information" refers to any information about an identifiable individual or any information that allows an individual to be identified. In general, Personal Information does not include business contact information such as a person's name, title or position, business address, business telephone or fax number in a person's capacity as an employee of an organization.

By registering for a test through YASI, purchasing services or products from the Website, or submitting information to the Website, you give your consent for your Personal Information to be transmitted by YASI to YASI's subcontractor, Pearson VUE, who manages and delivers tests for which you seek certification, credentialing, or licensure. YASI and Pearson VUE require your Personal Information so that (a) tests can be correctly administered; (b) certification, credentialing, licensure, or academic admission can be processed, granted and administered; and (c) candidates can receive further information about certification, credentialing, licensure, or academic admission testing. Providing your Personal Information is voluntary but may be necessary if you wish to receive certification, licensure or academic admission testing.

6. Limitation of Liability

IN NO EVENT WILL YASI, ITS AFFILIATES OR SERVICE PROVIDERS OR THEIR RESPECTIVE DIRECTORS, OFFICERS OR EMPLOYEES, BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL, PUNITIVE AND EXEMPLARY DAMAGES OR LOSSES, HOWSOEVER CAUSED, ARISING FROM, CONNECTED WITH, OR RELATING TO THE WEBSITE OR ANY PART THEREOF, INCLUDING, WITHOUT LIMITATION, ACCESS TO AND USE OF THE WEBSITE OR ANY PART THEREOF, OR THIS AGREEMENT INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF USE, LOST PROFITS OR LOST SAVINGS, OR RESULTING FROM VIRUSES, DATA CORRUPTION, FAILED MESSAGES, TRANSMISSION ERRORS OR PROBLEMS, LINKS TO THIRD-PARTY WEBSITES, THIRD-PARTY CONTENT, USER CONTENT, PRODUCTS OR SERVICES, THE USE OR INABILITY TO USE THIS WEBSITE OR THE CONTENT UNDER ANY THEORY OF LIABILITY (WHETHER ON A CONTRACTUAL OR EXTRACTIONAL BASIS, TORT, STRICT LIABILITY OR ANY OTHER THEORY OR LAW OR EQUITY), REGARDLESS OF ANY NEGLIGENCE OR OTHER FAULT OR WRONGDOING AND FUNDAMENTAL BREACH BY YASI OR ANY PERSON FOR WHOM YASI IS RESPONSIBLE EVEN IF YASI OR ITS AFFILIATES OR SERVICE PROVIDERS OR THEIR RESPECTIVE DIRECTORS, OFFICERS OR EMPLOYEES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR CLAIM.

7. Indemnity

You agree to indemnify, defend and hold YASI, its affiliates, and service providers, and their respective agents, directors, officers, employees, service providers, and suppliers (collectively, the "Indemnified Parties") harmless from and against any and all claims, liabilities, losses and costs, including without limitation reasonable legal fees and expenses, incurred by the indemnified parties in connection with any claim or demand arising out of, related to, or connected with Your use of the Website, Your violation or infringement of the rights of others, Your use of the Website in breach of this Agreement, or this Agreement. You will assist and co-operate as fully as reasonably required by the Indemnified Parties in the defense of any such claim or demand.

8. Governing Law

This Agreement, your use of the Website, and all related matters are governed solely by the laws of the Province of Ontario, Canada and applicable federal laws of Canada, excluding any rules of private international law or the conflict of laws which would lead to the application of any other laws. Any dispute between YASI and you or any other person arising from, in connection with or relating to the Website, this Agreement, or any related matters must be resolved before the Courts of the Province of Ontario, Canada sitting in the City of Ottawa, and you hereby irrevocably submit and attorn to the original and exclusive jurisdiction of those Courts in respect of any such dispute. Any claim or cause of action you may have arising from, in connection with, or relating to your use of the Website, this Agreement, or any related matters must be commenced in a court of competent jurisdiction in Ottawa, Ontario, Canada within one (1) year after the claim or cause of action arises, after which time the claim or cause of action is forever barred, regardless of any statute or law to the contrary.

9. Other Matters

If any provision of this Agreement is found to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed to be severed from the rest of this Agreement and shall not affect the validity and enforceability of any remaining provisions. No consent or waiver by either party to or of any breach or default by the other party in its performance of its obligations under this Agreement will be deemed or construed to be a consent to or waiver of a continuing breach or default or any other breach or default of those or any other obligations of that party. This Agreement as amended from time to time by YASI constitutes the entire agreement between you and YASI relating to your use of the Website and supersedes all previous agreements, written, oral or otherwise, between you and YASI with respect to your use of the Website. The provisions of this Agreement will endure to the benefit of and be binding upon YASI and its service providers and their respective successors and assigns, and you and your heirs, executors, administrators, successors and personal representatives.

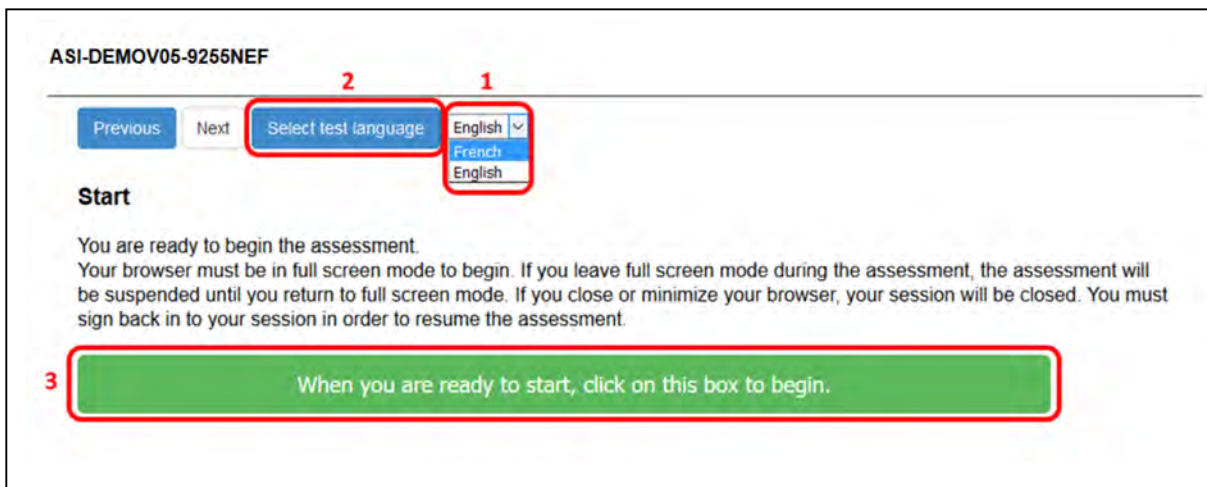
4(b). CLICK “NEXT”.

The details of the CDRE will be provided on this page, for example the number of exam questions, the length of the exam, and how to proceed through the exam using the different “buttons” and “icons”.



4(c): START DEMO








- You can select to write your test in English or French by selecting a language from the dropdown menu and then selecting “**Select test language.**” Then, select the green box “**When you are ready to start, click on this box to begin**”. If prompted, you must confirm the transition to full screen mode.
- From this point onward, each question will appear in the language you have selected (i.e., **English or French**).



5. Examination Items

- The following screens appear during the examination, and you can begin to familiarize yourself with the system functionality and how to navigate on and between the screens.
- These are the same screens that will appear when you are taking the CDRE in the test centre.

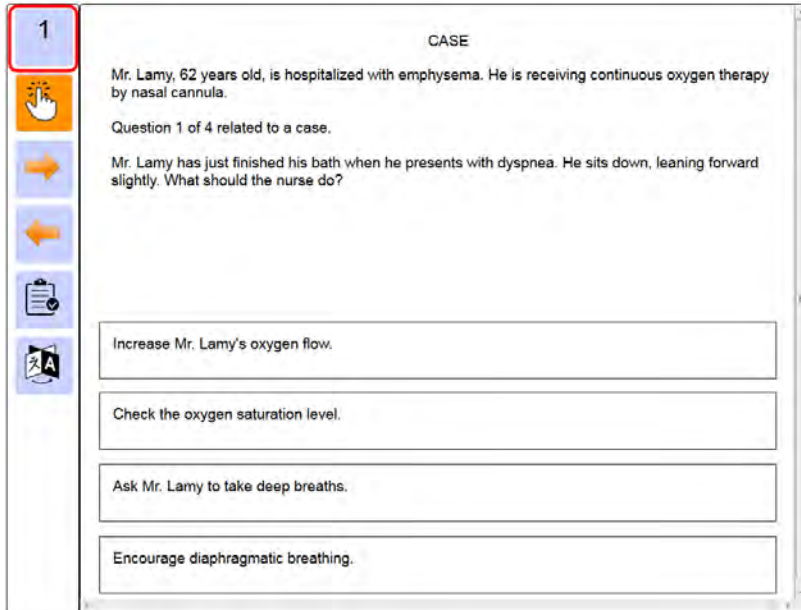
5(a). IMPORTANT INSTRUCTIONS

Important Instructions	
<p>Read these instructions before you proceed. These instructions will help you navigate through the exam.</p> <p>To Answer a Question – put cursor on chosen option and click, answer will be highlighted; to change answer put cursor on that option and click.</p>	
	<p>The “question” icon displays the question number. To view the time remaining on the exam, place cursor over the “question” icon.</p>
	<p>The “select” icon is automatically enabled for every question. No action is needed.</p>
	<p>Click “arrow” icons to move (forward or backward) between questions.</p>
	<p>Click “clipboard” icon to see questions that have been answered (GREEN), viewed but not answered (BLACK), not viewed (GREY). Click on a question number to go to that question.</p>
	<p>Click  to return to these instructions.</p>
	<p>Click language “toggle” icon to view alternate language. Select desired language in drop-down menu and click “Apply”. If question is not answered, toggle back to alternate language. If question is answered, toggle icon will disappear (proceed to next question). To go back to alternate language after answering question, de-select answer (click on yellow answer box); the “toggle” icon will re-appear.</p>

Note: When an icon is clicked it temporarily changes colour from grey/orange to red.

5(b). QUESTION NUMBER AND EXAM TIME

- The question icon displays the question number.



The screenshot shows a question interface. On the left side, there is a vertical toolbar with several icons: a question number '1' (highlighted with a red box), a hand cursor, a right arrow, a left arrow, a clipboard with a checkmark, and a flag icon. The main content area is titled 'CASE' and contains the following text:

Mr. Lamy, 62 years old, is hospitalized with emphysema. He is receiving continuous oxygen therapy by nasal cannula.

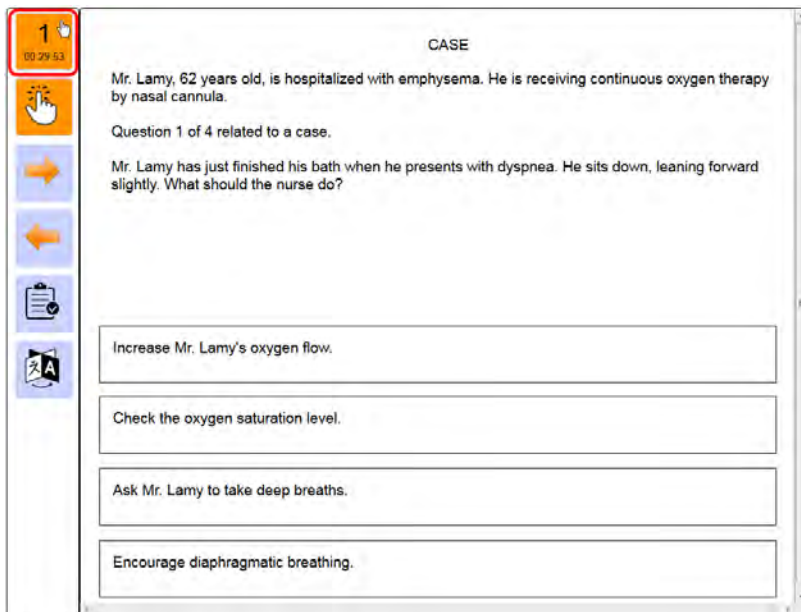
Question 1 of 4 related to a case.

Mr. Lamy has just finished his bath when he presents with dyspnea. He sits down, leaning forward slightly. What should the nurse do?

Below the text are four text input boxes with the following options:

- Increase Mr. Lamy's oxygen flow.
- Check the oxygen saturation level.
- Ask Mr. Lamy to take deep breaths.
- Encourage diaphragmatic breathing.

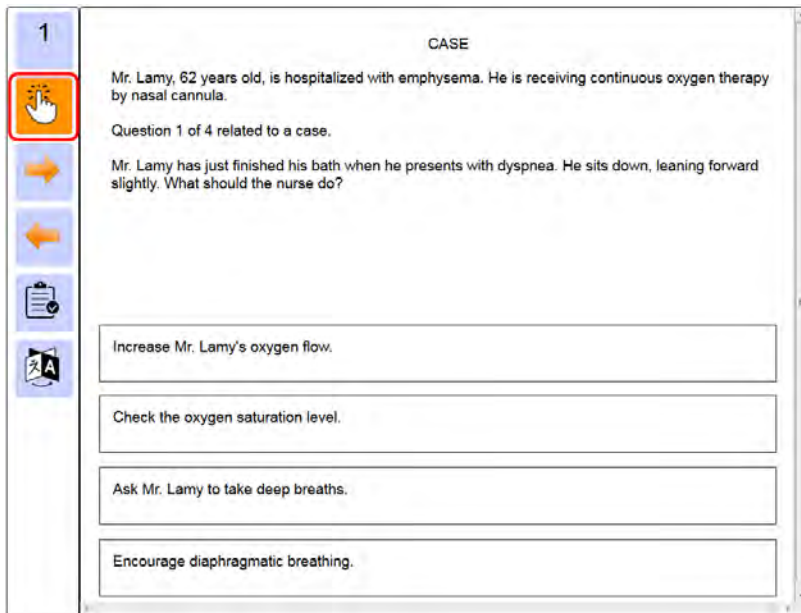
- To view the time remaining in the examination (in hours, minutes and seconds), hold cursor over the question number.



The screenshot shows the same question interface as above, but with a timer displayed next to the question number '1'. The timer shows '00:29:53'. The rest of the interface, including the case text and answer options, is identical to the previous screenshot.

5(c). SELECT ICON

- The “select” icon is automatically enabled for every question. No action is needed.



The screenshot shows a question interface with a sidebar on the left containing several icons. The top icon, a hand with a cursor, is highlighted with a red box. The main content area displays a case scenario and a question. Below the question are four text input boxes with the following text: "Increase Mr. Lamy's oxygen flow.", "Check the oxygen saturation level.", "Ask Mr. Lamy to take deep breaths.", and "Encourage diaphragmatic breathing."

1

CASE

Mr. Lamy, 62 years old, is hospitalized with emphysema. He is receiving continuous oxygen therapy by nasal cannula.

Question 1 of 4 related to a case.

Mr. Lamy has just finished his bath when he presents with dyspnea. He sits down, leaning forward slightly. What should the nurse do?

Increase Mr. Lamy's oxygen flow.

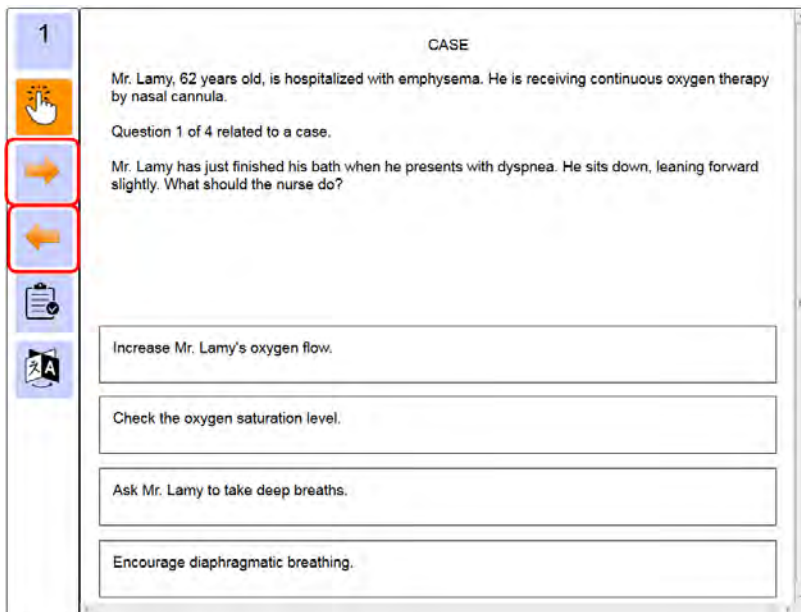
Check the oxygen saturation level.

Ask Mr. Lamy to take deep breaths.

Encourage diaphragmatic breathing.

5(d). MOVING FROM QUESTION TO QUESTION

- To move from question to question, use the “next item” or “previous item” icons.



The screenshot is identical to the one above, but the 'next item' (right arrow) and 'previous item' (left arrow) icons in the sidebar are highlighted with red boxes.

1

CASE

Mr. Lamy, 62 years old, is hospitalized with emphysema. He is receiving continuous oxygen therapy by nasal cannula.

Question 1 of 4 related to a case.

Mr. Lamy has just finished his bath when he presents with dyspnea. He sits down, leaning forward slightly. What should the nurse do?

Increase Mr. Lamy's oxygen flow.

Check the oxygen saturation level.

Ask Mr. Lamy to take deep breaths.

Encourage diaphragmatic breathing.

5(e). MULTIPLE CHOICE QUESTIONS

- To select an answer, click on one of the four options and that answer will be highlighted yellow.
- To change an answer, click a different option and then that answer will be highlighted yellow.
- To deselect an answer click on the yellow highlighted answer, and the yellow highlight will disappear.

1 CASE

Mr. Lamy, 62 years old, is hospitalized with emphysema. He is receiving continuous oxygen therapy by nasal cannula.

Question 1 of 4 related to a case.

Mr. Lamy has just finished his bath when he presents with dyspnea. He sits down, leaning forward slightly. What should the nurse do?

Increase Mr. Lamy's oxygen flow.

Check the oxygen saturation level.

Ask Mr. Lamy to take deep breaths.

Encourage diaphragmatic breathing.

Note: Cases and/or questions may be longer than the text box. Utilize the scroll bar feature located on the right hand side of the question in order to access the remainder of the case and/or question, as well as the four multiple choice options.

1 CASE

Mr. Lamy, 62 years old, is hospitalized with emphysema. He is receiving continuous oxygen therapy by nasal cannula.

Question 1 of 4 related to a case.

Mr. Lamy has just finished his bath when he presents with dyspnea. He sits down, leaning forward slightly. What should the nurse do?

[QUESTION CONTINUES]

[QUESTION ENDS]

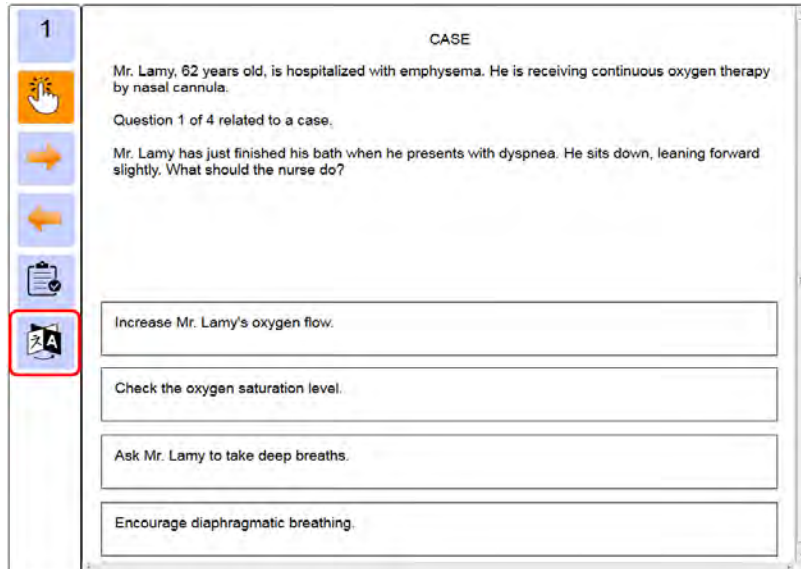
Increase Mr. Lamy's oxygen flow.

Check the oxygen saturation level.

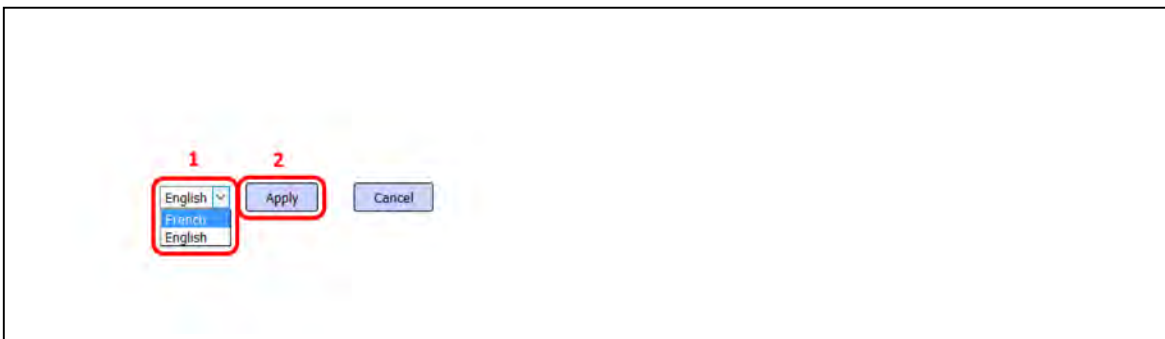
Ask Mr. Lamy to take deep breaths.

5(f). ENGLISH/FRENCH (LANGUAGE) TOGGLE

Step 1: Select the language “toggle” icon to view a question in another language (i.e., select English or French)



Step 2: Select a language from the drop down menu and select “**Apply**” to see the question in that language.



Step 3:

If YOU HAVE NOT ANSWERED THE QUESTION:

- You can select the “**toggle**” icon to return to the alternate language.

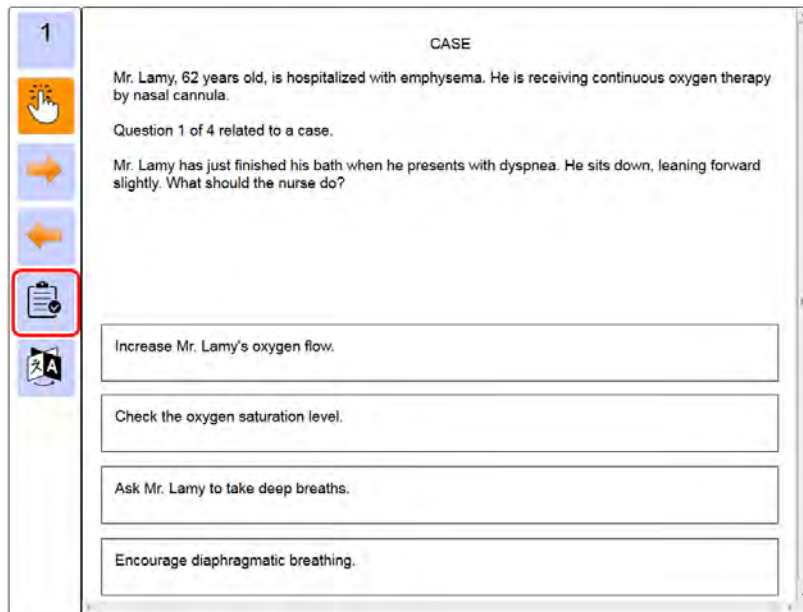
Step 4:

If YOU HAVE ANSWERED THE QUESTION:

- The “**toggle**” icon will disappear. Proceed to the next question.
- If you want to go back to the alternate language after answering the question, de-select the answer (click on yellow answer box). The “**toggle**” icon will then re-appear. You can select the “**toggle**” icon to return to the alternate language, select “**Apply**” to see the question in that language.

5(g). CHECKLIST FOR REVIEW PAGE

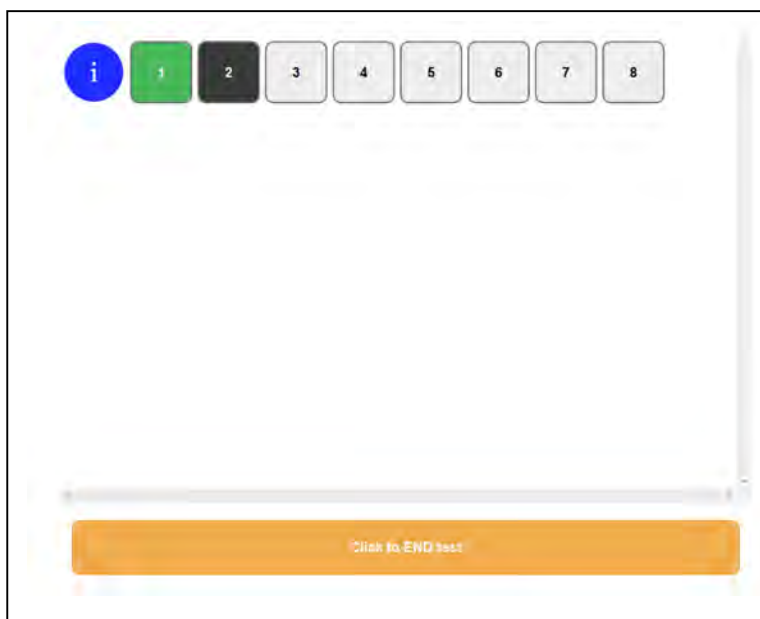
Click the “review page” icon to review questions.



The “review page” icon takes you to the review page interface which lists all the questions on the examination:

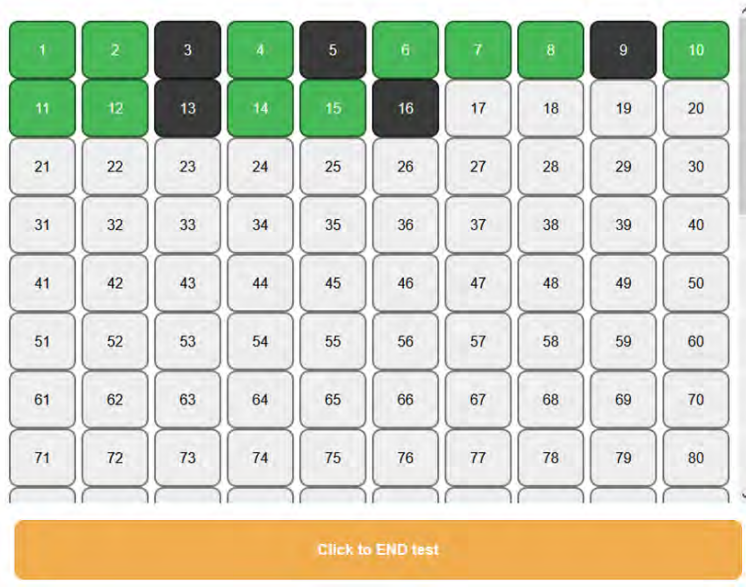
- Green boxes: Questions that have **been answered**.
- Black boxes: Questions that have **been viewed but not answered**.
- Grey boxes: Questions that have **not been viewed**.

If you click on any question number it will take you back to that question in the examination.



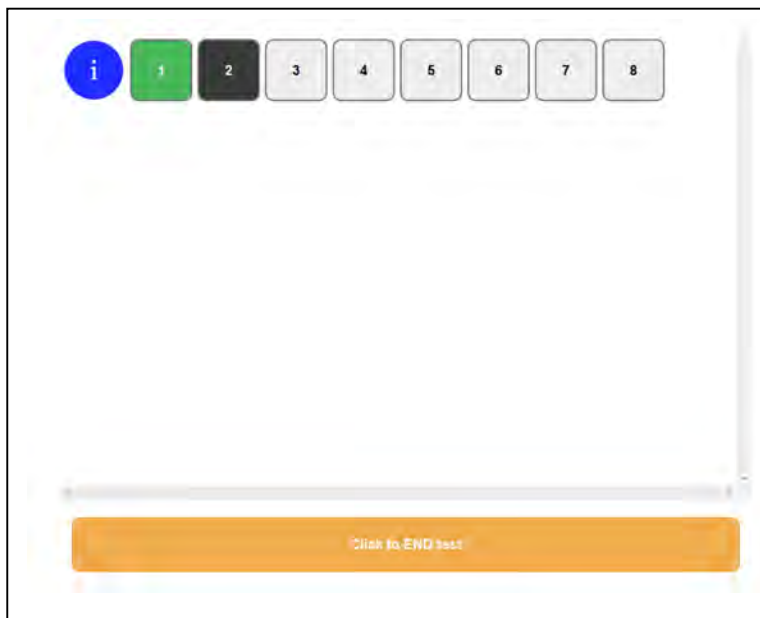
In the review page below, you can see that:

- Questions #1, #2, #4, #6-#8, #10 - #12, and #14-15 have been **answered**;
- Questions #3, #5, #9, #13, and #16 have been **viewed but not answered**; and
- Questions #17 onward have **not been viewed**.



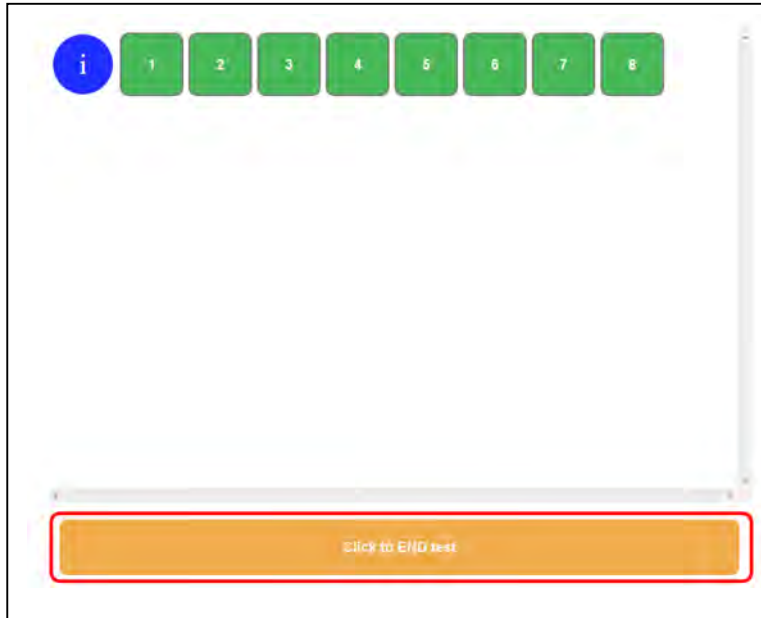
5(h). INFORMATION ON THE NAVIGATION BUTTONS AND ICONS

- Clicking on the “**Information**” button (blue) on the review page, will bring you to the “Important Instructions” displayed at the beginning of the test, which gives a description of how to use each button and icon.



6. Completing an Examination

- When all the examination questions have been answered, all of the question boxes will be green.
- To end the examination “**Click to END test**”.



- To go back to review answers, click “**CONTINUE test**” to be returned to the review page.

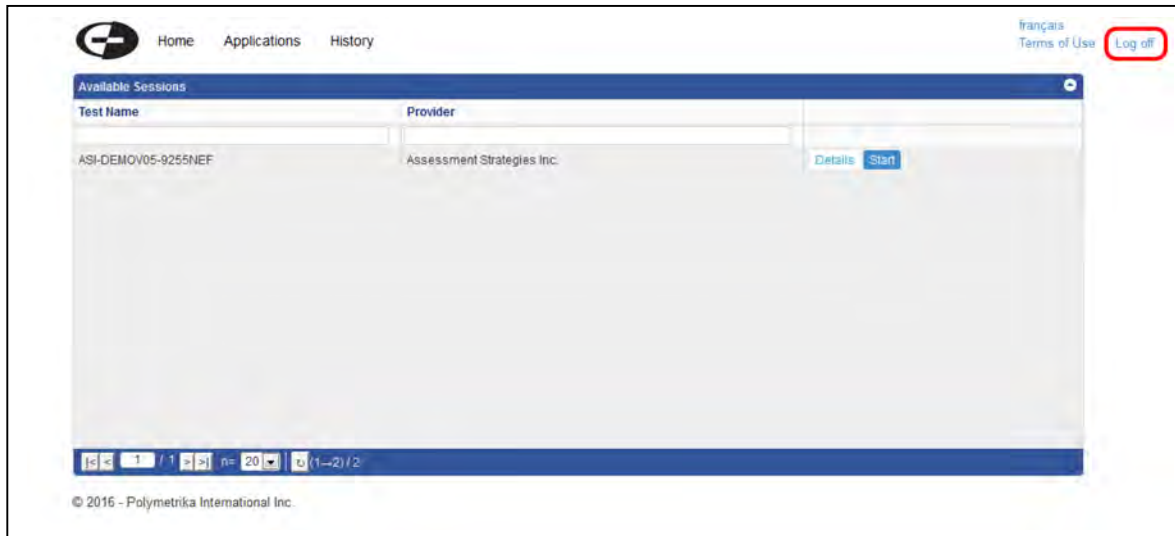


- To exit the test, select “**Confirm to END test**”:
 - NO
 - YES



7. Homepage

7(a). To log off click “Log off”.



7(b). If you need to start the CBT Demo again, click “Start”

