

# **NATIONAL POSTGRADUATE MEDICAL COLLEGE OF NIGERIA**



## **COMPUTER BASED TEST GUIDE FOR CANDIDATES**

THIS GUIDE IS BASED ON CURRENT VERSIONS OF TRADITIONAL BROWSERS –  
*GOOGLE CHROME, MOZILLA FIREFOX AND MICROSOFT EDGE*

## INTRODUCTION

The Computer Based Test of the College consists of 200 Multiple Choice Questions. You are expected to choose the best / correct option out of four.

### **Time:**

You have three hours for the examination. When the time is up, you will no longer be able to answer any more question or edit any of your responses, but you will have a grace of 5 minutes within which you must click the "submit all and finish button".

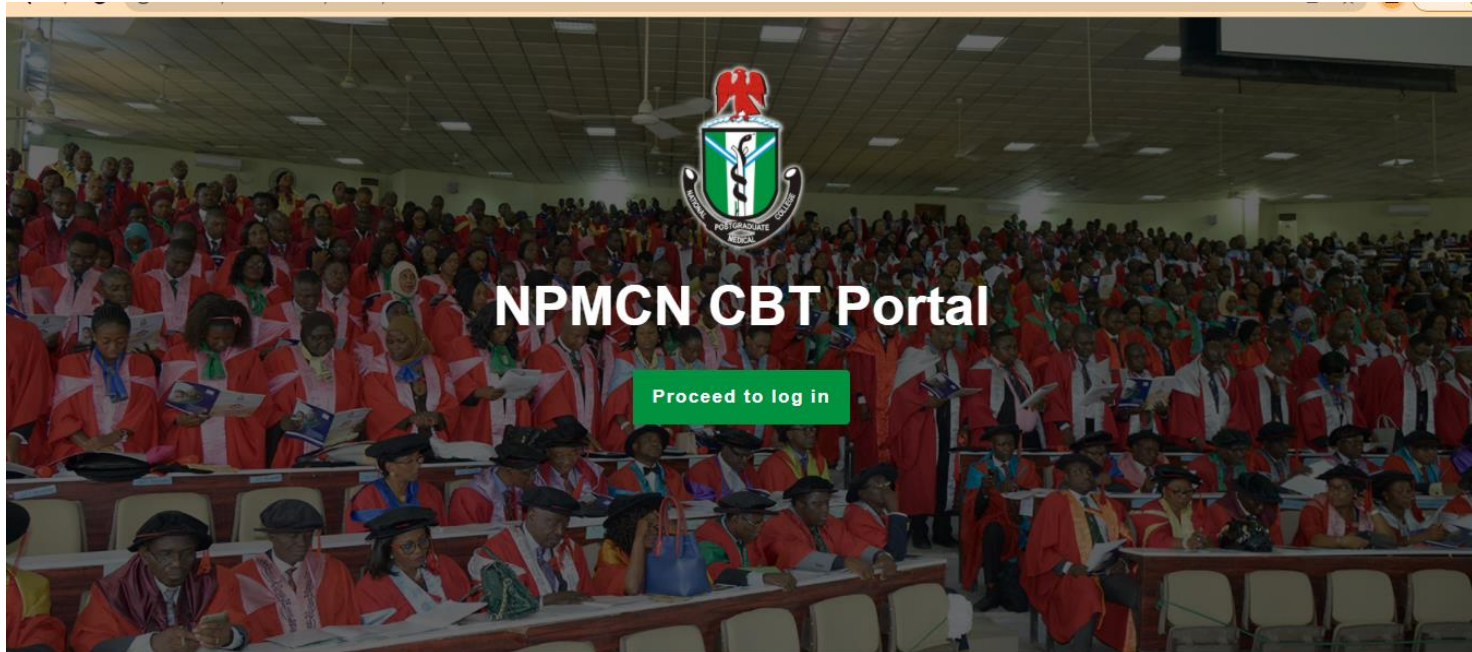
Ensure that you see the confirmation on your computer screen that you have submitted before you logout and go out of the exam hall.

### **Count Down Clock:**

There will be a clock counting down by the side or bottom of your screen to keep you informed of the time left. The timer will count down from 3 hours to zero second.

The following pages give the screenshot guide on how to take the CBT.

Figure 1: Home page



Copyright © 2017 - 2021. NPMCN.

Figure 1 is the home page which a candidate will see on getting to his assigned seat at the CBT centre.

**Step 1:**

The candidate may click on “proceed to login” as soon as they take their sit.

Figure 2: login page

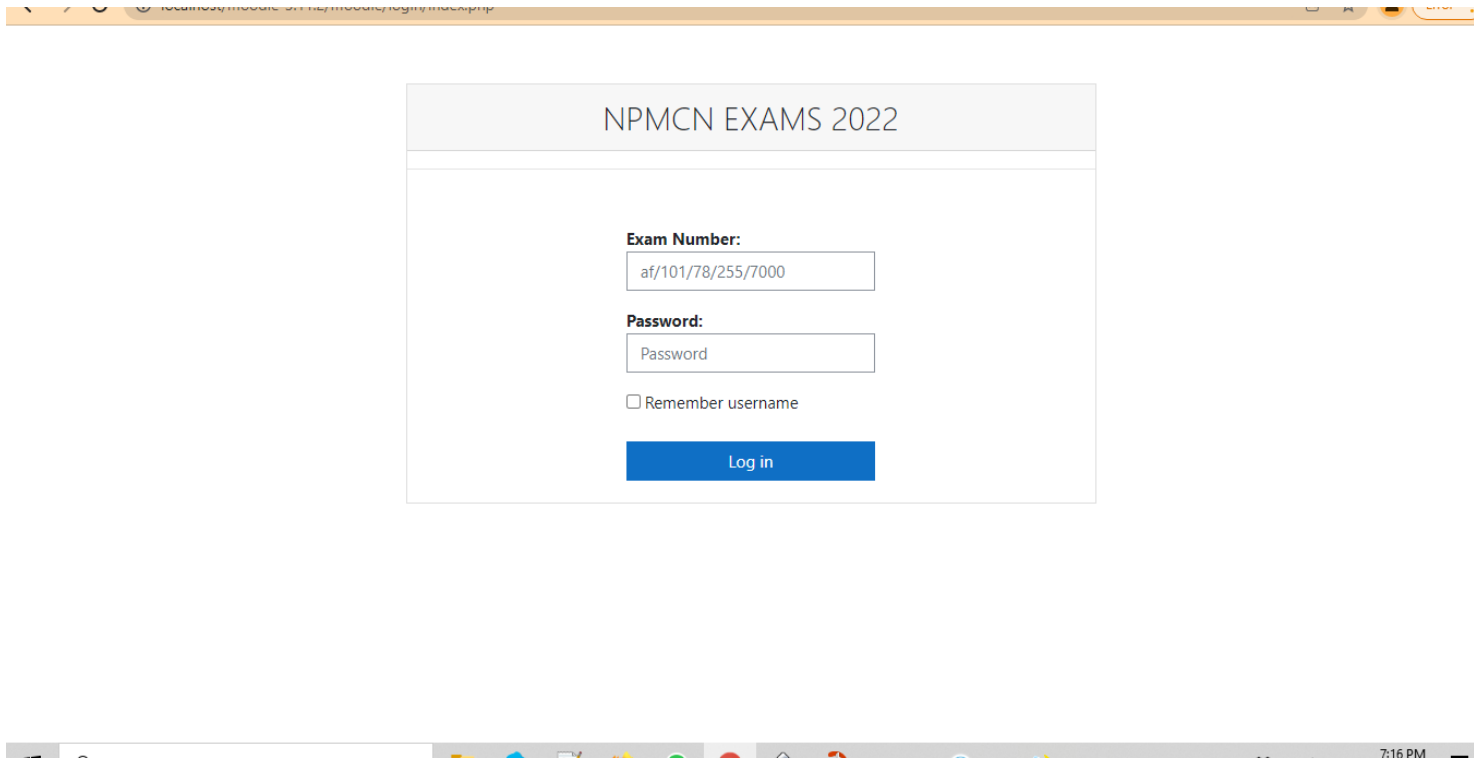


Figure 2 comes up after taking step 1.

**Step 2**

Fill in your exam number (small letters / and numbers)

**Step 3**

Fill in the password which will be given to you before the exam starts.

**Step 4**

Click login.

Figure 3: exam dashboard

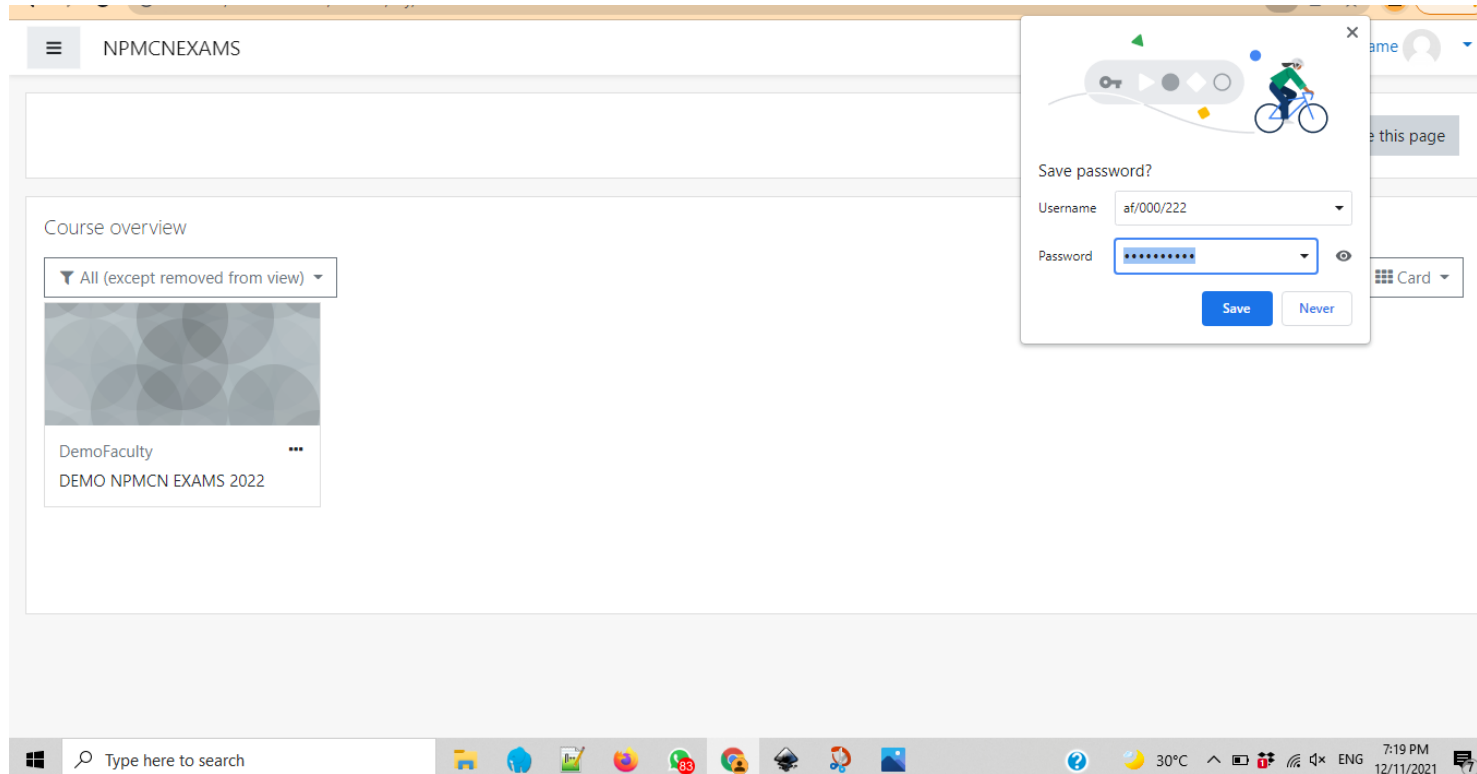


Figure 3 is the candidate's dashboard which comes up after login

**Step 5**

If the browser shows you a pop-up offer to save your password, click "never" to clear it.

**Step 6**

The name of the exam you enrolled for will be shown on your dashboard, click on it.

Figure 4: Instruction page

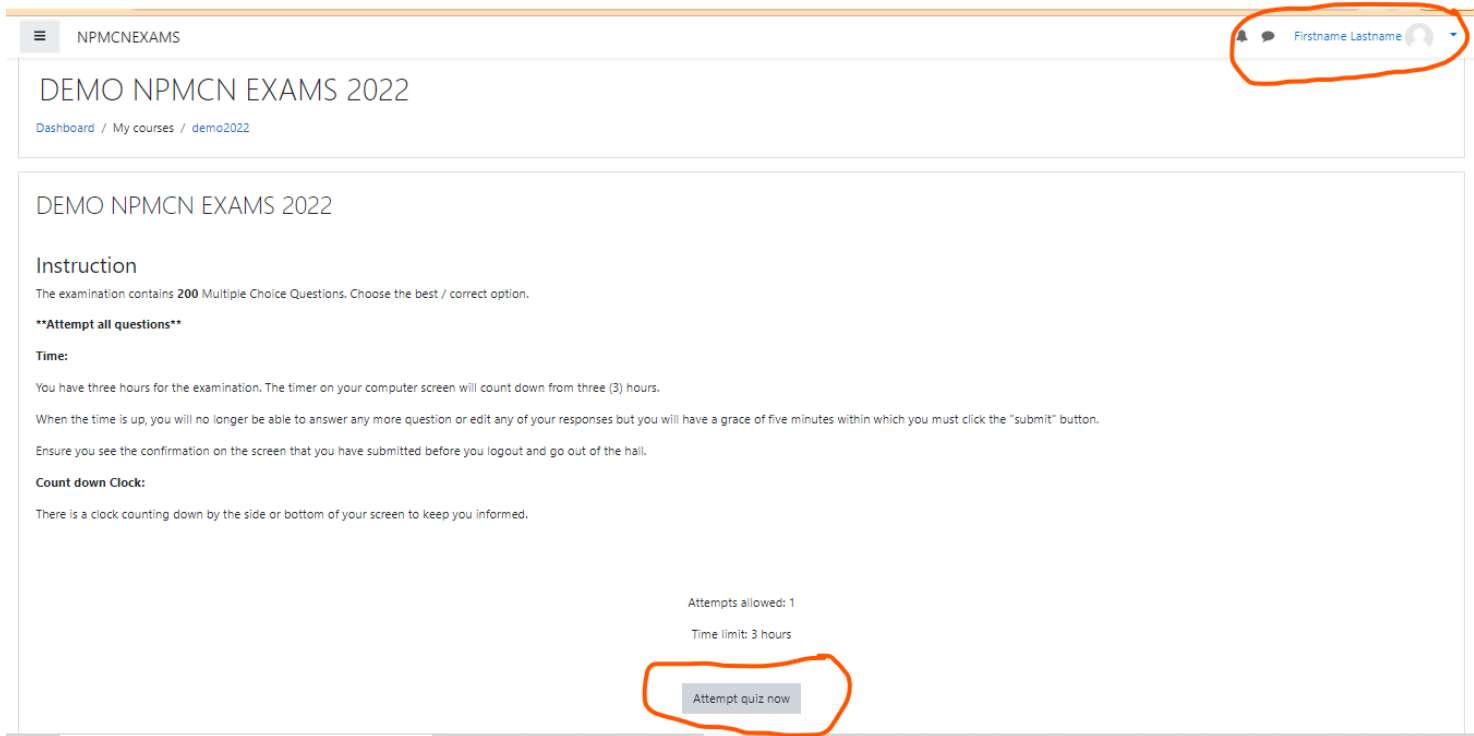


Figure 4 is the exam instruction page.

*\*Note your First name and Last name at the top right corner.*

*\* Also note the "Attempt Quiz now" button at the bottom of the page*

### **Step 7**

Read the instruction

### **Step 8**

Wait for the prompt of the chief invigilator before you click on the "Attempt Quiz now" button

Figure 5: Warning pop up

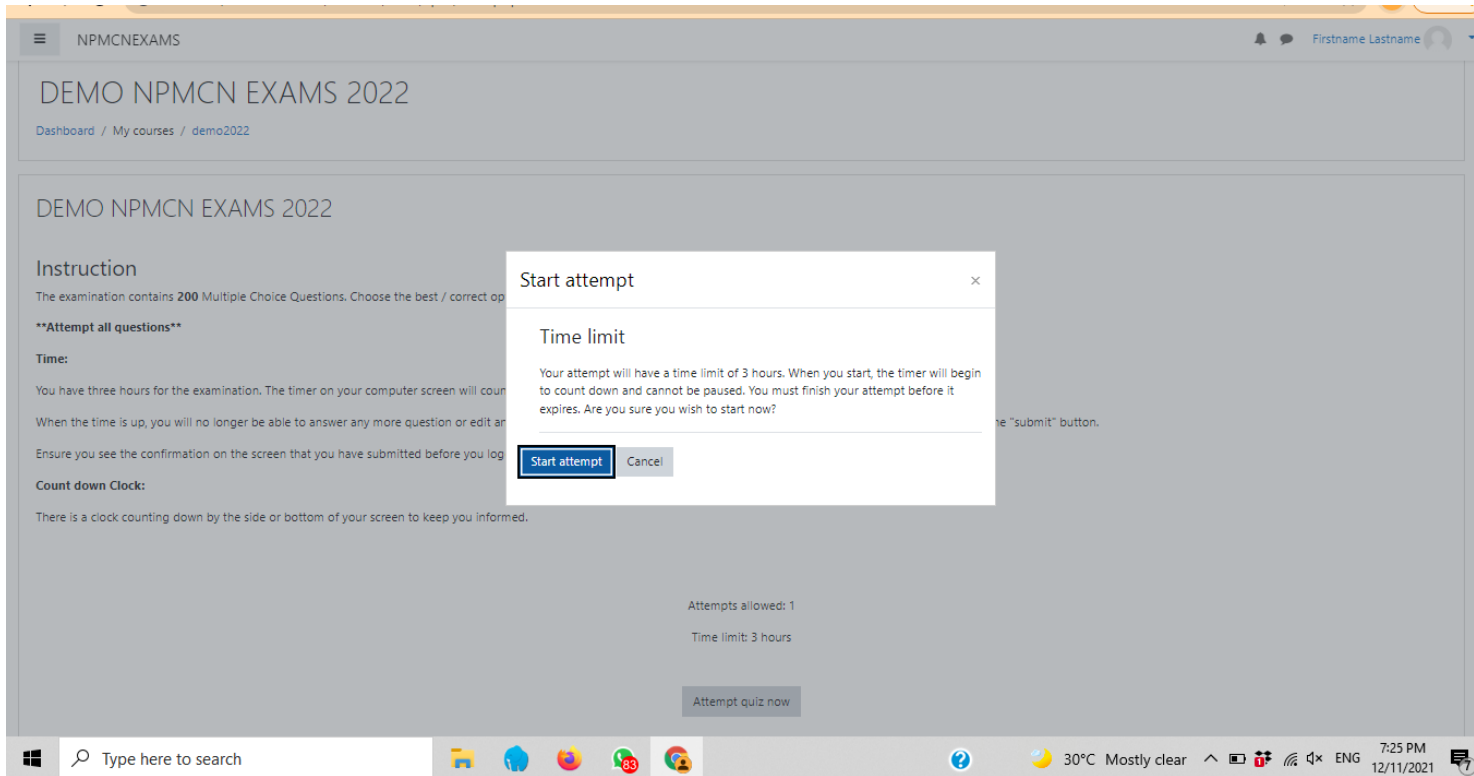


Figure 5 is the warning pop up after clicking on the “Attempt Quiz now” button in the instruction page.

### Step 9

If the chief invigilator has not prompted you to start the exam, please take no further action until then; otherwise click on “start attempt”.

Figure 6a: Exam page – with navigation at the right side of the page

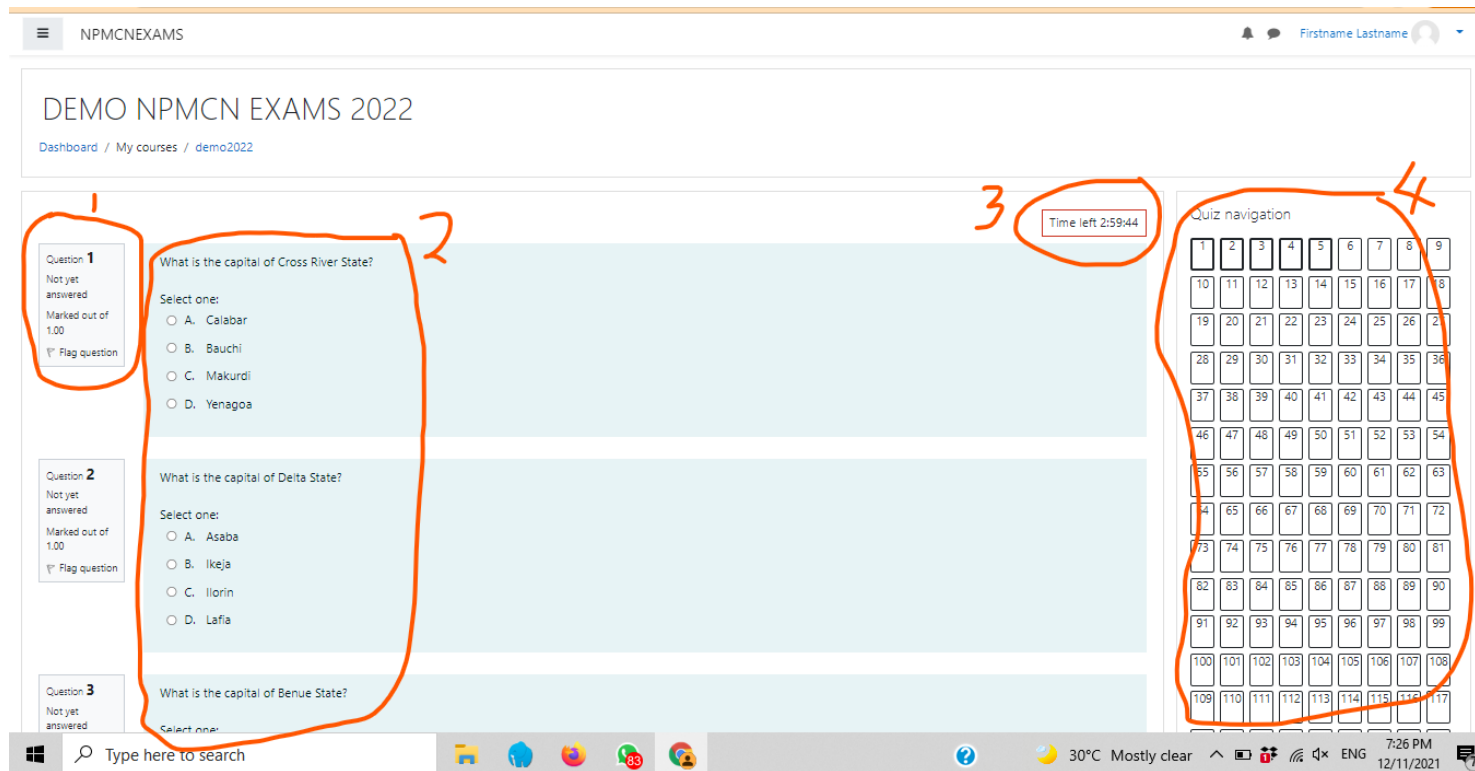


Figure 6a is exam page with 4 sections:

**Section 1:** the properties of corresponding question – whether answered yet or not, whether flagged by you or not.

\*A question will indicate answered after selecting an option and moving to another page.

\*You can flag a question if you want to come back to it later

**Section 2:** The questions and their options.

**Section 3:** The timer that counts down from 3 hours to zero seconds. Check it periodically.

**Section 4:** The Navigation that allows you to jump to any question in any order which you want. your choice.

**Step 10:** Click on an option and go to the next question.

Figure 6b: Exam page – with navigation at the bottom of the page

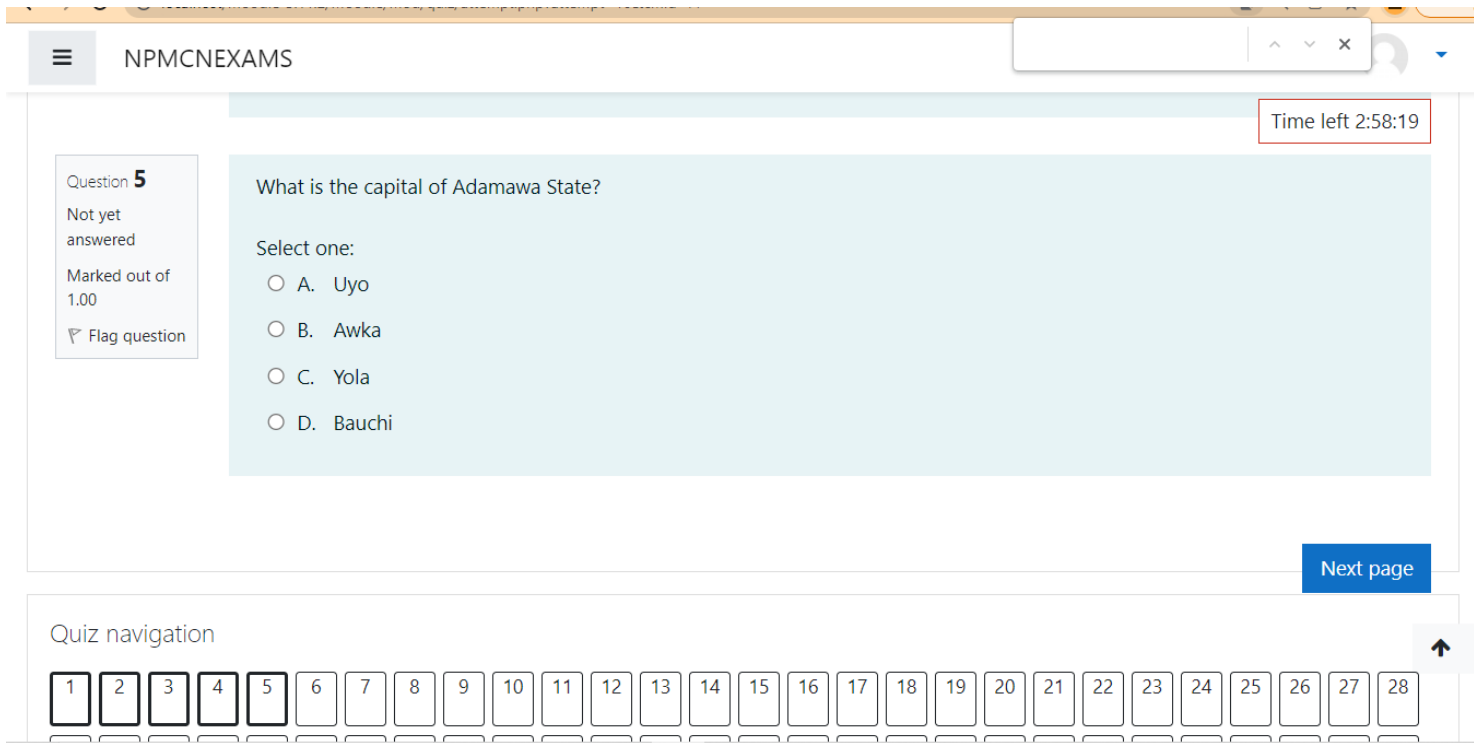


Figure 6b is exam page with the navigation at the bottom of the page:

Depending on the zoom size of your browser, the free question navigation section may fall to the bottom of the page. Please take note of this.

Figure 7: Exam page – “Next page” button and “Finish attempt” link

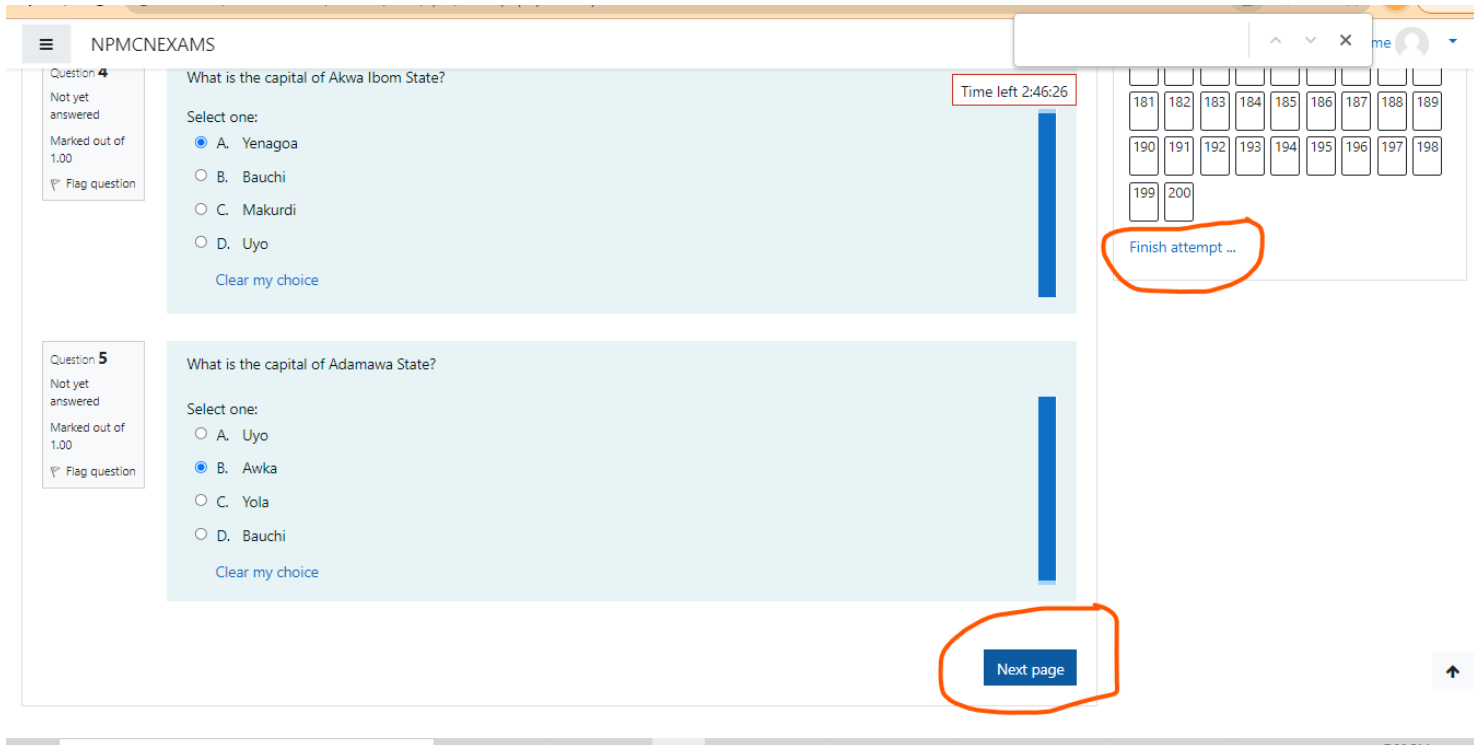


Figure 7 shows the “Next page” button and “Finish attempt” link

*The “Next page” button:* This is at the end of a set of five questions.

**Step 11:** Click on it to move you to the next 5 questions.

*“Finish attempt” link:* This is below the free navigation section irrespective of how the browser displays.

**Step 12:** Click on “Finish attempt” at the end of the exam or at ANYTIME you want to submit your responses and go.

**NB:** Ensure you submit before you exit the exam.

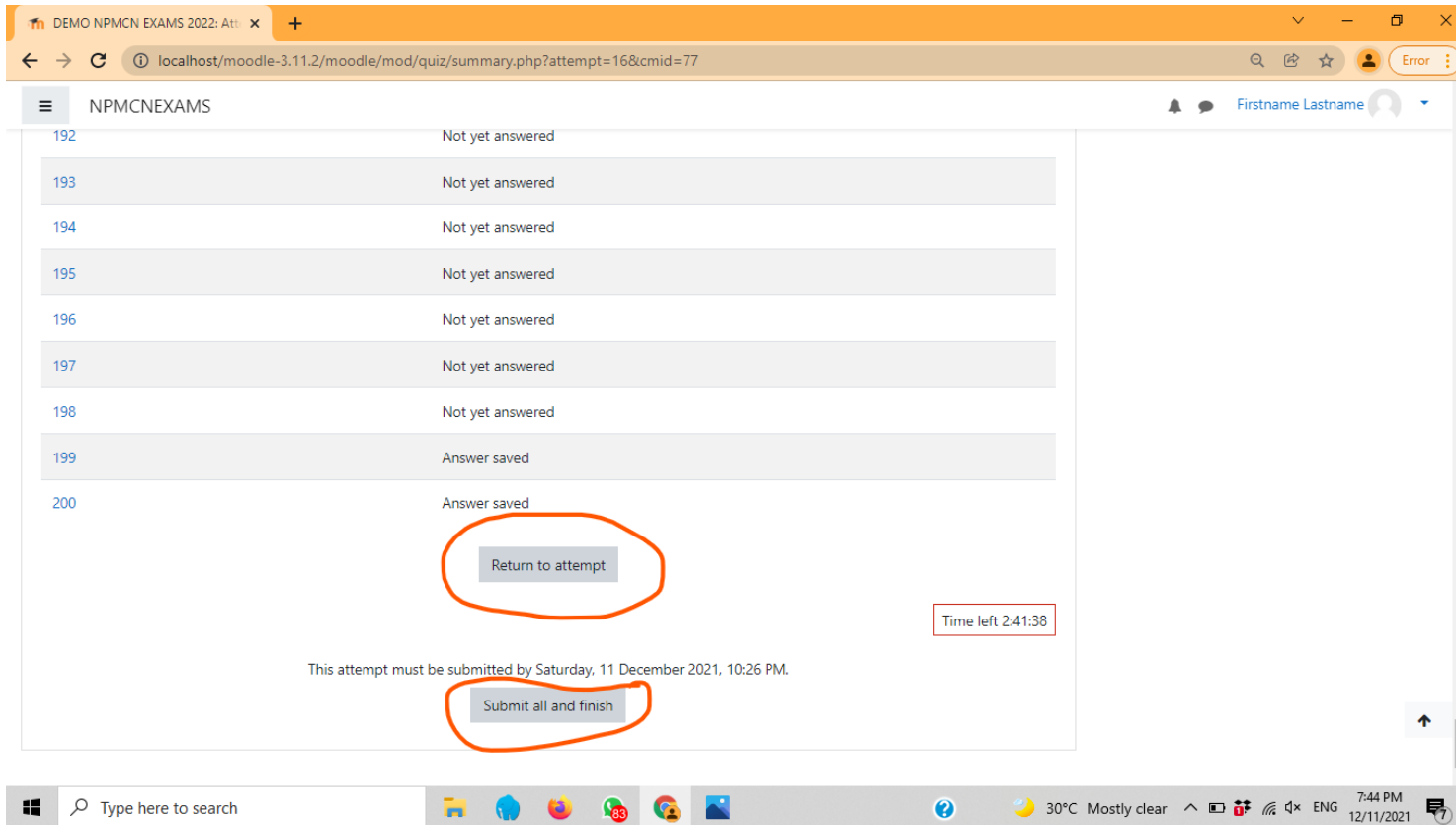
Figure 8a: Attempt Summary page

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Not yet answered
7	Answer saved
8	Answer saved
9	Answer saved
10	Not yet answered
11	Not yet answered
12	Not yet answered
13	Not yet answered

The attempt summary page (Figure 8a) is displayed after you click the “*Finish attempt*” link:

It gives you the opportunity to see the questions which you have answered, those yet to be answered and the ones you flagged for a second look

Figure 8b: Attempt Summary page (bottom)

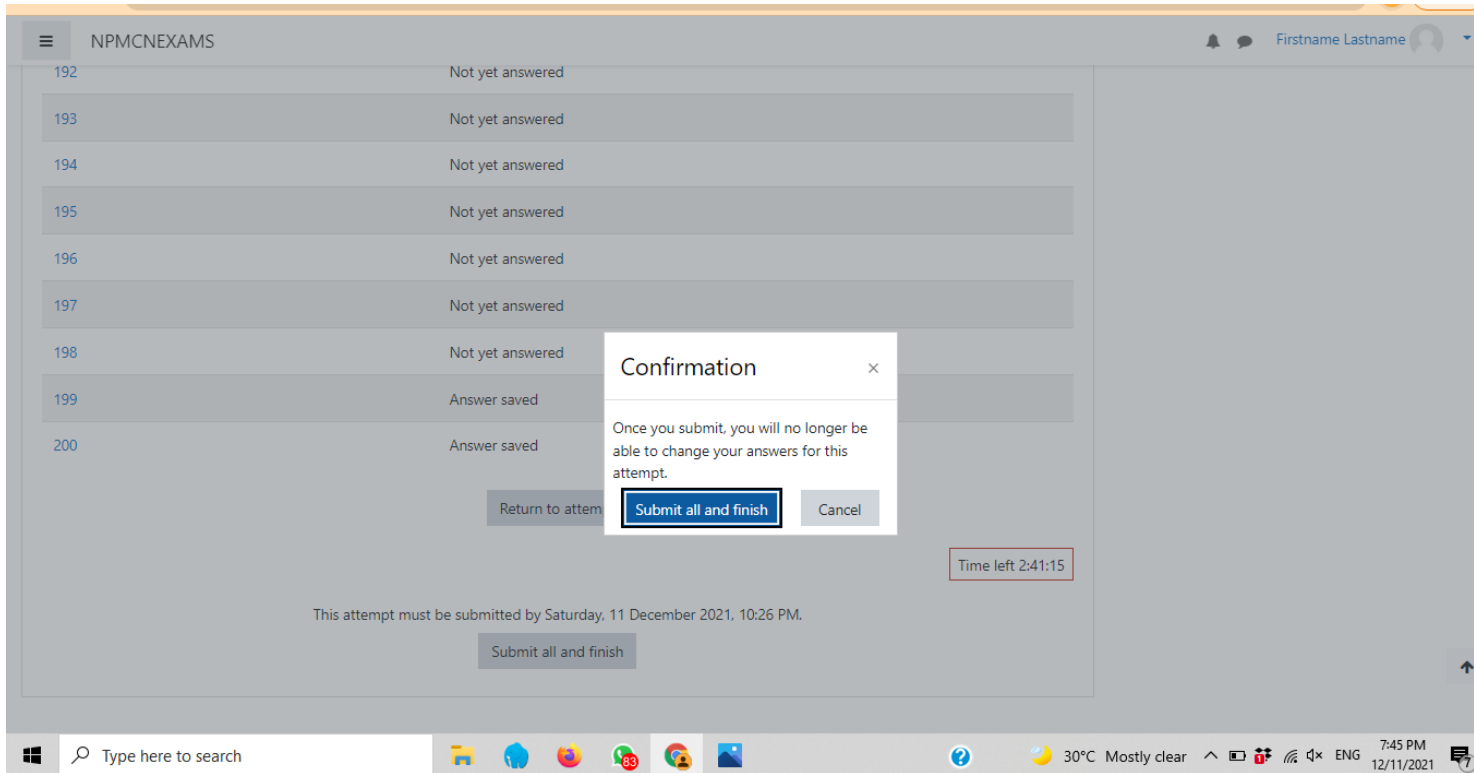


At the bottom of the attempt summary page (Figure 8b) are:

1. *The option to “return to the attempt” if you want to answer more questions or change the selected options.*
2. *The option to “submit all and finish” if you are sure you want to submit finally.*

**Step 13:** Click on “submit all and finish”.

Figure 9: Final confirmation before submission



After the “submit all and finish” is clicked a pop up for final submission confirmation comes up (Figure 9).

You may still “cancel” at this point if you are not ready.

#### Step 14

Click “Submit all and finish” when you are sure that you will not answer any more question or change any options.

Figure 10: Page after submission

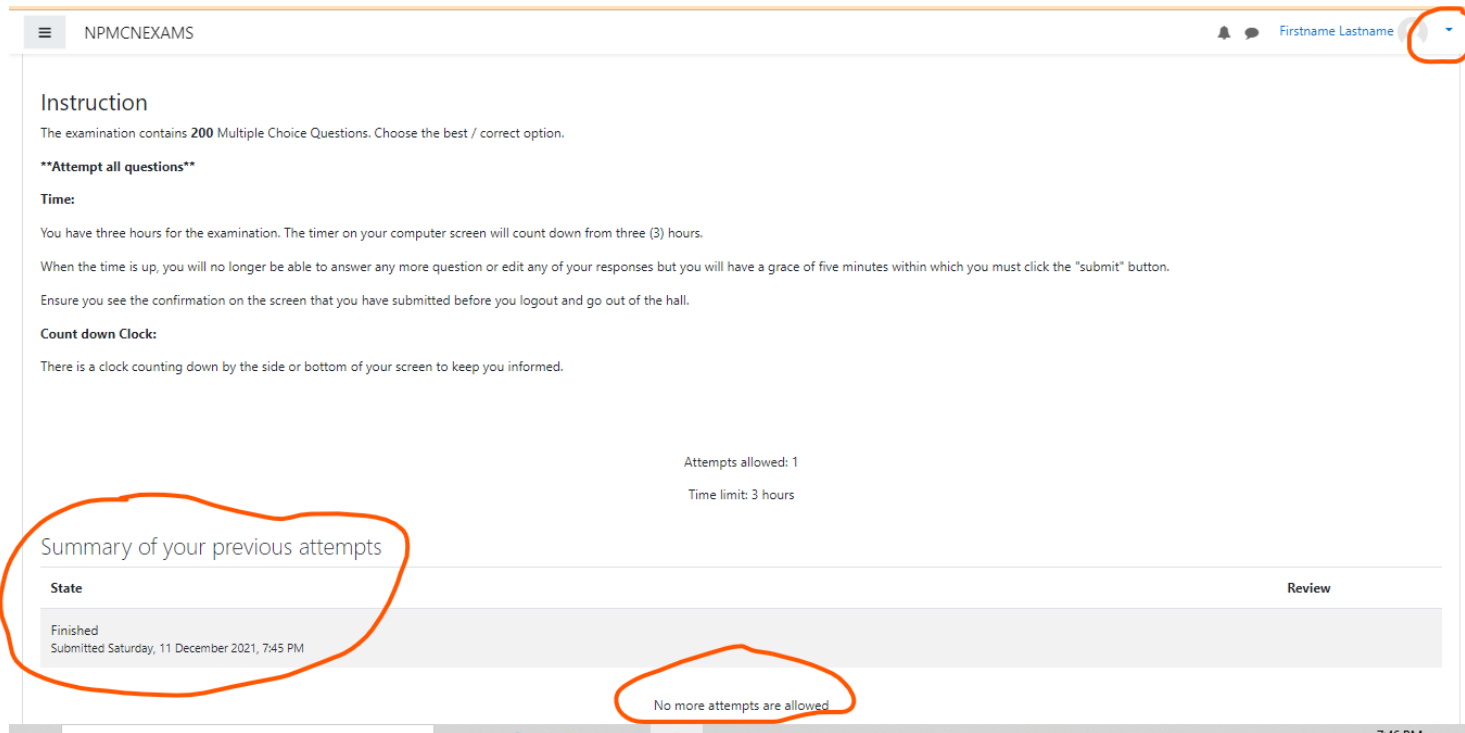
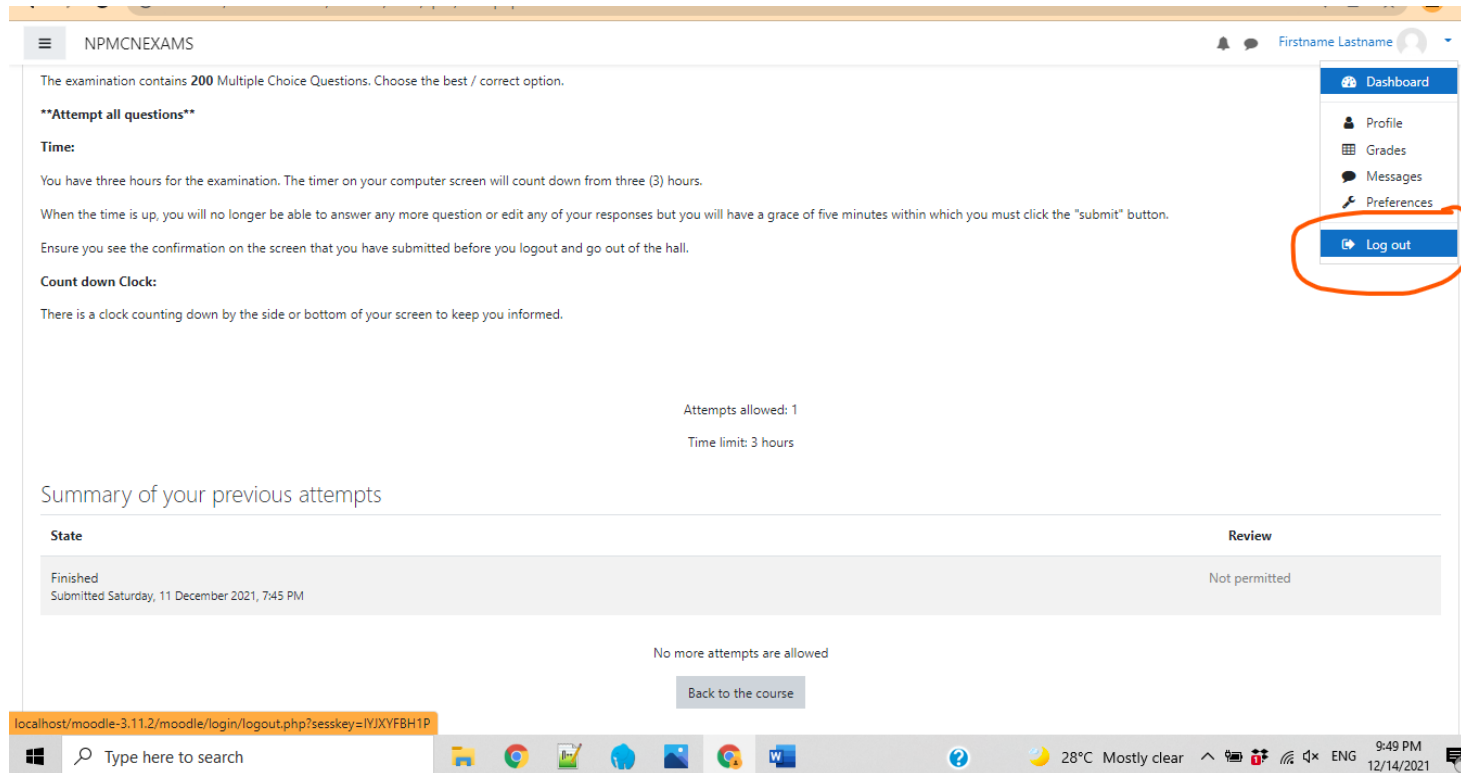


Figure 10 is the page shown when you have successfully submitted.

At the lower left corner is the “summary of your attempt”. The state is indicated as “Finished” and the date and time you submitted is shown,

You may then sign out by clicking on the account icon at the top right corner. This gives you a drop down menu in Figure 11

Figure 11: Account drop down menu



In the account drop down menu (Figure 11), click on log out so that you can get back to the exam home page

Figure 12: Back to the Home page

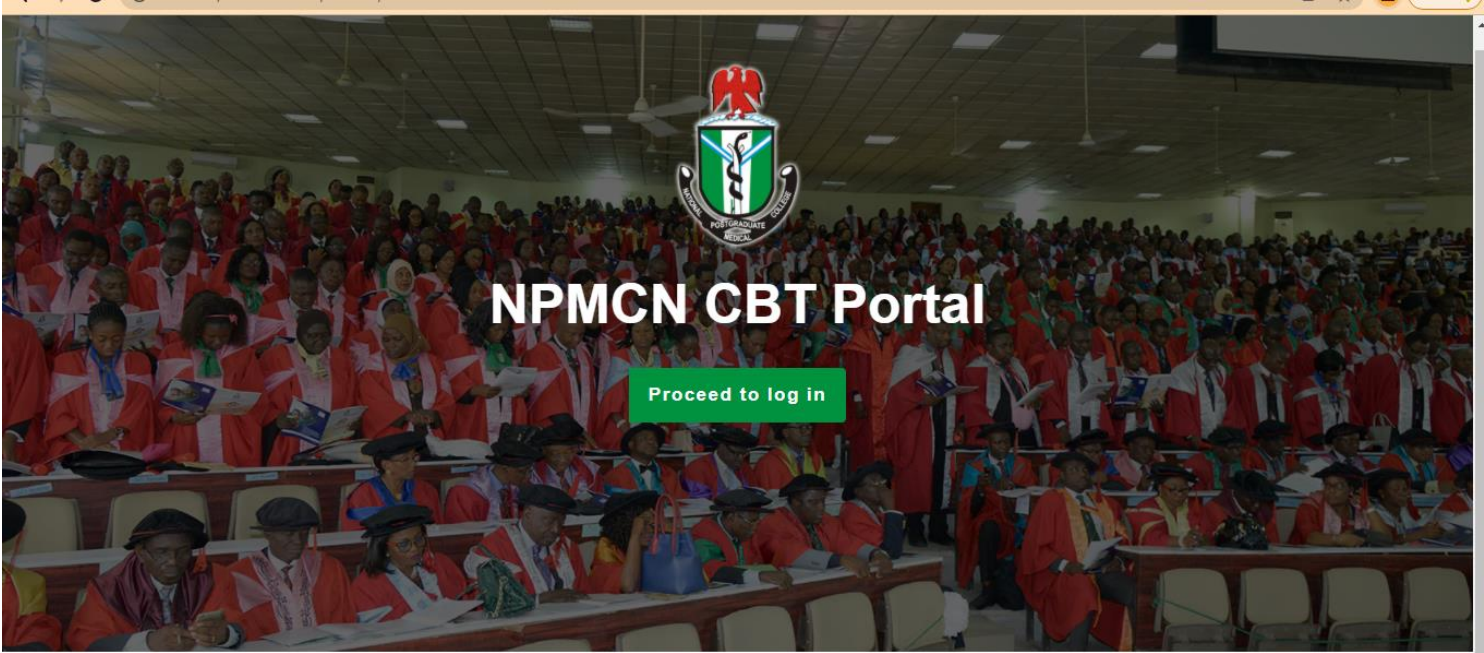


Figure 12:

Back to the home page