The screen samples on the following pages can help test-takers understand the test delivery software used to administer the social work licensing exams.

Introduction

Sample Candidate

Bachelors Examination

I certify that I am the person named above and have been authorized by ASWB to take the examination listed.

Please select "Next" if you certify that you are the person named above and are authorized to take the exam also listed above.

Please select "End Exam" if you are NOT the person named above or if the exam is not the one you were authorized to take.
By selecting "End Exam", you have indicated that the name and exam title displayed on the screen are NOT correct. Raise your hand to contact the test administrator, and select "Yes" to end the exam.

Selecting "Yes" will end the exam, and the test administrator will provide you with instructions.

If you selected "End Exam" in error, select "No" to go back to the Welcome screen.

Yes  No
WARNING: If you do not agree to the terms of this confidentiality statement, you will not be permitted to take this examination. This is your last chance to agree to the terms.

Association of Social Work Boards Confidentiality Statement

The Association of Social Work Boards (ASWB) requires that all examination candidates agree to maintain the confidentiality and security of all examination materials and procedures, including the test questions in this examination. Please read and affirm your understanding and compliance with the statements below. In order to test, candidates must confirm and accept the conditions set forth below. Those who do not accept the terms of the confidentiality statement will not be permitted to take the examination and will forfeit all examination fees.

- I understand that the content of this examination is confidential, is the exclusive property of the Association of Social Work Boards (ASWB) and is protected by copyright, trademark, and intellectual property rights.

- I understand that I am not permitted to discuss the contents of this examination with anyone at any time. This includes during and after test administration.

- I agree and acknowledge that in preparing for this examination I have not accepted, used or relied upon items represented to me as actual items on the examination and that accepting and/or sharing such items will constitute a breach of this ASWB Confidentiality Statement and may be in violation of ASWB intellectual property rights.

- I understand that no materials in this examination may be copied, downloaded, reproduced, photographed, stored, distributed, used by, or transferred to any individual or group, through any means including memorization.

- I understand that anyone who appears to be engaged in any prohibited activity may have their examination terminated immediately and/or test score invalidated.

- I understand that violators of any part of these terms will be prosecuted to the fullest extent of the law, and that ASWB reserves the right to report any investigations, judicial and administrative decisions to all applicable administrative agencies, especially and specifically to social work licensing boards and to any other agency, including law enforcement.
Font Size

To adjust the font size, click the font button (100%) in the upper right corner of the screen and choose the size that you would like to use. Changes in font size may increase the need for scrolling.

Time and Progress

At any point in the exam, you can see how much time you have remaining in the upper right corner of the screen. Just below the time remaining, you will see your progress through the exam. For example, "2 of 7" indicates that you are viewing the 2nd of 7 questions or screens.

You can minimize the time remaining and the question number reminders by selecting them. To restore them at any point, select the and icons.

A warning message will appear when there are 15 minutes left in the exam to remind you of the time remaining. When there are less than five minutes remaining, the time remaining will be displayed in yellow as a warning that time is about to expire.

When time expires, a time expired message appears. Select "OK" (or use the shortcut keys "Alt+O") to close the message and proceed.

Navigation

The Previous and Next buttons on the bottom of this screen will be available throughout the exam.

Next moves you from screen to screen.

Previous moves you back one screen.

To navigate,
- select the appropriate button with the mouse, or
- use the shortcut keys ("Alt+N", "Alt+P"), or
• use the shortcut keys, ("Alt+N", "Alt+P"), or
• use the Tab key to move through the options and press the spacebar to select an option.

Select the **Navigator** button (星巴克) to open a scrollable listing of all questions, indicating if the question has been flagged for review, completed, or skipped. This can also be selected with the shortcut keys ("Alt+V").

**Using the Scrollbar**

Some exam items may not fit on the screen. For these items, a scrollbar will appear along the portion of the screen that can be scrolled. To reveal the rest of the item, either use the mouse to select and drag the scrollbars, or select on the arrows on either end of the scrollbar.

For some exams, if you attempt to complete an item without scrolling to the bottom of the screen, a user prompt may appear to remind you to scroll down before completing the item.

To close the user prompt, select **"OK"** (or use the shortcut keys **"Alt+O"**) and then scroll to reveal the remainder of the item. Be sure to read all the information carefully and then proceed to the next item.

Scroll to the bottom of this page before continuing.

... 

Select **Next** to continue.
Time and Progress

At any point in the exam, you can see how much time you have remaining in the upper right corner of the screen. Just below the time remaining, you will see your progress through the exam. For example, "2 of 7" indicates that you are viewing the 2nd of 7 questions or screens.

You can minimize the Navigator by selecting the button and proceed.

A warning message will appear if you have less than five minutes to complete the exam. If you have less, you will be allowed to continue answering if time is running out and complete the exam.

When time expires, you will be warned that the exam is ending. You cannot return to previous questions. You may complete your exam if you have time remaining. At that point, you will be able to submit your exam after completing the last question on the exam.

The Previous and Next buttons are used to navigate through the exam. The Previous button moves you to the previous question; the Next button moves you to the next question.

To navigate, you can:
- select the question you want to go to;
- use the shortcut keys, ("Alt+N", "Alt+P"); or
- use the Tab key to move through the options and press the spacebar to select an option.

Select the Navigator button (atinum) to open a scrollable listing of all questions, indicating if the question has been flagged for review, completed, or skipped. This can also be selected with the shortcut keys ("Alt+V").
Exam Questions

To select the one best answer,
- press the letter on the keyboard (A, B, C, D, etc), or
- select the response/answer or the radio button next to the letter with the mouse, or
- use the Tab key to move through the options and press the spacebar to select an option.

Notice: The exam may contain both three- and four-option questions.

Which of the following modes of transport has four wheels?

- A. Car
- B. Bicycle
- C. Tricycle
- D. Unicycle

Select Next to continue.
Using the Highlight Feature

You can highlight text that you think is important. **Make sure that you have not accidentally selected or deselected an answer option while using the highlight feature.**

To use the highlight feature,

1. Select the text you wish to highlight by holding down either button on the mouse as you drag the mouse over the text.
2. Select the Highlight button on the top left side of the screen and select the desired highlight color from the drop-down menu. This applies highlight over the selected text. Once a color has been selected, you can select text and use the shortcut keys ("Alt+J") to apply that highlight color to the selected text.
3. To remove the highlight, repeat the same procedure but select Remove Highlight from the drop-down menu.

Using the Strikethrough Feature

You can use the strikethrough feature to draw a line through answer options and visually eliminate them from consideration. **Make sure that you have not accidentally selected or deselected an answer option while using the strikethrough feature.**

To use the strikethrough feature,

1. Select the text you wish to draw a line through by holding down either button on the mouse as you drag the mouse over the text.
2. Select the Strikethrough button on the top left side of the screen (or use the shortcut keys "Alt+W"). This will draw a line through the desired text.
3. To remove the line, repeat the same procedure used to add the strikethrough.

Select Next to continue
Using the Highlight Feature

You can highlight text that you think is important. **Make sure that you have not accidentally selected or deselected an answer option while using the highlight feature.**

To use the highlight feature,

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2. Select the Highlight button on the top left side of the screen and select the desired highlight color from the drop-down menu. This applies highlight over the selected text. Once a color has been selected, you can select text and use the shortcut keys (**Alt+J**) to apply that highlight color to the selected text.
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3. To remove the line, repeat the same procedure used to add the strikethrough.

Select **Next** to continue
Flag for Review

Your exam allows you to flag items that you want to return to later. To flag an item, select the button in the upper corner labeled Flag for Review. If you flag an item for review, a flag will appear next to that item on the review screen.

Review of items must be done during the testing time. You can select items for review whether you have answered them or not.

To flag an item for review,
- click the Flag for Review text in the upper right hand corner, or
- use the shortcut key ("Alt+F"), or
- use the Tab key to move through the options and then press the spacebar to select

A flag image will appear within the flag outline when the item has been flagged for review. If you wish to unflag the item, select the Flag for Review button again and the flag image will disappear.

When you reach the last question, select the Next button to move to the Review Screen.

Select the Next button to continue.
Using the Review Screen

You will be allowed to review items at the end of the examination if you have any remaining time.

If you selected the **Flag for Review** button on a question, a flag appears beside that item on the Review Screen. In the example below, items 5 and 7 were flagged for review. Unanswered items are displayed as "Incomplete."

From the Review Screen you can review items in a number of ways. The following buttons are available on the Review screen:

- **Review All** Select to review all the items and answers in the section.
- **Review Incomplete** Review only the items that were left incomplete.
- **Review Flagged** Review the items that are flagged for review.

You can select or deselect additional items to be flagged by selecting on the flag outline next to the item number.
Ending Review

To exit the tutorial or exam section, select **End Review** in the bottom left corner of the Review Screen. Two pop-ups will ask you to confirm that you wish to end the review. If you do NOT wish to end the section, select "No" on the End Review confirmation window. To exit, select "Yes" on both windows.

Once you end the review, you can no longer go back and review or change your responses for that section. Be sure to read all screen instructions carefully!

Select **Next** to continue to the Tutorial Review screen.
Instructions

Below is a summary of your answers. You can review your questions in three (3) different ways.

The buttons in the lower right-hand corner correspond to these choices:

1. Review all of your questions and answers.
2. Review questions that are incomplete.
3. Review questions that are flagged.

You may also click on a question to review it.

End Tutorial

You have chosen to end the tutorial. Select "Yes" to confirm that you wish to end the tutorial, or "No" to return to the Tutorial Review.

If you select "Yes", you will NOT be able to return to the tutorial.

Yes  No
You are about to begin the ASWB Bachelors Examination

Amount of time allowed to complete the examination: 240 minutes

The examination contains the following number of questions: 170

Exam timing will begin when you select Next.

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Time and Progress

You can minimize the time remaining and the question number reminders by selecting them. To restore them at any point, select the clock and square icons. When you have five minutes remaining, the time remaining will automatically reappear and remain maximized.

Item Selection

To select an answer, either press the button corresponding to your answer choice ("A", "B", "C", or "D"), or use the mouse to select your answer choice. A box will appear around the response that you have chosen.

Navigation

The Previous and Next buttons on the bottom of this screen are available throughout the exam. The navigation buttons and functions can be selected by clicking the appropriate button with the mouse or using the shortcut keys ("Alt+P", "Alt+N")

Selecting the Navigator button opens up a scrollable listing of all questions, indicating if the question has been flagged for review, completed, or skipped. This can also be selected with the shortcut keys ("Alt+V")

Note: The Navigator button is no longer available once you have reached the review page. After you are in the review, select Review Screen in the lower left to access the review screen. This can also be selected with the shortcut keys ("Alt+S").

Flag for Review

Your exam allows you to flag items that you want to return to later. To flag an item, select the button in the upper corner labeled Flag for Review or use the shortcut key ("Alt+F"). If you flag an item for review, a
A.

B.

C.

D.

...
Instructions

Below is a summary of your answers. You can review your questions in three (3) different ways.

The buttons in the lower right-hand corner correspond to these choices:

1. Review all of your questions and answers.
2. Review questions that are incomplete.
3. Review questions that are flagged for review. (Click the ‘flag’ icon to change the flag for review status.)

You may also click on a question number to link directly to its location in the exam.

<table>
<thead>
<tr>
<th>Exam Section</th>
<th>(3 Unseen/Incomplete)</th>
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</thead>
<tbody>
<tr>
<td>Question 1</td>
<td>Question 2</td>
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<tr>
<td>Question 4</td>
<td><strong>Incomplete</strong></td>
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<td>Question 25</td>
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<tr>
<td>Question 28</td>
<td>Question 29</td>
</tr>
</tbody>
</table>

End Review | Review All | Review Incomplete | Review Flagged
### Exam Review

**Instructions**

Below is a summary of your answers. You can review your questions in three (3) different ways.

The buttons in the lower right-hand corner correspond to these choices:

1. Review all of your questions and answers.
2. Review questions that are incomplete.
3. Review questions that are flagged.

You may also click on a question to open its details.

<table>
<thead>
<tr>
<th>Question 1</th>
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**End Exam Section**

You have chosen to end this exam section, but have 3 incomplete questions. Select "Yes" to confirm that you wish to end this section, or "No" to return to the Section Review.

If you select "Yes", you will NOT be able to return to this section.

[Yes] [No]

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### Exam Review

**Instructions**

Below is a summary of your answers. You can review your questions in three (3) different ways.

The buttons in the lower right-hand corner correspond to these choices:

1. Review all of your questions and answers.
2. Review questions that are incomplete.
3. Review questions that are flagged.

You may also click on a question to review it.

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**End Exam Section**

![End Exam Section]

Warning: Confirming that you want to end the exam section will not allow you to return to this section and answer the 3 questions you have not completed.

**Are you sure you want to end this section of the test?**

[Yes] [No]

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The license/registration application process with my state or provincial board went smoothly.

- A. Strongly agree
- B. Agree
- C. Neutral
- D. Disagree
- E. Strongly disagree
- F. No answer
Additional comments about your testing experience:

Your response below will be limited to 100 characters, and anything above that will not be submitted with your test record.

End Survey

You are about to end the survey. If you wish to review any of your survey responses, press "No".

If you are ready to end your survey, press "Yes".
IMPORTANT REMINDER

At the beginning of this examination, you accepted the terms of the ASWB Confidentiality Agreement. You agreed to the following terms (among others) that are listed below.

- Exam content is confidential and protected by copyright law.
- You will not discuss or share exam content or questions with anyone at any time. This includes:
  - Past or future examinees
  - Educators
  - Colleagues
  - Test preparation companies

Engaging in prohibited activity may cause your score to be invalidated and could result in prosecution to the fullest extent of the law.
You have now completed your examination.

Please select **End** and raise your hand to quietly alert the test center administrator.

*Thank You!*