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Introduction

The Guide for Taking a GACE® Computer-delivered Assessment covers the main features common to all of the tests and provides a preview of the actual screens used in the computerized tasks:

- logging in
- general directions
- navigation
- help
- types of questions

This guide shows the introductory screens you will see when you first login to the computer at the testing center. These screens cover general regulations and policies, including features that appear only on particular tests such as listening and speaking sections.

You will also be shown the tools for navigating through the test and Help screens that are available to you as you take the assessment and how to access them during the test. You will see what the actual test directions and questions screens look like on the computer. For sections of some tests (Listening Comprehension, Reading Comprehension, Oral Expression and Written Expression) and each task type, you will see directions and sample test question screens.

After reading this guide, you will have a good idea of what it will be like when you take an actual computer-delivered GACE test.
Logging In to the Test

**Confirming Your Information**

At the testing center, you will sit down at the computer that has been assigned to you. The first screen will show:

- your photograph
- title of the test you will be taking
- your name
- your candidate ID number

After confirming that the information on the screen is correct, you will click the **Continue** button to move ahead.

Figure 1: Candidate Information Screen
General Directions

After you log in, you will see a series of General Direction screens. Following are samples of some of the screens you may encounter in a test. Note that tests may have different timing and break information specific to that particular test.

Figure 2: Sample General Directions Screens
If You Need the Administrator

If at any time during the testing session you think you have a problem with your computer or need the administrator for any reason, please raise your hand.

Click Continue to go on.

General Test Information

Timing and Breaks

You have a total of four hours to take this combined test. The combined test is divided into two separately timed tests. You have two hours for Test I and two hours for Test II. You must be sure to monitor the time you spend on each test.

You may opt to take a 10-minute break between Test I and Test II. Timing will stop for this break. At any time during the test, you may also take one optional break. If you wish to take this break, please raise your hand. Because timing will not stop for this break, it is recommended that the optional break not exceed 10 minutes.

Note: The information given here and throughout the test regarding timing reflects the standard timing. If you have been approved for extended time, the adjusted timing will be reflected accurately on the clock that appears on the screen.

Test Information

You may use the scratch paper provided to work out your answers. No credit will be given for any responses marked on the scratch paper. All scratch paper must be turned in to the test administrator at the end of the testing session.

If you have a concern about the wording of a test question, circle the question number on the scratch paper and continue the test. Report your concern to the test administrator after you complete the test.

Two screens with reference information will be available to you during the test. Click on the Periodic Table tab in the Help tool to see the periodic table of the elements. Click on the Table of Information tab in the Help tool to see physical science definitions and physical constants.

Click Continue to go on.

The time you take to read the General Directions is not considered part of the testing time; however, it is recommended that you take no more than about fifteen minutes doing this.
At the last General Directions screen, you will click **Continue** to begin the timed test.

Figure 3: Last General Directions Screen
Tests with Listening or Speaking Components
Some assessments contain listening items or questions that require a spoken response. An ETS-approved headset and microphone will be supplied at the test center. You will need to check the headset and microphone volume before the test begins.

Figure 4: Hardware Check

Headset
This screen shows how to wear the headset appropriately.

Figure 5: Wearing the Headset
Changing the Volume
This screen tells you how to change the volume on the headset.

Figure 6: Changing the Volume

Adjusting the Microphone
This screen tells you how to adjust the microphone volume.

Figure 7: Adjusting the Microphone

It is important for you to maintain a consistent distance from the microphone and speak directly into it. Keep your voice at a consistent level of loudness — not too soft, not too loud.
**Microphone Check**

The computer will indicate whether or not the microphone volume has been successfully adjusted.

Figure 8: Checking Microphone Volume

---

**Unsuccessful**

The microphone check was unsuccessful.

Please raise your hand for assistance.

---

**Successful**

Your microphone volume has been successfully adjusted.

Click on **Continue** to go on.
Navigating the Test

Test Buttons
During the test, buttons that allow you to navigate through the test and access information appear at the top of the screen.

Figure 9: Test Buttons

Next, Back, Mark
To move to the next question in a test section, click on Next.

Figure 10: Next Button
To return to a previous question in a test section, click on **Back**.

**Figure 11: Back Button**

Each single click of these buttons will move you forward or back one question. Be careful not to double-click or you may accidentally skip past a question.

In most test sections, you can mark a question to review later. If you want to mark a question, click on the **Mark** button. Click **Mark** again to un-mark it.

**Figure 12: Mark Button**
**Review**

In sections of the test that allow review, you can click on **Review** to get to the Review screen.

![Figure 13: Review Button](image)

The Review screen shows the status of each question: answered, not answered, or not yet seen. The Marked column shows the questions you marked for review. The question you were looking at last is highlighted. If there are more questions than will fit on the screen, you can use the scroll bar to view the others.

On the Review screen, click on any question to highlight it, and then click **Go To Question**.

![Figure 14: Review Screen](image)
To go back to where you were before you clicked the Review button, click **Return**.

Figure 15: Return Button
**Timer**

The time remaining in the test is displayed in the upper right below the navigation buttons.

Figure 16: Timer

You can hide the timer by clicking **Hide Time**.

Figure 17: Hide Time
To display it again, click **Show Time**. When there are 5 minutes left, the display will blink for a few seconds and remain visible for the remainder of the test section.

**Figure 18: Show Time**

![Show Time](image18)

When time is up, you will see a message telling you that time for the section has ended. At this point, you can no longer go back and review this section.

**Figure 19: Time for Section Ended**

![Time for Section Ended](image19)
Help Screens

The **Help** button takes you to the Help screens. Here you can find information on testing tools, how to scroll, general directions, section directions, and other resources that are available, depending on which test you’re taking. Note: The test clock does not stop when you are using the Help function.

![Figure 20: Help Button](image)

**Testing Tools**

Testing tools explain how the navigation functions work.

![Figure 21: Testing Tools](image)
**How to Answer**

How to Answer gives instructions on how to answer a specific type of question such as a single question, graphic selection, drop and drag, etc.

Figure 22: How to Answer
For this type of question, you will drag an answer choice to the space where it belongs.

**How to Answer:**
- Click on an answer choice to drag it to the space where it belongs.

Below is a list of activities. Put the activities in the order that they would take place during a typical day:

1. Wake up
2. Go to work
3. Eat dinner

**Answer Choices:**
- Go home from work

- [$](image)

[Return](image) to go on.
**How to Scroll**

Some questions require you to scroll down to view the entire stimulus and the question that follows it. To view instructions on how to scroll select **Help**. When you are finished reading the instructions, select **Return** to go back to your question.

Figure 23: How to Scroll

![How to Scroll](image)

Figure 24: Scrolling to View Stimulus

![Scrolling to View Stimulus](image)
Make sure you scroll down to the bottom, to be sure that you see ALL of the answer choices.

Figure 25: Scrolling to View Question
General Test Information

The General Test Information screen gives you information such as the timing of the test, breaks, use of scratch paper.

Figure 26: General Test Information

Most combined tests have a scheduled break in between tests. All other tests have the option of an unscheduled break. Note that timing for the test does not stop during an unscheduled break. It is recommended that you take no more than 15 minutes for an unscheduled break.
Section Directions

Figure 27: Section Directions

The Return button takes you back to where you were before you clicked Help.

Figure 28: Return Button
GACE computer-delivered tests may consist entirely of selected-response questions, or they may include both selected-response and constructed-response questions. Test specifications are included in the Test at a Glance and the Study Companion for your assessment. Both of these can be downloaded free of charge in the “Test Preparation Resources” section of the GACE website at www.gace.ets.org/prepare.

Selected-response Questions

To answer a selected-response question, click on a response.

To deselect it, click on it again. To change your answer, click on a different choice.
Question Types

Following are examples of some of the types of questions that are common to most computer-delivered GACE tests. Before you begin answering questions, you will be presented with a screen explaining what you are required to do to enter your answers.

**Figure 31: Question Information**

![Question Information Screen](image)

**Single Question**

The single question presents a direct question or an incomplete statement.

**Figure 32: Single Question**

![Single Question Screen](image)
Clustered Questions
Sometimes two or more questions are based on the same stimulus material. In these cases, the stimulus will be on the left side of the screen and the questions will appear on the right.

Figure 33: Two or More Questions Based on Same Stimulus
**Constructed Response**

Some GACE tests include constructed-response questions. Constructed-response questions are questions that require you to provide a written or, in some cases, a spoken response. For questions requiring a written response, the question being asked will appear on the top or left portion of the screen and the area for you to type in a response appears on the lower half or right portion of the screen.

![Figure 34: Constructed-response Question](image)

**Technically Enhanced Questions**

**Numeric Entry**

When the answer is a number, you might be asked to enter a numeric answer or, if the test has an on-screen calculator, you might need to transfer the calculated result from the calculator into the entry box. Some questions may have more than one place to enter a response.

![Figure 35: Numeric Entry](image)
Multiple Selection
Some questions require you to click checkboxes instead of an oval when more than one choice within a set of answers can be selected. To deselect a choice, click it again. Be sure to read the instructions carefully to see if you are required to choose a specific number of answers.

![Figure 36: Multiple Selection](image)

Sentence Selection
In questions with reading passages, you may be asked to choose your answer by clicking on a sentence or sentences within the reading passages.

![Figure 37: Sentence Selection](image)
Graphic Selection
In some questions, you will choose your answer by clicking on a location or locations on a graphic such as a map or chart, as opposed to choosing from a list.

Figure 38: Graphic Selection

Grid
In some questions, you will choose your answer by clicking on your choice or choices within a table or grid.

Figure 39: Grid
Drag and Drop

You may be asked to choose answers from a list and drag and drop them into the appropriate locations in a table, paragraph of text, or graphic.

To “drag” an answer, move the mouse pointer over it, press the mouse button down, and while still holding it down, move the mouse to “drag” the answer to one of the empty boxes. Then, release the mouse to “drop” it into the box. If you change your mind, you can drag an answer to a different box, or back to its starting position.

Figure 40: Drag and Drop
Drop-down
This type of question will ask you to select the appropriate answer or answers by selecting the options from a drop-down menu. To see the options, click on a triangle next to a blank.

Figure 41: Drop-down

![Drop-down example]

Then click on your choice.

Figure 42: Clicking on Choice

![Clicking on choice example]
**Stimulus Materials**

Questions with stimulus materials begin with information such as a reading passage, graphic, table or a combination of these.

![Figure 43: Stimulus](image)

This is followed by a question based on that material.

![Figure 44: Question Based on Stimulus](image)
Questions with an aural stimulus require you to answer a question after hearing a recording, such as a short music sample.

Figure 45: Question Based on Aural Stimulus

Most recordings will play once while some may play two or more times. You can choose or change your answer at any time while the music is playing or during the brief pause after each playing. You will not be able to replay the music for a question, so be sure to answer each one during the time provided and before you advance to the next question.
Reference Sheets

Some tests provide reference material that you can view to help you answer questions. You access the information by first clicking the Help button.

Then you can click the tab for the reference sheet you wish to consult.
The **Return** button takes you back to the question you were viewing.

Figure 48: Return Button

<table>
<thead>
<tr>
<th><strong>DEFINITIONS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$n$, $h$</td>
</tr>
<tr>
<td>$n$, $n'$</td>
</tr>
<tr>
<td>$n$, $h$, $h'$</td>
</tr>
</tbody>
</table>

**Theorem:**

- **Homomorphism** of two groups $(G, *)$ and $(H, \circ)$ is a function $f: G \rightarrow H$ such that $f(x * y) = f(x) \circ f(y)$ for all $x, y \in G$.

**Equivalence Relations:**

- Reflexive: $a \sim a$ for all $a \in A$.
- Symmetric: If $a \sim b$, then $b \sim a$.
- Transitive: If $a \sim b$ and $b \sim c$, then $a \sim c$.

**Example:**

Let $A = \{1, 2, 3\}$.
- $R_1 = \{(1, 1), (2, 2), (3, 3)\}$ (reflexive)
- $R_2 = \{(1, 1), (2, 2), (3, 3), (1, 2), (2, 1)\}$ (reflexive, symmetric)
- $R_3 = \{(1, 1), (2, 2), (3, 3), (1, 2), (2, 1), (2, 3), (3, 2)\}$ (reflexive, symmetric, transitive)

**Example:**

Let $A = \{1, 2, 3\}$.
- $R_1 = \{(1, 1), (2, 2), (3, 3)\}$ (reflexive)
- $R_2 = \{(1, 1), (2, 2), (3, 3), (1, 2), (2, 1)\}$ (reflexive, symmetric)
- $R_3 = \{(1, 1), (2, 2), (3, 3), (1, 2), (2, 1), (2, 3), (3, 2)\}$ (reflexive, symmetric, transitive)

<table>
<thead>
<tr>
<th><strong>FORMULAS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUM</strong></td>
</tr>
<tr>
<td>( \sum_{i=1}^{n} x_i ) &amp; Total sum of elements in list $X$</td>
</tr>
<tr>
<td>( \sum_{i=1}^{n} x_i = 0 ) &amp; ( \sum_{i=1}^{n} \frac{x_i}{y_i} )</td>
</tr>
<tr>
<td><strong>TAKEN</strong></td>
</tr>
<tr>
<td>Sphere with radius $r$: [ V = \frac{4}{3} \pi r^3 ]</td>
</tr>
</tbody>
</table>
Calculator

An on-screen calculator is available as part of the testing software for tests that require the use of a graphing, scientific or 4-function calculator. A Calculator Help screen, such as the one shown below, will be available to you during the test via the Help button.

![Figure 49: Calculator](image)

If the test you are taking requires the use of a scientific or graphing calculator, you can take advantage of the tutorial that is available through the GACE website at [www.gace.ets.org/prepare/calculators](http://www.gace.ets.org/prepare/calculators) to practice using the on-screen calculator before the day of the test. Tips on how to use the 4-function calculators are also available on this web page.

**Using the Calculator**

To use the calculator, click the calculator icon at the top of the screen. To dismiss the calculator, click the icon again. To move the calculator to another place on the screen, click its title bar and drag it.

![Figure 50: Calculator Icon](image)

To operate the calculator, click the calculator buttons or use the keyboard or keypad numbers and operations. To use the keypad, the NumLock key must be on. The calculator displays 8 digits and works like a typical basic calculator except that it respects order of operations. In a computation involving more than one operation, multiplication and division are performed before addition and subtraction for example, if $1 + 2 \times 4 = \text{is entered}$, the result is 9, not 12, because the multiplication is performed before the addition.
The calculator has a memory location for storing a number, which is initially 0. To add the displayed number to the stored number, click the **M+ button**. An M will appear next to the display to show that a new number has been stored. To recall the stored number, click the **MR button**. To clear the memory, click the **MC button**, which resets the memory to 0, removing the M.

Figure 51: Clearing Calculator Memory

There is a **Transfer Display button**, which you can use on Numeric Entry questions with a single answer box. Clicking the **Transfer Display** button will transfer the calculator display to the answer box. You should check that the transferred number has the correct form to answer the question. (For example, if a question requires you to round your answer or convert it to a percent, make sure that you adjust the transferred number according.)

Figure 52: Transfer Display Button
French, German, and Spanish Tests

The GACE French, German, and Spanish Tests measure four basic language skills: Reading, Writing, Listening and Speaking.

While the details vary among these tests, the practice examples presented here will give you a basic familiarity with key test features.

**Reading**

Reading sections typically show a passage on the left side of the screen. The questions appear on the right. As you read the passage, you can scroll through it. You may also click on words underlined in blue to see any footnotes, definitions or explanations related to that word.

Figure 53: Reading Section Question
**Writing**

There are several types of tasks included in the Writing section of the test, depending on which test you take.

This screen shows what a typical “response to email, memo or letter” task looks like. You will read the item shown and provide an appropriate response. The directions will indicate the minimum length and the time limit for your response.

Figure 54: Writing Section Question

![Writing Section Question](image)

For the Spanish, French, and German tests, you will have access to an alternate-character toolbar so that you can insert the necessary accents and language-specific characters. The toolbar can be moved around by dragging it.

Figure 55: Alternate Character Toolbar

![Alternate Character Toolbar](image)

You can practice using the alternate character toolbar by visiting the Prepare for a Test page on the GACE website at [gace.ets.org/prepare](http://gace.ets.org/prepare), and selecting the appropriate language for your test from the drop-down menu.
**Listening**

Listening sections begin with a screen of directions in English.

**Figure 56: Listening Section Directions**

This section is designed to measure how well you understand spoken Spanish and the culture of Spanish-speaking countries.

You will listen to several selections in Spanish. Each selection will be played twice. You will hear the selection, and then you will have 50 seconds to provide your responses before the selection plays a second time. For each question, choose the response that is best relative to the selection. The last two questions may test your knowledge of culture and English. If you make a mistake, your test will be graded.

After listening to a selection the second time, you will see six questions presented one at a time. You will have 20 seconds to answer each question. A clock at the top of the screen will indicate how much time is remaining to answer the question. The entire listening section lasts approximately 50 minutes.

When the response time has ended, you will automatically be taken to the next question. You will not be able to return to previous questions.

You may now begin. Click Continue to go on.

**Figure 57: Listening Section Audio**

After you click **Continue**, the section will play automatically.
After you hear a selection, you will have a chance to preview questions about the selection before hearing it a second time.

Figure 58: Listening Section Question Preview

The questions will then be presented one at a time. You will have a fixed amount of time to answer each question.

Figure 59: Listening Section Question

When the response time has ended, the test moves automatically to the next question. You cannot go back to previous questions.
**Presentational Speaking**

This example shows a typical Presentational Speaking or Situation/Opinion task. You will have 15 seconds to review the information shown.

*Figure 60: Sample Presentational Speaking or Situation/Opinion Task*

Then you will have two minutes to prepare.

*Figure 61: Preparation Time*
After that you will have two minutes to record your presentation. A tone will indicate when to begin speaking.

**Figure 62: Response Time**

**Interpersonal Speaking**

This screen shows a typical Interpersonal Speaking task. You will have 30 seconds to review the outline of the conversation. The shaded lines indicate what you will hear, and the other lines reflect the basic idea of what you are expected to say.

**Figure 63: Interpersonal Speaking Task**
A tone will indicate when to begin speaking. You will have 25 seconds to respond to each part of the conversation.

Figure 64: Response Time
Finishing a Test

Test Completion

If you finish a test and there is time remaining, you have three options. You can select:

- **Return** to return to the last question
- **Review** to go to the Review screen
- **Continue** to end the test

If time expires BEFORE you finish a test, the test will end automatically. The **Continue** button will take you to the Report or Cancel Scores section.
**Report or Cancel Scores**
The Report or Cancel Scores section requires you to either report your scores from the test session or cancel them. Read this screen, and then click on **Continue** to make your choice.

**Note:** If you decide to cancel your scores, no scores for the test session will be reported to you or any institutions.

![Figure 66: Report or Cancel Scores Directions](image)

You must make a choice to either report or cancel your scores.

![Figure 67: Report or Cancel Scores Option](image)
If you click **Next** and then **OK** without making a choice, a message will appear indicating that you must answer.

![Figure 68: Report or Cancel Score Alert](image)

You should be very careful as you make your decision. You will NOT be able to go back and change your choice after you click the **Next** button. After you answer the question, click the **Next** button and then confirm by clicking **OK**.

![Figure 69: Choosing to Report or Cancel Scores](image)
How to Exit

After you report or cancel your scores, the test session will be over.

If you choose to report your scores for a selected-response test, clicking the Continue button will take you to a screen that displays your unofficial scores.

Figure 70: Unofficial Score Results

For tests with constructed-response questions, scores are not available until your responses have been scored, and clicking the Continue button will exit the test.

Figure 71: Test Session Complete
Click **Continue** to close your test session.

![Figure 72: Closing the Test Session](image)

**Exit Evaluations Questions**
You may be presented with exit evaluation questions after your test session is completed. These questions are not scored and relate to your overall testing experience.

![Figure 73: Exit Evaluation Questions](image)

Your responses to these questions provide ETS with valuable information for future program enhancements.