

Welcome to the Global University ParTest Online 7.0 testing instructions.

This short training will guide you and your Exam Supervisor (Proctor) through a trouble-free online testing experience. Please refer to these instructions while at the computer you will be using for the test. Make sure all other programs on the testing computer are closed except the browser.

Please note:

- 1) You must have internet access on the computer,
- 2) ParTest Online 7.0 should work on any computer with Windows 7, 8, or 10 and using any internet browser that is using the most current version.
- 3) This program works on both PC (Windows) and Mac computers.
- 4) You do not need to turn off the pop up blocker.

If you plan to take the test on your personal computer, you may want to print these instructions to allow your proctor to read them to you..

STEP 1: Click on the link below or copy and paste the link into the browser address bar:

<http://onlineexams.globaluniversity.edu/ParTestOnline/TestLauncher/eTLStartup>

This link will take you to the Proctor’s Password page as shown below:



STEP 2: The proctor should sign on using the information given in the email that was sent for this test. (NOTE: ALL POSTESTS DO NOT require a proctor). ***Please do not ask the proctor to give you this information.*** The proctor should enter the information exactly as it is shown in their email, and click “Login.”

Hint: passwords consist of only small case letters. A small case “L” can sometimes look like a “1” (number one). Most problems in logging in involve an improper password. If after several attempts your password does not work, call Grading Services (1-800-443-1083) or Brad Ausbury (1-800-443-1083 ext. 2249) during business hours M – F Central Time.

A successful log in will bring up the Student information page as below:

GLOBAL UNIVERSITY

Online Exams **Exámenes Online**

Enter the following student information

Student ID :

First Name: Initial:

Last Name:

Office Code:

Type of Student:

Mode of Study:

STEP 3: The student types in all appropriate information and then clicks on “Start Test Session.”

Successful test log in will bring up the next page which identifies the test you are taking. An example of the Bible & Theology Pretest identification page is below:

GLOBAL UNIVERSITY

Bible & Theology Pre-Test

This test consists of 136 multiple choice questions. Select the most correct answer for each question. Do not leave any questions unanswered.

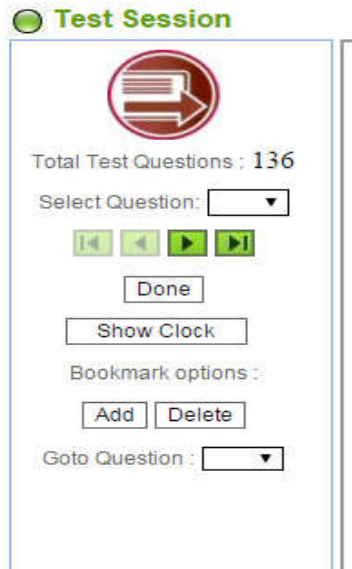
Remember: You are not to use any of your textbooks or notes during the test. You may NOT use any information from other sources including your computer.

If this is NOT the test you intend to take, click “cancel” now.
If this is the correct test, click on “continue” to take the test.

If the correct test is identified, click on “Continue” to begin the test. If this is not the correct test cancel the session by clicking on the top right “x” and contact Global University Grading Services. This page will tell the student what materials are permitted to use during the exam. The student should never be permitted to use the internet to access information during the exam.

To navigate through the test use the navigation buttons on the left column as below:

onlineexams.globaluniversity.edu/Test



The green arrows pointing right advance the test. The arrows pointing left go back. You can save certain questions to revisit later by using the Bookmark feature. You should not take longer than 3 hours on the test. If you are accidentally kicked out of the test, you may log back in and the program should remember which questions you answered.

Click on “Done” only when you have answered each question. You should have only one answer for each question.

When you click on “Done” the program will display your score and other information below. (This feature is disabled in some areas of the world)

To print out your score click on “Review Test Feedback Report.”



To end the session click on “Exit Test Session.”

Total Questions:	135
No. of Correct Responses:	0
No. of Incorrect Responses:	0
No. of Questions Skipped:	135
Total Possible Points:	135.00
Raw Score:	0.00
Test Score:	0.00%

As you end the session the browser will automatically display the “Survey Page” as below:

2016 COURSE & Pre/Post Test SURVEY PAGE

This page, formerly known as the "Bridge Page," contains the Pre/Post test survey and Global University course survey. It is very important that every student accurately answer the questions on next page. This survey generates a notice that tells us you have taken a test. Course survey answers are kept strictly confidential.

Para español haga clic aqui

<http://www.libsurveys.com/loader.php?id=164a00d359fbadc632644480054e432d>

Begin survey

It is necessary you complete this survey so we receive the notice that you have taken the test. If you fail to take the survey, it could delay the processing of your test and processing your grade.

If you have trouble at any step, please email gradingservices@globaluniversity.edu or call Grading Services at 1-800-443-1083.