

Skills for Computer-Based Testing

Skills Needed

Keyboarding

- Can the student keyboard/type at a rate sufficient for timed testing? (Recommendation is 25+ words per minute (WPM) in order to complete responses on timed test)
- Can the student use basic key functions: space bar, return/enter, shift, arrows, delete, backspace, tab?
- Can the student use numbers and punctuation keys?
- Can the student compose a response while simultaneously typing?

Mouse maneuverability

- Can the student use the mouse to point to an area or word on screen?
- Can the student use the mouse clicking options: left click, right click, double click?
- Can the student use the mouse to highlight and select text?
- Can the student use the mouse to manipulate selected text: cut, copy, paste?
- Can the student use the mouse to select an object or window by clicking on it?
- Can the student use the mouse to move a selected object or window by clicking and dragging to new location?
- Can the student use the mouse to open/close a pop-up window?
- Can the student use the mouse to select one or more radio and/or check button(s)?
- Can the student use the mouse to scroll (horizontally and vertically) using the scroll button?



Navigation skills

- Can the student use the screen navigation commands (previous/next)?
- Can the student navigate multiple windows?
- Can the student navigate toolbars and drop-down menus?
- Can the student navigate screen tabs?
- Can the student use the undo and redo operations?
- Can the student mark a section/question as a “Flag for Review” and return to section/questions as needed?

Information from GED Testing Services

- Students will be able to draft and edit their written responses in one electronic workspace.
- Students will receive a dry erase whiteboard for use during test.
- Online CBT Tutorial: <http://www.gedtesting.com/GEDTS%20Tutorial.html>