How to use Classmarker.com to take your SFS TCP Exam

The supervisor of the exam will have an email containing the test link for Classmarker.com.

Once you have the link opened in your browser, you will be asked for your registered email (The proctor has a list of emails that have been registered).

After entering your registered email you will need to enter your name and an email that you want to receive your results.
Follow the instructions on the next two pages carefully. The computer will automatically grade your exam after you finish. If there is a spelling mistake it will mark the question wrong. A list of correct spellings can be found on the SFS TCP website under study guides. The TCP Coordinator will address spelling errors after receiving the report from classmarker.com.
Overview of exam layout:

**Time remaining:** Exams are three hours, the time remaining will display here.

**Test image:** This is the image of the specimen you are identifying. There are options for enlarging the image (see below). SOME SQUARES ARE INTENTIONALLY LEFT BLANK.

**Answer Box:** This is where you should type your answer. You must type an answer. If you want to skip a question put “skip” you will be able to review your answers before you hit “Finish”. **ONCE YOU HIT “FINISH” YOU ARE ENDING YOUR EXAM AND IT WILL BE GRADED INSTANTLY, CHECK YOUR ANSWERS BY HITTING PREVIOUS OR “DISPLAY PREVIOUSLY VIEWED QUESTIONS”**.
Enlarging an image:

Tapping the image will enlarge it: After enlarging the image, you will need to close the box by hitting the “x” in the upper left of the image. See the photo below:
You may also want a higher resolution photo for the exam. To see a higher resolution photo click the link below the picture. This will open a second window to Google Images.

https://photos.app.goo.gl/TVS5wvkiRe7Tqwmo2
After clicking you will see a new window with an enlarged image that can be zoomed in. **You need to click the photo before you get the zoom in menu.** After viewing the photo you will need to return the exam by either clicking the exam tab or closing the high resolution photo. See below for details:
ENDING YOUR EXAM:

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**DOUBLE CHECKING YOUR ANSWERS**

There are two ways to check your answers before finishing the exam:

The first way is to click the “previous” and “next” buttons below the questions to go back and forth by one question.

The second way is to scroll down to the link “display previously viewed questions.” See the arrow below:

This will allow you to see all the questions answered. To go back to a question click the number of that question.

Questions or concerns can be sent to tcp@stroudcenter.org
To ensure you have a great testing experience, here are some tips and troubleshooting information. TAKING YOUR TEST:

• Before taking your Test, make sure you are in an environment where you will not be disturbed.

• Your answers are saved as you submit each one, not at the end of the Test. This means you will not lose any work.

• If the Test has a time limit, you will see a countdown timer at the top of each page. If you run out of Time, the Test will be finished automatically and any answers on the current page will also be submitted for you so you will not lose any work.

• Avoid using the browser back button as this will not work. IF the Test is set to allow you to go back to Previous questions, use the “Previous” button which will be under your Questions.

• Review the exam study guides at the SFS TCP Website

• The exam is open notes. Taxonomic keys are allowed. A partner is not allowed.

HOW TO AVOID BEING LOGGED OUT OF A TEST:

1. Stay connected to the Internet during your Test.

2. If you need to type answers, type your answers in the answer boxes under each question, not in a separate application like Microsoft Word©.

3. IF YOU ARE LOGGED OUT THE EXAM IS SAVED AND A NEW LINK CAN BE ESTABLISHED
**Troubleshooting:**

- If your Test page freezes, you can always click refresh on your web browser and the Test will again load on the same Question/s you were on. Note: If you have written any long answers on the frozen page, make a copy of these answer/s first so you do not lose them.

- If your Computer or Web browser has a problem or they are closed, using the same Web browser, re-open your Web browser go to the Start Link for the Test and you will be taken back to the last question you were on, where you will be able to resume your Test.

**Error Boxes explained:**

**Error Box: Question unanswered!**

You must enter a name into the answer box. If you do not know it or are unsure at this time type “Blank” or “Skip” into the box. You will be able to return later to the question at any time until you click “finish” after the last question.
Error Box: Do you want to leave this site?

When entering an answer if you hit enter instead of clicking “Next” you will see this text box. If you click “Leave” you will go to the next question. If you click “stay” it will stay on the same question.

Error Box: Please try again

This will appear if you have misspelled your registered email or are trying to enter an exam with an unapproved email or have entered more than once. If you continue to have problems contact the SFS TCP Coordinator, Mike. tcp@stroudcenter.org 610-268-2153 Ext 233.