

# Helpful Tips

## TRITON TESTING CENTER – AP&M B349

### Computer-Based Testing Facility (CBTF)

#### What You Will Need

- A *Physical Photo ID*: any **government** or **university** issued ID will be acceptable. No electronic IDs nor photos of IDs will be accepted.





#### What to Expect

- You may only bring your ID and a writing utensil into the testing room. No personal items are allowed. There are lockers to store your personal items in the lobby.
- Scrap paper and calculators can be provided upon request. Scrap paper **MUST** be collected before leaving the room.
- TTC staff will monitor the testing room at all times. Strict protocols are in place to ensure the integrity of the testing environment.

#### Reservations

To schedule your tests, log into [PrairieTest](#) and click the green “Make a reservation” button next to the exam. To change or cancel your reservation time, open the existing reservation and click the green “Change or delete this reservation” button. You can make, change, or cancel your reservation up to 10 minutes before your test begins. **If you cancel your reservation, there is no guarantee that a seat will be available for you to schedule. Avoid cancelling your reservation unless absolutely necessary.**

#### Common Issues in the Lab

- Blocked Page Error**: use Home Page Hot Keys:   (during Log-In): “alt + home”, then click on your name and it should take you back to the home page.
- Lost the Tabs on the left side of the screen?** Use Show/Hide tabs Hot Keys:  
- How much time do I have left?**  
There is a countdown window on the upper left side of the question page.

#### Need Additional Help?

- Raise your hand and we will do our best to assist you or explain the procedure for getting the help you need.
- Students must use the “Report an error in this question” button when to report an error with a test question. TTC staff cannot report these issues on the student’s behalf.

#### Post-Assessment

- Remain seated and keep your ID in the card holder at your station during your session.
- When you are finished, sign out of your computer by pressing F12 and then clicking Log Out.
- Finally, bring your ID to the proctor station for check out.