NCCCO FOUNDATION



In today's workplace, more certification exams and assessments are conducted online. As a crane operator, being comfortable with Computer-Based Testing can make a big difference when completing safety certifications, operational assessments, and compliance tests. We have partnered with LearnFree to offer easy-to-understand content that helps you become comfortable with computer-based testing, no matter their previous experience with digital exams.

Utilize Demos and Read Instructions: Before starting your exam, take advantage of any demo videos or tutorials provided by the platform. These resources can help you understand the layout, navigation tools, and any special features that might be available. Carefully reading all instructions ensures you are aware of any specific rules or options that could impact your test experience. Preparation at this stage can prevent costly mistakes later.

Navigate the Test Environment: Online tests often use unique navigation formats, such as question-by-question modes or full-view layouts. Familiarize yourself with how to move between questions, flag items for review, and track your progress. Understanding these options will help you stay organized and manage your time effectively, reducing the risk of feeling overwhelmed during the test.

Master the Tools: Most platforms come with built-in tools like calculators, scratch pads, or highlighters. Spend time practicing with these tools before the test to ensure you know how they work. Whether it's solving equations, jotting down notes, or highlighting key points in a passage, these features are designed to enhance your efficiency and focus.

Understand the Restrictions: Review the test requirements and restrictions in advance. Ensure your internet connection is stable, your device is fully charged, and the necessary software is installed. Set up a quiet, distraction-free workspace and comply with rules about webcam monitoring or allowed materials. Being well-prepared will help you avoid unnecessary disruptions and stay focused on your performance.

Access more free learning modules on computer literacy topics at www.ncccofoundation.org/learn-free



Utilize demos and built-in tools



Understand test navigation

Prepare your environment for success

