

Pinnacle Training and Consulting Systems
Online Test System
User's Guide

The online test system is a simple system to allow users to take the Synergy of Human Movement exam online. The test consists of 125 multiple choice questions and a 180 minute (3 hour) time limit. Below is a description of the process for taking the exam:

1. Before taking the exam, you must apply for access. The administrator requires this to ensure that only students studying the material are allowed to complete the exam. You must enter your first and last names, email address, and telephone number. You must also choose a login name and password. **NOTE:** Your password must be at least six characters long.
2. After you have applied for access, the administrator must specifically approve you and activate your account. This process could take up to 24 hours. When your account has been approved you will receive an email indicating that your account is active. If you do not receive this activation email within 24 hours or if you have any questions, you may contact Chris at ptcg99@verizon.net.
3. After your account has been activated, you will be able to log on using the user name and password given during registration. You may also be asked a specific "security" question that will help ensure your identity. **NOTE: make sure that the answer to your question matches EXACTLY what was given by the administrator - that means that you must use the exact same capitalization as the answer given to you.**
4. After logging on, the main menu will give you a few options, including the ability to change your password, view and start the test, or to log out. To take the test, click on View Available Tests, and then click "Synergy of Human Movement". This will give some basic instructions of the exam. When you are ready to begin the exam, click "Start Now".
5. You will be presented with one question at a time. Read the question carefully and choose the answer that is **MOST CORRECT**. After clicking next, your answer will be saved and you will be given the next question on the exam. There are two timers that will show you the time elapsed and the time remaining. They will be updated when each new question is displayed. **Monitor your time while taking the test** using a clock or stopwatch to have the best indication of time remaining. **NOTE:** If you experience difficulties with your connection or computer, you will be allowed to log in again from another computer or location. Your responses to previous questions will be saved and you will be allowed to proceed, but the time limit will continue to count down from when you first started the test.
6. The test will end when all 125 questions have been answered or the 180 minute time limit has expired. Even if the time has run out, all previously answered questions will be saved and submitted for grading.

7. The administrator will be notified when you have completed your exam. PTCS will contact you in writing 4-6 weeks with the results of your exam. Any questions can be sent to ptcg99@verizon.net.