

**CKAT**  
**(Computer Knowledge Assessment Test)**

*Student Manual*

*2001*

*Prepared*

*By*

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## Introduction

**Computer Knowledge Assessment Test (CKAT) is an on-line assessment test. CKAT is designed to measure your general knowledge about computers.**

**There are total of 200 assessment questions in CKAT. The questions are multiple-choice type, True/False type, and Fill in the Blank type.**

**The questions are presented in two parts: Assessment Test 1 (100 questions) and Assessment Test 2 (100 questions). The degree of difficulty is the same for each part of the test.**

**The CKAT software keeps track of your correct and incorrect answers while you are taking the test. When you are finished taking each part CKAT provides you with your test score for that part.**

**When you are finished taking both parts of the test CKAT software provides you with your average score for the entire test.**

**If one of your scores is 80% or more you can see your counselor in order to register for a Credit by Examinations Test for BD150 Introduction to Computers course.**

**If both of your test scores are below 80% you should enroll in BD150 Introduction to Computers course. See your counselor in order to register for the course.**

## F A Q

### How Do I Schedule For A CKAT?

You have to contact Judy Zurega, the CKAT Administrator via phone or e-mail.

Phone: 724-775-8561 Extension 295.

E-mail: [judy.Zurga@ccbc.cc.pa.us](mailto:judy.Zurga@ccbc.cc.pa.us)

What is KCAT? **See the Introduction Section on Page 3.**

What is the Minimum Accepted CKAT Result? **80%**

### What Do I Need To Take With Me When I A CKAT?

You need to show your **Social Security Card** and a **Photo ID** to the CKAT Administrator

### Where Do I Go To Take A CKAT?

CCBC's Learning Resources Center located at the bottom floor of the Student Union (Building 1).

### Why Do I have to Take the CJAT?

1. Your CKAT result provides you with a very close estimation of what your grade will be if want to test out of BD150 Introduction to Computers course.
2. When you sign up for a Credit by Examination By Examination Test for BD150 Introduction to Computers course your counselor must have your CKAT result.
3. The Professor who will administrate your Credit By Examination Test for BD150 Introduction to Computers must have your KCAT result.
4. The CBE (Credit by Examination) test for BD150 Introductions to Computers is prepared using the same software as the CKAT software. Taking CKAT will make you to become familiar with this testing software.

## Starting a CKAT Session

This section of the manual provides you with the necessary steps to start the CKAT software.

1. Make sure that **you have a Valid User ID and a Password** for this software. If you do have them go to step 2. If you **do not have** a valid User ID and a Password for this software stop here and contact the CKAT Administrator.
2. On Windows Desktop **Click on the CKAT icon** (Figure 1.1).

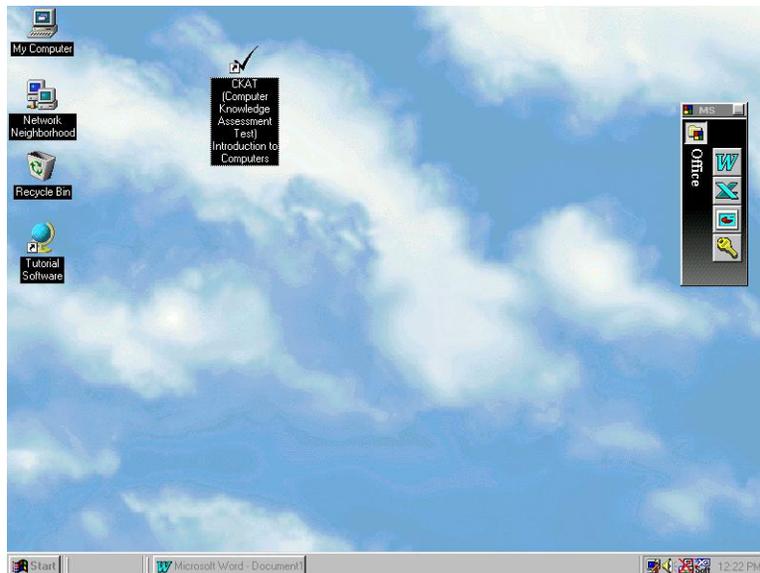


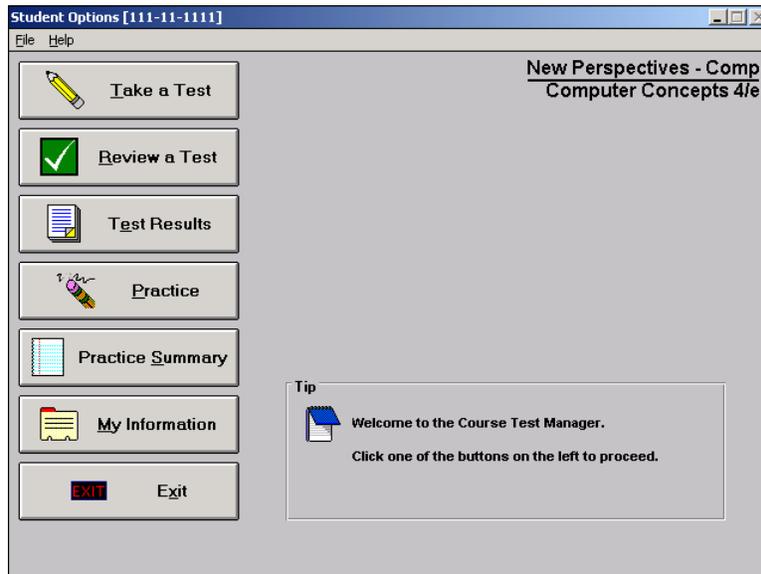
Figure 1.1

3. You will see the *Course Test Manger-Login* screen (Figure 1.2).
4. Figure 1.2 illustrates a sample *User ID* and *Password* entries.



Figure 1.2

5. **Type** in your User ID given to you by the CKAT Administrator in the *User ID* text box.
6. **Press** the *tab* key.
7. **Type** in your Password given to you by the CKAT Administrator in the *Password* text box.
8. **Click** on the *OK* button.
9. You will see the *Student Options [your user ID]* screen (Figure 1.3).



**Figure 1.3**

## Part 1 Test

This part of the manual provides you with the steps necessary to start you with the taking the first part of the CKAT, i.e. Assessment Test 1.

1. Make sure that you are at the *Student Options [your user ID]* screen (Figure 1.3).
2. **Click** on the *Take a Test* button.
3. You will see the *Take a Test* screen (Figure 1.4).

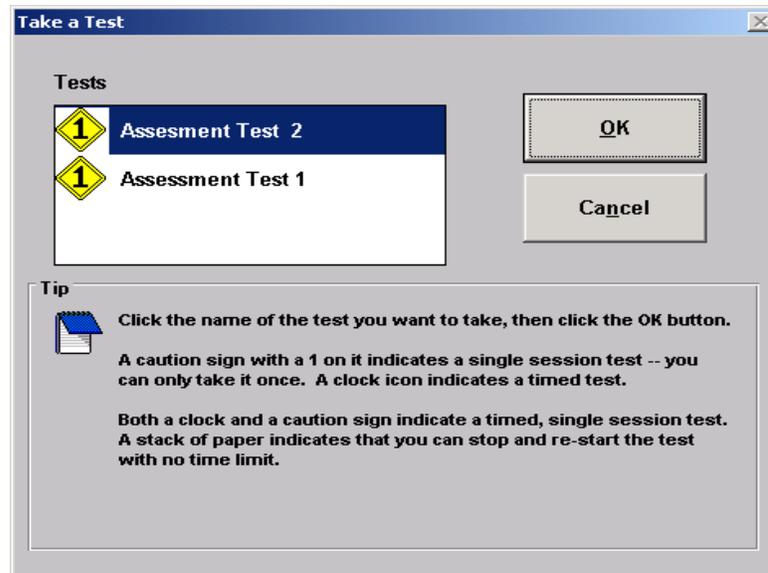


Figure 1. 4

4. **Click** on the *Assessment Test 1* (Figure 1.4).
5. You will see the *Take Test Assessment Test 1 [You User ID]* screen (Figure 1.5).

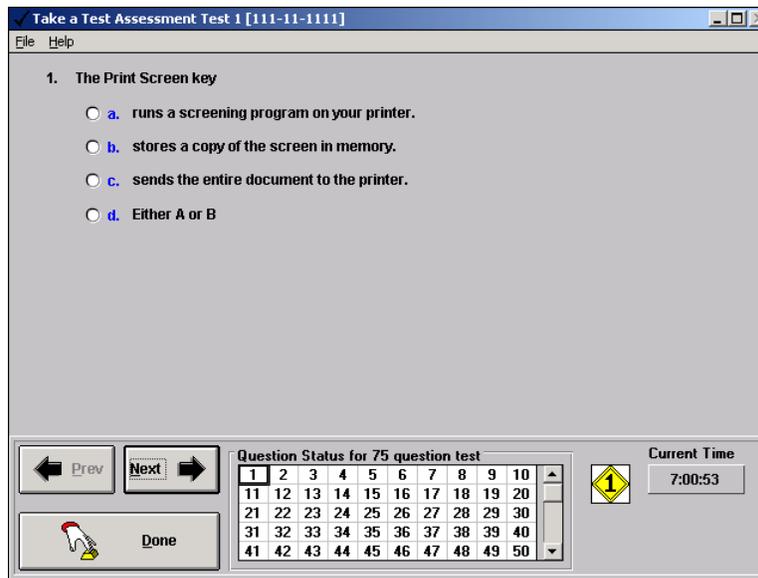


Figure 1.5

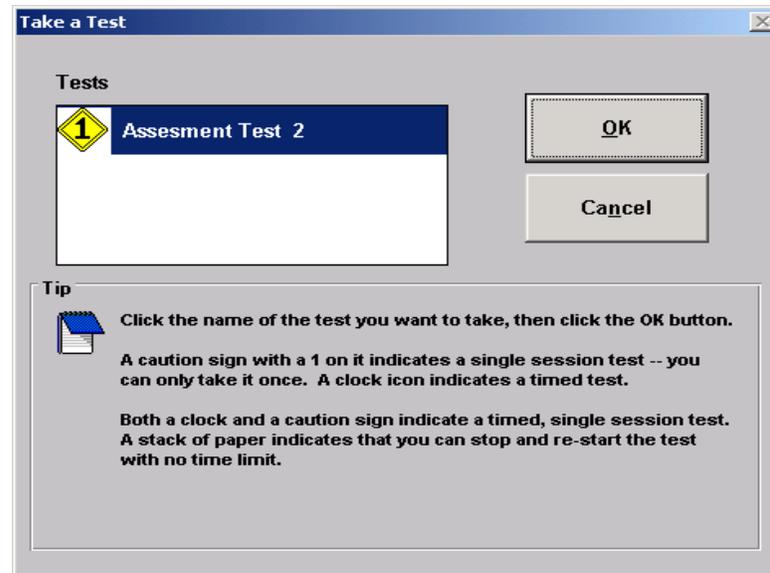
6. Take few minutes to get familiar with this screen. Notice the following:
  - A. Each screen contains only one question. The question illustrated above is a multiple choice type question.
  - B. The *Prev* button, at the bottom left of the screen, will get you to the previous question.
  - C. The *Next* button, at the bottom left of the screen, will get you to the next question.
  - D. The *Done* button, at the bottom left of the screen, will get you out of the test completely. **DO NOT press this button unless you have completed the test.**
  - E. The *Grid*, at the bottom middle, contains the question numbers. Uncompleted questions are in black color and completed questions are in green.
7. Answer the question by clicking on the correct option, in the case of Multiple Choice and True/False questions, or type in the correct word(s) if the question is a Fill in the Blank type question.
8. **Click** the *Next* button to go to the next question.
9. **Repeat** steps 7 and 8 until you reach question number 99.
10. **Click** the *Next* button to go to question 100.
11. At question number 100 the computer notifies you that you are at the last question.
12. **Click** on the *OK* button for the last question notification.
13. Answer the last question.
14. **Click** on the *Prev* button to review your previous answer.
15. **Repeat** the step 14 until you have reviewed all your answers.
16. **Click** on the *Done* button when you are finished with the test.
17. The computer will ask you to confirm that you are finished with the test.

18. If you would like to review your answers again **Click** on the *NO* button.
19. If your are finished **Click** on the *Yes* button and computer immediately provides you with your test scores for the first part.
20. **Click** on the *OK* button.
21. You will return to the *Student Options [your user ID]* screen (Figure 1.3).

## Part 2 Test

**This part of the manual provides you with the steps necessary to start you with taking the second part of the CKAT, i.e. Assessment Test 2.**

1. Make sure you are at the *Student Options [your user ID]* screen (Figure 1.3).
2. **Click** on the *Take a Test* button (Figure 1.3).
5. You should see the *Take a Test* screen again with only one test (Figure 1.6).



**Figure 1.6**

6. **Click** on the *Assessment Test 2*.
7. **Click** on the *OK* button.
8. You will see the first question for part 2.
9. Provide the answer to this question.
10. **Click** the *Next* button to go to the next question.
11. **Repeat** steps 8 and 9 until you reach question number 99.
12. Click the *Next* button to go to the question 100.
13. At question 100 the computer notifies you that you are at the last question.
14. **Click** on the *OK* button at the last question notification.
15. Answer the last question.
16. **Click** on the *Prev* button to review your previous answer.
17. **Repeat** the step 15 until you have reviewed all your answers.
18. **Click** on the *Done* button when you are finished with the test.
19. The computer will ask you to confirm that you are finished with the test.
20. If you would like to review your answers again **Click** on the *NO* button.
21. If your are finished with this test **Click** on the *Yes* button.
22. You will immediately see your test result for this part.
23. **Click** on the *OK* button.
24. You will return to the *Student Options [your user ID]* screen (Figure 1.3).

## Viewing the CKAT Result

This part of the manual provides the steps necessary to view your CKAT result.

1. Make sure you are at the *Student Options [your user ID]* screen (Figure 1.3).
2. **Click** on the *Test Results* button.
3. You will see the *Course Test Manger Report* (Figure 1.7)

The screenshot shows a window titled "Course Test Manager Report" with a scrollable area containing the following table:

Test Results				
5/25/2001				
Williams		John		B.
Date	Test Title	Points Possible	Points Earned	Percent
5/25/2001	Assessment Test 1	75	40	53.33
5/25/2001	Assessment Test 2	73	49	67.12
<b>Totals:</b>		<b>148</b>	<b>89</b>	<b>Average: 60.14 %</b>

The window also shows a Windows taskbar at the bottom with the Start button, several application icons, and the system tray displaying the time as 9:20 PM.

Figure 1.7

4. The report on your screen contains the percentages for the first part (Assessment Test 1), second part (Assessment Test 2), and an average percentage.
5. **Click** on the *Red/Blue* icon at the top right corner of the screen.
6. You will see a *dropdown* menu.
7. **Click** on the *Exit* option.
8. You will return to the *Student Options [your user ID]* screen (Figure 1.3).

## Ending a CKAT Session

**This part of the manual provides you with the steps necessary to end KCAT. It also provides you with the information about what to do after you have ended your CKAT session.**

1. Make sure that you are at the *Student Options [your user ID]* screen (Figure 1.3).
2. **Click** on the *Exit* button.
3. You will return to *Windows Desktop*.
4. **Contact** the CKAT Administrator right now.
5. Wait for the CKAT Administrator to provide you with a hard copy of your CKAT result.
6. Your CKAT result is a very close estimation of what your grade will be if you test out of BD150 Introduction to Computers course.
7. **If one of your scores is 80% or more you can see your counselor in order to register for a Credit by Examinations Test for BD150 Introduction to Computers course.**
8. **If both of your test scores are below 80% you should enroll in BD150 Introduction to Computers course. See your counselor in order to register for the course.**