

My Page Operation Manual

(Examinees)

Attention

- This manual consists of two parts, each for different types of examinees.
 Please make sure which examinee type you belong to and read the relevant part of the manual as operating instructions are not the same for the two types.
- <PART 1>(Blue page) is for examinees who belong to an organization and whose group administrators have made applications on your behalf.
- <PART 2>(Orange page) is for individuals who have made applications on their own.

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<part 2=""> General Ex</part>	aminee Go to pg.31

For any inquiries, please contact;

GAIT Office info@gait.org

=PART 1=

Group Examinee My Page Operation Instructions

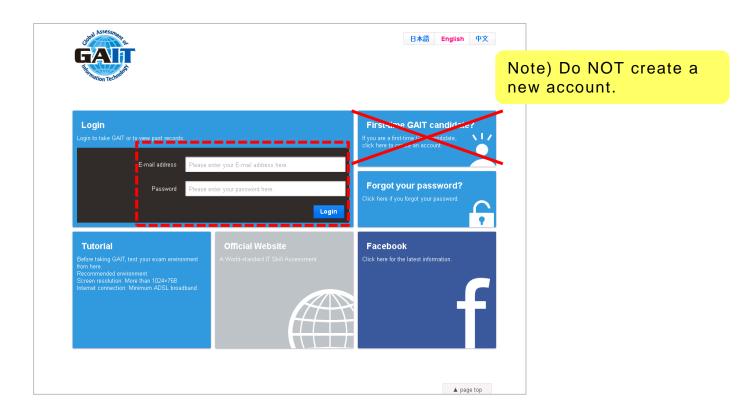
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1 Account Settings

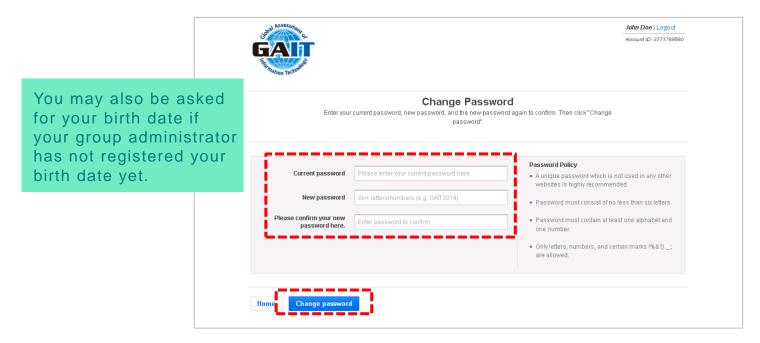
1.1 Login

Go to https://www.gaitexam.com and login by entering your e-mail address and password.



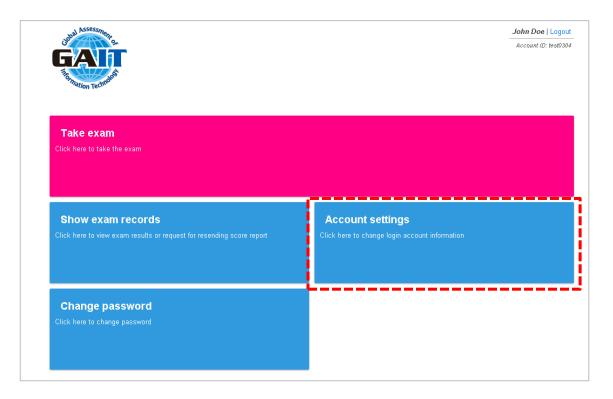
1.1 Login

When you login for the first time, the password change screen will appear. If you are logged in with the initial password, please reset your password.



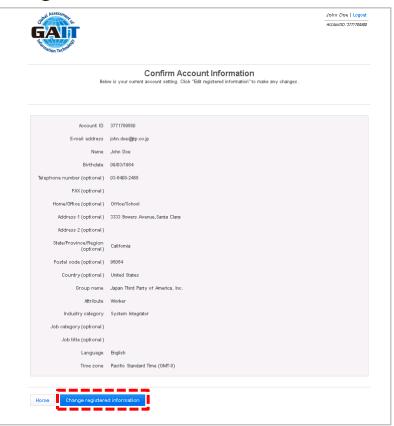
1.2 Edit Account Information

To edit the account information, click "Account settings" in the main menu.



1.2 Edit Account Information

Currently registered account information will be displayed. To edit, click on "Change registered information".



1.2 Edit Account Information

Click on "Save entered information" to save changes.



2 Exam Environment

2.1System Requirements

Recommended system environment for taking the GAIT exam is as follows.

◆Browser Google Chrome 29 or later

Mozilla Firefox 23 or later

Safari 5.X, 6.X, 7.X

Microsoft Internet Explorer 8.X, 9.X, 10.X,

11.X

◆Screen resolution 1024x758 or higher

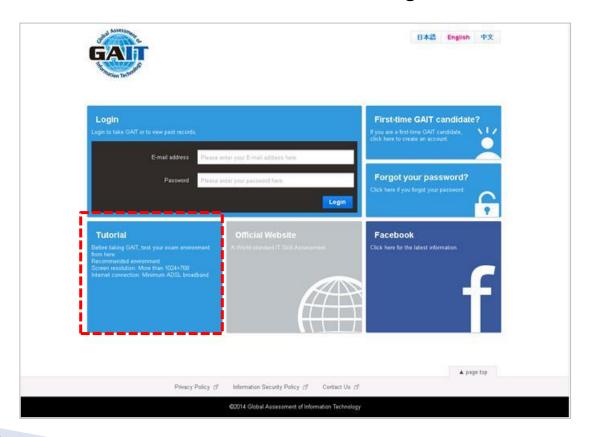
Internet connection Stable connection of more than 1Mbps

◆Other • Regardless of browser, please enable Cookie and Javascript.

•The Exam will be displayed in a pop-up window. If you have a pop-up blocker, please disable it.

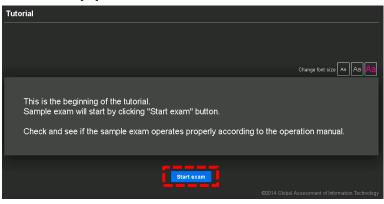
2.2 Tutorial

Please check the exam environment before taking the exam. To start the tutorial, click on "Tutorial" on the login screen.



2.2 Tutorial

Click on "Start Exam" to start the tutorial. The tutorial and the actual exam have the same appearance.

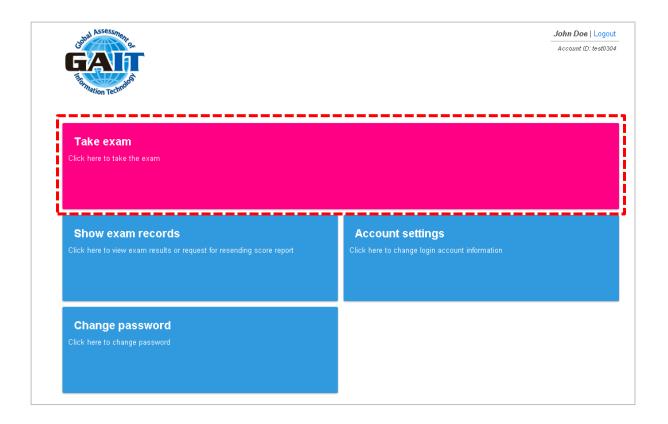


Click on "Close" to finish the tutorial.



3 Exam

To start the exam, click on "Take exam" in the main menu.



Select the exam you want to take from the list and click on "Start".

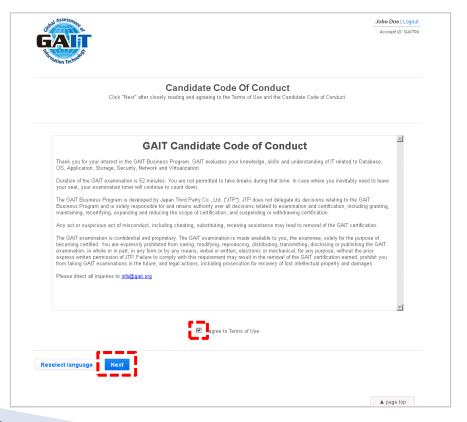
GAIT		John Doe Logout Account ID: GATTH
	Select Exam Please select an exam from this list of exams	you can take.
Your exam list Please select exam.		
140000000 : GAD	T (Global Assessment of Information Technology)	(132items /52min)
Not Started	Exam period: 10/03/2014/00/00.00 - 10/03/2014/23:59:00 Application data: 10/03/2014/12/00:18 Application number: 2935 Score Report No.: 14/0000000000000001	Start

Select the "exam language" and click on "Next".

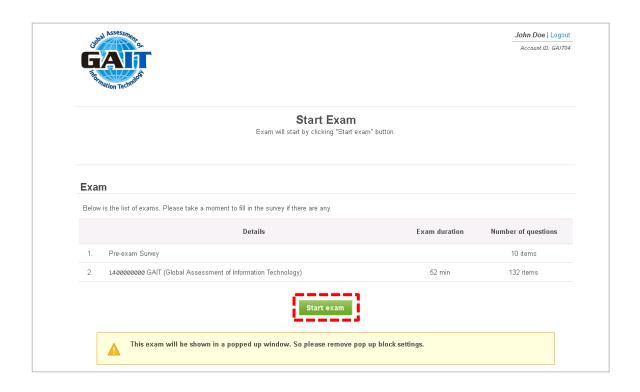
Select Exam Language Please select exam language better starting the exam. lease select exam language Exam questions, answers, surveys, score report, and Candidate Code of Conduct will be displayed in the selected language.	GAIT	John Doe Logou Account ID: GAITO
Exam questions, answers, surveys, score report, and Candidate Code of Conduct will be displayed in the selected language.	Select Exam Language	
	Exam questions, answers, surveys, score report, and Candidate Code of Conduct will be displayed in the selected language.	

This page shows the "GAIT Candidate Code of Conduct". If you agree to it, check the "I agree to Terms of Use" and click on "Next". You <u>cannot</u> take the exam if you do not agree to the "GAIT Candidate Code of

Conduct".



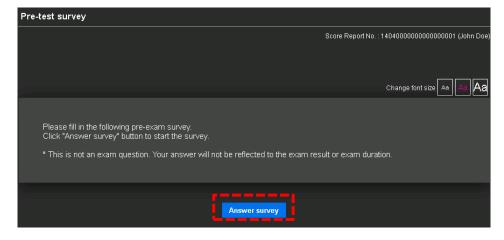
Check the test contents and click on "Start exam".



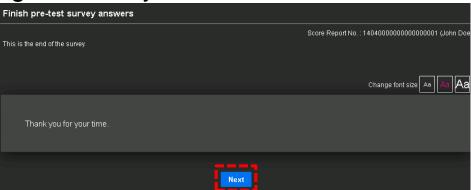
3.2 Survey

Please fill in the pre-exam survey. Click on "Answer survey" to start

the survey.

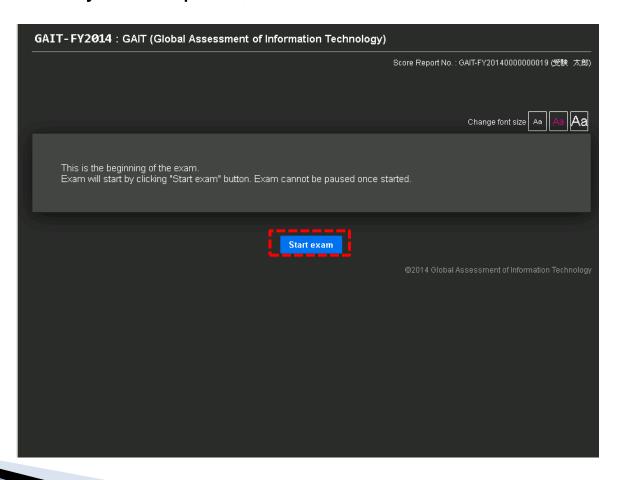


After completing the survey, click on "Next".



3.3 Exam

Once the survey is complete, the exam will start.



3.3 Exam

This is the exam screen.

Displays the remaining time. When the counter hits zero, the exam will finish automatically.

1400000000 : GAIT (Global Assessment of Information Technology) Marks the question for Score Report No.: 140000000000000000002 (John Doe easy identification at Jumps to the the Confirmation screen. Confirmation screen. Mark this question Item 1 / 132 Change font size Aa Aa Which of the following is the capital of the United States of America? New York Washington DC Philadelphia New Orleans Proceeds to the Goes back to the next question. previous question. Confirm all questions **Next question** Jumps to the "Confirm all questions" screen.

3.3 Exam

Returns to the exam

screen.

This is the "Confirm all questions" screen. It will appear by clicking

on "Confirm all questions".

1400000000 : GAIT (Global Assessment of Information Technology) Score Report No. : 1400000000000000000000000 (John Doe Continue to answer Item102 Item103 Item104 Item105 Item106 Item107 Item108 Item 110 Item124 Item125 Item126 Item127 Continue to answer

You can continue to answer the exam by clicking on the question number. The star highlights previouslymarked questions.

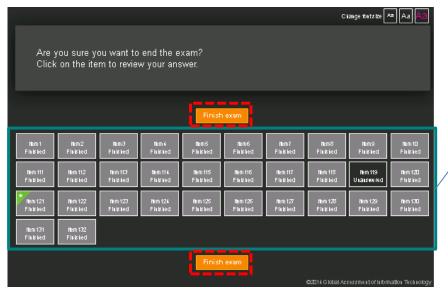
Ends the exam.

3.4 End the Exam

To end the exam, click on "Finish exam".



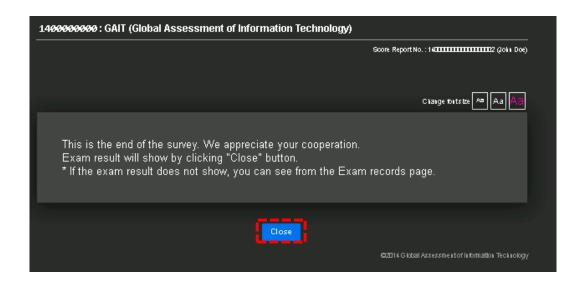
This is the Confirmation screen. You can go back to the questions or you can finish the exam by clicking on "Finish exam" again.



You can continue to answer the exam by clicking on the question number. The star highlights previouslymarked questions.

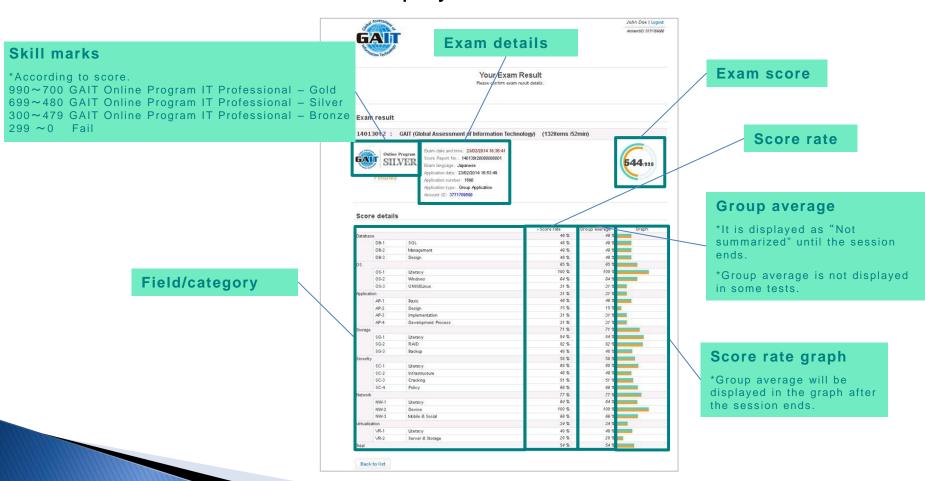
3.4 End the Exam

This is the end of the exam. The exam result will be displayed by clicking on "Close".



3.4 End the Exam

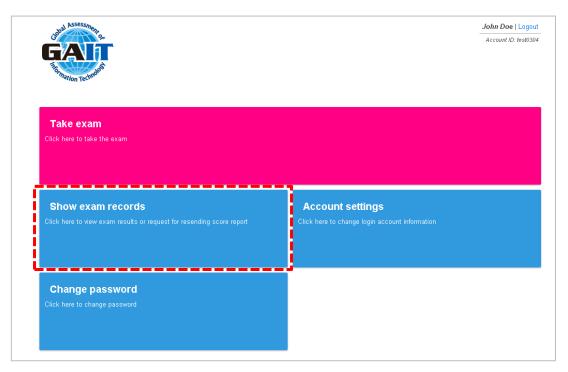
The exam result will be displayed.



4 Exam Records

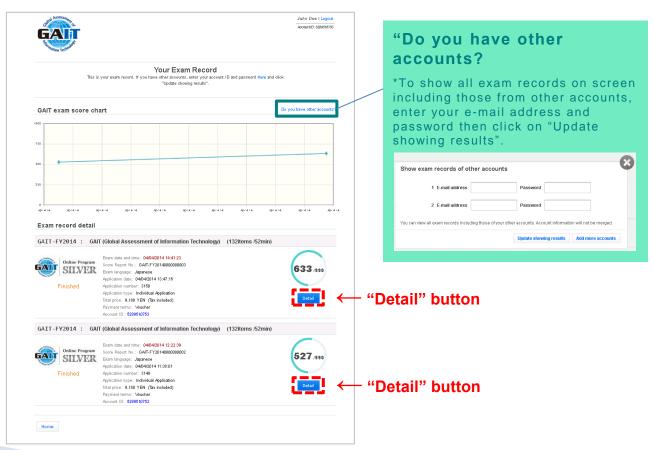
4.1 Review Exam Records

Click on "Show exam records" in the main menu to review exam records.



4.1 Review Exam Records

This is the exam records screen. To show exam result details, click on "Detail" for each exam.



4.1 Review Exam Records

This is the exam result detail screen.



Group average may not be displayed depending on the exam.

=PART 2=

General Examinee My Page Operation Instructions

PART 2 Contents

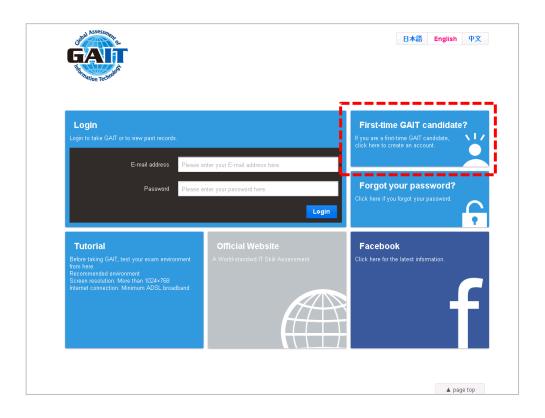
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1 Account Settings

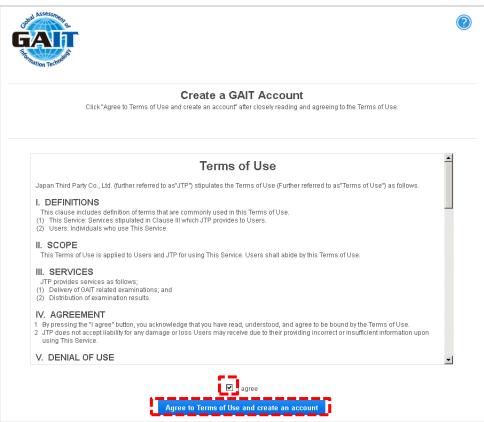
1.1 Create an Account

To create a My Page account, go to https://www.gaitexam.com and click on "First-time GAIT candidate?".



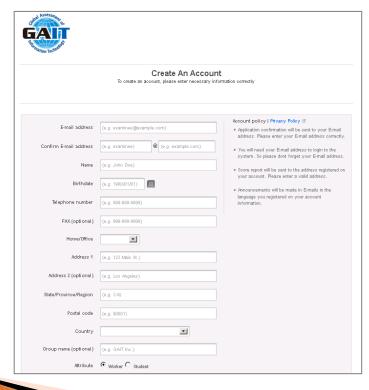
1.1 Create an Account

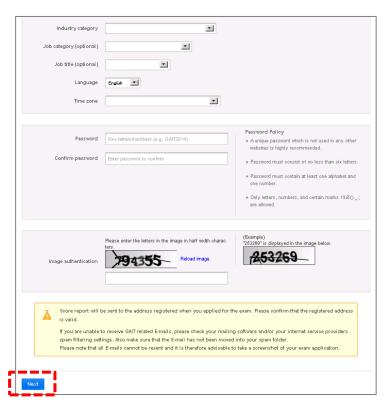
 Click "Agree to Terms of Use and create an account" after closely reading and agreeing to the Terms of Use.



1.1 Create an Account

- Fill out all the fields that are mandatory and click on "Next".
- On the next page, you will be asked to confirm what you have just entered. Click on "Next" if it is correct.



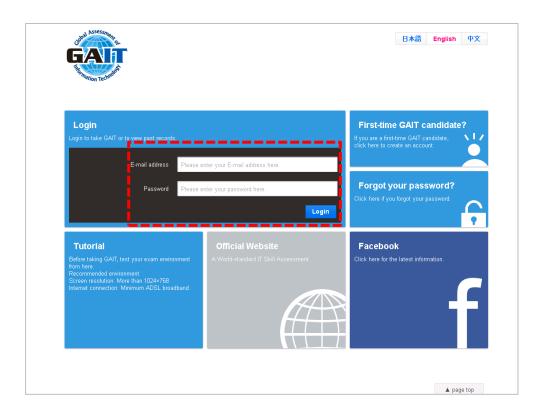


1.1 Create an Account

Account creation is not finished yet. A confirmation E-mail will be sent out to the registered E-mail address. Access the URL on the Email within 30 minutes and complete the account creation procedure.

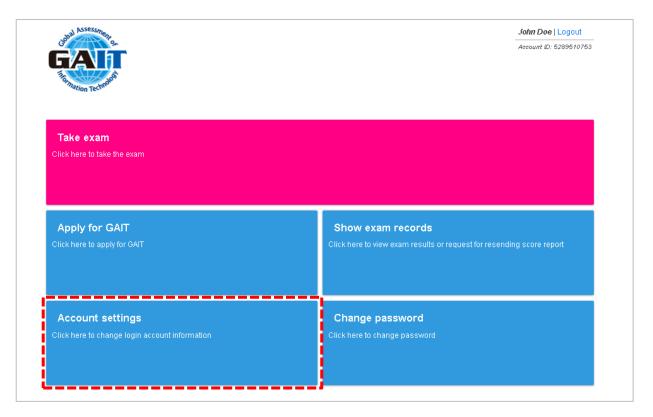
1.2 Login

Go to https://www.gaitexam.com and login by entering your e-mail address and password.



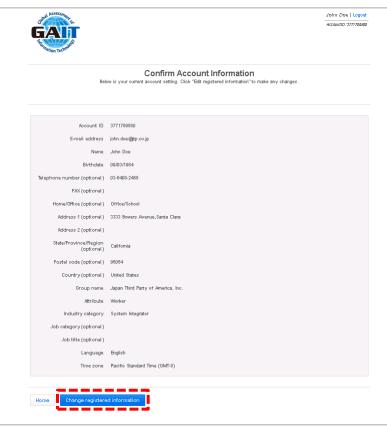
1.3 Edit Account Information

To edit the account information, click "Account settings" in the main menu.



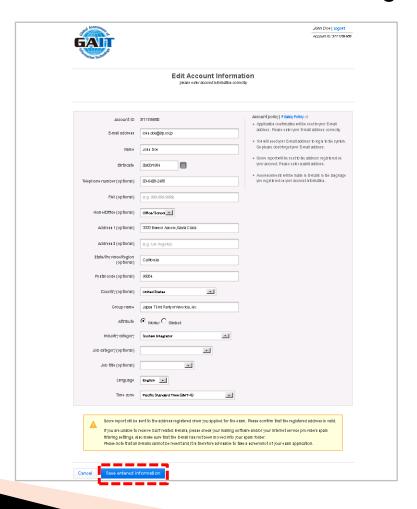
1.3 Edit Account Information

 Currently registered account information is displayed. To edit, click on "Change registered information".



1.3 Edit Account Information

Click on "Save entered information" to save changes.



2 Exam Environment

2.1System Requirements

Recommended system environment for taking the GAIT exam is as follows.

◆Browser	Google Chrome 29 or later
4 D 1011001	Occasio Officialis Ec of later

Mozilla Firefox 23 or later

Safari 5.X, 6.X, 7.X

Microsoft Internet Explorer 8.X, 9.X, 10.X,

11.X

Screen resolution 1024x758 or higher

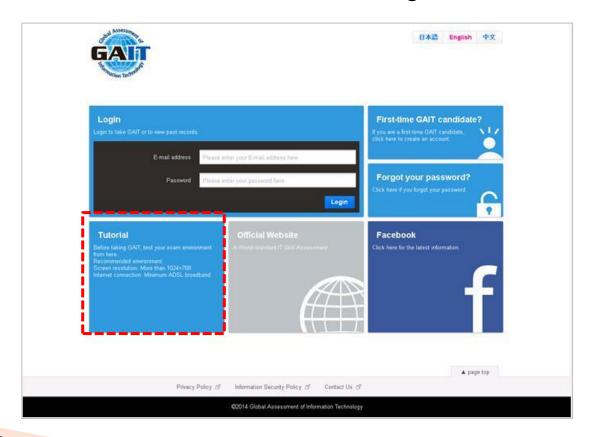
Internet connection Stable connection of more than 1Mbps

Other Regardless of browser, please enable Cookie and Javascript.

 The Exam will be displayed in a pop-up window. If you have a pop-up blocker, please disable it.

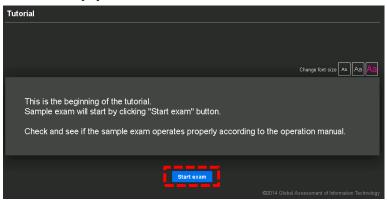
2.2 Tutorial

Please check the exam environment before taking the exam. To start the tutorial, click on "Tutorial" on the login screen.



2.2 Tutorial

Click on "Start Exam" to start the tutorial. The tutorial and the actual exam have the same appearance.



Click on "Close" to finish the tutorial.

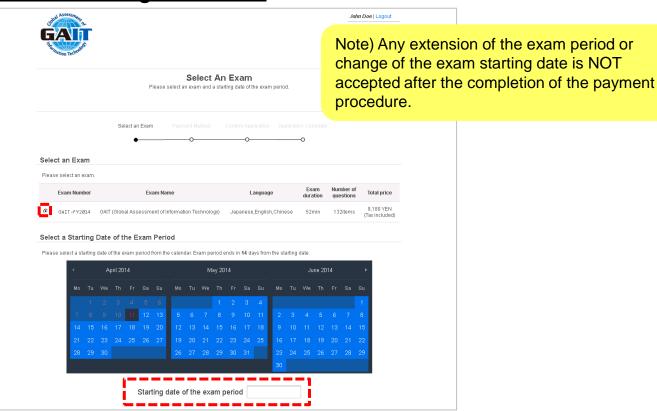


3 Application

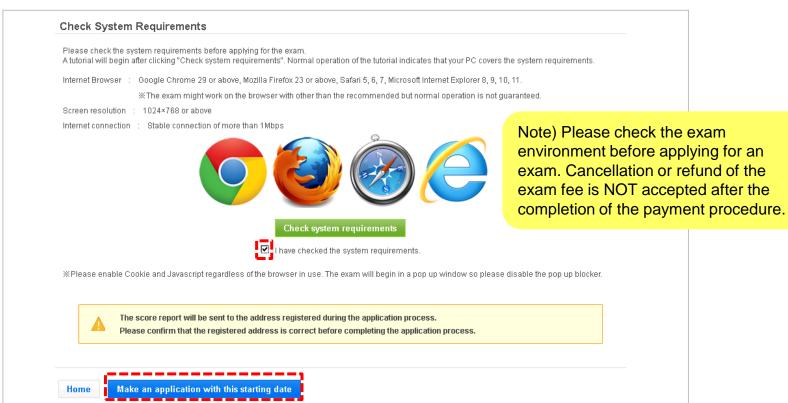
To apply for the exam, click "Apply for GAIT" in the main menu.



Please select an exam and the starting date of the exam period. Exam period ends in 14 days from the exam starting date. Please complete your exam during this time.



Put a check mark on "I have checked the system requirements" and click "Make an application with this starting date".

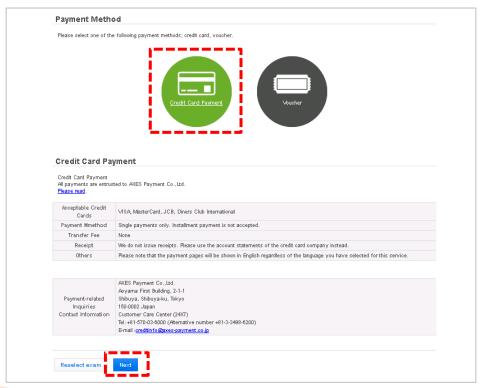


- Select a payment method from credit card and voucher, and click on "Next".
 - For credit card payment >> Go to ~Credit Card~
 - For voucher payment >> ~Go to ~Voucher~



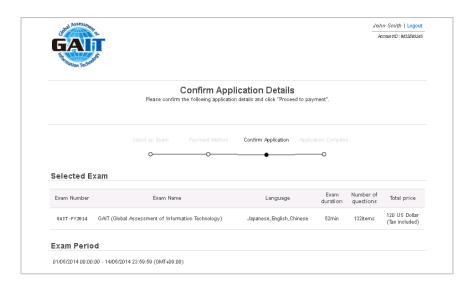
This is the instructions for payment procedure using credit cards.

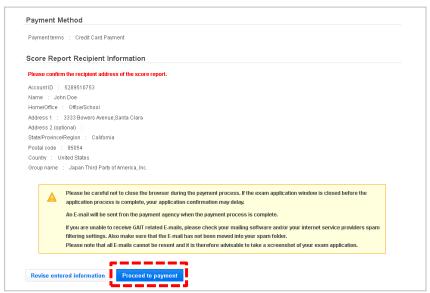
Select "Credit Card Payment" on the payment selection screen, and click on "Next".



This is the instructions for payment procedure using credit cards.

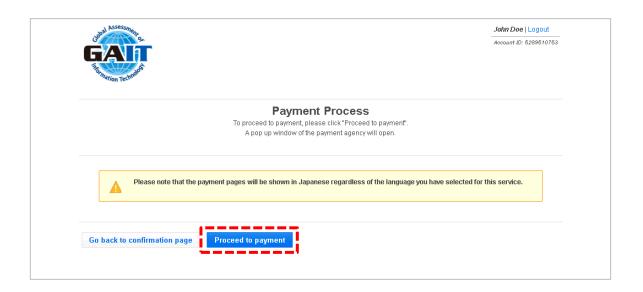
After confirming that the application content is correct, click on "Proceed to payment".





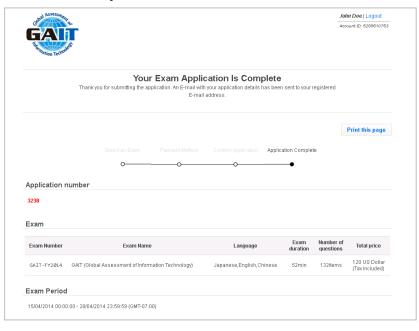
This is the instructions for payment procedure using credit cards.

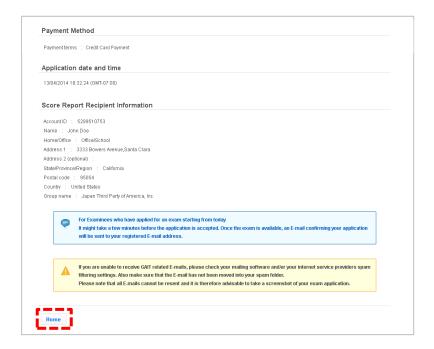
Click on "Proceed to payment" and complete the payment procedure in the pop-up window of the payment agency.



This is the instructions for payment procedure using credit cards.

When the payment procedure is complete, your application is accepted.

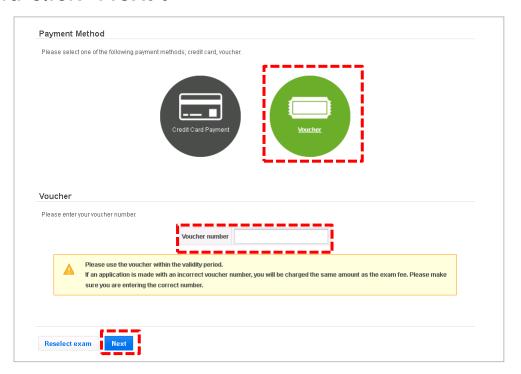




3.1 Apply for an Exam ~Voucher~

This is the instructions for payment procedure using vouchers.

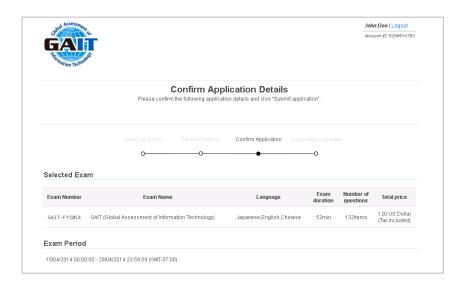
 Select voucher in the payment selection screen, enter your voucher number and click "Next".

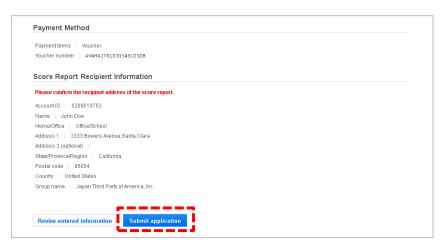


3.1 Apply for an Exam ~Voucher~

This is the instructions for payment procedure using vouchers.

After making sure the application content is correct, click on "Submit application".

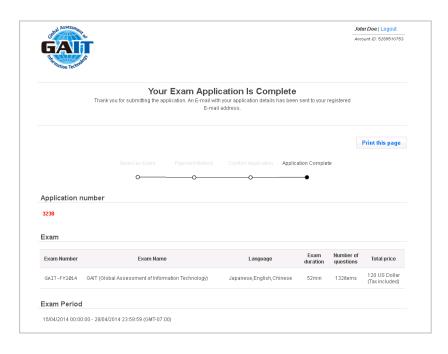


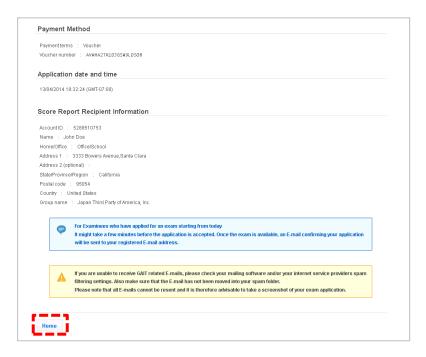


3.1 Apply for an Exam ~Voucher~

This is the instructions for payment procedure using vouchers.

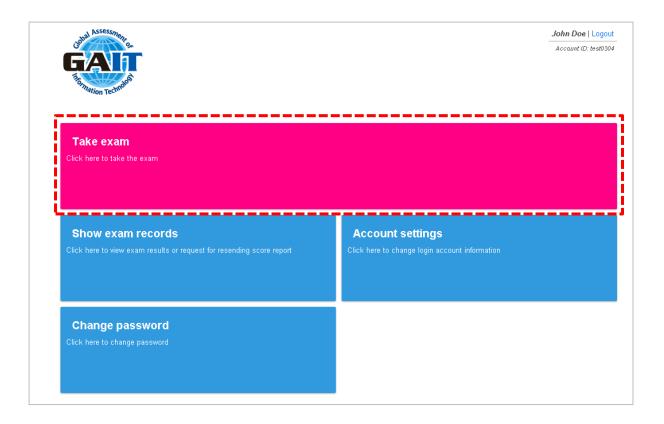
Application is now complete.





4 Exam

To start the exam, click on "Take exam" in the main menu.



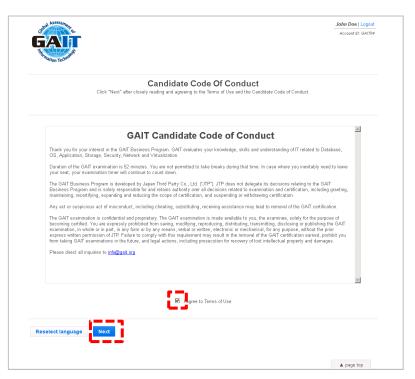
Select the exam you want to take from the list and click on "Start".

GAIT		John Doe Legout Acceset ID: GATT94
	Select Exam Please select an exam from this list of exams	you can take.
Your exam list		
140000000 : GA	IT (Global Assessment of Information Technology)	(132items /52min)
Not Started	Exam period. 10/03/2014 00:00:00:10/03/2014 23:59:00 Application date: 10/03/2014 12:00:18 Application number: 2935 Score Report No.: 14/0000000000000001	Start

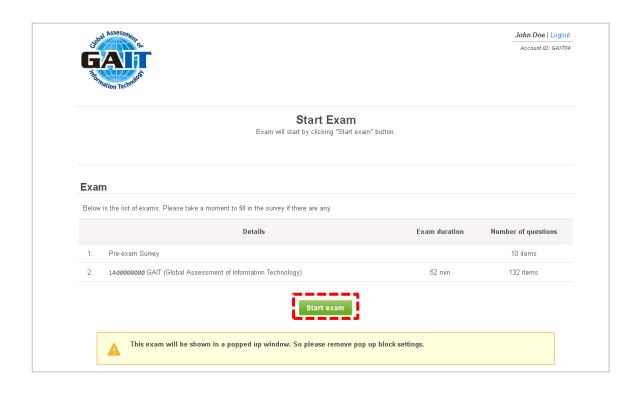
Select the "exam language" and click on "Next".

GALT		Account ID: GAI
atton term	Select Exam Language Please select exam language before starting the exam.	
lease select exam language Exam questions, answers, surveys, score re	port, and Candidate Code of Conduct will be displayed in the selected language.	
	Exam language	

The next page shows the "GAIT Candidate Code of Conduct". If you agree to it, check the "I agree to Terms of Use" and click on "Next". You cannot take the exam if you do not agree to the "GAIT Candidate Code of Conduct".



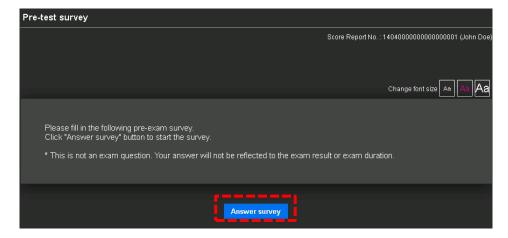
Check the test contents and click on "Start exam".



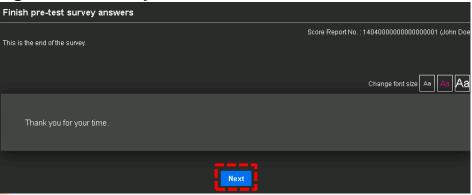
4.2 Survey

Please fill in the pre-exam survey. Click on "Answer survey" to start

the survey.

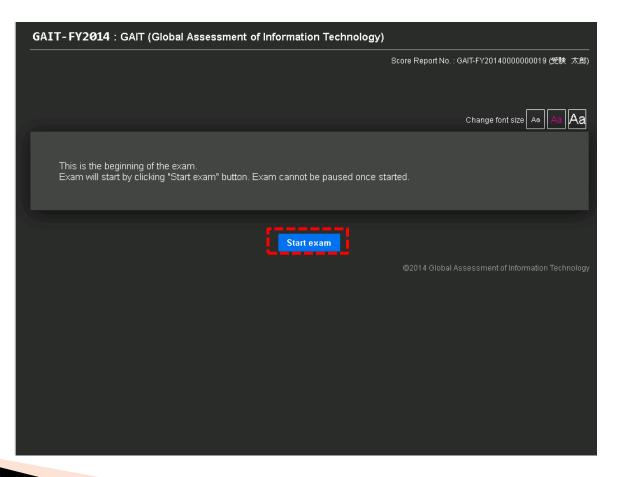


After completing the survey, click on "Next" to end the survey.



4.3 Exam

After completing the survey, click on "Start exam" to start the exam.



4.3 Exam

This is the exam screen. Displays the remaining time. When the counter hits zero, the exam will finish automatically. 1400000000 : GAIT (Global Assessment of Information Technology) Marks the question for easy identification at Jumps to the the Confirmation screen. Confirmation screen. Mark this question Item 1 / 132 Change font size Aa Aa Which of the following is the capital of the United States of America? New York Washington DC Philadelphia New Orleans Proceeds to the Goes back to the next question. previous question. Confirm all questions **Next question** Jumps to the "Confirm all questions" screen.

4.3 Exam

Returns to the exam

screen.

This is the "Confirm all questions" screen. It will appear by clicking

on "Confirm all questions".

1400000000 : GAIT (Global Assessment of Information Technology) Score Report No. : 1400000000000000000000000 (John Doe Continue to answer Item21 Item102 Item103 Item104 Item105 Item106 Item107 Item108 Item 110 Item124 Item125 Item126 Item127 Continue to answer

You can continue to answer the exam by clicking on the question number. The star highlights previouslymarked questions.

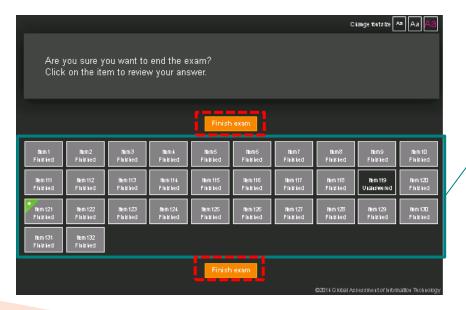
Ends the exam.

4.4 End the Exam

To end the exam, click on "Finish exam".



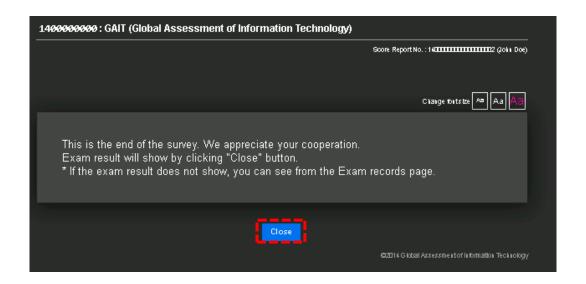
This is the Confirmation screen. You can go back to the questions or you can finish the exam by clicking on "Finish exam" again.



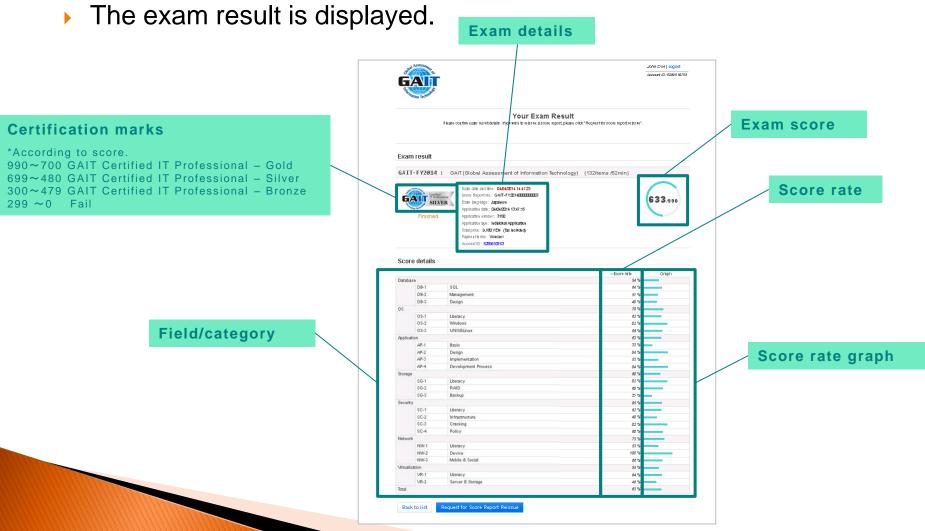
You can continue to answer the exam by clicking on the question number. The star highlights previouslymarked questions.

4.4 End the Exam

This is the end of the exam. The exam result will be displayed by clicking on "Close".



4.4 End the Exam



5 Exam Records

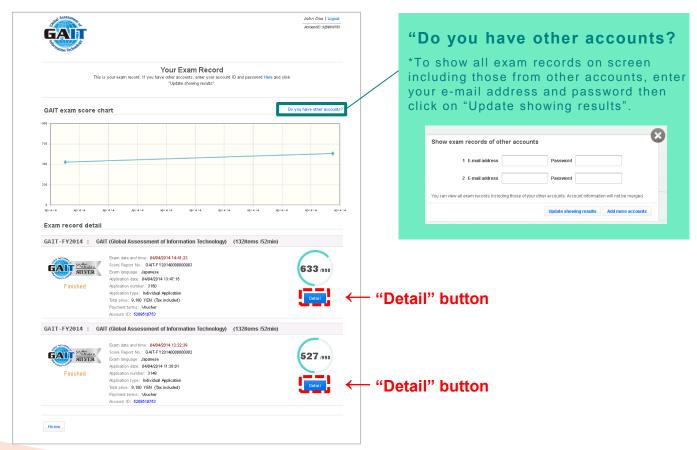
5.1 Review Exam Records

Click on "Show exam records" in the main menu to see exam history.



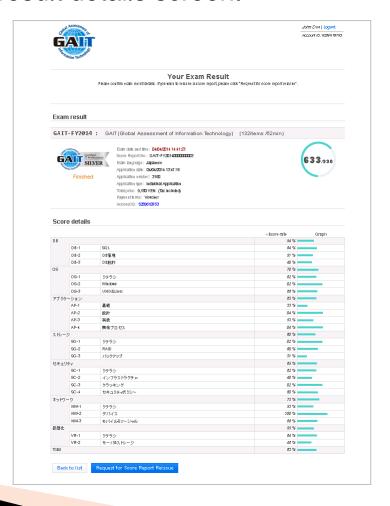
5.1 Review Exam Records

This is the exam records screen. To show exam result details, click on "Detail" for each exam.



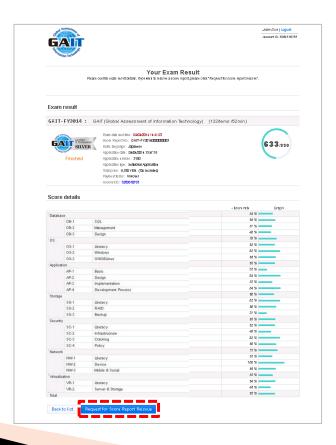
5.1 Review Exam Records

This is the exam result details screen.



5.2 Reissue Score Reports

If you have lost your score report, you can request for reissue by clicking "Request for Score Report Reissue".



5.2 Reissue Score Reports

Make sure that you are making a request for the right exam result you want to reissue. Click on "Proceed to payment" and complete the payment in the pop-up window of the payment agency.

