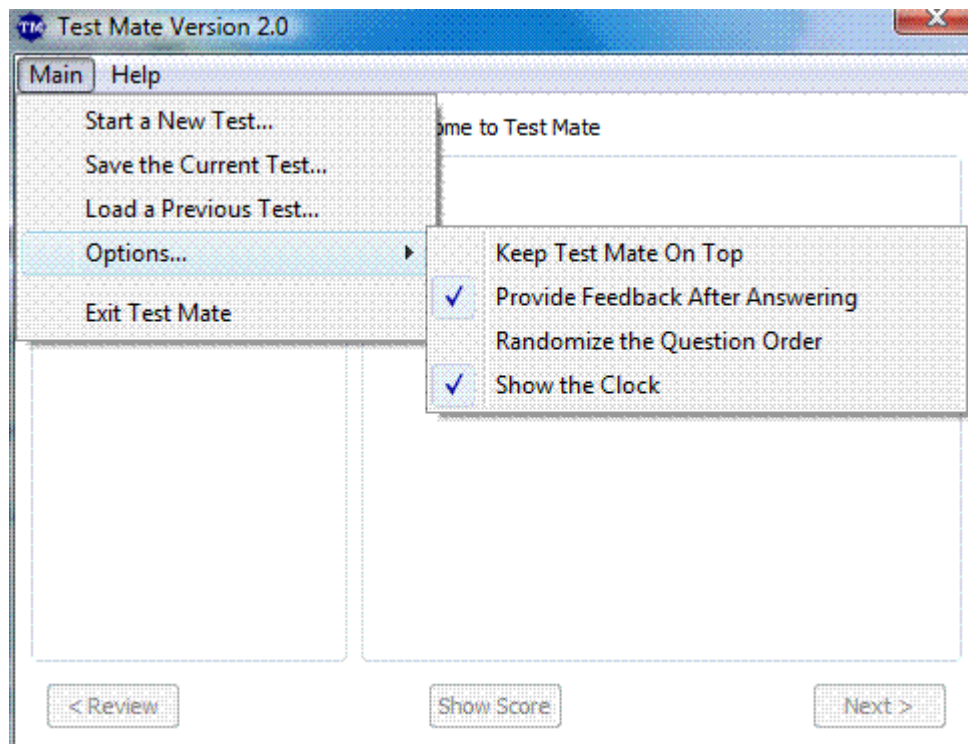# WELCOME TO...

Test Mate™ is a tool to help you review your knowledge of a subject, as when preparing for a class or an examination. Each test uses a comprehensive set of key terms and questions to quiz you in a multiple choice format. Every time you run Test Mate, a new test is generated, with a different set of choices and a different order of questions (if you choose so), ensuring each test is unique. In addition, you can use Test Mate at any time to review what you have learned, without a connection to the Internet.
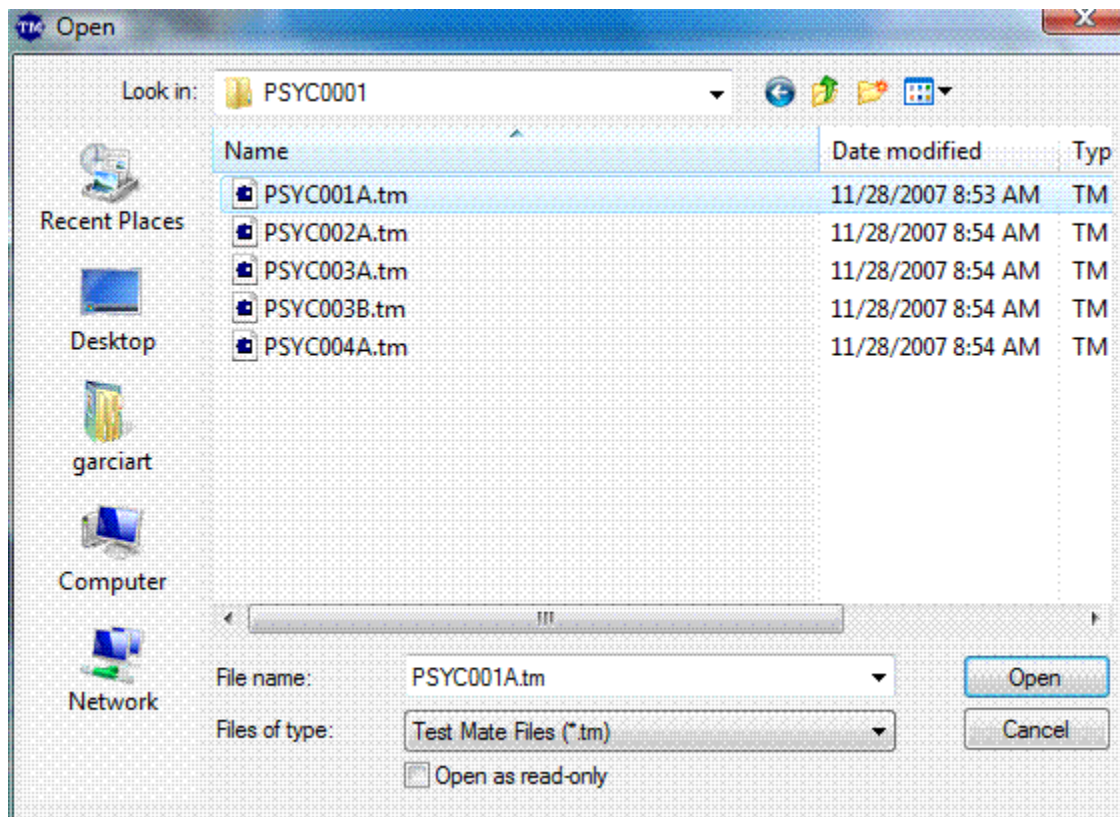
USING TEST MATE

After logging into the system, click on **Main** (or press [Alt]+[M]). A menu will appear, with **Start a New Test** as its first item.
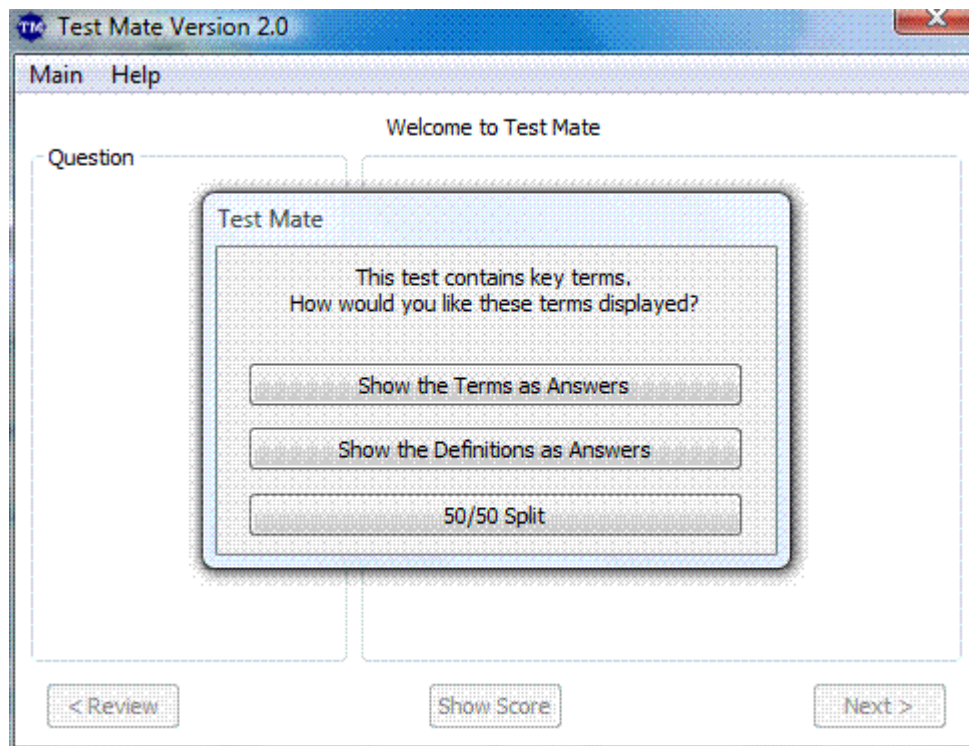
Other options and selections include:

- **Main->Save the Current Test...** ([Alt]+[M]+[S]): Saves the current test.

- **Main->Load a Previous Test** ([Alt]+[M]+[L]): Loads a previously saved test, including the score and the amount of time that had elapsed.

- **Main->Options->Keep Test Mate On Top** ([Alt]+[M]+[O]+[T]): Keeps the Test Mate window as the topmost window. Set to "Off" by default.

- **Main->Options->Provide Feedback After Answering** ([Alt]+[M]+[O]+[F]): Provides additional information after each answer. Set to "On" by default.

- **Main->Options->Randomize the Question Order** ([Alt]+[M]+[O]+[R]): Presents questions in a random order, instead of a syllabus order. Set to "Off" by default.

- **Main->Options->Show the Clock** ([Alt]+[M]+[O]+[C]): Displays how long you have been taking the test. Set to "On" by default.

- **Main->Exit Test Mate** ([Alt]+[M]+[X]): Exits the program.

- **Help->Help Topics** ([Alt]+[H]+[H]): Displays this document.

- **Help->About Test Mate...** ([Alt]+[H]+[A]): Displays Test Mate program information.

You can change any of the items listed under **Options** before starting a test, but for now, let's start a new test with the default settings by clicking **Start a New Test** (or pressing [Alt]+[M]+[N]). The following window will appear. Select the folder with the subject you wish to review and click on **Open**.
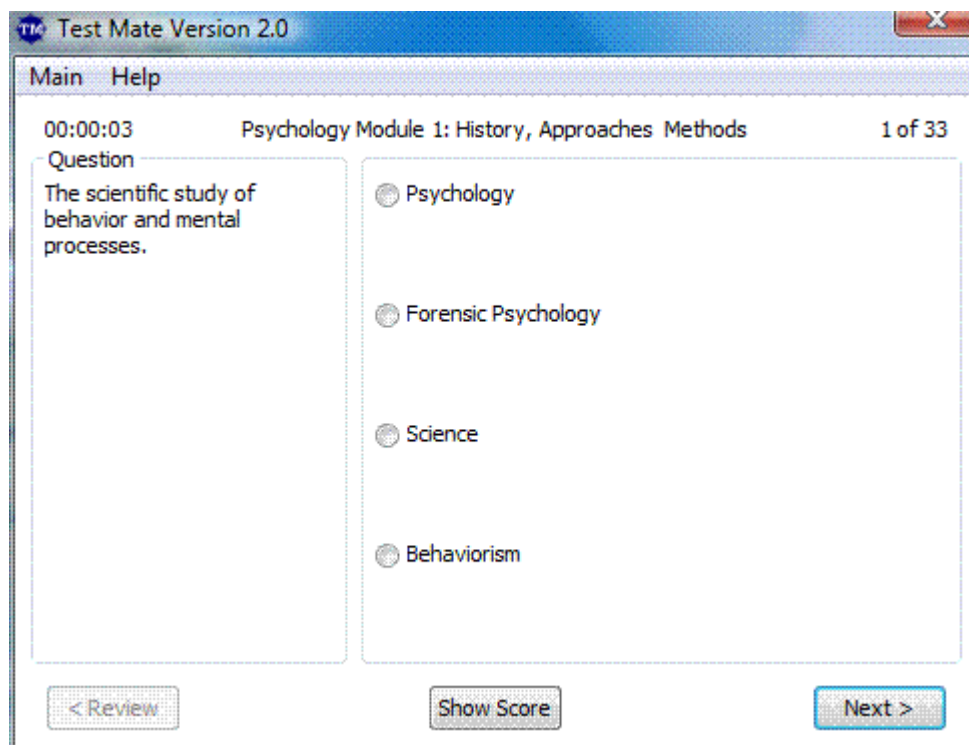

The tests, or subject modules, are easy to identify (each has a ".tm" extension). Select the first choice and click on **Open**. If the module contains key terms, Test Mate will ask you how you would like these terms displayed before beginning the test.
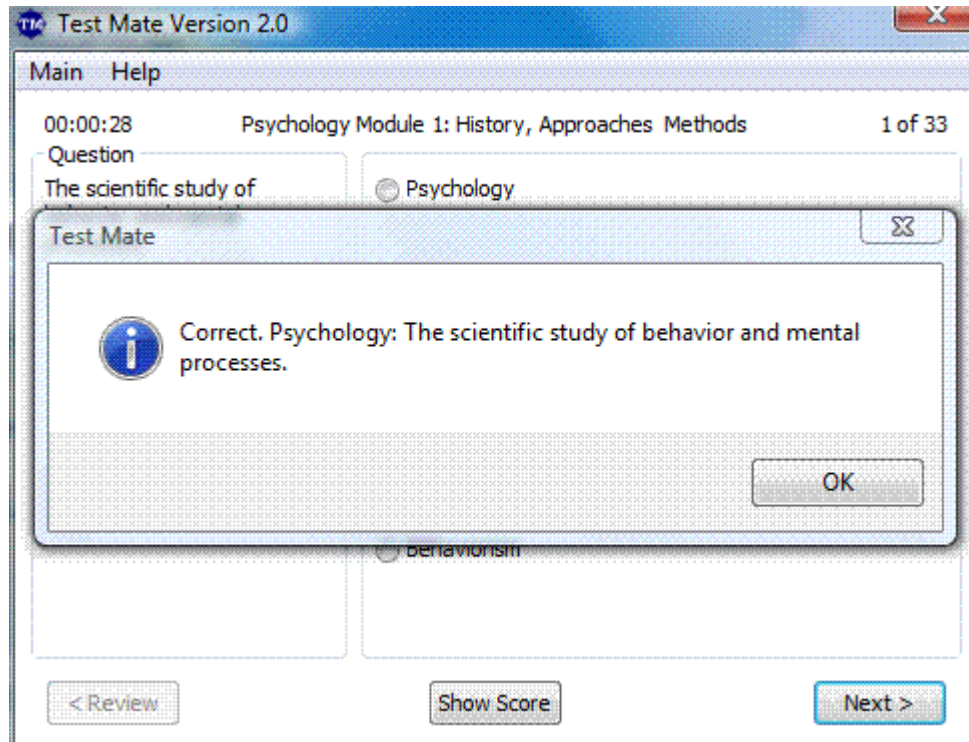
- **Show the Terms as Answers**: Definitions appear as the question and terms as the answers.

- **Show the Definitions as Answers**: Terms appear as the question and definitions as the answers.

- **50/50 Split**: Half of the questions appear as terms or definitions, in a random order.
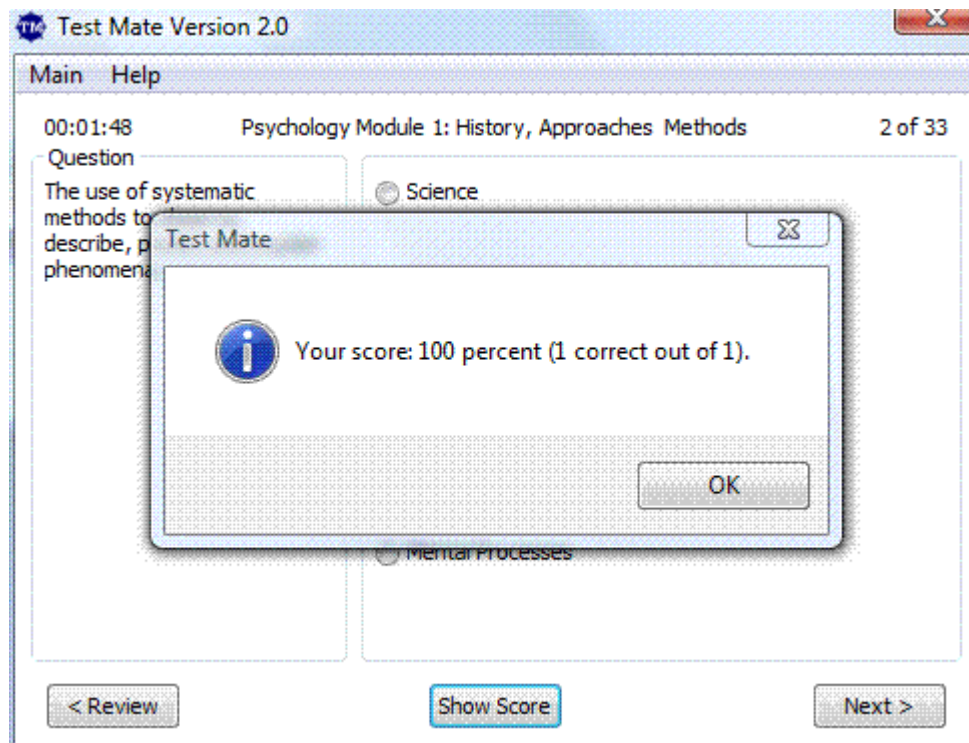
The first two choices are for you to learn the terms as if they were on flash cards, while **50/50 Split** is closer to what you would see on an actual test. Click on **50/50 Split** and the test will begin.
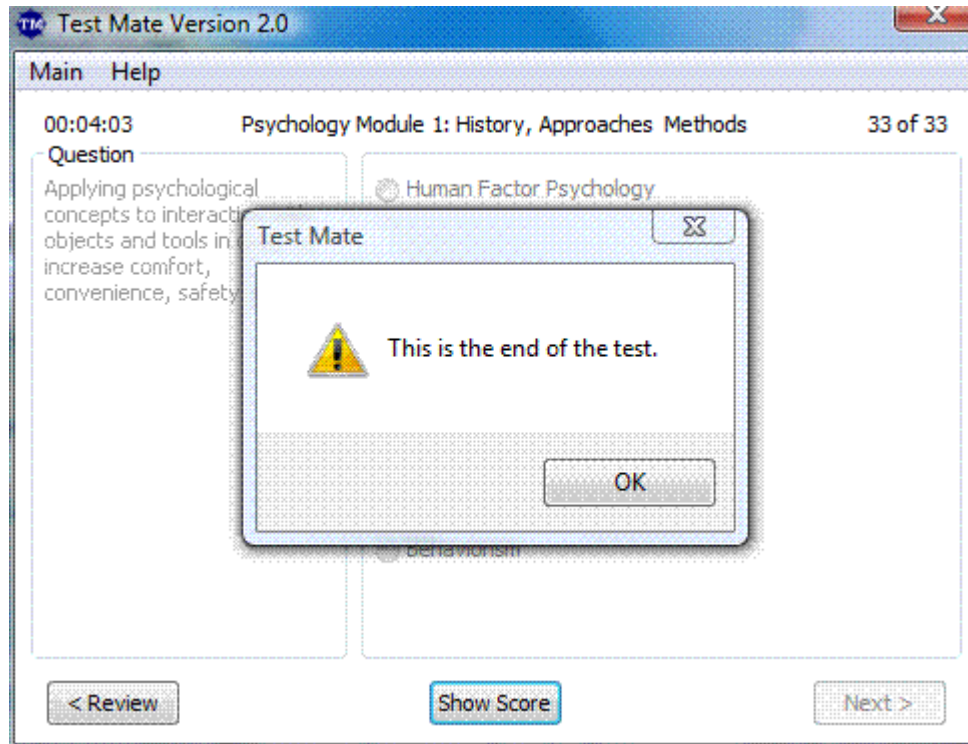
The test title, the first question and its possible answers appear on the screen. In addition, the clock has begun (displayed by default) and a counter tells you that you are on the first question. Select the first choice and click on **Next**.
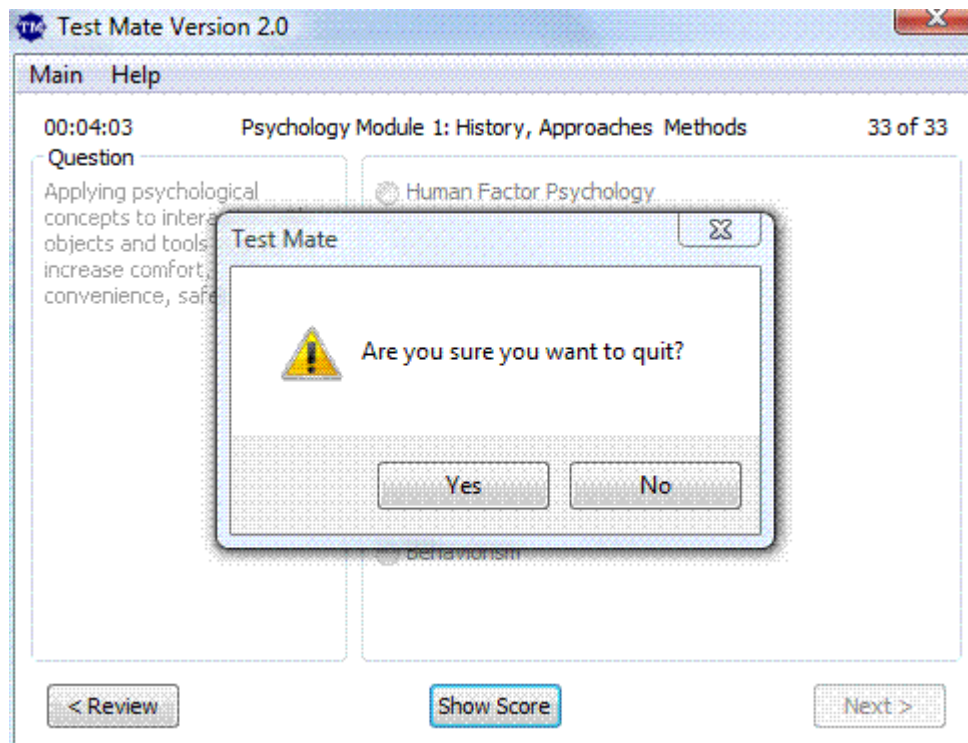

Since the **Provide Feedback After Answering** option is on by default, a short explanation appears. If you eventually want to know how you may fare on an actual test, click this option off, take the test and receive your score at the end. For now, leave the option on and click on **OK**, then click on **Show Score**.

You can check your score at any time and Test Mate will display your score automatically when you complete the test. Continue taking the test until you receive your final score, followed by the below message:

After you click on **OK**, you have three choices. You can review the test by clicking on **Review**; **Review** will not let you change an answer, but it will show you what choices you had. Or, you can click on **Main-Exit Test Mate** and receive the following message:

Clicking on **Yes** will end your Test Mate session. For now, click on **No**, followed by **Main->Start a NTest**; this will bring you back to the module selection window. That's all there is to it; go ahead and choose another module to continue studying. **Good Luck!**

FREQUENTLY ASKED QUESTIONS

Q: How do I install the program?

A: Just copy the executable zip file to a directory, such as Documents or Downloads, and double click. The program does the rest, including placing a shortcut on your desktop and in the start menu.

Q: When I tried to start the program, I got the following message: "Cannot open your profile. Please contact us at test_mate@shorens.com as soon as possible."

A: In order to use Test Mate, you need to log into the program with the user name and password contained in your profile. If the profile is damaged or missing, you will receive the above message. Contact us at test_mate@shorens.com with your user name and password and we will send you a new profile and instructions on what to do with the file. If you forgot your user name or password, you will need to provide the e-mail address you used to register Test Mate along with the program's registration number.

Q: Why is the Test Mate screen so small?

A: We designed Test Mate to run on computers running Microsoft® Windows 95® or above, with a Video Graphics Array (VGA) adapter or better. This allows you to run Test Mate on just about any computer (except for Apple®; coming soon). In addition, we designed the program so it would not take up the entire screen to allow you to use other applications such as calculators, spreadsheets, web browsers or electronic resources (e.g., Microsoft® Encarta®, Encyclopedia Britannica®, World Book®, Wikipedia®). When you first start studying, you can start a test, "pin" the program to the screen using the **Keep Test Mate On <u>T</u>op** option and look up the answer to each question. Hopefully, you will eventually no longer need these resources as you become familiar with the subject, but Test Mate is designed this way to keep your options open.

Q: I am finished with the test; now what?

A: You can either exit Test Mate or start a new test. We have divided each subject into test sections that closely match the syllabus of a traditional college course for that subject. This allows you to set up a study-test-review schedule that suits you, as shown in the example below:

Day 1: Study for and take Test 1.

Day 2: Study for and take Test 2.

Day 3: Study for and take Test 3. Review and retake Test 1.

Day 4: Study for and take Test 4. Review and retake Test 2.

Day 5: Study for and take Test 5. Review and retake Test 3.

Day 6: Study for and take Test 6. Review and retake Test 4.

etc...

Q: I found a bug or I have a suggestion. What do I do?

A: Contact us at test_mate@shorens.com with a description of the bug or problem and we will get an answer back to you as soon as possible. As for suggestions, we welcome them and any feedback that will allow us to make the program better!