

## MCQ Screens and Navigation

The Gleim CMA Review Course, Test Prep, Essay Bank, and Exam Rehearsal emulate the Prometric testing environment, including computer screen layout, software operation, etc., providing the most realistic exam experience. The ICMA recently announced a new interface and here we'll guide you through the new screens. We want you to feel perfectly comfortable and at home on exam day!

The screenshot shows the exam interface with the following elements highlighted by numbered callouts:

- 1:** Question and Section Number: "Question: 1", "Section: Study Unit 3, Subunit 4".
- 2:** Time Remaining: "Section Time Remaining: 00:43:09".
- 3:** Progress: "Progress 0%" with a progress bar.
- 4:** Finish button.
- 5:** Question content: "On January 1, a company leased a computer for 4 years at a monthly rent of \$80, payable at the end of each month. Due to the rate of technical change, the computer is expected to become obsolete within 5 years. At the inception of the lease, the computer was retailing for \$3,450. Had the company chosen to purchase the computer instead of leasing it, the company could have borrowed the funds at 10%. At a 10% interest rate, the present value of the lease payments is \$3,154. The company does not know the rate implicit in the lease. For the month of January, the company should report (to the closest dollar) interest expense of".
- 6:** Answer choices A, B, C, and D.
- 7:** Basic Calculator icon.
- 8:** Time Value Tables icon.
- 9:** Settings gear icon.
- 10:** Help/question mark icon.
- 11:** Flag icon.
- 12:** Back button.
- 13:** Next button.

### 1. QUESTION AND SECTION NUMBER

Indicates which question you are answering and the section of the exam you currently have on-screen.

### 2. TIME REMAINING

Displays the time you have remaining in the current section. Clicking it will display the total exam time remaining.

### 3. PROGRESS

Tracks the percentage of questions complete in the current section.

### 4. FINISH

Don't click this button until you have responded to or flagged all of the MCQs. Clicking it will take you to a review showing questions unanswered or flagged and from there you can then move on to the next section of the exam.

### 5. NAVIGATION MENU

A visual representation of where you are on the current section of the exam. You may use this menu to quickly move between questions. The numbered buttons change appearance according to their status:

- 1** Current: green and arrow shaped; becomes gray once you select an answer choice
- 2** Complete: dark gray rectangle
- 3** Incomplete: green rectangle
- 4** Flagged: a flag icon appears on the right side of the number

### 6. QUESTION AND ANSWER CHOICES

Displays the content of the current question. Click an answer choice to select it.

### 7. CALCULATOR

A basic tool for simple computations. It is similar to calculators used in common software programs.

### 8. TIME VALUE TABLES

This gives you access to Time Value Tables for questions that require them. It will open as a PDF.

### 9. PREFERENCES

The gear icon leads to a preference menu filled with options for adjusting the text and background colors of the exam screens. If you experience discomfort or difficulty reading the exam screens due to the default color scheme, this menu is helpful for finding a more visually accessible palette.

### 10. HELP

Contains explanations of exam functionality, but you'll be familiar with everything if you prepare with Gleim's exam-emulating Review System.

### 11. FLAG

Mark a question for later review.

### 12. BACK

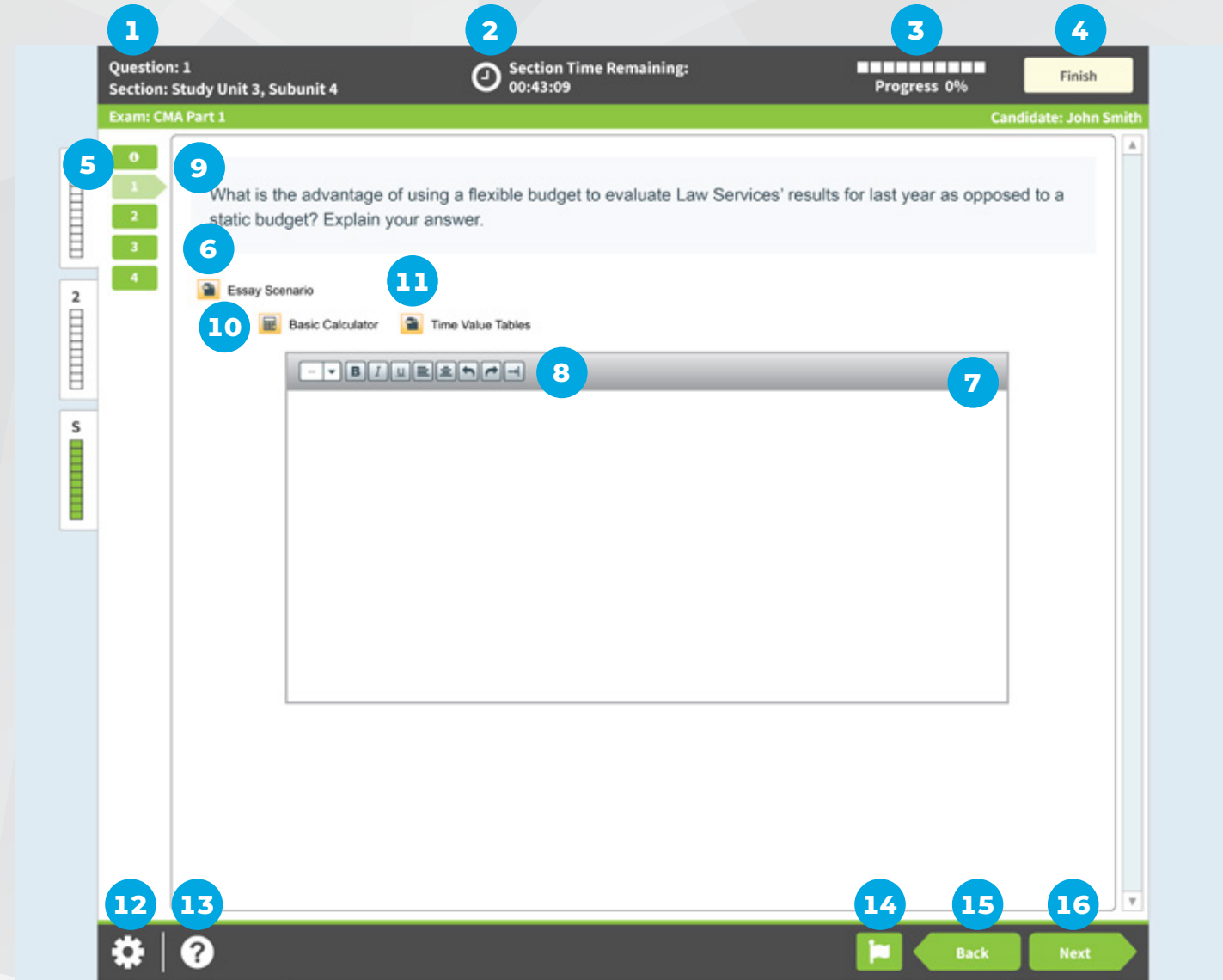
Move to the previous question.

### 13. NEXT

Move to the following question.

## Essay Screens and Navigation

Familiarize yourself with the instruction screens and guidance below so that you can spend more of your valuable exam time focusing on answering questions correctly rather than on the format and functionality of the screens. We have emulated the essay questions to better prepare you for how the exam will look on exam day.



The main essay screen looks very similar to that of the MCQs, but it has a few important differences.

### 1. QUESTION AND SECTION NUMBER

Indicates which question you are answering and the section of the exam you currently have on-screen.

### 2. TIME REMAINING

Displays the time you have remaining in the current section. Clicking it will display the total exam time remaining.

### 3. PROGRESS

Tracks the percentage of questions complete in the current section.

### 4. FINISH

Don't click this button until you have responded to or flagged all of the essays. Clicking it will take you to a review showing questions unanswered or flagged and from there you can move on to the voluntary survey section of the exam.

### 5. NAVIGATION MENU

A visual representation of where you are on the current section of the exam. You may use this menu to quickly move between questions. The numbered buttons change appearance according to their status:

**1** Current: green and arrow shaped; becomes gray once you select an answer choice

**2** Complete: dark gray rectangle

**3** Incomplete: green rectangle

**4** Flagged: a flag icon appears on the right side of the number

### 6. ESSAY SCENARIO

Displays a new screen with all of the information you will need to answer the questions. It will open as a PDF.

### 7. ANSWER BOX

Where you type your response to the current question.

### 8. WORD PROCESSING TOOLS

These icons, when selected, enable you to select headings, bold, italicize, underline, left align, center, right align, undo, redo, and/or save your progress (much like a standard word processing program).

### 9. QUESTION

Displays the content of the current question.

### 10. CALCULATOR

A basic tool for simple computations. It is similar to calculators used in common software programs.

### 11. TIME VALUE TABLES

This gives you access to Time Value Tables for questions that require them. It will open as a PDF.

### 12. PREFERENCES

The gear icon leads to a preference menu filled with options for adjusting the text and background colors of the exam screens. If you experience discomfort or difficulty reading the exam screens due to the default color scheme, this menu is helpful for finding a more visually accessible palette.

### 13. HELP

Contains explanations of exam functionality, but you'll be familiar with everything if you prepare with Gleim's exam-emulating Review System.

### 14. FLAG

Mark a question for later review.

### 15. BACK

Move to the previous question.

### 16. NEXT

Move to the following question.