

# The Candidate Experience - Navigating in the test (Part 2)

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The simplest way to navigate within a test is by clicking the **Answer** button. This will confirm the answer and move on to the next unanswered question. Alternatively, select the **Next** or **Prev** question buttons either side of the **Nav** (navigation) button.

### **Skipping to the Next Question**

A question can be skipped and answered later on in the test by selecting the **Next** button (located to the right of the Nav button in the Control Panel).

To skip a question:

1. Click the **Next** button

### **Skipping to a Particular Question**

If a particular question is to be selected from the test, the **Nav** button can be used to open the Navigation window and then the question chosen.

To skip to a particular question or go back to a flagged question:

1. Click the **Nav** button (located to the left of the *Next* button)

Please note the **Prev** button and the **Nav** button are disabled during Certification tests.

The Navigation window lists all questions within the test along with the first few words of the question text. The current question will be highlighted and to move on to a different question, simply click on the question number. There is no limit to the number of times you can navigate past a question.

To return back to the original question:

1. Click the **Close** button

OR to choose an alternative question:

1. Select the **question link** from the list of questions shown

## Key to the Navigation Window

The Navigation window shows columns with the following information:

Columns	Description
#	Question Number
State	Whether the question is answered or unanswered
Flagged	Whether the question is flagged to be looked at again
Item text	Question text (only first part shown)

Please note that rules for Certification tests do not allow Candidates to change answers to questions they have previously answered. For any instances of a Candidate being unsure how to answer the question and wanting to leave the question to answer later on, we advise the **Next** button is used to move on to the next question and then come back to that question later in the test (if time allows). This rule does not apply to Diagnostic tests where previous answers can be changed and it is possible to bring up the navigation panel.

## Returning Back to Skipped Questions

It is possible to return back to a question that has been skipped or flagged at any point in a Diagnostic test.

To go back to an unanswered question:

1. Click the **Nav** button (located to the left of the Next button in the Control Panel)
2. Select the **question link** to return back

## Skipped Questions at the End of the Test

When the last question is answered, the test will automatically cycle round to questions that were skipped in order.

Please note that some tests will **not** allow questions to be skipped. For example, it is not possible to skip questions in the Improving Productivity tests.