CIS 1323 EXAM-FOR-CREDIT (EFC)

The CIS 1323 Exam-for-Credit is given in a simulation environment called SIMnet, which is scenario, task-based, performance testing. SIMnet will evaluate your Microsoft Office 2016 skills for Excel, Access, and PowerPoint. You will be asked to perform various tasks (such as underlining a word, entering a formula, hiding a slide, or creating a query). The simulator monitors your keystrokes as you complete each task. The simulator recognizes that there are often several methods to complete a task, and allows for most methods in completing the tasks.

The exam is 90 minutes (1.5 hours), 60 questions. The clock begins when you click **Start Exam** and does not pause in the event you need to step away for a few minutes. You should plan ahead so that you do not lose valuable time with a bathroom break.

The exam is closed book and closed notes. You may not use any supplementary materials or any other help to assist you in completing this exam.

You must earn 70% to pass the exam and receive course credit for CIS1323. The waiting period to retake the exam if you do not achieve a passing score is three months.

Two fees are required for the exam. The Testing Center charges an administration fee of $40. and SIMnet charges a test fee to receive an access code of $26.50 (which is subject to change per SIMnet). You will need to purchase the SIMnet access code before you go to the testing center. SIMnet accepts major credit cards and Paypal.

To take the test, at Texas State University Round Rock Campus, please follow these steps.

Step 1

Contact the Testing Center on the Round Rock Campus at rrc-testing@txstate.edu about taking the CIS 1323 exam, and you will be sent a CIS exam-for-credit request form. Please fill out the form and return it to the Testing Center by email at rrc-testing@txstate.edu.

Step 2

After the Testing Center receives your form and reviews it to see you are eligible to test (having fulfilled the retake waiting period, if necessary), you will receive an email with payment information and confirming your requested appointment time, if it is available. You also will receive online payment information for the test proctoring fee, and instructions on how to purchase the SIMNET access code before you come to the Testing Center.

Step 3 (Test Day)

Please check in a few minutes before your appointment at the ONE STOP CENTER, Suite 201, in Avery Hall. You will need to bring a photo ID, your receipt for the proctoring fee, and the receipt for the SIMNnet passcode.

PRACTICE TEST

You can take a practice test before you pay anything to take the actual exam-for-credit so that you have a fair idea of the test environment. There is no cost to take the practice test. You can take the practice test from any computer with a high-speed internet connection (wireless is not recommended), web browser (Firefox, Internet Explorer, Chrome), and Adobe flash player. MACs are not recommended due to the possibility of a right-click being required to complete a task.

To take the practice test, go to https://txstate.simnetonline.com/sp/ The username is CIS1323 and the password is password

Click the **Exam tile** which should be in the middle section of your screen. Click **Take exam** to begin.

The exam may take several minutes to load (up to 15 minutes). Be patient while it loads. Once the simulator has loaded, click **Start Exam.**

At the top of the screen, a set of instructions will appear for each simulation, follow the instructions to complete each simulation task.

Once you have completed the exam, click **End Exam.**

Log off SIMnet