



Houston Baptist University
SimNet – HBU Student Guide
Last Rev: January/2011

Introduction:

SimNet is an online product that will be used for the Computer Proficiency Exam (CPE). You will log in and take an exam simulation. It looks like the real MS Word, Excel and PowerPoint but they are not. These are Adobe Flash movies or simulations. You're allowed to take the exam at your home computer or the computers from the Student Computer Lab here at HBU. You're allowed to take the exam up to 2 times. This document explains the system requirements, recommendations and contact information.

How to:

- Access the SimNet website: go to <http://www.hbu.edu/testing> and under the Testing Services area click on Computer Proficiency Exam. Read and follow the instructions.
- Purchase the Registration Key Code: the university Bookstore will be selling these keys.
- Training: if you need a refresher or training for Microsoft Office 2007 go to <http://www.hbu.edu/ita> and follow the instructions. This Training System is available for free and can help you study.
- Practice: when you log in, the website will provide a practice exam. You may take it 4 times to get familiar with the SimNet process and platform.
- Take the exam: use your first attempt first. If you fail the test (score less than 70%) you can purchase a second key and use the second attempt.
- Take CISM-1321 instead: if you feel like you will fail the exam and decide to take the CISM-1321 you can do so. Check with your Advisor.

System Requirements:

- Adobe Flash Player Plugin version 10 (or greater) installed in your computer prior to taking the CPE Exam. At the bottom of the CPE web page you will find a link to the Adobe Flash Player and Shockwave Plugins.
- Take the Exam on the same computer where you installed the Adobe Flash Player Plugin.
- You can only use Microsoft Internet Explorer 7 or Mozilla Firefox (3.x for Windows and 3.0 for Windows or MAC) web browsers for Windows XP, Windows Vista, Windows 7 and Mac OS 10.4x operating systems.
- 1GB of RAM is required; 2GB+ is recommended for better performance. It will not work with 512MB of RAM.
- 1Ghz+ processor is required. The exam will load between 1 and 3 minutes. Please be patient and wait.
- Disable pop-up blockers in your web browser.
- Use High-Speed Internet connection.
- If you plan to take the exam in one of our computer labs, use the Student Computer Lab in Atwood II 102. Do not use any other lab.

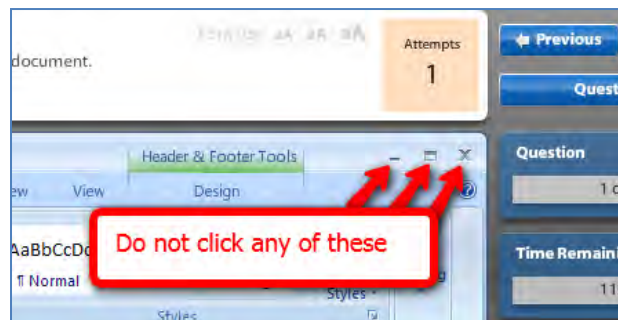


Login:

- In order to take the first attempt you have to login using your H number + the letter A (Capital "H", Capital "A" and no spaces)
- Example:
 - Username: **H12345678A**
 - Password: **H12345678A**
- If you need to take the second attempt you have to login using your H number + the letter B (Capital "H", Capital "B" and no spaces)
- Example:
 - Username: **H12345678B**
 - Password: **H12345678B**

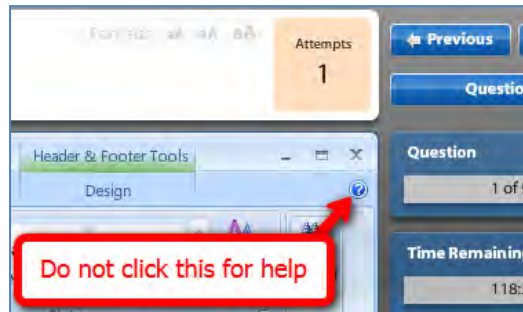
Recommendations before and during the exam:

- It is suggested that you reboot your computer to refresh and clean the system memory to prevent technical problems.
- Make sure you don't have other applications open like chat, games, music, etc.
- Study from the Microsoft IT Academy training system.
- Read the SimNet HBU Student Guide (this guide) and practice before taking the exam.
- The exam will load between 1 and 3 minutes. Please be patient and wait. If it takes more than 5 minutes, close the window and click to take the exam again.
- When using Firefox, if the exam is taking too much time to load or the screen is not changing, move the mouse (or mouse pad from Laptops). The screen will change and load the next content.
- **If for some reason the exam is interrupted close the windows and load the exam again. It should start with the question you were answering.**
- **Be careful when clicking commands, every click or mistake counts. Follow the instructions below.**
- Do not click minimize, restore or close icons; you'll get an incorrect answer:

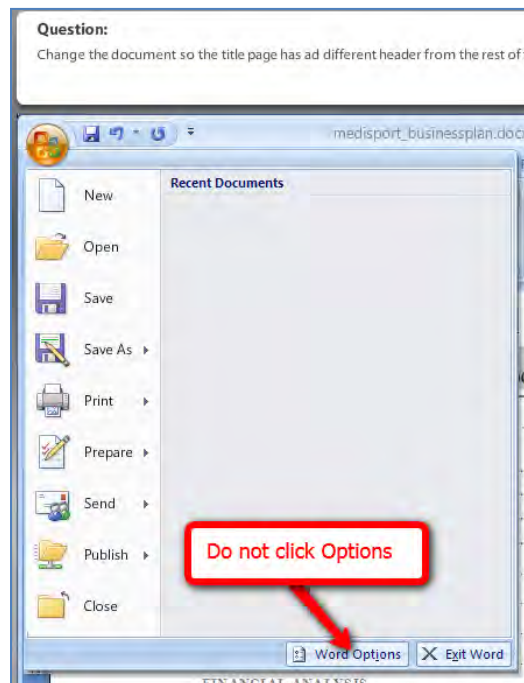




- Do not click the help icon in the Simulation; you'll get an incorrect answer:



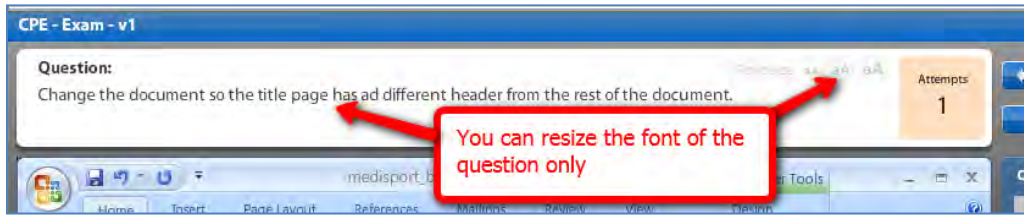
- Do not click on the Options button from the Simulation; you'll get an incorrect answer:



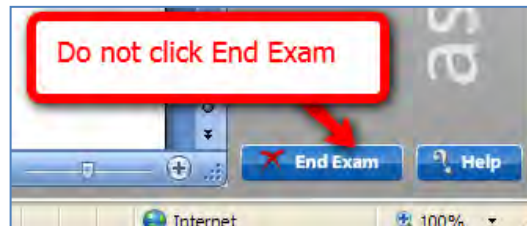
- If you use a Laptop, be careful with the mouse pad tapping. It is recommended that you use the mouse buttons instead of tapping the mouse pad.



- You can resize the font of the question:



- Do not press F5 in PowerPoint Simulations** (or at any moment during the exam). This restarts the exam and you'll have to start from the beginning.
- Do not click "End Exam". That will terminate the exam and your attempt. Answer all the questions:



- Close all your Internet Messengers (IMs) or chat clients. If they pop up they will interrupt your exam:



- Close any other software loaded. Having these other programs open will affect the speed and the performance of your Simulation. Only use the browsers for the exam.
- Don't start playing and clicking all over the simulation trying to explore. Remember that you can click tabs and groups but if you click on a command and that is not the answer, it will be scored incorrectly.
- Do not use the Undo command or keyboard combination. That will result in an incorrect answer.
- After you log in to Simnet, you may close the browser that is displaying the CPE web page. This will save some memory resources.

Technical Problems:

- We're asking all the students taking the CPE to contact the HelpDesk (x3410) if they encounter technical issues.
- If for some reason the exam is interrupted (freezes or the computer crashes) close the windows, restart (reboot) the computer and load the exam again. It should start with the question you were answering.**

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