

CBTF Practice Simulation Exam Syllabus Information

Designated exams in this course will be administered through the Computer Based Testing Facility (CBTF) located in Gilmer 490A. Before the first graded CBTF exam, students are expected to complete an **ungraded simulation exam** to practice the same steps they will follow during graded exams.

Please note the following important information regarding your participation in a CBTF Practice Exam.

Most importantly, students must present a **valid photo ID** during check-in.

Acceptable forms of identification include:

- University-issued physical or digital ID
- Government-issued photo ID (such as a driver's license)

Students who are unable to provide acceptable identification should speak with CBTF staff before beginning the exam.

Simulation exam window	August 31 to September 11
Reservations available in PrairieTest	Reserve a 30-minute testing window.
Location	Gilmer Hall, Room 490A (listed in PrairieTest as GIL490A)
Arrival time	Arrive 15 minutes before the scheduled reservation time for check-in
Late Arrival	Students who arrive 10 or more minutes after their scheduled exam start time will not be permitted to begin their exam and should reschedule on PrairieTest

How to reserve and attend:

- Log in to PrairieTest
- Locate the CBTF Practice Exam under available exams in the CBTF101 Course.
- Choose an open time slot
- Select Make a Reservation
- Confirm the reservation

The simulation exam is not graded. It is meant to familiarize students with CBTF procedures, including check-in, identity verification, assigned seating, storage of personal belongings, use of the testing workstation, exam submission, and quiet check-out. Students are expected to treat the mock exam as a rehearsal for official graded CBTF exams.

Participation in the simulation exam will be reported in PrairieTest.