

NATIONAL TESTING CENTER USER'S GUIDE

If this is your first visit to the new eTesting site, you will need to know your eDirectory password which is used throughout the eAuxiliary to verify who you are. If you have not yet activated your eDirectory account, or don't recall your eDirectory password, go first to <http://www.auxedirectory.org/activate/index.php>. When you have your eDirectory password, point your browser to http://ntc.cgaux.org/newuser_password.php to get an eTesting User ID and temporary eTesting password.

When you log in to the National Testing Center (<http://coastgrdus.mytgweb.com/login>) you will see the following screen:



The screenshot shows the login interface for the National Testing Center. At the top, there is a blue header with the United States Coast Guard Auxiliary logo and the text "United States Coast Guard Auxiliary" and "America's Volunteer Lifesavers". Below the header, the text "NATIONAL TESTING CENTER" is displayed. In the center, there is the Coast Guard Auxiliary logo. Below the logo, there is a message: "Online eTesting for members of the U.S. Coast Guard Auxiliary. If you do not yet have an eTesting password, point your browser to ntc.cgaux.org. If you have problems with eTesting, send an e-mail to admin@ntc.cgaux.org." Below the message, there are two input fields: "User ID:" and "Password:". The "User ID:" field contains a 7-digit number. The "Password:" field contains a series of dots. Below the input fields, there are two buttons: "Login" and "Clear". At the bottom right of the page, there is a small copyright notice: "Test Generator & TD Web © 2007, East & Company".

Enter your 7-digit user ID and your eTesting password and then click "Login." On your first visit to the new Testing Center, you will see the following screen:

United States Coast Guard Auxiliary
America's Volunteer LifesaversSM

NATIONAL TESTING CENTER

Please specify a new password before continuing.

New Password:

Confirm Password:

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Enter an eTesting password that will be easy for you to remember and click on "OK." Be sure to write down the password. If you lose it or forget it we will issue you a new, temporary password and then you will have to go through the process of changing it again. You can make it the same as your eDirectory password.

Next you will see the test selection page (the following is just a partial listing):

United States Coast Guard Auxiliary
America's Volunteer LifesaversSM

NATIONAL TESTING CENTER

Choose a Test/Survey

Test/Survey	Description	Class
APC	Administrative Procedures Course	NTC - U.S. Coast Guard Auxiliary National Testing Center <input type="radio"/>
AUXCOM	Communications specialty exam	NTC - U.S. Coast Guard Auxiliary National Testing Center <input type="radio"/>
AUXPAT	Patrols specialty exam	NTC - U.S. Coast Guard Auxiliary National Testing Center <input type="radio"/>
AUXSEA	Seamanship specialty exam	NTC - U.S. Coast Guard Auxiliary National Testing Center <input type="radio"/>
Aviation Test A	Test A for observers and pilots. Requires the document available online at http://cgcexams.info/testing/images/AirOBSSupplMat.pdf	NTC - U.S. Coast Guard Auxiliary National Testing Center <input type="radio"/>
Aviation Test B	Pilot supplemental exam (Test B)	NTC - U.S. Coast Guard Auxiliary National Testing Center <input type="radio"/>
FingerprintTech	Fingerprint Technician exam	NTC - U.S. Coast Guard Auxiliary National Testing Center <input type="radio"/>
		NTC - U.S. Coast Guard <input type="radio"/>

This is a list of all the tests available to you. Select one by clicking on the circle at the right and then click on "Take selected test/survey" above. A box will pop up asking if you are sure you want to take that test. If so, then click on "OK." If you made a mistake, click on "Cancel" and you can choose a different test.

PROCTORED EXAMS: Contact the proctor directly and arrange to meet. The proctor will be asked to sign in to the system, after the member, using their eTesting user name (ID) and password. The proctor must be present while you are taking the exam.

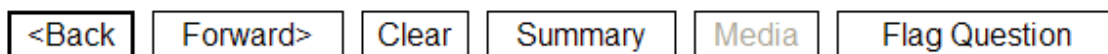
National Testing Center proctors must be approved by your DIRAUX. Check with your Flotilla Commander or Member Training Officer if you are unsure of who the approved proctors are in your area.

Note: The National Testing Center proctors are called "Test Administrators." When you see "Test Administrator/Instructor" the system is telling you that you need a proctor.

The next several screens provide you basic information about the test you have selected. Since those screens vary from one test to another, they are not shown here. But simply click on "OK" to proceed or "Cancel" to go back to the login screen. Finally you arrive at the first question in the test you have chosen to take:



The top line provides basic information: the test name, the time you've spent on the test, which question you're on, the time and the date. Below that are a half-dozen navigation buttons:



- **BACK:** Go back one question
- **FORWARD:** Go to the next question
- **CLEAR:** Clear any answer choices to this question
- **SUMMARY:** Go to the test summary (see below)

- **FLAG QUESTION:** Flag this question (a reminder to yourself to return to this question before turning in the test)

Below those navigation buttons is the first question on the exam (the questions and answers in these illustrations have been obscured). Select an answer and click on "Forward" to go to the next question. You can also back up to previous questions by clicking on "Back." When you are done (or when you click "Summary") you will be taken to the summary page:

The screenshot shows the 'Question Summary - Practice NavRules (Section 1)' page. At the top, there is a blue header with the United States Coast Guard Auxiliary logo and the text 'United States Coast Guard Auxiliary America's Volunteer Lifesavers'. Below the header is the title 'NATIONAL TESTING CENTER'. There are two yellow buttons: 'Finished taking Test' and 'Go back to selected question:'. The main content is a table with the following columns: #, Question Text, Points, Status, and Flag.

#	Question Text	Points	Status	Flag
1	INLAND ONLY	10	Answered	<input type="radio"/>
2	BOTH INTERNATIONAL & INLAND	10	Answered	<input type="radio"/>
3	BOTH INTERNATIONAL & INLAND	10	Answered	<input type="radio"/>
4	BOTH INTERNATIONAL & INLAND	10	Answered	<input checked="" type="radio"/>
5	INTERNATIONAL ONLY	10	Answered	<input type="radio"/>
6	BOTH INTERNATIONAL & INLAND	10	Answered	<input type="radio"/>
7	INLAND ONLY	10	Answered	<input type="radio"/>
8	BOTH INTERNATIONAL AND INLAND	10	Answered	<input type="radio"/>
9	BOTH INTERNATIONAL & INLAND	10	Answered	<input type="radio"/>
10	BOTH INTERNATIONAL & INLAND	10	Answered	<input type="radio"/>

In the column headed "Status" you can see that this person answered every question on the test. In the column headed "Flag" there is a flag on Question 4 which is a reminder to return to that question before finishing the test. You can return to a question either by double-clicking on the question itself or clicking on the button at the right of the question and then clicking on "Go back to the selected question."

When you are ready to turn in the test, click on "Finished taking Test." You'll be asked if you are sure you are finished taking the test. If you click on "OK" you'll see a brief message indicating whether or not you passed the test. Click on "OK" and you'll bring up the following screen that allows you to review the test:

United States Coast Guard Auxiliary
America's Volunteer Lifesavers™

NATIONAL TESTING CENTER

Question Summary - Practice NavRules (Section 1)

To review your test, double-click on any question in the above table.
Note: you will be able to view - but not modify - your test.

[Finished Review](#)
[Print Certificate](#)

[Go back to selected question](#) [Show Scores by Subject](#)

Test Total: 6.0 / 10.0 (60.0%) Section Total: 6.0 / 10.0 (60.0%)
Failed

#	Question Text	Points	Status	Your Score	Flag
1	INLAND ONLY	1.0	Answered	1.0	<input type="radio"/>
2	BOTH INTERNATIONAL & INLAND	1.0	Answered	1.0	<input type="radio"/>
3	BOTH INTERNATIONAL & INLAND	1.0	Answered	1.0	<input type="radio"/>
4	BOTH INTERNATIONAL & INLAND	1.0	Answered	1.0	<input type="radio"/>
5	INTERNATIONAL ONLY	1.0	Answered	0.0	<input type="radio"/>
6	BOTH INTERNATIONAL & INLAND	1.0	Answered	1.0	<input type="radio"/>
7	INLAND ONLY	1.0	Answered	1.0	<input type="radio"/>
8	BOTH INTERNATIONAL AND INLAND	1.0	Answered	0.0	<input type="radio"/>
9	BOTH INTERNATIONAL & INLAND	1.0	Answered	0.0	<input type="radio"/>
10	BOTH INTERNATIONAL & INLAND	1.0	Answered	0.0	<input type="radio"/>

Test Total: 6.0 / 10.0 (60.0%) Section Total: 6.0 / 10.0 (60.0%)
Failed

[Go back to selected question](#) [Show Scores by Subject](#)

[Print Certificate](#)
[Finished Review](#)

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There is a lot of information on this screen, but just above and below the questions you can see in red at the right side of the screen that this person failed the test. In the column headed "Your Score" the missed questions show up as red zeroes. As with the summary screen, you can return to any question either by double-clicking on it or clicking on the radio button at the right side of the screen and then clicking on "Go back to selected question." But you cannot now change any of your answers.

There is also an opportunity to "Show Scores by Subject." On most exams, the questions are grouped into "subjects" which tell you where in the study materials the questions came from. On this exam (practice navigation rules) the questions are keyed to the sections in the NavRules, as you can see from the following screen:

United States Coast Guard Auxiliary
America's Volunteer Lifesavers™

NATIONAL TESTING CENTER

Question Summary - Practice NavRules (Section 1)

To review your test, double-click on any question in the above table.
Note: you will be able to view - but not modify - your test.

[Finished Review](#)
[Print Certificate](#)

[Go back to selected question](#) [Show Scores by Question](#)

Test Total: 6.0 / 10.0 (60.0%), Section Total: 6.0 / 10.0 (60.0%)
Failed

Subject	# Questions	Score (%) by Subject
Annex IV	1	100.0%
Annex V	1	100.0%
Part B-I	1	100.0%
Part B-II	2	100.0%
Part C	4	25.0%
Part D	1	0.0%

Test Total: 6.0 / 10.0 (60.0%), Section Total: 6.0 / 10.0 (60.0%)
Failed

[Go back to selected question](#) [Show Scores by Question](#)

[Print Certificate](#)
[Finished Review](#)

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On this screen, as well as the previous one, you can click on "Print Certificate" to get an unofficial printed report of your performance. If you passed the test, it is a good idea to print out the certificate in case a question arises later about whether or not you passed.

If you pass an exam, an e-mail report is automatically sent to the national staff who will enter it in AUXDATA. A letter and/or certificate will be sent to your DIRAUX for printing and will be forwarded to your Flotilla Commander.

When you are finished, please remember to click on "Finished Review." You'll be asked if you really want to exit the test. If you click "OK" your test will no longer be available and you will be taken back to the login screen.

If there is a problem or if you have a suggestion, you can contact the Help Desk (<http://ntc.cgaux.org>).