



Procedure for taking a Comprehensive Performance Examination

1. Lesson Up will notify you and the Soft Technical Skills Institute (STSI) when you have successfully completed a lesson.
2. STSI will contact you by email to schedule the time and place for this Exam.
3. You will be proctored as you take this Exam.
4. You should bring blank paper and pencils/pens with you to the test site. The proctor will hold your iPhone, laptop, wrist watch, hand bag/purse, and anything else you bring along while you take the Exam.
5. The Exam consists of two portions:
 - The first portion is a forty (40) item multiple-choice test.
 - The second portion is a 41st item which will ask you to do something with what you learned in the lesson.
6. The 40 multiple-choice items will be administered online. You will have one (1) hour to complete this portion. You must complete the Exam all at one time – mid-exam breaks are not allowed. This Exam should be easy for you as you will have seen most of the test items before while taking the Practice eQuiz as both a pre-test and a post-test. We want you to succeed. You will see your score as you finish this portion of the Exam. Regardless of your score, proceed to complete the second portion. A short break is allowed before the second portion.
7. The purpose of the 41st item is for you to demonstrate a skill you learned in the lesson. You will need to create or apply something to an occupation setting. (This is why you need paper and pencils/pens.) The nature of this test item differs for each lesson topic. Your response will be evaluated by STSI's Board of Review to assess your mastery of occupational application for credentialing. Here are some examples.
 - For the lesson on Graphic Technical Communication, sketch a three-dimensional five-pointed star.
 - For the lesson on Standard Operating Procedure, create an SOP, graphically and/or in writing, on how to parallel park a vehicle. (Your answer should not be to buy a new car with automatic parallel parking.)
 - For the lesson on Non-Verbal Technical Communication, create a short video – on your own within the next week using a smart phone or other recording device – that describes and demonstrates three or more workplace gestures that send negative messages. Digitally send your video to STSI or post the video to YouTube and send in the access code.