

Pearson Platform Navigation Guide for the Qualified Medical Evaluator (QME) Exam



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Introduction

This tutorial is designed to help you become familiar with the Pearson computer-based testing platform.

It will guide you through how to navigate the testing platform, answer questions, and review your responses.

Please note: The Multiple-Choice examples shown in this tutorial are not actual test questions, nor are they sample or practice test items. They are provided solely to demonstrate how the testing platform works.

During the tutorial, you will encounter Multiple-Choice items similar to the example shown below.

The screenshot displays a testing interface with a blue header and navigation bar. The header contains the text "Qualified Medical Evaluator - Candidate Name" on the left and "Time Remaining 162:53" and "5 of 200" on the right. Below the header, there are icons for "Comment" and "Calculator" on the left, and "Flag for Review" and "Color Scheme" on the right. The main content area is split into two columns. The left column contains three blue buttons with white text: "CALIFORNIA WORKERS' COMPENSATION ACRONYMS", "FORMS COMMONLY USED BY PHYSICIANS IN WORKERS' COMPENSATION", and "GUIDELINES FOR WORK CAPACITY". The right column contains a question: "Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?". Below the question are four radio button options: "A. 2:15 p.m.", "B. 2:45 p.m.", "C. 3:00 p.m.", and "D. 3:45 p.m.". At the bottom of the interface, there are "Previous" and "Next" navigation buttons.

How to Adjust the Font Size

You can use the keyboard shortcuts CTRL+ (plus) and CTRL- (minus) to adjust the magnification of on-screen content, up to 200%.

Enlarge Text (CTRL+)



Decrease Text (CTRL-)



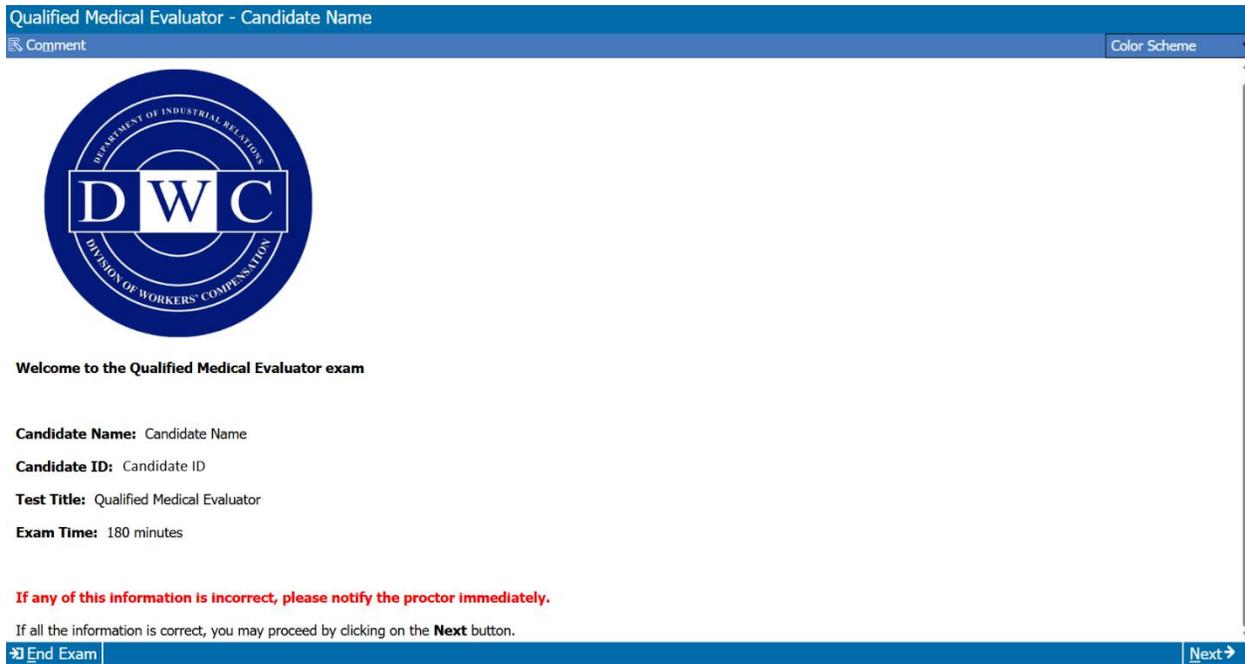
Noteboard

You will be provided with an erasable noteboard and a dry-erase marker in place of traditional scratch paper during the examination. The noteboard is intended for note-taking, calculations, or organizing your thoughts while answering exam questions. Please use only the provided noteboard for any rough work, as personal paper or notes are strictly prohibited. The noteboard will be collected at the end of the exam session.

Your Exam Screen

Before beginning your exam, you will see the screen shown below. Please verify that your name, candidate ID, test title, and allotted exam time are correct.

If any of this information is incorrect, please notify the proctor immediately. If everything is accurate, you may proceed by selecting **Next** to begin the exam.



The screenshot shows a web-based exam interface. At the top, a blue header bar contains the text "Qualified Medical Evaluator - Candidate Name" on the left and "Color Scheme" with a dropdown arrow on the right. Below the header is a "Comment" button with a speech bubble icon. The main content area features the logo of the Department of Industrial Relations, Division of Workers' Compensation (DWC), which is a blue circular seal with "DWC" in the center. Below the logo, the text reads "Welcome to the Qualified Medical Evaluator exam". Further down, the following information is displayed: "Candidate Name: Candidate Name", "Candidate ID: Candidate ID", "Test Title: Qualified Medical Evaluator", and "Exam Time: 180 minutes". A red warning line states: "If any of this information is incorrect, please notify the proctor immediately." Below this, a note says: "If all the information is correct, you may proceed by clicking on the **Next** button." At the bottom, a blue footer bar contains "End Exam" with a speech bubble icon on the left and "Next" with a right-pointing arrow on the right.

Color Scheme

The examination platform allows you to adjust the color scheme to meet your individual viewing needs. To change the display, navigate to the right-hand side of the exam screen, select **Color Scheme**, and choose your preferred option. Any changes you make will be applied to all subsequent screens.

Qualified Medical Evaluator - Candidate Name

Comment



Welcome to the Qualified Medical Evaluator exam

Candidate Name: Candidate Name
Candidate ID: Candidate ID
Test Title: Qualified Medical Evaluator
Exam Time: 180 minutes

If any of this information is incorrect, please notify the proctor immediately.

If all the information is correct, you may proceed by clicking on the **Next** button.

End Exam Next

Color Scheme
Color Scheme
Black on Light Yellow
Black on Salmon
Black on White
Black on Yellow
Blue on White
Blue on Yellow
Light Yellow on Black

Qualified Medical Evaluator - Candidate Name

Comment Black on Light Yell...



Welcome to the Qualified Medical Evaluator exam

Candidate Name: Candidate Name
Candidate ID: 60334bb7-1d78-4377-a1d8-05ca2a9ef0b2
Test Title: Qualified Medical Evaluator
Exam Time: 180 minutes

If any of this information is incorrect, please notify the proctor immediately.

If all the information is correct, you may proceed by clicking on the **Next** button.

End Exam Next

In the image above, the Color Scheme has been set to "Black on Light Yellow."

Navigation Buttons and Function Keys

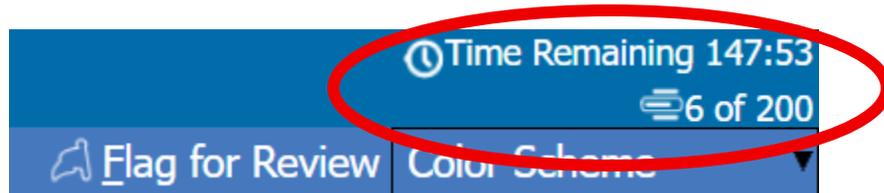
Buttons and functions can also be accessed using keyboard shortcuts. For example, to select the **N**ext button, hold down the **Alt** key and press **N**.

You may also use the **P**revious and **N**ext buttons located along the bottom edge of the screen. These navigation buttons appear on most screens throughout your exam. Selecting **N**ext moves you forward to the following screen, while selecting **P**revious allows you to return to the screen you have already viewed.

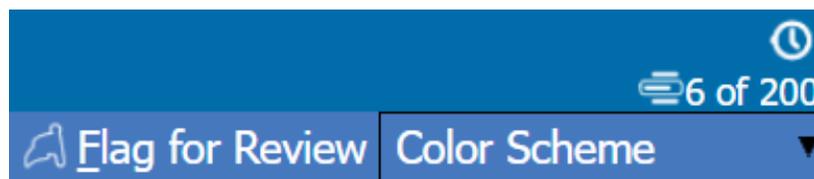
The screenshot displays an exam interface for a "Qualified Medical Evaluator - Candidate Name". The top right corner shows a timer at 1:16:53 and a question count of 5 of 200. The interface includes a top navigation bar with "Comment" and "Calculator" icons on the left, and "Flag for Review" and "Color Scheme" on the right. A left sidebar contains three blue buttons: "CALIFORNIA WORKERS' COMPENSATION ACRONYMS", "FORMS COMMONLY USED BY PHYSICIANS IN WORKERS' COMPENSATION", and "GUIDELINES FOR WORK CAPACITY". The main content area contains a question: "Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?" with four multiple-choice options: A. 2:15 p.m., B. 2:45 p.m., C. 3:00 p.m., and D. 3:45 p.m. At the bottom right, a blue bar contains two navigation buttons: "← Previous" and "Next →", which are circled in red.

How to Track the Time Remaining

As soon as your exam begins, a countdown timer will start. You must complete all questions and any review of your answers before the allotted time expires. If you do not finish within the allowed time, the exam will automatically submit, and any unanswered questions will be scored as incorrect.



You can view the amount of time you have remaining at any point during the exam. The Time Remaining display appears on the upper-right corner of the screen by default.



If you prefer not to see the countdown while testing, you may hide it by selecting the **Clock** icon . Selecting the **Clock** icon  again will restore the time display.

How to Use the Item Review Screen

You may select the “**Flag for Review**” button in the upper-right corner of the screen to mark any question you would like to revisit later.

The screenshot displays a test interface for a 'Qualified Medical Evaluator'. The top navigation bar includes 'Candidate Name', 'Time Remaining 179:35', and '1 of 200'. Below the navigation bar, there are three blue buttons: 'CALIFORNIA WORKERS' COMPENSATION ACRONYMS', 'FORMS COMMONLY USED BY PHYSICIANS IN WORKERS' COMPENSATION', and 'GUIDELINES FOR WORK CAPACITY'. The main content area shows a question about a seminar starting at 10:15 a.m. with four multiple-choice options: A. 2:15 p.m., B. 2:45 p.m., C. 3:00 p.m., and D. 3:45 p.m. A red circle highlights the 'Flag for Review' button in the top right corner of the question area. At the bottom right, there is a 'Next' button with a right-pointing arrow.

How to Use the Item Review Screen (continued)

When you have completed your examination, the **Item Review Screen** will appear (as shown below). Any questions you flagged for review will be marked with a filled-in flag icon next to the question number. In the example shown, questions 6, 10, and 13 have been flagged for review.

Demo Exam - Candidate Name ⌚ Time Remaining 113:00

Instructions

Item Review

Items Section (13 Unseen/Incomplete)

Question 1	Incomplete
Question 2	Incomplete
Question 3	Incomplete
Question 4	Incomplete
Question 5	Incomplete
Question 6	Incomplete
Question 7	Incomplete
Question 8	Incomplete
Question 9	Incomplete
Question 10	Incomplete
Question 11	Incomplete
Question 12	Incomplete
Question 13	Incomplete
Question 14	Incomplete

End Review Review All Review Incomplete Review Flagged

From the **Item Review Screen**, you may choose to review all items or select specific items to revisit. The following functions are available:

- **Review All** - Allows you to review all items on the exam.
- **Review Incomplete** - Allows you to review you have not yet completed.
- **Review Flagged** - Moves you through each item you flagged for review.
- **End Review** - Ends the review process.

If you select **End Review** on the Item Review Screen, you will exit the exam and will no longer be able to return to or modify any responses. Be sure to read all on-screen instructions carefully!

Appendices

The appendices (**California Workers' Compensation Acronyms, Forms Commonly Used by Physicians in Workers' Compensation, and Guidelines for Work Capacity**) will appear as PDF links on the left-hand side of the screen, while exam questions will display on the right-hand side.

You may open as many appendices as you wish at one time, switch between them, and drag them to your preferred location on the screen. You can also resize the appendices by clicking, holding, and dragging the corners of the PDF window.

Please note that when navigating to the next question, any open PDFs will automatically close. You will need to reopen them if you wish to continue using them.

The screenshot displays a software interface for a medical evaluation. At the top, a blue header bar contains the text "Qualified Medical Evaluator - Candidate Name" on the left and "Time Remaining 1:58:34" and "5 of 200" on the right. Below the header, a navigation bar includes "Comment", "Calculator", "Flag for Review", and "Color Scheme".

On the left side, there is a vertical sidebar with three blue buttons: "CALIFORNIA WORKERS' COMPENSATION ACRONYMS", "FORMS COMMONLY USED BY PHYSICIANS IN WORKERS' COMPENSATION", and "GUIDELINES FOR WORK CAPACITY".

On the right side, three PDF windows are open, each with a blue title bar and a white content area. The top window is titled "ACRONYMS", the middle one "FORMS", and the bottom one "GUIDELINES FOR WORK CAPACITY". The "GUIDELINES FOR WORK CAPACITY" window is the largest and shows the following text:

GUIDELINES FOR WORK CAPACITY

Applicable to pulmonary, heart disease, abdominal weakness, and spinal disabilities. Guidelines g) and h) may apply to lower extremity disabilities. (*)

a) Disability Precluding Very Heavy Lifting..... 10%
contemplates the individual has lost approximately one-quarter of his pre-injury capacity for lifting.
(A statement "inability to lift 50 pounds" is not meaningful. The total lifting effort, including weight, distance, endurance, frequency, body position, and similar factors should be considered with reference to the particular individual.)

b) Disability Precluding Very Heavy Work..... 15%

At the bottom of the interface, a blue bar contains "Previous" and "Next" navigation buttons.

Comment Form

You will have the opportunity during the examination to provide feedback on test questions, though providing feedback is optional. The **Comment Form** will appear on the left-hand side of the screen.

The screenshot displays an examination interface. At the top, a blue header bar contains the text "Qualified Medical Evaluator - Candidate Name" on the left and "Time Remaining 1:52:53" and "5 of 200" on the right. Below the header, a blue bar contains a "Comment" button (circled in red) and a "Calculator" button. To the right of this bar are "Flag for Review" and "Color Scheme" buttons. The main area is split into two columns. The left column contains three blue buttons: "CALIFORNIA WORKERS' COMPENSATION ACRONYMS", "FORMS COMMONLY USED BY PHYSICIANS IN WORKERS' COMPENSATION", and "GUIDELINES FOR WORK CAPACITY". The right column contains a question: "Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?" followed by four multiple-choice options: A. 2:15 p.m., B. 2:45 p.m., C. 3:00 p.m., and D. 3:45 p.m. At the bottom, a blue bar contains "Previous" and "Next" navigation buttons.

You may open the **Comment Form** at any time and position it wherever you prefer by dragging it to another location the screen. You may also resize the form by clicking, holding, and dragging its corners.

Comment Form (continued)

Please be sure to select **Save** on the **Comment Form** before navigating to the next question. Comments that are not saved will not be retained.

The screenshot displays a test interface with a blue header and navigation elements. The header includes the text "Qualified Medical Evaluator - Candidate Name" and "Time Remaining 151:40". Below the header, there are icons for "Comment" and "Calculator", and buttons for "Flag for Review" and "Color Scheme".

On the left side, there are three blue buttons with white text: "CALIFORNIA WORKERS' COMPENSATION ACRONYMS", "FORMS COMMONLY USED BY PHYSICIANS IN WORKERS' COMPENSATION", and "GUIDELINES FOR WORK CAPACITY".

The main content area contains a question: "Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?". Below the question are four radio button options: "A. 2:15 p.m.", "B. 2:45 p.m.", "C. 3:00 p.m.", and "D. 3:45 p.m.". A vertical line connects the question area to a "Comment" form overlay.

The "Comment" form is a blue-bordered box with a white text area and "Save" and "Cancel" buttons at the bottom right.

At the bottom of the interface, there are navigation buttons: "← Previous" and "Next →".

Calculator

A basic calculator designed for simple arithmetic is available during the exam. You can access it by selecting the **Calculator** icon located at the top left-hand side of the screen. The calculator can be moved to any location on the screen by clicking and dragging it.

Please note that personal or external calculators are not permitted.

The screenshot displays an exam interface. At the top, a blue header bar contains the text "Qualified Medical Evaluator - Candidate Name" on the left and "Time Remaining 129:06" and "8 of 200" on the right. Below the header, a navigation bar includes a "Comment" icon and a "Calculator" icon, which is circled in red. To the right of the navigation bar are "Flag for Review" and "Color Scheme" options. The main content area is divided into two columns. The left column contains three blue buttons: "CALIFORNIA WORKERS' COMPENSATION ACRONYMS", "FORMS COMMONLY USED BY PHYSICIANS IN WORKERS' COMPENSATION", and "GUIDELINES FOR WORK CAPACITY". The right column contains a question: "Angelica had a 4 1/2 hour seminar that began at 10:15 a.m. At what time will she finish the seminar?" with four multiple-choice options: A. 2:15 p.m., B. 2:45 p.m., C. 3:00 p.m., and D. 3:45 p.m. A calculator window is open in the center, titled "Calculator" with a close button. The calculator is a TI-108 Texas Instruments calculator with a digital display showing "0". The calculator interface includes buttons for "+/-", "1/x", "%", "+", "MRC", "M-", "M+", "x", "7", "8", "9", "-", "4", "5", "6", "+", "1", "2", "3", "=", "ON/C", "0", and ".". At the bottom right of the interface, there are "Previous" and "Next" navigation buttons.