



TAKE THE EXAMS

DOWNLOAD PRINTABLE INSTRUCTIONS

STEP 1: PREPARE YOUR COMPUTER

A. Download and install “Questionmark Secure” (links below)

What is “Questionmark Secure”?

Questionmark Secure is a lockdown browser that you install on your computer in order to take your Entry Level Competency Examinations (ELCEs). It is designed to provide a secure environment that protects the integrity of the test taker and the exam itself.

You will only need to install Questionmark once. It will open automatically whenever you click to begin one of your ELCEs. When Questionmark is started, your test will be displayed as “secure content” in the following way:

- The display is always in full screen — it will not be possible to maximize or minimize your exam.
- If you have a dual monitor configuration on your computer the secondary display will be blacked out.
- There will be no menu bars available at any time throughout the exam. (Questionmark will display its own toolbar.)
- No aspects or features of your Windows or Apple Operating System are available to you throughout the exam.
- No history of your exam will be logged on your computer.
- Questionmark Secure does NOT allow you to take ELCEs exams from any Virtual Machine (VM).

B. Supported Platforms and Browser

Microsoft Windows XP, Vista, 7, 8 or Mac OS X 10.6 (Snow Leopard) or later are supported platforms for the installation of Questionmark.

Microsoft Internet Explorer 7+, Safari, Firefox and Chrome are suggested browsers.

C. Install Questionmark Secure (Microsoft Windows)

1. Download **Questionmark for Windows**.
2. Install the program from your computer’s download location.
3. Once the installation has completed you will be prompted to click “Finish.” Questionmark is now installed and you are now ready to take your Sample Test in Step 2, below. Questionmark will open automatically whenever you click to begin one of your ELCEs.

D. Install Questionmark Secure (Apple Macintosh)

1. Download **Questionmark for Mac**.
2. You are now ready to take your Sample Test in Step 2 below. Questionmark will open automatically whenever you click to begin one of your ELCEs.

STEP 2: TAKE THE ELCE SAMPLE TEST

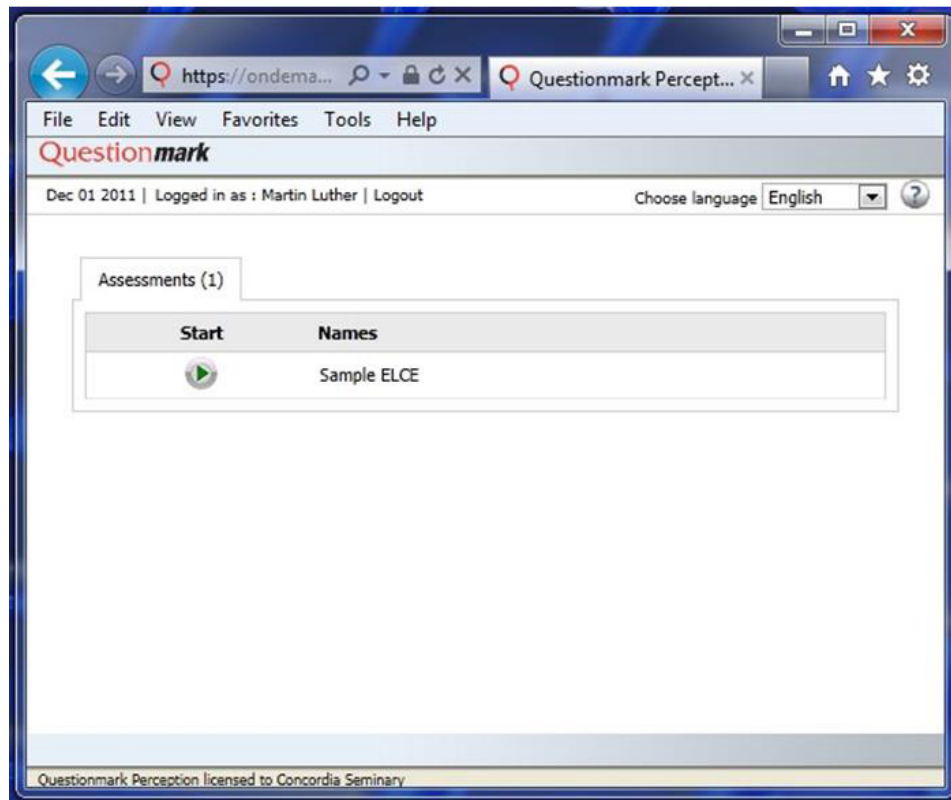
Before taking the Sample Test, close all other programs running on your computer. Questionmark will not allow access into the test with other programs running.

Click on “Sample ELCE Test” (below) or copy and paste the following URL <https://ondemand.questionmark.com/delivery/open.php?customerid=398734> into your browser’s address bar and click ENTER to continue.

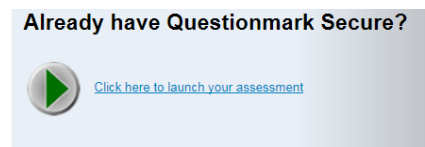
SAMPLE ELCE TEST

When you receive the following login page, enter your name in the “Name” field and leave the “Group” field blank. Click “Enter” to continue.

Click the green arrow under “Start” (shown below) to enter the “Sample ELCE Test” area.

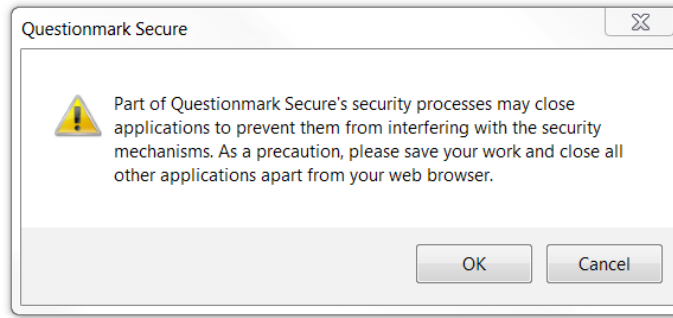


Select the **“Click here to launch your assessment”** link (shown below) under “Already have Questionmark Secure?” to launch the test and begin the ELCE experience.



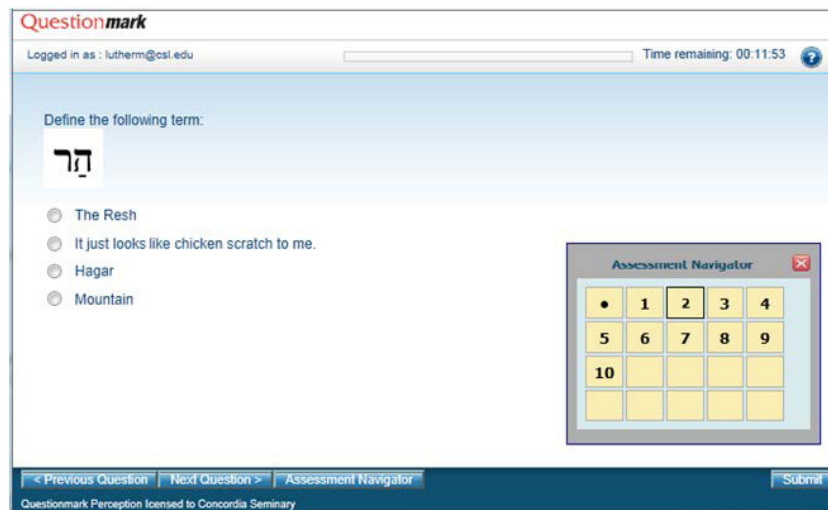
This will download the “launch.qmsb” file. Click on this file from your Downloads location to start Questionmark and begin your Sample ELCE Test.

Windows users will receive the following message (shown below). Click OK to continue.

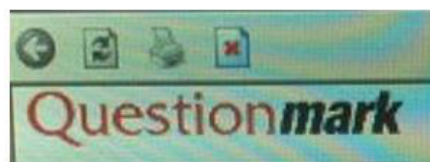


NOTE: Questionmark may prompt you with a message informing you of the programs that need to be closed (such as Outlook). You will not be able to continue until those programs are closed.

While taking the “Sample ELCE Test” use the “Previous Question,” “Next Question,” “Assessment Navigator” and “Submit” buttons at the bottom of the screen to navigate through the test. The “Assessment Navigator” provides visual feedback regarding your numeric position within the exam block as well as the status of questions answered or skipped.



After you complete the “Sample ELCE Test” (10 questions), close the window to exit Questionmark and return your desktop to normal functionality. Mac users may just close the window to exit Questionmark. Windows users will see a toolbar (shown below) at the top left of the window. Click on the red “X” to close Questionmark.



**Note: You will NOT return to the main ELCE page at this point.
You must return to www.csl.edu/admissions/entry-level-competency-exams-elce/ to take the ELCEs.**

STEP 3: TAKE YOUR ELCEs

A. Username and Password

You will need to enter your username and password in order to get into each exam.

When you complete each exam, you will immediately see your score and receive an email with your test results. Within two business days, you will receive a “Coaching Report” to show you how you did on each segment of that exam. This is not a question-by-question analysis but general feedback.

Your attempts and scores will be recorded and reported automatically to Concordia Seminary, St. Louis. Please remain in contact with your Admission Counselor as you work through your ELCEs as retake attempts duration and deadlines are enforced automatically.

B. My ELCEs

Click the “My ELCEs” link below or the “My ELCEs” image in the sidebar to login and take the ELCEs associated with the program to which you have applied. God’s richest blessings on your preparation and participation in the Entry Level Competency Examination process.

Before taking the Sample ELCE Test, close all other programs running on your computer. Questionmark will not allow access into the test with other programs running.

Click on the “My ELCEs” link (below) or copy and paste the following URL <https://ondemand.questionmark.com/delivery/perception.php?customerid=398734> in your browser’s address bar and click “Enter” to continue.

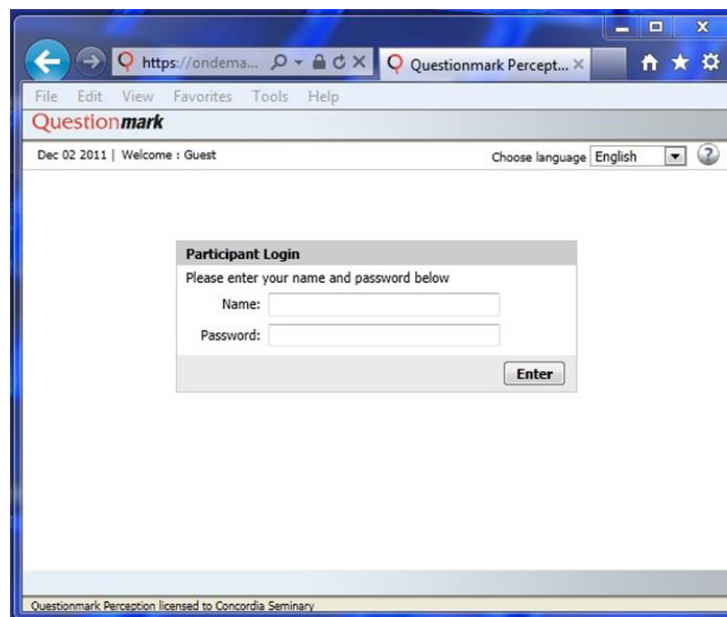
MY ELCEs

When you receive the login page (shown below), enter your “Username” and “Password” in the appropriate fields and click “Enter” to continue.

The next screen will present you with the list of exam requirements specific to the program to which you have applied.

DO NOT START AN EXAM UNTIL YOU ARE READY TO COMPLETE IT.

Once you click “Start” an “Attempt” will be logged. If you try to leave the exam environment prematurely, an attempt will be logged and you will NOT be able to resume the exam.



When the exam is complete, close the Questionmark window to return your desktop to normal functionality. Mac users may just close the window to exit Questionmark. Windows users will see a toolbar (shown below) at the top left of the window. Click on the red "X" to close the Questionmark.

Note: You will NOT return to the main ELCE page at this point.

You must return to www.csl.edu/admissions/entry-level-competency-exams-elce/ to take the ELCEs.

