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Exam Tutorial

Autodesk Certified User

Note: The ACU AutoCAD exam details illustrated in this tutorial are an example, individual exam parameters may vary.

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Welcome to the Autodesk Certified User: AutoCAD Exam

Please review this important information before you start your exam.

- Maximum exam time: **50 minutes**
- Number of exam questions: **30**
- Minimum score required to pass exam:
- Some questions are worth more than others. Information about how many points each item is worth is not provided.
- You do not need to answer all 30 questions to pass the exam, but it is recommended that you try to answer as many as possible.
- The exam timer will not begin until you have finished reviewing the exam instructions.

Continue

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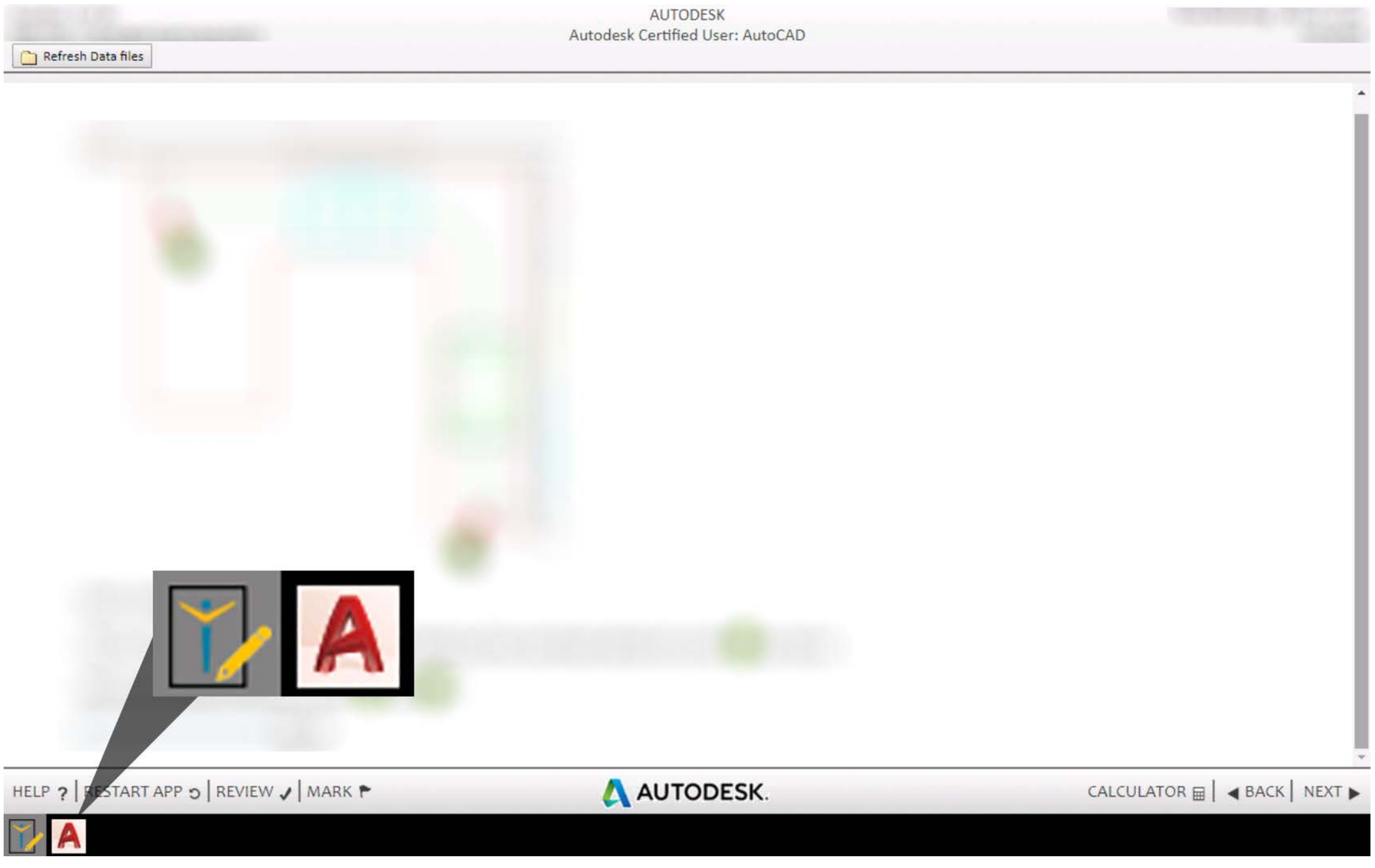
EXAM NAVIGATION

During this exam, you are required to use AutoCAD . To switch between AutoCAD and the exam window, you can use one of the following methods:

- Press **Alt+Tab** (**Command+Tab**) on the keyboard.
- Move the application window and click on the exam.
- Click the portion of the exam window that appears beneath the application window to return to the exam question.

Autodesk Certified User (ACU) only in English (ENU) only:

- **You may click the icons in the toolbar to immediately switch between the Autodesk application and the exam window.**



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EXAM NAVIGATION

The table below provides basic information for navigating the exam interface and completing your Autodesk exam. You can access this information at any time by clicking the Help button in the exam window.

Button	Action
NEXT ▶	This button will move you forward to the next screen.
◀ BACK	This button will move you backward to the previous screen.
CALCULATOR	This button will display a calculator. This button will be available to you once the test begins.
REVIEW ✓	This button will allow you to quickly review all questions.
HELP ?	This button will allow you to refer to the information contained in this tutorial at any point during your exam.
RESTART APP	If for any reason the application has closed or is frozen you may restart it with this button. The test time will pause while the application is restarting.
SKIP INFO »	This button will allow you to skip the tutorial section.

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DATA FILES

Locating and Using the Exam Data Files

The data files for this exam are installed when you begin the exam and are located in the **C:\Autodesk Exams\AutoCAD U** folder. Be sure to use this folder to open the data files.

Here are a few things to keep in mind during the exam:

- After you finish a question, **do not save** the data file associated with that question. You can open the data files, make your changes, and close the data files without saving them. This way, you are preserving the data files in their original state for when you open the files again, or keep the files open for another question.
- For better computer performance during the exam, please close the document files when done with them.
- Some exams (Revit, for example) require application libraries or families. These application libraries can be found in the U.S. Imperial or Metric Library folders.

Refreshing the Data Files

For this exam, you may use the same data file for more than one question. If you have saved changes to the data files in the **C:\Autodesk Exams\AutoCAD U** folder, you can refresh one or more of those files in order to work with a fresh copy.

To use this option:

1. Click the **Refresh Data Files** button in the upper left of the Exam Window.
2. To refresh **all data files**, click the Select All checkbox.
3. To refresh **individual files**:
    - Click the checkbox for each filename you want to refresh.
    - Click the Refresh button to refresh the selected files.

If necessary, click Cancel to exit out of the file copy procedure without refreshing files.

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ADDITIONAL INSTRUCTIONS

Entering your Answers

Use the following guidelines to enter your answers for the exam questions:

- Answers are not case sensitive.
- Decimals can be expressed by either periods or commas.
- Leading or trailing zeros will not affect your score.
- Number signs (##.###) are displayed next to the answer field to indicate the number of decimals the answer should be given in. For example, **_____##.## Units** indicates an answer of **12.34 units**.
- When available, you can use CTRL+C to copy calculated or textual values from the software interface. When you use CTRL+V to paste the value into the exam, verify the pasted value. Make sure you omit any leading or trailing spaces. This is not available in all Autodesk software.

Autodesk AutoCAD Help

During the exam session **you will not be able to use the Autodesk Help for AutoCAD**.

- The Help system will launch, but each page you navigate to will quickly close. This is how the exam browser is designed to function; it is not an error.

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REVIEWING AND EXITING THE EXAM

Reviewing Questions

The Review Screen will appear after the last question in the exam. You are able to return to marked questions to review the question more carefully.

The following table provides an overview of the review screen.

Feature	Overview
Marked	This is how questions that are marked will appear in the review screen answer grid.
Answered	This is how questions that are complete will appear in the review screen answer grid.
REVIEW MARKED	This button located in the navigation panel will allow you to quickly review marked questions.
REVIEW ALL	This button located in the navigation panel will allow you to quickly review all questions.
REVIEW INCOMPLETE	This button located in the navigation panel will allow you to quickly review all incomplete questions.
RETURN «	This button located in the navigation panel will allow you to return to the previously seen screen.
SUBMIT	This button located in the navigation panel will allow you to submit your answers for scoring.

Exiting the Exam

- From the Review Screen, select the **SUBMIT** button.
- The next window will ask you to verify that you would like to exit the exam.
- If you select **OK**, this will end the exam and you will not be able to review questions or your responses to them.

If the Exam is Interrupted

If your exam is interrupted at any point by a power failure or an Internet disconnect, it can be restarted.

Your proctor must approve the test restart and the test will return to the point where it was interrupted.

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EXAM INSTRUCTIONS SUMMARY

Thank you for reading the exam instructions. Before you begin the exam session, please take a moment to review the following important information.

- Maximum exam time: **50 minutes**
- Number of exam questions: **30**
- Minimum score required to pass exam:
- Some questions are worth more than others. Information about how many points each item is worth is not provided.
- You do not need to answer all 30 questions to pass the exam, but it is recommended that you try to answer as many as possible.

Remember, the data files for this exam are located in the **C:\Autodesk Exams\AutoCAD U** folder.

- Make sure you use this folder to open the data files.
- Do not use any other folder on the computer that may have data files with the same name.

Ready to begin the Autodesk Certified User: AutoCAD?

The timer will start when you click **NEXT►**.

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