

**Digital Tools and
Test-Taking Strategies
for the Canadian Adult
Education Credential (CAEC)**

Odette Lloyd (she/her)
Whitecourt CALP Team Lead

**Community Adult
Learning Program**





1

**Developed and delivered
with financial support from**



TELUS Friendly
Future Foundation

**Community Adult
Learning Program**





2

**Land
Acknowledgement**

3

Overview and Objectives

Understand what CAEC is (and is NOT)

Explore digital skills and tasks needed for online test-taking

Get familiar with the Vretta online testing platform

Prepare for exam day

Make a study plan

Practice digital skills

Manage test anxiety

4

The CAEC Tests

Subject	Number of questions	Time
Reading	50 questions	75 minutes
Writing	1 persuasive writing task	75 minutes
Math	42 questions	120 minutes
Part I: No calculator	12 questions	30 minutes
Part II: Calculator	30 questions	90 minutes
Science	35 questions	90 minutes
Social Studies	40 questions	90 minutes

5

Digital Skills
Check-in

6

Computer Skills for CAEC Exams

- Create, log into and out of an online account
- Type letters, numbers, sentences and paragraphs
- Use a mouse or touchpad
- Recognize links and other “clickable” items
- Use menus and buttons to navigate the test
- Select and deselect items from a list using checkboxes or buttons
- Select items from a drop-down
- “Drag and Drop” items on the screen

7

Navigating Websites and Online Exams: Cues and Clues



Community
Learning
Network



Developed with support from



8

Top “Tech Talk” Tips



Edges are important



Process of elimination



Read, read, read



Slow down



Arrows mean more -
Explore!



Patience and
Perseverance

9

Sample Tests
Subject specific released items candidates can use to prepare for CAEC tests.

• CAEC Try the Tools	• CCEA Naviguer dans l'évaluation
• CAEC English Reading	• CCEA Français Lecture
• CAEC English Writing	• CCEA Français Écriture
• CAEC Math Part I and II	• CCEA Mathématiques Partie I and II
• CAEC Math Part I	• CCEA Mathématiques Partie I
• CAEC Math Part II	• CCEA Mathématiques Partie II
• CAEC Science	• CCEA Sciences
• CAEC Social Studies	• CCEA Études Sociales

<https://caec.vretta.com/#/en/candidate-public-practice>

10

Sample Tests
Subject specific released items candidates can use to prepare for CAEC tests.

• CAEC Try the Tools	• CCEA Naviguer dans l'évaluation
• CAEC English Reading	• CCEA Français Lecture
• CAEC English Writing	• CCEA Français Écriture
• CAEC Math Part I and II	• CCEA Mathématiques Partie I and II
• CAEC Math Part I	• CCEA Mathématiques Partie I
• CAEC Math Part II	• CCEA Mathématiques Partie II
• CAEC Science	• CCEA Sciences
• CAEC Social Studies	• CCEA Études Sociales

<https://caec.vretta.com/#/en/test-outh/shored-test-version/907/4115>

11

Test Prep

- ✓ Create a study plan and schedule
- ✓ Set goals and benchmarks
- ✓ Plan rewards for yourself
- ✓ Practice using the digital tools on the testing site
- ✓ Practice going ANALOGUE tools (paper-based)
- ✓ Visit your test centre ahead of time, so you know what to expect on the day of your exam(s)

12

Make a Study Plan

- ✓ You may wish to write all 5 CAEC exams at once, or you may want to study for one exam at a time
- ✓ Find a planning tool that works for you – there is no right or wrong tool
- ✓ Schedule time blocks that are from 1.5 – 3 hours for focused study
- ✓ Have a concrete goal for each study session
- ✓ Keep rewarding yourself along the way

13

Make a Study Plan

Free tools for scheduling, planning and test-taking

- https://sass.queensu.ca/sites/sasswww/files/uploaded_files/Templates%20and%20Documents/April%202025%20Exam%20Study%20Schedule%20fillable.pdf
- <https://www.developgoodhabits.com/wp-content/uploads/2022/06/Study-Plan-Template-2.pdf>
- <https://libraryresources.senecapolytechnic.ca/assignmentplanner/>
- <https://libguides.norquest.ca/academicskillsforsuccess>

14

Practice Digital Skills AND Analogue Skills

- ✓ The more confident you feel with your digital skills, the less the online testing format will stress you out.
- ✓ Vretta includes a lot of digital tools and supports, and that can be overwhelming for some people.
- ✓ Don't forget that you are allowed to use old-fashioned pen/paper during your exams.

15

Free Tools and Games to Improve Your Digital Skills

- ✓ <https://www.typing.com/>
- ✓ <https://www.freotypinggame.net/play.asp>
- ✓ <http://mnl.mclinc.org/wp-content/uploads/ComputerLab/Mouserercise2.0/#1>
- ✓ <https://mouse-practice.com/>

16

Ask for Support

- ✓ Adult learning program providers and testing centres want you to be successful

That's why we're here!

- ✓ Ask for the kind of help you need
- ✓ Some options may include:
Tutoring, study materials, a quick pep talk, extra time on a test

17

Managing Test Anxiety Before – During - After

- ✓ Study the content
- ✓ Take regular breaks from studying
- ✓ Get enough rest
- ✓ Eat well
- ✓ Remember to breathe
- ✓ Reward yourself (have you noticed a theme?)

18

Managing Test Anxiety

- ✓ Listen to your own “self-talk”
- ✓ Identify Common Thinking Traps
 - ✓ Fortune-telling
 - ✓ All-or-nothing thinking
 - ✓ Over-generalization
 - ✓ Filtering
 - ✓ Catastrophizing

19

CAEC Content Study Materials

- ✓ Online anytime CAEC Prep Microcredentials and Courses at NorQuest College
<https://www.norquest.ca/programs-and-courses/programs/caec-readiness/>
- ✓ Printable workbooks for Numeracy and Literacy
<https://albertaroutes.norquest.ca/lit-resources/>
- ✓ Community Literacy of Ontario CAEC Alignment Project
<https://www.communityliteracyofontario.ca/all-resources/caec-alignment-project>

20

Workshop Feedback Form



<https://forms.office.com/r/uvb0FFQqfB>

21

Thank you.

You've got this!

**Community Adult
Learning Program**



NORQUEST
COLLEGE


