



2

# Land Acknowledgement

Ove	rvie	w aı	nd O	bjec	tives	5		
CAEC is (and is		skills ar need	e digital nd tasks ed for st-taking	the Vret	iliar with ta online platform		are for m day	<b>'</b>
		ke a / plan	Prac digital		Manag anx			

### **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

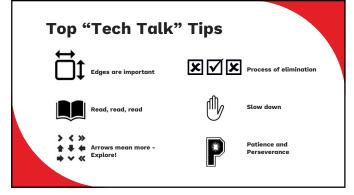
# Computer Skills for CAEC Exams

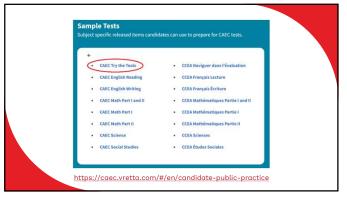
- · Create, log into and out of an online account
- Type letters, numbers, sentences and paragraphs
- · Use a mouse or touchpad
- Recognize links and other "clickable" items
- Use menus and buttons to navigate the test
- Select and deselect items from a list using checkboxes or buttons
- Select items 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 Albertain

8







11

### **Test Prep**

- ✓ Create a study plan and schedule
- $\checkmark$  Set goals and benchmarks
- $\checkmark$  Plan rewards for yourself
- $\checkmark$  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)

### 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
- $\checkmark$  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/wpcontent/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 oldfashioned pen/paper during your exams.

# Free Tools and Games to Improve Your Digital Skills

- ✓ <a href="https://www.typing.com/">https://www.typing.com/</a>
- √ <a href="https://www.freetypinggame.net/play.asp">https://www.freetypinggame.net/play.asp</a>
- √ <a href="http://mnl.mclinc.org/wp-content/uploads/ComputerLab/Mousercise2.0/#1">http://mnl.mclinc.org/wp-content/uploads/ComputerLab/Mousercise2.0/#1</a>
- √ <a href="https://mouse-practice.com/">https://mouse-practice.com/</a>

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?)

Managing Test Anxiety	anaging Test A	<b>Anx</b> i	iety
-----------------------	----------------	--------------	------

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

### **CAEC Content Study Materials**

- Online anytime CAEC Prep Microcredentials and Courses at NorQuest College https://www.norquest.ca/programs-andcourses/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/allresources/caec-alignment-project

20

### **Workshop Feedback Form**



https://forms.office.com/r/uvb0FFQQfB

