Gale’s *Testing & Education Reference Center* provides the tools you need to achieve educational and professional success. Whether you are a student exploring higher education, a recent graduate embarking on a career path, or a business veteran who wants to make a change, you’ll find in-depth information and interactive exercises to achieve your goals. With practice exams to identify mastered concepts and opportunities for further study, planning features to simplify financial aid and reveal scholarships, and career tools to explore professional pathways, *Testing & Education Reference Center* helps turn your goals into realities.

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**COLLEGE PLANNING**
Explore links to test prep, college and scholarship searches, and articles with tips on applying, paying, and preparing for college.

**PRACTICE TESTS AND ONLINE BOOKS**
Access full-length, timed practice exams and online books for AP, ACT, SAT, PSAT, GED, ASVAB, civil service exams, and more.

**QUICK STARTS**
Choose your student type, and then select the task you’d like to complete for quick direction to useful tools.
GETTING STARTED

Create a user account to take advantage of all tools in *Testing & Education Reference Center*. Your user account allows you to start a test, save your work to finish later, and examine your results. You can also use your account in the Scholarship Search to enter personal information and connect with relevant awards.

TAKING ONLINE PRACTICE TESTS

The online practice tests in *Testing & Education Reference Center* assess your skills and knowledge in preparation for exams. Each test offers two or three online practice exams with scoring for multiple choice sections, and sample answers for short answer and essay segments.

Select any exam to find the online practice tests. The practice test will open in a new tab or window. Each section of the test is available for practice. Simply click **Start** to begin.

The test will provide one question at a time. Click **Next** to move to the next question. Use the **Jump to question** drop box to move to different questions. This is useful to review answers.

To exit the test, you can:

- **Score** the exam and exit. There is no way to reset your exam, so make sure you are finished before scoring.
- **Save** the answers you have provided so far and exit the exam. This is useful when you don’t have time to finish the exam and want to pick up where you left off later.
- **Cancel** any answers you’ve given so far and exit the exam. This is useful if you want to start fresh at another time.
**REVIEWING ONLINE PRACTICE EXAMS**

Once you **Score** an exam, you can click to **Review** your answers. Click **Correct/Incorrect** links to view answers. Each question provides your answer and an explanation of the correct response to help you master concepts and strategies you will need during exams. You can move through the test by using the **Jump to question** drop box, or the **Previous** and **Next** buttons to review the entire test.

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**SEARCHING FOR SCHOOLS**

*Testing & Education Reference Center’s* specialized school searches identify the best institutions for your needs. Search by location and program of study to target universities, career programs, and other schools of interest. Use more extensive options available in several of the searches to find a perfect fit based on school size, special programs, sports, and more.

Search results return details about each school, giving you a look at location, enrollment, mid-50 SAT/ACT scores, tuition, and entrance difficulty. College descriptions provide an overview of the campus, admissions, cost, financial aid, student body, and facilities to help you form a complete picture of the school, and discover the ideal experience.
SEARCHING FOR SCHOLARSHIPS

Use Testing & Education Reference Center's Scholarship Searches to help fund your education. Search for undergraduate and graduate level awards by keyword, or answer questions about yourself to match available scholarships to your interests and qualifications. Explore each award’s description, value, requirements, and contacts so that you can begin the application process.

MASTERING BASIC SKILLS

Testing & Education Reference Center’s interactive tutorials and quizzes teach reading comprehension, sentence skills, writing, and math. Whether you are an English language learner, student, or adult looking to brush up on your skills, use these tools to review fundamental concepts in a straightforward format.

PREPARING FOR A CAREER

If you are looking for a career, Testing & Education Reference Center offers a variety of prep tools to help.

- **Virtual Career Library:** Guides you through the career seeking process with individual modules covering searching for jobs, preparing resumes and cover letters, interviewing, and more.

- **Resume Builder:** Creates a professional resume that outlines your qualifications, skills, and accomplishments.

- **Career Assessment:** Determines possible career paths, and provides career overviews. This tool is available if your library subscribes to the Career Module.

If you require further assistance with Testing & Education Reference Center please ask your librarian or visit gale.com/training.