

## Quick Guide to the IELTS on Computer – Listening, Reading, and Writing Tests

Welcome to the Quick Guide for the IELTS on Computer Listening, Reading, and Writing tests.  
General Features:

- A **timer** at the top of the screen shows how much time you have left.
- **Instructions** for each part appear in a box at the top of the screen.
- Use the **navigation bar** at the bottom to move from one question to another.
- You can also use the **arrows** to move forward or back between questions.

Answering and Reviewing:

- Once you answer a question, a **line** will appear above that question in the navigation bar.
- You can **flag** any question to review it later by clicking the **flag icon**.
- To go back to a flagged question, click the **question number** in the navigation bar.
- To remove a flag, click the **flag icon** again.
- You can **review and change** your answers at any time before the test ends.

Scrolling and Screen Settings:

- Use the **scroll bar** to see all questions.
- To change **text size** or **color settings**, click the **options icon** in the top-right corner.
  - Under **'Contrast'**, choose:
    - Black on white
    - White on black
    - Yellow on black
  - Under **'Text Size'**, choose:
    - Regular
    - Large
    - Extra Large
- The options icon remains on the screen throughout the test, so you can change settings anytime.

Audio and Instructions:

- In the **Listening test**, you can adjust the **volume** using the control in the bottom-right corner.
- To view the test instructions again, click the **options icon** and select **'Test Instructions'**.

Highlighting and Note-Taking:

- To **highlight text**, left-click and drag your cursor over the desired section, then click **'Highlight'**.
- To **remove highlights**, click the highlighted text and select **'Delete Highlight'**.
- To **make notes**, highlight the text and click **'Note'**. A notes panel will open.
  - Notes are saved automatically.
  - Click the **X** to hide notes.
  - Click the **notes icon** or the highlighted section to view them again.
  - To delete a note, click **'Delete'**, then confirm.

Test Ending:

- When **1 minute** remains, the top part of the screen will change **color** as a warning.
- The test will **automatically stop** when time runs out.