

ProCalc Test Taker Guide

The following are important items to be observed by students when taking ProCalc

ProCalc Practice Software is located on the computers in the Student Learning Center at the Lake Worth and at the Belle Glade Campus. Students are STRONGLY ENCOURAGED to use this software as much as possible to practice. This software can be purchased at the college bookstore .

- All answers must be entered as numeric only – labels such as: cc, %, mL, kg, etc., **MUST NOT** be included on the answer line.
- Only a (*forward slash*) / (when entering a fraction) and (*colon*) : (when entering a ratio) may be/should be used in ProCalc.
- When converting lbs & oz. to kg, convert oz to lbs before converting to kg.
 - For example, “An infant weighs 7 lbs 15oz, what is the infant’s weight in kg?”

Rounding

- “Rounding Rules” for each question are located in the lower left corner of the screen during the test.
 - The requirements for rounding will change for each question.
 - These requirements must be followed very carefully.
- When converting pounds to kilograms (lbs -> kg) you must ALWAYS ROUND to the TENTHS place BEFORE going on in the problem.

Test problems may require that the answers be rounded to the nearest tenth, hundredth, thousandth, or whole number, etc. The following should illustrate the method/rules.

Note:

- Place your pen/pencil on the rounding place number. Look at the number to the right. If that number is less than 5, the rounding place number is NOT changed.
- Place your pen/pencil on the rounding place number. Look at the number to the right. If that number is 5 or greater, the rounding place number is INCREASED by one.

Rounding Practice:

Round to the tenths place:	Round to the whole number:	Round to the hundredths:
1. 0.552	5. 0.552	9. 0.552
2. 15.437	6. 15.437	10. 15.434
3. 28.639	7. 28.630	11. 28.639
4. 39.452	8. 39.456	12. 39.456

Answers:

1. 0.6	5. 1	9. 0.55
2. 15.4	6. 15	10. 15.43
3. 28.6	7. 29	11. 28.64
4. 39.5	8. 39	12. 39.46