

# Remote Certifying Oral Examiner Guide

Interventional Radiology/  
Diagnostic Radiology

2021

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## Before the Exam

### Live Webinar

Approximately three weeks before the exam, there will be a general orientation live webinar conducted by the IR associate executive director and IR trustees that will include a Q&A session. A training will immediately follow for the panel chairs. These webinars will be recorded and sent the following day to the appropriate examiners. Please make every effort to attend the webinar. If you are unable to attend, you will have the recording to review.

### Hands-on Training

Two to three weeks before the exam, you will have the opportunity to participate in individual hands-on training with the oral exam software. You will be contacted by ABR staff to schedule this required one-hour training session.

### Content Review

One week before the exam, you will receive an email with a link to the content for your review.

### Pre-exam Q&A

If you have remaining questions, there will be an optional Q&A session the day before the exam.

**IMPORTANT NOTE:** The Interventional Radiology/Diagnostic Radiology Remote Certifying Oral Examiner Guide is meant only for examiners for the ABR IR/DR Oral Exam. Please do not share or discuss with anyone else.

## Technical and Location Requirements

### Computer System Requirements

The requirements listed below provide a basic overview of a system that will meet the technical requirements for ABR remote exams. If you are missing any necessary equipment, please refer to the email you received on Technical Requirements and Reimbursements for recommended links for purchases and the Examiner Purchase Expense Form.

If you need assistance with your computer setup, please contact our Systems Operations Help Desk at (520) 750-2722, Monday – Friday, 9 am to 7 pm Eastern.

**Help Desk:**

(520) 750-2722  
Monday – Friday  
9 am - 7 pm EST

**Basic computer requirements:**

- Internet/Network: reliable broadband internet connection, minimum 5 Mbps (megabit per second) download and 1 Mbps upload
  - [Check your connection speed](#)
- Computer: desktop or laptop (no iPad) with Windows 10 or MacOS X 10.11 or higher
- Computer memory: minimum of 4GB RAM
- Computer drive/storage: minimum of 10GB of free disk space
- Monitors: **TWO** monitors. One must be  $\geq 20$ " and 1080p minimum
  - [Check your monitor resolution](#)
- Keyboard and mouse
- **Headset: a headset is required to ensure optimal audio for examiners and candidates**
- Internet browser: latest version of Google Chrome
  - [Check your version of Google Chrome](#)
- Adapters: any adapters/cables needed to implement this setup
- Camera: integrated or external webcam with a minimum of 640 x 480 @ 10 frames per second

**IMPORTANT NOTES:**

- During the exam, the only software that should be running on your computer is WebEx and the oral exam software. This will ensure the best performance.
- It is vital that you provide the ABR with your cell phone number and have your phone with you during the exam. In the event of a technical issue, ABR staff will attempt to contact you through text message.

### Monitor Performance Self-Check (perform prior to technical check)

The [monitor performance self-check](#) is intended to show imaging findings that should help determine if your laptop or desktop monitor is sufficient for ABR remote exams.

### WebEx® Compatibility Test (perform prior to technical check)

WebEx® will be used in the oral exam process. To verify that WebEx® is compatible with your system, please visit [here](#).



### Navigator-Led Technical Check

Before the exam, you are required to complete a technical check with an ABR exam navigator to ensure your system meets minimum connectivity and internet browser compatibility requirements. You will be contacted to set up an appointment with the navigator. This session will take no more than 15 minutes. If you change your computer specifications or location after your initial technical check is complete, please contact [examdelivery@theabr.org](mailto:examdelivery@theabr.org) to request another technical check, so you can complete it again with your new setup.

**IMPORTANT NOTE:** Make sure you are using the equipment at the location where you plan to conduct the exam.

### Location Requirements

When you select the location at which you will conduct the exam, please make sure it is sufficiently private where there will be no interruptions during the exam. It should also be free from background noise. As much as possible, please try to eliminate clutter in the room and remove anything behind you that would be distracting. **Do not use an image or blur for a background because it can cause malfunctions in WebEx®.** We understand that you may have colleagues in the same institution who are also examiners, but we ask that you not be in the same room. To provide consistent examiner interactions for the candidates and to minimize distractions, you should conduct the exam in a private room with only you in it.

## Exam Day Logistics

### Exam Day Help Desk

Approximately 48 hours before the exam, you will receive an email with a phone number to be used only for contacting ABR staff for urgent exam day issues. If you have questions prior to exam day, please contact us at [examdelivery@theabr.org](mailto:examdelivery@theabr.org) or 520-790-2900.

### Dress Code

Examiners should wear business attire (e.g., dress shirt and tie or corresponding appropriate professional attire).

## Exam Day Timing

### Sessions

Each exam session has four sections of 30 minutes each, with a 10-minute break after each section. On exam days, there will be one session in the morning and one in the afternoon. Exams will occur simultaneously across time zones. Candidates begin each exam session with a 30-minute orientation, so the total possible exam time for candidates will be 3 hours and 10 minutes.

There will be a panel meeting after the afternoon session for discussion of candidates from the morning and afternoon sessions. After the panel meeting, there will be a 30-minute recovery period for candidates who had technical issues. This will be followed by an additional panel meeting if needed.

### Breaks

There is a 10-minute break after each exam period. If there have been slight disruption(s) during the exam period, this time can be used as make-up for the candidate. You can also use this time to finish scoring and take notes on previous candidates. You will also have a lunch break between sessions on each exam day.

## Exam Day Process

### Navigating the Exam Platform

There are two platforms that will be running simultaneously during the exam for the examiners: the ABR's exam platform and WebEx®. (Candidates are also connected to Proctorio® for exam security.) The exam will be presented on the ABR's exam platform and that is where examiners initially log in. WebEx® is used to provide the audio and video link between the examiners, candidate, and navigator. Both platforms are needed to administer the exam.

The entry point for the examiner is the link provided by the ABR to log in to the platform. After you have logged in, you will review potential conflicts, and then the main page will open. If your connection is lost, this is the link you should use to log in again.

The first exam is accessed from the schedule dropdown on the main page. Choose the first candidate on the list. Once you are on that page, the specific WebEx® room for that candidate will be accessed by clicking the "Join WebEx®" button at the top. When you are finished examining that candidate, you will exit that WebEx® room. For the next exam, repeat the steps of choosing the next candidate from the schedule and then join the next WebEx®.

### Candidate Conflicts

Just before the exam begins, you will be asked to review the candidates on your schedule and note any conflicts. If there is a conflict, the exam delivery team will change your schedule.



Example of the Conflicts screen in the exam software. Candidates in red have been selected as possible conflicts.

## Primary and Secondary Examiner Roles

A new role necessitated by the remote exam platform is that of a secondary examiner. This has been established to prevent disruption to the candidate experience if the primary examiner loses their connection or has other technical problems that prevent them from continuing the exam.

All examiners will work in pairs. Only the primary examiner will present cases and interact with the candidate. The secondary examiner is to be ready to take over in the event the primary examiner experiences an internet outage and is unable to complete the exam.

The secondary examiner will not interact with the candidate and will keep their camera and microphone off during the exam period. However, the secondary examiner is expected to score as if they were examining the candidate. If the secondary examiner is switched to a primary role, their scores will be used, because they will be the only examiner who was with the candidate for the entire exam period.

The exam must be your only commitment on exam days. Both the primary and secondary examiner must be fully engaged.

- Do not do any other work while examining.
- Do not allow interruptions.
- Do not check your email.
- Do not plan clinical activity during scheduled breaks.

**IMPORTANT NOTE:** The secondary examiner is expected to score as if they were examining the candidate.

In most cases, your schedule will alternate between primary and secondary examiner duties. In the panel meeting at the end of the day, only the examiner who completed the exam with the candidate will comment on that candidate's performance.

In the exam software, the icon in the top left corner of the screen will indicate whether you are the primary examiner or the secondary examiner during each section.



: Primary Examiner



: Secondary Examiner

## Navigator Role

Another new role is that of the navigator. All candidates will be “accompanied” by an ABR exam navigator throughout their exam day. The navigator will help the candidate sign in, check their ID, and perform a room and workspace scan. The navigator will also assist if there is a technical failure with the candidate or one of the examiners.

**IMPORTANT NOTE:** A candidate and their navigator will stay in the same WebEx® room for the entire exam. Examiners will enter and leave WebEx® rooms as they switch to different candidates.

## Exam Software

Proctorio® will be used for recording candidate interactions with the system. Candidates will use WebEx® for communicating with the primary examiner and navigator. All WebEx® sessions will also be recorded for possible review. Candidates and examiners will use the ABR oral exam software to look at cases, and examiners will use the oral exam software for scoring.

### Presenting Cases

Cases are presented in two columns. Information the candidate sees will be on the left. Supplemental information for the examiner will be on the right. Candidates won't see an image until the examiner selects one to present. Then they will see only what is in the gold image box, not the thumbnails or the case description. Candidates will also see the examiner in a WebEx® window.

History/clinical: 70-year-old female with persistent hyperbilirubinemia and nausea/vomiting. Dilated intrahepatic and extrahepatic ducts on cross-sectional imaging. <i>History Text - (OPTIONAL) History text</i>	Data: Cholecystectomy for gallbladder CA two years ago; ECOG 0Bilirubin 7.8; alk phos 543; albumin 2.6
2. Further work-up or imaging:	ERCP; could not find papilla endoscopically; duodenal stent placed across a malignant duodenal obstruction
3. Differential/Diagnosis:	Diagnosis: Malignant CBD stricture  Differential: Benign stricture (ischemic, post-radiation, fibrosis)
4. Procedure: <i>Image A - PTC</i>  Discuss PTC before showing next images <i>Image B - Later phase of PTC</i> <i>Image C - Cross lesion w/guidewire</i>	Treatment options: Percutaneous biliary drainage  Procedure performed: Internal-external biliary catheter insertion  <b>Procedure options:</b> Discuss PTC technique Techniques to cross the malignant stricture Dealing with duodenal stent External vs internal/external biliary

*Example of what the examiner sees when presenting a case to a candidate.*

To see all available cases, click on the “Cases Menu” button in the upper right corner next to your name. Cases can be presented in any order, and the images within a case can also be presented in any order. Click on a thumbnail to open an image.

In the text on the right side of the screen, there will be one to three bolded items per case. These items represent core knowledge, concepts, diagnoses, complications, or steps that the candidate must discuss. To help expedite note-taking, the examiner can click on the bolded items to indicate the candidate's level of competency for each of these items. One click will turn the item **red (inadequate response)**, another will turn it **yellow (adequate response)**, and a third will turn it **green (superior response)**.

To help keep track of time, there will be a countdown clock in the upper left corner of the screen. It will be green at first, turn yellow when there are five minutes left in the exam, and turn red when time has expired. The candidate will not see this countdown clock. It is the primary examiner’s duty to keep track of time when presenting cases. You should try to show a minimum of six cases per candidate.

The secondary examiner will see what the primary is presenting and will also be able to see if the candidate moves the mouse or draws on the image. Only the primary examiner can select cases and images.

### Scoring Cases

There are two places on the screen to score: at the bottom of the case and in the case menu. The Case Score section in blue is the candidate’s score for the selected case. All scores are recorded immediately and saved when you make a change. Clicking on “Select Next Case” will open the Case Menu box for you to select the case you want to show next.

The screenshot displays the exam interface. On the left is a video player showing a medical image. On the right is a case menu table. Below the table is a 'Scoring' section with a 'Case Notes' text area and a 'Case Score' section with radio buttons for scores 68, 69, 70, 71, and 72. A 'Select Next Case' button is located at the bottom right of the interface.

Image A - PTC	Percutaneous biliary drainage
Discuss PTC before showing next images	Procedure performed: Internal-external biliary catheter insertion
Image B - Later phase of PTC Image C - Cross lesion w/guidewire	<b>Procedure options:</b> Discuss PTC technique Techniques to cross the malignant stricture Dealing with duodenal stent External vs internal/external biliary drainageBiliary endoprosthesis (internal stent)
5. Follow up/Management:	Catheter placed to gravity drainage overnight and then capped; a few days later, bilirubin 0.7, alk phos 493, albumin 4.0
6. Complications:	<b>Discuss:</b> CholangitisHemobilia Catheter occlusionBile leak around catheterPneumothorax Bile peritonitis

**Scoring**

Case Notes

Type here

Case Score    68   69   70   71   72

○   ○   ○   ○   ○

Select Next Case

Example of what the examiner sees when scoring a case.

When you have the Cases Menu open, you can score one case while you are presenting another one. Therefore, you can move on to show the next case before you are finished scoring the previous one.

The screenshot displays the ABR exam interface. At the top, a blue header bar shows a timer at 03:09 REMAINING, Period: 1, Candidate: (blank), and Topic: 04 Imaging of IR. Buttons for 'Finalize Scores', 'Join WebEx', and 'Help' are visible. The main content area is split into several panels:

- Case: 5025 - Malignant biliary stricture**: This panel includes a 'History / Clinical' section with a 'History' tab and a 'Procedure' section with three image thumbnails labeled 'Image A', 'Image B', and 'Image C'.
- Presenting to Candidate**: A large black panel on the left showing the history text: '70-year-old female with persistent hyperbilirubinemia and nausea/vomiting. Dilated intrahepatic and extrahepatic ducts on cross sectional imaging.' A progress indicator shows 37% completion.
- Case Details Table**: A table with four rows and two columns:
 

History/clinical: 70-year-old female with persistent hyperbilirubinemia and nausea/vomiting. Dilated intrahepatic and extrahepatic ducts on cross-sectional imaging. <i>History Text - (OPTIONAL) History text</i>	Data: Cholecystectomy for ago; ECOG 0Bilirubin 2.6
2. Further work-up or imaging:	ERCP: could not find duodenal stent place duodenal obstruction
3. Differential/Diagnosis:	Diagnosis: Malignant CBD strict  Differential: Benign stricture (isch fibrosis)
4. Procedure: <i>Image A</i> - PTC Discuss PTC before showing next images  <i>Image B</i> - Later phase of PTC <i>Image C</i> - Cross lesion w/guidewire	Treatment options: Percutaneous biliary Procedure performed Internal-external bili  Procedure options: Discuss PTC techniq malignant stricture D stent External vs inte
- Cases Menu**: A panel on the right showing the case title '5025 - Malignant biliary stricture' and Case ID 'Case 504585'. It includes a 'Case Notes' section with a text input field and a 'Case Score' section with five radio buttons labeled 68, 69, 70, 71, and 72.

Example of what the examiner sees when scoring in the Cases Menu.

Only the primary examiner's scores are used to evaluate the candidate. In a case where the primary examiner loses connection and the secondary takes over as primary, the secondary (now primary) examiner's scores will be used in their entirety. The primary and secondary examiners should not discuss the candidate after the session, nor should they compare scores. This is to ensure the integrity of the scoring system as it has traditionally been applied in the oral exam. The only appropriate venue for discussing individual candidate performance is the panel meeting, but still the discussion should be among those four examiners who were the primary examiners for the candidate under discussion.

When you have completed examining the candidate, you can move on to final scoring by clicking the “Finalize Scores” button. Your notes and scores for each case will be on this screen. The candidate’s score for that section will be automatically calculated as the mean of the scores, rounded down to the nearest whole number. You may exit the WebEx® room before completing the final score for the candidate. When you are done scoring the candidate, click on the “Back to the Exam” button. Your scores will save automatically.

The screenshot shows the 'Final Scoring' interface. At the top, it indicates 'Period Complete' and 'Final Scoring'. Below this is a table with three columns: 'Case', 'Case Notes', and 'Score'. There are five rows of cases, each with a text input field for notes and a set of five radio buttons for scoring (68, 69, 70, 71, 72). Below the table is a 'Summary' section with a 'Period Notes' input field and a 'Final Score' display showing the same five score options. A 'Back to the Exam' button is located at the bottom left.

Example of the Final Scoring screen.

## Ending a Session

When you are finished with a candidate, you should let the navigator know and then exit the WebEx®. If you need assistance leaving WebEx®, the navigator will help you. You can continue to make notes and finish scoring for the candidate during the 10-minute break.

**IMPORTANT NOTE:** If the candidate had technical issues during the exam, you may use some of the 10-minute break to make up the time. If the candidate was out for a longer period, we will reschedule the candidate.

## Panel Meeting

At the panel meeting at the end of the day, candidates who have received scores of 68 or 69 will be discussed. Only the panel chair will have access to the panel screen in the exam software. The panel chair will share their screen with the other examiners through WebEx®. All examiners will have access to their scores and notes on the candidates to inform the discussion.

### **IMPORTANT NOTES:**

- The performance of the candidates is confidential and cannot be discussed outside the panel.
- Exam content is also confidential and cannot be discussed with anyone except other examiners.
- Primary examiners will be the only ones to talk about the candidate they examined. If a secondary examiner switched to a primary, the original primary examiner should not comment on the candidate's score.

## Exam Security

All candidates have been oriented and briefed regarding the essential elements of exam decorum and security. All sessions will be recorded for possible review of candidates, but recordings will not be retained long term. Primary and secondary examiners are the first and most significant elements of reporting for decorum or security breaches.

### **Reportable Events**

- Apparent or actual use of any electronic device.
- Apparent review of reference materials during the session.
- Apparent presence of other people in the room.

### **Actions**

- Warn the candidate of the breach.
- Complete the session.
- Concerns or actual observation of breaches must be reported to the IR Associate Executive Director or an IR trustee immediately after completion of the individual candidate.

## Remote Oral Exam FAQs

### 1. What if I have trouble setting up my computer?

If you need assistance with your computer setup, please contact our Systems Operations Help Desk at (520) 750-2722, Monday – Friday, 9 am to 7 pm Eastern.

### 2. How many monitors should I use?

You are required to have two monitors. One of them must be at least 20” and have 1080p minimum resolution. See [Computer System Requirements](#) for details.

### 3. Do I need to download Proctorio®?

No. Only the candidates need to use Proctorio®.

### 4. What web browser should I use?

Please use the latest version of Google Chrome. [Check your version of Google Chrome.](#)

### 5. What should I do if I lose my internet connection during the exam?

Call the ABR Exam Day [Help Desk](#) for assistance in reconnecting. The navigator will communicate with you via text message during this process. If you are unable to reconnect within 30 seconds, the navigator will make the secondary examiner the primary. Continue to attempt to reconnect so you can serve as the secondary examiner for the remainder of the exam period.

### 6. What if a candidate needs to use the restroom during the exam?

There is a 10-minute break after each exam period.

### 7. Is the exam being recorded?

Yes. The ABR requires video, audio, and screen capture. Proctorio® will store that data and provide a report to the ABR. No Proctorio® employee has access to this data. All exam WebEx® sessions are also being recorded for possible review but will not be stored long term.

### 8. Is it OK to have an older operating system such as Windows 7?

No. The exam software does not work on older operating systems such as Windows 7. If you have Windows 7, please update it to Windows 10. If you have a Mac, please make sure you have MacOS X 10.11 or higher. See [Basic computer requirements](#) for more details.



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## Useful Resources

### Monitor Performance Self-Check:

<https://www.theabr.org/monitor-performance-self-check-dr-and-ir>

### WebEx®:

[System Compatibility Check](#)

### Systems Operations Help Desk:

(520) 750-2722

[examdelivery@theabr.org](mailto:examdelivery@theabr.org)

