



Remote Certifying Oral Exam Guide Radiation Oncology

2021

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Getting Started

Exam Registration

Registration for this exam is completed on the [Cognitive Expertise](#) page in myABR. You will receive an email from the ABR when registration opens.

Please keep your email address updated in myABR to ensure that you receive important exam-related communications.

Additional details regarding exam eligibility and registration can be found on the [RO Certifying Oral Exam](#) section of the website.

Studying for the Exam

The RO Certifying Oral Exam is developed by volunteers from a wide range of practice settings and reflects the breadth of information a candidate is expected to know by the time of an exam. While we offer study guides on our website, each candidate should decide what type of resources he or she should use to study for our exams. Candidates who use test preparation materials developed by other organizations or commercial entities should not expect an ABR exam to completely align with these materials in scope or item type.

For additional information, please visit the [Studying for the Exam](#) page on the ABR website.

The screenshot shows the ABR website interface. At the top, there is a navigation bar with the ABR logo and the text 'AMERICAN BOARD OF RADIOLOGY'. To the right of the logo are links for 'About Us', 'News', 'Verify Certification', 'Exam Details', and 'Contact Us'. A 'myABR Login' button is also present. Below the navigation bar is a secondary menu with links for 'Home', 'Public', 'Diagnostic Radiology', 'Interventional Radiology', 'Medical Physics', and 'Radiation Oncology'. A search bar is located on the right side of this menu. Below the secondary menu is a horizontal bar with links for 'OVERVIEW', 'INITIAL CERTIFICATION', 'MAINTENANCE OF CERTIFICATION', 'SUBSPECIALTIES', 'CALENDAR', and 'VOLUNTEER'. The main content area is titled 'Initial Certification for Radiation Oncology'. On the left side, there is a sidebar menu with links for 'Overview', 'Certification Requirements', 'Qualifying Exam', 'Certifying (Oral) Exam', 'Prerequisites and Registration', 'Studying for the Exam', 'Exam Results', and 'Alternate Pathways'. The 'Certifying (Oral) Exam' link is highlighted. The main content area displays the title 'Studying for the Exam' and a sub-header 'Last verified on September 18, 2020'. The text below explains that ABR exams are developed by volunteers and reflect the breadth of information a candidate is expected to know. It also provides links to the 'ABR Item Writers' Guide' and the 'Illustrated Life Cycle of an ABR Exam Item'. At the bottom, it says 'See the following page for a detailed study guide for the oral Certifying Exam.'

Technical Requirements

Computer System Requirements

The computer system requirements listed below provide a basic overview of a system that will meet the technical requirements for ABR remote exams. Prior to your exam, you should complete a technical check to ensure your system meets minimum connectivity and internet browser compatibility requirements. If you change your computer specifications or location after your initial technical check is complete, we recommend you complete it again with your new setup.

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
- Monitor: ≥ 13” and 1080p minimum
 - [Check your monitor resolution](#)
 - A secondary monitor is allowed
- Keyboard and mouse
- Internet browser: latest version of Google Chrome
 - [Check your version of Google Chrome](#)
- Audio: wired headset or reliable computer microphone and speaker
- Camera: integrated or external webcam with a minimum of 640 x 480 @ 10 frames per second
 - *Note: Camera will be used for the 360-degree room and workspace security scan and exam proctoring.*
 - *Note: Use of virtual backgrounds is not permitted.*

IMPORTANT NOTE: You assume full responsibility for ensuring your computer setup meets the requirements for remote exams. This includes integrity of equipment, internet connectivity, system performance, and other issues related but not limited to the above that are outside the control of the ABR or our exam security vendor, Proctorio®. ABR staff are not able to provide technical support regarding individual setups for remote exams.

Monitor Performance Self-Check (complete prior to exam day)

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.

Navigator-Led Technical Check

A navigator-led technical check will be performed three to four weeks before your exam. You will receive an email notice to schedule a one-on-one with an ABR team member to ensure your system is compliant. The session will take no more than 30 minutes. Make sure you are using the equipment at the location where you plan to take the exam.

You will log in to a WebEx® call and go through the Proctorio® check-in process during your navigator-led technical check. Please refer to the [Computer System Requirements](#) to verify that your system is compatible.

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

Proctorio® Candidate Information

Information on getting set up with Proctorio® is available [here](#). You may download the Proctorio® extension [here](#).



WebEx® Compatibility Test

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



Location Requirements

The RO Remote Certifying Oral Exam will take place in a remote location of your choosing, provided it meets the basic requirements listed below.

Our expectation is that the space selected will be sufficiently private where interruptions and the presence of other people would be unexpected or unlikely to occur during the exam. If location interruptions are anticipated to be frequent or prolonged, arrangements should be made to use a different location to take the exam. Brief/sporadic interruptions could occur unexpectedly. In those cases, examiners and navigators will work with you to complete your exam, including rescheduling to a later exam date if necessary. Most brief/sporadic events would likely be deemed inconsequential and will have little to no impact on your exam.

Private and Quiet Space

- Alone, away from other people
- Free from background noise and interruptions
- Clear workspace

Allowed

- Secondary monitor
 - You may use two monitors. If two monitors are used, both must be connected to the computer being used to take the exam.
- ABR Exam Day Help Desk Flyer
- Cell phone or other mobile device
 - A mobile device is permitted in the room as long as it is kept out of arm's reach.
 - You should have a mobile device accessible in case you need to contact the ABR regarding a connectivity issue or we need to contact you. Under no other circumstances should a mobile device be used during the exam.
 - Mobile devices may be used during breaks.
- Whiteboard (8.5" x 11" maximum), dry erase markers, and an eraser
 - Not required.
 - Must be free of marks before the exam.
- Beverages and snacks
- Facial tissue
- See list of [Allowable Personal Items](#)

Prohibited

- Other individuals in room
- Open books, notes, and other study materials
- Camera or other recording devices (other than your webcam)
- Scratch paper
- Calculator

Allowable Personal Items

Please note that you do **NOT** need to request testing accommodations for the specific items indicated below. However, if any other accommodations are needed that are **NOT** listed below, the formal [Exam Accommodations](#) request process must be followed.

Medicine and Medical Devices

- Arm/shoulder sling
- Bandages
- Braces: neck, back, wrist, leg, or ankle
- Casts/cervical collar
- Cough drops/hard candies
- Chapstick/lip balm
- Earplugs (foam with no strings)
- EpiPen
- Eye drops
- Eye patches
- Eyeglasses (without a case)
- Glucose monitor
- Glucose tablets
- Handheld magnifying glass (nonelectric, no case)
- Ice packs/nonelectrical heating pads
- Inhaler
- Medical alert bracelet
- Medical/surgical masks
- Medical rubber gloves
- Nitroglycerin tablets
- Pillow/lumbar support
- Pills
- Stool for elevating a limb
- Walking boot casts

Medical Devices (Attached to a person's body)

- Continuous Glucose Monitor
- Heart rate monitor
- Insulin pump
- Oxygen tank
- Spinal cord stimulator
- TENS units (Transcutaneous Electrical Nerve Stimulation) for nerve pain

Communication Aids

- Hearing aid/cochlear implant
- Vocal cord magnifiers

Mobility Devices

- Cane
- Crutches
- Knee scooter
- Walker
- Wheelchair

Exam Accommodations

General Accommodations

The ABR complies with the Americans with Disabilities Act (ADA) and makes reasonable accommodations in exam procedures for individuals with documented disabilities.

Candidates with disabilities may request modifications in the administration of an exam. The ABR will grant such requests unless modifications would place undue burden on the ABR or fundamentally alter the measurement of the knowledge and skills the exam is intended to assess.

Candidates considering the need for modifications must submit an application ([link below](#)).

All required documentation must be submitted to the ABR no more than one year and no less than 12 weeks in advance of the exam date. Candidates anticipating the need for accommodations are encouraged to contact the ABR office well in advance to allow sufficient time for producing any required documentation.

Failure to comply with this deadline may result in the candidate being scheduled without special accommodations.

[Application for ADA Accommodations](#)

Once a candidate has been approved for exam accommodations, he or she will receive notification of approval with any updates necessary. Although candidates will register for exams and select start times through myABR, certain accommodations may require modification to existing exam appointments. The candidate will be notified of any changes.

Nursing and Expectant Mother Accommodations

The ABR supports nursing and expectant mothers and makes reasonable accommodations in exam procedures for individuals making a request.

Nursing and expectant mothers may request modifications in the administration of an exam. Candidates must submit a request using the form provided below. Requests must be submitted to the ABR no less than eight weeks in advance of the exam date. Typical accommodations include additional break time. Once an accommodation request is submitted, ABR staff will follow up to inquire about how best to accommodate the candidate's specific needs during the exam event.

[Nursing/Expectant Mother Accommodation Request](#)

Exam Day Check-in

Starting Your Exam Day

You will receive two email notifications with information about starting your exam.

1. Five business days prior to your exam: This notification will contain a link for starting your exam on exam day. *This link is unique to each examinee; please do not share with other test takers.*

2. Exam day: This notification will contain a link for starting your exam. *This link is unique to each examinee; please do not share with other test takers.*

On exam day, you may also start by logging in to [myABR](#) and navigating to the Cognitive Expertise menu on the left-hand side.

Third-Party Remote Proctoring

The ABR has partnered with [Proctorio](#)[®], an exam security vendor, to help with check-in and remote proctoring during your exam.

Check-in

Check-in with your ABR navigator takes approximately 30 minutes and is required to take the exam. We recommend logging in to the exam software and WebEx[®] five minutes before your check-in time so you can get through the Proctorio[®] technical check and promptly start with your navigator.

Proctorio[®] Technical Check

Before starting the exam, you will go through a process that validates your system's ability to run the remote proctoring software. This typically starts with the installation of Google Chrome and the Proctorio[®] Google Chrome extension (if not already installed). Once the extension is installed, the system validates the quality of your internet connectivity and confirms that the remote system can access your camera and microphone. This process usually takes approximately one minute.

Identification Check

The identification check is performed by your navigator. This process requires you to show one of the acceptable forms of identification using the camera connected to your computer. Personal information is protected using an encrypted key code that is available only to the ABR. Identification must be from the following list and must include your signature and a recent recognizable photograph. Your name and photo must be on the same side of the ID. This ID must be current (not expired).

Forms of acceptable identification¹ are:

- Valid driver's license.
- Valid state-issued identification card.
- Valid passport or passport card.

¹ Military identification is not acceptable due to limitations of Title 18, US Code Part I, Chapter 33, Section 701. See more information here.

Room and Workspace Scan

A 360-degree room and workspace scan is performed with the navigator and takes approximately one minute. You will have the opportunity to repeat the scan if needed. Be aware that you may need to perform a scan multiple times during the exam. The scans are required to show that you don't have [prohibited items](#) in the room or in your workspace.

Below is a short overview of the process.

1. The software and navigator will check to make sure your webcam and microphone are working properly and that screen sharing has been activated. You will be asked to share your screen.
2. The navigator will ask you to slowly move the webcam around the room to verify that you are alone and that your desk is clear of prohibited items. Prohibited items must be removed before your exam can begin.
3. Your exam launch button will be enabled when your exam is fully prepared for delivery.
4. The testing computer must be in a private room and you must be able to use it without interruption. The navigator will continuously monitor both you and your testing environment, and the exam session will be recorded by Proctorio® through the webcam feed. Recordings may be reviewed after the exam by ABR staff.

Refer to the [Location Requirements](#) section for details regarding what is allowed and prohibited in your exam room.

5. No other people (i.e., guests, visitors, family members) are allowed in your testing room.
6. No electronic devices other than the computer being used to test and one mobile device for contacting the ABR are allowed in the room. This includes signaling devices such as pagers and alarms, cameras or other photographic or duplicating devices, personal digital assistants (PDAs), recording devices or other hand-held computers, watches, tablets, and digital music players (e.g., iPod).
7. If you need assistance during your exam, please alert your navigator.
8. No talking or any other form of communication with anyone other than your examiners and navigator is permitted once your exam has begun.
9. You are prohibited from reproducing, communicating, or transmitting any exam content in any form for any purpose. Copying or communicating content is a violation of the ABR Exam Security Policy.
10. You may not exit the camera view or use a cell phone or other electronic devices during the exam unless there is a failure in connectivity or you are on a break.

Exam Day Logistics

ABR 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 information@theabr.org or (520) 790-2900.

Dress Code

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

Process

Proctorio® will be used for recording candidate interactions with the system. Candidates will use WebEx® for communication with examiners and a navigator.

IMPORTANT NOTE: Your specific details, including the date and time of your exam, will be sent to you approximately eight weeks before the exam.

Schedule

This table outlines a typical exam day schedule. Your specific details, including the date and time of your exam, will be sent to you approximately eight weeks before the exam. The total possible exam time, including orientation and breaks, is six hours and 10 minutes.

Check-in	Number of Questions	Exam Time	Total Time ¹
Approximately 30 minutes	N/A	4 hours	6 hours and 10 minutes

¹Total time includes check-in, exam time, and a 10-minute break after each exam period. Additionally, there is a 30-minute mandatory intermission halfway through the exam.

Breaks

There is a 10-minute break after each exam period. If there are technical problems during the exam, some of the break time might be used to make up for time lost during the period.

IMPORTANT NOTE: You may leave the room during a break, but you must keep your webcam on and maintain your remote connection.

Results

RO Certifying Oral Exam results are posted in [myABR](#) two weeks after the last day of the exam.

Please refer to the [Exam Results](#) page for more information.

The screenshot shows the ABR website interface. At the top, there is a navigation bar with the ABR logo and links for 'About Us', 'News', 'Verify Certification', 'Exam Details', 'Contact Us', and 'myABR Login'. Below this is a secondary navigation bar with links for 'Home', 'Public', 'Diagnostic Radiology', 'Interventional Radiology', 'Medical Physics', and 'Radiation Oncology'. A search bar is also present.

The main content area is titled 'Initial Certification for Radiation Oncology'. On the left, there is a sidebar with a table of contents:

Overview
Certification Requirements
Qualifying Exam
Certifying (Oral) Exam
Overview
Prerequisites and Registration
Studying for the Exam
Exam Results

The main content area features a large heading 'Exam Results' with the text 'Last verified on July 20, 2020'. Below this is a section titled 'On this page' containing a list of links:

- [Conditions](#)
- [Failures](#)
- [Certifying Exam - Feedback Request](#)
- [Certifying Exam Results](#)

Below the list, a paragraph states: 'Certifying (oral) exam results are posted in [myABR](#) two weeks after the last day of the exam.'

At the bottom of the main content area, the heading 'Conditions' is visible.

Remote Oral Exam FAQs

1. How do you know it is really me taking my exam?

Using the computer's webcam, the navigator will compare your face with a photo ID. You must verify your identity during the exam process by showing a picture ID that has your name and photo on the same side.

2. Can I take my proctored exam on a laptop or tablet?

ABR remote exams can be taken on a desktop computer or laptop with a Windows or Mac operating system. You may not use a tablet, iPad, Kindle, or other mobile device.

3. Are secondary or overflow monitors allowed?

Yes. You may use two monitors. If two monitors are used, both must be connected to the computer being used to take the exam.

4. Is software installation required for remote access?

Yes. To take an ABR remote exam with Proctorio®, you must be using the latest version of Google Chrome. You also must install the Proctorio® Chrome browser extension. You can install this extension at getproctorio.com. You only need to install this extension once and it should take less than 30 seconds.

5. Where should I take the remote proctored exam?

Please refer to the information in the [Location Requirements](#) for details on the location you choose for your exam.

6. Can I use books or notes during my remote exam?

No. Please refer to [Location Requirements](#) for details.

7. Can I use additional software during my online exam?

No. You must close all other programs or windows on your computer before you begin the exam.

8. What if I need to use the restroom during the exam?

A 10-minute break is provided after each exam period. Although occasionally some break time might be used to make up for time lost due to technical issues, between exam periods is still the best time to use the restroom.

9. Will there be any room scans after my initial exam check-in is complete?

Possibly. A room and workspace scan can be required at any time during your exam.

10. What if I need extra time to take the exam?

Exam accommodations are available to candidates needing more time to take the exam. Requests for accommodations must be made in advance of the exam date. Please refer to the [Exam Accommodations](#) page on our website for more information.

11. Is someone watching me while I take my exam?

Yes. Your examiners and navigator will be on WebEx® during your exam. It's possible that an examiner in training might enter the room. 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.

12. How do I access my exam on exam day?

Please refer to [Starting Your Exam Day](#) for more information about how to start your exam.

13. Do I need to schedule my exam time in advance?

If you accept your invitation in myABR, you will receive your appointment eight weeks in advance.

14. If I need help using Proctorio® during the exam, where do I go?

Please contact the [ABR Exam Day Help Desk](#) or notify your navigator.

15. Where can I go to learn more about Proctorio®?

Please visit <https://proctorio.com/about>.

16. How do I know that my privacy is protected?

Proctorio® uses zero knowledge encryption technology that ensures your information is encrypted when it leaves your computer, is transferred, and then stored in the Cloud. All information collected during the exam is done so securely. The online proctored exam information is stored in a fully secure environment.

17. Will Proctorio® ever obtain or give out my personal information?

Never. Proctorio® does not and cannot collect personal identifying attributes on any user, so there's no information to give to third parties.

18. How do I know that Proctorio® isn't collecting information from my computer when I'm not in an exam?

Proctorio® only runs when you're active in a remote exam session. Since Proctorio® runs in your browser, you can rest assured there's no separate program collecting your data. In addition, you can uninstall the Proctorio® extension from your browser when you have completed the exam.

19. Who can view exam recordings?

Only the ABR can unlock and view the exam recordings, not Proctorio®. Data is secured using a state-of-the-art double encryption technology that ensures that all your exam data is safe from hacking attempts.



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Useful Resources

myABR:

<https://myabr.theabr.org/>

Monitor Performance Self-Check:

<https://www.theabr.org/monitor-performance-self-check-mp-and-ro>

Proctorio®:

<https://proctorio.com/support>

WebEx®:

[System Compatibility Check](#)

