



# Remote Oral Certifying Exam Guide

Radiation Oncology

2024

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## Getting Started

### Exam Registration

Registration for this exam is completed 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 Oral Certifying Exam section](#) of the website.

### Studying for the Exam

The RO Oral Certifying 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 displays the ABR website's navigation and content for the Radiation Oncology exam. The top navigation bar includes links for 'About Us', 'News', 'Verify Certification', 'Exam Details', 'Contact Us', and a 'myABR Login' button. Below this, a secondary navigation bar lists various exam categories, with 'Radiation Oncology' selected. The main content area is titled 'Initial Certification for Radiation Oncology' and features a sidebar with a list of links: 'Overview', 'Certification Requirements', 'Qualifying Exam', 'Certifying (Oral) Exam' (which is expanded to show 'Overview', 'Prerequisites and Registration', 'Studying for the Exam', and 'Exam Results'), and 'Alternate Pathways'. The main text area is headed 'Studying for the Exam' and includes a timestamp 'Last verified on September 18, 2020'. The text explains that ABR exams are developed by volunteers and reflect the breadth of information a candidate is expected to know. It advises candidates to decide on their study resources and notes that candidates using external materials should not expect a perfect alignment with ABR exams. It also provides links to the 'ABR Item Writers' Guide' and the 'Illustrated Life Cycle of an ABR Exam Item'. Finally, it directs users to 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 or similar internet connection
- Computer: desktop or laptop (no tablets) 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](#)
- 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
  - *For the best exam experience, we recommend that examinees not use Bluetooth.*
- Camera: integrated or external front-facing webcam with a minimum of 640 x 480 @ 10 frames per second
  - *Note: Camera will be used for 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. 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.

## Self-Led Technical Check

A self-led technical check will be available three to four weeks before your exam. Please complete the technical check to ensure that your system is compliant with the ABR exam software. You will receive an email notice with information about how to access the check. The technical check shouldn't take long to complete and can be performed as many times as necessary. Make sure you are using the equipment at the location where you plan to take the exam each time you complete a technical check.

You will log in to the ABR exam software to complete your 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 for your technical check.

An identification check is performed by a third party vendor. The first time you enter the exam software, you will be required to scan your ID and take a selfie with a mobile device. Each subsequent time you enter the exam software, you will be required to take a selfie with either your computer webcam or mobile device so we can verify that it is you. If additional identification information is required, ABR staff will contact you. Personal information is protected using an encrypted key code that is available only to the ABR. Identification verification will be completed in 48 hours or less, and your personal information will be permanently deleted at that time.

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 identification<sup>1</sup> are:

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

Next, your screen share and video and audio equipment capabilities will be tested, and you will be provided an overview of what to expect on exam day.

If you move locations or change equipment after completing a technical check, you will need to complete another one at the new location and/or with the new equipment.

<sup>1</sup> Military identification is not acceptable due to limitations of Title 18, US Code Part I, Chapter 33, Section 701. See more information [here](#).

## Location Requirements

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

The space selected should 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 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

**IMPORTANT NOTE:** We do not recommend taking your exam at a hotel. The internet quality is usually inadequate for the exam software and video connectivity.

### Allowed

- ABR Exam Day Help Desk Flyer
- Cell phone or other mobile device
  - You should have a mobile device in the room 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 (not more than 18 inches on one side), dry erase markers, and an eraser
  - Not required.
  - Must be shown to be free of marks at the beginning and end of each exam period.
- Wired headset
  - For the best exam experience, we recommend that examinees not use Bluetooth.
- 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 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
- EpiPen
- Eye drops
- Eye patches
- Eyeglasses (without a case)
- Glucose monitor
- Glucose tablets
- Handheld magnifying glass (nonelectric, no case)
- Ice packs/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

### Accommodations for People with Disabilities

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 use the form provided below to submit a request. To facilitate the scheduling process, please submit a request at least 12 weeks prior to the exam date, if possible. The ABR will make every effort to accommodate requests submitted less than 12 weeks prior to 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.

#### [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 that allows you to get started 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](#).

### Check-in

The required check-in process is self-led and takes approximately 30 minutes. You can access the exam up to an hour before your first period. We recommend logging in to the exam software at least five minutes before your check-in report time, so you have enough time to complete the check-in process and remedy any technical issues.

## Verification Check

The verification check will require you to take a selfie. This will be compared with the one you took during your technical check when your identification was initially verified. Personal information is protected through an encrypted key code that is available only to the ABR.

### A short overview of the process:

1. The automated check-in process will help ensure that your webcam and microphone are working properly.
2. At the appropriate time, a textbox will appear with a checkbox to notify your examiner that you are ready.
3. The testing computer must be in a private room and you must be able to use it without interruption. You and your testing environment will be continuously monitored, and the exam session will be recorded through the webcam feed. Recordings may be reviewed after the exam by ABR staff.
4. No other people are allowed in your testing room. 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 (except for the webcam), personal digital assistants (PDAs), recording devices or other hand-held computers, watches, tablets, and digital music players (e.g., iPod). Refer to the [Location Requirements](#) section for details regarding what is allowed and prohibited in your exam room.
5. If you need assistance during your exam, please alert your examiner or contact the ABR Exam Day Help Desk.
6. No talking or any other form of communication with anyone other than your examiners is permitted once your exam has begun.
7. 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.
8. 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](mailto:information@theabr.org) or 520-790-2900.

### Dress Code

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

### Process

You will use the exam software to communicate with your examiners.

**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 check-in and breaks, is six hours and 20 minutes.

Check-in	Number of Questions	Exam Time	Total Time <sup>1</sup>
Approximately 30 minutes	N/A	4 hours	6 hours and 20 minutes

<sup>1</sup>Total 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.

**IMPORTANT NOTE:** Because remote exams can be interrupted by technical issues on our end or yours, we recommend that you devote the entire day to taking the exam. If a technical issue occurs, we will make every effort to enable you to complete the exam on your scheduled date.

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

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

The screenshot displays the ABR (American Board of Radiology) website. The top navigation bar includes links for 'About Us', 'News', 'Verify Certification', 'Exam Details', 'Contact Us', and a 'myABR Login' button. Below this, a secondary navigation bar lists various certification paths: 'Home', 'Public', 'Diagnostic Radiology', 'Interventional Radiology', 'Medical Physics', and 'Radiation Oncology' (which is highlighted). A search bar is also present. The main content area is titled 'Initial Certification for Radiation Oncology'. On the left, a sidebar menu lists options: 'Overview', 'Certification Requirements', 'Qualifying Exam', 'Certifying (Oral) Exam' (selected), 'Overview', 'Prerequisites and Registration', 'Studying for the Exam', 'Exam Results', and 'Alternate Pathways'. The main content area features a large heading 'Exam Results' with a subtext 'Last verified on July 20, 2020'. Below this, a section titled 'On this page' lists links: 'Conditions', 'Failures', 'Certifying Exam – Feedback Request', and 'Certifying Exam Results'. A paragraph states: 'Certifying (oral) exam results are posted in myABR two weeks after the last day of the exam.' At the bottom, the heading 'Conditions' is visible.

## Remote Oral Exam FAQs

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

You will provide picture identification and a selfie prior to the exam. When entering the exam, a selfie is captured and compared with the information provided to confirm your identity.

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

ABR remote exams may 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. The monitor must be connected to the computer being used to take the exam and not a secondary device. If you choose to use a secondary monitor, you will need to disable any other monitors connected to your computer. The exam software and video are combined, and the use of a secondary monitor is not needed for the exam.

### 4. Where should I take the remote proctored exam?

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

### 5. May I use books or notes during my remote exam?

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

### 6. May 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.

### 7. 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.

### 8. Will room scans be required?

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

### 9. What if I need extra time to take the 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.

**10. Is someone watching me while I take my exam?**

Yes. Your examiner will be watching you, and an examiner in training or an ABR associate executive director or trustee may also observe your exam session without your or your examiner's knowledge. In addition, the ABR requires video, audio, and screen capture.

**11. 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.

**12. 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.

**13. How do I know that my privacy is protected?**

All information collected during the exam is done securely. The online proctored exam information is stored in a fully secure environment.

**14. Who can view exam recordings?**

Only the ABR can unlock and view the exam recordings. Data is secured using a state-of-the-art double encryption technology that ensures that all your exam data is safe from hacking attempts.

## Useful Resources

**myABR:**

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

**Monitor Performance Self-Check:**

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

