

Technical Requirements and Reimbursement

Thank you again for volunteering to be a remote examiner for the upcoming Oral Exam. To create an exam environment that is consistent for candidates and examiners, there are specific computer setup requirements for examiners. Please take the time to carefully review this document to ensure you are prepared for the exam.

Webex Compatibility Test

Webex will be used for the virtual examiner meetings. To verify that Webex is compatible with your system, please visit [here](#).

Computer Setup Requirements and Items We Reimburse

We have provided the full technical requirements below; however, please note that the items highlighted in yellow (one monitor, headset, camera, and any needed adapters) are the only ones the ABR will reimburse to ensure you meet the computer setup requirements. If you do not have one or more of the highlighted items, please purchase them and submit the receipt to the ABR for reimbursement (more details on second page).

- Internet/Network: reliable broadband internet connection, minimum 5 Mbps (megabit per second) for download and 1 Mbps for 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 at > 20" and 1080p minimum**
 - [Check your monitor resolution](#)
 - Recommended link for purchase: https://www.amazon.com/Acer-SB220Q-Ultra-Thin-Frame-Monitor/dp/B07CVL2D2S/ref=sr_1_4?dchild=1&keywords=20+inch+monitor&qid=1598307627&sr=8-4
 - Note: We will reimburse for the purchase of one monitor
 - If you have a large monitor (i.e. 36"+), you can use this as two monitors in split screen mode.
- Keyboard and mouse
- Internet browser: latest version of Google Chrome
 - [Check your version of Google Chrome](#)
- **Headset: Headset is required to ensure optimal audio for examiners and candidates**
 - Recommended link for purchase: https://www.amazon.com/Logitech-Headset-H390-Noise-Cancelling/dp/B000UXZQ42/ref=pd_bxgy_img_2/131-0308174-8253769?encoding=UTF8&pd_rd_i=B000UXZQ42&pd_rd_r=e9127c99-89e3-4d2c-948c-c586d020159a&pd_rd_w=EPyiB&pd_rd_wg=LoK7D&pf_rd_p=ce6c479b-ef53-49a6-845b-bbbf35c28dd3&pf_rd_r=FSTA06000V9JT5H9ZF1A&psc=1&refRID=FSTA06000V9JT5H9ZF1A

- **Camera: integrated or external webcam with a minimum of 640 x 480 @ 10 frames per second**
 - Recommended link for purchase:
[Click Here](#)
- **Adapters: Any adapters/cables needed to implement new setup**
 - Please purchase any adapters/cables necessary to implement the computer setup required. We do not have any recommendations for these items as this will be unique and based on your existing computer system/setup.

We have provided a recommended purchase link for the required items above; however, if you already own items that meet our requirements, you do not need to purchase the items noted. If you prefer a different model, you are welcome to purchase it as long as the minimum requirements noted above are met.

What We Reimburse

As noted above, the ABR will only reimburse items that are required (highlighted above) to complement your normal computer setup (i.e., second monitor, headset, camera, any required cables/adapters). The ABR will reimburse a maximum of \$400 total. If you have been reimbursed for equipment before, that amount will be taken into consideration too. Warranties will not be reimbursed.

How to Request Reimbursement

To submit for reimbursement, you will need to fill out a purchase expense form and email or mail the form with receipts to the office. Please complete the steps below to submit for reimbursement up to 30 days after the exam.

1. Open the Examiner Purchase Expense form and print it.
2. Fill out the form.
3. Email or mail the form with receipts.
 - a. Email
 - Scan form and receipts
 - Email scanned copies of form and receipts to lbusse@theabr.org
 - Title the email "Examiner Purchase Expense Form"
 - b. Mail: Mail form and receipts to the ABR Office:
American Board of Radiology
c/o Accounts Payable
5441 E. Williams Circle
Tucson, AZ 85711

Thank you again for your participation in this exam! Please do not hesitate to contact us if you have questions about this process at examdelivery@theabr.org. We look forward to working with you to create a satisfying remote exam experience for you and our candidates.

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American Board of Radiology