

# Radiation Oncology Certifying Oral Exam

## Exam Day Checklist & Quick Reference Guide

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

On exam day: **Exam Day Help Desk (520) 519-2177**

Dr. Michael Yunes contact info: (617) 699-5432 or [myunes@theabr.org](mailto:myunes@theabr.org)

### On Exam Day

Have the following items ready to use in the same location in which you completed the tech check: **(Tucson Examiners will have an exam station provided with the below specifications)**

- Wired headset with microphone
- Two computer monitors (or a laptop and second monitor)
- Cell phone near you (set to vibrate; we will text if there is a schedule change)
- Email with personalized software link (sent on each exam day)

Please do the following:

- Dress professionally.
- Set Google Chrome as your default browser.
- Turn off alerts on the computer that may originate from your phone.
- Keep the exam software open throughout the entire exam day.

### Checking in

**Start no later than 10 am EDT. You may check in earlier.**

- Use the personalized link emailed to you from [examdelivery@theabr.org](mailto:examdelivery@theabr.org) on exam day to log in to the exam software. You can also access the link in myABR.
- Check that the page has your information, then click “yes this is me” button and enter the exam.
- Your exam schedule will appear after you have completed check in.

### Reviewing Cases

- Click **Review Cases** from the menu in the upper right corner (three lines).
- You may review cases until 5 minutes before your first candidate and anytime you have a break.

### Starting an Exam Period

- Click on **Join your next period** hyperlink at the top of the schedule screen.
- Read the pre-instructions pop-up and click **OK**.
- The top left corner will show the time you have until the period starts. When it is time, a pop-up will appear to let the candidate in if the candidate is ready. Click **Let Candidate In**
- Drag the media window tab that shows the candidate on your smaller monitor and the case screen on your bigger monitor.

### Presenting Cases

- On your case screen, select the image thumbnail you want to present to the candidate.
- The image will appear in the media window so you and your candidate can view.

### Monitoring Exam Period Time (*only you see timer candidate does not*)

- Exam periods are 25-30 minutes.
- The timer changes from green to yellow at 5 minutes until period ends and you will hear a tone indicating there are 5 minutes remaining in the exam period.
- The timer changes to red at 00 minutes, then will begin counting in the negative.
  - *No technical difficulties during the period* - end the exam at or before 30 minutes.
  - *Brief disruptions* - you may use "red time" to recover time lost during the regular exam period. The exam software will not allow you to go over 5 minutes.
  - *Major disruptions* – call Exam Delivery to cancel period; candidate will be rescheduled.

### Ending Exam Period

- On the case screen, click on **Exam Tools** on the top bar.
- Click **Wrap up period**.
- \*\*A pop-up will appear with a small prompt to read to the candidate. Once you finish speaking with the candidate, click **Complete the period**.
- The period will end and direct you to your schedule.

\*\* Candidates are not allowed to have scratch paper, only a whiteboard (no bigger than 18 inches on one side), if they choose. The script reminds you to ask if they have one and if they do, they need to show you that it's been cleared.

### Continue Scoring

- If you need to go back to the scoring for a candidate:
  - On your schedule, select **Scoring** next to the candidate's name.
  - Add final notes and case scores.
  - When completed, click on the menu bar at the top right (3 lines) click **Home**.

### Category/Panel Meetings

- Click the **Join Meeting** hyperlink on the top of your schedule to enter the Examiner Breakroom Webex.
- Login as a guest to Webex and drag the tab to another monitor so that you can still have access to your exam software.
- Breakout sessions for each category or panel will be available for you to join.
- To see your candidates' scores, click on **Scoring** next to each candidate's name in your schedule.
- If you are a category or panel chair, scroll to the bottom of your schedule and click on **Open Meeting**