

# MP Certifying Oral Exam

## Exam Day Checklist & Quick Reference Guide

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

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

AED contact info: 713-829-5479 or [gibbott@theabr.org](mailto:gibbott@theabr.org)

### On Exam Day

Have the following items ready to use in the same location in which you completed the tech check:

- 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. Dress shirt and tie for men, and corresponding attire for women.
- 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.

### 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**.

### 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 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 panel chair, scroll to the bottom of your schedule and click on **Open Meeting**