MP Certifying Oral Exam
Exam Day Checklist & Quick Reference Guide

Email: examdelivery@theabr.org
On exam day: **Exam Delivery Help Desk (520) 519-2177**
AED contact info: 713-829-5479 or 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:

- ☐ You should wear professional workplace attire (no medical scrubs, please).

- ☐ 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 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.
   o *No technical difficulties during the period* - end the exam at or before 30 minutes.
   o *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.
   o *Major disruptions* – call Exam Delivery to cancel period; candidate will be rescheduled.

Ending Exam Period

☐ On the case screen, under **Scripts** click on the **Period Conclusion** script to end the period.

☐ Read the small prompt 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:
   o On your schedule, select **Scoring** next to the candidate's name.
   o Add final notes and case scores.
   o 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**