

**Proctor's Manual for the American Academy of Physical Medicine's  
Self-Assessment Examination for Residents.**

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## **GENERAL INFORMATION**

### **Introduction**

Scantron is a full-service testing company contracted by the American Academy of Physical Medicine and Rehabilitation (AAPM&R) to administer the **Self-Assessment Examination for Residents**.

Scantron's office is located at:  
6001 Hospitality Court, Suite 100  
Morrisville, NC 27560  
Phone: (919) 572-6880 Fax: (919) 361-2426

Should you have any questions regarding the examination that cannot be answered by this manual, please call Scantron at the phone number listed above.

This manual contains important information regarding the security of the examination, supervising candidates, and other procedures to be followed throughout the test administration. It is imperative that proctors be familiar with all the procedures outlined in this manual. Administering the examination in a standardized fashion, as outlined in this manual, is essential to ensure all candidates have the same opportunity to demonstrate their level of competence as measured by the examination.

### **Physical Arrangements**

- Quiet location with good lighting, ventilation, and temperature control
- Adequate room for spacing candidates (at least three to four feet between candidates)
- Comfortable chairs and tables
- Accessibility to a water fountain
- Accessibility to rest rooms
- Table and chair set-up by door for registration
- A designated area away from candidates' desks for candidates to place personal items
- Use only one entrance and exit for the room except during emergencies
- High-speed Internet connected PC

## TEST SECURITY

### PROCTOR'S PRIMARY RESPONSIBILITIES:

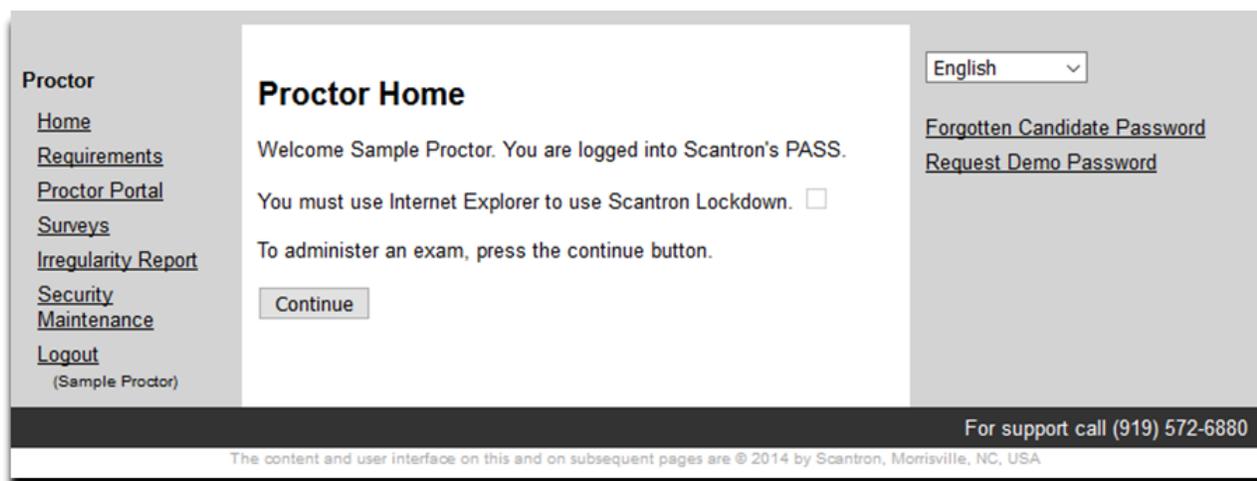
- ◆ Safeguard all aspects of test security.
- ◆ Maintain the best possible conditions for testing (e.g., *quietness, no disturbances, comfortable testing conditions*).
- ◆ Ensure the safety of all candidates and testing personnel.
- ◆ Conduct the test efficiently in a standardized fashion.

### Security Measures

- **NEVER** leave the exam room unattended.
- Station yourself so that you can view all candidates and computer screens (or desk space for paper-based tests).
- Walk around the room regularly to be sure no one is cheating.
- If requested, you may distribute two (2) sheets of scratch paper to each candidate and instruct the candidates to write their names and ID numbers at the top. You must collect all scratch paper from the candidates before dismissing them from the testing site.
- **NO ONE** is allowed to duplicate or retain any portion of the examination.
- **NO ONE** is to view the contents of an examination prior to the test administration.
- If a candidate is disruptive to the extent that other candidates are distracted or if a candidate engages in rude or inappropriate behavior or uses inappropriate language, the proctor must escort the individual out of the room. Such inappropriate conduct is grounds for dismissal of a candidate.
- When candidates have completed the examination, they are instructed to raise their hands. A proctor will then come to the candidate to assist him/her in submitting the examination and logging out of PASS (for internet-based testing).

### INTERNET BASED TESTING PASS (Proctored Assessment System)

PASS ([www.scantronassessment.com/pass](http://www.scantronassessment.com/pass)) was designed by Scantron to deliver high-stakes examinations over the Internet.



## System Requirements

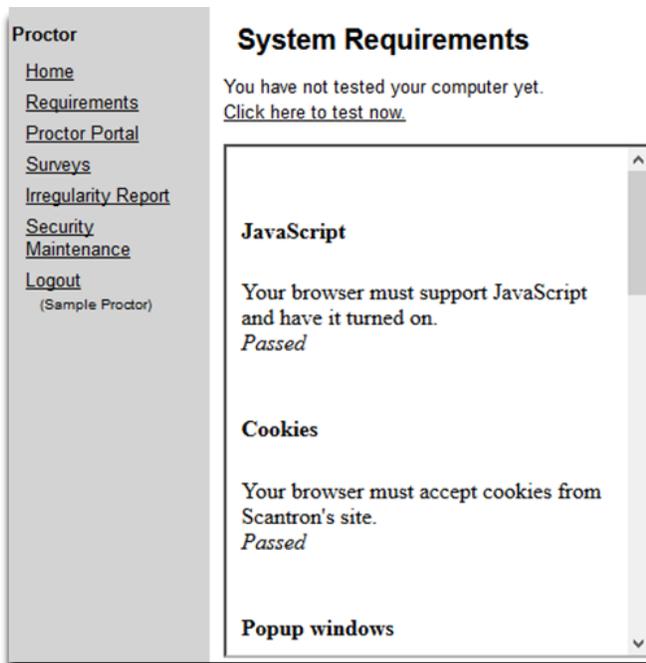
Each proctor should make these arrangements well in advance of the test administration.

Every test taker needs an Internet-enabled PC with:

- 2 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- At least 2 GB RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available disk space (32-bit) or 20 GB (64-bit) -- just for the OS
- Audio output capability
- Screen resolution of at least 1024x768
- Minimum: Windows 7
- Adobe Acrobat viewer
- 17" SVGA color monitor (or larger)
- Printer

Each site is REQUIRED to run the Requirements Test on all computers to be used prior to each exam administration:

- Go to [www.scantronassessment.com/pass](http://www.scantronassessment.com/pass).
- Click on Requirements.
- Click on "Click here to test now."
- The screen will provide feedback on how to configure the browser for any requirements that are not met.



The screenshot shows a web interface for the 'System Requirements' test. On the left is a navigation menu with links: Home, Requirements, Proctor Portal, Surveys, Irregularity Report, Security, Maintenance, Logout, and (Sample Proctor). The main content area is titled 'System Requirements' and contains the following text: 'You have not tested your computer yet. Click here to test now.' Below this is a scrollable box with three sections: 'JavaScript' (Your browser must support JavaScript and have it turned on. Passed), 'Cookies' (Your browser must accept cookies from Scantron's site. Passed), and 'Popup windows'.

## INTERNET BASED TESTING SPECIFIC EXAMINATION DAY PROCEDURES

On exam day, follow the instructions below to have the computer room ready for a successful and efficient testing experience.

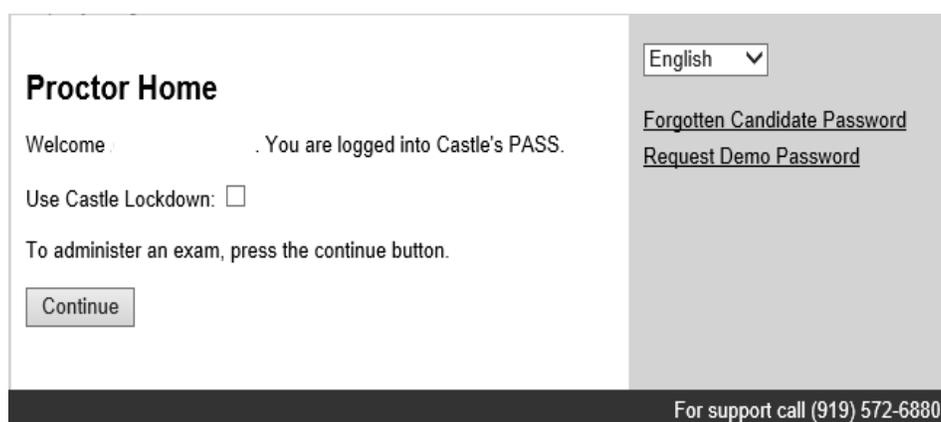
### Prior to Administration

Navigate to [www.scantronassessment.com/pass](http://www.scantronassessment.com/pass). Enter your proctor ID and password into the blanks located under the words *Proctor Login*. This information will need to be entered into each individual candidate's computer. Check the box to proceed using the Scantron Lockdown (Figure B shown below) and follow the instructions to run the Lockdown Environment. The Lockdown Environment limits the examination candidate to the testing website only and locks the candidate out of accessing any web pages or programs on the testing computer.



On the Proctor Home page, click *Continue*.

(Figure B)



\*\*Please note that Internet Explorer is required to run the lockdown browser

## Logging Candidates in to PASS

As candidates arrive to the testing facility, their identities should be verified and personal items collected and stored away from the testing area. Please see the Identification of Candidates section for a list of acceptable types of identification. Please see the section on Prohibited Items for a list of prohibited items.

### Once everyone is seated, on each candidate's computer:

1. Click on "Continue to Exam."
2. Select the appropriate candidate, carefully review and complete all items on the Proctor Instructions Page (see below) then click the "Continue" button.

**Proctor Instructions**

Before the examination begins:

I confirm that this candidate has a valid government-issued photo ID with signature (i.e. Driver's license, passport, military ID, etc.).

Candidate Name:

Please type the name as it appears on the identification. Contact Castle immediately if the name does not match EXACTLY.

First Name  Last Name

I have placed the candidate's personal belongings in a secure location outside the examination room.

Verify that the candidate does not have a cell phone or any other unauthorized aid with him/her.

I will supervise the candidate at all times by being in the room, watching through a window, and/or by watching the video monitor.

At the conclusion of the exam, I will print the candidate's results page AND VERIFY that the candidate receives the correct results.

As proctor, by clicking the checkbox, I attest that I have performed, and will perform, the duties listed on this page and/or the duties in the Proctor Manual as I assist this candidate with his/her examination today.

Click to check the box if you agree:

3. Assist each candidate as he/she logs into the system using his/her assigned password. Each candidate has been issued a unique password that is good for only the date and site for which the candidate is scheduled. The password will have been sent to the program coordinator prior to administration.

**Candidate Login**

Please verify your information and type your password.

First Name: DEMO  
Last Name: USER  
Date of Birth:

Legal name changes require a written request.

Is this information correct?  Yes  No

Password:

Please send a copy of my exam password to my current email address for scoring portal access.

Please note: Forgotten/lost passwords are available in the document sent to each coordinator. You may also request a lost or forgotten password by calling Scantron at (919) 572-6880.

If the candidate notes an error in the demographic information on the login screen, make sure he or she is able to confirm that he or she is the candidate specified on the screen.

If so, then the candidate may proceed with the test and contact Scantron directly after the exam to have erroneous information updated. If the candidate is not able to confirm that he or she is the specified candidate, contact Scantron immediately. Do not allow the candidate to test.

4. Instruct the candidate to complete the Candidate Attestation

**Candidate Attestation**

**IMPORTANT:** The content, including each question, of this examination is the property of the test provider. The examination content is copyrighted and is strictly confidential information. You are strictly prohibited from retaining, copying, distributing, disclosing, discussing, possessing or receiving any examination content, including even partial questions, by written, electronic, oral or other form of communication. This includes, but is not limited to, emailing, copying or printing of electronic files, reconstructing content through memorization and/or dictation, before, during or after the examination. Doing so may result in disciplinary action, assessment of monetary damages and legal liability. By proceeding further with the examination process, you are acknowledging and agreeing that you understand these restrictions and the consequences if you break these restrictions.

**PLEASE NOTE:** Exam violations put the integrity of the credential that you and your peers are working hard to achieve, the profession that it is designed to protect, and your own ability to proceed with this credential at risk.

On my honor, I attest:

- I will not give any unauthorized assistance on this exam.
- I will not receive any unauthorized assistance on this exam.
- I will not remove any items from the testing center.
- I do not have any of the following prohibited items or I have turned these items over to the proctor:
  - cell phones
  - ALL electronic devices, including cameras, phones, optical readers, or other electronic devices that include the ability to photograph, photocopy or otherwise copy test materials
  - notes, books, dictionaries or language dictionaries (except as expressly permitted by the test sponsor per your confirmation notice)
  - book bags, purses, handbags or luggage
  - ipods, mp3 players, headphones, or pagers
  - calculators (except as expressly permitted by the test sponsor per your confirmation notice), computers, PDAs, or other electronic devices with one or more memories
  - personal writing tools (e.g., pencils, pens, and highlighters)
  - watches
  - food and beverage
  - hats, hoods, or other headgear
- I will alert the proctor immediately if I have any concerns about the test administration, including if the testing environment becomes unacceptable to me, or if I have any concerns about the testing computer.
- I understand that if I am found with any prohibited item noted above, including cell phones, notes, and other prohibited items, I may be dismissed and my exam may be invalidated. In addition, I could become disqualified from retaking the exam in the future depending upon the test program's policies.

5. Assist each candidate in navigating to the system demonstration module.

### Candidate Instructions

Please take a few minutes to review this demo before proceeding to your regular examination.

The time you spend on this demo does not count against the total amount of time you have available to take your regular test.

**If you choose to view the demo after you have begun the test, the exam timer will continue to run.**

6. Inform candidates that they may work in the demonstration module until they are comfortable with PASS and may begin the exam when they are ready.

**NOTE: Exam time will not begin while in the demonstration module. The time begins when the candidate starts the actual exam. If the candidate returns to the demo after he/she has started the exam, the time will continue to run.**

The browser window will close, and the examination will launch in a new browser window. Some browsers will ask you to confirm the window closing. If the computer asks for confirmation, have the candidate click Yes to proceed.

### Launch Exam

Note: The following test will be administered in a separate window without toolbars.

As the current window is closed, some browsers may ask you to confirm this closing.

**If your browser asks you to confirm closing a window, please click " Yes " to proceed.**

## **INTERNET-BASED TESTING EXAM WINDOW**

The test window contains three distinct sections – navigation buttons, the test question, and several response options. The examinations will also include a timer. To ensure that candidates do not lose time for Internet delays, this “intelligent” timer does not count down between displayed questions.

The testing window includes a basic arrow system of navigation. A single arrow (Next or Prev) will move you to either the previous or next question. You may also select the specific item number from the list.

The exam window also contains a series of buttons that allow candidates to mark questions for later review, view attachments, or access an online calculator. Please note that not all exams require attachments or allow calculator use. The “Attachment” and “Calc” buttons will only appear when they are needed/allowed.

Pressing the “Help” button will take a candidate back to the help demonstration page. Candidates may access the help demonstration pages as often as they like; however, once the exam is in progress, any time spent reviewing the pages will count against the candidate’s allotted exam time.

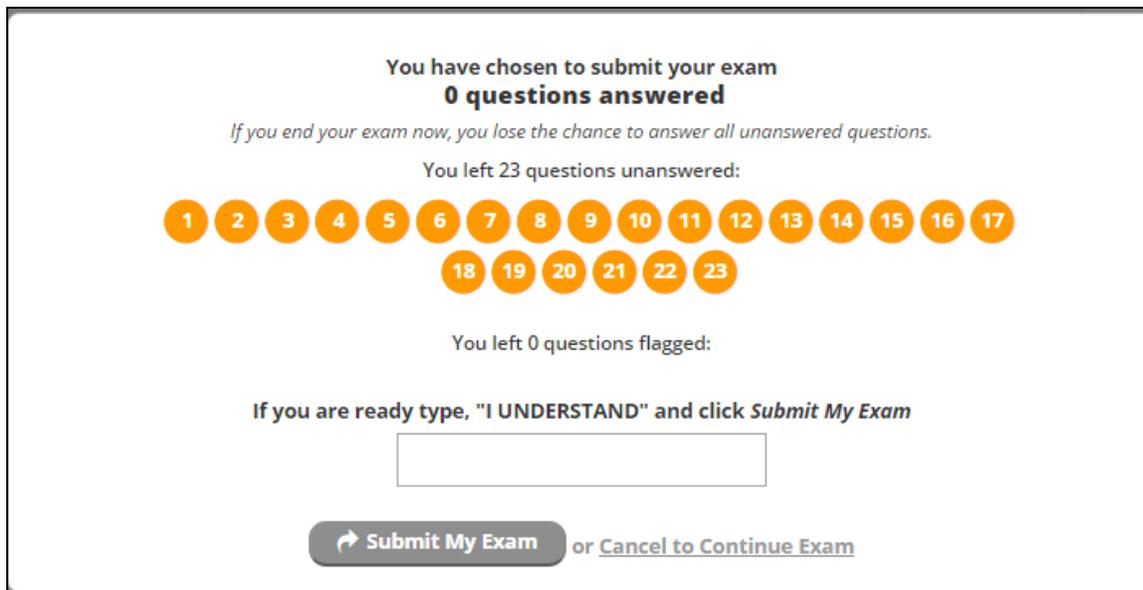
The screenshot displays the exam interface. At the top, a grey header bar contains "TEST DEMO" on the left, "NRF Tutorial" in the center, and a green "Submit Exam" button on the right. Below the header, a navigation bar features a "Prev" button, a large number "1" indicating the current question, a "Next" button, and a row of question numbers from 2 to 10. On the left side, a vertical sidebar contains four buttons: "Time Remaining" showing 01:27:49, "15 Not Answered", "0 Completed", "Flagged Questions" with a flag icon, and "Help" with a question mark icon. The main content area shows a text input field for the "Stem of the question" and a list of four radio button options: Choice A, Choice B, Choice C, and Choice D.

## Examination Submission

PASS will automatically submit the examination for scoring once time has elapsed.

The exam duration for the Self-Assessment Examination for Residents is 3 hours.

To submit the examination for scoring before the time allotment has elapsed, the candidate must click the *Submit* button. PASS will then ask if the candidate wants to submit the examination for scoring and will advise the candidate that submitting the exam is irreversible. The candidate must type "I understand" in the space provided and click *Submit My Exam*. If the candidate wishes to return to the examination, he/she should click the *Cancel to Continue Exam* button.



The screenshot shows a confirmation screen for submitting an exam. At the top, it says "You have chosen to submit your exam" and "0 questions answered". Below this, a warning message states: "If you end your exam now, you lose the chance to answer all unanswered questions." It then informs the user: "You left 23 questions unanswered:" followed by 23 orange circular icons numbered 1 through 23. Below the icons, it says "You left 0 questions flagged:". A prompt asks the user: "If you are ready type, 'I UNDERSTAND' and click *Submit My Exam*". There is a text input field for the user to type their response. At the bottom, there are two buttons: a grey button with a right arrow and the text "Submit My Exam", and a blue link that says "or Cancel to Continue Exam".

Candidates will be presented with a simple completion message after their exam has been submitted. If they so choose, candidates may print the message for their records.

## General Administration Procedures

### Questions and Comments from Candidates

If a candidate asks a question pertaining to the content of a specific question, the proctor should state that he/she cannot help with that type of question. The proctor should advise the candidate to answer the questions to the best of his/her ability and **NOT** to skip the question.

### Supervising Candidates

Proctors must patrol all parts of the testing area frequently and take positions where they can observe all candidates and computer screens.

#### **Proctors must never leave the exam room unattended.**

If the proctor must step away, he/she must appoint another person in authority to continue the proctoring until all testers have completed the exam.

If a candidate's behavior is suspicious or disruptive, warn the candidate immediately. If the candidate persists, contact Scantron at (919) 572-6880.

If a proctor observes cheating aids (i.e., notes) in the possession of a candidate or within reach of a candidate:

- Confiscate such materials immediately.
- Instruct the candidate to remain seated and contact Scantron.
- The proctor should advise the candidate that a report will be made to Scantron.
- The candidate may submit an explanation.
- The candidate may complete the examination if the candidate wishes.

### Dismissing Candidates

As the candidates complete the examination:

- Instruct the candidates to raise their hands when they complete the exam and to remain seated.
- Be sure the candidate has correctly submitted his/her examination for scoring and received his/her completion message.
- Assist the candidate in logging out of PASS.
- Instruct the candidate to exit the building entirely before conversing with others; no talking is permitted in the halls outside of testing rooms.

## Emergency Procedures

If an emergency arises during testing, proctors must follow the procedures specified at the testing facility. The safety of the candidates and testing staff is the first concern. If required, take immediate steps to ensure physical safety.

### **If evacuation is necessary, proctors should:**

- Conduct a calm, but immediate, departure from the room.
- If possible shut down each candidate's computer; do **NOT** hit *Submit*.
- After evacuating to a safe location, inform candidates that discussion of examination content is forbidden.
- Contact Scantron to report the emergency and receive instructions on filing a Test Site Administration Report.

If you are able to return to the testing facility and resume testing:

- Log back in to the exam at the testing website ([www.scantronassessment.com/pass](http://www.scantronassessment.com/pass)):
- Follow all prompts on every screen to get to the Candidate Instruction screen.
- Have the candidate click on Begin Test Immediately.
- The exam will resume in the same time and place as before the event.

In the event that re-entry to the test room is **NOT** possible, the proctor must contact Scantron immediately to report the emergency and receive instructions at (919) 572-6880.

### **If a medical emergency arises, the proctor should:**

- Make sure the candidate gets the proper immediate care necessary.
- Minimize the amount of disruption to other candidates.
- If necessary:
  - For IBT: Shut down each candidate's computer, and once the emergency is over, log back in and resume the test.
  - For PBT: Instruct the candidates to stop working, close their booklets, remain seated and not to talk. Track the time lost, and once the emergency is over resume the test, giving the candidates the time lost to complete the examination. Record the incident on the Test Site Administration Report.
- Contact Scantron to report the emergency and receive instructions on filing a Test Site Administration Report at (919) 572-6880.

If a candidate becomes ill and/or is unable to finish the exam, he/she **will NOT** receive a refund.

**AAPM&R Foundation Examination Quick Reference for Internet-Based Testing**

**Starting the Exam:**

1. Navigate to **<http://www.scantronassessment.com/PASS>**.
2. Enter your proctor login information.
3. Complete *Proctor Instructions*, and allow the candidate to log in.
4. Candidate completes the *Candidate Attestation*, reads the *Candidate Instructions*, and begins testing.

**Contact Information:**

Scantron

(919) 572-6880

(M-F 8:30-5:30 EST)

***REMEMBER: Security of the exam is CRITICAL to the integrity of the exam!***