Information for Candidates Taking the Phase I Surgical Knowledge Examination Remotely

Taking adequate time to prepare for the upcoming Phase I administration should allow candidates the optimal experience during this examination.

Prior to the examination you should:

- Have a computer (desktop or laptop) available that meets the minimum required specifications. Personal computers are preferred.
- Determine a place where you can take the examination without any distractions or disruptions and with good internet connectivity (wired or Wi-Fi). Your examination workspace should be clear of papers, textbooks, mobile phones, tablets, and any other material that could be considered evidence of unethical behavior.
- Set up your account with ExamSoft. You will receive an email from exambot@examsoft.com with instructions (check your junk mail in case you don't receive it).
  - Google Chrome or Mozilla Firefox browsers should be used when setting up your account; there are known issues with Safari.
  - When prompted, search for "acvs" as your institution.
- **Download the Examplify software application and take the practice mock examination in early May.** It is strongly recommended that you **take the mock examination by May 8.** You will receive an email from ExamSoft to confirm the date of availability. Taking the mock examination should ensure that you have the appropriate hardware and software to take the actual examination on May 29. Additionally, the mock exam provides an opportunity for you to familiarize yourself with examination software format. If you experience any problems during the mock examination, technical support will be available to assist you. **You can take the mock exam as many times as you would like.**
- Watch for an email notification to download the examination. The email will be sent within 24 hours of the start of the actual examination date.
- Download the examination as soon as you receive notification from ExamSoft.

On the day of the examination:

- **All examinees will take the examination at the same time regardless of their local time zone: 11:00 am Eastern Daylight Time.**
- You must use the same computer you used during the mock examination.
- You should disable any anti-virus programs on your computer. See the links below for technical guidance from ExamSoft.
- Your device must be connected to the internet to log in before the examination begins. You can be connected to the internet via either a wired or wireless connection. Once you begin the examination, the computer will automatically be disconnected from the internet and prohibit you from accessing anything else on your device.
- Passwords for each section of the examination will be emailed to all candidates at the same time.
  - You will receive an email immediately prior to the scheduled start time for the examination with the password for Part 1.

- You will receive an email with the password for Part 2 approximately 90 minutes after all candidates have started Part 1.
- Enter the password to begin the examination.
  - You will be asked to confirm your identity through the ExamID facial recognition application.
  - Read and agree to the Academic Integrity statement.
  - If you are presented with a screen that says, "Do Not Start Until Instructed," simply click the Continue button.
  - On the following screen, check the box that says, "I am authorized to start my exam" and click the Start Exam button.
- During the examination, your web camera will capture video and audio recordings through the ExamMonitor remote proctoring application. These recordings will be used to determine if you are looking at or listening to any other material to assist you during the examination.
- All information will be stored and encrypted on your computer during the examination and then uploaded to ExamSoft when the examination is completed. Since you will be storing large video and audio files that will need to be uploaded at the conclusion of the examination, your computer device will need to stay connected to the internet at the completion of the examination until you get notification the upload is complete. You can use your computer without restrictions during this time or leave it, but you should not power off the computer or disconnect from the internet until you receive notification that the upload is complete. That duration will depend on your computer and your internet speed and may take up to an hour or more. All files will be deleted from your device once successfully uploaded.
- At the end of Part 1, submit your answers. Download Part 2 of the examination, if you have not already done so. If desired, you may take a break of up to 30 minutes. **During this break, check your email for the password for Part 2.** You may begin Part 2 even if the monitoring files are still being uploaded for Part 1. The upload will pause and resume once you have completed Part 2.
- During the examination, you may use the following features to assist you. These features are available from the Tool Kit within the examination.
  - Notes and feedback. Use the textbox as a scratch pad. You can also enter comments to share with the Examination Committee. You must check the "Request Feedback" box to do so.
  - Flag questions to return for later review.
  - Highlighter. The highlighter can be used on question text.
  - Eye icon. Use the icon at the right side of each answer to cross out answer options.
  - Alarms. You can set up to two alarms per section. There will be an automatic warning five minutes prior to the end of the allotted time for each part of the examination.

Helpful resources from ExamSoft

Examplify: Best Practices for Students

Disabling Anti-Virus Software

New Portal: Downloading Examplify

Student Support Site

ExamID and ExamMonitor from the Student Perspective (video walkthrough)

Technical Support

Examplify Support: (954) 429-8889; live chat is also available from within Examplify. Select Home Menu > Help

ACVS support: Kim Soehnlein, ksoehnlein@acvs.org, (301) 916-0200 x104, (301) 969-8659 (mobile)

During the actual examination: Contact information for Examination Committee members will be available in the Exam Attachment accessible from the Exam Controls menu. **If you receive a notice that you need a continuation or resume code, contact the appropriate committee member.**

What if my computer crashes during the examination or I cannot upload my test at the end of the examination for some technical reason?

As long as the computer is still functional, examination data will not be lost since everything is stored in encrypted files on the computer hard drive during the examination. Candidates should be able to quickly log back in and resume the examination or upload. Candidates must upload all parts of their exam by midnight EST on May 30. Examination Committee members and staff will be available during the examination to help candidates if a password reset is needed. ExamSoft will provide technical support throughout the examination period. Contact information will be included in the pre-examination information provided to candidates.

What about breaks?

The examination will be divided into two sections. There will be one scheduled break between the two sections of up to 30 minutes. You will need to complete and submit your answers for Part 1 prior to beginning Part 2. As stated above, the monitoring files may not fully upload until after you have completed both parts of the examination, depending on the speed of your connection and the length of your break. The amount of time you can take during the break is optional; you may take anywhere from a few minutes up to a half hour. You may not be in communication with any other examinees during the break or review any study materials during your break.

What if I need to take an unscheduled break?

During the examination you will be able to return to previous questions within each section. However, if you have to move away from your computer for an unscheduled break for any reason you must not go back to any previous questions. If you do go back and answer or edit any questions seen prior to your break, they will be marked incorrect regardless of how you answered them. The monitoring software will note if and when a candidate moves away from their computer screen during the examination and designate that as an unproctored action. **Therefore, finalize any questions that you have flagged for review prior to taking an unscheduled break.**

How does the remote proctoring work and what if a candidate is reported as cheating by ExamSoft?

From the video and audio recordings any behavior that could be interpreted as a breach of academic integrity will be noted in a report (*https://examsoft.com/exam-monitor*). Professional human proctors will review the report and recordings and conclude if the behavior is consistent with cheating or not. Members of the ACVS Examination Committee will review the proctor recommendations and associated recordings, if warranted. Should there be a determination that unethical behavior occurred, the policy as outlined in the *2020 ACVS Phase I Surgical Knowledge Examination Information Pamphlet* on pages 12-14 will be followed.

The AI monitoring software is very sensitive. As indicated previously, all behaviors flagged by the AI will be reviewed by a human proctor. Keep in mind the following to limit flags from the AI monitoring process:

- Remain in front of your computer screen with your face visible to the webcam for the full duration of the examination. Movement away from your computer could be interpreted as accessing other resources.

- Ensure you are in a location where no one else will enter the view of the webcam or try to speak with you throughout the examination.

- Do not wear headsets or earphones during the examination.

- Be in a well-lit room, particularly for the facial recognition at the beginning of the examination.

- Clear your desk of everything except the computer, webcam, mouse, and keyboard.

- Do not have any another device in the room, such as a cell phone or tablet. If you were to pick up a phone for any reason it would be considered a breach of examination security.

What about candidates with accommodations?

Candidates who have approved accommodations will be notified separately of any required adjustments.

How can I confirm ExamSoft has received my answer files?

In the My Exams section of Examplify you will see either a Pending Upload or Completed section. Once upload is complete, you will see the date and time the files were uploaded along with a green checkmark. This information will remain available for 24 hours.

When will I receive my results and when can I delete Examplify from of my computer?

Your results will be emailed to you within 45 days of the examination. DO NOT uninstall Examplify until you receive your results from ACVS.