All candidates will be taking the Phase I Examination remotely using their own computer equipment at a location of their choice. The examination will be administered through the company Examity on April 12, 2021 (April 13 for examinees in Australia). Taking adequate time to prepare for the upcoming Phase I administration should allow candidates the optimal experience during this examination.

Prior to the examination

Identify an appropriate examination site

- Determine a place to take the examination without any distractions or disruptions and with good internet connectivity (wired or Wi-Fi).
- The examination workspace should be clear of papers, textbooks, mobile phones, tablets, and any other material that could be considered evidence of unethical behavior.
- Ensure the location has restricted access and that no one except the candidate can enter the space for the entirety of the examination.
- Ensure seating such that the candidate’s face is illuminated throughout the examination. Backlit candidates may be flagged due to the inability to see and record the face.

Confirm appropriate technology/equipment

- Have a computer (desktop or laptop) available that meets the minimum required specifications. Please use the “New Platform Requirements” system check. Personal computers are preferred.
  - macOS X 10.5 or higher, Windows Vista or higher. Examity does not support Linux or Chrome OS.
  - Desktop computer or laptop (tablets, Chromebooks, and cell phones do not meet the requirements and are not allowed)
  - A working built-in or external webcam and microphone
  - Internet speed must be at least 2 Mbps download and 2 Mbps upload. Wi-Fi Hot spots are not recommended.
  - Google Chrome browser only with pop-up blocker disabled. Do not use other browsers—they are not compatible.
  - Must uninstall or disable all extensions, pop-up blockers, and ad blockers, except for the Examity Proctoring Tool. Candidates will not be able to use Examity with other applications running. (Check for installed or enabled tools by going to the browser, selecting “settings” and “extensions.”)
  - Must not be in private, incognito, or full-screen mode.
  - Click this link to automatically check if the computer meets the requirements

Understand proctoring provided through Examity

- The proctoring process will be remote:
  - A live online proctor will be observing the candidate (audio and visual) through the webcam for the entire duration of the examination. This online proctor will be able to communicate with the candidate if needed and will have control to disable and stop the examination if any behavior
interpreted as academic dishonesty is detected. It is important that the internet connection is stable.

- **Recordings:** During the examination, the web camera will capture video and audio recordings through the Examity remote proctoring application. These recordings will be used to determine if the candidate is looking at or listening to any other material to assist them during the examination. The recording will be reviewed by a human auditor to determine if any violations occurred.
  - Any instances flagged by any of the above observers will be reviewed by the Examination Committee for a final determination.

### Prepare for the examination with Examity

Candidates must schedule their exam proctoring appointment with Examity as soon as possible. **Log in to the new platform (version 5) at** [https://on.examity.com/V5/x/165](https://on.examity.com/V5/x/165).

#### Create an Examity profile

- **Step 1:** Enter Phone Number and Time Zone—Candidates will start by entering their phone number and selecting their time zone. Why is this information important? If a candidate gets disconnected during an exam, Examity will reach out via the phone number. Knowledge of the candidate's time zone location will ensure that candidates always know the correct time for their proctoring appointments. **Please make certain that the time zone is set to the location in which the candidate will be testing.**
- **Step 2:** Upload a Photo ID—The next step is to upload a photo of the candidate’s government-issued photo ID. This can be a driver’s license, passport, military identification card, or another form of acceptable ID. It is imperative that the candidate’s name and photo are visible and that the image is clear and bright enough to be easily read. Please note: **candidates will need to have this ID with them on exam day** to verify their identity with the online proctor(s).
- **Step 3:** Select Challenge Questions—Candidates will need to select and answer three challenge questions. These questions are specific enough that only the candidate will know them, yet general enough that they’ll remember the answers whenever prompted. The candidate’s answers are never shared with anyone and are kept securely in the Examity database.
- **Step 4:** Type the Candidate’s Name—The final step of completing the profile is to type first name, last name, and first name and last name together, with no capital letters or spaces. This creates a digital signature that captures the candidate’s unique typing rhythm. On exam day, the candidate will be asked to submit their signature for authentication. Once submitted, Examity will compare the test day signature against the signature within the candidate’s profile.

#### Schedule exam

- The time options will be provided, and candidates should schedule their Examity proctor appointment/examination time as directed on the website.

#### Be familiar with the examination sign-in process

Before the examination date, candidates should familiarize themselves with the steps required on examination day. These Examity resources review the steps that will be required on examination day.

- [Exam Process (video)](#)
- [Exam Process (PDF)](#)
On the day of the examination

Examinees will start the examination at the time of the appointment they have scheduled with the Examity proctor.

Exam protocol:

- Log in to Examity through Google Chrome at https://on.examity.com/V5/x/165
- Click link to connect to the Examity proctor
- Follow instructions to conduct a systems check and to add the Examity extension to your Chrome browser
- Click button to share your screen
- Conduct room scan with webcam
- Conduct ID check
  - Note: You must present an original (not a photocopy) government issued photo ID that uses Western characters.
- Answer security questions
- Read and accept user agreement and test rules
- Click button to launch test

Helpful resources from Examity

Exam Process (PDF), Exam Process (video)
Academic Dishonesty Flagging System

Technical support

Support from Examity is available through several mechanisms:

- Phone: (855) EXAMITY
- support@examity.com
- Live chat feature available through the Examity dashboard

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

Technical issues related to internet connectivity will likely be best handled by the local IT resource for the examination location. The candidate should notify IT personnel in advance to let them know that the candidate will be taking the exam at their scheduled date and time so that the IT personnel can respond quickly if the candidate has a problem. If there is no local IT resource available for the examination location, the candidate will be responsible for technical issues related to internet connectivity.

What if the computer crashes or the internet goes out during the examination?

If the computer crashes, contact Examity immediately through one of the methods above. The answers recorded will not be lost. More specific details on reconnecting are forthcoming.

If you experience internet issues before you have logged in, you must contact Examity and ACVS as soon as possible. You are expected to be on time for the exam appointment. The Examity proctors will only wait for a limited time after the scheduled appointment start time.
What about breaks?
The examination will be divided into two parts. There will be one scheduled break between the two parts of up to 30 minutes. The amount of time the candidate can take during the scheduled break is optional. The candidate may take anywhere from a few minutes up to the maximum for each allotted break.

What if a candidate needs to take an unscheduled break?
We recommend avoiding taking any unscheduled breaks! If an unscheduled break is taken, the timer DOES NOT STOP. Furthermore, if the candidate tries to return to any question that was viewed prior to their break (whether answered or not), that question will be marked INCORRECT regardless of the candidate’s response. Candidates should know which questions were viewed (whether answered or not) and be sure not to go back to them after taking an unscheduled break. Finally, unscheduled breaks must be less than 10 minutes in length.

How does the remote proctoring work, and what if a candidate is reported as cheating by Examity?
There are two methods used to detect cheating: the live virtual proctor and an post-examination auditing of any flagged behavior. If either identifies a behavior that is consistent with academic dishonesty, they will note the behavior and report it to ACVS. The online proctor will be able to talk to the candidate if needed and will have control to disable and stop the examination if any behavior that may compromise exam security is detected. 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 2021 ACVS Phase I Surgical Knowledge Examination Information Pamphlet, will be followed.

Candidates should use the following guidelines to limit flags from the 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. This includes interactions with the proctor.
- Do not wear headsets or earphones during the examination. Compressible foam earplugs are allowed, provided they are shown to the camera before insertion.
- Be in a well-lit room, particularly for facial recognition at the beginning of the examination.
- Clear your desk of everything except the computer, webcam, mouse, and keyboard. There is a “notes” option within the examination that can be used, and no other note-taking is allowed.
- Do not have any other device in the room, such as a cell phone, smartwatch, 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.

When will candidates receive results?
Results will be emailed to candidates within six weeks of the examination.