# ABMGG
American Board of Medical Genetics and Genomics

# Proctor Quick-Start Guide

## PREPARING FOR TESTING

**Prior to testing:**
Program Workshop/Check Readiness URL: abmggite.programworkshop.com

REQUIRED:  If trainees are using testing devices provided by the Program, complete the following steps on every workstation/computer:
1. Run System Check
2. Download the ABMGG Secure Browser to the device (Windows or Mac)

*If trainees are bringing their own devices, they should complete steps 1 and 2 above using their device.*

**Prior to testing**:
1. Login to Program Workshop and access/print the Roster Report – check for accuracy and escalate changes to Molly Yanchulis at credentials@abmgg.org
2. Subscribe to Exam-Day Technical Support blog at abmggsupport.programworkshop.com.

## EXAM DAY

**Before trainees arrive:**
1. Login on the proctor workstation and access/print a final copy of the Roster Report
2. Create a session

**When trainees arrive:**
1. Ask the trainees to launch the secure browser
2. Provide the trainees with the session number
3. Allow the trainees to begin testing:
    a. Trainees enter the session number
    b. Trainees enter their ABMGG ID and last name
    c. IMPORTANT:  If the trainees have problems logging in, **double-check the roster report** – typically it's a spelling, punctuation or upper/lowercase issue. Their ABMGG ID and last name must match the roster *exactly* to login successfully.

## SUPPORT CONTACT INFORMATION

- Technical Support:  1-800-514-8494 or 1-443-573-8399; support@testsys.com

- For general administrative support or for questions regarding policies, registration, or administration, please contact Molly Yanchulis at credentials@abmgg.org (preferred) or 301-634-7428.