ABMGG In-Training Exam

Administrative Handbook / Proctor Guide

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Introduction

Welcome and thank you for your assistance in assuring that the ABMGG In-Training Examination is securely administered to trainees. This manual will provide you with the information you need to prepare for and administer the In-Training Exam. Please review this manual in preparation for the administration of the examination. You should also have it available to you while you are administering the exam in case you have any questions.

Copyright

The ABMGG holds all proprietary rights to the In-Training Exams. To protect the integrity of the exam and to ensure the validity of scores, training programs and Residents must adhere to strict guidelines regarding proper conduct in handling copyrighted proprietary materials. Any attempt to reproduce all or part of an exam is strictly prohibited by law.

Violations include but are not limited to: Removing materials from the test site, aiding others by any means in reconstructing any portion of an exam; selling, distributing, receiving, or having unauthorized possession of any portion of an exam. In the event of a suspected breach, scores will be withheld.

If a violation is determined, the trainee and/or training program may be barred from participating in future ABMGG In-Training Exams.

Contact Information and Hours of Support

Provided below is the contact information for the exam testing vendor, Internet Testing Systems (ITS) as well as ABMGG Staff. It is recommended that you call the Technical Support on exam day since it might take up to 24 hours to receive an email response.

- Exam Testing Vendor – Internet Testing Systems (ITS)
  Technical Support
  Telephone: 1-800-514-8494
  International Support:1-443-573-8399
  Email: support@testsys.com
  Emergency Exam-Day Technical Support
  If there is a known technical issue on exam day, Technical Support will post updates at least every 15 minutes to the blog at ABMGGsupport.programworkshop.com.
  Please visit ABMGGsupport.programworkshop.com prior to testing day, and click SUBSCRIBE TO UPDATES under "Testing Event" to subscribe via text and/or email to receive proactive notifications on exam day.

- ABMGG Staff
  For all questions on content and logistics, please contact ABMGG at credentials@abmgg.org or 301-634-7315 x 3.

Administration Dates and Times

You may wish to administer the examination to successive groups of trainees on a single day or across multiple days depending on what is most convenient for your institution. Please note, however, that the examination must be administered to each trainee during a single sitting. The trainee cannot start the exam on one day and complete the exam on another day.

Exam Support on Examination Days

While the ABMGG In-Training Exams are delivered as an online examination, a Proctor is present to oversee its administration and offer support for technical or other issues. As the Program's Proctor you are responsible for the overall administration of the examination and assuring that all pre- and post-examination activities are completed.

Proctor's Responsibilities

This manual is offered as a guide to administer the ABMGG In-Training Exams under standardized conditions. This manual provides guidelines for maintaining the security of the examination and allowing all trainees the opportunity to take the examination under identical and fair conditions. Anyone who will be involved in proctoring the examination administration should read and understand everything contained in this manual.

The duties of the Proctor are to:

- Ensure that the testing room is clean, and that the environment is suitable. This includes such factors as a comfortable temperature, quiet surroundings, sufficient air quality and appropriate lighting for viewing the testing computer's monitor. The room must be free of charts, posters or other materials that may serve as references or sources for answers. Place a sign on the door that reads "Quiet Please. Exam in Progress."

- Provide the location of the exam site to each trainee. Immediately notify the trainees of any changes.

- Perform a System Check (recommended) prior to the start of the examination date on all computers (including personal laptops) that will be used to deliver the ABMGG In-Training Exam.

- Ensure that the Secure Browser has been successfully downloaded to deliver the ABMGG In-Training Exam prior to the start of the examination.

- Launch the Secure Browser on all exam computers (including personal laptops) on each day and prior to the ABMGG In-Training Exam is administered.

- Log in to the In-Training Exam Administration Portal and verify the Roster includes all trainees who will be testing, and check names are email addresses are correct. Report any issues to ABMGG at credentials@abmgg.org.

- Create a session number in the In-Training Exam Administration Portal on each testing day and provide this session number to the trainees.

- Start and end the exam session on time and monitor the progress of trainees throughout the exam session.

Pre-Examination System Check and Downloading Secure Browser

You can complete the system check and download the secure browser before the examination. A system check is encouraged (but not required); however, downloading the ABMGG In-Training Exam secure browser to administer the exam is required.

- o **Appendix A** - detailed instructions for performing the System Check can be found in Appendix A of this manual. **It may be helpful to forward this portion to your IT department.**

- o **Appendix B** - detailed Instructions for Setting Up and Administering the ABMGG Secure Browser can be found in Appendix B of this manual. You can download the secure browser to all the computers and save to the desktop in advance of the exam.

On Exam Day

Please arrive at the examination room with enough time to create a session and launch the Secure Browser on each workstation that will be used to administer the ABMGG In-Training Exam before the trainees arrive. If trainees are using their personal laptops, please allow for at least 5-10 minutes prior to the testing session so they can complete the set-up activities (i.e., downloading the secure browser).

It is important to note that once a trainee has logged into the exam their time has officially begun. They will not be able to revisit their exam on another day. Once the trainee has started the examination, the clock will start.

Pausing the Exam

If at any time the trainee needs to pause the exam to take a break, they can press the PAUSE button. To return to their test they press the RESUME button. Please note, the timer continues to count down while the test is paused.

After the Examination

As each trainee finishes their examination, please be sure the testing browser is closed. Thank the trainees for their time.

Appendix A: Instructions for Performing the System Check

Please follow the instructions presented below to ensure that all of the computers you will be using to administer the exam meet the minimum system requirements that the ABMGG's In-Training Exams delivery vendor, Internet Testing Systems (ITS), currently supports. Below are the minimum supported requirements.

Windows Computers:

Supported Browsers:	Microsoft Edge and the ABMGG Secure Browser
Operating System:	Windows 10 or higher
Processor:	233 MHz or higher Intel Pentium/ Celeron family, or AMD K6/ Athlon/Duron family; or compatible processor
RAM:	128 MB or higher
Display:	1024 x 768 with at least 16-bit color or higher
Internet Connection:	Download speed 75 mbps or greater

MacOS Computers:

Supported Browsers:	Apple Safari 13+ and the ABMGG Secure Browser
Operating System:	MAC OS Mojave 10.14 or higher
Processor:	PowerPC G3, G4 or G5 processor; or intel-based Mac 256
RAM:	MB or higher
Display:	1024 x 768 with at least 16-bit color or higher
Internet Connection:	Download speed 75 mbps or greater

You want to confirm with your IT/Network team that all of these domains are allowed:
1. *.programworkshop.com
2. *.programworkshop2.com
3. *.starttest.com
4. *.starttest2.com
5. *.startpractice.com
6. *.gettesting.com
7. *.verifyreadiness.com

HOW TO PERFORM A SYSTEM CHECK

A system check is recommended, but not required to administer the exam. Remember you will need to perform the system check on all the computers you will use for the administration of the exam. The System Check will help diagnose potential issues with computers and internet connections and ensure that all of the computers you will be using to administer the exam meet the minimum system requirements. If there is any information you don't understand in the System Check, please contact the Technical Support.
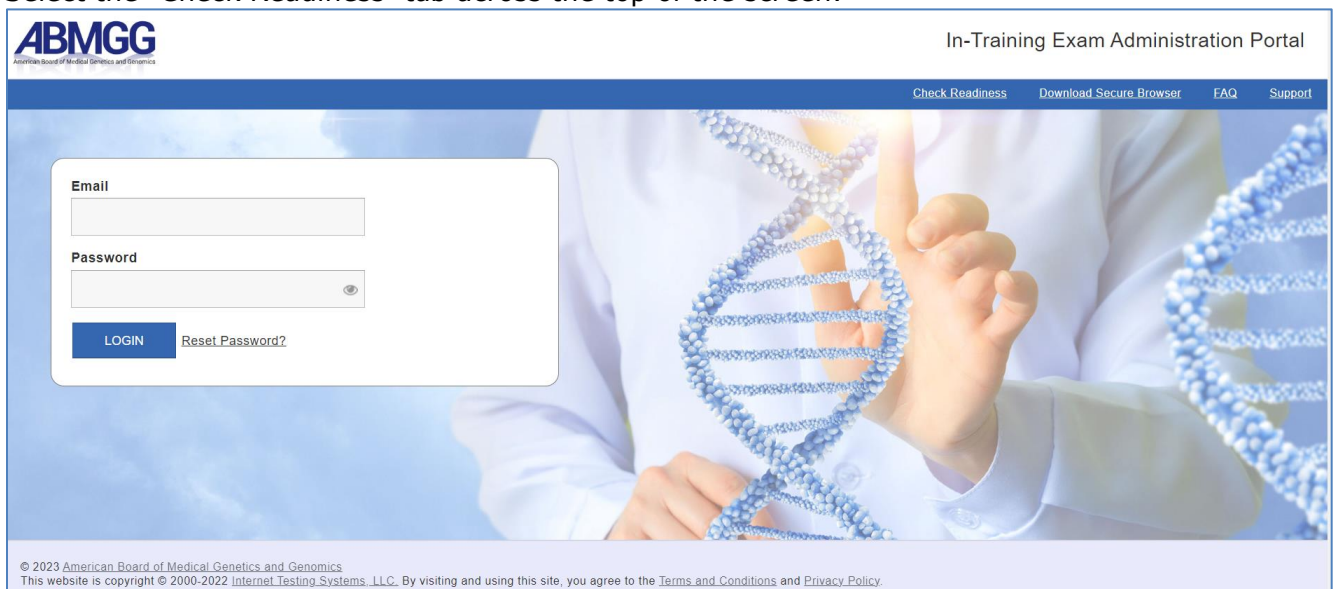
Tip: Before you administer the system check, you should ensure that pop-up windows are enabled.

1. Insert the following link into your internet browser.
   Link shortcut: https://abmggite.programworkshop.com/
   This link will take you to the site to perform a system check as well as downloading the ABMGG secure browser to access the exam. It should look like this:

2. Select the "Check Readiness" tab across the top of the screen.

3. Click on the "Run System Check" button and fill in the fields on the screen (optional) and press "Run Check."

4. The system check will launch automatically.

5. Once the system check is complete you will know if there are any issues that need to be addressed for the testing software to run properly on the testing day.

6. After fixing the issues, re-run the system check a second time by clicking on the Run ABMGG in link located in the small menu on the top of the screen. After running the system check a second time you should receive a screen showing that this device meets all site requirements to run the testing software.

Appendix B: Instructions for Downloading and Opening the Secure Browser

HOW TO DOWNLOAD THE SECURE BROWSER

You can download the secure browser from the same link in which the system check was performed, or use the link below:

Link shortcut: sb.abmggitepw.programworkshop.com

Please note that the Secure Browser downloaded from the website is not compatible with Virtual Machine (VM) environments. If you are testing on a VM environment, please contact technical support to obtain the VM specific Secure Browser.
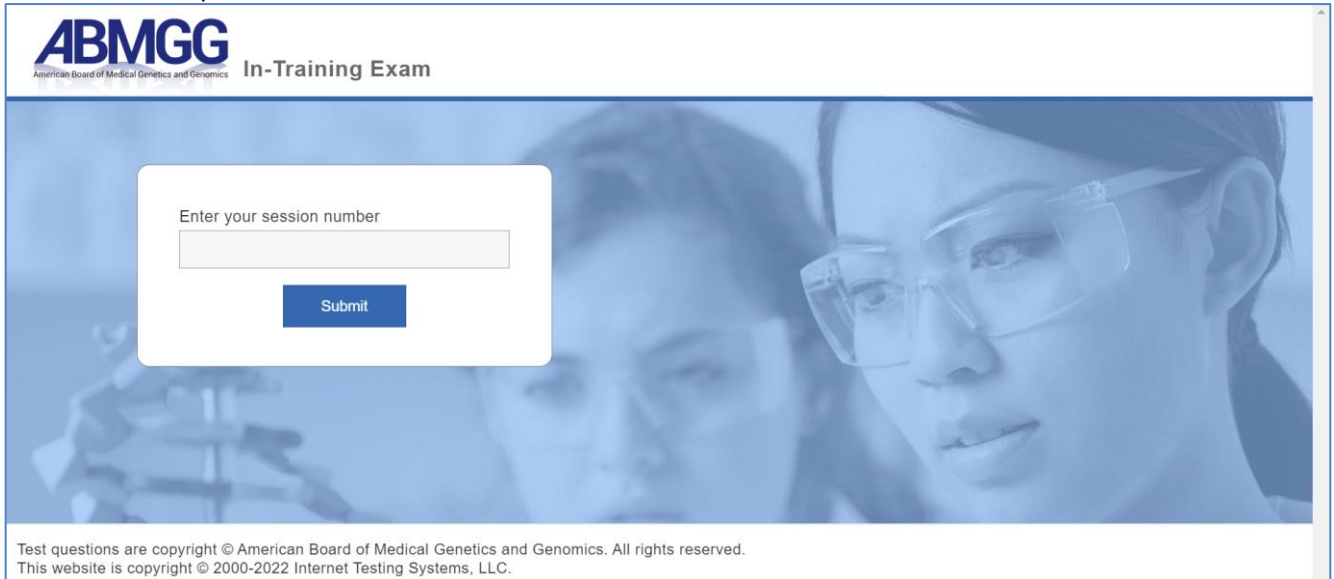
1. After you have entered the above URL into your internet browser you will see the below screen. Click on 'Download Secure Browser'.
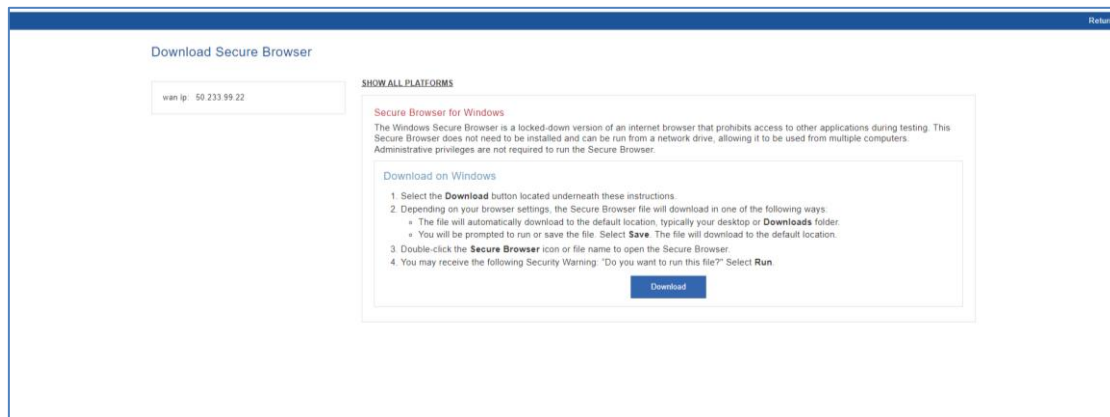
2. Follow the on-screen instructions to download the Secure Browser.
   Tip: Saving the ABMGG secure browser to the computer desktop will save time on exam day.

3. When the ABMGG secure browser is saved on the desktop, you will see the 'ABMGG Browser' icon.

4. We recommend launching the browser to confirm that there are no conflicts with local or network settings. If an error occurs, contact the Technical Support to remedy the issue.
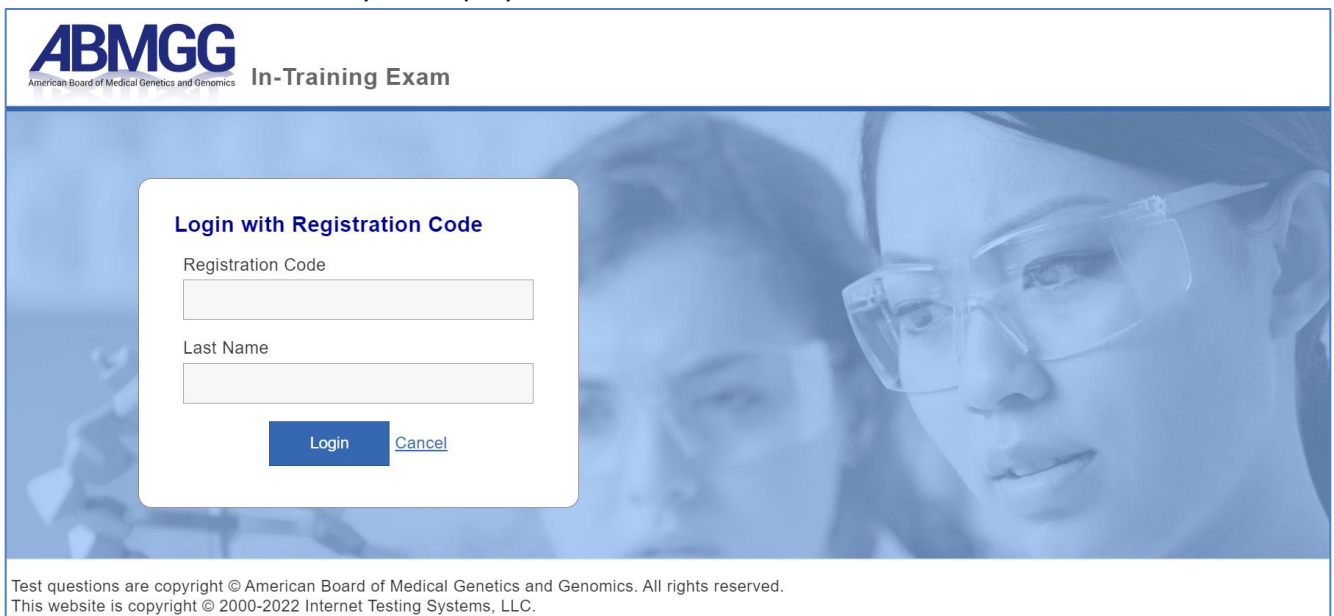
HOW TRAINEES WILL TEST

1. Double-click the 'ABMGG Browser' icon from the desktop. You may be prompted with the Security Warning: "Are you sure you want to run this software?" Uncheck the box: "Always ask before opening this file" and click "Run".

2. Trainees will see a screen to enter the session number. NOTE: Refer to Appendix C for instruction for proctors to create a session.

3. Next, the trainee login screen will appear. Trainees will enter their ABMGG ID (ABMGG ID is listed on your roster) and last name. NOTE: The last name IS case-sensitive and needs to be entered exactly as displayed on the trainee roster.

4. The trainee will need to wait for proctor approval. Then they can start the exam.

Awaiting proctor approval for:

Jane Doe

Please Wait...

Cancel

Appendix C: Instructions for Proctors to Log into the Administration Portal

HOW TO LOG INTO THE ADMINISTRATION PORTAL AND CREATE A SESSION

1. You will receive a welcome email from ABMGG, similar to the one below. You are provided a system generated initial password to login with. When you first login, you will be asked to reset your password.

Welcome to the ABMGG In- Training Exam.

Below is the information you need to access the online test delivery system. **Please read these instructions thoroughly.** The first time you log into the site, please use the following email address and password:

Portal Website: abmggite.programworkshop.com
Email/Username

Initial Password:

For improved security, you will be prompted to change your password. Please make note of your new password as you will need it on the day of the exam.

Attached please find the *Quick Start Proctor Guide* for review. This information is also available within the online test delivery portal, as well as the *Administrative Handbook and Proctor Guide*.

Technical support for test delivery is available Monday – Friday between 8am and 6pm Eastern Time (ET).

- For questions/issues regarding system functionality, email support requests to support@testsys.com or call +1 800-514-8494 (international +1 443-573-8399).
- For general administrative support or for questions regarding policies, registration, or administration, please contact Molly Yanchulis at myanchulis@abmgg.org (preferred) or 301-634-7428.

Sincerely,
American Board of Medical Genetics and Genomics

This is an automated email, please do not reply directly to this message. This message is for the designated recipient only and may contain privileged, proprietary, or otherwise confidential information. If you have received this email in error, please notify myanchulis@abmgg.org and delete this email from your system. If you are not the named addressee you should not disseminate, distribute, or copy this email.

2. Click on the link (abmggite.programworkshop.com) and login using the email and initial password provided in your welcome email.
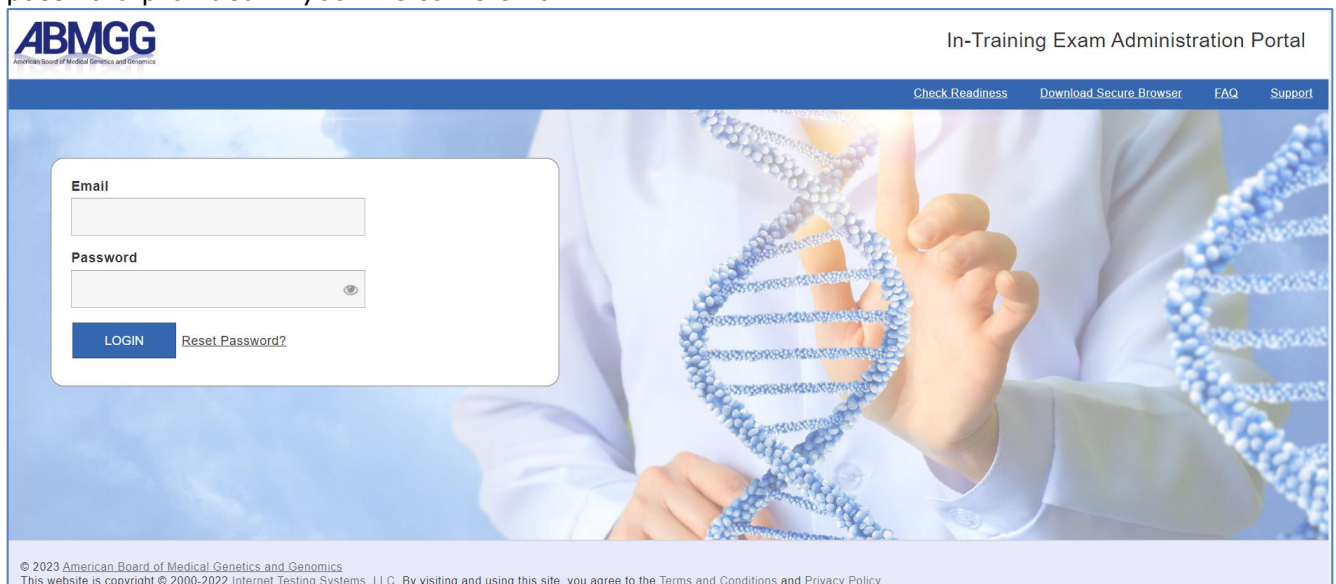
3. Click on the "Proctor" tab to create a session number. Then enter any description in the "Session Name" bar and click the "Create Session" button.

Proctor Tests

Registration Sessions

Sessions allow you to proctor tests for candidates with registrations.

- Candidates will need a session number to access today's testing.
- A unique code will be generated for each session.
- Candidates will be prompted for the session number during log in.
- We recommend you create a session for each room in which you are conducting testing.
- Sessions must be created the day of testing and automatically expire at the end of the day.

Session Name

Create Session

All Sessions Today

12/12/22

4. Share the session number with the trainees you are proctoring. They will use it to login and begin their exam. NOTE: A session is only valid for a single day. You must create a session for each day you are administering the exam. You may also create more than one session per day if you have multiple proctors or are testing trainees in multiple rooms.

12/12/22   Rename | Return | Delete

Session Number: 2503-04

Directions

1. Candidates will log in by entering the session number above, plus their Username and Password.
2. Instruct candidates to launch the secure browser. If they don't have the secure browser, it can be accessed here: Missing Configuration
3. Candidates will appear in the 'Waiting for Approval' section below so you may approve them to test.
4. After Candidates start the test, you may monitor their progress below.
5. Use the Pause action to stop a candidate that is testing. The candidate cannot resume their test without approval.

Waiting for Approval (0)

Last Name	First Name	MI	Actions

After logging in, candidates will need to be approved for testing. Candidates who are waiting for your approval will appear here. This section will automatically update. Currently, there are no candidates waiting for your approval.

Approved (0)

Last Name	First Name	MI	Email	Test	Answered	Location in Test

Candidates who are testing or who have completed their test within the last 30 minutes will appear here. This section will show you which test each candidate is taking and allow you to monitor their progress within the test. This section will automatically update.

5. When trainees login you will see their name appear under "Waiting for Approval". You must hit "Approve", then they can begin their exam.

Session Number: 2503-04

Directions
___

1. Candidates will log in by entering the session number above, plus their Username and Password.
2. Instruct candidates to launch the secure browser. If they don't have the secure browser, it can be accessed here: Missing Configuration
3. Candidates will appear in the 'Waiting for Approval' section below so you may approve them to test.
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Waiting for Approval (0)

Last Name	First Name	MI	Actions

After logging in, candidates will need to be approved for testing. Candidates who are waiting for your approval will appear here. This section will automatically update. Currently, there are no candidates waiting for your approval.

Approved (0)

Last Name	First Name	MI	Email	Test	Answered	Location in Test

Candidates who are testing or who have completed their test within the last 30 minutes will appear here. This section will show you which test each candidate is taking and allow you to monitor their progress within the test. This section will automatically update.