

Guidance and FAQs

1. Is the In-Service Exam mandatory?

No. The ISE is an educational tool offered by the American Urological Association (AUA) to assist residency programs with objective knowledge assessment for residents in training.

2. What are the options to administer the examinations?

Different options to structure the exam according to what is safest and best for your program while following local, state and federal guidelines to maintain proper physical distancing:

- a. One session/time slot in one room.
- b. Two sessions/time slots in one room.
- c. Two sessions/time slots in multiple rooms.
- d. If you need additional flexibility or are unsure, please contact the [AUA](#).

3. What are the options if a site cannot do an in person exam in 2020?

The AUA does not require that students sit for the ISE instead it provides the ISE as a service to help residency programs gain a better understanding of the performance and progress of their residents.

4. Can a resident take the exam at another program?

Participants wishing to take the exam at a site other than the one they have been assigned must contact jsiculietano@auanet.org and complete a form by October 1.

5. OKAT examinees:

As in previous years, some programs may be hosting individuals taking the Oncology Knowledge Assessment Test (OKAT). Guest OKAT and ISE participants are responsible for contacting their host program site for testing arrangements, including start time, location, and method of testing (i.e., if they need to bring a laptop). Programs will be responsible for making accommodations for these individuals. Programs with an accredited fellowship program should contact their residency program director regarding testing arrangements.

6. Start Time:

As a guideline, the exam should be started after 7 a.m. and completed by midnight in your time zone. The ISE is allotted 4 hours for completion and the OKAT is allotted 3 hours.

7. Venue:

Each program will need to determine their venue for the exam (i.e., department/division computers or personal laptops). The ISE and OKAT are both computerized multiple-choice examinations.

8. Is the AUA dictating or mandating any physical set up?

No. Please follow any institutional, local, state or federal guidelines.

9. Can the exam be administered at an off-site testing center?

No. The AUA does not offer the ISE at outside testing centers like a Pearson facility.

10. Can examinees use personal laptops?

Personal laptop computers may be used if a program doesn't have enough desktops. It will be necessary to perform a system check and browser download on each computer used at least one week before the examination regardless of the venue selected.

11. Can we use tablets/iPads for testing?

No. The secure browser is not supported through tablets or iPads.

12. What would be downloaded onto personal equipment?

Examinees are required to download the AUA Secure Browser. Mac and Windows Secure Browsers are standalone executables about 2-4 MB in size (in other words, they don't need to be installed). They can be run from any location on the device. It doesn't transfer any information from the local computer, and is only used while an examinee is taking the exam. The Secure Browser prevents examinees from accessing web sites and other applications while taking the exam. When launched, the Secure Browser opens a full screen and will not allow examinees to leave the testing system without completely exiting the secure browser. After completing the exam, examinees can simply delete the secure browser executable (.exe) file from their computer. Please visit the [Secure Browser FAQs page](#) for more information.

13. Minimum system requirements

Please visit the [Secure Browser FAQs page](#).

14. How to uninstall program after exam.

Please visit the [Secure Browser FAQs page](#).

Proctors:

15. What is the primary objective of the proctor?

The objective of a proctor is to maintain control and secure the test taking experience.

16. How many proctors are required?

To ensure the integrity of the examination, the AUA requires at least one designated proctor per room, plus one additional as backup. This is important in the event of an emergency situation where one proctor is unable to assist.

If you need more than three proctors, please contact Jessica Siculietano at jsiculietano@auanet.org

17. Who can be a proctor?

- Faculty



- Administrators
- Program coordinators
- Office personnel

18. If we use multiple rooms or multiple sessions, do we need more proctors?

Programs that elect to administer the exams in two sessions or multiple rooms, will need proctors to be scheduled in each session and room accordingly.

19. Will the proctors still need to log in to each computer?

No. To assist with social distancing, the proctors will no longer log in to and touch each examinee computer prior to their arrival and entrance in the exam.

20. What happens if we do not designate a proctor?

Only designated proctors have access to the software and receive instructions for exam day. Any changes to Proctor Designations and/or Proctor email addresses must be reported to the AUA as soon as possible. New proctor information will need to be entered into the software before the examinations can be administered. Proctors will receive an email in November with instructions how to access and prepare examination day materials including the examinee roster, examinee instructions, and computer station set-up.

21. What if the Program Coordinator wishes to have access to the proctor site or needs to make a change?

The Program Coordinator should use the 3rd Proctor space to enter in information. All Proctor designations can be made on the registration site; please contact Jessica Siculietano at jsiculietano@auanet.org for proctor changes after the close of registration.