

AUA Examinations: Examinee Instructions

Saturday, November 16, 2024

You will be taking a computerized examination today. You may use the back side of this document as scratch paper during the exam. This paper should be returned to your proctor after completing the exam.

IMPORTANT: All exam participants must be proctored in person. Failure to take the exam in a room with a designated proctor may result in serious consequences for both the participant and residency program. Please note IP Addresses are recorded and reviewed following the examinations. Failure by any program to administer the exams in a secure environment onsite will be subject to sanctions.

To open the exam:

1. Place your **Name** and **Registration ID** at the top of this form. Your Registration ID is: "2024_#####" where "#####" is your AUA ID number with leading zeros.
 - **TIP:** Your AUA ID number is listed on the proctor's Examinee Roster if you are unsure what it is.
2. Click to open the **AUA Secure Browser icon** located on the desktop.
3. On the Proctor Login screen, type in the **program's "Demo" email address** (XXXX@auatest.org) and password (AUA24).
 - **TIP:** The program's "Demo" email was provided to all proctors in their Proctor Welcome email.
4. Click **Login** to be taken to the Examinee Login screen.
5. On the Examinee Login screen, enter your **Registration ID** in the first box. (2024_#####)
6. Enter your **Last Name** and then click the **Login** button to reach the **Home page**.
 - **TIP:** If login fails, please refer to the Examinee Roster to confirm your AUA ID and spelling of your last name – it must match exactly (i.e. case, punctuation, leading zeroes, etc.)

To start the exam:

1. After logging in from the steps above, the **Home page** will display a Start link that you click to launch your exam and takes you to the **Welcome** page. Advance the page by clicking the **Next** button in the lower right-hand corner.
2. The **AUA Non-Disclosure Agreement** will be displayed. Please read and select **I Agree** in the center of the screen to acknowledge that you are the examinee and that you accept and agree to be bound by the non-disclosure terms and conditions. Clicking on **I Agree** allows you to advance to the next screen.
3. The **Key Features** will be displayed. This provides information about the navigation buttons available to you during the exam. Please read through each of the Key Feature descriptions carefully.
4. After reading the Key Feature descriptions, click **Next to start the test**. At this time, **the exam's timer will begin to countdown**.

Pause the exam:

To pause the exam, click on the **Pause** button at the bottom left of the exam and then click on the **Pause** button on the confirmation screen. Once the exam is paused, the exam timer will stop, and the test logs out. To resume testing, you would need to complete both the proctor and examinee log in steps above again.

Important: It is to your benefit to answer all questions even if you are not certain of the correct answer. Credit is only given for completed questions.

When you have answered all questions and completed your review, click on the **Finish** button on the bottom right of the **Review** screen to acknowledge your completion of the exam. The next screen will thank you for taking the AUA's Examination. You will advance to the exam **Survey** by clicking the Next button. After you have completed the **Survey**, the next screen will include an **End** button to close out your exam session. **Note:** if your exam time runs out before completing all questions, you will be automatically taken to the Survey section.

Examinees are required to leave this instruction document with their proctor after completing the exam.