



## AUA ISE & OKAT PROCTOR CHECKLIST

Saturday, November 16, 2024

### INTRODUCTION

Thank you for your participation in the 2024 ISE/OKAT. Please review the following document prior to exam day and ensure that all steps are completed. For additional information about proctoring the exam, please also see the Proctor Guidelines document.

### Checklist Overview

- **Prior to Exam Day** (pg. 1):
  - Print the **Examinee Roster** to check in examinees as they arrive (note any absentees and send to the AUA).
  - Subscribe to Exam-day support notifications: [auasupport.programworkshop.com](https://auasupport.programworkshop.com).
- **Exam Day** (pgs. 2-5):
  - Instructions for examinees launch AUA Secure Browser on each testing workstation, using the "Demo" Proctor login. **Please only share the "Demo" proctor account with the examinees when they are ready to begin the exam. Your personal account should NOT be shared with the examinees.**
  - Monitor examinee progress and Support contact information.



## PRIOR TO EXAM DAY: PRINT EXAMINEE ROSTER REPORT

### STEP 1: PRINT THE EXAMINEE ROSTER REPORT

1. Go to [aua.programworkshop.com](http://aua.programworkshop.com)
2. Login (using your email and password provided in welcome email)
3. Click on Roster
4. Click on the "Print" link to print the **Examinee Roster**

### STEP 2: SUBSCRIBE TO EXAM-DAY SUPPORT NOTIFICATIONS

Subscribe via text and/or email to receive proactive Support notifications on exam day. If there is a known technical issue on exam day, Technical Support will post updates at least every 15 minutes to the blog.

1. Visit [auasupport.programworkshop.com](http://auasupport.programworkshop.com)
2. Click the "Subscribe To Updates" link
3. Enter in your email and/or phone number, and click "Subscribe To Incident"



## EXAM DAY: EXAMINEE LOGIN

USE THE PRINTED EXAMINEE ROSTER TO CHECK IN EXAMINEES AS THEY ARRIVE, NOTING ANY NO-SHOWS AND REPORTING THEM TO THE AUA ([kkincaid@auanet.org](mailto:kkincaid@auanet.org))

### □ STEP 1: EXAMINEES LAUNCH THE AUA SECURE BROWSER ON EACH TESTING COMPUTER

When examinees are seated and ready at their workstation, please instruct them to click the AUA Secure Browser icon (previously saved to the desktop during preparation steps). The icon looks like this:



### □ STEP 2: EXAMINEES COMPLETE PROCTOR LOGIN USING “DEMO” EMAIL

PROCTOR LOGIN	ADMINISTERING TESTS
<p>Email</p> <input type="text" value="qa"/> <p>Password</p> <input type="password" value="*****"/> <input type="button" value="Login"/>	<p><b>Examinee Instructions</b></p> <ol style="list-style-type: none"><li>1. On the Proctor Login page, examinees type in the email address and password provided to you by your proctor.<ul style="list-style-type: none"><li>◦ Tip: the Proctor-Examinee login email was provided to your proctor in their Welcome email and follows the format XXXX@auatest.org</li></ul></li><li>2. On the Login with Registration ID page, examinees log in using your Registration ID and Last Name.<ul style="list-style-type: none"><li>◦ Your Registration ID is “2022_ Examinee AUA ID #”. Note, do not include any leading zeros and some AUA IDs will be 6 digits long while others will be 7.</li><li>◦ If login fails, ask the proctor to check the Examinee Roster to confirm your AUA ID and spelling of last name – it must match exactly as listed (including case, punctuation, no leading zeroes, etc.)</li></ul></li><li>3. Upon successful login, you will be presented with a link to start your exam.</li></ol>

**Proctors have been provided with a “Demo” proctor email account and password in the welcome email so examinees may complete this step themselves rather proctors logging in at each workstation. Examinees will login with this “Demo” email and password provided by the proctor.**

Please instruct examinees:



1. Type in the demo email address and password (AUA24) on the Proctor Login screen. You can click on the eye icon to display the password.
  - **TIP:** The demo email and password were provided in the proctor welcome email and follows the format XXXX@auatest.org
2. After clicking on “Login” examinees will be taken to the Examinee login screen.

### □ STEP 3: EXAMINEES LOGIN TO START THE EXAM

LOGIN WITH REGISTRATION ID	Examinee Instructions
<p>Registration ID</p> <input type="text"/> <p>Last Name (case-sensitive)</p> <input type="text"/> <p>Login Cancel</p>	<ol style="list-style-type: none"><li>1. On the Proctor Login page, examinees type in the email address and password provided to you by your proctor.<ul style="list-style-type: none"><li>◦ Tip: the Proctor-Examinee login email was provided to your proctor in their Welcome email and follows the format XXXX@auatest.org</li></ul></li><li>2. On the Login with Registration ID page, examinees log in using your Registration ID and Last Name.<ul style="list-style-type: none"><li>◦ Your Registration ID is “2022_Examinee AUA ID #”. Note, do not including any leading zeros and some AUA IDs will be 6 digits long while others will be 7.</li><li>◦ If login fails, ask the proctor to check the Examinee Roster to confirm your AUA ID and spelling of last name – it must match exactly as listed (including case, punctuation, no leading zeroes, etc.)</li></ul></li><li>3. Upon successful login, you will be presented with a link to start your exam.</li></ol>

On the Examinee Login page, examinees will enter in their Registration ID and Last Name, then click Login.

- **TIP:** The Registration ID is “2024\_Examinee AUA ID #”.
- If login fails, check the **Examinee Roster** to confirm the AUA ID and spelling of last name – it must match exactly as listed (including case, punctuation, leading zeroes, etc.)

### □ STEP 4: EXAMINEES COMPLETE STEPS TO START THE EXAM (LISTED ON EXAMINEE INSTRUCTIONS DOCUMENT)



## EXAM DAY: MONITORING EXAMINEES

### □ PROCTORS MONITOR EXAMINEES TESTING PROGRESS (OPTIONAL)

1. On the Proctor workstation, go to [aua.programworkshop.com](http://aua.programworkshop.com)
2. Login (Your email & password)
3. Go to Roster
  - a. Click on Testing Today tab.
  - b. This page displays today's testing activity at your location. Only examinees who have started testing will be shown, please refer to the Roster tab for examinees who have not started testing.
  - c. Records are sorted first by Last Name, alpha ascending, then by First Name, alpha ascending.
  - d. This page refreshes once per minute.
  - e. Use the filter icon to search specific examinees
  - f. Over the mouse over for the "Answered" value shows the following information for the test the examinee is currently taking.
    - i. # of # questions answered
    - ii. # questions skipped
    - iii. # minutes remaining

Roster
Testing Today

This page displays today's testing activity at your institution. Only candidates who have started testing will be shown, please refer to the roster tab for examinees who have not started testing. This page refreshes once per minute.

**Tests Delivered Today**

Last Name ^	First Name	Test Name	Registration ID	Answered	Location in Test
QA	PM	AUA In-Service Examination	201810113	0%	NDA Section
QA	PM	AUA Oncology Knowledge Assessment Test	201810112	0%	Questions Group: 8 of 102
QA	PM	AUA In-Service Examination	201810111	0%	Questions Group: 3 of 172



## ADDITIONAL EXAM INFORMATION

### PLEASE REMEMBER

1. The system check and browser download should have been performed prior to the exam.
2. On the day of the exam, prior to examinee arrival:
  - a. Print the Examinee Roster Report
  - b. Have your Proctor Welcome email with Proctor login and Demo Proctor Login on-hand.

### TECHNICAL SUPPORT

- **Emergency Exam-Day Technical Support Communication:** If there is a known technical issue on exam day, Technical Support will post updates at least every 15 minutes to the blog at [auasupport.programworkshop.com](http://auasupport.programworkshop.com). If you subscribed to the blog, you will receive updates via text and email if there is a known issue impacting testing delivery.
- **Technical Support:** Technical support is available by email at [support@testsys.com](mailto:support@testsys.com), Live Chat and by phone at 1-800-514-8494 (international: 443-573-8399).

### GENERAL ADMINISTRATIVE SUPPORT

- If designated Proctors (or their email addresses) have changed or if you have other questions or issues regarding registration or administration, please contact AUA Exam Staff member Katie Kincaid [kincaid@auanet.org](mailto:kincaid@auanet.org).

### EXAM SECURITY

**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.**