



AUA ISE & OKAT PROCTOR GUIDELINES Saturday, November 16, 2024

INTRODUCTION

This document contains instructions for administering the AUA In-Service Examination (ISE) and Oncology Knowledge Assessment Test (OKAT). **Please read these instructions carefully before the examination date; there are several important details to be aware of in the preparation and administration of the ISE.**

While the AUA ISE and OKAT will be offered as computerized examinations, they remain proctored examinations. As proctor, you are responsible for the administration of the examination in compliance with the rules outlined in this document and for maintaining the security of the examination environment throughout the exam.

The examination is the property of and copyrighted by the American Urological Association Education and Research, Inc. It may not be copied or reproduced in any manner.

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.

In-Person Administration Attestation

By agreeing to participate in the AUA examinations as proctor, you are attesting that all examinees including, but not limited to those listed on your roster, guests, and OKAT test-takers, are **in-person with a proctor present at all times**. You pledge on behalf of the program to comply with the instructions of the *Proctor Guidelines* and with all the rules provided by the AUA for this examination. You understand that any violations of these terms will result in exclusion of the program from future participation in the In-Service Examination (ISE) and or OKAT.

Examination Irregularities

Proctors are responsible for assuring the integrity of the examination administration process at their test site. Every effort must be made on the part of the proctor to avoid examination irregularities. Cheating on the examination



includes the copying of another's answers; permitting one's answers to be copied; unauthorized use, possession, reproduction or disclosure of examination content and materials; and use of unauthorized reference materials during the examination. Proctors should be vigilant in assuring that such incidents do not occur. Please report any irregular behavior that you observe or have reported to you by anyone else during the exam administration to the AUA Exam Staff immediately. The AUA will provide to the program director the names of individuals with suspicious answer patterns as determined by statistical analysis. **Cell phones and other outside electronics or reference materials should be collected by proctors at the start of the exam and should not be accessible to examinees throughout the testing session. This also includes purses, backpacks, and any carry-in items.**

EXAM DAY – ADMINISTERING THE EXAMINATION

Checking In Examinees

A printed **Examinee Roster** should be brought to the test site (*see Proctor Checklist, included in welcome email for instructions*). As the examinees arrive to the exam room, check their photo ID to be sure that their name matches the information provided on the roster, and mark the examinees as present on your roster. Please report any no-shows to the AUA at kkincaid@auanet.org.

Please provide examinees with one (1) copy of the **Examinee Instructions** for them to review prior to starting the exam. Examinees may use the back side of the instructions as scratch paper during the exam. Examinees are required to leave this instruction document with their proctor after completing the exam.

Supervision During the Examination

Proctors must be present throughout the entire examination. Proctors should stay alert to any unusual movements by examinees and monitor the conduct of the examination. Examinees are not permitted to use written notes or make written notes of the examination content. The back side of the *Examinee Instructions* page may be used as scratch paper for any written work necessary for answering a specific question. **The Examinee Instructions page must be returned to proctors** at the conclusion of the exam regardless of whether the examinee used it as scratch paper. Examinees must note **their AUA ID Number** at the top of the **Examinee Instructions** page.

Interruption of the Examination

If an examinee must leave the room temporarily while the exam is in progress, the examinee must click the **Pause** button for exam security reasons. A white screen that states, "You have paused your exam" will appear. The examinee must select either **Pause** or **Cancel**. If **Pause** is selected, the timer will stop, and the test will log out. To resume testing, examinees will need to log in again, completing both the proctor and examinee login steps as noted in the *Examinee Instructions*. If the examinee wants to return



to the test without pausing, click the **Cancel** button. An extended interruption should be noted. If an examinee withdraws permanently during the course of the examination, proctors should provide the AUA with a note of explanation.

Answering Questions

Proctors may answer any question regarding examination procedures. However, questions about the meaning of examination items, including the item stem and response options should not be answered. If questions arise about particular items, proctors should note them and email pertinent comments to AUA Exams Staff.

Exam Videos

Based on feedback received from prior exams, two video images have been included on the ISE in 2024. These questions are pilot questions only and will *not* be included in the final scoring. In the event of any playback issues, please instruct the examinee to skip the question and continue with the exam.

AFTER THE EXAMINATION

Collect Examinee Instructions/Scratch Paper

Collect the **Examinee Instructions** page from each examinee at the conclusion of the exam regardless of whether it was used as scratch paper. No notes or examination materials may be taken out of the examination room. **For security purposes, please check against the roster that all examinees turn in the sheet. The collected paper should then be shredded. It does not need to be returned to the AUA.**

EXAM SUPPORT

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. 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, via Live Chat and by phone at 1-800-514-8494 (international: 443-573-8399).



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General 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 at kkincaid@auanet.org.