



2024 Certifying Exam Tech Check

AMERICAN BOARD OF SURGERY
2024

Session Itinerary



Staff Introductions



Priority Notifications



Why do we do these sessions?



What will we be checking in these session?



General exam environment points



Exam technology best practice points



Assignment to breakout rooms for the tech check with proctors.



Dismissed if no issue/return to main room if problems.

Priority Notifications

- ON the computer and IN the location you are planning to take the exam.
- Everything is in Eastern Standard Time (EST)
- You need to let us know if you plan on changing locations/equipment before your scheduled exam date.
- Two devices will be required for the exam (primary computer for Zoom, secondary device for proctoring – more details in the tech. points).

Why do we do these sessions?

Effective, preemptive tool that allows us to check your physical environment and computer set up for issues prior to exam day.

99.9% of candidates who complete the group checks get through the live exam session without a major disruption.

The small percentage who have issues on exam day have either made a change without telling us, or have a catastrophic event beyond any control (Ex. storm, power, fire disruption).

Provides candidates a “dry run” for exam day so that the process becomes familiar, reduces anxiety and confusion.

What will we be checking?

- Physical Environment (light, sound, distractions)
- Audio/Video Quality
- Speed/Connection quality
- Ability to share desktop
- Ability to open/view a sample clinical exam image
- Setting up proctor monitoring via Google Meet on the Secondary device (you will need the Google Meet app installed on your secondary device.)

General Exam Environment

- Anonymized/distraction-free physical environment. (proper lighting, noise free, etc.)
- Things that should NOT be visible:
 - Family/Pet photos – distracting artwork/identifying personal items.
 - Diplomas, degrees, certificates.
 - Book shelves with surgical textbooks.
 - Anything clinical – (anatomical models, diagrams, white-boards, call rotation schedules,
 - Anything with institutional logos or branding.
- Things NOT permitted during the exam:
 - No other individuals in the room (this includes spouses/SOs, babies, roommates, colleagues, etc.).
 - Pets or animals of any kind.
 - Additional home security cameras or recording devices (outside of those used for Zoom and Proctoring).
 - References, study guides or study notes.
 - No Zoom virtual backgrounds or blurring filters.



This!



NOT This!

**Not actual exam candidates

Exam technology best practice points

- Two device exam – primary computer MUST be a full version OS computer. CANNOT be a mobile device!
(Windows 10, 11 – Mac OS – Monterey, Big Sur, Catalina)
- Secondary device CAN be a mobile device (cell phone, tablet, secondary laptop, etc.) and it will need the Google Meet app installed.
- You ARE permitted to use an external LED display if you desire.
- You ARE permitted to use earphones or wireless ear buds if you desire (make sure they are fully charged).
- If using a cell phone, you will want to use the DND mode so calls/texts do not ring in during the exam.
- Issue a general “offline” notice to friends, family and colleagues so they do not try to text and call you during your exam.
- For Windows users make sure to “Pause” Windows updates for the week of the exam (Start, Settings, Windows Update, Pause Updates).
- Generally acceptable speed for the exam is at least 20Mbps up and down
(https://support.google.com/websearch/answer/6283840?visit_id=638427493606039807-1603728984&p=speedtest&rd=1)

Exam technology best practice points – cont'd

- For Mac users (especially newer versions), make sure your security settings have allowed Zoom desktop sharing. (links will be posted in Zoom chat). (<https://www.youtube.com/watch?v=iHNiJTzvn-w>)
- For Mac users (especially newer version), make sure Center Stage (AI video tracking) feature is disabled. (link will be posted in Zoom chat) (<https://support.apple.com/en-us/HT212315>)
- Make sure all notifications on the primary computer are disabled (chat/IM alerts, email, weather, stock tickers, etc.)
- Computer environment must ALSO be anonymized:
 - No visible clinical shortcuts or thumbnails
 - No personal wallpapers (kids, pets, etc.) – plain dark blue color is best
 - No visible browser shortcuts for anything in your surgical program (branded web portals, educational resources, etc.)
 - You will be asked to anonymize your Zoom screen name by the proctors on the day of the exam
- Don't panic if you experience a minor technical glitch or hiccup:
 - Examiners are trained/informed on this
 - 1 to 3 minutes to resolve before attempt is nullified
 - Worst case (storm, fire, blackout, etc.) – your session will be re-scheduled as feasible by the Exam Coordinators, exam will re-start from square one with new exam team.
 - Tech interruptions are not an exam taking technique – Examiners have gotten very clued into this over the past 2 years.



This!



NOT This!

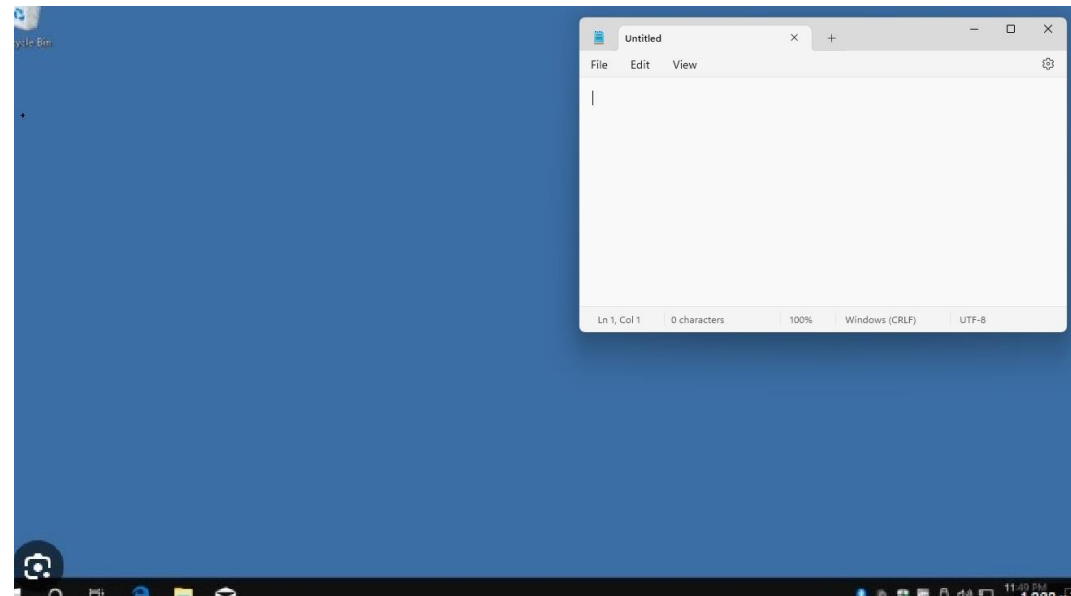
**Not actual exam candidate screens



Institutional Restricted Logo Example



Using plain Notepad Window to anonymize



**Not actual exam candidate screens

Assignment to Breakout Rooms



Meeting will be handed over to Exam Staff who will begin calling out your last name (random order).



You will get a pop up to join the breakout on your screen, accept this.



You will be greeted by our proctor who will conduct a basic version of the check in process on exam day.



No issues, you are done. Please choose to “Leave Meeting” (you do not need to check in with us).



If you have technical issues, leave the breakout room, come back to this main room and I will trouble shoot your issue with you