Examinee Name _____ **AUA ID:** _____

AUA Examinations

Saturday, November 17, 2018

Examinee Instructions

You will be taking a computerized examination today. The Login screen should be open on your workstation. If it is not, please notify your proctor. You may use the back side of this document as scratch paper during the exam. This is the only paper allowed to be used during the exam and should be returned to your proctor after completing the exam.

When instructed to do so by your proctor:

1) Place your **Name** and **Registration ID** at the top of this form.   Your Registration ID is: "2018_######" where "######" is your AUA ID number without leading zeros.
   - **Tip:** Your AUA ID number will be provided by your proctor if you are unsure what it is. Note, some IDs will be 6 digits long while others will be 7.
2) On the login screen, enter your **Registration ID** in the first box. (2018_######)
3) Enter your **Last Name** and then click the **Login** button to reach the **Welcome** screen.
   - If your login fails, please ask the proctor to double-check the Roster to confirm the AUA ID and spelling of your last name – it must match exactly (including case, punctuation, leading zeroes, etc.)

The **Welcome** screen will display a Start link that you click to launch your exam and takes you to a **Welcome** message. Advance the page by clicking the **Next** button in the lower right-hand corner.

The **AUA Non-Disclosure Agreement** page will be displayed. You must 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.

The **Key Features** page 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.** The **Glossary** tab displays **Normal Lab Values** and **Common Urology Abbreviations**.

Questions may be **Flagged for Review** for easy identification. The **Review** feature may be used at any time during the exam and will allow you to quickly return to any questions you have not yet answered or you have **Flagged for Review**. To navigate to any item in the exam, click on the question number under **Sequence**. Alternately, there are **Review All**, **Review Incomplete** and **Review Flagged** options available in the lower left corner of the **Review** page.

If you click **Pause** during the exam, your exam timer will stop and the test logs out. You will need to log back in to continue. If you click Cancel, you will return to the test. **Please be aware that only one resident may take a break at any time.**

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.