

2018 AUA ISE & OKAT: Saturday, November 17, 2018

AUA Proctor Checklist

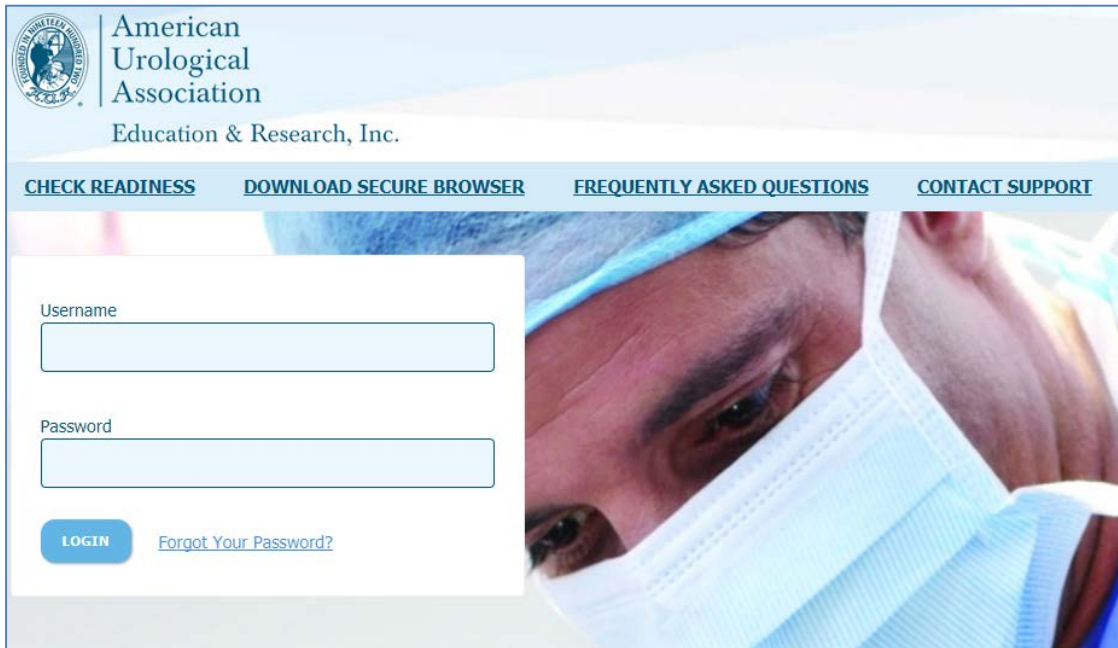
Overview:

- One Week Prior to Exam Day: Prep testing workstations

ONE WEEK PRIOR TO EXAM DAY: Verify Readiness & Prep Testing Workstations

Disable any pop-up blockers before starting

STEP 1: On every testing workstation, go to the AUA Site Readiness site: aua.programworkshop.com



STEP 2: Run System Check


1. Click on “Check Readiness” tab on the home page
 - 1.1. If the device hasn’t been previously associated with an institution, you will be taken to the “Link This Device to Your Institution” page. Just click on “Skip this step” link to go to the check readiness page
2. Click on “Run System Check”
3. Fill in the required fields
 - 3.1. Enter First and Last Name
 - 3.2. Enter your Residency program name in the Comments field
4. Click on “Run Check”
5. When System Check is complete, a summary report is displayed indicating if the check was successful or not.

TIP: A pop-up blocker will cause an error – disable pop-up blockers for a successful system check!

Note: The minimum system requirements to administer the exam for Windows and Macintosh computers are listed in Appendix A and can be also found on the Frequently Asked Questions page on the site readiness site

If you need assistance or your check was not successful, contact Internet Testing Systems (ITS) Technical Support at 1-800-514-8494.

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System Check	System Check Results																			
<p>The System Check tests your device to make sure it meets the minimum requirements for test delivery. At the completion of the check, you will be provided with information regarding the specific device used and current internet connection information and possibly a list of potential issues that need to be corrected prior to testing.</p> <h3>SYSTEM CHECK INFORMATION</h3> <p>Run the System Check on all devices used for testing. For best results, close any applications that may be running on this device as well as any additional browser windows or tabs that may be open.</p> <p>First and Last Name: <input type="text" value="John Smith"/></p> <p>Comments: <input type="text" value="ITS Demo Program"/></p> <p><input type="button" value="RUN CHECK"/></p>	<p> This device does not meet all site requirements. Use the information provided in the table below to configure this device to meet all site requirements and run the System Check again. A Secure Browser may be required for delivery of the operational test. If needed, be sure to install the Secure Browser on the device prior to the test.</p> <h3>RESULTS</h3> <table border="1"><thead><tr><th>Check</th><th>Status</th><th>Details</th></tr></thead><tbody><tr><td>Browser</td><td>Failed</td><td>This browser is not supported.</td></tr><tr><td>Simultaneous Users</td><td>n/a</td><td>The current Internet bandwidth available to this computer is sufficient for testing a limited number of simultaneous test takers. Your location may be able to support the following estimated number of test takers: Standard Online Tests 1289* simultaneous test takers IMPORTANT! The calculated number of simultaneous test takers is valid for wired connections only. The quality of your local network can drastically reduce the number of simultaneous test takers, resulting in navigation delays and "Communications Errors" during the test. VIEW MORE</td></tr></tbody></table> <h3>ADDITIONAL INFORMATION</h3> <table border="1"><tbody><tr><td>Name</td><td>John Smith</td></tr><tr><td>Comments</td><td>2017 AUA ISE</td></tr><tr><td>Institution</td><td>Anonymous</td></tr><tr><td>wan Ip Address</td><td>50.233.99.22</td></tr><tr><td>Date/Time of Report (Local)</td><td>08/22/2017 09:51:40 AM</td></tr></tbody></table>	Check	Status	Details	Browser	Failed	This browser is not supported.	Simultaneous Users	n/a	The current Internet bandwidth available to this computer is sufficient for testing a limited number of simultaneous test takers. Your location may be able to support the following estimated number of test takers: Standard Online Tests 1289* simultaneous test takers IMPORTANT! The calculated number of simultaneous test takers is valid for wired connections only. The quality of your local network can drastically reduce the number of simultaneous test takers, resulting in navigation delays and "Communications Errors" during the test. VIEW MORE	Name	John Smith	Comments	2017 AUA ISE	Institution	Anonymous	wan Ip Address	50.233.99.22	Date/Time of Report (Local)	08/22/2017 09:51:40 AM
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STEP 3: Download Secure Browser

1. Click on "Download Secure Browser" tab on the home page
2. Follow the on-screen instructions to download the Secure Browser
3. Move the Secure Browser to Desktop
4. Once the browser has been downloaded we recommend launching it to confirm that there are no conflicts with local or network settings. If an error occurs, contact ITS Technical Support to remedy the issue.

Note: The Secure Browser downloaded from the website is not compatible with Virtual Machine (VM) environments. If you are testing on a VM environment, please contact Internet Testing Systems (ITS) Technical Support at 1-800-514-8494 to obtain the VM specific Secure Browser.

TIP: Please be sure to check with your IT department to see if the computers automatically clear downloaded data on a regular basis (if yes, the browser download will have to be done again for each computer on exam day prior to the exam start), or if there are any specific security issues that may prevent the download and opening of the browser.

STEP 4: Repeat Steps 1 – 3 on every testing workstation

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If previously designated Proctors (or their email addresses) have changed

- Please contact: Jessica Siculietano, Education Coordinator, at 410-689-4018.

TECHNICAL PROBLEMS CONTACT NUMBER:

- For technical problems with the AUA ISE and OKAT, please call Internet Testing Systems (ITS) Technical Support at 1-800-514-8494.

Appendix A Minimum System Requirements

The following system specifications will provide the best online testing experience. The specifications which must be met are noted with an asterisk. All other specifications are recommendations.

Windows Computers:

Supported Browser:	Microsoft Internet Explorer 9.0 or higher and the AUA Browser for Windows
Operating System:	Windows 7 or higher
Processor:	233 MHz or higher Intel Pentium/Celeron family, or AMD K6/Althlon/Duron family; or compatible processor
RAM:	128 MB or higher
Display:	Minimum resolution of 1024 x 768 with at least 16-bit color or higher
Internet Connection:	Broadband connection or better

Macintosh Computers:

Supported Browser:	Apple Safari 7.0 or higher and the AUA Browser for Mac OS X
Operating System:	Mac OS X 10.9 or higher
Processor:	PowerPC G3, G4, or G5 processor; or Intel-based Mac
RAM:	256 MB or higher
Display:	Minimum resolution of 1024 x 768 with at least 16-bit color or higher
Internet Connection:	Broadband connection or better