

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

AUA Proctor Checklist

Overview:

- One Day Prior to Exam Day: Print Examinee Roster Report (**pg. 1**)
- Exam Day: Print final Examinee Roster Report, Launch AUA Secure Browser on each testing workstation, proctor login on each testing workstation, examinees login & proctors monitor examinees' testing progress (**pgs. 2-4**)

ONE DAY PRIOR TO EXAM DAY: PRINT EXAMINEE ROSTER REPORT

STEP 1: **PRINT THE EXAMINEE ROSTER REPORT**

1. On the Proctor workstation, go to aua.programworkshop.com
2. Login (Your email/password)
3. Click on the "Print" link to print the **Examinee Roster**
4. Select "Back" to get back to the "AUA Site Readiness" screen.

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EXAM DAY: Examinee Computer Station Setup

Proctors should arrive at the exam room with enough time to launch the AUA Secure Browser on each of the workstations that will be used to administer the exam.

If Examinees will be using their personal laptops and bringing them to the exam, it would be helpful for them to **arrive early** too so that Proctors may complete the computer station set-up as noted below.

STEP 1: PRINT THE FINAL EXAMINEE ROSTER REPORT

Note: You don't need to print the Roster again unless some changes have been made.

1. On the Proctor workstation, go to aua.programworkshop.com
2. Login (Your email & password)
3. Go to Roster
4. Click on the "Print" link to print the **Examinee Roster**
5. Select "Back" to get back to the "AUA Site Readiness" screen.

STEP 2: LAUNCH THE AUA SECURE BROWSER ON EACH TESTING WORKSTATION

Before examinees arrive, on each testing workstation click the AUA Secure Browser icon (previously saved to the desktop during preparation steps). The icon looks like this:



STEP 3: PROCTOR LOGIN ON EACH TESTING WORKSTATION

1. Type in your email address and password on the Proctor Login screen.

PROCTOR LOGIN	ADMINISTERING TESTS
<p>Email</p> <input type="text"/> <p>Password</p> <input type="password"/> <input type="button" value="LOGIN"/>	<p>Proctor Instructions</p> <ol style="list-style-type: none">1. Proctors log in using your email address and password. This step should be completed before candidates arrive. <p>TIP: If you forget the password, please check your Welcome Email or use the "Forget your password?" link on the home page of Program Workshop (aua.programworkshop.com) to reset the password.</p> <p>Examinee Instructions</p> <ol style="list-style-type: none">1. Examinees log in using their Registration ID and Last Name. Registration ID is the current four-digit year, followed by an underscore ("_"), followed by your AUA ID

2. After clicking on "Login" you will be taken to the Examinee login screen. The Examinee will take over at this point.

STEP 4: REPEAT SECURE BROWSER LAUNCH AND PROCTOR LOGIN AT EACH TESTING WORKSTATION so it is ready for Examinees to login.

EXAM DAY: Examinee Computer Station Setup

□ STEP 5: EXAMINEES LOGIN TO START THE EXAM

On the Examinee Login page, examinee will enter in his/her Registration ID and Last Name when it is time to start the exam, then click "Login". *The Last Name Field is case-sensitive.*

TIP: Examinee Registration IDs are provided on the Examinee Roster, as it is anticipated that some residents may not remember their AUA ID#. The Registration ID is "2018_Examinee AUA ID #".

The screenshot shows a login interface with two input fields: "Registration ID" and "Last Name (case-sensitive)". Below the fields is a blue "LOGIN" button. To the right, a box titled "EXAMINEE INSTRUCTIONS" contains the following text:

1. You will login using your Registration ID and Last Name. Registration ID is the current four-digit year, followed by an underscore ("_"), followed by your AUA ID without leading zeros (for example, 2018_12345678).

TIP: Last Name is case-sensitive. If your login fails, please ask the proctor to double-check the online Roster to confirm the AUA ID and spelling of your last name – it must match exactly (including case, punctuation, leading zeroes, etc.)

2. Upon successful login, you will be presented with a link to start your test.

3. The browser will automatically close at the end of the test.

TIP: If the examinee does not agree to the Non-Disclosure Agreement at the beginning of the test, the test will shut down and the registration will be closed. A new registration would be required for the examinee to be able to take the test.

□ STEP 6: PROCTORS MONITOR EXAMINEES TESTING PROGRESS (OPTIONAL)

1. On the Proctor workstation, go to aua.programworkshop.com
2. Login (Your email & password)
3. Go to Roster
 - 3.1. Click on Testing Today tab.
 - 3.2. 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.
 - 3.3. Records are sorted first by Last Name, alpha ascending, then by First Name, alpha ascending.
 - 3.4. This page refreshes once per minute.
 - 3.5. Use the filter icon to search specific examinees
 - 3.6. The mouseover for the "Answered" value shows the following information for the test the examinee is currently taking
 - 3.6.1. # of # questions answered
 - 3.6.2. # questions skipped
 - 3.6.3. # minutes remaining

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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

PLEASE REMEMBER:

- The system check and browser download should have been performed **one week prior** to the exam.
- On the day of the exam, prior to Examinee arrival:
 1. Print the Examinee Roster Report
 2. Launch the AUA Secure Browser on every testing workstation
 3. Complete the proctor login so that all workstations are ready for Examinee login

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

- Please contact: Jessica Siculietano at 410-689-4018 or jsiculietano@auanet.org.

TECHNICAL PROBLEMS CONTACT NUMBER:

- For technical problems with the AUA ISE and OKAT during the test administration, please call Internet Testing Systems (ITS) Technical Support at 1-800-514-8494 (international: 443-573-8399).

For all other questions or issues regarding registration or administration, please contact AUA Exam Staff member Jessica Siculietano at 410-689-4018 or jsiculietano@auanet.org.