I. 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.

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 program director 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.

II. EXAM DAY – ADMINISTERING THE EXAMINATION

Setting Up the Computers

Please arrive at the exam room with enough time to launch the AUA Secure Browser on each of the computers that will be used prior to the examinees arrival. You should leave the Examinee Login screen open on the screen of each computer. 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 ahead of the start time.
**Checking In Examinees**
A previously printed Examinee Roster should be brought to the test site. 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 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.

**Starting the Exam**
When all examinees have been seated, ask that they verify that the **Examinee Login** screen is displayed on their computer. When you are ready to start the exam, you will instruct the examinees to enter their **Registration ID** and **Last Name** and select the **Login** button. The information entered in must match what is listed on the Examinee Roster, otherwise they can become locked out of the exam.

**III. EXAM DAY – DURING THE EXAMINATION**

**Supervision During the Examination**
The 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 by walking around the room unobtrusively. 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 the proctor** at the conclusion of the exam regardless of whether the examinee used it as scratch paper. Examinees must note their **AUA Identification 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. The examinee will need to log back in to the exam with their Registration ID and Last Name in order to resume the exam. 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, the proctor should provide the AUA with a note of explanation.

**Answering Questions**
The 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, the proctors should note them and email pertinent comments to AUA Exams Staff.

**IV. 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. Be sure the **AUA Identification Number** is noted at the top of the **Examinee Instructions** page. No
notes or examination materials may be taken out of the examination room. For security purposes, the collected paper should be shredded. It does not need to be returned to the AUA.

CONTACT NUMBERS

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

For all other issues or questions, please contact the AUA Exam Staff during the test administration by emailing Jessica Siculietano at jsiculietano@auanet.org