

2019 AUA ISE & OKAT: Saturday, November 16, 2019

AUA Proctor Checklist

Overview:

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

PRIOR TO EXAM DAY: PRINT EXAMINEE ROSTER REPORT

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

1. Go to aua.programworkshop.com
2. Login (using your email and password provided in Welcome email)
3. Click on Roster
4. Click on the "Print" link to print the **Examinee Roster**

STEP 2: **SUBSCRIBE TO EXAM-DAY SUPPORT NOTIFICATIONS**

Subscribe via text and/or email to receive proactive Support notifications on exam day. If there is a known technical issue on exam day, Technical Support will post updates at least every 15 minutes to the blog.

1. Visit auasupport.programworkshop.com
2. Click the Subscribe To Updates link
3. Enter in email and/or phone number, and click Subscribe To Incident

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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: 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 2: PROCTOR LOGIN ON EACH TESTING WORKSTATION

PROCTOR LOGIN	ADMINISTERING TESTS
<p>Email</p> <input type="text"/>	<p>Proctor Instructions</p> <p>1. Proctors log in using your email address and password. This step should be completed before candidates arrive.</p> <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>Password</p> <input type="password"/>	<p>Examinee Instructions</p> <p>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 without leading zeros (for example, 2019_12345678).</p>
<p>LOGIN</p>	

1. Type in your email address and password on the Proctor Login screen. You can click on the eye icon to display the password.
TIP: The email/password was provided in the Proctor Welcome email.
2. After clicking on "Login" you will be taken to the Examinee login screen. The Examinee will take over at this point.

STEP 3: REPEAT SECURE BROWSER LAUNCH AND PROCTOR LOGIN AT EACH TESTING WORKSTATION so it is ready for Examinees to login.

STEP 4: USE THE PRINTED EXAMINEE ROSTER TO CHECK IN EXAMINEES AS THEY ARRIVE.

EXAM DAY: Examinee Computer Station Setup

STEP 5: EXAMINEES LOGIN TO START THE EXAM

LOGIN WITH REGISTRATION ID	EXAMINEE INSTRUCTIONS
<p>Registration ID</p> <input type="text"/> <p>Last Name (case-sensitive)</p> <input type="text"/> <p>LOGIN</p>	<p>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, 2019_12345678).</p> <p>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.)</p> <p>2. Upon successful login, you will be presented with a link to start your test.</p> <p>3. The browser will automatically close at the end of the test.</p> <p>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.</p>

On the Examinee Login page, examinees will enter in their Registration ID and Last Name when it is time to start the exam, then click "Login".

TIP: The Registration ID is "2019_Examinee AUA ID #". Examinee AUA IDs are provided on the **Examinee Roster**, as some residents may not remember their AUA ID#.

If login fails, refer to the **Examinee Roster** to confirm the AUA ID and spelling of last name – it must match Exactly as listed (including case, punctuation, leading zeroes, etc.)

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. Hover the mouse over 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

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

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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

TECHNICAL SUPPORT:

- **Emergency Exam-Day Technical Support Communication:** If there is a known technical issue on exam day, Technical Support will post updates at least every 15 minutes to the blog at auasupport.programworkshop.com. If you subscribed to the blog, you will receive updates via text and email if there is a known issue impacting testing delivery.
- **Technical Support:** Technical support is available by email at support@testsys.com and by phone at 1-800-514-8494 (international: 443-573-8399).

GENERAL ADMINISTRATION SUPPORT

- If designated Proctors (or their email addresses) have changed or if you have other questions or issues regarding registration or administration, please contact AUA Exam Staff member Jessica Siculietano at 410-689-4018 or jsiculietano@auanet.org.