American Board of Emergency Medicine

ABEM In-training Examination (ITE)
FREQUENTLY ASKED QUESTIONS (FAQS): During the Exam

1. **When will the 2022 ITE be administered?** The 2022 ITE will be administered online over a seven-day testing window, beginning Tuesday, February 22, continuing through Monday, February 28, 2022. The cost per resident is $125 USD; pre-registration is required (see ITE FAQs: Before the Exam). Virtual administration sessions are prohibited.

2. **Can our program schedule more than one administration session within the testing window?** Yes. ABEM increased scheduling flexibility by expanding the testing window to assist with seating restrictions. Allowing for testing across multiple days allows programs with smaller testing centers or limited equipment to split their residents into smaller groups for testing. A multi-day testing window also reduces the risk both for programs and ABEM in administering the exam should technical issues occur that disrupt the exam administration. To help maintain examination security, multiple versions of the ITE are administered.

3. **Can my program continue to administer the ITE to all residents on a single day or do we have to administer the ITE across multiple days?** Programs that can handle testing all of their residents on a single day may choose to continue to do so within the testing window. However, programs have the option to administer the ITE on more than one day, i.e., across any, or all, of the designated testing days during any hour.

4. **What staffing is necessary to administer the ITE?** ABEM highly recommends approximately one proctor for every 20 residents being tested, and at least two proctors per testing session. The testing time is 4.5 hours, but please allow time at the beginning of the exam for proctors to login residents on their devices, and time at the end of the exam for residents to complete an important 15-minute survey regarding the specialty of EM; a minimum of 5 hours and 15 minutes is suggested. Please be prepared to staff the administration appropriately before, during, and after the examination.

5. **Our program has a resident who will take the ITE at another ACGME accredited EM residency program; how would that affect his/her score?** There is no difference in scoring; all resident feedback will be included in the post-examination feedback score reports.

6. **What are the technical systems requirements to participate in the ITE?** The minimum systems requirements can be found here.

7. **If technical issues occur during the ITE administration, what do we do?** Internet Testing Systems (ITS), ABEM's contracted testing vendor, is available by phone to assist programs in troubleshooting technical issues immediately before, during, and after the test administration. Please contact ITS; domestic at 800.514.8494, international at +1.443.573.8399, or by email at support@testsys.com.

8.   **What if a resident's examination is moving very slowly?** If you have a fast Internet connection and questions are taking more than five seconds to load, verify on a separate device that you do not have performance problems connecting to other sites. If you believe loading is a problem at the testing site, contact ITS; domestic at 800.514.8494, international at +1.443.573.8399.

9.   **What if I see a "Page Not Found" message when trying to access the examination?** "Page Not Found" errors can result from different circumstances. Use the following checklist to try to resolve the problem:

☐ Check to see if you can access other Internet sites to verify that your Internet connection is functioning properly.
☐ Check to ensure that the operating system and Internet browser meet the minimum system requirements listed below.
☐ Check to ensure that cookies are enabled on the device.
☐ Check to ensure that the browser caching settings automatically check for a new version of a page every time a new page is opened.
☐ Check to ensure that the antivirus and firewall systems are configured to allow inbound and outbound traffic from the site (you may need assistance from your institution's technical support group to check these settings), or, contact ITS; domestic at 800.514.8494, international at +1.443.573.8399

10. **The navigation buttons in the browser do not appear; what do I do?** Restart the secure browser (you may need to do this several times). To exit the secure browser, press Ctrl+Shift+Q. If restarting the secure browser does not resolve the issue, please contact ITS; domestic at 800.514.8494, international at +1.443.573.8399.

11. **The mouse is not working; is there a different way to select an answer?** If an answer cannot be selected using the mouse, the keyboard can be used to mark answers. For example, typing 'A' will select answer 'A'; typing 'B' will select answer 'B', and so on. However, try restarting the Secure Browser to get the mouse connected, or contact ITS; domestic at 800.514.8494, international at +1.443.573.8399.

12. **I cannot locate the highlight text and/or strike-through functionality on an iPad; is this functionality available?** No; unfortunately, the highlight and strike-through features are only available on a laptop or personal computer.

13. **If there is a technical disruption (i.e., locking up/freezing) in the middle of the examination, can a resident resume the examination where he/she left off or does he/she have to start over?** If a resident experiences a technical disruption in the middle of his/her examination, the responses will be saved, and the resident can resume testing where he/she left off. If a resident is not able to resume from where he/she left off, please contact ITS; domestic at 800.514.8494, international at +1.443.573.8399.

14. **If it takes an hour for a resident to resume the examination following a technical disruption, does the exam clock keep running or does it stop during the repair time?** Testing time should not have elapsed during any repair time and the clock should resume at the same point in time that the interruption occurred. In the unlikely event that the examination timer continued to run in such a situation, please contact ITS; domestic at 800.514.8494, international at +1.443.573.8399.

15. **Our program administers the ITE off campus. How will we be able to verify connectivity to ensure that the ITE will work there?** A technical resource at the off-campus location should review the minimum system requirements and complete the systems checks.

16. **Our program sometimes takes residents from other programs on the day of our scheduled administrations; we have our residents use their own devices. How can we ensure that other programs' residents' equipment meets the minimum requirements?** Residents who change sites into your program, who are expected to use their own equipment, should be given the minimum system requirements document and, in mid-February, should download the secure browser and complete the systems check from their home before coming to your testing site.

17. **One or more of the proctors suspect irregular behavior of one or more residents; what do I/we do?** The proctor should document any such incidents; see suggested steps below:
    Examination Irregularities and Suspected Cheating
    The ABEM Policy on In-training Examination Irregularities defines prohibited behavior, i.e., cheating, around the ITE administrations. All residents participating in the ITE are required to abide by the terms of this policy. A resident must first attest that he/she has read the policy and accepts the terms of the policy before he/she has access to take the ITE. If a resident does not accept the policy terms, he/she cannot access the examination.

    Suspicious behavior and infractions of the irregularity policy during the examination administration must be dealt with discreetly but firmly, and decisions in this area are the responsibility of the Chief Proctor and/or Program Director. Following are several options for handling suspected cheating during the examination administration:

    - If you see outside materials take them and return them at the end of the examination.
    - If you suspect cheating, the proctoring staff should spend time in the general area of the resident, observing his/her behavior. It is best to have two or more individuals corroborate such behavior independently.
    - If cheating is strongly suspected the Chief Proctor can change a resident's seating.
    - If there is clear evidence of cheating, isolate the resident for the rest of the examination.
    - DO NOT remove a resident's access to the examination except in extreme cases.
    - YOU MUST document in writing any suspected cheating using a copy of the Irregularity Report (located as an attachment in the ABEM Online Proctor Manual). Each person who witnessed suspected cheating must fill out his/her own copy of the report.

If you have any concerns, and you would like to discuss a suspected occurrence with ABEM staff, please call Dawn Patterson, Exam Administrator at 517.420.6360 or at dpatterson@abem.org.

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