American Board of Emergency Medicine

ABEM In-training Examination (ITE)
FREQUENTLY ASKED QUESTIONS (FAQS) – Before the Administration

1. **When will the 2023 ITE be administered?** The 2023 ITE will be administered in an online format over an eight-day testing window, from Tuesday, February 21, through Tuesday, February 28, 2023. The cost per resident is $140 USD (fee subject to change).

2. **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 online testing for all their residents on a single day can continue. However, especially with an expanded testing window, programs may also choose to schedule as many in-person administrations as needed during the administration window.

3. **Can programs administer the exam to their residents virtually (e.g., via Zoom, etc.)?** No. For both operational and psychometric reasons, and because the ITE is used as a predictor for the proctored Qualifying Examination for certification, the exam administration <u>must</u> be in-person proctored. Please email training@abem.org if your program can not meet this expectation.

4. **Who can take the ITE?** Any EM resident who is enrolled in an ACGME- or RCPSC-accredited EM program, and residents in Board-approved EM combined programs during the testing window are eligible to take the ITE. Enrolled residents on leave are eligible to take the ITE. See the Policy on ITE Accessibility for more information.

5. **What staffing is necessary to administer the online ITE?** ABEM has always recommended approximately one proctor for every 20 residents being tested and at least two proctors per session to allow for a back-up proctor in the case of an emergency. The actual testing time is 4.5 hours, but proctors must allow lead time to log in test takers into the online administration via their devices' secure portal. Please be prepared to staff the administration appropriately before and during the examination.

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

7. **How will our program know if we meet the minimum systems requirements?** A technical resource from your institution should review the systems requirements document and let you know if it will be feasible to administer the online ITE at your scheduled testing location. If the testing location uses a Wi-Fi connection, be sure to let the technical resource know the number of residents that will be accessing the ITE simultaneously on the examination day so that they can tell you if the wireless network has the capacity to handle the necessary number of Wi-Fi connections. Closer to the examination administration, programs will have access to a testing portal and will run a formal system check to avoid issues the day of the test administration; see the minimum system requirements for more information.

8. **Our testing location does not have wireless access. Can we participate?**
    The best option for any institution is to use devices with a wired (Ethernet)
    connection to the network. Your location could work if it has a computer lab, with
    enough capacity, to test all residents at once, or your program has the latitude to
    split the residents into multiple testing sessions within the administration window.

9. **Our testing location has wireless access, but the connection is slow
    and/or unreliable when large groups of people are online at the same
    time. Can we participate in the online ITE administration?** ABEM will email
    a technical resource link to participating programs well ahead of the examination
    date to determine the capacity of the wireless network. If the capacity of your Wi-Fi
    network is limited, one option is to split up your residents into two or more groups to
    take the online ITE, so long as all testing occurs within the designated testing
    window.

11. **Our institution has a computer lab with computers using a wired
    (Ethernet) connection, but there are not enough computers to
    accommodate all our residents. Can we participate in the online ITE?** The
    most reliable option for any institution is to use devices with a wired (Ethernet)
    internet connection. If you test your residents in two or more separate groups, you
    could administer the examination online if the testing sessions occur within the
    designated testing window. Also, residents can use their own devices in a room that
    has access to Wi-Fi if each device meets the minimum system requirements.

12. **Does our program need to have access to a computer lab with dedicated
    computers to participate in the online ITE?** No, any location with reliable
    internet access can work. While computers with a wired (Ethernet) Internet
    connection are likely to be the most reliable and predictable, if your testing location
    has a reliable wireless network (Wi-Fi) available it could work for the online ITE.
    Please see the minimum system requirements for more information.

13. **Our program administers the ITE off-campus and/or it has foreign (non-
    U.S.) administrations. How will we be able to verify connectivity and
    that the online ITE will work there?** A technical resource at the off-campus/out
    of the country location can review the minimum system requirements and complete
    the systems checks. NOTE: All testing must be proctored in person, and, off-site
    locations must be reported to ABEM at training@abem.org or via the final
    registration process within your program's ABEM portal.

14. **Does our program need to provide computers to all our residents for the
    online ITE?** No, residents can use their own computers, as long as 1) their
    equipment meets the minimum system requirements, and 2) they run a system test
    on their computer well in advance of the examination. The testing software is
    compatible with both Windows PC and iOS Macs. Residents should be given the
    systems requirements well before the examination to verify that their equipment can
    be used. In addition, approximately two weeks prior to the ITE administration, ABEM
    asks that all test takers download a secure browser and complete the systems check
    from their home before coming to the testing site.

15. **Many of our residents do not own a laptop computer but only a tablet computer. Can they use a tablet to take the online ITE?** Residents may use an iPad that meets the minimum system requirements to take the online ITE. Other tablet computers are NOT compatible with the testing software and cannot be used.

16. **Can residents use their smartphones to take the online ITE?** No. Only Windows PCs, Mac laptops, and iPads that meet the minimum system requirements can be used to access the online ITE.

17. **For residents who are unfamiliar with Apple devices, will ABEM provide information to assist them in downloading the ITE online application?** ABEM created an iPad Quick Start Guide found here. This guide summarizes the preparatory steps of installing the ABEM online application on an iPad.

18. **After the pre-ITE registration is completed via the annual survey, by October 31st, when is the deadline for the final registration & payment for the 2023 ITE?** ABEM must finalize ITE registration by January 25, 2023. Details related to final registration and payment is sent to programs in early December to all participating programs. The ITE final registration is available via a login through the ABEM website from December 1, 2022, until January 25, 2023, located on ABEM's website. Off-line payments (i.e., mailed-in checks) are accepted when an off-line payment option is selected by January 25, 2023, via the final registration.

19. **Our program has a resident who will take the ITE at another accredited, participating EM residency program. How does the program communicate his/her site change?** ABEM requires correspondence from both the incoming and outgoing EM program directors regarding the site change; updates can be emailed to training@abem.org and must be received by ABEM on or before January 25, 2023. There is no difference in scoring and all enrolled resident feedback will be included in the home program's post-examination feedback reports.

20. **Our program sometimes allows residents from other programs to take the ITE at our site. We have our residents use their own devices. How can we ensure that other programs' residents' equipment meets the minimum requirements?** Residents who site change 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.

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