IN-TRAINING EXAM (ITE)

Seating Chart Guide

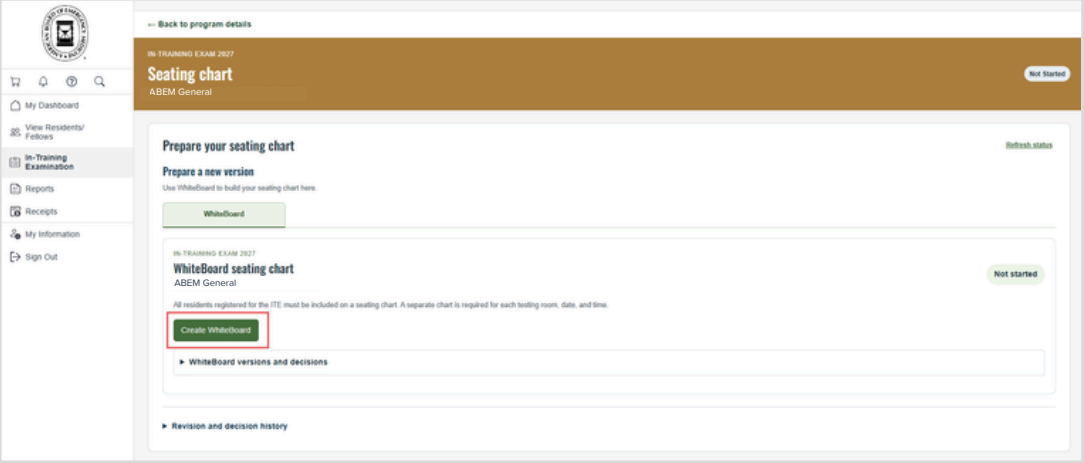
OVERVIEW

WHY ARE WE ASKING FOR A SEATING CHART?

To further strengthen the security and fairness of the In-training Exam (ITE). By making the ITE a more secure and consistent experience, we can preserve its value as a tool to gauge each resident's progress and readiness for the Qualifying Exam.

WHERE TO SUBMIT SEATING CHARTS

After registering for the ITE, programs must create and submit a seating chart directly through MyABEM using an interactive whiteboard application. Instructions for this process begin on page 3.



SEATING CHART REQUIREMENTS

All participating residency programs must submit a seating chart before and immediately after the ITE administration.

All seating charts must include:

- The full name and ABEM ID of each resident
- Each proctor's name and station
  - There must be one proctor for every 20 residents
  - An additional proctor for backup
- Proctor walking pathways
- Clear visualization that avoids clutter and identifies where residents will be taking their exam.

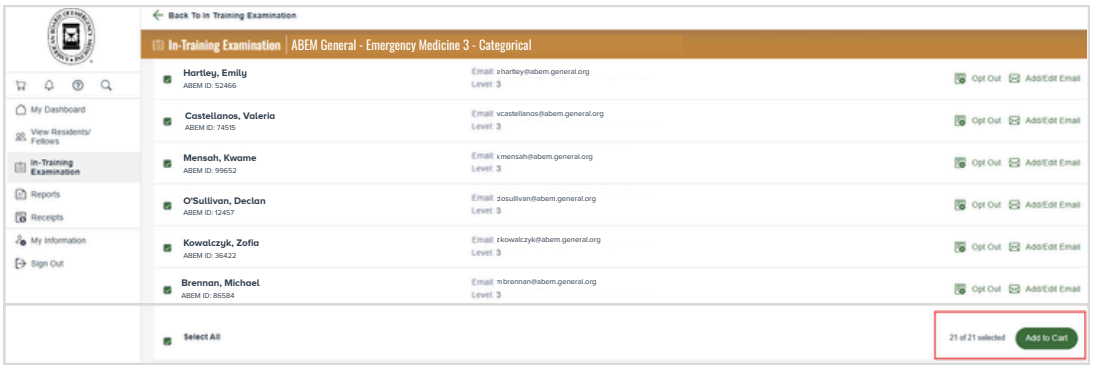
INSTRUCTIONS

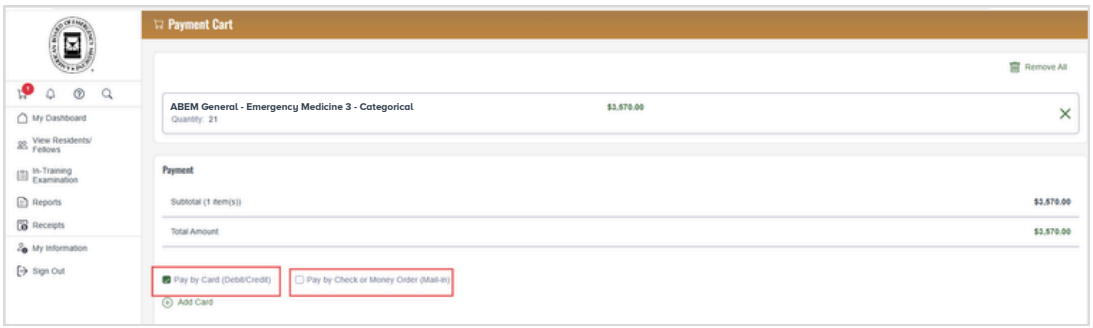
1 COMPLETE THE ITE REGISTRATION

The whiteboard application will not be accessible until the program completes Step 1. If registration is already complete, proceed to Step 2.

- Sign in to MyABEM.
- Navigate to 'In-training Examination,' then 'More Details.'
- Select the residents who will be participating in the ITE. If a resident will not be participating in the ITE, select 'Opt-Out.'
- Verify the accuracy of each resident's name and training level.
- Once all registrants are in the cart, pay by card to complete registration or select pay by check to mark the residents as invoiced. Once ABEM receives the check, staff will enter the payment to complete the registration.

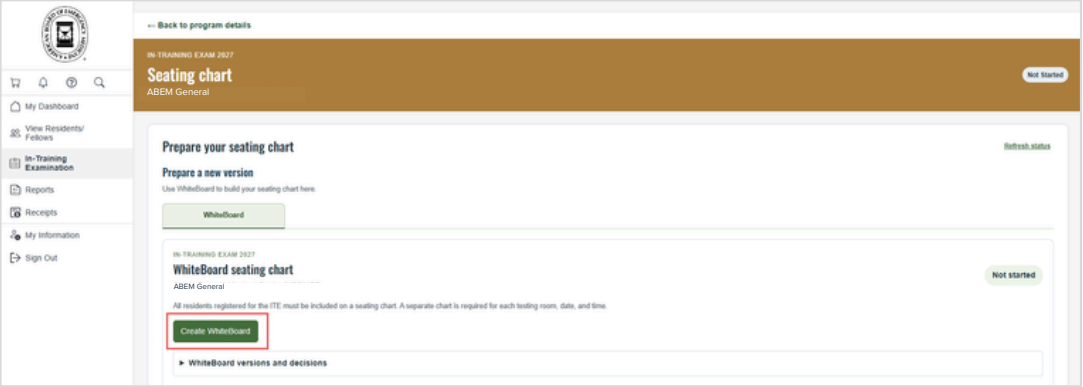






2 CREATE THE WHITEBOARD

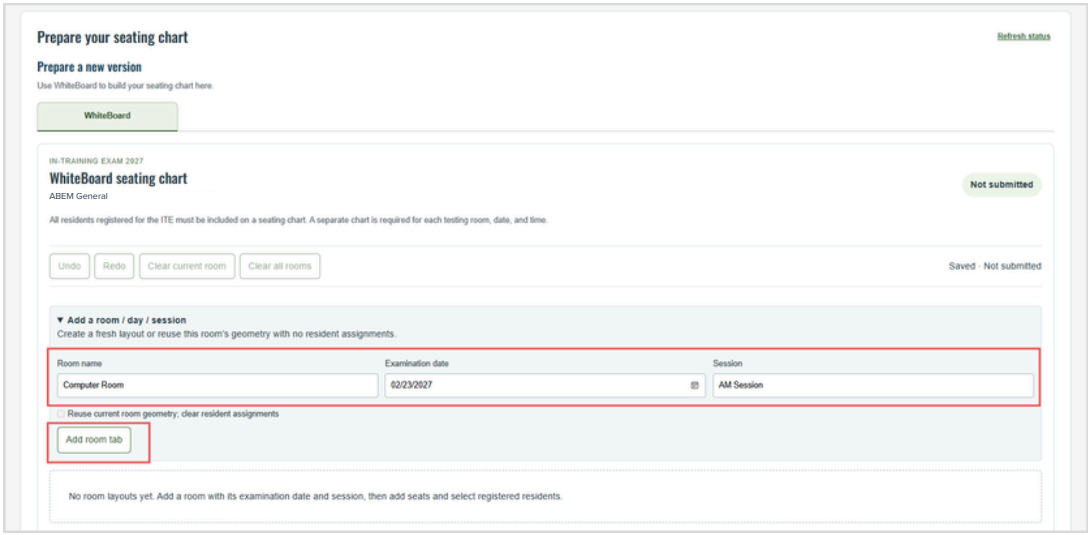
- Sign in to MyABEM.
- Navigate to the ITE registration page.
- Select ‘Manage Seating Chart’ to access the whiteboard seating chart application.
- Select ‘Create whiteboard.’



There can only be one program member with a drafted seating chart.

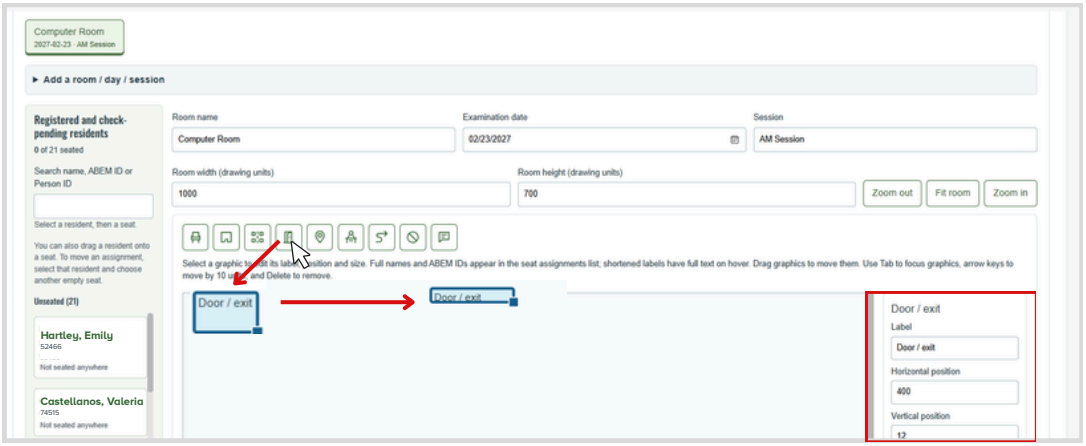
3 PREPARE THE SEATING CHART

- When prompted, enter the testing area room name, exam date, and session (i.e., AM Session and PM Session), then select ‘Add Room Tab.’
- If the program will be administering the exam on multiple days or sessions, each will require its own seating chart. Refer to Step 7 for instructions on copying the room layout.
- If the program will not administer the exam on multiple days or sessions, skip Step 7.



4 BUILD THE ROOM LAYOUT

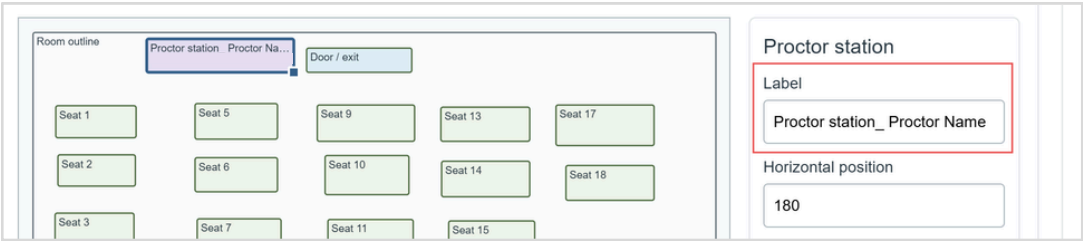
- Begin building the room layout by clicking and dragging the icons into place.
  - Each icon places its item (e.g., door, seat) in the top-left corner of the chart, where it will need to be moved and resized.
  - Item name and orientation can be changed by using the graphic edits menu on the right.

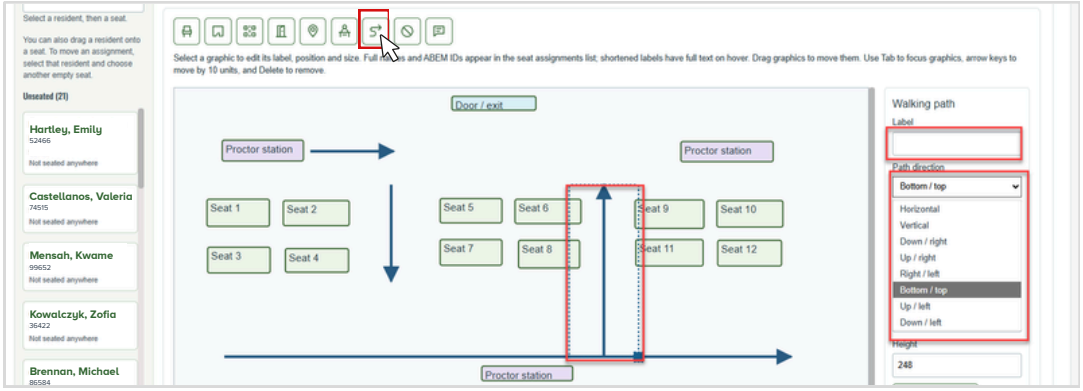


Hover over each icon to see what item it represents. A room outline is optional.

5 ADD PROCTORS AND WALKING PATHWAYS

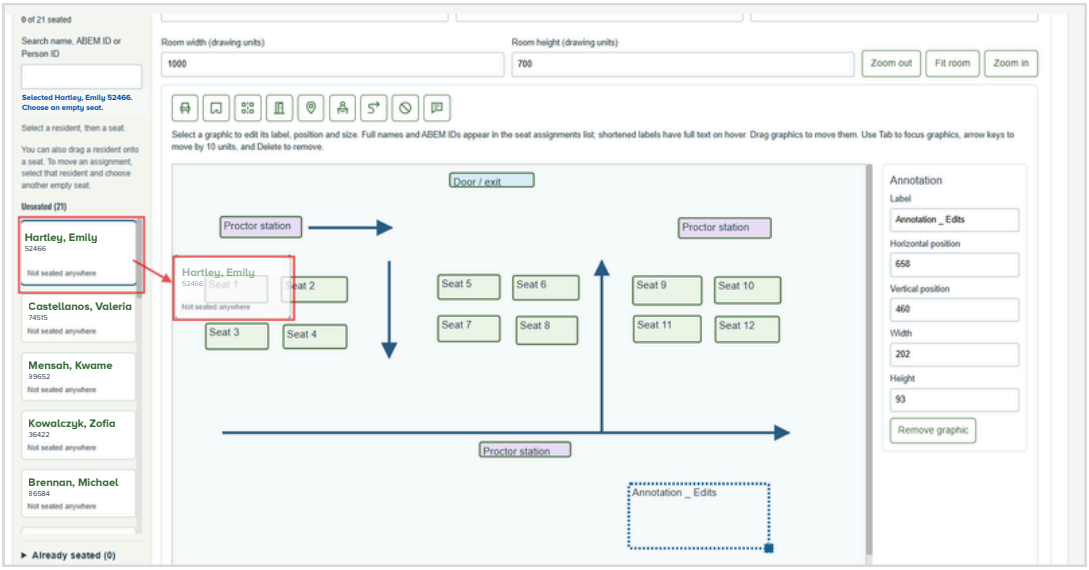
- After adding the proctor station, edit the proctor label in the right-hand menu to include the proctor's name.
  - Programs must have one proctor for every 20 residents and at least one backup proctor.
- Walking pathways that proctors will take during the exam can be added with the walkway icon and edited in the right-hand menu.





6 PLACE RESIDENTS IN SEATS

- Once the room layout is built, drag and drop registered residents from the left-side list into their assigned seat.
  - If a resident is placed incorrectly, use the drop-down seat assignments / accessible placements and select 'Remove Assignment'. The resident will be placed back in the list.

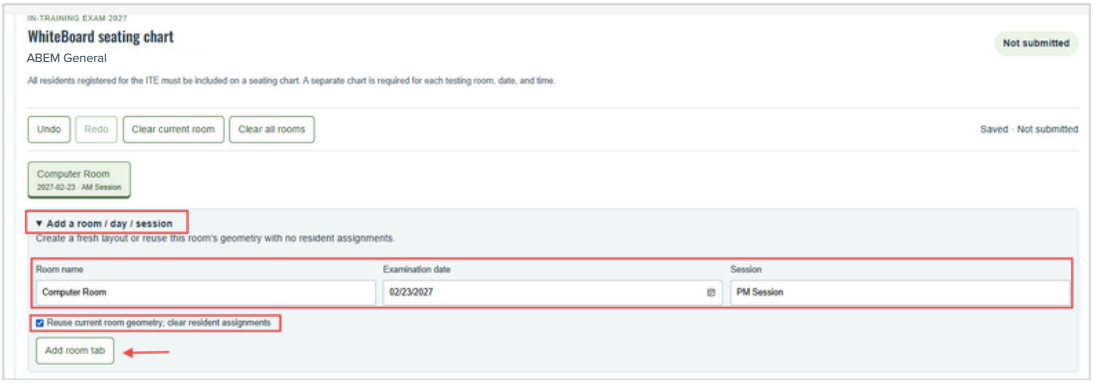




Residents can be searched for by name and ABEM ID. The Person ID will not be used.

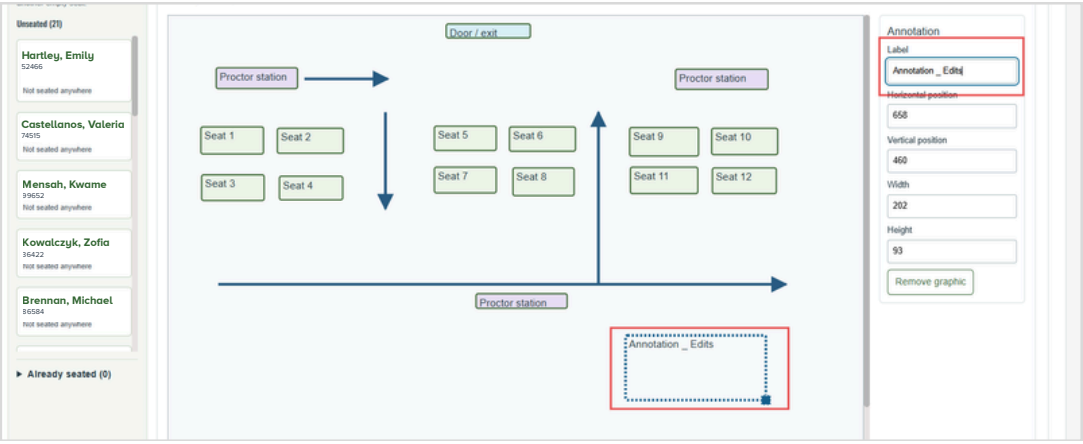
7 IF A PROGRAM HAS MULTIPLE EXAM DAYS OR SESSIONS

- If the program is administering the exam at a separate time and/or day in the same room, select 'Add a room / day / session.' (If not, skip this step.)
- Check 'Reuse current room geometry; clear resident assignments' and click 'Add Room Tab'.
- Once the room is added, continue assigning residents to their seats.



8 SUBMIT THE SEATING CHART

- Once all registered residents are seated, select 'Submit all rooms for review.'
- Select 'Confirm.'
  - The program will not be able to submit room(s) for review until all residents are seated.
- The submitter will receive an email notification of the successful submission.
- Once ABEM staff have reviewed the seating chart, a follow-up email will be sent to the submitter stating whether the chart was approved or denied, and why.



If a program needs to add an annotation before submitting, select the annotation icon and add the note in the right-hand menu label section.

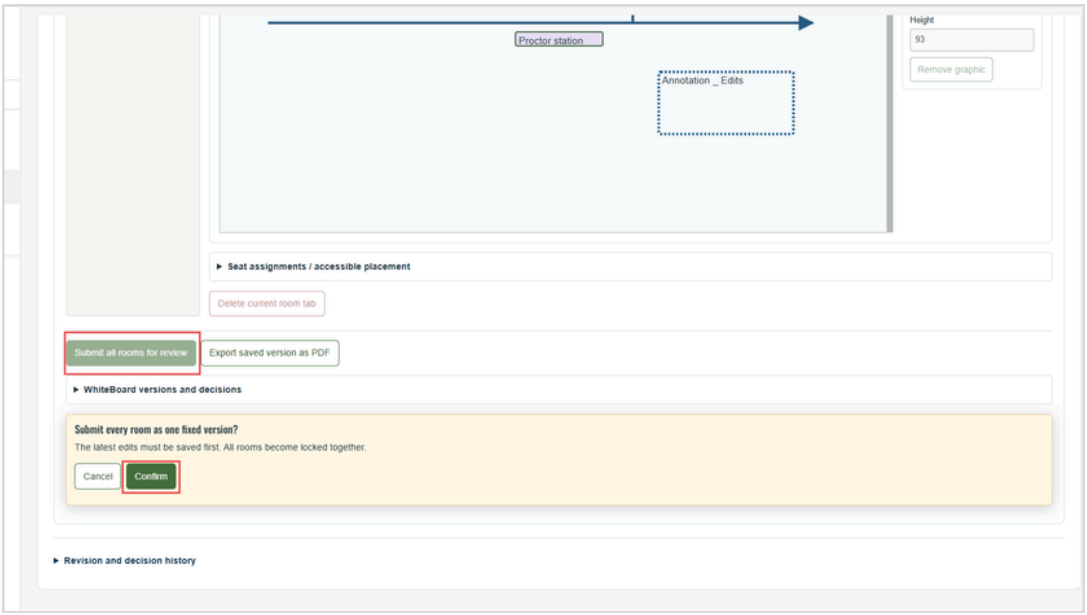


CHART APPROVAL OR DENIAL

IF THE SEATING CHART IS APPROVED

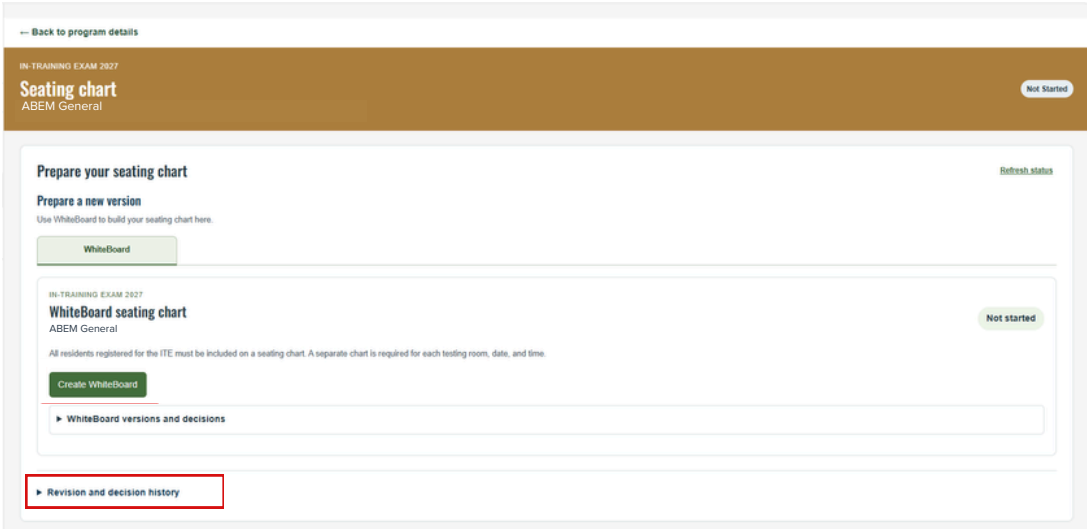
The Program will receive an approval notification email, and no further action is needed until the ITE administration has concluded. At that time, programs must complete a post-exam form confirming that no changes were made to the original seating chart or submit a revised seating chart.

Save a version of the seating chart by selecting 'Export saved version as PDF'.

SUBMITTING A REVISED CHART AFTER APPROVAL

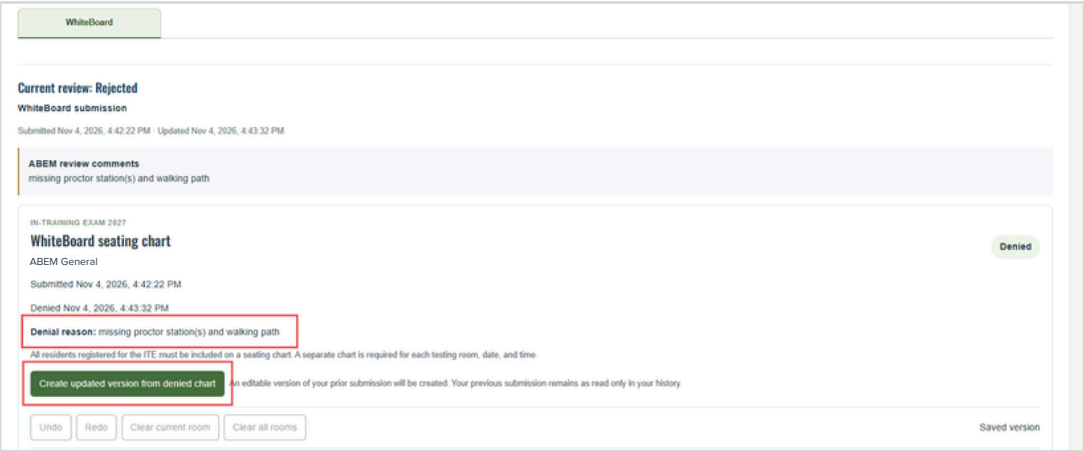
- If the seating chart changes after it has been approved, return to the whiteboard application.
  - Select 'Create updated version from approved chart'.
  - The chart will need to be submitted and reviewed again. Alternatively, the program can indicate a change on the ITE Post Exam Form after the administration is over.

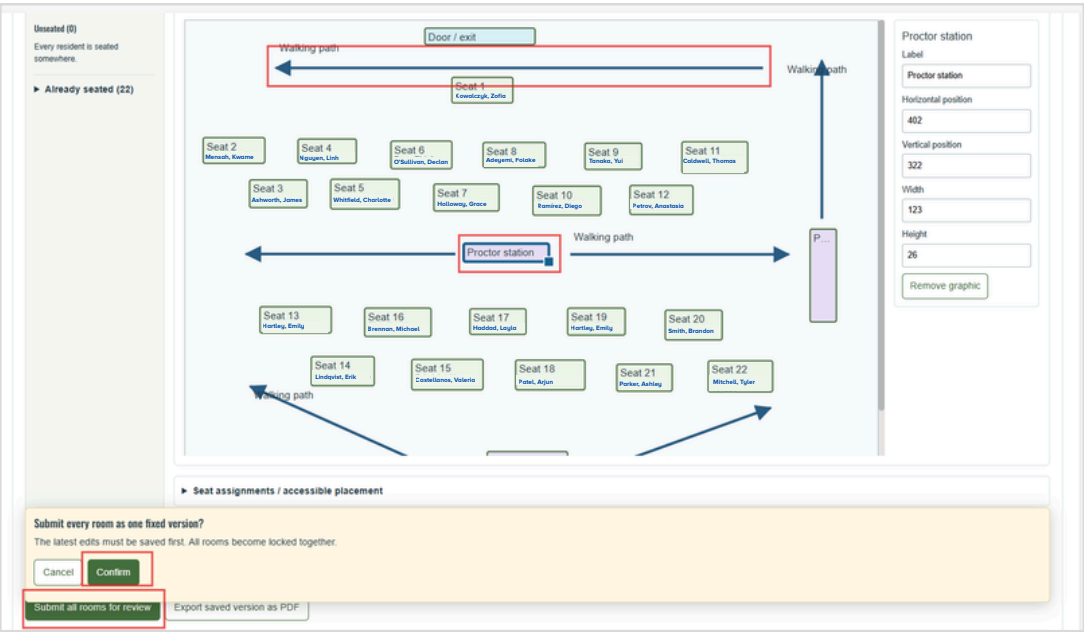
The program can view the chart revision and decision history by selecting the drop-down at the bottom of the whiteboard screen.



IF THE SEATING CHART IS DENIED

The program will receive a denial notification email and must return to the whiteboard seating chart application to review what is missing and resubmit a revised seating chart.





CONTACT US

Thank you for helping maintain the security and fairness of the In-training Exam!
If you have any questions, contact training@abem.org or call 517-332-4800, option 3.