



AMERICAN BOARD OF DERMATOLOGY

2018 ONLINE PRACTICE EXAM

INSTRUCTIONS FOR EXAM PROCTORS

The American Board of Dermatology has contracted with Pearson VUE to deliver the 2018 ONLINE Practice Exam. The exam will be administered via Pearson VUE's **ANYWHERE PROCTORED** system. This system allows dermatology programs nationwide to proctor the exam locally, at their institution. Using this system requires both proctors and candidates to complete a few simple tasks prior to exam day.

PROCTOR TASKS

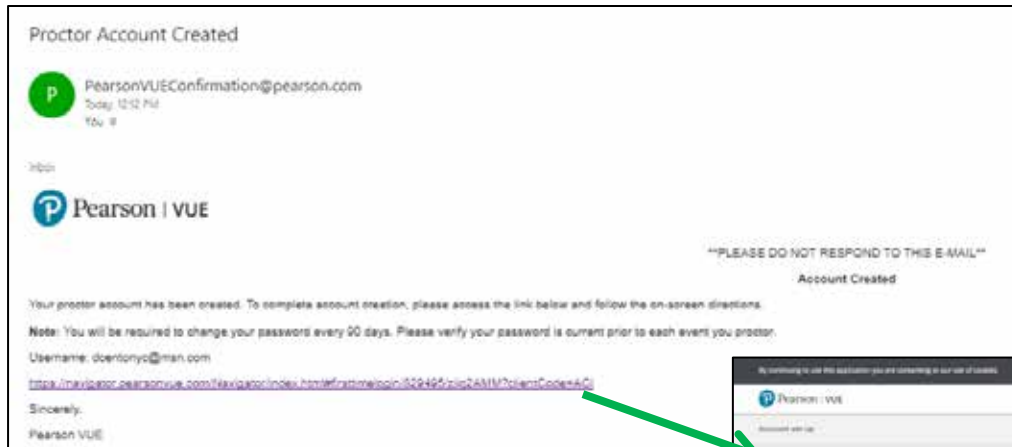
Ü	TASK	DETAILS	WHEN
1	Set up account in Pearson VUE Navigator system.	Proctors will receive an auto-generated email from PearsonVUE, with a link to set up their Navigator account. Click here for more details.	Within 7 days of receiving email.
2	Verify candidate web accounts.	All candidates must have a Pearson VUE username and password for ABD before taking an exam. Ensure ALL test takers create a web account PRIOR TO exam day.	As soon as possible, prior to exam day.
3	Confirm all computers meet the minimum technical requirements.	The minimum technical requirements are outlined here .	As soon as possible, prior to exam day.
4	Download the Secure Browser on each computer that will be used for the exam.	On exam day, candidates must launch the exam using Pearson VUE's Browser Lock secure browser. A member of your IT staff should install this secure browser on every computer before exam day. Click here for more details.	As soon as possible, prior to exam day.
5	Set up a Proctoring Event to generate an Event Code.	Proctors must generate a code for candidates to use to access the exam. Click here for more details.	On the morning of the exam.
6	Share the Event Code with the candidates	Proctors are responsible for sharing this code with the candidates when they are ready to begin the exam. Click here for more details.	Immediately before the exam.
7	Instruct candidates to register for the exam and enter the Event Code.	Proctors must advise candidates on how to complete the registration process and enter the Event Code. Click here for more details.	At the start of the exam.
8	Unlock the exam for candidates.	After candidates complete the registration process and enter the event code, the proctor must unlock their exam so they can begin. Click here for more details.	At the start of the exam.

TASK ONE: Set up account in Pearson VUE Navigator system.

WHEN: Within 7 days of receiving email from Pearson VUE.

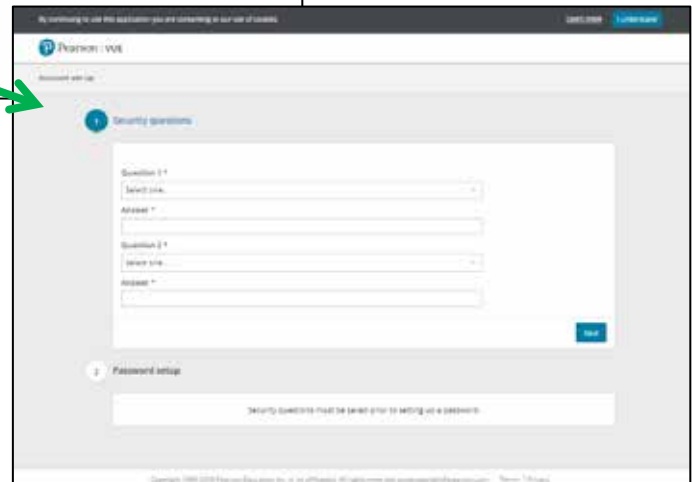
Once a proctor is set up in the Pearson VUE system, the system generates an email and sends it to the proctor. The proctor must use the link in the email to log in to Navigator within 7 days of receiving the email. The proctor must configure their security questions and set their password.

Email from the Pearson VUE system:



Click the link to access the Pearson VUE Navigator to set your password and security questions.

(Note: Email may end up in Junk mail)



TASK TWO: Verify candidate web accounts.

WHEN: Prior to exam day.

All candidates must have a Pearson VUE username and password before taking an exam. Ensure ALL test takers create a web account PRIOR TO exam day.

Candidates will receive instructions from the ABD, directing them to the Pearson VUE website where they can set up their Pearson VUE username and password. Candidates must bring their Pearson VUE user name and password to the exam.

This process of verifying the candidate web accounts simply entails messaging your candidates, asking them to confirm whether they completed this step.


**** REMIND CANDIDATES TO BRING THEIR PEARSON VUE USER NAME AND PASSWORD TO THE EXAM. ****

TASK THREE: Confirm all computers meet the minimum technical requirements.

WHEN: Prior to exam day.

As soon as possible before exam day, the IT staff at your institution must confirm that the computers for the exam meet the minimum technical specifications outlined by Pearson VUE.

Exam Delivery Machine		
Pearson strongly recommends using equipment that meets or exceeds the Recommended Specifications. The minimum requirements will change periodically based on the needs of our exam sponsors.		
	Minimum Required	Recommended Specifications
Operating System	Window 10 (32-bit and 64-bit) <i>Live Tiles disabled</i> Window 8.1 (32-bit and 64-bit) <i>Live Tiles disabled</i> Windows 7 SP1 (32-bit and 64-bit) Mac OSX 10.10 and above	
	Note: Windows Operating Systems be able to must pass Genuine Windows Validation. • Windows Vista and Windows XP are strictly prohibited for exam delivery.	
Windows Operating System Languages	Pearson VUE Browser Lock is supported on a variety of Windows OS languages and continues to expand its offering. Installation has been certified for English, German and Japanese Windows OS. More will be coming soon.	
RAM	OS specified Minimum RAM	4GB of RAM or more
Display	Minimum Resolution: 1024 x 768 in 16-bit color.	Recommended Resolution: 1920 x 1080 or higher in 32-bit color.
Internet Browser	Microsoft Edge, Internet Explorer 11, latest versions of Chrome, Firefox, and Safari for web registrations or downloading the secure browser	
Internet Connection	Broadband (DSL, cable or LAN/WAN). 1 Mbps down / 1 Mbps up	Broadband (DSL, Cable or LAN/WAN). 1 Mbps down/up or better.
	Required: For each simultaneous exam delivery beyond the first, an additional 256 kbps down/up is required.	Recommended: For each simultaneous exam delivery beyond the first, an additional 256 kbps down/up is strongly recommended.

Prohibited	
 Caution	If it is not found on the requirements below or in the Advanced Requirements list then it should be considered 'Not Supported'.
	Exam Delivery must adhere to the following restrictions
Portable Computing devices	Touch Screen Laptops, Tablets and Smartphones are strictly prohibited. Note: Examples of prohibited portable computing devices include, but are not limited to: Chromebooks, Android and iOS phones, and tablets.
Processor	Devices running Ultra Mobile Processors are strictly prohibited. This includes, but is not limited to ARM CPUs.
RAM	Less than the OS specified Minimum RAM.
Operating System	• Windows XP is strictly prohibited • Windows Vista is strictly prohibited • Windows Server Operating System strictly prohibited on the exam delivery workstations • Virtual environments are strictly prohibited for exam delivery • All Linux/Unix based Operating Systems are strictly prohibited
Display	Touch Screen monitors are not supported. Display resolution less than 1024 x 768 in 16-bit color is strictly prohibited.
Network Connection	Pearson Strongly Recommends avoiding networks configurations that involve Proxy Servers, Advanced Firewall Security Configurations and other network security measures such as but not limited to Packet Filtering or Packet Inspection.
Internet Connection	VPN connections are strongly discouraged and may result in disruption to exam delivery. SSL VPNs are strictly prohibited (e.g., Hotspot Shield). Dial-Up Internet Connections are not supported.


TASK FOUR: Download the Secure Browser on each computer that will be used for the exam.

WHEN: Prior to exam day.

Prior to exam day, the IT staff must install the PearsonVUE Browser Lock secure browser on every computer that will be used on exam day.

Install Pearson VUE Browser Lock

Any workstation that will be used to deliver a candidate exam must install the Pearson VUE Browser Lock secure web browser to launch the exam. Candidates must run the secure browser to launch the exams.

**Note** As a best practice, you should uninstall any previous versions of the Pearson VUE Browser Lock products prior to installing a newer version.

You must save any open files and close all open applications and windows prior to launching your exam. The secure browser will not launch until all open windows and some applications running as processes in the background are ended.

1. Go to <https://home.pearsonvue.com/Clients/ABD/Anywhere-Proctored.aspx>
2. Click **I am an Exam Proctor**
3. Go to Item # 3: **Start Test** and follow the instructions on the screen.
4. Repeat this process for every computer that will be used for the exam.

TASK FIVE: Create a Proctoring Event.

WHEN: On the morning of the exam.


Exams administered via Anywhere Proctor require an Event Code which you, as the proctor, must set up on the morning of the exam, before the candidates arrive.

1. Go to <https://navigator.pearsonvue.com/Navigator/authenticate/login>
2. Enter the username and password created in TASK ONE and click **Log In**.
3. Enter an Event Name in the **Create Event** section.
 - Give the event a meaningful name, such as 2018 ABD ONLINE Practice
 - Event Names must be limited to 50 characters



4. Click **Start Event**.
 - The **Event Details** page will display.
 - The event is assigned a date and time and a unique **EVENT CODE**.



- Candidates will enter this Event Code to launch the exam.
 - Event codes remain active for 24 hours.
5. Click **Return to Events List** button () at the top of the page.
 - The newly created event appears at the bottom of the **Events** page.

TASK SIX: Share the Event Code with the exam candidates.

WHEN: Immediately before the exam.

Proctors are responsible for communicating the Event Code to the candidates at the start of the exam. Possible options for communicating this code:

- Write the Event Code on a white board in the room
- Print out the Event Code on a slip of paper and hand it to the candidates when they enter the room.

TASK SEVEN: Instruct candidates to register and enter the event code to start the exam.

WHEN: At the start of the exam.

Proctors will advise candidates on how to access the exam.

If you prefer to give your candidates a printed sheet of instructions, [click here to download a single page formatted for distribution to your candidates](#). Otherwise, you may verbally guide them through the steps below.

Candidates must:

1. Double click the **Pearson VUE Browser Lock** icon on the computer's desktop.

NOTE: *This icon was previously installed by your IT staff in TASK FOUR.*



2. Enter Pearson VUE web account username and password and click **Sign In**.

NOTE: *This is the web account you asked all candidates to verify and bring to the exam in TASK TWO.*

- If candidates fail to create a web account prior to the exam, it can be done from this page.

- If candidates forget their username or password, they can click the ***I forgot my username*** or ***I forgot my password*** links on this page. The ABD does **not** have access to retrieve or reset usernames and passwords for candidates. This process must be initiated by candidates.

3. Click ***Do you have a private access code?***

NOTE: Do not click on the exam name if one appears on the screen. Proceed directly to the ***Do you have a private access code*** field.

4. Enter the following Private Access Code and click **Enter**: **2018ABDO**

NOTE: *This is generated by the ABD, for all programs to use for the exam. It differs from your unique Event Code, which will be entered by the candidates later in the process.*

5. Review the exam details and click ***Register for this Exam***.

6. Review the **My Order** screen and click ***Proceed to Checkout***.

NOTE: *There is no fee collected to take the exam, but the Pearson VUE system requires that candidates still proceed through the checkout steps.*

7. Confirm your personal information and click ***Next***.

8. Read and agree to Exam Policies and click ***Next***.

9. Click ***Submit Order***.

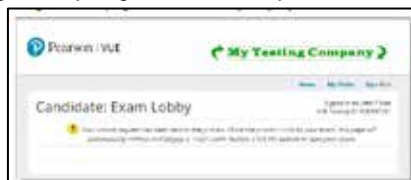
10. Click **Begin Exam**.

11. Enter the **Event Code** and click **Submit for Unlock**.

NOTE: This is the unique code you, the proctor, generated for the exam in TASK FIVE.

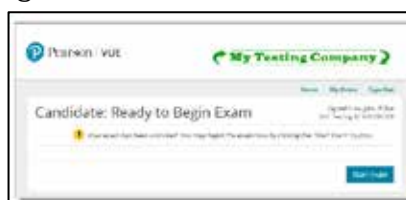
12. Wait for the proctor to unlock the exam.

- The **Exam Lobby** page displays until the proctor unlocks the exam.



- Once the exam is unlocked, within 15 seconds, the **Ready to Begin Exam** page displays.

- Click **Start Exam** to begin.



TASK EIGHT: Unlock the exam and admit the candidates.

WHEN: At the start of the exam.

Proctors have access to a portal that displays all candidates who have successfully registered and entered the Event Code. The proctor must monitor this list and unlock the exam for all candidates in the queue. This allows candidates to begin the exam.

1. Go to <https://navigator.pearsonvue.com/Navigator/authenticate/login>

2. Enter the username and password created in TASK ONE and click **Log In**.

3. Locate the Exam in the **Event List** and click **View**.



4. Click **Refresh Candidate Roster** to ensure all candidates are listed on the roster.



5. Unlock candidate exams.

- Exams can be unlocked multiple ways:

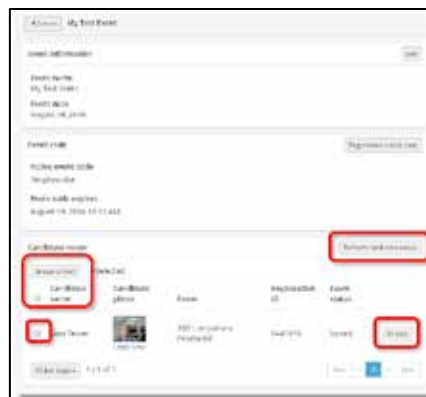
* Click the individual candidate **Unlock** button

- or -

* Click the selector box to the left of the candidate names to select individual candidates from the list.

- or -

* Click the **Select All** button and then click **Group Unlock**.



6. A confirmation page appears when the exams have been unlocked.

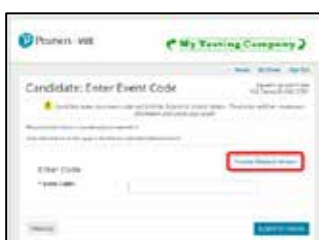
- The candidate screen will switch from the **Exam Lobby** to the **Ready for the Exam** page within 15 seconds.

- The candidate will click **Start Exam** to begin.

**** If the proctor has problems unlocking exams, an alternate method is outlined below ****

OPTIONAL: Alternate Method for Unlocking Exams

If proctors encounter difficulties while unlocking exams through the steps above, exams may be manually unlocked by the proctor using the candidate website. A proctor can unlock an exam directly on the candidate's computer from the **Enter Event Code** page.



1. Start at the candidate's **Enter Event Code** page.

2. Click **Proctor Manual Unlock**.

3. Enter your Proctor username and password. This is the username and password you set up in TASK ONE.

4. Click **Unlock Exam**.

- Ensure the candidate is ready to start the exam. It will begin immediately.