



AMERICAN BOARD OF DERMATOLOGY

CERTIFYING EXAMINATION PROCTOR'S MANUAL

The information in this guide is taken from the ABD's official proctor's manual, used during the administration of the Certification Exam in Tampa, FL. It is provided to offer candidates insight into the exam-day process. If you have any questions concerning the information in this guide, please contact the ABD office.

DISCLAIMER: This guide was assembled from the 2014 proctor's manual, so the question types, number of questions and section start and end times may vary from year to year.

AMERICAN BOARD OF DERMATOLOGY CERTIFYING EXAMINATION

SECTION 1

7:15 – 7:35 AM Computer Login, Tutorial

7:35 – 9:15 AM Section 1 (102 questions)
(~1 minute per question)

9:15 – 9:25 AM *Break*

SECTION 2

9:25 – 9:38 AM Candidate Seating, Computer Login, Instructions

9:38 – 10:23 AM Examination in Dermatopathology (Tray A)
(45 minutes per 18 slides – 2.5 Min per slide)

10:23 – 10:25 AM *Two minute break to pass DP slide trays across the aisle*

10:25 – 11:10 AM Examination in Dermatopathology (Tray B)
(45 minutes per 18 slides – 2.5 Min per slide)

11:10 – 12:00 PM Examination in Virtual Dermatopathology
(10 images – 5 minutes per image)

12:00 – 1:00 PM *Lunch*

SECTION 3

1:00 – 1:10 PM Candidate Seating, Computer Login

1:10 – 2:50 PM Section 3 (101 questions)
(~1 minute per question)

2:50 – 3:00 PM *Break*

SECTION 4

3:00 – 3:10 PM Candidate Seating, Computer Login

3:10 – 4:50 PM Section 4 (101 questions)
(~1 minute per question)

4:50 PM *Dismissal*

DERMATOLOGY PROCTOR'S MANUAL: 2014 EXAM

ADMISSION OF CANDIDATES

Please find your assigned seat. Row A is on your left as you enter the room. Row W is the last row on the right.

The Directors of the American Board of Dermatology welcome you to the 82nd Certifying Examination. My name is (____) and I am (____) of the Board. The professional proctors whom you see around the room are provided by the American Board of Pathology and are here both to proctor and to assist you if the need arises. (____) is the chief proctor.

Please note there is a white sheet of 'scratch paper' on your desk. Your name, ABD ID number, and seat number are located on this sheet. Take a moment to be sure you are in the correct seat.

Be sure your cellphones are turned off. Any cellphones in this room should be stored in the entryway, and should be off.

BATHROOM BREAK

There is a bathroom break between sections of the exam. If you need to go to the restroom while the exam is in progress, you will be given a card by the proctor to take with you. There is one card for men and one for women, because only one person at a time of each gender is permitted in the restroom. You may not take any items with you that could contain notes, for example, cellphones. Restrooms are located outside the door to the right. Please be as quiet as possible if you do leave. Also, take into consideration that this is a timed exam and the timer keeps running while you are on bathroom break.

DESK / WORKSTATION

The only personal items permitted at the workstations are eyeglasses and jackets or sweaters. There should be only five items on your desk – a microscope, a focus slide, your white sheet of "scratch paper", a pen, and a box of wipes that may be used to clean the slides. You may use the scratch paper on your desk to make notes, but the paper must be left on your desk and will be collected this afternoon at the end of the examination. If you would like to use earplugs, they are available at the front of the room.

The monitors and font size are preset. You may not adjust your monitor or change the font size. However, you can enlarge images on the screen by clicking on them. To return to the question after enlarging the image, click "close window".

LOG ON AND LOG OFF

The exam is divided into a practice tutorial and 4 sections, 2 in the morning and 2 in the afternoon. There is a timer on the computer monitor that gives you the time remaining for that section. There is also a clock on the wall.

To log on, you will need three things - a user ID, password, and a test ID. Your scratch sheet lists your user ID and password, and those are going to be the same for each section of the exam. The User ID is your ABD ID number, without the leading "zero", that is located below your name on the scratch sheet. The password is the first four letters of your last name, excluding any characters – that is, no hyphens or apostrophes. The test ID is unique for each section of the exam and will be announced at the beginning of each section, at which point you must log on and begin the exam.

There are two mechanisms for logging out of a section, both of which save your answers and both of which permanently log you out of the section. One is expiration of the time allotted for the section. The other is clicking the "quit" button. Do not click the "quit" button until you have completed the section and are sure you do not want to go back and review your answers. You should not click the "quit" button if you are simply getting up for a bathroom break during the examination.

PRACTICE TUTORIAL

When you log on to the practice tutorial, you will first see 5 attestation questions to affirm your agreement with the ABD's honor code. After successfully answering those questions, you will be brought to the tutorial. When everyone has completed the practice tutorial, I will give you instructions for section 1. Enter your user ID, password, and Test ID, which for the practice tutorial is "test", and begin. [Note: The logons are not case sensitive.]

SECTION 1

There are 102 questions in Section 1. You will have one hour and forty minutes to complete the section, which is approximately one minute per question. The first 89 items are of the one-best-answer-of-five-options type. At the end of the section, there are three sets of matching items consisting of four to five questions each. There is a 10-minute break following this section.

If you complete the section prior to the time limit, you may leave the testing center, but please do so very quietly and return at 9:25 AM for the next session.

On behalf of your training programs and the American Board of Dermatology, we want to express our appreciation for your hard work and countless hours of study. Congratulations on successfully completing an accredited residency in dermatology. We wish you well in your career and good luck on this examination.

Enter your User ID and Password. The "Test ID" for this section is "_____".

SECTION 2 EXAMINATION IN DERMATOPATHOLOGY

Please take your assigned seats, but do not open the slide trays on your desks. Take a moment to adjust your chairs. Phone books are available at the front of the room if you need additional height adjustment. Turn on your microscopes and adjust your eyepieces, using the focus slide. You may use the sliding stage on the microscope, or you may move it back and to one side to move the slides by hand. The objectives on these microscopes are 4, 10, and 40x. You will not need a 100x objective in this exam.

There are 36 glass slides and 10 virtual dermatopathology items in this section. Glass slides 1-18 are in tray A, and slides 19-36 are in tray B. You should have only one of these trays at your desk. Half of you will start with tray A, and the other half with tray B. You will have forty-five minutes to complete the 18 slides in the tray at your desk. This is an average of 2 ½ minutes per slides. After 45 minutes has elapsed, you will exchange trays as directed by the proctor and will then have forty-five minutes to complete the other tray. Following the evaluation of the glass slides, you will have fifty minutes to complete the 10 virtual dermatopathology items. This is an average of 5 minutes per item. **Do not log out until you have completed both trays and the virtual dermatopathology items.**

Those of you starting with tray "B" will begin with question and slide #19. Always be sure that the number on the slide matches the number of the question on your computer screen. After you complete the 18 slides in the tray on your desk **and** the allotted 45 minutes has elapsed, you will exchange trays as instructed by the proctor. I will announce when you have 5 minutes remaining for each tray. Once you have completed a tray, you cannot go back and look at the previous set of slides.

If you complete the first tray prior to the time limit, you will still have to wait until 45 minutes has elapsed before you can exchange trays. **It is important that you not click "quit" at this point.** Clicking "quit" will log you out of the entire section.

If you complete the **second** tray prior to the time limit, you may go directly to the virtual dermatopathology items. The virtual dermatopathology portion of the examination consists of 10 images of microscopic slides loaded on your computer. The virtual examination requires that you move slowly and deliberately through the slides. As you move to each question, you must wait for the screen to paint before clicking on the mouse. While the screen is painting, the thumbnail view may momentarily display "loading" or "updating", indicating that you should refrain from clicking. This section will be graded and will contribute to your final examination score. After completing this portion of the examination, you may leave the testing center but please do so quietly and return at 1:00 PM.

When you leave the room, leave the scratch paper on your desk but please bring the tray of microscopic slides to the front of the room.

REMEMBER:

- Be sure the number on the glass slide matches the number of the question on your screen.
- After completing the second tray, you may proceed directly to the virtual dermatopathology items.
- Do not log out until you complete both trays and the virtual dermatopathology items.

Enter your User ID and Password, and the Test ID for the dermatopathology section, which is " ____".

SECTION 3

You will have one hour and forty minutes to complete the 101 questions in this portion of the examination. There are 88 questions of the one-best-answer-of-five type, followed by three sets of matching items consisting of three to five questions each. After this portion of the test you will have a ten-minute break. Please return at 3:00 pm.

Enter your User ID, Password, and Test ID, which is " ____".

SECTION 4

You will have one hour and forty minutes to complete the 101 questions in this section. The last 6 questions of this section have "negative" stems. That is, the question will ask "which of the following is NOT" or "which of the following is LEAST". For those questions, the negative word will be in all capital letters for emphasis. Upon completing this last portion of the examination, leave the pen and wipes on the desk but please hand your scratch paper to the Proctor at the door upon exiting the room. Please, if you finish early, leave very quietly.

The results of the examination will be placed in your Personal Profile on the ABD website in approximately 8 to 10 weeks. You will be notified by e-mail when the results have been posted. You

may also look for an announcement on the ABD's website or Facebook page. It will be very much appreciated if you do not call the ABD office to inquire about when the results will be available.

The ABD wishes you good luck on the exam and in your careers, and safe travels home. The Test ID for this section is " _____".