American Board of Pediatrics
Chief Proctor’s Guide to Internet-Based Testing
2017 General Pediatrics In-Training Examination

July 12-19, 2017
Appendix

Post Administration

Technical Support and Troubleshooting

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Introduction

The American Board of Pediatrics (ABP) has offered the In-Training Examination (ITE) annually since 1971 to pediatric trainees in the US and Canadian programs as a service to residents and program directors. The ITE is a 3-hour Internet-based exam consisting of approximately 150 multiple-choice questions. The ITE is administered on designated days in July.

The purpose of the ITE is:
1. To enable residents to assess strengths and weaknesses in general pediatric knowledge at the time of the exam
2. To assess progress from year to year
3. To compare performance with national peer groups

In addition, program directors can use results from the ITE to provide counseling and remediation to residents. Directors can also accumulate and analyze results over several years to evaluate the quality of training their program has provided.

Because the ITE is designed as an abbreviated version of a certifying exam and is based on the same content outline, it allows residents to familiarize themselves with ABP exams, and to some extent predict their performance on a subsequent certifying exam.

Program directors should not use the ITE as the sole means of determining if a resident has satisfactorily completed a year of training. Also, the ABP strongly discourages program directors and residents from providing ITE test results as part of the fellowship application process. Using the exam for purposes other than self-assessment (either individual or program) constitutes a misuse of the scores and compromises the validity and meaningfulness of the results. It is recommended that program directors explain this philosophy and the proposed use of ITE results to residents who will take the ITE.

About the Exam

The 3-hour ITE should only be administered to residents who are currently in training. It is the sole responsibility of the program director to serve as the Chief Proctor, unless this responsibility is delegated. The Chief Proctor is responsible for administering the examination using the specified requirements and is responsible for its security. The ABP will monitor the administration of the examination over the Internet as it takes place and will perform post-examination security analyses of the data to ensure that no irregularities occur.

The administration of the ITE may begin on July 12, 2017, at 12:00 AM EDT. All residents must complete their examination no later than July 19, 2017, at 11:59 PM EDT. The online system and the Secure Browser will not allow any examinations to be delivered outside of the established administration dates. The Secure Browser will not allow the examinee to leave the testing system without completely closing the browser.

Residents should allot up to four hours for the examination session. This includes time for seating residents, entering biographical information online, completing a tutorial, taking the examination items, and a short post-examination survey. Residents are expected to complete the examination during one session.

Residents will be asked to provide the following information at the start of the exam administration and it is important that this information is accurate, as discrepancies will delay the reconciliation and scoring processes. This information is used to create the official ABP record for the resident for the tracking of their training in order to apply for future certifying examinations.

- Formal names should be used, i.e., the names they wish to be used in the ABP’s records.
- Last four digits of their government ID and select whether SSN or SIN. Residents who have not yet received a government ID should use 0000.
- Residents should select their current training level at the time of the exam, i.e., PL-1, PL-2, PL-3, PL-4.
- Residents should select their current training area, i.e., categorical pediatrics, medicine-pediatrics, other combined training.
Pre-Administration

Proctor Roles and Responsibilities

The proctor, designated by the ABP, is completely responsible for conducting and handling the ITE in strict compliance with the regulations outlined in this guide. The proctor is responsible for maintaining the complete security of the examination material at all times. Chief residents who are taking the ITE, as well as other current trainees, are not to proctor the ITE.

The program should identify one proctor as the point of contact with the ABP. This person should send the final email containing all rosters and seating diagrams to the ABP after the close of the testing window. This person should also be available after testing to answer any questions the ABP may have about the administration.

If, because of illness or an emergency, the proctor is unable to administer the examination, supervision of the examination should be delegated to a responsible individual with qualifications similar to those of the proctor. The name of the current proctor displaying in the Program Portal should be modified to display the new designee’s name.

How to Assign Proctors

Program directors or program coordinators who have been given privileges to order ITE may update the proctor’s list in the ABP Program Portal at olt.abp.org under the menu “In-Training Exam/Update Proctor.” Please click ‘Add’ to provide the names of the individuals proctoring ITE. The names of all proctors must be reported to the ABP. Proctors must accept the ABP Proctor Agreement before proctoring an examination session. Modifications to proctor designations may be submitted throughout the examination week.

Proctors agree to:

1. Assume all proctor’s responsibilities outlined in the Proctor’s Guide.
2. Ensure every examinee is tested under a uniform set of prescribed conditions for a standardized test environment.
3. Monitor and document irregular testing behavior during the examination administration.
4. Complete and return to the ABP seating diagrams for each examination session after the testing window closes.
5. Not permit anyone, except for bona fide candidates at the sanctioned time and location, to read the ABP examination questions unless specifically authorized by ABP Examination Administration. The proctor must not reveal the nature or content of any question appearing on the ABP examination, or any examination procedures, to any individual or entity, and agree to report to the ABP any solicitations or disclosures of which the proctor becomes aware. Proctors must acknowledge that the examination is owned and copyrighted by the ABP and that the examination questions are confidential and subject to ownership right protection under the law. Proctors must agree to cooperate with any security briefing, interview, or investigation conducted by the ABP.
6. We strongly encourage proctors to arrange access to an onsite technical resource during the ITE administration.

Welcome Email (Late-June)

Each proctor who has agreed to the terms for proctoring will receive a Welcome Email during the month of June (see sample). The email will include a unique Proctor ID and password necessary for accessing the online system, Program Workshop.
After you receive the email, complete the following steps:

1. Go to [http://pedsite.starttest.com](http://pedsite.starttest.com)
2. Enter your username and password in the Proctor Login box on the right side of the screen. Then click “Submit.”

Once logged in, the proctor will find a table with a list of registration ID numbers on the right; these registration ID numbers can be used only once and are assigned by the proctor to residents at the time of their exam session. Click the “Print” button on the top right side of the screen to generate a hard copy of the list of registration ID numbers. The test name, “PEDI-ITE” will also be displayed along with the list of registration ID numbers.

**IMPORTANT TO NOTE:** The names of your residents are not displayed initially. As proctor, you will assign a registration ID number to each resident and initiate their sign on to the exam site. When you log on to the Program Workshop, after initiating the exams for your residents, your list of registration ID numbers will become populated with the names of the residents who have begun and/or completed their examination. This list of names with the associated used registration ID numbers will assist you in assigning available registration ID numbers to residents testing at later times.

**Systems Check (2 to 5 days before administration)**

A Systems Check should be completed on each computer to be used for the ITE 2 to 5 days before the ITE administration. Residents using their personal laptop should be instructed to complete the System Check 2 to 5 days before the test date. The System Check determines Internet bandwidth to and from the servers at the time the check is run. You may see fluctuations in connection speeds and concurrent users due to the amount of Internet activity at your location. The numbers displayed may not accurately reflect bandwidth as reported by your Internet Service Provider (ISP). Please contact Technical Support for additional assistance. For best results, run the System Check at the time of day you plan on testing and on the same network:

2. Click “Run System Check” on the left side of the screen.
3. Complete the following fields on the next screen:
   a. Your Location – enter your Program Name
   b. Your Name – enter your first and last name
   c. Lab Name/Room Number – leave blank
   d. Station Number – leave blank
4. Click “Run System Check” option in the green box.

The System Check will process in 30 to 60 seconds and determine if your computer meets the correct specifications. If the System Check is successful, a message will be displayed noting that your computer meets the requirements to deliver the ITE. If successful, please click the Home option on the right side of the screen to return to the Administrator Login Page.
If the Systems Check fails, the screen will prompt you to fix the problem. Please contact Tech Support at 1- 800-514-8494 if you are unable to resolve the technical issue.

What to Communicate to Residents Before Administration

1. Residents are not permitted to bring cell phones, pagers or other electronic devices into the examination room.
2. Residents are not permitted to bring scratch paper or access unauthorized materials during the examination.
3. Residents using personal devices must perform the systems check 2 to 5 days before the examination.
   a. Distribute the appropriate ITE Resident Instructions to each examinee. There are two versions; for iPad users and non-iPad users.
   b. At least 2 to 5 days before the administration, residents must complete the systems check on their personal device.
   c. Additional paper copies of the instructions should be provided to each resident at the start of the exam, according to the device used. The reverse of the instructions may be used as scratch paper during the exam. Please have a supply of pencils available.
4. Residents will be required to provide the following information:
   a. Formal name; the name used on their picture ID
   b. Last four digits of their government ID and select whether SSN or SIN. Residents who have not yet received a government ID should use 0000.
   c. Their current training level at the time of the exam, i.e., PL-1, PL-2, PL-3, PL-4
   d. Their current training area, i.e., categorical pediatrics, medicine-pediatrics, other combined training
5. Residents must agree to the ABP’s Honor Code and the Exam Day Agreement, which will be displayed on the screen before the exam questions.

Examination Day

Before Exam Begins
1. Allow at least 30 minutes prior to the examination to check in and seat examinees. You may wish to adjust this time based on the number of residents at your program. Program Directors at some institutions may wish to administer multiple examination sessions if test room space is limited.
2. At least one proctor is required to bring a computer to each session to access all forms that are to be completed for each ITE administration testing session.
3. Issue one registration ID to each resident. If an ID is inadvertently issued to more than one resident, an error message regarding date of birth will appear. Reassign an unused registration ID.
4. An additional systems check should be completed prior to starting the examination. Please refer to the instructions in the “Pre-Administration” section of this document for more information.
5. Distribute ITE Resident Instructions to residents using personal devices. Ensure that the resident performs the systems check.

Installing the Secure Browser (Desktop and laptop users only)

Note: For residents testing on an iPad, the features of the Secure Browser are built into the application and they should not follow the steps below. Please refer to steps 1 through 5 on the ITE Resident Instructions for the iPad sheet for more information. The Secure Browser blocks all other activity on a workstation, restricting resident access to the In-Training Examination. The Secure Browser will not allow the examinee to leave the testing system without completely closing the browser.

Please arrive at the designated examination area with enough time to launch the Secure Browser on each workstation that will administer the ITE. If testing in a computer lab, launch the browsers before residents arrive. If residents are using their personal laptops, launch the browsers when the residents arrive. Complete the following steps to download and install the Secure Browser:

1. Navigate to http://pedsite.starttest.com and click the “Secure Browser” option on the left side of the screen.
2. Read the Overview text and click the “Download ITE Secure Browser” option.
3. After clicking “Download ITE Secure Browser,” click the option to save the file.
4. Locate the saved ITESecureBrowser.exe file and click Run.

Enter your Proctor ID and password on the sign-in page and the Examinee Login screen will open. You should leave the Examinee Login screen open on each screen until everyone has been seated.
Starting the Examination

Reference your program roster and provide a Registration ID to each resident. The proctor may write the resident’s Registration ID on his/her ITE Resident Instructions sheet. When all residents have been seated, ask that they verify that the Examinee Login screen is displayed on their workstations. When you are ready to start the examination, you will instruct the residents to enter their Registration ID and click “Submit.”

During the Examination

Examination Breaks

There are no scheduled breaks during the ITE. If a resident chooses to leave the test room temporarily, the resident must click the “Privacy” button at the bottom of the screen. This will cause another screen to appear that will block others from viewing the resident’s test item. The examination time will continue to run while the Privacy screen is active.

See Supervising the Examination for actions to take if residents take numerous breaks.

Test Accommodations for Documented Disabilities under the Americans With Disabilities Act Amendments Act

Additional Time for Testing

Program directors have discretion to allow additional test time, (either time-and-a-half or double time) for residents with disabilities. Approval is not required by the ABP, and the ABP does not need to be informed if the resident was given extended time. However, note that the ABP will conduct an independent review of a request for test accommodations for certifying examinations at the time the resident submits the application for certification. Residents given extended testing time for the ITE should understand that accommodations granted by the training institution are not guaranteed for certifying examinations.

BEFORE THE RESIDENT BEGINS THE EXAM, complete the following steps to extend his/her test by time-and-a-half or double testing time:

1. When the resident navigates to the “Overview of Examination” page, click the words “Examination (3 hours)” on the second row of the table.
2. A screen will appear prompting you to enter a password. Type “PEDS2017ITE” into the box on screen.
3. After entering the password, you may select Time-and-a Half or Double Time for the resident.
4. The additional time will be reflected in the Examination Time Remaining in the upper left corner of the screen after the tutorial is completed.

Supervising the Examination

After the ITE Resident Instructions are distributed and the exam is launched, no additional materials or devices should be accessed. It is the responsibility of the proctor to maintain a secure environment by ensuring that:

1. The test room is never unattended.
2. Residents are not experiencing technical difficulties.
3. Proctors do not assist residents with examination questions or answers.
4. Proctors are continually monitoring the exam environment for irregular testing behavior.
5. If there is inappropriate testing behavior (ie, copying or transmitting items, including using a thumb drive, communicating with others in any manner, accessing prohibited items such as electronic devices and unauthorized materials) it is properly documented.
6. Residents taking unnecessary multiple or extended breaks are monitored.
7. No one takes scratch paper or any other materials out of the testing room before or after the test is over (other than the belongings secured before the exam).
8. No one tampers with the computers or other electronics.
Irregularities

If you observe any irregularities during testing that appear to compromise the security of the examination, you are responsible for reporting incidents using the Test Security Incident Summary form found in Program Workshop under ITE Proctor Materials. (NOTE: If the irregularity does NOT constitute a security breach, document it by using the Report of Test Administration form instead, also found in the Program Workshop under ITE Program Materials).

If an examinee is suspected of giving or receiving assistance during the test, do the following:

1. Allow the examinee to continue the examination session.
2. Have the observation confirmed by you and at least one assistant proctor.
3. Fill out a Test Security Incident Summary. Include the following information:
   a. The name and number of your training program
   b. The date and time when the incident was observed
   c. A description of the incident
   d. The identity of all impacted examinees. Include their names and registration ID numbers. Include a diagram of the precise seating arrangements and spacing at the time of the incident, identifying by position the suspected examinee and all others adjacent to that examinee at the time of the suspected incident. If any impacted examinee listed is believed to be innocent, that information should be given.
   e. The identity and signatures of the individuals making the observations. Send this information to the ABP immediately after the incident. The data will be analyzed and appropriate action will be taken.

Seating Diagrams

As part of our test security measures, all programs are required to complete a diagram to record the exact seat assignment of each resident, for each test administration. You must complete and return to the ABP a chart of the configuration of the seating for each test session. We recommend that you provide as much space between the residents as the physical layout of the examination room will allow.

If the seating diagram provided does not accurately reflect the testing environment, please include additional documentation concerning the layout.

Possible options for documenting seating assignments include:

- Photos of the EMPTY test space showing resident seating assignments. It is important that you do NOT include pictures of the residents!
- Pre-printed line diagrams of computer labs showing resident seating assignments (sample included in this document).
- Sketches of the room layout showing resident seating assignments (sample included in this document).

1. Include the program name and number on every seating chart, as well as on any attachments.
2. Make sure that the name on the seating chart matches the name on the roster. For example, use the resident’s maiden name, not married name, if that is what is on the roster. Avoid nicknames unless the resident is identified by the nickname on the roster and in the resident’s ABP record.
3. Indicate both the resident’s unique registration ID number and name on the seating chart.
4. Indicate the correct date and time on each seating chart. Each test session must be identified by date and time.
5. Verify the correctness and completeness of the seating chart information. For example, if seats were pre-assigned but the resident does not test, be sure to remove him/her from that session’s chart.
6. Send the completed charts in ONE BATCH at the end of testing. Hold all seating charts and rosters until the end of the test window. The person who has been designated as the single point of contact with the ABP should gather all seating diagrams, rosters, and any other information and send it all at once to the ABP at ite@abpersds.org in a zipped file. The subject line of the email should include your program number, program name, and the words “Seating Charts” (e.g., “Program 99999, X University School of Medicine Seating Charts”). EXCEPTION: In the event of a test security incident, it should be reported as soon as possible and all relevant documentation, including seating charts, should be sent to the ABP.

Technical Support and Troubleshooting

We strongly encourage you to have access to an onsite technical resource available during the ITE administration. In the event of local network issues or problems specific to your program, your onsite resource can quickly help troubleshoot and resolve problems. If you or one of the residents experience technical difficulties with the test delivery system, please
contact our vendor’s Technical Support at 1-800-514-8494. Before calling Technical Support, please review “Technical Support – Troubleshooting Tips” at the end of this document.

For non-technical support or policy questions, please contact the ABP at 919-929-0461 or ite@abpeds.org.

**Technical Issues – Troubleshooting Tips**

*Error message appears saying date of birth does not match.*

If an ID is inadvertently issued to more than one resident, an error message regarding date of birth will appear. Reassign an unused registration ID.

"Page not found" message appears when trying to access the test.

"Page not found" errors can result from a number of different problems. Use the following checklist to try to resolve this problem.

1. Check to see if you can access other sites over the Internet to verify that your Internet connection is functioning properly.
2. Check to make sure that your operating system and Internet browser meet the minimum system requirements.
3. Check to make sure that cookies are enabled on your system.
4. Check to make sure that your browser caching settings automatically check for a new version of a page every time you visit a page as described below (see “Only the first page of questions is displayed”).
5. Check to make sure that your anti-virus and firewall systems are configured to allow inbound and outbound traffic from the starttest.com sites (you may need assistance from your institution’s technical support group to check these settings).
6. If you have checked all of these possible issues and you still receive the “Page not found” error, you will need to contact your institution’s technical support for further assistance.

*Test is locking up or freezing.*

If anti-virus or firewall software are installed on the machine, it may be interfering with the test delivery. This software may be a stand-alone application such as Norton or may be part of your browser. Most of these packages allow you to configure them to allow access to sites you approve as safe. Please refer to the help component of your anti-virus or firewall software for further assistance.

*Test is slow.*

If there is a fast Internet connection and questions are taking more than five seconds to load, verify that there are no performance problems connecting to other sites. If you believe there is a problem with the testing site, please contact Technical Support.

*Only the first page of questions is displayed.*

This problem typically occurs when the browser default caching settings for the computer have been modified. Make sure that the browser is configured to automatically check the server for the latest page. From the Internet Explorer Tools menu, select Internet Options. With the General tab selected, click the Settings button under Temporary Internet files. Configure the software to automatically check for newer versions every time you visit a page.

*All of the navigation buttons in the browser do not appear.*

This problem can occur when there are bandwidth issues at your testing site. Restart the secure browser (you may need to do this several times). If this does not resolve the issue, please contact Technical Support.

*Resident cannot select an answer using the mouse.*

If a test taker is unable to select an answer using the mouse, please restart the secure browser or contact tech support. Also note that the keyboard may be used to mark answers. Clicking the ‘A’ key will select answer ‘A’; clicking the ‘B’ key will select answer ‘B’, and so on.
Post Administration

Collect ITE Resident Instructions/Scratch Paper

Collect the ITE Resident Instructions sheet from each resident as he/she exits the examination area. All sheets of paper should be shredded and properly discarded as quickly as possible following the examination administration.

Return Seating Diagrams and Other Test Materials

The proctor is asked to send the seating diagrams (See section above “Seating Diagrams”). We ask that the designated proctor return seating diagrams for all test sessions in a single email after all testing is complete. Please return to the ABP via email at ite@abpeds.org. If you have any questions, please contact the ABP at (919) 929-0461.
Appendix

The following section contains instructions, forms and samples.

➢ ITE Resident Instructions

▪ ITE Resident Instructions for iPad

➢ Report of Test Administration

➢ Seating Diagram

▪ Sample Document of Seating Diagram

➢ Test Security Incident Summary

▪ Sample Document of Test Security Incident Summary
ITE Resident Instructions
(See the ITE Resident Instructions for the iPad if testing on an iPad)

Step 1 should be completed 2 to 5 days before the ITE administration and prior to starting the examination on test day.

1. Navigate to http://pedsite.starttest.com and click “Run System Check” on the left side of the screen. Complete the following steps on the next screen:
   - Your Location – enter your Program Name
   - Your Name – enter your first and last name
   - Lab Name/Room Number – leave blank
   - Station Number – leave blank
   - Click “Run System Check” option in the green box.

   The System Check will process in 30 to 60 seconds and determine if your computer meets the correct specifications. If the System Check is successful, a message will be displayed noting that your computer meets the requirements to deliver the ITE. If successful, please click the Home option on the right side of the screen to return to the Proctor Log-in Page.

   If the System Check fails, the screen will prompt you to fix the problem. Please contact Tech Support if you are unable to resolve the technical issue.

2. Install the Secure Browser
   a. After you complete the Systems Check and return to the Home screen, click the “Secure Browser” option on the left side of the screen.
   b. Read the Overview text and click the “Download ITE Secure Browser” option.
   c. After clicking “Download ITE Secure Browser,” click the option to save the file.
   d. Locate the saved ITESecureBrowser.exe file and click Run.
   e. The Secure Browser will open on your screen and the proctor will enter his/her log-in and password and click Submit.

3. On the Candidate Login page, enter the Registration ID provided by the Proctor and click Submit.

   IMPORTANT: Please ensure you provide your name and training information accurately. Your official ABP record is created when you provide this information and is used for the tracking of your training, in order for you to apply for future certifying examinations.

4. Introductory screens will precede your examination test items. Please be sure to read each screen and carefully follow the on-screen directions and prompts. Pay special attention to the ABP Honor Code, which contains information concerning ethical examination behavior before, during, and after the examination, as well as consequences for violation of the terms of the examination code.

5. You will have three hours to complete 150 test items. Your examination time will appear in the upper left corner of your screen.

6. Once your examination begins, please raise your hand if you experience any technical issues with your test. The proctors cannot provide any assistance in answering test items.

7. You may use the reverse side of the ITE Resident Instructions to make notes or calculations. You must print and sign your name below and return this ITE Resident Instruction form to the proctor when you complete the examination.

Registration ID# ___________________________________________________
Name of Resident_________________________________________________________________________

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Steps 1 through 3 should be completed 2 to 5 days before your test administration date.

1. Go to the Apple App Store and download the ABP app by Internet Test Systems (ITS). If you’ve already downloaded the app, go to the next step.

2. Select the ABP app icon from the iPad homepage to open the ITE app.

3. Select “Verify Readiness” to validate that your iPad is ready for testing by running a Test Simulation against the wireless network you will use for taking the ITE. Read the on-screen information and select “Close” after running the test simulation for 5 minutes.

4. Return to the Verify Readiness page on the ABP app and select the “Secure Test Delivery Option.” Before taking the ITE, you will need to enable Guided Access on your iPad. Follow the on-screen instructions to turn on Guided Access.

5. After Guided Access is enabled, select the “Take a Proctored Test” option.

6. The Proctor Log-in screen will be displayed. The Proctor will enter his/her log-in and password and click Submit.

7. On the Candidate Login page, enter the Registration ID provided by the Proctor and click Submit.

**IMPORTANT:** Please ensure you provide your name and training information accurately. Your official ABP record is created when you provide this information and is used for the tracking of your training, in order to for you to apply for future certifying examinations.

8. Introductory screens will precede your examination test items. Please be sure to read each screen and carefully follow the on-screen directions and prompts. Pay special attention to the ABP Honor Code, which contains information concerning ethical examination behavior before, during, and after the examination, as well as consequences for violation of the terms of the examination code.

9. You will have three hours to complete 150 test items. Your examination time will appear in the upper left corner of your screen.

10. Once your examination begins, please raise your hand if you experience any technical issues with your test. The proctors cannot provide any assistance in answering test items.

11. You may use the reverse side of the ITE Resident Instructions to make notes or calculations. You must print and sign your name below and return this ITE Resident Instruction form to the proctor when you complete the examination.

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**ITE Resident Instructions for the iPad**

Registration ID# ___________________________________________________

Name of Resident_______________________________________________________

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The program should identify one proctor as the point of contact with the ABP. This person should send the final email containing all rosters and seating diagrams after the close of the testing window. They will be the last point of quality control, so they should carefully review the materials for completeness before sending. This person should also be available after testing to answer any questions the ABP may have about the administration.

**Date of this Administration:** ________________________________ Begin Time: ___________ End Time: ___________

**Training Program Name:** __________________________________________ Program # ________________

All proctors assisting with this administration are to be listed below

Chief Proctor: ________________________________________________

Assisting Proctor(s): __________________________________________

**Test Security and Proctor Responsibility Reminders:**
If an item below is marked as no, please explain in the area provided, or attach a detailed account of the circumstances.

Residents should only bring a computer or an iPad to the test room. Please collect any other materials (apart from the ITE Resident Instructions), including cell phones, pagers, cameras, recording devices, books, note paper, etc., prior to the start of the examination and do not permit residents to access them until their examination session has concluded.

Yes __ No ___

Examinees were monitored for irregular testing behavior such as giving or obtaining unauthorized information or aid during the examination, or in the event an examinee took a break during the examination. Examinees were informed that discussing test questions should not be done until all residents have completed the examination.

___ ___

Seating diagrams were completed for this administration.

Check one of the following items regarding the conduct of the examination and provide documentation where necessary:

1. ___ The examination was administered without incident.

2. ___ Minimal difficulty was experienced explain in the area provided, or attach a detailed account of the circumstances:

   ________________________________________________________________

3. ___ Serious difficulty was experienced. (Please explain in the area provided, or attach a detailed account of the circumstances.

   ________________________________________________________________

   a. ___ The ABP was called about this incident.
      The ABP staff member with whom I spoke was _________________________

   b. ___ The ABP was not called.

Email the following signed forms to ite@abpeds.org

( ) Completed Seating diagram(s) *(required)*
( ) Report of Test Administration *(required)*
( ) Test Security Incident Summary *(if necessary)*

Signature of person reporting __________________________________________

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Blank Seating Diagram:

General Pediatrics In-Training Examination

Seating Diagram

Program Name: __________________________
Program ID: __________________________
# of Examinees: ______
Date: __________________________
Start Time: __________ End Time: __________
Chief Proctor’s Signature: __________________________
Other Proctor(s) Signatures:

NOTE: Please feel free to modify the diagram to accommodate the setting of the exam room.

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Sample Document of Seating Diagram:

General Pediatrics In-Training Examination
Seating Diagram

Program Name: Children’s Hospital
Program ID: 123
# of Examinees: 11
Date: July 13, 2016
Start Time: 8:00 am End Time: 11:00 am
Chief Proctor’s Signature:

Other Proctor(s) Signatures:

1. Grey, Meredith
2. Down, John
3. Tuck, Chris
4. Perry, Miranda
5. Empty
6. House, Greg
7. Watson, John
8. Empty
9. Kavv, Alex
10. Cavanaugh, Jordan
11. Sorens, Isobel
12. Tennant, David
13. Quinn, Nicholas

NOTE: Please feel free to modify the diagram to accommodate the setting of the exam room.
Sample Document of Seating Diagram:
Sample Document of Seating Diagram:
# ABP General Pediatrics In-Training Examination

## Test Security Incident Summary

**Proctor Instructions**

If you witness or are informed of any potential test security breaches before, during, or after the administration of the ABP General Pediatrics In-Training Examination, please provide detailed information concerning the incident below. Attach additional pages if necessary.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Program Number:</td>
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<tr>
<td>Program Name:</td>
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<tr>
<td>Reported by:</td>
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<tr>
<td>Other witnesses:</td>
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<td>Reported to:</td>
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<tr>
<td>Date of Incident:</td>
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<td>Time of Incident:</td>
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<td>Incident Type:</td>
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<tr>
<td>Impacted Candidates:</td>
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<tr>
<td>Incident Description:</td>
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**FOR ABP USE ONLY**

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<td>Case Number:</td>
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<tr>
<td>Next Steps:</td>
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<td>Impact:</td>
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<td>Recommended Action:</td>
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</table>

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**The American Board of Pediatrics**
Sample Document of Test Security Incident Summary:

American Board of Pediatrics General Pediatrics In-Training Examination

Test Security Incident Summary

PROCTOR INSTRUCTIONS: If you witness or are informed of any potential test security breaches before, during, or after the administration of the ABP General Pediatrics In-Training Examination, please provide detailed information concerning the incident below. Attach additional pages if necessary.

Program Number: 123
Program Name: Children’s Hospital
Reported by: Dr. Jones (assistant proctor)
Other witnesses: Dr. Kildare (assistant proctor)
Reported to: Dr. Gillespie (Program Director)
Date of Incident: July 4, 2020
Time of Incident: 8:45 am
Incident Type: Use of cell phone during examination
Impacted Candidates: Dr. Gregory House

Incident Description: At 8:45 am, Dr. House was seated at his assigned computer station in the computer lab. Dr. Jones, the assistant proctor, noticed that Dr. House was looking down at his lap and not at the computer screen. When Dr. Jones approached, Dr. House looked back up at the computer screen and resumed answering questions, but something dropped to the floor just beneath his seat. Dr. Jones retrieved the item, which was a mobile phone. The screen was still open to SearchForMedInfo.com. (See attached photo) The material accessed on the phone was related to the question that was on Dr. House’s computer screen. Dr. House, when questioned, at first claimed that the phone wasn’t his. However, his contact information was on the back of the phone (See attached photo of the phone back). He then stated that it “must’ve just opened up to that page when it fell.”

Dr. Kildare, who also observed the incident, confiscated the phone. Dr. House was allowed to complete testing, per ABP procedure.