Test Day Policies and Procedures for the American Board of Orthopaedic Surgery (ABOS) Part I Certification Examination Computer-Based Recertification Examinations Subspecialty Certification Examinations

ADMISSION TO THE TEST

When you arrive to the Pearson Professional Center (PPC), you must present the required **two** (2) forms of identification. Acceptable forms of identification include the following **two** forms of original, unexpired identification:

- Passport.
- Driver's license with photograph.
- National identity card.
- Alien registration card.
- Military ID.
- Other forms of unexpired, government-issued identification.
- Secondary identification can be any ID containing at least your name and a recognizable photograph, or your name and signature.

Note that at least one identification must be government-issued and contain both your signature and photograph. The secondary identification must contain your name, along with *either* your signature *or* a recent recognizable photograph.

The first and last names on both forms of your identification **must exactly match each other** as well as match your name as it appears on the ABOS Dashboard exactly. The only acceptable differences would be the presence of a middle name, middle initial, hyphen, or suffix on one document and its absence on the other. Please contact the ABOS offices at 919-929-7103 immediately if the name on your ABOS Dashboard differs from your name as it appears on your identifications. **Name changes or corrections cannot be made within 7 business days of your scheduled testing appointment.**

You should arrive to the PPC 30 minutes before your scheduled testing appointment on your testing day(s). If you arrive after your appointment time, you **may not** be admitted. If you arrive more than 30 minutes after your scheduled testing appointment, you may be refused admission.

Note: You will **not** be admitted to the testing room without presenting **two** forms of identification.

TEST CENTERS AND TESTING CONDITIONS

Pearson VUE provides computer-based testing services for academic assessment, professional licensure, and certification. PPCs (the building in which the examination is to be given) contain the resources necessary for secure exam administration, including video and audio monitoring and recording, and use of digital cameras to record the identity of examinees.

Upon arrival at the PPC, you must present the required identifications, be photographed, sign a digital pad agreeing to the candidate rules agreement, have your palm veins scanned, and store your personal belongings in an assigned locker.

Please note the following:

- You will be asked to empty and turn your pockets inside out; you will be asked to repeat this process prior to every entry into the secure testing room after a break. You may also be asked to roll up your sleeves for inspection.
- You will be required to remove eyeglasses for visual inspection by the test center employee.
- No mobile phones, hand-held computers/personal digital assistants (PDAs), pagers, other mobile electronic devices, or Bluetooth devices (including Bluetooth hearing aids) are allowed in the secure testing area. These devices cannot be accessed during breaks.
- Cell phones must be turned off and stored in locker. Cell phones **cannot** be accessed while on a break.
- No jewelry that is removable and larger than ¼ inches wide is allowed in the testing room.
- No hair clips that are larger than ¼ inch wide and headbands or hairbands that are larger than ½ inch wide are allowed in the testing room.
- Visitors, children, spouses, family, or friends are not allowed in the PPC.
- Notes and study materials are not allowed in the PPC. Accessing notes or other study materials is not allowed during breaks.
- You will be given a laminated writing surface to take notes if needed.
- Each workstation will have headphones that can be used if your examination contains questions with videos. Earplugs and noise cancelling headphones will be provided by the PPC.

PERSONAL ITEMS

Unauthorized possession of personal items while in the secure testing areas may lead to a finding of irregular behavior and possibly having your exam not scored. **It is important that you read and understand the following rules regarding personal possessions.**

Unauthorized items not allowed in the secure testing area include but are not limited to:

- Mechanical or electronic devices, such as cell phones, personal digital assistants (PDAs), calculators, watches of any type, electronic paging devices, recording or filming devices, radios, or Bluetooth devices. Cell phones **cannot** be accessed while on a break.
- Outerwear, such as coats, jackets, head wear (except religious head coverings), or gloves.
- Book bags, backpacks, handbags, briefcases, or wallets.
- Books, notes, written materials, scratch paper, pens, or pencils.

- Food, candy, gum, or beverages.

If you bring personal items to the test center, you must store them in a designated locker outside the secure testing area. You should keep in mind that the storage facilities are small and that all stored mechanical or electronic devices must be turned off. Personal items and their contents may be subject to inspection. Any materials that reasonably appear to be reproductions of any examination materials will be confiscated. Making notes of any kind during an examination, except on the laminated writing surfaces provided by the test center for this purpose, is not permitted. Removal of those materials from the secure testing area is prohibited. Some examination questions may contain video with audio. Headphones will be provided at your workstation.

TESTING REGULATIONS AND RULES OF CONDUCT

Test administrators (TAs) monitor all testing sessions. You must follow the instructions of TAs throughout the examination. Failure to do so may result in a determination of irregular behavior and a reporting of that behavior to the ABOS, which could result in termination of your examination.

TAs are not authorized to answer questions from examinees regarding examination content, testing software, or scoring. TAs are also not authorized to answer inquiries about registration or retesting. Please contact the ABOS office at 919-929-7103 with any questions or issues.

COMPLETING THE TEST

Your entire testing session is scheduled for a fixed amount of time. The computer keeps track of your overall time and the time allocated for each block of the test. **There is an optional 40 minutes of break time allotted for this examination. If you complete the tutorial or other blocks of the test questions early, the remaining time (20 minutes tutorial time) will be available as authorized break time.** This time will not be available to complete other blocks of the test.

Authorized breaks include any time taken between test blocks, whether you take a brief break at your seat or leave the testing room. Your test and/or break time may differ if you were previously granted an approved accommodation for the current year's examination.

The time allowance for each of the first six blocks is 75 minutes; the time allowance for the last block is 30 minutes. While you are testing, the block and daytime clocks continue to run even if you leave the testing room, (e.g., for a personal emergency or restroom break). If you leave during a block, the TA will report that as an "unauthorized break." Each time you leave and re-enter the testing room, you are required to follow the check-in/check-out procedures with the exception of a palm vein scan. You must present your identification each time you sign in. Each block ends when the block time expires or when you exit from it.

As you progress through the blocks of the test, you should use the features available in the testing software to monitor how many blocks are remaining and how much break time you have accumulated, if any. **If you take too much break time and exceed the accumulated break time, your time to complete the last block in the testing session will be reduced. You should use the time summary feature (as explained in the tutorial) to keep track of the number of blocks completed and the number remaining.**

When block time runs out, you will not be able to move to any new screens within that block. The computer will close the block. After you complete or run out of time for each block during the test, you must respond when the computer asks you to indicate whether you want to take a break or continue.

After the test blocks, (if time permits) you may be asked to complete an additional block that contains survey questions about your testing experience.

The test session ends when you have started and exited all sections or the total time for the test expires. You will receive a notice during checkout that you have appeared for the test. In the rare event that the End of Session Notice does not print, you do not need to contact the ABOS unless you are instructed to do by the TA. The TA will collect laminated writing surfaces before you leave the testing room.

If you experience a computer problem during the test, raise your hand to notify the TA immediately. The testing software is designed to allow the test to restart at the point it was interrupted. In most cases, your test can be restarted at the point of interruption with no loss of testing time. However, it is possible that a technical problem may occur that does not permit you to complete your examination. In the rare event that this occurs, please contact the ABOS.

CANCELLED OR DELAYED EXAM ADMINISTRATION OR PROBLEMS AT PPCs

Every effort is made to administer an examination at the scheduled test time and location. On occasion, however, exam administrations may be delayed or cancelled in emergencies such as severe weather or a natural disaster that renders a PPC inaccessible, unsafe, or experiencing extreme technical difficulties. If Pearson VUE closes a PPC where you have already scheduled a testing appointment, they will reschedule the examination appointment at no additional charge.

In that event, Pearson VUE will attempt to notify you in advance of your testing appointment to schedule a different time and/or location. Rescheduling an appointment for a different time or location may occur at the last minute due to limited availability of seats in your preferred PPC.