

**Scheduling and Test Day Policies and Procedures for the  
American Board of Dermatology (ABD)  
Subspecialty Certification Examination in Pediatric Dermatology  
October 18, 2010**

**YOUR SCHEDULING PERMIT**

You will **ONLY** be able to register on or after **August 2, 2010** at the URL listed below. To begin the process you must ensure you have the following information:

- Last Name
- First Name
- ABD ID number (Candidate Identification Number – CIN)
- A valid email address

You will not be able to access your scheduling permit if you do not supply information for all three items above.

To access your Scheduling Permit, go to <http://examinee.nbme.org/documents/ABD>, login using the identifying information listed above (insert and select the 'Print Scheduling Permit' link. Your permit will open in a new browser window. Use your browser's 'Print' function to print the permit. **We strongly encourage you to print your Scheduling Permit at least several days in advance of your scheduled appointment to avoid any problems accessing or printing your permit on test day.**

You should verify the information on your Scheduling Permit before scheduling your appointment. Your Scheduling Permit includes the following:

- your name,
- the examination for which you registered,
- your Scheduling Number,
- your Candidate Identification Number (CIN).

You are strongly encouraged to print your Scheduling Permit at least several days in advance of your scheduled testing appointment to avoid any problems accessing or printing your permit on your scheduled test date.

**Note: You will not be able to take the test if you do not bring your Scheduling Permit to the test center.**

**Note: Your Scheduling Number is needed when you contact Prometric to schedule a test appointment. It differs from your Candidate Identification Number (CIN), which is your private key, and is needed to test. Prometric does not have access to your CIN.**

## **SCHEDULING YOUR TEST DATE**

You must have your Scheduling Permit before you contact Prometric to schedule a testing appointment. Appointments are assigned on a "first-come, first-served" basis; therefore, you should contact Prometric to schedule as soon as possible after you print your Scheduling Permit.

You will be required to provide information found only on your Scheduling Permit. When you schedule your appointment, you will receive the following specific information:

- the confirmed test date and time;
- the address and telephone number of the Prometric Test Center where you will test; and
- your Prometric Confirmation Number(s).

After you schedule your testing appointment, you can print a confirmation of your appointment from the Prometric website <http://www.prometric.com>. It is highly recommended to confirm your testing appointment information one week before your test date.

## **TEST LENGTH AND FORMAT**

The exam consists of a 15-minute tutorial, 200 multiple-choice test items, divided into two, 120-minute blocks, and a survey (time permitting) administered in one four-hour and thirty-minute testing session.

During the defined time to complete the items in each block, you may answer the items in any order, review your responses, and change answers. After you exit the block, or when time expires, you can no longer review test items or change answers.

## **PRACTICING WITH THE SOFTWARE**

You should acquaint yourself with the test software well before the test date. Practice time is not available on the test day, and test center staff is not authorized to provide instruction on use of the software. Prior to beginning the test, a brief 15-minute tutorial on the test day provides a review of the test software, including navigation tools and examination format. It does not provide an opportunity to practice.

Sample test materials to practice with the software are available to eligible applicants at the ABD website.

## **ADMISSION TO THE TEST**

When you arrive at the test center, you must present your Scheduling Permit and the required identification described on your Scheduling Permit. Acceptable forms of identification include the following forms of unexpired identification:

- passport,
- driver's license with photograph,
- national identity card,
- other form of unexpired, government-issued identification.

Your identification must contain both your signature and photograph. If it contains your photograph but not your signature, you can use another form of unexpired identification that contains your signature, such as an employee identification card or a credit card, to supplement your photo-bearing, government-issued identification.

The first and last names on your identification **must exactly match** the names on your permit. The only acceptable difference would be the presence of a middle name, middle initial or suffix on one document and its absence on the other. Please contact your Registration Board immediately if the name on your permit is misspelled or differs from your name as it appears on your identification. **Name changes or corrections cannot be made within 7 business days of your scheduled testing appointment.**

**Note: If you do not bring your Scheduling Permit and acceptable identification, you will not be admitted to the test.**

## **TEST CENTERS AND TESTING CONDITIONS**

Prometric provides computer-based testing services for academic assessment, professional licensure, and certification. The examinations are given at Prometric Test Centers in the United States and its territories. These centers provide the resources necessary for secure administration, including video and audio monitoring and recording, and use of digital cameras to record the identity of examinees.

You should arrive at the Prometric Test Center 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 **will not** be admitted.

Upon arrival at the test center, you must present the required identification, sign a test center log, be photographed, and store your personal belongings in your assigned locker. You will be asked to empty and turn your pockets inside out prior to entry into the testing room to confirm that you have no prohibited items. You will be asked to repeat this process prior to every entry into the testing room after a break. Test center staff will collect your Scheduling Permit. You will be instructed to write your name and Candidate Identification Number (CIN) on one of the laminated writing surfaces provided. Your Scheduling Permit will be retained at the Test Center Administrator's station. You may request access to the permit during the examination if it becomes necessary for you to rewrite the CIN on the laminated

writing surface. In addition to the laminated writing surfaces, you will be provided with dry-erase markers and an eraser. Test center staff will escort you to your assigned testing station and provide brief instructions on use of the computer equipment. You must enter your CIN to start the examination, which begins with a brief tutorial prior to the first test block.

## **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 15 minutes of break time allotted for this examination.** If you complete the tutorial or other blocks of the test questions early, the remaining 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 you leave the testing room.

The time allowance for each block is 120 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 test center staff will report that fact as an irregular incident. In addition, the "unauthorized break" screen, described in the examination tutorial, may appear on the monitor at your workstation during a testing block. As explained in the tutorial, the unauthorized break screen will appear after a defined period of inactivity (no mouse click or key entry). Thirty seconds before the appearance of the unauthorized break screen, an "inactivity timeout" warning will appear. If you do not click as instructed on the warning screen, the unauthorized break screen will appear after 30 seconds. You will then have to enter your Candidate Identification Number (CIN) in order to continue with the examination. Each time you leave the testing room, you are required to sign out and sign in when you return. 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 sign out as you leave the test center and hand in the laminated writing surfaces.

If you experience a computer problem during the test, notify test center staff 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 send a written description of the incident to the ABD.

## **TESTING REGULATIONS AND RULES OF CONDUCT**

Test center staff monitor all testing sessions. You must follow instructions of test center staff throughout the examination. Failure to do so may result in a determination of irregular behavior.

Test center staff are not authorized to answer questions from examinees regarding examination content, testing software, or scoring. Test center staff are also not authorized to answer inquiries with regard to registration or retesting.

## **PERSONAL ITEMS**

Unauthorized possession of personal items while in the secure areas of the testing centers may lead to a finding of irregular behavior. **It is important that you read and understand the rules regarding personal possessions.** You may bring soft-foam earplugs into the testing room. However, they must be out of the packaging and ready for inspection by test center staff during check-in. Earplugs must be left at the workstation during all breaks.

Unauthorized items include, but are not limited to:

- mechanical or electronic devices, such as cellular telephones, personal digital assistants (PDAs), calculators, watches of any type, electronic paging devices, recording or filming devices, radios;
- outerwear, such as coats, jackets, head wear, gloves;
- book bags, backpacks, handbags, briefcases, wallets;
- books, notes, written materials, or scratch paper;
- 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.