INSTRUCTIONS FOR THE CC REMOTE ACTUAL EXAM

Please carefully read this entire document prior to starting the exam.

The CC exam cannot be taken on a tablet, smart phone, or other hybrid device. Do not try to perform the system check with any of these unsupported devices.

You may use any physical reference material during the exam that you wish (books or notes) but you may not use any digital reference material. Note taking during the exam is only allowed via a dry erase whiteboard. Please see the *Testing Environment Preparation and Exam Rules* document for full details.

You should use the same computer for the system check, practice test, and CC exam. If you change computers, then the process of installing the remote proctoring components will need to be repeated. **Any computer used must have Chrome.**

You **must** prepare your testing environment prior to starting the CC exam. Instructions on how to prep your testing environment and exam rules are posted on our website. Click here to go directly to the CC section of our website where all remote access exam administration documents are stored.

You will need a government issued photo ID (non-military ID) to display to the webcam when prompted.

You will need the CC exam system check email sent to you. **Be sure you do not use any practice exam emails by mistake.**

Technical support is available from Assessment Systems 24/7.
By phone: 763-476-4764
By email: support@assess.com

If a question fails to load, please select another question in the current module, and then go back. This should reload the question.

You may only get up from the exam during designated break periods, or to get a phone to contact tech support. The exam must be completed in one sitting. It cannot be taken over multiple sessions or days.

The proctoring program does not allow screen sharing applications to be running while taking the exam. Before starting the system check, make sure you have closed all screen sharing programs, including the following, on your computer:

- Skype
- GoToMyPC
- iTunes
- Instant Messaging Programs
- LogMeln/LogMeIn Systray
- Microsoft Lync

Additionally, many computers in an institutional setting have remote support applications (like Team Viewer) installed to assist with technical support and these programs will prevent the remote proctoring program from running. You will need to uninstall or temporarily disable these programs prior to starting the CC exam. If you have extra monitors or devices and/or any slave computers hooked up to your computer, it may be necessary for you to disconnect the extra devices.

If you have any questions or concerns regarding these instructions, please contact the Board by phone at 813-286-2444 M-F 8-4 ET, or email john@abpath.org.

To initiate the CC exam, follow the steps below.

1. **You will need to re-perform the system check.** If there have been no changes to your computer, this should take only a couple of minutes. Follow the instructions and prompts on the computer screen as before.

2. Once the system check is complete you will be sent a link to your actual exam. Click on "Start Your Test" in the email sent to you after the system check is complete.

3. Your exam will consist of three parts: Honor Code, Exam, Survey

   Exams have either 3 ½ or 4 ½ hours to complete. You may see that your session has more time than this. The instructions and survey have their own separate time limit which adds to the total.

4. **You will need to perform the setup, ID picture, and selfie picture before being allowed to begin your CC exam.** This is the exact same process that you already performed during the practice test.

   ABPath will not invalidate your exam results due to a less than clear ID photo, but please try to get as clear a picture as you can.

   Please ensure that you do not have any patient (or other sensitive) information left out that the camera may see.

5. **You should now have access to start the exam. Click on the "Click here to start the test" button on the left.**

6. **Keep the Proctor Exam tab open so you may return once your exam is finished.**
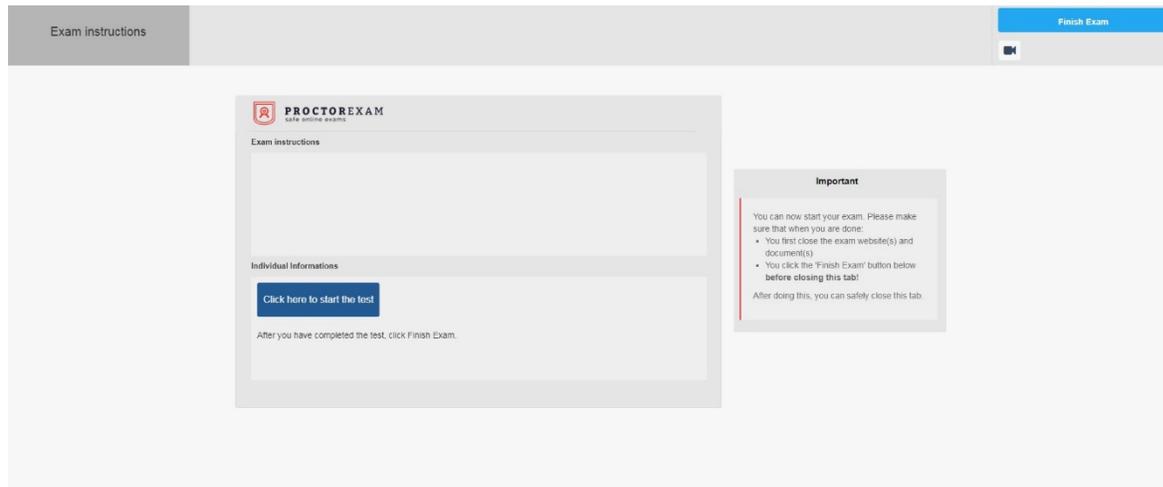

7. The program will offer you one optional 10-minute bathroom break during the 150-question exam and two during the 200-question exam. The break(s) may only be taken when the program offers it to you. **You are not allowed to get up from the exam outside of these break periods, except in the event you need your phone to contact technical support.**

8. Once you have completed a module, you many **not** go back to that module. Please be sure to answer all of the questions within a module before moving on.

   You should use the NEXT button at the bottom of the screen to navigate from one question to the next while inside an exam part or module. You may also click on a question number at the top of the screen to go to a specific question.

   Answered questions will be denoted with a slash at the top. Any questions that you mark for review will be highlighted at the top.

9. **When you have completed an exam section, you will be asked to verify that you are done. This will be your last chance to review any questions from the module you are currently in.** Click "I Am Done" to complete and submit the specific exam section.
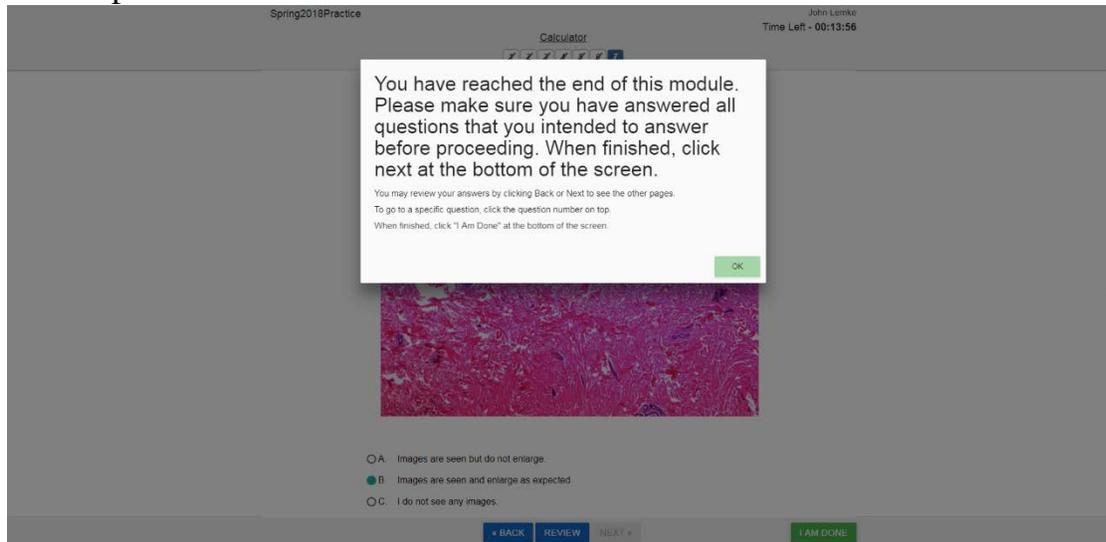
10. When you have completed the exam, you will be asked to close your exam tab. Go back to the initial tab used to start the exam and click on "Finish Exam". You will then see a box asking you to confirm you have submitted the exam.