

INSTRUCTIONS FOR THE MOC REMOTE ACCESS EXAM

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

The MOC 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 should use the same computer for the system check, practice test, and MOC exam. If you change computers, then the process of installing the remote proctoring components will need to be repeated.

You **must** prep your testing environment prior to starting the MOC exam. You may not have a printed copy of these instructions available during the MOC exam. Instructions on how to prep your testing environment and exam rules are posted on our website. [Click here](#) to go directly to the MOC 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 MOC exam access code posted in your PATHway account (in your Board Correspondence portal). We recommend copying and pasting the access code in notepad (or the Mac equivalent) for easy retrieval later. **Be sure you do not copy your practice exam code by mistake.**

The remote proctoring program is provided by Software Secure. The MOC exam is administered by FastTEST. **Technical support is available 24/7 at 1-844-224-9761.** Please state that you are testing through Assessment Systems.

Please note that if you need technical support during the MOC exam, you can click on “Contact Support” in the upper right-hand corner. You will then be able to have an online chat with a representative from Software Secure.

If your computer loses internet connection, or your exam becomes disconnected, please close, and reopen the exam software. You may then reenter your exam code to resume where you left off.

The Software Secure program does not allow screen sharing applications to be running while taking the exam. Before starting the MOC exam, make sure you have closed the following programs on your computer.

- Skype
- GoToMyPC
- !Tunes
- Instant Messaging
- LogMeIn/LogMeIn Systray
- Microsoft Lyne

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 MOC 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 x222 M-F 9-4 EST, or email to ABP-MOC@abpath.org.

To initiate the MOC exam, follow the steps below. The following screen shots may vary slightly in appearance for Mac users.

1. **Click on the Remote Proctor Now icon from your desktop.** When you completed the system check and practice test, the program automatically saved the icon on your desktop. If you do not have the icon shown below on your desktop, use this link to begin [Remote Proctor Now](#).



2. **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.
3. **Enter your MOC exam access code. You may copy the code that you pasted into notepad (or the Mac equivalent) earlier and paste it into the Exam Code field. Click on “Next”.**

A screenshot of the Remote Proctor v2.0.6.4 web interface. The page features the SoftwareSecure logo on the left and the 'RPnow' logo in the center, with 'POWERED BY SOFTWARE SECURE' underneath. Below the logos, there is a prompt: 'Please fill out the Exam Code as provided to you.' This is followed by an 'Exam Code' input field and a 'Validate' button. A horizontal line separates this from the 'Exam Information' section. Under 'Exam Information', there are two input fields: 'Your exam name' with the text 'American Board of Pathology Spring2017Practice' and 'Duration:' with the text '16 Minutes'. A 'Next' button is centered below these fields. At the bottom of the page, there is a copyright notice: '© Copyright 2017 Software Secure | [Privacy Statement](#)'. The browser window title bar shows 'Remote Proctor v2.0.6.4' and standard window controls. In the top right corner of the page, there are three buttons: 'Reload Page', 'Contact Support', and 'Close'.

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

ABP 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. You do not need to scan every inch of the testing environment. You should do your best to include the immediate circumferential area around the computer in your room scan.

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

5. **You should now have access to the FastTEST portal. Click on the Exam listed to begin.** The exam name listed will be a combination of letters and numbers that ABP uses to designate your modular exam. (Example: APCP-APCP_AP-CY1_AP-GAP_AP-SP1_AP-SP2)

- 6. Your exam parts will be displayed. YOU MUST PERFORM THE EXAM IN THE ORDER LISTED.** Once you have completed a part or module, you may not go back to that module. Please be sure to answer all of the questions within a module before exiting the module.

IN THE EVENT THAT THE IMAGE FOR A QUESTION FAILS TO LOAD: Please go back to the previous question, and then return to the current question. This should refresh the image.

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 can only be taken when the program offers it to you.

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.

- 7. When you have completed the practice test module, you will be asked to verify that you are done.** The message will read “You have reached the end of this module. Please make sure you have answered all questions that you intended to answer before proceeding. When finished click next at the bottom of the screen.” **This will be your last chance to review any questions from the module you are currently in.** Click “Next” to complete and submit the module. Once all modules are submitted and you have exited the exam, you will see a thank you screen.