



Instructions to Access the Tutorial Exam

Instructions to Prepare Before Taking the tutorial exam

1. Review the ABPath [Technical Requirements for Remote Certification Exams](#) and [Preparing Your Testing Environment](#) documents and ensure you meet **all requirements**.
2. You must take the tutorial exam and the actual exam in a location with a strong internet connection, as you will be streaming live video. A hard-wired internet connection to your computer or laptop is the safest and most reliable connection to the internet and exam.
3. You must take the tutorial exam and the Exam in a location with no corporate or institutional firewall, as this could adversely affect your test-taking experience and proctoring. We encourage you to take your exam on a private network (e.g. at home). **Plan to take the tutorial exam in the same location as your scheduled examination.**
4. You must use a computer where you have Administrator rights, because you will need to install software (WebLock). **This must be the same computer you will use for your actual exam(s).** You can remove the WebLock software after you complete your exam(s).
5. You must have your smartphone plugged into a charger or external battery, so that it can stream video without interruption during the tutorial exam and during the entire duration of the actual exam day; this could be up to four hours depending on the exam. The smartphone must be set on silent and we recommend placing the phone on a phone stand so the proctor will have a stable video view of you and your desktop during the exam.
6. **Close all applications running on your computer**, especially ones that have communication or video functionality, such as Slack, Skype, Microsoft Teams, or Zoom. You **must** do this before you go to Assessment Systems Remote Proctoring Site at ascproctor.com.

Instructions to Take the Tutorial Exam

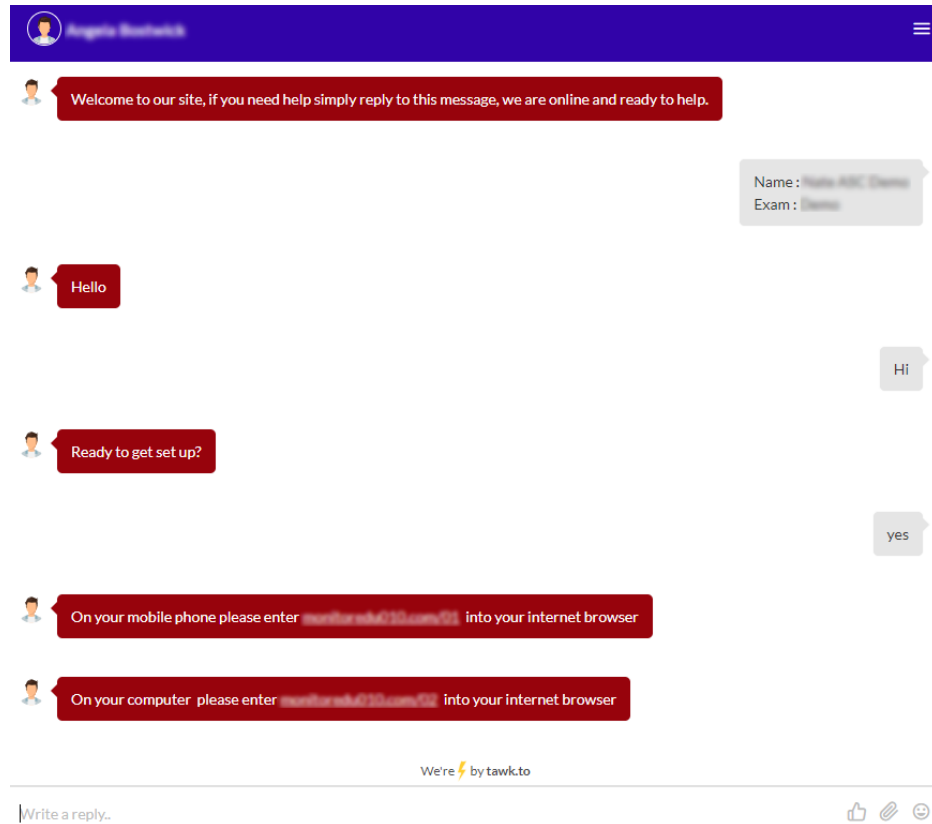
1. **Close all applications running on your computer.** Go to ascproctor.com using your laptop or desktop computer, click on **Select your School/Organization**, then click on **American Board of Pathology**. You will be directed to a page with a window like the one shown below. Enter your name, the User ID# shown at the top of the tutorial exam date assignment email and choose the option for the tutorial exam as you see below. This will start a live chat with a proctor.

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2. The live proctor will start the chat with you, as you see in this example:



3. You will then be guided by the proctor to start the video stream on your computer and then on your phone:
 - a. The proctor will ask you for your phone number to provide you via text the URL to start a second simultaneous video stream through the webcam on your smartphone and to contact you in the event you are disconnected at any time during the exam.
 - b. For your computer, click on the link that the proctor provides through the chat box.
 - c. For your phone, you will click on the link that will be provided to you by the proctor via text or enter the URL into the browser on your phone; expect it to take a couple of minutes before you receive the text. If you have an iPhone you will use Safari to type in the address. Android phones will use the default browser which is Chrome. This will start a second simultaneous video stream through the webcam on your smartphone.
4. You will now be able to hear the proctor speak to you through your phone or computer.
5. The proctor will ask you to show a 360-degree view of the room and to place the phone in a location that provides a good view of the room.
6. The proctor will then ask for your User ID# that you received with your Date Assignment email and to hold up your government issued Photo ID to the camera to verify your identity. The User ID# and exam name may be written on your whiteboard in advance.
7. The proctor will confirm that you are registered for the ABPath tutorial exam.
8. Once you are verified, the proctor will give you instructions on how to start the Tutorial. You will be provided with a link to the exam engine FastTest



(<https://app.fasttestweb.com/testing/pr/20/2>) and a unique Test Code that serves as your password. You will see a screen like the one below.



9. Enter your Test Code, and you will proceed to the WebLock screen. WebLock is a special browser which locks your computer for security during the exam. There are two steps here which will require you to have administrator privileges on your computer.

Step 1: Install WebLock. You will be directed by the Proctor to a page like the screenshot below to install the software before launching the Tutorial. The WebLock software will walk you through the steps to install once you click the link in step 1. You must INSTALL it, not just download. If you need instructions, [they are posted here](#).

Step 2: Launch WebLock. **Make sure you come back to the page like the screenshot below after installing WebLock and click on Step 2: Launch WebLock.**

If you have issues with WebLock, [here are some tips on troubleshooting](#).

Secure Testing with *FastTest WebLock*

Follow the steps below to set up the *FastTest WebLock* secure browser. If the browser has already been installed on this computer, proceed to Step 2.

Step 1: Install WebLock	Step 2: Launch WebLock
<p>Note: You must have administrator privileges to install <i>FastTest WebLock</i>. Skip Step 1 if already installed.</p> <p>Click here to install the <i>FastTest WebLock</i> secure browser*</p>	<p>Note: You must close all other programs before launching <i>FastTest WebLock</i>.</p> <p>Click here to launch <i>FastTest WebLock</i> and continue to the testing system</p>

10. Once you Launch Weblock, a pop-up notification will appear; select "Open LockDown Browser OEM".
11. The next screen will be the FastTest welcome screen that will have your name displayed and a link to begin your test. Click the link and you will be presented with the first screen of the tutorial exam.



Welcome to
The American Board of Pathology
Practice Tutorial for Examinations

12. If you need to speak with the proctor, pick up your smartphone and state your name and what you need. This will help assure that the proctor can quickly see that you need something and can respond in kind.
13. When you are done, make sure to submit your answers through all confirmation messages, then contact the proctor to exit the examination.
14. On the FastTest test completion screen, click the exit WebLock link to unlock the secure browser. You will see a screen like the one below.

Secure Testing with *FastTest WebLock*

Follow the steps below to set up the *FastTest WebLock* secure browser. If the browser has already been installed on this computer, proceed to Step 2.

Step 1: Install WebLock	Step 2: Launch WebLock
<p>Note: You must have administrator privileges to install <i>FastTest WebLock</i>. Skip Step 1 if already installed.</p> <p>Click here to install the <i>FastTest WebLock</i> secure browser</p> <p><small>Click Run, Install, Next, or Allow when prompted</small></p>	<p>Click here to return to the login page</p>

Troubleshooting WebLock

FastTest v3.75.31
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