



Scheduling and Test Day Policies and Procedures for the ABPM Examinations

YOUR SCHEDULING PERMIT

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 must either print and take your Scheduling Permit, or present it electronically (e.g., via Smartphone). 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.

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.

Examinees registered for two exams will have two Scheduling Permits.

SCHEDULING YOUR TEST DATE

You must have your Scheduling Permit(s) before you contact Prometric to schedule a testing appointment as you will be required to provide information that is found only on your Scheduling Permit. Appointments are assigned on a "first-come, first-served" basis; therefore, you should contact Prometric to schedule as soon as possible after you receive your Scheduling Permit(s).

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.

Please note: If you are registered to sit for two ABPM examinations, you will need to schedule two appointments. Appointments can be made on the same testing date, when available; however, you need to have two separate appointment times.

TEST LENGTH AND FORMAT

Core, Aerospace Medicine, Occupational Medicine, Undersea and Hyperbaric Medicine, and Public Health and General Preventive Medicine Examinations consist of a 15-minute tutorial and 150 multiple-choice test items, divided into three 1-hour blocks, administered in one three hour and thirty minute testing session.

Addiction Medicine and Clinical Informatics Examinations consist of a 15-minute tutorial and 200 multiple-choice test items, divided into four 1-hour blocks, 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 in that block.

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. Sample test materials to practice with the software are available to eligible applicants at the ABPM website or by accessing this [link](#).

Prior to beginning the test there will be a brief 15-minute tutorial that provides a review of the test software, including navigation tools and examination format. It does not provide an opportunity to practice.

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. If you are registered for two exams you will need to bring the corresponding Scheduling permit to the exam being delivered at the test center.

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.**

You will not be admitted to the testing room without presenting either a printed or electronic copy of your permit and an unexpired, government-issued form of identification (such as a driver's license or passport) that includes **both** your photograph and signature.

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.

The following will occur when you check in for each appointment at a Prometric Test Center:

- 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 testing room after a break.
- You will be required to remove eyeglasses for visual inspection by the test center administrators. These inspections will take a few seconds and will be done at check-in and upon return from breaks.
- Jewelry, except for wedding and engagement rings, is prohibited
- Hair accessories are subject to inspection. You should not wear ornate clips, combs, barrettes, headbands, and other hair accessories. Any examinee wearing any of these items may be prohibited from wearing them in the testing room, and asked to store such items in their locker.

Test center staff will collect your Scheduling Permit. You will be provided with laminated writing surfaces and markers. You will be instructed to write your name and Candidate Identification Number (CIN) on one of the laminated writing surfaces provided markers. 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. Test center staff will escort you to your assigned testing station and provide brief instructions on use of the computer equipment. Laminated writing surfaces and markers issued are to be used for making notes and/or calculations during the testing session. They should only be used at your assigned testing station, and only after you have begun your examination by entering your CIN. You must enter your CIN to start the examination, which begins with a brief tutorial prior to the first test block. If you have filled the laminated writing surfaces and need additional space for making notes, you will need to notify test center staff and a replacement will be provided. Laminated writing surfaces must be returned to test center staff at the end of the testing session.

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 each 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 60 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. 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 and the unauthorized break screen appears, 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 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 the computer will close the block and you will not be able to move to any new screens within that block. Once you have completed or time has run out for the block, the computer will prompt you to either take a break or continue to the next section. 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, please contact ABPM. 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 ABPM.

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 cordless 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.

CANCELLED OR DELAYED EXAM ADMINISTRATION OR PROBLEMS AT THE TESTING CENTER

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, a natural disaster that renders a Prometric Testing Center (PTC) inaccessible or unsafe, or extreme technical difficulties. If Prometric closes a testing center where you have already scheduled a testing appointment, it will reschedule the examination appointment at no additional charge.

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

You are strongly advised to reconfirm your appointment with Prometric and maintain flexibility in any travel arrangements you may make.