



# Examinee Instructions (with Web Conferencing)

Subject Exams, Customized Assessments, and IFOM

March 4, 2021

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*This document contains proprietary information that must remain confidential.*



## Pre Test Day Instructions

### 1. Ensure your device meets NBME technical requirements

The following requirements are necessary to administer an NBME web-based examination.

Windows	Mac OS
<ul style="list-style-type: none"> <li>• Windows 10</li> <li>• 1GHz processor or higher</li> <li>• 17" or larger color monitor (Desktops)</li> <li>• 13" screen or larger (Laptops)</li> <li>• Minimum screen resolution of 1024x768 is required with a 32 bit color setting</li> <li>• Virtual machines and applications are not allowed</li> <li>• iPads/tablets are not allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Mac v10.14, v10.15, v11.0</li> <li>• 1GHz processor or higher</li> <li>• 17" or larger color monitor (Desktops)</li> <li>• 13" screen or larger (Laptops)</li> <li>• Minimum screen resolution of 1024x768 is required with a 32 bit color setting</li> <li>• Virtual machines and applications are not allowed</li> <li>• iPads/tablets are not allowed</li> </ul>
<ul style="list-style-type: none"> <li>• Edge<sup>1</sup></li> <li>• Chrome<sup>1</sup></li> <li>• Firefox<sup>1</sup></li> <li>• Do not use beta versions. Other browsers are not supported.</li> </ul>	<ul style="list-style-type: none"> <li>• Safari 12 or higher</li> <li>• Chrome<sup>1</sup></li> <li>• Firefox<sup>1</sup></li> <li>• Do not use beta versions. Other browsers are not supported.</li> </ul>
<p style="text-align: center;">Browser Settings</p> <ul style="list-style-type: none"> <li>• JavaScript Enabled</li> <li>• Cookies Enabled</li> <li>• CSS Enabled</li> <li>• Pop-ups Enabled</li> <li>• TLS 1.2</li> </ul>	<p style="text-align: center;">Browser Settings</p> <ul style="list-style-type: none"> <li>• JavaScript Enabled</li> <li>• Cookies Enabled</li> <li>• CSS Enabled</li> <li>• Pop-ups Enabled</li> <li>• TLS 1.2</li> </ul>
<ul style="list-style-type: none"> <li>• Broadband Internet connection (DSL, Cable Fios or T1)</li> <li>• Network bandwidth of 256Kbps or higher per workstation (including Internet access)</li> </ul>	<ul style="list-style-type: none"> <li>• Broadband Internet connection (DSL, Cable Fios or T1)</li> <li>• Network bandwidth of 256Kbps or higher per workstation (including Internet access)</li> </ul>
<ul style="list-style-type: none"> <li>• Disable Toolbars, Adware or Spyware programs. They may adversely affect the computer's performance and cause delays in loading test questions.</li> <li>• Turn off Windows updates or virus scanner updates to avoid interruptions during testing.</li> <li>• <sup>1</sup>Edge, Chrome and Firefox support is limited to the current version plus one previous version due to forced automatic updates.</li> <li>• NBME does not support the use of other browsers and operating systems. Other browsers and operating systems have not been tested for their compatibility and some features may not work as expected. NBME is not responsible for any system issues that are related to the use of unsupported browsers or operating systems.</li> </ul>	
<p><b>Dedicated technical support staff person with admin privileges is required prior to and on test day(s) to assist with any technical issues that may arise.</b></p>	

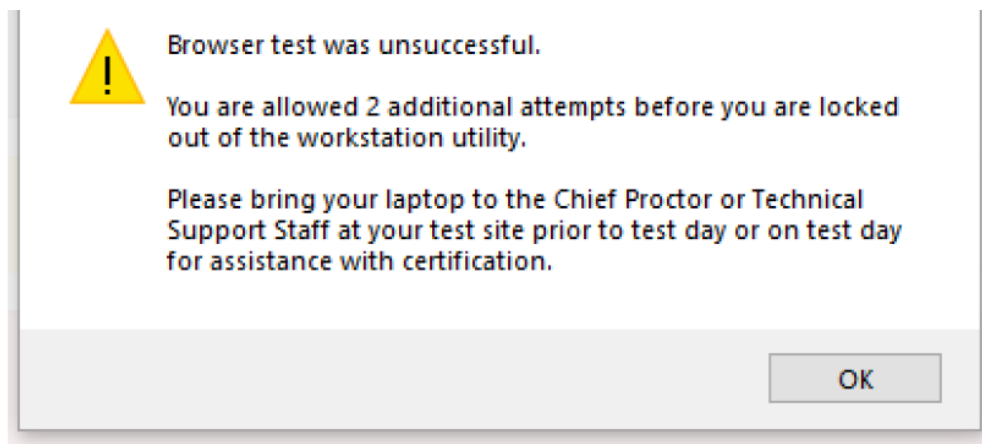
## 2. Certify your Workstation Prior to Test Day

Make sure there are **no recording or screen capture programs running on your device** before doing workstation certification and before beginning the examination on test day.

### Workstation Certification for Examinees with Personal Laptops

- Go to <http://wbt.nbme.org/exam> and follow the on-screen instructions to run the Secure Browser.
- Select the **Workstation Certification** icon.
- Select the Examinee Personal Laptop Certification link. The utility will test the laptop for compatibility with web-based testing.
- **Only make TWO (2) attempts.** If successful, you will be prompted to launch a sample exam as the final step. If the test is not successful and you receive the error message below. **DO NOT** attempt to troubleshoot the problem on your own.

**Contact the Chief Proctor or designated technical staff person at your medical school.**



## 3. Communicating with the proctor on test day

You can communicate with the proctor on test using **chat** prior to launching the exam and after completing the exam. During the examination, you will need to use your cell phone to text or call the proctor.

## 4. Making Notes during Exam

You can use the back of the **Test Day Instructions** to make notes on test day. However, please tear the notes in the view of the proctor before leaving the test session.

# Test Day Examinee Instructions

## Zoom

*In order to allow proctors and students to effectively communicate and coordinate during examination administrations, NBME is temporarily relaxing our security protocols to allow the use of cell phones by students during the examination. The use of cell phones by students during the examination is only permissible for communicating with the proctor for proctor assistance (such as if the examinee encounters technical difficulties), or for the proctor to communicate directly with the examinee.*

*Communicating with the Proctor – Chat within Zoom can be used prior to the exam launch and after the exam is complete to message the proctor. After beginning the exam you will need to use your cell phone to text or call the proctor.*

### Launch Zoom

- From your email application, open the meeting invitation.
- Click on the link in the invite to join the meeting.
- On the system dialog, click **Open Zoom**.
- On the video preview pop-up, click on **Join with Video**.
- Always show video preview dialog when joining a video meeting.
- If you see a message that the host/proctor has not yet started the meeting, do not close the window. Wait until the host starts the meeting.

### Run Secure Browser

Once audio and video connection is confirmed:

- Type <http://wbt.nbme.org/exam> to download the secure browser.
- Secure Browser Security Notice will display.
- Read and **check box** to indicate agreement.
- Select **continue**.
- Follow the onscreen instructions to run or download the **Windows or Mac Secure Browser**
- When the secure browser launches all other applications will be hidden.
- Select **On Test Day/Start Exam**.
- The Secure Browser Security and Privacy Notice is displayed. Examinee reads and accepts agreement and proceeds to the Examinee Start up Code screen.
- Chief Proctor will provide your start up code via conference chat or cell phone text.
- Enter Start up code (start-up code is good for 15 minutes).
- Select **New Examinee**.
- Read Instructions for NBME Web-Based Examination and **check box** to indicate agreement.
- Select **continue**.
- Submit biographical information (Examinee ID and Date of Birth). For the workstation ID requirement, you can enter any number or your first initial and last name.
- Select **continue**.
- Verify information and select **continue** once more.
- If the secure browser detects a recording program, notify the Chief Proctor and wait for assistance.
- Select **Launch Exam**.

## **Begin Exam**

If you need to take a break or need assistance contact proctor via cell phone to notify him/her.

## **End Exam and Exit Zoom**

- Once you have completed the examination, select **(X) End** to end exam at the bottom left of screen.
- **Message proctor** that exam is complete and tear scratch paper in view of proctor.
- To exit Zoom select **Leave Meeting**.