

Instructions to Access the ABOMP Exam Practice Tutorial

Instructions to Prepare Before Taking the Practice Tutorial

Review the ABOMP [Technical Requirements For Remote Certification Exam](#) and [Preparing Your Testing Environment](#) documents and ensure you meet **all requirements**.

1. You must take the Practice Tutorial and the 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.
2. You must take the Practice Tutorial 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 Practice Tutorial in the same location as your scheduled examination.**
3. 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 certification exam(s).** You will receive instructions on how to remove the WebLock software after the examination.
4. You must have your smartphone plugged into a charger or external battery, so that it can stream video without interruption during the Practice Tutorial and during the entire duration of the actual exam day; this could be up to 10 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.
5. **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 Practice Tutorial

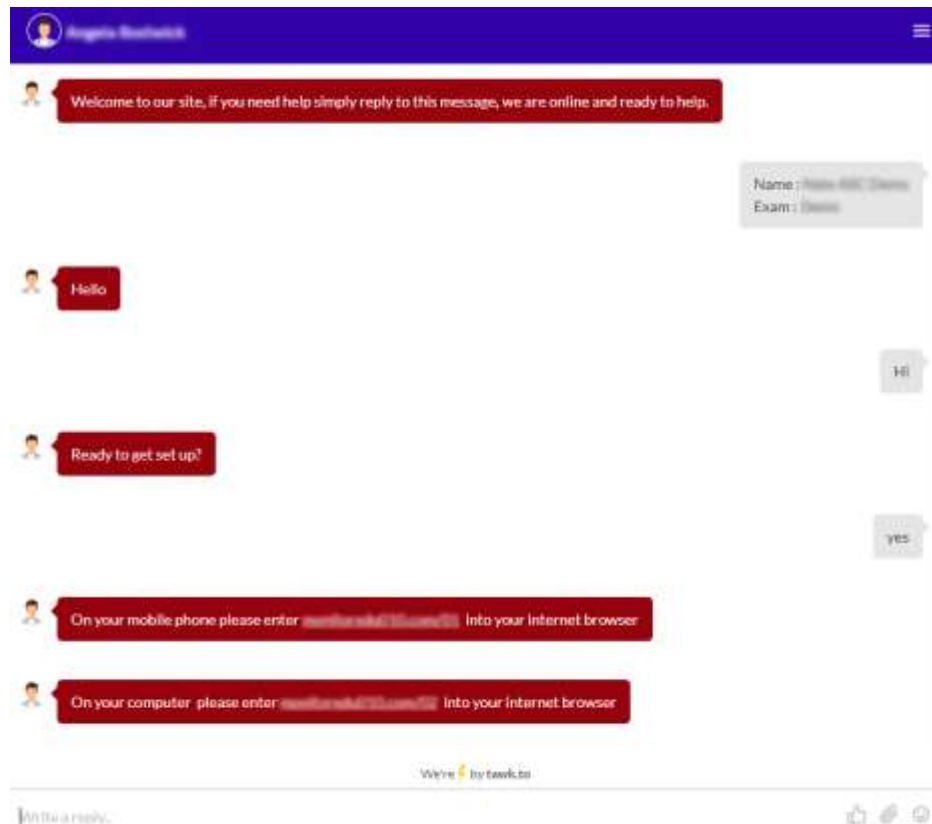
1. **Close all applications running on your computer.** Go to ascproctor.com using your laptop or desktop computer, click on **Select your School/Organization**, then click on **American Board of Oral and Maxillofacial Pathology**. You will be directed to a page with a window like the one shown below.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

A registration form with the following fields and options:

- Name:
- UserID:
- Exam:
 - Practice Tutorial
- Buttons:

Below the form is the text: "We're by tawk.to"

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:

- 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.
- For your computer, click on the link that the proctor provides through the chat box.
- For your phone, you will click on the link that will be provided to you by the proctor via text or copy 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 and your open laptop.
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 ABOMP Practice Tutorial.
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 Practice Tutorial.



Welcome to
The American Board of Oral and Maxillofacial 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](#)

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Candidate Rules and Professional Behavior

Candidate Rules and Required Professional Behavior for the ABOMP Remote Exam

1. You must take your exam in a private area with no other persons or animals present in the room.
2. Your desk must be cleared of reference materials and notes. You may have the following items within reach:
 - Photo ID (driver's license or passport)
 - Whiteboard - no larger than 8 ½ by 11 inches and clean with the exception of the User ID# and name of the examination written on the board to verify with the proctor. It needs to be erased immediately after log in.
 - Whiteboard marker and eraser
 - A drink with cover or lid
 - Wax or foam earplugs
 - Smartphone that is silenced
 - A smartphone stand to prop up and secure the phone in position during the exam.
 - A six-foot extension cord - If the proctor determines your computer and camera need to be moved this will allow for flexibility in their placement.
3. You are not permitted to have any recording or electronic devices on the desk or within reach.
4. You are not permitted to make notes on anything other than the approved whiteboard.
5. You are not permitted to have any examination related materials posted or reference materials open within view in the room.
6. You are not permitted to have any unauthorized programs running on your desktop computer/laptop/tablet during the examination.
7. You are not permitted to be connected to a virtual network.
8. You are not permitted to be connected to an email program or search engine other than what is being used for MonitorEDU.
9. You are not permitted to have any programs running that are recording in the background.
10. You are not permitted to have any open documents available on your computer.
11. You are not permitted to use any headphones/earbuds during the examination.
12. You are not permitted to talk during the examination, except to the proctor.
13. You are not permitted to make or receive phone calls or text messages while the examination is in session or use any other communication device.
14. Your webcam, speakers, and microphone on your cellular smartphone and your computer must remain active throughout the entire examination.
15. You are not permitted to wear or use watches, fitness trackers, or smart devices of any kind during the examination.
16. You are not permitted to take pictures of the screen or anything else that may potentially breach the security of the examination.
17. You may only have a single computer monitor.
18. You must remain in view of the proctor during each exam section.
19. You are not permitted to leave your desk at any time other than during the scheduled breaks. If you need to use the restroom, please do so prior to beginning the examination or during your

breaks. When a scheduled break begins, you must notify the proctor that your break has begun and you will be getting up from your desk; expect to show your computer screen with your phone camera to confirm you are on a break screen.

20. You must notify the proctor when you are ready to begin the next section of the examination.
21. Your responses are automatically saved upon selection; if you get disconnected from your examination, your responses are saved up to the point of disconnection.
22. If for any reason you get disconnected from the examination or the proctor or must disconnect due to an emergency (e.g. fire alarm) during your session, please stop where you are in your examination; the proctor will pause the examination. The proctor will call you to provide further instructions or you may reach the proctor via the chat link at ascproctor.com or call MonitorEDU at (925) 337-9647. If the issue cannot be resolved and the examination restarted within two hours, the proctor will terminate the examination and ask you to contact ABOMP to reschedule.
23. You are not permitted to exit the session until the proctor has confirmed the examination has been completed and your whiteboard has been wiped clean on both sides.
24. You are expected to cooperate with the Proctor and to satisfy requests made by the proctor, including, but not limited to, requests to move your computer, Smartphone, or other objects, whether inside or outside of the testing area.
25. If you are observed by the proctor to be violating any of the rules listed above, the proctor is authorized to terminate your examination. In the event this takes place, you will not be permitted to complete your examination and will have to contact ABOMP for further instructions.
26. I acknowledge and agree that it is my responsibility to ensure that I have the required internet connectivity, computer configuration, and video-enabled smartphone for the examination to be administered to me and that ABOMP disclaims any responsibility, and is not liable, for any interruption in the administration of the examination for any reason or loss of examination answers due to a loss of internet connectivity, power outage, or any incompatibility with the test delivery software, limitations or malfunction of my computer or operating software.
27. I acknowledge and agree to be monitored by video and audio during my exam by proctors and, should the proctors identify any behavior that falls outside what they would consider to be normative for this exam, to allow that video and audio to be recorded by the proctors for later evaluation by the ABOMP.