

ABEM 2024 In-training Examination (ITE) **FREQUENTLY ASKED QUESTIONS (FAQS)**

- 1. If technical issues occur during the ITE administration, what do we do?**
Internet Testing Systems (ITS), ABEM's contracted testing vendor, is available by phone to assist programs in troubleshooting technical issues immediately before, during, and after the test administration. Please contact ITS; domestic at 800.514.8495, international at +1.443.573.8399, or by email at support@testsys.com.
- 2. When will the 2024 ITE be administered?** The 2024 ITE will be administered in an online format over an eight-day testing window, beginning on Tuesday, February 27, continuing through Saturday, March 2, 2024. Virtual administration sessions are prohibited all administrations MUST be in-person proctored.
- 3. Can my program continue to administer the ITE to all residents on a single day, or do we have to administer the ITE across multiple days?** ABEM increased scheduling flexibility by expanding the testing window to assist with seating restrictions. Allowing for testing across multiple days allows programs with smaller testing centers or limited equipment to split their residents into smaller groups for testing. A multi-day testing window also reduces the risk, both for programs and ABEM, in administering the exam should technical issues occur that disrupt the exam administration. To help maintain examination security, multiple versions of the ITE are administered and all sessions must be in-person.
- 4. Can programs administer the exam to their residents virtually (e.g., via Zoom, etc.)?** No. The exam must be administered in person. For both operational and psychometric reasons, and because the ITE is used as a predictor for the proctored Qualifying Examination for certification, there are no exceptions to this requirement. Please email training@abem.org if your program cannot meet this expectation.
- 5. Who can take the ITE?** Any EM resident who is enrolled in an ACGME- or RCPCSC-accredited EM program, and residents in Board-approved EM combined programs during the testing window are eligible to take the ITE. Enrolled residents on leave are eligible to take the ITE but must take the exam in person. See the [Policy on ITE Accessibility](#) for more information.
- 6. What staffing is necessary to administer the online ITE?** ABEM requires one proctor for every 20 residents being tested. We require two proctors in case of an emergency. The testing time is 4.5 hours but allow time at the beginning of the exam for proctors to login residents on their devices, and time at the end of the exam for residents to complete an important 15-minute survey regarding the specialty of EM; a minimum of 5 hours and 15 minutes is suggested. Please be prepared to staff the administration appropriately before and during the examination to ensure a safe, in-person administration.

- 7. What are the technical systems requirements to participate in the ITE?**
The minimum systems requirements can be found [here](#).
- 8. How will our program know if we meet the minimum systems requirements?** A technical resource from your institution should review the systems requirements document and let you know if it will be feasible to administer the online ITE at your scheduled testing location. If the testing location uses a Wi-Fi connection, be sure to let the technical resource know the number of residents that will be accessing the ITE simultaneously on the examination day(s) so that they can tell you if the wireless network has the capacity to handle the necessary number of Wi-Fi connections. Closer to the examination administration, programs will have access to a testing portal and will run a formal system check to avoid issues the day of the test administration; see the minimum system requirements for more information.
- 9. Can we participate using a wireless access system?** The best option for any institution is to use devices with a wired (Ethernet) connection to the network. However, you can use a wireless system if needed. ABEM will email a technical resource link to participating programs well ahead of the examination date to determine the capacity of the wireless network.
- 10. Our program has a resident who will take the ITE at another ACGME accredited EM residency program; how would that affect his/her score?**
There is no difference in scoring; all resident feedback will be included in the post-examination feedback score reports of a resident's home program. NOTE: All site changes must be reported to ABEM at training@abem.org; permission from both EM Program Directors is required.
- 11. Our institution has a computer lab with computers using a wired (Ethernet) connection, but there are not enough computers to accommodate all our residents. Can we participate in the online ITE?** Yes. Consider testing residents in two or more separate groups on different dates within the designated testing window. Also, residents can use their own devices in a room that has access to Wi-Fi if each device meets the [minimum system requirements](#).
- 12. Does our program need to have access to a computer lab with dedicated computers to participate in the online ITE?** No. Any location with reliable internet access can work, provided that you are proctoring residents in person. While computers with a wired (Ethernet) Internet connection are likely to be the most reliable and predictable, if your testing location has a reliable wireless network (Wi-Fi) available it could work for the online ITE. Please see the [minimum system requirements](#) for more information.
- 13. Our program administers the ITE off-campus and/or it has foreign (non-U.S.) administrations. How will we be able to verify connectivity and that the online ITE will work there?** A technical resource at the off-campus/out of the country location can review the [minimum system requirements](#) and complete the systems checks. NOTE: All testing must be proctored in person, and, off-site locations

must be reported to ABEM at training@abem.org or via the final registration process within your program's ABEM portal.

- 14. Does our program need to provide computers to all our residents for the online ITE?** No. Residents can use their own computers, provided 1) their equipment meets the minimum systems requirements, and 2) they run a systems test on their computer well in advance of the examination. The testing software is compatible with both Windows PC and iOS Macs. Residents should be given the systems requirements before the examination to verify that their equipment can be used. In addition, approximately two weeks prior to the ITE administration, ABEM asks that all test takers download a secure browser and complete the systems check from their home before coming to the testing site.
- 15. Many of our residents do not own a laptop computer but only a tablet computer. Can they use a tablet to take the online ITE?** Residents may use an iPad that meets the [minimum system requirements](#) to take the online ITE. Other tablet computers are NOT compatible with the testing software and cannot be used.
- 16. Can residents use their smartphones to take the online ITE?** No. Only Windows PCs, Mac laptops, and iPads that meet the [minimum system requirements](#) can be used to access the online ITE.
- 17. What do we need to know if our residents are using an Apple device to take the ITE?** ABEM created an iPad Quick Start Guide found [here](#). This guide summarizes the preparatory steps of installing the ABEM online application on and iPad.
- 18. When is the deadline for the final registration & payment for the 2024 ITE?** ABEM must finalize ITE registration by January 25, 2024. Details related to final registration and payment are sent to programs in early December to all participating programs. You will need to login to the ABEM portal to complete the ITE final registration.
- 19. Our program has a resident who will take the ITE at another accredited, participating EM residency program. How does the program communicate his/her site change?** ABEM requires correspondence from both the incoming and outgoing EM program directors regarding the site change; updates can be emailed to training@abem.org and must be received by ABEM on or before January 25, 2024. There is no difference in scoring and all enrolled resident feedback will be included in the home program's post-examination feedback reports.
- 20. Our program sometimes allows residents from other programs to take the ITE at our site. We have our residents use their own devices. How can we ensure that other programs' residents' equipment meets the minimum requirements?** Residents who site change into your program and are expected to use their own equipment should be given the [minimum system requirements](#) document and, in mid-February, should download the secure browser and complete the systems check from their home before coming to your testing site.

- 21. What if a resident's examination is moving very slowly?** If you have a fast Internet connection and questions are taking more than five seconds to load, verify on a separate device that you do not have performance problems connecting to other sites. If you believe loading is a problem at the testing site, contact ITS; domestic at 800.514.8494, international at +1.443.573.8399.
- 22. What if I see a "Page Not Found" message when trying to access the examination?** "Page Not Found" errors can result from different circumstances. Use the following checklist to try to resolve the problem:
- Check to see if you can access other Internet sites to verify that your Internet connection is functioning properly.
 - Check to ensure that the operating system and Internet browser meet the [minimum system requirements](#) listed below.
 - Check to ensure that cookies are enabled on the device.
 - Check to ensure that the browser caching settings automatically check for a new version of a page every time a new page is opened.
 - Check to ensure that the antivirus and firewall systems are configured to allow inbound and outbound traffic from the site (you may need assistance from your institution's technical support group to check these settings), or, contact ITS; domestic at 800.514.8494, international at +1.443.573.8399
- 23. The navigation buttons in the browser do not appear; what do I do?** Restart the secure browser (you may need to do this several times). To exit the secure browser, press Ctrl+Shift+Q. If restarting the secure browser does not resolve the issue, please contact ITS; domestic at 800.514.8494, international at +1.443.573.8399.
- 24. The mouse is not working; is there a different way to select an answer?** If an answer cannot be selected using the mouse, the keyboard can be used to mark answers. For example, typing 'A' will select answer 'A'; typing 'B' will select answer 'B', and so on. However, try restarting the Secure Browser to get the mouse connected, or contact ITS; domestic at 800.514.8494, international at +1.443.573.8399.
- 25. I cannot locate the highlight text and/or strike-through functionality on an iPad; is this functionality available?** No; unfortunately, the highlight and strike-through features are only available on a laptop or personal computer.
- 26. If there is a technical disruption (i.e., locking up/freezing) in the middle of the examination, can a resident resume the examination where he/she left off or does he/she have to start over?** If a resident experiences a technical disruption in the middle of his/her examination, the responses will be saved, and the resident can resume testing where he/she left off. If a resident is not able to resume from where he/she left off, please contact ITS; domestic at 800.514.8494, international at +1.443.573.8399.
- 27. If it takes an hour for a resident to resume the examination following a technical disruption, does the exam clock keep running or does it stop**

during the repair time? Testing time should not have elapsed during any repair time and the clock should resume at the same point in time that the interruption occurred. In the unlikely event that the examination timer continued to run in such a situation, please contact ITS; domestic at 800.514.8494, international at +1.443.573.8399.

28. One or more of the proctors suspect irregular behavior of one or more residents; what do I/we do? The proctor should document any such incidents; see suggested steps below:

[Examination Irregularities and Suspected Cheating](#)

The ABEM [Policy on In-training Examination Irregularities](#) defines prohibited behavior, i.e., cheating, around the ITE administrations. All residents participating in the ITE are required to abide by the terms of this policy. A resident must first attest that he/she has read the policy and accepts the terms of the policy before he/she has access to take the ITE. If a resident does not accept the policy terms, he/she cannot access the examination.

Suspicious behavior and infractions of the irregularity policy during the examination administration must be dealt with discreetly but firmly, and decisions in this area are the responsibility of the Chief Proctor and/or Program Director. Following are several options for handling suspected cheating during the examination administration:

- If you see outside materials take them and return them at the end of the examination.
- If you suspect cheating, the proctoring staff should spend time in the general area of the resident, observing his/her behavior. It is best to have two or more individuals corroborate such behavior independently.
- If cheating is strongly suspected the Chief Proctor can change a resident's seating.
- If there is clear evidence of cheating, isolate the resident for the rest of the examination.
- DO NOT remove a resident's access to the examination except in extreme cases.
- YOU MUST document in writing any suspected cheating using a copy of the Irregularity Report (located as an attachment in the ABEM Online Proctor Manual). Each person who witnessed suspected cheating must fill out his/her own copy of the report.

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