



AMERICAN BOARD OF CLINICAL NEUROPSYCHOLOGY (ABCN) WRITTEN EXAMINATION SCHEDULING & INSTRUCTIONS

Once you have been approved to sit for the ABCN Written Examination, you are responsible for scheduling an appointment to take the examination.

EXAM SCHEDULING

Once approved by the American Board of Clinical Neuropsychology (ABCN), you will receive an email confirmation from Examity (donotreply@examity.com) approximately 4-6 weeks in advance of the testing window. You are responsible for contacting Examity to schedule the examination. Your eligibility is valid for one examination attempt for a specific testing window.

Candidates access the scheduling website by clicking the link provided in the initial email received from Examity. Internet scheduling is available 24 hours-a-day. To register, complete the steps below. For more detailed instructions, see the Examity Live Proctoring Candidate Guide starting on page 3 of this document.

1. **Complete your Examity Profile.** Click on the link embedded in the registration confirmation email you received from Examity. When you enter your name, remember that this information must match exactly with the information you previously submitted to the ABCN and must match your photo ID.
2. **Schedule your Exam.** From your Examity dashboard, select the "Schedule Exam" icon. Locate your account name, and exam. Select the date and time for your appointment. Click "Schedule".

Note that the fee charged by Examity is NOT included in the examination fee paid to ABPP/ABCN.

EXAMITY FEE

Testing Location	Cost (\$)
USA	\$200.00

HOW TO CANCEL/RESCHEDULE AN EXAM APPOINTMENT

You may cancel or reschedule your examination any time up to 24-hours in advance of your scheduled appointment. To cancel or reschedule your examination appointment, login to your Examity profile.

1. Select the appointment you need to cancel or change.
2. Select "Reschedule Exam" or "Cancel Appointment".
3. If rescheduling, select the new date and time. Click "reschedule."
4. If cancelling, follow the steps to cancel the appointment.

MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalidated, you will not be able to take the examination as scheduled, and you will forfeit your Examity fee, if you:

- Do not cancel your appointment at least 24 hours before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

Please note that the above policy is from the exam vendor and ABCN has no discretion over forfeiture of the Examity fee. Your ABPP/ABCN fee, however, is not affected by canceling, rescheduling, or missing an appointment and will carry over to your next scheduled exam.

REQUIRED IDENTIFICATION FOR THE EXAMINATION

Candidates must provide one (1) valid, non-expired ID with candidate name, photo, and signature. Any of the following are acceptable.

- State or Canadian provincial or territorial issued driver's license
- State or Canadian provincial or territorial issued identification card
- US or Canadian Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Any Government Issued Passport
- Any Government Issued ID

Failure to provide the required identification at the time of examination without prior notification to Examity is considered a missed appointment. You will not be able to take the examination at that time or recover your Examity fee.

IMPORTANT! Candidates must register for the exam with their **LEGAL** first and last name as it appears on their government issued identification. Name on required identification must match the first and last name under which the candidate is registered.

SECURITY PROCEDURES

The following policies and security procedures will apply during the examination:

<ul style="list-style-type: none">• Alone in room
<ul style="list-style-type: none">• Clear Desk and Area
<ul style="list-style-type: none">• Connected to a power source
<ul style="list-style-type: none">• No headsets
<ul style="list-style-type: none">• No dual monitors
<ul style="list-style-type: none">• No leaving seat
<ul style="list-style-type: none">• No talking
<ul style="list-style-type: none">• Webcam, speakers, and microphone must remain on throughout the exam.
<ul style="list-style-type: none">• The proctor must be able to see you throughout the exam.
<ul style="list-style-type: none">• Use of earbuds, headphones, or wearable technology (e.g., Apple watch) is prohibited unless documented as medically necessary and approved by ABCN prior to examination.
<ul style="list-style-type: none">• The following items are prohibited: handheld calculator, scrap paper, no open book, online calculator, snack/food on desk, earbuds, headphones, wearable technology (e.g., Apple watch).
<ul style="list-style-type: none">• You may have a drink at your desk, but food is <u>not</u> allowed unless document as medically necessary and approved by ABCN prior to examination.
<ul style="list-style-type: none">• Candidates may take one bathroom break once the examination commences. Note that the exam clock remains active while on a bathroom break. Extra time is <u>not</u> added to the exam. Documentation of medical necessity is required if the need for extra time or more than one bathroom break is anticipated.
<ul style="list-style-type: none">• All electronic devices, books, notes, etc. must be stored during the exam. All electronic messaging notifications should be silenced if stored within the exam room.
<ul style="list-style-type: none">• Wall art, office decoration, patient education materials, etc. containing potentially informative neuropsychological matter must be removed or covered prior to start of examination appointment.
<ul style="list-style-type: none">• Candidates may use a personal, blank dry erase board as “scratch paper” if desired. The dry erase board must be shown to the proctor before and at the end of the exam to confirm the absence of notes. No paper is allowed during the exam.
<ul style="list-style-type: none">• Copying or communicating examination content is a violation of security policy and may result in the disqualification of examination results and possible legal action.

EXAM ACCOMMODATIONS

ABCN examinations are administered in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate’s needs. Applicants with disabilities or who would otherwise have difficulty adhering to examination policies and procedures must seek approval for accommodations from the American Board of Clinical Neuropsychology no later than 60 days prior to the opening of the exam window. Requests for accommodations may be made as soon as you are notified of your eligibility to sit for the exam. You do NOT need to wait until you register/schedule the exam to request accommodations. Please contact the ABCN Executive assistant for assistance in this process (contact info below).

NOTICE OF RECORDING

Your proctored examination will be recorded and the recording will be retained by Examity for up to 60 days. Recordings are reviewed in the event of a possible exam security or test administration anomaly.

EXAMINATION RESULTS

Candidates will receive participation notice after completion of the exam. Exam results will typically be provided to you by ABCN, within 4 weeks of the close of the testing window

FOR MORE INFORMATION

Please visit the [ABPP website](#) to learn about the board certification process in clinical neuropsychology, pay ABPP exam fees, and access links to grants and scholarship opportunities to offset exam fees.

For more information about the ABCN written exam, please visit the [Exam Schedule](#) & [FAQ](#) on the [ABCN website](#).

CONTACT

American Board of Clinical Neuropsychology
Department of Psychiatry
Michigan Medicine
1500 East Medical Center Drive, SPC 5295
Ann Arbor, Michigan 48109-5295
Email: nunce@med.umich.edu



Live Proctoring

Candidate Guide



For assistance, call 855-EXAMITY, email support@eximity.com or chat directly with us through the Live Chat feature on the Eximity dashboard.

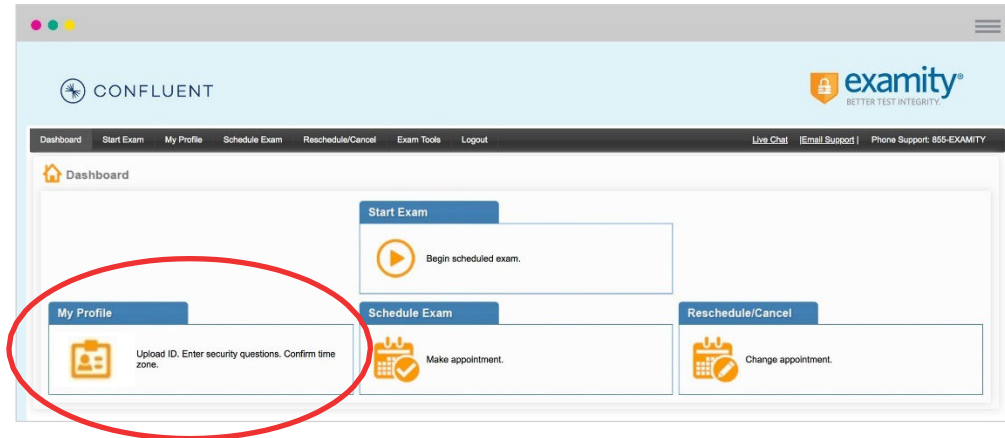
Technical Requirements

Before your exam, please confirm you meet Examity's technical requirements

- Browser: Please disable your pop-up blocker
- Equipment:
 - Desktop or laptop computer (tablets and Chromebooks are not supported)
 - Built-in or external webcam
 - Built-in or external microphone
 - Built-in or external speakers
- Internet: An upload and download speed of 2Mbps
- To test your device, please visit the [Examity System Check Site](#) and choose the CLASSIC System Check.

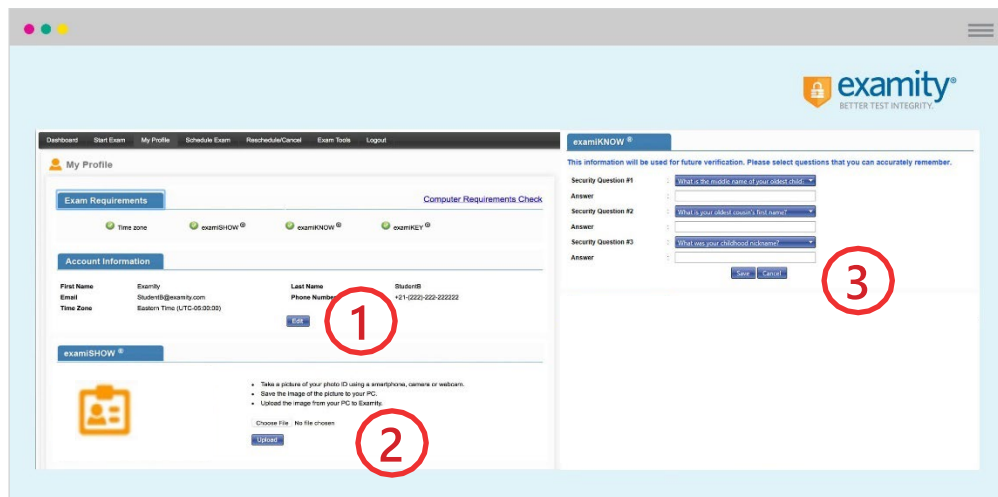
Creating Your Profile

Prior to scheduling or taking an exam with Examity, you must complete your profile. To create or finish your Examity profile, please select the “My Profile” icon on the Examity dashboard.



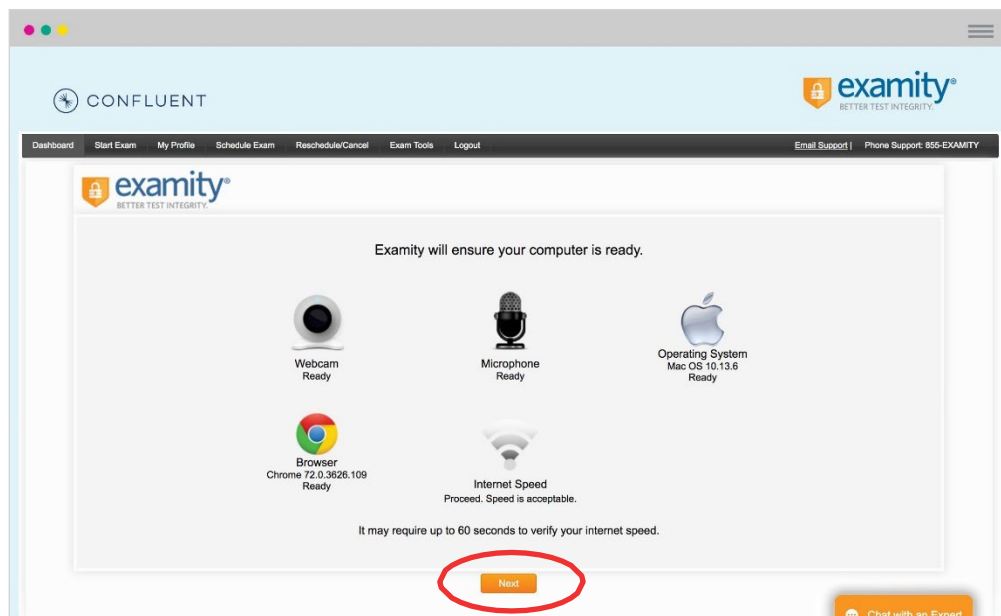
You can create your profile in three simple steps:

1. Choose your time zone. Please be advised, your time zone must reflect the location in which you plan on testing.
2. Upload a picture of your ID. Please note, for verification purposes, you will need to bring this ID with you every time you take a test.
3. Select and answer three unique security question.



For assistance, call 855-EXAMITY, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

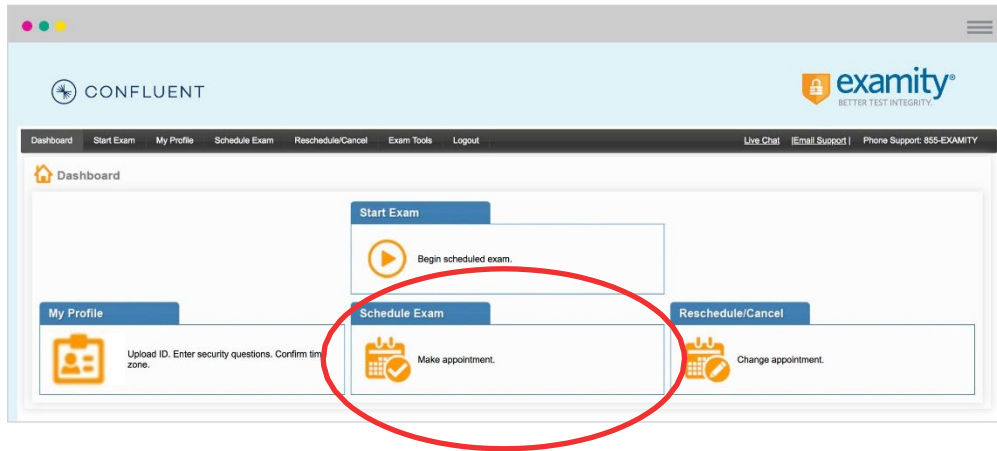
Once your profile is complete, you are strongly encouraged to run a computer requirements check. To complete check, click in the upper right-hand corner of the “My Profile” page. You should run the computer requirements check on the same machine you will be using to take the exam.



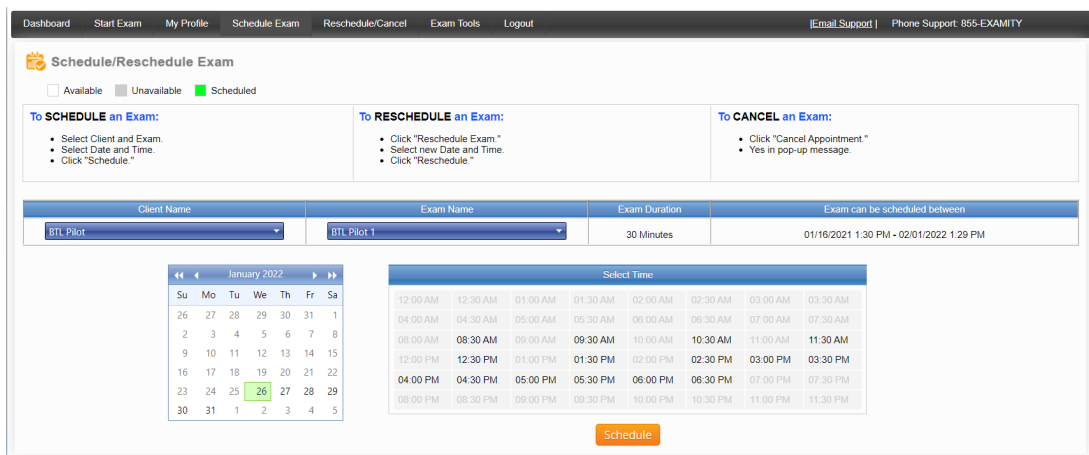
For assistance, call 855-EXAMITY, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

Scheduling Your Exam

Whether you would like to take an exam now, or in the future, you must first schedule your exam by selecting the “Schedule Exam” icon on the Examity dashboard.



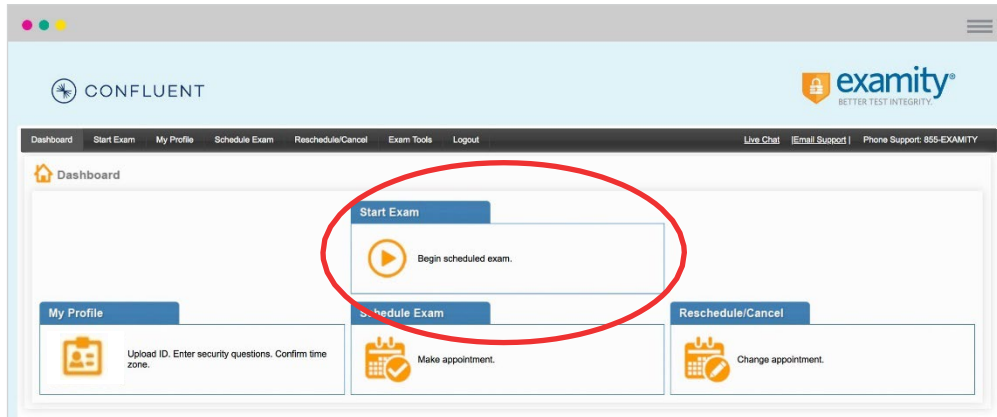
Locate your account name and exam in the drop-down menu. Next, select a date and time, and click “Schedule.”



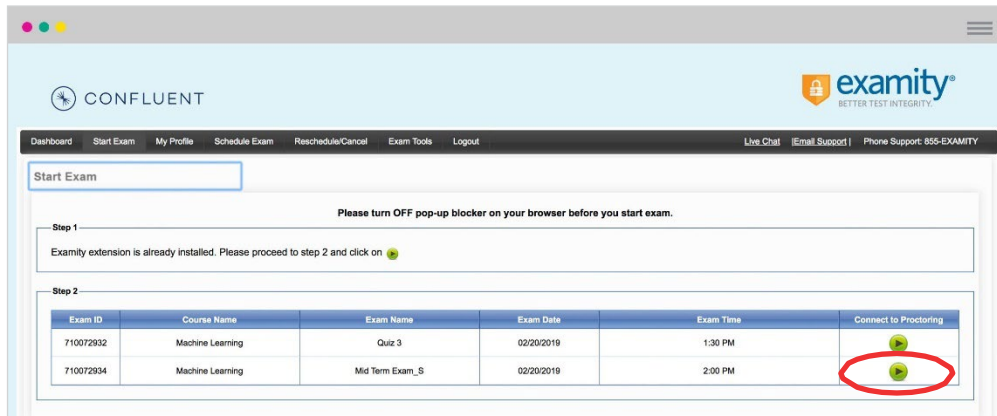
For assistance, call 855-EXAMITY, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

Taking Your Exam

On the day and time of your exam, please return to the Examity dashboard, and click the “Start Exam” icon.



To continue, click on the “Connect to Proctoring” button to launch your proctoring session and begin your test.

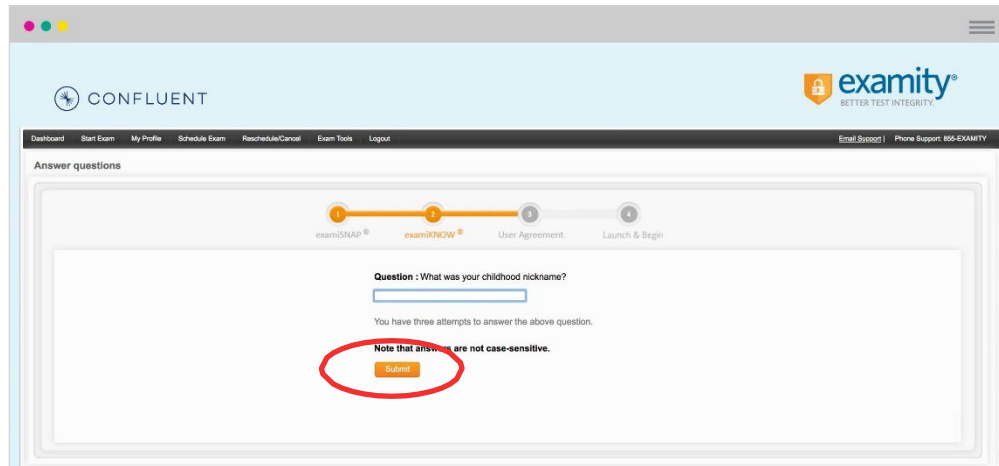


Proctor support will walk you through the authentication process. You will be asked to:

1. Verify your identity. Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.
2. Review the exam rules.
3. Show your desk and workspace. The proctor will ask you to complete a 360° room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any unauthorized materials.
 - NOTE: Your proctored testing session will be recorded. The recording will be retained by Examity for up to 60 days. Recordings are reviewed in the event of a possible exam security or test administration anomaly.

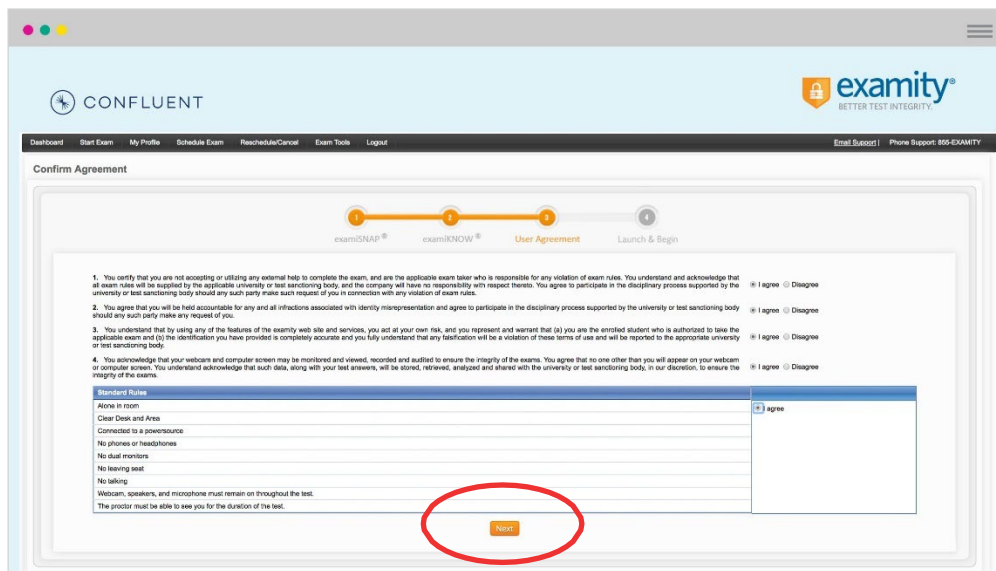
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You will now be prompted to answer a previously selected security question. Once you have entered your answer, please press the “Submit” button.



User Agreement

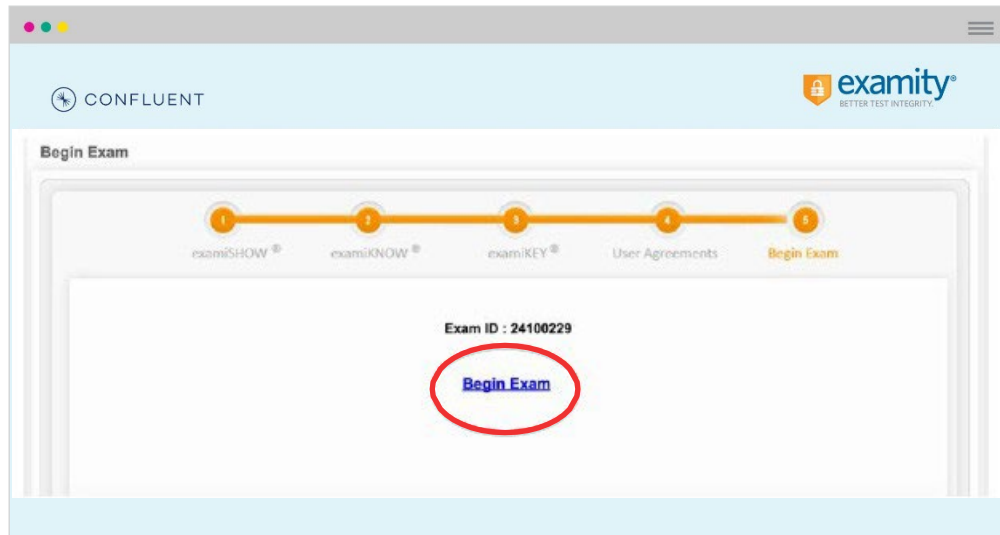
You will now be asked to review and agree to the Examity User Agreement as well as the exam rules and any special instructions.



For assistance, call 855-EXAMITY, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

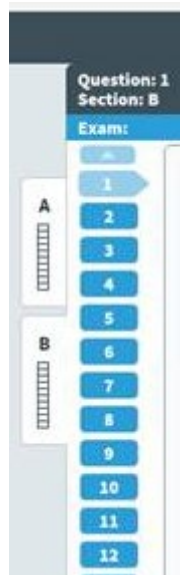
Begin Exam

Once you have finished the authentication process, click on the “Begin Exam” link. Your proctor will enable your test and assist with any next steps.



Taking Exam

Once your exam is presented, you can navigate to each question using the panel at the left side of the presentation screen. The exam is broken into 2 sections, A and B. The exam includes 125 questions split between the 2 Sections. You may navigate between the sections freely. Note that when you move between sections, the question numbering restarts at 1.



FAQs

What if something goes wrong during my exam? If something goes wrong during an exam the proctor is available to assist in real time. If you lose internet connection, connect with the Examity support team by phone (855-EXAMITY) or email (support@examity.com) to resolve the problem.

Will the proctor be able to access my computer? If the proctor needs to access your computer screen, such as to troubleshoot technical issues, they will always request permission first and will only gain access to the mouse and keyboard. If you grant access, you will always have the ability to revoke privileges. In addition, any access granted will be automatically disabled at the end of the proctoring session.

What happens to my exam video after my testing session concludes? Typically, exam data is available to program administrators for 60 days and then destroyed. If a red flag is raised, the exam data is available for 1 year. Please note, some programs have unique data retention policies that are longer or shorter than this standard. If you have additional questions related to your exam's retention policy, we recommend you follow-up with your program administrator to confirm the retention timeframe for your exam.

Who are your proctors? How are they trained?

Even before proctors begin work at Examity, they are subject to an intensive screening process. This includes interviews by our Examity senior team members and proctoring leads, background checks, and comprehensive training with two distinct objectives in mind: security and service. This level of detail is designed to provide test-takers with the best support and supervision available prior to, and during, exam launch.

Proctors must:

- Hold a college degree
- Have completed online courses
- Maintain advanced technical skills
- Possess strong communication skills

Once hired, all proctors enter into a training program which includes coursework on the proctoring and data management processes, as well as training in privacy, data security, professionalism and customer service, documentation and elevation protocols, and the proper use of all Examity software and tools.