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

<table>
<thead>
<tr>
<th>Testing Location</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

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.

Candidates whose professional name/identity differs from their government-issued ID may contact the ABCN Office for alternate ID verification options.
EXAM LENGTH
You will have 2.5 hours to complete the 125-item ABCN Written Examination. Please be sure to allocate sufficient extra time before and after the exam in the event technical issues arise.

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

- Alone in room
- Clear Desk and Area
- Connected to a power source
- No headsets
- No dual monitors
- No leaving seat
- No talking
- Webcam, speakers, and microphone must remain on throughout the exam.

- The proctor must be able to see you throughout the exam.
- 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.
- 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).
- You may have a drink at your desk, but food is not allowed unless documented as medically necessary and approved by ABCN prior to examination.

- 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 not added to the exam. Documentation of medical necessity is required if the need for extra time or more than one bathroom break is anticipated.

- 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.

- Wall art, office decoration, patient education materials, etc. containing potentially informative neuropsychological matter must be removed or covered prior to start of examination appointment.

- 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.

- 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).

Please Note that Examity staff will only receive notification that accommodations have been granted. They do not have access to details and cannot confirm your specific exam circumstances. Once granted, accommodation details are posted to the proctor portal and accessed by the proctor at the time of your examination. The proctor will ensure that your granted accommodation is implemented.

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: nunc@med.umich.edu

The ABCN office is open Monday-Friday from 8am-5pm (Eastern), excluding holidays. If you require assistance from ABCN outside of normal business hours, we will respond as soon as possible on or after the next business day. If you experience difficulty navigating Examity registration, scheduling, or examination systems, or if you cannot connect with a proctor, please call 855-EXAMITY (392-6489) or email support@examity.com.

For assistance during the examination, you can chat directly with your proctor through the Live Chat feature on the Examity dashboard.

06/30/2022
Live Proctoring
Test-taker Guide
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PRIOR TO SCHEDULING AN EXAM APPOINTMENT,
PLEASE WATCH THE FOLLOWING VIDEO:
https://vimeo.com/420802558/49c3660a66

For assistance:
Phone: 1-855-392-6489 (1-855-Examity) or 1-617-500-6524 | Email: support@examity.com | Chat: Live Chat feature on your Examity dashboard
TECHNICAL REQUIREMENTS:
Before your exam, please confirm you meet Examity’s technical requirements.

- **Browser:** Google Chrome, please disable your pop-up blocker.

- **Equipment:**
  - Desktop, laptop, or Chromebook (tablets are not supported) - with administrator rights
  - Built-in or external webcam - You MUST complete a 360-degree room and desk pan with your webcam. If your computer has a built-in webcam that limits your ability to comply, you must use an external webcam.
  - Built-in or external microphone
  - Built-in or external speakers

- **Internet:** A required upload and download speed of 2Mbps, with 10Mbps recommended. You will have the opportunity to check if your system meets Examity requirements when scheduling and immediately prior to taking the exam.

Creating Your Profile
The first time you attempt to access Examity, you will be prompted to create your profile. Profile creation is a very quick process. The following instructions are reviewed in the video referenced on the previous page. If you have already reviewed the video, you can skip to page 9 to review navigation and other features available to you while taking the exam.

1. Provide key contact information for your profile.

   ![Profile setup screen](image)

   **TIP:** Confirm that your time zone reflects the location in which you will be testing.
2. Upload a picture of your ID. Please note, for verification purposes, you will need to have the same ID with you when you take a test.

3. Select and answer three challenge questions.

Your profile has now been created. You should see a confirmation screen. Please select “Check if your system meets Examity requirements” before proceeding to the exam dashboard.

You will also have the opportunity to check if your system meets Examity requirements immediately prior to taking the exam.

For assistance:
Phone: 1-855-392-6489 (1-855-Examity) or 1-617-500-6524 | Email: support@examity.com | Chat: Live Chat feature on your Examity dashboard
Navigating Your Dashboard
Once your profile is created, you will be directed to the Examity dashboard.

The Examity dashboard is where you will schedule and pay, reschedule, cancel, and start exams. To schedule an appointment, click "Schedule Exam." In addition, your dashboard offers access to edit your profile information.

Taking Your Exam
On the day of your exam, locate the exam card and select “Connect to Proctor.”

You will be sent to a new screen where you will be asked to run through a few steps to confirm you meet our technical requirements, verify your identity, and approve our user agreement.

**REMINDER:** Before you start your exam, please confirm that you are accessing Examity through Chrome. If you are not using this browser, please restart your exam session in Chrome.

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For assistance:
Phone: 1-855-392-6489 (1-855-Examity) or 1-617-500-6524  |  Email: support@examity.com  |  Chat: Live Chat feature on your Examity dashboard
1. **System Check:** Examity will confirm you meet our technical requirements.

   ![System Check Diagram]

   Let's run a quick check to make sure that your system meets the requirements to ensure you can begin and complete your exam without interruption.

2. **Browser Extension:** Please follow the prompts to add the Examity extension to your browser. Then click "Next."

   ![Browser Extension Message]

   **REMEMBER:** Because we automatically delete the extension at the end of your session, you will need to complete this step every time you test.

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**For assistance:**

Phone: 1-855-392-6489 (1-855-Examity) or 1-617-500-6524 | Email: support@examity.com | Chat: Live Chat feature on your Examity dashboard
3. **Identity Verification:** A pop-up will appear to give Examity access to your camera; please select “Allow.” Once ready, click “Take Picture” and then “Use Photo” to upload an image and continue.

Examity will also prompt you to take a picture of your ID. Please choose “Allow” to give Examity access to your camera. Once ready, click “Take Picture” and then “Accept ID” to upload the image and continue.

4. **Challenge Question:** Answer a previously selected challenge question. Once you have entered your answer, click “Next.”

For assistance:

**Phone:** 1-855-392-6489 (1-855-Examity) or 1-617-500-6524  
**Email:** support@examity.com  
**Chat:** Live Chat feature on your Examity dashboard
5. **Review Rules**: Take a moment to review all exam rules and special instructions. If your instructor uploaded materials for this exam, you will download them under “Download Exam Support Files.” Then, click “I’m ready.”

6. **User Agreement**: Next, read and agree to Examity’s user agreement by clicking “I agree and I’m ready to begin the exam.”

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**Prepare Your Space**

It’s important to make sure your space is prepared before the proctor session starts. Pay special attention to any Special Instructions you may be given here.

- Clear your desk and the surrounding area
- Stay connected to a power source
- No phones or headphones
- No dual monitors
- No leaving your seat
- You must be alone in the room.
- No Talking
- Your webcam, speakers, and microphone must remain on throughout the test.
- You must stay in view of the webcam for the duration of the test.
- Handheld calculator
- Scrap paper
- Open book

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**User Agreement**

Take a moment to review these important items.

1. You understand that by using any of the features of the Examity website and services, you act at your own risk, and you represent and warrant that (i) you are the enrolled student who is authorized to take the applicable exam and (ii) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body.

2. You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you.

3. You also certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that the applicable university or test sanctioning body will supply exam rails, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules.

4. You also acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exam, unless otherwise specified by your university or test sanctioning body. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge any captured data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exam.

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**For assistance:**

Phone: 1-855-392-6489 (1-855-Examity) or 1-617-500-6524 | Email: support@examity.com | Chat: Live Chat feature on your Examity dashboard
7. Share Your Screen and Launch: At this point, you’ll be prompted to share your screen. Select your screen, then click “Share.”

Once you’ve enabled screenshare, click “Launch” and we will take you to the test platform.
8. **Connect to Proctor:** You will now be connected to a proctor who will walk you through the ID verification process and any instructions to access your exam.

9. **Insert Password:** After authentication and pre-test procedures, your proctor will instruct you to insert the exam password. Simply click “Insert Password” and Examity will automatically fill the exam password. A pop-up box will reconfirm that the password has been entered correctly. If the password does not appear, refresh the page and click “Re-insert your exam password.” **You will then click the “Start Exam” button.**

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**For assistance:**

**Phone:** 1-855-392-6489 (1-855-Examity) or 1-617-500-6524  
**Email:** support@examity.com  
**Chat:** Live Chat feature on your Examity dashboard
How to Use the Examity Sidebar
The Examity sidebar provides one-click access to everything you need for proctoring, including inserting the password, instructions, rules, and ending your exam.

1. The **Home** icon on the left has instructions based on where you are in the proctoring process.

![Home icon with instructions](image)

2. The **Chat** icon allows you to chat with your proctor.

![Chat icon with chat window](image)

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For assistance:
- **Phone:** 1-855-392-6489 (1-855-Examity) or 1-617-500-6524
- **Email:** support@examity.com
- **Chat:** Live Chat feature on your Examity dashboard
3. The **Help** icon will show you the standard rules, additional rules, and special rules. The down arrow will allow you to collapse (and later expand) the Sidebar.

4. The right and left **arrows** allow test-takers to place the Sidebar on the left or right of their screen.
Test Interface Navigation

1. Candidates can seamlessly navigate their tests and interact with the test driver and question content in a web browser. The test driver provides access to intuitive on-screen tools.

   ![Surpass Test Interface](image)

   **Note:** The test timer will not start to countdown until the ‘Start Test’ button is selected. The ‘Introduction’ button can be selected once the test has started. However, the test timer will continue to count down.

2. Candidates can **Strikethrough** answer options they believe are incorrect during a test. To strikethrough an option, right click on the answer. To remove the strikethrough, right click again. If a strikethrough is applied to an answer that has been selected, the selection is removed and another response must be selected. [NOTE: The strikethrough tool is not available for answer options that contain subscript or superscript characters.]

   ![Strikethrough Example](image)

3. **Navigate** through the test one item at a time using Arrow buttons, as shown below. Select **Next** to move forward to the next item. Select **Back** to return to the previous item.

   ![Navigation Buttons](image)

   OR click directly on a question button along the sidebar to jump directly to any question you like.

For assistance, call 855-EXAMITY, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.
4. **Flag** items during a test to mark them for an action at a later time. This might be useful if it is necessary to return to a specific item later in the test. Select **Flag** when answering an item to mark it for a later action.

Flagged items are indicated by a flag in the item navigation panel.

You can use the **Section Review** panel to view detailed information on the status of items. This includes reviewing flagged items. Select **Section Review** to open the **Section Review** panel.

Use the **Flagged** filter to find your flagged items. Select an item number to navigate to that item.

To remove a flag, select **Flag** on the flagged item. The flag disappears from the item in the item navigation panel.

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For assistance, call 855-EXAMITY, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.
5. Highlight test in the question portion of each item. Click and drag to select the text. Use the highlight icon to highlight the selected text in yellow. You can highlight as much text as you like.

6. Select the highlighted text and use Remove highlighted text to remove the highlight.
Completing Your Exam

1. **Submit Your Exam:** Once you have completed your exam, notify your proctor and they will walk you through the submission procedure. You will click the Submit button and then click the “End Proctoring Session” button.

2. **Take a Brief Survey:** Your opinion is important to us and we are constantly working to improve. Complete the short survey and then click “Submit.”

3. **Close Out Examity:** You may now close out of Examity. This will uninstall the Examity extension.

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

How long does it take to start my exam once I connect to the Examity dashboard on exam day?
Each candidate’s experience will vary. Typically, candidates can expect the sign-in and security process to take 15 minutes. If there are technical difficulties, this may take additional time. As part of your login, you will be required to download and install an Examity extension to your computer – you must have administrator rights to install the extension. This can only be downloaded within 15 minutes of your scheduled exam appointment.

When I log into my Examity dashboard, I see a blank screen. What do I need to do?
Clear your browser cache and restart the browser.

What if I need to reschedule my exam?
Candidate’s may use your Examity dashboard to schedule, reschedule, cancel, and start exams. Please note that approved ABCN registrations are only approved for the current window and do not allow for rescheduling to a future window. If you need to reschedule to a future exam window, contact ABCN directly.

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 (1-855-392-6489 (1-855-Examity) or 1-617-500-6524), email (support@examity.com), or live chat on your Examity dashboard to resolve the problem.

If you experience prolonged technical issues, close the BTL Surpass test driver that presents the exam questions. This will ensure you do not lose any exam time while the technical issue is resolved. Additionally, this will save your completed work up to the point of closing. Once the technical issue is resolved, reopen the test driver to resume testing.

I do not see the button to finish my test and submit my answers. What do I do?
The Examity proctor portal has a proctor navigation bar that can be docked on your screen. If you do not see the finish button, please move the Examity navigation bar. It may be positioned over the finish button.

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.

I have approved accommodations for my exam. Does this impact my appointment scheduling process?
Once ABCN has approved a candidate’s request for accommodation, the approval will be input into the test delivery system. This system controls functionality such as exam duration and breaks. However, the details of the approved accommodation are not input into the scheduling system. When you schedule, your appointment will indicate a standard appointment. Once scheduled, the details of your accommodation will be posted to the proctor in advance of your appointment.

How do I close my Examity session?
To close your exam session, use CTRL+SHIFT+Q.

Do I need a web conference application downloaded (e.g., Zoom, MS Teams, GTM)?
No, the Examity extension is the communication vehicle used for candidate communication during appointments. If there is troubleshooting needed with an exam event, the proctor/support may use Zoom/GTM as a backup option.

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