

This test has been deployed in CourseSites as a PreTest and PostTest. The correct answer(s) have been indicated by an asterisk (*) before the correct answer option.

Instructions:

This test consists of 14 questions of the following types - multiple choice single best response, multiple answer, and matching, that you will answer in 21 minutes. If your test is still open at the end 21 minutes, it will automatically time-out and submit. No review of questions and/or answers will be available after the test has completed.

Extra instructions for PreTest: No score will be available to you after the test has been submitted.

Extra instructions for PostTest: A score will be available to you after the test has been submitted.

Questions:

1. For the in-house block examinations, at what time will you report at the main gate and collect your ID card? (select one response)

- a. 8:30 a.m.
- b. 8:15 a.m.
- *c. 8 a.m.
- d. 9:00 a.m.

Learning objective - Demonstrate the steps taken to prepare the examination room for test administration.

2. How will you shutdown the computers at the end of the examination session?

- a. Just put the lid down, that's all that is needed
- b. Click the Windows Start button, click the power icon, click Shutdown
- c. Physically hold down the laptop power button till the screen goes off
- d. Put the lid down and cut the power supply by pulling the cord

Learning objective - Demonstrate the steps taken to close the examination session.

3. If a student comes without their AUA Student ID, what will you do? (select one response)

a. Allow them to take the examination if they have their voter ID

*b. Don't permit them to enter the room and refer them to the Chief or Assistant Chief proctor on-site

c. Allow them to take the examination without an ID if they are known to you personally

d. Allow them to take the examination if they have their passport

e. Allow them to take the examination if they have their driving license

Learning objective - Demonstrate the process of screening the examinee at the doorway.

4. If a student is observed to be in violation of the examination policies before the examination begins, what will you do? (select one response)

a. Send the student out of the room

b. Call security and have the student expelled from the examination room

c. Scold the student and ask him/her to comply

*d. Privately point this out to the student, and if they fail to comply inform the chief or assistant chief proctor immediately

Learning objective - Recall examination policies related to malpractice

5. You notice a student attempting to cheat using concealed notes during the examination. What will you do? (select one response)

a. Ignore the incident and do not report it

b. Expel the student from the examination room

- c. Confront the student with another proctor as witness and seize the notes
- *d. Notify the Chief Proctor, file an incident report in the prescribed proforma

Learning objective - Recall examination policies related to malpractice

6. A student becomes ill during an exam. Which of the following actions will you take? (select one response)

- *a. Send for the Chief Proctor, send the student with another proctor to the clinic
- b. Ignore the student since he/she does not look ill
- c. Send for the Chief Proctor, send the student unaccompanied to the Health Center
- d. Send for the Chief Proctor, ask another student to take the student to the Health Center

Learning objective - Recall examination policies related to examinee illness during test administration.

7. While checking a student at the doorway, you notice that a student has some threads tied on the wrist. You inform the student on the examination policy, to which they reply that it is only a sacred thread and not jewelry. What is the first step that you will take to resolve this?

- a. Politely tell them to go home
- b. Politely cut it for them
- c. Politely call for help
- *d. Politely request to examine the item and then let them in the room
- e. Politely ask them to remove it

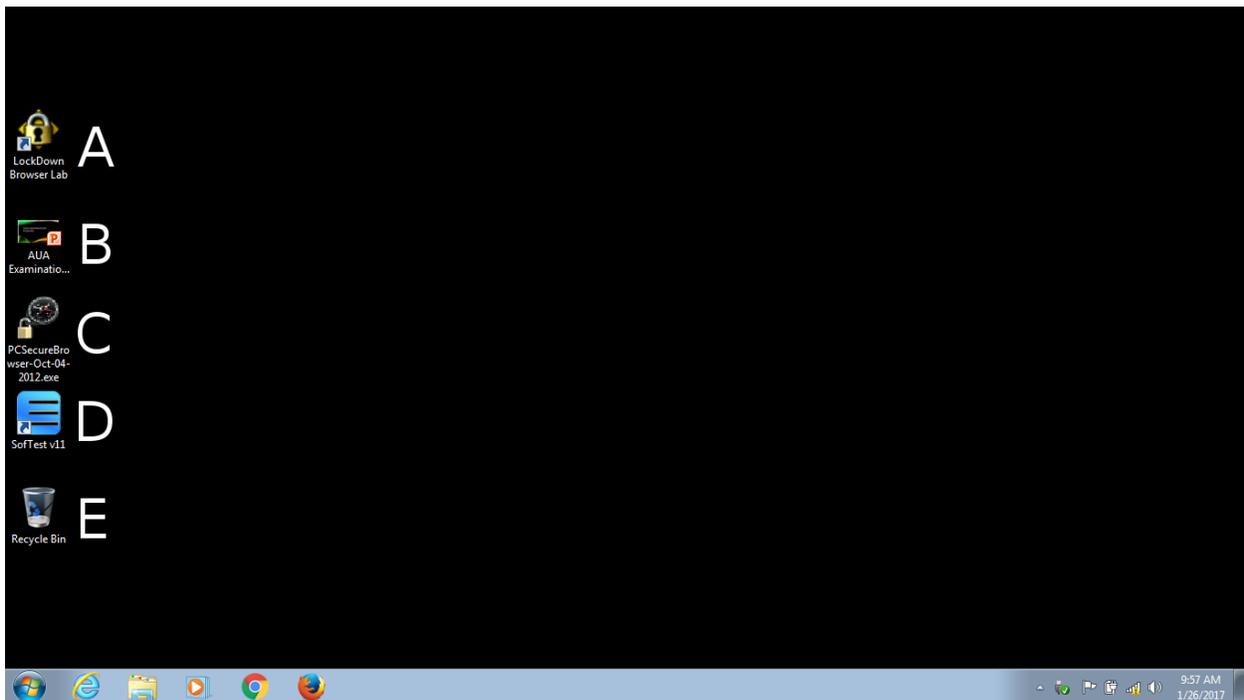
Learning objective - Demonstrate the process of screening the examinee at the doorway.

8. If the computer freezes, what will you do? (select one response)

- a. Call for help - CTS or Examination Centre
- b. Do nothing, wait for it to unfreeze itself
- c. Do nothing as it is cool to freeze
- *d. Hold the power button down until the LED power light goes out; then restart the computer

Learning objective - Recall examination policies related to filing of incident reports for reasons other than malpractice.

9. Match the letter against the icon, relevant to the two exams listed.



NBME exams

ExamSoft Block Exams and Formative Exams

Learning objective - Demonstrate the process of downloading an examination in SofTest®.

10. A student came out of the bathroom with a piece of paper in his or her hand and the paper has writing on it. What would you do? (select one response)

- a. Ignore the student and let him or her enter back into the examination room with the piece of paper
- b. Snatch the paper out of the student's hand
- c. Confiscate the paper and send them back to the examination room
- *d. Inform the Chief Proctor and file an incident report

Learning objective - Recall examination policies related to malpractice.

11. The Examination has started and a student has arrived after the doors have been locked. The student pushes the door, realizes that it is locked and starts banging the door. What would you do? (check all that apply)

- *a. Approach the student and politely ask them not to beat on the door because he or she is disturbing other test takers.
- b. Yell at the student and tell him/her to stop doing that.
- c. Ignore the student?
- *d. Escort the student to the Exam Center to see the Chief Proctor.

Learning objective - Recall examination policies related to malpractice.

12. Which of the following key combinations will you use to bring up the Windows Logon screen, in order to login to the desktop? (select one response)

- a. Del Esc Ctrl
- b. Shift Esc Ctrl
- c. Ctrl Alt Del
- d. Shift Alt Del

Learning objective - Demonstrate the steps taken to prepare the examination room for test administration.

13. What are the usernames and passwords needed to log into the exam computers? (select one response)

- a. exam & 1234
- b. spindoctor & 123456
- c. name and identification
- d. classroom & marker

Learning objective - Demonstrate the steps taken to prepare the examination room for test administration.

14. In which of the following examination scenarios are the Proctors allowed to sit throughout the entire exam, so as not to disturb the students? (select one response)

- a. Regular Time Block exam
- b. Formative Exam
- c. NBME Exam
- *d. Special testing Accommodations Exam
- e. All of the above

Learning objective - Demonstrate the steps taken to prepare the examination room for test administration.