

THE AMERICAN BOARD OF SURGERY

Incorporated



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The American Board of Surgery will again offer the 2018 Dutch ABS In-Training Examination (ABSITE[®]) as an online examination with Internet Testing Systems (ITS). The 2018 ABSITE will be given as a single examination to all residents on **Friday, October 12, 2018 from 2pm – 6pm local time**. The exam will be a four-hour exam containing roughly 200 multiple-choice questions. It is furnished solely to program directors as an internal assessment tool and is not available to individual residents. **The fee is \$115 U.S. dollars per exam.**

Order/Registration Information

Orders/registrations for the 2018 Dutch ABSITE may now be placed by clicking the link noted in the announcement email. You will be prompted to log in using the username and password also provided in the email. Please see the following Order/Registration Information Sheet for how to place your order and other exam details. *Please see the important section entitled: Residents Taking Exam at Alternate Location with a Different Proctor* if you will be registering residents who will be taking the exam at a different location.

All orders/registration forms must be received by MONDAY, SEPTEMBER 24, 2018. *Programs with additions/changes to the registration form after this date will be charged a \$100 processing fee.*

Payment deadline is Friday, October 19, 2018. **Reminder: Wire transfers are not accepted.** *The only acceptable forms of payment are credit card via the ABS website or a check in U.S. funds mailed to the ABS.* Wire transfers submitted for the 2018 ABSITE will be applied towards your existing SCORE subscription.

System Check and Secure Browser Download/Launch

Note: System requirements have changed from last year. Please review the following 2018 Computer Requirement information sheet for details on how to perform the system check and secure browser download/launch. These steps must be completed in order to properly administer the exam. You may **begin** the process of completing the system check and downloading the secure browser **now**.

The ABSITE is copyrighted by the American Board of Surgery. The ABS holds program directors and proctors responsible for the security of the examination. Use of exam materials for review before or after the examination's administration is **expressly prohibited**.

While the ABSITE is solely online, it remains a proctored exam. **The ABS continues to require pre-assigned seating and programs must provide a seating chart their administration.** Submission of a seating chart must be received by **Friday, October 19, 2018**. Seating Chart Instructions along with the Instruction Manual will be emailed shortly.

ABSITE results **will not** be released until full payment by either credit card or check and seating charts are received.

If you have any questions with the registration process, please email Barbara Jalbert-Gerkens at bjgerkens@absurgery.org. We look forward to working with you toward successful administration of the ABSITE. Thank you.



2018 In-Training Examination (ABSITE®): Order/Registration and Examination Information Sheet

Order and Payment Deadline

All orders and examinee registration forms for the 2018 In-Training (ABSITE®) must be submitted by **MONDAY September 24, 2018** and **payment must be received by October 19, 2018**. *The fee is \$115 U.S. dollars per exam.*

How to Order

- 1) Click on the link in the announcement email. You will be prompted to log in to the website using the username and password also provided in the email.
- 2) You are now on the Status of Order page. On this page you will be able to place your order, view your order's status, make a credit card payment, and print an invoice.
- 3) Place your order and complete the examinee registration form by clicking on "Edit Form" under 3) ITE Order Form. Now, click on "Instructions for Completing This Section" or the Plus icon in the far-right of the screen for details on how to complete the Order/Registration Form. The instructions will remain open while the registration form is completed.
 - a. The order registration form is pre-populated with information from your 2017 ABSITE order. The clinical level for each resident has been increased by one year and all are marked as "Yes" for "Taking Exam". **Review and make all necessary changes** by clicking "Edit" next to each resident's name.
- 4) Once all information is entered into the order form, click on "Save and Exit." You will return to the Status of Order page. If you are absolutely sure that the information on the form is complete and accurate, click on the **Submit and Lock Form** link to **lock the form and submit the order** to the ABS.
- 5) The Order/Registration Form **must be received by Monday, September 24, 2018**. *Programs with additions/changes to examinee registration form after this date will be charged a \$100 processing fee.*
- 6) Links for paying by credit card and printing an invoice will now appear under 4) Examination Fee. The invoice will automatically tally total the amount due based on the examinees who are listed as "Yes" for taking the exam.
- 7) **NOTE: Wire transfers are NOT accepted.** *The only acceptable forms payment are credit card via the ABS website or a check in U.S. funds mailed to the ABS.*

Residents Taking Exam at an Alternate Location with a Different Proctor

If you are ordering the exam for your residents but they are taking the exam with a host proctor at a different location, **the name of the host location/program must be noted on the order form.**

- 1) The exam is taken with another general surgery residency program;
- 2) On the order form, **select** the name of the host location/program from the **Alternate Site of Examination** dropdown menu;
- 3) The host location/program will receive the Registration Codes for your residents.

Security of the Examination/Seating Charts Required

The ABSITE® is copyrighted by the American Board of Surgery. The ABS holds the program director responsible for the security of the examination. All programs must **pre-assign seating** for the administration of the online exam. **Seating chart(s)** showing the assigned seating for each administration must be submitted to the ABS by fax or email (bjgerkens@absurgery.org) no later than **Friday, October 19, 2018**. The fax number is 215-563-5718.

ABSITE Results

ABSITE results **will not** be released until full payment by either credit card or check and seating charts are received. Results will be available on the ABS website approximately 8 weeks after the examination date.



2018 In-Training Exam: *Computer and iPad Requirements*

System Requirements

Note: System requirements have changed; please see below the new minimum system requirements for the 2018 ABSITE. If you have the secure browser from last year's examination, you will need to delete it from your computer(s) and download the latest version.

We suggest you make arrangements now for computer lab space. Laptops may be used with a network connection. To prepare for the online administration, your program will need to Check Readiness for each computer used for the exam and will need to download and launch the Secure Browser on each computer used for examinee testing prior to the exam.

The program director and administrator will be emailed log-in credentials (Welcome email) to the testing website will be emailed shortly. **Note:** The program director and coordinator may add as many additional proctors as needed directly via the testing website. These log-in credentials will be used when performing the Check Readiness tasks.

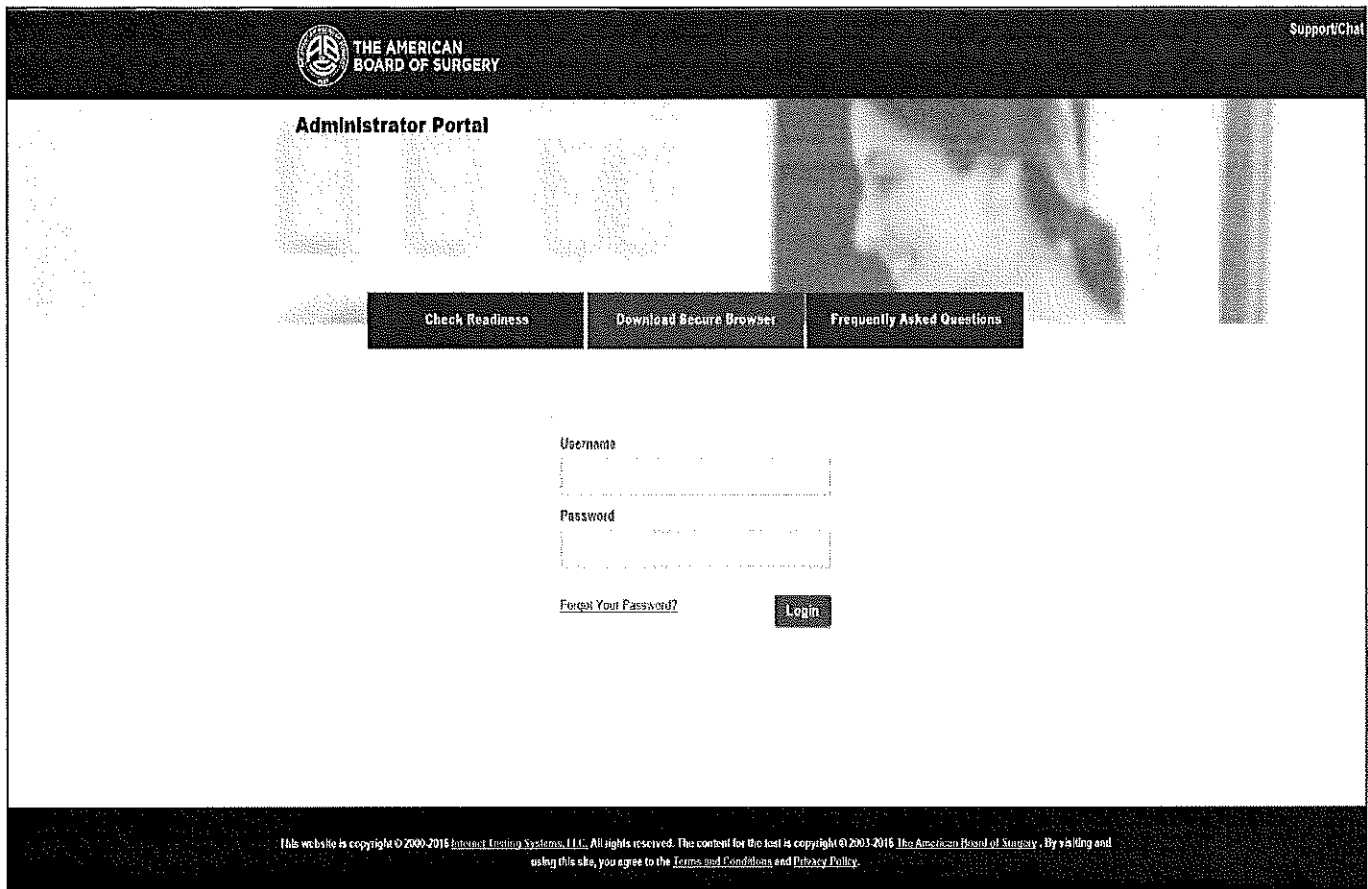
System requirements for the online administration of the exam are found below. Do **not** use Firefox or Chrome.

Windows Computers:

Supported Browser:	Microsoft Internet Explorer 9.0 or higher
Operating System:	Windows 7 or higher
Processor:	233 MHz or higher Intel Pentium/Celeron family; AMD K6/Althlon/Duron family; or compatible processor
RAM:	128 MB or higher
Display:	1024 x 768 with 32-bit color or higher
Internet Connection:	High-Speed Internet connection

Macintosh Computers:

Supported Browser:	Apple Safari 7.0 or higher
Operating System:	Mac OS X 10.9 or higher
Processor:	PowerPC G3, G4, or G5 processor; or Intel-based Mac
RAM:	256 MB or higher
Display:	1024 x 768 with 32-bit color or higher
Internet Connection:	High-Speed Internet connection



To Check Readiness and download the Secure Browser go to absite.programworkshop.com. Please use the log-in credentials provided in the Welcome email. For any questions about system functionality and the new system requirements should be directed to ITS at 1-800-514-8494 or ABSsupport@testsys.com. Programs outside the United States will need to call 1-443-573-8399.

Check Readiness

- 1) Click on Check Readiness on the homepage.
 - a. If you are the first user who accesses the readiness page at the WAN IP address, you will be asked to fill in your email. You will not be required to repeat this step unless you want to change the institution you have selected.
 - b. If the WAN IP has been previously associated with one or multiple institutions, choose the institution that is associated with you from the drop-down list. If your institution is not on the list, choose "Other" and then enter your email.
 - c. If the device has been previously associated with an institution, you will be taken to the "Check Readiness" page directly. If you want to change the institution, click on the "Change" link and repeat Step 1.b
- 2) Run System Check: This check will verify the device meets the **NEW** minimum system requirements and identify any potential issues with the device or Internet connection. The System Check will need to be performed on every computer used for testing, including any laptops.
 - a. Enter your First and Last Name in the appropriate field. In the Comments field, enter your ABS program number. Click Run Check.
 - b. A System Check Results report will be automatically generated.
- 3) Evaluate Network: you may also wish to launch a test simulation check to analyze your network infrastructure and it will provide a recommended maximum number of examinees that can test simultaneously. This task should be completed in conjunction with your local IT staff.

Download Secure Brower

The secure browser is a “locked down” version of an Internet browser that does not allow examinees to access other programs or websites during the exam. The secure browser does not transfer information from the local computer and is only used during ABS examinations. The secure browser for ABS In-Training Examinations is called the ABS Browser. **The Secure Browser will need to be downloaded on every computer used for testing, including any laptop.**

- 1) Click on Download Secure Browser
- 2) Follow the step-by-step instructions on the screen (See screen shot below)
- 3) ABS Browser.exe will now be on your desktop
- 4) Once the browser has been downloaded we recommend launching it to confirm that there are no conflicts with local or network settings. If an error occurs, contact ITS Technical Support for assistance.

The screenshot shows the Administrator Portal interface. At the top left is the logo for The American Board of Surgery. The main heading is "Administrator Portal". On the left side, there are navigation links: "Support/Chat" and "Return". Below these, it says "Currently Identified as: Anonymous" with a small icon. The main content area is titled "Download Secure Browser" and includes a link for "Show All Platforms". Underneath, there is a section for "Secure Browser for Windows" which contains a paragraph explaining that the browser is a locked-down version of an internet browser and provides a list of four steps for installation. At the bottom of this section is a "Download" button. The footer of the page contains copyright information for Internet Testing Systems, LLC and The American Board of Surgery, along with a link to the Terms and Conditions and Privacy Policy.

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Administrator Portal

» Support/Chat

» Return

Currently Identified as:
Anonymous

Download Secure Browser

[Show All Platforms](#)

Secure Browser for Windows

The Secure Browser is a locked down version of an internet browser that does not allow access to other applications. Administrator rights are not needed to install the Secure Browser, and it can be installed on individual testing workstations or run from a network drive.

1. Click the "Download" button
2. You will be prompted with a Security Warning asking "Do you want to run or open this file?" Click "Open".
3. When prompted with the "Do you want to install this application?" dialog, choose "Install". If you are prompted again, click "OK".
4. When you launch the Secure Browser, you may be prompted with the Security Warning "Are you sure you want to run this software?" Uncheck the box "Always ask before opening this file" and click "Run".

Download

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2018 In-Training Examination: iPad Information Sheet

iPad System Requirements

To prepare for the administration of the In-Training exam using the iPad, your program will need to download the ABS iPad app and verify its readiness. **These steps are accessed directly from the app; no log-in is required.** Any questions about system functionality should be directed to ITS at 1-800-514-8494 or ABSsupport@testsys.com. Programs outside the United States will need to call 1-443-573-8399.

System requirements for the iPad are found below.

Supported Browser:	Apple Safari and the ABS iPad app
Operating System:	iOS 7 or higher on an iPad 2 or newer
Internet Connection:	High-Speed Internet connection

App Download and Launch

- 1) Search "American Board of Surgery" in the app store.
- 2) Tap "Install" to download the app.

Note: If you have the app installed from last year's examination, you will need to ensure you install the latest version. To do so, you can open the app on your iPad, which should then prompt you to update. Alternatively, you can select "App Store" on your iPad, then select "Updates" from the menu at the bottom. Locate the app from the list provided and select "Update".

Verify Readiness

Verify Readiness for the use of the iPad is a two-step process. First, test the network capacity that will be used during the exam administration and second, set up the Secure Test Delivery Configuration. The Secure Test Delivery Configuration **must be set up on each iPad used for testing.**

- 1) Test Simulation
 - a. Tap on the ABS iPad app.
 - b. Tap on "Verify Readiness".
 - c. Tap on "Launch Test Simulation".
 - d. Follow instructions in the app and run the simulation for at least 5 minutes.

Note: Depending on how many iPads will be used for testing, this activity may need to be performed on multiple iPads simultaneously. For the most accurate reflection of the network capability, this activity should be done in the same room and on the same day and time of the actual exam.

- 2) Secure Test Delivery Configuration
 - a. Tap on the ABS iPad app.
 - b. Tap on "Verify Readiness".
 - c. Tap on "Secure Test Delivery Configuration".
 - d. Follow instructions in the app to set up Guided Access. The app uses Guided Access capability to "lock down" the app and prevent examinees from accessing other programs or websites during the exam.

Note: The passcode is created by the Proctor and for Proctor use only. Proctors should select a passcode that is easy to remember or write it down and keep in a secure location. **It will be necessary for the proctor to enter the correct passcode to disable Guided Access and exit the app.**