CREOG In-Training Online Examination

Test sites may administer the examination on one day or **two consecutive** days:

**Wednesday, January 17, 2018**  
**Thursday, January 18, 2018**  
**Friday, January 19, 2018**  
**Saturday, January 20, 2018**

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The Chief Proctor may print **ONE COLOR COPY** of this manual and keep it in a secured place. This material may not otherwise be reproduced or distributed.
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INTRODUCTION

The Council on Resident Education in Obstetrics and Gynecology (CREOG) In-Training Examination is offered annually as an instrument for evaluating cognitive knowledge of individual residents in obstetrics and gynecology. Through detailed feedback and score reporting, performance of both individual residents and the program can be assessed. Annual statistical analyses demonstrate the examination's continuing validity as an educational evaluative tool.

This manual contains detailed instructions for administering the online examination. Every effort has been made to ensure that the examination is administered under standardized conditions so that all examinees receive the same opportunity to demonstrate their level of knowledge and competence.

RESPONSIBILITIES OF THE CHIEF PROCTOR

This examination requires one full day of testing in two sessions for a total of 5 hours. Maximum time allowed for each test session is 2.5 hours with a required break in between the two sessions.

It is the Chief Proctor’s responsibility to verify the following (check once completed):

<table>
<thead>
<tr>
<th>Date Due</th>
<th>Completed</th>
<th>Task Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/8/2018</td>
<td></td>
<td>• Carefully review this Proctor Manual and note exam dates on your calendar.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Advise examinees of the examination schedule, format, and site details.</td>
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<tr>
<td></td>
<td></td>
<td>• Make sure all computers being used for the exam have the correct examination browser downloaded. (Email with instructions sent on November 15, 2017.)</td>
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<tr>
<td>1/17/18 – 1/20/18</td>
<td></td>
<td>• Examinees using the installed secure browser: Click on the icon to access and begin the examination process.</td>
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<tr>
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<td>• Follow examination instructions and procedures throughout the examination.</td>
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<td>• Proctors must sign the report of test administration and affidavit to verify compliance with the examination security measures.</td>
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<tr>
<td></td>
<td></td>
<td>• Examinees using Apple computers: A secure URL must be distributed by Proctor. The link to access the examination will be emailed to coordinators one day prior to the examination.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Examinees at military programs: A secure URL must be distributed by Proctor. The link to access the examination will be emailed to coordinators one day prior to the examination.</td>
</tr>
<tr>
<td>1/22/18</td>
<td></td>
<td>• Return all test materials as directed (see page 6).</td>
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<tr>
<td>1/22/18</td>
<td></td>
<td>• Inform CREOG of any irregularities or problems in test administration or the examination process on the Report of Test Administration Form.</td>
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</tbody>
</table>
THE CREOG IN-TRAINING EXAMINATION POLICY STATEMENT

The Council on Resident Education in Obstetrics and Gynecology (CREOG) is responsible for the CREOG In-Training Examination. Examination results for residents, faculty, and private practitioners may be shared with the American Board of Obstetrics and Gynecology and other health care organizations, and used by CREOG and/or other recipients for research or similar purposes. To ensure the examination’s integrity, CREOG may review a residency program’s adherence to the examination’s administrative procedures including the security measures and/or analyze examination answer sheets for the current year or previous years.

If CREOG suspects a residency program’s noncompliance with the examination’s administration procedures and/or an examinee’s misconduct, CREOG may take any or all of the following actions:

- A request may be made to the residency program to investigate issues of noncompliance and/or misconduct and the residency program may be required to demonstrate to CREOG’s satisfaction that such noncompliance and/or misconduct did not occur or that appropriate steps were taken to address any issues.

- The residency program may not be permitted to administer the CREOG In-Training Examination for the following year or for a period of years.

- A resident who is determined to have engaged in examination misconduct may be prohibited from taking the CREOG In-Training Examination for the following year or for a period of years.

- The residency program’s current results for the CREOG In-Training Examination may be withheld from the program and all examinees.

- A letter detailing the noncompliance with CREOG’s test administration procedures and/or the examination misconduct including the names of the individuals potentially involved in the noncompliance or misconduct may be sent to the Residency’s Program Director, the Dean of the University, the Executive Officer of the institution, the Executive Director of the American Board of Obstetrics and Gynecology, and the Chair of the Residency Review Committee for Obstetrics and Gynecology, in consultation with the American College of Obstetricians and Gynecologists’ General Counsel.

- Any other disciplinary actions that may be deemed appropriate by CREOG may be taken.
SECURITY MEASURES

The following security measures **must be strictly followed**. Non-compliance may result in CREOG taking any or all of the actions contained in the CREOG In-Training Examination Policy Statement on page 2. The report of test administration verifying compliance with examination security measures must be returned with the answer sheets.

- Security measures must be maintained before, during, and after the administration of the examination.

- User IDs and passcodes to grant examination access cannot accessed or seen by anyone except the examinee at the time of the examination.

- Test sites may administer the examination on one day or **two consecutive** days:
  - Wednesday, January 17, 2018
  - Thursday, January 18, 2018
  - Friday, January 19, 2018
  - Saturday, January 20, 2018

- All residents must complete the examination in one day.

- Examinees must remain seated and in the same seat during both sessions of the examination.

- Proctors must report any examinees who appear to communicate with or receive communication from other examinees.

- All materials must be postmarked by **January 22, 2018**.

- After administration of the examination, all materials must be:
  - immediately collected
  - signed by the Chief Proctor and Program Director (if required)
  - repackaged and sealed for return shipment

- Information from the test must not be photographed, copied, or otherwise reproduced unless a photograph taken of an examination item in question for the Correction Form.

- All student written notes and information from the test must be collected at the close of the afternoon session, placed in the package with test materials, and returned to CREOG.
COMMUNICATION WITH CREOG AND THE EXAMINATION VENDOR

BEFORE EXAMINATION DAY

The In-Training Examination is sponsored by the Council on Resident Education in Obstetrics and Gynecology (CREOG) and is prepared in cooperation with the Testing Center of the American College of Obstetricians and Gynecologists (ACOG).

All questions concerning examinee status, scheduling conflicts, proctoring, and administration of the examination should be directed to the CREOG team:

Darya Valantsevich
Program Specialist, CREOG
Telephone: (202) 863-2548
E-mail: dvalantsevich@acog.org

ON EXAMINATION DAY

Please note that:

• There is no official start and end time for the examination. You may start the exam at any time that is suitable for your program.
• A break is required between sessions. The minimum break time between Session 1 and Session 2 is 35 minutes.
• Military programs and programs using Apple machines: The link to access the examination will be emailed to coordinators one day prior to the examination.
• Electronic instructions and policy statements are not required to be read by proctors before the session begins. They are included once the examinees login to the exam.
• The walk-in fee for non-registered examinees is $135.00.
• Step-by step instructions and a demonstration of examination features are available to residents after they log in.
• A copy of this Proctor Manual has been emailed and mailed to all program managers.

ACCESSING THE EXAMINATION

• Examinees using the installed secure browser: Click on the desktop icon that looks like the icon below to access and begin the examination process. Note that the icon may not be visible on some desktops but can be found by searching SMTExam.
• Examinees using Apple computers: A secure URL must be distributed by the Proctor
• Examinees at military programs: A secure URL must be distributed by the Proctor
QUESTIONS ON EXAMINATION DAY

Please note: THESE NUMBERS SHOULD NOT TO BE GIVEN TO ANY EXAMINEE UNDER ANY CIRCUMSTANCE.

NON-TECHNICAL QUESTIONS

January 17 – 20, 2018 between 8:00 AM–5:00 PM EST
For non-technical questions, please contact the CREOG Team:

Darya Valantsevich, Program Specialist, CREOG
Telephone: (202) 863-2548    Toll-free: (800) 673-8444 x2548    E-mail: dvalantsevich@acog.org

Anne Arnold, Director, Educational Programs
Telephone: (202) 863-2458    Toll-free: (800) 673-8444 x2458    E-mail: aarnold@acog.org

Gale Mamatova, Director, CREOG
Telephone: (202) 863-2558    Toll-free: (800) 673-8444 x2558    E-mail: gmamatova@acog.org

Erica Flynn, MBA, MS, Senior Director, Educational Development and Testing
Telephone: (202) 863-2428    Toll-free: (800) 673-8444 x2428    E-mail: eflynn@acog.org

TECHNICAL QUESTIONS

January 17–19, 2018 between 8:00 AM–5:00 PM EST
For technical questions, please contact the examination vendor (IQT):

- 866-773-1114 (toll free) or
- 727-733-1110 (international)

Outside of regular business hours and on January 20, please use the following IQT numbers:

- 877-773-6869 (toll free)
- 727-735-0497 (international)

Please note: There is a brief recording for the IQT phone numbers. The recording is as follows: Thank you for calling ISO Quality Testing. Your call may be recorded or monitored for training or quality assurance purposes. At that point, please press any key to reach a representative.
EXAMINATION PROCEDURES: BEFORE EXAMINATION DAY

Important: Please alert the appropriate person or office at the receiving department of your institution of the expected arrival date of the shipment.

Immediately upon receipt of the test materials shipment

1. Check the contents of each envelope against the materials list that’s included.
2. Note that test materials should not be photocopied or otherwise reproduced, unless for reporting a problem specific to technology issues or questions to CREOG.

Test Materials

The following materials are mailed to the Chief Proctor at each program and are needed to administer the examination:

1. Examination materials checklist: GOLD
2. Attendance roster that lists all pre-registered examinees: PINK
3. UserID and passcode sheet, which will need to be cut into strips and distributed to residents on examination day: GREEN
4. CREOG Examination Affidavit: PURPLE
5. Walk-in examinee application/payment form: WHITE (2)
6. Correction form: YELLOW
7. Report of Test Administration form: BLUE
8. Return Exam Materials (internal) envelope to return materials (to place inside FedEx envelope)
9. FedEx return (shipment) envelope

Please check the names on your attendance roster to ensure that all individuals registered to take the examination at your center are listed. If there are any errors or omissions, please make the appropriate changes on the on the yellow correction form, and notify CREOG if necessary.

Testing Room Arrangements

The testing room should be free of visual barriers and provide a comfortable temperature. It should also have good lighting and ventilation, a low noise level, and adequate writing surfaces. There should be sufficient space between examinees to maintain the security of the examination.
EXAMINATION PROCEDURES: AFTER THE EXAMINATION

Immediately prepare all test materials for return. All materials must be returned to American College of Obstetricians and Gynecologists. Materials must be postmarked by January 22, 2018.

1. Ensure that the following forms are signed:
   - Attendance roster that lists all pre-registered examinees: PINK
   - Report of Test Administration form: BLUE
   - CREOG Examination Affidavit: PURPLE (include Program Director’s signature)

2. Please recycle this Proctor Manual, the UserID/passcode slips, and any yellow or white forms that you did not use.

3. Using the provided checklist, collect and place the following materials in the white envelope with your program number label:
   - Attendance roster that lists all pre-registered examinees: pink
   - CREOG Examination Affidavit: purple
   - Report of Test Administration form: blue
   - Walk-in examinee application forms (if completed): with the $135 payment received
   - Correction form (if used): yellow

4. Place the above materials in the white envelope labeled Return Exam Materials, and place it in the FedEx Express envelope.

5. Peel off the pre-printed return FedEx label and affix it to the FedEx envelope.

6. Return the FedEx envelope to your mail room to ship to CREOG.
   - When the envelope is ready for shipment, contact Federal Express at 1-800-GOFEDEX or www.fedex.com to arrange for pick-up or follow the appropriate procedure at your institution for outgoing Federal Express shipments.
   - The program is responsible for maintaining security of the test materials until pickup.

Please note that:
- Labels are preprinted to indicate return by FedEx.
- Programs may not change the rate of Federal Express service used. Any additional costs due to changing the type of service will be billed to the program and must be paid before the test results are released.
- Examination scores will only be emailed to programs that return all test materials.

Finally, please report any errors or suggestions to improve this manual to CREOG at creog@acog.org.