PAEA

PAEA Assessment Center

USER GUIDE

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SECTION 1
Welcome to the Assessment Center!

The Assessment Center is PAEA's new home for all things related to exams. It is integrated into the PAEA Member Community, which is already one of the most important resources for our members and their professional growth. The addition of the Assessment Center into the Member Community makes the member experience more seamless than ever before and allows members to do all their important tasks in one place.

Users of programs that utilize PAEA exams will see an Assessment Center section on the top menu after logging into the Member Community. When clicking the arrow for the Assessment Center you will see the following options:
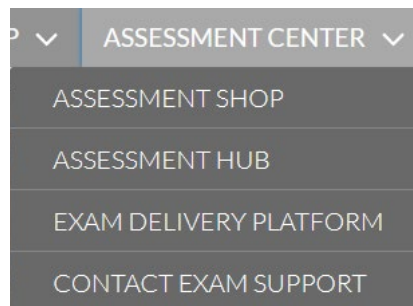
The first three options on the list are the distinct sections of the Assessment Center. Each component has a different purpose, yet they work synergistically with one another:

- The **Assessment Shop** is where you order exams.
- The **Assessment Hub** is used for entering student data and scheduling exams.
- The **Exam Delivery Platform** is an intuitive interface for exam proctoring and administration that offers modernized assessment features.

The **Contact Exam Support** option will direct you to a page with all the ways to contact PAEA exam support listed, including the very important Chat widget.

This comprehensive guide will explain each section of the Assessment Center in detail, provide instructions for the processes completed throughout each section, and provide insight into other changes regarding the exams.

The Assessment Shop

The Assessment Shop is your home for ordering exams, requesting a quote, uploading a purchase order, obtaining an invoice, and tracking the program's exam credit balance.

REQUESTING A QUOTE

1. Log into the PAEA Member Community, select the **Assessment Center** tab, then click **Assessment Shop**.

2. From the next page click **Order Exams** or scroll down further and click the button for the exam you need to order.

3. Adjust your quantity and click **Add to Cart**. Next, choose to **Continue Shopping** or **View Cart** if you have all the exams needed.

4. On the next page to the right, click **Next** under **Request a Quote – Exams**.

5. Review the order for accuracy, click **Next** again, and a .pdf file will be generated with your quote information.

**Please note the quote is not an invoice and does not represent an order submission. After obtaining the quote, please return to your cart and finish submitting the order until a confirmation message is received. Please refer to the "Ordering Exams" section below and begin with Step 4.

ORDERING EXAMS

1. Log into the PAEA Member Community, select the **Assessment Center** tab, then click **Assessment Shop**.

2. From the next page you may click on **Order Exams**, or just scroll down further and click the button for the exam you need to order.

Exams

Order exam credits to schedule exams for your students

PACKRAT	END OF ROTATION	END OF CURRICULUM	THE STUDENT EXAM BOX *
$45	**$35**	**$99**	**$420**
Price per exam, per student	Price per exam, per student	Price per exam, per student	Price per box, per student

* The Student Exam Box package option includes 2 PACKRAT exam credits, 10 End of Rotation exam credits, and 1 End of Curriculum exam credit

3.   Adjust your quantity and click **Add to Cart**. Next you may choose to **Continue Shopping** or **View Cart** if you have all the exams needed.

4.   After reviewing your cart for accuracy click **Proceed to Checkout**, where you will then review and acknowledge our exam policies. The policies will need acknowledgement each time an order is submitted.

☑ Click here to agree to the above and complete your order

5.   Once they are acknowledged you will be able to choose your payment method, enter the applicable payment information, and submit the order.

UPDATING THE PROGRAM BILLING ADDRESS

When paying by credit card the program must have at least one Billing Address on file in the Shop. You can add or update a current billing address by clicking a link on the page when submitting your payment information.

• **Paying by Credit Card?**

Please make sure that your Billing Address matches the one on your credit card statement. **Click here** if you need to add a new address, then come back to this browser tab and refresh the screen to continue checkout.

If adding a new address click **New** in the top right corner. If you need to update or delete a listed mailing address, click the small arrow to the right of the address line.

Addresses   New

2 items

Name	Address Ty...	Is Default ...	Address	City	State/Prov...	Zip/Postal ...	Country	
Billing	Billing	☑	600 Park Offices Dr.	Durham	NC	27709	USA	▼
Easy	Billing	☐	520 Test Address	Indianapolis	IN	46203	USA	▼

After adding or updating a mailing address you will need to go back to the order submission page, select the appropriate address, and submit the order.

UPLOADING A PURCHASE ORDER

The Assessment Shop has an option to upload a purchase order if paying by check or ACH deposit. The upload feature is available in several areas throughout the Shop.

1. When entering your payment information before order submission.

Please select your payment method below.

- **Paying by Check or ACH?**

  If you have a Purchase Order to expedite the release of your exam credits, please upload it below.

- **Paying by Credit Card?**

  Please make sure that your Billing Address matches the one on your credit card statement. **Click here** if you need to add a new address, then come back to this browser tab and refresh the screen to continue checkout.

Only PDF accepted

⬆ Upload Files   Or drop files

2. On the confirmation page after the order is placed. Make sure to click **Confirm** after the upload.

Thank you for your Order!
Order Number: 00003784

An order confirmation has been sent to you via email. You may also download a copy using the View PDF button to the right. If you chose to pay by check, please remit payment per the instructions on the invoice. To schedule exam events, administer exams, and view score reports, please visit the PAEA Assessment Hub.

Purchase Additional Exams   View My Order

What would you like to do now?

Schedule, Manage, and Administer Exams (access required)
- PAEA Assessment Hub

View Resources
- PAEA Assessment Home
- Proctor Resources
- Faculty Guides and Publications
- Knowledge Base

To generate a PDF invoice of this order, click View PDF.

View PDF

Exams credits may be released before the check is received by uploading a Purchase Order. Purchase Orders can also be uploaded at a later date on the Order Summary page, which can be viewed by clicking the "View My Order" button to the left or on the Shop Home page.

If you would like to submit a Purchase Order to request that PAEA release your exam credits, please upload it here and click "Confirm."

Only PDF accepted

⬆ Upload Files   Or drop files

Confirm

3. When viewing previously submitted orders.

- From the Shop home page click **View Previous Orders**, then **View Details**.

Once the order is placed, the purchase order must be reviewed by PAEA finance, and if there are no issues the exam order credits are released to your program. If there is an error with your purchase order, PAEA will reach out for more information.

EXAM ORDER HISTORY AND OBTAINING AN INVOICE

An invoice is automatically generated in the Assessment Shop once an order is submitted. To review your previous orders, check their status, and retrieve an invoice do the following:

1. Log into the PAEA Member Community, select the **Assessment Center** tab, then click **Assessment Shop**.

2. Click **View Previous Orders** toward the bottom right of the Shop home page.

3. The next page will list your submitted order information. You may need to click **Show More** at the bottom or adjust the date filters to view older orders. The Status column labels indicate the following:

   - Outstanding: PAEA has not received payment or a purchase order; exams have not been released

   - Released: PAEA has received a purchase order and released the exams, but is awaiting payment

   - Paid: PAEA has received payment and released the exams

   - Comped: PAEA has provided complimentary exams to the program free of charge. These orders are always initiated by PAEA staff due to varying circumstances.

4. Click **View Details** on the right of the necessary order, and the next page has a **View PDF** button to download an invoice.

5. An invoice can also be downloaded from the confirmation page immediately after an order is submitted.

REVIEWING OR CHANGING AN ALREADY UPLOADED PURCHASE ORDER

1. Log into the PAEA Member Community, select the **Assessment Center** tab, then click **Assessment Shop**.

2. Click **View Previous Orders** toward the bottom right of the Shop home page.

3. Find the necessary order from the list and click **View Details**.

4. Scroll to the bottom of the page and click the small arrow to the right of your purchase order details.

5. Clicking the arrow will give you several options to download, update, or delete the uploaded purchase order.

TRACKING THE PROGRAM'S EXAM CREDIT BALANCE

The bottom of the Shop home page has a table to track your remaining and used exam credits and Student Exam Boxes.
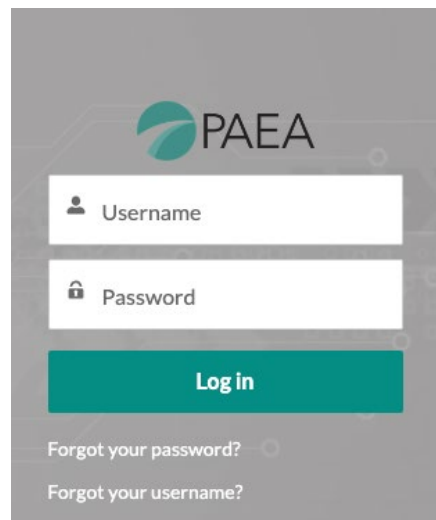
The Assessment Hub

The PAEA Assessment Hub is your home for student roster management, exam scheduling, and score reports.

Log In:
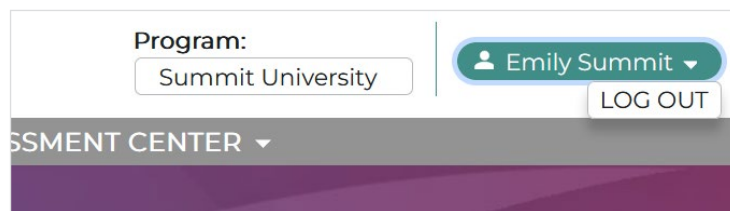
You have two options for signing into the Assessment Hub:

1. Access directly from the Member Community - **https://members.paeaonline.org** - and use the Assessment Center menu to navigate to the Assessment Hub

2. Sign in from **https://assessmenthub.paeaonline.org**, selecting the PAEA Member Faculty or Staff Sign-in at the top of the screen using your PAEA Member Community username and password.

Log Out:

To log out, select your username in the top right corner and then select **LOG OUT**.

USING THE HOME SCREEN

After logging in, you will see the **Home** screen which contains links to the different areas of the Hub sorted into menu categories.

The menu banner also displays links to each area of the Hub. This banner appears on every Hub page. The areas available are as follows:

Area	Description
Student Roster	Manage student groups, student data, and exam boxes.
Scheduling	Set up exam events and view scheduled exams.
Score Reports	Access different types of exam score reports.
Assessment Center	Includes critical links for using the components of PAEA Assessment, including the Assessment Shop, Exam Delivery Platform, PAEA Member Community, and PAEA Assessment Home page.

How to Change Program – PAEA Staff Only

The selected program determines what information populates the various areas of the Assessment Hub. Use the drop-down menu next to your username in the top right corner to switch between programs.

You can change the program from any Assessment Hub screen. **This dropdown will be fixed for program users**. They will not be able to access other programs' information.

STUDENT ROSTER

From the **Student Roster** area of the Assessment Hub you can manage student groups, student data, and exam boxes.

Manage Student Groups

A Student Group is a custom tag that provides a second filter to categorize students, in addition to the fixed Graduation Year. At least one Student Group is required for all programs.

On the **Manage Student Groups** screen you can view the details of each student group. The table displays each **Student Group Name**.

Select a student group to view the **Student Group Details** panel, which shows the number of students in the selected group and allows you to **Edit** (rename) or **Delete** it.

NOTE: A Student Group can only be deleted if there are no students assigned to it, but it can be edited at any time.

HOW TO ADD A STUDENT GROUP

1. Click **Manage Student Groups**, then **Add Student Group**.

2. Enter a Student Group Name. It can help differentiate between multiple incoming classes in one year, or multiple campuses, but can be as simple as you like.

3. After a Student Group is added, you can use the Manage Students screen to add students into the group.

Manage Students

The main part of the **Manage Students** screen is the table of students. If students have been uploaded, you will see a list of students with their First Name, Last Name, Email, Graduation Year, and Student Group. Use the **Graduation Year** drop-down menu to choose the students that will appear in the table. The available Graduation Year list is pre-populated in the system. Only graduation years with students currently assigned will appear in the dropdown.

The student table can be sorted forward and backward by Last Name.

Select a student to show their **Student Details** in the box next to the table, which displays the following information:

Label	Description
Name	The student's name.
Email	The student's email address.
Graduation Year	The graduation year selected in the dropdown on the page.
Student Group	The Student Group assignment.
Time-Based Accommodations	Determines whether the candidate is eligible for extended time under the Americans with Disabilities Act.
Graduation Date	The student's graduation date. The student will be ineligible to be scheduled after their graduation date, and their account will Retire 120 days after graduation.
Retired	Determines whether the candidate has been retired and no longer eligible for scheduling.
Date Created	The date the student was added to the Assessment Hub.

STUDENT DETAILS

Name:	PA12 Student12
Email:	Student12@PAProgram.edu
Graduation Year:	2024
Student Group:	Atlanta Campus
Time-Based Accommodations:	Yes
Graduation Date:	05/05/2024
Retired:	No
Date created:	06/07/2023

RESET PASSWORD   EDIT STUDENT

To change any of this information for the selected student, select **Edit Student**.

To send password setting instructions to the student's associated email account, select the student from the table and then select **Send Password Reset**.

HOW TO UPLOAD STUDENTS

After adding a student group, you may begin adding students.

1. Go to **Student Rosters**, **Manage Students**, then **Upload Students**.

2. A CSV template is required to enter the student data. If you do not already have a populated version of the required CSV file, click on **Template** to download a sample CSV file.

Label	Description
Student	Each student should be listed on a separate row of the CSV.
Email	The student's email address.
Graduation Year	Must be the four-digit year.
Student Group	Must be spelled exactly how it was entered when created.
Time-Based Accommodations	Indicates a student's eligibility for accommodations and should be **YES** or **NO**.
Sample Row	You **must** delete over overwrite the sample row from the file before saving.

3. Select **Upload** to upload the students.

4. If there were any issues with the data provided in the CSV, an error message will appear. Click **Download Results** and review the affected student records and the reason(s) for the failure. You can make the indicated edits and upload this results sheet rather than going back to the Template.

Manage Student Exam Boxes

If your program uses the Student Exam Box, you can manage them in the **Manage Student Exam Boxes** screen. This screen shows which students have Student Exam Boxes assigned and their current status, and allows you to assign and unassign them. A total number of **Unused Student Exam Boxes** is also detailed.

The table displays the student's **First Name** and **Last Name**, **Email**, and number of available exams from their **Student Exam Box**. Students who have either used all of their credits, or who have not been assigned a box, will have a 0 in each column for number of available credits.

HOW TO ASSIGN STUDENT EXAM BOXES

1. Select **Manage** in the corresponding row of the student you wish to assign an exam box to.

			End of Curriculum	End of Rotation	PACKRAT	
Abby	Cee	alphabet@paea.com	1	10	1	MANAGE

2. If there are unused student exam boxes available to assign, select **Assign Student Exam Box**.

Any assigned exam boxes are detailed in the **Current Student Exam Boxes** table on the screen, including the **Date Assigned** and the **Exam** credits available to the student.

CURRENT STUDENT EXAM BOXES

DATE ASSIGNED
07/07/2023

UNASSIGN STUDENT EXAM BOX

Exam	
End of Curriculum	1
End of Rotation	10
PACKRAT	2

To unassign an exam box, select **Unassign Student Exam Box**.

Note: You can only unassign a Student Exam Box if no exams have been scheduled. If an exam has been scheduled but not taken, you need to cancel the exam first and then unassign the Student Exam Box.

SCHEDULING

From the **Scheduling** area of the Assessment Hub, you can set up new exam events and view scheduled exams.

Schedule an Exam Event

In the **Schedule an Exam Event** screen you can schedule students for exams.

The table displays the available **Exam Programs** and how many individual exam **Credits** are available for each. It's important to note this table will not display available Student Exam Box credits. Before scheduling, please use the **Manage Student Exam Boxes** page in the **Student Roster** tab to check available exam credits for applicable students. If credits for the particular Exam Program are available in a student's assigned **Student Exam Box**, the Hub will automatically pull from the Student Exam Box when scheduling

EXAM PROGRAM

Click on the exam program that you wish to schedule:

Exam Program	Credits
End of Curriculum	47
End of Rotation	38
PACKRAT	50

HOW TO SCHEDULE AN EXAM EVENT

1. Select **Scheduling**, then **Schedule an Exam Event.**

2. Click on the type of **Exam Program** you wish to schedule. For End of Rotation™ exams, you must also choose a specific exam from the drop-down menu that appears.

3. Choose the **Delivery Type** for the exam from the dropdown menu. The available delivery types (which may differ depending on the selected exam program) are as follows:

Delivery Type	Description
In person	An in-person proctored exam that is set for a specific time and uses SecureClient in conjunction with in-person monitoring. Students to receive all information about the exam in an email. This is the only option for End of Curriculum™ exams.
Remote Proctored	A remote proctored exam is designed to be used with a third-party remote proctoring service that has behavioral monitoring and, thus, SecureClient is not required. It will create a PIN you can send to the proctoring service to launch the exam. This information can be obtained in the Exam Delivery Platform following scheduling. **Note:** This option is not intended for use by program faculty or staff remotely proctoring with Zoom or other screensharing apps.
Unproctored	An unproctored exam allows students to take their exams within a set date range and requires the use of SecureClient. Students will receive an email so they can log in at the chosen time within the date range.

4. Use the **Time-Based Accommodations** dropdown to choose whether extra time is allocated to all students for this exam event. This can be **Standard Time**, **Time and a Half**, or **Double Time**. The exact amount of time allocated depends on the selected exam program and is detailed on-screen.

Note: Students using time-based accommodations should be scheduled in a separate exam event from those using standard time. Everyone scheduled in the same event will be scheduled for the same exam duration, regardless of their accommodation status.

5. Select the **Date & Time** of the exam and click **Next**. Unproctored and Remote Proctored exams need a date range. The date must start on the next calendar day, so no same day scheduling. The **Time Zone** can also be configured to the student's local time zone. The Program's exam schedule will still appear in the device's local time zone.

6. Choose the applicable **Graduation Year**, then scroll down and select the students by checking the box to the left of their name.

CREDITS AVAILABLE: 50

	First Name	Last Name ↑	Email	Graduation Year	Student Group	Time-Based Accommodations	Has exam box
☑	Nancy	Jones	Njones@paea.com	2029	Main	✓	
☐	Mark	Noble	mark.noble@paea.com	2029	Geoff Test Class 2023	✓	✓

Note: The number of students selected cannot exceed the number of available exam credits. Keep in mind the number of "**Credits Available**" on this page does not reflect credits available from an assigned Student Exam Box.

7. Once all the students are selected click **Next**, review the details, and if correct click **Finish**.

8. The **Success** column in the table displays a green checkmark for each student that has been successfully scheduled for the exam, and a red X if the scheduling was not successful.

STUDENT DETAILS

First name	Last name ↑	Email	Graduation Year	Student Group	Time-Based Accommodations	Success
Nancy	Jones	Njones@paea.com	2029	Main	✓	⊘

SCHEDULE ANOTHER EXAM | BACK TO HOME

Viewing the Exam Schedule

In the **Exam Schedule** screen, you can view any exams that have been scheduled in a single table.

You can filter the data displayed in the table by using the **Graduation Year** and **Exam** drop-down menus. The table displays the following information:

Information	Description
Student	The student's name.
Email	The student's email address.
Start Date	The exam's start date.
Keycode	The student's unique keycode used to enter the exam.
Scheduled with Student Exam Box?	Determines whether the student was scheduled with an exam box.

To cancel an exam, select **Cancel** from the corresponding row of the student's exam you wish to cancel.

Graduation Year:	2029	Exam:	All			
Student	**Email**		**Start Date**	**Keycode**	**Delivery Type**	
Nancy Jones	Njones@paea.com		07/13/2023 - 08:00 (Eastern)	KF3QTQDH	In person	CANCEL

SCORE REPORTS

From the **Score Reports** menu, you can access different types of exam reports including **Program Performance Reports**, **Program Composite Reports**, **Individual Student Reports**, and **Exam Driver Score Reports**.

HOW TO RELEASE STUDENT SCORE REPORTS

The **Program Composite Reports** tab is where programs will release the student scores following an exam event.

1. Go to **Program Composite Reports** and use the drop-down menus to filter to the necessary exam.

2. Check the box next to the students whose scores you want to release and click **Release Selected Scores**.

3. If you are releasing the scores for all the students that took the exam, you can also click **Release All**.

Note: If a student's results for that exam have already been released, there will be a green check in the **Released** column, third from the left.

|	Student	Exam Date	Rel...	Overall		Subscore												
				Raw	%	1	2	3	4	5	6	7	8	9	10	11	12	13
☑	Student10, PA10	06/07/2023		138	61%	69%	46%	74%	57%	60%	56%	50%	83%	57%	43%	82%	86%	43%
	Student11, PA11	07/06/2023	✓	187	83%	72%	73%	96%	91%	85%	94%	100%	75%	86%	93%	64%	86%	57%

This is a PACKRAT® score report, not intended for interpretation.

HOW TO EXPORT SCORE REPORTS

Select the tab for the type of report you wish to generate, then use the drop-downs available to configure the data displayed.

Use the **Export** button to export reports in the following formats:

Type of Report	Exported File Type
Program Performance Reports	PDF
Program Composite Reports	CSV
Individual Student Reports	PDF
ExamDriver Score Reports	PDF (Performance & Individual), XLS (Composite)
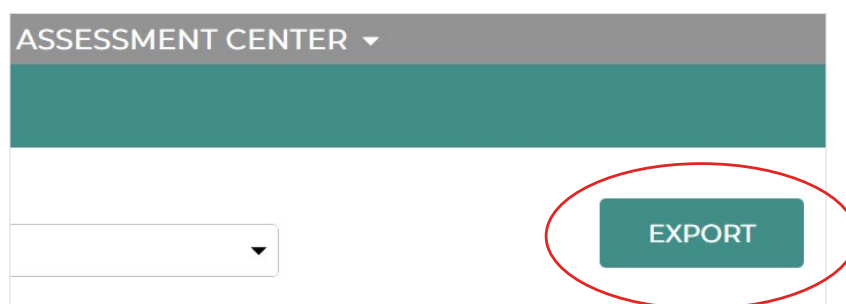
Program Performance Reports

Program performance reports display results for a selected exam aggregated by graduation year and student group with national comparative statistics.

Choose which **Graduation Year**, **Student Group**, and **Exam** you want to generate a report for.

REPORT INFORMATION

Column	Description
Exam	The exam name.
Time to Graduation (PACKRAT® exams only)	The time to graduation displays comparative statistics for PACKRAT for students who are more than 10 months from graduation or students less than 10 months from graduation.
Number of Students	The number of students in the selected student group.
Program Mean Score	The selected students' mean score.
Program Standard Deviation	The standard deviation for the selected students.
National Count	The number of students who have taken the exam, nationally.
National Mean Score	The national mean score. **NOTE:** The comparative national data contained in this report are based on a reference population of students nationwide. This information is updated periodically and represents a robust set of statistics against which to compare your program.
National Standard Deviation	The national standard deviation.

CATEGORICAL PERFORMANCE (END OF CURRICULUM EXAM ONLY)

The End of Curriculum exam categorical performance levels were established by an independent committee of PA faculty members who underwent a rigorous standard setting process.

The categorical performance score ranges you see here represent their guidance for how to interpret student performance at different levels on the score scale.

Column	Description
Categorical Performance Level	**Program** or **National**.
Limited Medical Knowledge (1200-1399)	Percentage of the class with a limited score.
Satisfactory Medical Knowledge (1400-1554)	Percentage of the class with a satisfactory score.
Advanced Medical Knowledge (1555-1800)	Percentage of the class with an advanced score.

SUBSCORE CATEGORY

The subscore category table shows the percentage of exam items belonging to each task or content category, the selected student group's performance and how students performed nationwide.

Data on subscales should be interpreted with caution because they have a small number of questions with varying levels of difficulty. However, they have value if used to assess a content section on multiple exams. Please use this data in conjunction with other information in identifying relative areas of strength and weakness within your program, class and/or student group.

To view the table, choose **Task** or **Content Category** from the **Subscore Category** drop-down menu

Column	Description
Content Area	The content area.
Content Blueprint Percentage	The coverage of this content area in the exam.
Program Mean Score	The selected students' mean score.
National Mean Score	The national mean score.

Program Composite Reports

Composite Reports list every student's individual score and subscores for the selected exams. This is also where score reports are released to students after their exams.

Choose which **Graduation Year**, **Student Group**, **Exam Program**, and **Exam** you want to generate a report for. Choose a **Subscore Category** from the drop-down menu.

EXAM INFORMATION

Column	Description
Student	The student's name.
Exam Date	The date of the exam.
Released	Determines whether the exam has been released. If it has been released, a green check will show.
Overall	The student's overall score. This will be a scale score for the End of Rotation and End of Curriculum exams, and divided into two columns for PACKRAT.
Raw	The student's raw score for PACKRAT.
%	The student's percent correct score for PACKRAT.
1-13	The student's score for each subscore category selected from the dropdown.

The key for the subscore categories is available on the right side of the report screen.

Individual Performance Reports

This is the faculty's view of what students see in their Assessment Hub, which is individual score reports with keyword feedback provided, depending on the exam.

Choose which **Graduation Year, Student Group, Exam Program, Exam, Student, and Administration Date** you want to generate a report for.

END OF CURRICULUM EXAMS INFORMATION

Column	Description
Your Performance	The student's score.
National Mean Score	The national mean score.
Your Categorical Performance Level	End of Curriculum categorical performance level.

END OF ROTATION EXAMS INFORMATION

End of Rotation exams detail an overall scale score between 300 and 500.

PACKRAT INFORMATION

Column	Description
Your Performance	The student's score.
>10 months to Graduation Performance	National comparative data for students >10 months to graduation.
<10 months to Graduation Performance	National comparative data for students <10 months to graduation.

SUBSCORE CATEGORIES

The subscore category table shows the percentage of exam items belonging to each task or content category, the selected student group's performance, and how students performed nationwide.

Data on subscales should be interpreted with caution because they have a small number of questions with varying levels of difficulty. However, they have value if used to assess a content section on multiple exams. Please use this data in conjunction with other information in identifying relative areas of strength and weakness within your program, class and/or student group.

Choose task or content category from the **Subscore Category** drop-down menu.

Column	Description
Content Area	The content area.
Content Blueprint Percentage	The coverage of this content area in the exam.
Your Performance	The student's individual percentage score.
National Mean Score	The national mean score.

ExamDriver Score Reports

ExamDriver Score Reports are all of a program's score reports from exams taken in ExamDriver. This page will not include Score Reports for exams taken in the Assessment Center.

Choose which **Year**, **Class**, **Exam**, and **Report Type** you want to see historical reports for.

SECTION 4
Exam Delivery Platform
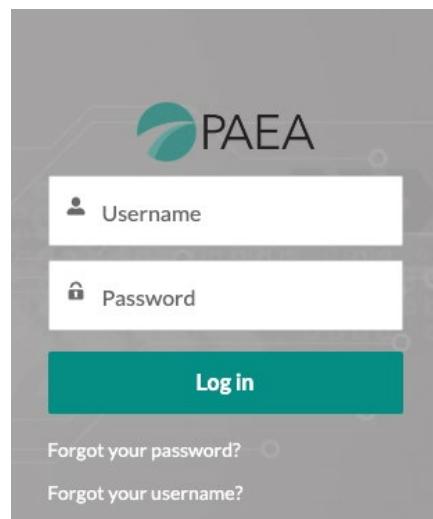
PAEA EXAM DELIVERY PLATFORM BASICS

The PAEA Exam Delivery Platform is the component of the Assessment Center where faculty will proctor exams. Students will use a subsite of the Exam Delivery Platform to take their exams. Links on the home page of the Exam Delivery Platform will allow you to access the PAEA Member Community, PAEA Assessment website, and the Assessment Shop and Hub if you have access.

Log In:

You have two options for signing into the Exam Delivery Platform:

1. Access directly from the Member Community – **https://members.paeaonline.org** - and use the Assessment Center menu to navigate to the Exam Delivery Platform.

2. Use the Assessment Center dropdown on any other component of the system and use the Exam Delivery Platform dropdown.

When you log in, and every subsequent time you access the system after five hours, you will be asked to agree to the PAEA Proctor Agreement, which outlines your responsibilities as proctor. The text of that agreement available in the **Appendix** of the PAEA Assessment Exam Policies.

Log Out:

To log out, select the code in the top right corner and then select **LOGOUT**.
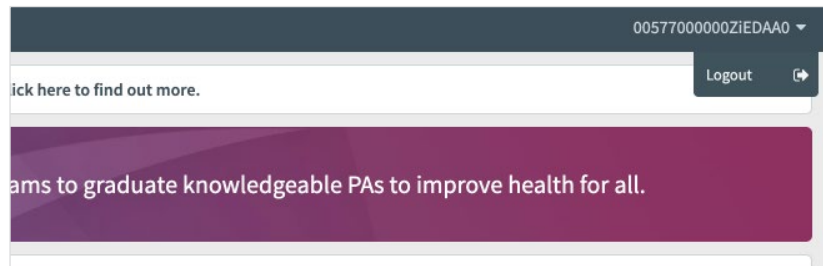
Using the Home Screen

After logging in, you will see the **Home** screen which contains basic information about the Exam Delivery Platform and Exam Support instructions. At the bottom of the screen is a link to the page for downloading the SecureClient lockdown browser, and a menu to switch the default language of all menu options. Exam text and custom text that PAEA has added will not auto-translate, but date displays will change. The bottom of the screen also has a "**Deliver Test**" link, which is a link to the page for downloading the SecureClient lockdown browser. **Note:** Proctors should not click on "**Deliver Test**" to monitor exams, and do not need to download SecureClient for proctoring.
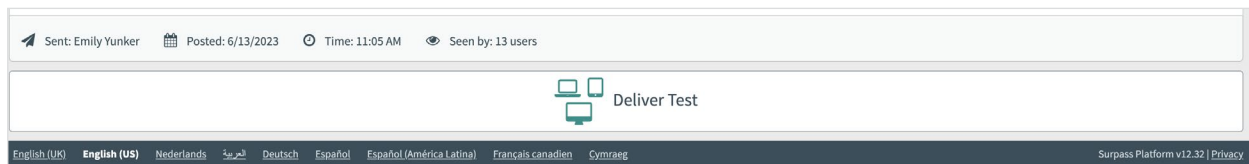
The top menu banner displays **Home** to return to this screen, **Test Administration** where you will find your proctoring tools, and **Setup**, which should be avoided as those features are not available to standard program users.
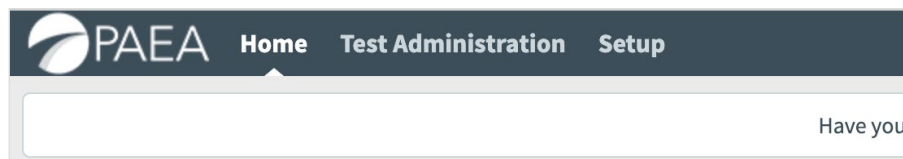

Contacting Exam Support

Should any issues arise during your exam, you can contact PAEA Exam Support via phone or email, or access the live chat using the Contact Us link on the home page. Exam Support is available Monday through Thursday from 8:00 a.m. to 8:00 p.m. ET and Friday from 7:30 a.m to 8:00 p.m ET, except for on federal holidays. A link to the closure schedule is available on the Contact Us page as well.

Secure Exam Delivery with SecureClient

The Exam Delivery Platform exclusively uses the SecureClient lockdown browser from Surpass for all in-person and unproctored exams. This is required for all exams unless you are using the remote proctoring modality with a third-party remote proctoring service, or have consulted with PAEA on special settings required for accommodated exams.

Students will be sent the direct link to download SecureClient in their exam confirmation emails, which are automatically sent at time of scheduling. You can also access this page if needed by clicking the **Deliver Test** button at the bottom of the Exam Delivery Platform, then selecting **Secure Delivery**.
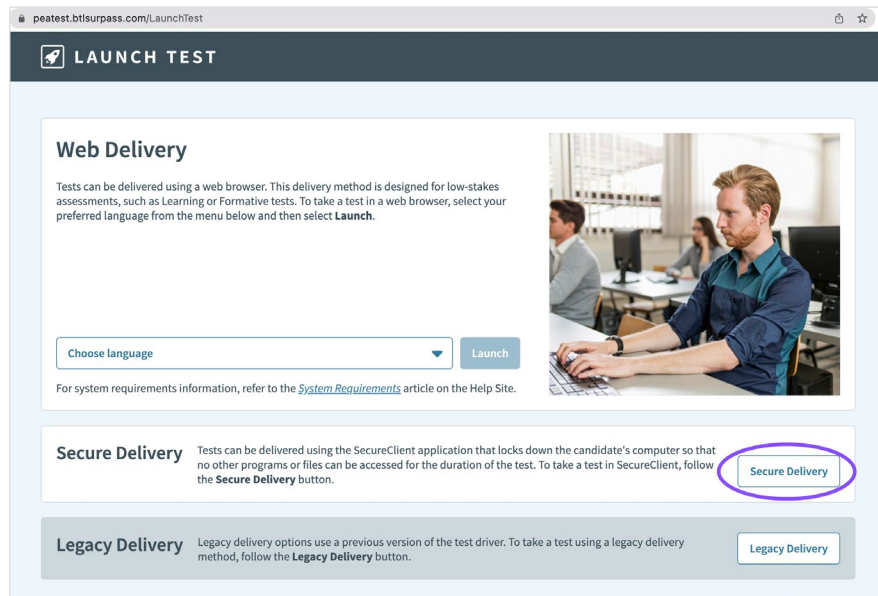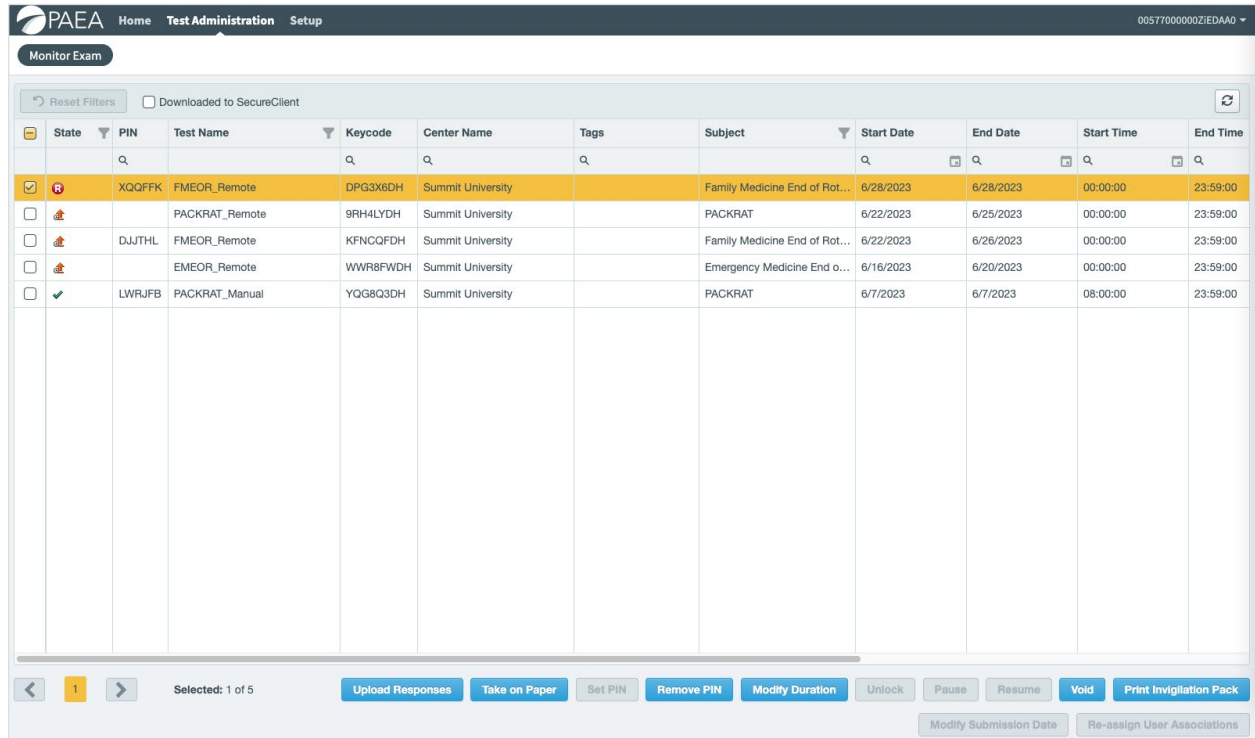

If you wish to send this link to your university IT department to set up computer labs, it is available at **https://paea.surpass.com/LaunchTest/SecureDelivery**, where you will find links to download from Windows, Mac, and iPad app stores. The page also includes **system requirements** and **troubleshooting tips**.

UPDATING SECURECLIENT

SecureClient checks for updates on a PC every time the student logs in. We encourage students to open SecureClient five minutes before the scheduled exam time for this task, just in case. Mac users will need to enable the auto-update settings on SecureClient to receive updates each time an update is released. If auto-update is not enabled, the Mac user should manually check the app store for updates prior to an exam.

Test Administration Tab

The Test Administration tab is the screen you will use for proctoring exams. Each student is listed on their own line, and the screen lists all exams scheduled for your program that are in the future, in progress, and completed the same day. Completed exams should drop from showing on this page two days after submission.

Schedule List

The columns at the top of the table are:

- State – Status of the exam. Description of the icons can be found below.

- PIN – Test confirmation code used for remote proctored exams and, if desired, in-person exams, to authorize the student to begin. Exams scheduled at the same time (same exam type, delivery type, and length) will have the same PIN. This code is given to the student by the proctor to begin their exam.

- Test Name – Exam and delivery type
  - The delivery types are listed as Manual (for in-person), Remote, and Unproctored

- Keycode – Student's identification code; this is sent to the student via email

- Candidate – Student's name

- Center Name – Program

- Duration – Length of the exam in minutes including accommodations

- Start Date – Beginning of the test availability window

- End Date – End of the test availability window

- Start Time – Time when the student can begin the exam. By default the start time will show in ET on this page. The start time in the scheduled time zone will show on the Exam Schedule page in the Hub.

- End Time – End of the exam day

- Subect – Exam type

- Monitored – Indicates whether the exam will require a proctor to authorize the student to begin; yes for in-person and remote proctored exams, no for unproctored exams

In this table, you can sort alphabetically, search, and adjust the width of all columns; filter the State, Test Name, and Subject for particular exams; and filter for particular dates and times on the Start Date and Time and End Date and Time columns. Use the Reset Filters button on the left to clear any filters you have set.

The table shows a maximum of 50 exams per page. You can navigate the pages to view more exams in the bottom right.

Exam State

The Exam State column denotes the current status of a student's test. Many of these states will not apply to PAEA exams.

 Scheduled (locked) – The test is being confirmed and not yet ready to be taken.

 Ready – The test is confirmed and ready to be taken.

- If you choose to remove the PIN, make sure you've only selected relevant exams and only ones with this icon in the State column.

 Locked for Exam Proctor – The PIN has been removed and the student is awaiting the Proctor to unlock the exam.

 Locked for PIN – The student needs to add their PIN to begin an exam where the PIN is still in place.

 Downloaded to SecureClient – The test has been downloaded to SecureClient and is waiting to be started.

 In Progress – The student is taking the exam.

 Candidate on Break – The student is in their 10-minute break.

 Paused – The Proctor has paused the exam.

 Awaiting Upload – The student has started the test but not completed so the responses have not been processed for scoring.

 Awaiting Response Upload – The test was set for offline administration (e.g. Paper Exam) and the student's answer options have not been added.

 Finished – The student has completed the exam.

 User disconnected – The student has been disconnected from the test while taking it, either from loss of internet or closing the browser.

 Voided – The test has been voided, either for an emergency or for inappropriate behavior.

Monitor Exam Features

Use the Refresh button on the right to update the table. You can also use your browser's refresh button.

The buttons revealed at the bottom left of the screen vary depending on the status of the exam selected.

- Upload Responses – If the exam administered on paper, this is the functionality for registering the student's responses

- Take on Paper – Contact PAEA for more information on accommodations; if this button is accidentally clicked, click it again (it will have changed to **Take on Screen**) to allow the system to upload the student's responses)

- Set PIN – In-Person and Remote Proctored exams will automatically be set with PINs, but you can use this button if you accidentally remove a PIN and wish to add it back

- Remove PIN – Allows you to remove the PIN to set exams for a manual unlock by the proctor. See below for instructions for its use

- Modify Duration – Allows you to add time to an exam. Contact PAEA Exam Support if you need to add time to an exam for accommodations. It does not work for in-progress exams

- Unlock – Authorizes students to begin an exam when the PIN has been removed

- Pause – Stops the exam clock for an in-progress exam and covers the content on screen; this button does not work for exams taken on a Mac using SecureClient as the exam is taken completely offline

- Resume – Allows the student to continue a paused exam

- Void – Stops and deletes the results for an exam; contact PAEA Exam Support if you require assistance with voiding an exam

- Print Invigilation Pack – Generates a PDF document of proctoring resources for a selected exam. See below for an explanation

- Modify Submission Date and Re-assign User Associations will never be available

You will also have a Setup menu in the top banner. Proctor users do not have any setup controls so you may ignore this menu. If you click it, you may need to go back to the Member Community to re-enter the Exam Delivery Platform.

EXAM DELIVERY

This section of the user guide will be divided by exam delivery type as there are steps that will work better for particular delivery types. We will focus on the proctor experience.

In-Person Proctored Exams

In-person proctored exams have traditionally been the most common delivery modality. In this delivery type, students take their exams on campus with a faculty or staff proctor monitoring their behavior. This can be in a lecture hall, classroom, or computer lab. This delivery type is available for all exams and required for the End of Curriculum exam.

PRE-EXAM TASKS

After coordinating the logistics on campus, you can schedule the exam in the Assessment Hub for the appropriate time. At that point, all details will be transmitted to the Exam Delivery Platform for form assignment, and students will receive an email confirming their exam details with their keycode and instructions for downloading SecureClient. The system does not include a field for additional instructions or location, so please follow up with a separate instruction email to students. A template for this is available **here**.

Invigilation Pack

The Invigilation Pack is a toolkit that the Exam Delivery Platform provides that can help with organizing your proctoring logistics on exam day. Invigilation is another word for Proctoring and is used throughout the system. The optional pack includes three components you may find useful:

- **Attendance Register** – This lists the details of selected exams and the keycode and PIN for each student with a column to mark them as present. This may be helpful for university proctors who may not have access to your program's tools, such as in a testing center or library. It is also extremely useful as a backup tool if your program chooses to remove PINs to initiate exams.

- **Invigilation Report** – This form allows the proctor to document any disturbances or anomalies that occurred in the course of the exam that may be helpful in the case of investigations of suspected inappropriate behavior.

- **Keycode Slips** – These can be provided to the student if they forget their keycodes and include the student's name, the exam they're taking, and the keycode. They can be printed one or two per page.

To obtain these tools

1. Go to the Test Administration page

2. Select the applicable students from the schedule table - Select only those students of the same exam type, delivery type, and start time in a single invigilation pack.

3. Click Print Invigilation Pack at the bottom of the screen

4. Choose the desired resources

5. Save or print the PDF document

6. To return to the schedule table, click Monitor Exam in the top navigation menu or click the Back button in your browser.

PIN codes

There are different ways to unlock a student's exam and authorize them to begin. The default is to use a PIN code, but that could be complicated on End of Rotation exam days with accommodations, where a lot of separate tests are scheduled. For in-person exams, the recommended method of removing the PIN and unlocking the test will be described below. If you wish to use them for an in-person exam, for instance if you are working with a proctor who does not have access to the system, you can distribute the rows from the Attendance Roster in the Invigilation Pack, create separate slips for each student, or post them on the board in the exam room if students know which exam they will be taking.

TEST DAY TASKS

On test day for in-person exams, PAEA recommends that students arrive five minutes early to allow SecureClient to check for updates. Students should also ensure that all books, papers, devices, and other unauthorized materials are stowed away securely. Once that is complete, you can begin the exam.

1. Check the box for each student in the Monitor Exam list as they enter – Using the list as an attendance roster will help to avoid confusion and ensure that only students who are confirmed present are authorized to begin their exam, rather than selecting all students at once.

2. Remove the PIN – After all students are marked present, click the **Remove PIN** button at the bottom of the screen and the code will be removed from the selected exams.

    a. At this point, the student should proceed through the exam initiation process on their browser, entering their keycode, confirming their identity and test details, and acknowledging the exam agreement.
    b. Note: if you see a purple down arrow icon in a student's row, this indicates they are a PC user who has already entered their keycode and downloaded their test. You will not be able to remove their PIN. Their box will need to be unchecked for the **Remove PIN** button to appear for use, and they will need to be given the PIN for manual entry.

3. Unlock tests – Once the PIN is removed and the students have completed their initiation steps, refresh the screen and you should see lock icons in the State column for students who are ready to begin their test. Click Unlock at the bottom of the screen to unlock the tests.

	State ↑ ▼	PIN	Test Name ▼	Keycode	Center Name	Tags	Subject ▼	Start Date
		🔍		🔍	🔍	🔍		🔍 📅
☐	Ⓡ	PHKPHM	PACKRAT_Remote	J9V7RDDH	Summit University		PACKRAT	6/29/2023
☑	Ⓡ		PACKRAT_Manual	69KDVGDH	Summit University		PACKRAT	6/30/2023
☑	Ⓡ		PACKRAT_Manual	XFPHFMDH	Summit University		PACKRAT	6/30/2023

At this point, the students will take their exams and there is no further action required. There are no behavioral alerts since the exam is being taken in a lockdown browser, where accessing other materials on the device and taking screenshots are prohibited.

If a student needs to take an unscheduled break, their exam may be paused using the Pause button at the bottom of the screen. Click Resume when they are ready to begin again. These buttons will be revealed once the exam is in progress. Unfortunately, this functionality is not available for Mac devices.

In case of circumstances when a student is unable to continue, or suspected inappropriate behavior requiring an invalidated test, the proctor may reach out to PAEA Exam Support to void a result, which will stop the exam and delete exam responses.

If a student is not able to take their exam due to illness or other circumstances before beginning their exam, it may be cancelled in the Exam Schedule section of the Assessment Hub. Do not request a void feature for this as the credit will not be returned to your program's account. If the student has started their exam, you must contact PAEA to void the exam.

POST-EXAM TASKS

Exam results will be sent to the Assessment Hub for reporting at the top of every hour, though there may be delays based on the sequence and timing of reporting steps. At that time, log in to the Assessment Hub, go to the Score Reports section and select Composite Score Reports, then review the results and release them to students. At that point, they can log into the Assessment Hub and review and export their reports. If you do not receive expected results two hours after an exam, please reach out to PAEA Exam Support.
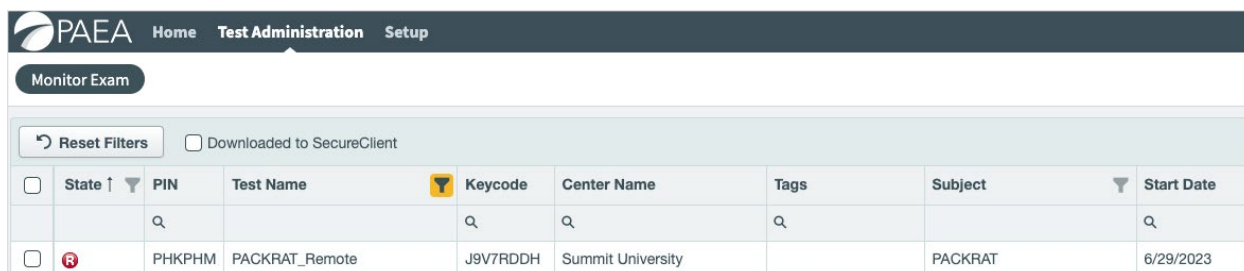
Unproctored Exams

Unproctored exam delivery modality is now available for both PACKRAT and End of Rotation exams. In this delivery type, students take their exams at their convenience within a date range set at time of scheduling.

PRE-EXAM TASKS

Schedule the exam in the Assessment Hub for the date range. At that point, all details will be transmitted to the Exam Delivery Platform for confirmation and students will receive a confirmation with their keycode and instructions for downloading SecureClient. The system does not include a field for additional instructions, so you may wish to send them an email with any requirements specific to your program and a contact in case of any issues taking their exams. A template for this is available **here**.

TEST DAY TASKS

Students do not require action from a proctor user in order to complete their exam within the date range. However, in case of any issues, the proctor controls are available.

If a student needs to take an unscheduled break, their exam may be paused using the Pause button at the bottom of the screen. Click Resume when they are ready to begin again. These buttons will be revealed once the exam is in progress. Unfortunately, this functionality is not available for Mac devices.

In case of circumstances when a student is unable to continue, or suspected inappropriate behavior requiring an invalidated test, the proctor may reach out to PAEA Exam Support to void a result, which will delete exam responses.

If a student is not able to take their exam due to illness or other circumstances before beginning their exam, it may be cancelled in the Exam Schedule section of the Assessment Hub. Do not request a void for this as the credit will not be returned to your program's account. If the student has started their exam, you must contact PAEA to void the exam.

POST-EXAM TASKS

Exam results will be sent to the Assessment Hub for reporting at the top of every hour, though there may be delays based on the sequence and timing of reporting steps. At that time, log in to the Assessment Hub, go to the Score Reports section and select Composite Score Reports, then review the results and release them to students. At that point, they can log into the Assessment Hub and review and export their reports. If you do not receive expected results two hours after an exam, please reach out to PAEA Exam Support.

Remote Proctored Exams

New to PAEA Assessment is a special setting for exams delivered with remote proctoring. In this delivery type, students take their exams at a time arranged with a remote proctoring service within a date range set at time of scheduling. The security of exams with this delivery type is designed for use with remote proctoring service tools, and does not use the SecureClient lockdown browser. This option is not intended for use by program faculty or staff who wish to monitor students remotely using Zoom or other screensharing apps.

Students will access their exam from **https://paea.surpass.com/TakeATest**.

PRE-EXAM TASKS

The first step is to schedule the exam in the Assessment Hub for the appropriate date range. At that point, all details will be transmitted to the Exam Delivery Platform for confirmation and students will receive a confirmation with their keycode. Students do NOT need to download SecureClient for this exam.

After the exam is scheduled, log into the Exam Delivery Platform five days before the exam date and retrieve the PINs to send to the remote proctoring service. These can be downloaded from the Attendance Roster in the Invigilation Pack or written down from the schedule table.

Once the PIN has been retrieved, the program must set up the session with the remote proctoring service of their choosing. Some programs will book the specific time for students, while some will pick a date range in which students can choose a time that works with their schedule. This varies from service to service and program to program. When setting up the exams, be sure to include instructions to the remote proctoring service, including the very important keycode and PIN required to start the exam. A sample proctor instruction script is available **here**.

After the exam is set up with the remote proctoring service, send instructions to the student with any requirements specific to your program, for initiating the test, and a contact in case of any issues taking their exams. A template for this is available **here**.

TEST DAY TASKS

Remote proctoring services do not require action from a program's proctor user in order to complete the exam. However, in case of any issues, the proctor controls are available to the Proctor Users and they should stay in touch with the remote proctoring service just in case.

If a student needs to take an unscheduled break, the remote proctoring service must reach out to the program so that they may pause the exam using the Pause button at the bottom of the screen. Click Resume when they are ready to begin again. These buttons will be revealed once the exam is in progress. Unfortunately, this functionality is not available for Mac devices.

In case of circumstances when a student is unable to continue, or suspected inappropriate behavior requiring an invalidated test, the proctor may reach out to PAEA Exam Support to void a result, which will delete exam responses.

If a student is not able to take their exam due to illness or other circumstances before beginning their exam, it may be cancelled in the Exam Schedule section of the Assessment Hub. Do not request a void for this as the credit will not be returned to your program's account. If the student has started their exam, you must reach out to PAEA to void the exam.

POST-EXAM TASKS

Review any notes made by the remote proctoring service about the student's test behavior. If they have taken any video for you to review, please ensure it stays secured from unauthorized reviewers as it likely contains exam content.

Exam results will be sent to the Assessment Hub for reporting at the top of every hour, though there may be delays based on the sequence and timing of reporting steps. At that time, log in to the Assessment Hub, go to the Score Reports section and select Composite Score Reports, then review the results and release them to students. At that point, they can log into the Assessment Hub and review and export their reports. If you do not receive expected results two hours after an exam, please reach out to PAEA Exam Support.

Student Experience

ASSESSMENT HUB STUDENT EXPERIENCE

Students will log in to the PAEA Assessment Hub to access score reports. This account does not affect the student's ability to take an exam.

When accounts are created by faculty, they will receive an email asking them to confirm their accounts by setting up a password at a personalized link. That password must include the following complexity requirements:

- More than six characters
- Contain at least one letter, number, and non-alphanumeric character
- Case sensitive, containing one upper-case and one lower-case letter

When they click the link, they will also be asked to agree to the **PAEA Student Terms of Service**. This agreement outlines their responsibility to secure their account, as well as the terms and conditions of taking PAEA exams—confidentiality of content and taking the exam honestly. These are an agreement with PAEA in addition to our program's requirements for academic integrity.

Once logged into the system, they will have access to the Score Reports page and instructions for setting up Secure Client for in-person and unproctored exams.

Student Performance Reports

Student Performance Reports are made available to students after their scores have been reviewed and released by Assessment Hub users at the program. They will receive a notification that their scores are ready. They can log into the Hub at **https://assessmenthub.paeaonline.org** using the credentials they set up initially.

1. Click the Performance Reports link on the home page, or the Score Reports link in the top navigation menu.

2. Select the **Exam Program**, **Exam**, **Student**, and **Administration Date** you want to generate a report for.

SCORE REPORTS

EXAM PERFORMANCE REPORTS

Student	Graduation Year	Student Group
George Harrison	2023	cohorta

Exam Program	Exam	Administration Date
End of Curriculum ▼	End Of Curriculum Exam ▼	03/24/2023 ▼

Your Performance	National Mean Score	Your Categorical Performance Level
1588	1519	Advanced Medical Knowledge (1555-1800)

The scale for End of Curriculum exam is 1200-1800. Please consult your faculty for assistance with interpreting your results.
The scale score range for Limited Medical Knowledge is 1200 to 1399, the range for Satisfactory Medical Knowledge is 1400 to 1554, and the rai 1800.

Subscore Category

Content Category ▼

Content Area	Content Blueprint Percentage	Your Performance	
Cardiology	16%	1565	
Pulmonology	12%	1636	

3. Print the report as a PDF if desired using the **Export** button in the upper right corner.

END OF CURRICULUM EXAMS INFORMATION

Column	Description
Your Performance	The student's score.
National Mean Score	The national mean score.
Your Categorical Performance Level	End of Curriculum categorical performance level.

END OF ROTATION EXAMS INFORMATION

End of Rotation exams detail an overall scale score between 300 and 500.

PACKRAT INFORMATION

	Description
Your Performance	The student's score.
>10 months to Graduation Performance	National comparative data for students >10 months to graduation.
<10 months to Graduation Performance	National comparative data for students <10 months to graduation.

SUBSCORE CATEGORIES

The subscore category table shows the percentage of exam items belonging to each task or content category, the selected student group's performance, and how students performed nationwide.

Data on subscales should be interpreted with caution because they have a small number of questions with varying levels of difficulty. However, they have value if used to assess a content section on multiple exams. Please use this data in conjunction with other information in identifying relative areas of strength and weakness within your program, class and/or student group.

Choose task or content category from the **Subscore Category** drop-down menu.

Column	Description
Content Area	The content area.
Content Blueprint Percentage	The coverage of this content area in the exam.
Your Performance	The student's individual percentage score.
National Mean Score	The national mean score.

EXAM DELIVERY PLATFORM STUDENT EXPERIENCE

Taking a test in the PAEA Assessment Center varies slightly from delivery type to delivery type. Thus, it's important to follow instructions from the scheduling confirmation email and faculty closely to ensure you can take your tests as intended.

This section will walk through some basic functionality of the test delivery platform, then break down specific instructions by exam delivery type.

Secure Exam Delivery with SecureClient

The Exam Delivery Platform exclusively uses the SecureClient lockdown browser from Surpass for all in-person and unproctored exams. This is required for all exams unless you are using the remote proctoring delivery type with a third-party remote proctoring service, or have consulted with PAEA on special settings required for accommodated exams.

Students will be sent the direct link to download SecureClient in their exam confirmation emails, which are automatically sent at time of scheduling. Proctors can also access this page by clicking the Deliver Test button at the bottom of the Exam Delivery Platform, then selecting Secure Delivery.
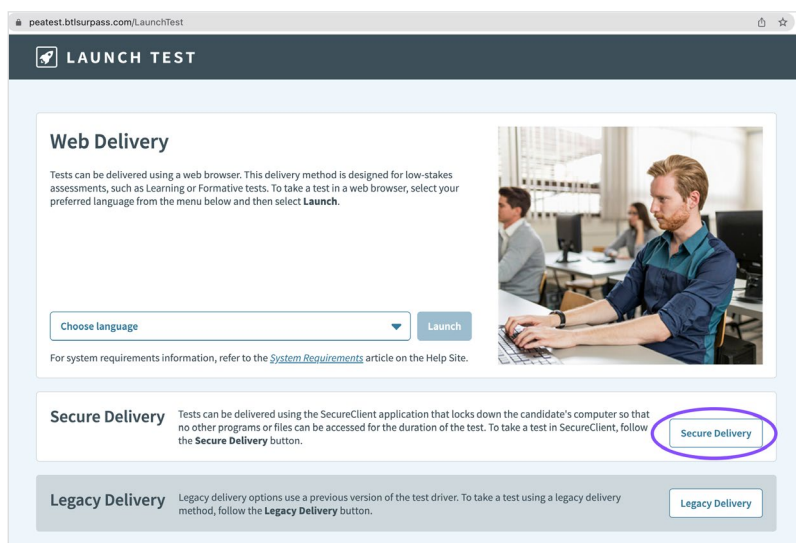
If you wish to download the browser before your test is scheduled, it is available at **https://paea.surpass.com/LaunchTest/SecureDelivery**, where you will find links to download from Windows, Mac, and iPad app stores. The page also includes **system requirements** and **troubleshooting tips**.

UPDATING SECURECLIENT

SecureClient checks for updates on a PC every time you open the application. We encourage students to open SecureClient at least five minutes before the scheduled exam time for this task. Mac users will need to enable the auto-update settings on SecureClient to receive updates each time the app is opened. If auto-update is not enabled, the Mac user should manually check the app store for updates prior to an exam.

Accommodations

A variety of tools are available within the Exam Delivery Platform for use by all students. These, in addition to accommodations scheduled by the program and special accommodations organized by the disability services office and PAEA, are designed to create a fair and equitable test-taking experience for PA students. For more information on PAEA's accommodation policy, see the **Test-Taking Rules and Procedures** section of the PAEA Exam Policies.

Tools available in the Exam Delivery Platform include:

- Breaks – 10 minutes between sections, now available for all exams; these can be skipped at the student's discretion.
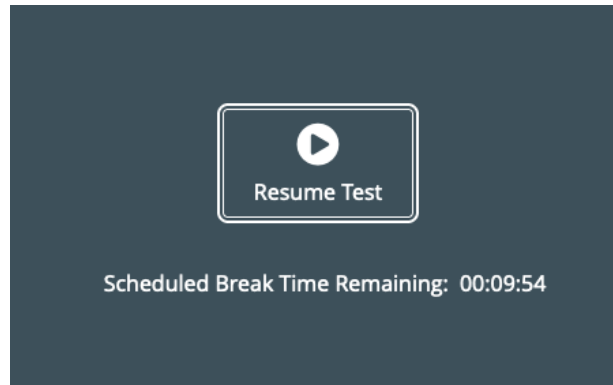
- Color and contrast adjustment – The Settings gear in the bottom left corner of the exam screen will reveal a screen that allows you to change the colors to a combination that better suits your vision and environment.
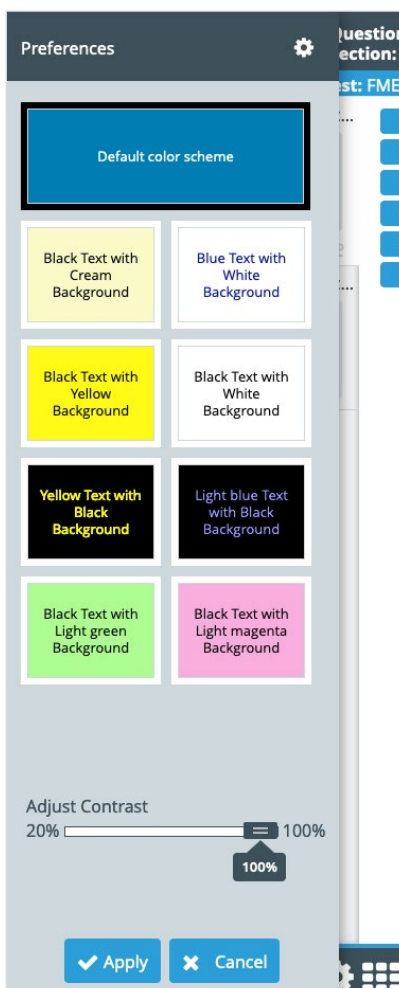
- Text highlighting – Use your mouse to select the desired text and click the Highlight icon that appears. To un-highlight, hover over the highlighted text to reveal the button again.
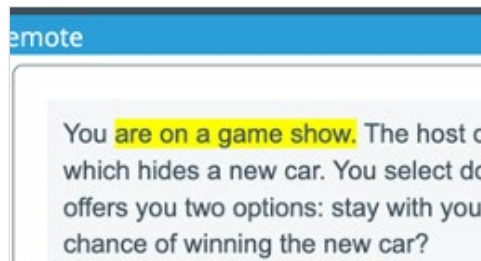
- Striking answer options – Right click on the answer option you wish to strike.

- Item flagging – Click the flag button at the bottom of the screen next to the Back and Next buttons. A flag will appear in the item list on the left, and in the grid available as a popout in the bottom left. You will be alerted to flagged questions before finishing a section.
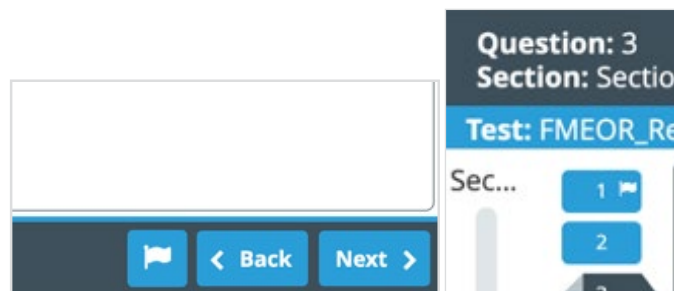
- Exam clock change – Click the exam clock to toggle between the time available in the section and the time available in the entire test.

- Digital note taking – Click the link for this resource to type notes for each question to help you organize your thoughts.

- Searchable lab values reference -Click the link for this resource to view a searchable PDF document that includes key adult lab value reference ranges.

Both resources are located above the answer options.
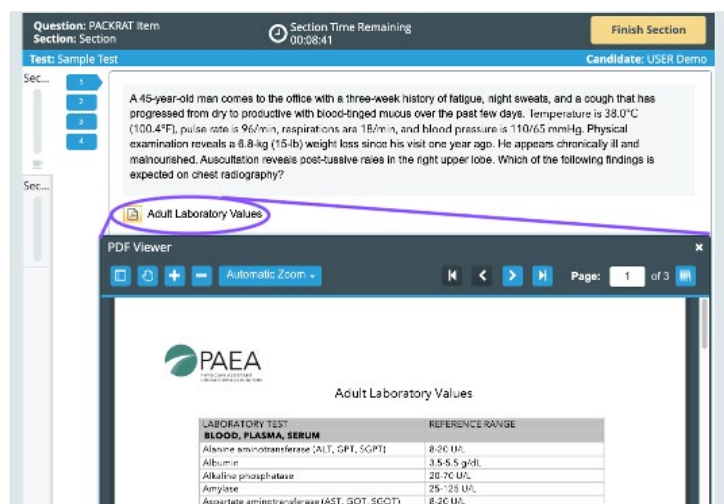
TEST TAKING

While the fundamentals are the same, there are slight differences in how students begin exams with different delivery types. This section will focus on the basic information, while instructions from the program will guide you on specific requirements for your exam.

In-Person Exams

In-person exams are ones taken on campus with a faculty or staff proctor monitoring your behavior. This can be in a lecture hall, classroom, or computer lab. This delivery type is available for all exams and required for the End of Curriculum exam. SecureClient is required for in-person exams.

PRE-EXAM TASKS
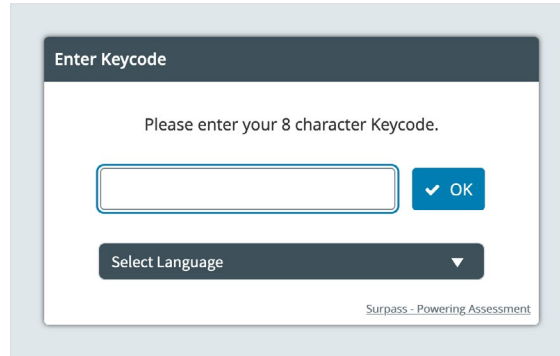
Once your program has scheduled your exam, you will receive an email confirming the exam type, date and time, and the keycode to begin your exam. Please save this email as the keycode is required to begin your exam.

The email will also include a link to download and install SecureClient. If you are using your own device rather than a computer lab or university-managed device, you should do this as soon as you can. The day before your exam, check for updates on your device, with the operating system, any other applications, and with SecureClient, to ensure that notifications do not interfere with your test.

Watch for follow-up emails from your program on exam location and any additional requirements for test day.
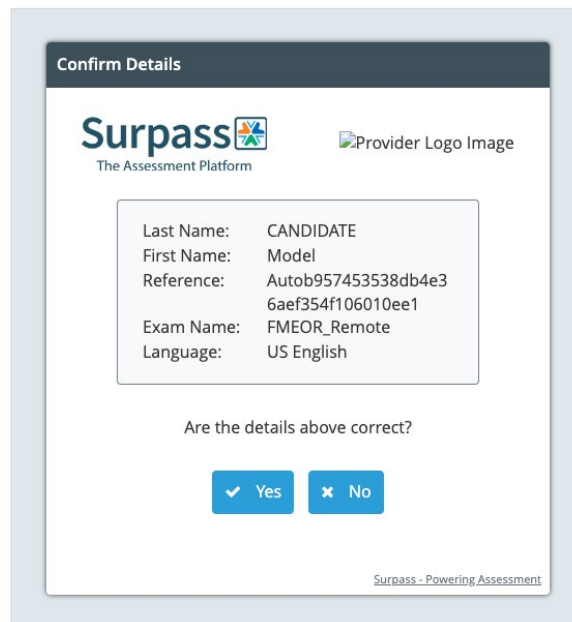
TEST DAY TASKS

On test day for in-person exams, PAEA recommends that students arrive five minutes early to allow SecureClient to check for updates. You should also ensure that all books, papers, devices, and other unauthorized materials are stowed away securely. Once that is complete and the proctor is ready, you can begin the exam.

1. Open SecureClient. It will only open to the page required for your PAEA Assessment exam.

2. Enter your keycode once instructed to do so by the proctor. This is the code emailed to you in your schedule confirmation. Your proctor also has access to this code if you forget.

3. Verify your exam details. This screen includes your name, the date and time of your exam, and the type of exam.

4. Acknowledge the examinee agreement. This important agreement outlines the terms of the exam and your responsibilities for maintaining the integrity of exam results. You must scroll all the way to the bottom of the agreement for the acknowledgement checkbox to activate.

5. Unlock your exam. The process for this depends on the settings selected by your program. The proctor will either unlock the exam for you, or you will be asked to enter a PIN given to you by the proctor.

    1. PIN method:

    2.   Unlock method: Proctor will unlock the exam for students on their screen

6.   Begin your exam

When you complete a section, you will no longer be able to click Next. Review flagged items and then click Complete Section in the upper right corner of the screen. **Please note when starting a new section of the exam, the question numbering will start again at number one.**

All exams include a 10-minute break between sections. Based on your preference and your program's instructions, you can skip this break if you wish by clicking Resume Test. You will be asked to verify your test and ID before resuming the test.

At the end of the test, click Complete Section in the upper right corner of the screen and review the post-exam Examinee Agreement reminder and close the browser.

POST TEST DAY

After your exam, the system calculates your score and transfers them to the Assessment Hub for reporting at the top of every hour, though there may be delays based on the sequence and timing of reporting steps. When scores are ready, your faculty reviews the results and releases them to you. You will receive a notification via email when your scores are ready for you in the Assessment Hub.

Unproctored Exams

Unproctored exams are ones taken off campus without a proctor per instructions from your program. This delivery type is available for PACKRAT and End of Rotation exams at the discretion of the program. You may take this exam at any time in the date range designated at time of scheduling. SecureClient is required for unproctored exams.

Despite the lack of direct observation from faculty or staff, this exam has the same requirements for test integrity – there must be no collaboration among students and no unauthorized resources used during the exam. If you are found to have violated the Examinee Agreement, your result may be voided and student honor code proceedings may be initiated.

PRE-EXAM TASKS

Once your program has scheduled your exam, you will receive an email confirming the exam type, available date range, and the keycode to begin your exam. Please save this email as the keycode is required to begin your exam.
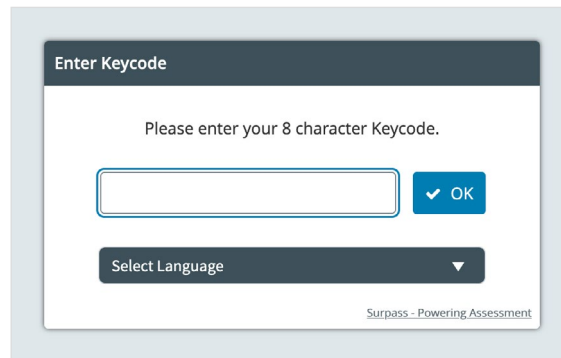
The email will also include a link to download and install SecureClient. You should do this as soon as you can. The day before your exam, check for updates on your device, with the operating system, any other applications, and with SecureClient, to ensure that notifications do not interfere with your test.

Watch for follow-up emails from your program on any additional requirements for test day.
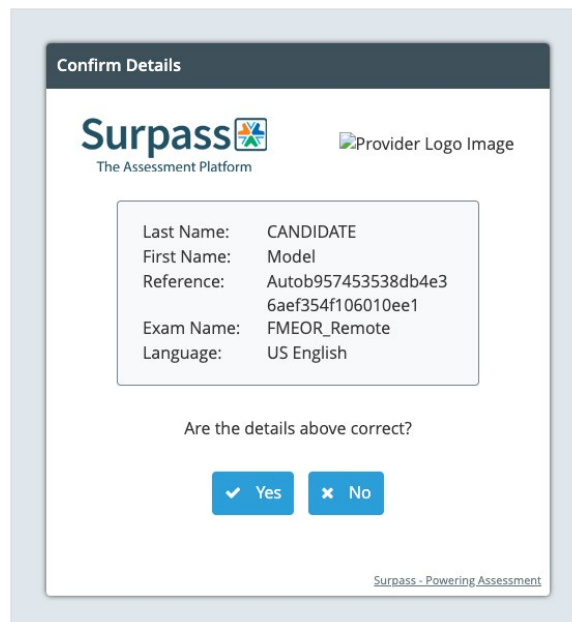
TEST DAY TASKS

On test day for unproctored exams, log in with time to allow SecureClient to check for updates. You should also ensure that all books, papers, devices, and other unauthorized materials are stowed away securely. Once that is complete, you can begin the exam.

1. Open SecureClient. It will only open to the page required for your PAEA Assessment exam.

2. Enter your keycode. This is the code emailed to you in your schedule confirmation. Your program also has access to this code if you have lost it.

3. Verify your exam details. This screen includes your name, the date and time of your exam, and the type of exam.

4. Acknowledge the examinee agreement. This important agreement outlines the terms of the exam and your responsibilities for maintaining the integrity of exam results. You must scroll all the way to the bottom of the agreement for the acknowledgement checkbox to activate.

5. Begin your exam

There is no secondary identity check required for unproctored exams, like a PIN or proctor unlock.

When you complete a section, you will no longer be able to click Next. Review flagged items and then click Complete Section in the upper right corner of the screen. **Please note when starting a new section of the exam, the question numbering will start again at number one.**

All exams include a 10-minute break between sections. Based on your preference and your program's instructions, you can skip this break if you wish by clicking Resume Test. You will be asked to verify your test and ID before resuming the test.

At the end of the test, click Complete Section in the upper right corner of the screen and review the post-exam Examinee Agreement reminder and close the browser.

POST TEST DAY

After your exam, the system calculates your score and transfers them to the Assessment Hub for reporting at the top of every hour, though there may be delays based on the sequence and timing of reporting steps. When scores are ready, your faculty reviews the results and releases them to you. You will receive a notification via email when your scores are ready for you in the Assessment Hub.

Remote Proctored Exams

Remote Proctored exams are ones taken with a third party remote proctoring service monitoring your behavior through their app or web-based tools. These exams can be taken anywhere that is private and has a stable internet connection, at a time booked with the service. This delivery type is available for PACKRAT and End of Rotation exams. SecureClient is NOT required for remote proctored exams as it interferes with monitoring tools.
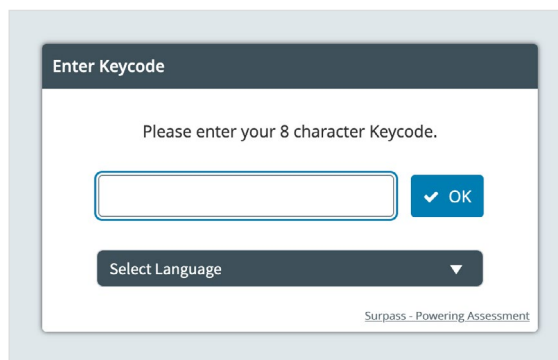
PRE-EXAM TASKS

Once your program has scheduled your exam, you will receive an email confirming the exam type, date range, and the keycode to begin your exam. Please save this email as the keycode is required to begin your exam.

After the exam is scheduled, your program will follow up with further instructions on booking your exam with the remote proctoring service.

TEST DAY TASKS

On test day for remote proctored exams, you will be asked to complete identity and environment checks with the remote proctoring service to verify the integrity of the test. This may take anywhere from 15 to 30 minutes depending on the level of security required by your program. You should ensure that all books, papers, devices, and other unauthorized materials are stowed away securely to expedite the process. Once that is complete and the proctor is ready, you can begin the exam.

1. Open your web browser. Navigate to **http://paea.surpass.com/TakeATest** when prompted by your proctor.

2. Enter your keycode. This is the code emailed to you in your schedule confirmation. Your proctor also has access to this code if you forget.

3. Verify your exam details. This screen includes your name, the date and time of your exam, and the type of exam.

4. Acknowledge the examinee agreement. This important agreement outlines the terms of the exam and your responsibilities for maintaining the integrity of exam results. You must scroll all the way to the bottom of the agreement for the acknowledgement checkbox to activate.

5. Unlock your exam. The proctor will provide you with a PIN to enter on the final screen.
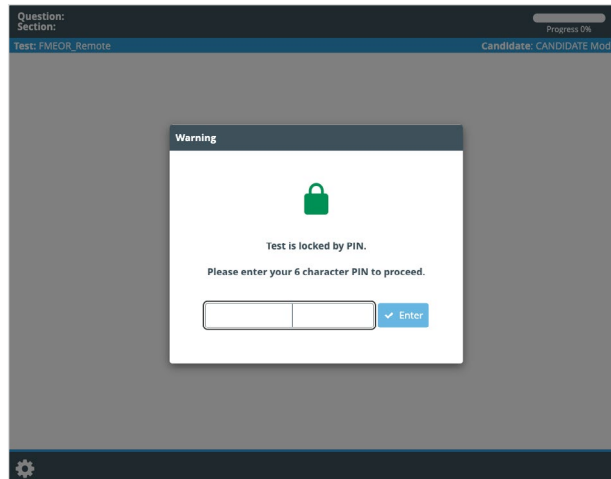
6. Begin your exam.

When you complete a section, you will no longer be able to click Next. Review flagged items and then click Complete Section in the upper right corner of the screen. **Please note when starting a new section of the exam, the question numbering will start again at number one.**

All exams include a 10-minute break between sections. Based on your preference and your program's instructions, you can skip this break if you wish by clicking Resume Test. You will be asked to verify your test and ID before resuming the test. Your proctor may also request that you complete an environment scan to ensure you didn't bring anything back from your break.

At the end of the test, click Complete Section in the upper right corner of the screen and review the post-exam Examinee Agreement reminder and close the browser.

POST TEST DAY

After your exam, the system calculates your score and transfers them to the Assessment Hub for reporting at the top of every hour, though there may be delays based on the sequence and timing of reporting steps.. When scores are ready, your faculty reviews the results and releases them to you. You will receive a notification via email when your scores are ready for you in the Assessment Hub.

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