

SAGES On line Testing: Test Center Guide

Table of Contents:

Section 1: SAGES On-Line Testing Procedure/Policies

•	Type of User Accounts	Pg 2
•	Administrative Structure	Pg 2
•	Deployment Process	Pg 3
•	Process Overview	Pg 4
•	Scheduling Policy	Pg 4
•	Cancellation Policy	Pg 5

Section 2: Publishing a Schedule

•	Log in as Scheduler	Pg 6
•	View Test Center Details	Pg 7
•	Configure Workstations	Pg 8
•	Configure Test Center Schedule	Pg 9

• Scheduler Check List Pg 14

Section 3: Administering a Test

•	Log in as Proctor	Pg 15
•	Launch an Exam	Pa 16

* **Technical Requirements:** All on line testing functionality requires use of the Internet Explorer browser (version 7 and up) and a working high speed internet connection.



Section 1: SAGES On-Line Testing Procedure/Policies

Summary: This following section provides an outline of the new SAGES On-line testing system implementation and its corresponding policies and procedures.

Types of User Accounts

- 1. Schedulers: Allows the following functionality:
 - Configure the number of days in advance the user can view the schedule for your particular Test Center.
 - Configure the number of hours to delay for scheduling. This setting enables test centers to prohibit someone from scheduling an exam less than 72 hours, or less than 24 hours, etc.
 - Configure the number of workstations available for testing. This setting allows a test center to indicate the number of computers available for use at any given time.
 - Publish the schedule for their specific Test Center

NOTE: We have given one person from each Test Center the scheduler designation. If your Center wants more Schedulers, please let us know. Your center can have as many schedulers as you need.

- 2. **Proctor:** Allows the following functionality:
 - Launch an exam

NOTE: Only people who have been approved as official FLS test proctors will have this access.

Administrative Structure

 All FLS test centers will be assigned two types of system accounts (scheduler & proctor) to facilitate the on-line testing process. It is possible for multiple schedulers and proctors to be assigned to one test center.

Note: If the same person is functioning as the test center scheduler and as a proctor, they will have a separate account for each function.

2. Test centers will be responsible for managing their own schedules and test registrations. As they do now, they will communicate with potential test takers directly to finalize all details.



- 3. Administrative support for the online testing system will be available from the SAGES office at 310-437-0544, ext. 108, or by email to ed@sages.org. All test center contact information must be provided to the SAGES office to ensure that the most accurate information is being disseminated to the users.
- 4. Test centers will be able to provide specific information regarding their location that they would like displayed to test takers. This information will be displayed during the registration process as well as in the registration confirmation email.

Examples of what should go here:

- a. You can specify the testing room
- b. Who to check in with when you get to the building
- c. Parking instructions
- d. Any useful information particular to your location.

Deployment Process

The following steps must be completed before a test center can begin facilitating on line testing.

1. Test Center must provide SAGES with all required information necessary to configure their location in the on line testing system. The following data is needed:

A) Test Center Contact Information

- Main Contact Full
 Name
- Main Contact Phone
- Main Contact Fax
- Main Contact Email
- Address

- City
- Province/State
- Postal Code
- Country
- Important Location Information (optional). This is a great place to display information regarding testing rooms, building notifications, etc.



B) Scheduler Information (Test Center must designate at least one scheduler)

- First Name
- Last Name
- Email Address
- Primary Phone
- Fax:

- Address
- City
- Province/State
- Postal Code
- Country

C) Proctor Information (Test Center must designate at least one proctor)

- First Name
- Last Name
- Email Address
- Primary Phone
- Fax:

- Address
- City
- Province/State
- Postal Code
- Country
- 2. SAGES staff configures all necessary accounts based on submitted data.
- 3. Test Center Contacts/Schedulers/Proctors **ARE REQUIRED** to complete web orientation with SAGES staff.
- 4. Test Center publishes schedule and begins administering the FLS test via the online system.

Policies/Procedures

1. Process Overview: How it works

The following outlines provides a snap shot of the on line testing process from the test center's and test takers perspective.

- a. Test Center must first be fully configured in the system and publish their schedule. * For details, please refer to Section 2: Publishing a schedule
- b. Test Takers must create an account before they will be able to register for an exam. We will publish instructions ("Self-registration User Guide" on the website, and, include with test voucher purchases.)



- c. Once a test taker has created an account they will be able to navigate the available test centers and register for the next available date. * For details, please refer test takers to the self registration user guide.
- d. Once the registration is complete, the user will receive a confirmation of the registered exam via email
- e. All proctors assigned to the test center will be notified of the registration via email.
- f. Test proctors must contact the test taker directly if there are any issues with the registration.
- g. On the day of the test, the test taker must provide the **test authorization code** provided to him in the confirmation in order to begin the test.
- h. If the test taker forgets this information, they may try accessing their email to retrieve the confirmation email.
- i. If the user is unable to retrieve the confirmation code, you may try to contact the SAGES admin staff for assistance.
- j. Detailed information on launching the exam is provided in Section 3: Administering a Test.

System Note: Exams can be launched at any time on the date it is scheduled. It doesn't matter if the test taker arrives earlier or later than the originally scheduled time as long as it is on the same date.

- 2. Scheduling Policies: All public test centers must furnish their schedules up to a minimum of 90 days in advance. Test Centers may choose to publish their schedule beyond the 90 day minimum.
- 3. Cancellations:
 - A. Test Takers can cancel or reschedule their own exam registrations up to 72 hours before the exam date. Test Center Schedulers and Proctors cannot cancel or reschedule an exam registration.

Cancellation policy: Test centers that wish to cancel a registration must notify the test taker at least 72 hours in advance so that they may easily cancel or reschedule the registration. If a Test Center or Test Taker must cancel a registration after the 72 hr window has passed, please contact FLS Administration. Once the registration is officially cancelled, the test taker will be able to re-register on another date.

System Note: If an exam is not cancelled by the exam date, the system will automatically cancel it at midnight. Only after that time, will the test taker be able to re-register if they miss their appointment. So, there really isn't any fall back if someone does not show up at the last minute. Their registration is valid for the entire calendar day. For example, if the test time is 9:00 am, the system will let the proctor launch the test anytime between 12:01am and 11:59 pm. If someone completely misses the entire day, they will be able to re-register beginning the next day.



Section 2: Publishing a Schedule

* Must use Internet Explorer

* Must have a test scheduler account

Log into System

- a. Open Internet Explorer
- b. Go to www.webassessor.com/sages
- c. The SAGES Testing Home Page should now appear on screen

Figure 2.1

A Contraction of American Gastrointestinal and Endoscopic Surgeon	e login forgot password create new account
SAGES - HOME	
Welcome to the SAGES Tests Registration System! Please sign in to schedule or take a SAGES approved assessment. Currently available assessments inclu	Jde: Username:
1. SAGES/ACS FLS cognitive assessment 2. SAGES FES cognitive assessment	log in
Click here for ordering information. To register for the FLS assessments, create a new account or login t	o your existing account.
Privacy Policy © 2009 K	RYTERION, Inc. All Rights Reserved. KRYTERION™

- d. Log in with your Scheduler account
 - the username will begin with scheduler (scheduler_erosado)
 - your password will have been emailed to you
- e. The Scheduler home page will now appear on screen

Figure 2.2

				change pass	Logged In: Inga Brissm
Nobassassar					·····
MeDa5565501					RESOURCES HOME
SCHEDULER HOME PAGE					
Welcome Inga Brissman!					
To view, download, or print all HOST Location "Resources" tab in the upper right corner of th	support documents, inc is screen.	luding the HC	ST Location Online Sched	luling System Instruction Ma	anual, click on the
KRYTERION exams are of various lengths from testing slot three to four days a week. We also	n 1/2 hour to 7 hours. I appreciate schedules	in order to ac that extend fo	commodate our Test Take or a 6 month or longer pe	ers, please provide a schedu riod of time.	ule that includes a 7 hour
It is very important that you close your schedu	ule for holidays, breaks	, vacations o	r any other days you will i	not be providing testing ser	vices for our Test Takers.
We are always happy to assist you with your s	cheduling tasks. For su	pport please	contact the KRYTERION H	OST Network Team at 1-86	6-579-8374, extension 46
	-				
Testing Location Name	Actions	City	Province/State	Postal Code	Country
Traveling Proctor - Inga Brissman	Details	Boston	Massachusetts	00000	United States



View Test Center Details

a. To view the details of your assigned test center, click on the details link for the test location you would like to view.

Figure	2.3
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Webassessor™				change pa	ssword 🔑 help 🛞 log out 🛃
1000303501					RESOURCES HOME
SCHEDULER HOME PAGE	CHEDULER HOME PAGE CHEDU				
Welcome Inga Brissman!					
To view, download, or print all HOST Location suppo "Resources" tab in the upper right corner of this scr	rt documents, inc sen.	luding the HO	ST Location Online Sch	eduling System Instruction M	Manual, click on the
KRYTERION exams are of various lengths from 1/2 testing slot three to four days a week. We also appr	hour to 7 hours. I eciate schedules [.]	in order to acc that extend fo	commodate our Test Ta r a 6 month or longer p	kers, please provide a sche eriod of time.	dule that includes a 7 hour
It is very important that you close your schedule for	holidays, breaks	, vacations or	any other days you wi	I not be providing testing se	ervices for our Test Takers.
We are always happy to assist you with your schedu or 602-659-4666, or by email at <mark>hostnetwork@kry</mark>	iling tasks. For su <mark>/teriononline.co</mark>	ipport please (om,	contact the KRYTERION	HOST Network Team at 1-8	166-579-8374, extension 4666
Testing Location Name	Actions	City	Province/State	🗢 Postal Code	Country 🗧
🥝 Traveling Proctor - Inga Brissman	Details	Boston	Massachusetts	00000	United States

- b. The test center details screen will now appear on your screen
- c. The only editable details on the main screen are:
 Limit Future Schedule Access
 Delayed Hours for Scheduling

To edit these fields click on the edit button on the details screen.

Figure 2.4

Weba	ssessor™				change password 🔑 help 🎯 log out ᡜ
					RESOURCES HOME
Webass TESTING NE Facility Code: Testing Location No details > M completed m registrations cancelled registrations schedule workstations	NETWORK MANAGER	MENT			
1 = 2 1 1 1 2					
Facility Code:	CTC00003				
Testing Location	on Name: Traveling P	roctor - Inga Brissm	an		
					Edit Done
details 🕨	Main Contact Full Name:	Inga Brissman 947 530 0309	Address Line 1:	NA	
completed	Main Contact Fax:	847-330-9306	City:	Boston	
registrations	Main Contact Email:	inga@flsprogram.org	Province/State:	Massachusetts	
cancelled	Limit Future Schedule Access:	90	Postal Code:	00000	
registrations	Delayed Hours for Scheduling:	0	Country:	United States	
			Location:	Map	
schedule			Time Zone:	America/New_York Eastern Time	retts tes Home Edit Done Done Edit Done Setts tes Hew_York Eastern Time Setule to determine
workstations	Important Location Information	a:			
	Testing will take place during the 2 your exact testing room:	2009 NOSCAR meeting	g. Please review the	e below schedule to determine	
	Thursday: Baltic room Friday & Saturday: Gloucester/New	vberry room			



Configure Number of Workstations

- a. After logging in, you will see a list of assigned test centers.
- b. Select "Details" for the test center you wish to work with.

Figure 2.5

change password 🔑 help 🍕	
Webassessor™	🧯 log out 🧕
	home
Home	
Welcome Nancy Hogle	
resonny centers	
Testing Location Name Actions City Province/State Postal Code Count	ry 🤤
Staten Island University Hospital Details Staten Island New York 10305 United	States
🛇 Available 🖷 Pending Assignment 🔍 Not Active	
zwaszeblicy – zooz mikrzekom, mazar Righeneseweer K	RITERION

c. You will enter the panel for that test center. Select the "Workstation" tab/link on the bottom left hand corner of the page.

Webas	sessor™			Logged ini Nancy Ho change password 🔑 help 设 log out
Test ig Local	tion Details			
Facili y Code: Testii y Locati	CTC00039 on Name: Staten Island	University Hospi	ital	Edit Done
de ails com eted registrations cancelled registrations	Main Contact Full Name: Main Contact Phone: Main Contact Fax: Limit Future Schedule Access: Delayed Hours for Scheduling: Creator: Date Created: Last Modified By: Mate Modified: ocation Status: Important Location Informatio	Nancy Hogle 718-226-5912 90 0 Ed Rosado Sep 11, 2009 Ed Rosado Sep 11, 2009 Assigned to Chann n:	Main Contact Emai Address Line 1: Address Line 2: City: Province/State: Postal Code: Country: Location: Time Zone: nel	I: nancyhogle@gmail.com 475 Seaview Avenue, Room 2H-257 Staten Island New York 10305 United States <u>Man</u> America/New_York Eastern Time

d. You will now be in the workstation panel. Select NEW to add a new workstation. Select EDIT to change a particular workstation. To delete a workstation, select the check box and press the DELETE Button.



Figure 2.7

Vebassessor™		change passvord 🔑 help 🛞 log or
		h
Manage Workstations		
Facility Code: CTC00039 Testing Location Name: Staten Isl) and University Hospital	
		Done
Name	+ Actions	Nev Delete
Workstation 1	Edit Availability	No
🖉 Active 🛛 👄 Inactive		

Configure the Test Center Schedule

- a. After logging in, you will see a list of assigned test centers.b. Select "Details" for the test center you wish to work with.

ure 2.8		
Webassessor™	change passvord 🤌 help 🍘 log out 💆	
	home	
Home		
Nandy Hegici		1
Testing Centers		
Testing Location Name Staten Island University Hospital	ons City © Province/State © Postal Code © Country © uetails Staten Island New York 10305 United States	1
Iraveling Proctor-Nancy Hogie	letails Iravel - By Appointment New York UUUUU United States	
	NUC ACUYE	
	Privacy Policy © 2009 KRYTERION, Inc. All Rights Reserved. KRYTERION™	
		www.webassess



c. You will enter the panel for that test center. Select the "Schedule" tab/link from the left hand menu.

Figure 2.9



d. You will now be in the scheduling panel. From here you will have an option to create a recurring schedule or a customized daily schedule.

Recurring Schedule

- a. To create a recurring schedule complete the mini form on the left hand side of the screen and select the "Apply" button.
- b. Once applied, your recurring schedule entry will appear under the "Scheduled Recurring Entries" section.
- Figure 2.10

**	SA	GES	Endoscopic Su	Phage				
AGE								
A	To create a RECL Frequency:	JRRING Schedule, use the	form below. Yearly (Exception	OR	To create a customized I Schedule, click on a date Calendar below.	DAILY e using the	Done	
i.	Every	Sunday Monday Tuesday Wednesday Thursday Friday Saturday			? December, 200 < < Today wk Sun Mon Tue Wed Thu 48 48 1 2 3 49 6 7 8 9 1	09 > > u Fri Sat 3 4 5 0 11 12 7 18 19		
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	End Time:	5pm 🔽 :00 💌			52 27 28 29 30 3	1		
	Fixed lest fime	5: ♥ Disabled ♥ Enabled			Select date			
	Start Date: End Date:	No End Until:						
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	Every Mono	day 8:00 AM	12:00 PM	<u>Edit</u>	8:00 AM 8:30 AM 9:00 AM	11/14/2009	No End	

Customized Daily Schedule

a. Select the date you would like to customize from the calendar on the right hand side of the scheduling panel.

Figure 2.11

Nebassesso	r.	change password 🎤 help 🕑 log out 🗐
Manage Testing Location So	chedule	
Facility Code: Testing Location Name:	CTC00001 SAGES Onsite	Done
12 am 1 2 3 4 5 6 7 8 9 10 11 12 pm 1 2	Schedule For 12/1/2009 Customize Daily Schedule Begin Time: Sam OOV Dom Bock of Time Oov Open Bock of Time Close Block of Time Fixed Test Time Close Block of Time Fixed Test Time Close Block of Time Close Block of Time Display Event/Schedule Report	To create a customized DAILY Schedule, click on a date using the Calendar below.

b. The "Daily" schedule panel will now appear on your screen.



Figure 2.12

F	12 am	Schedu	le For 12/1	/2009	To ci Sche Cale	reate a edule, c ndar be	custo click o elow.	n a da	d DA ate u	ising	the			
	2	🗌 Customi	ze Daily Schedule		?		Decer	nber,	2009					
	3	Begin Time:	Sam 🗸 :0		< wk	K Sun Mo	To Tue	day Wed	Thu	> Eri S	»			
	5	End Time:	9am 💉 f		48	Sector (140	1	2	3	4	5			
	6	210 11101		-	49	6	7 8	9	10	11	12			
• • -					50	13 1	4 15	16	17	18	19			
_ ⊦	/	Upen Block of	Line Uose Block of	Time	51	20 2	21 22	23	24	25	26			
	8	Fixed Test Tim	es Schedule Bloc	ks	52	27 2	8 29	30	31					
	9	Legend:		-			Selec	t date						
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• 1.														
		Save	Cancel											
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Sc Sc	a dela delle cu	ries											De	elete
	123 C	Begin Time	End Time	Actions	Fixe	d Test	Times	e.		Sta	rt Dat	e	End Dat	е
	Day													
	Day Every Monday	8:00 AM	12:00 PM	Edit	8:00	AM				11/	14/200	9	No End	

- c. Select the "Customize Daily Schedule" check box.d. Select the start and end time for the block in which you would like to make available for testing

Figure 2.13

12 200	Schedu	e For 12/1	/2009	To create a customized Schedule, click on a date	DAILY e using the	Done
1 2 3 4 5 6 7	Customiz Begin Time: End Time:	e Daily Schedule 7am v :0 5pm v :0	0 V 0 V	Calendar below. ? December, 20 < Today wk< Sun Mon Tue Wed Th 48 1 49 6 7 8 9 1 50 14 15 16 1	09 v Fri Sat 3 4 5 0 11 12 7 18 19	
8 9 10 11 12 pm 1 2	Fixed Text Time Legend: Open Closed Start Time <u>Display E</u>	es Schedule Block	eport	51 20 21 22 23 2 52 27 28 29 32 Select date	4 25 26	
cheduled Recur] Day	Save ring Entries Begin Time	Cancel End Time	Actions	Fixed Test Times	Start Date	Delete End Date
Every Monda	y 8:00 AM	12:00 PM	Edit	8:00 AM 8:30 AM 9:00 AM	11/14/2009	No End

- e. Select the "Open Block of Time" buttonf. The time that you specified will now appear white



Figure 2.14

				. A nons		amos	9.10		~	r indirico	4	111511015	Or opor	o (p	Jugit	
	3 4	Schedule	For 12/1/2	009	To cr Schei Caler	reate a dule, c ndar be	custor dick on elow.	mize n a d	d DA ate u	ILY sing tl	he					
		🗹 Customize I	Daily Schedule		?		Decen	nber,	2009							
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12	pm	Fixed Test Times	Schedule Blocks		52	27 2	8 29	30	31							
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3016						1.00	-									
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- g. If you would like to specify exact start times during your scheduled block, select the "Fixed Test Times" button.(optional)
- h. Select the specific times you wish to set. The selected blocks will turn green.(optional)
- i. When you are done with your schedule, select the "Save" button.



Figure 2.15



j. Once you select save, the daily schedule panel will close and the date you customized should appear directly below the calendar.

Figure 2	2.16
----------	------

To create a RECUR	RING Schedule, use the	form below	OR	To create a customized l		Done
Frequency:	⊙ Weekly ○ Monthly ○	Yearly (Exception)	UN	Schedule, click on a date	e using the	
Every Begin Time: End Time: Fixed Test Times: Start Date: End Date:	Sunday Monday Tuesday Yednesday Fhirday Saturday Saturday O v O v O v Disabled C Enabled 12/01/2009 O No End Until		ſ	? December, 20 < Today wk Sun Mon Tue Wed Th 49 1 49 7 50 13 14 15 16 1 51 20 52 27 28 29 Select date Dates with custom Sched	09 2 71 Sat 3 4 5 0 11 12 7 18 19 4 25 26 1 ules: 1]
Exception:	(center is closed at this	time)				
Scheduled Recurr	Apply ing Entries					Delete
Day	Begin Time	End Time	Actions	Fixed Test Times	Start Date	End Date
Every Monday	6 8:00 AM	12:00 PM	Edit	8:00 AM 8:30 AM 9:00 AM	11/14/2009	No End

k. When you are done editing your schedule, select the "Done" button on the top right corner of the scheduling panel.

										_6			
													Dor
To cre Frequ	ate a RECUR ency:	RING Schedule, use the Weekly O Monthly C	form below. Yearly (Exception)	OR	To c Sche Cale	reate a edule, c ndar be	custo lick or low.	mize 1 a da	d DA ate u	ILY sing	the		
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		Monday Tuesday			*	<	Tod	lay	-1	>	»		
Every		Wednesday Thursdau			WK	Sun Mo	n Tue	Wed 2	Thu	Fri	sat		
		Friday			49	6	7 8	9	10	11	12		
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End T	ime:	5pm 💙 :00 🗸			51	20 2	1 22	23	24	25	26		
Fixed	Test Times:	Disabled Denabled			32	21 2	Select	date	51		-		
Start	Date:	12/01/2009											
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End D	ate:	O Until:											
Ехсер	tion:	🔲 (center is closed at thi	s time)										
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	Every Monday	8:00 AM	12:00 PM	Edit	8:00	AM AM				11/	14/2009	No Er	nd

Closing a block of time

a. If you wish to close a previously opened block of time, please select the date from the calendar to enter the custom schedule panel



- b. Specify the start/end time
- c. Select the "Close Block of Time) button

Figure 2.18

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3	Schedul	e For 12/1/	2009	To create a customize Schedule, click on a da Calendar below.	d DAILY ate using the	
5 6 7 8 9 10 11 12 1 2 3 4 5	Customiz Begin Time: End Time: (Open Block of T Fixed Test Time Legend: Open Closed Start Time Display Ex	e Daily Schedule Zam V 00 Spm V 00 Close Block of s Schedule Block	I V Ime Ime port	? December, Today vk Sun Mon Tue Wed 45 I I I I I 49 6 7 8 9 I </th <th>X X Tu Fit Sat 3 4 5 10 11 12 17 18 19 24 25 26 31 </th> <th></th>	X X Tu Fit Sat 3 4 5 10 11 12 17 18 19 24 25 26 31	
Scheduled Recurring Ent	Save tries Begin Time	Cancel End Time	Actions	Fixed Test Times	Start Date	Del End Date
Every Monday	8:00 AM	12:00 PM	Edit	8:00 AM 8:30 AM 9:00 AM	11/14/2009	No End

- **d.** Select the "Save" button
- e. The block of time you specified will now return to gray.

Figure 2.19

12 am	Schedu	le For 12/1	/2009	To cr Sche Cale	reate dule, ndar	a cust click o below.	omize on a d	d DA ate u	ILY	the			
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Scheduled Recurring E	intries Begin Time	End Time	Actions	Fixe	d Tes	t Time	5		St	art D	ate	EI	1
Every Monday	8:00 AM	12:00 PM	Edit	8:00 8:30 9:00	AM AM AM				11,	/14/2	309	No	,

NOTE: If you wish to close a block of time when someone is already scheduled during that block of time, please contact SAGES FLS Adminstration.



- * The following items must be completed to successfully publish a schedule. Please refer to the on line scheduling manual (Appendix A) for details.
 - Configure the Limit Future Schedule Access Field. Note: SAGES requires all test centers publish their schedules at least 90 days ahead of time. (Refer to View Test Center Detail section of this document)
 - 2. □ Configure the Delayed Hours for Scheduling Field. Note: This setting is up to the test center. (Refer to View Test Center Detail section of this document)
 - 3. □ Configure the number of workstations that are available at the test center.
 - 4. \Box Configure the test center schedule.



Section 3: Administering a Test

* Must use Internet Explorer * Must have a functioning proctor account

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Log into System

- a. Open Internet Explorer
- b. Go to www.webassessor.com/sages
- c. The SAGES Testing Home Page should now appear on screen

SAGES Society of American Gastrointestinal and Endoscopic Surgeon	ogin forgot password create new account
SAGES - HOME	
Welcome to the SAGES Tests Registration System!	
Please sign in to schedule or take a SAGES approved assessment. Currently available assessments include:	Password:
1. SAGES/ACS FLS cognitive assessment 2. SAGES FES cognitive assessment	log in
Click here for ordering information. To register for the FLS assessments, create a new account or login to you	r existing account.
Privacy Policy © 2009 KRYTER	ION, Inc. All Rights Reserved. KRYTERION™

- d. Log in with your Proctor account
 - the username will begin with "proctor" (proctor_erosado)
 - your password will have been emailed to you
 - -To launch the exam, you will also need to access your proctor security code. This information is all provided in your proctor account confirmation.
- e. The **Proctor** home page will now appear on screen. You should now see a list of the test takers registered to take the test with you.



Launch an Exam

a. In the upper-right hand corner, hit Launch

Figure 3.2

OME						
Velcome						
ems found, displayi t/Prev] 1, <u>2</u> , <u>3</u> , <u>4</u> []	ng 1 to 10. Next/Last]					
Testing Location	🛊 Test Taker	Assessment	Date Scheduled	Proctor Instructions	Duration	Workstation
SAGES Onsite	Sample Candidate	KCP Sample Test			5 minutes	
SAGES Onsite	Sample Candidate	KCP Sample Test			5 minutes	
SAGES Onsite	delete me123	FES BETA TEST B	04/18/2009 01:15 AM		140 minutes	Workstation
SAGES Onsite	Sample Candidate	KCP Sample Test			5 minutes	
SAGES Onsite	Sample Candidate	KCP Sample Test			5 minutes	
SAGES Onsite	Sample Candidate	KCP Sample Test			5 minutes	
SAGES Onsite	Sample Candidate	KCP Sample Test			5 minutes	
SAGES Onsite	Sample Candidate	KCP Sample Test			5 mínutes	
SAGES Onsite	Sample Candidate	KCP Sample Test			5 minutes	
SAGES Onsite	Sample Candidate	KCP Sample Test			5 minutes	

- b. Enter the Test Authorization Code that was generated at the end of the Test Registration Process. This code is included in the test taker's registration confirmation. The test taker must provide this information to the proctor at the time of the exam.
- c. Select the Next button

Vebassessor™	edit profile 😿 change password 🤌 help 🌚 log out 🛃
Launch Assessment - Step 1	nome taunch
PLEASE NOTE: This page is for Proctor use only. Your Test Taker should NOT be in the te Enter the Test Taker Authorization (Tone) that your the reveal from the Test Taker	Next
Test Taker Authorization Code:	

- a. The Proctor review screen will now appear on your screen.
- b. Please check off all check boxes, confirming all steps have been followed.
- c. Enter your **proctor security code** (which should have been assigned to you before testing began)



d. Select the Next button

Figure 3.4

	hor	ne laun
Launch Assessment - Step 2		
Test Taker Name:	Ed Rosado	
Assessment:	FES BETA TEST A	
PLEASE NOTE: This page is for Proctor use IMPORTANT: Be sure that the Test Taker I	e only. Your Test Taker should NOT be in the testing room at this time.	lext Faker.
Please confirm all of the following b	efore entering your KCP Security Code.	10.000
You have verified the Test Taker ID i	matches the name listed above	
You have confirmed the assessment	the Test Taker intends to take matches the Assessment name listed above	
	mation into the HOST Test Taker Tracking Log	
You have logged the Test Taker infor		
 You have logged the Test Taker infor The Test Taker has read the "Test Taker has read the "Test	ker Testing Procedures" document	

- e. A final proctor message/instruction will now appear on screenf. Situate the Test Taker in the testing location
- g. Select the Next button

Vebassessor™	edit profile 🔯 change password 🤌 help 🛞 log out 🗐 home Taunch
Launch Assessment - Step 3	
	l lost
PLEASE NOTE: This page is for Proctor use only. Your Test Taker should After clicking the "Next" button, you will see a security popup w you. Hit he RUN or OPEN button ONLY ONCE! Wait for the "WELCOY depending on the operating system you have. Then direct the 1	NOT be in the testing room at this time. indow. Select either RUN or OPEN depending on which option is available to WE TEST TAKER" screen to appear. You may need to wait a moment or two Fest Taker to this workstation to begin the test.

- h. As instructed in the above message, a security box will now appear on the screen.i. Select the Run button



Figure 3.6

aunch Assessment - Step 3	File Devenload Security Warning	1
PLEASE NOTE: This page is for Proctor us After clicking the "Next" button, you you. Hit the RUN or OPEN button ONLY C depending on the operating system	Do you want to run or save this file? Name: exam.hta Type: HTML Application From: www.webassessor.com Run Save Cancel While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>	Next nding on which option is available to hay need to wait a moment or two he test.

j. Select Start Test

Webas	sessor™				
IMPORTANT: Plea	se read the following instru	ctions before clicking the "	'Start Test" button b	elow.	
 The Proctor Do not click You will not 	Security Module will be activate the "Submit" button until you ha be able to make changes to you	d if you attempt to browse outs ave completed the ENTIRE asse ir responses once the assessm	side your assessment v essment. Ient has been submitted	vindow or access the Internet. d.	
Please verify that t you notify your pro	ne Test Taker and assessment r ctor, your proctor will click the "	name listed below are correct. 'Exit Test" button below.	If either name is not co	errect, notify your proctor and do not launch	the assessment. If
Exit Test					
Test Taker Name Assessment: FES	: Ed Rosado BETA TEST A				
If the Test Taker an Start Test	ad assessment name are correc	t, click the "Start Test" button v	when you are ready to	begin your test session.	
			Privacy Policy	© 2009 KRYTERION, Inc. All Rights Reserved	KRYTERION™

- k. If the exam has a pre-test survey, it will appear nowl. Select the Launch button



Figure 3.8



- m. When all survey questions are completed the test taker will come to another landing page for the actual test.
- n. Select Launch

Figure 3.9

TEST TAKER INSTRUCTIONS
This is Form A of the FES Beta Test.
The cognitive assessment consists of 120 - 130 multiple-choice questions, some of which contain images. For each question you are to select the one best alternative response based on the information given. There may be more than one response that fits the question but each question has only one best answer. Once the first question appears on the screen, timing begins and runs continuously for 180 minutes. Most people will complete the test within 120 minutes. You must answer each question in succession before moving on to the next question - you are not able to skip any questions, or, go back to change any answers. The test administrator may be consulted about any questions or concerns regarding test procedures or use of the testing software. The test administrator may be consulted about to test content. If you have a question or concern about a particular question you may fill out the "comments" box shown for each question.
Do not click the "Submit Exam" button until you have completed the entire Assessment. You will not be able to make changes to your responses once the Assessment has been submitted.
Depending on your Assessment, you may be able to review your responses by clicking the "Review All" button - this button is not available for all Assessments.
Please click the "Launch" button to proceed.
Launch

- o. The test taker will need to review and agree to a couple of agreement screens before launching the test. The Test Proctor should verbally review these instructions with each person taking the test.
- p. Please note the "Comments" boxes, and encourage their use.
- q. Once the test is complete the proctor will be asked to verify the exam by entering their username/security code

NOTE: If a user attempts to leave the test screen the test will automatically stop. If this happens please re-launch the exam by following the above steps.



Figure 3.10

SAGES Society of American Gastrointestinal and Endoscopic Surgeons	A STATE
Your assessment has been submitted. Please notify your proctor that you have submitted your assessment so that they may complete your testing process. FOR PROCTOR USE ONLY: Please use your Proctor Login and KCP Security Code to end the Test Taker testing process. Proctor Login: onsite_proctor KCP Security Code: onsite_intervent	
End Test Privacy Policy © 2009 KRYTERION, Inc. All Rights Reserved.	KRYTERION™

r. Once properly verified, the exam browser will close. The exam is officially complete.