



SAGES
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FLS Onsite Testing Requirements

For your reference. Do not return to SAGES

FLS Liaison

- ☐ Each institution must designate one FLS liaison. The FLS liaison should be a staff member at the requesting program/institution who will be responsible for making sure all of the requirements and tasks listed below are met and completed

The FLS liaison will:

- ☐ Communicate with FLS staff regarding any questions and/or issues
- ☐ Ensure payment for Onsite Testing is made to SAGES at least 30 days in advance.
- ☐ Provide FLS proctor with any useful arrival information (i.e. maps/parking instructions) for the facility
- ☐ Submit completed FLS Checklist and schedule three (3) weeks prior to scheduled test date (checklist link is provided once test dates have been confirmed)
- ☐ Reserve 2 private/quiet rooms at institution for FLS testing, 1 for skills testing, another adjacent room for the written test (computer)
- ☐ Set up testing rooms with all required equipment/supplies (see below for more detail)
- ☐ Be present on the testing day to assist the FLS Proctor by monitoring test takers taking the written (computer) test

Computers

- ☐ At least 3 computers must be available for the written test
- ☐ Must be connected to a secure and reliable high speed internet connection (wired or wireless)
- ☐ Computers must run the latest version of Microsoft Edge or Google Chrome
- ☐ Computers must be PC's running Windows 7 or higher (desktop only)
- ☐ Please refer to "Computer Requirements" document for more detailed information
- ☐ FLS Liaison should be able to contact IT if any technical issues arise during testing.

Test Takers

- ☐ Up to 12 test takers can take the FLS exam on the scheduled date. A minimum of 8 test takers is required for onsite testing. Each exam candidate must have a valid voucher (i.e. not expired or previously used).

- ☐ Assign each test candidate a time to take the FLS exam (using schedule template provided in the checklist) making sure the date/time works for each individual test taker

Testing Area

- ☐ Each computer must be set up as a testing station (i.e. table and chair) with the appropriate amount of space between each station in the testing room
- ☐ FLS standardized trainer box and monitor should be appropriately set up in testing room prior to first scheduled test
- ☐ The FLS trainer box, monitor and laparoscopic instruments should be set up appropriately in the testing area. Please refer to the FLS Onsite Testing Materials document for more information regarding the instruments. **Please note: The proctor will provide all the consumable materials necessary for testing (suture, gauze, penrose drains, endoloops, foam organs).**
- ☐ FLS written testing (computers) room and FLS skills testing room (trainer box/equipment) should be split up into 2 rooms (to minimize disruptions). The two rooms must be located near each other and on the same floor. No other activities can be taking place in the testing rooms while the FLS exam is taking place.
- ☐ The FLS liaison must be present at all times during testing to monitor test takers taking the written test
- ☐ "Testing in Progress" signs should be placed on all doors to minimize disruptions
- ☐ Room should be kept reasonably quiet during testing as a courtesy to the test takers

FLS Test day

- ☐ FLS proctor will arrive approximately ½ hour before the first scheduled test
- ☐ FLS liaison will meet the FLS proctor upon arrival at the main entrance to the facility and guide the proctor to the testing room
- ☐ FLS liaison to provide the proctor with the test vouchers for the scheduled test takers. Vouchers should already be filled out with test taker's information and mailing address.
- ☐ FLS liaison will help ensure all test takers arrive at his/her scheduled test time.
- ☐ FLS liaison will make sure that test-takers' turn off or silence cell phones/pagers prior to taking the exam.

Testing Complete

- ☐ FLS proctor will gather all completed test vouchers and depart
- ☐ Test Results will be mailed to the address provided on the individual test voucher approximately 3-4 weeks after the test date.