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## FLS Remote Testing Requirements

For your reference. Do not return to SAGES

### Institution

- Each institution must designate one liaison. The FLS liaison should be a staff member 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 Remote Testing is made to SAGES at least 30 days in advance.
- Submit completed *FLS Remote Testing Checklist* four (4) 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).

- Each institution must designate two facilitators who will act as the hands-on assistants for the remote proctor. At least one of the facilitators must be someone who works in the skills lab and has had some experience with the FLS trainer box and laparoscopic instruments. The facilitators must be present for the entirety of the testing day. (The liaison may also act as one of the two facilitators).

#### Facilitator One will:

- Work with the remote proctor to prepare for testing day, including scheduling and participating in a live run-through 7-10 days prior to testing date.
- Set up testing rooms with all required equipment/supplies.
- Under direction of the remote proctor, work directly with test takers on testing day, processing test taker arrivals, collecting vouchers, setting up each FLS skills task in the trainer box, and collecting all results at the end of each task.
- Prepare results and vouchers for shipping to the SAGES office.
- Other activities as needed and directed by remote proctor.

#### Facilitator Two will:

- Be present on the testing day to log test takers into the computer testing system and monitor test takers during 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 Internet Explorer 9+
- Computers must be PC's running Windows 7 or higher.
- Each computer must have a mouse connected.
- Please refer to "Computer Requirements" document for more detailed information.
- FLS facilitator should be able to contact IT if any technical issues arise during testing.

## Test Takers

- Up to 10 test takers can take the FLS exam on the scheduled date. Each exam candidate must have a valid voucher (i.e. not expired or previously used).
- Test takers should be prepared for the total exam to take approximately 2 to 2-1/2 hours.

## Testing Area

- FLS standardized trainer box and monitor should be appropriately set up and the remote testing system connected and working prior to first scheduled test.
- The FLS laparoscopic instruments should be set up appropriately in the testing area. Please refer to the *FLS Remote Testing Materials* document for more information regarding the instruments required for use on the FLS manual skills test.
- FLS written testing (computers) room and FLS skills testing room (trainer box/equipment) must be separate (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 facilitators must be present at all times to assist with the manual skills test and to monitor test takers taking the written test.
- "Quiet: Testing in Progress" signs should be placed in hallways and on all doors to minimize disruptions.
- Rooms should be kept quiet during testing as a courtesy to the test takers.
- Each computer must be set up as a testing station (i.e. table and chair) with the appropriate amount of space between each station so that test takers cannot see each others' screens.

## FLS Test day

- Facilitators should arrive at least 30 minutes prior to the first scheduled test taker.
- System should be turned on and connected to remote proctor at least 15 minutes prior to the first scheduled test taker.
- Test takers should arrive with vouchers already filled out with test taker's information and mailing address, but not signed. Test takers will sign the voucher in front of the remote proctor. Test takers should arrive at his/her scheduled test time.
- The facilitator will ensure that test-takers turn off or silence cell phones/pagers and turn them in prior to entering the testing room.

## Testing Complete

- Test Results will be emailed to the address provided on the individual test voucher approximately 3-4 weeks after the test date.