

Proctoring User Guide

Proctors ensure accurate test results by confirming the identity of the test taker, monitoring the testing conditions and ensuring the security of the exam.

The Proctor:

- May be an MD, DO or a faculty member (Administrators included) of the residency program.
- Must stay in the room for the duration of the exam.
- Will Ensure that the candidate does not bring any resources into the test room, e.g., cell phones, camera, etc.
- Must periodically walk the room to scan computers to ensure the residents are only viewing the exam.
- Will notify the student of the time limit on the exam. Proctors do not need to keep track of time for the student; the exam is three hours in duration.
- Will permit residents to take one 10-minute break.
- Will ensure that each resident signs in and completes the [Roster](#) prior to starting the exam. The proctor must attest to proctoring the Exam for all residents.

Best Practices for Proctoring

- Complete the [Roster](#) before residents begin the TXIT Exam. The Proctor will need to complete the roster as well.
- Have all residents log in at the same time to start the exam.
- Please walk the aisles of the room to ensure no additional apps/windows are open on residents' computers.
- No copies of the exam are to be made at any time.
- Should the computer freeze, or the program close, simply close and relaunch the browser. If you continue to have technical difficulties, please email intrainingexam@acr.org.