

Pre-Test Day Items

- ☐ Complete your Weekly COVID Test (if positive, contact Colleen Denniston ASAP)
 - Please attempt to complete on Monday or Tuesday so that enough time for alternate arrangements can be made
- ☐ Complete Workstation Certification within 24-48 hours prior to exam
 - <https://wbt.nbme.org/wbtexam/home>
 - Select Workstation Certification
 - Follow Instructions
 - When asked for Workstation ID, Enter your initials
 - If you get a Launch Screen, you are good to go
 - Take the tutorial, it is good information
 - If you get an error, contact
 - Colleen Denniston: dennistc@upstate.edu
 - Tyler Palmitese: palmitet@upstate.edu
 - Jeff Wessel: wesselj@upstate.edu
- ☐ Accommodations
 - If you need any type of accommodations for the exam
 - Contact Katie Daley in Student Affairs, Academic Services
 - Copy of Letter must be provided to Testing Coordinator prior to the exam

Test Day Items

- ☐ Arrive on Campus
 - Receive your COVID Clearance and ear loop mask
 - Go to Locker to drop off **ALL NON-EXAM ITEMS**
 - Clerkship Items are not allowed in Exam Room
- ☐ Items Allowed in Room
 - Laptop
 - **Laptop power cord – DO NOT FORGET TO BRING**
 - Mouse
 - Clear water container
 - Items cleared and approved ahead of time
 - This includes use of your own ear plugs (must be declared prior to exam)
 - Anything on the USMLE PIE list (must be declared prior to exam)
<https://www.usmle.org/test-accommodations/PIEs.html>
 - This includes medications (must be declared prior to exam)
 - This included any ADA related items (must provide letter to Testing Coordinator)

Arrive at Testing Location

- Unallowable items
 - You will be told to return to your locker
 - You will not be admitted to exam room
- Go directly to your seat
 - Set up your computer
 - Sit quietly until exam starts

During the Exam

☐ Safety and Sanitation

- All persons must remain masked at all times in and out of the exam room
 - Unless drinking
- All persons are required to use hand sanitizer upon entering the room
 - At each entrance on the tables

☐ Bathroom Breaks

- Students will raise hand to use the restroom
- Proctor will alert student when the bathroom becomes free for use
- Student will click "Pause" on their computer
- Proctor will
 - Mark the time out on the check sheet for the student
 - Escort student to restroom and back
 - Mark the time in on the check sheet when the student returns
- Upon student's return, the student will click "Cancel" to return to the exam
- There is to be no talking during restroom breaks so as not to disturb exam takers

☐ Supplies

- If you need a replacement
 - Green board: proctor will give you a new board and take the old board
 - Erasable: proctor will give you another marker and throw away the non-working maker

After Exam

Exit Quietly

Results to be released at 4 PM on Tues. at the earliest (could take up to 72 bus. Hours)