

Undergraduate Medical Education

Test Day Readiness

Pre-Test Day Items

- ☐ 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:
 - Stephanie Langer-Liblick: langersl@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
 - Drop off **ALL NON-EXAM ITEMS** in your locker.
 - 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)

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☐ 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

☐ 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