ADDING A RESIDENT TO THE SYSTEM

--sign into the test site using the program director's username (or userid) and password. A page with your specific program information will come up

--choose "Add a resident"

--enter first and last name of resident, click "Continue"

--complete all the information requested. There is a dropdown list for "Status"—be sure to select the correct option for the resident (pretest or posttest)

--after providing the information, click "Add resident to the system." The resident is now registered, but is not scheduled for the online exam.

SCHEDULING THE EXAM TO ALLOW THE RESIDENT TO ACCESS AND TAKE THE EXAM

--access the resident's record. You will need to sign into the testing system using the program director's sign in information. You can then click on "show active residents" and select the resident you need to schedule. Be sure that the resident's status agrees with the pretest or posttest you will be scheduling

--click on "schedule the exam". Another page will come up showing the exam history of the resident. Check the small "register" box to schedule the exam

--click "Update resident's record"

The resident should now be able to sign into the testing site, access and complete the exam.

You will need to provide each resident with their username and password so they can access the testing site.

PLEASE NOTE

There is a two hour time limit to take the exam. The exam must be completed in one sitting and if the resident logs out or the computer logs the resident out, the answers will be lost and the resident will need to start over. You will then need to re-schedule them for the exam. Follow the directions above regarding "scheduling the exam"

CHANGING THE STATUS OF A RESIDENT

To change the status of a resident from pretest to posttest (or posttest to pretest):

----access the resident's record. You will need to sign into the testing system using the program director's sign in information. You can then click on "show active residents" and select the resident you need to schedule.

--choose "edit" in the resident's record

--on the dropdown list for "Status", select the correct option.

--click "Update resident's record"

--return to the resident's record. Click on "schedule the exam". Another page will come up showing the exam history of the resident. Check the small "register" box to schedule the exam

--click "Update resident's record"

The resident should now be able to sign into the testing site using their username and password, and will be able to access and complete the exam.

ARCHIVING RECORDS

When your resident has completed the residency program, you should archive their records. You will still be able to access the records if needed.

-- sign into the test site using the program director's username (or userid) and password

--access the resident's record.

--choose "edit" in the resident's record

--change status to "archive"

--click "Update resident's record"

Archiving your past records is necessary to allow the test site to accommodate future new residents who will be taking the exam. SCDA/AAHD would appreciate your help in archiving any records of residents who have completed their residency.

Additional information regarding the exams can by found by signing into the test site using the program director's information – then click "View the instructions online"