

OKAP EXAM DAY INFORMATION AND GUIDE

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 - Onboarding for Your OKAP Exam
 - Taking Your OKAP Exam
 - What to Do If You Encounter Issues or If You Are Disconnected from Your Exam
 - Completing Your OKAP Exam
-

OKAP Exam Day Information

On exam day, log in and click the **Start Exam** button at least **10 minutes before** your exam is scheduled to begin.

If you experience any issues, contact:

ExamRoom.AI at 877-848-EXAM (3926), support@examroom.ai, or <https://examroom.ai/> chat box.

If you are still having issues, contact Kathryn Peters, OKAP Program Manager, at the Academy: 415-447-0201.

You will Need:

- 1.) **A Computer** (laptop, desktop, or Chromebook) with one screen, front-facing camera, microphone, power cord, 4GB or higher RAM, up-to-date Operating System (Windows 7, Mac 10.10, Ubuntu 16, Chrome 62.0.4241.112 or higher), a minimum of 3Mbps upload/download speed, and a stable internet connection. *ExamRoom.AI will access your camera and microphone for the entirety of your exam appointment.*
- 2.) [Google Chrome](#) or [Firefox](#). The exam will only work in these browsers.
- 3.) To **Allow Permission for Screen Recording** if using a **Mac computer**. You may need to **Disable Firewall** if using a **Windows computer** (refer to the OKAP Pre-Exam Day Requirements and Tips manual for instructions).
- 4.) A [System Check](#) to ensure your computer and location are setup appropriately.
- 5.) **One non-expired government issued ID** that matches the first and last name in your appointment confirmation.
- 6.) **Two logins:**
 - **ExamRoom.AI login** to log in to the exam system (username is your email on file with the Academy and your password is your AAO Member ID).
 - **Academy login** to access the exam (username is your email on file with the Academy and if you don't know your password go to [Forgot Password](#) and reset it).
- 7.) **A quiet testing location with no distractions, materials, electronic devices, or others present.** You are not allowed to have any materials (books, notes) during your exam and all electronic devices (smart watches, tablets, cellphones) must be turned off and stored out of sight. *Failure to comply will result in immediate termination of your exam.*
- 8.) **One sheet of clean scratch paper** (optional). Once your exam is complete, you are required to notify the proctor and tear-up your scratch paper in front of the camera.

Exam Format/Time Allotment/Break Policy:

The OKAP exam consists of **260 multiple choice questions** equally randomized across the thirteen BCSC sections/ophthalmic practice areas.

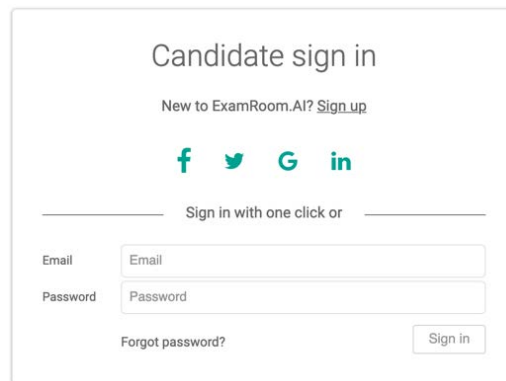
- You will be able to enlarge images (by clicking on them), skip items, mark items for review, and be presented with a summary (at any time during the exam) of all items displaying which items are marked or unanswered before officially submitting the exam.
- The submit exam button will **only** appear after all 260 questions have been answered or after reaching the exam time limit.

The OKAP exam time is **4 hours and 40 minutes** (you will have 4 hours and 30 minutes to complete the exam, plus 10 minutes for a break).

- **Immediately** after 2 hours and 15 minutes have elapsed **or** answering 130 items, you will be allowed a 10-minute optional break.
- During the break you are not allowed to communicate with anyone, use any electronic device, or access any reference materials.

Onboarding for Your OKAP Exam

1.) Go to: <https://examroom.aao.org/> and enter your login credentials (this link and your login credentials were sent to your email address on file with the American Academy of Ophthalmology from no-reply@examroom.ai):



Candidate sign in

New to ExamRoom.AI? [Sign up](#)

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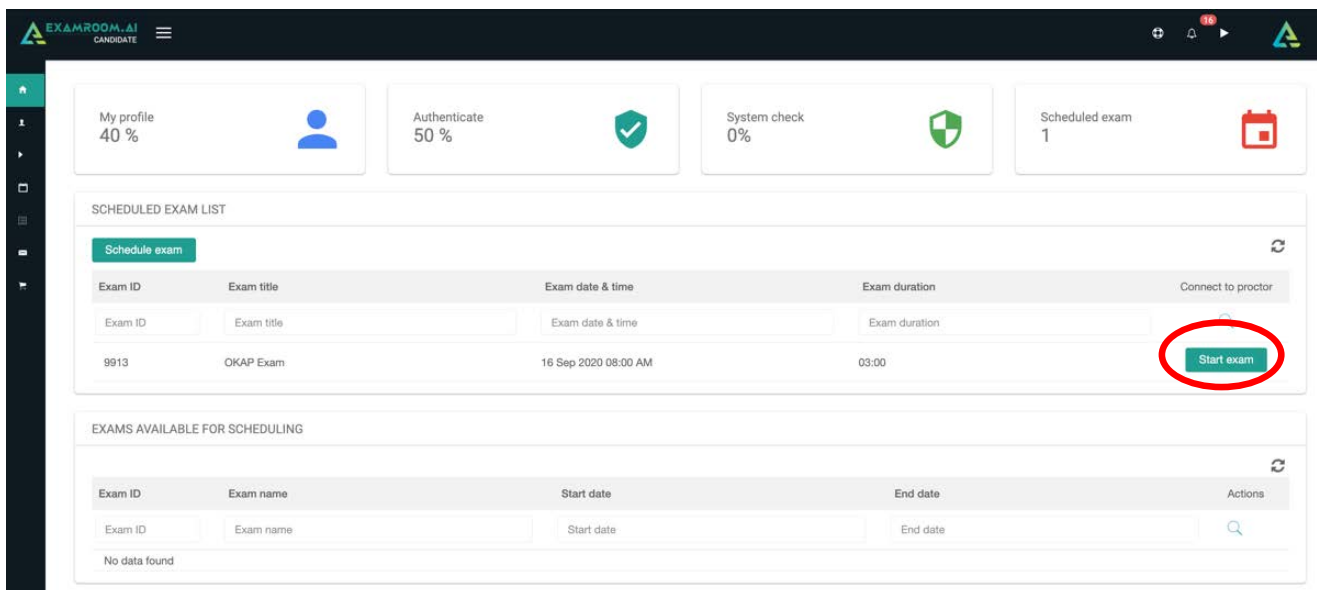
Sign in with one click or

Email

Password

[Forgot password?](#)

2.) After logging in you will be brought to your ExamRoom.AI Account dashboard. Click **Start Exam**:



EXAMROOM.AI CANDIDATE

My profile 40 %

Authenticate 50 %

System check 0%

Scheduled exam 1

SCHEDULED EXAM LIST

[Schedule exam](#)

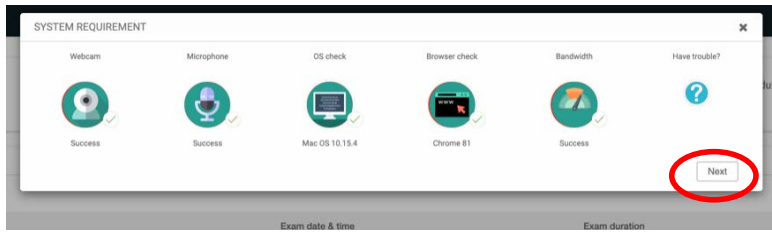
Exam ID	Exam title	Exam date & time	Exam duration	Connect to proctor
9913	OKAP Exam	16 Sep 2020 08:00 AM	03:00	<input type="button" value="Start exam"/>

EXAMS AVAILABLE FOR SCHEDULING

Exam ID	Exam name	Start date	End date	Actions
<input type="text" value="Exam ID"/>	<input type="text" value="Exam name"/>	<input type="text" value="Start date"/>	<input type="text" value="End date"/>	<input type="button" value="Search"/>

No data found

3.) You will be brought to the first system check:



Make sure you are not connected to any Bluetooth devices.

Click on the Webcam and Microphone icons to ensure the right one is selected (if there is a pop-up box for webcam and mic, you can click the X to close it).

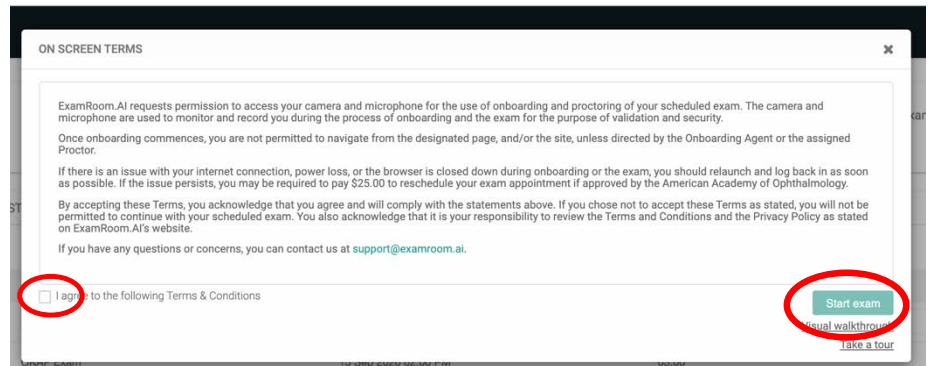
If your bandwidth is low, disconnect all other devices off Wi-Fi and sit as close to the router/modem as possible.

Click **Next** to continue.

4.) You will then be brought to the Terms page. Click the **I Agree** box and then click **Start Exam**:

Please check the box that you agree to the terms and then click **Start Exam**.

From this page, you can also click to do a walkthrough.



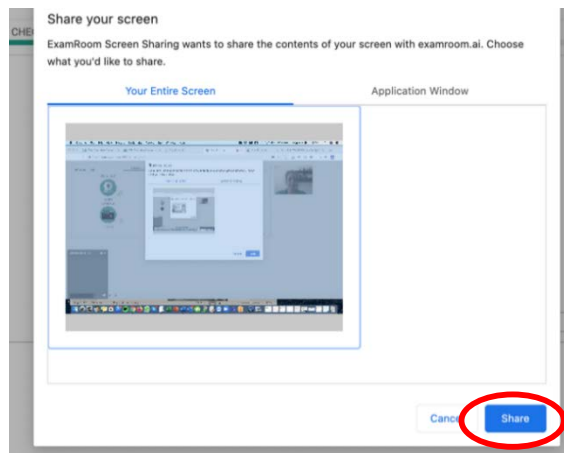
5.) Next, you will be asked to **Share** your screen:

Using Google Chrome:

Click on the image of your screen. Then click **Share**.

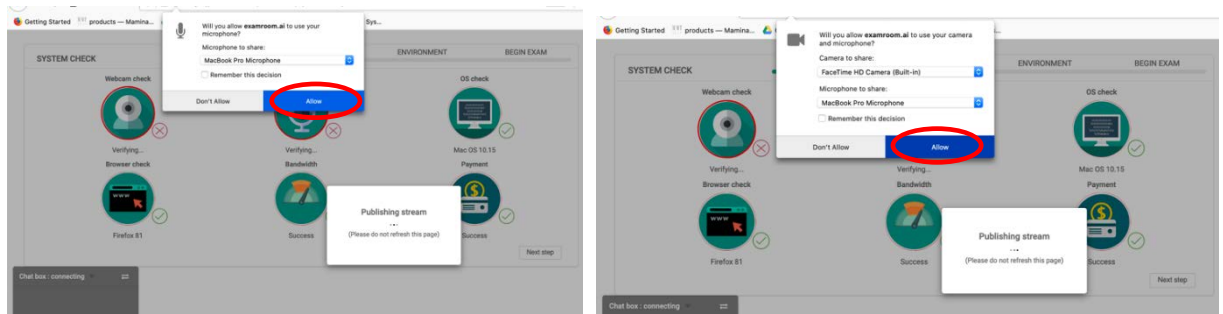
Make sure that you have no other open tabs on your computer.

Please allow for a minute or two to connect to the Onboarding Agent (OBA).

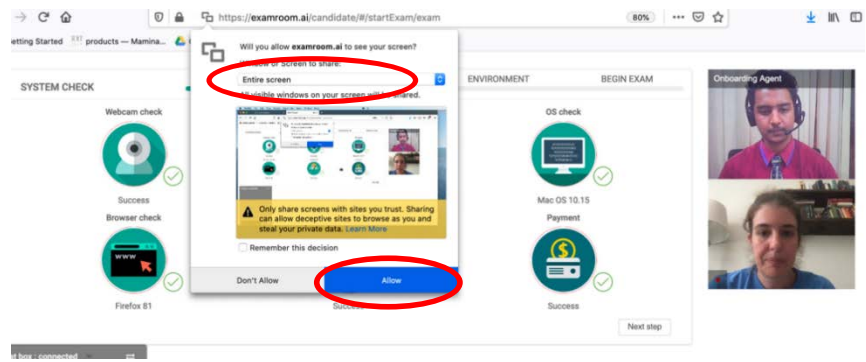


Using Firefox:

Click **Allow** for your camera and mic.



To share your screen, select **Entire Screen** from the drop-down menu and click **Allow**.



6.) Now you are connected to the OBA. They will guide and click you through the process and perform a second system check:



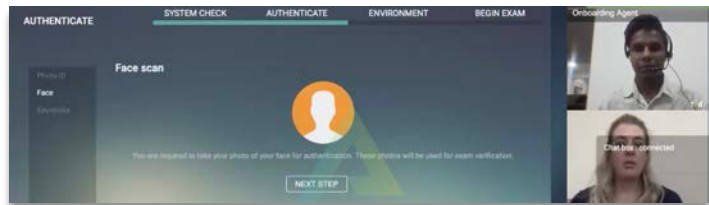
7.) Next, you will show your non-expired Government Issued ID photo for the first identity verification check:

Place your ID in the camera.
The OBA will click to capture and will then click to the next step.

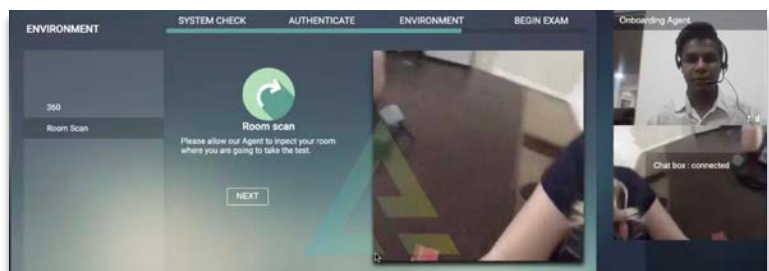


8.) Then, you will do a Face Scan for the second identity verification check:

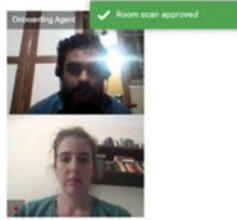
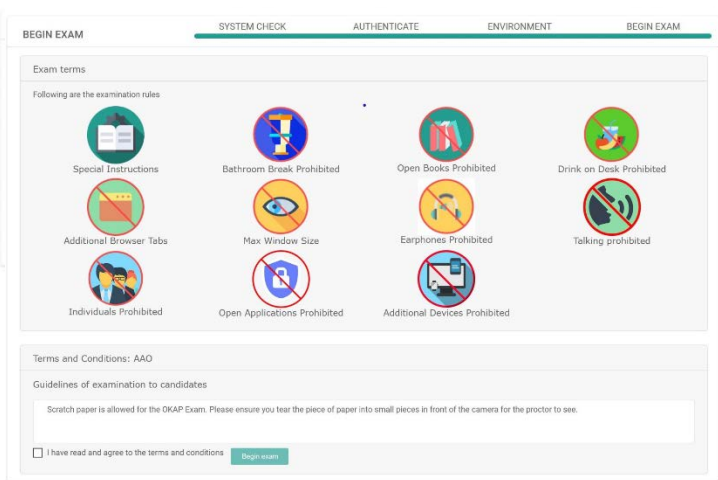
Look into the camera.
The OBA will take your photo and will click you to the next step.



9.) The last verification step is the Room Scan. You will rotate your camera to show your surroundings:



10.) The final step before accessing your exam is reviewing the exam rules:



The icons will display what is allowed and prohibited.

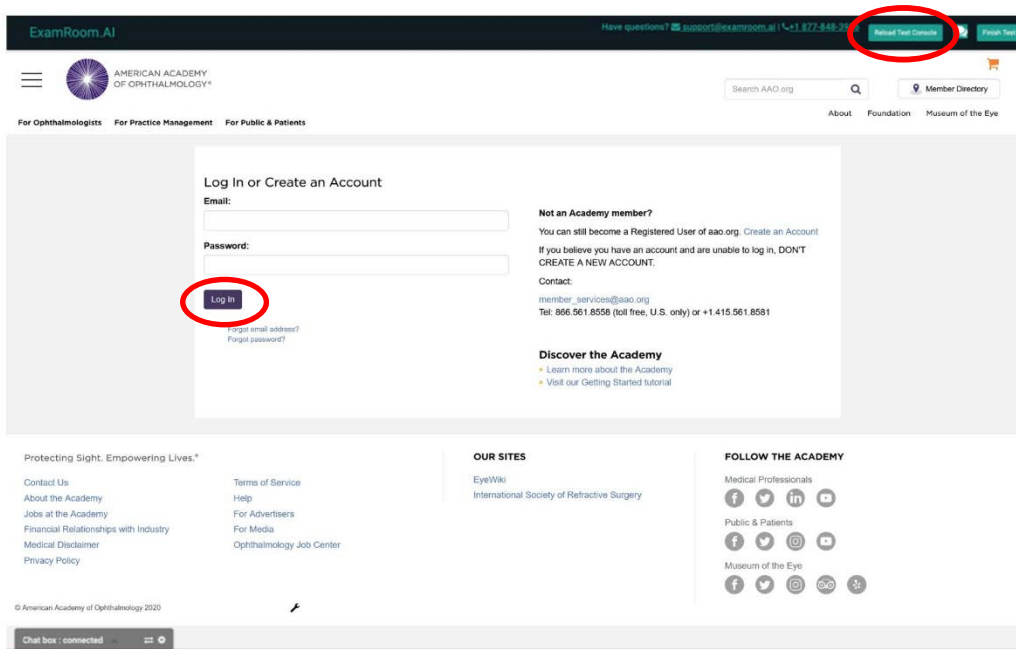
After reviewing, click the **box** that you Agree and then click **Begin Exam**.

You will now be transferred to the proctor.

Taking Your OKAP Exam

1.) After completing onboarding, you will be transferred to the proctor and then to the OKAP Exam webpage. You will login to your AAO account using your current credentials.

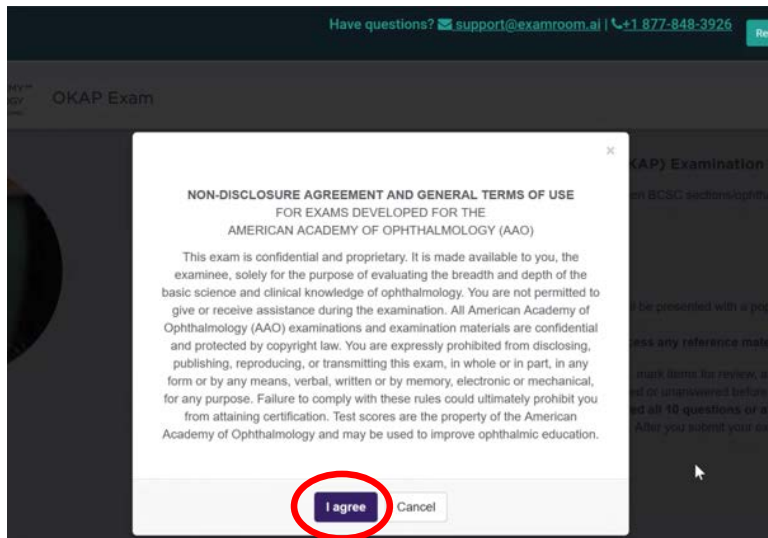
- If you have questions you can speak with your proctor via the chat box or verbally through your computer (proctors cannot assist with exam content – only technical issues or help with getting to and ending your exam)



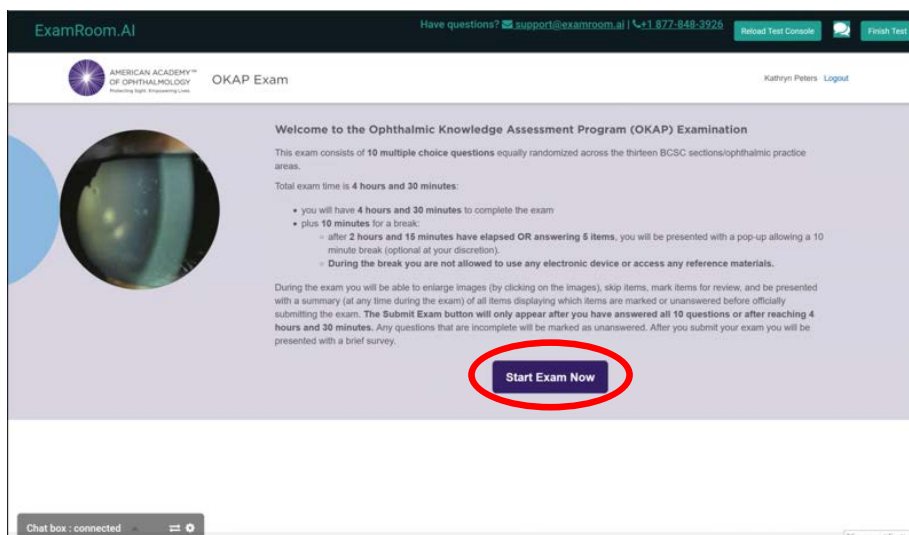
Use your current AAO login credentials, then click **Log In**.

If you are facing issues with the login page, you can click the **Reload Test Console** button at the top of the ExamRoom.AI banner.

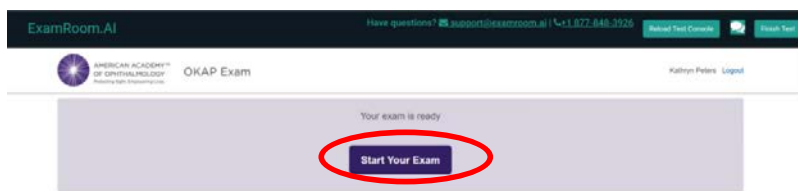
2.) Next, you will be presented with the Non-Disclosure Agreement. Click **I agree** to move forward:



3.) Now, you will be brought to the exam start page. After reviewing the instructions click **Start Exam Now** to create your exam (you may have to wait up to 30 seconds for your exam to load).

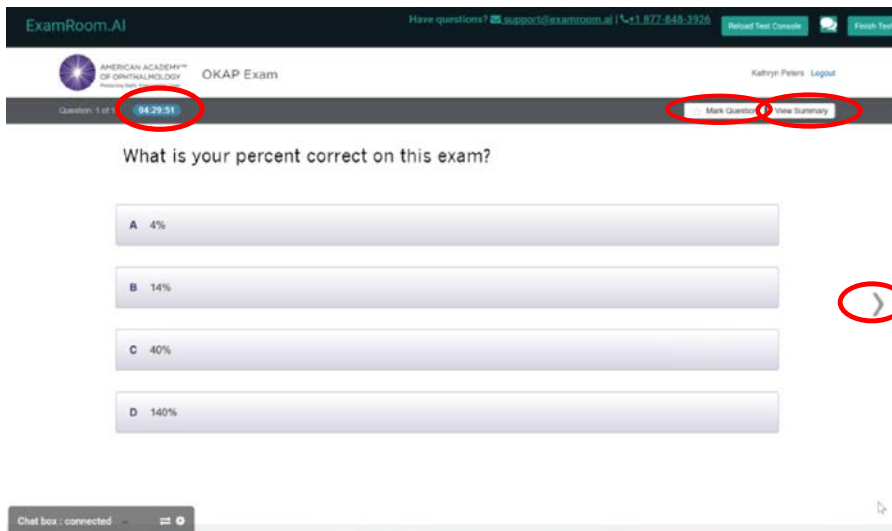


4.) Once your exam has loaded, click **Start Your Exam** to begin testing:



5.) When you are brought to the first question, you will see the exam features in the banner above:

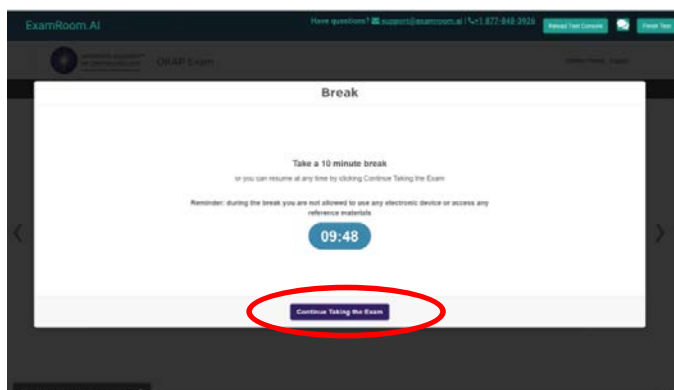
- **Exam timer** – this shows the time remaining on your exam
- **Mark Question** – you can click to mark a question to return back later in your exam to review
- **View Summary** – you can see unanswered questions or questions that you have marked for review at any time by sorting with the drop-down option



After reading each question, click on the chosen response, then click the **arrow button** to move to the next question.

6.) **Immediately** after 2 hours and 15 minutes have elapsed **or** answering 130 items, you will receive a pop-up notifying you to take a 10-minute optional break if needed to use the restroom, stretch, get a drink, etc. Please note: Your camera stream and microphone will be recording during the break.

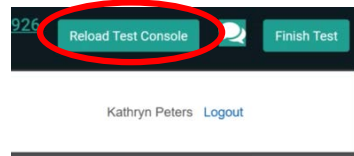
When your timer is complete, or if you chose not to take a break, click on **Continue Taking the Exam** to resume where you left off (you must return within 10-minutes from your break or the proctor will terminate your exam):



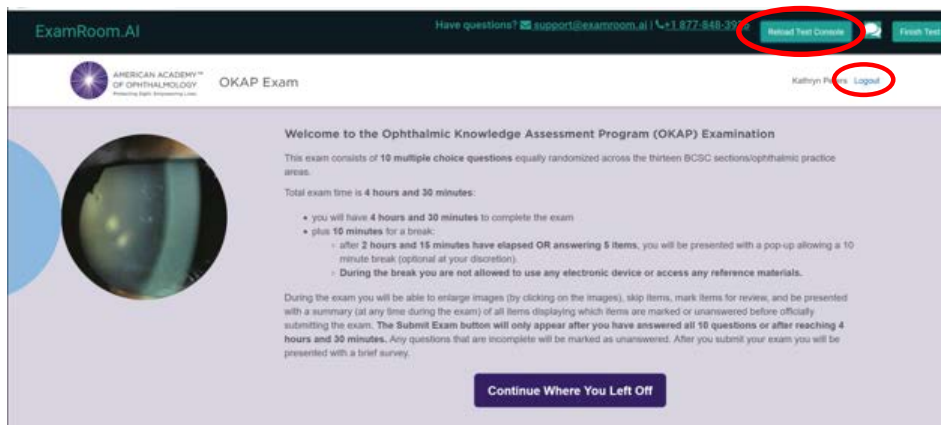
What to Do If You Encounter Issues or If You Are Disconnected from Your Exam

If during your exam you encounter any issues within the exam (images not appearing, answers not saving, buttons not working, lag navigating between questions, etc.):

- Click the **Reload Test Console** button in the ExamRoom.AI banner to refresh



- If Reload doesn't help, click the **Logout** link next to your name in the upper right-hand corner, then click the **Reload Test Console** button, and re-login to resume where you left off (your answers are saved once you start testing, so you will not lose any data if you logout).



The options above should resolve any issues, but if it does not, let the proctor know and they will assist with next steps.

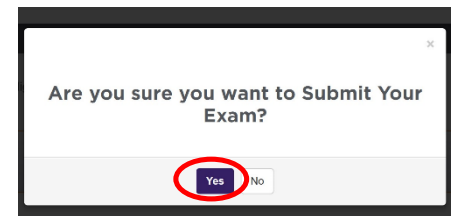
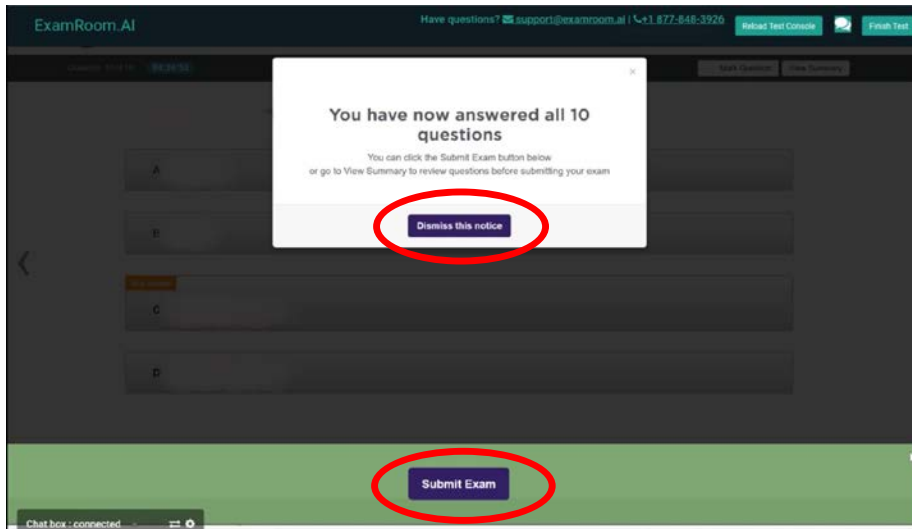
If during your exam you become disconnected (due to internet, power, laptop battery drained, etc.):

- please contact ExamRoom.AI **immediately** at either: 877-848-EXAM (3926), support@examroom.ai, or <https://examroom.ai/> Chat box on all webpages and provide the agent with your name, email, call back number, the exam you were taking, and inform them that you were disconnected from your exam.
- the agent will reschedule your exam to start right away, you will log back in to ExamRoom.AI, and your exam will be listed again for you to click **Start Exam**. In some cases, you may have to do the onboarding again, but in most cases, you will only be asked to perform a room scan (for security purposes) and then you can resume testing.

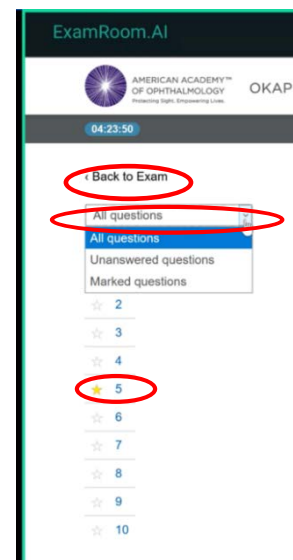
Completing Your Exam

1.) After you have answered **all** 260 questions, you will receive a pop-up to notify you that all of the questions have been answered (the Submit Exam button will **only** appear after all 260 questions are answered or after reaching the exam time limit).

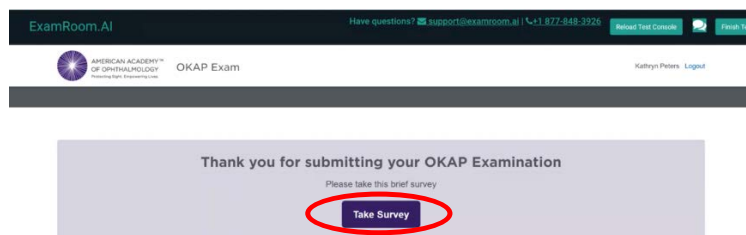
From here, you can either click **Submit Exam** or click **View Summary** to review questions and make any changes to your responses within the remaining time:



2.) When clicking **View Summary**, there is a list of your questions and a drop-down option. Marked questions have a star icon next to them and you can click on the question number to go back to that question. When finished reviewing, click **Back to Exam** and then **Submit Exam**:

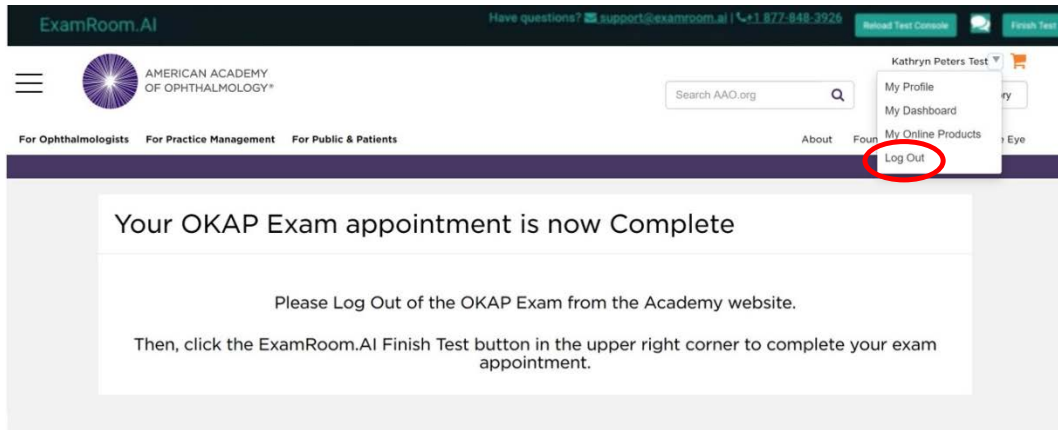


3.) After submitting your exam, you will receive a confirmation page that your exam has been submitted successfully and you will be asked to complete a short survey:

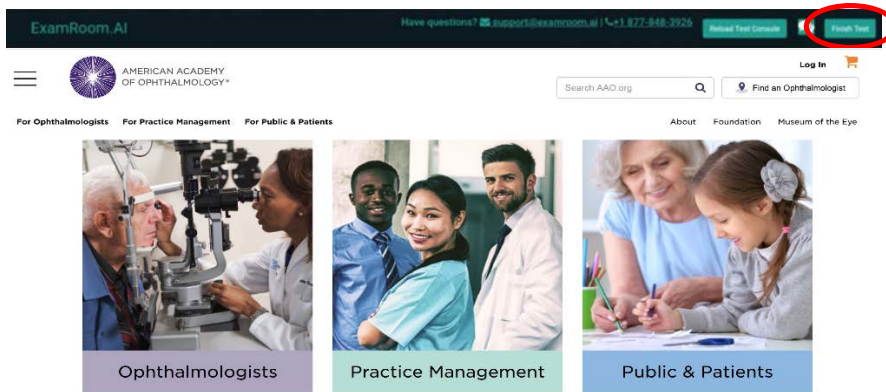


4.) Upon completion of the survey, you will be brought to the final page of the exam. Please make sure to complete the following steps:

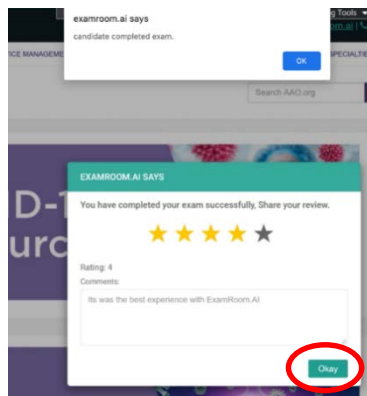
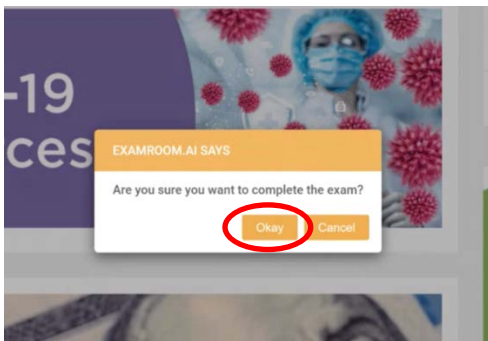
- **Log Out** of the exam through the Academy website by clicking the dropdown next to your name:



- Click the **Finish Test** button in the upper right corner of the ExamRoom.AI banner:



5.) Click **Okay** to confirm that you are complete, then provide your star review (optional) with ExamRoom.AI and Click **Okay** once more.



6.) Lastly, you will be brought back to your ExamRoom.AI dashboard and you will not see your exam listed since you have completed it. You can logout from here.