AMERICAN ACADEMY OF OPHTHALMOLOGY
The Eye M.D. Association

FREQUENTLY ASKED QUESTIONS
RE: OKAP EXAM ADMINISTRATION

1. Where will the test be offered?

> The Academy has contracted with Prometric, Inc., the leading provider of comprehensive testing and assessment services. Prometric will administer the in-training OKAP exam at hundreds of computer-based testing locations throughout the United States and Canada. **Each resident will need to make an individual appointment with Prometric to schedule their preferred exam location and time.** Prometric will accommodate each resident on a first come, first served basis. Residents should make their exam appointment as early as possible to ensure they receive their preferred exam location and time.

2. As a Program Coordinator or Program Director, what should I do to make sure my residents are registered?

> A. In October, the Academy will open a pre-registration site for programs to pre-register their residents and pay for the exam. This information will be sent to Prometric and residents will be able to schedule their exam appointment 24 hours after pre-registration is complete. **Resident information in the pre-registration site must exactly match the resident's ID card they will present to the Prometric representative on the test date. The resident will not be able to test if this information does not match.**

> B. Programs should post the "Notice to Residents," which can be printed from the Academy website. This notice has important dates, information, and instructions specific to residents scheduling appointments. Please ensure that your residents know of **their** responsibility to schedule an exam appointment through Prometric.

> C. Require your residents to forward you a copy of their exam appointment email confirmation from Prometric so you know registration is complete.

3. What Special Accommodations are available?

> Please refer to the Pre-Registration site and the "Special Accommodations Request" form on the Academy website.

4. How do I get my Academy Member ID number?

> To get your ID number, call the Academy at (866) 561-8558 and select option #1.

5. How do I register for the OKAP?

It is the responsibility of each resident to schedule an exam appointment. In October, the Academy will open a pre-registration site for programs to pre-register their residents. This information will be forwarded to Prometric and residents will be allowed to schedule their exam appointment 24 hours after their program completes the pre-registration process. Residents should check with their program to ensure the correct personal information is sent to Prometric.

The Academy recommends that residents make their exam appointment as soon as possible to ensure their preferences are met.

There are two ways that residents can select the test center and time of their choice:

- On the Prometric website at www.prometric.com/aao
- By phone at 1-800-481-6473, Monday-Friday, 8:00 a.m. to 8:00 p.m.

Residents will need their Academy Member ID number to make their exam appointment with Prometric. Call Academy member services at (866) 561-8558 and select option #1 if you need your ID number. Once residents make their appointment, Prometric will supply an email appointment confirmation via the online appointment system. This will detail the appointment length, exam number and title, exam time, and address of the testing center. Residents should forward this email to their program to verify registration is complete.

6. How much will the OKAP Cost?

The cost is $335 per resident, plus any special accommodation fees requested. Examination fees need to come directly from the residency programs once the program receives their invoice.

7. How do I reschedule an appointment and what is the latest date to make changes?

A program may add or remove residents to accurately reflect who will take the OKAP up to 30 days before the exam date**.** Residents can attempt to re-schedule their exam up to 5 days before the exam date; however the ability to reschedule may be limited by availability.

8. Is there a Cancellation Policy?
- For cancellations received 30 days before the exam date, all fees will be refunded.
- For cancellations received 5-29 days before the exam date, a $25 cancellation fee will be withheld from the refund.
- For cancellations received less than 5 days before the exam date, no fees will be refunded.

Please note that if a resident fails to appear for a scheduled exam, or arrives more than 15 minutes after the scheduled start time, the Academy will not refund any fees previously paid by the residency program.

9. What is the exam length and how long will my appointment be?

There are 250 items on the exam. Each exam appointment will be five hours (300 minutes). Each resident will be allowed four-and-a-half hours (270 minutes) to take the OKAP

examination. The additional half hour (30 minutes) is included to allow candidates to complete a tutorial before the exam, to take an optional break, and to complete a survey at the end of the exam. Here is a breakdown of the time allotment:

- **10 minutes** take a tutorial before the exam
- **2 hours and 15 minutes** answer the first set of 125 items *(residents will not be allowed to go back to these when complete)*
- **10 minutes** break
- **2 hours and 15 minutes** answer the second set of 125 items
- **10 minutes** take a survey after the exam

10. What is the procedure for when I arrive at the Prometric Testing Center?

Prometric testing center check-in procedures will include a wanding/metal detector walk through and **positive identification (ID) verification with ONE government-issued photo ID containing a signature**, such as a state-issued driver's license or passport. The spelling of each residents name must match Prometric's file exactly. The testing center staff will require all residents to sign a Prometric logbook. The signature in the logbook will be checked against the signature on the resident's ID. Residents will be required to sign the logbook twice: once at check-in and once upon completion of the exam. The testing center staff will re-verify the resident's signature after break periods and supervise any exam restarts (e.g., in the event of a power outage). If the resident does not have a valid acceptable ID, the resident must receive approval of an alternate form of ID from the Academy prior to their appointment. Residents will NOT be permitted to bring any materials into the examination room and all stored electronic devices must be turned off in the lockers provided.

11. What is the test setup at the test site?

Each Prometric examination station is equipped with standard computer equipment that has been verified for high-stakes exams and the acceptable display of images. Each resident will have an opportunity to complete a full tutorial prior to the timed exam to become familiar with the examination system and be provided with a note board and marker for notes. Calculators are not allowed. This system is extremely user-friendly and is easily navigated with a mouse or keyboard arrow keys. Examinees will be able to skip items, mark items for later review, and be presented with a summary (at any time during the exam) of each section's items displaying which items were marked for review, are incomplete (unanswered), or complete before ending each section and then officially the exam.

12. What is the Break policy?

Examinees will be given an optional 10 minute break in between the first and second sets of exam items. Examinees are not allowed to leave the test center or access their cell phones or any reference material. Examinees are allowed to use the restroom and have access to their lockers for snacks, coats, etc.

13. How is my training level obtained for the exam?

Prometric receives a report, provided by the Academy, indicating each resident's residency year/training level. Each resident's training level is verified by his/her program through several emails sent during the year. One's training level is defined as one's year of ophthalmology residency (not PGY). If you are in your first year of ophthalmology residency, you are a training level 1, and so on.

Please see the OKAP User's Guide for more exam/score related questions and answers.