

OKAP EXAM DAY INFORMATION AND GUIDE FOR RESIDENTS

- What You Will Need
 - Exam Format/Time Allotment/Break Policy
 - Taking Your OKAP Exam and Exam Screenshots
 - What to Do If You Encounter Issues
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What You Will Need

Arrive at the testing location chosen by your program at least **10 minutes before** your exam is scheduled to begin. This will allow time for you to set up your computer and exam space, as necessary.

You will Need:

- 1.) **A Computer** (laptop or desktop) with one screen, power cord, and a stable internet connection.
- 2.) **Google Chrome** or **Firefox**. The exam works best in these browsers.
- 3.) **Academy login** to access the exam (username is your email on file with the Academy and if you do not know your password go to [Forgot Password](#) and reset it). **You must confirm you can [log in](#) to the Academy website prior to exam day.**
- 4.) **A quiet testing location with no distractions, materials, or electronic devices.** 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 with your proctor for the duration of the exam.
- 5.) **Earplugs, beverages, snacks, one sheet of clean scratch paper and pencil** (all optional). You are allowed to wear earplugs if you are sensitive to noise, you may bring beverages and snacks to enjoy during the break, and you may use one sheet of clean scratch paper during the exam.

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.

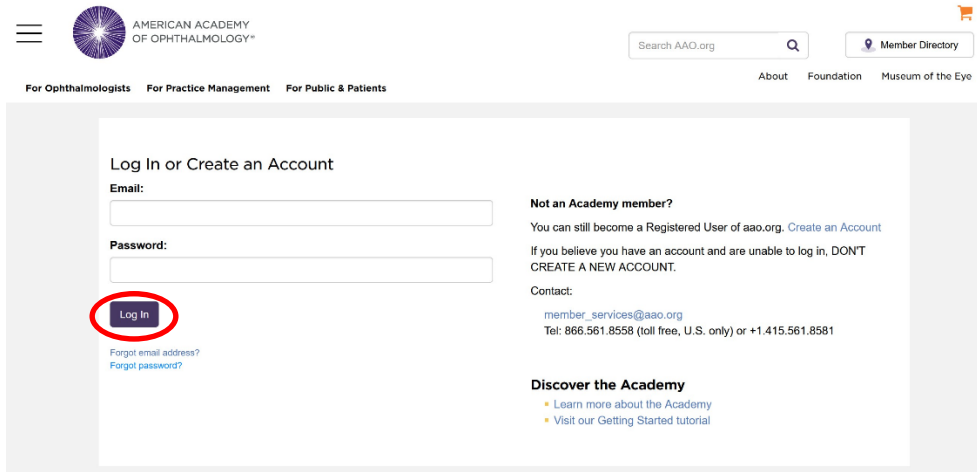
The OKAP exam time is **4 hours and 40 minutes** (you will have 4 hours and 30 minutes to complete the exam, plus 10 minutes for a break).

- **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.** You are allowed to eat, drink, stretch, or use the restroom.

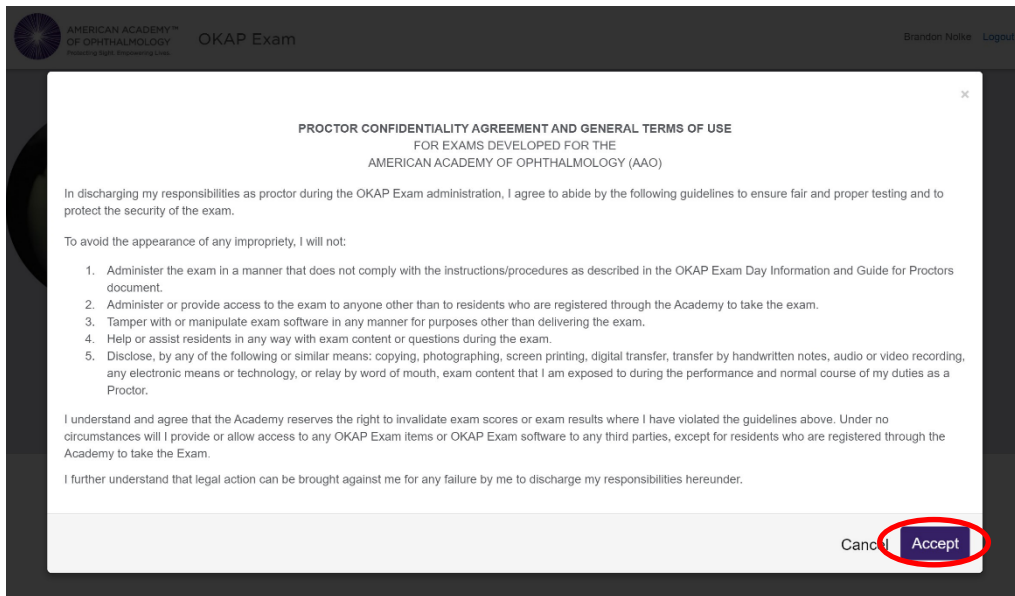
Taking Your OKAP Exam and Exam Screenshots

Beginning the Exam

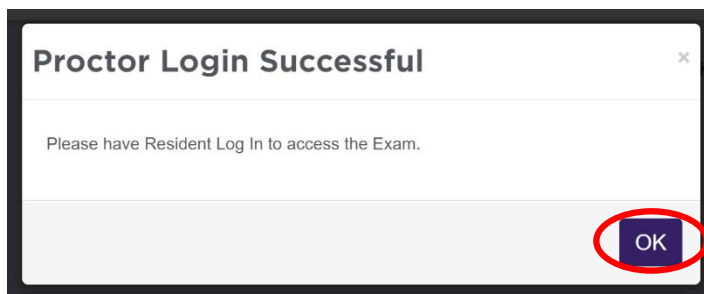
1.) Your proctor will provide you with the exam URL and the **proctor will Log In on your computer** with their Academy account:



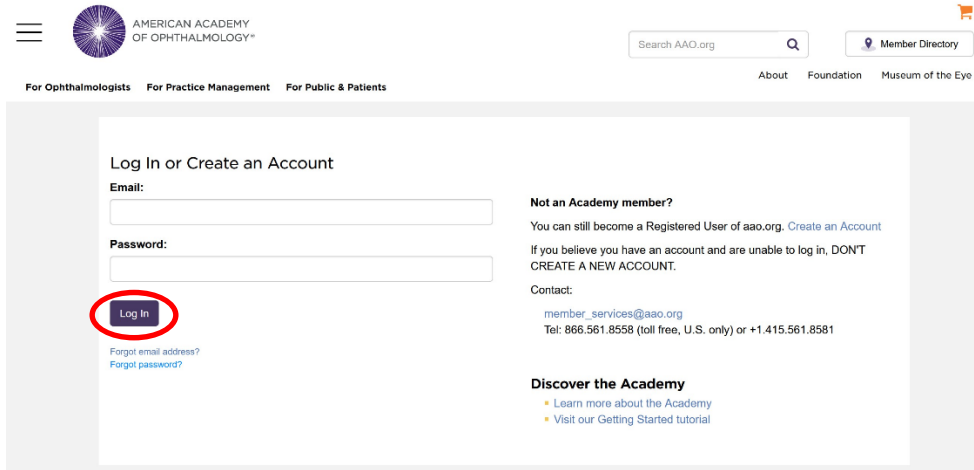
2.) After the proctor logs in they will be presented with the Proctor Confidentiality Agreement pop-up that they will need to **Accept**:



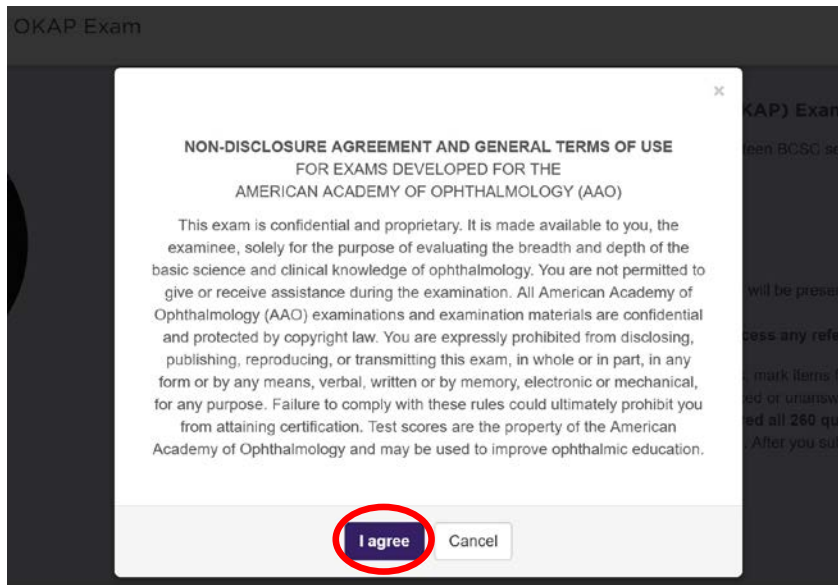
3.) Now, the Proctor Login Successful pop-up will display which will allow you to log in and access the exam:



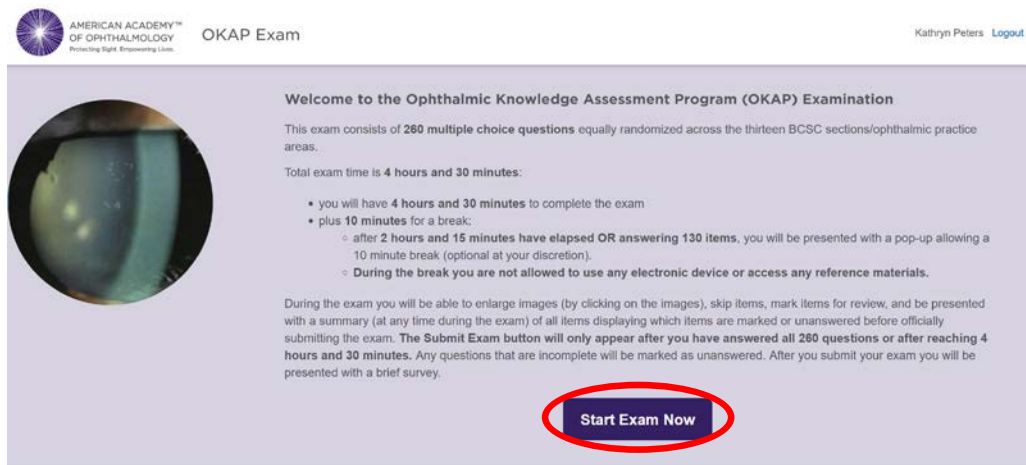
4.) Next, you will **Log In** with your Academy account:



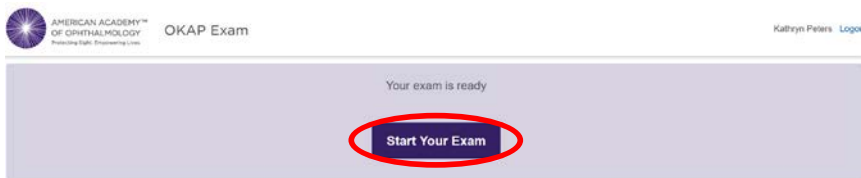
5.) Then, you will be presented with the Non-Disclosure Agreement. Click **I agree** to move forward:



6.) 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):



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



During the Exam

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

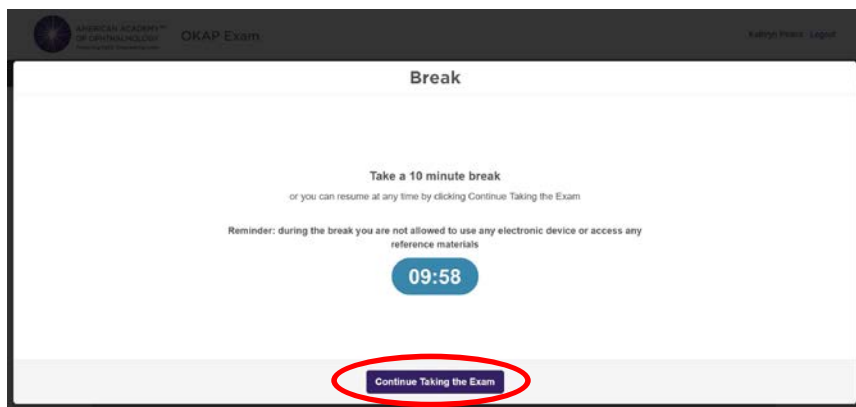
- **Exam timer** – this shows the time remaining on your exam.
- **Mark Question** – you can click to mark a question for review and return back to it later in your exam.
- **View Summary** – you can see unanswered questions or questions that you have marked for review at any time by sorting with the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



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

Break

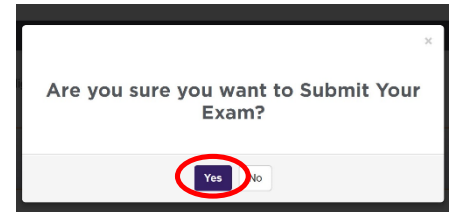
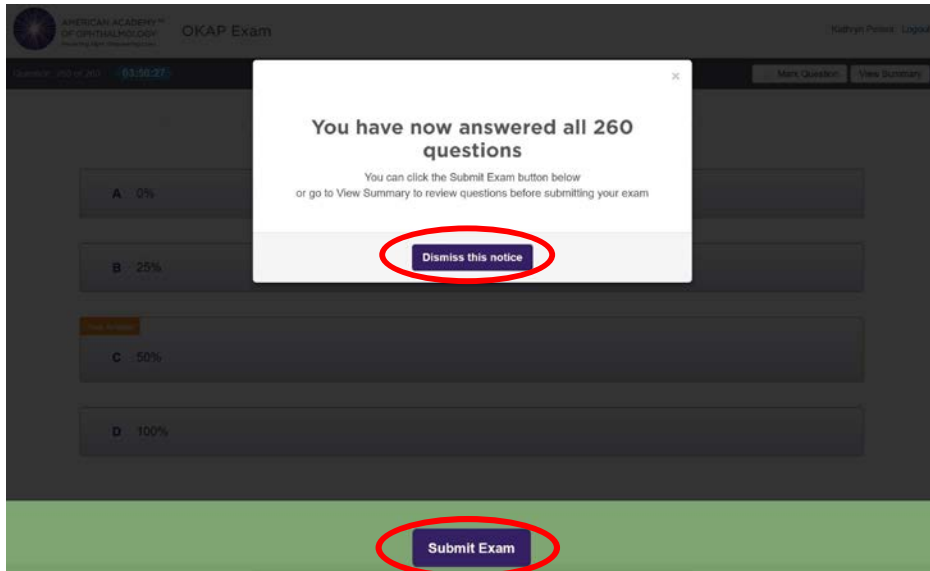
9.) **Immediately** after 2 hours and 15 minutes have elapsed **or** answering 130 items, you will receive a pop-up notifying you to take a 10-minute optional break if needed to use the restroom, stretch, get a drink, etc. When your timer is complete, or if you chose not to take a break, click on **Continue Taking the Exam** to resume where you left off (you must return within 10-minutes from your break, or the proctor may terminate your exam):



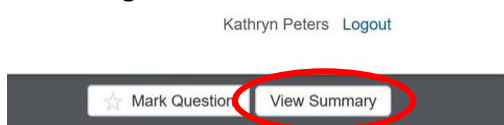
Completing the Exam

10.) 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**). If you reach the end of the exam and you believe you have answered all items, but the Submit Exam button did not appear, click on View Summary to search for Unanswered questions and answer the remaining item(s).

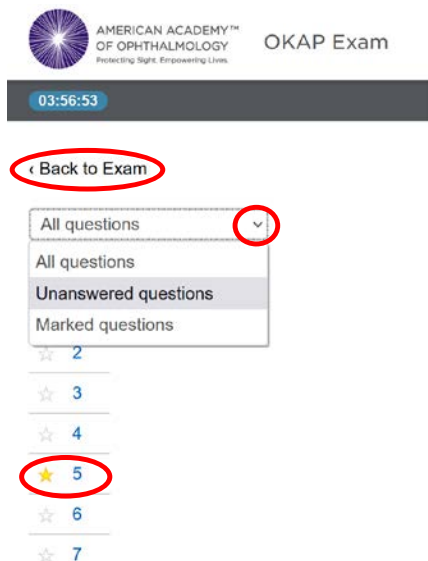
- From here, you can Dismiss the notice and either click **Submit Exam**:



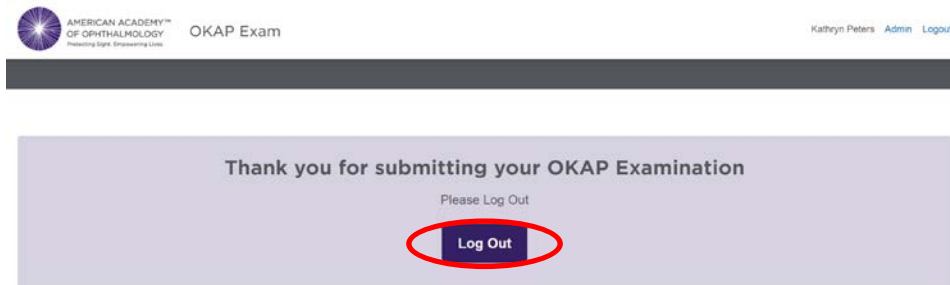
- or click **View Summary** to review questions and make any changes to your responses within the remaining time:



11.) 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 items, click **Back to Exam** and then **Submit Exam**:



12.) After submitting your exam, you will receive a confirmation page confirming that your exam has been submitted successfully and you will be asked to Log Out. **Please Log Out to ensure your exam session is complete:**



What to Do If You Encounter Issues

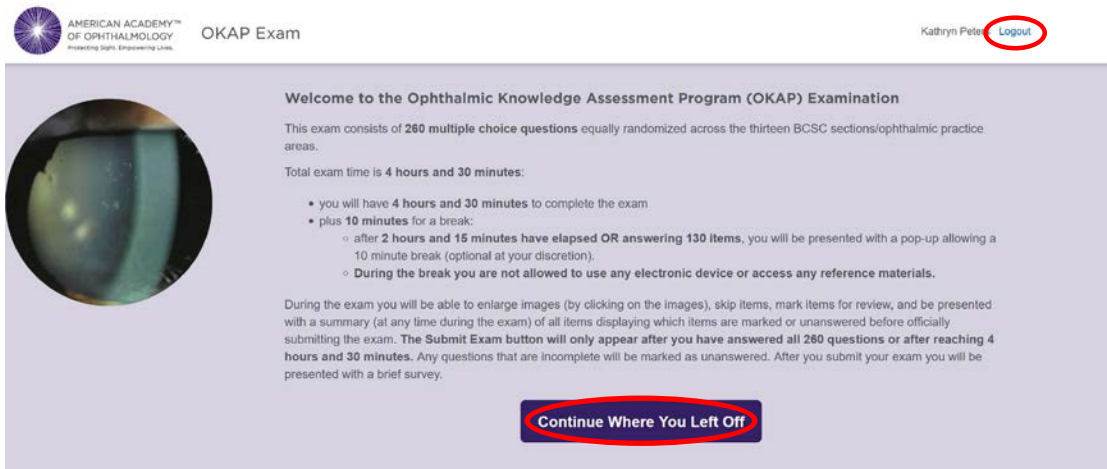
The exam platform saves answers and your progress in real-time, so do not worry if you encounter issues or get disconnected (you will not lose any exam data). **Important: The exam timer will continue to count down from the moment you start your exam**, so please try to resolve any exam issues as soon as possible.

If during the 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** button in the top left banner of the web browser to refresh the exam.



- If Reload does not help, click the **Logout** link next to your name in the upper right-hand corner, close the browser, reopen the browser, go to the exam URL again, have the proctor log in, and then re-log in to resume where you left off.



- If neither fix above works, try switching to another browser (if you were using Google Chrome then try to use Firefox or vice versa).

If none of the options above resolve the exam issues, have your proctor contact the Academy at 415-561-8500, ext 6.