



## OKAP EXAM DAY INFORMATION AND GUIDE FOR PROCTORS

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Thank you for agreeing to be a proctor for the OKAP exam! Your assistance is truly appreciated and will help to ensure a standard exam experience for all residents. This guide will help familiarize you with the exam, exam administration, exam day procedures and will assist in ensuring that all residents take the exam under similar and secure conditions. These conditions are necessary for performance on the exam to be a true reflection of resident knowledge.

### What You Will Need

Have residents arrive at the testing location chosen by your program at least **10 minutes before** the exam is scheduled to begin. This will allow residents time to set up their computers and exam space, as necessary.

You will Need:

- 1.) **Exam URL** <https://okap.aao.org/> which you will provide to each resident to access the exam.
- 2.) **Academy login** to log in before each resident logs in to allow them access to 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).
- 3.) **To ensure a quiet testing location with no distractions, materials, or electronic devices.** Residents are not allowed to have any materials (books, notes) during the exam and all electronic devices in the testing location (smart watches, tablets, cellphones) must be turned off and stored with the proctor for the duration of the exam.
- 4.) **One sheet of clean scratch paper and pencil for each resident if they forget to bring one.** Residents may use one sheet of clean scratch paper during the exam. Proctors must collect and destroy any scratch paper used after the exam. Calculators are not allowed.
- 5.) **To frequently walk around the testing location** to ensure residents do not have any materials, other web browser windows, or applications open on their computers.
- 6.) **To observe residents at all times** and report any suspicious activity or violations to [OKAP@ao.org](mailto:OKAP@ao.org)

You will also Need to confirm prior to testing that each Resident has:

- 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 their email on file with the Academy). **Residents must prove that they can [log in](#) to the Academy website prior to exam day.**
- 4.) **Earplugs, beverages, snacks, one sheet of clean scratch paper** (all optional). Residents are allowed to wear earplugs if they are sensitive to noise, they are allowed to bring beverages and snacks to enjoy during their break, and they are allowed to use one sheet of clean scratch paper during the exam.

## Proctor Confidentiality Agreement

All proctors are required to agree to the terms and conditions in the Proctor Confidentiality Agreement below. This agreement will appear in a pop-up window after you log in and before each resident is given access to the exam. You must acknowledge and accept these terms before the resident can begin testing.

### **OKAP Exam Proctor Confidentiality Agreement**

In discharging my responsibilities as proctor during the OKAP Exam administration, I agree to abide by the following guidelines to ensure fair and proper testing and to protect the security of the exam.

To avoid the appearance of any impropriety, I will not:

1. Administer the exam in a manner that does not comply with the instructions/procedures as described in the OKAP Exam Day Information and Guide for Proctors document.
2. Administer or provide access to the exam to anyone other than to residents who are registered through the Academy to take the exam.
3. Tamper with or manipulate exam software in any manner for purposes other than delivering the exam.
4. Help or assist residents in any way with exam content or questions during the exam.
5. Disclose, by any of the following or similar means: copying, photographing, screen printing, digital transfer, transfer by handwritten notes, audio or video recording, any electronic means or technology, or relay by word of mouth, exam content that I am exposed to during the performance and normal course of my duties as a Proctor.

I understand and agree that the Academy reserves the right to invalidate exam scores or exam results where I have violated the guidelines above. Under no circumstances will I provide or allow access to any OKAP Exam items or OKAP Exam software to any third parties, except for residents who are registered through the Academy to take the Exam.

I further understand that legal action can be brought against me for any failure by me to discharge my responsibilities hereunder.

## Testing Location Set Up

The OKAP exam testing location must be a quiet space with no distractions and no one other than the residents and proctor(s) are allowed to be present during the exam. The testing location should have a strong, stable internet connection and allow space for the proctor(s) to frequently walk around freely and observe all angles of the residents and their screens. Programs will decide where residents will take the exam on campus (computer labs, conference rooms, lecture halls, etc.) and ensure that there is enough space or barriers to prevent residents from seeing another resident's screen (if no barriers are available programs can arrange their testing location in a U, circle facing out, or similar setup).

Proctors must communicate with their programs and ensure the testing location is set up appropriately.

## 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.

- Residents 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** (Residents 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, residents will be allowed a 10-minute optional break.
- **Proctors must supervise residents during their break and ensure that residents do not communicate with anyone, use any electronic device, or access any reference materials. Residents are allowed to eat, drink, stretch, or use the restroom.**

## Administering the Exam and Exam Screenshots

To administer the exam, Proctors will follow these steps:

- 1.) **Proctors ensure a quiet testing location** (no distractions, materials, electronic devices, or other people are in the room) and **ensure that there is enough space to prevent residents from seeing each other's screens.**
- 2.) **Proctors provide one sheet of clean scratch paper and pencil** for each resident if needed.
- 3.) **Proctors provide the Exam URL** to each resident.
- 4.) **Proctors log in and accept the Proctor Confidentiality Agreement to approve exam access for each resident** by logging in using their Academy username and password.
- 5.) **Residents log in** using their Academy username and password.
- 6.) **Residents test and Proctors observe residents at all times** by frequently walking around the testing location.
- 7.) **Residents take a 10-minute optional break** when prompted through their exam and **Proctors supervise residents** to ensure residents do not communicate with anyone, use any electronic device, or access any reference materials. Residents are allowed to eat, drink, stretch, or use the restroom.
- 8.) **Residents complete the exam** and may leave the testing location (**Proctors must collect and destroy any scratch paper** used during the exam before the resident is allowed to leave the testing location).
- 9.) **Proctors report any suspicious activity or violations to [OKAP@aao.org](mailto:OKAP@aao.org)**

To familiarize yourself with the exam platform and to help troubleshoot if needed, exam screenshots showing every step and feature are provided below. These screenshots are from the OKAP Exam Day Guide for Residents and are from the residents' perspective:

## 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:

The screenshot shows the AAO website's login page. At the top, there is a search bar with the text "Search AAO.org" and a "Member Directory" button. Below this, there are navigation links: "For Ophthalmologists", "For Practice Management", and "For Public & Patients". The main content area is titled "Log In or Create an Account". It contains two input fields: "Email:" and "Password:". Below the "Email:" field is a "Log In" button, which is circled in red. To the right of the login form, there is a section titled "Not an Academy member?" with a link to "Create an Account". Below this, there is a contact section with the email "member\_services@aao.org" and the phone number "Tel: 866.561.8558 (toll free, U.S. only) or +1.415.561.8581". At the bottom, there is a "Discover the Academy" section with two links: "Learn more about the Academy" and "Visit our Getting Started tutorial".

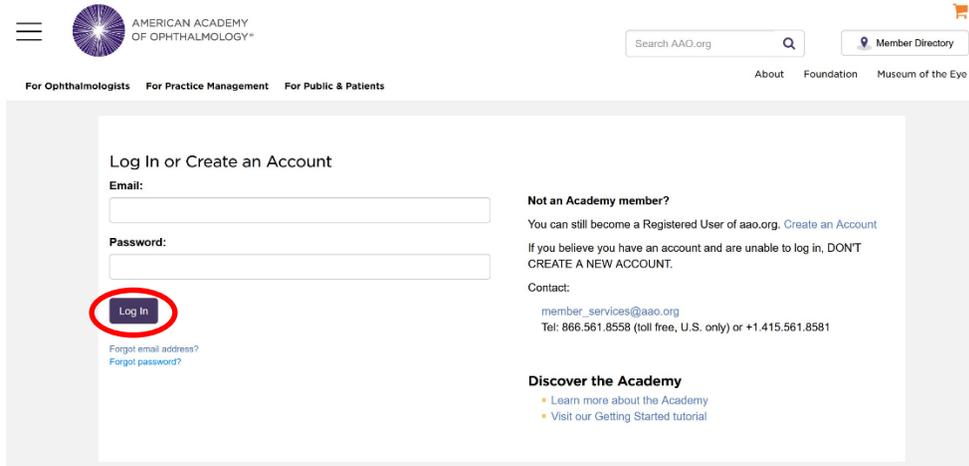
2.) After the proctor logs in they will be presented with the Proctor Confidentiality Agreement pop-up that they will need to **Accept**:

The screenshot shows a pop-up window titled "PROCTOR CONFIDENTIALITY AGREEMENT AND GENERAL TERMS OF USE FOR EXAMS DEVELOPED FOR THE AMERICAN ACADEMY OF OPHTHALMOLOGY (AAO)". The text in the pop-up reads: "In discharging my responsibilities as proctor during the OKAP Exam administration, I agree to abide by the following guidelines to ensure fair and proper testing and to protect the security of the exam. To avoid the appearance of any impropriety, I will not: 1. Administer the exam in a manner that does not comply with the instructions/procedures as described in the OKAP Exam Day Information and Guide for Proctors document. 2. Administer or provide access to the exam to anyone other than to residents who are registered through the Academy to take the exam. 3. Tamper with or manipulate exam software in any manner for purposes other than delivering the exam. 4. Help or assist residents in any way with exam content or questions during the exam. 5. Disclose, by any of the following or similar means: copying, photographing, screen printing, digital transfer, transfer by handwritten notes, audio or video recording, any electronic means or technology, or relay by word of mouth, exam content that I am exposed to during the performance and normal course of my duties as a Proctor. I understand and agree that the Academy reserves the right to invalidate exam scores or exam results where I have violated the guidelines above. Under no circumstances will I provide or allow access to any OKAP Exam items or OKAP Exam software to any third parties, except for residents who are registered through the Academy to take the Exam. I further understand that legal action can be brought against me for any failure by me to discharge my responsibilities hereunder." At the bottom right of the pop-up, there are two buttons: "Cancel" and "Accept", with the "Accept" button circled in red.

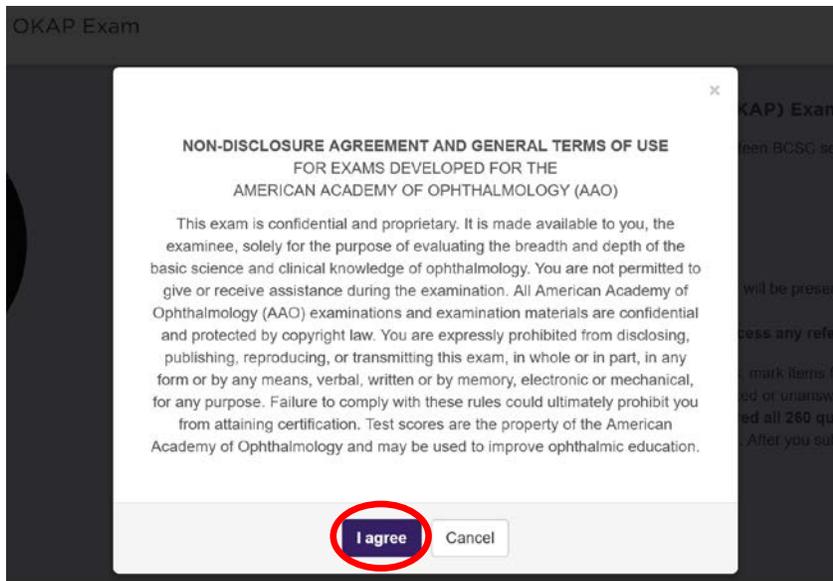
3.) Now, the Proctor Login Successful pop-up will display which will allow you to log in and access the exam:

The screenshot shows a pop-up window titled "Proctor Login Successful". The text in the pop-up reads: "Please have Resident Log In to access the Exam." At the bottom right of the pop-up, there is an "OK" button, which is circled in red.

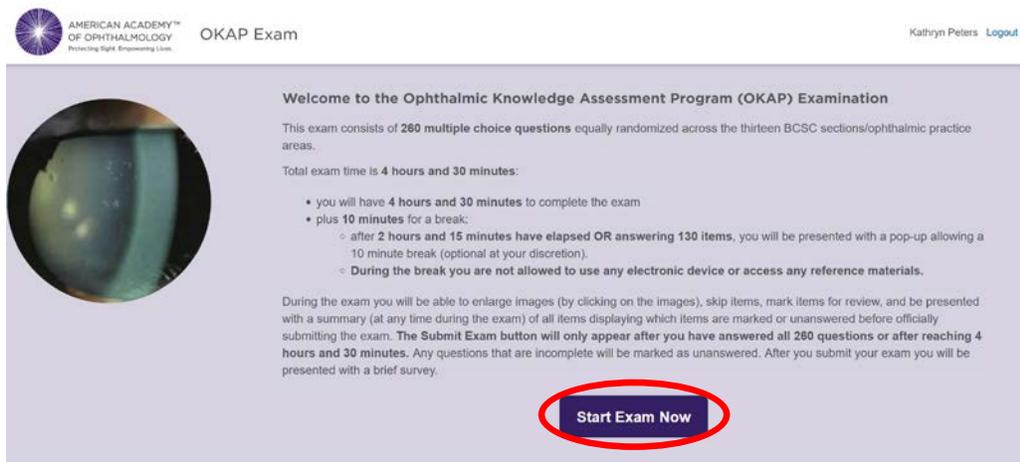
4.) Next, you will **Log In** with your Academy account:



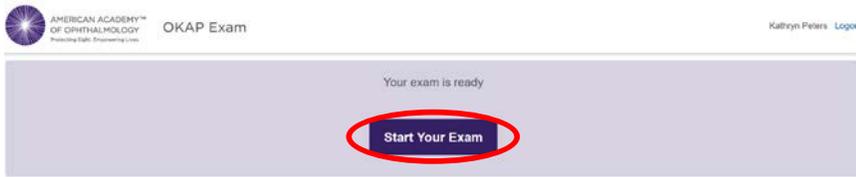
5.) Then, you will be presented with the Non-Disclosure Agreement. Click **I agree** to move forward:



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:

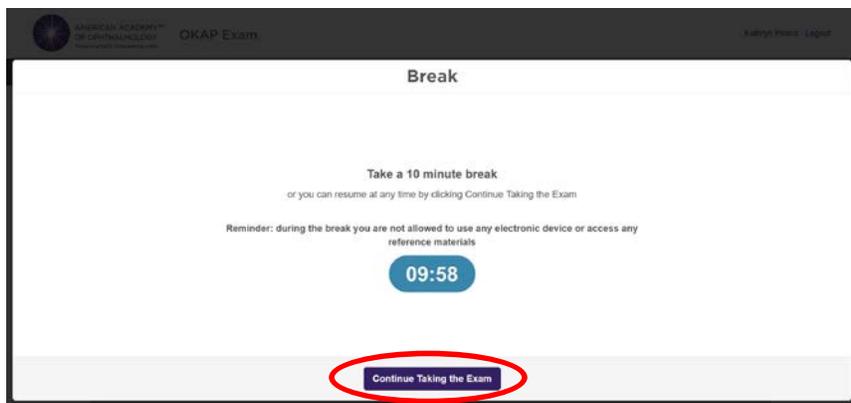
- **Exam timer** – this shows the time remaining on your exam.
- **Mark Question** – you can click to mark a question for review and return back to it later in your exam.
- **View Summary** – you can see unanswered questions or questions that you have marked for review at any time by sorting with the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



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

## Break

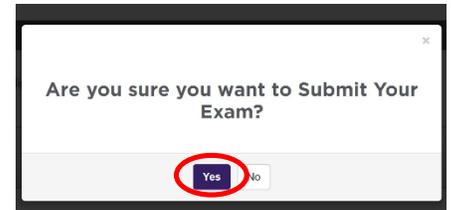
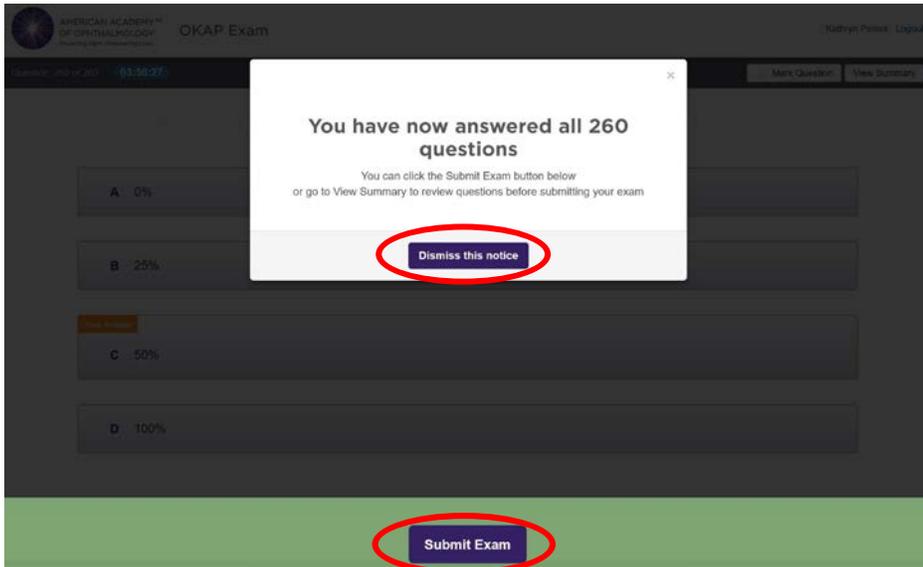
9.) **Immediately** after 2 hours and 15 minutes have elapsed **or** answering 130 items, you will receive a pop-up notifying you to take a 10-minute optional break if needed to use the restroom, stretch, get a drink, etc. When your timer is complete, or if you chose not to take a break, click on **Continue 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):



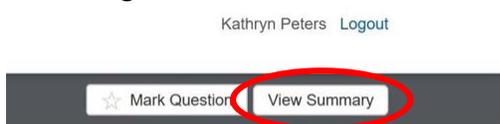
## Completing the Exam

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).

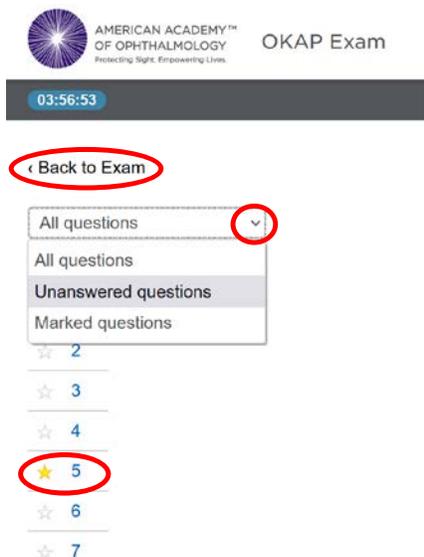
- From here, you can Dismiss the notice and either click **Submit Exam**:



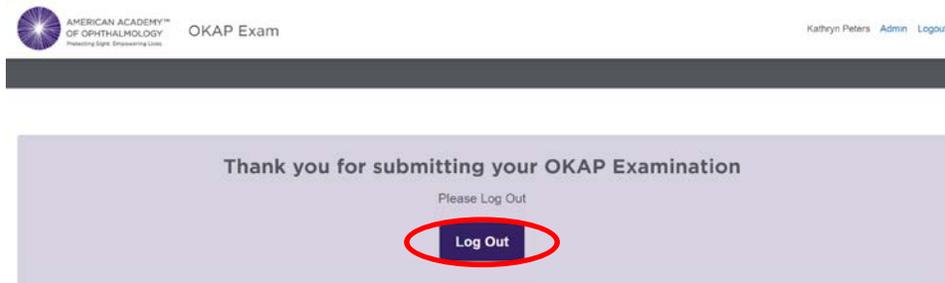
- or click **View Summary** to review questions and make any changes to your responses within the remaining time:



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

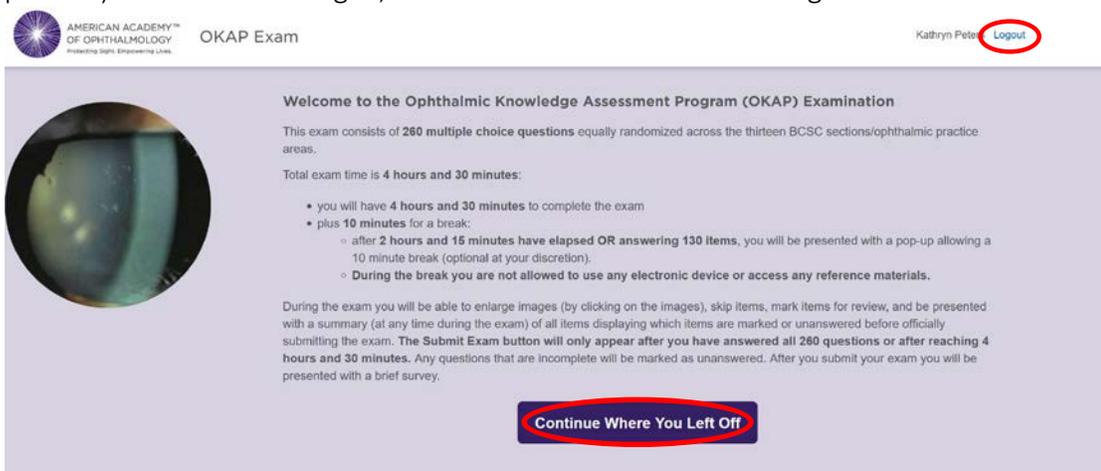
The exam platform saves answers and resident progress in real-time, so do not worry if a resident encounters issues or gets disconnected (residents will not lose any exam data). **Important: The exam timer will continue to count down from the moment residents start their exams**, so please try to resolve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

**If during the exam a resident encounters 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, have the resident click the **Logout** link next to their name in the upper right-hand corner, close the browser, reopen the browser, go to the exam URL again, you (the proctor) will need to re-log in, and then have the resident re-log in to resume where they left off.



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

**If none of the options above resolve the exam issues, contact the Academy at 415-561-8540.**