

Frequently Asked Questions Regarding ABPN Computer-Based Testing

The ABPN uses Pearson VUE testing centers for the administration of the certification in the specialties "Part I" examinations, subspecialty examinations, and maintenance of certification examinations.

How do I schedule an appointment for examination?

ABPN will advise you that, starting on a specific date, you may schedule an appointment for examination in one of two ways:

1. On-line at Pearson VUE's website, www.pearsonvue.com/abpn (*recommended*)
 - You must first set up an account from the Pearson VUE website. Click on "Create a Web account for online registration" and follow the instructions. You will need your ABPN identification number and a valid e-mail address on file with Pearson VUE (provided through ABPN) to complete the process.
 - Pearson VUE will confirm your username and password by e-mail, usually within 48 hours (excluding weekends).
 - Starting on the date specified by ABPN, sign in to your account and follow the prompts to schedule an appointment.

OR

2. Starting on the date specified by ABPN, contact Pearson VUE via telephone at 1-877-378-8378 (toll-free). Please note that Pearson VUE experiences their largest call volume on Mondays and Fridays.

Pearson VUE will inform you of the availability and location of testing centers in your area. Starting on the date specified by ABPN, schedule your appointment as soon as possible to reserve a date/time/location most convenient to you. Schedule your appointment early in the test date range to allow you additional days to reschedule your appointment if an emergency arises (depending on available slots).

Candidates must contact the Board office regarding any name, address or e-mail address changes because this information is provided to Pearson VUE for scheduling purposes. Candidates will **not be admitted** to the examination if the **first and last names on file do not match the identification presented at the test center**. Name changes must be submitted to the Board office along with certified, legal documentation. Address changes should be submitted through the ABPN website at www.abpn.com or faxed to the ABPN at 847.229.6600. For questions and/or additional information, contact the Board office at 847.229.6511 or by e-mail to jpastern@abpn.com.

What will I need to be admitted into the Pearson Professional Centers?

At the testing center, you will be asked for two valid forms of identification. Both forms of identification must be signed and valid (not expired). One ID must be a current government-issued form of identification that displays a recent permanently affixed photograph. Government-issued photo identification includes military IDs, passports, driver's licenses, and state IDs.

Acceptable Forms of Primary Identification

Must be government-issued and include a recent photograph and signature.

- Valid (not expired) driver's license
- Valid (not expired) state identification card
- Valid (not expired) passport

Acceptable Forms of Secondary Identification

Must include your signature.

- Social security card
- Valid credit card
- Bank automated teller machine card

Do I have to be an experienced computer user to be able to take a computer-based examination?

No. The computer examination has been designed so that those with even minimal computer experience and typing skills can use it.

Will I be given the opportunity to take a practice examination before taking the computer-based examination?

Yes. If you have never taken a computer based test at Pearson VUE, it is highly recommended that you take some time to review the tutorial and practice test to become familiar with the operations of the computer-based examination. A computer-based testing tutorial and practice test is available on the Pearson VUE web site at <http://www.pearsonvue.com/abpn>.

Please note that the content of the questions on the tutorial are intended to show only the format of ABPN examinations. While the tutorial provides a score report, score reports will not be provided at the completion of ABPN examinations. They will be mailed within six to eight weeks after the final date of testing for an examination.

What are the Pearson Professional Centers testing procedures?

The following procedures are in place to **protect the integrity of your examination** and the security of ABPN's copyrighted property.

- The testing center includes an administrator workstation, waiting room, proctor workstation, and testing room. Two administrators certified by Pearson VUE staff each testing center.
- You will be required to leave your personal belongings outside the testing room. A small secure locker will be available for storage, so please limit your personal belongings to essential items. The ABPN and the testing center personnel assume no responsibility for your belongings.

- Electronic fingerprints, signatures, and photographs will be taken of candidates at the testing center. These are for internal use at the center only. For security purposes, candidates are electronically fingerprinted upon arrival at the testing center and whenever entering or leaving the testing room.
- You will be observed at all times while taking the examination. This observation will include direct monitoring by the testing center staff as well as video and audio recording of the examination session.
- You will be required to present two forms of identification. You will not be admitted into the examination room without the proper identification. Both forms of identification must be current (not expired) and signed. One form of identification must include a recent photograph of you, and the name on it must be identical to the name that you provided on your application for examination.
- If you must leave the testing room for any reason (e.g. to use the restroom), you must provide an electronic fingerprint to re-enter the testing room. Unscheduled breaks are permitted, but test time will continue to be deducted while you are out of the testing room.
- The test administrator will provide you with an erasable white board that may be replaced as needed during the examination. The erasable white board may not be removed from the testing center.
- There are no vending machines, refrigerators, or eating facilities at the center.
- Absolutely no electronic devices such as cell phones and beepers are permitted in the examination room.
- If you are easily distracted by noise, you may request earplugs from the test administrator. Headphones and your own earplugs are not permitted in the testing center.
- You should plan to arrive at the testing center 30 minutes prior to the time of your scheduled examination. If you arrive 15 minutes after the scheduled examination starting time, you will have technically forfeited your assigned seat. If you arrive late, it is up to the discretion of the testing center administrator as to whether you may still take the examination.
- Guests will not be permitted to wait in the test center or to contact you while you are taking the examination.
- No papers, books, pens, food, coats, wallets, purses, watches, or other personal items are permitted in the testing room.

How is the examination scored?

The examination is not graded on a curve. To receive credit, you must achieve an overall passing score. The passing standard is the same for everyone who takes the examination and scores reflect absolute standards developed by the Board. These standards are independent of the performance of any group of examinees taking the examination.

Will I receive the results of the examination immediately after I finish the computer-based examination?

No. After the examinations are administered, they are analyzed and evaluated to ensure the reliability of individual results. The American Board of Psychiatry and Neurology will send the results to you by mail approximately six to eight weeks after the final date of testing for an examination. You may check the ABPN website, www.abpn.com, for updated notices regarding the dates that the grades are mailed. The Board will not release results over the telephone.

What if I am unable to sit for the examination?

If you are unable to sit for the examination on the day that you scheduled your examination, you must contact Pearson VUE at least 24 hours in advance to reschedule your examination. You will be rescheduled, provided there is still an opening in the testing window. If there is no other date available, you must sit for the originally scheduled date or you will forfeit your fees. *Candidates who are unable to sit for their scheduled examination due to an unforeseen medical or other emergency should submit documentation of the emergency to the Board office, in writing, no later than 30 days after the date of the examination.*

What if I am requesting special accommodations?

Candidates who applied for disability accommodations should already have received notification on the status of their ADA application. Pearson VUE may be unable to provide some special testing accommodations. If you have questions regarding your ADA application status, please call the Board office at 847.229.6500 and ask to speak with the disability accommodations coordinator.

ABPN Policy

Candidates may NOT bring food, drink, cellular phones, pagers, or other electronic devices, books, study materials, or other personal belongings including watches and wallets into the examination room. Candidates may not make telephone calls during an examination session. Bringing prohibited items into the testing center, making telephone calls during an examination or removing notes taken during an examination session from the examination room may constitute irregular behavior and may be cause for invalidation of examination results.

Candidates are NOT permitted to leave the testing center's building while on unscheduled breaks. Leaving the building during an unscheduled break constitutes irregular behavior and may be cause for invalidation of examination results.