



American Board of Psychiatry and Neurology, Inc.

A Member Board of the American Board of Medical Specialties (ABMS)

Frequently Asked Questions About ABPN Computer-Based Testing

The ABPN uses Pearson VUE testing centers for the administration of its specialty and subspecialty examinations, and maintenance of certification examinations.

How do I schedule an appointment for an examination?

ABPN will email you instructions about when and how you may schedule an examination. You may schedule your examination in one of two ways:

1. Online at Pearson VUE's website: www.pearsonvue.com/abpn (*recommended*)
 - You must first set up an account on the Pearson VUE website. Click on "Create account" and follow the instructions. You will need your ABPN identification number and must have provided a valid email address to the ABPN to complete the process.
 - Pearson VUE will confirm your username and password by e-mail, usually within 48 hours.
 - 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, 7 a.m. to 7 p.m. CST, Monday through Friday. 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 for you. Schedule your appointment **early** in the test date range to allow for additional days to reschedule your appointment (if available) should an emergency arise. ABPN does not guarantee the availability of locations, dates and/or times for Pearson VUE testing centers.

Candidates must contact the Board office prior to examination regarding any name changes since 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. Name changes should be submitted via email at questions@abpn.com or faxed to ABPN at 847.229.6600. For questions and/or additional information, contact the Board office at 847.229.6500 or by email to questions@abpn.com.

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

Candidates are required to present two forms of identification. One of the forms of identification must be government issued and must display a recent, permanently-affixed photograph. Both forms of identification must be signed and both must be valid (not expired). Government-issued identification includes military identification, passports, driver's licenses, and state identification cards.

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

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. Administrators certified by Pearson VUE staff each 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.
- Personal belongings must be left outside of the testing room. A small secure locker will be available for storage. Please limit your personal belongings to essential items. The ABPN and Pearson VUE assume no responsibility for your belongings.
- Absolutely no electronic devices such as cell phones and beepers are permitted in the examination room.
- No papers, books, pens, food, beverages, coats, wallets, purses, watches, or other personal items are permitted in the testing room. Sweaters will be inspected before you are allowed into the testing room and must not distract other candidates. Jackets are not permitted in the testing room.
- You will be required to present two forms of identification. You will not be admitted into the examination room without the proper identification.
- For security purposes, you will be required to place each hand on a palm vein device upon arrival at the testing center and whenever entering or leaving the testing room. Electronic signatures and photographs will also be taken of you at the testing center.
- 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 recording of the examination session.
- If you must leave the testing room for any reason (e.g. to use the restroom), you will be required to place each hand on a palm vein device to reenter the testing room. **Unscheduled breaks are permitted, but test time will continue to be deducted while you are out of the testing room. Leaving the testing center building is not permitted.**
- 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.
- If you are easily distracted by noise, you may request earplugs and/or noise canceling headphones from the test administrator. Personal earplugs and/or headphones are not permitted in the testing center.
- There are no vending machines, refrigerators, or eating facilities at the testing center.
- Guests will not be permitted to wait in the testing center or to contact you while you are taking the examination.

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?

A tutorial is not currently available. Candidates may review sample screen shots on the ABPN website to become familiar with the examination features. Visit the [ABPN website](#) for more information.

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 8 - 12 weeks after the final date of testing for an examination. You will receive a Score Alert email and a *Pass* or *Fail* will be posted in your Folio account once the score reports have been 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 a 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. Email questions@abpn.com or fax to 847.229.6600.

What if I requested testing accommodations?

You should already have received notification on the status of your accommodations from the Board. Pearson VUE will not provide testing accommodations if not previously approved by the Board. If you have questions regarding your accommodations, please call the Board office at 847.229.6500.

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 use electronic devices during an examination session. Bringing prohibited items into the testing center, using cell phones or other electronic devices 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.