



American Board of Psychiatry and Neurology, Inc.

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

ABPN MOC Pilot Project Instructions

February 2019

Table of Contents

1. Log in to ABPN MOC Pilot Project Portal homepage	1
2. Choose a topic area	1
3. Choose an article within a topic area by clicking on article title	1
4. Take a mini-examination	2
A. Start a mini-exam	2
B. Answer questions	3
C. Close and save exam responses before finishing	4
D. Re-enter an opened mini-exam	4
E. Navigation and feature buttons during mini-exam	5
F. Complete a mini-exam and submit responses	6
5. Analyze performance	7
A. Final score on mini-exam	7
B. Review performance on article	7
C. Certificate of successful completion of a mini-exam	8
6. Feedback options in the ABPN MOC Pilot Project Portal	10
A. Overall feedback button in left panel	10
B. Question and response feedback	10
C. Article feedback	11
7. Glossary icons on each Question Page	12
8. Glossary of icons on each Certification Page regarding status of article/mini-exam	13
9. Glossary of icons in Left Margin of Pilot Project exam site	14

Welcome to American Board of Psychiatry and Neurology MOC Pilot Project

1. Log in to ABPN MOC Pilot Project Portal homepage



American Board of Psychiatry and Neurology, Inc.
A Member Board of the American Board of Medical Specialties (ABMS)

Welcome to American Board of Psychiatry and Neurology, Inc. MOC Pilot Program

Welcome Pilot Participants

Thank you for participating in the Pilot Project. To proceed:

- Log in to the Pilot system with your Physician Folios account credentials. You will be brought to the Certifications page and your assigned certification will be listed in the center of the page.
- Click on the Certification name (e.g., Child Neurology) to open the topic area list.

The screenshot shows a blue login form with three input fields and a button. Red callout boxes with numbers 1, 2, and 3 point to the 'Email' field, the 'Password' field, and the 'Login' button respectively. Below the password field is a 'Forgot Password' link.



- A. Enter the same username and password that you use to log into your ABPN Physician Folios account.
- B. You will be brought to the Certifications page and your assigned certification will be listed in the center of the page.
- C. Click on the **Certification** name (e.g., Child Neurology) to open the topic area list
- D. Note the rules of the exam listed under the certification
 - Due Date
 - Number of mini-exams completed
 - Only one mini-exam may be opened at a time

2. Choose a topic area by clicking on the “+” sign or topic area name

3. Choose an article within a topic area by clicking on article title

- A **blue circle** next to an article name means the article/mini-exam is available.

— Neuromuscular Diseases

International consensus guidance for management of myasthenia gravis: Executive summary

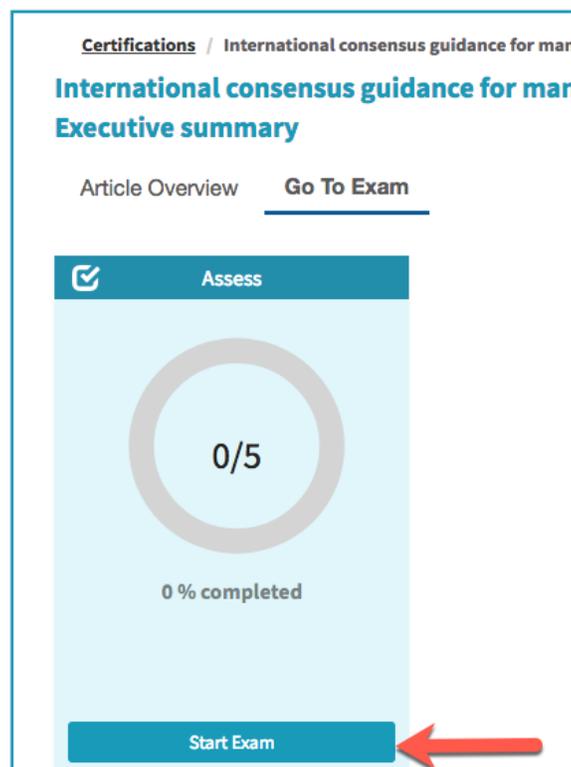
1 Article available

Free to Public



- A. In a new screen, click on [Article Overview tab](#) for information about the article such as journal name and issues, authors, keywords, article link, and accessibility of article.
- B. Article accessibility will be classified as:
 - 1. Free to Public (accessible to all)
 - 2. Free to members of a specific professional organization
 - 3. Purchase May Be Required
- C. At this time, you can choose to click on the article link. It will direct you to the publisher's website, which provides more article information.
- D. Clicking on [Article Overview tab](#) does NOT count as an examination attempt or as an opened mini-exam.
- E. You may choose up to 4 article mini-exams per topic area.

4. Take a mini-examination



- A. Start a mini-exam
 - 1. Click on the [Go to Exam tab](#) next to the Article Overview tab and then click [Start Exam](#).
 - 2. Clicking on [Start Exam](#) opens a mini-exam related to the article.
 - 3. You may have only one mini-exam opened at a time.
 - 4. You will be brought to an Exam Description page which confirms the article title and describes rules of conduct.
 - 5. Click [I Acknowledge](#) on Exam Description page to begin mini-exam. This step starts your examination. If you chose to exit the exam, click on [Exit](#) and go back to previous page. Clicking on [Exit](#) does NOT count as an open mini-exam.

6. A mini-exam is officially open and counts towards your 40 attempts when you click [Acknowledge](#).
- You must obtain a score of 80% or higher on a minimum of 30 mini-exams to receive Part III credit for MOC.
 - The maximum number of mini-exams you may take is 40.

B. Answer questions

Certifications / Evidence-Based Guideline: Treatment of Convulsive ... / Assessment Exam

Evidence-Based Guideline: Treatment of Convulsive Status Epilepticus in Children and Adults: Report of the Guideline Committee of the American Epilepsy Society

Question 2 of 5

AA abc

A. [blurred]

B. [blurred]

C. [blurred]

D. [blurred]

E. [blurred]

Save

1. There are 5 questions for each article.
2. The question page will display the article name, question number, question, and response options.
3. Review each question and click on the correct response. **Your response will be highlighted in blue after you have made your selection.**

4. There are three ways to save your selection as you answer a question. You must click on one of the following buttons:

Save button



Next arrow



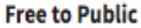
Previous arrow



Your answer will not be saved if you do not click one of these buttons after responding to a question or changing a response to a question.

5. Click on [Save](#) to record your answer and move to the next question. Clicking on [Save](#) during the mini-exam does **NOT** submit your responses for final scoring. Final scoring is not calculated for a mini-exam until you proceed at the end of the mini-exam and **submit** responses.
 6. Review all questions and responses by clicking the [Save](#), [Next](#), [Previous](#), or [Review](#) buttons or by clicking on the Question Number on the Article Home Page.
- C. Close and save exam responses before finishing
1. If needed, you may close the mini-exam before finishing all the questions and submitting the responses.
 2. This is an open-book assessment. It is not a timed exam. You may exit at any time during the mini-exam and your responses will be saved.
 3. To close the exam and save your response(s) prior to submitting the final responses for scoring, click on your Name and [Save and Exit](#).
- D. Re-enter an opened mini-exam
1. Log in to ABPN MOC Pilot Project Portal homepage (# 1 on instructions)
 2. Click on article name under Recently Viewed Content OR go to the topic area and open the article by clicking '+' or the topic name. There is a progress bar under the topic name in the topic area that indicates an open mini-exam or a completed mini-exam(s). A [green half circle](#) button indicates an exam has been started.

Mindfulness meditation improves emotion regulation and reduces drug abuse  

 1 Article ... 

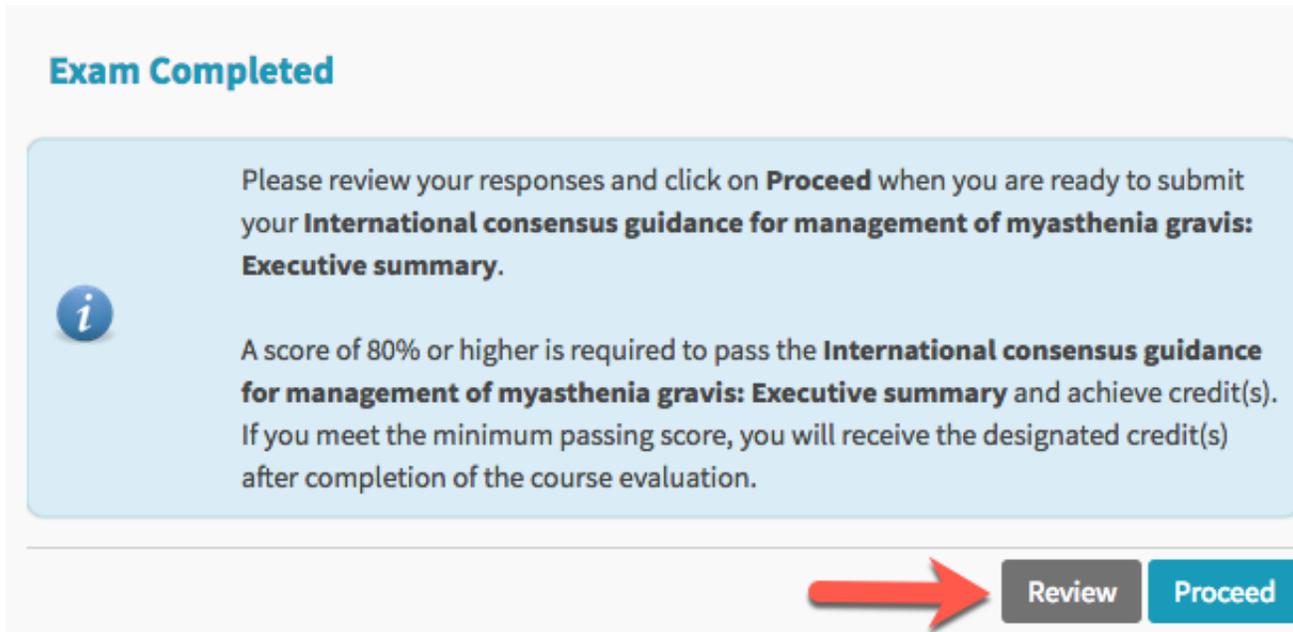
3. Click on [Continue Exam](#) or the Question number to re-start examination. [Continue Exam](#) will bring you directly to the last saved response.



- E. Navigation and feature buttons during mini-exam (**see #8 for glossary**)

F. Complete a mini-exam and submit responses

1. Exam Completed Pop-up screen: When you have completed the exam, you can select [Review](#) or [Proceed](#). If you click [Review](#), you may review your individual responses. If you click [Proceed](#), you will go to the final review screen.



Exam Completed

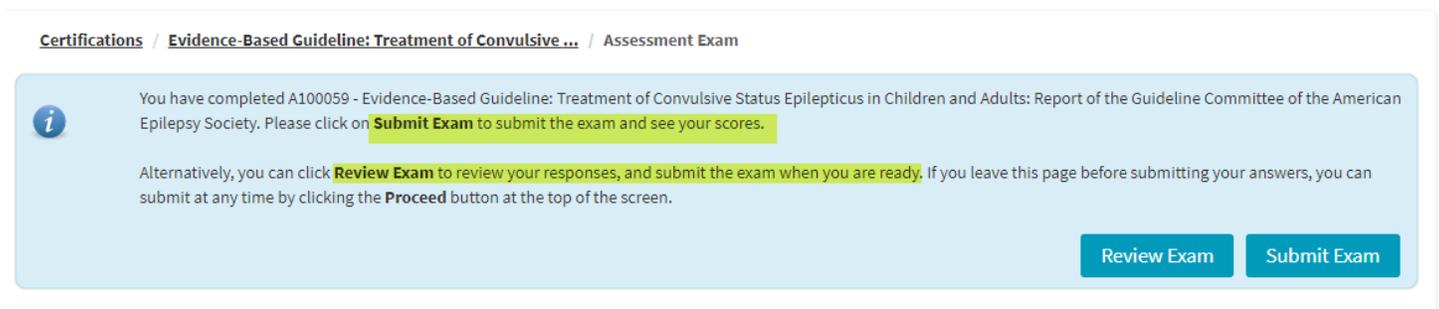
Please review your responses and click on **Proceed** when you are ready to submit your **International consensus guidance for management of myasthenia gravis: Executive summary**.

i

A score of 80% or higher is required to pass the **International consensus guidance for management of myasthenia gravis: Executive summary** and achieve credit(s). If you meet the minimum passing score, you will receive the designated credit(s) after completion of the course evaluation.

[Review](#) [Proceed](#)

2. If you click on [Review Exam](#), you can review responses prior to submitting for a final score. If you change a response, make sure you click [Save](#) button or use Next or Previous arrows.
3. You must click on the [Proceed](#) button prior to submitting final responses. You will still get one more opportunity to review responses prior to final submission.



[Certifications](#) / [Evidence-Based Guideline: Treatment of Convulsive ...](#) / [Assessment Exam](#)

i

You have completed A100059 - Evidence-Based Guideline: Treatment of Convulsive Status Epilepticus in Children and Adults: Report of the Guideline Committee of the American Epilepsy Society. Please click on [Submit Exam](#) to submit the exam and see your scores.

Alternatively, you can click [Review Exam](#) to review your responses, and submit the exam when you are ready. If you leave this page before submitting your answers, you can submit at any time by clicking the [Proceed](#) button at the top of the screen.

[Review Exam](#) [Submit Exam](#)

4. Click on [Review Exam](#) to review responses.
5. Click [Submit Exam](#) to submit responses for a final score.
6. You must click on [Submit Exam](#) to finalize responses and get credit for a completed exam.

7. Clicking on Submit Exam brings you the following pop-up:

You have submitted the exam for *International consensus guidance for management of myasthenia gravis: Executive summary*.

Please take a moment now to complete the survey below. Once it is complete, you will be presented with your exam results. Thank you for contributing your feedback on the ABPN Pilot.

Close

Complete a survey after mini-exam

- After each mini-exam, you will complete a short survey to provide feedback on the article and overall test-taking experience (see #7.C for sample survey).

5. Analyze performance

A. Final score on mini-exam

- A score of 80% correct is required for successful completion of a mini-exam. You must obtain a score of 80% or higher on a minimum of 30 mini-exams to receive Part III credit for MOC.
- The maximum number of mini-exams you may take is 40.
- Successful completion of 30 article mini-exams will take the place of passing the traditional secure, proctored 10-Year MOC examination.

B. Review performance on article

- The blue Assess box allows you to review each item and response on the mini-exam. [Review Exam](#) will allow you to see each question, the correct response, and your response. The correct response will be noted by a green checkmark. If you chose a different response, there will be a red X noted by your response.
- The green Analyze box allows you to analyze your performance compared to peers. [Report](#) will provide a bar chart of the score based on examinees thus far. You can [download](#) and/or [email](#) the chart for your own use. You can also Print the chart or Export to a raster or vector image by clicking on the printer or download icons. There is not enough data for a peer comparison if the title above the bar chart reads 'insufficient data for peer comparison'.
- A certificate of successful completion of the mini-exam can be downloaded by clicking on [download](#).

Evidence-Based Guideline: Treatment of Convulsive Status Epilepticus in Children and Adults: Report of the Guideline Committee of the American Epilepsy Society

100%

Article Overview **Go To Exam**

Assess **Analyze**

5/5
100% completed

100%
5 out of 5 correct

Review Exam **Report**

1
Article
Completed

Download
Certificate of Successful Completion
Download

You passed this exam.
Click [here](#) to select another exam.

Download mini-exam certificate

Questions

All 5 Answered 5 Peer Comparison 5

Review Results Peer Comparison Report

1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓

A100059 - Evidence-Based Guideline: Treatment of Convulsive Status Epilepticus in Children and Adults: Report of the Guideline Committee of the American Epilepsy Society

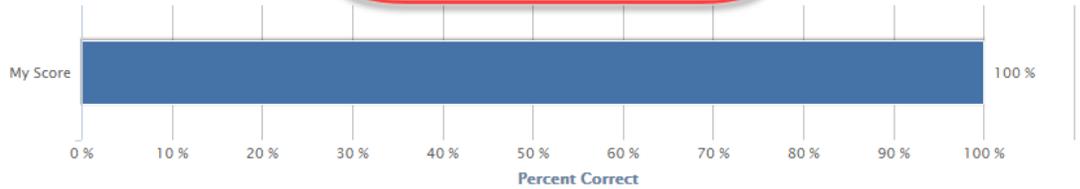
Score Report Summary

i You have answered 5 of 5 questions. 5 of your answers are correct and your score is 100%. The passing score for this exam is 80%.

Summary

Download **Email**

Insufficient Data for Peer Comparison



- C. Certificate of successful completion of a mini-exam
- The [Download Transcript](#) button allows you to download a certificate of successful completion (passing score) for each individual mini-exam. Click on the down arrow to download a pdf document (may take a few seconds). If you did not pass the exam, there will be no certificate of completion.



Certificate of Completion

This certificate confirms that



successfully completed and passed the article

International consensus guidance for management of myasthenia gravis: Executive summary

on August 12, 2018

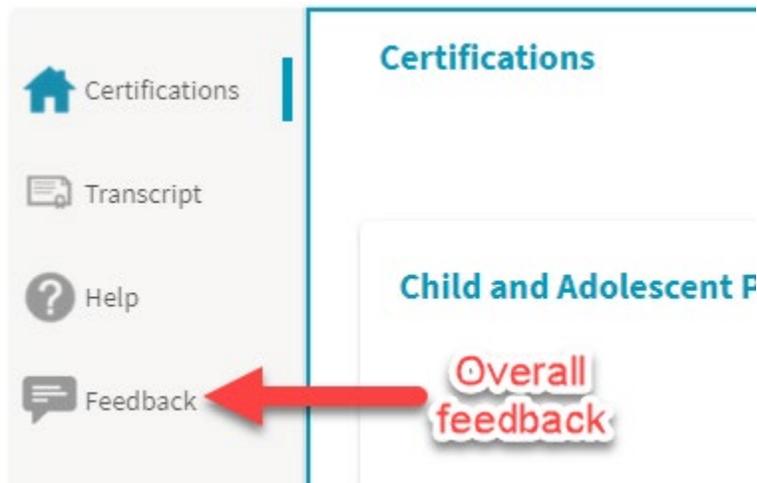
Awarded by the American Board of Psychiatry and Neurology, Inc

6. **Feedback** options in the ABPN MOC Pilot Project Portal

Feedback about questions, articles, and item responses will be used for future development of the Pilot.

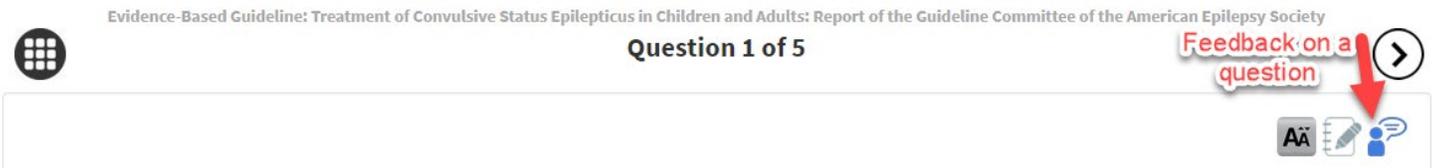
A. Overall feedback button in left panel

- This feedback screen is populated with your name and email address. Please fill in your feedback comments and press [Submit Feedback](#) to respond. These comments will be answered by an ABPN representative in 2-3 business days.



B. Question and response **feedback**

- Each of the questions in the mini-exams includes Help icons in the top right. To give feedback on a specific question or response options, click on the person figure with thought bubble. This will take you to a Feedback screen populated with your name and email address. Fill in comments and press [Submit Feedback](#) to respond. Question and response feedback may be given during a mini-exam or after results have been submitted.



C. Article feedback

- This survey is located at the end of each exam. It is populated with your name and email address. Please fill in your comments and press [Submit Evaluation](#) to respond.

[Certifications](#) / [Practice guideline update summary: Corticosteroid ...](#) / Evaluation

You have submitted the exam for *Practice guideline update summary: Corticosteroid treatment of Duchenne muscular dystrophy*.

Please take a moment now to complete the survey below. Once it is complete, you will be presented with your exam results. Thank you for contributing your feedback on the ABPN Pilot.

Q1 Please provide your feedback based on your experience accessing the article and completing the mini-test.

	Strongly Agree	Agree	Disagree	Strongly Disagree
This article is easy to access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This article is helpful to my practice	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This mini-test is a fair assessment of my understanding of this article	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The questions in this mini-test are well-written	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My experience of taking this mini-test is satisfactory.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q2 My cost to access this article was

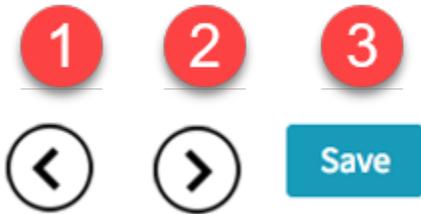
- None
- \$0.01-\$20.00
- \$20.01-\$35.00
- \$35.01-\$50.00
- more than \$50.00

Q3 Use the space below, please give me any feedback you have about this pilot program. (Optional)

[Submit Evaluation](#)

7. Glossary of icons on each **Question Page**

Question Selection and Navigation buttons



These buttons are used to save your selected response. After you click on your final response, it will be highlighted in blue. You must choose one of the following buttons to save your response.

1. Previous Arrow/Left-pointing arrow: allows user to move to previous question
2. Next Arrow/ Right-pointing arrow – allows user to move to next question
3. Save – allows user to save selected response

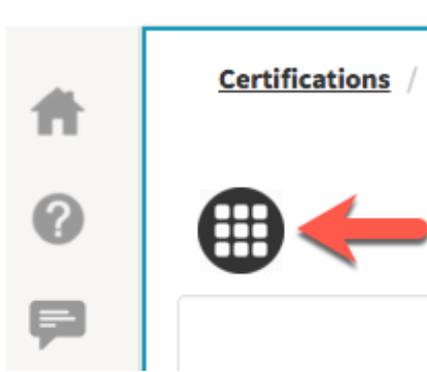
Top right of screen



These buttons are tools to assist the test-taker during the exam. Buttons 1 & 2 are not recorded or reviewed by ABPN.

1. Capital A: Text size – allows user to increase or decrease size of text on the page for easier reading
2. Notebook with pencil: Allows user to take notes about a question. Click on Edit to begin note taking
 - Person figure with thought bubble: Send Feedback – allows user to send feedback about a particular question to the ABPN. After clicking, a feedback screen will appear. Fill in comments and press Submit Feedback to respond. Question and response feedback may be given during a mini-exam or after results have been submitted.

Top left of screen



- Grid pattern image: Allows user to go back and review previous questions.

8. Glossary of icons on each **Certification Page** regarding status of article/mini-exam:



Green check mark: Completed; Passed article mini-exam



Green half-circle: Started exam; Open mini-exam

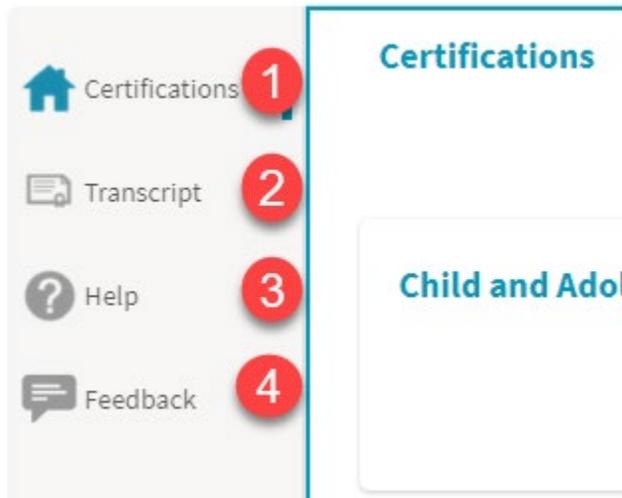


Blue circle: Available mini-exam



Red circle with X: Failed mini-exam

9. Glossary of icons in Left Margin of Pilot Project exam site



1. Certifications: Brings a user back to home page that includes article list and topic areas.
2. Transcript: Provides all certificates of successful completion.
3. Help: Pilot Tutorial Videos and Written Instructions
4. Feedback: Send an email to ABPN regarding **general** Pilot questions or overall feedback on the Pilot Project. A response to your email will be provided in 2-3 business days. This button is not for feedback about an article, a question, or an answer. Specific article and exam feedback should be done within the mini-exam (see #6B on page 10).