



## 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 test centers for the administration of its specialty and subspecialty certification examinations, and continuing certification examinations.

#### How do I schedule a testing appointment for an examination?

The ABPN will email scheduling instructions to all approved candidates, approximately two months prior to the exam, with information on how and when you may schedule a testing appointment. You may schedule your appointment in one of two ways:

##### 1. Pearson VUE's website: (recommended)

- You must first set up an account on the [Pearson VUE's 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 into 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 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 test centers in your area. Beginning on the date specified by ABPN, schedule your appointment as soon as possible to reserve a date/time/location most convenient for you. ABPN does not guarantee the availability of locations, dates and/or times at Pearson VUE test centers.

Candidates must contact the Board office prior to examination regarding any name change 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 change requests must be submitted to the Board office along with [certified, legal documentation](#). Name change requests may be submitted via email at [questions@abpn.org](mailto:questions@abpn.org) or faxed to ABPN at 847-229-6600. For questions or additional information, contact the Board office at 847-229-6500 or by email at [questions@abpn.org](mailto:questions@abpn.org).

#### 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 Center testing procedures?**

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

- The test center includes an administrator workstation, waiting room, proctor workstation, and testing room. Administrators certified by Pearson VUE staff each test center.
- You should plan to arrive at the test 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 test 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 or 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 test center and whenever entering or leaving the testing room. Electronic signatures and photographs will also be taken of you at the test center.
- You will be observed at all times while taking the examination. This observation will include direct monitoring by the test 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 test center building is not permitted during unscheduled breaks.**
- The test administrator will provide you with an erasable whiteboard that may be replaced as needed during the examination. The erasable white board may not be removed from the test 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 test center.
- There are no vending machines, refrigerators, or eating facilities at the test center.
- Guests will not be permitted to wait in the test 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 demonstration examination before taking the computer-based examination?**

Yes. Demonstration examinations can be found on the ABPN website. Candidates may access demonstration examinations on the website to become familiar with the examination features. Visit the [ABPN website](#) for more information.

## **How is the examination scored?**

Your examination score is based on the total number of questions that you answered correctly (raw score). For primary specialty certification examinations, your raw score is transformed into a standard score. For all other examinations, the score reported is the percentage of test items that you answered correctly, rounded to the nearest whole number. For all examinations, in order to pass, your final score must equal or exceed the passing standard. The standard is based on judgements made by test committee members about the level of proficiency a candidate must demonstrate to merit certification/continuing certification. There is no predetermined percentage of candidates that will pass or fail 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 provide the results to you approximately 10 - 12 weeks after the final date of testing for an examination. You will be sent a Score Alert email and a Score Report will be available in your [ABPN physician portal](#) once the results have been finalized. 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 cancel or reschedule your testing appointment. You can 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 may 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.org](mailto:questions@abpn.org) or fax to 847-229-6600.

## **What if I requested testing accommodations?**

You should already have received notification concerning the status of your accommodation request from the Board. Pearson VUE will not provide testing accommodations if not previously approved by the Board. If you have questions regarding your testing accommodation request, please send an email to [questions@abpn.org](mailto:questions@abpn.org) or 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 test 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 test 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.***

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