

INSTRUCTIONS TO CANDIDATES

AOBP General Pediatrics Certification and Recertification Exams

- On the scheduled examination date, candidates should arrive at the test center at least 30 minutes prior to the start of the examination. The examination start time is provided by Prometric upon scheduling an exam.
- There is a Prometric check-in process.
- Candidates must bring with them two (2) pieces of identification, at least one of which must be a government-issued picture ID, such as a license or passport. Candidates are required to have their AOA ID as well. You will be required to sign in at registration. In addition, you will be required to sign in for each examination session.
- Casual business attire is requested.
- The only items you are allowed to have with you at your exam are pencils and scrap paper or whiteboard provided by the test center.
- Any candidate who arrives at the designated test center within 30 minutes after the scheduled start time will be permitted to take the exam if the operating hours of the test center permits. Any candidate who arrives later than 30 minutes will not be permitted to take the examination and will be considered as "no-show."

EXAMINATION CHECK-IN PROCESS

Typically, the first step in the Certification or Recertification examination testing experience begins when the candidate enters the waiting area of the Prometric Testing Center. The proctor will call the candidate when it is time to begin the test.

The proctor will then begin the check-in process. First, the proctor will check the test taker's ID.

- Candidates are required to show a government-issued picture ID as well as their AOA membership number.
- The candidate will have a digital image and a biometric fingerprint captured which will be used by the AOBP to verify the identity of the candidate.
- As security is an important component of the testing procedure, all personal items must remain outside the testing area during the administration of the test. The candidate will be given a key to a locker to secure personal belongings outside the testing area.
- Candidates will be escorted to their designated workstation. The proctor will instruct you as to the correct procedures to follow in completing the examination.

The examination will be conducted under the following guidelines:

1. No reference materials may be used; leave all printed material in your designated locker.
2. No electronic devices will be allowed at the exam table. Exceptions for medically necessary devices (insulin pumps, glucometers, hearing aides, etc) will be made but the board must be notified prior to exam administration. All other devices (cellular phones, pagers, cameras, MP3 players, computers, calculators, etc.) must be turned off and left in your designated locker. If at any time during the exam a prohibited device is activated or seen at the exam table, the candidate will be removed from the testing center and the candidate's results disqualified.
3. The examination period will be announced at the beginning of the exam; no additional time will be allowed. Exceptions for learning and other qualified disabilities must be requested at the time of application and approved, in writing, before the date of exam administration.
4. There is only one correct answer to each question. There is no penalty for guessing.
5. Questions should be directed to a proctor. Questions may only be asked regarding procedural issues with the exam. No questions will be taken regarding exam content. Do not confer with other candidates.
6. Notations may be made on the scrap paper/white board only. The proctor will collect these at the end of the examination.
7. Bathroom breaks are allowed. Please raise your hand and leave the room with the proctor.
8. You may exit the room upon completion of the exam after all materials are given to a proctor.

Exam Results:

1. Exam results and analysis for training complete candidates will be mailed by certified mail within approximately 6-8 weeks. If you have changed your address, e-mail or phone numbers, please inform us at the time of examination. Training incomplete candidates will have their scores sent to them as soon as training complete status is achieved.
2. Certificates will be mailed to the successful candidate after final approval by the AOA Bureau of Osteopathic Specialties is received.
3. Appeals for failure are only allowed for the conduct of the exam. Appeals on the basis of exam content are not accepted. Details regarding the appeals process may be found in the AOBP bylaws and the appeals policy & procedure published on our website. Appeals for written exams must be made, in writing, within 30 days of receipt of the exam scores. Appeals for oral exams must be made within 2 hours after completion of the last session.