

# ABO Scenario-Based Clinical Examination

## Examinee Orientation



*The highest commitment to excellence.®*

# Disclaimer:

The following slides include basic information about the administration of the ABO Clinical Exam at Scantron Testing Centers. Additional details may be given by the proctor directly before each examination.

# Examination Orientation

- The Scenario-based Clinical Examination will be presented electronically on computers at Scantron testing centers.
- Examinee responses to questions will be typed using a keyboard.
- Responses should be given in a numbered list format (i.e., each numbered response consists of 1 to approximately 12 words). You must enter a new number for each item in your list.
- While spelling and grammar are not being graded in the scoring of the exam, answers must be clear and comprehensible.
- Whiteboards or pencil and paper will be available for note taking during the exam.

# Examination Orientation

- Candidates will have 3 hours (180 minutes) to complete the question sets for 6 – 10 different scenario cases in the Scantron system.
- Each scenario case is comprised of 2 – 6 questions.
- Each question will have case images that will be available in Portable Document Format (PDF). The PDFs are external attachments that will open as a popup window that can be manipulated (zoom in, zoom out, click to next page, etc.).
- The examinee is responsible for managing their own time.
- A countdown clock will be available on the screen and may be hidden if preferred.

# Examination Orientation

- Examinees should provide evidence-based answers and cite references when necessary to support answers.
- Examinees will **not** be able to preview exam questions before beginning the exam. If you click to see the next question(s) without answering, you will not be able to return and you will lose points.
- Once an exam question has been answered and submitted in the system, the examinee **will not be permitted to go back.**
- Try to relax and read the questions carefully.
- **Be thorough with answers and do not skip to obvious conclusions.**

# Examination Orientation

- If an examinee chooses to excuse themselves in the middle of their exam, the exam time will continue.
- If the examinee exits the main testing area, they may be asked to show their photo ID and go through the security protocol by the Scantron proctor upon reentry.

# Examination Orientation

- Personal items and electronic devices must be stored in the provided lockers at the testing center and will not be permitted in the examination area. The ABO and Scantron will not be held liable for any examinee's personal items that are stored at the test site.

# Examination Orientation

- Examinees will be monitored at all times during their exam by a trained Scantron proctor.
- Scantron testing center staff may respond to examinee questions about the test administration process and the equipment provided by Scantron, but they will not respond to questions related to content of the test.



# Examination Orientation

- Examinees are required to present a government issued photo ID to the exam proctor at the testing site. If your name is different than the name on your identification please contact the ABO and email the government issued documentation (e.g., marriage license) of your name change to [Info@americanboardortho.com](mailto:Info@americanboardortho.com) at least four (4) weeks in advance of the examination date.

What does the ABO Scenario-Based Clinical Exam look like in the Scantron test system?

# Scantron Exam Environment

The following instructions will be given to the candidate prior to beginning their exam:

- You will have 3 hours (180 minutes) to complete the exam.
- A countdown clock (that can be hidden) will be visible during the exam for your reference. Please manage your time accordingly.
- This exam consists of \_\_\_\_ total questions.
- Responses should be given in a numbered list format (i.e., each numbered response consists of 1 to approximately 12 words). You must enter a new number for each item in your list.
- You will **not** be able to preview exam questions before you begin your exam. If you click to see the next question(s) without answering, you will not be able to return and you will lose points.
- Please ensure that you review your answers before clicking to the next question – you will **not** be permitted to go back to previous questions at any point during your exam.

By clicking the **Take the Test** button, you attest that this information has been provided.

# Scantron Exam Environment

The screenshot displays the Scantron Exam Environment interface. At the top right, there is a question number '1' and a 'Next' button with a right-pointing arrow. On the left side, a vertical sidebar contains several controls: 'Time Remaining' showing '02:59:56', '28 Not Answered', '0 Completed', a 'Help' button with a question mark icon, and a 'Take a Break' button with a hand icon. The main content area features a text box with the title 'Opening Scenario' and a 'Question' label below it. A 'SAVE' button is positioned to the left of a large empty text area, with a note: '(Note: Your work is automatically saved every 3 minutes.)'. At the bottom left, there is a 'Support Materials:' section with a link to 'Case Records'.

1 **Next**

Time Remaining **02:59:56**

**28**  
Not Answered

**0**  
Completed

**?**  
Help

**Take a Break**

Please use the following information to answer questions 1 – 4.  
Click on the attachment under *Support Materials* to review the patient information and answer the associated questions. To enlarge the attachment window, click on the corner of the box and drag outward. Use the scroll bars to scroll up, down, left, and right. Use the + and – symbols to zoom in and out. Click anywhere on the top of the attachment window to drag it around your computer screen. Click the “X” on the top right corner to close the attachment window.

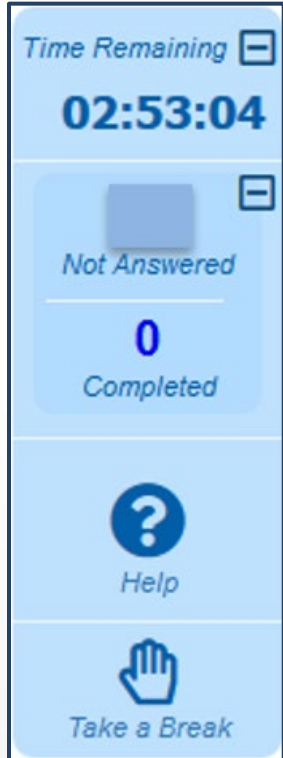
Opening Scenario

Question

**SAVE** (Note: Your work is automatically saved every 3 minutes.)

Support Materials:  
[Case Records](#)

# Scantron Exam Environment





- The *time remaining* clock can be hidden by clicking on the minus (-) icon in upper right corner. To unhide the countdown clock you will click on the plus (+) icon.
- The *not answered* box starts with the total number of exam questions and as you submit your answers it keeps track of how many questions you have left in your exam and how many have been completed. You can hide/unhide this feature by clicking the minus/plus icon.
- The *help* button can be clicked at any time during the exam; however, time will continue to count down while viewing the help slides. Please see slides 21-33 for the information provided in help section.
- The *take a break* button can be pressed at any time during your exam but your time will not pause for breaks.


# Scantron Exam Environment

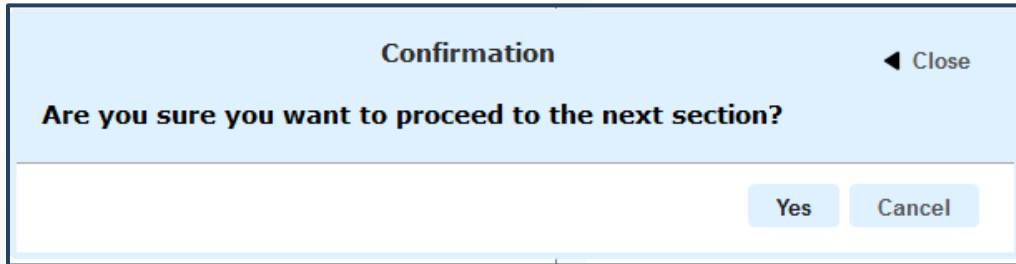
**SAVE**

*(Note: Your work is automatically saved every 3 minutes.) Your work was automatically saved at*

- Your responses are automatically saved every 3 minutes and they are saved when you click the next arrow,  but you can choose to click the  button as often as you would like.

# Scantron Exam Environment

- Once you click the  button, a confirmation window will be displayed that asks if you are sure you want to proceed to the next section (by “*section*” we mean the next question). To proceed to the next question you will click “Yes”, and to stay on the current question you will click “Cancel”. This will be displayed after you click next for every question in the exam. *Please note that there is a time delay between clicking the “next” button of about 3-5 seconds. This means that the “yes” button activates a few seconds after clicking “next.”*



A light blue confirmation dialog box with a dark blue border. The title bar contains the word "Confirmation" in the center and a "Close" button with a left-pointing arrow on the right. The main text area contains the question "Are you sure you want to proceed to the next section?". At the bottom right, there are two buttons: "Yes" and "Cancel".

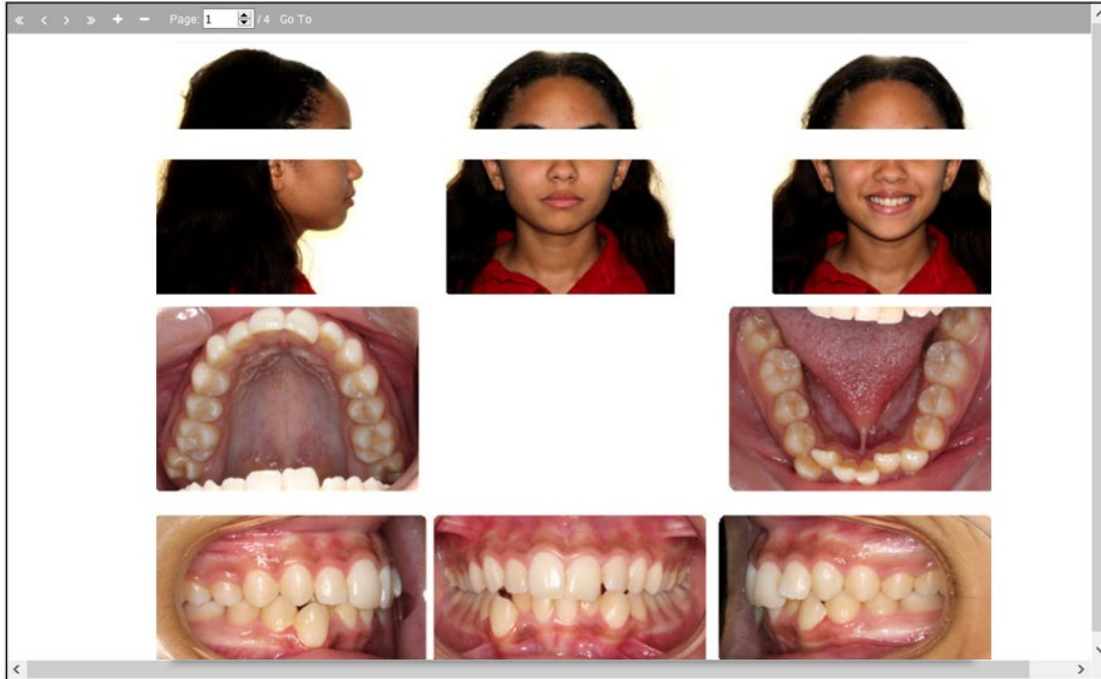
# Scantron Exam Environment

## Support Materials:



- Each question will have *case records* that are available in Portable Document Format (PDF).
- You will need to open the case records for each individual question as different patient records may be given for the same case.
- Click on the attachment under *Support Materials* to review the patient information and answer the associated questions.





Use the scroll bars to scroll up, down, left, and right. Use the + and – symbols to zoom in and out. Click anywhere on the top of the attachment window to drag it around your computer screen. Click on the “X” on the top right corner to close the attachment window.

# Scantron Exam Environment

Please use the following information to answer questions 1 – 4.

Click on the attachment under *Support Materials* to review the patient information and answer the associated questions. To enlarge the attachment window, click on the corner of the box and drag outward. Use the scroll bars to scroll up, down, left, and right. Use the + and – symbols to zoom in and out. Click anywhere on the top of the attachment window to drag it around your computer screen. Click the "X" on the top right corner to close the attachment window.

Opening Scenario

Question

SAVE



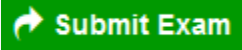
(Note: Your work is automatically saved every 3 minutes.)

1. Answer 1
2. Answer 2
3. Answer 3
4. Answer 4

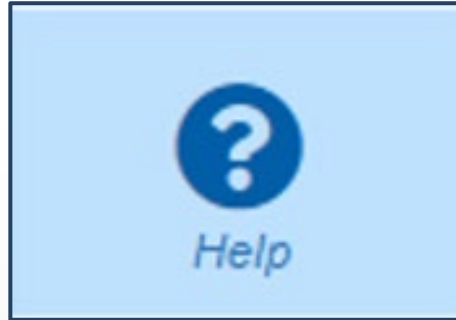
- Provide your answers in numbered list format (on separate lines). You must enter a new number for each item in your list.

# Scantron Exam Environment

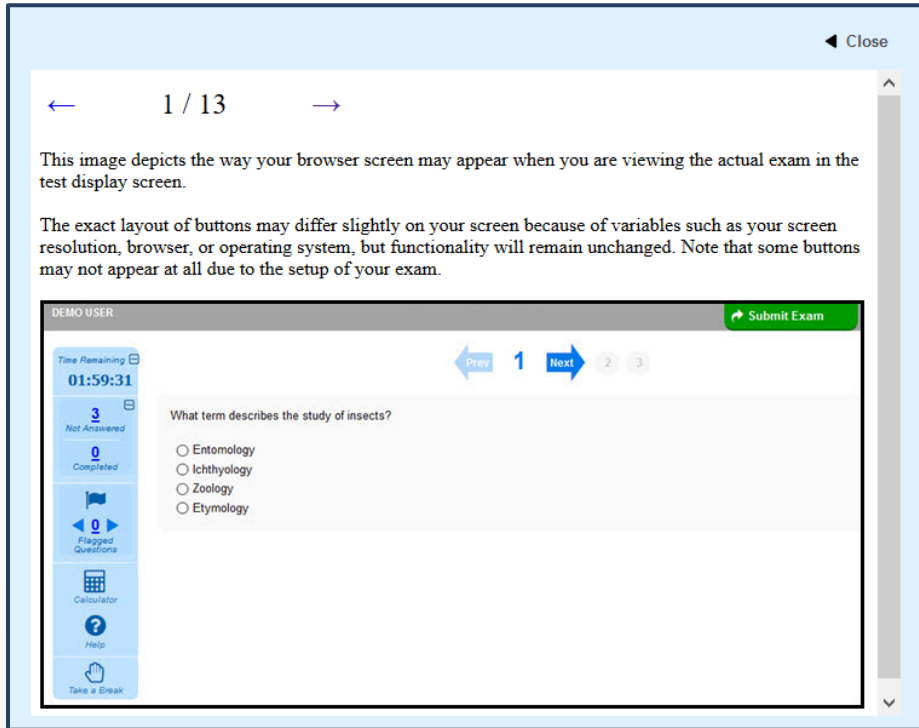
The screenshot shows the Scantron exam interface. At the top, it says "The American Board of Orthodontics Clinical Examination" and has a green "Submit Exam" button. Below that is a "1 Next" button. A text box contains instructions: "Please use the following information to answer questions 1 – 4. Click on the attachment under Support Materials to review the patient information and answer the associated questions. To enlarge the attachment window, click on the corner of the box and drag outward. Use the scroll bars to scroll up, down, left, and right. Use the + and – symbols to zoom in and out. Click anywhere on the top of the attachment window to drag it around your computer screen. Click the 'X' on the top right corner to close the attachment window." Below the instructions are two input fields labeled "Opening Scenario" and "Question". A "SAVE" button is present with a note: "(Note: Your work is automatically saved every 3 minutes.) Your work was automatically saved at 1:40:32 PM". Below the save button is a list of four questions: "1. Answer 1", "2. Answer 2", "3. Answer 3", and "4. Answer 4". At the bottom left, there is a "Support Materials:" section with a "Case Records" button.

- When you complete a question click the blue *Next* arrow  to progress through the exam. *Remember: Once you click the Next button you will not be permitted to go back to previous questions at any point during your exam.*
- When you have completed the exam you will click the  button at the top right of the screen. If your time expires before you can click the *Submit Exam* button your exam will end and auto submit into the Scantron system.
- Do not click the  button until your entire exam is complete.

# Scantron Help Slides



# Scantron Help Slides



This image depicts the way your browser screen may appear when you are viewing the actual exam in the test display screen.

The exact layout of buttons may differ slightly on your screen because of variables such as your screen resolution, browser, or operating system, but functionality will remain unchanged. Note that some buttons may not appear at all due to the setup of your exam.

The following functions will not appear in your exam:

- Prev. arrow button
- Flagged Questions
- Calculator

# Scantron Help Slides

◀ Close

← 2 / 13 →

The circles highlighted on the image are used to select an answer. To choose a particular answer, click in the circle next to that answer. Selected answers will have a black dot in the center of their associated circles.

To change an answer, click in the circle associated with your new choice.

Some questions may ask you to select all of the correct answers that apply for a particular situation. For these questions, click in the square next to each desired answer. Selected answers will have a black check mark in the center of their associated square.

To change an answer, click on the check mark that you would like to remove and it will disappear from the square next to the associated answer choice.

Time Remaining 01:57:39

3 Not Answered

0 Completed

0 Flagged

◀ 1 ▶

◀ Next ▶

2 3

What term describes the study of insects?

- Entomology
- Ichthyology
- Zoology
- Etymology

Help slide 2 is not relevant for your exam.

# Scantron Help Slides

◀ Close

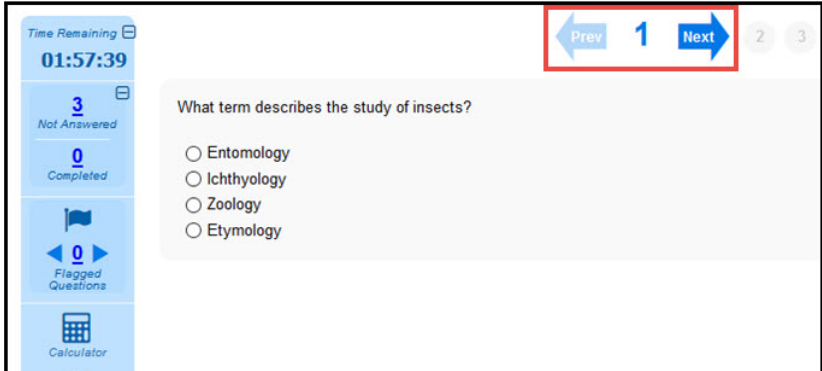
← 3 / 13 →

In the middle of the test display screen are two labeled arrow buttons.

These buttons are used to move between the exam questions. Clicking one of these buttons displays a new question and saves the one you were previously viewing.

Click the left-pointing arrow labeled "Prev" to move to the previous question.

Click the right-pointing arrow labeled "Next" to move to the next question.



The screenshot shows a test interface with a sidebar on the left containing: Time Remaining (01:57:39), 3 Not Answered, 0 Completed, 0 Flagged Questions, and a Calculator icon. The main area displays a question: "What term describes the study of insects?" with four radio button options: Entomology, Ichthyology, Zoology, and Etymology. At the top right of the question area, there are navigation buttons: a blue arrow pointing left labeled "Prev", the number "1" in a blue box, a blue arrow pointing right labeled "Next", and the numbers "2" and "3" in grey boxes. A red rectangle highlights the "Prev" and "Next" buttons.

The Prev. button is not available for your exam.

# Scantron Help Slides

← 4 / 13 →

Close

The numbers listed across the top allow you to jump to any exam question immediately.

Click on a number to navigate to that question.

Time Remaining 01:57:39

3 Not Answered

0 Completed

0 Flagged Questions

Calculator

Help

Take a Break

Prev 1 Next 2 3

What term describes the study of insects?

- Entomology
- Ichthyology
- Zoology
- Etymology

Help slide 4 is not relevant for your exam.



# Scantron Help Slides

◀ Close

← 5 / 13 →

Some test questions may contain extra information needed to answer the question. These questions have attachments that will be displayed as hyperlinks on the test display screen under "Support Materials." To open the attachment, click on the hyperlink. A new window containing the attachment will open.

Time Remaining 01:57:56

3 Not Answered

0 Completed

0 Flagged Questions

Calculator

Help

1 2 **Prev** 3

What term describes the fear of spiders?

- Triskaidekaphobia
- Claustrophobia
- Arachnophobia
- Agoraphobia

Support Materials:

[Attachment 1](#)

# Scantron Help Slides


◀ Close


← 6 / 13 →

If your exam is a time-restricted test, the time remaining will be displayed as highlighted below. When time expires, the test will be closed automatically by the system. If your exam is self-submitted due to the expiration of exam time, your exam will be scored based on the questions you answered prior to time expiration.



To hide the timer, click the minus icon located next to "Time Remaining." To show the timer again, click the plus icon located next to "Time Remaining." Note that the exam time will continue to expire even if the timer is hidden.

If the system detects inactivity for an extended period of time, it will ask you to confirm that you are still at the computer. If this occurs, click "Continue" to return to your exam.

Time Remaining  **01:57:39**

**3**   
Not Answered

**0**  
Completed

 **0**   
Flagged Questions

◀ Prev 1 Next ▶ 2 3

What term describes the study of insects?

- Entomology
- Ichthyology
- Zoology
- Etymology

# Scantron Help Slides

◀ Close

← 7 / 13 →

On the left-hand side of the test display screen, below the timer, is the testing toolbar.

"Not Answered" notes the number of unanswered questions in the exam. This number updates as you answer questions.

"Completed" notes the number of answered questions in the exam. Again, this number updates as you answer questions.

Click on the underlined numbers to view a list of the identified questions. From the list that appears, click on a number to navigate directly to that question.

Time Remaining 01:58:24

1 2 **Prev** 3

3 Not Answered What term describes the fear of spiders?

0 Completed 3 Unanswered ◀ Close

1 2 3

0 Flagged Questions

A list of unanswered questions will not be available for your exam as you can not revisit previous questions.

# Scantron Help Slides

◀ Close

← 8 / 13 →

Occasionally, you may encounter a question that you would like to flag for future review. To mark an item, click the flag icon on the left-hand testing toolbar while viewing that question. The flag icon will turn red.

Flagging a question does not in any way affect your answer to that question, regardless of whether the question has been answered or not.

"Flagged Questions" notes the number of flagged questions in the exam. The number of flagged questions changes as you flag and unflag questions.

To navigate to previous or subsequent flagged questions, click the left or right arrow buttons. Alternatively, click on the underlined number to view a list of flagged questions.

To unflag a flagged question, click the flag icon while viewing the flagged question. The flag button will turn blue.

Time Remaining 01:55:45

2 Not Answered

1 Completed

1 2 3

Prev Next

What term describes the study of insects?

- Entomology
- Ichthyology
- Zoology

Help slide 8 is not relevant for your exam.

# Scantron Help Slides

9 / 13

Some exams may allow the use of a calculator. If available, a Calculator button will appear on the testing toolbar. Click the "Calculator" button to open the on-screen calculator. To close the calculator, click "Close" in the upper right-hand corner of the calculator window or navigate to the next question.

Time Remaining 01:56:56

3 Not Answered

0 Completed

0 Flagged Questions

Calculator

Help

Take a Break

Prev 1 Next

What term

- Entom
- Ichthyo
- Zoology
- Etymol

Calculator

Close

0.

MS	7	8	9	+
M+	4	5	6	-
M-	1	2	3	*
MR	0	.		/
MC	+/-	CE	C	=

Help slide 9 is not relevant for your exam.

# Scantron Help Slides

◀ Close

← 10 / 13 →

If you need help with this system during a test, click the "Help" button to return to this demonstration.

Please remember: If this is a time-restricted test, the time you spend reviewing help after you begin the exam will count against your allotted time for the exam.

Time Remaining 01:57:39

3 Not Answered

0 Completed

0 Flagged Questions

Calculator

**Help**

◀ Prev 1 Next ▶ 2 3

What term describes the study of insects?

- Entomology
- Ichthyology
- Zoology
- Etymology

# Scantron Help Slides

◀ Close

← 11 / 13 →

If at any point during the test you find that you need to step away from the computer, click "Take a Break." Note that your exam timer will continue to count down while the "Take a Break" screen is shown. Click "Resume Exam" to continue testing. This feature may not be available for all exams.

Time Remaining 01:46:57

2 Not Answered

1 Completed

0 Flagged Questions

Calculator

Help

Take a Break

Break

Warning: Your time is still running. Click "Resume Exam" below to continue your exam.

01:40:33

Resume Exam

Prev 1 Next 2

# Scantron Help Slides

◀ Close

← 12 / 13 →

Click the "Submit Exam" button when you have completed your exam and you are ready to have it scored.

If you are taking a time-restricted test and time expires, the test will be submitted automatically for scoring. Again, any exam submitted due to the expiration of time will be scored based on the questions you answered prior to time expiration.

DEMO USER Submit Exam

Time Remaining: 01:58:53

3 Not Answered

0 Completed

0 Plugged Questions

Calculator

Help

Take a Break

1 2 **3** Return to Question 1

What term describes the fear of spiders?

- Triskaidekaphobia
- Claustrophobia
- Arachnophobia
- Agoraphobia

Support Materials:

[Attachment 1](#)



# Scantron Help Slides

◀ Close

← 13 / 13 →

When you click the "Submit Exam" button, a confirmation page will ask you to verify your exam submission.

The confirmation page will indicate whether you still have unanswered questions. If you wish to go back to those questions and still have time left in the exam, click "Cancel to Continue Exam."

If you are finished with your exam and ready to submit it for scoring, type "I understand" in the box provided and click "Submit My Exam." This action cannot be undone.

This is the final demonstration window. You may now close help.

You have chosen to submit your exam  
**1 questions answered**

*If you end your exam now, you lose the chance to answer all unanswered questions.*

You left 2 questions unanswered:

2 3

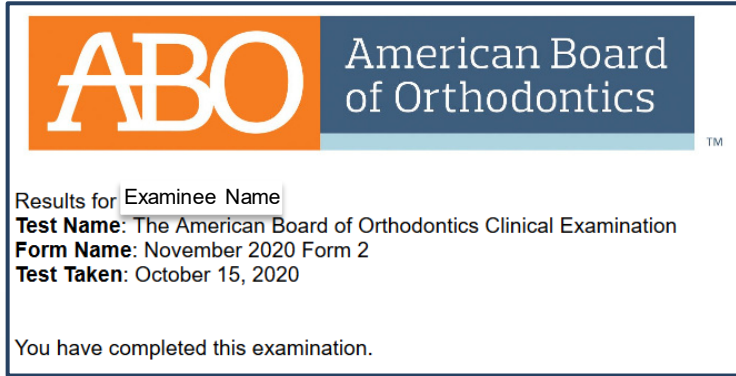
You left 0 questions flagged:

If you are ready type, "I UNDERSTAND" and click *Submit My Exam*

Submit My Exam or Cancel to Continue Exam

Again, you will not be permitted to go back to answer unanswered questions or review your exam. *Please note that you are required to type out "I Understand" for the "Submit my Exam" button to activate.*

# Scantron Exam Environment



The screenshot shows the ABO logo (American Board of Orthodontics) in the top left corner. Below the logo, the text reads: "Results for [Examinee Name]", "Test Name: The American Board of Orthodontics Clinical Examination", "Form Name: November 2020 Form 2", and "Test Taken: October 15, 2020". At the bottom of the interface, it states "You have completed this examination."

- If your time expires before you complete the exam, the test will be submitted due to the expiration of time and will be scored based on the questions you answered prior to time expiration. Your screen will show the information to the left.

# Post-Exam Information

- Update contact information in ABO account, if necessary.
- Exam results will be sent to you via email within a three month period.
  - If you have been using a school email address and have now completed your program, update to a personal email.
  - Any written correspondence will be sent to the primary mailing address in your ABO profile. Update this information if necessary.
- A post-exam survey will be emailed to you after the examination.
  - We appreciate your honest feedback.

# Examination Process Review

The ABO will consider a request to review a Clinical Examination appeal:

- If received within 72 hours from the time the examinee completes the examination
- On the basis of an alleged irregularity in the administration process of the examination
  - Alleged process irregularities are considered only when serious enough to affect the examinee's performance on an examination
  - Requests to review an examination based on content will not be considered

Examination Process Review requests must be in writing, directed to the ABO's Chief Executive Officer and sent by email ([Info@americanboardortho.com](mailto:Info@americanboardortho.com)) or by facsimile (314-432-8170).

The full Examination Process Review Policy and Procedures may be viewed [here](#) on the ABO website.