

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

- Examinees will have 4 hours (240 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.).
- Examinees are responsible for managing their own time.
- A countdown clock will be available on the screen and may be hidden if preferred.

Examination Orientation

- 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

- The countdown clock will continue to run for examinees if they choose to excuse themselves in the middle of their exam for a break.
- Examinees who exit the main testing area 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 (including phones and smart watches) 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 valid, 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 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 4 hours (240 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 blue arrow button labeled "Next" with the number "1" next to it. On the left side, a vertical sidebar contains the following elements: a "Time Remaining" section showing "02:59:56", a "Not Answered" section showing "0 Completed", a "Help" section with a question mark icon, and a "Take a Break" section with a hand icon. The main content area features a light blue header with the text "Please use the following information to answer questions 1 – 4." and a paragraph of instructions: "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 this text are two horizontal bars: the top one is labeled "Opening Scenario" and the bottom one is labeled "Question". A blue "SAVE" button is positioned to the left of a note: "(Note: Your work is automatically saved every 3 minutes.)". The central part of the interface is a large, empty rectangular area for the question. At the bottom left, there is a "Support Materials:" section with a blue icon and the text "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 23-32 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

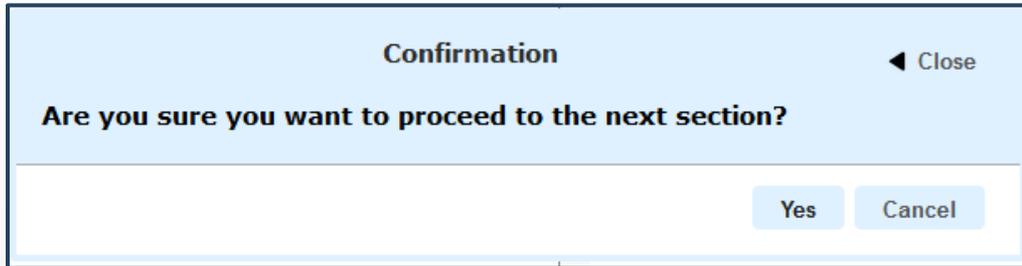
SAVE

(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

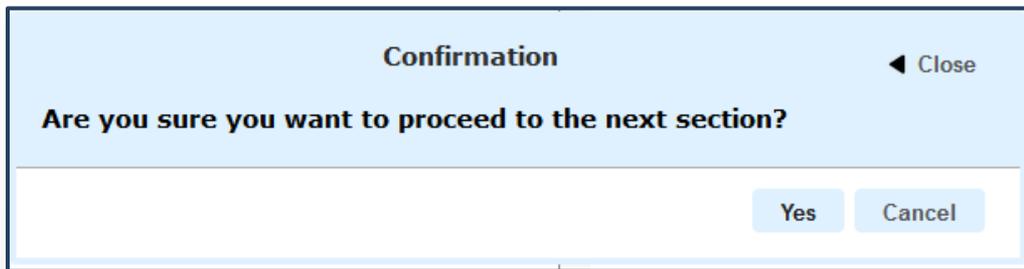
- Once you click the  button, a confirmation window will be displayed that asks if you are sure you want to proceed to the next section (by “*section*” we mean the next question). To proceed to the next question you will click “Yes”, and to stay on the current question you will click “Cancel”. This will 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 screenshot of a confirmation dialog box. The dialog has a light blue header with the title "Confirmation" and a "Close" button with a left-pointing arrow. The main text asks, "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

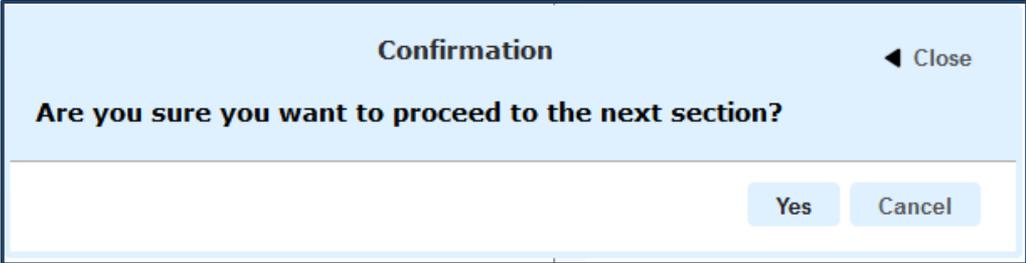
- The confirmation window prevents you from accidentally skipping any questions in the examination as you are not permitted to go back to previous questions. If you click the  button or “yes” more than once (or several times) during the 3 – 5 second time delay you will not skip any questions, it will just advance you to the next question in the series.



A screenshot of a confirmation dialog box. The dialog has a light blue header with the title "Confirmation" and a "Close" button with a left-pointing arrow. The main text asks, "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

Please note that the Scantron software has a smart timer that pauses between questions and does not count down time while you are transitioning between questions.

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 area contains the question "Are you sure you want to proceed to the next section?" in bold black text. At the bottom right, there are two buttons: "Yes" and "Cancel", both in light blue with dark blue text.

Confirmation ◀ Close

Are you sure you want to proceed to the next section?

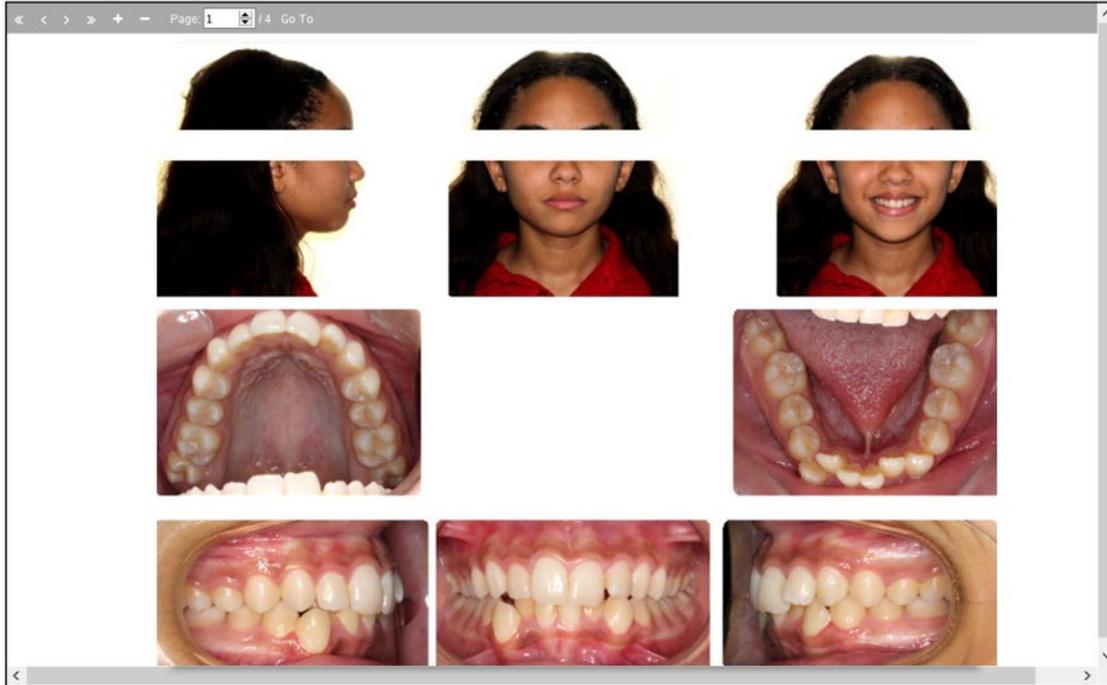
Yes Cancel

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 blue instruction box reads: "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 this is a header for "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". The main area contains a list of four questions, each followed by "Answer" and a blank space for the response. At the bottom left, there is a "Support Materials:" section with a "Case Records" link.

- 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



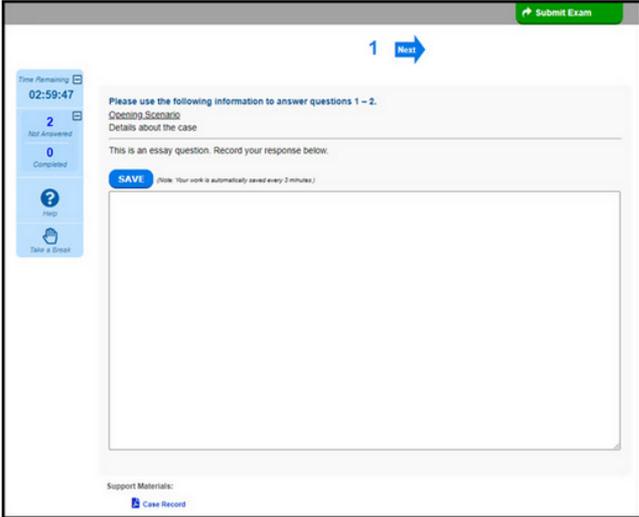
Scantron Help Slides

◀ Close

← 1 / 9 →

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 screenshot shows a web-based exam interface. At the top right, there is a 'Submit Exam' button. Below it, a navigation bar shows '1' and a 'Next' button. On the left side, there is a sidebar with a 'Time Remaining' section showing '02:59:47', a question list with '2' questions, 'Not Answered', and '0' Completed, and a 'Help' section with a question mark icon and a 'Take a Break' button. The main content area contains a question prompt: 'Please use the following information to answer questions 1 – 2. Opening Scenario Details about the case. This is an essay question. Record your response below.' Below the prompt is a 'SAVE' button with a note: '(Note: Your work is automatically saved every 2 minutes.)' and a large text input area. At the bottom left, there is a 'Support Materials' section with a 'Case Record' link.

Scantron Help Slides

◀ Close

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You may enter your response for each essay in the box below the instructions. Responses will appear as unformatted text. Click "Save" to save your progress. Additionally, your response will be automatically saved every 3 minutes.

Submit Exam

1 Next

Time Remaining 02:59:47

2 Add Answered

0 Completed

Help

Flag a Question

Please use the following information to answer questions 1 – 2.

Opening Scenario
Details about the case

This is an essay question. Record your response below.

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

Support Materials:
Case Record

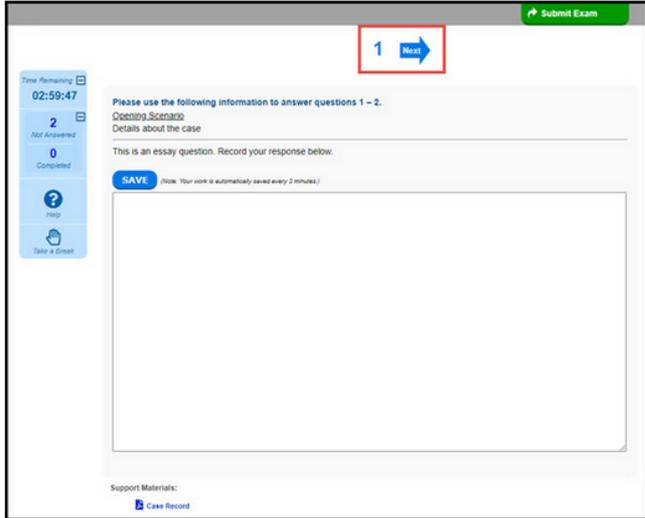
Scantron Help Slides

◀ Close

← 3 / 9 →

In the middle of the test display screen is an arrow button.

Click the arrow labeled "Next" to move to the next question. You will be asked to confirm that you ready to move to the next question as you will not be able to return to the current question or previous questions once you move forward.



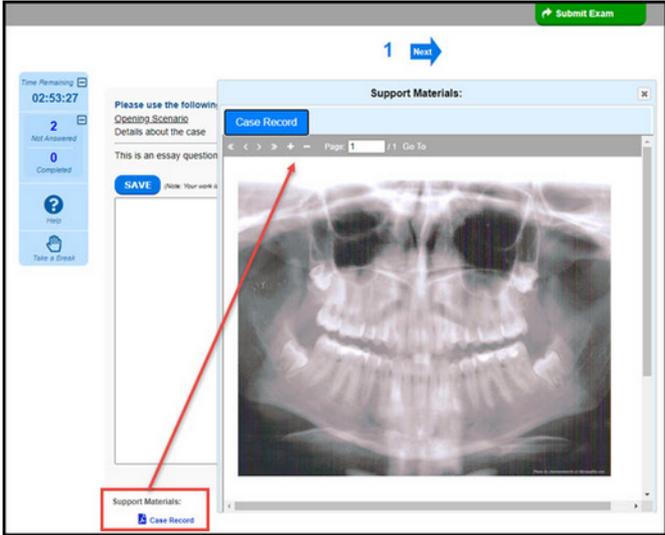
The screenshot displays the Scantron test interface. At the top right, there is a green 'Submit Exam' button. Below it, a red box highlights a blue 'Next' button with a right-pointing arrow. The main content area shows a question prompt: 'Please use the following information to answer questions 1 - 2. Dentist Scenario Details about the case. This is an essay question. Record your response below.' A 'SAVE' button is visible above a large text input area. On the left side, there is a sidebar with a timer showing '02:59:47', a question count of '2 Not Answered', and icons for 'Help' and 'Take a Break'. At the bottom left, there is a 'Support Materials' section with a 'Case Record' link.

Scantron Help Slides

← 4 / 9 →

Many test questions require you to view extra information in order to answer the question. These questions will have hyperlinks on the test display screen under the label "Support Materials." Click on the hyperlink to open a new window containing the extra information.

To enlarge the 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 window to drag it around your computer screen. Click the "X" on the top right corner to close the attachment window.



The screenshot displays the Scantron exam interface. On the left, a sidebar shows a timer at 02:53:27, a question count of 2, and a 'Take a Break' button. The main area contains a question prompt: 'Please use the following: Opening Scenario Details about the case This is an essay question'. A 'SAVE' button is visible. A 'Support Materials' window is open, titled 'Support Materials: Case Record', showing a panoramic radiograph of a human skull. A red arrow points from the 'Support Materials: Case Record' label in the sidebar to the radiograph window. The radiograph window includes navigation controls like 'Page 1' and 'Go To'.

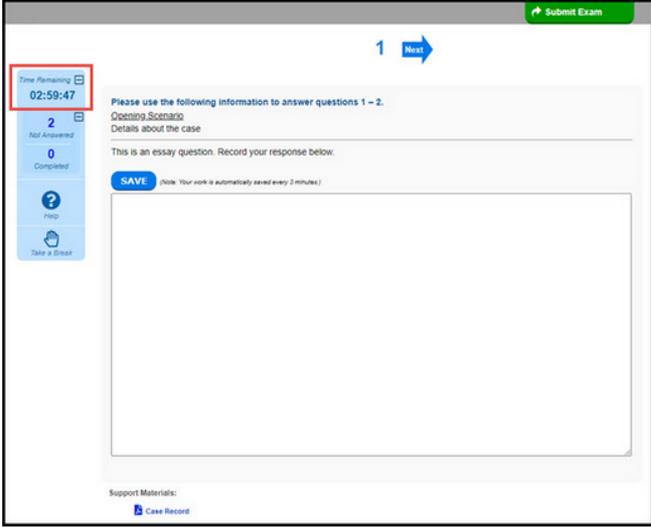
Scantron Help Slides

◀ Close

← 5 / 9 →

The time remaining for your test 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.



The screenshot shows the Scantron exam interface. At the top right, there is a "Submit Exam" button. Below it, a "1 Next" button is visible. On the left side, there is a sidebar with a "Time Remaining" section showing "02:59:47" in a red box. Below this, there are icons for "2 Not Answered", "0 Completed", "Help", and "Take a Break". The main content area displays the question text: "Please use the following information to answer questions 1 - 2. Opening Scenario Details about the case. This is an essay question. Record your response below." There is a "SAVE" button and a note: "Note: Your work is automatically saved every 2 minutes." At the bottom, there is a "Support Materials" section with a "View Record" button.

Scantron Help Slides

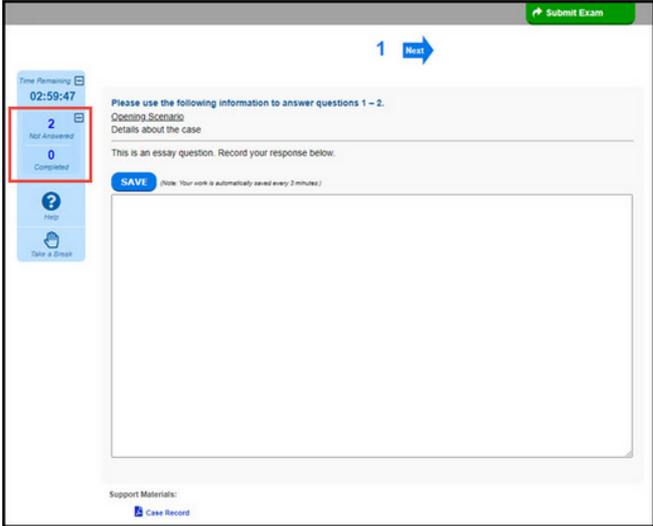
◀ Close

← 6 / 9 →

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.



The screenshot shows a testing interface with a sidebar on the left and a main question area on the right. The sidebar contains a timer showing 02:59:47, a question count of 2 (Not Answered) and 0 (Completed), a help icon, and a 'Take a Break' button. The main area shows a question titled 'Question Scenario' with a 'Next' button and a 'Save' button. A red box highlights the '2 Not Answered' and '0 Completed' counts in the sidebar.

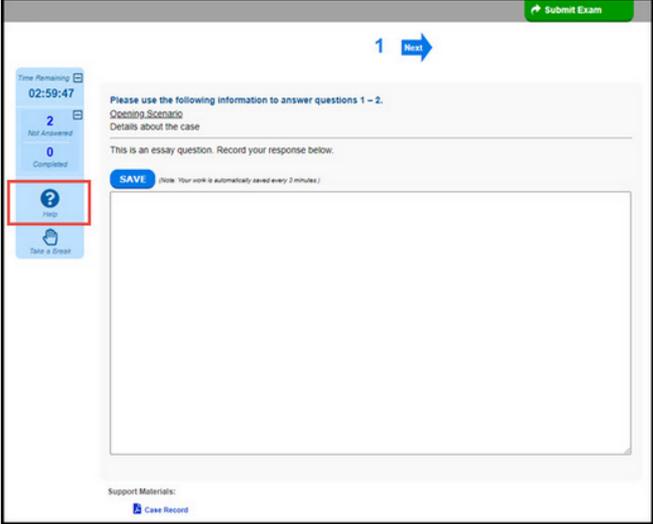
Scantron Help Slides

◀ Close

← 7 / 9 →

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

Please remember: The time you spend reviewing help after you begin the exam will count against your allotted time for the exam.



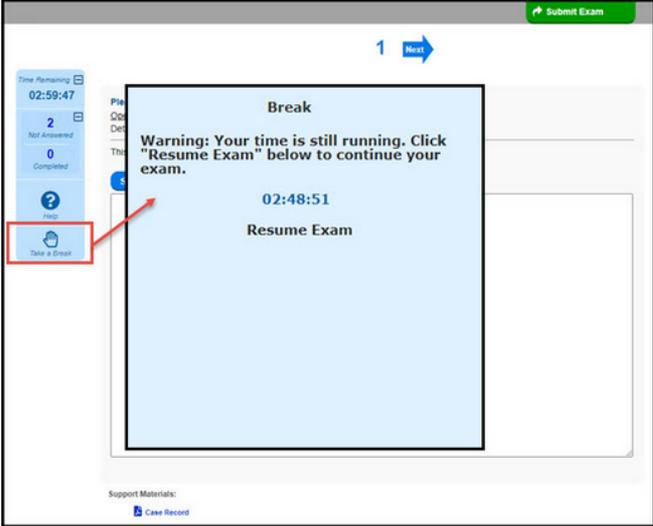
The screenshot shows an exam interface with a sidebar on the left containing a timer (02:59:47), question counts (2 Not Answered, 0 Completed), and a 'Help' button (a question mark icon) which is highlighted with a red box. The main area displays a question prompt: 'Please use the following information to answer questions 1 - 2. Opening Scenario: Details about the case. This is an essay question. Record your response below.' There is a 'SAVE' button and a 'Submit Exam' button at the top right of the interface.

Scantron Help Slides

◀ Close

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Some exams may include a "Take a Break" button. If the button is available and you find that you need to step away from the computer, click "Take a Break." Your exam timer will continue to count down while the "Take a Break" screen is shown. Click "Resume Exam" to continue testing.



The screenshot shows an exam interface with a sidebar on the left and a main content area. The sidebar contains a timer showing 02:59:47, a question count of 2 (Not Answered) and 0 (Completed), and a 'Take a Break' button highlighted with a red box. The main content area displays a 'Break' screen with a warning message and a 'Resume Exam' button. A red arrow points from the 'Take a Break' button in the sidebar to the 'Resume Exam' button on the main screen. At the top right of the main content area, there is a 'Submit Exam' button and a 'Next' button. At the bottom of the main content area, there is a 'Support Materials' section with a 'Case Record' link.

Scantron Help Slides

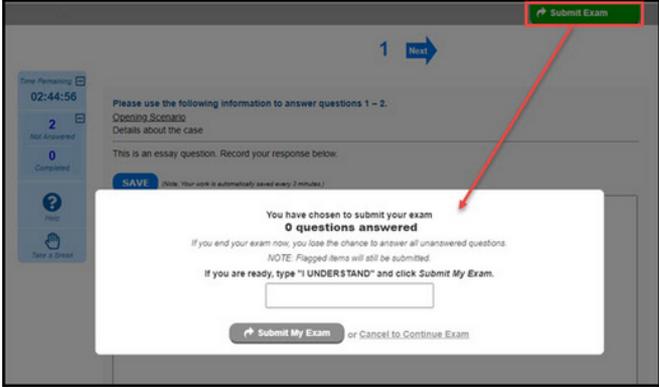
◀ Close

← 9 / 9 →

Click the "Submit Exam" button when you have completed the essay exam. A confirmation page will ask you to verify your exam submission.

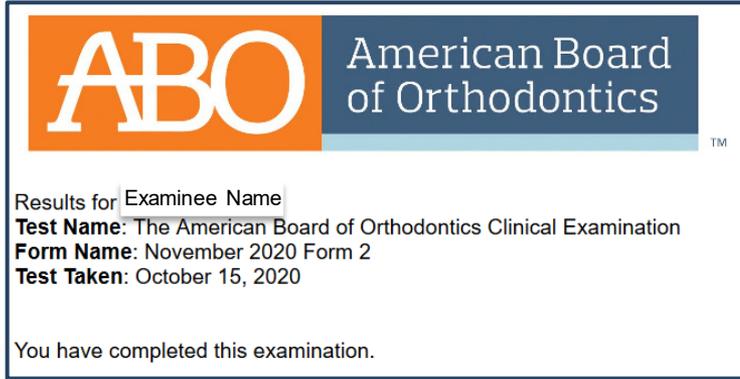
If you are finished with the essay exam, type "I understand" in the box provided and click "Submit My Exam." This action cannot be undone.

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



The screenshot shows the Scantron exam interface. On the left, a sidebar displays 'Time Remaining: 02:44:56', '2 Not Answered', and '0 Completed'. The main area shows '1 Next' and 'Please use the following information to answer questions 1 - 2. Opening Scenario: Details about the case. This is an essay question. Record your response below.' A 'SAVE' button is visible. A confirmation dialog box is overlaid on the screen, containing the text: 'You have chosen to submit your exam. 0 questions answered. If you end your exam now, you lose the chance to answer all unanswered questions. NOTE: Flagged items will still be submitted. If you are ready, type "I UNDERSTAND" and click Submit My Exam.' Below this text is an input field and two buttons: 'Submit My Exam' and 'Cancel to Continue Exam'. A red arrow points from the 'Submit Exam' button in the top right corner of the interface to the 'Submit My Exam' button in the dialog box.

Scantron Exam Environment



ABO American Board
of Orthodontics TM

Results for [Examinee Name]
Test Name: The American Board of Orthodontics Clinical Examination
Form Name: November 2020 Form 2
Test Taken: October 15, 2020

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) or by facsimile (314-432-8170).

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