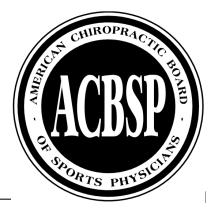# ACBSP™ Written Examinations Orientation

FOR THE CCSP® AND DACBSP®

ACBSP™ Written Examination Orientation

Written Exam Candidate Orientation Outline

1. Examinations:
   - April 8th, 2023.
   - You should have an email with your **start time** and **Exam Identification # (print this for exam days),** subject line is " Exam Instructions."
     - CCSP® Written Exam: 200 items, 2 2-hour sessions with a 30-minute break
     - DACBSP® Written Exam: : 200 items, 2 2-hour sessions with a 30-minute break
     - DACBSP® Practical Exam Radiology Station: 10 images with 1 question per image on diagnosis and management, 14 minutes

2. How to study

3. Requirements

4. Practice Exam

5. Day of Exam

6. Imaging Questions

7. Results

8. Contacts/Closing

How To Study

CCSP® Resources:

Test Plan: https://www.acbsp.com/wp-content/uploads/2022/04/CCSP-Test-Plan-starting-2021-revised.pdf

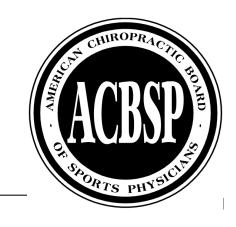Reading List: https://www.acbsp.com/wp-content/uploads/2022/04/ACBSP-2021-Reading-list-CCSP-Reading-List-UPDATED.pdf

DACBSP® Resources:

Test Plan: https://www.acbsp.com/wp-content/uploads/2022/04/ACBSP-DACBSP-2022TESTPLAN.pdf

Reading List: https://www.acbsp.com/wp-content/uploads/2022/04/ACBSP-2021-Reading-list-DACBSP-Reading-List-UPDATED.pdf
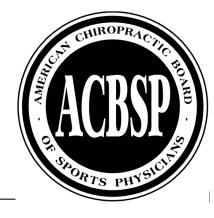
How To Study

Certification Maintenance Requirements:
https://www.acbsp.com/certification-maintenance/

CCSP® Handbook: https://www.acbsp.com/wp-content/uploads/2021/06/CCSP-HANDBOOK-11-2019-1.pdf

DACBSP® Handbook: https://www.acbsp.com/wp-content/uploads/2021/07/DACBSP-Handbook-1-2020.pdf

Requirements

1. **A COMPUTER WITH A CAMERA _AND_ A PHONE WITH A CAMERA.**

- _MUST_ have a **computer that is _WINDOWS-BASED_ or a _MAC_**. A Chromebook _WILL NOT WORK_ with the software.

2. Prior to the exam, **download and install**:

- On your computer - The lock down browser: https://weblock.fasttestweb.com/FastTest/browserlockdown/app - /weblock/download
  - You must be using a computer on which you have the **ability to install software (**commonly called "admin rights"). WebLock must run on the computer in order to open and take the exam.
- On your phone or tablet (secondary camera): GoogleMeet App

3. You must be in a **location with a strong internet connection**, as you will be streaming video. A hard-wired internet connection to your computer or laptop is the safest and most reliable connection to the internet and exam.

4. You must take the exam in a **location with no corporate or institutional firewalls**, as this could adversely affect your test-taking experience and proctoring. We encourage you to take your exam on a private network (e.g. at home).

5. When you log in for the exam, you must show the proctor your valid photo ID and have access to your exam identifier number. You have received the exam identifier number from the ACBSP™ national office in the email with your exam start time (10/11/22 Subject "Exam Instructions.")

Requirements

6. Phones:
 - **Have a charger or external battery,** so that it can stream video for the entirety of the exam.
 - The smartphone must be **set to silent.**
 - Your phone **must have a camera** and should be placed on a phone stand so the proctor will have a stable video view of both you and your desktop during the exam.
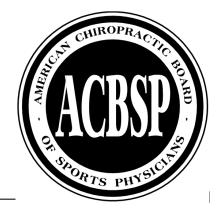
7. Computers
 - **Close all applications running on your computer**, especially those with communication or video functionality (e.g. **Skype and Zoom**), before you go to https://ascproctor.com/
 - Have the **charger for your computer**. The exam has two 2-hour segments with a break in-between.

8. Take the **exam in a room where no one else has access** during your exam.

9. Your **desk must be free of debris**.
 - **Allowed: computer, cell phone, cell phone holder, government-issued photo ID and your exam letter** (which provides your exam identifier number,) and a clear plastic water bottle **WITHOUT** a label.

Requirements

- You **MAY NOT**
  - Wear a watch
  - Access any electronics (computer/cell phone may only be used for exam completion)
  - Use any type of headphones
  - Use any scratch paper

- You **MAY USE** (all items will be inspected by the proctor upon check-in)
  - Foam earplugs
  - Clear, plastic water bottle **WITHOUT** a label

Requirements

WebLock Installation:

- https://weblock.fasttestweb.com/FastTest/browserlockdown/app - /weblock/download

WebLock Installation Assistance:

- MAC: https://www.youtube.com/watch?v=fuo9Zfe1V6c

- Windows: https://www.youtube.com/watch?v=MJGW4HGVdPw

Firewall Restoration Assistance:

- https://www.youtube.com/watch?v=jYRjci6v-aw

Requirements

- Download the GoogleMeet app on your mobile device/tablet prior to the practice exam

  - Use the same device you will be using on the day of the exam.

- The suggested GoogleMeet application download is the "GoogleMeet Original".

  - It is the **green phone icon** that appears. (**Do not use** the multicolored phone icon option, as the proctors have found that one to be inefficient.)

Requirements

To Start the Practice Exam/Exam:

1. Have your current government issued photo ID and Examination Identifier Number ready.
2. Go to: https://ascproctor.com/
3. Click on 'Select School/Organization Name."
4. Click on *American Chiropractic Board of Sports Physicians™ (ACBSP™.)*
5. Complete the form and click "Start Chat." A live chat with the MonitorEdu proctor will begin.
6. You will be asked for your ID and Exam Indentifier #. After approval, the proctor will assist you to set up monitoring.
7. After setup is complete the proctor will provide you with your test link and test code.
8. Start your exam.

You will be able to chat with the proctor during the entire exam. The proctor is your best resource if anything unexpected occurs. The proctor may only answer technology related questions, they may not answer any questions related to exam content.
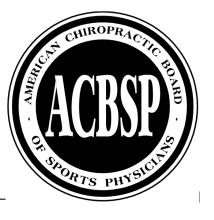
Practice Exam

You **MUST** complete a "practice exam" prior to the actual exam, it should take about 15 minutes.

- Ensures you are familiar with the process
- Ensures that your technology is compatible with the requirements

It will be offered the week of **March 20-24, 2023**.

- You can register **now** for a time during the window to take the practice exam: https://ascproctor.com/schedule-an-exam
- Must follow all requirements to take the actual exam (ie: login with a proctor, computer with camera and phone with camera, etc…)

Exam Day - Expectations

-**ALL EXAM START TIMES ARE ON** _EASTERN TIME ZONE_. Exam start times will be assigned by the National Office.

-Each proctor will be working with several people during the check-in process. Please be patient and the proctor will get to you. This process may take over 15 minutes in some cases.

-Candidates are welcome to arrive 15 minutes prior to the actual scheduled exam time. This allows candidates to work with the proctor to ensure WebLock is functioning properly and work through anything unexpected that may arise when getting started.

-IF YOU HAVE WAITED FOR THE PROCTOR FOR **15 MINUTES** _PAST_ **YOUR START TIME** ON THE DAY OF THE EXAM, PLEASE CALL THIS NUMBER: 808-382-6472

Exam Day – Submission of Exam

Answer **ALL** questions **BEFORE** clicking the **"YES"** button at the end of each section.
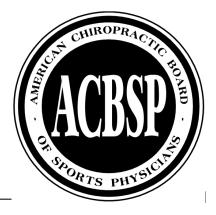
- You will **NOT** be allowed to go back to answer/change answers once you click the **"YES"** button.

Once you finish this section, you will be unable to return to it later to change your answers. Are you sure you are done with this section?

YES   NO

Imaging Questions

This is what the page will look like initially for imaging questions
  - **Click on the Blue "Case #"** to open the image and question

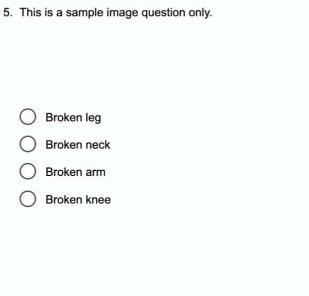Notice that the page numbers are at the top of the page

Imaging Questions

The blue "**Case #**" will expand to look similar to this
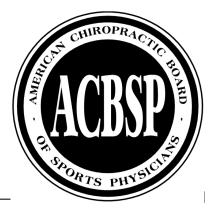
- Answer the question with the best possible answer
- <mark>You **WILL** be able to **SCROLL** on the page to see the image</mark>
- You will **NOT** be able to expand the image unless you are taking the exam on a touchscreen device

Notice that the page numbers are at the top of the page

Case 1

5. This is a sample image question only.

- Broken leg
- Broken neck
- Broken arm
- Broken knee

Case 1

Results

-The ACBSP™ will notify you of your results within 6 weeks. Often it is sooner because of computer based testing.

-You will receive an email from the ACBSP™ National Office with your results. The subject will include "Exam Results."

-You will also receive a survey from the National Office after the examination. The Examination Committee uses this data to improve the candidate exam experience.

- **We are listening, please take the time to fill out the short survey!!!**

Who To Contact

If you have questions _LEADING UP_ to the exam:

- Email: info@acbsp.com

- Call: 888-358-3088

If you are having issues on the _DAY OF THE EXAM:_

- Call: 808-382-6472

- IF YOU HAVE WAITED FOR THE PROCTOR FOR **15 MINUTES** _PAST_ **YOUR START TIME** ON THE DAY OF THE EXAM, PLEASE CALL THE ABOVE NUMBER.

Closing

1. Candidates will receive an email with the recording of this meeting and the PowerPoint deck from the National Office (info@acbsp.com.)

2. Question and Answers

3. Contacts
   - Written Examination Committee Co-Chairs: Dr. Scott Vanina and Dr. Paul Hackett (wec@acbsp.com)
   - Examination Committee Chair: Dr. Holly Westbrock (examchair@acbsp.com)
   - National Office: info@acbsp.com