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FLS Remote Testing
Requirements & Responsibilities
For your reference

Institution

☐ Each institution must designate **one** liaison. The FLS liaison should be a staff member who will be responsible for making sure all of the requirements and tasks listed below are met and completed.

The FLS Remote Testing liaison will:

☐ Communicate with FLS staff regarding any questions and/or issues.

☐ Submit completed FLS Remote Testing Checklist four (4) weeks prior to scheduled test date (checklist link is provided in the reservation confirmation email).

☐ Reserve a private/quiet room for FLS testing for skills testing (you will need another, <u>adjacent</u> room for the written test if you are administering it on exam day).

☐ Designate a facilitator who will act as the hands-on assistant for the remote proctor. The skills facilitator must be someone who works in the skills lab and has had some experience with the FLS trainer box and laparoscopic instruments. The facilitator must be present for the entire testing. This should NOT be an active surgeon/clinician.

☐ Designate a second facilitator to act as the written test remote proctor (if you are administering the written test on the same day).

Skills Testing Area, Equipment, and Responsibilities

Skills Test Facilitator will:

☐ Work with the remote proctor to prepare for testing day, including participating in a live run-through via zoom 2-3 days prior to testing date.

☐ Set up testing room with all required equipment/supplies.

☐ Under the direction of the remote proctor, work directly with test takers on testing day, processing test taker arrivals, collecting vouchers, setting up FLS skills tasks in the trainer box, and collecting all results at the end of each task.

☐ Prepare results and vouchers for shipping to the SAGES office, ==ensuring the shipping box/envelope and prepaid label are prepared and present at the start of the testing day==. The shipping material and paid label must be provided by the institution.

☐ Assist with other activities as needed and directed by remote proctor.

Equipment and Testing Area:

☐ Institution must have an FLS exam approved trainer box that has not been altered in any way, along with the FLS exam approved accessories (peg board and six rubber objects, jumbo clip, suture block).Trainer box and accessories must be in good condition.

☐ Institution will supply a laptop/computer with a functioning webcam and microphone/speakers. This laptop will be connected to the remote device and must support continuous video streaming.

☐ Institution will supply a video converter bundle. This can be purchased at https://fls-products.com/fls/products/50370/50370-fls-converter-bundle

☐ Institutions must ensure they have a strong internet/Wifi connection that <u>supports continuous streaming</u> available in the designated testing area.

☐ FLS standardized trainer box and monitor should be appropriately set up and the remote testing system (converter bundle) connected and working prior to the first scheduled test.

☐ The FLS laparoscopic instruments should be set up appropriately in the testing area. Please refer to the FLS Remote Testing Materials and Supplies document for more information regarding the instruments required for use on the FLS manual skills test.

☐ All required consumable materials should be provided and ready on test day.

☐ "Quiet: Testing in Progress" signs should be placed in hallways and on all doors to minimize disruptions.

☐ Room should be kept quiet during testing as a courtesy to the test takers.

Written Test Area, Equipment, and Responsibilities

IF YOU CHOOSE TO ADMINISTER THE WRITTEN TEST AT THE TIME OF THE SKILLS TEST:

☐ Each institution must designate a second facilitator who will act as the written test assistant for the remote proctor. The facilitator must be present for the entire testing day. (The liaison may also act as the written test facilitator).

Facilitator Two will:

☐ Ensure all test takers have created an account in Webassessor at least two (2) weeks prior to the scheduled test date.

☐ Be present on the testing day to launch the test in the computer testing system and monitor test takers throughout the test.

☐ Be able to contact IT if any technical issues arise during testing.

Equipment and Testing Area:

☐ At least 3 computers must be available for the written test.

☐ Must be connected to a secure and reliable high-speed internet connection (wired or wireless).

☐ Computers must run the latest version of Microsoft Edge or Google Chrome.

☐ Computers must be PC's running Windows 10 or higher.

☐ Each computer must have a mouse connected.

☐ Please refer to "Hardware and Software Requirements" document for more detailed information.

☐ "Quiet: Testing in Progress" signs should be placed in hallways and on all doors to minimize disruptions.

☐ Each computer must be set up as a testing station (i.e. table and chair) with the appropriate amount of space between each station so that test takers cannot see each other's screens.

FLS Test Day

☐ Facilitator(s) should arrive at least 30 minutes prior to the first scheduled test taker.

☐ System should be turned on and connected to the remote proctor via Zoom at least 15 minutes prior to the first scheduled test taker.

☐ Test takers should arrive with vouchers already filled out with test taker's information, but not signed. Test takers will sign the voucher in front of the remote proctor. Test takers should arrive at his/her scheduled test time. Arriving late will result in the cancelation of the exam.

☐ The facilitator will ensure that test takers turn off or silence cell phones/pagers/electronics and turn them in prior to entering the testing rooms.

☐ Up to 10 test takers can take the FLS exam on the scheduled date. Each exam candidate must have a valid voucher (i.e. not expired or previously used).

☐ Test results will be emailed to the address provided on the individual test voucher approximately 3-4 weeks after the test date.