

Tips for Safely Proctoring ESAP-ITE 2021

Thank you for your continued interest in and use of Fellow Training Series and the In-Training Exam. Due to the ongoing COVID-19 pandemic, we have made some adjustments to the traditional ITE proctoring format. While we generally encourage programs to gather their fellows to take ITE in the same place and at the same time, this year we urge you to adhere to public health guidelines by reducing in-person interactions and having the fellows take the exam at home.

With this in mind, please review the below guidance and reach out to Maggie Graham (mgraham@endocrine.org) with any questions. Please see the attached email templates so you can share the pertinent information with your fellows easily.

- The exam will allow fellows 4 hours to complete. Please note it takes most fellows 3-4 hours to complete the exam.
 - *If one of your fellows will require additional time, please contact Maggie Graham at least 2 weeks prior to your program's exam date so we can make the appropriate accommodations.*
- Remind your fellows that this exam is intended to provide a benchmark of their current knowledge – **please strongly encourage them to take this exam “closed-book”** as they would if they were in person to provide the most accurate assessment of their knowledge and areas that could be strengthened.
- Select a date and time to proctor your exam. At this date and time, share your program's access code with the fellows for them to log into the platform and access the exam. **Please do not share the access code until your proctoring date and time**, as we do not want the fellows to access the exam until they are taking it.
- If so desired, use a platform like Zoom so that the proctor can observe the fellows as they take their exam. Please note that this could reduce bandwidth and slow the exam down.
- If the fellows have any issues accessing the exam, please contact Maggie Graham to help troubleshoot.

Please note that score reports will be available by mid-March.