



American College of **Osteopathic** Internists

ACOI.org

In-Service Examination

Proctor Instructions for Examination Day

ACOI • 11400 Rockville Pike, #801 • Rockville, MD 20852
Phone: (800) 327-5183 • Email: acoi@acoi.org • web site: www.acoi.org

AMERICAN COLLEGE OF OSTEOPATHIC INTERNISTS (ACOI)
IN-SERVICE EXAMINATION (ISE)

The American College of Osteopathic Internists in-service examination (ACOI ISE) is scheduled for Friday, March 3, 2023; make up dates, Monday, March 6 and Friday, March 10, 2023. The examination consists of 200 questions presented in one section to be administered consecutively during a five-hour examination period.

Contact Information		
American College of Osteopathic Internists (ACOI)	National Board of Osteopathic Medical Examiners, Inc. (NBOME)	Internet Testing Services (ITS)
Susan Stacy, FACOI Director of Administration and Meetings susan@acoi.org	Client Services clientservices@nbome.org 866-479-6828	Technical Support acoisupport@testsys.com 800-514-8494
Kara Kerns Post-Doctoral Training Specialist and Student Liaison kara@acoi.org	Shari Schlachter Client Program Manager sschlachter@nbome.org 866-479-6828 x5288	
	Margaret Wong Sr. Director for Assessment Operations mwong@nbome.org 866-479-6828 x5239	

TROUBLESHOOTING AND TECHNICAL SUPPORT

The ACOI ISE was designed with user ease of navigation in mind and has several features that minimize the potential for error and confusion. Most screens have helpful hints to direct the user through the process.

Users can access the Frequently Asked Questions and technical information on the login page <https://acoisetup.starttest.com>. In addition to this help, Technical Support is available by email or phone:

Email: Support@testsys.com

Phone: 1-800-514-8494

Technical Support hours are Monday – Friday, 8:00am – 8:00pm ET and will be available on exam day.

PROCTOR GUIDELINES

FRIDAY, MARCH 3, 2023

REGISTRATION

Registration should begin no later than 7:15 am or 12:45 pm to prepare the workstations, check-in each examinee, allow time for seating the examinees, and provide examination instructions. All examinees should be administered between 7:30 am – 12:30 pm or 1:00 pm – 6:00 pm local time.

INSTRUCTIONS TO EXAMINEES

Read the following instructions to the examinees prior to the examination:

1. Books, notes, and/or photographic or electronic devices (i.e. cellular phones, pagers, hand-held electronic devices - tablets, etc.) may not be used during the examination, and may not be on or near the examinee's table. Please make sure your pager and/or cell phone are turned off at this time.
2. This examination consists of 200 multiple-choice questions delivered in one section.
3. You will have five (5) hours to complete the examination. There is a 15-minute tutorial prior to the beginning of the exam. This tutorial time is not part of the five-hour examination time. Once the section of the examination is completed, you will be unable to return to the examination. Upon completing the examination, there is a short survey.
4. If your computer freezes during the exam click the following keys simultaneously, Ctrl+Alt+Shift+F10 (PC) or ⌘ + w (Mac) to close the browser. Return to the exam by logging in again. The exam will pick up where you left off with no time lost.
- 5. Time is monitored by the examinee. Once the examination begins, the time remaining for the section is posted on the monitor screen.**
6. Please launch the ACOI Browser at this time, if the browser hasn't been downloaded, please go to <https://acoisetup.starttest.com> and download the ACOI Browser.
7. Please enter proctor username (proctor email) and password (acoi23ex) on the proctor login page.
8. Please enter your unique Identification Number and your First Name on the examinee login page.
9. Please click "Start." You may begin the exam.

LATE ARRIVAL

All examinees must begin the examination at the same time. Late examinees will not be allowed additional time to complete the examination.

USE OF RESTROOM FACILITIES

Only one examinee at a time may leave the examination room for use of the restroom.

COMPLETION OF THE EXAMINATION

Examinees may leave the examination upon completion of the examination.