Knowledge Assessment

Instructions for Fellows

Knowledge Assessment

The Knowledge Assessment consist of 120 questions which fellows will have 3 hours (180 minutes) to complete. The assessment is timed and as soon as you begin the assessment you must complete it in one sitting. Fellows can only take the assessment on the date they registered for. The assessment will be open for a 24-hour period on the exam date. This means you can take it at any time but you will only have 3 hours (180 minutes) to complete it.

The assessment will be administered using a secure online exam platform through Examsoft called **Examplify**. All Fellows should have already downloaded Examplify when they completed their practice exam. If you need to re-download Examplify, click here.

Knowledge Assessment: Proctor Information

The Knowledge Assessment will be proctored by the Fellowship Training Program Director or designated alternative. The proctor is asked to remain in the room during the entire assessment and will be asked to complete a proctor verification form. The exam administrator and exam taker(s) must follow all infection control or social distancing protocols that apply at their institution or testing site.

Examination Rules:

Fellows are asked to follow the examination rules as outlined below:

- The Transplant Accreditation & Certification Council (TACC) holds training programs and examinees to the highest standards of ethical and professional behavior.
- Unethical, dishonest, or otherwise unprofessional behavior by an examinee may cause cancellation of examination scores, barring from future examinations by the TACC and may prevent the examinee from receiving a certificate of completion.
- The Fellowship Training Program Director agrees to report any and all suspected unethical or unprofessional behavior including any and all testing irregularities to the TACC, and shall not independently adjudicate such behaviors or irregularities.
- Unethical behavior is defined by the TACC to include disclosure, publication, reproduction, or transmission of this examination in whole or in part in any form or by any means, verbal or written, electronic or mechanical, for any purpose. This extends to sharing examination information or discussing the examination prior to the closure of the exam period.
- Examinees shall be free of all clinical responsibilities during the examination.
- Examinees shall not have access to any written or electronic informational resources during the exam.
- Once the exam has begun, examinees shall not have access to any communication devices (phone, pager, smart watch, tablet etc.) during the exam and may not access these devices at any point, including during breaks, until after the exam is completed.
- The exam shall be administered in a manner that is consistent with all applicable guidelines pertaining to infection control and social distancing.
- If testing accommodations are required such as would be required for a physical condition or learning disability, prior arrangements must be made with the TACC.

TAC
Transplant Accreditation
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Knowledge Assessment: Results

The results of the Knowledge Assessment will be sent to the fellow and their Fellowship Training Program Director. The results will be distributed in May.

Fellows must have an average score of >50% correct when the scores from their first- and second-year assessments are combined. Remediation options are available for fellows who do not score >50%. Review the Fellow Requirements for more details.

On Exam Day:

You will receive an email with your ExamSoft UserID and Password as well as the exam password. You will need to launch Examplify to begin the exam.

Note, your ExamSoft/Examplify User ID and Password is **NOT** the same as your ASTS Member Portal. You will use your same ExamSoft User ID and Password as the practice exam.

ExamSoft Page:

https://ei.examsoft.com/GKWeb/login/asts

Launch the Examplify application. You must be connected to the internet to register your copy of Examplify and/or download exams.

If prompted, type in the Institution ID **"ASTS" or "American Society of Transplant Surgeons"**

If you do not see an exam to download, click **Refresh Exam List**

If you have refreshed and still do not see an exam, make sure that this is your correct exam date.

After you have download the exam, you will be asked to enter in the **Exam Password** to start the exam.

The **Exam Password** will be located in the email that is sent to you on your exam date. This password is **not** the same as your user login password.
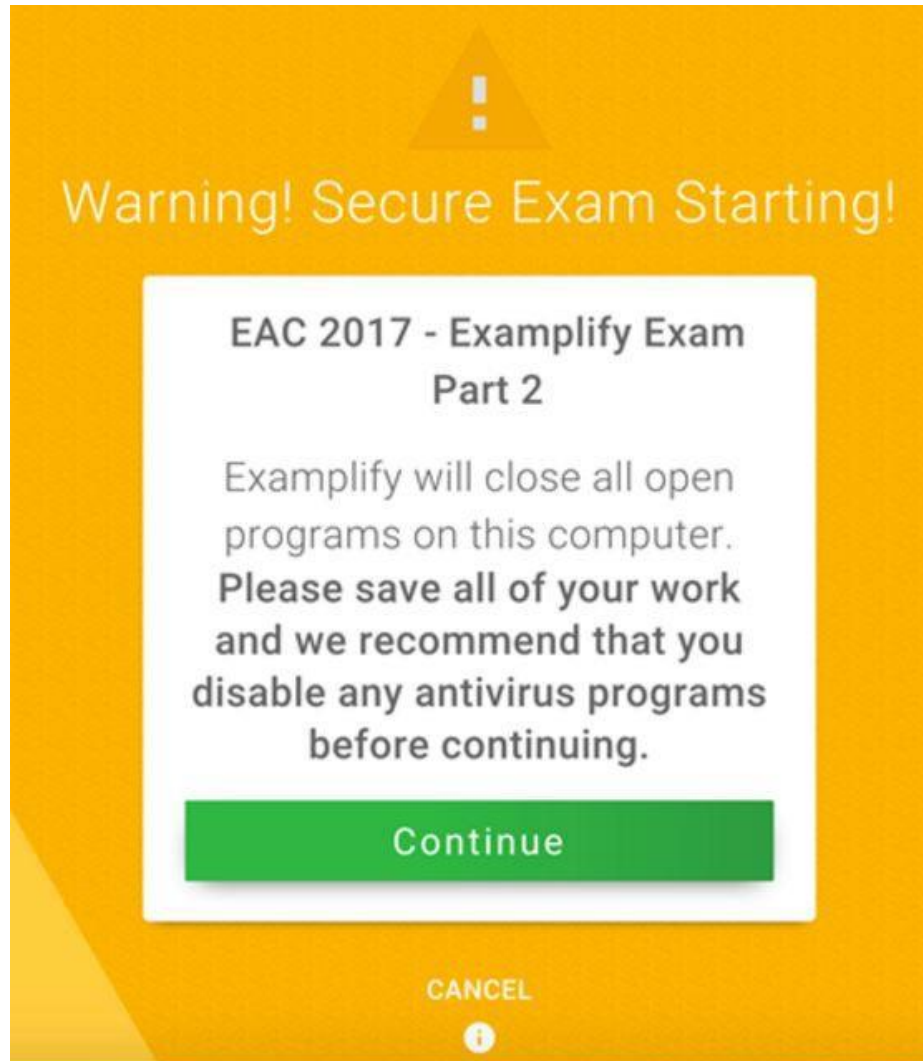
Secure Exam:

The Knowledge Assessment will be a secure exam. This means the system will lockdown your computer and you will not be able to use any programs until you have submitted the exam. Please ensure all files are saved and you have closed out of all applications before starting the secure exam.
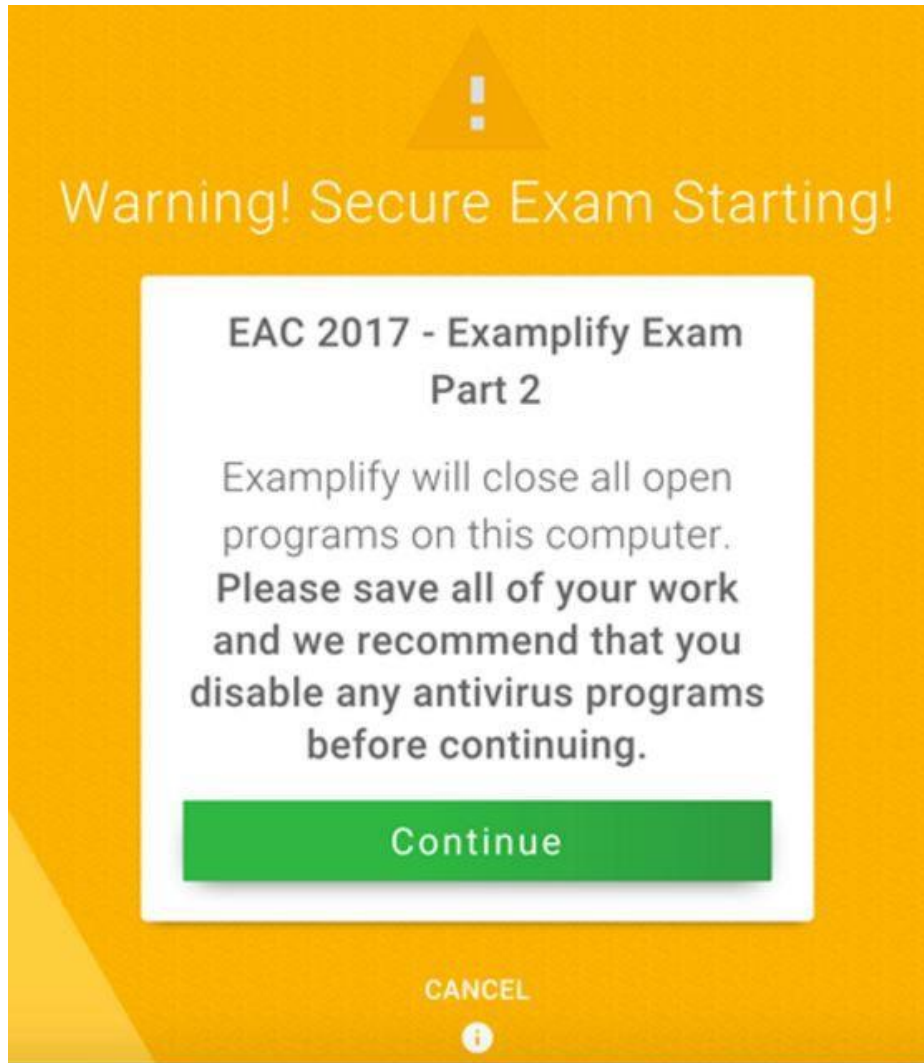
Secure Exam:

In some cases, certain anti-virus applications may block Examplify from starting properly or can affect Examplify's performance during an exam. If your computer is running any of the programs listed here, disable them before installing Examplify and re-enable them after installation is complete.

Review Antivirus Instructions

How to answer questions:

Make sure that you select your answer choice before moving on to the next question. The answer choice you select will appear next to **Currently Selected**.
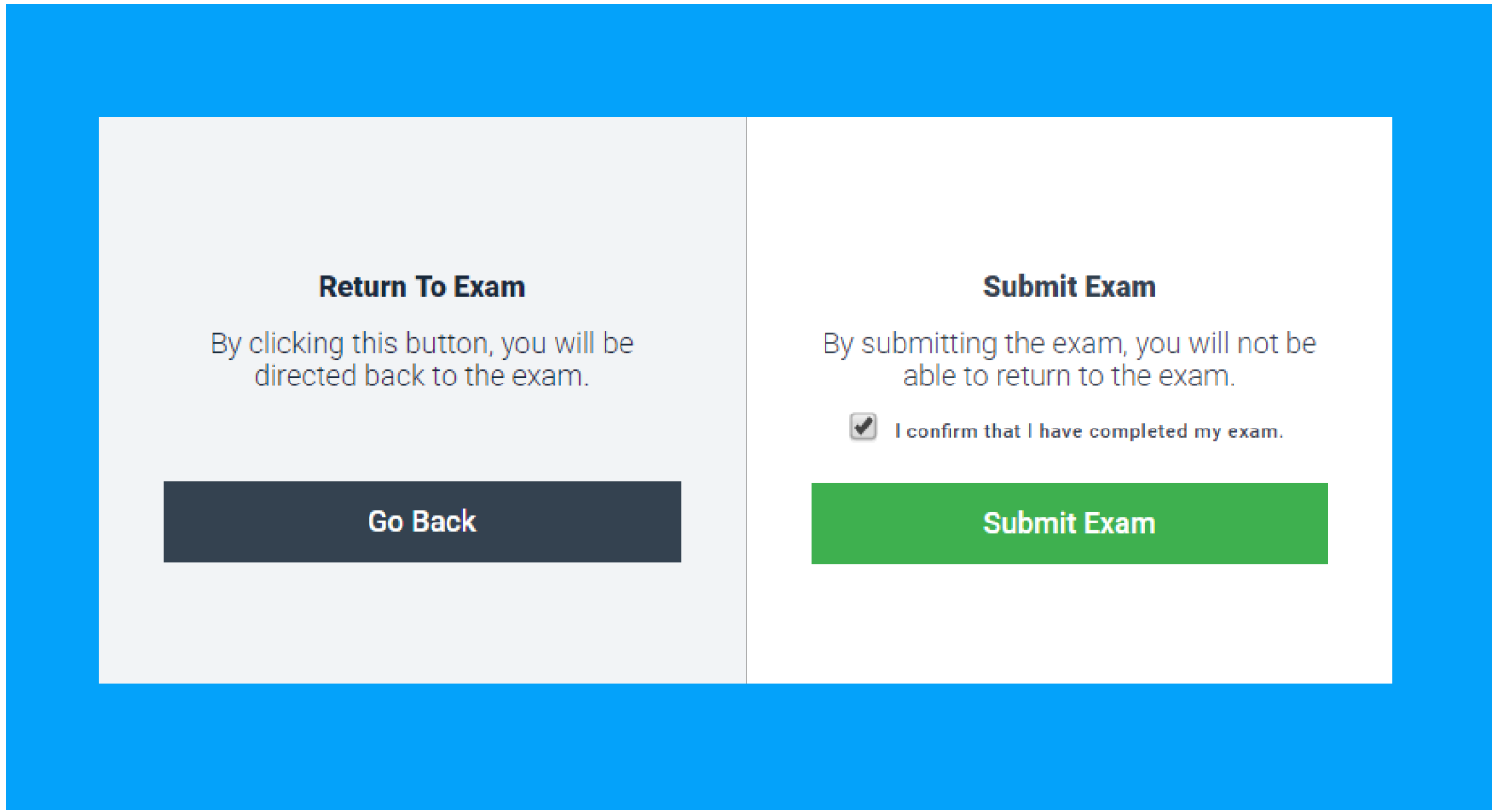
When you have answered all questions and are ready to submit the exam, **confirm you have completed the exam** and **select "submit exam"**

After completing the exam you must upload your exam answer file. Please wait until you see the **GREEN** confirmation screen before exiting the exam.

An email will be sent to confirm that you have submitted your exam.

Need help?
Contact ExamSoft
Support at:
866-429-8889, ext. 1

You can find more
resources on the **HELP**
tab of your Examplify
account.