



Examination of Added Competence in Emergency Medicine

SAMP Software Tutorial

This document is intended to assist candidates to familiarize themselves with the features and functions of the Prometric computerized examination delivery software that they will be using on examination day.

While every effort is made to ensure the details in this document match the actual examination tutorial, the possibility exists that updates or upgrades may occur that have not made it to publication in this document prior to the administration of the examination.

Take the time provided to review the tutorial at the beginning of the examination. The time dedicated to reviewing the tutorial at the beginning of the examination appointment is separate from the time allotted to answering questions. Closing the tutorial early or rushing through the tutorial will **not** give you more time to answer questions. Not familiarizing yourself with the features and functionality of the interface could result in costly user errors that cannot be undone.

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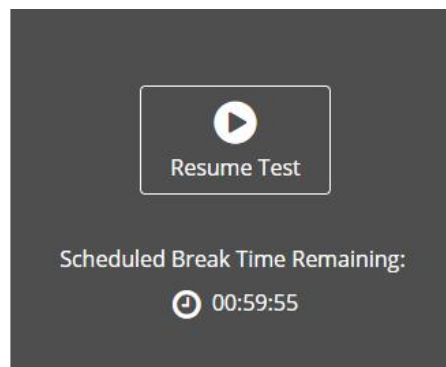
Exam Structure:

This component of the examination consists of one content section. You will have a total of 4 hours and 15 minutes (255 minutes) to complete a series of SAMPs that will be presented to you in random order. This examination has been designed to include sufficient time to allow you to step away to take a small rest should you choose to do so. There is no "break" indicator on the exam, so should you choose to take a rest, there will be no buttons you need to hit.

Note: The timer will continue to count down while you are away from your workstation. Timing will be adjusted for candidates with special accommodations according to the agreed plan.

Candidate Break:

After the first 3 hours, or after you have completed and submitted your responses to the first section, you will have a scheduled 60 minutes to rest and refresh. It is in your best interest to take a break at this time.



You will have the option to cancel the break at any time during the 60 minutes and resume testing, HOWEVER, if you opt to CANCEL your break, the second section will begin, and you will forfeit the remaining scheduled break time. Use your best judgement to decide how much of the 60 minutes you need.

Reminder: Do not click the "Resume Test" button unless you wish to cancel your break.

If you have not returned to your seat within the designated 60 minutes, the exam will automatically restart displaying question one of the second section. You must allow time for the exam re-check-in procedure when you return.

It is your responsibility to manage your break time; the impact of how much or how little time you decide to take is not an appealable issue.

Before you begin:

It is strongly encouraged to take these dedicated few minutes to review the tutorial before starting the examination. The tutorial provides an overview of the features available to you.

To view this information again at any time during your examination, click on the "Information" icon at the bottom of the screen. Note that time spent revisiting the tutorial after you start the examination will be deducted from your overall exam time.

Using the Mouse



The mouse pointer moves when you move the mouse around on a surface. Although it can assume different shapes, the arrow shown above is most common. To point with the mouse, move the pointer until it rests on the desired object. To click on an object, point to it and then quickly press and release the left mouse button.

Navigating Through the Exam

Click the Next button displayed at the bottom of the screen to move to the next screen or question. Click the Back button to move to the previous screen or question.

In addition to the navigation buttons, you can use the numbered buttons displayed on the left side of the screen. Depending on the number of questions in the section, you may need to click on the down arrow to navigate to additional questions.

The numbered buttons change appearance to indicate different question states: Current, Attempted, Unattempted, and Flagged.



- The current question will be indicated by an arrow-shaped numbered button.
- For all attempted questions, the numbered button will appear darker in colour.
- For all unattempted questions, the numbered button will remain the original colour.
- Flagged questions will show a flag icon on the numbered button.

Using the Scroll Function

When a question does not fit on a single screen, the following warning will appear at the bottom of the screen.



To scroll through the screen contents, click and drag the scroll bar as necessary or use the scroll wheel on the mouse.

Time Remaining

The amount of time remaining is displayed at the top of the screen.



Each section of this examination is allocated a specific amount of time, including the Tutorial.

There is also an overall amount of time provided for your full exam appointment. Clicking on the clock will switch between the amount of time remaining in the current section of the exam and the amount of overall time remaining for the full exam appointment.

The Progress Bar in the top right corner shows you how much of the exam content you have completed for the entire exam.

The most important time display for you as a test taker is the "Section Time Remaining."

Note that, where applicable, an alert box will appear below the exam clock to signal when 30 minutes, 15 minutes, and 5 minutes remain in the current section.

Flagging Questions

You can flag a question as a reminder to go back and check your answer or attempt it later.

To flag a question, click the Flag button displayed at the bottom of the exam screen.



Any questions that are flagged for review will show a flag icon on the numbered button, as shown below. Click the Flag button again to remove the flag.



Short Answer Management Problems (SAMP)

For each SAMP, the setting is an Emergency Department with tertiary-care capability, unless the setting is otherwise described.

Basic information regarding the presentation of the patient will be provided on the left-hand screen. A series of questions will follow from each scenario and appear on the right side of the screen. Click the Case icon to return to the scenario after viewing images or reference materials.

When answering questions in this examination please read the question carefully and provide only the information that is requested.

You can answer most questions in ten words or less. Answer fields are limited to 99 characters. Your answers should easily fit within this limit.

Where appropriate, the number of desired responses will be indicated for each question. The corresponding number of answer fields will be provided.

Write only one answer in each field. Subsequent answers in the same field will not be considered. No credit will be given for responses which exceed the number of requested responses.

When listing medications, the use of generic names or trade names will be accepted.

When providing values or measures only Systeme Internationale (SI) units will be accepted.

Avoid abbreviations which are not commonly used and which may not be clear to an examiner.

If your answer to a question is “none”, please type “none”. Do not leave the answer box empty.

When the phrase “Be Specific” is added to the end of a question, include ample detail. Provide pertinent descriptions of tests or investigations (e.g. CT with contrast re: pulmonary embolism is different from CT with contrast re: aortic dissection; abdominal ultrasound is different from ultrasound guided paracentesis), and include medication doses and routes.

Resources available:

A table of normal laboratory values

A basic calculator

Comments

If you wish, you may leave a comment about any question by clicking the comment icon at the bottom of the page.



Important things to note:

Comments entered here are used only for quality improvement purposes for future exams. They will not be used for marking purposes.

No extra time is given for providing comments; you should only comment after completing the examination, if you have time remaining.

A screenshot of a 'Leave a comment' dialog box. The dialog has a dark grey header with the text 'Leave a comment' and a close button (X) on the right. Below the header is a large, empty text input area with a light blue border. At the bottom center of the input area, there is a small dark grey box containing the text '0/300'. Below the input area are three buttons: 'Remove comment' on the left, and 'Cancel' and 'Save' on the right. All buttons are green with white text.

Using the Calculator

A calculator is available for your use on every item in the exam. This calculator is similar to the calculator found in Microsoft Windows.

You can use the calculator to perform any of the standard operations for which you would normally use a handheld calculator. The calculator performs basic arithmetic, such as addition, subtraction, multiplication, and division.

Using the PDF Viewer

Refer to the image below to assist you in understanding the PDF functionality.

Open the PDF Viewer within the exam

Within the appropriate item, click on the relevant source material to open the PDF Viewer.

Navigating through the PDF Viewer



You can use the mouse to navigate through the PDF document. To view thumbnails of each PDF page, click on the "Thumbnail" tab (1) and select a page to view.

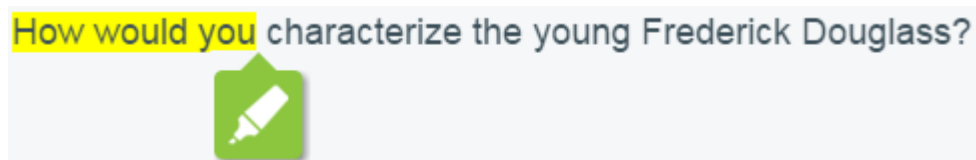
Other Functions of the PDF Viewer

- Pan (2) - Click and drag to pan around the document.
- Zoom In/Out (3) - Click to zoom in and out of the document. Other predefined options available in the drop-down list are: Automatic Zoom, Actual Size, Fit Page, and Full Width.
- Highlight - To highlight text, click and drag the mouse cursor over the desired text. Click the Highlight button that appears after releasing the mouse button. To remove the highlight, click on any area of the highlighted text.

Highlighting Text

During the examination, you will be able to highlight question text that you feel is important to refer back to as you progress through the exam. The highlight will remain present as you navigate through the exam, unless you select to remove it.

To highlight text, click and drag the mouse cursor over the desired text. Click the Highlight button, as shown in the image below, that appears after releasing the mouse button. To remove the highlight, click on any area of the highlighted text.



The highlight feature cannot be applied to text within the answer options.

Section Review

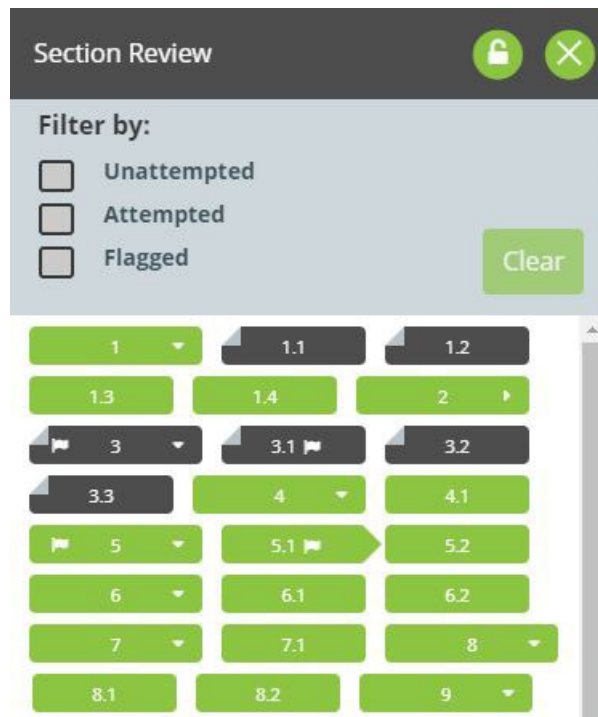
During the examination, you can review the status of all questions in a current exam section using the grid icon located at the bottom left corner of the exam screen.



To navigate directly to a question, click the corresponding numbered icon.

Click the whole number with the arrow  to expand or collapse the case.

Click the question number  to navigate to the question.



You may also filter your view by unattempted, attempted and flagged questions. The Section Review can be locked in place using the padlock icon and closed using the “X” icon.

Ending Exam Sections

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the Finish Section button in the top-right corner of the screen. Once clicked, a pop-up window will appear confirming you want to finish the section. Select "Yes, I would like to finish this section" to submit your answers for that section and progress to the next section.

After completing and reviewing the last section of the test, you can finalize the testing section by clicking the Finish Test button in the top-right corner of the screen and confirming you would like to finish the test.

If you click Finish before you are ready to submit your answers, and you still have time remaining, select "No, I would like to return to this section".

Please note that once you leave a section, you may not return. Any questions that are left incomplete will be marked as incorrect.

Tutorial Conclusion

This concludes the tutorial. You can review the tutorial by clicking on the "Back" button to back up one screen at a time, or by using the numbered buttons displayed on the left side of the screen. You may view the tutorial at any point during an active examination by clicking on the question mark icon. This icon can be found in the bottom left of the screen once you have begun testing.

Good luck with the examination.

Click the 'Start the Test' button to exit the tutorial and begin the examination.