



## AP<sup>3</sup> ASSESSMENTS OFFERED

The Cognitive Assessments for the following Advanced Practical Pathology Programs (AP<sup>3</sup>) are offered at PSI Testing Center locations:

- Laboratory Medical Director (LMD)
- Multidisciplinary Breast Pathology (MBP)
- Ultra-Sound Guided Fine-Needle Aspiration (USFNA)

Please refer to the program manual for more information regarding assessment timelines. An AP<sup>3</sup> study guide which includes the content outline of each cognitive assessment will be provided upon registration into the program.

## ASSESSMENT SCHEDULING PROCEDURES

The CAP will process registration enrollment into AP<sup>3</sup> programs and will send out electronic confirmation and instructions to register for the cognitive assessment with PSI. Only those participants who are registered and complete the AP<sup>3</sup> curriculum requirements are eligible to take the cognitive assessment associated with the AP<sup>3</sup>.

### INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day.

1. Log onto PSI's website and create an account. You must put in your email address and the EXACT spelling of your first and last name. Be sure to **check the box next to "Check here to attempt to locate existing records for you in the system"**.
2. You will be asked to select the examination and enter the ID# that the CAP provided to you. Your record will be found and you will now be ready to schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

### TELEPHONE REGISTRATION

To schedule an examination by phone, please call 855-579-4642. The times of operation for live operators are as follows:

Time Zone	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

### TO CANCEL OR RESCHEDULE A TEST APPOINTMENT

You may cancel and reschedule a test appointment if your *cancellation notice is received 2 days before the scheduled test date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at 855-579-4642 to cancel and reschedule your appointment.

**Note: A voice mail message is not an acceptable form of cancellation. Please use the telephone system and speak to a Customer Service Representative.**

## MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, and you will not be able to take the test as scheduled, if you:

- Do not appear or do not cancel your appointment within 2 days before the scheduled test date. If this occurs, you may be responsible for paying a \$100 processing fee to complete the test in the future;
- Arrive after test start time;
- Do not present proper identification when you arrive for the test.

## SPECIAL TEST ARRANGEMENTS

All test centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the test must contact CAP to get approved.

## TEST SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of a test site on a scheduled test date, your test will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your test schedule by calling 855-579-4642. Every effort will be made to reschedule your test at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

# REPORTING TO THE TEST SITE

On the day of the test, you should arrive at least 30 minutes before your appointment. This extra time is for signing in and familiarizing you with the test process. *If you arrive late, you may not be admitted to the test site.*

## REQUIRED IDENTIFICATION AT TEST SITE

**You must provide 2 forms of identification.** One must be a VALID form of government-issued identification (Driver's License, State ID, or Passport) which bears your signature and has your photograph. The second ID must have your signature and preprinted legal name. These identifications must match the name provided on the eligibility notice.

## SECURITY PROCEDURES

You will be provided with 2 pieces of scratch paper and a pencil.

The following items are **not** permitted in the examination room:

- All personal electronic devices, except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.



## TAKING THE TEST BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

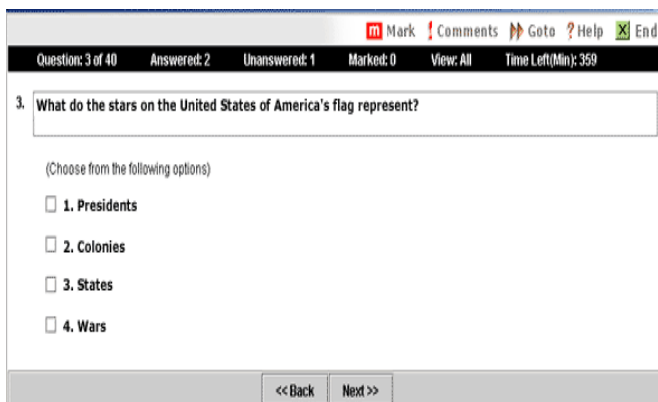
You will be directed to a semiprivate testing station to take the test. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the test for which you are registered.

### TUTORIAL

Before you start your test, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time spent on the tutorial, up to 15 minutes, DOES NOT count as part of your test time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.



The screenshot shows a test interface with a function bar at the top containing icons for Mark, Comments, Goto, Help, and End. Below the bar, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below this is a text input field. Underneath the input field, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the test, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) within that section and change your response, provided the test time has not run out.

## SCORE REPORTING

For some assessments, scores will be provided immediately following completion of the examination. Other tests will require a sufficient number of participants to complete the assessment for CAP to develop the scoring key, and CAP will send an update when results will be provided. This delay is necessary to ensure valid and reliable scoring for the assessment. For more information about the assessment you will be taking, refer to the applicable study guide that you will receive from the CAP upon registration to the AP<sup>3</sup> program.

### DUPLICATE SCORE REPORTS

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com) or by calling 855-579-4642.



## Scheduling and Rescheduling

### **How do I schedule a PSI exam?**

For most test programs, PSI provides two easy methods to schedule test appointments:

Online at [www.psiexams.com](http://www.psiexams.com)

Call our Candidate Service Center at 855-579-4642.

### **What information should I be prepared to provide when I schedule my appointment?**

When you schedule your appointment, you should be prepared to provide any of the following information:

- The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid, government-issued ID that shows your name in the English alphabet, your signature, your photograph.
- CAP member issued I.D. Number.
- Contact phone numbers - If there is an unexpected event, PSI will use these numbers to contact you.
- Exam title.
- E-mail address - Once again for contact purposes, this is often the fastest and most effective means of communication. Many licensing authorities or sponsors require e-mail contact information for registration.

### **How can I find out where a test center is located?**

[www.psiexams.com](http://www.psiexams.com) has a list of testing centers where you may take your exam. Be sure to choose the College of American Pathologists name from the dropdown menu for an accurate list.

### **Can I cancel and/or reschedule my test appointment via the PSI Website?**

Many test appointments can be cancelled and/or rescheduled through the PSI Web site. Typically PSI allows you to schedule 1 day prior if space is available and requires 2 business days to reschedule your exam without penalty.

### **What if I don't pass the assessment on first attempt?**

If you do not pass the assessment on the first attempt you will be allowed two (2) additional attempts to pass the assessment; however you must wait 2 weeks (14 days) before for the next attempt.

### **How long will it take for my eligibility or authorization to test to be downloaded into the system so that I can schedule an appointment to test?**

Test appointment scheduling is available within 24-48 hours of receiving authorization from CAP.

### **Why would my local test center tell me that they don't schedule appointments?**

The testing centers' primary purpose is to administer exams. Candidates should visit our website or contact our Candidate Service Center to schedule an exam appointment. Test center staff is not able to schedule appointments for their test center under any circumstances.

### **How do I obtain the appointment date and time I want to take my exam?**

When you go to our website or speak to a representative from our Candidate Service Center you will be asked to provide your preferred test date. The first available time slot on that date will be offered to you. If your preferred appointment date is not available, a Candidate Service Center representative will work with you to identify a convenient appointment date.

### **My appointment is scheduled for today, however the testing center is closed. What should I do?**

In rare cases weather or an emergency forces a test center closure. If this happens you will be contacted by the PSI rescheduling department within 24-48 hours to reschedule your appointment. We apologize for any inconvenience. You may also call 855-579-4642 for information. Real-time site information is posted at [psiexams.com](http://psiexams.com).



### **When should I plan to take the exam?**

Exams should be taken after completing all the educational components (i.e. online and instructor-led courses) associated with the AP<sup>3</sup>. Participants who complete the associated education course and review the AP<sup>3</sup> study guide prior to taking the exam are more likely to pass assessment on the first attempt.

## **At the Test Center**

### **When should I plan to arrive at the testing center?**

You should arrive at the testing center at least 30 minutes before the test is scheduled to begin.

### **What type of identification must I bring to the test center?**

ID requirements vary by Organization. **It is the examinee's responsibility to review the ID requirements for the exam you are taking before making your appointment. Please refer to your Candidate Information Bulletin for their specific ID requirements.**

### **Can my exam be taken on my PC, or do I have to go to one of your centers to test?**

All exams must be administered at a PSI Test Center unless specifically mandated by the College of American Pathologists.

### **Are there lockers? Can I keep my purse with me?**

Because the only item allowed into the testing area is identification, we encourage test takers to leave personal items at home or locked securely in your car's trunk.

### **I am on medication. May I bring drinks/food into the testing room?**

Food and drinks are not permitted in the testing rooms. Some of the exams that we administer do allow you to take a break. The exams that do not offer break time will allow you to leave the testing area to get a drink or take medication. However, the amount of time designated for that exam is not stopped when you are away from your computer.

### **How crowded are the testing rooms? I need to be in a quiet environment.**

A typical Test Center seats 10 candidates. Test center proctors provide a quiet and comfortable environment for all test takers. Noise reducing earplugs are available for an even quieter environment. Your Test center proctor would be glad to assist you if you have questions.

## **After the Test**

### **When will I receive results?**

In most cases, candidates receive their score report immediately after their test is completed. Score reporting timeframes may vary depending on exam specific program rules. Please check with CAP for complete information.

**To obtain status information, you can contact CAP Learning at:**

### **CAP -Advanced Practical Pathology Programs**

325 Waukegan Road, Northfield, IL 60093

**Tel:** 800-323-4040 Option 1

**Fax:** 847-832-8006

**Email:** [ap3@cap.org](mailto:ap3@cap.org)

